

**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	2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND				
1. Authorized personnel (FTE's)	419.02	416.27	416.00	415.90
2. Units directly supervised	9	9	9	9
3. Dollar value of operating budget	\$42,492,498	\$45,422,385	\$47,624,175	\$47,375,872
4. Dollar value of Capital Improvement Plan (CIP)	\$4,128,588	\$9,440,348	\$9,530,404	\$9,530,404
5. Jurisdiction population	158,668	158,668	158,668	158,668
WORKLOAD				
1. Board of Supervisors meetings held	99	100	100	100
2. Schedule meetings with individual Board members	121	115	115	115
3. Agenda items forwarded to Board of Supervisors	645	575	575	575
4. Scheduled meetings with individual department heads	259	325	325	325
5. Other scheduled meetings held	514	625	625	625
PRODUCTIVITY				
1. Management cost as a percent of County budget	0.42%	0.47%	0.55%	0.52%
2. Management personnel as a percent of total personnel	0.64%	0.89%	0.89%	0.89%
EFFECTIVENESS				
1. Percent of program performance budget objectives accomplished	66%	100%	100%	100%
2. Percent of target issue action steps completed	95%	95%	95%	95%
3. Percentage of departments represented at dept head meetings	80%	80%	80%	80%
ANALYSIS:				
<p>Total FY03 appropriations for the total department is recommended to increase 33.5% over current budgeted levels. Non-salary costs are recommended to increase 15% over current budgeted levels for the total department due to the recent reorganization that moved a budget coordinator position to this cost center.</p> <p>The primary reasons for appropriation changes from current budget levels are reflected in the supplies line item because of the changes in Administration to assume budget coordination and preparation expenses.</p> <p>PPB Indicators are expected to remain at the same level.</p> <p>While the overall budget reflects a status quo on County programs and continued progress on the County's Space Utilization Master Plan project, the levy has been required to increase more than inflation due to the recent voter approved River Renaissance Vision Iowa Bond levy, drastically reduced interest income as a result of the lowest interest rates in recent history, and increases in health insurance premiums.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
PROGRAM: General Administration (11A)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
A County Administrator		1.00	1.00	1.00	1.00	1.00
805-A Assistant County Administrator		-	-	-	0.50	0.50
634-A Assistant County Administrator		0.50	0.50	0.50	-	-
363-A Budget Coordinator		-	-	1.00	1.00	1.00
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
<b>TOTAL POSITIONS</b>		<b>2.70</b>	<b>2.70</b>	<b>3.70</b>	<b>3.70</b>	<b>3.70</b>
<b>REVENUE SUMMARY:</b>						
Miscellaneous		\$148	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>		<b>\$148</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$190,519	\$212,770	\$250,219	\$286,663	\$286,663
Expenses		6,918	12,950	8,700	12,975	12,975
Supplies		788	1,350	850	3,500	3,500
<b>TOTAL APPROPRIATIONS</b>		<b>\$198,225</b>	<b>\$227,070</b>	<b>\$259,769</b>	<b>\$303,138</b>	<b>\$303,138</b>

SERVICE AREA: Interprogram Service		PROGRAM: Business/Finance (13D)			
ACTIVITY: Policy & Administration		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 \$3.75.					
2. To keep cost per time card processed below \$2.25.					
3. To keep cost per account center maintained below \$9.25.					
PERFORMANCE INDICATORS		2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND					
1. Invoices submitted	26,776	27,000	25,000	25,000	
2. Employees on payroll	630	625	625	625	
3. Official Board meetings requiring minutes	69	60	60	60	
4. Accounting account/centers to be maintained	8,140	8,600	8,750	8,750	
5. Poll workers	457	450	450	450	
WORKLOAD					
1. Invoices processed	26,776	27,000	25,000	25,000	
2. Time cards processed	35,121	38,000	37,000	37,000	
3. Board meetings minutes recorded	69	60	60	60	
4. Account/centers maintained	8,140	8,600	8,750	8,750	
PRODUCTIVITY					
1. Cost per invoice processed (35%)	\$3.20	\$3.37	\$3.78	\$3.78	
2. Cost per time card processed (30%)	\$2.09	\$2.06	\$2.19	\$2.19	
3. Cost per Board meeting minutes recorded (5%)	\$177.40	\$216.93	\$224.92	\$224.92	
4. Cost per account/center maintained (30%)	\$9.02	\$9.08	\$9.25	\$9.25	
EFFECTIVENESS					
1. Claims lost or misplaced	-	-	-	-	
ANALYSIS:					
<p>For the Business/Finance program, non-salary costs are recommended to decrease 2.0% from current budgeted amounts. Revenues for this program are minimal and remain budgeted at current levels.</p> <p>The sole reason for appropriation reduction from current budget levels is a recommended reduction in supply purchases.</p> <p>The PPB Indicators are consistent with past performance and are recommended as presented.</p> <p>This program supports the County's Target Issues and Management Agenda by being an integral part of the computer software upgrade, including the implementation of new systems for time-keeping, payroll, accounts payable, general ledger, and tax processing.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
PROGRAM: Business/Finance (13D)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
611-A Accounting Supervisor		0.70	0.70	0.70	0.70	0.70
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
<b>TOTAL POSITIONS</b>		<b>4.60</b>	<b>4.60</b>	<b>4.60</b>	<b>4.60</b>	<b>4.60</b>
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$500	\$500	\$500	\$500	\$500
<b>TOTAL REVENUES</b>		<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$236,142	\$238,392	\$247,537	\$257,377	\$257,377
Equipment		968	2,000	2,000	2,000	2,000
Expenses		2,563	2,925	2,925	2,925	2,925
Supplies		5,145	7,850	7,850	7,600	7,600
<b>TOTAL APPROPRIATIONS</b>		<b>\$244,818</b>	<b>\$251,167</b>	<b>\$260,312</b>	<b>\$269,902</b>	<b>\$269,902</b>

