

**ADMINISTRATION (INTERPROGRAM SERVICES)  
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<b>SERVICE AREA: Interprogram Services</b>		<b>PROGRAM: General Administration (11A)</b>		
<b>ACTIVITY: Policy &amp; Administration</b>		<b>ORGANIZATION: Administration</b>		
<b>PROGRAM MISSION:</b> To enhance county services for citizens and county departments by providing effective management and coordination of resources				
<b>PROGRAM OBJECTIVES:</b>				
1. To maintain a ratio of administration personnel as a percent of total personnel at 69%.				
2. To schedule 250 meetings with individual department heads.				
3. To schedule 65 meetings with individual Board members.				
<b>PERFORMANCE INDICATORS</b>	<b>2005-06 ACTUAL</b>	<b>2006-07 PROJECTED</b>	<b>2007-08 REQUESTED</b>	<b>2007-08 ADOPTED</b>
<b>DEMAND</b>				
1. Authorized personnel (FTE's)	447.32	447.07	450.57	450.07
2. Units directly supervised	9	9	9	9
3. Dollar value of operating budget	\$55,927,543	\$57,801,599	\$60,458,620	\$59,926,093
4. Dollar value of Capital Improvement Plan (CIP)	\$4,714,565	\$5,709,259	\$7,409,821	\$7,409,821
5. Jurisdiction population	160,141	162,621	162,621	162,621
<b>WORKLOAD</b>				
1. Board of Supervisors meetings held	85	85	85	85
2. Scheduled meetings with individual Board members	68	65	65	65
3. Agenda items forwarded to Board of Supervisors	458	450	450	450
4. Scheduled meetings with individual department heads	253	250	250	250
5. Other scheduled meetings held	217	225	225	225
<b>PRODUCTIVITY</b>				
1. Management cost as a percent of County budget	0.54%	0.52%	0.52%	0.52%
2. Administration personnel as a percent of total personnel	0.69%	0.69%	0.69%	0.69%
<b>EFFECTIVENESS</b>				
1. Percent of program objectives accomplished	33%	100%	100%	100%
2. Percent of target issue action steps completed	42%	30%	50%	50%
3. Percentage of departments represented at dept head meetings	77%	80%	80%	80%
<b>ANALYSIS:</b>				
<p>Total FY08 appropriations for the total department are approved to increase 3.8% over current budgeted levels. Non-salary costs are approved to remain the same. Revenues are approved to remain the same.</p> <p>There are no organizational change requests for the department.</p> <p>The primary reasons for appropriation changes from current budget levels are a requested increase in the membership line item with a reduction in the travel line item.</p> <p>PPB Indicators are in line with last year's actual figure. PPB Indicator (E.2) percent of target issue actions steps completed are budgeted for 50% because this is a 2-year plan beginning July 2007.</p> <p>The FY08 total County budget as presented will result in a slight levy rate impact reduction (-0.4%) for residential property in cities and a very slight increase (+0.2%) for residential property in rural areas.</p>				

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: General Administration (11A)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<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	0.50	0.50	0.50
366-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
<b>TOTAL POSITIONS</b>	<b>3.10</b>	<b>3.10</b>	<b>3.10</b>	<b>3.10</b>	<b>3.10</b>
<b>REVENUE SUMMARY:</b>					
Miscellaneous	\$0	\$100	\$100	\$100	\$100
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$331,180	\$348,088	\$344,874	\$361,691	\$361,691
Expenses	7,120	7,475	7,475	7,475	7,475
Supplies	3,107	2,800	2,800	2,800	2,800
<b>TOTAL APPROPRIATIONS</b>	<b>\$341,407</b>	<b>\$358,363</b>	<b>\$355,149</b>	<b>\$371,966</b>	<b>\$371,966</b>

<b>SERVICE AREA: Interprogram Service</b>	<b>PROGRAM: Business/Finance (13D)</b>
<b>ACTIVITY: Policy &amp; Administration</b>	<b>ORGANIZATION: Auditor</b>

**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 \$3.78.
2. To keep cost per time card processed below \$2.77.
3. To keep cost per account center maintained below \$9.02.

PERFORMANCE INDICATORS	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>				
1. Invoices submitted	32,180	30,000	32,000	32,000
2. Employees on payroll	699	680	680	680
3. Official Board meetings requiring minutes	60	58	60	60
4. Accounting account/centers to be maintained	11,169	11,500	11,500	11,500
<b>WORKLOAD</b>				
1. Invoices processed	32,180	30,000	32,000	32,000
2. Time cards processed	39,702	36,000	37,500	37,500
3. Board meetings minutes recorded	60	58	60	60
4. Account/centers maintained	11,169	11,500	11,500	11,500
<b>PRODUCTIVITY</b>				
1. Cost per invoice processed (35%)	\$3.47	\$3.90	\$3.78	\$3.78
2. Cost per time card processed (30%)	\$2.41	\$2.79	\$2.77	\$2.77
3. Cost per Board meeting minutes recorded (5%)	\$266.06	\$288.32	\$288.00	\$288.00
4. Cost per account/center maintained (30%)	\$8.58	\$8.73	\$9.02	\$9.02

<b>EFFECTIVENESS</b>				
1. Claims lost or misplaced	0	0	0	0

**ANALYSIS:**

For the Auditor's Business/Finance program, non-salary costs are approved to remain at current budgeted levels.

Revenues for this program are minimal and are approved as submitted.

There were no organizational changes for this program.

This program is fairly static and as such the PPB indicators vary little from year to year. Other than slight increases in volume there is nothing to highlight and there are no budget issues associated with this program.

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Business/Finance (13D)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
677-A Accounting & Tax Manager	0.70	0.70	0.70	0.70	0.70
252-A Payroll Specialist	1.50	2.00	2.00	2.00	2.00
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>5.10</b>	<b>5.10</b>	<b>5.10</b>	<b>5.10</b>
<b>REVENUE SUMMARY:</b>					
Fees and Charges	\$100	\$500	\$300	\$300	\$300
<b>TOTAL REVENUES</b>	<b>\$100</b>	<b>\$500</b>	<b>\$300</b>	<b>\$300</b>	<b>\$300</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$315,179	\$323,576	\$324,852	\$334,921	\$334,921
Equipment	-	1,000	1,000	1,000	1,000
Expenses	278	3,275	3,275	3,275	3,275
Supplies	3,816	6,600	6,600	6,600	6,600
<b>TOTAL APPROPRIATIONS</b>	<b>\$319,273</b>	<b>\$334,451</b>	<b>\$335,727</b>	<b>\$345,796</b>	<b>\$345,796</b>

