

ADMINISTRATION (INTERPROGRAM) SERVICES

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SERVICE AREA: Interprogram Services		PROGRAM: General Administration (11A)		
ACTIVITY: Policy & Administration		ORGANIZATION: Administration		
PROGRAM MISSION: To enhance county services for citizens and county departments by providing effective management and coordination of resources				
PROGRAM OBJECTIVES:				
1. To maintain 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 40 meetings with individual Board members.				
PERFORMANCE INDICATORS	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND				
1. Authorized personnel (FTE's)	447.57	452.22	455.12	453.12
2. Units directly supervised	9	9	9	9
3. Dollar value of operating budget	\$56,950,916	\$59,926,093	\$62,914,574	\$62,478,487
4. Dollar value of Capital Improvement Plan (CIP)	\$5,643,687	\$6,763,396	\$6,910,523	\$6,910,523
5. Jurisdiction population	160,998	162,621	162,621	162,621
WORKLOAD				
1. Board of Supervisors meetings held	94	85	85	85
2. Scheduled meetings with individual Board members	37	40	40	40
3. Agenda items forwarded to Board of Supervisors	459	450	450	450
4. Scheduled meetings with individual department heads	257	250	250	250
5. Other scheduled meetings held	268	225	250	250
PRODUCTIVITY				
1. Management cost as a percent of County budget	0.51%	0.52%		
2. Administration personnel as a percent of total personnel	0.69%	0.69%	0.69%	0.69%
EFFECTIVENESS				
1. Percent of program objectives accomplished	33%	100%	100%	100%
2. Percent of target issue action steps completed	58%	50%	85%	85%
3. Percentage of departments represented at dept head meetings	70%	80%	80%	80%
ANALYSIS:				
Total FY09 appropriations for the total department are recommended to increase 12.9% over current budgeted levels due to organization changes discussed below. Non-salary costs are recommended to remain the same for the total department. Revenues are recommended to remain the same. Organizational change requests for the department are as follows: At the time the current County Administrator was appointed, he presented a reorganization plan to the Board which abolished his previous Budget and Information Processing Director position. Due to his previous 24 years experience as Budget Director for the County, Mr. Wierson performed both administrator and budget functions for the County. It was stated at the time that when Mr. Wierson left the County another budget manager position would need to be created. This proposal does not require the addition of another position. Instead, since the current Budget Coordinator is also		retiring at the end of 2008, it is recommended that the Budget Coordinator position be upgraded to a Budget manager position. Also, it is recommended that the existing part time Administrative Assistant position be increased to full time effective September 1, 2008 and also assigned budget support duties and responsibilities formerly performed by the Budget Coordinator position. The County will be recruiting a new County Administrator in calendar year 2008. Mr. Wierson will be retiring December 31, 2008 after almost 32 years of service. The County plans to have the new Administrator on staff by July 1, 2008 to allow for a smooth transition of both administrative and budget responsibilities. It is noted that overlapping salaries costs and incumbent sick/vacation payouts will come from fund balances and will require a budget amendment during FY09. 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 85% and change each year because this is a 2-year plan beginning in July 2007 and some actions are not scheduled for completion until 2010. Budget issues identified for further Board review during the budget process are as follows: the transition of the new county administrator and the new budget manager.		

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: General Administration (11A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
A County Administrator		1.00	1.00	1.00	1.00	1.00
805-A Assistant County Administrator/HR Director		0.50	0.50	0.50	0.50	0.50
597-A Budget Manager		-	-	-	1.00	1.00
366-A Budget Coordinator		1.00	1.00	1.00	-	-
298-A Administrative Assistant		0.60	0.60	0.60	1.00	1.00
TOTAL POSITIONS		3.10	3.10	3.10	3.50	3.50
REVENUE SUMMARY:						
Miscellaneous		\$0	\$100	\$100	\$100	\$100
TOTAL REVENUES		\$0	\$100	\$100	\$100	\$100
APPROPRIATION SUMMARY:						
Personal Services		\$349,534	\$361,691	\$350,399	\$409,662	\$409,662
Expenses		7,075	7,475	4,400	7,475	7,475
Supplies		2,450	2,800	2,800	2,800	2,800
TOTAL APPROPRIATIONS		\$359,059	\$371,966	\$357,599	\$419,937	\$419,937

SERVICE AREA: Interprogram Service		PROGRAM: Business/Finance (13D)		
ACTIVITY: Policy & Administration		ORGANIZATION: Auditor		
PROGRAM MISSION: To provide accurate and efficient implementation of the County's financial accounting system, including the timely and appropriate bi-weekly processing of the payroll and accounts payable functions by using County financial policies and generally accepted accounting principles				
PROGRAM OBJECTIVES: 1. To keep cost per invoice processed below \$3.78. 2. To keep cost per time card processed below \$2.77. 3. To keep cost per account center maintained below \$9.02.				
PERFORMANCE INDICATORS	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND				
1. Invoices submitted	33,259	32,000	33,000	33,000
2. Employees on payroll	679	680	680	680
3. Official Board meetings requiring minutes	50	60	50	50
4. Accounting account/centers to be maintained	11,462	11,500	11,600	11,600
WORKLOAD				
1. Invoices processed	33,259	32,000	32,000	32,000
2. Time cards processed	39,326	37,500	37,500	37,500
3. Board meetings minutes recorded	50	60	50	50
4. Account/centers maintained	11,462	11,500	11,600	11,600
PRODUCTIVITY				
1. Cost per invoice processed (35%)	\$3.47	\$3.78	\$3.91	\$3.91
2. Cost per time card processed (30%)	\$2.51	\$2.77	\$2.86	\$2.86
3. Cost per Board meeting minutes recorded (5%)	\$329.27	\$288.00	\$357.18	\$357.18
4. Cost per account/center maintained (30%)	\$8.62	\$9.02	\$9.24	\$9.24
EFFECTIVENESS				
1. Claims lost or misplaced	0	0	0	0
ANALYSIS:				
<p>For the Auditor's Business/Finance program, non-salary costs are recommended to remain at current budgeted levels.</p> <p>Revenues for this program are minimal and are recommended as submitted.</p> <p>There were no organizational changes for this program.</p> <p>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.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Business/Finance (13D)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
677-A Accounting & Tax Manager		0.70	0.70	0.70	0.70	0.70
252-A Payroll Specialist		2.00	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
TOTAL POSITIONS		5.10	5.10	5.10	5.10	5.10
REVENUE SUMMARY:						
Fees and Charges		\$100	\$300	\$300	\$300	\$300
Miscellaneous		47	-	-	-	-
TOTAL REVENUES		\$147	\$300	\$300	\$300	\$300
APPROPRIATION SUMMARY:						
Personal Services		\$324,588	\$334,921	\$333,004	\$346,303	\$346,303
Equipment		-	1,000	1,000	1,000	1,000
Expenses		570	3,275	3,275	3,275	3,275
Supplies		4,112	6,600	6,600	6,600	6,600
TOTAL APPROPRIATIONS		\$329,270	\$345,796	\$343,879	\$357,178	\$357,178