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 \$1.90					
2. To keep cost per tax credit processed below \$1.20.					
PERFORMANCE INDICATORS		2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND					
1. Parcels to be taxed		68,570	68,000	68,750	68,750
2. Real estate transactions requested		7,659	8,200	8,000	8,000
3. Tax credits requested		62,002	60,500	62,250	62,250
4. Control licenses requested		31	35	35	35
5. Local budgets to be certified		49	49	49	49
WORKLOAD					
1. Parcels taxed		68,602	68,000	68,750	68,750
2. Real estate transactions processed		7,659	8,200	8,000	8,000
3. Tax credits processed		62,002	60,500	62,250	62,250
4. Control licenses processed		31	35	35	35
5. Local budgets certified		49	49	49	49
PRODUCTIVITY					
1. Cost per parcels taxed (54%)		\$1.61	\$1.74	\$1.89	\$1.89
2. Cost per real estate transaction processed (15%)		\$4.00	\$4.01	\$4.51	\$4.51
3. Cost per tax credit processed (30%)		\$0.99	\$1.09	\$1.16	\$1.16
4. Cost per control license processed (1%)		\$65.89	\$62.63	\$68.79	\$68.79
EFFECTIVENESS					
1. Dollar amount of licenses, permits and fees		\$42,185	\$45,000	\$45,000	\$45,000
ANALYSIS:					
<p>For the Auditor's Taxation program, non-salary costs are recommended to increase 19% or \$1,600 over current budgeted amounts.</p> <p>Partially offsetting the rise in non-salary expenses is a recommended 2.0% or \$975 increase to revenues. The reason for the revenue change from current budget levels is an anticipated increase in beer permit sales.</p> <p>The primary reasons for the appropriation changes from current budget levels are a \$600 increase in expenses and a \$1,000 increase in supplies. These recommended increases are needed to cover the cost of repairing and replacing aged plat books.</p> <p>The PPB Indicators are consistent with previous years and are recommended as submitted.</p> <p>Budget issues identified for further Board review during the budget process are the job evaluation and possible Hay pointing of the Deputy Auditor – Tax position and a request to upgrade the Platroom Specialist position.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY					
PROGRAM: Taxation (13E)					
	2000-01 ACTUAL	2001-02 BUDGET	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
<b>AUTHORIZED POSITIONS:</b>					
Y Deputy Auditor-Tax	1.00	1.00	1.00	1.00	1.00
611-A Accounting Supervisor	0.30	0.30	0.30	0.30	0.30
194-C Platroom Draftsman	0.50	0.50	0.50	0.50	0.50
177-C Platroom Specialist	-	-	-	3.00	3.00
177-C Tax Aide	3.00	3.00	3.00	-	-
<b>TOTAL POSITIONS</b>	<b>4.80</b>	<b>4.80</b>	<b>4.80</b>	<b>4.80</b>	<b>4.80</b>
<b>REVENUE SUMMARY:</b>					
Licenses and Permits	\$5,060	\$5,025	\$5,025	\$6,000	\$6,000
Fees and Charges	37,125	43,250	43,250	43,250	43,250
<b>TOTAL REVENUES</b>	<b>\$42,185</b>	<b>\$48,275</b>	<b>\$48,275</b>	<b>\$49,250</b>	<b>\$49,250</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$197,138	\$214,688	\$210,780	\$230,737	\$230,737
Equipment	381	-	-	-	-
Expenses	2,790	5,020	5,020	5,620	5,620
Supplies	3,961	3,400	3,400	4,400	4,400
<b>TOTAL APPROPRIATIONS</b>	<b>\$204,270</b>	<b>\$223,108</b>	<b>\$219,200</b>	<b>\$240,757</b>	<b>\$240,757</b>

SERVICE AREA: Interprogram Services		PROGRAM: Facility & Support Services Admin (15A)		
ACTIVITY: Central Services		ORGANIZATION: Facility and Support Services		
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 7.7%.				
2. To achieve at least 80% of departmental objectives.				
PERFORMANCE INDICATORS	2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND				
1. Authorized positions	18.75	23.25	23.25	23.25
2. Annual Departmental budget	\$1,317,085	\$1,661,328	\$2,012,531	\$2,012,531
3. Annual # of Capital projects managed	11	26	20	20
4. Annual cost of Capital projects managed	6,639,600	\$8,867,300	\$8,000,000	\$8,000,000
5. Annual # of external programs/grants/projects	3	6	6	6
6. Annual value of external programs/grants/projects	290,000	\$300,000	\$300,000	\$300,000
WORKLOAD				
1. Percent of workload - program management - Administration	21%	17%	17%	17%
2. Percent of workload - program management - Building Maintenance	12%	6%	6%	6%
3. Percent of workload - program management - Custodial Services	8%	7%	7%	7%
4. Percent of workload - program management - Support Services		15%	15%	15%
5. Percent of workload - Capital projects	39%	36%	36%	36%
6. Percent of workload - external programs/grants/projects	20%	19%	19%	19%
PRODUCTIVITY				
1. Administrative cost as a percent of departmental budget	9.70%	8.61%	7.66%	7.66%
2. Administrative personnel as a percent of departmental personnel	10.60%	8.60%	8.60%	8.60%
3. Administrative cost per authorized position	\$2,794.34	\$2,288.00	\$2,075.00	\$2,075.00
4. Administrative cost per Capital project dollar cost.	\$0.0075	\$0.0053	\$0.0065	\$0.0065
5. Administrative cost per external program/grant/project	\$0.0220	\$0.0300	\$0.0350	\$0.0350
EFFECTIVENESS				
1. Aggregate percentile of Quality Enhancement Survey tools	89%	88%	88%	88%
2. Program performance budget objectives accomplished	66%	90%	90%	90%
3. Percent of department objectives accomplished	73%	80%	82%	82%
4. Percent of Capital projects completed on time	73	75%	75%	75%
5. Percentile of internal Employee Satisfaction measurements	N/A	75%	75%	75%
ANALYSIS:				
The Facilities and Support Services departmental budget is new for this budget year. This department consists of the former Buildings & Grounds Department with the addition of the Support Services program added from the now defunct Budget & Information Processing Department. This reorganization of programs and spending authority makes budgetary comparisons to previous years on a departmental basis misleading.		no change in recommended revenues from the FY02 budget.		
Total FY03 appropriations for the total department are recommended to increase 48.7% over current budgeted levels. Non-salary costs are recommended to increase 67.6% over current budgeted levels for the total department. However, net of the newly added support services program those percentages change to an increase of 3.5% for total spending and unchanged for all non-salary costs.		For the Administration program, non-salary costs are recommended to decrease 29.5% or \$3,450 from current budgeted amounts. This reduction is primarily due to the elimination of funding for equipment purchases.		
Total departmental revenues are recommended to increase by nearly \$135,000 over current budgeted amounts for the same reason. Net of the revenue credited to the new support services program there is virtually		Revenues for this program are minimal.		
		There were no organizational change requests made by this department for the budget year under review.		
		Most PPB Indicators remain comparable with the previous year with a few exceptions. The number of authorized positions (D.1), the departmental budget (D.2), administrative cost as a percent of departmental budget (P.1, and administrative personnel as a percent of departmental personnel (P.2) all show the effects of the inclusion of the support services program. Also, a new indicator was added under the workload category to track the amount of administrative time spent to run the program.		
		No budget issues were identified for this program during the budget process.		



