



# **2012-2013**

# **Budget Plan**

Adopted March 5, 2012

**SCOTT COUNTY, IOWA**

**BUDGET PLAN**

**JULY 1, 2012 – JUNE 30, 2013**

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# **SCOTT COUNTY, IOWA**

**We Serve Our Citizens With**

**P**rofessionalism                      **Doing It Right**

**R**esponsiveness                      **Doing It Now**

**I**nvolvement                      **Doing It Together**

**D**edication                      **Doing It With Commitment**

**E**xcellence                      **Doing It Well**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Scott County, Iowa for its annual budget for the fiscal year beginning July 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

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**Scott County**

**Iowa**

For the Fiscal Year Beginning

**July 1, 2011**

*Linda C. Danson Jeffrey R. Emer*

President

Executive Director

# **INTRODUCTORY SECTION**

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## THE BUDGET GUIDE

The purpose of this section is to provide the reader with a general explanation of the format and content of the fiscal year 2012-13 budget document and to act as an aid in budget review. This document provides all summary and supporting data on the general financial condition of the County and details services, programs, and staffing levels proposed and adopted for all departments and authorized agencies.

The **Introductory Section** includes a brief history of the County, the joint budget message from the Chairperson of the Board of Supervisors and the County Administrator, and various summary schedules showing combined revenues and appropriations for all funds. Additionally, information is presented on the County's taxable valuation base, tax levy rates and tax levy amounts. Graphs are used extensively to enhance the reader's review of the summarized information.

Each **Fund Type Section** is tabbed for easy and quick reference: ***Major Governmental Funds, Non-major Governmental Funds, and Business-Type Activities Funds.*** More descriptive information about these funds may be found under these tabbed sections.

The **Department/Authorized Agency Detail Section** presents budgeting for outcomes for each department. The budgeting for outcomes section includes outputs, outcomes and effectiveness measures for each service the department provides. The service is labeled as a core service, semi-core service, or service enhancement (see glossary). Each service is tied to the Board of Supervisors goals, to ensure that each county service aligns with the goals of the Board. Also included is budget detail by sub-object revenue and expenditure totals, and staffing data is also provided. For comparative purposes, all program budget information indicates the actual FY11 status, the budget and projected FY12 status, and the requested and adopted FY13 status. Departments and authorized agency **programs are grouped functionally, - i.e., public safety and legal services, physical health and social services, etc.,** in recognition of the interrelationship of many programs and services.

The **Supplemental Information Section** includes such things as a glossary providing definitions of terms used throughout this document, a description of the County's budget process, and the County's pay plan for FY13. The County's basis of accounting, various financial management policies and miscellaneous statistics about Scott County are also located in the Supplemental Information Section.

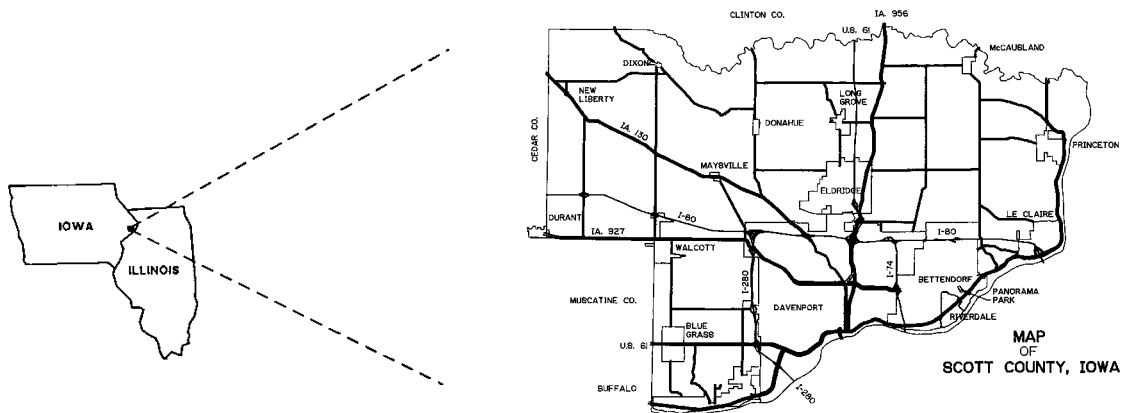
## Past to the Present



Scott County is a part of the metropolitan area. The counties Henry (Illinois), make up the Metropolitan Statistical Area, DRIM-MSA, with a population of approximately 379,690.

"Quad-Cities": a three county of Scott (Iowa), Rock Island and Davenport-Rock Island-Moline

The "Quad-Cities" is actually a label for fourteen contiguous communities in Iowa and Illinois that make up a single socio-economic unit. It straddles the historic Mississippi River, the area's claim to fame, midway between Minneapolis-St. Paul to the north and St. Louis to the south; and between Chicago to the east and Des Moines to the west. It is the second largest metropolitan area in Iowa and Illinois.



Antoine LeClaire, an early settler of the County, donated the square of land the Scott County Courthouse stands on today. If the County ever abandons the site, the property would revert to the heirs of Antoine LeClaire. The first courthouse was erected on this land during 1840-41 and served for 45 years. The following years to 1874 saw changes and additions to the structure of Scott County government. One of the major changes was in the structure of the governing board. From 1838 until 1850 county commissioners were elected on an annual basis. By 1861 the name Board of Supervisors had been mandated, with 14 supervisors from throughout the county representing the citizens. In 1870 the structure changed again, and only three board supervisors were elected countywide. In 1874, the membership of the board of supervisors increased to its present five officials.

In 1979 an administrator form of government was adopted, and the Board of Supervisors hired a county administrator. Subsequently, staff and departments have grown in efficiency and capacity to serve citizens. In 1978 the County Home Rule Bill was enacted, granting all powers to counties consistent with state laws and not specifically prohibited by the Iowa General Assembly. County Home Rule broadened the powers of the Board of Supervisors to lead the people of Scott County to greater prosperity and growth.

**BOARD OF SUPERVISORS**

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TOM SUNDERBRUCH, Chair  
JIM HANCOCK, Vice-Chair  
WILLIAM P. CUSACK  
CAROL EARNHARDT  
LARRY MINARD

March 5, 2012

TO: The Citizens of Scott County

RE: 20012-13 Budget Message

The budget for Fiscal Year 2012-13 is hereby presented as reviewed and adopted by the Board of Supervisors after appropriate board work sessions with public input and public hearings. The County budget is more than a document containing financial figures; it is the County's goals and policies as an organization whose purpose it is to provide the citizens of Scott County, Iowa with the best possible programs and services for the dollars appropriated.

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to Scott County for its annual budget for the fiscal year beginning July 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device. The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award this year.

For over three decades, the Scott County Board of Supervisors has participated in a formalized goal setting process using an outside facilitator. A strategic plan is established with two year objectives that have bi-monthly updates to the Board. The current strategic plan is listed below.

**SCOTT COUNTY GOALS  
2012-2014**

**Extend our Resources**

**Improve Communications**

**Foster Healthy Communities**

During the strategic planning sessions the county renewed its commitment to service by updating the vision, mission and culture statements for the County. Through all employee group meetings and using voting techniques on the county intranet the statements were vetted and approved by the Board. The following mission statement and objectives further informed the staff on the development of programs for the FY12-13 budget.

**SCOTT COUNTY MISSION STATEMENT**

Scott County is dedicated to protecting, strengthening and enriching our community by delivering quality services and providing leadership with PRIDE.

## **SCOTT COUNTY GOALS AND OBJECTIVES FY2012-13**

### **1.0 Extend Our Resources**

#### **1.1 Financial, People, Technology**

- 1.1.1** Enterprise Resource Planning System purchase and initial startup
- 1.1.2** Fleet Study conducted with outcomes in the FY14-19 Capital Program
- 1.1.3** Space Study conducted with outcomes in FY 14-19 Capital Program
- 1.1.4** County Shared Services Study completed and presented to Board

### **2.0 Improve Communication**

#### **2.1 Internal Communication**

- 2.1.1** Develop grassroots, employee-wide communications strategy

#### **2.2 External Communication**

- 2.2.1** Restructure and simplify website
- 2.2.2** Develop outreach program similar to speakers' bureau
- 2.2.3** Hold quarterly meetings for PIO's

#### **2.3 Legislative Communication**

- 2.3.1** Identify and prioritize legislative issues
- 2.3.2** Participate in Urban County Coalition meetings
- 2.3.3** Hold face to face meetings with state and federal legislators

### **3.0 Foster Healthy Communities**

#### **3.1 Promote Mental Health**

- 3.1.1** Work on redesign to best serve the needs of Scott County
- 3.1.2** Participate in regional five county exploratory group
- 3.1.3** Develop and approve a transition year budget

#### **3.2 Support Health and Wellness**

- 3.2.1** Implement Community Transformation Grant
- 3.2.2** Continue to implement Healthy Lifestyles with Benefit Committee

#### **3.3 Provide Recreation**

- 3.3.1** Lost Grove Lake

- 3.3.1a.** Participate in State Planning process
- 3.3.1b.** Assess County involvement
- 3.3.1c.** Conservation Board to recommend level of involvement to the County Board

Following the process of identifying objectives and assigning responsibilities action plans are developed to address all objectives. Specific departments are identified in the action plans which are responsible to carry out each action step. The status on these action plans are reviewed bi-monthly with the Board by the County Administrator and the elected and appointed department heads.

At these strategic planning sessions, both Board members and County management staff reflect on accomplishments during the prior period as we attempt to redefine the County's goals and set out objectives as to how they can be achieved in both the long and short term. The process of developing comprehensive policy agenda priorities for the County is a continual process as the needs of the community changes.

The process of incorporating the strategic plan priorities into the annual budget process is enhanced each year by having a pre-budget meeting with the Board of Supervisors with the County Administrator and the Budget Manager at which time the Board reemphasizes the objectives to be accomplished and any additional specific areas to be reviewed during the upcoming budget process. At that meeting the County Administrator reviews with the Board the ending fund balances of the previous year and other financial and legislative data that may shape the Board's priorities.

A section of the budget planning manual distributed to department heads and authorized agency directors prior to their start on developing their budget requests includes a listing of all strategic plan objectives as well as a listing of the specific budget areas identified by the Board of Supervisors to be reviewed during the upcoming budget sessions. Department heads, agency directors and county budget analysts are directed to keep these strategic plan priorities and specific areas of budget review in mind when they were preparing and reviewing their FY13 budget submissions, highlighting in their budgeting for outcomes measures and analysis how their requests support and enhance the Board's identified goals and policy agenda priorities and specific budget areas of review.

The specific budget areas of review identified by the Board early on in the FY13 budget process were:

1. Implement IT Master Plan.
2. Complete Fleet Evaluation Study.
3. Complete Space Needs Study.
4. Work with State Legislature on Mental Health funding and redesign of services.

The FY13 Budget Initiatives that addressed or impacted these areas are:



## **IT Master Plan**

- The Capital Budget and program reflect continued commitment to technology improvements with the funding for the purchase and phased implementation of the Enterprise Resource Planning System (ERP).

## **Fleet Evaluation Study**

- The goal of the study is to have a third party review of the fleet both in size and usage for cost savings. The study will determine cost effectiveness of current methods of maintenance and compare it to other industry standards. The fleet also will be reviewed for right sizing, take home use and greening the fleet with the potential purchase of alternative fueled vehicles. This study is under contract. It is being done jointly with Johnson County to have similar county benchmarks.

## **Space and Needs Study**

- The goal of this study is to review the usage of all county buildings that house department functions including storage to determine current utilization and future needs. As much as possible the study will look for consolidation and practices to reduce the need for space especially for storage. The plan also will address inadequate space and recommend a program to upgrade or build new space for the various functions. The study will then guide the five year capital plan of the County and allow for the Board of Supervisor's to develop the funding plan to address the needs.

Additionally, the FY13 budget was prepared according to certain policies and practices as established by both the Board of Supervisors and the State of Iowa. These policies and practices are described in the Supplemental Information section of the budget.

## **LONG RANGE PLANNING**

The County's long range planning is developed through the multi-year strategic plan as approved by the Board. Funding decisions as to the best allocation of financial resources were made with regard to the County multiyear goals, mission statement, and current year goals and objectives. The current strategic plan focuses on extending our resources, improving communications and fostering healthy communities. By articulating a vision for the future, and identifying long term goals and short term priorities, the County Board defines the County's core businesses and outcomes. The current year activities of the fleet management study, long term capital improvements and the potential impacts of state legislation guided the budget development. Additionally, consideration of current economic conditions as well as past results guided how resources are allocated by service area. The County's budget process estimates stabilized operating costs under the CPI index over multiple years.

## **CONSOLIDATED DISPATCH (SECC) IMPACT**

Since 2004, the County along with the cities of Davenport and Bettendorf and Medic Ambulance had been carefully planning a consolidation of the four dispatch centers and the implementation of an integrated center with an interoperable radio and data communication systems. Several planning

studies were done to verify the benefits of consolidation and to develop an implementation plan. In 2007, state law was changed to allow for the funding of a consolidated dispatch operation in the Emergency Management Agency of a county. With that law change, three jurisdictions and Medic Ambulance entered into a 28E agreement to provide consolidated services. FY13 is the third year the Scott County tax levy will provide sole funding for the new agency. Likewise, the cities of Davenport and Bettendorf continue to reap the financial benefits in their respective tax levies.

The consolidation allows for improved services with the reliability and interoperability of the most advanced dispatching operation. Over the long term, the service will be delivered at a lower cost than the four entities can provide separately in their own jurisdictions.

### **TAX LEVY AND REVENUE OUTLOOK**

The property tax continues to be the major revenue source for Scott County. In FY13, total net property taxes represent 57% of total County revenues. The County continues to rely heavily on property taxes to fund programs as other revenue sources have decreased in recent years.

Other revenues sources in the FY13 budget are interest income and local option sales tax. Interest income remains 60% lower from its peak in FY01 due to historically low interest rates as set by the Federal Reserve Board which was the major reason for the FY2009-10 property tax percentage increase. As other revenues fall, the county can continue to rely on local option tax as property tax relief. The County projects a 4.9% increase in this revenue for FY13 and has also increased the FY12 projection to match FY13. We anticipate this revenue to remain stable.

An established practice has been the training of County Employees in the process of LEAN. LEAN is a philosophy of process management that provides for the systematic identification and elimination of waste in work processes allowing employees to be more productive and organizations to remain competitive and achieve cost savings. Through this training in FY10 the County set the goal of one million dollars of savings and that goal was exceeded. In FY11 the goal was to find \$500,000 in savings and 6,240 hours or three FTE's of staff savings in process improvements. Since that year LEAN has become an on-going program that is used in the county in improving business processes. By participating in these types of programs in the last few years, the County has had a significant positive impact on reducing the County's even greater reliance on property taxes to support its budget.

The tax rate per \$1,000 of taxable valuation for FY13 has decreased to 6.30156 for property located in incorporated areas (cities). The rate has decreased from 9.51525 to 9.43922 for property located in unincorporated areas (townships). Agricultural, commercial and industrial class property owners will see and overall decrease in county taxes for FY13.

<b>Fiscal Year</b>	<b>Urban Rate</b>	<b>% Change</b>	<b>Rural Rate</b>	<b>% Change</b>
2003-04	<b>4.80887</b>	<b>7.3</b>	<b>7.71192</b>	<b>2.9</b>
2004-05	<b>4.75497</b>	<b>-1.2</b>	<b>7.84647</b>	<b>1.8</b>
2005-06	<b>5.56513</b>	<b>17.0</b>	<b>8.60445</b>	<b>9.7</b>
2006-07	<b>5.51106</b>	<b>-1.0</b>	<b>8.52602</b>	<b>-0.9</b>

Fiscal Year	Urban Rate	% Change	Rural Rate	% Change
2007-08	5.54040	0.5	8.62666	1.2
2008-09	5.34263	-3.6	8.36217	-3.1
2009-10	5.48399	2.6	8.50353	1.7
2010-11	6.38587	16.4	9.40541	10.6
2011-12	6.37607	0.0	9.51373	1.2
2012-13	6.30156	-1.2	9.43922	-0.8

For FY13, Scott County's rural property tax rate rank *lowest* respectively among the eight largest urban counties in Iowa even though we rank 3<sup>rd</sup> in population. Scott County has the *second lowest* urban property tax rate for among the eight largest urban counties, even with SECC operational costs and annual debt amortization.

The County's tax base has increased at an average rate of 7.8% annually over the past ten years. Residential taxable valuations also reflect a State imposed rollback computation, currently at 50.7518% of fair market value. The agriculture land / structure rollback computation was 57.5411% for FY13. There were no rollbacks for commercial, industrial, or utility property. The current county wide taxable valuation base amount of \$7.345 billion dollars reflects a 3.8% increase from last year. For FY13, with the rollbacks, the only class of property that increased in value was Residential property, while Commercial, Utilities, Industrial, and Ag Land/Structures decreased. The residential class of property represents approximately 57.4% of the County's total tax base.

## STATE AND FEDERAL FUNDING

The county receives little Federal funding. The capital improvement program is now funded primarily by Riverboat Gaming tax proceeds and property taxes. Secondary Roads projects are also funded with road use tax funds received from the State. Later on in the budget book, you will see a graph that illustrates a ten (10) year history of Road Use Tax. We benefited from a large increase in FY04, and revenues have been stable. However construction costs continue to increase and it is becoming more difficult to fund the same level of projects with 2004 dollars.

State aid for next year represents 25.0% of the total revenue sources for FY13, which is steady as compared to the previous year. The total amount of \$20,950,824 is made up of \$13,008,438 in grants and reimbursements, \$3,054,379 in state shared revenues such as motor fuel and franchise taxes, \$996,866 in state property tax replacement credits against levied taxes, and \$3,891,141 in other State credits such as MH-DD property tax relief and military tax credits.

## OTHER REVENUES

Fees and charges total \$5,668,916 for FY13 an increase of 4.8%, as compared to \$5,407,146 for FY12. These revenues consist of various licenses and permits and various departmental charges for

services. Many of the fees are established and set by state law. The increase revenue is largely the result of housing federal prisoners and continuing to increase the repayment of delinquent fines through the County Attorney's office. A year ago the State legislature changed the gun permit law and made it more accessible which has significantly increased gun ownership. The County has performed several fee study reports over the years to evaluate where fee levels are in relation to other municipalities and as compared to the cost of providing the service. Fee adjustments are made on a frequent basis to minimize the adverse affect of large fee increase in any given fiscal year. County officials also work with the State in this area for fees set by State law. Most projected revenues are based on historical trends factoring in any new legislative or county fee changes. Some revenues are calculated based on economic assumptions such as interest income and anticipated interest rates.

As most services in the General Fund are essential such as law enforcement and health services the Board of Supervisors and County staff continue to be sensitive to the problems of increasing service charges which could prohibit low income, senior citizens and the handicapped from receiving County services.

The following paragraphs present a summary of major and non-major fund reserves (excluding capital funds) for the FY13 budget year and the percentage of increases and decreases in relation to the prior year budget amounts.

Net property taxes are increasing by 2.9% for FY13. The increase was the result of a rollback increase and new value (new construction and valuation increases). Interest rates continue to be at historically low a rate, which has significantly changed this revenue source for the budget. It is noted that the County receives 1.5% per month interest costs on delinquent property taxes which results in a nearly 100% collection rate.

Other taxes, penalties and costs are decreasing slightly due to a decrease in collection of delinquent taxes. Local option taxes (one cent sales tax) are projected to increase 4.9% compared to the prior year based on State projections. This is a significant revenue increase for the county; in 2008 the sales tax declined and stayed at that rate for a few years.

There is continued cause for concern since the bulk of intergovernmental revenues come from the State and State officials are projecting modest revenue increases for both the current fiscal year and next year due to the current economic climate. This may undoubtedly result in future reductions in state aid without corresponding reductions in required mandated services.

License and permit fees are projected to increase 15.3% from the previous year budget. Charges for services are increasing 3.7% from FY12. Again this increase is due to the registering of new gun permits, increase federal prisoners at the jail and the new fine program in the County Attorney's office.

As previously mentioned, the uses of money and property revenues are projected to remain at historically low levels due to extremely low interest rate levels. The Fed continues to keep the interest rate low in hopes that it encourages economic recovery. Finally, other revenues are increasing due to reimbursements for the sale of assets.

## **FUND BALANCES**

The unassigned fund balance of the general fund is projected to be \$9,007,551, which is a decrease of \$560,257 from the re-estimated FY12 balance. Important to the Board is the maintenance of fund balance as we continue to face declining revenues during these challenging economic times.

The Board has nonspendable fund balances for: Golf Course Enterprise Fund of \$3,720,324, notes receivable of \$113,358, and prepaid items of \$109,106. The amounts restricted for the County Conservation sewage treatment and for other statutory programs are \$210,592 and \$783,546, respectively. The amount assigned for IBNR claims liabilities is \$694,052. The remaining \$9,007,551 provides the County with a fund balance that meets cash flow needs prior to the collection of property taxes and significantly reduces the likelihood of the County entering the short term debt market to pay for current operating expenditures.

The amount of unassigned fund balance 16.88% of the general fund brings the County in line with the minimum amount designated by the County's Financial Management policies. All other fund balances meet or exceed recommended levels except the MH-DD Fund as indicated below.

State MH/DD funding historically has been an issue across the state. The ARRA benefits (enhanced FMAP rate) ended June 30, 2011. The 2011 Legislative Session approved new money for MH/DD services to assist in stabilizing the current system while workgroups began addressing MH/DD Redesign. However it became apparent in mid FY12 that the state monies were not enough to pay for current level of services mainly due to the increase costs of Medicaid. The large urban counties advocated for supplemental funding from the State but were rejected. Funding was eliminated in the fourth quarter for two of the nonprofits who deliver MH/DD services in order to balance the budget. The state legislature approved a redesign for MH/DD services and will be funding all Medicaid services in FY13. The state however is waiting to appropriate transition funds for other MH/DD services to counties until October of 2012. The Board must make funding decisions outside of the budget process because the state was unwilling to provide a timely decision on funding. The legislature did pass a bill that will increase the county levy for FY14 to a statewide average and at this time is promising to backfill the shortfall with state money. However this approach can be negated in the next general session.

The Capital Projects fund balance will decrease 20.3% to \$854,155 from a projected \$1,071,655. A few larger FY13 capital projects include the beginning of an ERP system acquisition as well as various roof projects for county buildings. These projects are the reason for this decrease and are discussed further under the Capital Improvements section below.

The total non-major governmental funds (Secondary Roads, Recorder's Record Management, and Rural Services Funds) are decreasing \$226,981 due to planned future capital project funding.

## **PROGRAMS AND SERVICES**

As a service organization, the County is primarily people intensive. Over the last ten (10) years the County has increased its work force by 15.78 FTE's, or 3.6%, to its current level of 450.68 FTE's. During this period, the increase is mostly related to Sheriff's Office primarily due to increased jail programming and courthouse security needs. Also employees were added to the Public Health Department for jail health nursing and other grant related health programs. For FY13, 3.4 positions were added to the Sheriff's Office in anticipation of a change in staffing hours at the jail due to union negotiations. There were a total of 1 FTE added to Information Technology and 1 FTE added to the Health Department for FY13. In total, the County increased FTE's by 4.65 for FY13 due to other positions being eliminated. The County has four union groups to negotiate salary and benefit agreements with following Iowa Code Chapter 20 guidelines. In recent years, the County and union groups have been successful in approving multi-year agreements. The overall negotiated average salary increase for both labor groups and non-union personnel was 2%.

Overall expenditures for all County operations including capital projects (net of transfers and non-budgeted funds) are \$82,806,294 which is an increase of \$1,570,321 or 1.9% from the FY12 budget. The operating budget is up 0.9% or \$677,615. Total revenues (net of transfers and non-budgeted funds) for the County are \$80,955,325, which is an increase of 1.8% above last fiscal year.

The overall expenditure increase of 1.9% is the result of several service areas increasing with three decreasing. Capital projects are discussed further below and are increasing 29.0%. Roads & Transportation is showing a 3.5% increase and Government Services to Residents is increasing 0.6%, while Mental Health, MR & DD is increasing 2.1%.

Physical Health and Social Services is decreasing -3.0% primarily due to a reduction in pass through federal grant dollars in the Health Department. Mental Health, Mental Retardation and Developmental Disabilities (MH/MR/DD) is increasing by 2.1% due to waiting list reductions. County Environment and Education is decreasing -5.0% due primarily due to a reduction of allocations to Recreation and Environmental Education. Roads and Transportation service area is increasing by 3.5% due to planned equipment purchases.

Government Services to Residents is increasing by 0.6% due to the presidential election budgeted for FY13. Administration (interprogram) costs are increasing by 2.5% primarily due to inflationary increases. Debt Service is decreasing by -0.1%. Debt Service includes interest and principal payments on the Solid Waste general obligation bond issue and River Renaissance general obligation bond issue, county-wide GIS general obligation bond issue, and the county issued Emergency Equipment Bonds

## **CAPITAL IMPROVEMENTS AND DEBT SERVICE**

Beginning in our FY13 capital improvement plan, the County took its un-programmed needs and capital projects in future years more seriously. We not only have planned for the future from a needs perspective, but we also have planned from a funding prospective. The county is planning to increase its contributions to the capital projects and electronic equipment fund to fund major improvements in the coming years, such as the ERP project and large maintenance projects on its facilities.

The operating budget will again be supplemented with an aggressive five year Capital Improvements Program. In most years, it is the board's intention to include, in the operating budget, transfers to the Capital Improvement Fund for capital improvement projects. Revenues received from the Solid Waste Commission to pay for the amortization of the solid waste general obligation bonds support the Debt Service Fund. The voters approved a \$5,000,000 River Renaissance Bond 15 year issue in October 2001 by an overwhelming 73% margin. The River Renaissance Project is a major redevelopment/revitalization effort for downtown Davenport totaling \$113 million dollars. This County bond issue also resulted in the State of Iowa awarding \$20 million dollars to the project in Vision Iowa Funds. The proceeds of the \$5 million dollar River Renaissance bond issue were disbursed to the City of Davenport during FY03. The Board of Supervisors has authorized a transfer from the General Fund to the Electronic Equipment fund to support computer software and hardware purchases as a result of the recently adopted Scott County IT Strategic Master Plan. This plan was adopted by the Board of Supervisors Spring of 2010, and includes numerous projects that will require the purchase of new software and hardware.

The County is currently using only 5.77% of its allowable legal debt margin consisting of four general bond issues. These outstanding bond issues are described further under the major

governmental funds section of this document. An additional debt of \$29.7 million was issued by the Scott County Public Safety Authority in FY06 due to the jail renovation/expansion question being approved at the fall 2004 general election. This approved jail project is discussed in further detail below in this section. The \$2.5 million GIS bond debt was issued in FY07 to pay for the development of a county-wide GIS system. In FY10, the county issued \$10.5 million of Emergency Equipment Bonds to finance acquisition of radio equipment, towers, computer equipment, software and hardware for the new Scott Emergency Communication Center (SECC).

The capital improvement budget totals \$4,049,030 for fiscal year FY13, with 68% or \$2,761,500 for general projects, 19% or \$750,000 for Secondary Roads projects, and 13% or \$537,530 for Conservation parks and recreation projects. There are very few non-routine capital projects in the FY13 Capital Plan. The larger, non-routine projects for FY13 include a new roof on our Jail as well as the purchase of our ERP (enterprise resource planning systems). In the upcoming year we will begin training and implementation of the first few modules. The following year will conclude our project with full implementation of all modules including accounts payable, human resources, payroll, contract management, grant management, facilities management, project accounting, general ledger, budgeting and purchasing. The County looks forward to this challenging project.