SERVICE AREA: Interprogram Services		PROGRAM: Taxation (13E)			
ACTIVITY: Policy & Administration		ORGANIZATION: Auditor			
PROGRAM MISSION: To provide efficient and accurate taxation services to the citizens of Scott County, as well as to other County departments, by developing and maintaining complete tax records and systems					
PROGRAM OBJECTIVES:					
1. To keep cost per parcel taxed below \$1.91.					
2. To keep cost per TIF District Administered \$1,035.10.					
PERFORMANCE INDICATORS		2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND					
1. Parcels to be taxed		73,811	74,000	74,000	74,000
2. Real estate transactions requested		8,414	8,500	8,500	8,500
3. Tax Increment Financing Districts (TIF) within the County		41	41	55	55
4. Local budgets to be certified		49	49	49	49
WORKLOAD					
1. Parcels taxed		73,811	74,000	74,000	74,000
2. Real estate transactions processed		8,414	8,500	8,500	8,500
3. Tax Increment Financing Districts total valuation		\$235,154,427	\$301,009,066	\$330,084,769	\$330,084,769
4. Local budgets certified		49	49	49	49
PRODUCTIVITY					
1. Cost per parcels taxed (50%)		\$1.50	\$1.91	\$1.96	\$1.96
2. Cost per real estate transaction processed (20%)		\$5.28	\$6.66	\$6.81	\$6.81
3. Cost per TIF District Administered (15%)		\$812.81	\$1,035.10	\$789.00	\$789.00
4. Cost per local budget certified (15%)		\$680.11	\$866.10	\$886.30	\$886.30
EFFECTIVENESS					
1. Dollar amount of licenses, permits and fees		\$46,412	\$48,200	\$48,000	\$48,000
ANALYSIS:					
For the Auditor's Taxation program, non-salary costs are recommended to remain at current budgeted levels.		Other than slight increases in volume there is nothing to highlight and there are no budget issues associated with this program.			
Revenues are also recommended at FY 08 levels. The majority of this program's revenues are derived from real estate transfer fees, which have been declining in recent years along with the housing market.		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.			
There is one organizational change requests for the department. The change in authorized FTE's (D.1) resulted from the abolishment of one Tax Aide position in the plat room area following the retirement of the incumbent. The efficiencies of the online tax system and information available on the County's website have allowed for this reduction in staff as well as last year's enhancement of the previous part time Platroom Draftsman position to a full time GIS Parcel Maintenance Technician position.		There are no budget issues identified for this program.			
This program is fairly static and as such the PPB indicators vary little from year to year.					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Taxation (13E)		ACTUAL	BUDGET	PROJECTED	REQUEST	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
268-A GIS Parcel Maintenance Technician		1.00	-	1.00	1.00	1.00
194-C Platroom Draftsman		-	0.50	-	-	-
177-C Tax Aide		3.00	3.00	3.00	2.00	2.00
TOTAL POSITIONS		5.30	4.80	5.30	4.30	4.30
REVENUE SUMMARY:						
Licenses and Permits		\$5,238	\$5,600	\$5,600	\$5,600	\$5,600
Fees and Charges		41,163	42,600	42,600	42,600	42,600
Miscellaneous		11	-	-	-	-
TOTAL REVENUES		\$46,412	\$48,200	\$48,200	\$48,200	\$48,200
APPROPRIATION SUMMARY:						
Personal Services		\$217,633	\$273,906	\$243,900	\$280,505	\$280,505
Equipment		-	1,000	1,000	1,000	1,000
Expenses		3,437	4,120	4,120	4,120	4,120
Supplies		1,098	3,900	3,900	3,900	3,900
TOTAL APPROPRIATIONS		\$222,168	\$282,926	\$252,920	\$289,525	\$289,525

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		2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND					
1. Authorized positions		26.15	28.15	28.15	28.15
2. Annual Departmental budget		\$2,639,523	\$3,228,860	\$3,400,000	\$3,400,000
3. Annual # of Capital projects managed		22	22	12	12
4. Annual cost of Capital projects managed		\$18,643,860	\$8,000,000	\$3,400,000	\$3,400,000
5. Annual # of external programs/grants/projects		N/A	N/A	N/A	N/A
6. Annual value of external programs/grants/projects		N/A	N/A	N/A	N/A
WORKLOAD					
1. Percent of workload - program management - Administration		12%	17%	15%	15%
2. Percent of workload - program management - Building Maintenance		10%	10%	12%	12%
3. Percent of workload - program management - Custodial Services		7%	10%	12%	12%
4. Percent of workload - Capital projects		52%	32%	35%	35%
5. Percent of workload - external programs/grants/projects/misc.		5%	18%	10%	10%
6. Percent of workload - program management - Support Services		14%	13%	16%	16%
PRODUCTIVITY					
1. Administrative cost as a percent of departmental budget		7.70%	8.35%	8.30%	8.30%
2. Administrative personnel as a percent of departmental personnel		7.65%	7.10%	7.10%	7.10%
3. Administrative cost per authorized position		\$3,340	\$3,400	\$3,500	\$3,500
4. Administrative cost per Capital project dollar cost.		\$0.0057	\$0.0065	\$0.0140	\$0.0140
5. Administrative cost per external program/grant/project		N/A	N/A	N/A	N/A
EFFECTIVENESS					
1. Aggregate percentile of Quality Enhancement Survey tools		89%	89%	N/A	N/A
2. Program performance budget objectives accomplished		78%	90%	90%	90%
3. Percent of department objectives accomplished		80%	90%	95%	95%
4. Percent of Capital projects completed on time		83%	80%	85%	85%
5. Percentile of internal Employee Satisfaction measurements		N/A	-	-	-
ANALYSIS:					
Total FY09 appropriations for the total department are recommended to increase 0.9% over current budgeted levels. Non-salary costs are recommended to increase 1.7% over current budgeted levels for the total department. Revenues are recommended to decrease 1.0% over current budgeted amounts for the total department.		proceeds from recycling.		transition; work on the Courthouse Renovation project, the Tremont Renovation project and intergovernmental cooperation; FSS will be integral in the on-going work toward implementing consolidated dispatch and has been involved in the GIS initiative since the early planning stages began.	
For this program, non-salary costs are recommended to increase 32% over current budgeted amounts.		The primary reasons for appropriation changes from current budget levels are: Professional memberships for both administrative staff and expected attendance by both at the 2008 annual conference. Additionally, supplies are recommended to increase over 100% to accurately reflect historical spending for administrative supplies.			
Organizational change requests for the department are as follows: to re-evaluate the Project and Support Services Coordinator and Custodial Coordinator positions. Following a review by HR and the Hay Committee there was a recommended increase in the hay points for the Project and Support Services Coordinator position and no change in the Custodial Coordinator position.		Several PPB Indicators are highlighted as follows: The percentage of workload spend on capital projects will moderate during the remainder of FY08 and into FY09 as the sheer size of capital projects decreases.			
The primary reasons for revenue changes from current budget levels are decreases in		Likewise, the corresponding productivity indicator (P.4) will moderate as well to pre-jail project levels.			
		This departmental budget supports the County's Target Issues and Management Agenda as follows: Through work on the Jail Renovation project and the service model			

