

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 .75%.
2. To schedule 350 meetings with individual department heads.
3. To schedule 60 meetings with individual Board members.

PERFORMANCE INDICATORS	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND				
1. Authorized personnel (FTE's)	452.22	454.12	454.12	454.12
2. Units directly supervised	9	9	9	9
3. Dollar value of operating budget	\$59,060,454	\$62,478,487	\$66,190,944	\$64,808,641
4. Dollar value of Capital Improvement Plan (CIP)	\$5,487,903	\$6,910,523	\$5,439,165	\$5,439,165
5. Jurisdiction population	162,621	162,687	162,687	162,687
WORKLOAD				
1. Board of Supervisors meetings held	93	85	85	85
2. Scheduled meetings with individual Board members	57	60	60	60
3. Agenda items forwarded to Board of Supervisors	435	450	450	450
4. Scheduled meetings with individual department heads	353	350	350	350
5. Other scheduled meetings held	271	250	250	250
PRODUCTIVITY				
1. Management cost as a percent of County budget	0.52%	0.52%	0.52%	0.52%
2. Administration personnel as a percent of total personnel	0.69%	0.77%	0.77%	0.77%
EFFECTIVENESS				
1. Percent of program objectives accomplished	66%	100%	100%	100%
2. Percent of target issue action steps completed	54%	85%	30%	30%
3. Percentage of departments represented at dept head meetings	80%	80%	80%	80%

ANALYSIS:

Total FY10 appropriations for the total department are recommended to increase 5.1% over current budgeted levels. Non-salary costs are recommended to increase 19.7% (\$2,025) over current budgeted levels for the total department. Revenues are recommended to remain the same.

The primary reason for the appropriation change from current budget levels is a \$2,025 increase in travel. This is due to additional training opportunities scheduled for the new budget manager.

PPB Indicators are in line with last year's actual. Target issue action steps are budgeted for 30% because this is a 2-year plan that begins July 2009.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	BUDGET
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	1.00
366-A Budget Coordinator	1.00	1.00	-	-	-
298-A Administrative Assistant	0.60	0.60	1.00	1.00	1.00
TOTAL POSITIONS	3.10	3.10	3.50	3.50	3.50
APPROPRIATION SUMMARY:					
Personal Services	\$356,450	\$409,662	\$539,120	\$429,135	\$424,403
Expenses	2,948	7,475	7,475	9,500	9,500
Supplies	1,952	2,800	2,800	2,800	2,800
TOTAL APPROPRIATIONS	\$361,350	\$419,937	\$549,395	\$441,435	\$436,703

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 \$4.00.
2. To keep cost per time card processed below \$3.02.
3. To keep cost per account center maintained below \$9.23.

PERFORMANCE INDICATORS	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND				
1. Invoices submitted	29,527	33,000	33,000	33,000
2. Employees on payroll	685	680	680	680
3. Official Board meetings requiring minutes	52	50	50	50
4. Accounting account/centers to be maintained	11,905	12,000	12,200	12,200
WORKLOAD				
1. Invoices processed	29,527	32,000	33,000	33,000
2. Time cards processed	39,650	37,500	37,500	37,500
3. Board meetings minutes recorded	52	50	50	50
4. Account/centers maintained	11,905	12,000	12,200	12,200
PRODUCTIVITY				
1. Cost per invoice processed (35%)	\$4.05	\$3.91	\$4.00	\$4.00
2. Cost per time card processed (30%)	\$2.59	\$2.86	\$3.02	\$3.02
3. Cost per Board meeting minutes recorded (5%)	\$328.71	\$357.18	\$377.42	\$377.42
4. Cost per account/center maintained (30%)	\$8.61	\$8.82	\$9.23	\$9.23

EFFECTIVENESS				
1. Claims lost or misplaced	0	0	0	0

ANALYSIS:

For the Auditor's Business/Finance program, non-salary costs are recommended to increase 4.6%, or \$500 over current budgeted amounts. This small increase is part of the Auditor's emphasis on continuing professional education for office staff.

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

There were no organizational change requests made for this program.

The Business/Finance 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.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	BUDGET
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	\$0	\$300	\$300	\$300	\$300
TOTAL REVENUES	\$0	\$300	\$300	\$300	\$300
APPROPRIATION SUMMARY:					
Personal Services	\$335,819	\$346,303	\$311,830	\$366,049	\$365,495
Equipment	104	1,000	1,000	1,000	1,000
Expenses	1,526	3,275	3,275	3,775	3,775
Supplies	4,412	6,600	6,600	6,600	6,600
TOTAL APPROPRIATIONS	\$341,861	\$357,178	\$322,705	\$377,424	\$376,870