<b>SERVICE AREA: Interprogram Services</b>		<b>PROGRAM: Taxation (13E)</b>			
<b>ACTIVITY: Policy &amp; Administration</b>		<b>ORGANIZATION: Auditor</b>			
<b>PROGRAM MISSION:</b> 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					
<b>PROGRAM OBJECTIVES:</b>					
1. To keep cost per parcel taxed below \$1.91.					
2. To keep cost per TIF District Administered \$1,035.10.					
<b>PERFORMANCE INDICATORS</b>		<b>2005-06 ACTUAL</b>	<b>2006-07 PROJECTED</b>	<b>2007-08 REQUESTED</b>	<b>2007-08 ADOPTED</b>
<b>DEMAND</b>					
1. Parcels to be taxed		73,050	74,000	74,000	74,000
2. Real estate transactions requested		8,859	8,500	8,500	8,500
3. Tax Increment Financing Districts (TIF) within the County		35	41	41	41
4. Local budgets to be certified		49	49	49	49
<b>WORKLOAD</b>					
1. Parcels taxed		73,050	74,000	74,000	74,000
2. Real estate transactions processed		8,859	8,500	8,500	8,500
3. Tax Increment Financing Districts total valuation		\$235,049,741	\$235,154,427	\$301,009,066	\$301,009,066
4. Local budgets certified		49	49	49	49
<b>PRODUCTIVITY</b>					
1. Cost per parcels taxed (50%)		\$1.80	\$1.92	\$1.91	\$1.91
2. Cost per real estate transaction processed (20%)		\$5.95	\$6.70	\$6.66	\$6.66
3. Cost per TIF District Administered (15%)		\$1,128.76	\$1,041.50	\$1,035.10	\$1,035.10
4. Cost per local budget certified (15%)		\$806.26	\$871.45	\$866.10	\$866.10
<b>EFFECTIVENESS</b>					
1. Dollar amount of licenses, permits and fees		\$53,525	\$48,350	\$48,200	\$48,200
<b>ANALYSIS:</b>					
<p>For the Auditor's Taxation program, non-salary costs are approved to decrease 18.1% from current budgeted amounts. Revenues are approved to drop 0.3% or \$150 (E.1).</p> <p>There were no organizational change requests for this program.</p> <p>Several PPB Indicators are highlighted as follows: There were 3 new indicators created for fiscal year 2006 - D.3, W.3, and P.3. These indicators track the growth and administrative cost of Tax Increment Financing districts within Scott County. These indicators replaced the tax credit information that is no longer available since the conversion to a new, third party tax system. The addition of this information is designed to keep the Board aware of the growth of TIF financing within the County. Data for the budget year under review will be added once the deadline for TIF submission has passed.</p> <p>There are no budget issues identified for this program.</p>					

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Taxation (13E)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
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
<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	\$5,613	\$5,600	\$5,600	\$5,600	\$5,600
Fees and Charges	47,913	42,750	42,750	42,600	42,600
<b>TOTAL REVENUES</b>	<b>\$53,526</b>	<b>\$48,350</b>	<b>\$48,350</b>	<b>\$48,200</b>	<b>\$48,200</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$258,013	\$273,655	\$245,093	\$273,906	\$273,906
Equipment	-	1,000	1,000	1,000	1,000
Expenses	3,973	6,120	6,120	4,120	4,120
Supplies	1,390	3,900	3,900	3,900	3,900
<b>TOTAL APPROPRIATIONS</b>	<b>\$263,376</b>	<b>\$284,675</b>	<b>\$256,113</b>	<b>\$282,926</b>	<b>\$282,926</b>

**SERVICE AREA: 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 9.0%.
2. To achieve at least 85% of departmental objectives.

PERFORMANCE INDICATORS	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>				
1. Authorized positions	25.15	25.65	28.15	28.15
2. Annual Departmental budget	\$2,494,155	\$2,590,000	\$3,228,860	\$3,228,860
3. Annual # of Capital projects managed	22	22	22	22
4. Annual cost of Capital projects managed	\$9,023,725	\$17,450,000	\$8,000,000	\$8,000,000
5. Annual # of external programs/grants/projects	5	N/A	N/A	N/A
6. Annual value of external programs/grants/projects	\$625,000	N/A	N/A	N/A
<b>WORKLOAD</b>				
1. Percent of workload - program management - Administration	17%	15%	17%	17%
2. Percent of workload - program management - Building Maintenance	10%	10%	10%	10%
3. Percent of workload - program management - Custodial Services	8%	8%	10%	10%
4. Percent of workload - Capital projects	34%	40%	32%	32%
5. Percent of workload - external programs/grants/projects/misc.	17%	16%	18%	18%
6. Percent of workload - program management - Support Services	14%	11%	13%	13%
<b>PRODUCTIVITY</b>				
1. Administrative cost as a percent of departmental budget	7.90%	8.20%	8.35%	8.35%
2. Administrative personnel as a percent of departmental personnel	8.00%	7.60%	7.10%	7.10%
3. Administrative cost per authorized position	\$3,856	\$3,365	\$3,400	\$3,400
4. Administrative cost per Capital project dollar cost.	\$0.0075	\$0.0046	\$0.0065	\$0.0065
5. Administrative cost per external program/grant/project	\$0.0440	N/A	N/A	N/A
<b>EFFECTIVENESS</b>				
1. Aggregate percentile of Quality Enhancement Survey tools	89%	89%	89%	89%
2. Program performance budget objectives accomplished	78%	90%	90%	90%
3. Percent of department objectives accomplished	90%	90%	90%	90%
4. Percent of Capital projects completed on time	82%	80%	80%	80%
5. Percentile of internal Employee Satisfaction measurements	-	N/A	N/A	-

**ANALYSIS:**

Total FY08 appropriations for the total department are approved to increase 24.8% over current budgeted levels. Non-salary costs are approved to increase 31.7% over current budgeted levels for the total department. Revenues are approved to increase 26% over current budgeted amounts for the total department.

For this program, non-salary costs are approved to increase 8.2% over current budgeted amounts.

Organizational change requests for the department are as follows: 1) Request for 1.0 FTE for Maintenance and 1.0 FTE for Custodial in support of the new square footage in the Jail; 2) Request for 1.5 FTE for Support Services for the imaging function due to additional work load for other departments. The Human Resources Department approves the creation of the Maintenance and Custodial positions to support the expanded space at the new jail. Also, 1.0 FTE Imaging position

is approved.

The primary reasons for revenue changes from current budget levels are increases from outside print services work and historical increases.

The primary reasons for appropriation changes from current budget levels are the age and condition of current buildings and systems along with an overall increase of 25.6% in the total square feet of buildings managed, conditioned, maintained and cleaned.

The main reason for the increases discussed above are due to the expanded space at the jail: \$97,125 for two additional positions (custodial and maintenance), \$135,000 for utilities, \$119,000 for building and equipment maintenance, and \$26,900 for supplies and services.

Budget issues identified for further Board review during the budget process are (D.4) and (W.4), capital projects managed by FSS.