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Facility & Support Services Admin (15A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
725-A Director of Facility and Support Services		1.00	1.00	1.00	1.00	1.00
417-A Project and Support Services Coordinator		-	-	-	1.00	1.00
307-A Project and Support Services Coordinator		1.00	1.00	1.00	-	-
TOTAL POSITIONS		2.00	2.00	2.00	2.00	2.00
REVENUE SUMMARY:						
Fees and Charges		\$0	\$300	\$300	\$300	\$300
Miscellaneous		1,706	900	800	800	800
TOTAL REVENUES		\$1,706	\$1,200	\$1,100	\$1,100	\$1,100
APPROPRIATION SUMMARY:						
Personal Services		\$183,494	\$190,759	\$190,029	\$204,227	\$204,227
Expenses		14,936	8,535	8,715	9,990	9,990
Supplies		4,698	2,700	4,775	4,905	4,905
TOTAL APPROPRIATIONS		\$203,128	\$201,994	\$203,519	\$219,122	\$219,122

SERVICE AREA: 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 \$1.70.					
2. To achieve user satisfaction with quality of maintenance service at or above 85%.					
PERFORMANCE INDICATORS		2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND					
1. Number of departments/agencies supported		32	32	32	32
2. Square feet of buildings maintained		321,170	454,170	454,170	454,170
3. Square feet of grounds maintained		614,443	606,955	606,955	606,955
4. Total square feet maintained		935,613	1,061,125	1,061,125	1,061,125
5. Number of locations maintained		12	12	12	12
WORKLOAD					
1. Number of outside requests for service		2,820	3,600	3,200	3,200
2. Number of preventive service calls		1,766	1,600	1,700	1,700
3. Total number of service calls		4,586	5,200	4,900	4,900
4. Total number of man-hours per period		13,985	15,000	16,660	16,660
PRODUCTIVITY					
1. Man hours per square foot		0.015	0.014	0.014	0.014
2. Staff cost per square foot		\$0.39	\$0.43	\$0.43	\$0.43
3. Total maintenance cost per square foot		\$1.130	\$1.563	\$1.600	\$1.600
4. Avg. # of external requests per location		235	300	267	267
5. Avg # of preventive service calls per location		147	135	142	142
6. Avg # of service calls per department/agency		143	165	153	153
EFFECTIVENESS					
1. Program percentile of Quality Enhancement Survey tools		89%	85%	N/A	N/A
ANALYSIS:					
Total FY09 appropriations for the total department are recommended to increase 0.9% over current budgeted levels. Non-salary costs are recommended to increase 1.7% over current budgeted levels for the total department. Revenues are recommended to decrease 1.0% over current budgeted amounts for the total department.		Several PPB Indicators are highlighted as follows: The number of service calls are requested up over previous periods but down from FY08 due to little history with the new Jail Facility.			
For this program, non-salary costs are recommended to increase 1.85% over current budgeted amounts.		Man-hours will finish higher than FY07 due to additional staff for the Jail. Productivity may dip during FY08 and FY09 due to the complexity of service issues in the new Jail Facility.			
There are no organizational change requests for this program.					
The primary reasons for revenue changes from current budget levels are increases in scrap metal prices.					
The primary reasons for appropriation changes from current budget levels are normal inflationary increases. Changes over the past two years are primarily attributed to additional jail spaces.					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Maintenance of Buildings & Grounds (15B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
300-A Maintenance Coordinator		1.00	1.00	1.00	1.00	1.00
268-C Maintenance Electronic System Technician		-	1.00	1.00	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
TOTAL POSITIONS		7.99	8.99	8.99	8.99	8.99
REVENUE SUMMARY:						
Intergovernmental		\$34,722	\$48,000	\$48,000	\$48,000	\$48,000
Miscellaneous		2,844	3,350	3,650	3,650	3,650
Sales General Fixed Assets		-	1,500	1,500	1,500	1,500
TOTAL REVENUES		\$37,566	\$52,850	\$53,150	\$53,150	\$53,150
APPROPRIATION SUMMARY:						
Personal Services		\$372,634	\$460,910	\$452,785	\$476,729	\$476,729
Equipment		642	28,000	26,000	34,000	34,000
Expenses		785,829	1,084,533	956,350	1,095,475	1,095,475
Supplies		80,899	84,935	85,925	90,100	90,100
TOTAL APPROPRIATIONS		\$1,240,004	\$1,658,378	\$1,521,060	\$1,696,304	\$1,696,304

SERVICE AREA: 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 \$2.50.					
2. To achieve user satisfaction with quality of custodial service at or above 85%.					
PERFORMANCE INDICATORS		2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND					
1. Number of departments/agencies supported		28	30	30	30
2. Square feet of buildings maintained		178,970	199,805	199,805	199,805
3. Number of remote sites serviced		2	2	2	2
WORKLOAD					
1. Man hours - total per period		19,228	23,908	21,854	21,854
2. # of hard surface floor maintenance units performed		676,178	726,004	650,000	650,000
3. # of carpet floor maintenance units performed		208,839	222,132	220,000	220,000
4. # of client worker hours supervised		2,649	3,392	3,000	3,000
PRODUCTIVITY					
1. Man hours per square foot		0.100	0.115	0.109	0.109
2. Custodial staff cost per square foot		\$2.13	\$2.20	\$2.25	\$2.25
3. Total custodial cost per square foot		\$2.330	\$2.370	\$2.400	\$2.400
EFFECTIVENESS					
1. Program percentile of Quality Enhancement Survey tools		89%	N/A	85%	85%
ANALYSIS:					
Total FY09 appropriations for the total department are recommended to increase 0.9% over current budgeted levels. Non-salary costs are recommended to increase 1.7% over current budgeted levels for the total department. Revenues are recommended to decrease 1.0% over current budgeted amounts for the total department.		FY08 which has lower than normal equipment replacements.			
For this program, non-salary costs are recommended to increase 7.9% over current budgeted amounts.		Several PPB Indicators are highlighted as follows: Demand measured in square feet cleaned (D.3) rose over 11% during FY08 due to new Entrance Pavilion spaces. This increase should push workload and productivity up during future periods as previous increases in staff and supplies effect those measures.			
Organizational change requests for this program are as follows: To evaluate the Custodial Coordinator position to reflect additional duties due to changes in the Administrative Program. Following a review by HR and the Hay Committee there was no recommended change in the Custodial Coordinator hay points.		This departmental budget supports the County's Target Issues and Management Agenda.			
The primary reasons for appropriation changes from current budget levels are some one-time equipment purchases compared to					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Custodial Services (15H)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
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	7.70	8.15	8.15	8.15
TOTAL POSITIONS		9.70	10.70	11.15	11.15	11.15
REVENUE SUMMARY:						
Miscellaneous		\$60	\$150	\$162	\$162	\$162
TOTAL REVENUES		\$60	\$150	\$162	\$162	\$162
APPROPRIATION SUMMARY:						
Personal Services		\$403,643	\$472,067	\$453,496	\$482,534	\$482,534
Equipment		3,063	5,000	4,500	6,600	6,600
Expenses		1,894	5,400	5,270	5,400	5,400
Supplies		27,764	28,500	28,500	30,000	30,000
TOTAL APPROPRIATIONS		\$436,364	\$510,967	\$491,766	\$524,534	\$524,534