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
PROGRAM: Facility & Support Services Admin (15A)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
725-A Director of Facility and Support Services		-	-	1.00	1.00	1.00
608-A Director of Buildings and Grounds		1.00	1.00	-	-	-
307-A Project and Support Services Coordinator		-	-	1.00	1.00	1.00
198-A Project Assistant		0.50	1.00	-	-	-
<b>TOTAL POSITIONS</b>		<b>1.50</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>REVENUE SUMMARY:</b>						
Miscellaneous		\$335	\$500	\$370	\$400	\$400
<b>TOTAL REVENUES</b>		<b>\$335</b>	<b>\$500</b>	<b>\$370</b>	<b>\$400</b>	<b>\$400</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$117,209	\$114,309	\$131,949	\$146,018	\$146,018
Equipment		3,634	3,375	3,300	-	-
Expenses		4,550	6,050	5,470	5,865	5,865
Supplies		2,397	2,255	2,350	2,365	2,365
<b>TOTAL APPROPRIATIONS</b>		<b>\$127,790</b>	<b>\$125,989</b>	<b>\$143,069</b>	<b>\$154,248</b>	<b>\$154,248</b>

SERVICE AREA: Interprogram Services		PROGRAM: Maintenance of Buildings & Grounds (15B)			
ACTIVITY: Central Services		ORGANIZATION: Facility and Support Services			
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 \$.40.					
2. To achieve user satisfaction with quality of maintenance service at or below 75%.					
PERFORMANCE INDICATORS		2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND					
1. Number of departments/agencies supported		29	29	29	29
2. Square feet of buildings maintained		298,370	298,370	298,370	298,370
3. Square feet of grounds maintained		626,443	626,443	626,443	626,443
4. Total square feet maintained		924,813	924,813	924,813	924,813
5. Number of locations maintained		11	11	11	11
WORKLOAD					
1. Number of outside requests for service		2,468	2,500	2,600	2,600
2. Number of preventive service calls		187	500	650	650
3. Total number of service calls		2,655	3,000	3,250	3,250
4. Total number of man-hours per period		13,546	13,800	15,500	15,500
PRODUCTIVITY					
1. Man hours per square foot		0.015	0.015	0.017	0.017
2. Staff cost per square foot		\$0.31	\$0.34	\$0.35	\$0.35
5. Total maintenance cost per square foot		\$0.960	\$0.950	\$0.972	\$0.972
4. Avg. # of external requests per location		224	227	236	236
5. Avg # of preventive service calls per location		17	45	59	59
6. Avg # of service calls per department/agency		92	103	112	112
EFFECTIVENESS					
1. Program percentile of Quality Enhancement Survey tools		89%	88%	88%	88%
ANALYSIS:					
<p>Appropriations net of personal services are recommended to decrease slightly (-\$394) due to the net effect of small increases to expense and supply spending and a larger reduction in funding for equipment purchases. Recommended equipment purchases for this program consists of only two commercial mowers this budget year. Revenues for the maintenance program are recommended to increase by 3.1%.</p> <p>Many of this program's indicators reflect recommended increases due the inclusion of the costs and workload associated with the daytime custodial position that will now be charged to this program. All demand indicators are identical with past years.</p> <p>There were no personnel upgrade requests submitted for this program.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
PROGRAM: Maintenance of Buildings & Grounds (15B)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
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	-	-	-	-
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
<b>TOTAL POSITIONS</b>		<b>8.49</b>	<b>7.99</b>	<b>7.99</b>	<b>7.99</b>	<b>7.99</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$27,461	\$21,500	\$20,000	\$21,500	\$21,500
Miscellaneous		2,284	2,500	1,600	1,900	1,900
Sales General Fixed Assets		4,634	5,000	7,000	6,500	6,500
<b>TOTAL REVENUES</b>		<b>\$34,379</b>	<b>\$29,000</b>	<b>\$28,600</b>	<b>\$29,900</b>	<b>\$29,900</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$289,276	\$323,039	\$305,587	\$319,536	\$319,536
Equipment		5,275	3,975	3,975	1,700	1,700
Expenses		545,402	530,205	510,920	531,286	531,286
Supplies		43,524	45,360	45,950	46,160	46,160
<b>TOTAL APPROPRIATIONS</b>		<b>\$883,477</b>	<b>\$902,579</b>	<b>\$866,432</b>	<b>\$898,682</b>	<b>\$898,682</b>

SERVICE AREA: Interprogram Services		PROGRAM: Custodial Services (15H)			
ACTIVITY: Central Services		ORGANIZATION: Facility and Support Services			
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		2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND					
1. Number of departments/agencies supported		26	27	27	27
2. Square feet of buildings maintained		171,600	171,600	171,600	171,600
3. Number of remote sites serviced		3	2	2	2
WORKLOAD					
1. Man hours - total per period		15,023	14,500	12,350	12,350
2. # of hard surface floor maintenance units performed		N/A	N/A	50,000	50,000
3. # of carpet floor maintenance units performed		N/A	N/A	75,000	75,000
4. # of client worker hours supervised		2,528	3,600	3,800	3,800
PRODUCTIVITY					
1. Man hours per square foot		0.088	0.084	0.072	0.072
2. Custodial staff cost per square foot		\$1.62	\$1.70	\$1.86	\$1.86
3. Total custodial cost per square foot		\$1.78	\$1.85	\$2.03	\$2.03
EFFECTIVENESS					
1. Program percentile of Quality Enhancement Survey tools		89%	87%	87%	87%
ANALYSIS:					
<p>Non-salary appropriations are recommended to increase by \$3,315 due to recommended increases in equipment purchases and a higher funding level for supplies. Appropriations for equipment purchases were lowered for the FY02 budget year and now the department needs to replace much of the custodial equipment. Additionally, items such as vacuums are more costly than in past years due to HEPA requirements to improve indoor air quality. Funding for supplies is recommended to increase because of recent price hikes for these commodities.</p> <p>This program has transferred one daytime custodial position to the Maintenance program. Productivity indicators 1 through 3 reflects this reduction in overall program costs. The reduction in total man-hours (W.1) is also due to this position transfer.</p> <p>Two new indicators have been added to this program (W.2 &amp; W.3). These indicators will provide information relating to actual floor care workloads. These indicators have no historic data available at this time.</p> <p>All other indicators are in line with current year projections.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
PROGRAM: Custodial Services (15H)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
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		6.25	6.25	6.25	6.25	6.25
<b>TOTAL POSITIONS</b>		<b>9.25</b>	<b>9.25</b>	<b>9.25</b>	<b>9.25</b>	<b>9.25</b>
<b>REVENUE SUMMARY:</b>						
Miscellaneous		\$1,815	\$150	\$250	\$150	\$150
<b>TOTAL REVENUES</b>		<b>\$1,815</b>	<b>\$150</b>	<b>\$250</b>	<b>\$150</b>	<b>\$150</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$277,495	\$299,432	\$291,182	\$319,057	\$319,057
Equipment		1,288	2,775	3,000	4,850	4,850
Expenses		4,447	4,935	4,985	4,975	4,975
Supplies		22,587	17,500	18,500	18,700	18,700
<b>TOTAL APPROPRIATIONS</b>		<b>\$305,817</b>	<b>\$324,642</b>	<b>\$317,667</b>	<b>\$347,582</b>	<b>\$347,582</b>

