

**ADMINISTRATION (INTERPROGRAM SERVICES)
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SERVICE AREA: Administration (Interprogram Services)		PROGRAM: General Administration (11A)			
ACTIVITY: Policy & Administration		ORGANIZATION: Administration			
PROGRAM MISSION: To enhance county services for citizens and county departments by providing effective management and coordination of resources					
PROGRAM OBJECTIVES:					
1. To reduce the ratio of administration personnel as a percent of total personnel to .69%.					
2. To schedule 275 meetings with individual department heads.					
3. To schedule 85 meetings with individual Board members.					
PERFORMANCE INDICATORS		2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND					
1. Authorized personnel (FTE's)		437.75	447.32	449.12	448.82
2. Units directly supervised		9	9	9	9
3. Dollar value of operating budget		\$50,643,326	\$57,061,262	\$60,835,643	\$59,827,054
4. Dollar value of Capital Improvement Plan (CIP)		\$5,561,565	\$6,410,851	\$7,536,700	\$7,536,700
5. Jurisdiction population		159,414	159,414	159,414	159,414
WORKLOAD					
1. Board of Supervisors meetings held		85	85	85	85
2. Scheduled meetings with individual Board members		71	85	85	85
3. Agenda items forwarded to Board of Supervisors		505	500	500	500
4. Scheduled meetings with individual department heads		264	275	275	275
5. Other scheduled meetings held		336	300	300	300
PRODUCTIVITY					
1. Management cost as a percent of County budget		0.56%	0.53%	0.52%	0.52%
2. Administration personnel as a percent of total personnel		0.71%	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		85%	60%	85%	85%
3. Percentage of departments represented at dept head meetings		83%	80%	80%	80%
ANALYSIS:					
<p>Total FY07 appropriations for the total department are increasing 2.5% over current budgeted levels. Non-salary costs are decreasing 30% from current budgeted levels for the total department. Revenue is to remain the same for the total department.</p> <p>There are no organizational change requests for the department.</p> <p>The primary reasons for appropriation changes from current budget levels are due to inflationary increases, a \$1,500 decrease in travel expenses based on the last two years usage, and a decrease in supplies and cell phone line items as color printer cartridge expenditures and cell phone expenditures now come out of Information Technology's budget.</p> <p>PPB Indicators are in line with last year's actual figure. PPB Indicator (E.2) percent of target issue action steps completed is budgeted for 85% because this is a multi-year plan that ends in 2006; however, many items aren't scheduled for completion until 2009.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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	0.50	0.50	0.50	0.50	0.50
366-A Budget Coordinator	1.00	1.00	1.00	1.00	1.00
298-A Administrative Assistant	0.60	0.60	0.60	0.60	0.60
TOTAL POSITIONS	3.10	3.10	3.10	3.10	3.10
REVENUE SUMMARY:					
Miscellaneous	\$99	\$100	\$100	\$100	\$100
TOTAL REVENUES	\$99	\$100	\$100	\$100	\$100
APPROPRIATION SUMMARY:					
Personal Services	\$319,089	\$334,839	\$330,733	\$348,088	\$348,088
Expenses	6,968	9,875	8,375	8,375	7,475
Supplies	2,632	4,800	2,800	2,800	2,800
TOTAL APPROPRIATIONS	\$328,689	\$349,514	\$341,908	\$359,263	\$358,363

SERVICE AREA: Administration (Interprogram Services)		PROGRAM: Business/Finance (13D)		
ACTIVITY: Policy & Administration		ORGANIZATION: Auditor		
PROGRAM MISSION: To provide accurate and efficient implementation of the County's financial accounting system, including the timely and appropriate bi-weekly processing of the payroll and accounts payable functions by using County financial policies and generally accepted accounting principles				
PROGRAM OBJECTIVES:				
1. To keep cost per invoice processed below \$3.90.				
2. To keep cost per time card processed below \$2.80.				
3. To keep cost per account center maintained below \$8.75.				
PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND				
1. Invoices submitted	33,487	28,000	30,000	30,000
2. Employees on payroll	680	680	680	680
3. Official Board meetings requiring minutes	62	58	58	58
4. Accounting account/centers to be maintained	10,709	10,963	11,500	11,500
5. Poll workers	874	873		
WORKLOAD				
1. Invoices processed	33,487	28,000	30,000	30,000
2. Time cards processed	37,218	35,000	36,000	36,000
3. Board meetings minutes recorded	62	58	58	58
4. Account/centers maintained	10,709	10,963	11,500	11,500
PRODUCTIVITY				
1. Cost per invoice processed (35%)	\$3.31	\$4.09	\$3.90	\$3.90
2. Cost per time card processed (30%)	\$2.55	\$2.80	\$2.79	\$2.79
3. Cost per Board meeting minutes recorded (5%)	\$255.42	\$281.73	\$288.32	\$288.32
4. Cost per account/center maintained (30%)	\$8.87	\$9.52	\$8.73	\$8.73
EFFECTIVENESS				
1. Claims lost or misplaced	-	-	-	-
ANALYSIS:				
<p>For the Auditor's Business/Finance program, non-salary costs are to remain at current budgeted levels.</p> <p>Revenues for this program are minimal and are also to remain unchanged.</p> <p>There was an organizational change request submitted by this department: Hay point review of Payroll Specialist positions and increasing one part-time Payroll Specialist position to full-time to allow for the enhanced segregation of duties involved in the Community Services Department Protective Payee System. This increase of an existing part-time position was more than offset in costs by the abolishment of a part time Case Aide position in the Community Services Department. There was not a recommended change in the Hay Points of the Payroll Specialist positions.</p> <p>The PPB Indicators are consistent with past performance and are approved as presented.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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	1.50	1.50	1.50	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	4.60	4.60	4.60	5.10	5.10
REVENUE SUMMARY:					
Fees and Charges	\$200	\$500	\$500	\$500	\$500
TOTAL REVENUES	\$200	\$500	\$500	\$500	\$500
APPROPRIATION SUMMARY:					
Personal Services	\$307,287	\$315,936	\$315,029	\$323,576	\$323,576
Equipment	-	1,000	1,000	1,000	1,000
Expenses	2,808	3,275	3,275	3,275	3,275
Supplies	6,638	6,600	6,600	6,600	6,600
TOTAL APPROPRIATIONS	\$316,733	\$326,811	\$325,904	\$334,451	\$334,451

