

**INTERPROGRAM SERVICES
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SERVICE AREA: Interprogram Services		PROGRAM: General Administration (11A)			
ACTIVITY: Policy & Administration		ORGANIZATION: Administration			
PROGRAM MISSION: To enhance county services for citizens and county departments by providing effective management and coordination of resources					
PROGRAM OBJECTIVES:					
1. To maintain status quo relative to management personnel as a percent of total personnel.					
2. To schedule 325 meetings with individual department heads.					
3. To schedule 115 meetings with individual Board members.					
PERFORMANCE INDICATORS		1999-00	2000-01	2001-02	2001-02
		ACTUAL	PROJECTED	REQUESTED	ADOPTED
DEMAND					
1. Authorized personnel (FTE's)		415.47	423.02	425.12	425.12
2. Units directly supervised		9	9	9	9
3. Dollar value of operating budget		\$43,681,005	\$48,976,472	\$46,682,722	\$45,801,262
4. Dollar value of Capital Improvement Plan (CIP)		\$3,408,430	\$4,812,224	\$9,664,215	\$9,664,215
5. Jurisdiction population		158,591	158,591	158,591	158,591
WORKLOAD					
1. Board of Supervisors meetings held		97	100	100	100
2. Schedule meetings with individual Board members		113	115	115	115
3. Agenda items forwarded to Board of Supervisors		569	575	575	575
4. Scheduled meetings with individual department heads		345	325	325	325
5. Other scheduled meetings held		633	625	625	625
PRODUCTIVITY					
1. Management cost as a percent of County budget		0.46%	0.46%	0.46%	0.46%
2. Management personnel as a percent of total personnel		0.65%	0.24%	0.24%	0.24%
EFFECTIVENESS					
1. Percent of program performance budget objectives accomplished		33%	100%	100%	100%
2. Percent of target issue action steps completed		70%	100%	70%	70%
3. Percentage of departments represented at dept head meetings		N/A	80%	80%	80%
ANALYSIS:					
<p>The Department's performance indicators are expected to remain at the same level as projected for FY01. Non-salary expenses are recommended to remain stable. Projected personal services expenses for the current year are lower due to the vacancy in the Assistant County Administrator position.</p> <p>The overall County operating budget is recommended to increase 9% over the current year. The primary reason for the increase in appropriations is due to two substantial pass through grants (Maternal & Child Health-\$708,041; Community Development Block Grant Career Link Program Grant-\$215,695). In addition, recommended Mental Health costs are increasing \$856,546, emergency medical services increasing \$109,700, increased employee health insurance costs (\$562,536), increased costs for various new positions or upgrades (\$265,000) and rental costs (\$70,000) for housing Juvenile Court Services off campus during renovation of the Courthouse and Bi-Centennial Building. Net of the aforementioned costs the County's operating budget would be increasing 2.4%.</p> <p>The County's Capital Improvement Plan</p>		<p>(CIP) is recommended to increase by \$2,844,989 over the current budgeted level. This increase is primarily for the continuation of the Master Space Utilization Master Plan and the renovation of the Bi-Centennial Building and the County Courthouse. This plan will provide more space for court related services by moving administrative offices from the County Courthouse to the Bi-Centennial Building over a ten year period. The CIP plan also includes the expansion of the Juvenile Detention Center as well as various technology improvements as contained in the recent Technology Assessment Report as performed by RSM McGladrey at the Board's direction.</p> <p>Total full time equivalents (FTE's) are recommended to increase by 2.10 which includes additional staffing in the Budget and Information Processing Department, Sheriff's Department, Health Department, Building and Grounds, netted against a reduction in the Recorder's Office.</p>			

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: General Administration (11A)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
A County Administrator		1.00	1.00	1.00	1.00	1.00
634-A Assistant County Administrator		0.50	0.50	0.50	0.50	0.50
298-A Administrative Assistant		0.60	0.60	0.60	0.60	0.60
Z Administrative Intern		0.60	0.60	0.60	0.60	0.60
TOTAL POSITIONS		2.70	2.70	2.70	2.70	2.70
REVENUE SUMMARY:						
Miscellaneous		\$215	\$0	\$0	\$0	\$0
TOTAL REVENUES		\$215	\$0	\$0	\$0	\$0
APPROPRIATION SUMMARY:						
Personal Services		\$193,504	\$203,339	\$186,931	\$213,452	\$212,770
Expenses		6,721	12,950	6,950	12,950	12,950
Supplies		1,395	1,350	1,350	1,350	1,350
TOTAL APPROPRIATIONS		\$201,620	\$217,639	\$195,231	\$227,752	\$227,070

SERVICE AREA: Interprogram Service
ACTIVITY: Policy & Administration

PROGRAM: Business/Finance (13D)
ORGANIZATION: Auditor

PROGRAM MISSION: To provide accurate and efficient implementation of the County's financial accounting system, including the timely and appropriate bi-weekly processing of the payroll and accounts payable functions by using County financial policies and generally accepted accounting principles

PROGRAM OBJECTIVES:

1. To keep cost per invoice processed below \$3.50.
2. To keep cost per time card processed below \$2.00.
3. To keep cost per account center maintained below \$9.50.

PERFORMANCE INDICATORS	1999-00 ACTUAL	2000-01 PROJECTED	2001-02 REQUESTED	2001-02 ADOPTED
DEMAND				
1. Invoices submitted	26,906	26,000	27,000	27,000
2. Employees on payroll	628	600	625	625
3. Official Board meetings requiring minutes	57	60	60	60
4. Accounting account/centers to be maintained	7,600	8,000	8,000	8,000
5. Poll workers	439	650	450	450
WORKLOAD				
1. Invoices processed	26,906	26,000	27,000	27,000
2. Time cards processed	34,619	32,500	38,000	38,000
3. Board meetings minutes recorded	57	60	60	60
4. Account/centers maintained	7,600	8,000	8,000	8,000
PRODUCTIVITY				
1. Cost per invoice processed (35%)	\$2.89	\$2.80	\$3.27	\$3.27
2. Cost per time card processed (30%)	\$1.93	\$2.14	\$1.99	\$1.99
3. Cost per Board meeting minutes recorded (5%)	\$195.14	\$193.15	\$210.42	\$210.42
4. Cost per account/center maintained (30%)	\$8.78	\$8.69	\$9.47	\$9.47
EFFECTIVENESS				
1. Claims lost or misplaced	0	0	0	0

ANALYSIS:

Total non-salary appropriations for the program are recommended to increase \$285 or 2.3%. Equipment purchases are recommended at the FY'01 level of \$2,000. Expenses are recommended to decrease \$65 or 2.2% and supplies are recommended to increase \$350 or 4.7%.

All indicators are consistent with past performance and are recommended as presented.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Business/Finance (13D)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
611-A Accounting Supervisor		0.00	0.70	0.70	0.70	0.70
516-A Accounting Supervisor		0.70	0.00	0.00	0.00	0.00
252-A Payroll Specialist		1.50	1.50	1.50	1.50	1.50
252-C Accounts Payable Specialist		1.50	1.50	1.50	1.50	1.50
177-A Official Records Clerk		0.90	0.90	0.90	0.90	0.90
TOTAL POSITIONS		4.60	4.60	4.60	4.60	4.60
REVENUE SUMMARY:						
Fees and Charges		\$700	\$500	\$500	\$500	\$500
TOTAL REVENUES		\$700	\$500	\$500	\$500	\$500
APPROPRIATION SUMMARY:						
Personal Services		\$214,966	\$221,384	\$219,350	\$239,731	\$238,392
Equipment		571	2,000	2,000	2,000	2,000
Expenses		1,247	2,990	2,990	2,925	2,925
Supplies		5,677	7,500	7,500	7,850	7,850
TOTAL APPROPRIATIONS		\$222,461	\$233,874	\$231,840	\$252,506	\$251,167