SERVICE AREA: Interprogram Services		PROGRAM: Support Services (15J)			
ACTIVITY: Central Services		ORGANIZATION: Facility and Support Services			
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		2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND					
1. Purchase requisitions received	-	3,004	3,004	3,004	3,004
2. Number of pieces of outgoing mail	-	537,820	537,820	537,820	537,820
3. Requests for copies (Print Shop) - County/other	-	236/152	236/152	236/152	236/152
4. Number of WP documents requested from other departments	-	484	484	484	484
5. Number of motor vehicle files imaged	-	105,928	105,928	105,928	105,928
WORKLOAD					
1. Number of purchase orders issued	-	3,004	3,004	3,004	3,004
2. Number of pieces of mail pre-sorted	-	488,164	488,164	488,164	488,164
3. Number of copies (Print Shop)	-	886,092	886,092	886,092	886,092
4. Number of WP documents requested from other departments	-	484	484	484	484
5. Number of motor vehicle files imaged	-	105,928	105,928	105,928	105,928
PRODUCTIVITY					
1. Average dollar amount per purchase order	-	\$1,607	\$1,607	\$1,607	\$1,607
2. Average cost per piece of outgoing mail	-	\$0.768	\$0.768	\$0.768	\$0.768
3. Cost per copy made (Print Shop)	-	\$0.054	\$0.054	\$0.054	\$0.054
4. Hours spent on WP documents requested from other departments	-	15	15	15	15
5. Hours spent on imaging	-	1,001	1,001	1,001	1,001
EFFECTIVENESS					
1. Dollar amount spent on purchase orders	-	4,828,312	4,828,312	4,828,312	4,828,312
2. Dollar amount saved between delivered price - highest bid	-	\$598,612	\$598,612	\$598,612	\$598,612
3. Dollar amount saved by using pre-sort	-	\$12,204	\$12,204	\$12,204	\$12,204
4. Percent of outgoing mail pre-sorted	-	91%	91%	91%	91%
5. Dollar value of NAEIR items received	-	\$10,080	\$10,080	\$10,080	\$10,080
6. Number of months backlog of documents to be imaged	-	-	-	-	-
ANALYSIS:					
Non-salary costs for this program are recommended to increase by 1.8% or \$7,300 above current budgeted amounts. This is primarily due to increases in postage and maintenance of equipment. The department made no requests for new equipment purchases and the funding level for supply purchases is recommended to remain unchanged from the current budget.					
The indicators for this program will be revised after assessment by the department head.					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
PROGRAM: Support Services (15J)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
252-A Purchasing Specialist	-	-	1.00	1.00	1.00	1.00
141-C Clerk II/Support Services	-	-	2.00	2.00	2.00	2.00
141-C Clerk II/Support Services Receptionist	-	-	1.00	1.00	1.00	1.00
141-C Clerk II/Facilities and Support Services	-	-	0.50	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>	-	-	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental	\$0	\$0	\$66,120	\$114,000	\$114,000	\$114,000
Fees and Charges	-	-	10,672	18,400	18,400	18,400
Miscellaneous	-	-	1,015	1,515	1,515	1,515
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,807</b>	<b>\$133,915</b>	<b>\$133,915</b>	<b>\$133,915</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services	\$0	\$0	\$107,930	\$194,819	\$194,819	\$194,819
Expenses	-	-	207,990	385,750	385,750	385,750
Supplies	-	-	18,240	31,450	31,450	31,450
<b>TOTAL APPROPRIATIONS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$334,160</b>	<b>\$612,019</b>	<b>\$612,019</b>	<b>\$612,019</b>

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 45 training sessions with 525 in attendance.				
3. To resolve 90% of arbitrated disputes in the County's favor.				
PERFORMANCE INDICATORS	2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND				
1. Employee bargaining units	4	4	4	4
2. Position vacancies/# classifications/# departments	44/162/15	35/162/15	36/162/15	36/162/15
3. Eligible benefits enrollees	426	423	430	430
4. Authorized personnel (FTE's)	424.41	420.27	422.27	422.27
5. Discrimination complaints received	1	1	1	1
6. Training requests - mandatory/voluntary	0/38	3/38	0/40	0/40
WORKLOAD				
1. Contracts negotiated/grievances and disputes received	3/2	2/2	0/2	0/2
2. # Jobs posted/interviews conducted/job-dept studies requested	50/158/24-8	56/120/24-8	55/125/22-7	55/125/22-7
3. # of enrollment actions/# of extensive research inquiries	393/17	380/7	390/10	390/10
4. Wage system administration actions	450	492	490	490
5. # EEO complaints reviewed	1	1	1	1
6. # training sessions conducted/# of employees served	38/507	40/525	45/525	45/525
PRODUCTIVITY				
1. # of meetings related to labor relations	20	30	30	30
2. # of vacancies filled/Number of job-dept studies completed	56/24-8	68/24-8	70/22-7	70/22-7
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	\$149/\$44	\$149/\$44	\$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.	100%	100%	100%	100%
2. % jobs filled within 5 weeks of posting close date	66%	63%	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	98%	98%	98%	98%
5. % of substantiated EEO complaints/# hired in underutilized areas	0/4	0/4	0/5	0/5
6. % of employees served in training/% rating delivery high	28%/82%	28%/82%	50%/50%	50%/50%
ANALYSIS:				
Total FY03 appropriations for the total department are recommended to increase 8.7% over current budgeted levels. Non-salary costs are recommended to increase 5.1% over current budgeted levels for the total department. Revenues are minimal for this program and are recommended as submitted.				
There were no organizational change requests submitted for consideration in conjunction with this budget review.				
The primary reasons for appropriation changes from current budget levels relate to the number of people in new positions within the department. With the addition of a new department head and two promotions during the current year there is an increased need for training and travel funding. Also adding to the recommended increase in non-salary costs is the rise in the cost of providing internal training for County employees in general.				
Due to the recent promotions and hiring within the Human Resources Department, staff will evaluate the effectiveness of the current indicators for possible revision.				



