

**ADMINISTRATION (INTERPROGRAM SERVICES)
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SERVICE AREA: Administration (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 reduce the ratio of administration personnel as a percent of total personnel to .71%.				
2. To schedule 275 meetings with individual department heads.				
3. To schedule 90 meetings with individual Board members.				
PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND				
1. Authorized personnel (FTE's)	435.90	435.80	437.80	445.87
2. Units directly supervised	9	9	9	9
3. Dollar value of operating budget	\$48,525,483	\$51,942,451	\$57,070,667	\$56,664,060
4. Dollar value of Capital Improvement Plan (CIP)	\$5,320,722	\$5,751,735	\$5,485,530	\$5,485,530
5. Jurisdiction population	159,445	159,414	159,414	159,414
WORKLOAD				
1. Board of Supervisors meetings held	84	85	85	85
2. Scheduled meetings with individual Board members	75	90	90	90
3. Agenda items forwarded to Board of Supervisors	468	500	500	500
4. Scheduled meetings with individual department heads	277	275	275	275
5. Other scheduled meetings held	351	350	350	350
PRODUCTIVITY				
1. Management cost as a percent of County budget	0.57%	0.57%	0.55%	0.55%
2. Administration personnel as a percent of total personnel	0.85%	0.71%	0.71%	0.71%
EFFECTIVENESS				
1. Percent of program objectives accomplished	87%	100%	100%	100%
2. Percent of target issue action steps completed	76%	85%	30%	30%
3. Percentage of departments represented at dept head meetings	90%	80%	80%	80%
ANALYSIS:				
<p>Total FY06 appropriations for the department are increasing 4.8% above current budgeted levels. Non-salary appropriations are decreasing 7.3% below current budgeted levels.</p> <p>The primary reasons for appropriation changes from current budget levels is due to normal inflationary increases.</p> <p>PPB Indicators are in line with last year's actual figures. PPB Indicator (E.2) percent of target issue action steps completed is budgeted for 30% because this is a two-year plan that begins on July 2005.</p> <p>The total County budget shows marked increase due primarily to the voter approved jail expansion and renovation project. The total County budget also includes the third and final year of a three year phase-in of increased staffing at the jail as recommended by CJAAC. The County will begin implementation of a County-wide GIS system next year supported by GIS essential purpose bonds.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: General Administration (11A)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
A County Administrator	1.00	1.00	1.00	1.00	1.00
805-A Assistant County Administrator	0.50	0.50	0.50	0.50	0.50
363-A Budget Coordinator	1.00	1.00	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	-	-	-	-
TOTAL POSITIONS	3.70	3.10	3.10	3.10	3.10
REVENUE SUMMARY:					
Miscellaneous	\$111	\$100	\$100	\$100	\$100
TOTAL REVENUES	\$111	\$100	\$100	\$100	\$100
APPROPRIATION SUMMARY:					
Personal Services	\$304,060	\$317,689	\$319,032	\$334,839	\$334,938
Expenses	7,189	10,825	9,875	9,875	9,875
Supplies	5,899	5,000	4,800	4,800	4,800
TOTAL APPROPRIATIONS	\$317,148	\$333,514	\$333,707	\$349,514	\$349,613

SERVICE AREA: Administration (Interprogram Services)		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 \$4.25.					
2. To keep cost per time card processed below \$3.00.					
3. To keep cost per account center maintained below \$10.20.					
PERFORMANCE INDICATORS		2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND					
1. Invoices submitted		28,385	26,000	28,000	28,000
2. Employees on payroll		657	652	652	652
3. Official Board meetings requiring minutes		52	58	58	58
4. Accounting account/centers to be maintained		9,850	10,210	10,300	10,300
5. Poll workers		801	821	800	800
WORKLOAD					
1. Invoices processed		28,385	26,000	28,000	28,000
2. Time cards processed		35,706	35,000	35,000	35,000
3. Board meetings minutes recorded		52	58	58	58
4. Account/centers maintained		9,850	10,210	10,300	10,300
PRODUCTIVITY					
1. Cost per invoice processed (35%)		\$3.64	\$4.24	\$4.09	\$4.09
2. Cost per time card processed (30%)		\$2.48	\$2.70	\$2.80	\$2.80
3. Cost per Board meeting minutes recorded (5%)		\$283.57	\$271.70	\$281.73	\$281.73
4. Cost per account/center maintained (30%)		\$8.98	\$9.95	\$9.52	\$9.52
EFFECTIVENESS					
1. Claims lost or misplaced		-	-	-	-
ANALYSIS:					
<p>For the Auditor's Business/Finance program, non-salary costs are decreasing 8.4% from current budgeted amounts. The reason for the reduction in non-salary appropriations is a \$1,000 decrease in funding for the purchase of supplies.</p> <p>Revenues for this program are minimal and are remaining at current budgeted levels.</p> <p>There were no organizational change requests for this program.</p> <p>The PPB Indicators are consistent with past performance and are approved as presented.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Business/Finance (13D)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
677-A Accounting & Tax Manager	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
TOTAL POSITIONS	4.60	4.60	4.60	4.60	4.60
REVENUE SUMMARY:					
Fees and Charges	\$400	\$500	\$500	\$500	\$500
Miscellaneous	11	-	-	-	-
TOTAL REVENUES	\$411	\$500	\$500	\$500	\$500
APPROPRIATION SUMMARY:					
Personal Services	\$297,376	\$303,296	\$308,390	\$315,936	\$315,936
Equipment	3,091	1,000	1,000	1,000	1,000
Expenses	2,275	3,275	3,275	3,275	3,275
Supplies	5,167	7,600	7,600	6,600	6,600
TOTAL APPROPRIATIONS	\$307,909	\$315,171	\$320,265	\$326,811	\$326,811