SERVICE AREA: Interprogram Services		PROGRAM: Taxation (13E)			
ACTIVITY: Policy & Administration		ORGANIZATION: Auditor			
PROGRAM MISSION: To provide efficient and accurate taxation services to the citizens of Scott County, as well as to other County departments, by developing and maintaining complete tax records and systems					
PROGRAM OBJECTIVES:					
1. To keep cost per parcel taxed below \$1.80					
2. To keep cost per tax credit processed below \$1.75.					
PERFORMANCE INDICATORS		1999-00 ACTUAL	2000-01 PROJECTED	2001-02 REQUESTED	2001-02 ADOPTED
DEMAND					
1. Parcels to be taxed		68,585	68,000	68,000	68,000
2. Real estate transactions requested		8,384	8,200	8,200	8,200
3. Tax credits requested		60,875	60,500	60,500	60,500
4. Control licenses requested		38	35	35	35
5. Local budgets to be certified		49	49	49	49
WORKLOAD					
1. Parcels taxed		68,585	68,000	68,000	68,000
2. Real estate transactions processed		8,384	8,200	8,200	8,200
3. Tax credits processed		60,875	60,500	60,500	60,500
4. Control licenses processed		38	35	35	35
5. Local budgets certified		49	49	49	49
PRODUCTIVITY					
1. Cost per parcels taxed (54%)		\$1.52	\$1.70	\$1.78	\$1.78
2. Cost per real estate transaction processed (15%)		\$3.44	\$3.90	\$4.10	\$4.10
3. Cost per tax credit processed (30%)		\$0.95	\$1.06	\$1.11	\$1.11
4. Cost per control license processed (1%)		\$50.64	\$61.00	\$64.16	\$64.16
EFFECTIVENESS					
1. Dollar amount of licenses, permits and fees		\$45,961	\$45,000	\$45,000	\$45,000
ANALYSIS:					
<p>Total revenues for the program are recommended to increase \$600 or 1.3% due to an anticipated increase in licenses and permits. Real estate transfer fees are recommended to remain at the FY'01 level of \$40,000.</p> <p>Total non-salary appropriations are recommended to increase \$580 or 7.4% over last year. Expenses are recommended to increase \$3,205 to cover the cost of repairing and replacing plat books. Supplies are recommended to decrease \$2,625 to help offset some of the increase in expenses. All performance indicators are consistent with past performance and are recommended as submitted.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Taxation (13E)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
Y Deputy Auditor-Tax		1.00	1.00	1.00	1.00	1.00
611-A Accounting Supervisor		0.00	0.30	0.30	0.30	0.30
516-A Accounting Supervisor		0.30	0.00	0.00	0.00	0.00
194-C Platroom Draftsman		0.50	0.50	0.50	0.50	0.50
177-C Tax Aide		3.00	3.00	3.00	3.00	3.00
TOTAL POSITIONS		4.80	4.80	4.80	4.80	4.80
REVENUE SUMMARY:						
Licenses and Permits		\$6,313	\$4,425	\$4,425	\$5,025	\$5,025
Fees and Charges		39,637	43,250	43,250	43,250	43,250
Miscellaneous		12	0	0	0	0
TOTAL REVENUES		\$45,962	\$47,675	\$47,675	\$48,275	\$48,275
APPROPRIATION SUMMARY:						
Personal Services		\$185,965	\$208,333	\$203,617	\$216,136	\$214,688
Expenses		4,572	1,815	1,815	5,020	5,020
Supplies		1,884	6,025	6,025	3,400	3,400
TOTAL APPROPRIATIONS		\$192,421	\$216,173	\$211,457	\$224,556	\$223,108

SERVICE AREA: Interprogram Services		PROGRAM: Budget & Information (14A)			
ACTIVITY: Policy & Administration		ORGANIZATION: Budget & Information			
PROGRAM MISSION: To assure financial stability of County finances to citizens of Scott County by providing budget preparation coordination and expertise among County departments and authorized agencies					
PROGRAM OBJECTIVES:					
1. To keep administrative costs as a percent of departmental budget below 8%.					
2. To keep administrative personnel as a percent of departmental personnel at or below 9.1%.					
PERFORMANCE INDICATORS		1999-00 ACTUAL	2000-01 PROJECTED	2001-02 REQUESTED	2001-02 ADOPTED
DEMAND					
1. County budget (operating,CIP,debt and golf course)		\$43,681,005	\$48,976,472	\$58,070,585	\$57,184,625
2. Performance indicators to be analyzed		1,187	1,187	1,187	1,187
3. Budget programs to be analyzed		91	91	91	91
4. Authorized personnel (FTE's)		15.5	16.5	16.5	16.5
5. Departmental budget		\$1,366,064	\$1,501,233	\$1,706,478	\$1,706,478
6. Organizations requiring liaison		36	36	36	36
WORKLOAD					
1. Performance indicators analyzed		1,187	1,187	1,187	1,187
2. Budget programs analyzed		91	91	91	91
PRODUCTIVITY					
1. Administration cost as a percent of departmental budget		8.8%	8.4%	7.8%	7.8%
2. Administration personnel as a percent of departmental personnel		9.7%	9.1%	9.1%	9.1%
EFFECTIVENESS					
1. Program performance budget objectives		63%	80%	80%	80%
ANALYSIS:					
<p>The FY02 PPB indicators for this program show total FTE's for the department increasing by 1 FTE over FY00 actuals. It is noted that FY00 included an anticipated extra programmer to be hired to program various MH-DD computer applications and funded by MH-DD special revenue funds. However, after a year of unsuccessful recruitment efforts this position will be abolished in favor of an outside firm performing this function.</p> <p>The increased FTE level consists of the abolishment of the aforementioned additional programmer and various organizational changes recommended in a Technology Assessment Report as performed by RSM McGladrey: abolish a network system administrator position, create an information processing manager position, a help desk specialist position, and a webmaster position.</p> <p>P.2, administrative personnel as a percent of total departmental personnel is reducing due to the previously discussed increase in total FTE's.</p> <p>Non-salary costs department-wide are recommended to increase 1.9% over current budgeted levels net of a \$30,000 increase for</p>		<p>internet T1 line charges.</p> <p>Non-salary costs for this program are recommended to decrease \$1,600 below current budgeted levels due to a reduction in schools of instruction expenses.</p>			

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Budget & Administration (14A)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
805-A Director Budget & Information Processing		1.00	1.00	1.00	1.00	1.00
283-A BIP Office Supervisor		0.50	0.50	0.50	0.50	0.50
TOTAL POSITIONS		1.50	1.50	1.50	1.50	1.50
REVENUE SUMMARY:						
Miscellaneous		\$283	\$0	\$0	\$0	\$0
TOTAL REVENUE		\$283	\$0	\$0	\$0	\$0
APPROPRIATION SUMMARY:						
Personal Services		\$116,499	\$121,235	\$122,140	\$128,274	\$127,772
Expenses		3,040	4,600	3,000	3,000	3,000
Supplies		1,115	1,250	1,250	1,250	1,250
TOTAL APPROPRIATIONS		\$120,654	\$127,085	\$126,390	\$132,524	\$132,022