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
PROGRAM: Human Resources Management (24A)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
805-A Assistant County Administrator/HR Director		-	-	0.50	0.50	0.50
634-A Assistant County Administrator/HR Director		0.50	0.50	-	-	-
323-A Human Resources Generalist		-	-	2.00	2.00	2.00
323-A Human Resources Specialist		1.00	1.00	-	-	-
252-A Human Resources Assistant		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
<b>TOTAL POSITIONS</b>		<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$50	\$500	\$0	\$25	\$25
Miscellaneous		139	500	-	50	50
<b>TOTAL REVENUES</b>		<b>\$189</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$75</b>	<b>\$75</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$154,831	\$209,575	\$198,020	\$232,252	\$232,252
Expenses		105,564	121,025	106,500	126,990	126,990
Supplies		3,218	3,465	3,465	3,800	3,800
<b>TOTAL APPROPRIATIONS</b>		<b>\$263,613</b>	<b>\$334,065</b>	<b>\$307,985</b>	<b>\$363,042</b>	<b>\$363,042</b>

SERVICE AREA: Interprogram Services		PROGRAM: Information Technology (14A)			
ACTIVITY: Policy & Administration		ORGANIZATION: Information Technology			
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 9.5%.					
2. To keep administrative personnel as a percent of departmental personnel at or below 8.0%.					
PERFORMANCE INDICATORS		2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND					
1. Performance indicators to be analyzed		1,161	N/A	N/A	N/A
2. Budget programs to be analyzed		93	N/A	N/A	N/A
3. Authorized personnel (FTE's)		17.5	12.5	12.5	12.5
4. Departmental budget		1,470,785.0	1,355,063	1,041,205	1,041,205
5. Organizations requiring liaison		36.0	N/A	N/A	N/A
WORKLOAD					
1. Performance indicators analyzed		1,161	N/A	N/A	N/A
2. Budget programs analyzed		93	N/A	N/A	N/A
PRODUCTIVITY					
1. Administration cost as a percent of departmental budget		10.50%	9.80%	9.50%	9.50%
2. Administration personnel as a percent of departmental personnel		8.60%	8.00%	8.00%	8.00%
EFFECTIVENESS					
1. Program performance budget objectives		33%	-	-	-
ANALYSIS:					
<p>The Information Technology department was created during the current budget year and consists of this administration program and the Information Technology program. Both these programs were previously listed under the former Budget &amp; Information department. Budget to budget comparisons take this into account.</p> <p>Total FY03 appropriations for the total department is recommended to decrease 5.8% from current budgeted levels. Non-salary costs are recommended to increase 4.0% over current budgeted levels for the total department. Revenues are recommended to decrease 25.9% from current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are recommended to remain unchanged from the current budget.</p> <p>There were no organizational change requests submitted for consideration during this budget review.</p> <p>The primary reasons for revenue changes from current budget levels are due to reductions in intergovernmental revenues in the Information Technology program. The</p>		<p>administration program does not budget for any revenues.</p> <p>The primary reasons for appropriation changes from current budget levels on the departmental level are lower personnel services costs.</p> <p>Due to the reorganization of departmental responsibilities between this department, the Administration department, and the Facilities Services department many of the existing budget indicators above are no longer relevant. The new department director will be revising the indicators at a future date.</p>			

FINANCIAL & AUTHORIZED POSITIONS SUMMARY					
PROGRAM: IT Administration (14A)					
	2000-01 ACTUAL	2001-02 BUDGET	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
<b>AUTHORIZED POSITIONS:</b>					
805-A Director Budget & Information Processing	1.00	1.00	-	-	-
725-A Information Technology Director	0.00	0.00	1.00	1.00	1.00
283-A BIP Office Supervisor	0.50	0.50	-	-	-
<b>TOTAL POSITIONS</b>	<b>1.50</b>	<b>1.50</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$126,792	\$127,772	\$128,779	\$94,617	\$94,617
Expenses	25,104	3,000	3,291	3,000	3,000
Supplies	2,084	1,250	1,250	1,250	1,250
<b>TOTAL APPROPRIATIONS</b>	<b>\$153,980</b>	<b>\$132,022</b>	<b>\$133,320</b>	<b>\$98,867</b>	<b>\$98,867</b>

SERVICE AREA: Interprogram Services		PROGRAM: Information Technology (14B)			
ACTIVITY: Central Services		ORGANIZATION: Information Technology			
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'03).					
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		2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND					
1. Number of network users to be served		424	424	424	424
2. Existing in-house developed systems to be maintained (Zim/VB/DOS/Access)	30/3/14/1	30/3/14/1	30/3/14/1	30/3/14/1	30/3/14/1
3. 3rd party applications to be maintained		62	62	62	62
4. Number of terminals/printers/file servers in use	372/85/15	372/85/15	372/85/15	372/85/15	372/85/15
5. Number of telephone ports (handsets, faxes, modems)		775	775	775	775
6. Number of LAN/WAN edge devices to be maintained		42	42	42	42
WORKLOAD					
1. Number of network users served		424	424	424	424
2. Existing in-house developed systems maintained (Zim/VB/DOS/Access)	30/3/14/1	30/3/14/1	30/3/14/1	30/3/14/1	30/3/14/1
3. 3rd party applications maintained		62	62	62	62
4. Number of terminals/printers/file servers maintained	372/85/15	372/85/15	372/85/15	372/85/15	372/85/15
5. Number of telephone ports (handsets, faxes, modems) maintained		775	775	775	775
6. Number of LAN/WAN edge devices maintained		42	42	42	42
PRODUCTIVITY					
1. Percent of programmer time spent on new application development		8%	8%	8%	8%
2. Percent of programmer time spent on maint of existing systems		33%	33%	33%	33%
3. Percent of programmer time spent on re-writing existing systems		47%	47%	47%	47%
4. Percent of programmer time spent on training		12%	12%	12%	12%
EFFECTIVENESS					
1. Percent of support calls answered by first level support		Unknown	Unknown	Unknown	Unknown
ANALYSIS:					
<p>For the Information Technology program, non-salary costs are recommended to increase 4.2% over current budgeted amounts. Revenues are recommended to decline by 25.9%.</p> <p>The primary reasons for revenue changes from current budget levels are a drop in intergovernmental revenues.</p> <p>The primary reason for the increase to non-salary appropriations is higher telephone costs, which are expected to increase by 24%, or more than \$33,411.</p> <p>There were no organizational change requests for this program.</p> <p>All PPB Indicators are budgeted at fiscal year 2001 actual levels.</p>					