SERVICE AREA: Administration (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 \$1.95.					
2. To keep cost per TIF District Administered \$1,194.					
PERFORMANCE INDICATORS		2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND					
1. Parcels to be taxed		72,188	72,250	72,250	72,250
2. Real estate transactions requested		9,357	8,500	8,500	8,500
3. Tax Increment Financing Districts (TIF) within the County		34	35	35	35
4. Local budgets to be certified		49	49	49	49
WORKLOAD					
1. Parcels taxed		72,188	72,250	72,250	72,250
2. Real estate transactions processed		9,357	8,500	8,500	8,500
3. Tax Increment Financing Districts total valuation		\$232,697,034	\$212,900,080	\$235,049,741	\$235,049,741
4. Local budgets certified		49	49	49	49
PRODUCTIVITY					
1. Cost per parcels taxed (50%)		\$1.78	\$1.87	\$1.93	\$1.93
2. Cost per real estate transaction processed (20%)		\$5.50	\$6.34	\$6.55	\$6.55
3. Cost per TIF District Administered (15%)		\$1,135.92	\$1,263.72	\$1,193.54	\$1,193.54
4. Cost per local budget certified (15%)		\$788.19	\$825.88	\$852.53	\$852.53
EFFECTIVENESS					
1. Dollar amount of licenses, permits and fees		\$49,981	\$48,550	\$48,350	\$48,350
ANALYSIS:					
<p>For this program, non-salary costs are recommended to decrease 8.3%, or \$1,000 from current budgeted amounts. The primary reasons for appropriation changes from current budget levels are due to reductions in maintenance of equipment and supplies.</p> <p>Revenues are remaining essentially unchanged.</p> <p>There were no organizational change requests submitted for this program.</p> <p>Several PPB Indicators are highlighted as follows: There are three new indicators for this budget year - D.3, W.3, and P.3. These indicators will track the growth and administrative cost of Tax Increment Financing districts within Scott County. These indicators replace tax credit data that is no longer available since the conversion to a new, third party tax system.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Taxation (13E)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
Y Deputy Auditor-Tax	1.00	1.00	1.00	1.00	1.00
677-A Accounting & Tax Manager	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 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	\$5,860	\$5,500	\$5,500	\$5,600	\$5,600
Fees and Charges	44,097	43,050	43,250	42,750	42,750
Miscellaneous	25	-	-	-	-
TOTAL REVENUES	\$49,982	\$48,550	\$48,750	\$48,350	\$48,350
APPROPRIATION SUMMARY:					
Personal Services	\$246,413	\$257,574	\$255,553	\$267,472	\$267,472
Equipment	2,809	1,000	1,000	1,000	1,000
Expenses	5,324	6,620	6,620	6,120	6,120
Supplies	2,930	4,400	4,400	3,900	3,900
TOTAL APPROPRIATIONS	\$257,476	\$269,594	\$267,573	\$278,492	\$278,492

SERVICE AREA: Administration (Interprogram Services)	PROGRAM: Facility & Support Services Administration (15A)
ACTIVITY: Central Services	ORGANIZATION: Facility & 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 9%.
2. To achieve at least 85% of departmental objectives.

PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND				
1. Authorized positions	23.50	23.74	24.19	24.19
2. Annual Departmental budget	\$2,086,668	\$2,140,187	\$2,271,291	\$2,271,291
3. Annual # of Capital projects managed	13	14	10	10
4. Annual cost of Capital projects managed	\$786,475	\$2,445,908	\$14,500,000	\$14,500,000
5. Annual # of external programs/grants/projects	4	5	5	5
6. Annual value of external programs/grants/projects	\$339,000	\$610,000	\$625,000	\$625,000
WORKLOAD				
1. Percent of workload - program management - Administration	18%	15%	15%	15%
2. Percent of workload - program management - Building Maintenance	17%	10%	10%	10%
3. Percent of workload - program management - Custodial Services	19%	10%	10%	10%
4. Percent of workload - Capital projects	19%	35%	40%	40%
5. Percent of workload - external programs/grants/projects/misc.	15%	18%	15%	15%
6. Percent of workload - program management - Support Services	12%	12%	10%	10%
PRODUCTIVITY				
1. Administrative cost as a percent of departmental budget	7.80%	8.00%	8.10%	8.10%
2. Administrative personnel as a percent of departmental personnel	8.60%	8.20%	8.20%	8.20%
3. Administrative cost per authorized position	\$4,585	\$2,800	\$2,850	\$2,850
4. Administrative cost per Capital project dollar cost.	\$0.0390	\$0.1090	\$0.0300	\$0.0300
5. Administrative cost per external program/grant/project	\$0.0722	\$0.0750	\$0.0800	\$0.0800
EFFECTIVENESS				
1. Aggregate percentile of Quality Enhancement Survey tools	91%	89%	88%	88%
2. Program performance budget objectives accomplished	88%	90%	85%	85%
3. Percent of department objectives accomplished	82%	85%	85%	85%
4. Percent of Capital projects completed on time	70%	85%	80%	80%
5. Percentile of internal Employee Satisfaction measurements	73%	70%	75%	75%

ANALYSIS:

<p>Total FY06 appropriations for the total department are approved to increase 6.1% over current budgeted levels. Non-salary costs are approved to increase 4.0% over current budgeted levels for the total department. Revenues are approved to decrease by 11.1% from current budgeted amounts for the total department to reflect historical levels.</p> <p>For this program, non-salary costs are approved to increase 7.9% over current budgeted amounts, where total appropriations are approved to increase by 4.8%.</p> <p>Organizational change requests for the department are as follows: evaluate for possible grade change one position in the Maintenance program to accommodate current workload demand; evaluate Custodial Coordinator position for possible grade change to better reflect current position responsibilities.</p> <p>The primary reasons for revenue changes</p>	<p>from current budget levels are the increase in rentals and increase in refunds and reimbursements.</p> <p>The primary reasons for appropriation changes from current budget levels are increases in cellular phone expenditures, which more appropriately reflects the actual costs.</p> <p>PPB Indicator (D.4) is highlighted. This immense increase in annual cost of capital projects managed is due to the jail and courthouse renovations that will occur in the next fiscal year.</p> <p>The budget issue identified for further Board review during the budget process will be the jail renovation. Due to the passing of the jail referendum, a significant amount of time and dollars will be spent this year and in years to follow on the jail renovation.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Facility & Support Services Admin (15A)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
725-A Director of Facility and Support Services	1.00	1.00	1.00	1.00	1.00
307-A Project and Support Services Coordinator	1.00	1.00	1.00	1.00	1.00
TOTAL POSITIONS	2.00	2.00	2.00	2.00	2.00
REVENUE SUMMARY:					
Fees and Charges	\$170	\$0	\$275	\$300	\$300
Miscellaneous	1,031	675	785	900	900
TOTAL REVENUES	\$1,201	\$675	\$1,060	\$1,200	\$1,200
APPROPRIATION SUMMARY:					
Personal Services	\$163,580	\$172,121	\$170,725	\$180,148	\$180,148
Expenses	3,992	6,971	7,555	7,660	7,660
Supplies	2,913	2,505	2,500	2,560	2,560
TOTAL APPROPRIATIONS	\$170,485	\$181,597	\$180,780	\$190,368	\$190,368

SERVICE AREA: Administration (Interprogram Services)	PROGRAM: Maintenance of Buildings & Grounds (15B)
ACTIVITY: Central Services	ORGANIZATION: Facility & 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 total maintenance cost per square foot at or below \$1.16.
2. To achieve user satisfaction with quality of maintenance service at or above 85%.

PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND				
1. Number of departments/agencies supported	29	30	32	32
2. Square feet of buildings maintained	309,170	309,170	309,170	309,170
3. Square feet of grounds maintained	626,443	626,443	631,955	631,955
4. Total square feet maintained	935,613	941,125	941,125	941,125
5. Number of locations maintained	12	12	12	12
WORKLOAD				
1. Number of outside requests for service	3,295	3,700	3,700	3,700
2. Number of preventive service calls	1,715	3,500	3,700	3,700
3. Total number of service calls	5,010	7,200	7,400	7,400
4. Total number of man-hours per period	14,485	14,000	14,000	14,000
PRODUCTIVITY				
1. Man hours per square foot	0.015	0.015	0.015	0.015
2. Staff cost per square foot	\$0.33	\$0.39	\$0.34	\$0.34
5. Total maintenance cost per square foot	\$1.110	\$1.085	\$1.140	\$1.140
4. Avg. # of external requests per location	275	308	308	308
5. Avg # of preventive service calls per location	143	292	292	292
6. Avg # of service calls per department/agency	173	240	240	240

EFFECTIVENESS				
1. Program percentile of Quality Enhancement Survey tools	90%	89%	89%	89%

ANALYSIS:

Total FY06 appropriations for this program are approved to increase 4.8% over current budgeted levels. Non-salary costs are approved to increase 5.3% from current budgeted levels for this program. The revenues for this program are approved to increase 23.4% over current budgeted amounts, due to the 33.3% increase in Sales General Fixed Asset.

Organizational change requests for this program are as follows: evaluate for possible grade change one position in the Maintenance program to accommodate current workload demand

The primary reasons for appropriation changes from current budget levels are anticipated continued utility cost increases and the cost of maintaining additional spaces brought on line in recent years.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Maintenance of 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
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	7.99	7.99	7.99	7.99	7.99
REVENUE SUMMARY:					
Intergovernmental	\$31,471	\$24,000	\$28,000	\$27,000	\$27,000
Miscellaneous	6,558	3,100	2,950	3,150	3,150
Sales General Fixed Assets	75	6,000	10,000	8,000	8,000
TOTAL REVENUES	\$38,104	\$33,100	\$40,950	\$38,150	\$38,150
APPROPRIATION SUMMARY:					
Personal Services	\$325,693	\$351,784	\$349,047	\$365,537	\$365,537
Equipment	23,174	12,600	11,500	6,000	6,000
Expenses	629,372	564,950	594,540	604,570	604,570
Supplies	73,572	46,111	46,175	46,110	46,110
TOTAL APPROPRIATIONS	\$1,051,811	\$975,445	\$1,001,262	\$1,022,217	\$1,022,217

SERVICE AREA: Administration (Interprogram Services)		PROGRAM: Custodial Services (15H)		
ACTIVITY: Central Services		ORGANIZATION: Facility & 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 total custodial cost per square foot at or below \$2.10.				
2. To achieve user satisfaction with quality of custodial service at or above 85%.				
PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND				
1. Number of departments/agencies supported	27	28	29	29
2. Square feet of buildings maintained	174,600	178,970	178,970	178,970
3. Number of remote sites serviced	2	2	2	2
WORKLOAD				
1. Man hours - total per period	17,166	16,000	16,800	16,800
2. Number of hard surface floor maintenance units performed	377,610	450,000	450,000	450,000
3. Number of carpet floor maintenance units performed	99,487	100,000	100,000	100,000
4. Number of client worker hours supervised	5,272	4,800	5,000	5,000
PRODUCTIVITY				
1. Man hours per square foot	0.098	0.090	0.094	0.094
2. Custodial staff cost per square foot	\$1.73	\$1.80	\$2.10	\$2.10
3. Total custodial cost per square foot	\$1.950	\$2.040	\$2.060	\$2.060
EFFECTIVENESS				
1. Program percentile of Quality Enhancement Survey tools	91%	89%	89%	89%
ANALYSIS:				
<p>Total FY06 appropriations for this program are approved to increase 16.3% over current budgeted levels and non-salary costs are approved to increase 7.1% over current budgeted levels for this program. Revenues for this program are approved to remain constant with the current budgeted amounts</p> <p>Organizational change requests for this program are as follows: evaluate Custodial Coordinator position for possible grade change to better reflect current position responsibilities.</p> <p>The primary reasons for appropriation changes from current budget levels are increases in personnel services to accommodate recent staff additions, increases in travel and schools of Instruction as well as an increase in supplies.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
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	6.25	6.25	6.25	6.70	6.70
TOTAL POSITIONS	9.25	9.25	9.25	9.70	9.70
REVENUE SUMMARY:					
Miscellaneous	\$65	\$150	\$150	\$150	\$150
TOTAL REVENUES	\$65	\$150	\$150	\$150	\$150
APPROPRIATION SUMMARY:					
Personal Services	\$317,872	\$331,697	\$327,468	\$388,958	\$388,958
Equipment	5,388	6,500	6,500	7,000	7,000
Expenses	9,505	6,070	4,850	6,100	6,100
Supplies	22,485	23,000	23,000	25,000	25,000
TOTAL APPROPRIATIONS	\$355,250	\$367,267	\$361,818	\$427,058	\$427,058