SERVICE AREA: Interprogram Services		PROGRAM: Information Processing (14B)			
ACTIVITY: Central Services		ORGANIZATION: Budget & Information Processing			
PROGRAM MISSION: To provide dependable phone and computer services for County employees by: 1) informing, educating and empowering employees with computer knowledge; 2) researching, installing, and maintaining innovative computer and telephone solutions; and 3) designing and implementing user friendly software systems					
PROGRAM OBJECTIVES:					
1. To complete rewrite of all remaining DOS in-house systems to Windows format (9 estimated for FY'02).					
2. To rewrite 15 Zim for windows applications to Visual Basic SQL Server					
3. To provide first level response to 85% of Help Desk calls.					
PERFORMANCE INDICATORS		1999-00	2000-01	2001-02	2001-02
		ACTUAL	PROJECTED	REQUESTED	ADOPTED
DEMAND					
1. Number of network users to be served	409	411	415	415	
2. Existing in-house developed systems to be maintained (Zim/VB/DOS)	28/3/9	25/8/9	10/32/0	10/32/0	
3. 3rd party applications to be maintained	41	86	90	90	
4. Number of terminals/printers/file servers in use	362/179/11	355/77/14	355/77/14	355/77/14	
5. Number of telephone ports (handsets, faxes, modems)	783	768	770	770	
6. Number of LAN/WAN edge devices to be maintained	52	36	36	36	
WORKLOAD					
1. Number of network users served	409	411	415	415	
2. Existing in-house developed systems maintained (Zim/VB/DOS)	28/3/9	25/8/9	10/32/0	10/32/0	
3. 3rd party applications maintained	41	86	90	90	
4. Number of terminals/printers/file servers maintained	362/179/11	355/77/14	355/77/14	355/77/14	
5. Number of telephone ports (handsets, faxes, modems) maintained	783	768	770	770	
6. Number of LAN/WAN edge devices maintained	52	36	36	36	
PRODUCTIVITY					
1. Percent of programmer time spent on new application development	4%	10%	5%	5%	
2. Percent of programmer time spent on maint of existing systems	18%	15%	15%	15%	
3. Percent of programmer time spent on re-writing existing systems	62%	60%	65%	65%	
4. Percent of programmer time spent on training	16%	15%	15%	15%	
EFFECTIVENESS					
1. Percent of support calls answered by first level support	85%	85%	85%	85%	
ANALYSIS:					
The FY02 PPB indicators for this program show an intense effort to convert various in-house developed programs from DOS and Zim for Windows to Visual Basic SQL Server (D.2 and W.2). This is also reflected in P.3, the amount of programmer time spent on rewriting existing systems.		organizational structure as well as its overall network direction and design. The report recommended abolishing a network system administrator position, creating an information processing manager position, help desk specialist position, and a webmaster position.		information processing staff use. Finally, the webmaster position will allow for consistent enhancement to the County's website as well as development of an internal Intranet and identification of future E-business applications for County departments.	
The number of telephone ports (D.5) is anticipated to go down as the T1 internet lines reduce the number of independent modems using phone ports for individual internet access.		McGladrey also recommended the County invest in tools and an overall network design to allow for a more efficient, less complex network: moving to one operating system (Windows 2000) and a thin client technology.		It is noted that a long-term employee, the County's lead programmer, will be retiring in mid FY02. In anticipation of this retirement various large, complex in-house developed systems are planned to be rewritten by an outside firm in calendar year 2001 in coordination with this valued employee.	
Non-salary costs are recommended to increase \$66,350 for this program. This increase is made up of costs associated with network internet access (T1 line costs (\$30,000), increased telephone maintenance costs for caller ID hardware/software (\$13,732), increased computer supplies (\$6,500), and increased telephone long distance and line charges (\$12,338).		The organizational changes are currently being developed by Administration and the Human Resources department for Board review and consideration. The various network recommendations will be included in the 5 year CIP Plan developed for the Board's FY02 budget review and consideration.			
The Board accepted a recent Technology Assessment Report prepared by RSM McGladrey. This report made various substantive recommendations regarding the department information processing		The helpdesk specialist and helpdesk software will allow the County to reduce its Network Administration staff down from 4 to 3 Network System Administrators. This new system will also allow departments to track their own "work tickets" and to view prior solutions documented for departmental and			

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Information Processing (14B)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
Information Processing Manager		0.00	0.00	1.00	1.00	1.00
511-A Senior Programmer Analyst		1.00	1.00	1.00	1.00	1.00
445-A Programmer/Analyst II		4.00	4.00	4.00	4.00	4.00
406-A Network Systems Administrator		4.00	4.00	3.00	3.00	3.00
Webmaster		0.00	0.00	1.00	1.00	1.00
Help Desk Specialist		0.00	0.00	1.00	1.00	1.00
283-A BIP Office Supervisor		0.25	0.25	0.25	0.25	0.25
TOTAL POSITIONS		9.25	9.25	11.25	11.25	11.25
REVENUE SUMMARY:						
Intergovernmental		\$56,013	\$58,500	\$59,500	\$60,000	\$60,000
Fees and Charges		5,649	5,500	5,650	5,650	5,650
Miscellaneous		471	1,015	1,015	1,015	1,015
TOTAL REVENUES		\$62,133	\$65,015	\$66,165	\$66,665	\$66,665
APPROPRIATION SUMMARY:						
Personal Services		\$497,907	\$563,913	\$507,813	\$661,170	\$658,071
Equipment		0	0	785	0	0
Expenses		221,388	242,329	270,304	301,629	301,629
Supplies		12,867	6,650	12,650	13,700	13,700
TOTAL APPROPRIATIONS		\$732,162	\$812,892	\$791,552	\$976,499	\$973,400

SERVICE AREA: Interprogram Services		PROGRAM: Support Services (14C)			
ACTIVITY: Central Services		ORGANIZATION: Budget & Information Processing			
PROGRAM MISSION: To provide friendly, professional customer service to County departments and authorized agencies in the areas of mail\office supplies\copying\property accounting\word processing\reception phone coverage\optical imaging and centralized purchasing.					
PROGRAM OBJECTIVES:					
1. To process at least 1,500 purchase orders.					
2. To keep cost per copy made below \$.02 per copy.					
3. To save \$11,875 due to presorting outgoing mail.					
PERFORMANCE INDICATORS		1999-00 ACTUAL	2000-01 PROJECTED	2001-02 REQUESTED	2001-02 ADOPTED
DEMAND					
1. Purchase requisitions received		1,983	1,856	1,500	1,500
2. Number of pieces of outgoing mail		548,658	543,104	540,000	540,000
3. Requests for copies (Print Shop) - County/other		1072/393	1048/288	1500/300	1500/300
4. Number of WP documents requested from other departments		318	108	100	100
5. Number of motor vehicle files and subsequents imaged/indexed		95,234	64,392	100,000	100,000
WORKLOAD					
1. Number of purchase orders issued		1,983	1,856	1,500	1,500
2. Number of pieces of mail pre-sorted		476,092	479,196	475,000	475,000
3. Number of copies (Print Shop)		1,330,428	1,016,760	1,370,000	1,370,000
4. Number of WP documents requested from other departments		318	108	100	100
5. Number of motor vehicle files and subsequents imaged/indexed		95,234	65,000	65,000	65,000
PRODUCTIVITY					
1. Average dollar amount per purchase order		\$612	\$2,198	\$2,198	\$2,198
2. Average cost per piece of outgoing mail		\$0.536	\$0.828	\$0.539	\$0.539
3. Cost per copy made (Print Shop)		\$0.018	\$0.017	\$0.017	\$0.017
4. Hours spent on WP documents requested from other departments		58	80	100	100
5. Hours spent on imaging/indexing		1,454	873	450	450
EFFECTIVENESS					
1. Dollar amount spent on purchase orders		\$4,171,674	\$4,078,600	\$3,297,000	\$3,297,000
2. Dollar amount saved between delivered price - highest bid		\$1,209,121	\$656,204	\$600,000	\$600,000
3. Dollar amount saved by using pre-sort		\$11,902	\$11,980	\$11,875	\$11,875
4. Percent of outgoing mail pre-sorted		87%	88%	88%	88%
5. Dollar value of NAEIR items received		\$10,855	\$4,908	\$5,000	\$5,000
6. Number of months backlog of documents to be imaged		3	0	0	0
ANALYSIS:					
The FY02 PPB indicators for this program show that the number of purchase orders issued (W.1) is projected to decrease next year. This is due to the anticipated implementation of purchasing cards for County departments and employees. This should reduce the number of purchase orders as well as vouchers and warrants issued and processed by the Auditor's Office.		The department is including a color copier in the County's CIP plan for next year. More and more departments are printing out multiple original color copies from color printers which cost a lot in consumable supply costs. Color copiers with higher speeds to allow for the replacement of the County's high-speed black and white digital copier are now available at more reasonable prices than in years past. It is anticipated that this replacement, if approved by the Board, would not take place until the end of FY02. It is expected that by the end of the fiscal year the purchase cost will decrease further as well as increasing the speed.			
The number of motor vehicle documents imaged and indexed (W.5) is projected to be less during the current year since the department got caught up on a backlog during the previous year. A new system is being implemented in the current year that dramatically speeds up the processing which is reflected in the hours spent on imaging (P.5).					
Non-salary costs for this program are projected to decrease 5% below current budgeted amounts. This is due primarily to a reduced level of supply costs charged to BIP as more supply costs are charged back to individual departments for paper, copier and printer cartridges, etc. through the in-house office supply system.					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Support Services (14C)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
283-A BIP Office Supervisor		0.25	0.25	0.25	0.25	0.25
252-A Purchasing Specialist		1.00	1.00	1.00	1.00	1.00
141-C Clerk II/Support Services		2.00	2.00	2.00	2.00	2.00
141-C Clerk II/Word Processing		1.00	1.00	1.00	1.00	1.00
141-C Clerk II/Support Services Receptionist		0.50	0.50	0.50	0.50	0.50
TOTAL POSITIONS		4.75	4.75	4.75	4.75	4.75
REVENUE SUMMARY:						
Intergovernmental		\$117,371	\$133,000	\$124,000	\$124,000	\$124,000
Fees and Charges		14,158	13,400	15,200	15,200	15,200
Miscellaneous		955	1,515	1,515	1,515	1,515
TOTAL REVENUES		\$132,484	\$147,915	\$140,715	\$140,715	\$140,715
APPROPRIATION SUMMARY:						
Personal Services		\$167,318	\$175,760	\$180,441	\$187,555	\$186,182
Expenses		320,633	383,900	376,450	378,450	378,450
Supplies		25,298	47,400	26,400	31,450	31,450
TOTAL APPROPRIATIONS		\$513,249	\$607,060	\$583,291	\$597,455	\$596,082