The general capital improvements budget of \$2,761,500 is supported by fund balances from various funds including the electronic equipment replacement fund, the vehicle replacement fund, and the general fund. General fund transfers are made for one time projects if and when the general fund balance exceeds the minimum balance requirement as set forth in the County's Financial Management Policies. The capital improvement fund is mostly supported by gaming boat revenues received from the two gaming boats docked in Scott County on the Mississippi River. Unfortunately, gaming revenues have seen a decline of approximately 15% in recent years because of the economy. This decline in the most critical funding source for our capital budget decreases the number of capital projects that can be funded in the upcoming years.

The local Secondary Roads capital program totals \$750,000, which is significantly larger than previous years. This amount is for asphalt and culvert projects.

The Conservation Department capital plan for FY13 totals \$537,530. Conservation capital projects include waste water treatment plant upgrades and road repairs at West Lake Park (\$150,000) and Buffalo Bill & Indian Hill Shelter replacements, Pioneer Village renovations and Pool & Aquatic Center renovations at Scott County Park (\$287,530). Conservation also has designated a portion (\$100,000) of its CIP allocation to a reserve account for future projects, cost overruns, potential land acquisition, and to fund any golf course deficits. The budget document contains a capital improvements section under the tab entitled "Major Governmental Funds". This section is informative and provides a correlation between the operations budget and the five-year capital improvements program. There is also a column for unprogrammed needs to allow identification of needed capital projects in the future when funding becomes available.

## **SUMMARY**

The preparation of the FY13 budget has been challenging for the Board of Supervisors and County staff. The Board is very pleased to have met its goals in both balancing the FY13 operating budget and keeping the County's reliance on property tax revenues to minimal increases.

The Board and County Administrator expresses its appreciation to the staff of all departments who assisted and contributed to its preparation. Special thanks goes to the Budget Manager, the

Assistant County Administrator, the Administrative Assistant to the County Administrator, and the County department heads and professional staff who performed budget analyst duties: Community Services Director, Health Department Director, Financial Management Supervisor (Treasurer's Office), Office Manager (Auditor's Office), County Attorney (Office Manager), Planning and Development Director, Deputy Recorder (Recorder's Office), and the Administrative Assistant (Administration).

These are challenging times which require the Board, elected and appointed department heads, County staff to develop new methods and ideas in providing services to the community and to continue to improve its public facilities and infrastructure. The continued direction in the change of the state/federal/local partnership has placed a greater financial burden on local governments, in addition to providing less flexibility in how we collectively deal with the County's issues and needs. Future property tax limitations forced on the County by the State Legislature may prohibit economic growth opportunities and force service reductions as various uncontrollable service areas increase, such as public safety and mental health-mental retardation and developmental disabilities. County officials will continue to work with State senators and representatives to forge partnerships to make Iowa a better place for all its citizens to live.

With strong leadership and a commitment to improve the quality of life in the County, the Board of Supervisors is looking forward to working with County staff and the citizens of Scott County during the upcoming year in achieving the goals, objectives, programs and services outlined in the budget.

Respectively submitted,



Tom Sunderbruch, Chair  
Scott County Board of Supervisors



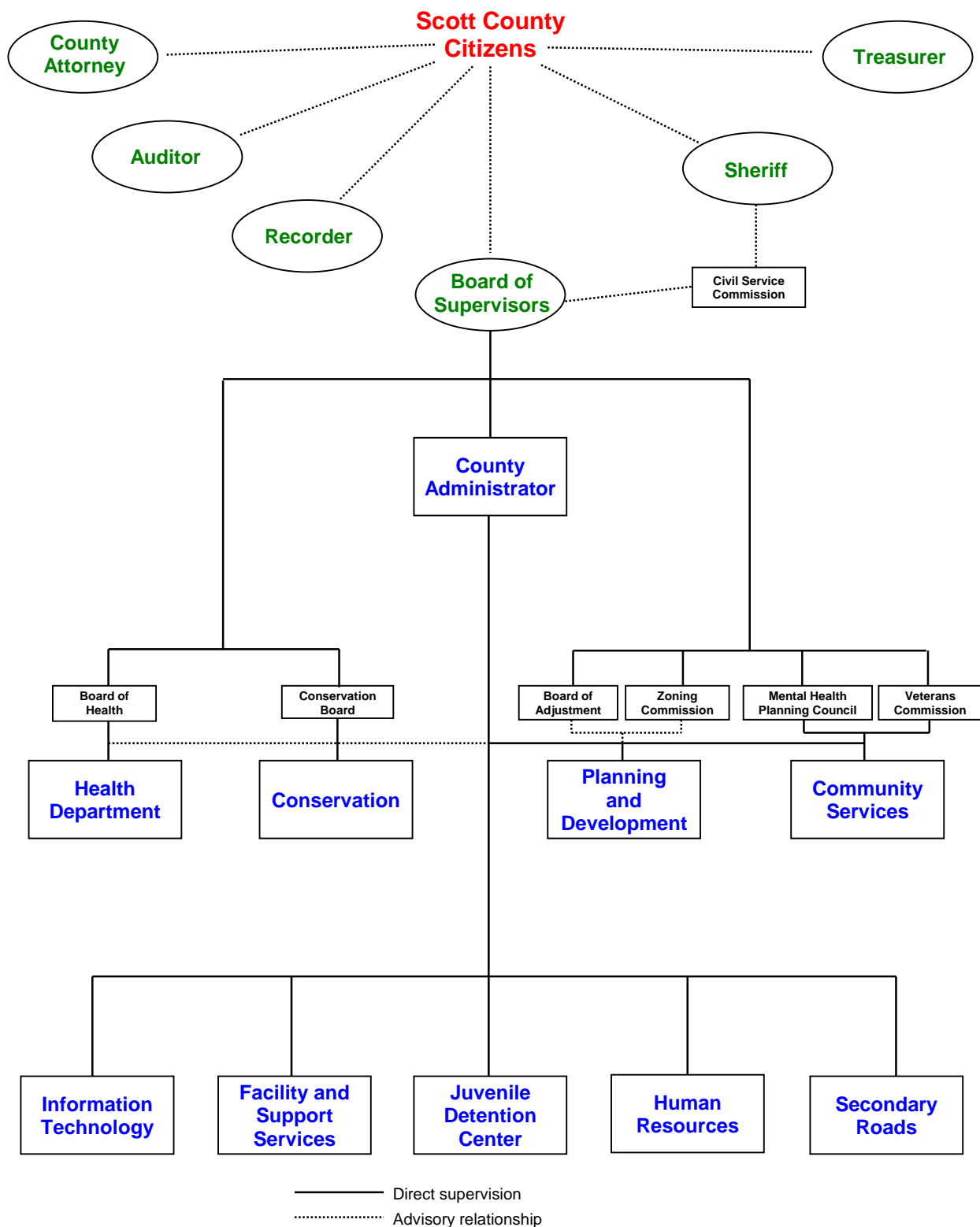
Dee F. Bruemmer  
County Administrator



## **SCOTT COUNTY OFFICIALS**

<u>Official Title</u>	<u>Official</u>	<u>Term Expiration Date of Elected Officials</u>
<b>Elected Officials</b>		
Supervisor, Chairperson	Tom Sunderbruch	2012
Supervisor, Vice Chair	Jim Hancock	2012
Supervisor	Carol T. Earnhardt	2014
Supervisor	Larry E. Minard	2014
Supervisor	William P. Cusack	2014
Attorney	Michael J. Walton	2014
Auditor	Roxanna Moritz	2012
Recorder	Rita Vargas	2014
Sheriff	Dennis Conard	2012
Treasurer	Bill Fennelly	2014
<b>Administration</b>		
County Administrator	Dee F. Bruemmer	
<b>Department Heads</b>		
Community Services	Lori Elam	
Conservation	Roger Kean	
Facility and Support Services	Dave Donovan	
Health	Edward Rivers	
Human Resources	Mary Thee	
Information Technology	Matt Hirst	
Juvenile Detention Center	Jeremy Kaiser	
Planning & Development	Tim Huey	
Secondary Roads	Jon Burgstrum	

# Scott County Government Organizational Chart



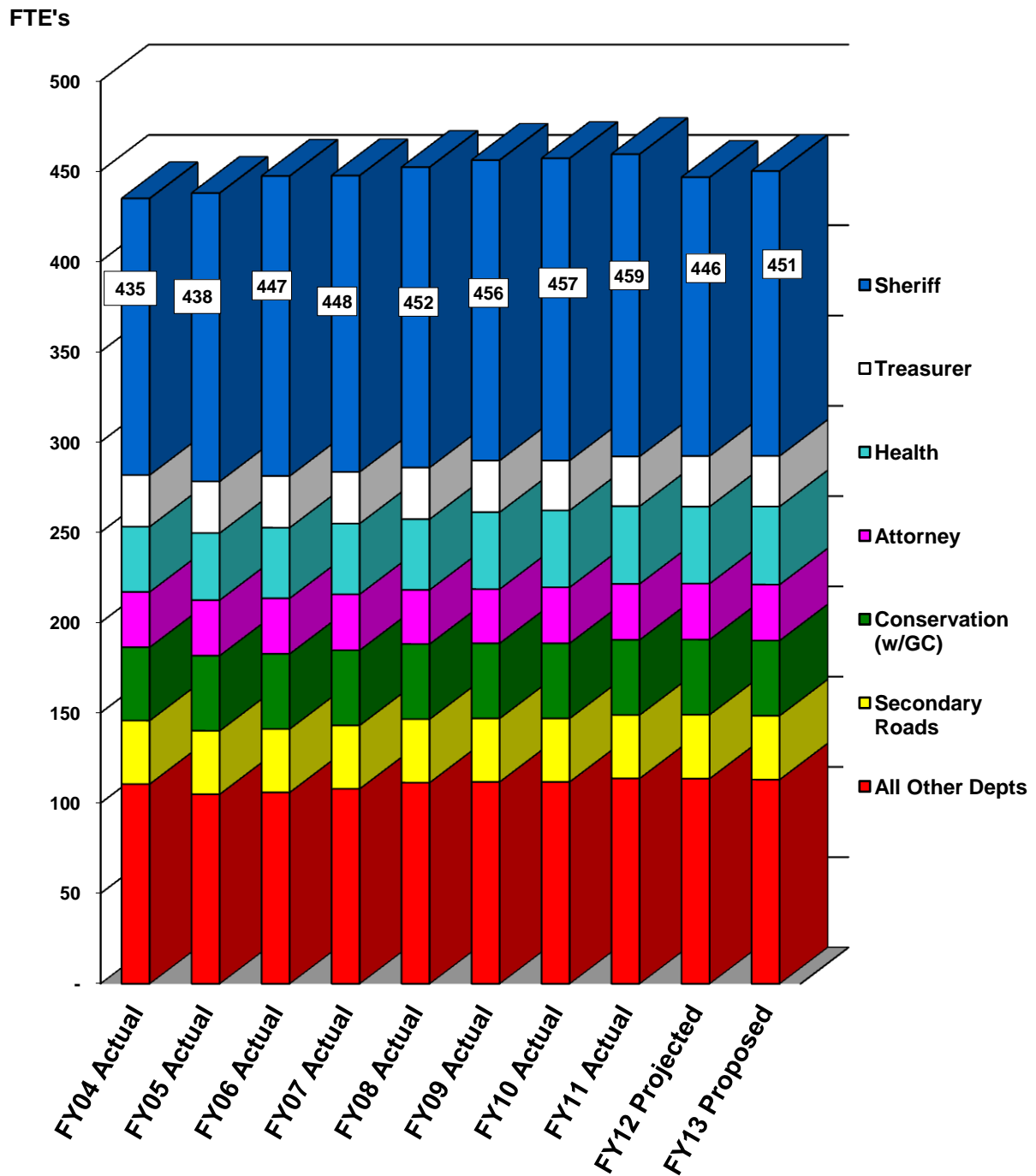
## TEN YEAR FTE LISTING

<u>Department</u>	<u>FY04</u>	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Administration	3.70	3.10	3.10	3.10	3.10	3.50	3.50	3.50	3.50	3.50
Attorney	30.63	30.63	30.75	31.00	30.00	30.00	30.00	31.00	31.00	31.00
Auditor	15.40	15.40	15.40	16.40	16.40	15.40	15.40	15.40	14.05	14.05
Community Services	13.00	12.50	12.50	12.50	12.50	12.50	12.50	11.50	11.50	10.00
Conservation (net of golf course)	21.25	22.25	22.25	22.25	22.25	22.25	22.25	22.25	22.25	22.25
Facility and Support Services	23.74	24.19	24.19	25.69	29.14	29.14	29.14	31.04	30.55	30.55
Health	36.15	37.15	39.15	39.15	39.15	43.00	43.00	43.00	42.65	43.85
Human Resources	7.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50
Information Technology	10.00	10.00	11.00	11.00	11.00	12.00	12.00	14.00	14.40	15.40
Juvenile Court Services	15.20	14.20	14.20	14.20	14.20	14.20	14.20	14.20	14.20	15.00
Planning & Development	4.08	4.08	4.08	4.08	4.08	4.08	4.08	4.08	4.08	4.08
Recorder	13.00	12.00	12.00	11.50	11.50	11.50	11.50	11.50	11.50	11.00
Secondary Roads	35.15	35.15	35.15	35.15	35.15	35.15	35.15	35.15	35.15	35.40
Sheriff	153.15	159.65	166.10	164.10	166.30	166.35	167.35	167.35	154.35	157.75
Supervisors	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Treasurer	<u>28.60</u>	<u>28.60</u>	<u>28.60</u>	<u>28.60</u>	<u>28.60</u>	<u>28.60</u>	<u>28.60</u>	<u>27.60</u>	<u>28.00</u>	<u>28.00</u>
SUBTOTAL	415.55	418.40	427.97	428.22	432.87	437.17	438.17	441.07	426.68	431.33
Golf Course Enterprise	<u>19.35</u>	<u>19.35</u>	<u>19.35</u>	<u>19.35</u>	<u>19.35</u>	<u>19.35</u>	<u>19.35</u>	<u>19.35</u>	<u>19.35</u>	<u>19.35</u>
TOTAL	<u>434.90</u>	<u>437.75</u>	<u>447.32</u>	<u>447.57</u>	<u>452.22</u>	<u>456.52</u>	<u>457.52</u>	<u>460.42</u>	<u>446.03</u>	<u>450.68</u>

NOTE: Supplemental information may be found in the Pay Plan as included under the "Supplemental Information" blue tab.

## FTE (Full Time Equivalents) STAFFING TRENDS

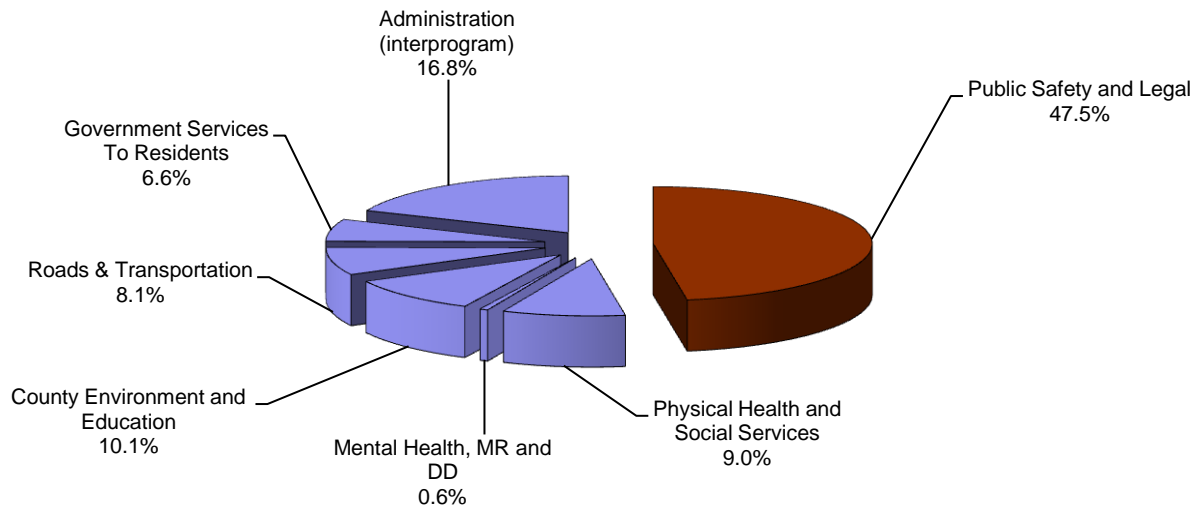
### TEN YEAR COMPARISON



Total FTE's have increased by 15.78 positions and 3.5% over the past 10 years. Most of the new positions (4.6) have been in the Sheriff's Office due to increasing demands on the jail division with the increasing inmate population. 7.1 positions have been added to the Health Department, primarily grant funded positions or for the Jail Inmate Health program. Some departments such as Community Services, Human Resources, Recorder's office and the Treasurer's office have actually reduced their FTE's over the past 10 years

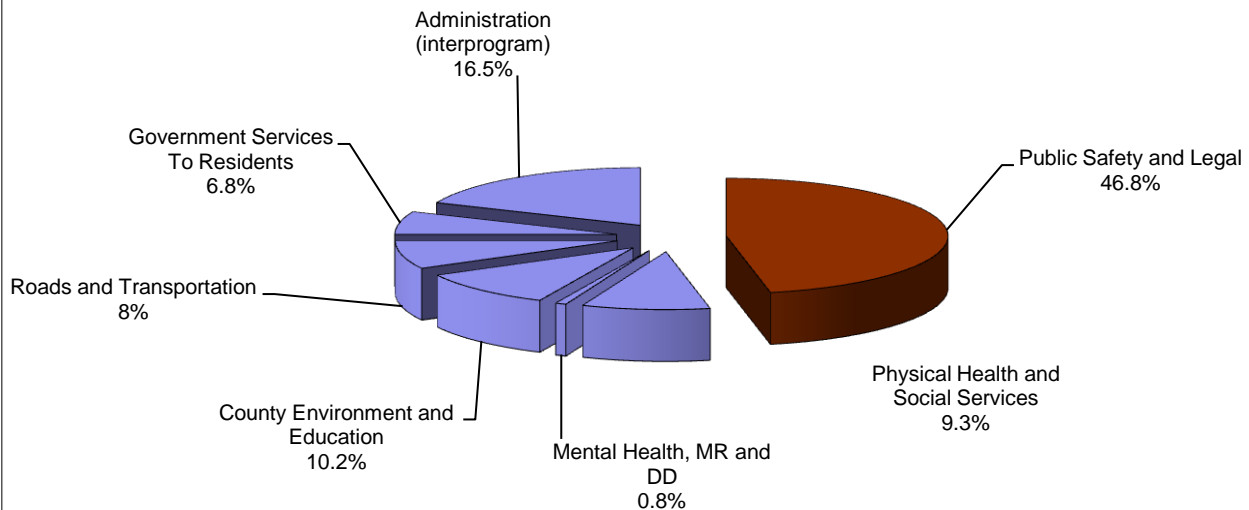
## FTE (Full Time Equivalents) Staffing FY13 vs FY12 - By Service Area

### FY13 BUDGET: 450.68 FTE's



**Almost half of the County's workforce is a part of the Public Safety & Legal Services. area (Attorney, Jail Health, Sheriff, Juvenile Detention).**

### FY12 BUDGET: 446.03 FTE's



# SCOTT COUNTY FUND STATEMENT

## ALL FUNDS

<u>Fund</u>	<u>Estimated Balance 07/01/12</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Estimated Balance 06/30/13</u>
<b>Major Governmental Funds</b>				
General Fund	\$ 15,198,785	\$ 60,381,741	\$ 60,941,998	\$ 14,638,528
Mental Health, MR & DD	89,643	16,836,932	16,926,575	-
Debt Service	2,066,834	1,708,972	2,241,560	1,534,246
Capital Improvements				
General	173,157	3,270,530	3,299,030	144,657
Electronic Equipment	261,453	610,000	850,000	21,453
Vehicle	32,742	-	-	32,742
Conservation Equip Reserve	220,884	44,000	-	264,884
Conservation CIP Reserve	<u>383,419</u>	<u>7,000</u>	<u>-</u>	<u>390,419</u>
Total Capital Improvements	1,071,655	3,931,530	4,149,030	854,155
Total Major Governmental Funds	18,426,917	82,859,175	84,259,163	17,026,929
<b>Nonmajor Governmental Funds</b>				
Rural Services	62,996	2,760,301	2,672,395	150,902
Recorder's Record Mgt	66,687	34,000	40,000	60,687
Secondary Roads	<u>1,088,472</u>	<u>6,161,113</u>	<u>6,470,000</u>	<u>779,585</u>
Total Nonmajor Governmental Funds	1,218,155	8,955,414	9,182,395	991,174
<b>Business-Type Activities Fund</b>				
Golf Course Enterprise	(2,022,749)	1,097,623	1,094,193	(2,019,319)
<b>Total*</b>	<u>\$ 17,622,323</u>	<u>\$ 92,912,212</u>	<u>\$ 94,535,751</u>	<u>\$ 15,998,784</u>

\*Includes interfund transfers and non-budgeted fund activity. All funds are budgeted funds with the exception of the Golf Course Enterprise Fund as further discussed under the blue tabbed Supplemental Information section (basis of accounting) of this budget document.

# SCOTT COUNTY REVENUE ESTIMATES

## ALL FUNDS

<u>Fund</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
<b>Major Governmental Funds</b>					
General Fund	\$ 58,983,941	\$ 60,791,059	\$ 59,873,128	\$ 60,381,741	-0.7%
Mental Health, MR & DD	14,944,228	15,189,505	15,694,998	16,836,932	10.8%
Debt Service	1,886,862	1,730,171	1,752,277	1,708,972	-1.2%
Capital Improvements					
General	1,325,505	2,821,780	2,735,030	3,270,530	15.9%
Electronic Equipment	476,166	610,000	610,000	610,000	0.0%
Vehicle	20,456	-	-	-	0.0%
Conservation Equip Reserve	73,850	54,500	54,500	44,000	-19.3%
Conservation CIP Reserve	<u>223,349</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	0.0%
Total Capital Improvements	2,119,326	3,493,280	3,406,530	3,931,530	12.5%
Total Major Governmental Funds	77,934,357	81,204,015	80,726,933	82,859,175	2.0%
<b>Nonmajor Governmental Funds</b>					
Rural Services	2,418,071	2,611,863	2,605,335	2,760,301	5.7%
Recorder's Record Mgt	34,446	34,000	34,000	34,000	0.0%
Secondary Roads	<u>5,570,983</u>	<u>6,049,740</u>	<u>6,049,740</u>	<u>6,161,113</u>	1.8%
Total Nonmajor Governmental Funds	8,023,500	8,695,603	8,689,075	8,955,414	3.0%
<b>Business-Type Activities Fund</b>					
Golf Course Enterprise	1,142,626	1,513,788	1,418,903	1,097,623	-27.5%
<b>Total*</b>	<u>\$ 87,100,483</u>	<u>\$ 91,413,406</u>	<u>\$ 90,834,911</u>	<u>\$ 92,912,212</u>	1.6%

\*Includes interfund transfers and non-budgeted fund activity

# SCOTT COUNTY EXPENDITURE ESTIMATES

## ALL FUNDS

<u>Fund</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
<b>Major Governmental Funds</b>					
General Fund	\$ 56,629,477	\$ 60,532,920	\$ 59,552,602	\$ 60,941,998	0.7%
Mental Health, MR & DD	15,221,435	16,584,652	16,827,315	16,926,575	2.1%
Debt Service	2,237,230	2,243,765	2,243,765	2,241,560	-0.1%
Capital Improvements					
General	7,231,845	2,831,119	4,635,897	3,299,030	16.5%
Electronic Equipment	-	835,000	835,000	850,000	1.8%
Conservation Equip Reserve	12,208	44,500	50,000	-	-100.0%
Total Capital Improvements	7,244,053	3,710,619	5,520,897	4,149,030	11.8%
Total Major Governmental Funds	81,332,195	83,071,956	84,144,579	84,259,163	1.4%
<b>Nonmajor Governmental Funds</b>					
Rural Services	2,497,413	2,600,267	2,600,267	2,672,395	2.8%
Recorder's Record Mgt	52,029	40,000	40,000	40,000	0.0%
Secondary Roads	5,056,576	5,846,280	5,846,280	6,470,000	10.7%
Total Nonmajor Governmental Funds	7,606,018	8,486,547	8,486,547	9,182,395	8.2%
<b>Business-Type Activities Fund</b>					
Golf Course Enterprise	1,014,745	1,219,760	1,173,551	1,094,193	-10.3%
<b>Total*</b>	<u>\$ 89,952,958</u>	<u>\$ 92,778,263</u>	<u>\$ 93,804,677</u>	<u>\$ 94,535,751</u>	1.9%

\*Includes interfund transfers and non-budgeted fund activity



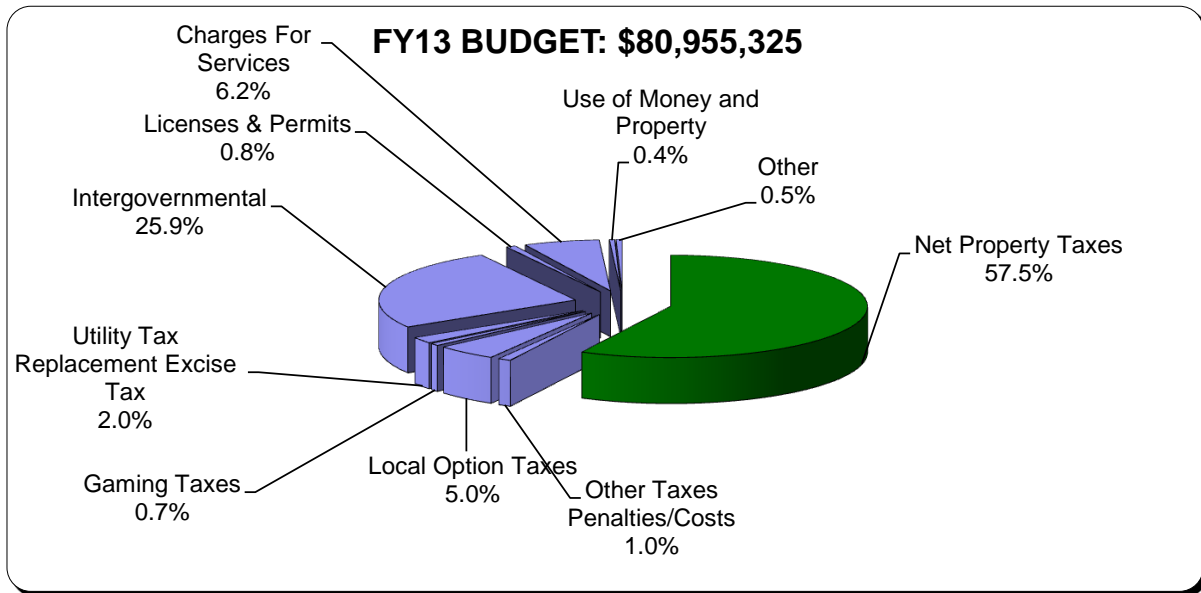
## ALL COUNTY FUNDS - REVENUES RECONCILIATION INFORMATION

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
<b>Revenues per summary statement</b>	\$ 87,100,483	\$ 91,413,406	\$ 90,834,911	\$ 92,912,212	1.6%
<b>Less transfers in:</b>					
GENERAL BASIC					
Conservation Equipment Replc	12,208	44,500	50,000	-	-100.0%
GENERAL SUPPLEMENTAL					
General Basic	4,400,000	4,855,000	4,500,000	4,500,000	-7.3%
SECONDARY ROADS					
General Basic	655,516	681,882	681,882	725,794	6.4%
Rural Services Basic	1,971,503	2,061,118	2,061,118	2,139,440	3.8%
CAPITAL IMPROVEMENT					
General Basic	652,579	1,195,030	1,195,030	1,770,030	48.1%
Electronic Equipment	-	835,000	835,000	850,000	1.8%
Recorder's Record Mgt	52,029	40,000	40,000	40,000	0.0%
CONSERVATION CIP					
General Basic	214,749	-	-	-	0.0%
ELECTRONIC EQUIPMENT					
General Basic	<u>475,000</u>	<u>610,000</u>	<u>610,000</u>	<u>610,000</u>	0.0%
<b>Total Transfers In</b>	8,433,584	10,322,530	9,973,030	10,635,264	3.0%
Less: Proceeds of fixed assets	157,209	60,000	369,500	224,000	273.3%
<b>Less Non-Budgeted Funds</b>					
GOLF COURSE ENTERPRISE	<u>1,142,626</u>	<u>1,513,788</u>	<u>1,418,903</u>	<u>1,097,623</u>	-27.5%
<b>Net Budgeted Revenues</b>	<u>\$ 77,367,064</u>	<u>\$ 79,517,088</u>	<u>\$ 79,073,478</u>	<u>\$ 80,955,325</u>	1.8%

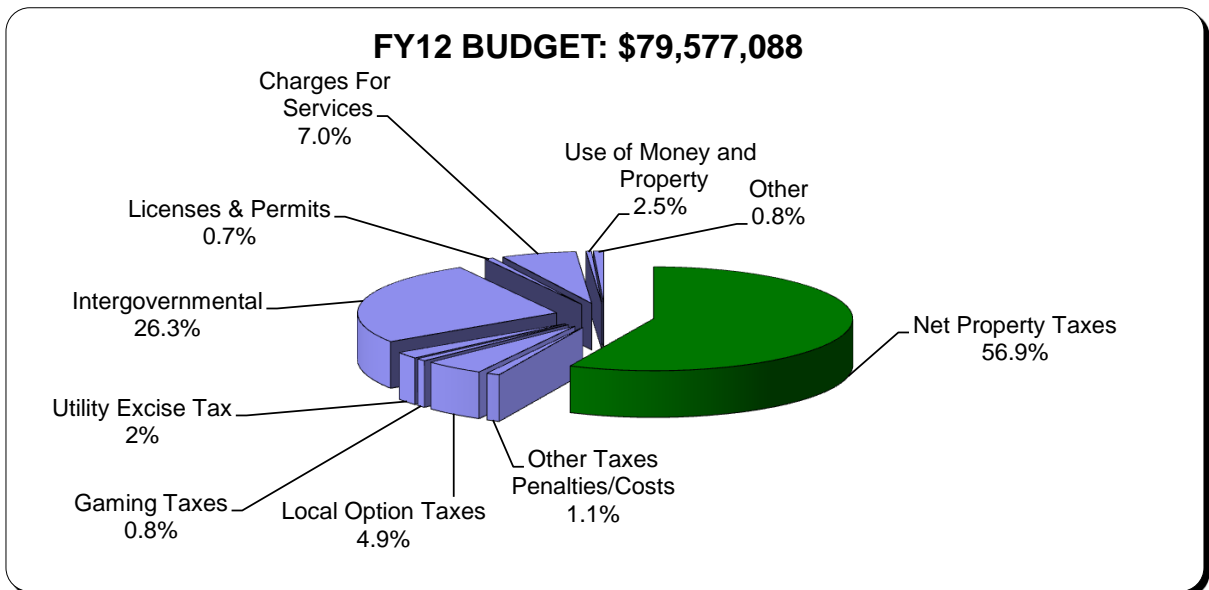
## SCOTT COUNTY FY13 BUDGET REVIEW

### COUNTY REVENUES BY SOURCE

Budgeted Funds



Net property taxes represent over half of all revenues collected by the County.