SERVICE AREA: Administration (Interprogram Services)		PROGRAM: Taxation (13E)			
ACTIVITY: Policy & Administration		ORGANIZATION: Auditor			
PROGRAM MISSION: To provide efficient and accurate taxation services to the citizens of Scott County, as well as to other County departments, by developing and maintaining complete tax records and systems					
PROGRAM OBJECTIVES:					
1. To keep cost per parcel taxed below \$1.95.					
2. To keep cost per TIF District Administered \$1,041.50.					
PERFORMANCE INDICATORS		2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND					
1. Parcels to be taxed		73,035	73,035	74,000	74,000
2. Real estate transactions requested		8,829	8,500	8,500	8,500
3. Tax Increment Financing Districts (TIF) within the County		N/A	35	41	41
4. Local budgets to be certified		49	49	49	49
WORKLOAD					
1. Parcels taxed		73,035	73,035	74,000	74,000
2. Real estate transactions processed		8,829	8,500	8,500	8,500
3. Tax Increment Financing Districts total valuation		N/A	\$235,049,744	\$235,154,427	\$235,154,427
4. Local budgets certified		49	49	49	49
PRODUCTIVITY					
1. Cost per parcels taxed (50%)		\$1.95	\$1.91	\$1.92	\$1.92
2. Cost per real estate transaction processed (20%)		\$4.47	\$6.55	\$6.70	\$6.70
3. Cost per TIF District Administered (15%)		N/A	\$1,193.54	\$1,041.50	\$1,041.50
4. Cost per local budget certified (15%)		\$125.32	\$852.53	\$871.45	\$871.45
EFFECTIVENESS					
1. Dollar amount of licenses, permits and fees		\$50,630	\$48,350	\$48,350	\$48,350
ANALYSIS:					
<p>For the Auditor's Taxation program, non-salary costs are to remain unchanged from current budgeted amounts, as are budgeted revenues.</p> <p>There were no organizational change requests for this program.</p> <p>Several PPB Indicators are highlighted as follows: There were 3 new indicators created for fiscal year 2006 - (D.3, W.3, and P.3). These indicators track the growth and administrative cost of Tax Increment Financing Districts within Scott County. These indicators replaced the tax credit information that is no longer available since the conversion to a new, third party tax system. Data for the budget year under review will be added once the deadline for TIF submission has passed.</p> <p>There are no budget issues identified for this program.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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
194-C Platroom Draftsman	0.50	0.50	0.50	0.50	0.50
177-C Tax Aide	3.00	3.00	3.00	3.00	3.00
TOTAL POSITIONS	4.80	4.80	4.80	4.80	4.80
REVENUE SUMMARY:					
Licenses and Permits	\$6,473	\$5,600	\$5,600	\$5,600	\$5,600
Fees and Charges	44,157	42,750	42,750	42,750	42,750
TOTAL REVENUES	\$50,630	\$48,350	\$48,350	\$48,350	\$48,350
APPROPRIATION SUMMARY:					
Personal Services	\$255,249	\$267,472	\$259,785	\$273,655	\$273,655
Equipment	1,046	1,000	1,000	1,000	1,000
Expenses	5,145	6,120	6,120	6,120	6,120
Supplies	1,728	3,900	3,900	3,900	3,900
TOTAL APPROPRIATIONS	\$263,168	\$278,492	\$270,805	\$284,675	\$284,675

SERVICE AREA: Administration (Interprogram Services)	PROGRAM: Facility & Support Services Administration (15A)
ACTIVITY: Central Services	ORGANIZATION: Facility & Support Services

PROGRAM MISSION: To provide responsible administrative leadership and coordination for the building maintenance, custodial, security special projects and capital improvement functions that provide facilities that are safe and pleasant for the public to conduct business in, comfortable for employees to work in and conducive to efficient, effective county government.

PROGRAM OBJECTIVES:

1. To keep administrative cost as a percent of total departmental budget below 9%.
2. To achieve at least 85% of departmental objectives.

PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND				
1. Authorized positions	24.19	24.19	25.99	25.69
2. Annual Departmental budget	\$2,275,663	\$2,409,995	\$2,673,180	\$2,587,619
3. Annual # of Capital projects managed	17	22	16	16
4. Annual cost of Capital projects managed	\$1,307,507	\$14,500,000	\$12,000,000	\$12,000,000
5. Annual # of external programs/grants/projects	6	5	5	5
6. Annual value of external programs/grants/projects	\$636,670	\$625,000	\$650,000	\$650,000
WORKLOAD				
1. Percent of workload - program management - Administration	16%	15%	10%	10%
2. Percent of workload - program management - Building Maintenance	12%	8%	8%	8%
3. Percent of workload - program management - Custodial Services	11%	10%	10%	10%
4. Percent of workload - Capital projects	28%	45%	55%	55%
5. Percent of workload - external programs/grants/projects/misc.	19%	12%	12%	12%
6. Percent of workload - program management - Support Services	14%	10%	10%	10%
PRODUCTIVITY				
1. Administrative cost as a percent of departmental budget	8.10%	8.00%	8.20%	8.20%
2. Administrative personnel as a percent of departmental personnel	8.60%	7.95%	7.20%	7.20%
3. Administrative cost per authorized position	\$4,035	\$2,950	\$2,800	\$2,800
4. Administrative cost per Capital project dollar cost.	\$0.0930	\$0.0059	\$0.0065	\$0.0065
5. Administrative cost per external program/grant/project	\$0.0550	\$0.0363	\$0.0385	\$0.0385
EFFECTIVENESS				
1. Aggregate percentile of Quality Enhancement Survey tools	89%	89%	89%	89%
2. Program performance budget objectives accomplished	89%	85%	85%	85%
3. Percent of department objectives accomplished	100%	85%	85%	85%
4. Percent of Capital projects completed on time	88%	80%	80%	80%
5. Percentile of internal Employee Satisfaction measurements	70%	75%	75%	75%

ANALYSIS:

<p>Total FY07 appropriations for the total department are increasing 17.6% over current budgeted levels due primarily to fuel and utility costs. Non-salary costs are increasing 17.8% over current budgeted levels for the total department. Revenues are increasing 18.2% over current budgeted amounts for the total department.</p> <p>Organizational change requests for the department are as follows: Support Services (15J) - requesting 1.5 additional FTE at the Clerk II level in support of the record imaging function. This function has been staffed by one .5 FTE and one full-time temporary contract labor position for over one year. This request would eliminate the contracted cost and increase overall effort to support additional workload as more departments utilize this centralized service.</p> <p>Custodial Services (15H) - requesting to increase all current .45 part-time Custodial Workers to .5 part-time. This request would</p>	<p>make these positions benefit eligible. Due to the increased costs of health benefits and due to the Department not having recruitment difficulties in hiring part-time help, this request is not approved.</p> <p>The primary reasons for revenue changes from current budget levels are: adjustments to the revenue reimbursement level for Department of Human Services to better reflect current expenditure and reimbursement amounts.</p> <p>The primary reasons for appropriation changes from current budget levels are: Significant increases in utility, fuel and supply costs due to nationwide economic impacts including recent rising oil and natural gas prices as well as natural disasters exerting market demand forces for wood, paper and building materials.</p> <p>Several PPB Indicators are highlighted as follows: Cost of Capital Projects (D.3) is projected to rise markedly during the last half</p>	<p>of FY06 and into FY07. This is reflective of the large jail project that will have department wide effects for the next several fiscal periods.</p> <p>Cost per piece of outgoing mail is expected to continue to rise as recent postal rate increases take effect.</p> <p>This departmental budget supports the County's Target Issues and Management Agenda as follows: By serving as project manager for both the Jail project and the Disaster Recovery Plan effort.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
PROGRAM: Facility & Support Services Administration (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
307-A Project and Support Services Coordinator	1.00	1.00	1.00	1.00	1.00
TOTAL POSITIONS	2.00	2.00	2.00	2.00	2.00
REVENUE SUMMARY:					
Fees and Charges	\$240	\$300	\$300	\$300	\$300
Miscellaneous	1,799	900	525	900	900
TOTAL REVENUES	\$2,039	\$1,200	\$825	\$1,200	\$1,200
APPROPRIATION SUMMARY:					
Personal Services	\$172,988	\$180,148	\$178,415	\$184,208	\$184,208
Expenses	6,632	7,660	8,021	9,045	7,820
Supplies	4,531	2,560	2,560	2,565	2,565
TOTAL APPROPRIATIONS	\$184,151	\$190,368	\$188,996	\$195,818	\$194,593