SERVICE AREA: Interprogram Services		PROGRAM: Buildings & Grounds Administration (15A)			
ACTIVITY: Central Services		ORGANIZATION: Buildings & Grounds			
PROGRAM MISSION: To provide responsible administrative leadership and coordination for the building maintenance, custodial, security special projects and capital improvement functions that provide facilities that are safe and pleasant for the public to conduct business in, comfortable for employees to work in and conducive to efficient, effective county government.					
PROGRAM OBJECTIVES:					
1. To keep administrative cost as a percent of total departmental budget below 10.7%.					
2. To achieve at least 80% of departmental objectives.					
PERFORMANCE INDICATORS		1999-00 ACTUAL	2000-01 PROJECTED	2001-02 REQUESTED	2001-02 ADOPTED
DEMAND					
1. Authorized positions		17.79	19.24	19.49	19.49
2. Annual Departmental budget		\$1,101,346	\$1,240,121	\$1,406,380	\$1,402,270
3. Annual # of Capital projects managed		N/A	13	11	11
4. Annual cost of Capital projects managed		N/A	\$5,880,000	\$6,285,000	\$6,285,000
5. Annual # of external programs/grants/projects		N/A	4	5	5
6. Annual value of external programs/grants/projects		N/A	\$696,000	\$803,000	\$803,000
WORKLOAD					
1. Percent of workload - program management - Administration		30%	20	15%	15%
2. Percent of workload - program management - Building Maintenance		7%	5	7%	7%
3. Percent of workload - program management - Custodial Services		15%	8	8%	8%
4. Percent of workload - Capital projects		23%	35	35%	35%
5. Percent of workload - external programs/grants/projects		20%	12	20%	20%
6. Percent of workload - miscellaneous activities		5%	20	15%	15%
PRODUCTIVITY					
1. Administrative cost as a percent of departmental budget		8.40%	8.40%	8.40%	8.40%
2. Administrative personnel as a percent of departmental personnel		7.80%	7.80%	10.26%	10.40%
3. Administrative cost per authorized position		\$2,490.70	\$1,873.00	\$2,024.00	\$2,024.00
4. Administrative cost per Capital project dollar cost.		N/A	0.0063	0.007	0.007
5. Administrative cost per external program/grant/project		N/A	0.0183	0.0315	0.0315
EFFECTIVENESS					
1. Aggregate percentile of Quality Enhancement Survey tools		90%	80	80%	80%
2. Program performance budget objectives accomplished		88%	90%	90%	90%
3. Percent of department objectives accomplished		71%	75%	75%	75%
4. Percent of Capital projects completed on time		N/A	N/A	70	70
5. Percentile of internal Employee Satisfaction measurements		N/A	N/A	75	75
ANALYSIS:					
<p>Appropriations net of personal services for the total department are recommended to increase from last year's budget by \$13,940 or 2.5%. Most of this increase can be attributed to a higher funding level for utilities in the Buildings & Grounds maintenance program (15B).</p> <p>Requested increases to equipment budgeted through the administration program were for the acquisition of modular furniture that is associated with the County's master space utilization plan. It is recommended these costs be removed and made a part of the master plan furniture costs.</p> <p>The Buildings & Grounds department extensively modified their performance indicators for the current year. Much of the information necessary to complete these new indicators was not previously tracked, therefore some of the past information is listed as not applicable. This is also true of the department's other two programs, Maintenance (15B) and Custodial (15H).</p> <p>The administration program submitted an organizational change request to the Human Resources department. The department requested to charge the entire Project Assistant position to administration. This position is currently split between administration and the maintenance programs.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Buildings & Grounds Admin (15A)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
608-A Director of Buildings & Grounds		1.00	1.00	1.00	1.00	1.00
198-A Project Assistant		0.50	0.50	0.50	1.00	1.00
TOTAL POSITIONS		1.50	1.50	1.50	2.00	2.00
REVENUE SUMMARY:						
Miscellaneous		\$144	\$100	\$500	\$500	\$500
TOTAL REVENUES		\$144	\$100	\$500	\$500	\$500
APPROPRIATION SUMMARY:						
Personal Services		\$86,576	\$94,938	\$97,517	\$114,532	\$114,309
Equipment		622	3,375	3,200	7,485	3,375
Expenses		3,057	5,170	5,770	6,050	6,050
Supplies		1,900	1,850	2,000	2,255	2,255
TOTAL APPROPRIATIONS		\$92,155	\$105,333	\$108,487	\$130,322	\$125,989

SERVICE AREA: Interprogram Services		PROGRAM: Maintenance of Buildings & Grounds (15B)			
ACTIVITY: Central Services		ORGANIZATION: Buildings & Grounds			
PROGRAM MISSION: To provide comprehensive facility maintenance services to County departments and campus facilities by sustaining high levels of safety, functionality and comfort in all properties.					
PROGRAM OBJECTIVES:					
1. To maintain staff per square foot at or below \$.35.					
2. To achieve user satisfaction with quality of maintenance service at or below 75%.					
PERFORMANCE INDICATORS		1999-00 ACTUAL	2000-01 PROJECTED	2001-02 REQUESTED	2001-02 ADOPTED
DEMAND					
1. Number of departments/agencies supported		29	29	29	29
2. Square feet of buildings maintained		292,370	292,370	292,370	292,370
3. Square feet of grounds maintained		626,443	626,443	626,443	626,443
4. Total square feet maintained		918,813	918,813	918,813	918,813
5. Number of locations maintained		7	11	11	11
WORKLOAD					
1. Number of outside requests for service		N/A	1,400	1,200	1,200
2. Number of preventive service calls		N/A	N/A	300	300
3. Total number of service calls		1,414	1,740	1,300	1,300
4. Total number of man-hours per period		14,659	14,500	14,600	14,600
PRODUCTIVITY					
1. Man hours per square foot		0.016	0.016	0.016	0.016
2. Staff cost per square foot		\$0.30	\$0.33	\$0.35	\$0.35
5. Total maintenance cost per square foot		\$0.860	\$0.94	\$0.982	\$0.982
4. Avg. # of external requests per location		N/A	127	109	109
5. Avg # of preventive service calls per location		N/A	N/A	27	27
6. Avg # of service calls per department/agency		48.76	48	52	52
EFFECTIVENESS					
1. Program percentile of Quality Enhancement Survey tools		89%	85%	85%	85%
ANALYSIS:					
Appropriations net of personal services are recommended to increase by 3.2%. This increase is primarily due to the \$15,000 rise in the amount budgeted for utilities expense.		program shared with the Buildings & Grounds Administration program has been removed and budgeted for entirely in Administration to reflect the position's current workload. No other personnel changes were requested for this program.			
During the preparation of this budget the department was forecasting a 4.2% rise in utilities cost based on historical usage patterns. The cost for utilities includes all water, sewer, natural gas, and electric usage for all County facilities. Subsequent to the completion of the budget the department became aware of projected increases in the cost of natural gas that may span the budget period under review. No additional funding for utilities has been requested based on these projections, however the department has requested that the Board be aware of the possible under funding of this line item.					
Supply purchases are recommended to increase slightly but are still below the actual two-year spending average for this program.					
The total maintenance cost per square foot of area maintained (P.5) is recommended to increase by 4.5% due to rising personal services costs.					
The Project Assistant position that this					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Maintenance/Buildings & Grounds (15B)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
300-A Maintenance Coordinator		1.00	1.00	1.00	1.00	1.00
268-C Maintenance Specialist		3.00	3.00	3.00	3.00	3.00
198-A Project Assistant		0.50	0.50	0.50	0.00	0.00
182-C Maintenance Worker		2.00	2.00	2.00	2.00	2.00
162-C Preventive Maintenance		1.00	1.00	1.00	1.00	1.00
91-C Courthouse Security Guard		0.49	0.49	0.49	0.49	0.49
83-C General Laborer		0.50	0.50	0.50	0.50	0.50
TOTAL POSITIONS		8.49	8.49	8.49	7.99	7.99
REVENUE SUMMARY:						
Intergovernmental		\$20,771	\$21,000	\$21,000	\$21,500	\$21,500
Miscellaneous		2,226	2,155	2,125	2,500	2,500
Sales General Fixed Assets		3,693	1,500	4,500	5,000	5,000
TOTAL REVENUES		\$26,690	\$24,655	\$27,625	\$29,000	\$29,000
APPROPRIATION SUMMARY:						
Personal Services		\$271,623	\$301,366	\$315,545	\$325,322	\$323,039
Equipment		16,386	2,125	2,100	3,975	3,975
Expenses		453,980	471,870	478,558	485,205	530,205
Supplies		44,195	43,950	42,200	45,360	45,360
TOTAL APPROPRIATIONS		\$786,184	\$819,311	\$838,403	\$859,862	\$902,579