<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Facility &amp; Support Services Admin (15A)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
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
<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>					
Fees and Charges	\$150	\$300	\$250	\$300	\$300
Miscellaneous	1,699	900	800	900	900
<b>TOTAL REVENUES</b>	<b>\$1,849</b>	<b>\$1,200</b>	<b>\$1,050</b>	<b>\$1,200</b>	<b>\$1,200</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$176,644	\$184,208	\$183,263	\$190,759	\$190,759
Expenses	15,635	7,820	8,640	8,535	8,535
Supplies	5,624	2,565	2,500	2,700	2,700
<b>TOTAL APPROPRIATIONS</b>	<b>\$197,903</b>	<b>\$194,593</b>	<b>\$194,403</b>	<b>\$201,994</b>	<b>\$201,994</b>

<b>SERVICE AREA: Interprogram Services</b>		<b>PROGRAM: Maintenance of Buildings &amp; Grounds (15B)</b>			
<b>ACTIVITY: Central Services</b>		<b>ORGANIZATION: Facility &amp; Support Services</b>			
<b>PROGRAM MISSION:</b> To provide comprehensive facility maintenance services to County departments and campus facilities by sustaining high levels of safety, functionality and comfort in all properties.					
<b>PROGRAM OBJECTIVES:</b>					
1. To maintain total maintenance cost per square foot at or below \$1.60.					
2. To achieve user satisfaction with quality of maintenance service at or above 85%.					
<b>PERFORMANCE INDICATORS</b>		<b>2005-06 ACTUAL</b>	<b>2006-07 PROJECTED</b>	<b>2007-08 REQUESTED</b>	<b>2007-08 ADOPTED</b>
<b>DEMAND</b>					
1. Number of departments/agencies supported		32	32	32	32
2. Square feet of buildings maintained		309,170	341,170	454,170	454,170
3. Square feet of grounds maintained		631,955	614,443	606,955	606,955
4. Total square feet maintained		941,125	955,613	1,061,125	1,061,125
5. Number of locations maintained		12	12	12	12
<b>WORKLOAD</b>					
1. Number of outside requests for service		3,294	3,600	3,600	3,600
2. Number of preventive service calls		1,314	1,600	1,600	1,600
3. Total number of service calls		4,608	5,200	5,200	5,200
4. Total number of man-hours per period		12,442	15,000	15,000	15,000
<b>PRODUCTIVITY</b>					
1. Man hours per square foot		0.013	0.016	0.014	0.014
2. Staff cost per square foot		\$0.35	\$0.43	\$0.43	\$0.43
3. Total maintenance cost per square foot		\$1.277	\$1.320	\$1.563	\$1.563
4. Avg. # of external requests per location		103	300	300	300
5. Avg # of preventive service calls per location		41	133	135	135
6. Avg # of service calls per department/agency		144	163	165	165
<b>EFFECTIVENESS</b>					
1. Program percentile of Quality Enhancement Survey tools		87%	89%	85%	85%
<b>ANALYSIS:</b>					
<p>Total FY08 appropriations for the total department are approved to increase 24.8% over current budgeted levels. Non-salary costs are approved to increase 31.7% over current budgeted levels for the total department. Revenues are approved to increase 26% over current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are approved to increase 39.6% over current budgeted amounts.</p> <p>Organizational change requests for the department are as follows: 1) Request for 1.0 FTE for Maintenance and 1.0 FTE for Custodial in support of the new square footage in the Jail; 2) Request for 1.5 FTE for Support Services for the imaging function due to additional work load for other departments. The Human Resources Department approved the creation of the Maintenance and Custodial positions to support the expanded space at the new jail. Also, 1.0 FTE Imaging position is</p>			<p>approved.</p> <p>The primary reasons for revenue changes from current budget levels are increases from outside print services work and historical increases. The primary reasons for appropriation changes from current budget levels are the age and condition of current buildings and systems along with an overall increase of 25.6% in the total square feet of buildings managed, conditioned, maintained and cleaned.</p> <p>The workload PPB Indicators are highlighted due to the expected increase of each indicator.</p>		

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Maintenance of Buildings &amp; Grounds (15B)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
300-A Maintenance Coordinator	1.00	1.00	1.00	1.00	1.00
268-C Maintenance Electronic System Technician	-	-	-	1.00	1.00
268-C Maintenance Specialist	4.00	4.00	4.00	4.00	4.00
182-C Maintenance Worker	2.00	2.00	2.00	2.00	2.00
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>7.99</b>	<b>7.99</b>	<b>7.99</b>	<b>8.99</b>	<b>8.99</b>
<b>REVENUE SUMMARY:</b>					
Intergovernmental	\$40,513	\$48,000	\$44,000	\$48,000	\$48,000
Miscellaneous	3,501	3,300	2,800	3,350	3,350
Sales General Fixed Assets	1,164	8,000	1,200	1,500	1,500
<b>TOTAL REVENUES</b>	<b>\$45,178</b>	<b>\$59,300</b>	<b>\$48,000</b>	<b>\$52,850</b>	<b>\$52,850</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$343,792	\$400,916	\$382,689	\$460,910	\$460,910
Equipment	2,359	800	2,214	28,000	28,000
Expenses	812,975	727,733	816,010	1,084,533	1,084,533
Supplies	81,870	58,115	59,805	84,935	84,935
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,240,996</b>	<b>\$1,187,564</b>	<b>\$1,260,718</b>	<b>\$1,658,378</b>	<b>\$1,658,378</b>

SERVICE AREA: Interprogram Services		PROGRAM: Custodial Services (15H)			
ACTIVITY: Central Services		ORGANIZATION: Facility & Support Services			
<b>PROGRAM MISSION:</b> To provide comprehensive custodial maintenance functions for all non-secure County campus facilities by ensuring high levels of sanitation and cleanliness.					
<b>PROGRAM OBJECTIVES:</b>					
1. To maintain total custodial cost per square foot at or below \$2.30.					
2. To achieve user satisfaction with quality of custodial service at or above 85%.					
PERFORMANCE INDICATORS		2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>					
1. Number of departments/agencies supported		29	29	30	30
2. Square feet of buildings maintained		178,970	178,970	199,805	199,805
3. Number of remote sites serviced		2	2	2	2
<b>WORKLOAD</b>					
1. Man hours - total per period		18,007	18,007	22,286	22,286
2. # of hard surface floor maintenance units performed		429,092	475,000	625,000	625,000
3. # of carpet floor maintenance units performed		186,963	130,000	180,000	180,000
4. # of client worker hours supervised		3,195	4,500	3,500	3,500
<b>PRODUCTIVITY</b>					
1. Man hours per square foot		0.100	0.111	0.115	0.115
2. Custodial staff cost per square foot		\$2.14	\$2.11	\$2.20	\$2.20
3. Total custodial cost per square foot		\$2.350	\$2.294	\$2.370	\$2.370
<b>EFFECTIVENESS</b>					
1. Program percentile of Quality Enhancement Survey tools		90%	89%	85%	85%
<b>ANALYSIS:</b>					
<p>Total FY08 appropriations for the total department are approved to increase 24.8% over current budgeted levels. Non-salary costs are approved to increase 31.7% over current budgeted levels for the total department. Revenues are approved to increase 26% over current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are approved to increase 7.0% over current budgeted amounts.</p> <p>Organizational change requests for the department are as follows: 1) Request for 1.0 FTE for Maintenance and 1.0 FTE for Custodial in support of the new square footage in the Jail; 2) Request for 1.5 FTE for Support Services for the imaging function due to additional work load for other departments. The Human Resources Department approved the creation of the Maintenance and Custodial positions to support the expanded space at the new jail. Also, 1.0 FTE Imaging position is</p>			<p>approved.</p> <p>The primary reasons for revenue changes from current budget levels are increases from outside print services work and historical increases. The primary reasons for appropriation changes from current budget levels are the age and condition of current buildings and systems along with an overall increase of 25.6% in the total square feet of buildings managed, conditioned, maintained and cleaned.</p> <p>Several workload indicators will increase due to the jail expansion project.</p>		