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>		<b>2000-01</b>	<b>2001-02</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2002-03</b>
<b>PROGRAM: Information Technology (14B)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUESTED</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>						
634-A Information Processing Manager		1.00	1.00	-	-	-
511-A Senior Programmer Analyst		1.00	1.00	1.00	1.00	1.00
455-A Webmaster		1.00	1.00	1.00	1.00	1.00
445-A Programmer/Analyst II		4.00	4.00	3.00	3.00	3.00
406-A Network Systems Administrator		3.00	3.00	3.00	3.00	3.00
283-A BIP Office Supervisor		0.25	0.25	-	-	-
187-A Help Desk Specialist		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>11.25</b>	<b>11.25</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$45,085	\$60,000	\$45,090	\$45,090	\$45,090
Fees and Charges		3,297	5,650	3,300	3,300	3,300
Miscellaneous		4,534	1,015	1,015	1,015	1,015
<b>TOTAL REVENUES</b>		<b>\$52,916</b>	<b>\$66,665</b>	<b>\$49,405</b>	<b>\$49,405</b>	<b>\$49,405</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$493,394	\$658,071	\$645,330	\$613,858	\$613,858
Equipment		2,000	-	-	-	-
Expenses		284,321	301,629	307,188	314,780	314,780
Supplies		10,353	13,700	13,700	13,700	13,700
<b>TOTAL APPROPRIATIONS</b>		<b>\$790,068</b>	<b>\$973,400</b>	<b>\$966,218</b>	<b>\$942,338</b>	<b>\$942,338</b>

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	2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND				
1. Number of site visits/inspections to be performed	7	10	6	6
2. Number of auto accidents reported	26	20	25	25
3. Number of worker's compensation claims filed	17	35	40	40
4. Number of employees/departments served	59	45	50	50
5. Number of property claims reported	7	10	12	12
6. Number of liability claims/OHSA complaints reported	28/0	16/0	18/0	18/0
WORKLOAD				
1. Number of site visits/safety inspections conducted	7	10	6	6
2. Number of auto accidents investigated	26	20	35	35
3. Number of worker's compensation claims reviewed	30	35	40	40
4. Number of prevention/mitigation requests reviewed	34	66	70	70
5. Number of property claims investigated	11	10	15	15
6. Number of liability claims investigated/OSHA complaints resolved	28/0	16	18	18
PRODUCTIVITY				
1. Time spent on site visits/safety inspections	5%	5%	5%	5%
2. Time spent reviewing auto accidents	10%	15%	10%	10%
3. Time spent on reviewing worker's compensation claims	30%	15%	10%	10%
4. Time spent on reviewing prevention/mitigation items	40%	45%	50%	50%
5. Time spent on reviewing property claims	10%	5%	5%	5%
6. Time spent reviewing liability/OSHA complaints	5%	15%	20%	20%
EFFECTIVENESS				
1. Performance objectives achieved	66%	100%	100%	100%
2. Dollar amount of worker's compensation claims	\$274,126	\$100,000	\$100,000	\$100,000
3. Dollar amount of auto claims	\$90,309	\$50,000	\$45,000	\$45,000
4. Dollar amount of property claims	\$18,704	\$80,000	\$30,000	\$30,000
5. Dollar amount of liability claims	\$2,328	\$50,000	\$50,000	\$50,000
ANALYSIS:				
<p>The Risk Management Coordinator, under the direction of the Assistant County Administrator, is responsible for the loss prevention and safety functions for the County. The mission for this department is to provide coordinated, timely, and through reviews of all claims, as well as to enact proactive training and programs to reduce the incidence of claims and potential losses.</p> <p>Actual dollars spent on judgements &amp; claims that occurred and were finalized during FY01 are listed under effectiveness indicators E.2 through E.5. Those figures also include any payments made during FY01 on incidents from previous fiscal years.</p> <p>Total payments made on judgements and claims vary greatly from year to year. Total payments made during FY01 and the four previous years are as follows: FY01-\$385,467; FY00-\$471,480; FY'99-\$377,545; FY98-\$313,913; FY97-\$261,409. The average amount of claim losses during the five-year period calculates to \$361,962. The average payout was substantially higher than the recommended budget due to a large liability claim paid out during FY00 and</p> <p>substantially higher than normal workers compensation payments during FY01. Current year projections are \$77,000 below the five-year average based on data available at this time.</p> <p>Claim losses for FY03 are budgeted at \$225,000 since no shock losses are pending.</p> <p>The budget recommendations for workers compensation, property, and liability insurance premiums includes a 20.0% increase over current year projections.</p> <p>Total non-salary costs are recommended to increase by \$69,089 from the FY02 budget due to the aforementioned increase to insurance premiums.</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		2000-01	2001-02	2001-02	2002-03	2002-03
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
<b>TOTAL POSITIONS</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$1	\$0	\$0	\$0	\$0
Miscellaneous		21,642	5,000	85,000	50,000	50,000
<b>TOTAL REVENUE</b>		<b>\$21,643</b>	<b>\$5,000</b>	<b>\$85,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$53,336	\$57,558	\$57,438	\$61,609	\$61,609
Expenses		726,935	574,900	630,683	643,939	643,939
Supplies		773	1,150	1,150	1,200	1,200
<b>TOTAL APPROPRIATIONS</b>		<b>\$781,044</b>	<b>\$633,608</b>	<b>\$689,271</b>	<b>\$706,748</b>	<b>\$706,748</b>