## REVENUE SOURCES

(excluding transfers and non-budgeted funds)

<u>Revenues</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
Taxes Levied on Property	\$ 44,095,423	\$ 46,152,940	\$ 46,243,261	\$ 47,508,707	2.9%
Less: Uncollected Delinq Taxes-Levy Yr	57,233	33,707	57,233	57,233	69.8%
Less: Credits To Taxpayers	<u>996,866</u>	<u>930,071</u>	<u>996,866</u>	<u>996,866</u>	7.2%
Net Current Property Taxes	43,041,324	45,189,162	45,189,162	46,454,608	2.8%
Add: Delinquent Property Tax Revenue	<u>57,233</u>	<u>33,707</u>	<u>57,233</u>	<u>57,233</u>	69.8%
Total Net Property Taxes	43,098,557	45,222,869	45,246,395	46,511,841	2.9%
Penalties, Interest & Costs On Taxes	791,685	790,000	780,000	780,000	-1.3%
Other County Taxes	<u>68,513</u>	<u>66,853</u>	<u>68,513</u>	<u>68,513</u>	2.5%
Total Other Taxes, Penalties & Costs	860,198	856,853	848,513	848,513	-1.0%
Local Option Taxes	3,863,574	3,863,575	4,052,754	4,052,754	4.9%
Gaming Taxes	584,582	625,000	575,000	575,000	-8.0%
Utility Tax Replacement Excise Tax	1,539,020	1,634,165	1,634,165	1,596,856	-2.3%
Intergovernmental :					
State Shared Revenues	2,776,120	2,948,240	2,948,240	3,054,379	3.6%
State Grants & Reimbursements	9,258,931	9,618,484	9,736,096	10,947,407	13.8%
State /Federal Pass Through Rev	3,107,000	2,788,730	1,861,369	1,583,597	-43.2%
State Credits Against Levied Taxes	996,866	930,071	996,866	996,866	7.2%
Other State Credits	3,933,358	3,889,690	3,891,141	3,891,141	0.0%
Federal Grants & Entitlements	84,833	10,500	8,385	8,400	
Contr & Reimb From Other Govts	431,451	710,373	675,473	462,534	-34.9%
Payments in Lieu of Taxes	<u>6,782</u>	<u>5,000</u>	<u>6,500</u>	<u>6,500</u>	30.0%
Subtotal Intergovernmental	20,595,341	20,901,088	20,124,070	20,950,824	0.2%
Licenses & Permits	666,627	547,320	618,653	631,170	15.3%
Charges For Services	4,993,149	4,859,826	4,970,053	5,037,746	3.7%
Use of Money & Property	410,092	348,421	362,171	347,671	-0.2%
Miscellaneous	<u>755,925</u>	<u>657,971</u>	<u>641,704</u>	<u>402,950</u>	-38.8%
<b>Total Revenues &amp; Other Sources</b>	<b><u>\$ 77,367,065</u></b>	<b><u>\$ 79,517,088</u></b>	<b><u>\$ 79,073,478</u></b>	<b><u>\$ 80,955,325</u></b>	<b>1.8%</b>

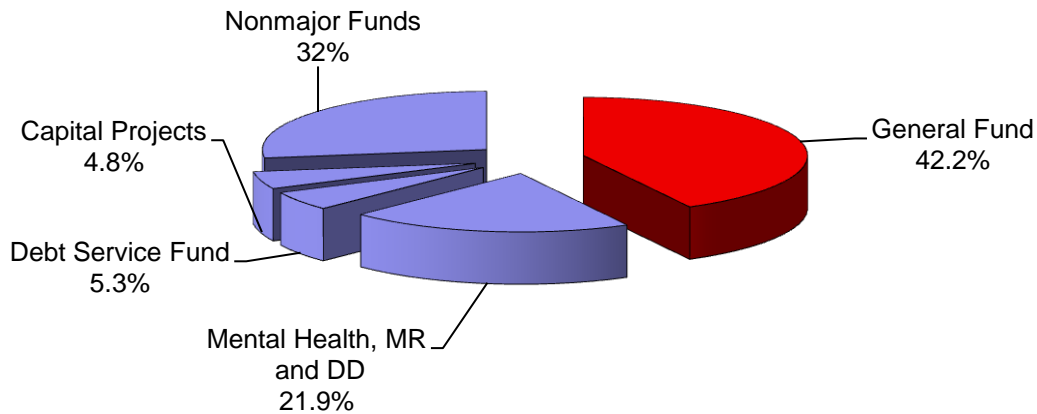
## ALL COUNTY FUNDS - EXPENDITURES RECONCILIATION INFORMATION

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>Expenditures per summary statement</b>	\$ 89,952,958	\$ 92,778,263	\$ 93,804,677	\$ 94,535,751	1.9%
<b>Less transfers out:</b>					
GENERAL BASIC					
General Supplemental	4,400,000	4,855,000	4,500,000	4,500,000	-7.3%
Secondary Roads	655,516	681,882	681,882	725,794	6.4%
Capital Improvements	652,579	1,195,030	1,195,030	1,770,030	48.1%
Electronic Equipment	475,000	610,000	610,000	610,000	0.0%
Conservation CIP Reserves	214,749	-	-	-	
RURAL SERVICES BASIC					
Secondary Roads	1,971,503	2,061,118	2,061,118	2,139,440	3.8%
ELECTRONIC EQUIPMENT					
Capital Improvements	-	835,000	835,000	850,000	1.8%
RECORDER'S RECORD MGT					
Capital Improvements	52,029	40,000	40,000	40,000	0.0%
CONSERVATION EQUIPMENT					
General Basic	<u>12,208</u>	<u>44,500</u>	<u>50,000</u>	<u>-</u>	
<b>Total Transfers Out</b>	8,433,584	10,322,530	9,973,030	10,635,264	3.0%
<b>Less Non-Budgeted Funds</b>					
GOLF COURSE ENTERPRISE	<u>1,014,745</u>	<u>1,219,760</u>	<u>1,173,551</u>	<u>1,094,193</u>	-10.3%
<b>Net Budgeted Expenditures</b>	<u>\$ 80,504,629</u>	<u>\$ 81,235,973</u>	<u>\$ 82,658,096</u>	<u>\$ 82,806,294</u>	1.9%

# ALL COUNTY EXPENDITURES BY FUND

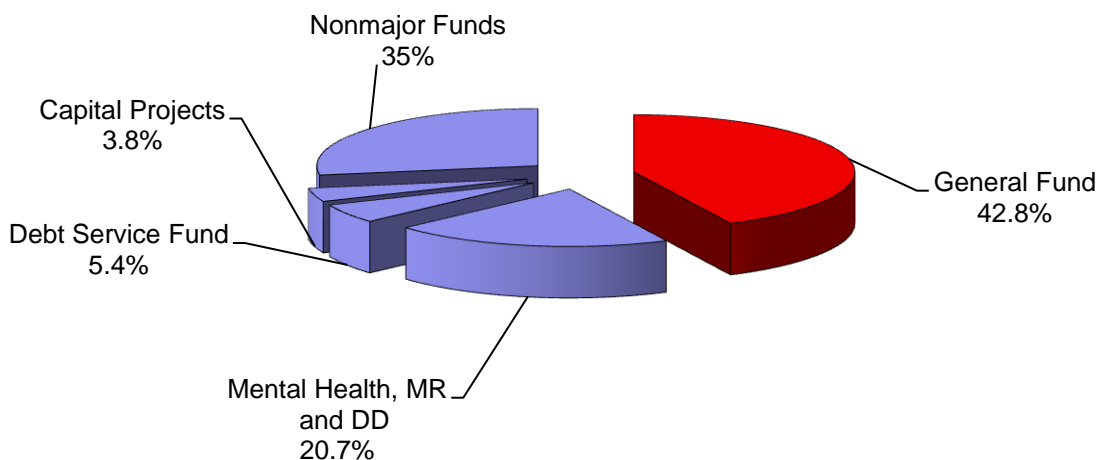
Budgeted Funds

**FY13 BUDGET: \$82,806,294**



This graph, which excludes transfers and non-budgeted funds, shows that the majority of County expenditures come from the General Fund. There is an increase in the amount of expenditures for the MHDD fund, as the County has budgeted funds to reduce waiting lists for services. This is of course, dependant on whether or not the State provides funding for this activity in its current legislative session.

**FY12 BUDGET: \$81,235,973**



# SERVICE AREA DESCRIPTIONS

## **PUBLIC SAFETY AND LEGAL SERVICES**

Includes Sheriff programs - Patrol & Investigations, Jail and Jail Health Services; service of civil papers and Prisoner Transportation; Juvenile Court Services programs including the Juvenile Detention Center; County Attorney programs - Criminal Prosecution, Child Support Recovery, and Corporate Counsel/Civil Division; other court costs including grand jury costs and juvenile justice base costs; all ambulance services; Emergency Services, funding for the county-wide Scott Emergency Communication Center (SECC).

## **PHYSICAL HEALTH AND SOCIAL SERVICES**

Includes Health Department programs - Environmental Health, and Disease Prevention & Health Promotion; Community Health Care - Other Services; Genesis Visiting Nurse/Homemaker programs - Public Health Nursing and Home Support Services; Community Services Department programs - General Relief and Veteran Services; Human Services program - Administrative Support; Commission on Aging programs - Outreach, Transportation, Day Care, Volunteer Services, Leisure Services and Congregate Meals; Community Health Care program - Community Services clients; Center for Alcohol & Drug Services programs - Outpatient and Residential.

## **MENTAL HEALTH, MR AND DD SERVICES**

Includes - State Institutions; Community Services programs - Mental Health, and Commitment/ Advocacy; Human Services program - Case Management; Handicapped Development Center programs - Residential, Vocational and Developmental Services; Vera French Community Health Center programs - Outpatient, Community Services, Community Support Services, Case Management, Inpatient, Residential, Day Treatment and Case Monitoring Services.

## **COUNTY ENVIRONMENT AND EDUCATION SERVICES**

Includes Conservation programs - Parks and Recreation; Planning and Development Department program - Code Enforcement; Bi-State Metropolitan Planning Commission program; Humane Society program; Quad-City Convention/Visitors Bureau program; Quad-City Development Group program; and Scott Soil Conservation District program. Library program; Mississippi Valley Fair program.

## **ROADS AND TRANSPORTATION SERVICES**

Includes Secondary Roads Department programs - Administration and Engineering, Roadway Maintenance, and other general roadway expenses.

## **GOVERNMENT SERVICES TO RESIDENTS**

Includes Auditor's program - Election; Recorder Department programs - Administration and Public Records; Treasurer Department programs - Motor Vehicle Registration and County General Store.

## **ADMINISTRATION (INTERPROGRAM) SERVICES**

Includes County Administrator program; Auditor's Department programs - Business/Finance and Taxation; Information Technology programs; Facility and Support Services Department programs; Non-Departmental program - Insurance Costs, Professional Services and Contingency; Human Resources Department; Board of Supervisors; Treasurer's Department programs - Tax Collection and Accounting/Finance.

## **DEBT SERVICE**

Includes the Scott Solid Waste Commission Bond Issue, the River Renaissance Vision Iowa project bond issue, and the GIS Development/Implementation Bond Issue; and the General Fund debt (lease) payment to the Public Safety Authority for the expansion/renovation of the existing jail sites

## **CAPITAL IMPROVEMENTS**

Includes Secondary Roads projects; Conservation projects; and general projects.

# **APPROPRIATION SUMMARY BY SERVICE AREA** (excluding transfers and non-budgeted funds)

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
<b>SERVICE AREA</b>					
Public Safety & Legal Services	26,494,923	28,483,717	27,970,700	28,801,440	1.1%
Physical Health & Social Services	6,511,764	6,294,948	6,144,792	6,107,415	-3.0%
Mental Health, MR & DD	15,221,435	16,584,652	16,827,315	16,926,575	2.1%
County Environment & Education	4,515,096	4,906,623	4,945,533	4,662,956	-5.0%
Roads & Transportation	4,540,049	5,586,280	5,586,280	5,780,000	3.5%
Government Services to Residents	2,022,333	2,271,277	2,268,251	2,284,878	0.6%
Administration	<u>9,094,998</u>	<u>9,648,287</u>	<u>9,650,257</u>	<u>9,890,135</u>	2.5%
<b>SUBTOTAL OPERATING BUDGET</b>	<b>\$ 68,400,598</b>	<b>\$ 73,775,784</b>	<b>\$ 73,393,128</b>	<b>\$ 74,453,399</b>	0.9%
Debt Service	4,355,660	4,369,070	4,369,070	4,363,865	-0.1%
Capital Projects	<u>7,748,371</u>	<u>3,091,119</u>	<u>4,895,898</u>	<u>3,989,030</u>	29.0%
<b>TOTAL COUNTY BUDGET</b>	<b><u>\$ 80,504,629</u></b>	<b><u>\$ 81,235,973</u></b>	<b><u>\$ 82,658,096</u></b>	<b><u>\$ 82,806,294</u></b>	1.9%

# COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS - THREE YEAR COMPARISON

----- MAJOR GOVERNMENTAL FUNDS -----						
	----- GENERAL FUND -----			----- MENTAL HEALTH, MR & DD FUND -----		
	<u>ACTUAL</u> <u>2010-11</u>	<u>PROJECTED</u> <u>2011-12</u>	<u>BUDGET</u> <u>2012-13</u>	<u>ACTUAL</u> <u>2010-11</u>	<u>PROJECTED</u> <u>2011-12</u>	<u>BUDGET</u> <u>2012-13</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>						
Taxes Levied on Property	\$ 37,194,605	\$ 39,260,574	\$ 40,314,207	\$ 3,119,575	\$ 3,123,329	\$ 3,198,636
Less: Uncollected Delinquent Taxes-Levy Yr	49,749	49,749	49,749	4,173	4,173	4,173
Less: Credits To Taxpayers	<u>822,766</u>	<u>822,766</u>	<u>822,766</u>	<u>69,007</u>	<u>69,007</u>	<u>69,007</u>
Net Current Property Taxes	36,322,090	38,388,059	39,441,692	3,046,395	3,050,149	3,125,456
Delinquent Property Tax Revenue	49,749	49,749	49,749	4,173	4,173	4,173
Penalties, Interest & Costs On Taxes	791,685	780,000	780,000	-	-	-
Other County Taxes	5,238,740	5,519,613	5,488,210	114,363	116,387	113,157
Intergovernmental	5,569,419	4,370,605	3,888,728	11,682,364	12,275,809	13,502,471
Licenses & Permits	652,664	603,653	621,170	-	-	-
Charges For Services	4,901,934	4,886,103	4,953,796	50,250	45,950	45,950
Use of Money & Property	391,356	342,171	347,671	-	-	-
Miscellaneous	<u>654,096</u>	<u>378,175</u>	<u>305,725</u>	<u>46,683</u>	<u>202,530</u>	<u>45,725</u>
Subtotal Revenues	54,571,733	55,318,128	55,876,741	14,944,228	15,694,998	16,836,932
Other Financing Sources:						
Operating Transfers In	4,412,208	4,550,000	4,500,000	-	-	-
Proceeds of Fixed Asset Sales	<u>-</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues & Other Sources	58,983,941	59,873,128	60,381,741	14,944,228	15,694,998	16,836,932
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>						
Operating:						
Public Safety & Legal Services	26,494,923	27,970,700	28,801,440	-	-	-
Physical Health & Social Services	6,511,764	6,144,792	6,107,415	-	-	-
Mental Health, MR & DD	-	-	-	15,221,435	16,827,315	16,926,575
County Environment & Education	3,989,186	4,406,385	4,130,001	-	-	-
Roads & Transportation	-	-	-	-	-	-
Government Services to Residents	2,022,332	2,268,252	2,284,878	-	-	-
Administration (interprogram)	9,094,998	9,650,256	9,890,135	-	-	-
Debt Service	2,118,430	2,125,305	2,122,305	-	-	-
Capital Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal Expenditures	50,231,633	52,565,690	53,336,174	15,221,435	16,827,315	16,926,575
Other Financing Uses:						
Operating Transfers Out	<u>6,397,844</u>	<u>6,986,912</u>	<u>7,605,824</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Other Uses	56,629,477	59,552,602	60,941,998	15,221,435	16,827,315	16,926,575
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	2,354,464	320,526	(560,257)	(277,207)	(1,132,317)	(89,643)
<b>Beginning Fund Balance - July 1,</b>	\$ 12,523,796	\$ 14,878,260	\$ 15,198,786	\$ 1,499,167	\$ 1,221,960	\$ 89,643.00
<b>Ending Fund Balance - June 30,</b>	\$ 14,878,260	\$ 15,198,786	\$ 14,638,529	\$ 1,221,960	\$ 89,643	\$ -



# COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

## GOVERNMENTAL FUNDS - THREE YEAR COMPARISON

	----- MAJOR GOVERNMENTAL FUNDS -----					
	----- DEBT SERVICE FUND -----			----- CAPITAL PROJECTS FUND -----		
	<u>ACTUAL</u> <u>2010-11</u>	<u>PROJECTED</u> <u>2011-12</u>	<u>BUDGET</u> <u>2012-13</u>	<u>ACTUAL</u> <u>2010-11</u>	<u>PROJECTED</u> <u>2011-2012</u>	<u>BUDGET</u> <u>2012-13</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>						
Taxes Levied on Property	\$ 1,433,097	\$ 1,328,737	\$ 1,309,794	\$ -	\$ -	\$ -
Less: Uncollected Delinquent Taxes-Levy Yr	1,856	1,856	1,856	-	-	-
Less: Credits To Taxpayers	<u>30,366</u>	<u>30,366</u>	<u>30,366</u>	-	-	-
Net Current Property Taxes	1,400,875	1,296,515	1,277,572	-	-	-
Delinquent Property Tax Revenue	1,856	1,856	1,856	-	-	-
Other County Taxes	49,729	46,368	44,176	584,582	575,000	575,000
Intergovernmental	434,402	407,538	385,368	10,230	25,000	-
Use of Money & Property	-	-	-	18,355	20,000	-
Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,602</u>	<u>52,000</u>	<u>42,500</u>
Subtotal Revenues	1,886,862	1,752,277	1,708,972	630,769	672,000	617,500
Other Financing Sources:						
Operating Transfers In	-	-	-	1,394,357	2,680,030	3,270,030
Proceeds of Fixed Asset Sales	<u>-</u>	<u>-</u>	<u>-</u>	<u>94,200</u>	<u>54,500</u>	<u>44,000</u>
Total Revenues & Other Sources	1,886,862	1,752,277	1,708,972	2,119,326	3,406,530	3,931,530
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>						
Operating:						
Debt Service	2,237,230	2,243,765	2,241,560	-	-	-
Capital Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,231,845</u>	<u>4,635,897</u>	<u>3,299,030</u>
Subtotal Expenditures	2,237,230	2,243,765	2,241,560	7,231,845	4,635,897	3,299,030
Other Financing Uses:						
Operating Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,208</u>	<u>885,000</u>	<u>850,000</u>
Total Expenditures & Other Uses	2,237,230	2,243,765	2,241,560	7,244,053	5,520,897	4,149,030
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	(350,368)	(491,488)	(532,588)	(5,124,727)	(2,114,367)	(217,500)
<b>Beginning Fund Balance - July 1,</b>	\$ 2,908,690	\$ 2,558,322	\$ 2,066,834	\$ 8,310,749	\$ 3,186,022	\$ 1,071,655
<b>Ending Fund Balance - June 30,</b>	\$ 2,558,322	\$ 2,066,834	\$ 1,534,246	\$ 3,186,022	\$ 1,071,655	\$ 854,155

# COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS - THREE YEAR COMPARISON

	----- NONMAJOR FUNDS -----			----- ALL GOVERNMENTAL FUNDS -----		
	<u>ACTUAL</u> <u>2010-11</u>	<u>PROJECTED</u> <u>2011-12</u>	<u>BUDGET</u> <u>2012-13</u>	<u>ACTUAL</u> <u>2010-11</u>	<u>PROJECTED</u> <u>2011-12</u>	<u>BUDGET</u> <u>2012-13</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>						
Taxes Levied on Property	\$ 2,348,146	\$ 2,530,620	\$ 2,686,071	\$ 44,095,423	\$ 46,243,260	\$ 47,508,708
Less: Uncollected Delinquent Taxes-Levy Yr	1,456	1,456	1,456	57,234	57,234	57,234
Less: Credits To Taxpayers	<u>74,727</u>	<u>74,727</u>	<u>74,727</u>	<u>996,866</u>	<u>996,866</u>	<u>996,866</u>
Net Current Property Taxes	2,271,963	2,454,437	2,609,888	43,041,323	45,189,160	46,454,608
Delinquent Property Tax Revenue	1,456	1,456	1,456	57,234	57,234	57,234
Penalties, Interest & Costs On Taxes	-	-	-	791,685	780,000	780,000
Other County Taxes	68,275	73,065	72,580	6,055,689	6,330,433	6,293,123
Intergovernmental	2,898,924	3,045,117	3,174,256	20,595,339	20,124,069	20,950,823
Licenses & Permits	13,963	15,000	10,000	666,627	618,653	631,170
Charges For Services	40,964	38,000	38,000	4,993,148	4,970,053	5,037,746
Use of Money & Property	382	-	-	410,093	362,171	347,671
Miscellaneous	<u>37,545</u>	<u>9,000</u>	<u>9,000</u>	<u>755,926</u>	<u>641,705</u>	<u>402,950</u>
Subtotal Revenues	5,333,472	5,636,075	5,915,180	77,367,064	79,073,478	80,955,325
Other Financing Sources:						
Operating Transfers In	2,627,019	2,743,000	2,865,234	8,433,584	9,973,030	10,635,264
Proceeds of Fixed Asset Sales	<u>63,009</u>	<u>310,000</u>	<u>175,000</u>	<u>157,209</u>	<u>369,500</u>	<u>224,000</u>
Total Revenues & Other Sources	8,023,500	8,689,075	8,955,414	85,957,857	89,416,008	91,814,589
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>						
Operating:						
Public Safety & Legal Services	-	-	-	26,494,923	27,970,700	28,801,440
Physical Health & Social Services	-	-	-	6,511,764	6,144,792	6,107,415
Mental Health, MR & DD	-	-	-	15,221,435	16,827,315	16,926,575
County Environment & Education	525,910	539,149	532,955	4,515,096	4,945,534	4,662,956
Roads & Transportation	4,540,050	5,586,280	5,780,000	4,540,050	5,586,280	5,780,000
Government Services to Residents	-	-	-	2,022,332	2,268,252	2,284,878
Administration (interprogram)	-	-	-	9,094,998	9,650,256	9,890,135
Debt Service	-	-	-	4,355,660	4,369,070	4,363,865
Capital Projects	<u>516,526</u>	<u>260,000</u>	<u>690,000</u>	<u>7,748,371</u>	<u>4,895,897</u>	<u>3,989,030</u>
Subtotal Expenditures	5,582,486	6,385,429	7,002,955	80,504,629	82,658,096	82,806,294
Other Financing Uses:						
Operating Transfers Out	<u>2,023,532</u>	<u>2,101,118</u>	<u>2,179,440</u>	<u>8,433,584</u>	<u>9,973,030</u>	<u>10,635,264</u>
Total Expenditures & Other Uses	7,606,018	8,486,547	9,182,395	88,938,213	92,631,126	93,441,558
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	417,482	202,528	(226,981)	(2,980,356)	(3,215,118)	(1,626,969)
<b>Beginning Fund Balance - July 1,</b>	<b>\$ 598,145</b>	<b>\$ 1,015,627</b>	<b>\$ 1,218,155</b>	<b>\$ 25,840,547</b>	<b>\$ 22,860,191</b>	<b>\$ 19,645,073</b>
<b>Ending Fund Balance - June 30,</b>	<b>\$ 1,015,627</b>	<b>\$ 1,218,155</b>	<b>\$ 991,174</b>	<b>\$ 22,860,191</b>	<b>\$ 19,645,073</b>	<b>\$ 18,018,104</b>

# APPROPRIATION SUMMARY BY PROGRAMS WITHIN DEPARTMENT

(excluding transfers and non-budgeted funds)