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 \$.075 per copy average between color and B/W.					
3. To save \$30,000 due to presorting outgoing mail.					
PERFORMANCE INDICATORS		2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND					
1. Purchase requisitions received	864	875	800	800	
2. Number of pieces of outgoing mail	547,591	750,000	775,000	775,000	
3. Requests for copies (Print Shop) - County/other	927/157	600/200	600/200	3	
4. Number of WP documents /HR application entries for other depts	1,947	2,500	2,500	2,500	
5. Number of pages of documents imaged	887,629	1,000,000	1,000,000	1,000,000	
6. Number of departments requesting imaging services	6	6	7	7	
WORKLOAD					
1. Number of purchase orders issued	864	875	800	800	
2. Number of pieces of mail pre-sorted	499,643	500,000	700,000	700,000	
3. Number of copies- (Print Shop)	2,232,884	900,000	1,250,000	1,250,000	
4. Number of WP documents /HR application entries for other depts	1,947	2,500	2,500	2,500	
5. Number of pages of documents imaged	887,629	1,000,000	1,300,000	1,300,000	
6. Number of document types being imaged for all departments	12	27	27	27	
PRODUCTIVITY					
1. Average dollar amount per purchase order	\$8,955	\$6,500	\$6,500	\$6,500	
2. Average cost per piece of outgoing mail	\$0.740	\$0.750	\$0.750	\$0.750	
3. Cost per copy made (Print Shop)	\$0.031	\$0.080	\$0.065	\$0.065	
4. Number of WP documents /HR application entries for other depts	1,947	2,500	2,500	2,500	
5. Hours spent on imaging- including quality control	2,384	2,500	4,000	4,000	
6. Number of boxes sent to 30 day holding/warehouse	238	250	250	250	
EFFECTIVENESS					
1. Dollar amount spent on purchase orders	\$7,737,488	\$4,800,000	\$2,000,000	\$2,000,000	
2. Dollar amount saved between delivered price - highest bid	\$1,480,802	\$1,400,000	\$700,000	\$700,000	
3. Dollar amount saved by using pre-sort	\$34,996	\$30,000	\$30,000	\$30,000	
4. Percent of outgoing mail pre-sorted	91%	90%	90%	90%	
5. Dollar value of NAEIR items received	\$20,451	\$10,000	\$10,000	\$10,000	
ANALYSIS:					
Total FY09 appropriations for the total department are recommended to increase 0.9% over current budgeted levels. Non-salary costs are recommended to increase 1.7% over current budgeted levels for the total department. Revenues are recommended to decrease 1.0% over current budgeted amounts for the total department.		(professional services) to support the records imaging efforts.			
For this program, non-salary costs are recommended to decrease 10% over current budgeted amounts.		Several PPB Indicators are highlighted as follows: All indicators measuring purchasing activity (D.1, W.1, P.1 and E.1) have begun to rebound to normal levels following the surge in jail project purchases. Expect that trend to continue.			
There are no organizational change requests for this program.		Indicators measuring the records imaging function (D.5, W.5 and P.5) should continue to rise as additional staff resources come on line during FY08.			
The primary reasons for revenue changes from current budget levels are reductions in our estimated income from outside copy work based on our recent history.					
The primary reasons for appropriation changes from current budget levels are normal inflationary increases coupled with a large reduction in the cost for contract labor					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Support Services (15J)		ACTUAL	BUDGET	PROJECTED	REQUEST	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	1.00
141-C Clerk II/Support Services		2.00	2.00	2.00	2.00	2.00
141-C Clerk II/Scanning		2.00	3.00	3.00	3.00	3.00
TOTAL POSITIONS		6.00	7.00	7.00	7.00	7.00
REVENUE SUMMARY:						
Intergovernmental		\$91,309	\$111,000	\$111,000	\$111,000	\$111,000
Fees and Charges		11,458	17,500	15,500	15,500	15,500
Miscellaneous		29	500	500	500	500
TOTAL REVENUES		\$102,796	\$129,000	\$127,000	\$127,000	\$127,000
APPROPRIATION SUMMARY:						
Personal Services		\$257,567	\$317,096	\$310,147	\$283,798	\$283,798
Equipment		677	-	1,200	2,500	2,500
Expenses		426,512	452,027	450,775	446,415	446,415
Supplies		75,271	61,000	52,850	59,200	59,200
TOTAL APPROPRIATIONS		\$760,027	\$830,123	\$814,972	\$791,913	\$791,913