SERVICE AREA: Administration (Interprogram Services)	PROGRAM: Maintenance of Buildings & Grounds (15B)
ACTIVITY: Central Services	ORGANIZATION: Facility & Support Services

PROGRAM MISSION: To provide comprehensive facility maintenance services to County departments and campus facilities by sustaining high levels of safety, functionality and comfort in all properties.

PROGRAM OBJECTIVES:

1. To maintain total maintenance cost per square foot at or below \$1.32.
2. To achieve user satisfaction with quality of maintenance service at or above 85%.

PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND				
1. Number of departments/agencies supported	30	30	30	30
2. Square feet of buildings maintained	309,170	321,170	321,170	321,170
3. Square feet of grounds maintained	626,443	614,443	614,443	614,443
4. Total square feet maintained	935,613	935,613	935,613	935,613
5. Number of locations maintained	12	12	12	12
WORKLOAD				
1. Number of outside requests for service	3,527	3,000	3,500	3,500
2. Number of preventive service calls	2,283	1,780	1,800	1,800
3. Total number of service calls	5,810	4,780	5,300	5,300
4. Total number of man-hours per period	14,560	14,560	14,560	14,560
PRODUCTIVITY				
1. Man hours per square foot	0.016	0.016	0.016	0.016
2. Staff cost per square foot	\$0.36	\$0.37	\$0.39	\$0.39
3. Total maintenance cost per square foot	\$1.140	\$1.220	\$1.280	\$1.280
4. Avg. # of external requests per location	294	250	291	291
5. Avg # of preventive service calls per location	190	148	150	150
6. Avg # of service calls per department/agency	194	159	176	176

EFFECTIVENESS

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

<p>Total FY07 appropriations for the total department are increasing 17.6% over current budgeted levels. Non-salary costs are increasing 17.8% over current budgeted levels for the total department. Revenues are increasing 18.2% over current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are increasing 19.8% over current budgeted amounts.</p> <p>There are no organizational change requests for this program.</p> <p>The primary reasons for appropriation changes from current budget levels are: Significant (30%) increases in natural gas prices affecting overall utility expenditures and nationwide economic effects (fuel surcharges, building material shortages and resulting price increases, etc.) that are effecting numerous expenditure areas.</p>	<p>Several PPB Indicators are highlighted as follows: Whereas (P.1) Man-hours per square foot remains fairly constant, economic factors continue to drive up (P.3) Total maintenance cost per square foot. This trend should be monitored closely in the future.</p> <p>Budget issues identified for further Board review during the budget process are as follows: Possibly utility cost increases.</p> <p>This departmental budget supports the County's Target Issues and Management Agenda as follows: in support of the jail project and in maintaining quality facilities that are customer friendly.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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 Specialist	3.00	4.00	4.00	4.00	4.00
182-C Maintenance Worker	2.00	2.00	2.00	2.00	2.00
162-C Preventive Maintenance	1.00	-	-	-	-
91-C Courthouse Security Guard	0.49	0.49	0.49	0.49	0.49
83-C General Laborer	0.50	0.50	0.50	0.50	0.50
TOTAL POSITIONS	7.99	7.99	7.99	7.99	7.99
REVENUE SUMMARY:					
Intergovernmental	\$48,602	\$27,000	\$45,000	\$48,000	\$48,000
Miscellaneous	3,737	3,150	3,200	3,300	3,300
Sales General Fixed Assets	3,827	8,000	6,000	8,000	8,000
TOTAL REVENUES	\$56,166	\$38,150	\$54,200	\$59,300	\$59,300
APPROPRIATION SUMMARY:					
Personal Services	\$339,196	\$365,537	\$369,847	\$400,916	\$400,916
Equipment	2,857	6,000	6,000	800	800
Expenses	664,706	604,570	676,680	728,133	727,733
Supplies	61,881	46,110	59,025	58,115	58,115
TOTAL APPROPRIATIONS	\$1,068,640	\$1,022,217	\$1,111,552	\$1,187,964	\$1,187,564

SERVICE AREA: Administration (Interprogram Services)	PROGRAM: Custodial Services (15H)
ACTIVITY: Central Services	ORGANIZATION: Facility & Support Services

PROGRAM MISSION: To provide comprehensive custodial maintenance functions for all non-secure County campus facilities by ensuring high levels of sanitation and cleanliness.

PROGRAM OBJECTIVES:

1. To maintain total custodial cost per square foot at or below \$2.25.
2. To achieve user satisfaction with quality of custodial service at or above 85%.

PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
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DEMAND				
1. Number of departments/agencies supported	28	28	28	28
2. Square feet of buildings maintained	178,970	178,970	178,970	178,970
3. Number of remote sites serviced	2	2	2	2

WORKLOAD				
1. Man hours - total per period	16,516	16,800	16,800	16,800
2. # of hard surface floor maintenance units performed	516,427	450,000	475,000	475,000
3. # of carpet floor maintenance units performed	129,194	150,000	130,000	130,000
4. # of client worker hours supervised	4,384	4,750	4,750	4,750

PRODUCTIVITY				
1. Man hours per square foot	0.092	0.094	0.094	0.094
2. Custodial staff cost per square foot	\$1.91	\$2.14	\$2.18	\$2.18
3. Total custodial cost per square foot	\$2.110	\$2.240	\$2.300	\$2.300

EFFECTIVENESS				
1. Program percentile of Quality Enhancement Survey tools	89%	90%	88%	88%

ANALYSIS:

<p>Total FY07 appropriations for the total department are increasing 17.6% over current budgeted levels. Non-salary costs are increasing 17.8% over current budgeted levels for the total department. Revenues are increasing 18.2% over current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are decreasing 4.6% over current budgeted amounts.</p> <p>Organizational change requests for this program are as follows: requesting to increase all current .45 part-time Custodial Workers to .5 part-time. This request would make these positions benefit eligible. Due to the increased costs of health benefits and due to the Department not having recruitment difficulties in hiring part time help, this request is not approved.</p> <p>The primary reasons for appropriation changes from current budget levels are:</p>	<p>cyclical decreases to the request for other equipment purchases.</p> <p>Several PPB Indicators are highlighted as follows: Whereas (P.1) Man-hours per square foot remains fairly constant, economic factors continue to drive up (P.3) Total custodial cost per square foot. This trend should be monitored closely in the future.</p> <p>There are no Budget issues identified for further Board review during the budget process for this program.</p> <p>This departmental budget supports the County's Target Issues and Management Agenda as follows: By serving as project manager for both the Jail project and the Disaster Recovery Plan effort.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
PROGRAM: Custodial Services (15H)	ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:					
238-A Custodial Coordinator	-	1.00	1.00	1.00	1.00
198-A Custodial Supervisor	1.00	-	-	-	-
162-C Lead Custodial Worker	2.00	2.00	2.00	2.00	2.00
130-C Custodial Worker	6.70	6.70	6.70	6.70	6.70
TOTAL POSITIONS	9.70	9.70	9.70	9.70	9.70
REVENUE SUMMARY:					
Miscellaneous	\$55	\$150	\$150	\$150	\$150
TOTAL REVENUES	\$55	\$150	\$150	\$150	\$150
APPROPRIATION SUMMARY:					
Personal Services	\$341,983	\$388,958	\$393,227	\$484,126	\$400,190
Equipment	6,953	7,000	7,000	3,060	3,060
Expenses	2,320	6,100	5,600	5,793	5,793
Supplies	26,822	25,000	26,000	27,500	27,500
TOTAL APPROPRIATIONS	\$378,078	\$427,058	\$431,827	\$520,479	\$436,543

SERVICE AREA: Administration (Interprogram Services)	PROGRAM: Support Services (15J)
ACTIVITY: Central Services	ORGANIZATION: Facility & Support Services

PROGRAM MISSION: To provide friendly, professional customer service to County departments and authorized agencies in the areas of mail/office supplies/copying/property accounting/word processing/reception phone coverage/optical imaging and centralized purchasing.

PROGRAM OBJECTIVES:

1. To process at least 700 purchase requisitions.
2. To keep cost per copy made below \$0.06 per copy average between color and B/W.
3. To save \$15,000 due to presorting outgoing mail.

PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND				
1. Purchase requisitions received	733	800	800	800
2. Number of pieces of outgoing mail	550,631	543,000	550,000	550,000
3. Requests for copies (Print Shop) - County/other	885/215	930/200	900/200	900/200
4. Number of WP documents /HR application entries for other depts	75	3,000	2,500	2,500
5. Number of record documents imaged	273,526	225,000	230,000	230,000
6. Number of departments requesting imaging services	N/A	N/A	6	6
WORKLOAD				
1. Number of purchase orders issued	733	800	800	800
2. Number of pieces of mail pre-sorted	474,471	495,000	500,000	500,000
3. Number of copies- (Print Shop)	1,297,027	1,500,000	1,500,000	1,500,000
4. Number of WP documents /HR application entries for other depts	75	3,000	2,500	2,500
5. Number of record documents imaged	273,526	225,000	230,000	230,000
6. Number of document types being imaged for all departments	N/A	N/A	9	9
PRODUCTIVITY				
1. Average dollar amount per purchase order	\$5,022	\$7,375	\$8,500	\$8,500
2. Average cost per piece of outgoing mail	\$0.669	\$0.059	\$0.061	\$0.061
3. Cost per copy made (Print Shop)	\$0.039	\$0.040	\$0.040	\$0.040
4. Number of WP documents /HR application entries for other depts	15	800	600	600
5. Hours spent on imaging- including quality control	1,529	1,050	2,300	2,300
6. Number of boxes sent to 30 day holding/warehouse	N/A	N/A	75	75
EFFECTIVENESS				
1. Dollar amount spent on purchase orders	\$3,680,854	\$5,900,000	\$6,000,000	\$6,000,000
2. Dollar amount saved between delivered price - highest bid	\$974,075	\$1,200,000	\$1,200,000	\$1,200,000
3. Dollar amount saved by using pre-sort	\$33,213	\$34,000	\$33,500	\$33,500
4. Percent of outgoing mail pre-sorted	86%	90%	88%	88%
5. Dollar value of NAEIR items received	\$14,187	\$9,500	\$8,000	\$8,000

ANALYSIS:

<p>Total FY07 appropriations for the total department are increasing 17.6% over current budgeted levels. Non-salary costs are increasing 17.8% over current budgeted levels for the total department. Revenues are increasing 18.2% over current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are increasing 17.2% over current budgeted amounts.</p> <p>Organizational change requests for this program are as follows: requesting 1.5 additional FTE at the Clerk II level in support of the record imaging function. This function has been staffed by one .5 FTE and one full-time temporary contract labor position for over one year. This request would eliminate the contracted cost and increase overall effort to support additional workload as more departments utilize this centralized service.</p>	<p>The primary reasons for appropriation changes from current budget levels are: increases in postal rates beginning January 1,2006; supply cost increases; Facility and Support Services is now providing printer and copier supplies as a central service for all supported printers and copiers.</p> <p>Several PPB Indicators are highlighted as follows: (D.4) has changed to include other document and data entry services that Facility and Support Services currently provides.</p> <p>This departmental budget supports the County's Target Issues and Management Agenda as follows: By serving as project manager for both the Jail project and the Disaster Recovery Plan effort.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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/Word Processing	0.50	0.50	0.50	-	-
141-C Clerk II/Scanning	-	-	-	2.00	2.00
TOTAL POSITIONS	3.50	3.50	3.50	5.00	5.00
REVENUE SUMMARY:					
Intergovernmental	\$111,977	\$92,000	\$105,000	\$97,000	\$97,000
Fees and Charges	10,887	12,000	11,200	12,000	12,000
Miscellaneous	19,591	500	500	500	500
TOTAL REVENUES	\$142,455	\$104,500	\$116,700	\$109,500	\$109,500
APPROPRIATION SUMMARY:					
Personal Services	\$198,816	\$202,033	\$191,910	\$265,479	\$265,479
Expenses	397,533	406,630	430,510	444,216	444,216
Supplies	48,445	22,985	55,200	59,224	59,224
TOTAL APPROPRIATIONS	\$644,794	\$631,648	\$677,620	\$768,919	\$768,919

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 400 in attendance.
 3. To resolve 100% of arbitrated disputes in the County's favor.

PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND				
1. Employee bargaining units	5	4	4	4
2. Position vacancies/# classifications/# departments	33/165/15	30/165/15	30/165/15	30/165/15
3. Eligible benefits enrollees	413	435	438	438
4. Authorized personnel (FTE's)	437.75	447.32	449.12	448.82
5. Discrimination complaints received	1	1	0	0
6. Training requests - mandatory/voluntary	8/30	10/25	9/25	9/25
WORKLOAD				
1. Contracts negotiated/grievances and disputes received	2/1	2/2	0/4	0/4
2. # Jobs posted/interviews conducted/job-dept studies requested	35/205/4-4	60/200/4-4	60/200/4-4	60/200/4-4
3. # of enrollment actions/# of extensive research inquiries	120/6	465/15	470/15	470/15
4. Wage system administration actions	523	460	465	465
5. # EEO complaints reviewed	0	1	0	0
6. # training sessions conducted/# of employees served	38/360	40/400	35/400	35/400
PRODUCTIVITY				
1. # of meetings related to labor relations	48	50	40	40
2. # of vacancies filled/Number of job-dept studies completed	55/4-4	60/4-4	60/4-4	60/4-4
3. % of time of HR staff spent in benefit administration	20%	15%	15%	15%
4. % of time of HR staff spent in wage administration activities	15%	15%	15%	15%
5. Cost per hour of training delivered/cost per attendee	\$115/\$92	\$180/\$48	\$180/\$48	\$180/\$48
6. % of time of HR staff spent on EEO activities	10%	10%	10%	10%
EFFECTIVENESS				
1. % Impasse items resolved in County's favor/ grievances w/o arb.	100%	100%	100%	100%
2. % jobs filled within 5 weeks of posting close date	68%	85%	85%	85%
3. % enrollments without error/# inquiries responded to within 24 hours	99%/100%	100%/100%	100%/100%	100%/100%
4. % wage admin actions without error	99%	100%	100%	100%
5. % of substantiated EEO complaints/# hired in underutilized areas	0/2	0/3	0/2	0/2
6. % of employees served in training/% rating delivery high	21%/83%	65%/85%	65%/85%	65%/85%

ANALYSIS:

<p>Total FY07 appropriations for the total department are increasing 6.2% over current budgeted levels. Non-salary costs are decreasing by 3.1%. Revenues are to remain unchanged from current amounts. Revenues for this department are negligible and consist solely of refunds and reimbursements.</p> <p>The primary reason for the non-salary appropriation changes from current budget levels are due to reductions in every expense line item, with the exception of travel costs. The net reduction to expenses is approved at \$3,750.</p> <p>Several PPB Indicators are highlighted as follows: The number of employee bargaining units (D.1) has been lowered due to the decertification of the Juvenile Detention Center. There is also the potential for another decertification. Additionally, there is a third employee group that is attempting to form a union, the results will not be known for</p>	<p>several months. This potential change in union levels also affects the number of labor relations meetings (P.1).</p> <p>A final highlighted indicator is the number of training sessions conducted and the number of employees served (W.6). The department goals in this area are to decrease the number of sessions offered while increasing the quality of the sessions, resulting in higher attendance.</p> <p>The remainder of the department's indicators represent a static or small increase from the current budget year.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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:					
Fees and Charges	\$0	\$30	\$30	\$30	\$30
Miscellaneous	532	250	250	250	250
TOTAL REVENUES	\$532	\$280	\$280	\$280	\$280
APPROPRIATION SUMMARY:					
Personal Services	\$210,791	\$223,375	\$235,747	\$250,640	\$250,640
Expenses	137,534	127,750	129,500	124,000	124,000
Supplies	3,211	3,750	3,500	3,400	3,400
TOTAL APPROPRIATIONS	\$351,536	\$354,875	\$368,747	\$378,040	\$378,040

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

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

PROGRAM OBJECTIVES:
 1. To keep administrative costs as a percent of departmental budget below 9.5%.

PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
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DEMAND				
1. Authorized personnel (FTE's)	8	11	11	11
2. Departmental budget	\$967,260	\$1,039,449	\$1,232,807	\$1,232,807
3. Annual cost of Information Technology Capital Projects managed	\$930,769	\$1,510,250	\$2,100,250	\$2,100,250

WORKLOAD				
1. Percent of time spent on personnel administration	25%	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	15%	20%	20%	20%
4. Percent of time spent on Information Technology Capital Projects	45%	50%	50%	50%

PRODUCTIVITY				
1. Administrative cost as a percent of departmental budget	11%	10%	9.4%	9.4%
2. Administrative personnel as a percent of departmental personnel	13%	9%	9%	9%

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

ANALYSIS:

<p>Total FY07 appropriations for the total department are increasing 14.2% over current budgeted levels. Non-salary costs are increasing 19.2% over current budgeted levels for the total department. Revenues are to remain at current budgeted amounts for the total department.</p> <p>The primary reasons for the non-salary appropriation changes are due to activity tracked by the Information Technology program (14B) and will be discussed under that heading.</p> <p>For this program, non-salary costs are to remain at current budgeted levels. This is the third straight year this program has requested no increase in appropriation funding.</p> <p>No revenues are budgeted for under this program.</p> <p>There were no organizational change requests for this department.</p>	<p>Information Technology capital projects tracked by this program are increasing for next year primarily due to the development and implementation of a county-wide GIS system.</p> <p>The remaining budget indicators are in line with the current budget projections. It is noted that the Department is developing an internal satisfaction survey instrument to be used in the future to monitor and improve performance where needed.</p>
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FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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	\$100,751	\$106,344	\$104,815	\$111,284	\$111,284
Expenses	3,050	3,300	3,300	3,300	3,300
Supplies	1,302	1,200	1,200	1,200	1,200
TOTAL APPROPRIATIONS	\$105,103	\$110,844	\$109,315	\$115,784	\$115,784