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 \$1.92.					
2. To keep cost per TIF District Administered \$_____.					
PERFORMANCE INDICATORS		2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND					
1. Parcels to be taxed		75,230	75,700	75,800	75,800
2. Real estate transactions requested		7,728	7,750	7,700	7,700
3. Tax Increment Financing Districts (TIF) within the County		41	54	69	69
4. Local budgets to be certified		49	49	49	49
WORKLOAD					
1. Parcels taxed		75,230	75,700	75,800	75,800
2. Real estate transactions processed		7,728	7,750	7,700	7,700
3. Tax Increment Financing Districts total valuation		\$301,009,066	\$330,211,484	\$369,081,487	\$369,081,487
4. Local budgets certified		49	49	49	49
PRODUCTIVITY					
1. Cost per parcels taxed (50%)		\$1.59	\$1.91	\$1.92	\$1.92
2. Cost per real estate transaction processed (20%)		\$6.19	\$7.47	\$7.57	\$7.57
3. Cost per TIF District Administered (15%)		\$876.24	\$804.23	\$633.72	\$633.72
4. Cost per local budget certified (15%)		\$733.18	\$886.30	\$892.37	\$892.37
EFFECTIVENESS					
1. Dollar amount of licenses, permits and fees		\$50,130	\$48,200	\$49,200	\$49,200
ANALYSIS:					
<p>For the Auditor's Taxation program, non-salary costs are recommended to increase \$900 over current budgeted amounts. This amount is part of the Auditor's department-wide effort to promote an increase in professional educational opportunities for staff.</p> <p>Revenues are also recommended to increase from FY09. The majority of this program's revenues are derived from real estate transfer fees. These revenues have been static, or declining slightly, in recent years along with the housing market. However fees charged for liquor licenses have been rising and more than offset the decline in transfer fees.</p> <p>Several PPB indicators are highlighted as follows: This program used to track tax credit information at the parcel level but following the conversion to a new third party tax system that information became unavailable and was subsequently replaced with Tax Increment</p>		<p>Financing (TIF) information. Indicators D.3, W.3, and P.3 track the growth and administrative cost of TIF districts within Scott County. The addition of this information is designed to keep the Board aware of the growing use of TIF financing and the subsequent loss of taxable valuation. Data for the budget year under review was compiled in early January and shows TIF increment (W.4) increased by nearly \$39 million.</p> <p>There are no budget issues identified for this program.</p>			

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	BUDGET
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	1.00
194-C Platroom Draftsman	-	-	-	-	-
177-C Tax Aide	3.00	2.00	2.00	2.00	2.00
TOTAL POSITIONS	5.30	4.30	4.30	4.30	4.30
REVENUE SUMMARY:					
Licenses and Permits	\$8,330	\$5,600	\$5,600	\$6,600	\$6,600
Fees and Charges	41,800	42,600	42,600	42,600	42,600
TOTAL REVENUES	\$50,130	\$48,200	\$48,200	\$49,200	\$49,200
APPROPRIATION SUMMARY:					
Personal Services	\$236,719	\$280,505	\$235,930	\$281,589	\$283,395
Equipment	-	1,000	1,000	1,000	1,000
Expenses	1,658	4,120	4,120	5,020	5,020
Supplies	1,129	3,900	3,900	3,900	3,900
TOTAL APPROPRIATIONS	\$239,506	\$289,525	\$244,950	\$291,509	\$293,315

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	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
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DEMAND				
1. Authorized positions	28.15	29.15	29.15	29.15
2. Annual Departmental budget	\$2,922,601	\$3,231,873	\$3,413,995	\$333,463
3. Annual # of Capital projects managed	16	17	12	12
4. Annual cost of Capital projects managed	\$6,623,513	\$6,463,000	\$9,000,000	\$9,000,000
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	16%	15%	15%	15%
2. Percent of workload - program management - Building Maintenance	15%	12%	12%	12%
3. Percent of workload - program management - Custodial Services	10%	12%	10%	10%
4. Percent of workload - Capital projects	28%	35%	35%	35%
5. Percent of workload - external programs/grants/projects/misc.	16%	10%	10%	10%
6. Percent of workload - program management - Support Services	15%	16%	18%	18%

PRODUCTIVITY				
1. Administrative cost as a percent of departmental budget	7.20%	7.25%	7.30%	6.90%
2. Administrative personnel as a percent of departmental personnel	7.10%	6.86%	6.90%	6.86%
3. Administrative cost per authorized position	\$4,198	\$4,000	\$4,200	\$7,934
4. Administrative cost per Capital project dollar cost.	\$0.0089	\$0.0140	\$0.0150	\$0.0257
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%	N/A	N/A	N/A
2. Program performance budget objectives accomplished	90%	90%	90%	90%
3. Percent of department objectives accomplished	85%	90%	90%	90%
4. Percent of Capital projects completed on time	80%	85%	85%	85%
5. Percentile of internal Employee Satisfaction measurements				

ANALYSIS:

<p>Total FY10 appropriations for the total department are recommended to increase 3.2% over current budgeted levels. Non-salary costs are recommended to decrease 0.1% over current budgeted levels for the total department. Revenues are recommended to decrease 9.5% over current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are recommended to increase 35.4% over current budgeted amounts.</p> <p>Organizational change requests for the department are as follows: increased staffing and possible reorganization to accommodate additional spaces related to the Tremont Jail/Patrol as well as in anticipation of the new SECC facility in FY11.</p> <p>The primary reasons for revenue changes from current budget levels are the unpredictability of reimbursements from the state.</p>	<p>The primary reasons for total departmental appropriation changes from current budget levels are normal inflationary as well as a missing budget amount in personnel services for the previous fiscal year.</p> <p>The increase in non-salary costs for this program is primarily due to the transfer of all 800 MHZ radio charges to the administration program.</p> <p>Several PPB Indicators are highlighted as follows: Most indicators are budgeted at expected levels. Capital projects and total department budget indicators (D2, D4) are expected to trend higher with additional capital projects (Tremont and SECC) as well as additional operating resources required with the new spaces.</p>	<p>This departmental budget supports the County's Target Issues and Management Agenda through the work on the Jail project, the Tremont Renovation, Dispatch Consolidation, Courthouse Renovation and work on intergovernmental cooperative efforts.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	BUDGET
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	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	\$0	\$0	\$0
Miscellaneous	1,325	800	800	816	816
TOTAL REVENUES	\$1,325	\$1,100	\$800	\$816	\$816
APPROPRIATION SUMMARY:					
Personal Services	\$190,048	\$204,227	\$204,138	\$211,096	\$210,644
Expenses	13,299	9,990	13,140	15,140	15,140
Supplies	7,688	4,905	4,905	5,034	5,034
TOTAL APPROPRIATIONS	\$211,035	\$219,122	\$222,183	\$231,270	\$230,818

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 \$1.75.