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
<b>ADMINISTRATION</b>	\$ 453,573	\$ 495,151	\$ 495,151	511,783	3.4%
General Administration	453,573	495,151	495,151	511,783	3.4%
<b>ATTORNEY</b>	\$ 2,498,944	\$ 2,782,503	\$ 2,700,763	\$ 2,800,044	0.6%
County Attorney Administration	272,888	308,883	297,854	306,091	-0.9%
Criminal Prosecution	2,014,218	2,161,780	2,161,144	2,246,113	3.9%
Corporation Counsel/Civil	211,838	311,840	241,765	247,840	-20.5%
<b>AUDITOR</b>	\$ 1,234,785	\$ 1,436,862	\$ 1,444,370	\$ 1,424,811	-0.8%
Auditor Administration	180,288	194,591	194,591	201,533	3.6%
Elections	445,160	593,241	579,247	548,251	-7.6%
Business Finance	373,700	388,402	403,169	411,809	6.0%
Taxation	235,637	260,628	267,363	263,218	1.0%
<b>CAPITAL IMPROVEMENTS</b>	\$ 6,880,056	\$ 2,286,089	\$ 4,073,367	\$ 2,761,500	20.8%
General Capital Improvements	6,880,056	2,286,089	4,073,367	2,761,500	20.8%
<b>COMMUNITY SERVICES</b>	\$ 9,701,973	\$ 10,533,347	\$ 10,460,916	\$ 10,553,711	0.2%
Community Services Administration	140,092	147,296	148,415	155,681	5.7%
General Relief	766,982	872,008	776,288	695,243	-20.3%
Veteran Services	123,220	130,112	156,967	159,177	22.3%
Chemical Dep & Other Services	286,140	251,419	304,253	305,847	21.6%
MH-DD Services	8,385,539	9,132,512	9,074,993	9,237,763	1.2%
<b>CONSERVATION (net of golf course)</b>	\$ 3,716,761	\$ 4,205,366	\$ 4,258,042	\$ 3,951,501	-6.0%
Conservation Administration	642,181	802,080	801,158	484,326	-39.6%
Parks & Recreation	2,480,456	2,570,614	2,606,936	2,643,988	2.9%
Conservation Capital Projects	351,789	545,030	562,530	537,530	-1.4%
Wapsi River Environmental Center	242,335	287,642	287,418	285,657	-0.7%
<b>DEBT SERVICES</b>	\$ 2,237,230	\$ 2,243,765	\$ 2,243,765	\$ 2,241,560	-0.1%
Solid Waste Bonds	583,885	585,570	585,570	586,515	0.2%
River Renaissance Bonds	388,575	-	-	-	
GIS Bonds	309,695	304,895	304,895	304,895	0.0%
SECC Equipment Bonds	916,500	914,900	914,900	911,000	0.0%
River Renaissance Refunding Bonds	38,575	438,400	438,400	439,150	0.0%
<b>FACILITY &amp; SUPPORT SERVICES</b>	\$ 3,069,069	\$ 3,445,753	\$ 3,403,773	\$ 3,515,074	2.0%
FSS Administration	237,712	248,694	239,363	244,425	-1.7%
Maint of Buildings & Grounds	1,509,423	1,637,488	1,589,665	1,669,225	1.9%
Custodial Services	551,097	611,841	618,228	629,115	2.8%
Support Services	736,715	904,412	913,071	926,954	2.8%
Maintenance Juvenile Detention	34,122	43,318	43,446	45,355	

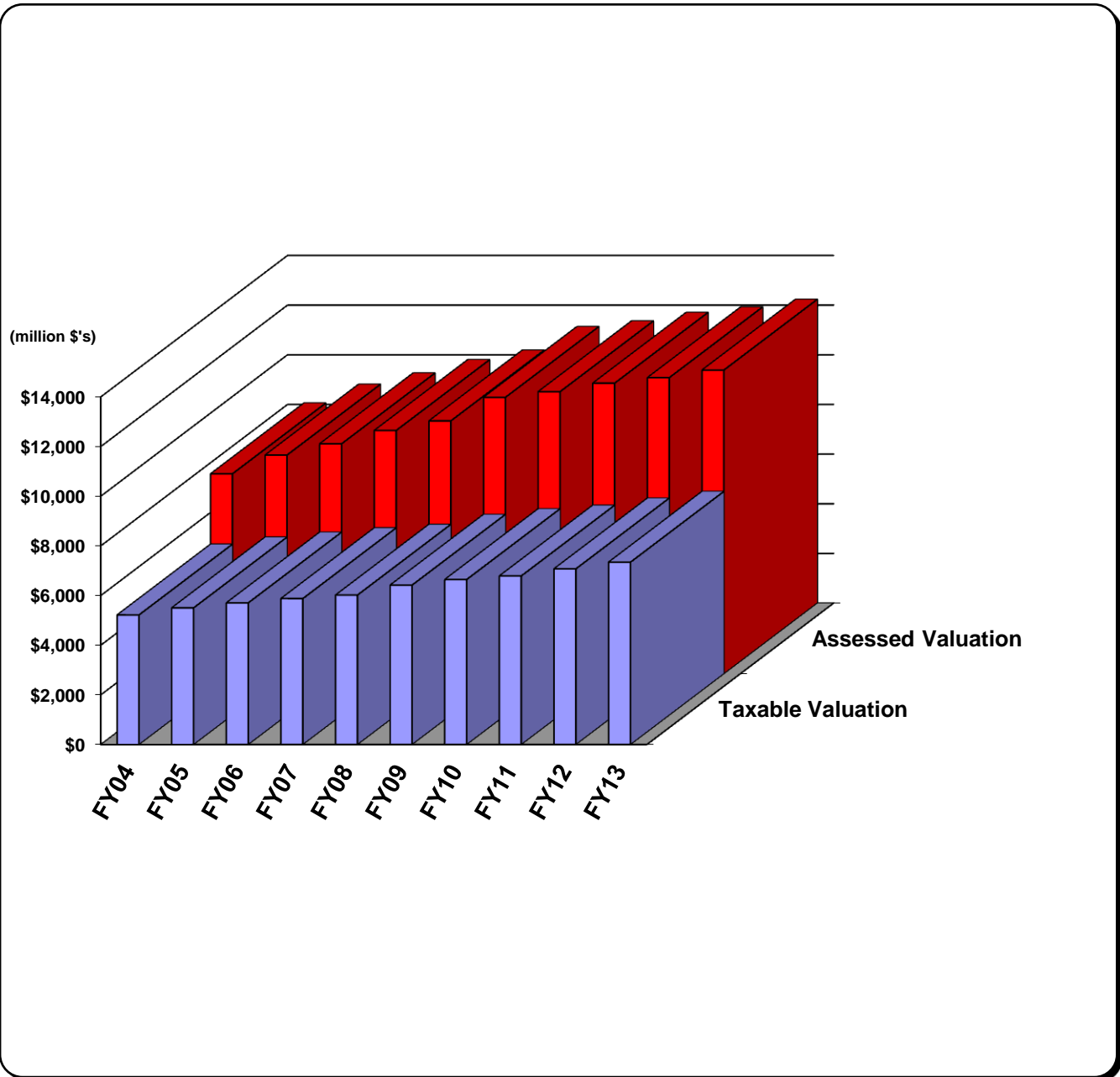
	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
<b>HEALTH DEPARTMENT</b>	\$ 6,118,854	\$ 5,896,093	\$ 5,808,211	\$ 5,787,862	-1.8%
Administration	637,541	650,952	656,130	668,958	2.8%
Medical Examiner	315,751	314,817	314,818	309,250	-1.8%
Jail Inmate Health	1,139,958	1,308,324	1,308,324	1,339,077	2.4%
Emergency Medical Services	330,522	247,655	283,119	256,673	3.6%
Clinical Services	910,929	937,913	984,203	1,017,100	8.4%
Community Relations & Planning	2,019,943	1,594,140	1,409,061	1,303,518	-18.2%
Environmental Health	764,210	842,292	852,556	893,286	6.1%
<b>HUMAN SERVICES</b>	\$ 297,943	\$ 339,523	\$ 366,091	\$ 344,852	1.6%
Administrative Support	76,541	77,252	77,252	77,252	0.0%
Case Management	221,402	262,271	288,839	267,600	2.0%
<b>INFORMATION TECHNOLOGY</b>	\$ 1,862,083	\$ 2,006,423	\$ 2,016,786	\$ 2,066,223	3.0%
Administration	133,038	153,035	155,316	160,301	4.7%
Information Processing	1,729,045	1,853,388	1,861,470	1,905,922	2.8%
<b>JUVENILE COURT SERVICES</b>	\$ 959,703	\$ 1,029,510	\$ 1,049,082	\$ 1,095,660	6.4%
Juvenile Detention Center	959,703	1,029,510	1,049,082	1,095,660	6.4%
<b>NON-DEPARTMENTAL</b>	\$ 4,744,788	\$ 5,380,434	\$ 4,577,385	\$ 4,555,759	-15.3%
Non-Departmental	648,001	726,927	619,256	499,616	-31.3%
Court Support Costs	122,338	50,650	50,650	50,650	0.0%
Other Law Enforcement Costs	2,739,819	3,583,082	2,875,305	2,992,305	-16.5%
Flood Emergency Costs	2,579	-	-	-	-
Risk Management Program	1,133,872	1,004,775	1,005,174	1,013,188	0.8%
Hotel/Motel Unit	179	15,000	27,000	-	100.0%
Jail Alternatives	98,000	-	-	-	-
<b>HUMAN RESOURCES</b>	\$ 365,736	\$ 410,471	\$ 411,021	\$ 420,080	2.3%
Human Resource Management	365,736	410,471	411,021	420,080	2.3%
<b>PLANNING &amp; DEVELOPMENT</b>	\$ 361,694	\$ 380,225	\$ 383,959	\$ 385,862	1.5%
P & D Administration	129,511	115,977	115,977	113,997	-1.7%
Code Enforcement	213,802	249,048	252,782	256,665	3.1%
Tax Deed Properties	18,381	15,200	15,200	15,200	0.0%
<b>RECORDER</b>	\$ 745,923	\$ 781,414	\$ 785,273	\$ 803,531	2.8%
Recorder Administration	149,701	155,149	156,586	160,280	3.3%
Public Records	432,777	457,578	451,501	462,282	1.0%
Vital Records	163,445	168,687	177,186	180,969	7.3%
<b>SECONDARY ROADS</b>	\$ 5,056,577	\$ 5,846,280	\$ 5,846,280	\$ 6,470,000	10.7%
Administration	172,986	195,840	195,840	203,000	3.7%
Engineering	430,970	458,440	458,440	451,000	-1.6%
Bridges & Culverts	135,493	195,000	195,000	220,000	12.8%
Roads	1,542,837	1,815,000	1,815,000	1,946,000	7.2%
Snow & Ice Control	390,506	439,500	439,500	453,000	3.1%
Traffic Controls	190,742	182,000	182,000	199,000	9.3%

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
Road Clearing	116,990	175,000	175,000	175,000	0.0%
New Equipment	433,901	915,000	915,000	750,000	-18.0%
Equipment Operations	996,655	1,108,500	1,108,500	1,141,500	3.0%
Tools, Materials & Supplies	45,281	62,000	62,000	66,500	7.3%
Real Estate & Buildings	83,689	40,000	40,000	175,000	337.5%
Roadway Construction	516,527	260,000	260,000	690,000	165.4%
<b>SHERIFF</b>	<b>\$ 12,951,486</b>	<b>\$ 13,221,846</b>	<b>\$ 13,537,106</b>	<b>\$ 14,084,290</b>	<b>6.5%</b>
Sheriff Administration	366,350	385,002	391,062	396,070	2.9%
Patrol	2,636,106	2,674,498	2,764,860	2,858,432	6.9%
Jail/Prisoner Transportation	7,260,448	7,446,738	7,613,658	7,999,223	7.4%
Civil Deputies	339,892	357,368	395,200	414,573	16.0%
Communications/Records	101,321	49,600	49,550	14,100	-71.6%
Investigations	1,076,711	1,093,957	1,096,023	1,117,651	2.2%
Bailiffs/Courthouse Security	826,135	858,407	887,334	932,226	8.6%
Civil-Clerical	344,523	356,276	339,419	352,015	-1.2%
<b>SUPERVISORS</b>	<b>\$ 264,089</b>	<b>\$ 292,812</b>	<b>\$ 294,049</b>	<b>\$ 301,642</b>	<b>3.0%</b>
Supervisors, Board of	264,089	292,812	294,049	301,642	3.0%
<b>TREASURER</b>	<b>\$ 1,725,528</b>	<b>\$ 1,873,119</b>	<b>\$ 1,885,990</b>	<b>\$ 1,947,380</b>	<b>4.0%</b>
Treasurer Administration	176,009	186,386	187,789	192,978	3.5%
Tax Administration	388,783	414,730	416,468	434,419	4.7%
Motor Vehicle Registration-CH	442,719	487,005	491,675	511,538	5.0%
County General Store	375,964	400,797	404,256	413,758	3.2%
Accounting/Finance	342,053	384,201	385,802	394,687	2.7%
<b>AUTHORIZED AGENCIES:</b>					
<b>BI-STATE REGIONAL COMMISSION</b>	<b>\$ 86,096</b>	<b>\$ 86,096</b>	<b>\$ 86,096</b>	<b>\$ 89,351</b>	<b>3.8%</b>
Regional Planning/Technical Assistance	86,096	86,096	86,096	89,351	3.8%
<b>BUFFALO AMBULANCE</b>	<b>\$ 32,650</b>	<b>\$ 32,650</b>	<b>\$ 32,650</b>	<b>\$ 32,650</b>	<b>0.0%</b>
Buffalo-Emergency Care & Transfer	32,650	32,650	32,650	32,650	0.0%
<b>CENTER FOR ALCOHOL/DRUG SERVICES</b>	<b>\$ 490,331</b>	<b>\$ 688,331</b>	<b>\$ 688,331</b>	<b>\$ 688,331</b>	<b>0.0%</b>
Outpatient Services	40,000	40,000	40,000	40,000	0.0%
Residential Services	295,432	295,432	295,432	295,432	0.0%
Jail Based Assessment & Treatment	154,899	154,899	154,899	154,899	0.0%
Inmate Substance Abuse Treatment	-	100,000	100,000	100,000	0.0%
Criminal Justice Client Case Mgmt	-	98,000	98,000	98,000	0.0%
<b>COMMISSION ON AGING</b>	<b>\$ 213,750</b>	<b>\$ 213,750</b>	<b>\$ 213,750</b>	<b>\$ 213,750</b>	<b>0.0%</b>
Outreach to Older Persons	117,317	117,317	117,317	117,317	0.0%
Transportation for Older Persons	22,300	-	-	-	#DIV/0!
Day Care for Older Persons	14,286	26,586	26,586	26,586	0.0%
Volunteer Services for Older Person	41,550	41,550	41,550	41,550	0.0%
Leisure Services for Older Persons	18,297	10,000	18,297	18,297	83.0%
Congregate Meals	-	18,297	10,000	10,000	

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
<b>COMMUNITY HEALTH CARE</b>	\$ 355,013	\$ 355,013	\$ 355,013	\$ 355,013	0.0%
Health Services-Comm Services	302,067	302,067	302,067	302,067	0.0%
Health Services-Other	52,946	52,946	52,946	52,946	0.0%
<b>EMERGENCY MANAGEMENT AGENCY</b>	\$ 6,917,154	\$ 7,175,122	\$ 7,175,122	\$ 7,341,080	2.3%
Emergency Preparedness	38,000	38,000	38,000	38,000	0.0%
Emergency Communications (SECC)	6,879,154	7,137,122	7,137,122	7,303,080	
<b>DURANT AMBULANCE</b>	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
Durant-Emergency Care & Transfer	20,000	20,000	20,000	20,000	0.0%
<b>HANDICAPPED DEVELOPMENT CENTER</b>	\$ 2,134,029	\$ 2,692,325	\$ 3,001,605	\$ 3,111,588	15.6%
Residential Program	1,270,236	1,703,764	1,849,179	1,923,127	12.9%
Vocational Services	852,944	788,634	890,751	918,689	16.5%
Developmental Services	10,849	199,927	261,675	269,772	34.9%
<b>HUMANE SOCIETY</b>	\$ 33,317	\$ 33,317	\$ 33,317	\$ 33,317	0.0%
Animal Shelter	33,317	33,317	33,317	33,317	0.0%
<b>COUNTY LIBRARY</b>	\$ 525,910	\$ 539,149	\$ 539,149	\$ 532,955	-1.1%
Library Resources & Services	525,910	539,149	539,149	532,955	-1.1%
<b>QC CONVENTION/VISITORS BUREAU</b>	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	0.0%
Regional Tourism Development	70,000	70,000	70,000	70,000	0.0%
<b>QC DEVELOPMENT GROUP</b>	\$ 37,957	\$ 100,000	\$ 100,000	\$ 100,000	0.0%
Quad Cities First	37,957	70,000	70,000	70,000	0.0%
GDRC	-	30,000	30,000	30,000	0.0%
<b>VERA FRENCH CMHC</b>	\$ 4,341,627	\$ 4,343,234	\$ 4,301,683	\$ 4,195,134	-3.4%
Outpatient Services	1,429,556	1,429,557	1,429,556	1,429,557	0.0%
Community Support Services	468,599	468,599	468,599	468,599	0.0%
Case Management	506,590	665,000	665,000	600,000	-9.8%
Residential	1,534,994	1,378,190	1,378,190	1,378,190	0.0%
Day Treatment Services	318,788	318,788	318,788	318,788	0.0%
Employment Services	83,100	83,100	41,550	-	-100.0%
<b>TOTAL ALL DEPTS/AGENCIES</b>	<u>\$ 80,504,629</u>	<u>\$ 81,235,973</u>	<u>\$ 82,658,096</u>	<u>\$ 82,806,294</u>	1.9%

## TAXABLE VALUATIONS vs 100% ASSESSMENTS

TEN YEAR COMPARISON (in million \$'s)



Currently due to a State applied rollback to residential & ag property, taxable values are only at 60% of the County's fully assessed residential property values, which is up from 59% in the previous year





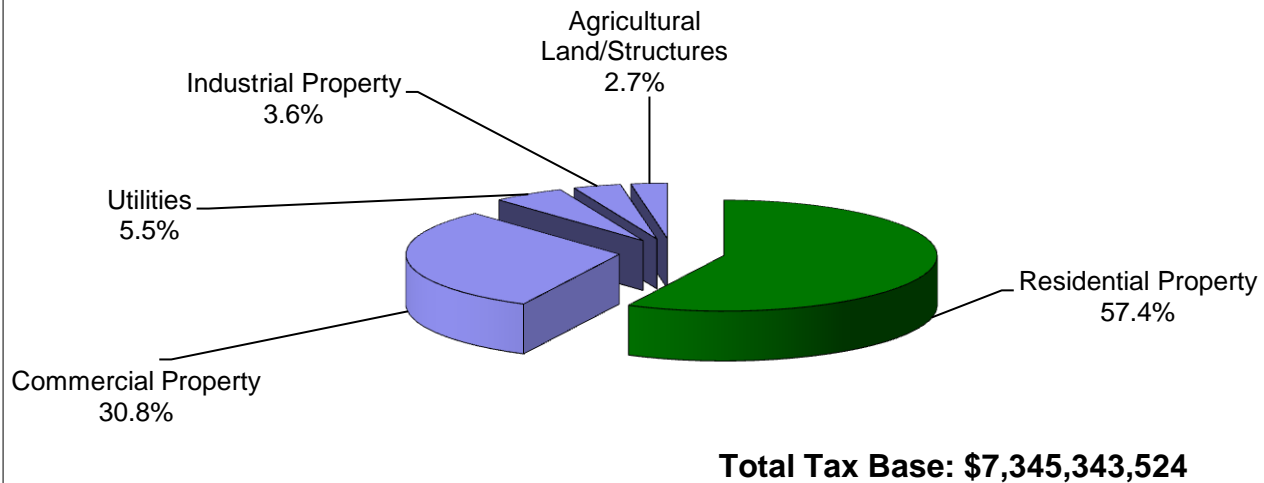
## ASSESSED AND TAXABLE VALUES OF TAXABLE PROPERTY TEN FISCAL YEAR COMPARISON

<b><u>Fiscal Year</u></b>	<b>----- Real Property -----</b>		<b>----- Personal Property -----</b>	
	<b><u>Taxable Value</u></b>	<b><u>Assessed Value</u></b>	<b><u>Taxable Value</u></b>	<b><u>Assessed Value</u></b>
2003-04	4,812,295,795	7,645,182,637	5,356,152	5,356,152
2004-05	5,087,898,264	8,391,908,958	-	-
2005-06	5,299,824,281	8,858,213,729	-	-
2006-07	5,479,723,470	9,401,603,691	-	-
2007-08	5,628,344,599	9,795,520,756	-	-
2008-09	6,020,385,508	10,733,575,164	-	-
2009-10	6,239,157,174	10,954,497,393	-	-
2010-11	6,311,929,756	11,226,765,828	-	-
2011-12	6,588,902,517	11,439,386,920	-	-
2012-13	6,860,175,720	11,747,536,084	-	-

----- Utilities -----		----- Total -----		Ratio	Tax
<u>Taxable</u>	<u>Assessed</u>	<u>Taxable</u>	<u>Assessed</u>	<u>Taxable</u>	<u>Increment</u>
<u>Value</u>	<u>Value</u>	<u>Value</u>	<u>Value</u>	<u>to</u>	<u>Financing</u>
				<u>Assessed</u>	<u>District</u>
				<u>Value</u>	<u>Values</u>
402,785,799	403,680,208	5,220,437,746	8,054,218,997	64.82%	232,697,034
416,619,162	416,632,167	5,504,517,426	8,808,541,125	62.49%	213,970,420
405,323,627	405,323,627	5,705,147,908	9,263,537,356	61.59%	235,146,048
398,968,382	398,999,188	5,878,691,852	9,800,602,879	59.98%	235,262,665
390,812,695	390,812,695	6,019,157,294	10,186,333,451	59.09%	301,116,369
400,072,952	400,092,597	6,420,458,460	11,133,667,761	57.67%	330,175,178
407,227,695	407,227,695	6,646,384,869	11,361,725,088	58.50%	369,081,487
478,918,472	478,918,472	6,790,848,228	11,705,684,300	58.01%	371,448,594
487,304,880	487,304,880	7,076,207,397	11,926,691,800	59.33%	360,551,426
485,167,804	485,167,804	7,345,343,524	12,232,703,888	60.05%	379,706,751

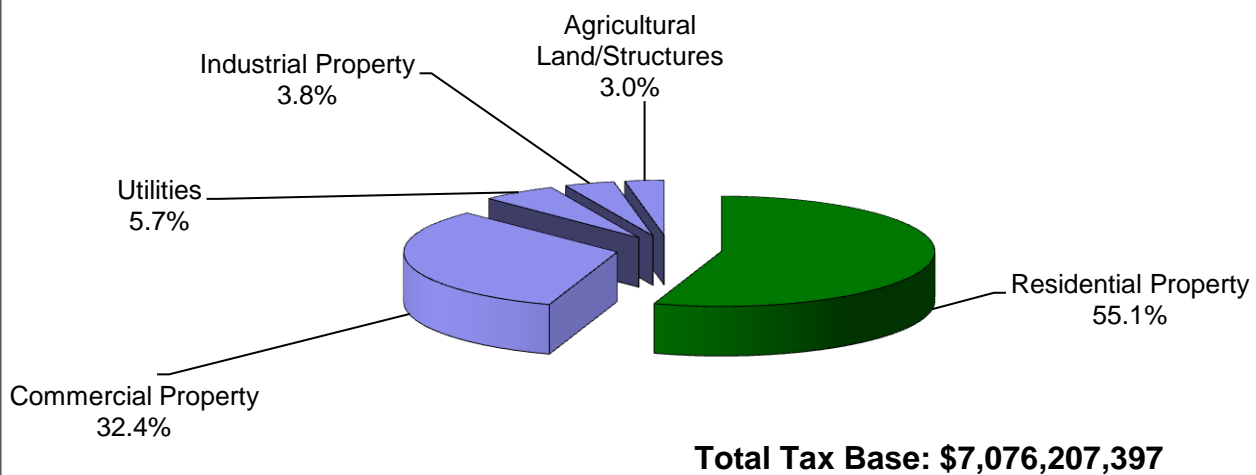
## TAXABLE VALUATION BY CLASS OF PROPERTY

### FY13 TAXABLE VALUATION



Residential property valuations represent over half of the County's tax base. Residential valuations would represent 70%, however, the State mandated rollback percentage shifts the tax burden to other classes.