**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	2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
<b>DEMAND</b>				
1. Board of Supervisor meetings scheduled	102	100	100	100
2. Dollar value of operating budget	\$42,492,498	\$45,422,385	\$47,624,175	\$47,375,872
3. Dollar value of Capital Improvement Plan (CIP)	\$4,128,588	\$9,440,348	\$9,530,404	\$9,530,404
4. Agenda items to be considered	645	575	575	575
5. Board and commissions requiring memberships	45	45	45	45
<b>WORKLOAD</b>				
1. Board of Supervisor meetings held	99	100	100	100
2. Number of resolutions deliberated	443	470	470	470
3. Agenda items considered	645	575	575	575
<b>PRODUCTIVITY</b>				
1. Departmental expenditures as a percent of total County expenditures	0.45%	0.45%	0.45%	0.45%
<b>EFFECTIVENESS</b>				
1. Program performance budget objectives accomplished	50%	100%	100%	100%
2. Percent of target issue action steps completed.	95%	95%	95%	95%
3. Board members' attendance at authorized agency meetings	76%	75%	75%	75%

**ANALYSIS:**

FY03 appropriations for the total department are recommended to increase 6.5% over current budgeted levels. Non-salary costs are recommended for no increase over current budgeted levels for the total department.

The primary reasons for appropriation changes from current budget levels for this program are salary and health insurance increases.

PPB Indicators are expected to remain at the same level.

While the overall budget reflects a status quo on County programs and continued progress on the County's Space Utilization Master Plan project, the levy has been required to increase more than inflation due to the recent voter approved River Renaissance Vision Iowa Bond levy, drastically reduced interest income as a result of the lowest interest rates in recent history, and increases in health insurance premiums.



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
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
<b>TOTAL POSITIONS</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
APPROPRIATION SUMMARY:						
Personal Services		\$208,603	\$219,256	\$222,509	\$234,227	\$234,227
Expenses		7,673	9,950	8,800	9,950	9,950
Supplies		1,242	2,700	2,700	2,700	2,700
<b>TOTAL APPROPRIATIONS</b>		<b>\$217,518</b>	<b>\$231,906</b>	<b>\$234,009</b>	<b>\$246,877</b>	<b>\$246,877</b>

**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 10.75%.

PERFORMANCE INDICATORS	2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
<b>DEMAND</b>				
1. Authorized personnel (FTE's)	28.6	28.6	28.6	28.6
2. Department budget	\$1,327,957	\$1,384,264	\$1,418,154	\$1,418,154
3. Organizations requiring liaison and coordination	23	23	23	23
<b>WORKLOAD</b>				
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%
<b>PRODUCTIVITY</b>				
1. Administration cost as a percent of departmental budget	10%	10.44%	10.64%	10.64%
2. Administration personnel as a percent of departmental personnel	7%	7%	7%	7%
<b>EFFECTIVENESS</b>				
1. Program performance budget objectives accomplished	77%	85%	85%	85%

**ANALYSIS:**

Total FY03 appropriations for the total department are recommended to decrease 0.5% from current budgeted levels. Non-salary costs are recommended to decrease 16.9% from current budgeted levels for the total department. Revenues are recommended to decrease 29.6% from current budgeted amounts for the total department.

For this program, non-salary costs are recommended to decrease 21.5% from current budgeted amounts.

There were no organizational change requests for the Treasurer's department.

The primary reason for the revenue changes from current budget levels is due to lower investment earnings. This is noted in the analysis for the Treasurer's Finance program.

The primary reason for the appropriation change on a departmental level from current budget levels is due to the elimination of rent for the County General Store. The lower appropriation level for the Administration program is due to lowering the budgeted amounts for travel and schools of instruction.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
PROGRAM: Treasurer Administration (30A)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
X Treasurer		1.00	1.00	1.00	1.00	1.00
611-A Financial Management Supervisor		0.30	0.30	0.30	0.30	0.30
556-A Operations Manager		-	-	-	0.30	0.30
496-A Operations Manager		0.30	0.30	0.30	-	-
141-C Clerk II		0.40	0.40	0.40	0.40	0.40
<b>TOTAL POSITIONS</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>REVENUE SUMMARY:</b>						
Miscellaneous		\$23	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>		<b>\$23</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$127,658	\$140,262	\$139,833	\$146,149	\$146,149
Expenses		2,703	4,775	3,495	3,495	3,495
Supplies		737	1,180	1,180	1,180	1,180
<b>TOTAL APPROPRIATIONS</b>		<b>\$131,098</b>	<b>\$146,217</b>	<b>\$144,508</b>	<b>\$150,824</b>	<b>\$150,824</b>