PERFORMANCE INDICATORS	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND				
1. Number of departments/agencies supported	32	32	32	32
2. Square feet of buildings maintained	454,170	454,170	460,170	460,170
3. Square feet of grounds maintained	606,955	606,955	600,955	600,955
4. Total square feet maintained	1,061,125	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	3,059	3,200	3,200	3,200
2. Number of preventive service calls	1,349	1,700	2,000	2,000
3. Total number of service calls	4,408	4,900	5,200	5,200
4. Total number of man-hours per period	15,653	16,660	18,200	18,200
PRODUCTIVITY				
1. Man hours per square foot	0.014	0.014	0.018	0.017
2. Staff cost per square foot	\$0.40	\$0.43	\$0.48	\$0.48
3. Total maintenance cost per square foot	\$1.350	\$1.600	\$1.600	\$1.650
4. Avg. # of external requests per location	255	267	267	267
5. Avg # of preventive service calls per location	112	142	167	167
6. Avg # of service calls per department/agency	138	153	162	162

EFFECTIVENESS				
1. Program percentile of Quality Enhancement Survey tools	89%	N/A	N/A	N/A

ANALYSIS:

<p>For this program, non-salary costs are recommended to increase 0.7% over current budgeted amounts.</p> <p>Organizational change requests for the department are as follows: increased staffing and possible reorganization to accommodate additional spaces related to the Tremont Jail/Patrol as well as in anticipation of the new SECC facility in FY11.</p> <p>The Tremont Jail/Patrol project has been postponed for this fiscal year, and organization changes requests were not recommended.</p>	<p>The primary reasons for revenue changes from current budget levels are the unpredictability of reimbursements from the state.</p> <p>The primary reasons for appropriation changes from current budget levels are: for this program, changes are inflationary only.</p> <p>Several PPB Indicators are highlighted as follows:</p> <ol style="list-style-type: none"> 1) All workload and productivity measures are expected to see the impact of additional spaces and staff in the next two fiscal years. 2) Maintenance cost (P3) from FY08 to FY09 saw an increase due to additional higher cost space (jail). 3) The average number of calls is trending upward. This trend merits on-going attention, especially as additional new spaces come on line. 	
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	BUDGET
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	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	8.99	8.99	8.99	8.99	8.99
REVENUE SUMMARY:					
Intergovernmental	\$37,882	\$48,000	\$38,000	\$39,500	\$39,500
Miscellaneous	4,579	3,650	3,535	3,650	3,650
Sales General Fixed Assets	-	1,500	1,000	1,500	1,500
TOTAL REVENUES	\$42,461	\$53,150	\$42,535	\$44,650	\$44,650
APPROPRIATION SUMMARY:					
Personal Services	\$439,923	\$476,729	\$484,160	\$503,668	\$501,018
Equipment	14,657	34,000	34,000	21,850	21,850
Expenses	886,175	1,095,475	1,018,930	1,124,434	1,104,434
Supplies	122,705	90,100	93,175	101,275	101,275
TOTAL APPROPRIATIONS	\$1,463,460	\$1,696,304	\$1,630,265	\$1,751,227	\$1,728,577

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 \$2.60.

PERFORMANCE INDICATORS	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
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DEMAND

1. Number of departments/agencies supported	30	30	30	30
2. Square feet of buildings maintained	199,805	199,805	199,805	199,805
3. Number of remote sites serviced	2	2	2	2

WORKLOAD

1. Man hours - total per period	22,471	21,854	23,000	23,000
2. # of hard surface floor maintenance units performed	834,578	650,000	700,000	700,000
3. # of carpet floor maintenance units performed	218,567	220,000	220,000	220,000
4. # of client worker hours supervised	3,008	3,000	3,000	3,000

PRODUCTIVITY

1. Man hours per square foot	0.112	0.109	0.115	0.115
2. Custodial staff cost per square foot	\$2.26	\$2.25	\$2.37	\$2.54
3. Total custodial cost per square foot	\$2.440	\$2.400	\$2.500	\$2.750

EFFECTIVENESS

1. Program percentile of Quality Enhancement Survey tools	89%	N/A	N/A	N/A
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ANALYSIS:

For this program, non-salary costs are recommended to decrease 3.5% over current budgeted amounts.

There are no revenue changes for this program.

The primary reasons for appropriation changes from current budget levels are: inflationary increases and movement of some expenses (radio fees) amongst programs.

Several PPB Indicators are highlighted as follows:

1) Inflationary staff costs continue to push square foot costs higher as one would anticipate.

2) All other indicators remain steady, however increased spaces and staff will impact most demand workload and productivity factors in the next two fiscal years.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	BUDGET
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	8.15	8.15	8.15	8.60	8.15
TOTAL POSITIONS	11.15	11.15	11.15	11.60	11.15
REVENUE SUMMARY:					
Miscellaneous	\$34	\$162	\$100	\$150	\$162
TOTAL REVENUES	\$34	\$162	\$100	\$162	\$162
APPROPRIATION SUMMARY:					
Personal Services	\$464,587	\$482,534	\$495,897	\$508,261	\$499,731
Equipment	4,883	6,600	6,600	6,600	6,600
Expenses	2,267	5,400	2,950	2,950	2,950
Supplies	29,405	30,000	30,000	31,000	31,000
TOTAL APPROPRIATIONS	\$501,142	\$524,534	\$535,447	\$548,811	\$540,281

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 850 purchase requisitions.
2. To keep cost per copy made below \$.06 per copy average between color and B/W.
3. To save \$13,000 due to presorting outgoing mail.