SERVICE AREA: Interprogram Services		PROGRAM: Human Resources Management (24A)		
ACTIVITY: Policy & Administration		ORGANIZATION: Human Resources		
PROGRAM MISSION: To foster positive employee relations & progressive organizational improvements for employees, applicants & 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	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND				
1. Employee bargaining units	4	4	4	4
2. Position vacancies/# classifications/# departments	28/165/15	30/165/15	30/165/15	30/165/15
3. Eligible benefits enrollees	418	440	445	445
4. Authorized personnel (FTE's)	447.07	452.22	455.12	453.12
5. Discrimination complaints received	-	1	-	-
6. Training requests - mandatory/voluntary	2/23	6/25	6/25	6/25
WORKLOAD				
1. Contracts negotiated/grievances and disputes received	0/5	0/4	2/5	2/5
2. # Jobs posted/interviews conducted/job-dept studies requested	49/156/10-1	60/200/4-4	60/200/6-2	60/200/6-2
3. # of enrollment actions/# of extensive research inquiries	243/0	470/15	450/15	450/15
4. Wage system administration actions	537	465	465	465
5. # EEO complaints reviewed	-	1	-	-
6. # training sessions conducted/# of employees served	3/20	35/380	35/380	35/380
PRODUCTIVITY				
1. # of meetings related to labor relations	20+	30	40	40
2. # of vacancies filled/Number of job-dept studies completed	55/10-1	60/4-4	60/4-4	60/4-4
3. % of time of HR staff spent in benefit administration	17%	15%	60%	60%
4. % of time of HR staff spent in wage administration activities	15%	15%	15%	15%
5. Cost per hour of training delivered/cost per attendee	\$71.27/\$79.74	\$180/\$48	\$175/\$48	\$175/\$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.	100%	100%	100%	100%
2. % jobs filled within 5 weeks of posting close date	76%	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	100%	100%	100%	100%
5. % of substantiated EEO complaints/# hired in underutilized areas	0/7	0/2	0/4	0/4
6. % of employees served in training/% rating delivery high	11%/97%	85%/90%	85%/90%	85%/90%
ANALYSIS:				
<p>Total FY09 appropriations for the total department are recommended to increase 0.9% over current budgeted levels. Non-salary costs are recommended to increase 0.2% over current budgeted levels for the total department. Revenues for this department are minimal and are recommended as submitted.</p> <p>The slight increase to non-salary costs is the net result of a \$700 decrease in recommended travel expenses and a \$950 increase to commercial services. The latter amount is for funding the cost of pre-employment physicals and random drug testing. This recommended increase will bring this line item up to last years actual spending level.</p> <p>Non-salary costs for the current year are projected to exceed budget by \$5,150. This is primarily due to anticipated costs for the recruitment of several high level positions. These position vacancies include the County</p>		<p>Administrator, Budget Manager, Deputy Health Director, and the Auditor's Office Manager.</p> <p>There were no organizational change requests submitted for the HR department.</p> <p>The HR department gained a new director during the current year. This will result in some refinement to the PPB indicators as well as improved reporting accuracy. This position was vacant during the final months of FY07 and therefore some of the indicators from that year are not comparable to the years following.</p> <p>Several PPB Indicators are highlighted as follows: There will be two union contracts negotiated (W.1) during FY09 - the Secondary Roads union and the Deputy Sheriff's Association. Both of those contracts terminate in July of FY09.</p> <p>The number of meetings related to labor relations (P.1) during FY07 was an estimate due to lack of records from the previous</p>		

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Human Resources Management (24A)		ACTUAL	BUDGET	PROJECTED	REQUEST	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
TOTAL POSITIONS		3.50	3.50	3.50	3.50	3.50
REVENUE SUMMARY:						
Miscellaneous		\$311	\$0	\$100	\$100	\$100
TOTAL REVENUES		\$311	\$0	\$100	\$100	\$100
APPROPRIATION SUMMARY:						
Personal Services		\$242,923	\$262,825	\$251,709	\$265,998	\$265,998
Expenses		103,958	117,750	122,900	118,000	118,000
Supplies		1,706	3,400	3,400	3,400	3,400
TOTAL APPROPRIATIONS		\$348,587	\$383,975	\$378,009	\$387,398	\$387,398

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	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND				
1. Authorized personnel (FTE's)	11	11	12	12
2. Departmental budget	1,154,104	1,180,822	1,287,929	1,269,929
3. Annual cost of Information Technology Capital Projects managed	570,677	2,650,500	TBD	TBD
WORKLOAD				
1. Percent of time spent on personnel administration	15%	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	20%	20%	20%	20%
4. Percent of time spent on Information Technology Capital Projects	50%	50%	50%	50%
PRODUCTIVITY				
1. Administrative cost as a percent of departmental budget	9.20%	9.4%	9.4%	9.4%
2. Administrative personnel as a percent of departmental personnel	9.00%	9.0%	9.0%	9.0%
EFFECTIVENESS				
1. Program performance budget objectives accomplished	1	1	1	1
2. Percentile of internal Employee Satisfaction measurements	TBD	TBD	TBD	TBD
ANALYSIS:				
<div><div><p>Total FY09 appropriations for the total department are recommended to increase 9% over current budgeted levels due to the organizational change discussed below. Revenues are recommended to increase 0.9% over current budgeted amounts for the total department.</p><p>Non-salary costs for the department are recommended to remain at FY08 budgeted levels.</p><p>For this program, non-salary appropriations are to remain at current budgeted levels. This is the fifth straight year this program has requested no increase in appropriation funding.</p><p>Organizational change requests for the department are as follows: A GIS Analyst is requested to maintain and manage the GIS system, as well as to support County Offices and departments as they deploy and use GIS applications in daily operations.</p></div><div><p>Information Technology capital projects tracked by this program (D.3) increased during FY 07 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. These figures will be added to the indicators at a later date.</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 to monitor and improve performance where needed.</p></div></div>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: IT Administration (14A)		ACTUAL	BUDGET	PROJECTED	REQUEST	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		\$110,829	\$117,227	\$116,565	\$122,229	\$122,229
Expenses		2,130	3,300	3,300	3,300	3,300
Supplies		13	1,200	1,200	1,200	1,200
TOTAL APPROPRIATIONS		\$112,972	\$121,727	\$121,065	\$126,729	\$126,729