SERVICE AREA: Interprogram Services		PROGRAM: Custodial Services (15H)			
ACTIVITY: Central Services		ORGANIZATION: Buildings & Grounds			
PROGRAM MISSION: To provide comprehensive custodial maintenance functions for all non-secure County campus facilities by ensuring high levels of sanitation and cleanliness.					
PROGRAM OBJECTIVES:					
1. To maintain staff cost per square foot at or below \$1.60					
2. To achieve user satisfaction with quality of custodial service at or above 75%.					
PERFORMANCE INDICATORS		1999-00 ACTUAL	2000-01 PROJECTED	2001-02 REQUESTED	2001-02 ADOPTED
DEMAND					
1. Number of departments/agencies supported		27	24	24	24
2. Square feet of buildings maintained		165,600	165,600	165,600	165,600
3. Number of remote sites serviced		2	2	2	2
WORKLOAD					
1. Man hours - total per period		12,056	14,200	14,800	14,800
2. # of hard surface floor maintenance units performed		N/A	N/A	N/A	N/A
3. # of carpet floor maintenance units performed		N/A	N/A	N/A	N/A
4. # of client worker hours supervised		N/A	2,400	2,800	2,800
PRODUCTIVITY					
1. Man hours per square foot		0.073	0.079	0.080	0.080
2. Custodial staff cost per square foot		\$1.20	\$1.50	\$1.55	\$1.55
3. Total custodial cost per square foot		\$1.350	\$1.60	\$1.660	\$1.660
EFFECTIVENESS					
1. Program percentile of Quality Enhancement Survey tools		90%	85	85%	85%
ANALYSIS:					
<p>Non-salary appropriations are recommended to decrease by \$3,940 due to reductions in equipment, expenses, and supply spending. With these reductions the FY 2002 non-salary budget is 4.8% below actual spending during fiscal year 1999.</p> <p>The program performance indicators for this program have been modified to reflect the focus of the custodial program as a high quality service provider to the various County departments and agencies it supports. Several of these new indicators were not previously tracked and therefore no historical data exists. This information should be available before the start of the budget year.</p> <p>The department has requested a review of five part-time custodial worker positions. The positions are currently .45 FTE's each and the request is to increase those positions to .50 FTE's. This increase will make each part-time custodial worker benefit eligible and enhance the department's ability to recruit and retain staff in these positions.</p> <p>This potential increase in total personal services costs results in a large increase to both custodial staff cost per square foot (P.2)</p>					
<p>and total custodial cost per square foot (P.3).</p> <p>The department has added several new indicators to this program. Those showing as "not applicable" do not have any previous historic data available at this time. Budgetary data will be added at a later date.</p> <p>All other indicators are in line with current year projections.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Custodial Services (15H)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
198-A Custodial Supervisor		1.00	1.00	1.00	1.00	1.00
162-C Lead Custodial Worker		2.00	2.00	2.00	2.00	2.00
130-C Custodial Worker		4.80	6.25	6.25	6.50	6.50
TOTAL POSITIONS		7.80	9.25	9.25	9.50	9.50
REVENUE SUMMARY:						
Miscellaneous		\$56	\$120	\$120	\$150	\$150
TOTAL REVENUES		\$56	\$120	\$120	\$150	\$150
APPROPRIATION SUMMARY:						
Personal Services		\$198,551	\$237,085	\$269,936	\$346,866	\$299,432
Equipment		5,521	3,500	2,800	2,775	2,775
Expenses		4,356	7,150	3,995	4,935	4,935
Supplies		14,579	18,500	16,500	17,500	17,500
TOTAL APPROPRIATIONS		\$223,007	\$266,235	\$293,231	\$372,076	\$324,642

SERVICE AREA: Interprogram Services		PROGRAM: Human Resources Management (24A)			
ACTIVITY: Policy & Administration		ORGANIZATION: Human Resources			
PROGRAM MISSION: To foster positive employee relations & progressive organizational improvements for employees, applicants & depts. by ensuring fair & equal treatment; providing opportunity for employee development & professional growth; assisting in identifying, retaining qualified employees; utilizing effective, innovative recruitment & benefit strategies; encouraging & facilitating open communication; providing advice/counsel on employment issues and establishing strategic business partnerships with departments to improve organizational design.					
PROGRAM OBJECTIVES:					
1. To resolve 85% of grievances without outside arbitration.					
2. To conduct 38 training sessions with 425 in attendance.					
3. To resolve 90% of arbitrated disputes in the County's favor.					
PERFORMANCE INDICATORS		1999-00	2000-01	2001-02	2001-02
		ACTUAL	PROJECTED	REQUESTED	ADOPTED
DEMAND					
1. Employee bargaining units		4	4	4	4
2. Position vacancies/# classifications/# departments		57/162/15	57/162/15	60/165/15	60/165/15
3. Eligible benefits enrollees		435	435	445	445
4. Authorized personnel (FTE's)		415.47	423.02	425.12	425.12
5. Discrimination complaints received		1	1	0	0
6. Training requests - mandatory/voluntary		7/26	7/26	9/30	9/30
WORKLOAD					
1. Contracts negotiated/grievances and disputes received		1/1	3/1	2/1	2/1
2. # Jobs posted/interviews conducted/job-dept studies requested		56/165/28-5	56/165/28-5	65/185/20-3	65/185/20-3
3. # of enrollment actions/# of extensive research inquiries		362/21	375/20	380/20	380/20
4. Wage system administration actions		1031	1,200	1,275	1,275
5. # EEO complaints reviewed		1	1	0	0
6. # training sessions conducted/# of employees served		40/485	40/485	45/500	45/500
PRODUCTIVITY					
1. # of meetings related to labor relations		35	30	35	35
2. # of vacancies filled/Number of job-dept studies completed		63/26-5	60/28-5	65/20-3	65/20-3
3. % of time of HR staff spent in benefit administration		15%	15%	15%	15%
4. % of time of HR staff spent in wage administration activities		15%	15%	15%	15%
5. Cost per hour of training delivered/cost per attendee		\$125/\$34	\$130/\$36	\$140/\$42	\$140/\$42
6. % of time of HR staff spent on EEO activities		10%	10%	10%	10%
EFFECTIVENESS					
1. % Impasse items resolved in County's favor/ grievances w/o arb.		N/A/100%	90%/90%	90%/90%	90%/90%
2. % jobs filled within 5 weeks of posting close date		71%	85%	85%	85%
3. % enrollments without error/# inquiries responded to within 24 hours		100%/100%	100%/100%	100%/100%	100%/100%
4. % wage admin actions without error		99%	99%	99%	99%
5. % of substantiated EEO complaints/# hired in underutilized areas		0/3	0/5	0/6	0/6
6. % of employees served in training/% rating delivery high		39%/46%	42%/50%	50%/50%	50%/50%
ANALYSIS:					
Non-salary appropriations are recommended to increase by \$21,896 or 21.3%. This is due to substantial increases requested for three expense items, which are employee development, professional services, and training-professional services, all of which are tied to the Board's target issues of retention and the development of employees.		recommendations resulting from the computer network study conducted by McGladrey and Pullen.			
Employee development includes the funding for the County's PRIDE Celebration, the County Picnic, and tuition reimbursement. This expense is recommended to increase due to anticipated increased use of the tuition reimbursement benefit as well as the increase in the maximum reimbursement amount per year.		Net of the increases to the three aforementioned expense items the remaining non-salary costs are recommended to increase by less than 2%. There was no request for equipment purchases for the department and only a slight increase in the recommended funding for supplies.			
Professional services and training-professional services are recommended to increase by \$10,000 and \$5,000 respectively. Both of these expense items are increasing due to the expected need for additional outsourcing needs for work on outstanding employee retention action plans and the Training Task Force recommendations. Additionally, these items were increased to fund computer training based on the possible		No requests for personnel changes were made in this department. However it is noted that due to the current vacancy in the Assistant County Administrator position, current year personal services costs estimates are lower than budgeted.			
		The FY02 PPB indicators for this program show increases in areas related to training and development due to the possible increases in computer-related training, mandatory training and supervisory training as recommended by several target issue committees and the network study. In addition, a slight increase in recruitment related areas reflect the continued anticipation of retirements causing vacancies.			