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 \$370,000 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	2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND				
1. Total number property tax/special assessment statements issued	166,091	165,000	167,000	167,000
2. Dollar value of tax certification	\$146,117,608	\$152,133,150	\$158,250,000	\$158,250,000
3. Number of tax certificates issued	2,027	1,800	2,000	2,000
4. Number of elderly tax credit applications	609	700	700	700
5. Total dollar property taxes received over counter	\$14,904,299	\$13,623,524	\$14,171,288	\$14,171,288
6. Total dollar property taxes received by mail/lock box	\$131,327,642	\$128,666,612	\$133,839,938	\$133,839,938
WORKLOAD				
1. Total # property tax/special assessment receipts processed	141,917	142,000	142,000	142,000
2. Dollar value of taxes collected on current year certification	\$145,646,062	\$151,372,484	\$157,458,750	\$157,458,750
3. Number of tax certificates redeemed	1,928	1,800	2,000	2,000
4. Number of elderly tax credits approved/processed by State	953	700	700	700
5. Total dollar property taxes processed over counter	\$14,904,299	\$13,623,524	\$14,171,288	\$14,171,288
6. Total dollar property taxes processed by mail/lock box	\$131,327,642	\$128,666,612	\$133,839,938	\$133,839,938
PRODUCTIVITY				
1. Cost per property tax/special assessment statement processed-94%	\$2.15	\$2.27	\$2.36	\$2.36
2. Cost per tax certificate issued and/or redeemed-3%	\$4.79	\$5.72	\$5.36	\$5.36
3. Cost per elderly tax credit application processed-3%	\$10.20	\$14.70	\$15.31	\$15.31
4. Average dollar property taxes processed/window clerk/day	\$9,678	\$8,423	\$8,857	\$8,857
EFFECTIVENESS				
1. Percent of taxes collected on current year's levy	99.68%	99.50%	99.50%	99.50%
2. Total dollars of interest & penalties retained by County	\$385,483	\$370,000	\$375,000	\$375,000
3. Total dollars of state credits collected	\$9,116,489	\$9,000,000	\$8,700,000	\$8,700,000
4. Total dollars of abated and suspended taxes	\$8,906	\$400,000	\$400,000	\$400,000
5. Percent total property taxes processed over counter	9.57%	9.00%	9.00%	9.00%
6. Percent total property taxes processed by mail/lock box	84.35%	85.00%	85.00%	85.00%
ANALYSIS:				
For this program, non-salary costs are recommended to increase 1.2% over current budgeted amounts. Revenue is recommended to increase by 15.2% due to increases in penalties retained by the County from the collection of delinquent taxes and bidder fees earned during the annual tax sale.				
The primary reasons for appropriation changes from current budget levels are due to a small increase to the cost of publishing public notices and an increase for the cost of renting the post office box for tax payments.				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
PROGRAM: Tax Collection (30B)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
556-A Operations Manager		-	-	-	0.30	0.30
496-A Operations Manager		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
<b>TOTAL POSITIONS</b>		<b>7.70</b>	<b>7.70</b>	<b>7.70</b>	<b>7.70</b>	<b>7.70</b>
<b>REVENUE SUMMARY:</b>						
Penalties & Interest on Taxes		\$503,126	\$448,500	\$498,500	\$505,000	\$505,000
Fees and Charges		77,491	55,525	55,525	75,825	75,825
Miscellaneous		-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$580,617</b>	<b>\$504,025</b>	<b>\$554,025</b>	<b>\$580,825</b>	<b>\$580,825</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$279,380	\$293,754	\$293,643	\$308,198	\$308,198
Equipment		128	-	-	-	-
Expenses		26,456	26,530	27,610	27,130	27,130
Supplies		17,945	21,850	21,850	21,850	21,850
<b>TOTAL APPROPRIATIONS</b>		<b>\$323,909</b>	<b>\$342,134</b>	<b>\$343,103</b>	<b>\$357,178</b>	<b>\$357,178</b>

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 1,550 investment transactions.				
2. To keep the number of receipt errors below 200.				
3. To earn \$875,000 or more in investment income.				
PERFORMANCE INDICATORS	2000-01 ACTUAL	2001-02 PROJECTED	2002-03 REQUESTED	2002-03 ADOPTED
DEMAND				
1. Number of miscellaneous receipts received	3,982	4,000	4,000	4,000
2. Number of travel advances requested/parking tickets issued	214/184	180/250	200/250	200/250
3. Number of warrants/health claims drawn on bank for payment	26,947	32,600	32,600	32,600
4. Dollar value principle and interest due on bonds	\$592,485	\$594,010	\$594,800	\$594,800
5. Number receipt errors detected during reconciliation process	210	200	200	200
6. Dollar amount available for investment annually	\$255,840,168	\$260,000,000	\$275,000,000	\$275,000,000
WORKLOAD				
1. Number miscellaneous receipts issued	3,982	4,000	4,000	4,000
2. Number travel advances issued/parking tickets paid/dismissed	214/129	180/250	200/250	200/250
3. Number warrants/health claims paid by Treasurer	26,947	32,600	32,600	32,600
4. Dollar value principle & interest paid on bonds	\$592,485	\$594,010	\$594,800	\$594,800
5. Number receipt errors corrected during reconciliation process	119	200	200	200
6. Number of investment transactions processed	1,556	1,400	1,550	1,550
PRODUCTIVITY				
1. Cost per miscellaneous receipt issued (20%)	\$12.74	\$12.95	\$13.50	\$13.50
2. Cost travel advance issued (5%)	\$59.29	\$71.96	\$67.52	\$67.52
3. Cost per warrant processed (30%)	\$2.82	\$2.38	\$2.49	\$2.49
4. Cost per receipt error (10%)	\$120.83	\$129.53	\$135.04	\$135.04
5. Cost per investment transaction (30%)	\$48.92	\$55.51	\$52.27	\$52.27
EFFECTIVENESS				
1. Dollar amount of miscellaneous receipts collected	\$28,929,033	\$28,000,000	\$28,000,000	\$28,000,000
2. Total cash over (short) due to receipt error	\$2,490	(\$500)	(\$500)	(\$500)
3. Number checks returned-insufficient funds	969	650	900	900
4. Number motor vehicle & property tax refund checks issued	5,230	5,000	5,000	5,000
5. Total investment revenue from use of money/property	\$2,286,576	\$883,011	\$940,278	\$940,278
6. Treasurer's Office General fund investment revenue only	\$2,185,043	\$839,783	\$910,583	\$910,583
ANALYSIS:				
Revenues for this program are recommended to decrease 55.6% from current budgeted amounts.				
Non-salary costs are recommended to increase 10.4% over current budgeted amounts.				
The primary reasons for revenue changes from current budget levels are related to the drastically lower investment yields on County funds. This has resulted in lower earnings on investments from idle funds as well as a reduction in the amount paid by Glynn's Creek Golf Course for interest on the loan from the general fund.				
The primary reasons for the recommended appropriation changes from current budget levels are due to increases in the costs of funding courier services and the charges for banking services.				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2000-01	2001-02	2001-02	2002-03	2002-03
PROGRAM: Accounting/Finance (30E)		ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
611-A Financial Management Supervisor		0.70	0.70	0.70	0.70	0.70
332-A Tax Accounting Specialist		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
<b>TOTAL POSITIONS</b>		<b>4.20</b>	<b>4.20</b>	<b>4.20</b>	<b>4.20</b>	<b>4.20</b>
<b>REVENUE SUMMARY:</b>						
Use of Money/Property		\$2,185,043	\$2,051,747	\$839,783	\$910,583	\$910,583
Miscellaneous		1,636	1,900	1,900	1,900	1,900
<b>TOTAL REVENUES</b>		<b>\$2,186,679</b>	<b>\$2,053,647</b>	<b>\$841,683</b>	<b>\$912,483</b>	<b>\$912,483</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$194,089	\$197,636	\$196,846	\$204,785	\$204,785
Equipment		128	-	-	-	-
Expenses		57,449	57,237	60,310	63,400	63,400
Supplies		2,082	1,900	1,900	1,900	1,900
<b>TOTAL APPROPRIATIONS</b>		<b>\$253,748</b>	<b>\$256,773</b>	<b>\$259,056</b>	<b>\$270,085</b>	<b>\$270,085</b>