SERVICE AREA: 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	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND				
1. Number of Network Client Accounts (County-Other)	661-144	675-150	675-150	675-150
2. Number of E-mail Accounts (County-Other)	593-14	600-20	600-20	600-20
3. Number of Network Nodes (PC's-TC's-Printers-Servers)	387-101-172-46	400-110-180-50	400-110-180-50	400-110-180-50
4. Number of Telephones (Handsets-Faxes-Modems)	786-34-24	800-35-20	800-35-20	800-35-20
5. Number of LAN-WAN Edge Devices (Routers-Switches-Others)	14-63-25	15-70-25	15-70-25	15-70-25
WORKLOAD				
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)	26-28	26-28	26-28	26-28
3. Number of Help Desk Contacts (Calls - E-mails)	5018-1617	5900-2150	5900-2150	5900-2150
4. Number of Opened Work Orders	1789	1800	1800	1800
5. Number of Outstanding Work Orders	9	35	35	35
PRODUCTIVITY				
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	1,782	2,000	2,000	2,000
EFFECTIVENESS				
1. Percent of Completed Work Orders to Total Work Orders	99.00%	99.00%	99.00%	99.00%
ANALYSIS:				
<div><div><p>For the Information Technology program, non-salary costs are recommended to remain unchanged from current budgeted amounts. Revenues for this program are fairly consistent year to year and are recommended to increase a modest 0.9%.</p><p>The primary reasons for revenue changes from current budget levels are due to increases to the refund and reimbursement line item.</p><p>Mobile phone costs were incorporated into the IT budget during the fiscal year 07 budget. As such, the increase to the mobile phone line item reflects those costs on a County-wide level. During the current year Cellular Phone costs are rising due to increased usage which will include the Sheriff's Office adding thirty (30) wireless connections to in-car computers.</p><p>Organizational change requests for the department are as follows: A GIS Analyst is requested to maintain and manage the GIS system, as well as to support County Offices</p></div><div><p>and departments as they deploy and use GIS applications in daily operations.</p><p>PPB 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.</p><p>The remaining indicators are recommended as submitted.</p></div></div>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Information Technology (14B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
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
309-A GIS Analyst		-	-	-	1.00	1.00
187-A Help Desk Specialist		1.00	1.00	1.00	1.00	1.00
TOTAL POSITIONS		10.00	10.00	10.00	11.00	11.00
REVENUE SUMMARY:						
Intergovernmental		\$31,409	\$35,904	\$35,904	\$35,904	\$35,904
Fees and Charges		1,442	4,600	2,500	2,500	2,500
Miscellaneous		11,953	50	2,500	2,500	2,500
TOTAL REVENUES		\$44,804	\$40,554	\$40,904	\$40,904	\$40,904
APPROPRIATION SUMMARY:						
Personal Services		\$738,840	\$779,859	\$784,572	\$881,179	\$881,179
Equipment		866	1,500	1,500	1,500	1,500
Expenses		294,158	372,750	380,250	400,750	372,750
Supplies		7,267	14,500	14,500	14,500	14,500
TOTAL APPROPRIATIONS		\$1,041,131	\$1,168,609	\$1,180,822	\$1,297,929	\$1,269,929

SERVICE AREA: Interprogram Services		PROGRAM: Risk Management (23E)		
ACTIVITY: Risk Management Services		ORGANIZATION: Non-Departmental		
PROGRAM MISSION: To reduce, mitigate and avoid losses for the county by coordinating the identification, review and settlement of claims, and enhancing risk reduction activities				
PROGRAM OBJECTIVES:				
1. Review 100% of all Workers Compensation/Liability claims filed.				
2. Conduct 5 loss safety surveys.				
PERFORMANCE INDICATORS	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND				
1. Number of site visits/inspections to be performed	6	10	5	5
2. Number of auto accidents reported	27	30	30	30
3. Number of worker's compensation claims filed	59	40	50	50
4. Number of employees/departments served	143	150	150	150
5. Number of property claims reported	3	10	7	7
6. Number of liability claims/OSHA complaints reported	13/0	25/0	15/0	15/0
WORKLOAD				
1. Number of site visits/safety inspections conducted	6	10	5	5
2. Number of auto accidents investigated	34	40	30	30
3. Number of worker's compensation claims reviewed	91	50	75	75
4. Number of prevention/mitigation requests reviewed	143	150	150	150
5. Number of property claims investigated	3	10	7	7
6. Number of liability claims investigated/OSHA complaints resolved	20/0	30/0	15/0	15/0
PRODUCTIVITY				
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	40%	25%	25%	25%
4. Time spent on reviewing prevention/mitigation items	40%	30%	30%	30%
5. Time spent on reviewing property claims	5%	5%	5%	5%
6. Time spent reviewing liability/OSHA complaints	5%	30%	30%	30%
EFFECTIVENESS				
1. Performance objectives achieved	100%			
2. Dollar amount of worker's compensation claims	\$227,621	\$250,000	\$250,000	\$250,000
3. Dollar amount of auto claims	\$85,817	\$70,000	\$70,000	\$70,000
4. Dollar amount of property claims	\$6,606	\$30,000	\$30,000	\$30,000
5. Dollar amount of liability claims	\$105,383	\$70,000	\$70,000	\$70,000
ANALYSIS:				
<div>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.</div> <div>Actual dollars spent on judgments and claims that were finalized during FY07 are listed under effectiveness indicators (E.2 through E.5).</div> <div>Total payments made on judgments and claims vary greatly from year to year. Total payments made during FY07 and the four previous years are as follows: FY07 - \$425,427; FY06 - \$377,024; FY05 - \$266,799; FY04 - \$148,853; FY03 - \$279,159. The average amount of claim losses during the five year period calculates to \$299,452. The average payout during this period was greatly below this years recommended budget due to</div> <div>the historically low payout during FY04. Current year projections are \$120,000 above the five-year average based on data available at this time.</div> <div>Claim losses for FY09 are budgeted at \$420,000. This is the same funding level approved for FY08 which saw increases for medical costs associated with workers compensation evaluations and treatments as well as funding for possible workers compensation payments for previously incurred injuries.</div> <div>Overall, total non-salary costs are recommended to decrease by \$19,626 from the FY08 due to decreases in funding for insurance premiums.</div> <div>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.</div> <div>The remaining indicators are approved as submitted by the Risk Manager.</div>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Risk Management (23E)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
505-A Risk Management Coordinator		1.00	1.00	1.00	1.00	1.00
TOTAL POSITIONS		1.00	1.00	1.00	1.00	1.00
REVENUE SUMMARY:						
Miscellaneous		\$20	\$20	\$20	\$20	\$20
Miscellaneous		27,353	50,000	50,000	50,000	50,000
TOTAL REVENUE		\$27,373	\$50,020	\$50,020	\$50,020	\$50,020
APPROPRIATION SUMMARY:						
Personal Services		\$82,950	\$86,071	\$86,071	\$89,056	\$89,056
Expenses		1,021,771	1,117,421	1,041,807	1,098,245	1,098,245
Supplies		684	1,800	1,100	1,350	1,350
TOTAL APPROPRIATIONS		\$1,105,405	\$1,205,292	\$1,128,978	\$1,188,651	\$1,188,651