PERFORMANCE INDICATORS	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND				
1. Purchase requisitions received	1,113	880	850	650
2. Number of pieces of outgoing mail	528,269	675,000	635,000	635,000
3. Requests for copies (Print Shop) - County/other	716 / 196	1000 / 200	850 / 200	850 /200
4. Number of WP documents /HR application entries for other depts	1,314	3	-	-
5. Number of pages of documents imaged	746,690	775,000	745,000	745,000
6. Number of departments requesting imaging services	5	5	7	7
WORKLOAD				
1. Number of purchase orders issued	1,113	880	850	850
2. Number of pieces of mail pre-sorted	491,571	475,000	450,000	450,000
3. Number of copies- (Print Shop)	1,881,009	1,250,000	1,250,000	1,250,000
4. Number of WP documents /HR application entries for other depts	1,314	3	0	-
5. Number of pages of documents imaged	746,690	775,000	750,000	750,000
6. Number of document types being imaged for all departments	39	60	65	65
PRODUCTIVITY				
1. Average dollar amount per purchase order	\$4,545	\$6,500	\$5,000	\$4,118
2. Average cost per piece of outgoing mail	\$0.470	\$0.870	\$0.850	\$0.850
3. Cost per copy made (Print Shop)	\$0.028	\$0.065	\$0.050	\$0.050
4. Number of WP documents /HR application entries for other depts	1,314	3	-	-
5. Hours spent on imaging- including quality control and doc prep	1,529	1,600	2,000	2,000
6. Number of boxes sent to 30 day holding/warehouse	212	250	250	250
EFFECTIVENESS				
1. Dollar amount spent on purchase orders	\$5,058,780	\$2,250,000	\$3,500,000	\$3,500,000
2. Dollar amount saved between delivered price - highest bid	\$1,129,739	\$700,000	\$750,000	\$750,000
3. Dollar amount saved by using pre-sort	\$26,420	\$15,000	\$13,000	\$13,000
4. Percent of outgoing mail pre-sorted	93%	90%	90%	90%
5. Dollar value of NAEIR items received	\$21,566	\$10,000	\$10,000	\$10,000

ANALYSIS:

For this program, non-salary costs are recommended to decrease 2.6% over current budgeted amounts.

The primary reasons for appropriation changes from current budget levels are:the deferral of additional equipment to support the imaging and records management functions and reduction in non-election year postage expense.

Several PPB Indicators are highlighted as follows:

- 1) The average cost per piece of mail (P2) is trending much higher due to changes in postal regulations and higher per piece mailings.
- 2) Work for other departments is down (D4, P4), however imaging (D5, W5, P5) continues to grow in this program.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	BUDGET
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	3.00	3.00	3.00	3.00	3.00
TOTAL POSITIONS	7.00	7.00	7.00	7.00	7.00
REVENUE SUMMARY:					
Intergovernmental	\$106,585	\$111,000	\$103,000	\$105,000	\$105,000
Fees and Charges	11,354	15,500	12,500	13,000	13,000
Miscellaneous	190	500	250	500	500
TOTAL REVENUES	\$118,129	\$127,000	\$115,750	\$118,500	\$118,500
APPROPRIATION SUMMARY:					
Personal Services	\$317,397	\$283,798	\$339,953	\$339,462	\$339,062
Equipment	3,587	2,500	2,500	51,000	2,500
Expenses	354,443	446,415	440,300	432,000	432,000
Supplies	72,967	59,200	59,200	60,225	60,225
TOTAL APPROPRIATIONS	\$748,394	\$791,913	\$841,953	\$882,687	\$833,787

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	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND				
1. Employee bargaining units	5	5	5	5
2. Position vacancies/# classifications/# departments	37/165/15	30/200/15	30/200/15	30/200/15
3. Eligible benefits enrollees	422	445	430	430
4. Authorized personnel (FTE's)	452.22	455.22	457.00	457.00
5. Discrimination complaints received	1	0	-	-
6. Training requests - mandatory/voluntary	1/21	6/25	6/25	6/25
WORKLOAD				
1. Contracts negotiated/grievances and disputes received	0/9	3/9	3/9	3/9
2. # Jobs posted/interviews conducted/job-dept studies requested	58/194/14-0	60/200/21-0	60/200/21-0	60/200/21-0
3. # of enrollment actions/# of extensive research inquiries	422/0	450/12	450/12	450/12
4. Wage system administration actions	534	465	500	500
5. # EEO complaints reviewed	1	-	-	-
6. # training sessions conducted/# of employees served	22/229	35/380	35/380	35/380
PRODUCTIVITY				
1. # of meetings related to labor relations	34	40	40	40
2. # of vacancies filled/Number of job-dept studies completed	74/14-0	60/4-4	60/4-4	60/4-4
3. % of time of HR staff spent in benefit administration	65%	60%	60%	60%
4. % of time of HR staff spent in wage administration activities	14%	15%	15%	15%
5. Cost per hour of training delivered/cost per attendee	\$172.94/\$109.04	\$200/\$100	\$200/\$100	\$200/\$100
6. % of time of HR staff spent on EEO activities	6%	10%	10%	10%
EFFECTIVENESS				
1. % Impasse items resolved in County's favor/ grievances w/o arb.	0%/3	100%	100%	100%
2. % jobs filled within 5 weeks of posting close date	72%	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	0/6	0/4	0/4	0/4
6. % of employees served in training/% rating delivery high	12%/83%	30%/85%	30%/85%	30%/85%