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Custodial Services (15H)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
238-A Custodial Coordinator	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	6.70	6.70	6.70	7.70	7.70
<b>TOTAL POSITIONS</b>	<b>9.70</b>	<b>9.70</b>	<b>9.70</b>	<b>10.70</b>	<b>10.70</b>
<b>REVENUE SUMMARY:</b>					
Miscellaneous	\$45	\$150	\$0	\$150	\$150
<b>TOTAL REVENUES</b>	<b>\$45</b>	<b>\$150</b>	<b>\$0</b>	<b>\$150</b>	<b>\$150</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$392,145	\$400,190	\$412,372	\$472,067	\$472,067
Equipment	6,908	3,060	2,864	5,000	5,000
Expenses	3,480	5,793	4,624	5,400	5,400
Supplies	26,045	27,500	27,500	28,500	28,500
<b>TOTAL APPROPRIATIONS</b>	<b>\$428,578</b>	<b>\$436,543</b>	<b>\$447,360</b>	<b>\$510,967</b>	<b>\$510,967</b>

**SERVICE AREA: 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 800 purchase requisitions.  
 2. To keep cost per copy made below \$.055 per copy average between color and B/W.  
 3. To save \$30,000 due to presorting outgoing mail.

PERFORMANCE INDICATORS	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>				
1. Purchase requisitions received	849	825	825	825
2. Number of pieces of outgoing mail	524,752	532,000	550,000	550,000
3. Requests for copies (Print Shop) - County/other	946/217	850/250	950/250	3 4/5
4. Number of WP documents /HR application entries for other depts	3,504	2,500	2,500	2,500
5. Number of pages of documents imaged	327,979	1,000,000	1,200,000	1,200,000
6. Number of departments requesting imaging services		4	5	5
<b>WORKLOAD</b>				
1. Number of purchase orders issued	849	825	825	825
2. Number of pieces of mail pre-sorted	485,368	465,000	450,000	450,000
3. Number of copies- (Print Shop)	1,855,849	1,600,000	1,600,000	1,600,000
4. Number of WP documents /HR application entries for other depts	3,504	1,830	2,000	2,000
5. Number of pages of documents imaged	327,979	1,000,000	1,000,000	1,000,000
6. Number of document types being imaged for all departments		6	8	8
<b>PRODUCTIVITY</b>				
1. Average dollar amount per purchase order	\$37,481	\$13,500	\$9,500	\$9,500
2. Average cost per piece of outgoing mail	\$0.627	\$0.750	\$0.750	\$0.750
3. Cost per copy made (Print Shop)	\$0.030	\$0.047	\$0.050	\$0.050
4. Number of WP documents /HR application entries for other depts	150	1,000	1,000	1,000
5. Hours spent on imaging- including quality control	2,015	2,800	2,800	2,800
6. Number of boxes sent to 30 day holding/warehouse		225	300	300
<b>EFFECTIVENESS</b>				
1. Dollar amount spent on purchase orders	\$31,821,605	\$8,500,000	\$3,500,000	\$3,500,000
2. Dollar amount saved between delivered price - highest bid	\$6,774,426	\$1,800,000	\$1,400,000	\$1,400,000
3. Dollar amount saved by using pre-sort	\$33,976	\$32,750	\$30,000	\$30,000
4. Percent of outgoing mail pre-sorted	92%	88%	80%	80%
5. Dollar value of NAEIR items received	\$14,235	\$8,500	\$10,000	\$10,000

**ANALYSIS:**

Total FY08 appropriations for the total department are approved to increase 24.8% over current budgeted levels. Non-salary costs are approved to increase 31.7% over current budgeted levels for the total department. Revenues are approved to increase 26% over current budgeted amounts for the total department.

For this program, non-salary costs are approved to increase 1.9% over current budgeted amounts.

Organizational change requests for the department are as follows: 1) Request for 1.0 FTE for Maintenance and 1.0 FTE for Custodial in support of the new square footage in the Jail; 2) Request for 1.5 FTE for Support Services for the imaging function due to additional work load for other departments. The Human Resources Department recommends the creation of the Maintenance and Custodial positions to support the expanded space at the new jail. Also, 1.0 FTE

Imaging position is approved.

The primary reasons for revenue changes from current budget levels are increases from outside print services work and historical increases. The primary reasons for appropriation changes from current budget levels are the age and condition of current buildings and systems along with an overall increase of 25.6% in the total square feet of buildings managed, conditioned, maintained and cleaned.

This departmental budget supports the County's Target Issues and Management Agenda as follows:

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Support Services (15J)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
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	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	-	-	-	-
141-C Clerk II/Scanning	-	2.00	2.00	3.50	3.00
<b>TOTAL POSITIONS</b>	<b>4.50</b>	<b>6.00</b>	<b>6.00</b>	<b>7.50</b>	<b>7.00</b>
<b>REVENUE SUMMARY:</b>					
Intergovernmental	\$102,499	\$97,000	\$109,000	\$111,000	\$111,000
Fees and Charges	9,925	12,000	16,500	17,500	17,500
Miscellaneous	1,587	500	-	500	500
<b>TOTAL REVENUES</b>	<b>\$114,011</b>	<b>\$109,500</b>	<b>\$125,500</b>	<b>\$129,000</b>	<b>\$129,000</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$205,780	\$265,479	\$251,790	\$344,494	\$317,096
Expenses	366,358	444,216	442,610	452,027	452,027
Supplies	55,327	59,224	58,700	61,000	61,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$627,465</b>	<b>\$768,919</b>	<b>\$753,100</b>	<b>\$857,521</b>	<b>\$830,123</b>

**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 35 training sessions with 380 in attendance.
  3. To resolve 100% of arbitrated disputes in the County's favor.