SERVICE AREA: Administration (Interprogram Services)		PROGRAM: Information Processing (14B)			
ACTIVITY: Central Services		ORGANIZATION: Information Technology			
PROGRAM MISSION: To provide dependable and efficient data and voice services for County employees by: 1) informing, educating, and empowering employees with technical knowledge; 2) researching, installing, and maintaining innovative computer and telephone solutions; and 3) implementing and supporting user friendly software systems.					
PROGRAM OBJECTIVES: 1. To keep percent of completed work orders to total work orders above 95%.					
PERFORMANCE INDICATORS		2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND					
1. Number of Network Client Accounts (County-Other)		535-117	550-125	550-125	550-125
2. Number of E-mail Accounts (County-Other)		462-14	475-20	475-20	475-20
3. Number of Network Nodes (PC's-TC's-Printers-Servers)	339-141-148-44		350-150-150-45	350-150-150-45	350-150-150-45
4. Number of Telephones (Handsets-Faxes-Modems)	739-35-26		750-35-25	750-35-25	750-35-25
5. Number of LAN-WAN Edge Devices (Routers-Switches-Others)	10-61-17		11-61-17	11-61-17	11-61-17
WORKLOAD					
1. Custom Developed Applications (Zim-VB-DOS-Access)		17-3-2-3	17-3-2-3	17-3-2-3	17-3-2-3
2. Third Party Applications (Internal Support-External Support)		23-24	23-24	23-24	23-24
3. Number of Help Desk Contacts (Calls - E-mails)	5138-1353		6000-1500	6000-1500	6000-1500
4. Number of Opened Work Orders	1949		2000	2000	2000
5. Number of Outstanding Work Orders	39		25	25	25
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	1,910		2,000	2,000	2,000
EFFECTIVENESS					
1. Percent of Completed Work Orders to Total Work Orders		99.97%	95.00%	95.00%	95.00%
ANALYSIS:					
<p>For the Information Technology program, non-salary costs are increasing 19.5% over current budgeted levels. Revenues for this program are relatively small and are to remain at current budgeted levels.</p> <p>The primary reasons for appropriation changes from current budget levels are two fold. First and foremost, all mobile phone costs will be centrally administered by I.T. beginning in FY07. The amount of this increase is \$47,875 and is comparable to all mobile phone costs from the FY06 departmental budgets. This consolidation of mobile phone costs will have a neutral, or zero, net effect on the County budget as a whole.</p> <p>The second reason for the non-salary increase in appropriations is due to the inclusion of 2 new service contracts. One is for the maintenance of the hardware necessary to maintain the County's computer network and the other is for a Spam filtering service.</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>There were no organizational changes requested and no budget issues identified for this program.</p>					

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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
519-A Network Infrastructure Supervisor	1.00	1.00	1.00	1.00	1.00
511-A Senior Programmer Analyst	1.00	1.00	1.00	1.00	1.00
455-A Webmaster	1.00	1.00	1.00	1.00	1.00
445-A Programmer/Analyst II	2.00	2.00	2.00	2.00	2.00
406-A Network Systems Administrator	3.00	3.00	3.00	3.00	3.00
187-A Help Desk Specialist	1.00	1.00	1.00	1.00	1.00
TOTAL POSITIONS	9.00	10.00	10.00	10.00	10.00
REVENUE SUMMARY:					
Intergovernmental	\$44,205	\$35,195	\$35,195	\$35,195	\$35,195
Fees and Charges	6,944	4,600	4,600	4,600	4,600
Miscellaneous	1,978	50	50	50	50
TOTAL REVENUES	\$53,127	\$39,845	\$39,845	\$39,845	\$39,845
APPROPRIATION SUMMARY:					
Personal Services	\$577,368	\$661,080	\$610,309	\$749,273	\$749,273
Equipment	1,953	1,500	1,500	1,500	1,500
Expenses	274,929	291,825	303,825	351,750	351,750
Supplies	7,908	14,500	14,500	14,500	14,500
TOTAL APPROPRIATIONS	\$862,158	\$968,905	\$930,134	\$1,117,023	\$1,117,023

SERVICE AREA: Administration (Interprogram Services)	PROGRAM: Risk Management (23E)
ACTIVITY: Risk Management Services	ORGANIZATION: Non-Departmental

PROGRAM MISSION: To reduce, mitigate and avoid losses for the county by coordinating the identification, review and settlement of claims, and enhancing risk reduction activities

PROGRAM OBJECTIVES:
 1. Review 100% of all Workers Compensation/Liability claims filed.
 2. Conduct 5 loss safety surveys.

PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND				
1. Number of site visits/inspections to be performed	5	5	5	5
2. Number of auto accidents reported	39	35	40	40
3. Number of worker's compensation claims filed	50	40	50	50
4. Number of employees/departments served	93	100	125	125
5. Number of property claims reported	5	10	12	12
6. Number of liability claims/OHSA complaints reported	27/0	20/0	20/0	20/0
WORKLOAD				
1. Number of site visits/safety inspections conducted	5	5	5	5
2. Number of auto accidents investigated	46	35	40	40
3. Number of worker's compensation claims reviewed	67	80	70	70
4. Number of prevention/mitigation requests reviewed	93	125	125	125
5. Number of property claims investigated	4	10	12	12
6. Number of liability claims investigated/OSHA complaints resolved	27/0	20/0	20/0	20/0
PRODUCTIVITY				
1. Time spent on site visits/safety inspections	5%	5%	5%	5%
2. Time spent reviewing auto accidents	10%	5%	5%	5%
3. Time spent on reviewing worker's compensation claims	40%	40%	40%	40%
4. Time spent on reviewing prevention/mitigation items	15%	35%	40%	40%
5. Time spent on reviewing property claims	5%	5%	5%	5%
6. Time spent reviewing liability/OSHA complaints	25%	10%	5%	5%
EFFECTIVENESS				
1. Performance objectives achieved	100%	100%	100%	100%
2. Dollar amount of worker's compensation claims	\$154,532	\$180,000	\$216,000	\$216,000
3. Dollar amount of auto claims	\$56,628	\$50,000	\$52,980	\$52,980
4. Dollar amount of property claims	\$21,488	\$40,000	\$40,000	\$40,000
5. Dollar amount of liability claims	\$34,151	\$50,000	\$50,000	\$50,000

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 FY05 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 FY05 and the four previous years are as follows: FY05 - \$266,799; FY04 - \$148,853; FY03 - \$279,159; FY02 - \$234,486; FY01 - \$385,467. The average amount of claim losses during the five year period calculates to \$262,953. The average payout during this period was greatly below this years approved budget due to the

historically low payout during FY04. Current year projections are \$57,000 above the five-year average based on data available at this time.

Claim losses for FY07 are budgeted at \$358,980. This includes increases for medical costs associated with workers compensation evaluations and treatments as well as funding for possible workers compensation payments for previously incurred injuries. In addition, funding for auto claims has been increased by 6% due to higher vehicle repair costs.

The budget approvals for workers compensation insurance, property insurance, and unemployment compensation are basically unchanged from the current budget levels, declining by roughly \$4,200.

Total non-salary costs are increasing by \$15,453 from the FY06 budget and \$14,446 from current year projections due to the approved increases mentioned above.

The funding of the Risk Management program continues to be an area that requires Board oversight which is demonstrated during the budget review process in addition to quarterly updates provided to the Board by the Risk Manager.

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

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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	\$22,232	\$50,000	\$104,000	\$50,000	\$50,000
TOTAL REVENUE	\$22,232	\$50,000	\$104,000	\$50,000	\$50,000
APPROPRIATION SUMMARY:					
Personal Services	\$78,138	\$79,902	\$79,044	\$83,064	\$83,064
Expenses	836,511	1,057,026	1,059,233	1,072,879	1,071,379
Supplies	347	2,700	1,500	2,300	2,300
TOTAL APPROPRIATIONS	\$914,996	\$1,139,628	\$1,139,777	\$1,158,243	\$1,156,743

SERVICE AREA: Administration (Interprogram Services)
ACTIVITY: Policy & Administration

PROGRAM: Legislation & Policy (29A)
ORGANIZATION: Supervisors, Board of

PROGRAM MISSION: To enhance county services for citizens and County Departments by providing effective management and coordination of services

PROGRAM OBJECTIVES:

1. To keep expenditures at or below .5% of total county budget.
2. To hold 85 Board of Supervisors meetings.
3. To consider 500 agenda items.
4. To deliberate 400 resolutions.

PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND				
1. Board of Supervisor meetings scheduled	85	85	85	85
2. Dollar value of operating budget	\$50,643,326	\$57,061,262	\$60,835,643	\$59,827,054
3. Dollar value of Capital Improvement Plan (CIP)	\$5,561,565	\$6,410,851	\$7,536,700	\$7,536,700
4. Agenda items to be considered	505	500	500	500
5. Board and commissions requiring memberships	47	47	47	47

WORKLOAD

1. Board of Supervisor meetings held	85	85	85	85
2. Number of resolutions deliberated	438	400	400	400
3. Agenda items considered	505	500	500	500

PRODUCTIVITY

1. Departmental expenditures as a percent of total County expenditures	0.43%	0.39%	0.38%	0.38%
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EFFECTIVENESS

1. Program performance budget objectives accomplished	50%	100%	100%	100%
2. Percent of target issue action steps completed.	85%	60%	85%	85%
3. Board members' attendance at authorized agency meetings	74%	80%	80%	80%

ANALYSIS:

Total FY07 appropriations for the total department are decreasing 2.6% under current budgeted levels. Non-salary costs are decreasing 1.5% below current budgeted levels for the total department. Revenues are to remain the same.

No organizational change requests for the department.

The primary reasons for appropriation changes from current budget levels are a decrease in health/medical benefit costs based on current usage and a slight decrease due to transferring cell phone expenses to Information Technology's budget.

PPB Indicators are in line with last year's actual figure. PPB Indicator (E.2) percent of target issue action steps completed is budgeted for 85% because this is a multi-year plan that ends in 2006; however, many items aren't scheduled for completion until 2009.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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	\$340	\$500	\$500	\$500	\$500
TOTAL REVENUES	\$340	\$500	\$500	\$500	\$500
APPROPRIATION SUMMARY:					
Personal Services	\$241,506	\$258,661	\$239,224	\$251,736	\$251,736
Expenses	5,929	11,000	11,981	12,000	10,800
Supplies	1,210	2,000	2,000	2,000	2,000
TOTAL APPROPRIATIONS	\$248,645	\$271,661	\$253,205	\$265,736	\$264,536

SERVICE AREA: Administration (Interprogram Services)		PROGRAM: Treasurer Administration (30A)			
ACTIVITY: Policy & Administration		ORGANIZATION: Treasurer			
PROGRAM MISSION: To provide consistent policies and procedures for all citizens by offering skillful, efficient, responsive, versatile, involved, courteous and excellent customer service					
PROGRAM OBJECTIVES: 1. To maintain administrative costs as a percent of the departmental budget at or below 10%.					
PERFORMANCE INDICATORS		2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND					
1. Authorized personnel (FTE's)		28.6	28.6	28.6	28.6
2. Department budget		\$1,549,155	\$1,589,883	\$1,673,402	\$1,672,202
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		9.84%	9.69%	9.75%	9.75%
2. Administration personnel as a percent of departmental personnel		6%	6%	6%	6%
EFFECTIVENESS					
1. Program performance budget objectives accomplished		69%	85%	85%	85%
ANALYSIS:					
<p>Total FY07 appropriations for the total department are increasing 3.2% over current budgeted levels. Non-salary costs are increasing 1.3% over current budgeted levels for the total department. Revenues are increasing 34.1% over current budgeted amounts for the total department.</p> <p>For this program, non-salary costs are increasing 2.7% over current budgeted amounts. This is due to an increase in funding for schools of instruction.</p> <p>There were no organizational change requests submitted by this department.</p> <p>The primary reason for the departmental revenue changes from current budget levels is due to higher investment earnings. This is noted in the analysis for the Treasurer's Finance program (30E). 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	2004-05	2005-06	2005-06	2006-07	2006-07
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	\$146,085	\$152,362	\$146,876	\$155,528	\$155,528
Equipment	-	-	-	-	-
Expenses	5,793	6,000	5,750	6,200	5,000
Supplies	558	1,450	1,450	1,450	1,450
TOTAL APPROPRIATIONS	\$152,436	\$159,812	\$154,076	\$163,178	\$161,978

SERVICE AREA: Administration (Interprogram Services)		PROGRAM: Tax Collection (30B)		
ACTIVITY: Policy & Administration		ORGANIZATION: Treasurer		
PROGRAM MISSION: To provide professional property tax service for all citizens through versatile, courteous, and efficient customer service skills				
PROGRAM OBJECTIVES:				
1. To collect \$600,000 of penalties and costs on delinquent taxes.				
2. To collect 99.5% of taxes on current levy.				
3. To process at least 88% of all taxes by mail and Internet.				
PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND				
1. Total number property tax/special assessment statements issued	184,685	186,000	188,000	188,000
2. Dollar value of tax certification	\$181,497,890	\$194,032,266	\$207,614,525	\$207,614,525
3. Number of tax certificates issued	3,284	1,800	1,800	1,800
4. Number of elderly tax credit applications	686	675	685	685
5. Total dollar property taxes received over counter	\$13,072,338	\$13,230,000	\$14,533,017	\$14,533,017
6. Total dollar property taxes received by mail/lock box	\$169,367,332	\$166,320,000	\$182,700,782	\$182,700,782
WORKLOAD				
1. Total # property tax/special assessment receipts processed	45,966	N/A	N/A	N/A
2. Dollar value of taxes collected on current year certification	\$181,375,041	\$193,062,105	\$206,576,452	\$206,576,452
3. Number of tax certificates redeemed	1,893	1,600	1,800	1,800
4. Number of elderly tax credits approved/processed by State	612	675	685	685
5. Total dollar property taxes processed over counter	\$13,072,338	\$13,514,347	\$14,533,017	\$14,533,017
6. Total dollar property taxes processed by mail/lock box	\$169,367,332	\$169,894,652	\$182,700,782	\$182,700,782
PRODUCTIVITY				
1. Cost per property tax/special assessment statement issued-94%	N/A	\$2.10	\$2.17	\$2.17
2. Cost per tax certificate issued and/or redeemed-3%	\$3.69	\$6.92	\$7.22	\$7.22
3. Cost per elderly tax credit application processed-3%	\$19.80	\$18.39	\$19.25	\$19.25
4. Average dollar property taxes processed/window clerk/day	\$8,511	\$8,446	\$9,083	\$9,083
EFFECTIVENESS				
1. Percent of taxes collected on current year's levy	99.93%	99.50%	99.50%	99.50%
2. Total dollars of interest & penalties retained by County	\$672,007	\$485,000	\$610,000	\$610,000
3. Total dollars of state credits collected	\$5,994,573	\$6,000,000	\$6,000,000	\$6,000,000
4. Total dollars of abated and suspended taxes	\$861,972	\$400,000	\$400,000	\$400,000
5. Percent total property taxes processed over counter	6.78%	7.00%	7.00%	7.00%
6. Percent total property taxes processed by mail/lock box	87.77%	88.00%	88.00%	88.00%
ANALYSIS:				
<p>For the Treasurer's Tax program, non-salary costs are decreasing 1.3% from current budgeted amounts. Revenue is increasing by 22%, or nearly \$149,000, because of increases in penalties retained by the County from the collection of delinquent taxes.</p> <p>The primary reason for the appropriation change from current budget levels is a large decrease in the funding levels for supplies. This has been made possible by decreasing costs associated with the printing of the annual tax statements.</p> <p>There were no organizational change requests submitted for this program.</p> <p>Several PPB Indicators are highlighted as follows: The number of tax sale certificates issued (D.1) was high for FY05 due to having two tax sales conducted during that year. This occurred because the Tax Sale Module of the new tax system was not functioning at the time the FY04 tax sale was to be held, thus delaying the sale until June of FY05.</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 in a list or batch. The department hopes that programming improvements will correct this deficiency.</p> <p>This program has no budget issues for Board consideration.</p>				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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	\$837,554	\$586,000	\$595,000	\$735,000	\$735,000
Fees and Charges	195,363	90,725	90,525	90,525	90,525
Miscellaneous	81	-	-	-	-
TOTAL REVENUES	\$1,032,998	\$676,725	\$685,525	\$825,525	\$825,525
APPROPRIATION SUMMARY:					
Personal Services	\$372,423	\$382,842	\$377,505	\$395,966	\$395,966
Expenses	18,419	16,720	19,220	19,220	19,220
Supplies	13,088	21,300	18,300	18,300	18,300
TOTAL APPROPRIATIONS	\$403,930	\$420,862	\$415,025	\$433,486	\$433,486