### FY12 TAXABLE VALUATION



# TAXABLE PROPERTY VALUATION COMPARISON

	<u>January 1,2010</u> <u>For FY12</u>	<u>% of</u> <u>Total</u>	<u>January 1,2011</u> <u>For FY13</u>	<u>% of</u> <u>Total</u>	<u>Amount</u> <u>Change</u>	<u>%</u> <u>Change</u>
<b><u>COUNTY-WIDE</u></b>						
Residential Property	3,900,736,732	55.1%	4,214,547,093	57.4%	313,810,361	8.0%
Commercial Property	2,296,149,723	32.4%	2,261,246,701	30.8%	(34,903,022)	-1.5%
Utilities	402,661,960	5.7%	402,322,998	5.5%	(338,962)	-0.1%
Industrial Property	267,778,951	3.8%	265,566,495	3.6%	(2,212,456)	-0.8%
Agricultural Land/Structures	208,880,031	3.0%	201,660,237	2.7%	(7,219,794)	-3.5%
Total	<u>7,076,207,397</u>	<u>100.0%</u>	<u>7,345,343,524</u>	<u>100.0%</u>	<u>269,136,127</u>	<u>3.8%</u>
<b><u>UNINCORPORATED AREAS</u></b>						
Residential Property	501,726,187	60.5%	556,958,145	63.5%	55,231,958	11.0%
Commercial Property	61,099,737	7.4%	61,666,427	7.0%	566,690	0.9%
Utilities	84,642,920	10.2%	82,844,806	9.4%	(1,798,114)	-2.1%
Industrial Property	1,825,500	0.2%	1,825,500	0.2%	0	0.0%
Agricultural Land/Structures	180,354,241	21.7%	173,791,832	19.8%	(6,562,409)	-3.6%
Total	<u>829,648,585</u>	<u>100.0%</u>	<u>877,086,710</u>	<u>100.0%</u>	<u>47,438,125</u>	<u>5.7%</u>
Property in Cities	6,246,558,812	88.3%	6,468,256,814	88.1%	221,698,002	3.5%
Property in Rural Areas	829,648,585	11.7%	877,086,710	11.9%	47,438,125	5.7%
Total	<u>7,076,207,397</u>	<u>100.0%</u>	<u>7,345,343,524</u>	<u>100.0%</u>	<u>269,136,127</u>	<u>3.8%</u>

<b>EXCLUDED VALUES FROM COUNTY'S OVERALL TAX BASE:</b>	<u>January 1,2010</u> <u>For FY12</u>	<u>January 1,2011</u> <u>For FY13</u>	<u>Amount</u> <u>Change</u>	<u>%</u> <u>Change</u>
Tax Increment Financing District Values	360,551,426	379,706,751	19,155,325	5.3%
Military Exemptions	18,057,748	17,715,296	(342,452)	-1.9%
Utilities/Railroads Rollback Amount	117,012,910	129,093,192	12,080,282	10.3%
Ag Land/Structures Rollback Amount	90,873,975	149,794,075	58,920,100	64.8%
Commercial Rollback Amount	0	0	0	
Residential Rollback Amount	4,263,988,344	4,211,051,050	(52,937,294)	-1.2%
Total Rollback Loss	<u>4,471,875,229</u>	<u>4,489,938,317</u>	<u>18,063,088</u>	<u>0.4%</u>
Total Excluded Values	<u>4,850,484,403</u>	<u>4,887,360,364</u>	<u>36,875,961</u>	<u>0.8%</u>
Percent of Tax Base Excluded	<u>40.7%</u>	<u>40.0%</u>		
100% Valuation	<u>11,926,691,800</u>	<u>12,232,703,888</u>		

# PROPERTY TAX LEVY COMPARISON

## ALL FUNDS

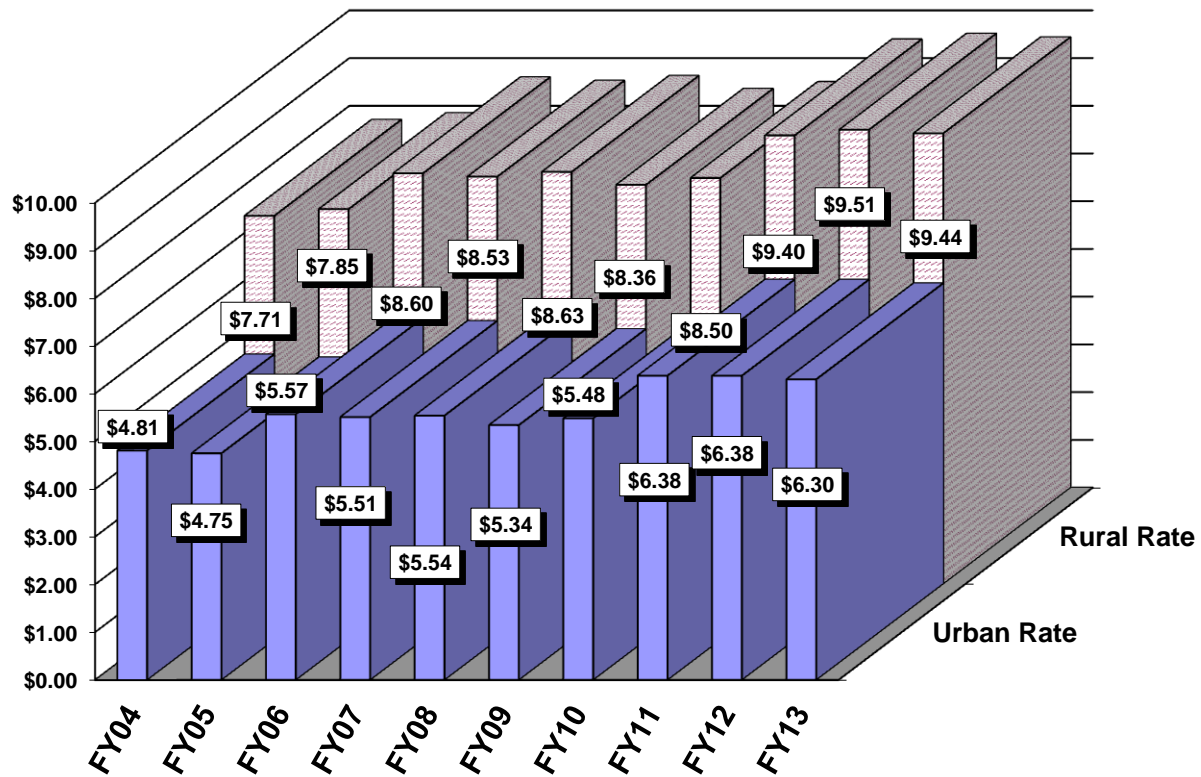
	----- 2011-12 Budget -----		----- 2012-13 Budget -----		
	<u>Levy Amount</u>	<u>Levy Rate Per \$1,000 Taxable Valuation</u>	<u>Levy Amount</u>	<u>Levy Rate Per \$1,000 Taxable Valuation</u>	<u>Levy Amount % Incr -Decr</u>
<b>General Fund</b>	\$ 40,590,116	\$ 5.73614	\$ 41,693,198	\$ 5.67614	2.7%
<b>Special Revenue Fund</b>					
MH-DD	3,241,463	0.45808	3,308,032	0.45036	2.1%
<b>Debt Service Fund</b>	<u>1,352,369</u>	<u>0.18185</u>	<u>1,352,334</u>	<u>0.17506</u>	0.0%
<b>Total County-Wide Levy</b>	\$ 45,183,948	\$ 6.37607 <sup>(1)</sup>	\$ 46,353,564	\$ 6.30156 <sup>(1)</sup>	2.6%
<b>Special Revenue Fund (rural only)</b>					
Rural Services Basic	<u>2,603,157</u>	<u>3.13766</u> <sup>(2)</sup>	<u>2,752,000</u>	<u>3.13766</u> <sup>(2)</sup>	5.7%
<b>Total Gross Levy</b>	\$ 47,787,105	\$ 9.51373	\$ 49,105,564	\$ 9.43922	2.8%
Less State Replacement Credits Against Levied Taxes	<u>1,634,165</u>		<u>1,596,856</u>		-2.3%
<b>Total Net Levy</b>	<u>\$ 46,152,940</u>	<u>\$ 9.51373</u> <sup>(3)</sup>	<u>\$ 47,508,708</u>	<u>\$ 9.43922</u> <sup>(3)</sup>	2.9%

<sup>(1)</sup> Corporate rate levied against property in incorporated areas (cities)

<sup>(2)</sup> Levied in the unincorporated areas only for Secondary Roads and for participation in the County Library System

<sup>(3)</sup> Rural rate levied against property in unincorporated areas (townships)

## TEN YEAR LEVY RATE COMPARISON



The levy rate increase for FY06 was due to the voter approved jail expansion/renovation. The levy rate increase for FY11 is due to the SECC, county-wide consolidated dispatch center. In FY12, Rural rate increased due to a state formula for local effort related to the distribution of Road Use Tax. The FY13 rate is recommended to decrease by 7.6 cents.

## TAX LEVIES AND LEVY RATES

### TEN YEAR HISTORICAL COMPARISON

<b>Fiscal Year</b>	<b>Gross Tax Levy <sup>(1)</sup></b>	<b>Percent Change In Levy <sup>(1)</sup></b>	<b>Urban Levy Rate <sup>(2)</sup></b>	<b>Rural Levy Rate <sup>(3)</sup></b>
2003-04	\$ 25,878,253	8.5%	\$ 4.80887	\$ 7.71192
2004-05	\$ 26,965,556	4.2%	\$ 4.75497	\$ 7.84647
2005-06	\$ 32,435,612	20.3%	\$ 5.56513	\$ 8.60445
2006-07	\$ 33,137,782	2.2%	\$ 5.51106	\$ 8.52602
2007-08	\$ 34,190,104	3.2%	\$ 5.54040	\$ 8.62666
2008-09	\$ 35,209,549	3.0%	\$ 5.34263	\$ 8.36217
2009-10	\$ 37,429,567	6.3%	\$ 5.48399	\$ 8.50353
2010-11	\$ 44,242,098	18.2%	\$ 6.37607	\$ 9.39561
2011-12	\$ 46,152,940	4.3%	\$ 6.37607	\$ 9.51373
2012-13	\$ 47,508,708	2.9%	\$ 6.30156	\$ 9.43922

<sup>(1)</sup> Includes State replacement credits against levies taxes

<sup>(2)</sup> Urban levy rate per \$1,000 taxable valuation levied against property in incorporated areas (cities)

<sup>(3)</sup> Rural levy rate per \$1,000 taxable valuation levied against property in unincorporated areas (townships)

## **MAJOR GOVERNMENTAL FUNDS**



## GENERAL FUND

The General Fund for the County of Scott accounts for all transactions of the County which pertain to the general administration and services traditionally provided to its citizens except those specifically accounted for elsewhere. Services within the General Fund include law enforcement services, legal services, emergency services, juvenile court justice services, physical health services, services to the poor, services to military veterans, services to the elderly, environmental quality services, conservation and recreation services, animal control services, county development services, representation (election) services, state administrative services and various interprogram services such as policy and administration, central services and risk management services.

The General Fund is also the primary source of appropriations to fund costs of providing these services. Consequently, considerable importance is placed, upon the fund's financial condition. The Board of Supervisors and staff's objective is to maintain an acceptable level of service for the County's citizens within the limitations of revenue sources that are available to support these activities.

An objective of maintaining the General Fund as a self-funding entity, revenues and/or available balances must be provided to support expense levels during the entire fiscal year. Consequently, the fund balance or working balance is estimated or projected at a level sufficient to fund the first three months of a new fiscal year prior to the receipt of property tax revenues in October. (In Iowa property taxes are paid in two installments due September 30<sup>th</sup> and March 31<sup>st</sup>.) The revenue sources over the past several years have been directed toward this goal in order to avoid interim financing. The following is a ten-year history of the changes in the unrestricted, unreserved/unassigned General Fund balance:

Fiscal Year	June 30 Fund Balance
2003-04	5,488,379
2004-05	4,637,761
2005-06	5,479,818
2006-07	5,306,330
2007-08	5,845,193
2008-09	5,952,121
2009-10	8,264,055
2010-11	9,247,282
2011-12 (Projected)	9,567,807
2012-13 (Projected)	9,007,551

The Scott County Board of Supervisors has adopted a set of financial management policies. As a part of these financial management policies a *minimum* year-end unassigned fund balance for the General Fund was identified as 15% of annual operating expenses. The General Fund projected June 30, 2013 balance is projected to be 16.88%, which is above the minimum fund balance guidelines.

In order to fund capital projects, the Board of Supervisors makes a property tax transfer from the General Fund to the Capital Projects fund. The transfer amount is necessary to fund routine capital projects within the County.

The local option sales tax revenue represents approximately 6.7% of total revenues to the General Fund in FY13. This is up 4.9% from previous fiscal years, as the County expects these taxes to rebound a bit as the economy improves. All estimated local option tax revenues are used to reduce the General Fund property tax requirement for the ensuing fiscal year.

The Public Safety service area is increasing 1.1%. This increase is due to the property tax funding of Scott Emergency Communications Center (SECC). SECC was formed by a 28E (intergovernmental agreement) to consolidate all of the Police and Fire dispatch services for Scott County. This funding will pay all operational costs as well as the dept service for the equipment and building.

Physical Health and Social Services is decreasing by 3.0% primarily due to a reduction of grant expenditures. County Environment and Education is decreasing 5.4% due to increases in Conservation Department salary and benefits. Government Services to Residents is increasing by 0.6% due to projected election costs which vary from year to year depending on the number of special elections.

The Administration (interprogram) service area expenditures are increasing 2.5% primarily for salary increases. Debt Service costs in the General Fund is for the debt amortization of the jail bonds to the Public Safety Authority as discussed above.

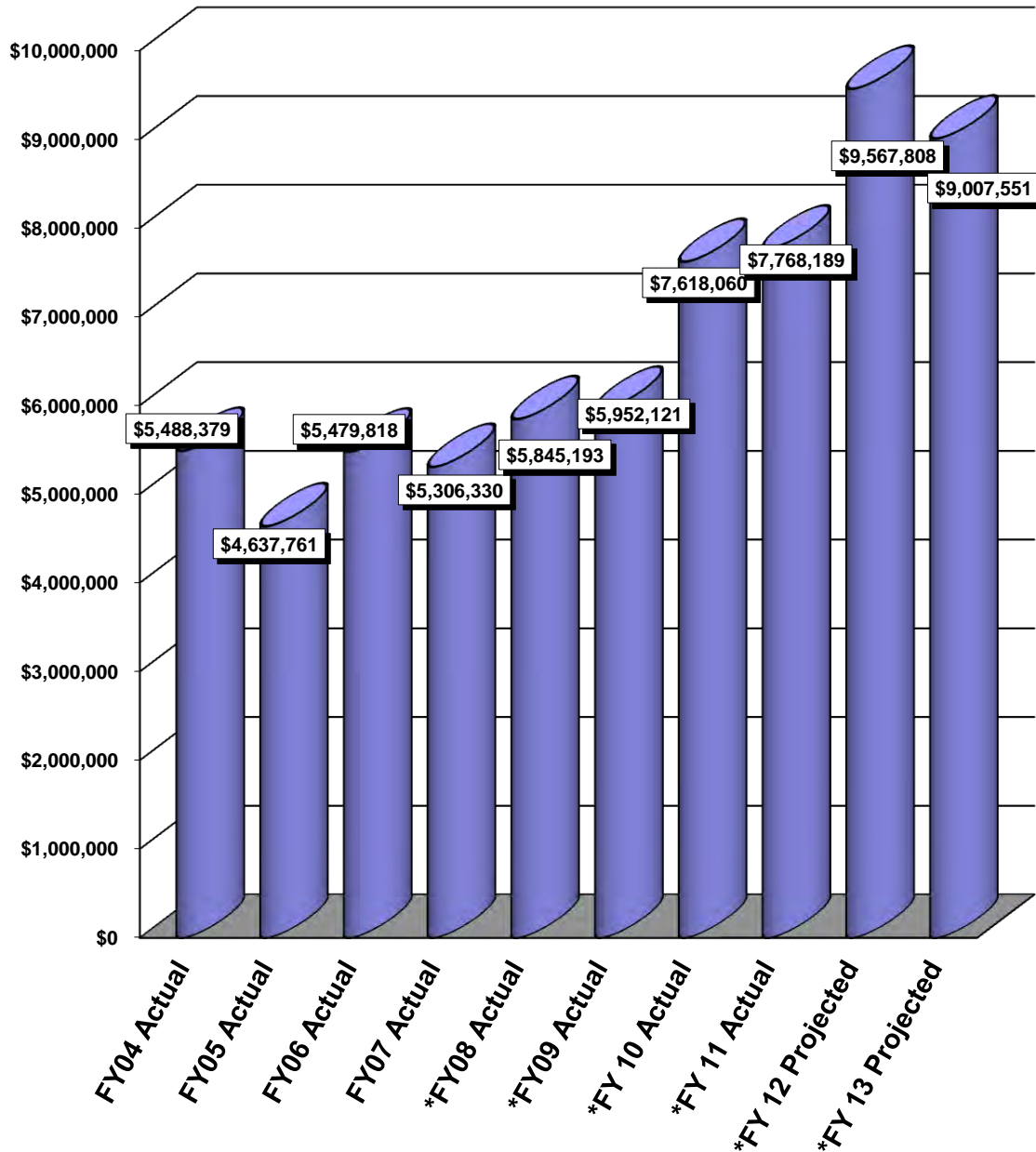
The General Fund is comprised of two levying funds - the General Basic Fund and the General Supplemental Fund. The General Basic Fund has a \$3.50 rate per \$1,000 taxable valuation limitation. The General Supplemental Fund is for specific services and expenditures as outlined in Section 331.424 of the Code of Iowa and include such services as elections, court services, joint authority rental (debt) payments (see the above discussion about the Public Safety Authority created for the jail project), employee benefit costs, emergency management services, and risk management service (see Financial Management Policies in the Supplemental Information section of this budget document for a complete listing). Current law requires counties to levy the General Basic Fund maximum levy prior to utilizing the General Supplemental Fund levy. The FY13 General Basic levy rate is at the \$3.50 limit with the General Supplemental Fund at a \$2.17614 levy rate amount.

# GENERAL FUND TOTAL FUND STATEMENT

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
Beginning balance, July 1	\$ 12,523,796	\$ 12,017,929	\$ 14,878,260	\$ 15,198,786	26.5%
Revenues and transfers in	<u>58,983,941</u>	<u>60,791,059</u>	<u>59,873,128</u>	<u>60,381,741</u>	-0.7%
Funds available	71,507,737	72,808,988	74,751,388	75,580,527	3.8%
Expenditures and transfers out	<u>56,629,477</u>	<u>60,532,919</u>	<u>59,552,602</u>	<u>60,941,998</u>	0.7%
Ending Balance, June 30	<u>\$ 14,878,260</u>	<u>\$ 12,276,069</u>	<u>\$ 15,198,786</u>	<u>\$ 14,638,529</u>	19.2%
Less: Estimated nonspendable, restrictions, or assignments					
Amount nonspendable for advance to Golf Course Enterprise Fund			3,720,324	3,720,324	
Amount nonspendable for notes receivable			113,358	113,358	
Amount nonspendable for prepaid items			109,106	109,106	
Amount restricted for County Conservation sewage treatment			210,592	210,592	
Amount restricted for other statutory programs			783,546	783,546	
Amount assigned for IBNR claims liabilities			<u>694,052</u>	<u>694,052</u>	
Unassigned Fund Balance			<u>\$ 9,567,808</u>	<u>\$ 9,007,551</u>	

## SCOTT COUNTY FY12 BUDGET REVIEW

### GENERAL FUND UNASSIGNED ENDING FUND BALANCE TEN YEAR COMPARISON



The recommended FY13 General Fund unassigned ending fund balance is expected to be at \$9,007,551 which represents 16.88% of general fund expenditures.

The Board's Financial Management Policy requires a 15% minimum General Fund balance.

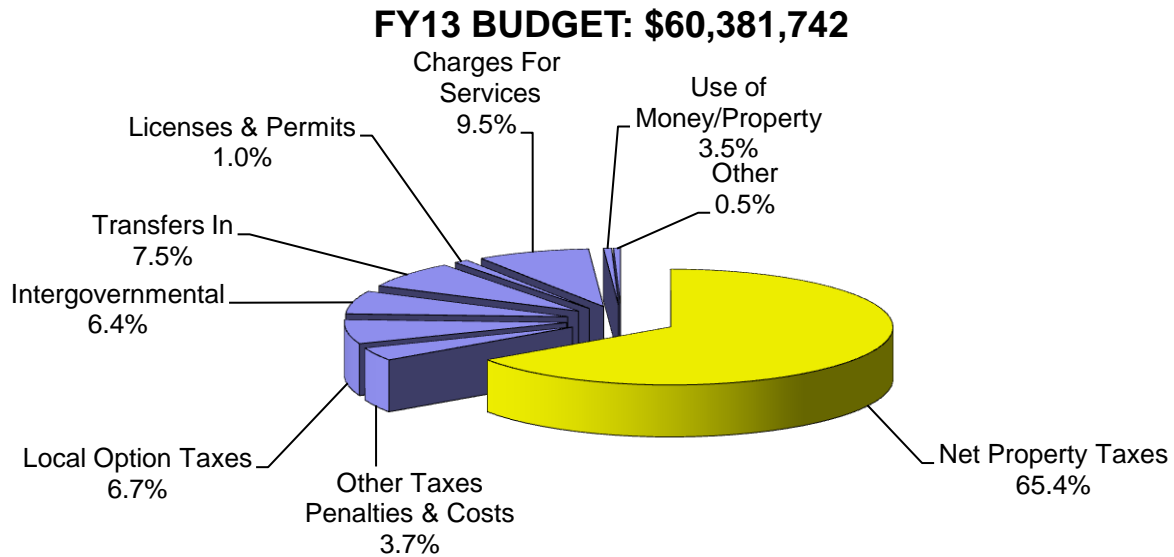
\*The County implemented GASB Statement No. 54 in Fiscal Year 2011. Fund Balance was previously measured as unreserved, undesignated.

\*Includes General and Supplemental Funds

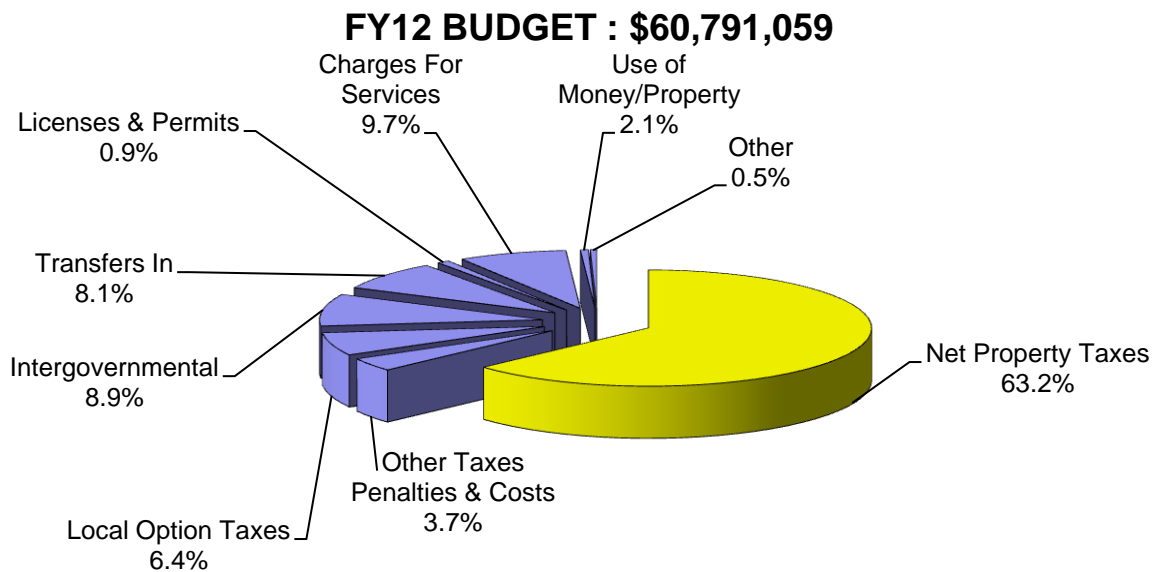
# GENERAL FUND TOTAL REVENUE SOURCES

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
Taxes Levied on Property	\$ 37,194,605	\$ 39,179,723	\$ 39,260,574	\$ 40,314,207	2.9%
Less: Uncollected Delinquent Taxes-Lev	49,749	30,381	49,749	49,749	63.8%
Less: Credits To Taxpayers	<u>822,766</u>	<u>761,283</u>	<u>822,766</u>	<u>822,766</u>	8.1%
Net Current Property Taxes	36,322,090	38,388,059	38,388,059	39,441,692	2.7%
Add: Delinquent Property Tax Revenue	49,749	30,381	49,749	49,749	63.8%
 Total Net Property Taxes	 36,371,839	 38,418,440	 38,437,808	 39,491,441	 2.8%
 Penalties, Interest & Costs On Taxes	 791,685	 790,000	 780,000	 780,000	 -1.3%
Other County Taxes	<u>56,466</u>	<u>54,405</u>	<u>56,466</u>	<u>56,466</u>	3.8%
Total Other Taxes, Penalties & Costs	848,151	844,405	836,466	836,466	-0.9%
 Local Option Taxes	 3,863,574	 3,863,575	 4,052,754	 4,052,754	 4.9%
Utility Tax Replacement Excise Tax	1,318,700	1,410,393	1,410,393	1,378,990	-2.2%
 Intergovernmental :					
State Grants & Reimbursements	4,319,823	4,081,279	2,942,491	2,647,483	-35.1%
State Credits Against Levied Taxes	<u>822,766</u>	<u>761,283</u>	<u>822,766</u>	<u>822,766</u>	8.1%
 Other State Credits	 21,060	 19,432	 21,060	 21,060	 8.4%
Federal Grants & Entitlements	84,833	10,500	8,385	8,400	-20.0%
Contr & Reimb From Other Govts	314,155	530,553	569,403	382,519	-27.9%
Payments in Lieu of Taxes	<u>6,782</u>	<u>5,000</u>	<u>6,500</u>	<u>6,500</u>	30.0%
Subtotal Intergovernmental	5,569,419	5,408,047	4,370,605	3,888,728	-28.1%
 Licenses & Permits	 652,664	 532,320	 603,653	 621,170	 16.7%
Charges For Services	4,901,934	4,782,376	4,886,103	4,953,796	3.6%
Use of Money & Property	<u>391,356</u>	<u>348,421</u>	<u>342,171</u>	<u>347,671</u>	-0.2%
 Other:					
Fines, Forfeitures & Defaults	198,951	118,800	191,000	153,500	29.2%
Miscellaneous	<u>455,145</u>	<u>159,282</u>	<u>187,175</u>	<u>152,225</u>	-4.4%
Total Other	654,096	278,082	378,175	305,725	9.9%
 Total Revenues before Other Financing Sources	 <u>54,571,733</u>	 <u>55,886,059</u>	 <u>55,318,128</u>	 <u>55,876,741</u>	 0.0%
 Proceeds of Fixed Asset Sales	 -	 5,500	 5,000	 5,000	 -9.1%
 Transfers in from:					
General Basic	4,400,000	4,855,000	4,500,000	4,500,000	-7.3%
Conservation Equipment Reserve	<u>12,208</u>	<u>44,500</u>	<u>50,000</u>	-	-100.0%
Total transfers in	4,412,208	4,899,500	4,550,000	4,500,000	-8.2%
 <b>GRAND TOTAL REVENUES</b>	 <u><u>\$ 58,983,941</u></u>	 <u><u>\$ 60,791,059</u></u>	 <u><u>\$ 59,873,128</u></u>	 <u><u>\$ 60,381,741</u></u>	 -0.7%

## GENERAL FUND REVENUES BY TYPE



The percentage of revenues received from net property taxes has increased from approximately 63.2% to 65.4% from FY12 and FY13. This increase is because the County continues to rely more and more on property tax dollars to fund services.

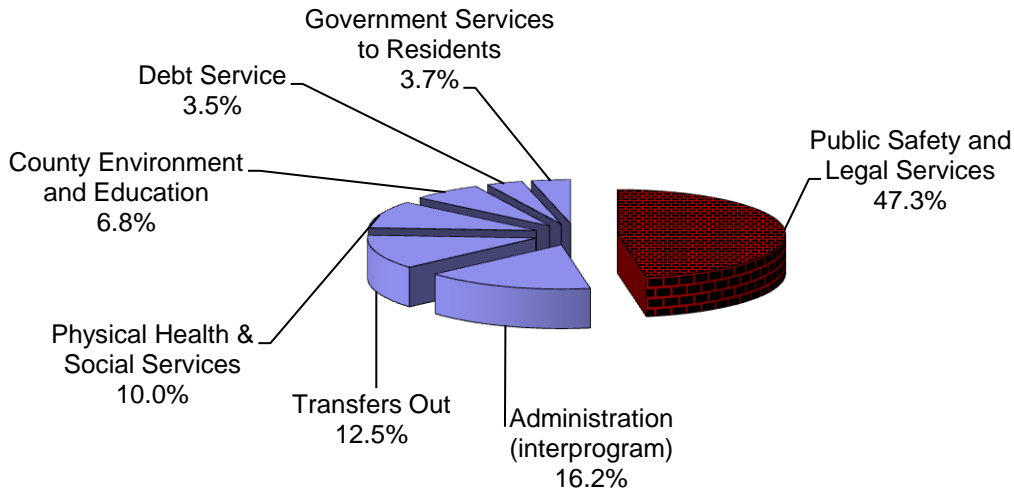


## GENERAL FUND EXPENDITURES BY SERVICE AREA

SERVICE AREA	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
Public Safety & Legal Services	\$ 26,494,923	\$ 28,483,717	\$ 27,970,700	\$ 28,801,440	1.1%
Physical Health & Social Services	6,511,764	6,294,948	6,144,792	6,107,415	-3.0%
County Environment & Education	3,989,186	4,367,474	4,406,385	4,130,001	-5.4%
Government Services to Residents	2,022,332	2,271,277	2,268,252	2,284,878	0.6%
Administration (interprogram)	9,094,998	9,648,287	9,650,256	9,890,135	2.5%
Debt Service	<u>2,118,430</u>	<u>2,125,305</u>	<u>2,125,305</u>	<u>2,122,305</u>	-0.1%
<b>SUBTOTAL BEFORE TRANSFERS</b>	50,231,633	53,191,008	52,565,690	53,336,174	0.3%
<b>Transfers out to:</b>					
General Supplemental	4,400,000	4,855,000	4,500,000	4,500,000	-7.3%
Secondary Roads	655,516	681,882	681,882	725,794	6.4%
Capital Improvements	652,579	1,195,030	1,195,030	1,770,030	48.1%
Electronic Equipment	475,000	610,000	610,000	610,000	0.0%
Conservation CIP Reserve	<u>214,749</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Total transfers</b>	6,397,844	7,341,912	6,986,912	7,605,824	3.6%
<b>GRAND TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<u>\$ 56,629,477</u>	<u>\$ 60,532,920</u>	<u>\$ 59,552,602</u>	<u>\$ 60,941,998</u>	0.7%

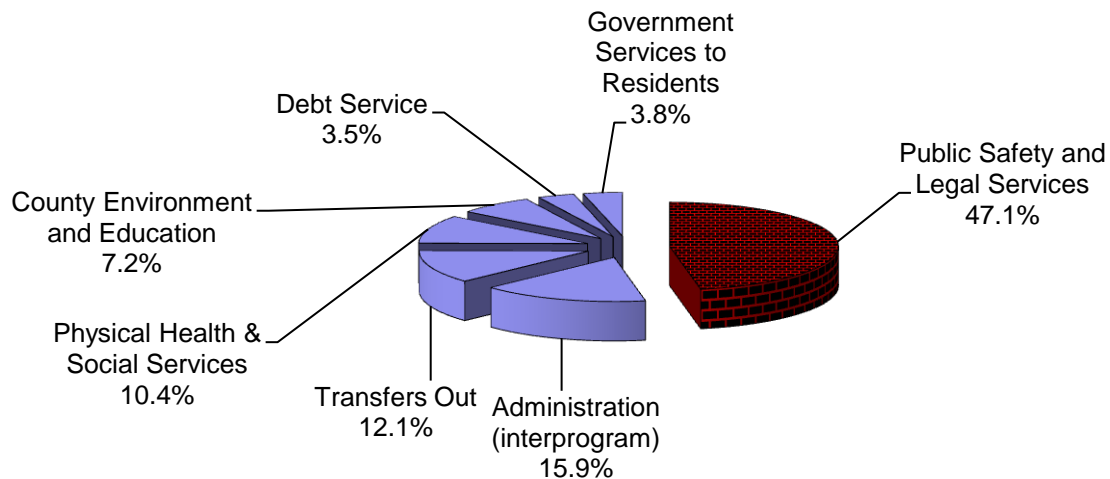
## GENERAL FUND EXPENDITURES BY SERVICE AREA

### FY13 BUDGET: \$60,941,997



This graph shows that the single largest General Fund expense category is for Public Safety & Legal Services costs. The amount for transfers out includes countywide property tax funding for the Secondary Roads budget.