PERFORMANCE INDICATORS	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>				
1. Employee bargaining units	4	4	4	4
2. Position vacancies/# classifications/# departments	37/165/15	30/165/15	30/165/15	30/165/15
3. Eligible benefits enrollees	422	438	440	440
4. Authorized personnel (FTE's)	447.32	447.07	450.57	450.07
5. Discrimination complaints received	1	0	1	1
6. Training requests - mandatory/voluntary	1/24	9/25	6/25	6/25
<b>WORKLOAD</b>				
1. Contracts negotiated/grievances and disputes received	2/7	0/4	0/4	0/4
2. # Jobs posted/interviews conducted/job-dept studies requested	66/261/4-4	60/200/4-4	60/200/4-4	60/200/4-4
3. # of enrollment actions/# of extensive research inquiries	269/9	470/15	470/15	470/15
4. Wage system administration actions	552	465	465	465
5. # EEO complaints reviewed	0	0	1	1
6. # training sessions conducted/# of employees served	25/288	35/380	35/380	35/380
<b>PRODUCTIVITY</b>				
1. # of meetings related to labor relations	54	40	30	30
2. # of vacancies filled/Number of job-dept studies completed	129/4-4	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	16%	15%	15%	15%
5. Cost per hour of training delivered/cost per attendee	\$61.05/\$64.54	\$180/\$48	\$180/\$48	\$180/\$48
6. % of time of HR staff spent on EEO activities	10%	10%	10%	10%
<b>EFFECTIVENESS</b>				
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	68%	85%	85%	85%
3. % enrollments without error/# inquiries responded to within 24 hours	99%/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	0/4	0/2	0/2	0/2
6. % of employees served in training/% rating delivery high	17%/93%	85%/90%	85%/90%	85%/90%

**ANALYSIS:**

Total FY08 appropriations for the total department are approved to increase 1.6% over current budgeted levels. Non-salary costs are approved to decrease 2.5% over current budgeted levels for the total department. Revenues are approved to stay consistent over current budgeted amounts for the total department.

The primary reasons for appropriation changes from current budget levels are an anticipated change in professional services. The decrease should reflect a change in usage in legal counsel representing Scott County in union issues. Additionally, a contractual change in Scott County's employee assistance program should result in a net decrease in the upcoming fiscal year.

Several PPB Indicators are highlighted as follows: As a support function to the County as a whole, we will continue to strive to fill positions within 5 weeks of posting date (E.2).

We have also adjusted our training levels to reflect a goal of serving more employees at a higher level of satisfaction.

Our PPB indicators relating to union activity has decreased slightly, as there will be no open contract during this fiscal year. We will continue to meet with unions on a quarterly basis to maintain and improve our relationship.

This departmental budget supports the County's Target Issues and Management Agenda as follows: Scott County employees are the reason for the success of the County. Our office will continue to look for areas to improve upon to attempt to remain an employer of choice. We continue to work on a succession plan within the County as a whole.



<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Human Resources Management (24A)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
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
<b>TOTAL POSITIONS</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>
<b>REVENUE SUMMARY:</b>					
Fees and Charges	\$0	\$30	\$30	\$0	\$0
Miscellaneous	60	250	250	-	-
<b>TOTAL REVENUES</b>	<b>\$60</b>	<b>\$280</b>	<b>\$280</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$232,374	\$250,640	\$247,999	\$262,825	\$262,825
Expenses	128,550	124,000	123,500	117,750	117,750
Supplies	5,280	3,400	3,400	3,400	3,400
<b>TOTAL APPROPRIATIONS</b>	<b>\$366,204</b>	<b>\$378,040</b>	<b>\$374,899</b>	<b>\$383,975</b>	<b>\$383,975</b>

**SERVICE AREA: 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	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
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PERFORMANCE INDICATORS	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>				
1. Authorized personnel (FTE's)	11	11	11	11
2. Departmental budget	\$1,039,884	1,208,767	1,290,336	1,290,336
3. Annual cost of Information Technology Capital Projects managed	628,755	2,200,250	TBD	TBD

<b>WORKLOAD</b>				
1. Percent of time spent on personnel administration	10%	15%	15%	15%
2. Percent of time spent on fiscal management	20%	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	40%	50%	50%	50%

<b>PRODUCTIVITY</b>				
1. Administrative cost as a percent of departmental budget	9%	9%	9.4%	9.4%
2. Administrative personnel as a percent of departmental personnel	9%	9%	9%	9%

<b>EFFECTIVENESS</b>				
1. Program performance budget objectives accomplished	1	1	1	1
2. Percentile of internal Employee Satisfaction measurements	TBD	TBD	TBD	TBD

**ANALYSIS:**

<p>Total FY08 appropriations for the total department are approved to increase 4.7% over current budgeted levels. Non-salary costs are approved to increase 5.6% over current budgeted levels for the total department. Revenues are approved to increase 1.8% over current budgeted amounts for the total department.</p> <p>The primary reasons for the non-salary appropriation changes are due to activity tracked by the Information Technology program (14B) and will be discussed under that heading.</p> <p>For this program, non-salary costs are to remain at current budgeted levels. This is the fourth straight year this program has request no increase in appropriation funding.</p> <p>There were no organizational change requests for this department.</p>	<p>Information Technology capital projects tracked by this program (D.3) increased during FY07 primarily due to the development and implementation of a county-wide GIS system. Capital projects for the budget year under review have yet to be determined.</p> <p>The remaining budget indicators are in line with the current year budget projections. It is noted that the Department is developing an internal satisfaction survey instrument (E.2) to be used in the future monitor and improve performance where needed.</p>
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<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: IT Administration (14A)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
725-A Information Technology Director	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>					
Miscellaneous	\$50	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$50</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$105,050	\$111,284	\$110,597	\$117,227	\$117,227
Expenses	3,874	3,300	3,300	3,300	3,300
Supplies	693	1,200	1,200	1,200	1,200
<b>TOTAL APPROPRIATIONS</b>	<b>\$109,617</b>	<b>\$115,784</b>	<b>\$115,097</b>	<b>\$121,727</b>	<b>\$121,727</b>

<b>SERVICE AREA: Interprogram Services</b>	<b>PROGRAM: Information Processing (14B)</b>
<b>ACTIVITY: Central Services</b>	<b>ORGANIZATION: Information Technology</b>

**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	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>				
1. Number of Network Client Accounts (County-Other)	558-128	600-130	600-130	600-130
2. Number of E-mail Accounts (County-Other)	494-17	550-35	550-35	550-35
3. Number of Network Nodes (PC's-TC's-Printers-Servers)	330-148-169-53	375-100-175-45	375-100-175-45	375-100-175-45
4. Number of Telephones (Handsets-Faxes-Modems)	782-34-24	785-30-20	785-30-20	785-30-20
5. Number of LAN-WAN Edge Devices (Routers-Switches-Others)	14-64-25	15-65-25	15-65-25	15-65-25
<b>WORKLOAD</b>				
1. Custom Developed Applications (Zim-VB-DOS-Access)	22-4-4-2	22-4-4-2	22-4-4-2	22-4-4-2
2. Third Party Applications (Internal Support-External Support)	25-27	26-27	26-27	26-27
3. Number of Help Desk Contacts (Calls - E-mails)	4945-1660	5500-1750	5500-1750	5500-1750
4. Number of Opened Work Orders	1986	1800	1800	1800
5. Number of Outstanding Work Orders	37	35	35	35
<b>PRODUCTIVITY</b>				
1. Percent of Staff Time Spent on new systems implementation	30%	30%	30%	30%
2. Percent of Staff Time Spent on existing systems maintenance	50%	50%	50%	50%
3. Percent of Staff Time Spent on administration	10%	10%	10%	10%
4. Percent of Staff Time Spent on training	10%	10%	10%	10%
5. Number of Work Orders Closed Year-To-Date	1,978	1,800	1,800	1,800
<b>EFFECTIVENESS</b>				
1. Percent of Completed Work Orders to Total Work Orders	99.00%	95.00%	95.00%	95.00%

**ANALYSIS:**

For the Information Technology program, non-salary costs are approved to increase 5.7% over current budgeted amounts. Revenues for this program are fairly consistent year to year and are approved to increase a modest 1.8%.