ANALYSIS:

<p>Total FY10 appropriations for the total department are recommended to increase 4.3% over current budgeted levels. Non-salary costs are recommended to increase 0.8% over current budgeted levels for the total department. Revenues are recommended to increase \$650 over current budgeted amounts for the total department.</p> <p>The slight increase to non-salary costs is the net result of a \$750 decrease in recommended travel expenses and increases to the funding for EAP Services and training supplies. The current contract for EAP will expire this year and an increase is expected under the new contract. The increase to training supplies brings this line item to its actual 2 year average.</p> <p>Non-salary costs for the current year of FY09 are projected to exceed budget by \$1,550. This is primarily due to the same items listed in the paragraph above.</p>	<p>There were no organizational change requests submitted for the HR department.</p> <p>Several PPB Indicators are highlighted as follows: There will be 3 union contracts negotiated (W.1) for FY10 - the Secondary Roads union, the Deputy Sheriff's Association, and the CWA (dispatchers). These contracts will be negotiated during the current year to take effect at the beginning of FY10.</p> <p>The number of meetings related to labor relations (P.1) is increasing in part due to the aforementioned contract negotiations.</p> <p>The percent of time spent by staff in benefit administration (P.3) reflects the duties of the Benefit Coordinator position, not the entire HR staff.</p> <p>There were no budget issues identified for further Board review related to this program.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	BUDGET
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	\$2,815	\$100	\$1,620	\$750	\$750
TOTAL REVENUES	\$2,815	\$100	\$1,620	\$750	\$750
APPROPRIATION SUMMARY:					
Personal Services	\$252,925	\$265,998	\$266,998	\$281,505	\$280,944
Expenses	122,939	118,000	119,050	118,500	118,500
Supplies	3,992	3,400	3,900	3,900	3,900
TOTAL APPROPRIATIONS	\$379,856	\$387,398	\$389,948	\$403,905	\$403,344

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		2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND					
1. Authorized personnel (FTE's)		11	12	12	12
2. Departmental budget		1,169,939	1,396,658	1,439,171	1,436,934
3. Annual cost of Information Technology Capital Projects managed		858,254	1,722,000	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		10.0%	9.4%	9.1%	9.1%
2. Administrative personnel as a percent of departmental personnel		9.0%	8.3%	8.5%	8.5%
EFFECTIVENESS					
1. Program performance budget objectives accomplished		2	2	2	2
2. Percentile of internal Employee Satisfaction measurements		TBD	TBD	TBD	TBD
ANALYSIS:					
<p>Total FY10 appropriations for the total department are recommended to increase 3.0% over current budgeted levels. Non-salary costs are recommended to remain unchanged at current budgeted levels for the total department. Revenues are also recommended to remain at FY09 levels.</p> <p>For the IT Administration program, non-salary costs are recommended to remain at current budgeted amounts. This is the sixth straight year this program has requested no increase in non-salary appropriation funding.</p> <p>There were no organizational change requests made by the department for the budget year under review. During FY09 one FTE was added (D.1) to allow for a GIS Analyst position to maintain and manage the GIS system, as well as to provide support for County offices and departments as they deploy and use GIS applications in daily operations.</p> <p>Information Technology capital projects tracked by this program (D.3) increased during FY09 primarily due to the development and provide support for County offices and departments as they deploy and use GIS implementation of the county-wide GIS system. A substantial amount of the CIP projection for FY09 was moved from the original FY08 CIP budget.</p> <p>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 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> <p>Budget issues identified for further Board review during the budget process include the IT CIP budget.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	2009-10
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	\$117,115	\$122,229	\$122,229	\$125,971	\$125,700
Expenses	3,539	3,300	3,300	3,300	3,300
Supplies	588	1,200	1,200	1,200	1,200
TOTAL APPROPRIATIONS	\$121,242	\$126,729	\$126,729	\$130,471	\$130,200

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		2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND					
1. Number of Network Client Accounts (County-Other)		669-182	675-150	675-150	675-150
2. Number of E-mail Accounts (County-Other)		603-53	625-75	625-75	625-75
3. Number of Network Nodes (PC's-TC's-Printers-Servers)		451-101-177-52	550-50-180-50	550-50-180-50	550-50-180-50
4. Number of Telephones (Handsets-Faxes-Modems)		803-38-24	825-40-20	825-40-20	825-40-20
5. Number of LAN-WAN Edge Devices (Routers-Switches-Others)		15-73-25	15-80-25	15-80-25	15-80-25
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)		5835-1948	5900-2150	5900-2150	5900-2150
4. Number of Opened Work Orders		1844	1900	1900	1900
5. Number of Outstanding Work Orders		68	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		1,823	1,900	1,900	1,900
EFFECTIVENESS					
1. Percent of Completed Work Orders to Total Work Orders		99%	99.00%	99.00%	99.00%
ANALYSIS:					
<p>For the Information Technology program, non-salary costs are recommended to remain unchanged at current budgeted amounts. Revenues for this program are fairly consistent year to year and are also recommended to remain unchanged.</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>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	2009-10
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	1.00	1.00
187-A Help Desk Specialist	1.00	1.00	1.00	1.00	1.00
TOTAL POSITIONS	10.00	11.00	11.00	11.00	11.00
REVENUE SUMMARY:					
Intergovernmental	\$35,767	\$35,904	\$35,904	\$35,904	\$35,904
Fees and Charges	1,142	2,500	2,500	2,500	2,500
Miscellaneous	33	2,500	2,500	2,500	2,500
TOTAL REVENUES	\$36,942	\$40,904	\$40,904	\$40,904	\$40,904
APPROPRIATION SUMMARY:					
Personal Services	\$785,828	\$881,179	\$881,179	\$919,950	\$918,014
Equipment	3,007	1,500	1,500	1,500	1,500
Expenses	297,265	372,750	372,750	372,750	372,750
Supplies	2,735	14,500	14,500	14,500	14,500
TOTAL APPROPRIATIONS	\$1,088,835	\$1,269,929	\$1,269,929	\$1,308,700	\$1,306,764