SERVICE AREA: Administration (Interprogram Services)		PROGRAM: Support Services (15J)		
ACTIVITY: Central Services		ORGANIZATION: Facility & 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 725 purchase requisitions.				
2. To keep cost per copy made below \$.05 per copy average between color and B/W.				
3. To save \$15,000 due to presorting outgoing mail.				
PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND				
1. Purchase requisitions received	739	690	700	700
2. Number of pieces of outgoing mail	524,775	585,000	545,000	545,000
3. Requests for copies (Print Shop) - County/other	904/383	850/300	850/300	2 5/6
4. Number of WP documents requested from other departments	275	125	N/A	N/A
5. Number of record files imaged	109,450	275,000	300,000	300,000
WORKLOAD				
1. Number of purchase orders issued	739	690	650	650
2. Number of pieces of mail pre-sorted	481,166	493,000	488,000	488,000
3. Number of copies (Print Shop)	1,108,944	1,200,000	1,200,000	1,200,000
4. Number of WP documents requested from other departments	275	125	N/A	N/A
5. Number of record files imaged	109,450	275,000	300,000	300,000
PRODUCTIVITY				
1. Average dollar amount per purchase order	\$7,726	\$5,500	\$5,500	\$5,500
2. Average cost per piece of outgoing mail	\$0.583	\$0.750	\$0.680	\$0.680
3. Cost per copy made (Print Shop)	\$0.060	\$0.040	\$0.045	\$0.045
4. Hours spent on WP documents requested from other departments	23	20	N/A	N/A
5. Hours spent on imaging	703	1,850	1,850	1,850
EFFECTIVENESS				
1. Dollar amount spent on purchase orders	\$5,709,851	\$4,800,000	\$4,800,000	\$4,800,000
2. Dollar amount saved between delivered price - highest bid	\$1,309,535	\$750,000	\$800,000	\$800,000
3. Dollar amount saved by using pre-sort	\$12,029	\$15,200	\$17,500	\$17,500
4. Percent of outgoing mail pre-sorted	92%	87%	90%	90%
5. Dollar value of NAEIR items received	\$13,959	\$14,000	\$14,000	\$14,000
6. Number of months backlog of documents to be imaged	-	-	2	2
ANALYSIS:				
<p>Total FY06 appropriations for this program are approved to increase 2.6% over current budgeted levels and non-salary costs are approved to increase 1.8% over current budgeted levels for this program. Revenues for this program are approved to decrease 16.4% from current budgeted amounts for this program.</p> <p>There are no organizational change requests for this program.</p> <p>The primary reasons for the substantial decrease in revenues are due to the decreases in postage fees and OSOS fees.</p> <p>The primary reasons for appropriation changes from current budget levels are the increases in personal services and increases in maintenance of equipment and postage increases.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Support Services (15J)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
252-A Purchasing Specialist	1.00	1.00	1.00	1.00	1.00
177-C Senior Clerk	-	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	0.50	0.50	0.50	0.50	0.50
141-C Clerk II/Support Services Receptionist	1.00	-	-	-	-
TOTAL POSITIONS	4.50	4.50	4.50	4.50	4.50
REVENUE SUMMARY:					
Intergovernmental	\$103,269	\$92,000	\$88,000	\$92,000	\$92,000
Fees and Charges	11,461	32,200	14,000	12,000	12,000
Miscellaneous	439	750	500	500	500
TOTAL REVENUES	\$115,169	\$124,950	\$102,500	\$104,500	\$104,500
APPROPRIATION SUMMARY:					
Personal Services	\$181,436	\$193,718	\$198,058	\$202,033	\$202,033
Expenses	322,743	399,685	374,635	406,630	406,630
Supplies	51,107	22,475	22,475	22,985	22,985
TOTAL APPROPRIATIONS	\$555,286	\$615,878	\$595,168	\$631,648	\$631,648

SERVICE AREA: Administration (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 & departments 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 100% of grievances without outside arbitration.					
2. To conduct 50 training sessions with 450 in attendance.					
3. To resolve 100% of arbitrated disputes in the County's favor.					
PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED	
DEMAND					
1. Employee bargaining units	5	5	5	5	
2. Position vacancies/# classifications/# departments	35/165/15	30/165/15	30/165/15	30/165/15	
3. Eligible benefits enrollees	409	435	435	435	
4. Authorized personnel (FTE's)	435.90	435.80	437.80	445.87	
5. Discrimination complaints received	1	1	1	1	
6. Training requests - mandatory/voluntary	6/42	10/25	10/25	10/25	
WORKLOAD					
1. Contracts negotiated/grievances and disputes received	0/1	2/2	2/2	2/2	
2. # Jobs posted/interviews conducted/job-dept studies requested	30/265/24-8	60/200/4-4	60/200/4-4	60/200/4-4	
3. # of enrollment actions/# of extensive research inquiries	345/8	460/15	465/15	465/15	
4. Wage system administration actions	490	450	460	460	
5. # EEO complaints reviewed	1	1	1	1	
6. # training sessions conducted/# of employees served	49/632	50/450	50/450	50/450	
PRODUCTIVITY					
1. # of meetings related to labor relations	48	50	50	50	
2. # of vacancies filled/Number of job-dept studies completed	63/24-8	60/4-4	60/4-4	60/4-4	
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	14%	15%	15%	15%	
5. Cost per hour of training delivered/cost per attendee	142.76/\$39.47	\$175/\$45	\$180/\$48	\$180/\$48	
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.	0%/1	100%	100%	100%	
2. % jobs filled within 5 weeks of posting close date	57%	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%	100%	100%	100%	
5. % of substantiated EEO complaints/# hired in underutilized areas	0/2	0/3	0/3	0/3	
6. % of employees served in training/% rating delivery high	38%/90%	65%/85%	65%/85%	65%/85%	
ANALYSIS:					
<p>Total FY06 appropriations for the total department are approved to increase 3.0 % over current budgeted levels. Non-salary costs are approved to stay at current levels. Revenues are approved to increase 250% over current budgeted amounts for the total department. This number is negligible.</p> <p>The primary reasons for this level of appropriation is to maintain our current levels of service with no major changes.</p> <p>No organizational change requests were submitted by this department.</p> <p>Budget issues identified for further Board review during the budget process are as follows: Capital request of \$100,000 over a two year period for a Human Resources Information System. This system will help to increase efficiencies and reduce workload. Additionally it will increase our service levels.</p> <p>Budget indicators are recommended as submitted by the department head.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Human Resources Management (24A)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
805-A Assistant County Administrator/HR Director	0.50	0.50	0.50	0.50	0.50
323-A Human Resources Generalist	2.00	2.00	2.00	2.00	2.00
198-A Benefits Coordinator	1.00	1.00	1.00	1.00	1.00
Z Governmental Trainee	3.00	-	-	-	-
TOTAL POSITIONS	6.50	3.50	3.50	3.50	3.50
REVENUE SUMMARY:					
Fees and Charges	\$0	\$30	\$30	\$30	\$30
Miscellaneous	723	50	250	250	250
TOTAL REVENUES	\$723	\$80	\$280	\$280	\$280
APPROPRIATION SUMMARY:					
Personal Services	\$200,188	\$212,962	\$210,435	\$223,375	\$223,375
Expenses	114,857	127,750	125,250	127,750	127,750
Supplies	7,299	3,750	3,750	3,750	3,750
TOTAL APPROPRIATIONS	\$322,344	\$344,462	\$339,435	\$354,875	\$354,875