The primary reasons for revenue changes from current budget levels are due to equipment maintenance and mobile phone costs. Actual costs for equipment maintenance far exceeded budget during FY06 and for the FY08 budget this line item is approved to increase to this actual spending level. Most of this increase is due to the County's aging stock of printers.

Mobile phone costs were incorporated into the IT budget during the FY07 budget. As such, the increase to the mobile phone line item reflects those costs on a County-wide level. Also, these costs have risen beyond

historical levels due to wider spread cell phone usage and deployment of approximately forty (40) smartphones which provide remote data (e-mail) access to end-users.

Program performance budget indicators for this program continue to evolve on a yearly basis. The demand indicators now show the complexity and size of the computer network and telephone systems that are maintained by the Network Administrators. Also, in past years the Programmer/Analyst positions spent up to 90% of their time on new application development. Currently the department is focusing on third party applications, which has resulted in modifications to most of the productivity indicators for this program.

There were no organizational changes requested and no budget issues identified for this program.

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Information Technology (14B)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
556-A Geographic Information Systems Coordinator	1.00	1.00	1.00	1.00	1.00
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
<b>TOTAL POSITIONS</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>REVENUE SUMMARY:</b>					
Intergovernmental	\$32,876	\$35,195	\$35,904	\$35,904	\$35,904
Fees and Charges	2,243	4,600	4,600	4,600	4,600
Miscellaneous	1,847	50	50	50	50
<b>TOTAL REVENUES</b>	<b>\$36,966</b>	<b>\$39,845</b>	<b>\$40,554</b>	<b>\$40,554</b>	<b>\$40,554</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$608,671	\$749,273	\$727,920	\$779,859	\$779,859
Equipment	550	1,500	1,500	1,500	1,500
Expenses	313,837	351,750	349,750	372,750	372,750
Supplies	9,136	14,500	14,500	14,500	14,500
<b>TOTAL APPROPRIATIONS</b>	<b>\$932,194</b>	<b>\$1,117,023</b>	<b>\$1,093,670</b>	<b>\$1,168,609</b>	<b>\$1,168,609</b>

<b>SERVICE AREA: Interprogram Services</b>	<b>PROGRAM: Risk Management (23E)</b>
<b>ACTIVITY: Risk Management Services</b>	<b>ORGANIZATION: Non-Departmental</b>

**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 10 loss safety surveys.

PERFORMANCE INDICATORS	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>				
1. Number of site visits/inspections to be performed	12	12	10	10
2. Number of auto accidents reported	24	30	30	30
3. Number of worker's compensation claims filed	31	32	40	40
4. Number of employees/departments served	105	150	150	150
5. Number of property claims reported	7	7	10	10
6. Number of liability claims/OSHA complaints reported	26/0	36/0	25/0	25/0
<b>WORKLOAD</b>				
1. Number of site visits/safety inspections conducted	12	12	10	10
2. Number of auto accidents investigated	24	40	40	40
3. Number of worker's compensation claims reviewed	63	50	50	50
4. Number of prevention/mitigation requests reviewed	115	150	150	150
5. Number of property claims investigated	7	12	10	10
6. Number of liability claims investigated/OSHA complaints resolved	33/0	36/0	30/0	30/0
<b>PRODUCTIVITY</b>				
1. Time spent on site visits/safety inspections	5%	5%	5%	5%
2. Time spent reviewing auto accidents	5%	5%	5%	5%
3. Time spent on reviewing worker's compensation claims	25%	25%	25%	25%
4. Time spent on reviewing prevention/mitigation items	30%	30%	30%	30%
5. Time spent on reviewing property claims	5%	5%	5%	5%
6. Time spent reviewing liability/OSHA complaints	30%	30%	30%	30%
<b>EFFECTIVENESS</b>				
1. Performance objectives achieved	100%	100%		
2. Dollar amount of worker's compensation claims	\$212,015	\$236,000	\$250,000	\$250,000
3. Dollar amount of auto claims	\$32,600	\$37,000	\$70,000	\$70,000
4. Dollar amount of property claims	\$16,123	\$12,000	\$30,000	\$30,000
5. Dollar amount of liability claims	\$116,286	\$60,000	\$40,000	\$40,000

**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 FY06 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 FY06 and the four previous years are as follows: FY06 - \$377,024; FY05 - \$266,799; FY04 - \$148,853; FY03 - \$279,159; FY02 - \$234,486. The average amount of claim losses during the five year period calculates to \$261,264. The average payout during this period was greatly below this years recommended budget due to</p>	<p>the historically low payout during FY04. Current year projections are \$129,000 above the five-year average based on data available at this time.</p> <p>Claim losses for FY07 are budgeted at \$390,000. 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 auto claims has been increased by 17% due to higher vehicle repair costs.</p> <p>The budget recommendations for workers compensation insurance, property insurance, and unemployment compensation are also increasing from the current budget levels, rising by \$25,000.</p> <p>Total non-salary costs are approved to increase by \$45,542 from the FY07 budget and \$84,538 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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<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Risk Management (23E)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
505-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>					
Miscellaneous	\$20	\$0	\$20	\$20	\$20
Miscellaneous	51,330	50,000	50,000	50,000	50,000
<b>TOTAL REVENUE</b>	<b>\$51,350</b>	<b>\$50,000</b>	<b>\$50,020</b>	<b>\$50,020</b>	<b>\$50,020</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$78,662	\$83,064	\$82,731	\$86,071	\$86,071
Expenses	965,465	1,071,379	1,032,883	1,117,421	1,117,421
Supplies	464	2,300	1,800	1,800	1,800
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,044,591</b>	<b>\$1,156,743</b>	<b>\$1,117,414</b>	<b>\$1,205,292</b>	<b>\$1,205,292</b>

<b>SERVICE AREA: Interprogram Services</b>	<b>PROGRAM: Legislation &amp; Policy (29A)</b>
<b>ACTIVITY: Policy &amp; Administration</b>	<b>ORGANIZATION: Supervisors, Board of</b>

**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 \_\_\_% of total county budget.
2. To hold \_\_\_ Board of Supervisors meetings.
3. To consider \_\_\_ agenda items.
4. To deliberate \_\_\_ resolutions.