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	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND				
1. Number of site visits/inspections to be performed	10	5	5	5
2. Number of auto accidents reported	38	20	20	20
3. Number of worker's compensation claims filed	59	60	60	60
4. Number of employees/departments served	125	150	150	150
5. Number of property claims reported	1	8	8	8
6. Number of liability claims/OSHA complaints reported	12'0	15'0	15'0	15'0
WORKLOAD				
1. Number of site visits/safety inspections conducted	10	5	5	5
2. Number of auto accidents investigated	38	30	30	30
3. Number of worker's compensation claims reviewed	101	90	100	100
4. Number of prevention/mitigation requests reviewed	135	150	150	150
5. Number of property claims investigated	1	5	7	7
6. Number of liability claims investigated/OSHA complaints resolved	12/0	15'0	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	30%	30%	30%	30%
4. Time spent on reviewing prevention/mitigation items	30%	30%	30%	30%
5. Time spent on reviewing property claims	0%	5%	5%	5%
6. Time spent reviewing liability/OSHA complaints	30%	25%	25%	25%
EFFECTIVENESS				
1. Performance objectives achieved	100%	100%	100%	100%
2. Dollar amount of worker's compensation claims	\$183,004	\$545,000	\$250,000	\$250,000
3. Dollar amount of auto claims	\$82,174	\$70,000	\$75,000	\$75,000
4. Dollar amount of property claims	\$17,381	\$30,000	\$30,000	\$30,000
5. Dollar amount of liability claims	\$164,941	\$70,000	\$70,000	\$70,000

ANALYSIS:

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.

Actual dollars spent on judgments and claims that were finalized during FY08 are listed under effectiveness indicators (E.2 through E.5).

Total payments made on judgments and claims vary greatly from year to year. Total payments made during FY08 and the four previous years are as follows: FY08 - \$447,500; FY07 - \$425,427; FY06 - \$377,024; FY05 - \$266,799; FY04 - \$148,853. The average amount of claim losses during the five year period calculates to \$333,121. The average payout during this period was greatly below this years recommended budget due to

the historically low payout during FY04. Current year projections are \$380,000 above the five-year average based on data available at this time. This high level of projected claims for FY09 includes a large one-time payout for a structured settlement on a workmen's compensation claim.

Claim losses for FY10 are budgeted at \$425,000. This is only slightly higher than the 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.

Overall, total non-salary costs are recommended to decrease by \$455 from the FY08 due to decreases in funding for travel and schools of instruction.

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.

The remaining indicators are approved as submitted by the Risk Manager.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	2009-10
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:					
Fees and Charges	\$20	\$4	\$20	\$20	\$20
Miscellaneous	27,353	48,050	250,000	50,000	50,000
TOTAL REVENUE	\$27,373	\$48,054	\$250,020	\$50,020	\$50,020
APPROPRIATION SUMMARY:					
Personal Services	\$82,950	\$89,056	\$90,447	\$92,730	\$92,522
Expenses	1,021,771	1,098,245	1,335,808	1,097,790	1,097,790
Supplies	684	1,350	1,350	1,350	1,350
TOTAL APPROPRIATIONS	\$1,105,405	\$1,188,651	\$1,427,605	\$1,191,870	\$1,191,662

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 400 resolutions.					
PERFORMANCE INDICATORS		2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND					
1. Board of Supervisor meetings scheduled		93	85	85	85
2. Dollar value of operating budget					
3. Dollar value of Capital Improvement Plan (CIP)					
4. Agenda items to be considered		435	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		442	400	400	400
3. Agenda items considered		434	450	450	450
PRODUCTIVITY					
1. Departmental expenditures as a percent of total County expenditures		0.37%	0.37%	0.37%	0.37%
EFFECTIVENESS					
1. Program performance budget objectives accomplished		66%	100%	100%	100%
2. Percent of target issue action steps completed.		54%	85%	30%	30%
3. Board members' attendance at authorized agency meetings		80%	80%	80%	80%
ANALYSIS:					
<p>Total FY10 appropriations for the total department are recommended to decrease 2.6% below current budgeted levels. Non-salary costs are recommended to increase 12.7% over current budgeted levels for the total department. Revenues are recommended to remain the same.</p> <p>The primary reason for appropriation changes from current budget levels is a slight increase of \$1,350 for books and periodicals 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 30% because this is a 2-year plan that begins July 2009.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	2009-10
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	\$0	\$100	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$100	\$0	\$0	\$0
APPROPRIATION SUMMARY:					
Personal Services	\$241,972	\$257,416	\$249,345	\$262,954	\$253,089
Expenses	7,624	10,800	10,900	10,900	10,900
Supplies	1,732	575	1,925	1,925	1,925
TOTAL APPROPRIATIONS	\$251,328	\$268,791	\$262,170	\$275,779	\$265,914