SERVICE AREA: Interprogram Services		PROGRAM: Legislation & Policy (29A)		
ACTIVITY: Policy & Administration		ORGANIZATION: Supervisors, Board of		
PROGRAM MISSION: To enhance county services for citizens and County Departments by providing effective management and coordination of services				
PROGRAM OBJECTIVES: 1. To keep expenditures at or below .37% of total county budget. 2. To hold 85 Board of Supervisors meetings. 3. To consider 450 agenda items. 4. To deliberate 375 resolutions.				
PERFORMANCE INDICATORS	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND				
1. Board of Supervisor meetings scheduled	94	85	85	85
2. Dollar value of operating budget	\$56,950,916	\$59,926,093	\$62,914,574	\$62,478,487
3. Dollar value of Capital Improvement Plan (CIP)	\$5,643,687	\$6,763,396	\$6,910,523	\$6,910,523
4. Agenda items to be considered	459	450	450	450
5. Board and commissions requiring memberships	47	47	47	47
WORKLOAD				
1. Board of Supervisor meetings held	93	85	85	85
2. Number of resolutions deliberated	361	375	375	375
3. Agenda items considered	458	450	450	450
PRODUCTIVITY				
1. Departmental expenditures as a percent of total County expenditures	0.35%	0.37%	0.37%	0.37%
EFFECTIVENESS				
1. Program performance budget objectives accomplished	75%	100%	100%	100%
2. Percent of target issue action steps completed.	58%	50%	85%	85%
3. Board members' attendance at authorized agency meetings	93%	80%	80%	80%
ANALYSIS:				
<p>Total FY09 appropriations for the total department are recommended to decrease .4% below current budgeted levels. Non-salary costs are recommended to decrease 7.1% below current budgeted levels for the total department. Revenues are recommended to remain the same.</p> <p>The primary reasons for appropriation changes from current budget levels is a decrease in supply usage based on past year's usage.</p> <p>PPB Indicators are in line with last year's actual. Target issue action steps are budgeted for 85% because this is a 2-year plan that begins July 2007 and some issues aren't scheduled for completion until 2010.</p> <p>All other items appear to be in line with budget.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Legislation & Policy (29A)		ACTUAL	BUDGET	PROJECTED	REQUEST	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		\$80	\$500	\$100	\$100	\$100
TOTAL REVENUES		\$80	\$500	\$100	\$100	\$100
APPROPRIATION SUMMARY:						
Personal Services		\$237,630	\$257,553	\$245,521	\$257,416	\$257,416
Expenses		8,095	10,800	10,800	10,800	10,800
Supplies		411	1,450	550	575	575
TOTAL APPROPRIATIONS		\$246,136	\$269,803	\$256,871	\$268,791	\$268,791

SERVICE AREA: Interprogram Services		PROGRAM: Treasurer Administration (30A)		
ACTIVITY: Policy & Administration		ORGANIZATION: Treasurer		
PROGRAM MISSION: To provide consistent policies and procedures for all citizens by offering skillful, efficient, responsive, versatile, involved, courteous and excellent customer service				
PROGRAM OBJECTIVES:				
1. To maintain administrative costs as a percent of the departmental budget at or below 9.8%.				
PERFORMANCE INDICATORS	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND				
1. Authorized personnel (FTE's)	28.6	28.6	28.6	28.6
2. Department budget	\$1,595,384	\$1,666,267	\$1,754,314	\$1,754,314
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	9.95%	9.87%	9.90%	9.90%
2. Administration personnel as a percent of departmental personnel	7%	6%	6%	6%
EFFECTIVENESS				
1. Program performance budget objectives accomplished	62%	85%	85%	85%
ANALYSIS:				
<p>Total FY09 appropriations for the total department are recommended to increase 1.8% over current budgeted levels. Non-salary costs are recommended to decrease 3.4% from current budgeted levels for the total department. Revenues are recommended to increase 1.8% over current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are recommended to increase 5.8%, or \$500 over current budgeted amounts. This is due to increased administrative expenses resulting from the office's leadership role in the state wide e-commerce program.</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 level is discussed in the analysis of the remaining Treasurer's programs. The Treasurer's Administrative program does not budget for any revenues.</p>		<p>The PPB Indicators are consistent with previous years and no budget issues were identified for this program.</p>		

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Treasurer Administration (30A)		ACTUAL	BUDGET	PROJECTED	REQUEST	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		\$151,506	\$159,881	\$156,401	\$165,279	\$165,279
Expenses		6,445	7,230	6,730	7,730	7,730
Supplies		797	1,350	1,350	1,350	1,350
TOTAL APPROPRIATIONS		\$158,748	\$168,461	\$164,481	\$174,359	\$174,359

SERVICE AREA: Interprogram Services		PROGRAM: Tax Collection (30B)		
ACTIVITY: Policy & Administration		ORGANIZATION: Treasurer		
PROGRAM MISSION: To provide professional property tax service for all citizens through versatile, courteous, and efficient customer service skills				
PROGRAM OBJECTIVES:				
1. To collect \$630,000 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	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND				
1. Total number property tax/special assessment statements issued	186,423	188,000	188,000	188,000
2. Dollar value of tax certification	\$202,141,914	\$210,294,826	\$218,700,000	\$218,700,000
3. Number of tax certificates issued	1,974	1,800	1,800	1,800
4. Number of elderly tax credit applications	887	685	800	800
5. Total dollar property taxes received over counter	\$20,010,341	\$14,642,171	\$15,309,000	\$15,309,000
6. Total dollar property taxes received by mail/lock box	\$182,407,944	\$184,073,010	\$192,456,000	\$192,456,000
WORKLOAD				
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	\$200,935,387	\$209,173,875	\$217,606,500	\$217,606,500
3. Number of tax certificates redeemed	1,835	1,800	1,800	1,800
4. Number of elderly tax credits approved/processed by State	886	685	800	800
5. Total dollar property taxes processed over counter	\$20,010,341	\$14,642,171	\$15,309,000	\$15,309,000
6. Total dollar property taxes processed by mail/lock box	\$182,407,944	\$184,073,010	\$192,456,000	\$192,456,000
PRODUCTIVITY				
1. Cost per property tax/special assessment statement issued-94%	\$2.13	\$2.08	\$2.28	\$2.28
2. Cost per tax certificate issued and/or redeemed-3%	\$6.42	\$7.14	\$7.63	\$7.63
3. Cost per elderly tax credit application processed-3%	\$14.30	\$18.79	\$17.17	\$17.17
4. Average dollar property taxes processed/window clerk/day	\$13,594	\$9,151	\$9,568	\$9,568
EFFECTIVENESS				
1. Percent of taxes collected on current year's levy	99.40%	99.50%	99.50%	99.50%
2. Total dollars of interest & penalties retained by County	\$624,972	\$640,000	\$630,000	\$630,000
3. Total dollars of state credits collected	\$6,145,738	\$6,000,000	\$6,100,000	\$6,100,000
4. Total dollars of abated and suspended taxes	\$1,581,247	\$1,500,000	\$400,000	\$400,000
5. Percent total property taxes processed over counter	9.41%	7.00%	7.00%	7.00%
6. Percent total property taxes processed by mail/lock box	85.79%	88.00%	88.00%	88.00%
ANALYSIS:				
<div><div><p>For the Treasurer's Tax program, non-salary costs are recommended to decrease 7.7% from current budgeted amounts. This represents the 4th straight year appropriations for this program have been static or declined.</p><p>Revenue is recommended to increase by 5.5%, or \$50,000. This is due to budgeted increases to unclaimed funds and miscellaneous fees. The former has averaged approximately \$10,000 per year during recent years. The latter revenue primarily represents the collection of bidder fees at the annual tax sale. This revenue is limited by State Code to the estimated cost of preparing for and conducting the tax sale.</p><p>There were no organizational change requests submitted for this program.</p><p>Several PPB Indicators are highlighted as follows: The dollar value of taxes certified for collection (D.2) is determined by using a 4% growth factor. This figure does not include Gas & Electric Replacement taxes, which</p></div><div><p>would add approximately \$8 million to the total.</p><p>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 a list or batch. These forms of payments are now counted as a single transaction regardless of the number of records processed. The department is pursuing programming improvements to correct this deficiency.</p><p>The total amount of abated and suspended taxes for years FY 06 & FY 07 were substantially higher than normal. This was due to several properties being reclassified from commercial to residential and a judgment against the State of Iowa regarding the taxation of a Credit Union.</p><p>This program has no budget issues for Board consideration.</p></div></div>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Tax Collection (30B)		ACTUAL	BUDGET	PROJECTED	REQUEST	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		\$782,123	\$785,000	\$735,000	\$775,000	\$775,000
Fees and Charges		192,261	120,525	170,525	170,525	170,525
Miscellaneous		10,658	-	5,000	10,000	10,000
TOTAL REVENUES		\$985,042	\$905,525	\$910,525	\$955,525	\$955,525
APPROPRIATION SUMMARY:						
Personal Services		\$396,672	\$410,330	\$391,415	\$423,159	\$423,159
Expenses		14,137	19,220	19,220	16,320	16,320
Supplies		11,734	18,300	18,300	18,300	18,300
TOTAL APPROPRIATIONS		\$422,543	\$447,850	\$428,935	\$457,779	\$457,779