PERFORMANCE INDICATORS	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>				
1. Board of Supervisor meetings scheduled	85	85	85	85
2. Dollar value of operating budget	\$55,927,543	\$57,801,599	\$60,458,620	\$59,926,093
3. Dollar value of Capital Improvement Plan (CIP)	\$4,714,565	\$5,709,259	\$7,409,821	\$7,409,821
4. Agenda items to be considered	458	450	450	450
5. Board and commissions requiring memberships	47	47	47	47

<b>WORKLOAD</b>				
1. Board of Supervisor meetings held	85	85	85	85
2. Number of resolutions deliberated	373	375	375	375
3. Agenda items considered	458	450	450	450

<b>PRODUCTIVITY</b>				
1. Departmental expenditures as a percent of total County expenditures	0.39%	0.38%	0.37%	0.37%

<b>EFFECTIVENESS</b>				
1. Program performance budget objectives accomplished	33%	100%	100%	100%
2. Percent of target issue action steps completed.	42%	50%	50%	50%
3. Board members' attendance at authorized agency meetings	84%	80%	80%	80%

**ANALYSIS:**

Total FY08 appropriations for the total department are approved to increase 2% over current budgeted levels. Non-salary costs are approved to decrease 4.3% below current budgeted levels for the total department. Revenues are approved to remain the same.

The primary reasons for appropriation changes from current budget levels is a decrease in supply usage based on past year's usage.

PPB Indicators are in line with last year's actual. Target issue action steps are budgeted for 50% because this is a 2-year plan that begins July 2007.

The FY08 total County budget as presented will result in a slight levy rate impact reduction (-0.4%) for residential property in cities and a very slight increase (+0.2%) for residential property in rural areas.



<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Legislation &amp; Policy (29A)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
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>
<b>REVENUE SUMMARY:</b>					
Miscellaneous	\$0	\$500	\$500	\$500	\$500
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$232,248	\$251,736	\$245,350	\$257,553	\$257,553
Expenses	9,697	10,800	10,800	10,800	10,800
Supplies	156	2,000	1,450	1,450	1,450
<b>TOTAL APPROPRIATIONS</b>	<b>\$242,101</b>	<b>\$264,536</b>	<b>\$257,600</b>	<b>\$269,803</b>	<b>\$269,803</b>

<b>SERVICE AREA: Interprogram Services</b>	<b>PROGRAM: Treasurer Administration (30A)</b>
<b>ACTIVITY: Policy &amp; Administration</b>	<b>ORGANIZATION: Treasurer</b>

**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 9.8%.

PERFORMANCE INDICATORS	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
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<b>DEMAND</b>				
1. Authorized personnel (FTE's)	28.6	28.6	28.6	28.6
2. Department budget	\$1,549,155	\$1,672,202	\$1,723,574	\$1,723,574
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	9.84%	9.75%	9.77%	9.77%
2. Administration personnel as a percent of departmental personnel	6%	6%	6%	6%

<b>EFFECTIVENESS</b>				
1. Program performance budget objectives accomplished	69%	85%	85%	85%

**ANALYSIS:**

<p>Total FY08 appropriations for the total department are approved to increase 3.1% over current budgeted levels. Non-salary costs are approved to increase 2.1% over current budgeted levels for the total department. Revenues are approved to increase 3.9% over current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are approved to increase \$2,130 over current budgeted amounts. This is due to increased administrative expenses resulting from the office's leadership role in the State wide e-payment project.</p> <p>There were no organizational change requests submitted by this department.</p> <p>The primary reasons for the departmental revenue changes from current budget levels is discussed in the analysis for the Treasurer's Tax Collection (30B) and Motor Vehicle Registration programs. The Treasurer's Administration program does not budget for</p>	<p>any revenues.</p> <p>The PPB Indicators are consistent with previous years and no budget issues were identified for this program.</p>
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<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Treasurer Administration (30A)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<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	0.30	0.30	0.30
<b>TOTAL POSITIONS</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$145,958	\$155,528	\$151,083	\$159,881	\$159,881
Expenses	6,346	5,000	6,230	7,230	7,230
Supplies	786	1,450	1,450	1,350	1,350
<b>TOTAL APPROPRIATIONS</b>	<b>\$153,090</b>	<b>\$161,978</b>	<b>\$158,763</b>	<b>\$168,461</b>	<b>\$168,461</b>

**PROGRAM MISSION:** To provide professional property tax service for all citizens through versatile, courteous, and efficient customer service skills

- PROGRAM OBJECTIVES:**
1. To collect \$640,000 of penalties and costs on delinquent taxes.
  2. To collect 99.5% of taxes on current levy.
  3. To process at least 85% of all taxes by mail and Internet.

PERFORMANCE INDICATORS	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>				
1. Total number property tax/special assessment statements issued	184,685	188,000	188,000	188,000
2. Dollar value of tax certification	\$181,497,890	\$202,141,914	\$210,225,000	\$210,225,000
3. Number of tax certificates issued	3,284	1,800	1,800	1,800
4. Number of elderly tax credit applications	686	685	685	685
5. Total dollar property taxes received over counter	\$13,072,338	\$14,149,934	\$14,642,171	\$14,642,171
6. Total dollar property taxes received by mail/lock box	\$169,367,332	\$177,884,884	\$184,073,010	\$184,073,010
<b>WORKLOAD</b>				
1. Total # property tax/special assessment receipts processed	N/A	N/A	N/A	N/A
2. Dollar value of taxes collected on current year certification	\$181,375,041	\$201,131,204	\$209,173,875	\$209,173,875
3. Number of tax certificates redeemed	1,893	1,800	1,800	1,800
4. Number of elderly tax credits approved/processed by State	612	685	685	685
5. Total dollar property taxes processed over counter	\$13,072,338	\$14,149,934	\$14,642,171	\$14,642,171
6. Total dollar property taxes processed by mail/lock box	\$169,367,332	\$177,884,884	\$184,073,010	\$184,073,010
<b>PRODUCTIVITY</b>				
1. Cost per property tax/special assessment statement issued-94%	N/A	N/A	N/A	N/A
2. Cost per tax certificate issued and/or redeemed-3%	\$3.69	\$7.22	\$7.46	\$7.46
3. Cost per elderly tax credit application processed-3%	\$19.80	\$19.25	\$19.61	\$19.61
4. Average dollar property taxes processed/window clerk/day	\$8,511	\$9,083	\$9,151	\$9,151
<b>EFFECTIVENESS</b>				
1. Percent of taxes collected on current year's levy	99.93%	99.50%	99.50%	99.50%
2. Total dollars of interest & penalties retained by County	\$672,007	\$610,000	\$640,000	\$640,000
3. Total dollars of state credits collected	\$5,994,573	\$6,000,000	\$6,000,000	\$6,000,000
4. Total dollars of abated and suspended taxes	\$861,972	\$400,000	\$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	87.77%	88.00%	88.00%	88.00%

**ANALYSIS:**

For the Treasurer's Tax program, non-salary costs are approved to remain unchanged from current budgeted amounts. This represents the 3rd straight year appropriations for this program have been static or declined.