SERVICE AREA: Administration (Interprogram Services) **PROGRAM:** IT Administration (14A)
ACTIVITY: Policy & Administration **ORGANIZATION:** Information Technology

PROGRAM MISSION: To provide responsible administrative leadership and coordination for the Information Technology Department and to assure stability of County technology infrastructure for Scott County Departments by providing dependable and timely network administration and application development resources.

PROGRAM OBJECTIVES:
1. To keep administrative costs as a percent of departmental budget at or below 10%.

PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
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DEMAND				
1. Authorized personnel (FTE's)	10	10	11	11
2. Departmental budget	\$989,907	\$1,017,091	\$1,159,749	\$1,159,749
3. Annual cost of Information Technology Capital Projects managed	\$333,727	\$1,103,400	1,858,250	1,858,250

WORKLOAD				
1. Percent of time spent on personnel administration	20%	15%	15%	15%
2. Percent of time spent on fiscal management	15%	15%	15%	15%
3. Percent of time spent on liaison activity and coordination	30%	20%	20%	20%
4. Percent of time spent on Information Technology Capital Projects	N/A	50%	50%	50%

PRODUCTIVITY				
1. Administrative cost as a percent of departmental budget	10.0%	10%	10%	10%
2. Administrative personnel as a percent of departmental personnel	10.0%	10%	9%	9%

EFFECTIVENESS				
1. Program performance budget objectives accomplished	1	1	1	1
2. Percentile of internal Employee Satisfaction measurements	N/A	TBD	TBD	TBD

ANALYSIS:

Total FY06 appropriations for the total department are approved to increase 6.2% over current budgeted levels. Non-salary costs are approved to decrease 11.5% from current budgeted levels for the total department. Revenues are approved to decrease 7.2% from current budgeted amounts for the total department.

The primary reasons for the non-salary appropriation and revenue changes are due to activity tracked by the Information Technology program (14B) and will be discussed under that heading.

For this program, non-salary costs are approved to decrease 5.3% from current budgeted amounts. This was due to \$250 decline in funding for supplies.

No revenues are budgeted for under this program.

Organizational change requests for the department are as follows: Authorized positions (D.1) is approved to increase 1.0

FTE for the GIS Coordinator position.

Information Technology capital projects will be increasing substantially to accommodate the new GIS system implementation and development which will be funded through GIS essential purpose bonds.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: IT Administration (14A)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
725-A Information Technology Director	1.00	1.00	1.00	1.00	1.00
TOTAL POSITIONS	1.00	1.00	1.00	1.00	1.00
APPROPRIATION SUMMARY:					
Personal Services	\$96,450	\$102,645	\$100,420	\$106,344	\$106,344
Expenses	7,489	3,300	3,300	3,300	3,300
Supplies	1,480	1,450	1,200	1,200	1,200
TOTAL APPROPRIATIONS	\$105,419	\$107,395	\$104,920	\$110,844	\$110,844

SERVICE AREA: Administration (Interprogram Services)		PROGRAM: Information Processing (14B)			
ACTIVITY: Central Services		ORGANIZATION: Information Technology			
PROGRAM MISSION: To provide dependable and efficient data and voice services for County employees by: 1) informing, educating, and empowering employees with technical knowledge; 2) researching, installing, and maintaining innovative computer and telephone solutions; and 3) implementing and supporting user friendly software systems.					
PROGRAM OBJECTIVES: 1. To keep percent of completed work orders to total work orders above 95%.					
PERFORMANCE INDICATORS		2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND					
1. Number of Network Client Accounts		566	600	600	600
2. Custom Developed Applications (Zim/VB/DOS/Access)		17/3/4/3	17/3/1/3	15/3/0/3	15/3/0/3
3. Served Third Party Applications		108	110	110	110
4. Number of Nodes/Printers/Servers		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		42	42	42	42
WORKLOAD					
1. Number of Help Desk Calls		3,678	6,000	6,000	6,000
2. Number of Opened Work Orders		1,553	2,000	2,000	2,000
3. Number of Outstanding Work Orders		58	-	-	-
PRODUCTIVITY					
1. Percent of Programmer Time Spent on new application development		20%	0%	0%	0%
2. Percent of Programmer Time Spent on maint of existing systems		55%	40%	40%	40%
3. Percent of Programmer Time Spent on re-writing existing systems		20%	50%	50%	50%
4. Percent of Programmer Time Spent on training		5%	10%	10%	10%
5. Number of Work Orders Closed		1,495	2,000	2,000	2,000
EFFECTIVENESS					
1. Percent of Completed Work Orders to Total Work Orders		96%	100%	100%	100%
2. Program Objectives Completed		1	2	6	6
ANALYSIS:					
<p>For the Information Technology program, non-salary costs are approved to decrease 11.6%, or \$40,288 from current budgeted amounts. Revenues are approved to decrease by 7.2%.</p> <p>Revenues for this program are relatively small. The approved decrease will bring budgeted revenues in line with actual historic collections.</p> <p>The primary reason for the approved decrease to non-salary appropriations is large reductions to budgeted telephone costs. During FY05 the department completed a project to eliminate hard phone lines in the County's remote offices and implement Internet Protocol Telephony. This allows for calls to be placed utilizing the Internet and the County's existing T1 channels, thus eliminating line and maintenance costs previously paid to the telephone utilities.</p> <p>An organizational change request was submitted for this program to add a GIS Coordinator position. This change request coincides with the CIP GIS implementation project slated to start in FY06. It is noted that the approved personal services for FY06 has been reduced from the requested amount due to the GIS Bonds in the CIP Fund supporting the GIS Coordinator's salary/benefits during the first few years of system development.</p> <p>Program objectives for the upcoming fiscal year focus on proactive infrastructure monitoring and stabilization. Objectives 1, 2, 3, and 4 are back office hardware upgrades laying the ground work for technology disaster recovery.</p> <p>Objectives 5 and 6 are development team projects which complete a five (5) year initiative to migrate County custom applications from DOS and Novell Network operating system to Windows Server and Windows desktop operating systems.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Information Technology (14B)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
519-A Network Infrastructure Supervisor	1.00	1.00	1.00	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	2.00	2.00	2.00	2.00	2.00
406-A Network Systems Administrator	3.00	3.00	3.00	3.00	3.00
187-A Help Desk Specialist	1.00	1.00	1.00	1.00	1.00
TOTAL POSITIONS	9.00	9.00	9.00	9.00	9.00
REVENUE SUMMARY:					
Intergovernmental	\$33,300	\$39,282	\$35,195	\$35,195	\$35,195
Fees and Charges	5,134	3,640	4,600	4,600	4,600
Miscellaneous	69	-	50	50	50
TOTAL REVENUES	\$38,503	\$42,922	\$39,845	\$39,845	\$39,845
APPROPRIATION SUMMARY:					
Personal Services	\$590,029	\$636,297	\$634,771	\$741,080	\$661,080
Equipment	1,340	1,500	1,500	1,500	1,500
Expenses	307,994	332,113	261,400	291,825	291,825
Supplies	15,425	14,500	14,500	14,500	14,500
TOTAL APPROPRIATIONS	\$914,788	\$984,410	\$912,171	\$1,048,905	\$968,905