### FY12 BUDGET: \$60,532,920





## MH-DD FUND

All revenues designated for mental health, mental retardation, and developmental disabilities services are now credited to the mental health, mental retardation, and developmental disabilities fund of the County. The fund is known as the MH-DD Services Fund. The Board of Supervisors makes appropriations from the fund for payment of services provided under the MH, MR, DD Management Plan approved pursuant to Iowa Code section 331.439. The following qualified expenditures may be appropriated under the MH-DD Fund:

- Mental Commitment Costs
  - Sheriff Transportation
  - Psychiatric Evaluation
  - Attorney Fees
  - Mental Health Advocate
  - Hospitalization Pending the Commitment Hearing
- Vocational Costs
- Residential Costs-MHI (Excluding Mount Pleasant if placement Relates to Substance Abuse)
  - SHS
  - ICFMR
  - RCFMR
  - RCF
  - SAL
- Protective Payee
- Respite Services
- Outpatient Services
- Community Support Program
- Adult Day Treatment
- Adult Day Treatment
- Partial Hospitalization
- HCBS Services
  - Supported Community Living
  - Vocational
  - Respite
  - Home & Vehicle Modifications
  - Homemaker
- Case Management
- Psychotropic Medications
- Transportation (If conditional on MH-DD diagnosis)
- Counseling/Client Coordination (i.e. Non-Title 19 Case Management/ County operated "social services")
- Diagnostic Evaluations
- Public Subsidy Program (If conditional on MH-DD diagnosis)
- Administrative Costs (But only those staff costs which can be specifically identified with MH-DD services can be included)

In 1996 the Iowa State Legislature capped the dollar amount on the local property tax levy for this fund in the future. This was done to build a partnership between the state and the counties. Inflationary increases will be allowed by State legislation. As stated under the General Fund narrative, the action by the State to pull these previously uncontrollable escalating mental health costs from the General Fund into a special revenue major fund with future limited cost increases will have a dramatic positive impact on future General Fund balances requirements.

State MH/DD funding continues to be an issue across the state. The ARRA benefits (enhanced FMAP rate) ended June 30, 2011. The 2011 Legislative Session approved new money for MH/DD services to assist in stabilizing the current system while workgroups begin addressing MH/DD Redesign. An additional \$16 million was allocated to counties and another \$10 million was allocated to address waiting lists. Scott County will apply for funds to eliminate the waiting list of approximately 71 consumers. Local providers were asked to remain flat funded in the FY12 budget, so there were no annual increases provided to the authorized agencies.

# MENTAL HEALTH, MR & DD FUND

## FUND STATEMENT

<u>Fund</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
Beginning balance, July 1	\$ 1,499,167	\$ 1,395,146	\$ 1,221,960	\$ 89,643	-93.6%
Revenues	<u>14,944,228</u>	<u>15,189,505</u>	<u>15,694,998</u>	<u>16,836,932</u>	10.8%
Funds available	16,443,395	16,584,651	16,916,958	16,926,575	2.1%
Expenditures	<u>15,221,435</u>	<u>16,584,651</u>	<u>16,827,315</u>	<u>16,926,575</u>	2.1%
Ending Balance, June 30	<u>\$ 1,221,960</u>	<u>\$ -</u>	<u>\$ 89,643</u>	<u>\$ -</u>	

# MH-DD FUND

## REVENUE SOURCES

<u>Fund</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
<b>REVENUES</b>					
Taxes Levied on Property	\$ 3,119,575	\$ 3,128,837	\$ 3,123,329	\$ 3,198,636	2.2%
Less: Uncollected Delinquent Taxes- Levy Year	4,173	2,548	4,173	4,173	63.8%
Less: Credits To Taxpayers	<u>69,007</u>	<u>76,139</u>	<u>69,007</u>	<u>69,007</u>	-9.4%
Net Current Property Taxes	3,046,395	3,050,150	3,050,149	3,125,456	2.5%
Add: Delinquent Property Tax Revenue	<u>4,173</u>	<u>2,548</u>	<u>4,173</u>	<u>4,173</u>	63.8%
Total Net Property Taxes	3,050,568	3,052,698	3,054,322	3,129,629	2.5%
Other County Taxes	<u>3,761</u>	<u>4,535</u>	<u>3,761</u>	<u>3,761</u>	-17.1%
Total Other Taxes, Penalties & Costs	3,761	4,535	3,761	3,761	-17.1%
Utility Tax Replacement Excise Tax	110,602	112,626	112,626	109,396	-2.9%
Intergovernmental :					
State Grants & Reimbursements	7,703,486	8,010,109	8,339,148	9,565,810	19.4%
State Credits Against Levied Taxes	69,007	76,139	69,007	69,007	-9.4%
Other State Credits	<u>3,909,871</u>	<u>3,868,059</u>	<u>3,867,654</u>	<u>3,867,654</u>	0.0%
Subtotal Intergovernmental	11,682,364	11,954,307	12,275,809	13,502,471	13.0%
Charges For Services	50,250	39,450	45,950	45,950	16.5%
Other:					
Miscellaneous	<u>46,683</u>	<u>25,889</u>	<u>202,530</u>	<u>45,725</u>	76.6%
Total Other	46,683	25,889	202,530	45,725	76.6%
<b>GRAND TOTAL REVENUES</b>	<u>\$ 14,944,228</u>	<u>\$ 15,189,505</u>	<u>\$ 15,694,998</u>	<u>\$ 16,836,932</u>	10.8%

# MH-DD FUND

## EXPENDITURE DETAIL

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>MH-DD SERVICE AREA</b>					
<b>Mental Health</b>					
General Administration	\$ 28,330	\$ -	\$ -	\$ -	
Coordination Services	28,134	26,942	34,430	30,120	11.8%
Personal & Environ Support	11,451	7,487	29,808	25,420	239.5%
Treatment Services	1,753,085	1,639,720	1,691,986	1,673,875	2.1%
Licensed/Certified Living Arrangements	432	80,368	-	-	-100.0%
Vocational & Day Services	126,664	-	95,004	95,005	
Instit/Hospital/Commitment Services	<u>234,471</u>	<u>263,628</u>	<u>253,545</u>	<u>258,073</u>	-2.1%
<b>Total Mental Health</b>	2,182,567	2,018,145	2,104,773	2,082,493	3.2%
<b>Chronic Mental Illness</b>					
General Administration	176,728	-	-	-	
Coordination Services	594,789	757,623	762,145	695,530	-8.2%
Personal & Environ Support	299,368	414,671	329,294	363,272	-12.4%
Treatment Services	1,009,128	1,070,587	1,047,276	1,042,776	-2.6%
Vocational & Day Services	524,022	441,117	404,079	367,881	-16.6%
Licensed/Certified Living Arrangements	1,571,476	1,430,990	1,556,400	1,562,185	9.2%
Instit/Hospital/Commitment Services	<u>514,853</u>	<u>647,340</u>	<u>489,874</u>	<u>423,540</u>	-34.6%
<b>Total Chronic Mental Illness</b>	4,690,364	4,762,328	4,589,068	4,455,184	-6.4%
<b>Mental Retardation</b>					
General Administration	135,085	-	-	-	
Coordination Services	249,227	303,144	288,839	267,600	-11.7%
Personal & Environ Support	944,970	1,217,986	1,100,400	1,103,272	-9.4%
Treatment Services	9,672	21,376	7,300	7,300	-65.8%
Vocational & Day Services	1,031,649	1,100,972	1,310,787	1,363,771	23.9%
Licensed/Certified Living Arrangements	5,022,111	5,719,558	6,095,757	6,234,244	9.0%
Instit/Hospital/Commitment Services	<u>854,022</u>	<u>1,017,828</u>	<u>982,855</u>	<u>1,011,930</u>	-0.6%
<b>Total Mental Retardation</b>	8,246,736	9,380,864	9,785,938	9,988,117	6.5%
<b>Developmental Disabilities</b>					
General Administration	4,867	-	-	-	
Coordination Services	7,880	2,609	-	-	-100.0%
Personal & Environ Support	-	202	201	201	-0.5%
Vocational & Day Services	22,881	23,515	40,683	40,683	73.0%
Licensed/Certified Living Arrangements	58,236	65,366	66,649	70,464	7.8%
Instit/Hospital/Commitment Services	<u>233</u>	<u>-</u>	<u>50</u>	<u>50</u>	
<b>Total Developmental Disabilities</b>	94,097	91,692	107,583	111,398	21.5%
<b>General Administration</b>	<u>7,673</u>	<u>331,622</u>	<u>239,953</u>	<u>289,383</u>	-12.7%
<b>Grand total MH-DD expenditures</b>	<u>\$ 15,221,437</u>	<u>\$ 16,584,651</u>	<u>\$ 16,827,315</u>	<u>\$ 16,926,575</u>	2.1%

## DEBT SERVICE FUND

The Debt Service Fund accounts for general obligation bonds that are backed by the full faith and credit of Scott County. As of July 1, 2012, four current general obligation bonds outstanding amounts to \$14,080,000. The County issued solid waste disposal bonds issued in June 1995 (refunded bond issue in 2007) on behalf of the Scott Solid Waste Commission. There is no property tax levy to retire the solid waste disposal bond debt, as user fees from the Scott Solid Waste Commission fund debt service. The second outstanding issue is for General Obligation Urban Renewal Bonds issued in May 2002 (refunded bond issue in 2009) for the River Renaissance Project. The voters (73% vote) approved these bonds in October 2001. The River Renaissance project is a \$113 million dollar effort to revitalize downtown Davenport. The third issue is GIS bonds issued in FY07. Finally, in FY10, the County issued bonds to fund Emergency Equipment for the new Scott Emergency Communication Center. The existing debt levels of the county are sufficient for the county's current needs and are not impacting the operational levels of any service areas. No new long term debt is planned at this time.

**The following is a summary of the general obligation bonds outstanding as of July 1, 2012 for the Solid Waste Disposal Bond issue:**

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL	RATE
2012-13	\$ 535,000	\$51,515	\$ 586,515	3.75%
2013-14	555,000	31,453	586,453	3.75%
2014-15	<u>280,000</u>	<u>10,640</u>	<u>290,640</u>	3.80%
	\$1,370,000	\$93,608	\$1,463,608	

**The following is a summary of the general obligation bonds outstanding as of July 1, 2012 for the River Renaissance Project bond issue:**

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL	RATE
2012-13	\$ 380,000	\$ 59,150	\$ 439,150	2.50%
2013-14	395,000	49,650	444,650	3.00%
2014-15	405,000	37,800	442,800	3.00%
2015-16	420,000	25,650	445,650	3.00%
2016-17	<u>435,000</u>	<u>13,050</u>	<u>448,050</u>	3.00%
	\$2,035,000	\$185,300	\$2,220,300	

**The following is a summary of the general obligation bonds outstanding as of July 1, 2012 for the GIS Bond issue:**

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL	RATE
2012-13	\$ 260,000	\$ 44,895	\$ 304,895	4.00%
2013-14	275,000	34,495	309,495	4.00%
2014-15	285,000	23,495	308,495	4.00%
2015-16	<u>295,000</u>	<u>12,095</u>	<u>307,095</u>	4.10%
	\$1,115,000	\$114,980	\$1,229,980	

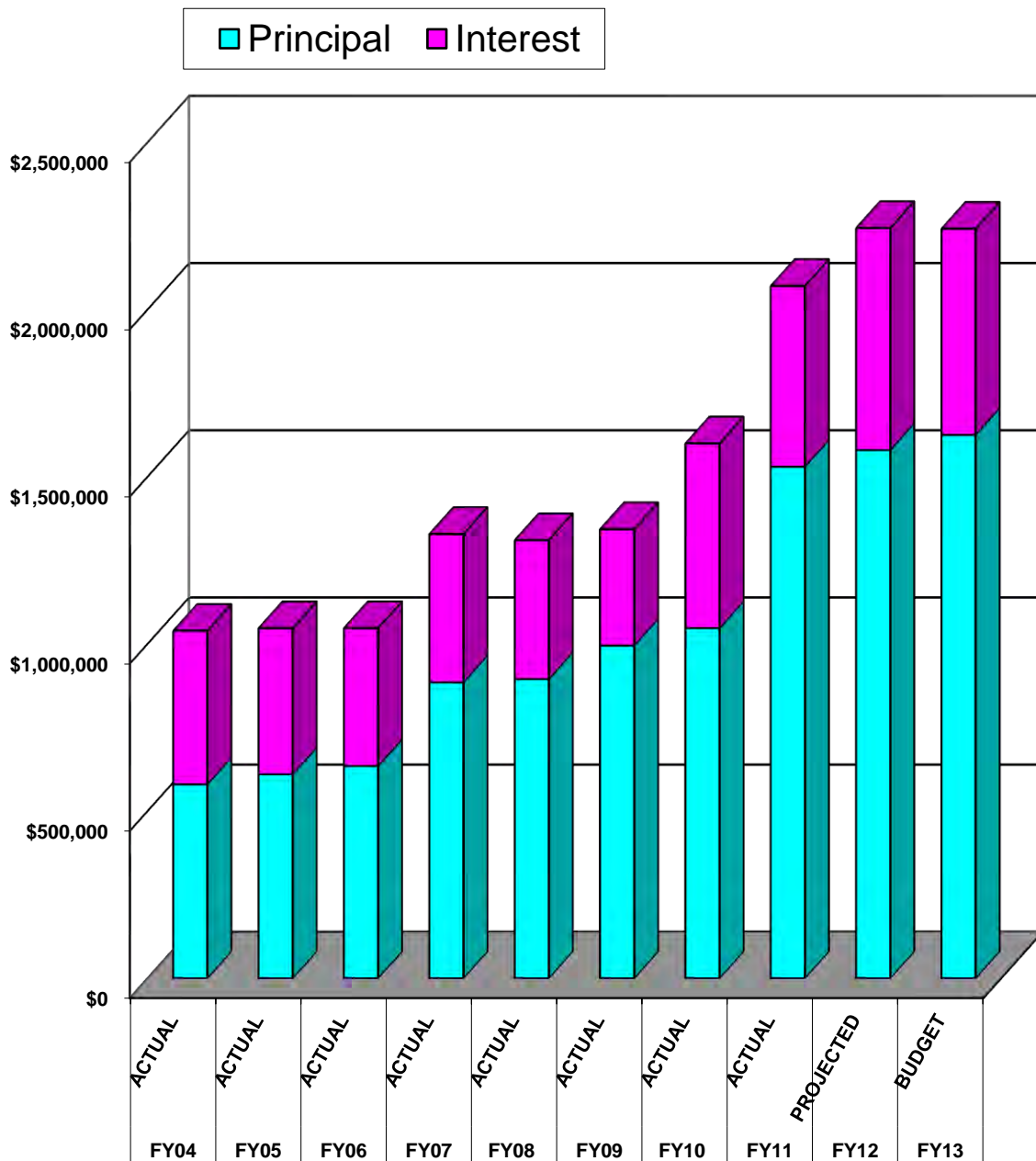
**The following is a summary of the general obligation bonds outstanding as of July 1, 2012 for the Emergency Equipment Bond (Build America Bonds) issue:**

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL	RATE
2012-13	\$ 450,000	\$ 299,650	\$ 749,650	2.50%
2013-14	460,000	292,338	752,338	3.20%
2014-15	470,000	282,770	752,770	3.50%
2015-16	480,000	272,077	752,077	4.00%
2016-17 & After	<u>7,700,000</u>	<u>2,021,045</u>	<u>9,721,045</u>	4.20%-5.8%
	\$9,560,000	\$3,167,880	\$12,727,880	

Scott County has a very small amount of outstanding debt when compared to the legal allowable debt limit. The computation of the County's legal debt margin as of July 1, 2012 is as follows:

Assessed Value (100%) January 2011	<u>\$12,232,703,888</u>
Debt Limit 5% of Assessed Valuation (Iowa Statutory Limitation)	\$611,635,194
Capital Lease	21,210,000
Bonds Outstanding Debt Margin	<u>14,080,000</u>
Debt Applicable to Margin	35,290,000
Legal Debt Margin	<u>\$576,345,194</u>
Percent of Debt Limit Used	<u>5.77%</u>

## DEBT EXPENDITURES TEN YEAR COMPARISON



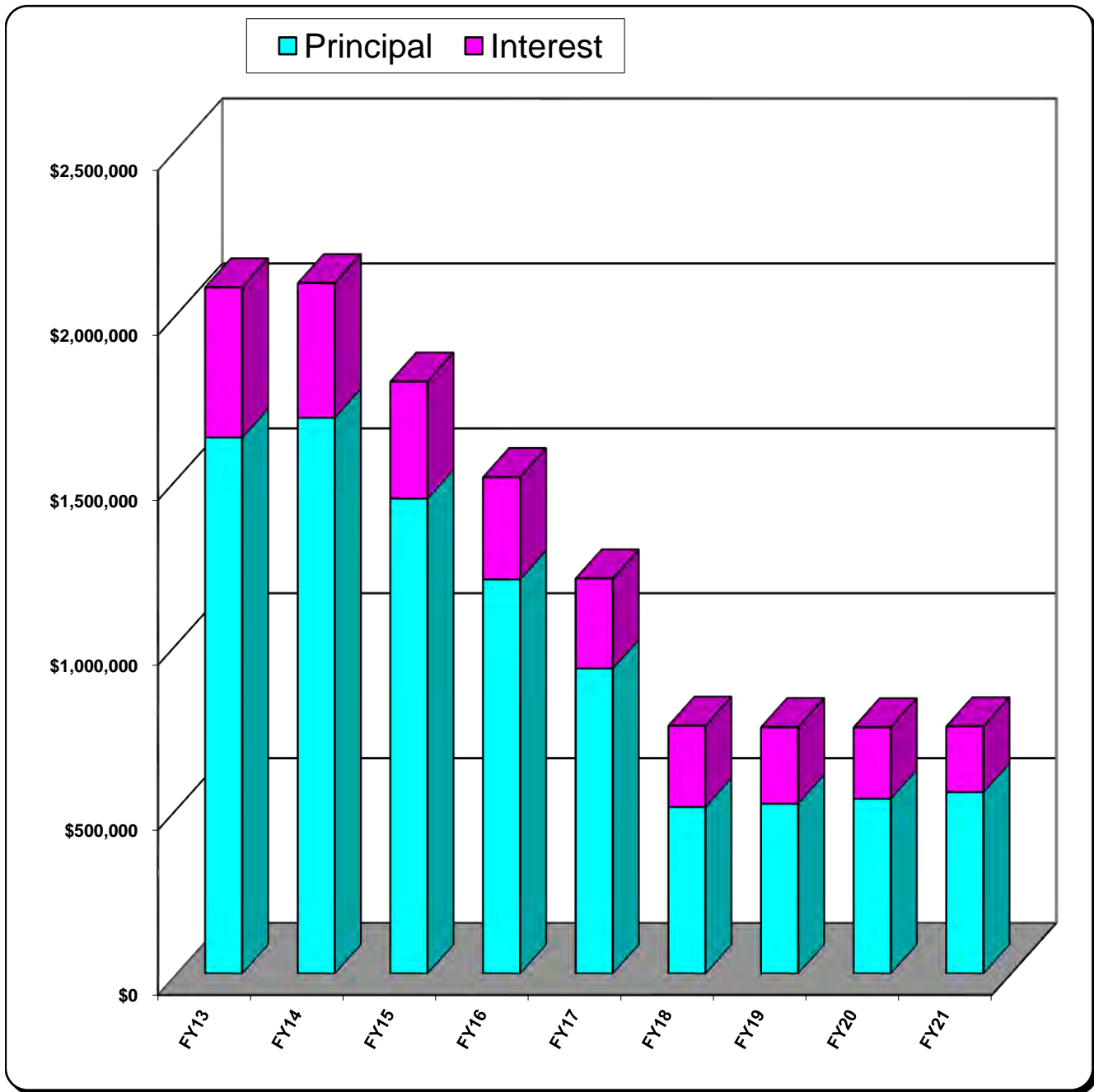
Scott County currently has four outstanding general obligation bond issues outstanding: Solid Waste Bonds, River Renaissance Urban Renewal Bonds, and GIS Bonds. The Solid Waste Bond issue is funded from Scott Solid Waste Commission fees. The GIS Bonds were issued in FY07 to develop a county-wide geographical information system. FY03 includes the first year debt amortization of the voter approved Renaissance General Obligation Bond issue. The increase in FY11 is due to a new bond issue to fund the Emergency Equipment for the new consolidated dispatch center.

# DEBT SERVICE FUND

## FUND STATEMENT

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Taxes Levied on Property	\$ 1,433,097	\$ 1,307,637	\$ 1,328,737	\$ 1,309,794	0.2%
Less: Uncollected Delinquent Taxes-Lev	1,856	607	1,856	1,856	205.8%
Less: Credits To Taxpayers	30,366	10,514	30,366	30,366	188.8%
Net Current Property Taxes	1,400,875	1,296,516	1,296,515	1,277,572	-1.5%
Delinquent Property Tax Revenue	1,856	607	1,856	1,856	205.8%
Other County Taxes	49,729	45,684	46,368	44,176	-3.3%
Intergovernmental	434,402	387,364	407,538	385,368	-0.5%
Subtotal Revenues	1,886,862	1,730,171	1,752,277	1,708,972	-1.2%
Other Financing Sources:					
Total Revenues & Other Sources	1,886,862	1,730,171	1,752,277	1,708,972	-1.2%
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:					
Debt Service					
Principal Payments	\$ 1,530,000	\$ 1,580,000	\$ 1,580,000	\$ 1,625,000	2.8%
Interest Payments	707,230	663,765	663,765	616,560	-7.1%
Subtotal Expenditures	2,237,230	2,243,765	2,243,765	2,241,560	-0.1%
Other Financing Uses:					
Total Expenditures & Other Uses	2,237,230	2,243,765	2,243,765	2,241,560	-0.1%
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	(350,368)	(513,594)	(491,488)	(532,588)	3.7%
<b>Beginning Fund Balance - July 1,</b>	\$ 2,908,690	\$ 2,877,654	\$ 2,558,322	\$ 2,066,834	-28.2%
<b>Ending Fund Balance - June 30,</b>	\$ 2,558,322	\$ 2,364,060	\$ 2,066,834	\$ 1,534,246	-35.1%

## REMAINING OUTSTANDING DEBT THROUGH MATURITY



The remaining debt outstanding shown in the above graph is for the Solid Waste Bonds which are supported by fees received from the Scott Solid Waste Commission and fully amortized in FY15, the voter approved River Renaissance Bonds which are fully amortized in FY17, and the GIS Bonds fully amortized in FY16. The newest issue for Emergency Equipment will not be fully amortized until FY29.



## **CAPITAL PROJECTS FUND**

Scott County has implemented an aggressive pay-as-you-go philosophy in various expenditure areas to alleviate as much as possible added interest costs associated with long term financing such as general obligation bonds. This has been accomplished through implementing a capital improvement levy in the General Basic Fund and annually transferring this amount to the Capital Improvements Fund in addition to devoting the entire amount of riverboat gaming tax proceeds to capital projects funding. Also, various reserve funds have been created so future levy rates will not fluctuate greatly when replacement needs arise. The creation of the Vehicle Replacement Reserve Fund, the Electronic Equipment Reserve Fund, Conservation Equipment Replacement Reserve Fund, and the Conservation CIP Reserve Fund has proved very beneficial in meeting this objective.

The County has a true 5 year capital program, with projects scheduled through FY16. A majority of these projects are planned as a result of our FY10 Information Technology Strategic Plan. In order to fund this plan, the County will transfer property tax to our Electronic Equipment Fund. The large project for FY13 includes the first phase of our ERP (Enterprise Resource Planning) software purchase.