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Human Resources Management (24A)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
634-A Assistant County Administrator		0.50	0.50	0.50	0.50	0.50
323-A Human Resources Specialist		1.00	1.00	1.00	1.00	1.00
252-A Human Resources Assistant		1.00	1.00	1.00	1.00	1.00
198-A Secretary		1.00	1.00	1.00	1.00	1.00
Z Governmental Trainee		3.00	3.00	3.00	3.00	3.00
TOTAL POSITIONS		6.50	6.50	6.50	6.50	6.50
REVENUE SUMMARY:						
Fees and Charges		\$0	\$1,000	\$0	\$500	\$500
Miscellaneous		643	0	0	500	500
TOTAL REVENUES		\$643	\$1,000	\$0	\$1,000	\$1,000
APPROPRIATION SUMMARY:						
Personal Services		\$159,051	\$196,020	\$157,265	\$210,250	\$209,575
Expenses		77,227	99,214	106,950	121,025	121,025
Supplies		4,280	3,380	3,395	3,465	3,465
TOTAL APPROPRIATIONS		\$240,558	\$298,614	\$267,610	\$334,740	\$334,065

SERVICE AREA: Interprogram Services		PROGRAM: Risk Management (23E)			
ACTIVITY: Risk Management Services		ORGANIZATION: Non-Departmental			
PROGRAM MISSION: To reduce, mitigate and avoid losses for the county by coordinating the identification, review and settlement of claims, and enhancing risk reduction activities					
PROGRAM OBJECTIVES:					
1. Review 100% of all Workers Compensation/Liability claims filed.					
2. Conduct 5 loss safety surveys.					
3. Develop OSHA training in all departments.					
PERFORMANCE INDICATORS		1999-00	2000-01	2001-02	2001-02
		ACTUAL	PROJECTED	REQUESTED	ADOPTED
DEMAND					
1. Number of site visits/inspections to be performed		0	10	10	10
2. Number of auto accidents reported		17	15	15	15
3. Number of worker's compensation claims filed		38	30	30	30
4. Number of employees/departments served		12	12	12	12
5. Number of property claims reported		13	10	10	10
6. Number of liability claims/OHSA complaints reported		21/0	10/0	10/0	10/0
WORKLOAD					
1. Number of site visits/safety inspections conducted		0	10	10	10
2. Number of auto accidents investigated		21	15	15	15
3. Number of worker's compensation claims reviewed		46	30	30	30
4. Number of prevention/mitigation requests reviewed		12	30/30	30/30	30/30
5. Number of property claims investigated		13	10	10	10
6. Number of liability claims investigated/OSHA complaints resolved		21/0	10/0	10/0	10/0
PRODUCTIVITY					
1. Time spent on site visits/safety inspections		5%	5%	5%	5%
2. Time spent reviewing auto accidents		10%	10%	10%	10%
3. Time spent on reviewing worker's compensation claims		40%	40%	40%	40%
4. Time spent on reviewing prevention/mitigation items		20%	20%	20%	20%
5. Time spent on reviewing property claims		5%	5%	5%	5%
6. Time spent reviewing liability/OSHA complaints		20%/0	20%/0	20%/0	20%/0
EFFECTIVENESS					
1. Performance objectives achieved		33%	100%	100%	100%
2. Dollar amount of worker's compensation claims		\$97,753	\$250,000	\$100,000	\$100,000
3. Dollar amount of auto claims		\$29,781	\$60,000	\$45,000	\$45,000
4. Dollar amount of property claims		\$25,635	\$30,000	\$30,000	\$30,000
5. Dollar amount of liability claims		\$317,394	\$50,000	\$50,000	\$50,000
ANALYSIS:					
<p>The Risk management Coordinator, under the direction of the Assistant County Administrator, is responsible for loss prevention and safety functions for the County. The Risk Management Coordinator position was created to provide a higher level of oversight and management to this essential program. Fiscal year 1999 was the first complete year for this position and has since resulted in coordinated, timely, and thorough reviews of all claims, proactive training, and programs to reduce the incidence of claims and potential losses.</p> <p>Actual dollars spent on judgements & claims that both occurred and were finalized during fiscal year 2000 are listed under effectiveness indicators E.2 through E.5. Those figures also include payments made during 2000 on incidents from previous fiscal years.</p> <p>Total payments made on judgements & claims vary greatly from year to year. Total payments made during FY 2000 and the four previous years are as follows: FY'00 - \$471,480; FY '99 - \$377,545; FY '98 - \$313,913; FY '97 - \$261,409; FY '96 -</p>		<p>\$487,244. The average amount of claim losses during the five-year period calculates to \$382,318. The average pay-out was substantially higher than the recommended budget due to two large liability claims paid out during 1996 and 2000. Current year projections are high due to several finalized and outstanding workers compensation claims.</p> <p>Claim losses for fiscal year 2001/02 are budgeted at \$225,000 since no shock losses are pending.</p> <p>The budgeted recommendation for insurance premiums includes a 5.0% increase.</p> <p>Total non-salary costs are recommended to decrease from the FY 2001 budget by \$56,450.</p> <p>The remaining indicators are recommended as submitted by the Risk Management Coordinator.</p> <p>No personnel requests were submitted for this program.</p>			

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Risk Management (23E)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
417-A Risk Management Coordinator		1.00	1.00	1.00	1.00	1.00
TOTAL POSITIONS		1.00	1.00	1.00	1.00	1.00
REVENUE SUMMARY:						
Fees and Charges		\$14	\$0	\$0	\$0	\$0
Miscellaneous		90,586	5,000	5,000	5,000	5,000
TOTAL REVENUE		\$90,600	\$5,000	\$5,000	\$5,000	\$5,000
APPROPRIATION SUMMARY:						
Personal Services		\$48,969	\$52,518	\$53,583	\$57,731	\$57,558
Expenses		760,300	631,500	723,690	574,900	574,900
Supplies		1,045	1,000	1,050	1,150	1,150
TOTAL APPROPRIATIONS		\$810,314	\$685,018	\$778,323	\$633,781	\$633,608

SERVICE AREA: Interprogram Services		PROGRAM: Legislation & Policy (29A)			
ACTIVITY: Policy & Administration		ORGANIZATION: Supervisors, Board of			
PROGRAM MISSION: To enhance county services for citizens and County Departments by providing effective management and coordination of services					
PROGRAM OBJECTIVES:					
1. To keep expenditures at or below .5% of total county budget.					
2. To hold 100 Board of Supervisors meetings.					
3. To consider 575 agenda items.					
4. To deliberate 470 resolutions.					
PERFORMANCE INDICATORS		1999-00 ACTUAL	2000-01 PROJECTED	2001-02 REQUESTED	2001-02 ADOPTED
DEMAND					
1. Board of Supervisor meetings scheduled	97	100	100	100	
2. Dollar value of operating budget	\$43,681,005	\$48,976,472	\$46,682,722	\$45,801,262	
3. Dollar value of Capital Improvement Plan (CIP)	\$3,408,430	\$4,812,224	\$9,664,215	\$9,664,215	
4. Agenda items to be considered	569	575	575	575	
5. Board and commissions requiring memberships	45	45	45	45	
WORKLOAD					
1. Board of Supervisor meetings held	97	100	100	100	
2. Number of resolutions deliberated	410	470	470	470	
3. Agenda items considered	569	575	575	575	
PRODUCTIVITY					
1. Departmental expenditures as a percent of total County expenditures	0.46%	0.38%	0.40%	0.41%	
EFFECTIVENESS					
1. Program performance budget objectives accomplished	25%	100%	100%	100%	
2. Percent of target issue action steps completed.	70%	97%	70%	70%	
3. Board members' attendance at authorized agency meetings	N/A	75%	75%	75%	
ANALYSIS:					
<p>Non-salary expenses for FY02 budget are recommended to decrease slightly. This decrease is primarily shown in reimbursement for mileage which is down by \$1000. This is based on past usage and to a law change that requires a portion of board member's mileage to be taxable which comes out of a different account. In addition, subscription expenses have increased \$300 based on past usage and an inflationary increase.</p> <p>The Board's performance indicators are expected to remain near the same level as projected for FY01.</p> <p>The overall County operating budget is recommended to increase 9% over the current year. The primary reason for the increase in appropriations is due to two substantial pass through grants (Maternal & Child Health-\$708,041; Community Development Block Grant Career Link Program Grant-\$215,695). In addition, recommended Mental Health costs are increasing \$856,546, emergency medical services increasing \$109,700, increased employee health insurance costs (\$562,536), increased costs for various new positions or upgrades (\$265,000) and rental costs</p>		<p>(\$70,000) for housing Juvenile Court Services off campus during renovation of the Courthouse and Bi-Centennial Building. Net of the aforementioned costs the County's operating budget would be increasing 2.4%.</p> <p>The County's Capital Improvement Plan (CIP) is recommended to increase by \$2,844,989 over the current budgeted level. This increase is primarily for the continuation of the Master Space Utilization Master Plan and the renovation of the Bi-Centennial Building and the County Courthouse. This plan will provide more space for court related services by moving administrative offices from the County Courthouse tot he Bi-Centennial Building over a ten year period. The CIP plan also includes the expansion of the Juvenile Detention Center as well as various technology improvements as contained in the recent Technology Assessment Report as performed by RSM McGladrey at the Board's direction.</p>			