SERVICE AREA: Administration (Interprogram Services)		PROGRAM: Accounting/Finance (30E)		
ACTIVITY: Policy & Administration		ORGANIZATION: Treasurer		
PROGRAM MISSION: To provide professional accounting, cash handling and investment services to Scott County through competitive bidding, prudent investing, and following generally accepted accounting principles				
PROGRAM OBJECTIVES:				
1. To process at least 2500 investment transactions.				
2. To keep the number of receipt errors below 200.				
3. To earn \$1,450,000 or more in investment income.				
PERFORMANCE INDICATORS	2004-05 ACTUAL	2005-06 PROJECTED	2006-07 REQUESTED	2006-07 ADOPTED
DEMAND				
1. Number of miscellaneous receipts received	3,860	4,300	3,900	3,900
2. Number of travel advances requested/parking tickets issued	150/252	150/450	150/450	150/450
3. Number of warrants/health claims drawn on bank for payment	17,431	18,000	18,000	18,000
4. Dollar value principle and interest due on bonds	\$1,046,925	\$1,047,075	\$1,055,105	\$1,055,105
5. Number receipt errors detected during reconciliation process	256	200	200	200
6. Dollar amount available for investment annually	\$285,907,924	\$305,000,000	\$310,000,000	\$310,000,000
WORKLOAD				
1. Number miscellaneous receipts issued	3,860	4,300	3,900	3,900
2. Number travel advances issued/parking tickets paid/dismissed	150/166	150/450	150/450	150/450
3. Number warrants/health claims paid by Treasurer	17,431	18,000	18,000	18,000
4. Dollar value principle & interest paid on bonds	\$1,046,925	\$1,047,075	\$1,055,105	\$1,055,105
5. Number receipt errors corrected during reconciliation process	129	120	120	120
6. Number of investment transactions processed	2,524	2,500	2,500	2,500
PRODUCTIVITY				
1. Cost per miscellaneous receipt issued (20%)	\$13.99	\$13.91	\$15.82	\$15.82
2. Cost travel advance issued (5%)	\$90.03	\$99.68	\$102.86	\$102.86
3. Cost per warrant processed (30%)	\$4.65	\$3.90	\$5.14	\$5.14
4. Cost per receipt error (10%)	\$105.50	\$149.53	\$154.28	\$154.28
5. Cost per investment transaction (30%)	\$32.10	\$35.89	\$37.03	\$37.03
EFFECTIVENESS				
1. Dollar amount of miscellaneous receipts collected	\$30,439,993	\$30,500,000	\$30,500,000	\$30,500,000
2. Total cash over (short) due to receipt error	\$843	(\$500)	(\$500)	(\$500)
3. Number checks returned-insufficient funds	396	600	500	500
4. Number motor vehicle & property tax refund checks issued	5,302	5,500	5,500	5,500
5. Total investment revenue from use of money/property	\$733,973	\$1,178,000	\$1,472,500	\$1,472,500
6. Treasurer's Office General fund investment revenue only	\$705,328	\$1,147,660	\$1,451,593	\$1,451,593
ANALYSIS:				
<p>For the Treasurer's Accounting/Finance program, non-salary costs are increasing 0.6% over current budgeted amounts.</p> <p>Revenues are increasing 90.4%, or more than \$700,000 over current budgeted amounts.</p> <p>The primary reason for the recommended appropriation change from current budget levels is a small increase for schools of instruction. This will pay for the twice yearly classes related to the Incode-CMS tax system users group.</p> <p>Revenues are increasing due to the rising interest rate environment. It is expected that revenue from investments will nearly double the amount earned during FY05. Budgeted revenue from the use of money and property (E.5) has increased by more than 340% since FY04.</p> <p>There were no organizational change requests submitted for the Finance program.</p>		<p>There are two PPB Indicators that need to be highlighted: The dollar value of principal and interest due/paid on bonds (D.4 & W.4) will be affected by the pending bond issue for the construction of the new jail facility. Debt service costs for this bond issue and the GIS system implementation are not known to this office at present and therefore only existing principal and interest expenses are reflected by these indicators.</p>		

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2004-05	2005-06	2005-06	2006-07	2006-07
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	\$709,515	\$772,048	\$1,147,660	\$1,451,593	\$1,451,593
Miscellaneous	24,615	2,500	2,000	2,100	2,100
TOTAL REVENUES	\$734,130	\$774,548	\$1,149,660	\$1,453,693	\$1,453,693
APPROPRIATION SUMMARY:					
Personal Services	\$229,427	\$238,213	\$230,904	\$247,358	\$247,358
Expenses	39,512	58,690	58,760	59,060	59,060
Supplies	1,374	2,150	2,150	2,150	2,150
TOTAL APPROPRIATIONS	\$270,313	\$299,053	\$291,814	\$308,568	\$308,568