SERVICE AREA: Interprogram Services		PROGRAM: Treasurer Administration (30A)			
ACTIVITY: Policy & Administration		ORGANIZATION: Treasurer			
PROGRAM MISSION: To provide consistent policies and procedures for all citizens by offering skillful, efficient, responsive, versatile, involved, courteous and excellent customer service					
PROGRAM OBJECTIVES: 1. To maintain administrative costs as a percent of the departmental budget at or below 10.25%.					
PERFORMANCE INDICATORS		2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND					
1. Authorized personnel (FTE's)		28.6	28.6	28.6	28.6
2. Department budget		\$1,617,393	\$1,787,996	\$1,820,586	\$1,816,560
3. Organizations requiring liaison and coordination		23	23	23	23
WORKLOAD					
1. Percent of time spent on personnel administration		35%	35%	35%	35%
2. Percent of time spent on fiscal management		35%	35%	35%	35%
3. Percent of time spent on liaison activities and coordination		5%	5%	5%	5%
4. Percent of time spent on miscellaneous activities		25%	25%	25%	25%
PRODUCTIVITY					
1. Administration cost as a percent of departmental budget		10.20%	9.79%	10.02%	10.02%
2. Administration personnel as a percent of departmental personnel		7%	7%	7%	7%
EFFECTIVENESS					
1. Program performance budget objectives accomplished		54%	85%	85%	85%
ANALYSIS:					
<p>Total FY10 appropriations for the total department are recommended to increase 3.8% over current budgeted levels. Non-salary costs are recommended to decrease 2.9% from current budgeted levels for the total department. Revenues are also recommended to decrease 14.0% from current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are recommended to increase \$950 over current budgeted amounts. This increase is the net of small increases to several line items, ranging in amounts from \$50 to \$500.</p> <p>There were no organizational change requests submitted by this department.</p> <p>The primary reasons for the departmental revenue decline from the current budget levels are discussed in the analysis of the remaining Treasurer's programs. The Treasurer's Administration 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	2007-08	2008-09	2008-09	2009-10	2009-10
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	\$157,972	\$165,279	\$165,247	\$172,346	\$169,237
Expenses	5,861	7,730	8,430	8,680	8,680
Supplies	820	1,350	1,350	1,350	1,350
TOTAL APPROPRIATIONS	\$164,653	\$174,359	\$175,027	\$182,376	\$179,267

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

- PROGRAM OBJECTIVES:**
1. To collect \$565,000 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	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND				
1. Total number property tax/special assessment statements issued	181,195	188,000	188,000	188,000
2. Dollar value of tax certification	\$210,294,826	\$223,092,062	\$234,250,000	\$234,250,000
3. Number of tax certificates issued	2,116	1,800	1,800	1,800
4. Number of elderly tax credit applications	691	800	800	800
5. Total dollar property taxes received over counter	\$16,248,733	\$15,616,444	\$16,397,500	\$16,397,500
6. Total dollar property taxes received by mail/lock box	\$193,432,252	\$196,321,015	\$206,140,000	\$206,140,000
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	\$209,445,543	\$221,976,602	\$233,078,750	\$233,078,750
3. Number of tax certificates redeemed	1,837	1,800	1,800	1,800
4. Number of elderly tax credits approved/processed by State	965	800	800	800
5. Total dollar property taxes processed over counter	\$16,248,733	\$15,616,444	\$16,397,500	\$16,397,500
6. Total dollar property taxes processed by mail/lock box	\$193,432,252	\$196,321,015	\$206,140,000	\$206,140,000
PRODUCTIVITY				
1. Cost per property tax/special assessment statement issued-94%	2.14	\$2.28	\$2.36	\$2.36
2. Cost per tax certificate issued and/or redeemed-3%	5.86	\$7.63	\$7.88	\$7.88
3. Cost per elderly tax credit application processed-3%	12.85	\$17.17	\$17.72	\$17.72
4. Average dollar property taxes processed/window clerk/day	\$11,992	\$9,760	\$10,248	\$10,248
EFFECTIVENESS				
1. Percent of taxes collected on current year's levy	99.60%	99.50%	99.50%	99.50%
2. Total dollars of interest & penalties retained by County	\$556,499	\$550,000	\$565,000	\$565,000
3. Total dollars of state credits collected	\$5,836,833	\$5,800,000	\$5,800,000	\$5,800,000
4. Total dollars of abated and suspended taxes	\$1,226,516	\$400,000	\$400,000	\$400,000
5. Percent total property taxes processed over counter	7.36%	7.00%	7.00%	7.00%
6. Percent total property taxes processed by mail/lock box	87.60%	88.00%	88.00%	88.00%

ANALYSIS:

<p>For the Treasurer's Tax program, non-salary costs are recommended to decrease 8.7% from current budgeted amounts. This represents the 5th straight year non-salary appropriations for this program have been static or declined.</p> <p>Revenues are recommended to decrease by 5.3%, or \$50,900. This is due to a reduction in the amount of penalties and interest retained by the County. This assessment comes from the lack of delinquent properties outstanding as of the beginning of FY09 and a comparison of FY08 actual collections.</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 5% growth factor. This figure does not include Gas & Electric Replacement taxes, which 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 or records processed. The department is pursuing programming improvements to correct this deficiency.</p> <p>The total amount of abated and suspended taxes (E.4) for FY08 was high because of a judgment against the State of Iowa regarding the taxation of a Credit Union. This one abatement resulted in nearly \$725,000 on taxes being removed from the collectable rolls.</p> <p>The remaining indicators are similar to past years and expected to remain consistent.</p> <p>This program has no budget issues for Board consideration.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	2009-10
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	\$731,456	\$775,000	\$710,000	\$725,000	\$725,000
Fees and Charges	188,439	170,525	170,525	170,625	170,625
Miscellaneous	7,971	10,000	10,000	9,000	9,000
TOTAL REVENUES	\$927,866	\$955,525	\$890,525	\$904,625	\$904,625
APPROPRIATION SUMMARY:					
Personal Services	\$390,391	\$423,159	\$423,171	\$440,915	\$440,655
Expenses	13,390	16,320	16,320	16,320	16,320
Supplies	9,671	18,300	18,300	15,300	15,300
TOTAL APPROPRIATIONS	\$413,452	\$457,779	\$457,791	\$472,535	\$472,275