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Legislation & Policy (29A)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
X Chair, Board of Supervisors		1.00	1.00	1.00	1.00	1.00
X Member, Board of Supervisors		4.00	4.00	4.00	4.00	4.00
TOTAL POSITIONS		5.00	5.00	5.00	5.00	5.00
REVENUE SUMMARY:						
Miscellaneous		\$14	\$0	\$0	\$0	\$0
TOTAL REVENUES		\$14	\$0	\$0	\$0	\$0
APPROPRIATION SUMMARY:						
Personal Services		\$195,297	\$207,616	\$208,106	\$220,802	\$219,256
Expenses		4,479	11,000	9,800	9,950	9,950
Supplies		2,160	2,400	2,600	2,700	2,700
TOTAL APPROPRIATIONS		\$201,936	\$221,016	\$220,506	\$233,452	\$231,906

SERVICE AREA: Interprogram Services		PROGRAM: Treasurer Administration (30A)			
ACTIVITY: Policy & Administration		ORGANIZATION: Treasurer			
PROGRAM MISSION: To provide consistent policies and procedures for all citizens by offering skillful, efficient, responsive, versatile, involved, courteous and excellent customer service					
PROGRAM OBJECTIVES:					
1. To maintain administrative costs as a percent of the departmental budget at or below 10.25%.					
PERFORMANCE INDICATORS		1999-00 ACTUAL	2000-01 PROJECTED	2001-02 REQUESTED	2001-02 ADOPTED
DEMAND					
1. Authorized personnel (FTE's)		28.6	28.6	28.6	28.6
2. Department budget		\$1,260,093	\$1,315,969	\$1,433,940	\$1,433,940
3. Organizations requiring liaison and coordination		23	23	23	23
WORKLOAD					
1. Percent of time spent on personnel administration		35%	35%	35%	35%
2. Percent of time spent on fiscal management		35%	35%	35%	35%
3. Percent of time spent on liaison activities and coordination		5%	5%	5%	5%
4. Percent of time spent on miscellaneous activities		25%	25%	25%	25%
PRODUCTIVITY					
1. Administration cost as a percent of departmental budget		10%	10.00%	10.25%	10.25%
2. Administration personnel as a percent of departmental personnel		7%	7%	7%	7%
EFFECTIVENESS					
1. Program performance budget objectives accomplished		85%	85%	85%	85%
ANALYSIS:					
<p>Total revenues for the department are recommended to increase by 14.3%, or \$443,493. The major sources of the revenue increase are greater earnings on investments and higher motor vehicle revenues.</p> <p>Total departmental non-salary costs are recommended to increase \$5,604, or 3.2%.</p> <p>Non-salary costs for the Treasurer's administration program are recommended to increase only slightly due to increased funding for supplies.</p> <p>All indicators are recommended as submitted.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Treasurer Administration (30A)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
X Treasurer		1.00	1.00	1.00	1.00	1.00
311-A Financial Management Supervisor		0.00	0.30	0.30	0.30	0.30
516-A Financial Management Supervisor		0.30	0.00	0.00	0.00	0.00
496-A Operations Manager		0.30	0.30	0.30	0.30	0.30
141-C Clerk II		0.40	0.40	0.40	0.40	0.40
TOTAL POSITIONS		2.00	2.00	2.00	2.00	2.00
APPROPRIATION SUMMARY:						
Personal Services		\$123,166	\$129,248	\$133,106	\$140,998	\$140,262
Expenses		2,253	4,820	4,740	4,775	4,775
Supplies		865	768	1,120	1,180	1,180
TOTAL APPROPRIATIONS		\$126,284	\$134,836	\$138,966	\$146,953	\$146,217

SERVICE AREA: Interprogram Services		PROGRAM: Tax Collection (30B)			
ACTIVITY: Policy & Administration		ORGANIZATION: Treasurer			
PROGRAM MISSION: To provide professional property tax service for all citizens through versatile, courteous, and efficient customer service skills					
PROGRAM OBJECTIVES:					
1. To collect \$310,000 of penalties and costs on delinquent taxes.					
2. To collect 99% of taxes on current levy.					
3. To process at least 85% of all taxes by mail.					
PERFORMANCE INDICATORS		1999-00	2000-01	2001-02	2001-02
		ACTUAL	PROJECTED	REQUESTED	ADOPTED
DEMAND					
1. Total number property tax/special assessment statements issued		157,538	157,000	158,000	158,000
2. Dollar value of tax certification		\$141,568,042	\$146,117,608	\$150,500,000	\$150,500,000
3. Number of tax certificates issued		2,056	1,800	1,800	1,800
4. Number of elderly tax credit applications		538	700	700	700
5. Total dollar property taxes received over counter		\$12,410,112	\$13,150,585	\$13,545,000	\$13,545,000
6. Total dollar property taxes received by mail/lock box		\$120,662,604	\$123,703,184	\$127,925,000	\$127,925,000
WORKLOAD					
1. Total # property tax/special assessment receipts processed		140,743	141,000	142,000	142,000
2. Dollar value of taxes collected on current year certification		\$140,612,274	\$145,533,158	\$149,747,500	\$149,747,500
3. Number of tax certificates redeemed		1,878	1,800	1,800	1,800
4. Number of elderly tax credits approved/processed by State		944	700	700	700
5. Total dollar property taxes processed over counter		\$12,410,112	\$13,150,585	\$13,477,275	\$13,477,275
6. Total dollar property taxes processed by mail/lock box		\$120,662,604	\$123,703,184	\$127,285,375	\$127,285,375
PRODUCTIVITY					
1. Cost per property tax/special assessment statement processed-94%		\$2.06	\$2.21	\$2.28	\$2.28
2. Cost per tax certificate issued and/or redeemed-3%		\$4.50	\$5.49	\$5.73	\$5.73
3. Cost per elderly tax credit application processed-3%		\$9.80	\$14.12	\$14.74	\$14.74
4. Average dollar property taxes processed/window clerk/day		\$7,689	\$8,219	\$8,423	\$8,423
EFFECTIVENESS					
1. Percent of taxes collected on current year's levy		99.32%	99.60%	99.50%	99.50%
2. Total dollars of interest & penalties retained by County		\$362,833	\$308,000	\$320,000	\$320,000
3. Total dollars of state credits collected		\$7,252,758	\$7,850,000	\$7,850,000	\$7,850,000
4. Total dollars of abated and suspended taxes		\$482,998	\$400,000	\$400,000	\$400,000
5. Percent total property taxes processed over counter		8.72%	9%	9.00%	9.00%
6. Percent total property taxes processed by mail/lock box		84.79%	85%	85.00%	85.00%
ANALYSIS:					
<p>Revenues for this program are recommended to increase by 4.4%, or \$21,375. More than half of this increase will come from penalties and interest on delinquent taxes. This increase is based on historical trends. The remainder of the increase comes primarily from revenue obtained from the sale of bidder numbers at the Treasurer's annual tax sale. This revenue increased by more than 25% last fiscal year.</p> <p>Total non-salary appropriations are recommended to decline by 1.1%. This is the second year in a row that non-salary appropriations for this program have declined.</p> <p>Most PPB information is recommended to remain at about the same levels as in the current budget year. All demand and workload indicators are consistent with past years, allowing for increases in dollar volumes due to the increase in total anticipated taxes certified for collection (D.2). This amount is recommended to increase by 3.0% based on past trends.</p> <p>The total dollar amount of property taxes processed over the counter (W.5) and processed by mail or lock-box (W.6) are tied</p>		<p>directly to the estimation of total taxes certified. The total dollar value of taxes expected to be collected on the current year's certification (W.2) is ½ of one percent below the actual recommended certification. This high level of collections is reflective of the success of the annual tax sale that is held every June. At the conclusion of the Tax sale nearly all current and delinquent taxes are paid.</p> <p>No personnel requests were made for this program.</p>			