SERVICE AREA: Administration (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.

PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND				
1. Number of site visits/inspections to be performed	5	5	8	8
2. Number of auto accidents reported	20	30	35	35
3. Number of worker's compensation claims filed	42	40	40	40
4. Number of employees/departments served	75	100	125	125
5. Number of property claims reported	4	10	10	10
6. Number of liability claims/OSHA complaints reported	6/0	15/0	20/0	20/0
WORKLOAD				
1. Number of site visits/safety inspections conducted	5	5	8	8
2. Number of auto accidents investigated	22	20	25	25
3. Number of worker's compensation claims reviewed	84	60	80	80
4. Number of prevention/mitigation requests reviewed	75	100	125	125
5. Number of property claims investigated	4	10	10	10
6. Number of liability claims investigated/OSHA complaints resolved	6/0	15/0	20/0	20/0
PRODUCTIVITY				
1. Time spent on site visits/safety inspections	5%	5%	5%	5%
2. Time spent reviewing auto accidents	10%	5%	5%	5%
3. Time spent on reviewing worker's compensation claims	35%	35%	35%	35%
4. Time spent on reviewing prevention/mitigation items	40%	40%	40%	40%
5. Time spent on reviewing property claims	5%	5%	5%	5%
6. Time spent reviewing liability/OSHA complaints	5%	10%	10%	10%
EFFECTIVENESS				
1. Performance objectives achieved	100%	100%	100%	100%
2. Dollar amount of worker's compensation claims	\$116,471	\$180,000	\$200,000	\$200,000
3. Dollar amount of auto claims	\$30,734	\$35,000	\$50,000	\$50,000
4. Dollar amount of property claims	\$599	\$20,000	\$40,000	\$40,000
5. Dollar amount of liability claims	\$1,049	\$45,000	\$50,000	\$50,000

ANALYSIS:

<p>The Risk Manager, 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 thorough 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 judgments and claims that were finalized during FY04 are listed under effectiveness indicators (E.2 through E.5).</p> <p>Total payments made on judgments and claims vary greatly from year to year. Total payments made during FY04 and the four previous years are as follows: FY04 - \$148,853; FY03 - \$279,159; FY02 - \$234,486; FY01 - \$385,467; FY00 - \$471,480. The average amount of claim losses during the five year period calculates to \$303,889. The average payout during this period was slightly below this years recommended budget due to</p>	<p>the historically low payout during FY04. Current year projections are \$24,000 below the five-year average based on data available at this time.</p> <p>Claim losses for FY06 are budgeted at \$340,000. This includes increases for medical costs associated with workers compensation evaluations and treatments as well as funding for possible workers compensation payments for previously incurred injuries. In addition, funding for possible general liability claims has been increased by a total of \$10,000.</p> <p>The budget recommendations for workers compensation insurance, property insurance, and unemployment compensation include between a 6% and 100% increase over current year levels. Much of this increase is due to raising the funding for unemployment compensation to historic levels. FY06 budgeted insurance premiums were based on a 15% increase over FY05 actuals.</p> <p>Total non-salary costs are recommended to</p>	<p>increase by \$82,676 from the FY05 budget and \$152,888 from current year projections due to the recommended increases mentioned above.</p> <p>The funding of the Risk Management program continues to be an area that requires intense Board scrutiny and therefore the entire program is a budget issue demanding further Board review.</p> <p>The remaining indicators are approved as submitted by the Risk Manager.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Risk Management (23E)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
505-A Risk Management Coordinator	-	1.00	1.00	1.00	1.00
417-A Risk Management Coordinator	1.00	-	-	-	-
TOTAL POSITIONS	1.00	1.00	1.00	1.00	1.00
REVENUE SUMMARY:					
Miscellaneous	\$37,168	\$50,000	\$50,000	\$50,000	\$50,000
TOTAL REVENUE	\$37,168	\$50,000	\$50,000	\$50,000	\$50,000
APPROPRIATION SUMMARY:					
Personal Services	\$66,054	\$75,232	\$75,309	\$79,902	\$79,902
Expenses	721,545	974,400	904,688	1,057,026	1,057,026
Supplies	721	2,650	2,150	2,700	2,700
TOTAL APPROPRIATIONS	\$788,320	\$1,052,282	\$982,147	\$1,139,628	\$1,139,628

SERVICE AREA: Administration (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 85 Board of Supervisors meetings.
3. To consider 500 agenda items.
4. To deliberate 400 resolutions.

PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND				
1. Board of Supervisor meetings scheduled	84	85	85	85
2. Dollar value of operating budget	\$48,525,483	\$51,942,451	\$57,070,667	\$56,664,060
3. Dollar value of Capital Improvement Plan (CIP)	\$5,320,722	\$5,751,735	\$5,485,530	\$5,485,530
4. Agenda items to be considered	468	500	500	500
5. Board and commissions requiring memberships	47	47	47	47

WORKLOAD				
1. Board of Supervisor meetings held	84	85	85	85
2. Number of resolutions deliberated	376	400	400	400
3. Agenda items considered	468	500	500	500

PRODUCTIVITY				
1. Departmental expenditures as a percent of total County expenditures	0.45%	0.45%	0.44%	0.44%

EFFECTIVENESS				
1. Program performance budget objectives accomplished	25%	100%	100%	100%
2. Percent of target issue action steps completed.	76%	85%	30%	30%
3. Board members' attendance at authorized agency meetings	77%	80%	80%	80%

ANALYSIS:

<p>Total FY06 appropriations for the total department are approved to decrease 1.8% from the current budgeted levels for the total department. Non-salary costs are approved to decrease \$1,000 below current budgeted levels for the total department.</p> <p>The primary reasons for appropriation changes from current budget levels is a \$1,000 decrease in travel expenses due to last year actual usage.</p> <p>PPB Indicators are in line with last year's actual figure. PPB Indicator (E.2) percent of target issue action steps completed is budgeted for 30% because this is a two-year plan that begins on July 2005.</p> <p>The total County budget is showing a marked increase due primarily to the voter approved jail expansion and renovation project. The total County budget also includes the third and final year of a three year phase-in of increased staffing at the jail as recommended by CJAAC.</p>	<p>The County will also begin implementation of a County-wide GIS system next year supported by GIS essential purpose bonds.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
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	\$3,025	\$0	\$340	\$500	\$500
TOTAL REVENUES	\$3,025	\$0	\$340	\$500	\$500
APPROPRIATION SUMMARY:					
Personal Services	\$240,486	\$250,321	\$248,883	\$258,661	\$258,661
Expenses	7,942	12,000	9,950	11,000	11,000
Supplies	2,062	2,000	2,000	2,000	2,000
TOTAL APPROPRIATIONS	\$250,490	\$264,321	\$260,833	\$271,661	\$271,661

SERVICE AREA: Administration (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%.

PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND				
1. Authorized personnel (FTE's)	28.6	28.6	28.6	28.6
2. Department budget	\$1,462,004	\$1,572,102	\$1,621,446	\$1,621,446
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	11.11%	9.82%	9.86%	9.86%
2. Administration personnel as a percent of departmental personnel	7%	7%	7%	7%

EFFECTIVENESS				
1. Program performance budget objectives accomplished	62%	85%	85%	85%

ANALYSIS:

<p>Total FY06 appropriations for the total department are approved to increase 3.3% over current budgeted levels. Non-salary costs are approved to decrease 7.1% from current budgeted levels for the total department. Revenues are approved to increase 21.4% over current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are approved to increase \$615 over current budgeted amounts. This is due to cell phone charges and an increase for professional publications.</p> <p>Organizational change requests for the department are as follows: Two positions were submitted for evaluation and possible upgrades. These positions are the Operations Manager and the Motor Vehicle Supervisor.</p> <p>The primary reason for the departmental revenue changes from current budget levels is due to higher investment earnings. This is noted in the analysis for the Treasurer's</p>	<p>Finance program. The Treasurer's Administration program does not budget for any revenues.</p> <p>The PPB Indicators for this program are consistent with previous years with the exception of the cost of administration as a percent of the departmental budget (P.1). This cost percentage for FY05 and the year under review is much lower than for FY04 due to a one time purchase of office furniture during '04.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Treasurer Administration (30A)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
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	0.30	0.30	0.30
TOTAL POSITIONS	1.60	1.60	1.60	1.60	1.60
APPROPRIATION SUMMARY:					
Personal Services	\$148,058	\$147,728	\$147,075	\$152,362	\$152,362
Equipment	12,247	-	-	-	-
Expenses	5,050	5,630	5,980	6,000	6,000
Supplies	3,404	1,205	1,375	1,450	1,450
TOTAL APPROPRIATIONS	\$168,759	\$154,563	\$154,430	\$159,812	\$159,812

SERVICE AREA: Administration (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 \$485,000 of penalties and costs on delinquent taxes.				
2. To collect 99.5% of taxes on current levy.				
3. To process at least 87% of all taxes by mail.				
PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND				
1. Total number property tax/special assessment statements issued	183,741	184,500	186,000	186,000
2. Dollar value of tax certification	\$170,396,572	\$181,497,890	\$189,000,000	\$189,000,000
3. Number of tax certificates issued	23	3,200	1,800	1,800
4. Number of elderly tax credit applications	612	600	600	600
5. Total dollar property taxes received over counter	\$12,198,747	\$12,704,852	\$13,230,000	\$13,230,000
6. Total dollar property taxes received by mail/lock box	\$157,623,633	\$159,718,143	\$166,320,000	\$166,320,000
WORKLOAD				
1. Total # property tax/special assessment receipts processed	116,929	117,000	117,000	117,000
2. Dollar value of taxes collected on current year certification	\$168,682,775	\$180,590,401	\$188,055,000	\$188,055,000
3. Number of tax certificates redeemed	1,703	2,800	1,600	1,600
4. Number of elderly tax credits approved/processed by State	615	600	600	600
5. Total dollar property taxes processed over counter	\$12,198,747	\$12,704,852	\$13,230,000	\$13,230,000
6. Total dollar property taxes processed by mail/lock box	\$157,623,633	\$159,718,143	\$166,320,000	\$166,320,000
PRODUCTIVITY				
1. Cost per property tax/special assessment statement processed-94%	\$2.90	\$3.28	\$3.38	\$3.38
2. Cost per tax certificate issued and/or redeemed-3%	\$6.35	\$4.37	\$7.89	\$7.89
3. Cost per elderly tax credit application processed-3%	\$17.58	\$20.40	\$21.04	\$21.04
4. Average dollar property taxes processed/window clerk/day	\$7,696	\$7,941	\$8,269	\$8,269
EFFECTIVENESS				
1. Percent of taxes collected on current year's levy	98.99%	99.50%	99.50%	99.50%
2. Total dollars of interest & penalties retained by County	\$550,947	\$575,000	\$485,000	\$485,000
3. Total dollars of state credits collected	\$9,748,007	\$9,000,000	\$9,000,000	\$9,000,000
4. Total dollars of abated and suspended taxes	\$284,363	\$500,000	\$400,000	\$400,000
5. Percent total property taxes processed over counter	6.78%	7.00%	7.00%	7.00%
6. Percent total property taxes processed by mail/lock box	87.61%	88.00%	88.00%	88.00%
ANALYSIS:				
<p>For the Treasurer's Tax program, non-salary costs are approved to decrease 24.2% from current budgeted amounts. Revenue is approved to increase by 6.6% primarily due to increases in penalties retained by the County from the collection of delinquent taxes.</p> <p>The primary reason the appropriation change from current budget levels is a large decrease in the cost of public notices. This decrease was accomplished through competitive bidding for the yearly contract to publish the delinquent taxpayers. The Board was especially supportive in this effort. Also contributing to the decline in non-salary appropriations was a \$1,000 drop in the funding level for supplies.</p> <p>There were no organizational change requests for this program.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Tax Collection (30B)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
556-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-A Senior Clerk	1.00	1.00	1.00	1.00	1.00
141-C Clerk II	6.80	6.80	6.80	6.80	6.80
TOTAL POSITIONS	8.60	8.60	8.60	8.60	8.60
REVENUE SUMMARY:					
Penalties & Interest on Taxes	\$652,959	\$542,000	\$676,000	\$586,000	\$586,000
Fees and Charges	83,783	92,750	120,950	90,725	90,725
Miscellaneous	8,039	-	-	-	-
TOTAL REVENUES	\$744,781	\$634,750	\$796,950	\$676,725	\$676,725
APPROPRIATION SUMMARY:					
Personal Services	\$341,352	\$374,971	\$369,970	\$382,842	\$382,842
Expenses	14,813	27,850	16,750	16,720	16,720
Supplies	19,694	22,300	21,300	21,300	21,300
TOTAL APPROPRIATIONS	\$375,859	\$425,121	\$408,020	\$420,862	\$420,862