# CAPITAL PROJECTS FUND SUMMARY

## FUND STATEMENT

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Other County Taxes	\$ 584,582	\$ 625,000	\$ 575,000	\$ 575,000	-8.0%
Intergovernmental	10,230	98,750	25,000	-	-100.0%
Use of Money & Property	18,355	-	20,000	-	
Miscellaneous	<u>17,602</u>	<u>35,000</u>	<u>52,000</u>	<u>42,500</u>	21.4%
Subtotal Revenues	630,769	758,750	672,000	617,500	-18.6%
Other Financing Sources:					
Operating Transfers In					
General Basic	1,342,328	1,805,030	1,805,030	2,380,030	31.9%
Recorder's Record Mgt	52,029	40,000	40,000	40,000	0.0%
Electronic Equipment	<u>-</u>	<u>835,000</u>	<u>835,000</u>	<u>850,000</u>	0.0%
Total Transfers In	1,394,357	2,680,030	2,680,030	3,270,030	22.0%
Proceeds of Fixed Asset Sales	<u>94,200</u>	<u>54,500</u>	<u>54,500</u>	<u>44,000</u>	-19.3%
Total Revenues & Other Sources	2,119,326	3,493,280	3,406,530	3,931,530	12.5%
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:					
Capital Projects	<u>\$ 7,231,845</u>	<u>\$ 2,831,119</u>	<u>\$ 4,635,897</u>	<u>\$ 3,299,030</u>	16.5%
Subtotal Expenditures	7,231,845	2,831,119	4,635,897	3,299,030	16.5%
Other Financing Uses:					
Operating Transfers Out					
General Basic	12,208	44,500	50,000	-	-100.0%
Capital Improvements	<u>-</u>	<u>835,000</u>	<u>835,000</u>	<u>850,000</u>	0.0%
Total Transfers Out	<u>12,208</u>	<u>879,500</u>	<u>885,000</u>	<u>850,000</u>	-3.4%
Total Expenditures & Other Uses	7,244,053	3,710,619	5,520,897	4,149,030	11.8%
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	(5,124,727)	(217,339)	(2,114,367)	(217,500)	0.1%
<b>Beginning Fund Balance - July 1,</b>	<b>\$ 8,310,749</b>	<b>\$ 5,113,297</b>	<b>\$ 3,186,022</b>	<b>\$ 1,071,655</b>	<b>-79.0%</b>
<b>Ending Fund Balance - June 30,</b>	<b>\$ 3,186,022</b>	<b>\$ 4,895,958</b>	<b>\$ 1,071,655</b>	<b>\$ 854,155</b>	<b>-82.6%</b>

# CAPITAL PROJECTS (General) FUND

## FUND STATEMENT

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Other County Taxes	\$ 584,582	\$ 625,000	\$ 575,000	\$ 575,000	-8.0%
Intergovernmental	10,230	98,750	25,000	-	-100.0%
Use of Money & Property	17,083	-	20,000	-	
Miscellaneous	<u>9,002</u>	<u>28,000</u>	<u>45,000</u>	<u>35,500</u>	26.8%
Subtotal Revenues	620,897	751,750	665,000	610,500	-18.8%
Other Financing Sources:					
Operating Transfers In					
General Basic	652,579	1,195,030	1,195,030	1,770,030	48.1%
Recorder's Record Mgt	52,029	40,000	40,000	40,000	0.0%
Electronic Equipment	<u>-</u>	<u>835,000</u>	<u>835,000</u>	<u>850,000</u>	1.8%
Total Transfers In	704,608	2,070,030	2,070,030	2,660,030	28.5%
Total Revenues & Other Sources	1,325,505	2,821,780	2,735,030	3,270,530	15.9%
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:					
Capital Projects	<u>\$ 7,231,845</u>	<u>\$ 2,831,119</u>	<u>\$ 4,635,897</u>	<u>\$ 3,299,030</u>	16.5%
Subtotal Expenditures	7,231,845	2,831,119	4,635,897	3,299,030	16.5%
Other Financing Uses:					
Total Expenditures & Other Uses	7,231,845	2,831,119	4,635,897	3,299,030	16.5%
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	(5,906,340)	(9,339)	(1,900,867)	(28,500)	205.2%
<b>Beginning Fund Balance - July 1,</b>	<b>\$ 7,980,363</b>	<b>\$ 24,981</b>	<b>\$ 2,074,023</b>	<b>\$ 173,156</b>	<b>593.2%</b>
<b>Ending Fund Balance - June 30,</b>	<b>\$ 2,074,023</b>	<b>\$ 15,642</b>	<b>\$ 173,156</b>	<b>\$ 144,656</b>	<b>824.8%</b>

# ELECTRONIC EQUIPMENT FUND

## FUND STATEMENT

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Revised Estimate 2011-12</u>	<u>Budget 2012-13</u>	<u>% Change From Prior Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Use of Money & Property	\$ 1,166	\$ -	\$ -	\$ -	
Subtotal Revenues	1,166	-	-	-	
Other Financing Sources:					
Operating Transfers In					
General Basic	<u>475,000</u>	<u>610,000</u>	<u>610,000</u>	<u>610,000</u>	0.0%
Total Transfers In	475,000	610,000	610,000	610,000	0.0%
Total Revenue & Other Sources	476,166	610,000	610,000	610,000	0.0%
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:	\$ -	\$ -	\$ -	\$ -	
Other Financing Uses:					
Operating Transfers Out					
Capital Improvements	<u>-</u>	<u>835,000</u>	<u>835,000</u>	<u>850,000</u>	1.8%
Total Transfers Out	-	835,000	835,000	850,000	1.8%
Total Expenditures & Other Uses	-	835,000	835,000	850,000	1.8%
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	476,166	(225,000)	(225,000)	(240,000)	6.7%
<b>Beginning Fund Balance - July 1,</b>	\$ 10,287	\$ 422,446	\$ 486,453	\$ 261,453	-38.1%
<b>Ending Fund Balance - June 30,</b>	\$ 486,453	\$ 197,446	\$ 261,453	\$ 21,453	-89.1%

# VEHICLE REPLACEMENT FUND

## FUND STATEMENT

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Other County Taxes	\$ -	\$ -	\$ -	\$ -	
Use of Money & Property	106	-	-	-	
Subtotal Revenues	106	-	-	-	
Other Financing Sources:					
Proceeds of Fixed Asset Sales	20,350	-	-	-	
 Total Revenues & Other Sources	 20,456	 -	 -	 -	
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:	\$ -	\$ -	\$ -	\$ -	
Other Financing Uses:					
Operating Transfers Out	-	-	-	-	
 Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	 20,456	 -	 -	 -	
 <b>Beginning Fund Balance - July 1,</b>	 \$ 12,286	 \$ 12,286	 \$ 32,742	 \$ 32,742	 166.5%
<b>Ending Fund Balance - June 30,</b>	<b>\$ 32,742</b>	<b>\$ 12,286</b>	<b>\$ 32,742</b>	<b>\$ 32,742</b>	<b>166.5%</b>

# CONSERVATION EQUIPMENT RESERVE FUND

## FUND STATEMENT

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Other Financing Sources:					
Proceeds of Fixed Asset Sales	\$ 73,850	\$ 54,500	\$ 54,500	\$ 44,000	-19.3%
Total Revenues & Other Sources	73,850	54,500	54,500	44,000	-19.3%
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:					
Other Financing Uses:					
Operating Transfers Out					
General Basic	\$ 12,208	\$ 44,500	\$ 50,000	\$ -	-100.0%
Total Transfers Out	12,208	44,500	50,000	-	-100.0%
Total Expenditures & Other Uses	12,208	44,500	50,000	-	-100.0%
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	61,642	10,000	4,500	44,000	
<b>Beginning Fund Balance - July 1,</b>	\$ 154,743	\$ 173,742	\$ 216,385	\$ 220,885	27.1%
<b>Ending Fund Balance - June 30,</b>	\$ 216,385	\$ 183,742	\$ 220,885	\$ 264,885	44.2%

# CONSERVATION CIP RESERVE FUND

## FUND STATEMENT

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Miscellaneous	\$ 8,600	\$ 7,000	\$ 7,000	\$ 7,000	
Subtotal Revenues	8,600	7,000	7,000	7,000	
Other Financing Sources:					
Operating Transfers In					
General Basic	214,749	-	-	-	
Total Transfers In	214,749	-	-	-	
Total Revenues & Other Sources	223,349	7,000	7,000	7,000	
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:	\$ -	\$ -	\$ -	\$ -	
Other Financing Uses:	-	-	-	-	
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	223,349	7,000	7,000	7,000	
<b>Beginning Fund Balance - July 1,</b>	\$ 153,070	\$ 160,070	\$ 376,419	\$ 383,419	139.5%
<b>Ending Fund Balance - June 30,</b>	\$ 376,419	\$ 167,070	\$ 383,419	\$ 390,419	133.7%

## CAPITAL PROJECTS PLAN DEVELOPMENT PROCESS

Scott County's Five-Year Capital Project Plan for consideration is developed each year as a part of the County's operating budget process. County departments submit their requests using worksheets as provided by the Office of Administration. This allows budget analysts to review and evaluate the project description, need, other alternatives, as well as other projects already approved or under way within the requesting department. In addition the impact on the departments' operating budget in both personnel and non-salary costs is also itemized on this worksheet.

The Director of Facility and Support Services coordinates the requests concerning remodeling and construction of new or existing County facilities and as well as any vehicle or fleet requests. The Director of IT coordinates the requests for software, hardware and other IT equipment requests. Once these requests are gathered and analyzed, an administrative committee reviews and makes a recommendation to the County Administrator for inclusion into the recommended budget.

The operating budget will again be supplemented with an aggressive five year Capital Improvements Program. In most years, it is the board's intention to include, in the operating budget, transfers to the Capital Improvement Fund for capital improvement projects. Revenues received from the Solid Waste Commission to pay for the amortization of the solid waste general obligation bonds support the Debt Service Fund. The voters approved a \$5,000,000 River Renaissance Bond 15 year issue in October 2001 by an overwhelming 73% margin. The River Renaissance Project is a major redevelopment/revitalization effort for downtown Davenport totaling \$113 million dollars. This County bond issue also resulted in the State of Iowa awarding \$20 million dollars to the project in Vision Iowa Funds. The proceeds of the \$5 million dollar River Renaissance bond issue were disbursed to the City of Davenport during FY03. The Board of Supervisors has again approved the transfer from the General Fund to the Electronic Equipment fund to support computer software and hardware purchases as a result of the adopted Scott County IT Strategic Master Plan. This plan was adopted by the Board of Supervisors Spring of 2010, and includes numerous projects that will require the purchase of new software and hardware.

The County is currently using only 5.77% of its allowable legal debt margin consisting of four general bond issues. These outstanding bond issues are described further under the major governmental funds section of this document. An additional debt of \$29.7 million was issued by the Scott County Public Safety Authority in FY06 due to the jail renovation/expansion question being approved at the fall 2004 general election. This approved jail project is discussed in further detail below in this section. The \$2.5 million GIS bond debt was issued in FY07 to pay for the development of a county-wide GIS system. In FY10, the county issued \$10.5 million of Emergency Equipment Bonds to finance acquisition of radio equipment, towers, computer equipment, software and hardware for the new Scott Emergency Communication Center (SECC).

The capital improvement budget totals \$4,049,030 for fiscal year FY12, with 68% or \$2,761,500 for general projects, 19% or \$750,000 for Secondary Roads projects, and 13% or \$537,530 for Conservation parks and recreation projects. Because of the reduction in funding for the Capital Projects Fund, there are very few non-routine capital projects in the FY13 Capital Plan. The larger, non-routine projects for FY13 include a



new roof on our Jail as well as the purchase and start of implementation of our ERP (enterprise resource planning) project. FY14 will conclude our project with full implementation of all modules including accounts payable, human resources, payroll, contract management, grant management, facilities management, project accounting, general ledger, budgeting and purchasing. The County looks forward to this challenging project.

The general capital improvements budget of \$2,761,500 is supported by fund balances from various funds including the electronic equipment replacement fund, the vehicle replacement fund, and the general fund. General fund transfers are made for one time projects if and when the general fund balance exceeds the minimum balance requirement as set forth in the County's Financial Management Policies. The capital improvement fund is mostly supported by gaming boat revenues received from the two gaming boats docked in Scott County on the Mississippi River. Unfortunately, gaming revenues have seen a decline of approximately 15% in recent years because of the economy. This decline in the most critical funding source for our capital budget decreases the number of capital projects that will be funded in the upcoming year.

The local Secondary Roads capital program totals \$750,000, which is significantly higher than previous years, due to the amount of asphalt and culvert projects.

The Conservation Department capital plan for FY13 totals \$537,530. Conservation capital projects include waste water treatment plant upgrades and road repairs at West Lake Park (\$150,000) and Buffalo Bill & Indian Hill Shelter replacements, Pioneer Village renovations and Pool & Aquatic Center renovations at Scott County Park (\$287,530). Conservation also has designated a portion (\$100,000) of its CIP allocation to a reserve account for future projects, cost overruns, potential land acquisition, and to fund any golf course deficits.

Following the October & November 2009 bond sale to fund the capital and equipment purchases for Scott Emergency Communications Center, the County broke ground on the new SECC (Scott Emergency Communications Center) building. This building was built out of the Scott Emergency Communications fund, which falls under Scott County Emergency Management Agency. These two component units do not fall under the budgeting auspices of Scott County, but we felt that it was important to include pictures and information regarding this project because the County is the project manager for the building project. Also, all of the equipment, radios, and computer hardware and software purchases are being spent out of the County's capital projects fund, funded by the November 2009 bond sale mentioned in this budget document. We continue to expend bond proceeds out of our capital fund to finish this project. Here is picture of the building that was dedicated in May 2011, as well as a picture of the inside of the dispatch center.



We have very few projects in the capital budget that will save us on operation costs. See below for a table of items and their operating cost savings:

<b>BLDG</b>	<b>PROJECT</b>	<b>MAINT</b>	<b>UTILITIES</b>	<b>SUPPLIES</b>	<b>TOTAL</b>
A1	Energy Projects	250	(4,200)	100	(3,850)
A1	UV Filtration	200	100	50	350
A2	Energy Projects	350	(5,500)	200	(4,950)
A2	Roof Replacement	-	(1,200)	-	(1,200)
A4	Energy Projects	50	(500)	50	(400)
A5	UV Filtration	200	100	50	350
A5	Energy Projects	200	(3,200)	100	(2,900)
A5	Telecom HVAC	150	1,100	100	1,350
A5	UV Filtration	100	250	-	350
A5	Exterior Lighting	100	1,000	100	1,200
OB	Campus Signage Replacement	150	-	250	400
	Sub Totals	1,750	(12,050)	1,000	(9,300)
	<b>TOTAL IMPACT</b>				<b>(9,300)</b>

Many of the projects listed are for major repairs, renovations, or replacements. Aggressive planning in these areas keeps ongoing maintenance costs down and helps eliminate the added interest cost burden associated with large-scale projects required due to years of neglect or deferment. The Board of Supervisors encourages County departments to be innovative when submitting capital improvement project requests especially in areas that will have a positive impact in reducing ongoing operating costs. Current capital projects will have minimal impact on operating budgets, however the long range impacts of the ERP system will continue to improve efficiencies within the operating budget.

The pages that follow lists the individual capital projects planned for the next five years in addition to last year's actual projects and the current years revised projects. Some projects originally planned for FY12 were moved to FY13 and beyond due to timing & budget constraints or longer planning procedures required.

**SCOTT COUNTY  
FIVE YEAR CAPITAL PROJECT PLAN  
FY12 BUDGET**

	<b>FY11 ACTUAL</b>	<b>FY12 BUDGET</b>	<b>FY12 YTD</b>	<b>FY12 ESTIMATE</b>	<b>FY13 BUDGET</b>	<b>FY14 PLAN</b>	<b>FY15 PLAN</b>	<b>FY16 PLAN</b>	<b>FY17 PLAN</b>	<b>UNPROG NEEDS</b>
APPROPRIATION SUMMARY										
Building & Grounds	272,877	887,500	75,650	705,100	1,020,000	482,500	992,500	997,500	780,000	4,920,000
Space Plan Utilization Project	814,147	-	33,514	65,000	-	-	-	-	-	6,770,000
Equipment Acquisition	682,412	829,422	258,601	861,049	1,282,000	1,606,000	811,000	1,244,000	359,000	500,000
Vehicle Acquisition	144,856	380,000	147,318	478,423	254,500	273,500	418,000	221,000	306,000	-
Other Projects	4,965,764	189,167	394,166	1,963,795	205,000	135,000	135,000	135,000	135,000	340,000
<b>SUBTOTAL GENERAL CIP</b>	<b>6,880,056</b>	<b>2,286,089</b>	<b>909,249</b>	<b>4,073,367</b>	<b>2,761,500</b>	<b>2,497,000</b>	<b>2,356,500</b>	<b>2,597,500</b>	<b>1,580,000</b>	<b>12,530,000</b>
Conservation CIP Projects	351,789	545,030	143,479	562,530	537,530	545,030	545,030	545,030	545,030	-
<b>Subtotal Projects Paid from CIP Fund</b>	<b>7,231,845</b>	<b>2,831,119</b>	<b>1,052,728</b>	<b>4,635,897</b>	<b>3,299,030</b>	<b>3,042,030</b>	<b>2,901,530</b>	<b>3,142,530</b>	<b>2,125,030</b>	<b>12,530,000</b>
Secondary Roads Fund Projects	-	260,000	-	260,000	750,000	995,000	475,000	646,000	-	-
<b>Total All Capital Projects</b>	<b>7,231,845</b>	<b>3,091,119</b>	<b>1,052,728</b>	<b>4,895,897</b>	<b>4,049,030</b>	<b>4,037,030</b>	<b>3,376,530</b>	<b>3,788,530</b>	<b>2,125,030</b>	<b>12,530,000</b>
REVENUE SUMMARY										
Gaming Taxes-Davenport	218,976	287,500	85,504	200,000	200,000	200,000	200,000	200,000	200,000	-
Gaming Taxes-Bettendorf	365,606	337,500	135,784	375,000	375,000	375,000	375,000	375,000	375,000	-
Interest Income - Bonds	17,083	-	-	20,000	-	-	-	-	-	-
State Grants & Reimbursements	6,192	-	-	-	-	-	-	-	-	-
Contributions From Local Governments	-	98,750	25,000	-	7,500	-	-	-	-	-
Other	4,038	-	-	37,500	-	-	-	-	-	-
Miscellaneous (donations, refunds)	9,002	28,000	629	32,500	28,000	28,000	28,000	28,000	28,000	-
Transfers In										
From General Basic Fund - Cons	652,579	545,030	-	545,030	545,030	545,030	545,030	545,030	545,030	-
From General Basic Fund - Tax Levy	-	650,000	-	650,000	1,225,000	1,225,000	1,225,000	1,225,000	1,225,000	-
From Recorder's Record Mgt Fund	52,028	40,000	-	40,000	40,000	40,000	40,000	40,000	40,000	-
From Electronic Equipment Fund	-	835,000	-	835,000	850,000	610,000	610,000	610,000	610,000	-
From Vehicle Replacement Fund	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,325,504</b>	<b>2,821,780</b>	<b>246,917</b>	<b>2,735,030</b>	<b>3,270,530</b>	<b>3,023,030</b>	<b>3,023,030</b>	<b>3,023,030</b>	<b>3,023,030</b>	<b>-</b>
<i>CIP Fund revenues over (under) expend</i>	<i>(5,906,341)</i>	<i>(9,339)</i>	<i>(805,811)</i>	<i>(1,900,867)</i>	<i>(28,500)</i>	<i>(19,000)</i>	<i>121,500</i>	<i>(119,500)</i>	<i>898,000</i>	<i>(12,530,000)</i>

SCOTT COUNTY FIVE YEAR CAPITAL PROJECT PLAN FY12 BUDGET										
	FY11 ACTUAL	FY12 BUDGET	FY12 YTD	FY12 ESTIMATE	FY13 BUDGET	FY14 PLAN	FY15 PLAN	FY16 PLAN	FY17 PLAN	UNPROG NEEDS
APPROPRIATION SUMMARY										
<b>CIP FUND BALANCE RECAP</b>										
Beginning Fund Balance	7,980,363	19,983	2,074,023	2,074,023	173,156	144,656	125,656	247,156	127,656	1,025,656
Increase (decrease)	<u>(5,906,340)</u>	<u>(9,339)</u>	<u>(805,811)</u>	<u>(1,900,867)</u>	<u>(28,500)</u>	<u>(19,000)</u>	<u>121,500</u>	<u>(119,500)</u>	<u>898,000</u>	<u>(12,530,000)</u>
<b>Ending Net CIP Fund Balance</b>	<b>2,074,023</b>	<b>10,644</b>	<b>1,268,212</b>	<b>173,156</b>	<b>144,656</b>	<b>125,656</b>	<b>247,156</b>	<b>127,656</b>	<b>1,025,656</b>	<b>(11,504,344)</b>
Vehicle Replacement Fund Balance	32,742	12,286	-	32,742	32,742	32,742	32,742	32,742	32,742	-
Electronic Equipment Fund Balance	486,453	260,287	-	261,453	21,453	21,453	21,453	21,453	21,453	-
Conservation CIP Fund Balance	376,419	183,753	-	376,419	376,419	376,419	376,419	376,419	376,419	-
Conservation Equipment Fund Balance	<u>216,385</u>	<u>167,070</u>	<u>-</u>	<u>216,385</u>	<u>216,385</u>	<u>216,385</u>	<u>216,385</u>	<u>216,385</u>	<u>216,385</u>	<u>-</u>
<b>Ending Gross CIP Fund Balance</b>	<b>3,186,022</b>	<b>634,040</b>	<b>1,268,212</b>	<b>1,060,155</b>	<b>791,655</b>	<b>772,655</b>	<b>894,155</b>	<b>774,655</b>	<b>1,672,655</b>	<b>(11,504,344)</b>

APPROPRIATION DETAIL INFORMATION

**A. Bldg and Grounds**

<b>A.1 Courthouse</b>										
CH General Remodeling/Replacement	53,239	40,000	9,872	32,000	50,000	30,000	40,000	50,000	50,000	-
CH HVAC Recommissioning	-	-	-	-	-	-	-	-	-	80,000
CH Roof	-	-	-	-	-	150,000	150,000	-	-	-
CH Computer Room Air Handler	-	-	-	-	-	-	80,000	-	-	-
CH Energy Projects	-	-	-	75,000	10,000	-	-	-	-	-
CH Panic Alarm System Replacement	-	-	-	-	25,000	-	-	-	-	-
CH CCTV Replacement	-	-	-	-	25,000	-	-	-	-	-
CH UV Filtration	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL COURTHOUSE</b>	<b>53,239</b>	<b>40,000</b>	<b>9,872</b>	<b>107,000</b>	<b>125,000</b>	<b>180,000</b>	<b>270,000</b>	<b>50,000</b>	<b>50,000</b>	<b>80,000</b>
<b>A.2 Jail</b>										
JL Roof Replacement	-	310,000	-	200,000	200,000	-	-	-	-	-
JL Carpet	-	20,000	-	20,000	20,000	-	50,000	-	-	-
JL Energy Projects	-	-	-	25,000	35,000	-	-	-	-	-
JL Security System Replacement	-	-	-	-	45,000	-	80,000	-	80,000	-
JL UV Filtration	-	-	-	-	-	-	30,000	-	-	-
JL General Remodeling/Replacement	<u>31,414</u>	<u>35,000</u>	<u>28,253</u>	<u>42,500</u>	<u>35,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>-</u>
<b>TOTAL JAIL</b>	<b>31,414</b>	<b>365,000</b>	<b>28,253</b>	<b>287,500</b>	<b>335,000</b>	<b>40,000</b>	<b>200,000</b>	<b>40,000</b>	<b>120,000</b>	<b>-</b>

**SCOTT COUNTY  
FIVE YEAR CAPITAL PROJECT PLAN**

	<b>FY11 ACTUAL</b>	<b>FY12 BUDGET</b>	<b>FY12 YTD</b>	<b>FY12 BUDGET ESTIMATE</b>	<b>FY13 BUDGET</b>	<b>FY14 PLAN</b>	<b>FY15 PLAN</b>	<b>FY16 PLAN</b>	<b>FY17 PLAN</b>	<b>UNPROG NEEDS</b>
APPROPRIATION SUMMARY										
<b>A.3 Tremont Bldg</b>				-						
TR General Remodeling/Replacement	5,262	-	480	2,000	5,000	5,000	5,000	5,000	5,000	-
TR Drug Storage Room	-	10,000	-	10,000	-	-	-	-	-	-
TR Patrol Expansion/Improvements	1,098	-	-	-	-	-	-	-	-	4,500,000
<b>TOTAL TREMONT BUILDING</b>	<b>6,360</b>	<b>10,000</b>	<b>480</b>	<b>12,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>4,500,000</b>
<b>A.4 Annex</b>										
AN General Remodeling/Replacement	10,444	20,000	7,996	18,000	20,000	20,000	20,000	20,000	20,000	-
AN Roof Replacement	-	-	-	-	-	-	-	140,000	25,000	-
AN UV Filtration	-	-	-	-	-	-	10,000	-	-	-
AN Energy Project	-	-	-	-	5,000	-	-	-	-	-
AN Panic Alarm System Replacement	-	-	-	-	15,000	-	-	-	-	-
AN Rooftop HVAC Replacement	-	-	-	-	-	-	70,000	230,000	-	-
AN JDC Capital Improvements	-	-	-	-	-	-	-	-	-	-
AN HVAC Controls	-	-	-	-	-	-	25,000	-	-	-
AN Security Systems Replacement	27,095	20,000	-	10,000	-	-	20,000	60,000	-	-
<b>TOTAL ANNEX</b>	<b>37,539</b>	<b>40,000</b>	<b>7,996</b>	<b>28,000</b>	<b>40,000</b>	<b>20,000</b>	<b>145,000</b>	<b>450,000</b>	<b>45,000</b>	<b>-</b>
<b>A.5 Admin Center</b>										
AC Remodeling/Redecorating	57,359	40,000	16,622	35,000	55,000	30,000	40,000	40,000	40,000	-
AC Chiller Sound Baffle	5,300	35,000	660	1,600	-	-	-	-	-	-
AC Signage	-	-	-	-	-	-	-	-	-	35,000
AC UV Filtration	-	-	-	-	15,000	-	-	-	-	-
AC Roof	-	-	-	-	-	-	-	225,000	-	-
AC Security	756	-	-	-	-	-	-	-	-	-
AC Energy Project	-	-	-	20,000	15,000	-	-	-	-	-
AC Panic Alarm System Replacement	-	-	-	-	25,000	-	-	-	-	-
AC Tuckpoint	-	-	-	-	-	-	-	-	-	120,000
AC HVAC Controls	-	-	-	-	-	-	100,000	-	-	-
AC Carpet Replacement	-	-	-	-	-	-	75,000	75,000	75,000	-
AC Telecom HVAC	-	-	-	-	35,000	-	-	-	-	-
AC Exterior Lighting	-	-	-	-	40,000	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE CENTER</b>	<b>63,415</b>	<b>75,000</b>	<b>17,282</b>	<b>56,600</b>	<b>185,000</b>	<b>30,000</b>	<b>215,000</b>	<b>340,000</b>	<b>115,000</b>	<b>155,000</b>

**SCOTT COUNTY  
FIVE YEAR CAPITAL PROJECT PLAN**

	<b>FY11 ACTUAL</b>	<b>FY12 BUDGET</b>	<b>FY12 YTD</b>	<b>FY12 BUDGET ESTIMATE</b>	<b>FY13 BUDGET</b>	<b>FY14 PLAN</b>	<b>FY15 PLAN</b>	<b>FY16 PLAN</b>	<b>FY17 PLAN</b>	<b>UNPROG NEEDS</b>
APPROPRIATION SUMMARY										
<b>A.6 Pine Knoll</b>										
PK General Remodeling/Replacement	25,849	55,000	8,859	35,000	40,000	40,000	40,000	80,000	40,000	-
PK Roof	-	-	-	-	-	-	-	-	250,000	-
PK Renovate Nurses Stations	-	30,000	-	30,000	60,000	-	-	-	-	-
PK Driveway Reconstruction	-	-	-	-	-	-	-	-	-	70,000
PK Replace Generator	-	-	-	-	-	-	85,000	-	-	-
PK UV Filtration	-	3,500	-	-	3,500	-	-	-	-	-
PK Tuckpoint	-	-	-	-	-	-	-	-	125,000	-
PK Sprinkler Install	-	-	-	-	-	135,000	-	-	-	-
PK Parking Lot Overlay	-	-	-	-	-	-	-	-	-	70,000
PK Roof on Garage/Drainage	-	40,000	-	30,000	-	-	-	-	-	-
<b>TOTAL PINE KNOLL</b>	<b>25,849</b>	<b>128,500</b>	<b>8,859</b>	<b>95,000</b>	<b>103,500</b>	<b>175,000</b>	<b>125,000</b>	<b>80,000</b>	<b>415,000</b>	<b>140,000</b>
<b>A.7 Horst Bldg</b>										
HB General Remodeling/Replacement	-	2,500	-	1,500	2,500	2,500	2,500	2,500	-	-
HB Wireless Connection	-	-	-	-	-	-	-	-	-	45,000
<b>TOTAL HORST BUILDING</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>1,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>	<b>45,000</b>
<b>A.8 Other Bldg/Grounds</b>										
OB Miscellaneous Landscaping	335	5,000	-	5,000	10,000	10,000	10,000	10,000	10,000	-
OB Regulatory Compliance Cost	3,315	10,000	1,950	6,000	10,000	10,000	10,000	10,000	10,000	-
OB Parking Lot Repair/Maintenance	-	10,000	-	8,000	10,000	10,000	10,000	10,000	10,000	-
OB Property Acquisition	29,411	-	-	-	-	-	-	-	-	-
OB Space Study	-	80,000	-	60,000	20,000	-	-	-	-	-
OB Treasurer Move w/DOT	-	-	-	-	150,000	-	-	-	-	-
OB Records Management	15,719	-	-	-	-	-	-	-	-	-
OB Master Plan Design	-	-	-	-	-	-	-	-	-	-
OB Campus Signage Replacement	-	55,000	-	35,000	20,000	-	-	-	-	-
<b>TOTAL OTHER B &amp; G</b>	<b>48,780</b>	<b>160,000</b>	<b>1,950</b>	<b>114,000</b>	<b>220,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>