Revenue is approved to increase by 9.7%, or \$80,000, because of increases in penalties retained by the County from the collection of delinquent taxes and increases to miscellaneous fees. The latter revenue results from the collection of bidder fees at the annual tax auction.

There were no organizational change requests submitted for this program.

Several PPB Indicators are highlighted as follows: The number of tax sale certificates issued (D.3) was high for FY '06 due to having two tax sales conducted during that year. This occurred because the Tax Sale Module of the new tax system was not functioning at the time the previous fiscal year tax sale was to be held, thus delaying the sale until June of the following fiscal year.

The number of property tax and special assessment receipts processed (W.1) can not be accurately determined at this time. The tax system no longer tabulates individual records when those records are processed as in a list or batch. The department hopes that programming improvements will correct this deficiency.

This program has no budget issues for Board consideration.

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Tax Collection (30B)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>					
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
<b>TOTAL POSITIONS</b>	<b>8.60</b>	<b>8.60</b>	<b>8.60</b>	<b>8.60</b>	<b>8.60</b>
<b>REVENUE SUMMARY:</b>					
Penalties & Interest on Taxes	\$791,859	\$735,000	\$735,000	\$785,000	\$785,000
Fees and Charges	125,584	90,525	90,525	120,525	120,525
Miscellaneous	13,033	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$930,476</b>	<b>\$825,525</b>	<b>\$825,525</b>	<b>\$905,525</b>	<b>\$905,525</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$377,027	\$395,966	\$394,721	\$410,330	\$410,330
Expenses	14,322	19,220	19,220	19,220	19,220
Supplies	12,172	18,300	18,300	18,300	18,300
<b>TOTAL APPROPRIATIONS</b>	<b>\$403,521</b>	<b>\$433,486</b>	<b>\$432,241</b>	<b>\$447,850</b>	<b>\$447,850</b>

<b>SERVICE AREA: Interprogram Services</b>	<b>PROGRAM: Accounting/Finance (30E)</b>
<b>ACTIVITY: Policy &amp; Administration</b>	<b>ORGANIZATION: Treasurer</b>

**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 2500 investment transactions.
  2. To keep the number of receipt errors below 200.
  3. To earn \$1,440,000 or more in investment income.

PERFORMANCE INDICATORS	2005-06 ACTUAL	2006-07 PROJECTED	2007-08 REQUESTED	2007-08 ADOPTED
<b>DEMAND</b>				
1. Number of miscellaneous receipts received	3,860	3,900	3,900	3,900
2. Number of travel advances requested/parking tickets issued	150/252	150/450	150/250	150/250
3. Number of warrants/health claims drawn on bank for payment	17,431	18,000	18,000	18,000
4. Dollar value principle and interest due on bonds	\$1,046,925	\$1,391,039	\$1,362,470	\$1,362,470
5. Number receipt errors detected during reconciliation process	256	200	200	200
6. Dollar amount available for investment annually	\$285,907,924	\$310,000,000	\$315,000,000	\$315,000,000
<b>WORKLOAD</b>				
1. Number miscellaneous receipts issued	3,860	3,900	3,900	3,900
2. Number travel advances issued/parking tickets paid/dismissed	150/166	150/450	150/250	150/250
3. Number warrants/health claims paid by Treasurer	17,431	18,000	18,000	18,000
4. Dollar value principle & interest paid on bonds	\$1,046,925	\$1,391,039	\$1,362,470	\$1,362,470
5. Number receipt errors corrected during reconciliation process	129	120	130	130
6. Number of investment transactions processed	2,524	2,500	2,500	2,500
<b>PRODUCTIVITY</b>				
1. Cost per miscellaneous receipt issued (20%)	\$13.99	\$15.82	\$16.23	\$16.23
2. Cost travel advance issued (5%)	\$90.03	\$102.86	\$105.48	\$105.48
3. Cost per warrant processed (30%)	\$4.65	\$5.14	\$5.27	\$5.27
4. Cost per receipt error (10%)	\$105.50	\$154.28	\$158.21	\$158.21
5. Cost per investment transaction (30%)	\$32.10	\$37.03	\$37.97	\$37.97
<b>EFFECTIVENESS</b>				
1. Dollar amount of miscellaneous receipts collected	\$30,439,993	\$30,500,000	\$31,000,000	\$31,000,000
2. Total cash over (short) due to receipt error	\$843	(\$500)	(\$500)	(\$500)
3. Number checks returned-insufficient funds	396	500	500	500
4. Number motor vehicle & property tax refund checks issued	5,302	5,500	5,500	5,500
5. Total investment revenue from use of money/property	\$1,419,496	\$1,472,500	\$1,440,000	\$1,440,000
6. Treasurer's Office General fund investment revenue only	\$1,371,378	\$1,451,593	\$1,390,854	\$1,390,854

**ANALYSIS:**

For the Treasurer's Accounting/Finance program, non-salary costs are increasing 1.0% over current budgeted amounts. Revenues are decreasing 0.8% from current budgeted amounts.

The primary reason for the approved appropriation change from current budget levels is an increase to the cost of courier services. After reaching an agreement with the County's major banking services provider courier charges have been primarily funded through a reduction in banking fees. The approved increase is to cover inflationary charges.

Revenues for this program result from the investment of County funds (E.5). The past two fiscal years have seen investment revenue rise to nearly \$1.5 million. As we enter the second half of FY07 investment yields have started to decline for the first time in 30 months. For this reason revenue for this program is budgeted slightly lower at \$1,440,000 (\$1,390,854 net of interest to vehicle and electronic equipment funds).

There were no organizational change requests for this program.

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) reflects the debt service on three bond issues: the Solid Waste Disposal Bonds, the Urban Renewal Bonds issued for the River Renaissance project, and GIS System bond. Other debt service payments made by the office are for the Certificates of Participation issued for the construction of the County golf course and the Jail Facilities Revenue bonds.

There are no budget issues identified within this program.

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>
<b>PROGRAM: Accounting/Finance (30E)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<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	\$1,319,286	\$1,451,593	\$1,451,593	\$1,390,854	\$1,390,854
Miscellaneous	1,354	2,100	1,600	1,500	1,500
<b>TOTAL REVENUES</b>	<b>\$1,320,640</b>	<b>\$1,453,693</b>	<b>\$1,453,193</b>	<b>\$1,392,354</b>	<b>\$1,392,354</b>
<b>APPROPRIATION SUMMARY:</b>					
Personal Services	\$229,774	\$247,358	\$239,549	\$254,605	\$254,605
Expenses	55,962	59,060	59,660	59,670	59,670
Supplies	1,619	2,150	2,150	2,150	2,150
<b>TOTAL APPROPRIATIONS</b>	<b>\$287,355</b>	<b>\$308,568</b>	<b>\$301,359</b>	<b>\$316,425</b>	<b>\$316,425</b>