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Tax Collection (30B)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
496-A Operations Manager		0.30	0.30	0.30	0.30	0.30
332-A Tax Accounting Specialist		0.50	0.50	0.50	0.50	0.50
177-C Senior Clerk		1.00	1.00	1.00	1.00	1.00
141-C Clerk II		5.90	5.90	5.90	5.90	5.90
TOTAL POSITIONS		7.70	7.70	7.70	7.70	7.70
REVENUE SUMMARY:						
Penalties & Interest on Taxes		\$440,866	\$436,500	\$419,000	\$448,500	\$448,500
Fees and Charges		59,850	46,150	55,525	55,525	55,525
Miscellaneous		20,077	0	0	0	0
TOTAL REVENUES		\$520,793	\$482,650	\$474,525	\$504,025	\$504,025
APPROPRIATION SUMMARY:						
Personal Services		\$265,148	\$283,833	\$277,294	\$295,509	\$293,754
Equipment		0	600	600	0	0
Expenses		25,271	26,530	26,530	26,530	26,530
Supplies		17,895	21,800	21,840	21,850	21,850
TOTAL APPROPRIATIONS		\$308,314	\$332,763	\$326,264	\$343,889	\$342,134

SERVICE AREA: Interprogram Services		PROGRAM: Accounting/Finance (30E)			
ACTIVITY: Policy & Administration		ORGANIZATION: Treasurer			
PROGRAM MISSION: To provide professional accounting, cash handling and investment services to Scott County through competitive bidding, prudent investing, and following generally accepted accounting principles					
PROGRAM OBJECTIVES:					
1. To process at least 1,400 investment transactions.					
2. To keep the number of receipt errors below 200.					
3. To earn \$1,950,000 or more in investment income.					
PERFORMANCE INDICATORS		1999-00 ACTUAL	2000-01 PROJECTED	2001-02 REQUESTED	2001-02 ADOPTED
DEMAND					
1. Number of miscellaneous receipts received		3,967	3,900	4,000	4,000
2. Number of travel advances requested/parking tickets issued		186/239	180/250	180/250	180/250
3. Number of warrants/health claims drawn on bank for payment		32,390	32,500	32,600	32,600
4. Dollar value principle and interest due on bonds		\$1,074,375	\$592,485	\$594,010	\$594,010
5. Number receipt errors detected during reconciliation process		131	200	200	200
6. Dollar amount available for investment annually		\$235,029,416	\$240,000,000	\$245,000,000	\$245,000,000
WORKLOAD					
1. Number miscellaneous receipts issued		3,967	3,900	4,000	4,000
2. Number travel advances issued/parking tickets paid/dismissed		186/155	180/250	180/250	180/250
3. Number warrants/health claims paid by Treasurer		32,390	32,500	32,600	32,600
4. Dollar value principle & interest paid on bonds		\$1,074,375	\$592,485	\$594,010	\$594,010
5. Number receipt errors corrected during reconciliation process		81	200	200	200
6. Number of investment transactions processed		1,473	1,400	1,400	1,400
PRODUCTIVITY					
1. Cost per miscellaneous receipt issued (20%)		\$11.64	\$12.44	\$12.89	\$12.89
2. Cost travel advance issued (5%)		\$62.05	\$66.91	\$71.59	\$71.59
3. Cost per warrant processed (30%)		\$2.14	\$2.24	\$2.37	\$2.37
4. Cost per receipt error (10%)		\$108.88	\$120.44	\$128.86	\$128.86
5. Cost per investment transaction (30%)		\$47.01	\$51.62	\$55.23	\$55.23
EFFECTIVENESS					
1. Dollar amount of miscellaneous receipts collected		\$36,880,873	\$25,000,000	\$27,000,000	\$27,000,000
2. Total cash over (short) due to receipt error		(\$1,677)	(\$300)	(\$500)	(\$500)
3. Number checks returned-insufficient funds		598	650	650	650
4. Number motor vehicle & property tax refund checks issued		5,366	5,000	5,000	5,000
5. Total investment revenue from use of money/property		\$2,201,826	\$2,365,000	\$2,105,000	\$2,105,000
6. Treasurer's Office General fund investment revenue only		\$1,977,824	\$2,284,681	\$2,051,747	\$2,051,747
ANALYSIS:					
Total revenues for this program are recommended to increase by 21.6%, or \$374,088 over the FY 2001 budget due to anticipated increases to investment earnings. This recommended increase to investment earnings is based on projections for higher interest yields as well as an increase to the average daily balance available for investment.		in investment yields and a planned spend down of fund balance for the Space Utilization Plan.		Course Project. These payments, amounting to \$318,965 during FY 2002, are not included in this indicator.	
Total investment revenue from the use of money and property (E.5) reflects all earnings from investments made by the Treasurer's office. General fund revenue (E.6) reflects budgeted interest revenues less transfers to other funds. The projection for total investment revenue (E.5) for FY 2001 has been raised by \$390,000 due to the current interest rate environment, actual earnings to date, and the aforementioned growth of the average daily balance available for investment. Also included in this figure is a \$125,000 payment from the County golf course on the loan from the general fund.		Total non-salary costs are recommended to increase by 4.4% due almost entirely to a rise in bank service charges. This increase is due to two factors, the first of which is higher volumes due to the incorporation of the Recorder's banking services into those of the Treasurer's. This has resulted in a 6.5% increase in billable service volumes. The second reason is a proposed increase in fees from our primary bank. This will be the first fee increase since prior to 1996.		No personnel requests were submitted for this program.	
The recommended total investment earnings for FY 2002 is lower than the FY 2001 projection due to an anticipated decline		The dollar value of principle and interest paid on bonds (D.4) is lower than the actual amount paid during fiscal year 1999/2000 due to completing payments on the 1991 Jail Refunding Bonds. The County's remaining general obligation debt service requirements consist of the Solid Waste Disposal Bonds, which are paid solely from the revenues of the Scott Area Solid Waste Management Commission. Additional debt payments are made by the County to service the Certificates of Participation issued for the County Golf		All other indicators are consistent with past years.	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		1999-00	2000-01	2000-01	2001-02	2001-02
PROGRAM: Accounting/Finance (30E)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:						
11-A Financial Management Supervisor		0.00	0.70	0.70	0.70	0.70
16-A Financial Management Supervisor		0.70	0.00	0.00	0.00	0.00
332-A Tax Accounting Supervisor		0.50	0.50	0.50	0.50	0.50
191-C Cashier		1.00	1.00	1.00	1.00	1.00
177-C Motor Vehicle Account Clerk		2.00	2.00	2.00	2.00	2.00
TOTAL POSITIONS		4.20	4.20	4.20	4.20	4.20
REVENUE SUMMARY:						
Use of Money/Property		\$1,977,824	\$1,730,612	\$2,284,681	\$2,051,747	\$2,051,747
Fines and Forfeitures		707	1,000	700	700	700
Miscellaneous		1,293	1,200	1,200	1,200	1,200
TOTAL REVENUES		\$1,979,824	\$1,732,812	\$2,286,581	\$2,053,647	\$2,053,647
APPROPRIATION SUMMARY:						
Personal Services		\$175,991	\$185,926	\$186,218	\$198,582	\$197,636
Expenses		53,343	54,771	55,787	57,237	57,237
Supplies		1,485	1,885	1,885	1,900	1,900
TOTAL APPROPRIATIONS		\$230,819	\$242,582	\$243,890	\$257,719	\$256,773