SERVICE AREA: Interprogram Services		PROGRAM: Accounting/Finance (30E)		
ACTIVITY: Policy & Administration		ORGANIZATION: Treasurer		
PROGRAM MISSION: To provide professional accounting, cash handling and investment services to Scott County through competitive bidding, prudent investing, and following generally accepted accounting principles				
PROGRAM OBJECTIVES:				
1. To process at least 2700 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	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 REQUEST	2008-09 ADOPTED
DEMAND				
1. Number of miscellaneous receipts received	3,329	3,900	3,500	3,500
2. Number of travel advances requested/parking tickets issued	205/257	150/250	150/250	150/250
3. Number of warrants/health claims drawn on bank for payment	15,230	18,000	16,000	16,000
4. Dollar value principle and interest due on bonds	\$1,391,039	\$1,362,470	\$1,366,930	\$1,366,930
5. Number receipt errors detected during reconciliation process	215	200	200	200
6. Dollar amount available for investment annually	\$335,428,541	\$315,000,000	\$335,000,000	\$335,000,000
WORKLOAD				
1. Number miscellaneous receipts issued	3,329	3,900	3,500	3,500
2. Number travel advances issued/parking tickets paid/dismissed	205/170	150/250	150/250	150/250
3. Number warrants/health claims paid by Treasurer	15,230	18,000	16,000	16,000
4. Dollar value principle & interest paid on bonds	\$1,391,039	\$1,362,470	\$1,366,930	\$1,366,930
5. Number receipt errors corrected during reconciliation process	137	130	130	130
6. Number of investment transactions processed	2,844	2,500	2,400	2,400
PRODUCTIVITY				
1. Cost per miscellaneous receipt issued (20%)	\$16.53	\$16.23	\$18.71	\$18.71
2. Cost travel advance issued (5%)	\$67.09	\$105.48	\$109.16	\$109.16
3. Cost per warrant processed (30%)	\$5.42	\$5.27	\$6.14	\$6.14
4. Cost per receipt error (10%)	\$127.94	\$158.21	\$163.74	\$163.74
5. Cost per investment transaction (30%)	\$29.02	\$37.97	\$40.93	\$40.93
EFFECTIVENESS				
1. Dollar amount of miscellaneous receipts collected	\$32,945,878	\$31,000,000	\$33,000,000	\$33,000,000
2. Total cash over (short) due to receipt error	(\$805)	(\$500)	(\$500)	(\$500)
3. Number checks returned-insufficient funds	414	500	500	500
4. Number motor vehicle & property tax refund checks issued	4,223	5,500	5,000	5,000
5. Total investment revenue from use of money/property	\$1,943,937	\$1,440,000	\$1,452,500	\$1,050,000
6. Treasurer's Office General fund investment revenue only	\$1,885,460	\$1,390,854	\$1,420,131	\$1,017,631
ANALYSIS:				
For the Treasurer's Accounting/Finance program, non-salary costs are decreasing 3.2% from current budgeted amounts.		more than a 20% drop in money market rates. Additional easing of the Federal Funds Rate are expected in the months to come. For this reason revenue for this program is budgeted lower substantially lower than the FY07 actual performance.		
Revenues are increasing 4.4% over current budgeted amounts.				
The primary reason for the recommended appropriation change from current budget levels is a decrease to the cost of banking 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. Additionally, the cost of lock box services has declined in recent years due to some of that volume transferring to payments made via the web-payment alternative.		During the February 2008 budget review sessions the Treasurer's Office reduced their investment estimate for FY09 down further to \$1,050,000 (\$1,017,631 in General Fund interest.) The Board will reduce the Treasurer's estimate to his recommendation and move the difference (\$402,500) to non-departmental interest earnings. It was noted that interest rates can change either way very quickly and this budget is based on a fiscal year ending 18 months from the date of original budget estimates. It was also noted that cumulative interest earnings for the last three fiscal years totaled \$1.3 million more than budgeted.		
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 \$2 million. As we enter the second half of FY08 investment yields have been in a 12 month decline, resulting in		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.		

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2006-07	2007-08	2007-08	2008-09	2008-09
PROGRAM: Accounting/Finance (30E)		ACTUAL	BUDGET	PROJECTED	REQUEST	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		\$1,885,460	\$1,390,854	\$1,390,854	\$1,420,131	\$1,017,631
Miscellaneous		1,830	1,500	1,400	1,600	1,600
TOTAL REVENUES		\$1,887,290	\$1,392,354	\$1,392,254	\$1,421,731	\$1,019,231
APPROPRIATION SUMMARY:						
Personal Services		\$240,967	\$254,605	\$257,282	\$267,612	\$267,612
Expenses		32,853	59,670	57,670	57,710	57,710
Supplies		1,248	2,150	2,150	2,150	2,150
TOTAL APPROPRIATIONS		\$275,068	\$316,425	\$317,102	\$327,472	\$327,472