SERVICE AREA: Administration (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 2,300 investment transactions.				
2. To keep the number of receipt errors below 200.				
3. To earn \$800,000 or more in investment income.				
PERFORMANCE INDICATORS	2003-04 ACTUAL	2004-05 PROJECTED	2005-06 REQUESTED	2005-06 ADOPTED
DEMAND				
1. Number of miscellaneous receipts received	4,243	4,300	4,300	4,300
2. Number of travel advances requested/parking tickets issued	137/448	150/450	150/450	150/450
3. Number of warrants/health claims drawn on bank for payment	24,165	24,000	23,000	23,000
4. Dollar value principle and interest due on bonds	\$1,115,756	\$1,115,756	\$1,047,075	\$1,047,075
5. Number receipt errors detected during reconciliation process	247	200	200	200
6. Dollar amount available for investment annually	\$279,328,371	\$295,000,000	\$305,000,000	\$305,000,000
WORKLOAD				
1. Number miscellaneous receipts issued	4,243	4,300	4,300	4,300
2. Number travel advances issued/parking tickets paid/dismissed	137/329	150/450	150/450	150/450
3. Number warrants/health claims paid by Treasurer	24,165	24,000	23,000	23,000
4. Dollar value principle and interest paid on bonds	\$1,115,756	\$1,115,756	\$1,047,075	\$1,047,075
5. Number receipt errors corrected during reconciliation process	120	120	120	120
6. Number of investment transactions processed	2,135	2,400	2,500	2,500
PRODUCTIVITY				
1. Cost per miscellaneous receipt issued (20%)	\$12.61	\$13.32	\$13.91	\$13.91
2. Cost travel advance issued (5%)	\$97.63	\$95.44	\$99.68	\$99.68
3. Cost per warrant processed (30%)	\$3.32	\$3.58	\$3.90	\$3.90
4. Cost per receipt error (10%)	\$108.30	\$143.17	\$149.53	\$149.53
5. Cost per investment transaction (30%)	\$37.59	\$35.79	\$35.89	\$35.89
EFFECTIVENESS				
1. Dollar amount of miscellaneous receipts collected	\$30,063,584	\$30,100,000	\$30,500,000	\$30,500,000
2. Total cash over (short) due to receipt error	(\$7,535)	(\$500)	(\$500)	(\$500)
3. Number checks returned-insufficient funds	449	600	600	600
4. Number motor vehicle & property tax refund checks issued	5,301	5,500	5,500	5,500
5. Total investment revenue from use of money/property	\$368,056	\$660,000	\$800,000	\$800,000
6. Treasurer's Office General fund investment revenue only	\$342,062	\$629,755	\$772,048	\$772,048
ANALYSIS:				
<p>For the Treasurer's Accounting/Finance program, non-salary costs are recommended to increase 7.4% over current budgeted amounts.</p> <p>Revenues are recommended to increase 90.9%, or more than \$382,000 over current budgeted amounts.</p> <p>The primary reason for the recommended appropriation change from current budget levels is increasing bank service charges. This increase is partially due to annual increases to some charges, higher volumes of service items and the conversion of check stock to a more secure style and paper.</p> <p>Revenues are recommended to increase due to the rising interest rate environment. It is expected that revenue from investments will more than double the amount earned during FY 04.</p> <p>There were no organizational change requests submitted for the Finance program.</p> <p>There are two PPB Indicators that need to be highlighted: The dollar value of principal and interest due/paid on bonds (D.4 & W.4) will be affected by the pending bond issue for the construction of the new jail facility. Debt service costs for this bond issue and the GIS system implementation are not known to this office at present and therefore only existing principal and interest expenses are reflected by these indicators.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2003-04	2004-05	2004-05	2005-06	2005-06
PROGRAM: Accounting/Finance (30E)	ACTUAL	BUDGET	PROJECTED	REQUESTED	ADOPTED
AUTHORIZED POSITIONS:					
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
TOTAL POSITIONS	4.20	4.20	4.20	4.20	4.20
REVENUE SUMMARY:					
Use of Money/Property	\$322,673	\$418,918	\$629,755	\$772,048	\$772,048
Miscellaneous	5,304	1,400	1,700	2,500	2,500
TOTAL REVENUES	\$327,977	\$420,318	\$631,455	\$774,548	\$774,548
APPROPRIATION SUMMARY:					
Personal Services	\$224,325	\$224,095	\$229,764	\$238,213	\$238,213
Expenses	51,364	54,520	54,720	58,690	58,690
Supplies	1,085	2,150	1,850	2,150	2,150
TOTAL APPROPRIATIONS	\$276,774	\$280,765	\$286,334	\$299,053	\$299,053