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 \$665,000.00 or more in investment income.				
PERFORMANCE INDICATORS	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 REQUEST	2009-10 ADOPTED
DEMAND				
1. Number of miscellaneous receipts received	3,619	3,650	3,700	3,700
2. Number of travel advances requested/parking tickets issued	293/178	150/250	200/250	200/250
3. Number of warrants/health claims drawn on bank for payment	15,226	16,000	16,000	16,000
4. Dollar value principle and interest due on bonds	\$1,366,930	\$1,367,020	\$1,368,528	\$1,368,528
5. Number receipt errors detected during reconciliation process	233	200	200	200
6. Dollar amount available for investment annually	\$331,276,868	\$335,000,000	\$345,000,000	\$345,000,000
WORKLOAD				
1. Number miscellaneous receipts issued	3,619	3,650	3,700	3,700
2. Number travel advances issued/parking tickets paid/dismissed	293/114	150/350	200/250	200/250
3. Number warrants/health claims paid by Treasurer	15,226	16,000	16,000	16,000
4. Dollar value principle & interest paid on bonds	\$1,366,930	\$1,367,020	\$1,368,528	\$1,368,528
5. Number receipt errors corrected during reconciliation process	94	130	100	100
6. Number of investment transactions processed	2,694	2,600	2,700	2,700
PRODUCTIVITY				
1. Cost per miscellaneous receipt issued (20%)	\$16.26	\$18.71	\$18.28	\$18.28
2. Cost travel advance issued (5%)	\$50.22	\$109.16	\$84.52	\$84.52
3. Cost per warrant processed (30%)	\$5.80	\$6.14	\$6.34	\$6.34
4. Cost per receipt error (10%)	\$126.29	\$163.74	\$169.05	\$169.05
5. Cost per investment transaction (30%)	\$32.77	\$37.78	\$37.56	\$37.56
EFFECTIVENESS				
1. Dollar amount of miscellaneous receipts collected	\$33,870,638	\$33,000,000	\$33,000,000	\$33,000,000
2. Total cash over (short) due to receipt error	\$1,160	(\$500)	(\$500)	(\$500)
3. Number checks returned-insufficient funds	362	500	500	500
4. Number motor vehicle & property tax refund checks issued	3,923	5,000	5,000	5,000
5. Total investment revenue from use of money/property	\$1,429,597	\$875,000	\$665,000	\$665,000
6. Treasurer's Office General fund investment revenue only				
ANALYSIS:				
<p>For the Treasurer's Accounting/Finance program, non-salary costs are recommended to increase 1.5% over current budgeted amounts.</p> <p>Revenues are recommended to decrease by 34.6% from current budgeted amounts.</p> <p>The primary reason for the recommended appropriation change from current budget levels is an increase to commercial services, which reflects the cost of the department's courier. This cost increased in FY08 due to rising fuel prices and the department does not expect the additional charges to drop in the future.</p> <p>Revenues for this program result from the investment of County funds (E.5). As we enter the second half of FY09 investment yields have been in a 24 month decline, resulting in nearly a 75% drop in money market rates during that period. It is noted that December '08 money market rates for the Treasurer were 1.38%.</p> <p>Budget estimates for FY09 interest earnings have been lowered by \$143,000 and the earnings level for FY10 was determined by using a weighted average interest rate of 1.75%. This was considered an optimistic estimate at the time of budget preparation.</p> <p>Subsequent to the submission of budget projections the Federal Reserve took the unprecedented action of lowering the target rate to a range of 0.0% to 0.25%, the lowest in history. This will have an additional effect on the downward pressure on short-term investment rates.</p> <p>There were no organizational change requests for this program.</p> <p>There are two PPB indicators highlighted as follows: 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 Deposal Refunding Bonds, the Urban Renewal Bonds issued for the River Renaissance project, and the GIS System bond. Other debt service payments made by the Treasurer's office are for the Certificates of Participation issued for the construction of the County golf course and the Jail Facilities Revenue bonds.</p> <p>Due to the reasons listed previously and the general chaotic conditions that prevail in the financial markets the Treasurer's interest income is identified as a budget issue for further Board review.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2007-08	2008-09	2008-09	2009-10	2009-10
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	\$1,368,847	\$1,017,631	\$875,000	\$665,000	\$665,000
Miscellaneous	2,615	1,600	1,600	1,700	1,700
TOTAL REVENUES	\$1,371,462	\$1,019,231	\$691,600	\$666,700	\$666,700
APPROPRIATION SUMMARY:					
Personal Services	\$255,621	\$267,612	\$270,669	\$277,325	\$277,079
Expenses	37,052	57,710	57,715	58,620	58,620
Supplies	1,588	2,150	2,150	2,150	2,150
TOTAL APPROPRIATIONS	\$294,261	\$327,472	\$330,534	\$338,095	\$337,849