**SCOTT COUNTY  
FIVE YEAR CAPITAL PROJECT PLAN  
FY12 BUDGET**

	<b>FY11 ACTUAL</b>	<b>FY12 BUDGET</b>	<b>FY12 YTD</b>	<b>FY12 ESTIMATE</b>	<b>FY13 BUDGET</b>	<b>FY14 PLAN</b>	<b>FY15 PLAN</b>	<b>FY16 PLAN</b>	<b>FY17 PLAN</b>	<b>UNPROG NEEDS</b>
APPROPRIATION SUMMARY										
<b>A.9 Welcome Center</b>										
WC Welcome Center Gen Remod/Replacement	3,662	2,000	958	3,500	4,000	-	-	-	-	-
WC Landscape Planting Replacement	-	2,000	-	-	-	-	-	-	-	-
WC Interactive Grant Match	-	12,500	-	-	-	-	-	-	-	-
WC High Efficiency Lighting	-	-	-	-	-	-	-	-	-	-
WC Building Renovation	2,618	50,000	-	-	-	-	-	-	-	-
<b>TOTAL WELCOME CENTER</b>	<b>6,280</b>	<b>66,500</b>	<b>958</b>	<b>3,500</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>272,877</b>	<b>887,500</b>	<b>75,650</b>	<b>705,100</b>	<b>1,020,000</b>	<b>482,500</b>	<b>992,500</b>	<b>997,500</b>	<b>780,000</b>	<b>4,920,000</b>
<b>B. Space Utilization Master Plan</b>										
15 1/2 1st FL CH - Clerk Civ & Crim	-	-	-	-	-	-	-	-	-	1,500,000
16 1/4 est FL CH - Magistrate	-	-	-	-	-	-	-	-	-	850,000
17 3/8 2nd FL CH - Two District Courts	-	-	-	-	-	-	-	-	-	920,000
18 1/4 LL CH - Juv Court Services	708,354	-	26,048	30,000	-	-	-	-	-	-
19 1/4 3rd FL CH - One SM DC	-	-	-	-	-	-	-	-	-	850,000
20 1/4 3rd FL CH - One SM One LG DC	-	-	-	-	-	-	-	-	-	850,000
14 1/4 1st FL Assoc CT	-	-	-	-	-	-	-	-	-	950,000
21 1/4 3rd FL CH - One SM One LG DC	105,793	-	7,466	35,000	-	-	-	-	-	850,000
<b>TOTAL SPACE UTILIZATION MASTER PLAN</b>	<b>814,147</b>	<b>-</b>	<b>33,514</b>	<b>65,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,770,000</b>
<b>C. Technology Acquisition</b>										
EE Auditor Pollbooks	24,704	35,000	42,300	42,300	7,500	-	-	-	-	-
EE HAVA Election Equip	-	-	-	-	-	-	-	680,000	-	-
EE FSS-Copier Replacements	-	35,000	20,806	32,000	40,000	40,000	35,000	35,000	35,000	-
EE Remote Payment (Treasurer)	2,252	19,422	17,188	17,188	-	-	-	-	-	-
EE Tax System Upgrade	-	-	-	-	50,000	-	-	-	-	-
EE IT-Phone System Upgrades/Replacement	345,439	-	54,561	54,561	-	-	-	-	-	-
EE IT-PC LAN Desktop Replacements	-	-	-	-	-	-	-	300,000	100,000	-
EE IT-PC LAN: PC's/Printers	8,887	60,000	9,500	60,000	60,000	60,000	60,000	60,000	60,000	-
EE IT-PC LAN: Wiring	-	-	-	-	-	-	-	-	-	-
EE IT - Laptops	-	-	-	-	100,000	-	-	-	-	100,000
EE IT-PC LAN: Windows Software	-	35,000	3,733	35,000	35,000	35,000	35,000	35,000	35,000	-
EE Auditor HAVA	6,192	-	-	-	-	-	-	-	-	-
EE IT-PC LAN: Imaging Systems	-	-	-	-	-	160,000	190,000	-	-	-
EE IT-PC LAN: Remote Sites WANS	-	-	-	-	20,000	-	20,000	-	20,000	-
EE IT-PC LAN: LAN Edge Devices	-	5,000	-	5,000	5,000	5,000	5,000	5,000	5,000	-
EE IT-Web Site Development	-	25,000	-	-	25,000	25,000	25,000	25,000	-	-
EE IT-Network Review Study	-	-	-	-	-	-	-	-	-	50,000
EE IT-Tape Backup Equipment	-	15,000	3,698	15,000	15,000	15,000	15,000	15,000	15,000	-



**SCOTT COUNTY  
FIVE YEAR CAPITAL PROJECT PLAN**

	<b>FY11 ACTUAL</b>	<b>FY12 BUDGET</b>	<b>FY12 YTD</b>	<b>FY12 ESTIMATE</b>	<b>FY13 BUDGET</b>	<b>FY14 PLAN</b>	<b>FY15 PLAN</b>	<b>FY16 PLAN</b>	<b>FY17 PLAN</b>	<b>UNPROG NEEDS</b>
<b>APPROPRIATION SUMMARY</b>										
EE IT-Server Software Licenses	-	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000	-
EE IT-Replace Monitors	-	15,000	202	15,000	15,000	15,000	15,000	15,000	15,000	-
EE IT-GIS Strategic Plan Development	219,125	-	-	-	-	-	-	-	-	-
EE GIS (Ariel Photos)	-	-	-	-	-	130,000	-	-	-	150,000
EE IT - ERP	-	500,000	59,474	500,000	800,000	700,000	-	-	-	-
EE Rec-Mgt Fund Projects	52,028	40,000	32,764	40,000	40,000	40,000	40,000	40,000	40,000	-
EE FSS - Fleet Mgmt Software	-	-	-	-	-	25,000	25,000	-	-	-
EE - Disaster Mgmt	-	-	-	-	-	-	-	-	-	200,000
EE Sher-Light Bars & Arrow Sticks	10,000	10,000	375	10,000	10,000	10,000	10,000	10,000	10,000	-
EE Sher-Moving Radar Units	3,785	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	-
EE Sheriff - PDA for Jail	-	-	-	-	15,500	-	-	-	-	-
EE Sher-In Car Video Systems	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-
EE-Sher Jail Booking Camera	-	7,000	-	7,000	-	-	-	-	-	-
EE- Courthouse Jail Metal Detect	-	-	-	-	-	34,000	-	-	-	-
EE Sher-Mobile Dats Computers (MDC)	-	-	-	-	-	158,000	158,000	-	-	-
EE - Jail Radios	-	-	-	-	20,000	130,000	150,000	-	-	-
EE - Jail Color Monitor Replacement	-	4,000	-	4,000	-	-	4,000	-	-	-
<b>TOTAL TECHNOLOGY</b>	<b>682,412</b>	<b>829,422</b>	<b>258,601</b>	<b>861,049</b>	<b>1,282,000</b>	<b>1,606,000</b>	<b>811,000</b>	<b>1,244,000</b>	<b>359,000</b>	<b>500,000</b>
<b>D. Vehicles</b>										
VE Sheriff Patrol Vehicles	23,995	165,000	122,555	303,005	165,000	170,000	170,000	175,000	175,000	-
VE Sheriff Jail Prisoner Transport Vehicle	19,058	-	-	-	25,000	-	50,000	-	60,000	-
VE Sheriff Investigation Vehicle	17,197	40,000	-	40,000	42,000	21,500	44,000	22,000	45,000	-
VE Fleet Study	-	80,000	-	35,000	-	-	-	-	-	-
VE Health Inspection Vehicles	42,088	63,000	-	63,000	22,500	47,000	71,000	24,000	-	-
VE Plan & Dev Code Enforcement Vehicle	19,848	-	-	-	-	-	-	-	-	-
VE FSS 1 Ton Plow Truck	-	32,000	24,763	37,418	-	35,000	35,000	-	-	-
VE FSS Motor Pool Vehicle	22,670	-	-	-	-	-	24,000	-	26,000	-
VE Risk Management Car	-	-	-	-	-	-	24,000	-	-	-
<b>TOTAL VEHICLES</b>	<b>144,856</b>	<b>380,000</b>	<b>147,318</b>	<b>478,423</b>	<b>254,500</b>	<b>273,500</b>	<b>418,000</b>	<b>221,000</b>	<b>306,000</b>	<b>-</b>

**SCOTT COUNTY  
FIVE YEAR CAPITAL PROJECT PLAN  
FY12 BUDGET**

	<b>FY11 ACTUAL</b>	<b>FY12 BUDGET</b>	<b>FY12 YTD</b>	<b>FY12 ESTIMATE</b>	<b>FY13 BUDGET</b>	<b>FY14 PLAN</b>	<b>FY15 PLAN</b>	<b>FY16 PLAN</b>	<b>FY17 PLAN</b>	<b>UNPROG NEEDS</b>
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APPROPRIATION SUMMARY

E. Other Projects										
OP SECC Equipment	4,839,979	-	379,651	1,732,860	-	-	-	-	-	-
OP County Campus Streetscape	-	-	-	-	-	-	-	-	-	100,000
OP John O'Donnell Renovation	50,000	50,000	-	50,000	50,000	-	-	-	-	-
OP Bettendorf Riverfront Plan	25,000	25,000	-	25,000	25,000	25,000	25,000	25,000	25,000	-
OP Lone Star Sternwheeler Preservation	4,166	4,167	-	4,167	-	-	-	-	-	-
OP CASI Expansion/Renov Project	30,000	-	-	-	-	-	-	-	-	-
OP NW Dav Industrial Park Rail Spur	-	60,000	-	60,000	60,000	60,000	60,000	60,000	60,000	240,000
OP QC Interoperability Fiber Project	8,387	-	-	-	-	-	-	-	-	-
OP Bike Trail Funding	8,232	50,000	14,515	91,768	70,000	50,000	50,000	50,000	50,000	-
<b>Total Other Projects</b>	<b>4,965,764</b>	<b>189,167</b>	<b>394,166</b>	<b>1,963,795</b>	<b>205,000</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>	<b>340,000</b>
<b>Grand Total</b>	<b>6,880,056</b>	<b>2,286,089</b>	<b>909,249</b>	<b>4,073,367</b>	<b>2,761,500</b>	<b>2,497,000</b>	<b>2,356,500</b>	<b>2,597,500</b>	<b>1,580,000</b>	<b>12,530,000</b>



## **NONMAJOR GOVERNMENTAL FUNDS**



# SUMMARY FUND STATEMENT

## NONMAJOR GOVERNMENTAL FUNDS

<u>Fund</u>	<u>Estimated Balance 07/01/12</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Estimated Balance 06/30/13</u>
<b>NONMAJOR GOVERNMENTAL FUNDS:</b>				
Rural Services Fund	\$ 62,997	\$ 2,760,301	\$ 2,672,395	\$ 150,903
Secondary Roads Fund	1,088,471	6,161,113	6,470,000	779,584
Recorder's Record Management Fund	<u>66,687</u>	<u>34,000</u>	<u>40,000</u>	<u>60,687</u>
<b>Total Other Funds*</b>	<u>\$ 1,218,155</u>	<u>\$ 8,955,414</u>	<u>\$ 9,182,395</u>	<u>\$ 991,174</u>

\*Includes interfund transfers and non-budgeted fund activity

## RURAL SERVICES BASIC FUND

The Rural Services Basic Fund is used to levy taxes for rural county services as identified in Section 331.428 of the Code of Iowa (see the Financial Management Policies in the Supplemental Information section of the budget document).

The County currently uses this fund for two specific purposes: (1) transfer of funds to the Secondary Roads Fund, and (2) appropriation of funds toward the funding of the Scott County Library.

The levy for the aforementioned two purposes is applied only against property located in the unincorporated areas (townships). Since the taxable valuation of agricultural land/structures is computed on a five year productivity average as opposed to fair market value, the rural tax base and calculated rural services fund tax levy rate have fluctuated over the past ten (10) years as shows below:

<b>Fiscal Year</b>	<b>Rural Tax Base</b>	<b>Rural Services Fund Levy *</b>	<b>Rural Services Fund Levy</b>
2003-04	686,308,656	1,992,385	2.90305
2004-05	670,474,052	2,002,579	3.09150
2005-06	680,293,132	2,002,143	3.03932
2006-07	699,501,125	2,043,351	3.01496
2007-08	708,472,613	2,118,005	3.08626
2008-09	743,768,156	2,179,651	3.01954
2009-10	782,777,559	2,363,628	3.01954
2010-11	798,617,272	2,411,457	3.01954
2011-12	829,648,585	2,536,743	3.13766
2012-13	877,086,710	2,686,071	3.13766

The breakdown between the Secondary Roads Fund transfer amount and the amount appropriated for the County Library are as follows:

<b>Fiscal Year</b>	<b>Sec Rds Transfer*</b>	<b>Levy Rate</b>	<b>Library Appropriation*</b>	<b>Levy Rate</b>
2003-04	1,640,529	2.35507	381,718	0.54798
2004-05	1,640,529	2.43689	440,685	0.65461
2005-06	1,640,529	2.40150	435,712	0.63782
2006-07	1,673,340	2.39209	435,712	0.62287
2007-08	1,723,540	2.42268	472,082	0.66358
2008-09	1,775,246	2.37755	479,355	0.64199
2009-10	1,828,503	2.36331	507,725	0.65623
2010-11	1,828,503	2.28958	525,910	0.65852
2011-12	2,061,118	2.54937	539,149	0.66687
2012-13	2,139,440	2.49917	532,955	0.62256

\* Includes tax levy and other county taxes and State tax replacement credits not against levied taxes

# RURAL SERVICES BASIC FUND

## FUND STATEMENT

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Taxes Levied on Property	\$ 2,348,146	\$ 2,536,743	\$ 2,530,620	\$ 2,686,071	5.9%
Less: Uncollected Delinq Taxes-Levy Yr	1,456	171	1,456	1,456	751.5%
Less: Credits To Taxpayers	<u>74,727</u>	<u>82,135</u>	<u>74,727</u>	<u>74,727</u>	-9.0%
Net Current Property Taxes	2,271,963	2,454,437	2,454,437	2,609,888	6.3%
Delinquent Property Tax Revenue	1,456	171	1,456	1,456	751.5%
Other County Taxes	68,275	73,375	73,065	72,580	-1.1%
Intergovernmental	<u>76,377</u>	<u>83,880</u>	<u>76,377</u>	<u>76,377</u>	-8.9%
Subtotal Revenues	2,418,071	2,611,863	2,605,335	2,760,301	5.7%
Other Financing Sources:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Total Revenues & Other Sources	2,418,071	2,611,863	2,605,335	2,760,301	5.7%
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:					
County Environment & Education	<u>525,910</u>	<u>539,149</u>	<u>539,149</u>	<u>532,955</u>	-1.1%
Subtotal Expenditures	525,910	539,149	539,149	532,955	-1.1%
Other Financing Uses:					
Operating Transfers Out	<u>1,971,503</u>	<u>2,061,118</u>	<u>2,061,118</u>	<u>2,139,440</u>	3.8%
Total Expenditures & Other Uses	2,497,413	2,600,267	2,600,267	2,672,395	2.8%
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	(79,342)	11,596	5,068	87,906	658.1%
<b>Beginning Fund Balance - July 1,</b>	\$ 137,271	\$ 54,804	\$ 57,929	\$ 62,997	14.9%
<b>Ending Fund Balance - June 30,</b>	\$ 57,929	\$ 66,400	\$ 62,997	\$ 150,903	127.3%



## SECONDARY ROAD FUND

The Secondary Road Fund is established pursuant to Section 331.429 of the Code of Iowa (see Financial Management Policies in the Supplemental Information section of the budget document). This fund is used to account for all Secondary Road services expenditures and sources of revenue. The primary sources of revenue include proceeds from the State Road Use Tax (RUT) and transfers of levied property taxes from both the General Basic Fund and the Rural Services Basic Fund.

The maximum levy amount in any one year from the General Basic Fund cannot exceed the equivalent of a tax of sixteen and seven-eighths cent (.16875) per thousand dollars of assessed value of all taxable property in the County. The maximum levy amount in any one year from the Rural Services Basic Fund cannot exceed the equivalent of a tax of three dollars and three-eighths cents (\$3.00375) per thousand dollars of assessed value on all taxable property not located within the corporate limits of a city (i.e.: townships).

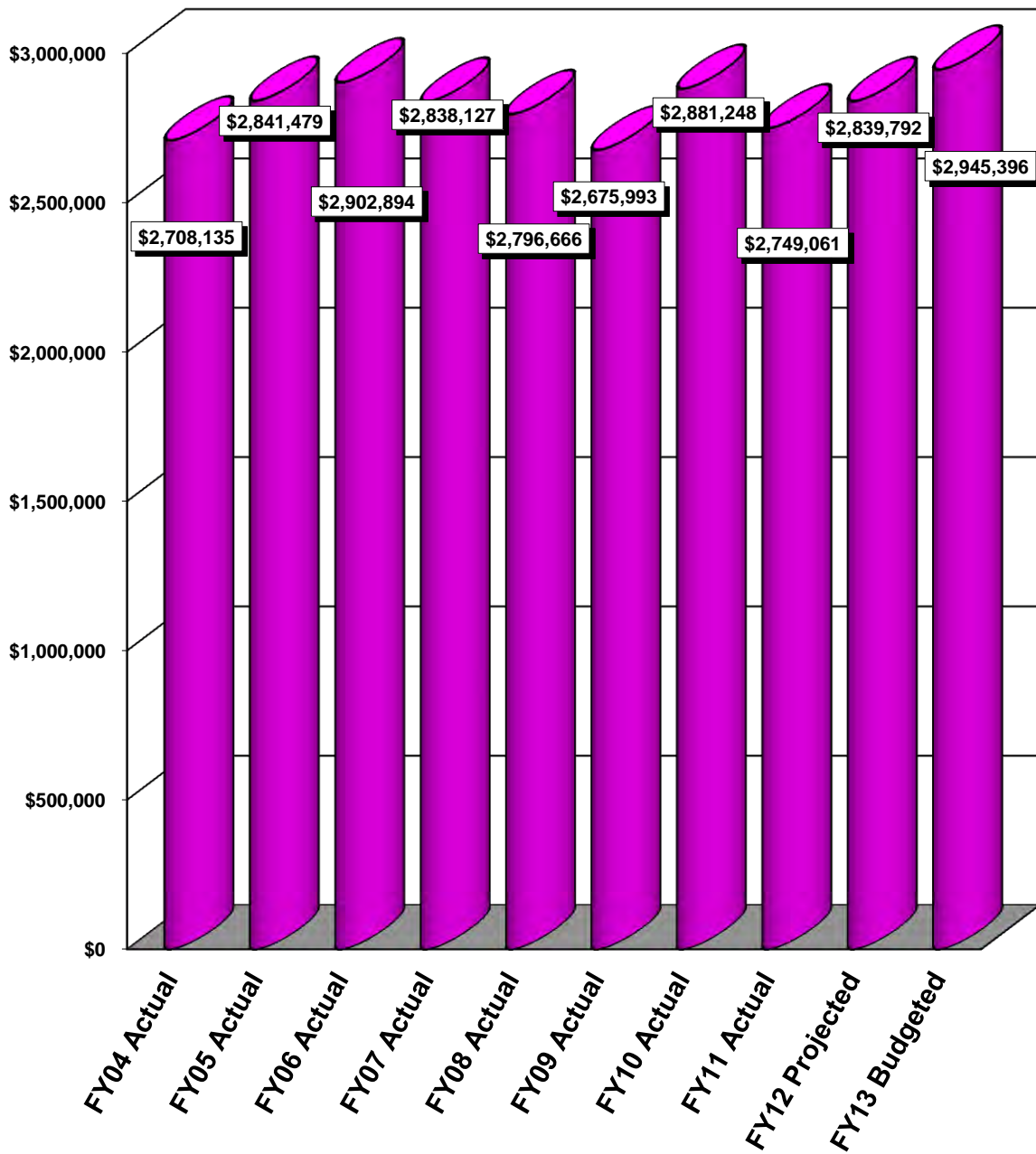
Previously, every four years the allocation formula changed based on a needs assessment performed by the State. While previous needs assessment reports have lowered the County allocated amount in the past, the most current study resulted in a major increase to Scott County. FY04 increased substantially compared to prior fiscal year amounts. This increase will fund construction projects and help keep the rural services property tax levy stable. RUT had a dip in FY09, but was back higher for FY10. We expect a bit of a decrease for FY11 and FY12. The following information provides a ten year history of State Road Use Tax revenues:

Fiscal Year	Road Use Tax Revenues
2003-04	2,708,135
2004-05	2,841,479
2005-06	2,902,894
2006-07	2,838,127
2007-08	2,796,666
2008-09	2,675,993
2009-10	2,881,248
2010-11	2,749,061
2011-12 Projected	2,839,792
2011-13 Budgeted	2,945,396

Finally for fiscal year 2013 the urban levy rate used to compute the transfer amount from the General Basic Fund is \$0.1022 or 61% of the maximum \$.16875 levy rate. The rural levy rate is used to compute the transfer amount from the Rural Basic Fund is \$2.4992 or 83% of the maximum \$3.00375 levy rate.

## ROAD USE TAX REVENUES

### TEN YEAR COMPARISON



This graph shows that after limited growth in recent years, beginning in FY04 Scott County received substantially more in Road Use Taxes (RUT) due to an update of the needs study report which used to be performed every four years. This increased was used toward construction and keeping the rural services property tax levy stable. There was a dip in RUT for FY09 and FY 11, however we project a slight increase through FY13.

# SECONDARY ROADS FUND

## FUND STATEMENT

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Intergovernmental	\$ 2,822,547	\$ 2,968,740	\$ 2,968,740	\$ 3,097,879	4.3%
Licenses & Permits	13,963	15,000	15,000	10,000	-33.3%
Charges For Services	6,900	4,000	4,000	4,000	0.0%
Miscellaneous	37,545	319,000	9,000	9,000	-97.2%
Subtotal Revenues	2,880,955	3,306,740	2,996,740	3,120,879	-5.6%
Other Financing Sources:					
Operating Transfers In	2,627,019	-	2,743,000	2,865,234	
Proceeds of Fixed Assets Sales	63,009	2,743,000	310,000	175,000	-93.6%
Total Revenues & Other Sources	5,570,983	6,049,740	6,049,740	6,161,113	1.8%
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:					
Roads & Transportation					
Administration	\$ 172,985	\$ 195,840	\$ 195,840	\$ 203,000	3.7%
Engineering	430,970	458,440	458,440	451,000	-1.6%
Bridges & Culverts	135,493	195,000	195,000	220,000	12.8%
Roads	1,542,837	1,815,000	1,815,000	1,946,000	7.2%
Snow & Ice Control	390,506	439,500	439,500	453,000	3.1%
Traffic Controls	190,742	182,000	182,000	199,000	9.3%
Road Clearing	116,990	175,000	175,000	175,000	0.0%
New Equipment	433,901	915,000	915,000	750,000	-18.0%
Equipment Operation	996,655	1,108,500	1,108,500	1,141,500	3.0%
Tools, Materials, Supplies	45,281	62,000	62,000	66,500	7.3%
Real Estate & Buildings	83,689	40,000	40,000	175,000	337.5%
Capital Projects	516,527	260,000	260,000	690,000	165.4%
Subtotal Expenditures	5,056,576	5,846,280	5,846,280	6,470,000	10.7%
Other Financing Uses:	-	-	-	-	
Total Expenditures & Other Uses	5,056,576	5,846,280	5,846,280	6,470,000	10.7%
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	514,407	203,460	203,460	(308,887)	-251.8%
<b>Beginning Fund Balance - July 1,</b>	<b>\$ 370,604</b>	<b>\$ 340,789</b>	<b>\$ 885,011</b>	<b>\$ 1,088,471</b>	<b>219.4%</b>
<b>Ending Fund Balance - June 30,</b>	<b>\$ 885,011</b>	<b>\$ 771,711</b>	<b>\$ 1,088,471</b>	<b>\$ 779,584</b>	<b>1.0%</b>

## **RECORDER'S RECORD MANAGEMENT FUND**

The 1993 Iowa Legislature created a County Recorder's Record Management Fund to be used exclusively for the preservation of maintenance of public records. The legislation required that a \$1.00 fee per each recorded instrument be deposited into this fund and that the Recorder use the fees collected (and interest earned) to produce and maintain public records that meet archival standards and to enhance the technological storage, and transmission capabilities related to archival quality records. In past years the County Recorder has authorized the purchase of optical imaging equipment to enhance the operations of this office. The Recorder also hired an outside firm to digitize the office's microfilmed records back to 1989, the year the computerized index system was implemented. Most recently, the Recorder's Office used these funds to purchase a new third party computer application to replace the previously in-house developed real estate document system. Based on current transaction levels this fund will receive approximately \$40,000 each year.

# RECORDER'S RECORD MANAGEMENT FUND

## FUND STATEMENT

	<u>Actual</u> <u>2010-11</u>	<u>Budget</u> <u>2011-12</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Charges For Services	\$ 34,064	\$ 34,000	\$ 34,000	\$ 34,000	0.0%
Use of Money & Property	<u>382</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Subtotal Revenues	34,446	34,000	34,000	34,000	0.0%
Other Financing Sources:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Total Revenues & Other Sources	34,446	34,000	34,000	34,000	0.0%
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:					
Other Financing Uses:					
Operating Transfers Out	\$ <u>52,028</u>	\$ <u>40,000</u>	\$ <u>40,000</u>	\$ <u>40,000</u>	0.0%
Total Expenditures & Other Uses	52,028	40,000	40,000	40,000	0.0%
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	(17,582)	(6,000)	(6,000)	(6,000)	0.0%
<b>Beginning Fund Balance - July 1,</b>	\$ 90,270	\$ 92,596	\$ 72,688	\$ 66,688	-28.0%
<b>Ending Fund Balance - June 30,</b>	\$ 72,688	\$ 90,096	\$ 66,688	\$ 60,688	-32.6%

## **BUSINESS-TYPE ACTIVITIES FUNDS**

## **GOLF COURSE ENTERPRISE FUND**

In May 1990, the County entered into an agreement to lease certain land of the County to a golf course developer. The agreement, which expires April 30, 2030, require the developer to make a one-time payment to the County of \$10 and to make deposits into various escrow accounts to pay for the construction of the golf course on the leased ground.

Simultaneously, the County entered into a lease purchase contract with the developer for the acquisition of the golf course. This agreement was to provide the financing for the project. The final agreement (as refinanced in 1993 between the County and Boatman's Trust Company) requires the County to make varying semiannual rental payments through May 1, 2013. The terms of the lease purchase contract provide that should the County fail to make an annual appropriation for any year before the beginning of that year in an amount sufficient, together with amounts budgeted to be available for such purpose in the Enterprise Fund, for the scheduled payments coming due during that year, the agreement shall terminate as of the beginning of that year.

The County may at any time during this agreement pay the total prepayment price at which time the land lease is canceled.

The course and clubhouse, called Glynn's Creek, opened July 1, 1992 at Scott County Park. Glynn's Creek has received rave reviews since its opening. While the number of rounds played initially increased steadily since the first year of operation rounds have decreased in recent years. In order to increase revenues, the Conservation Board is beginning to sell season passes to the golf course. These passes are flexible for weekend or weekday play and are available in junior/single/family memberships. The season passes also offer players discounts on food, pro-shop merchandise, & range activities. Also, the payment schedules for the passes are offered on a monthly schedule. The golf course website <http://www.scottcountyiowa.com/glynnscreek/> allows players to reserve tee times online.

It is noted that the final bond debt payment due in 2013 is on escrow with a third party trustee so the final payment due from golf operations will occur in 2012. This will alleviate any needed future loan advances from the General Fund.

This County run operation is accounted for in the Golf Course Enterprise Fund.

# GOLF COURSE ENTERPRISE FUND

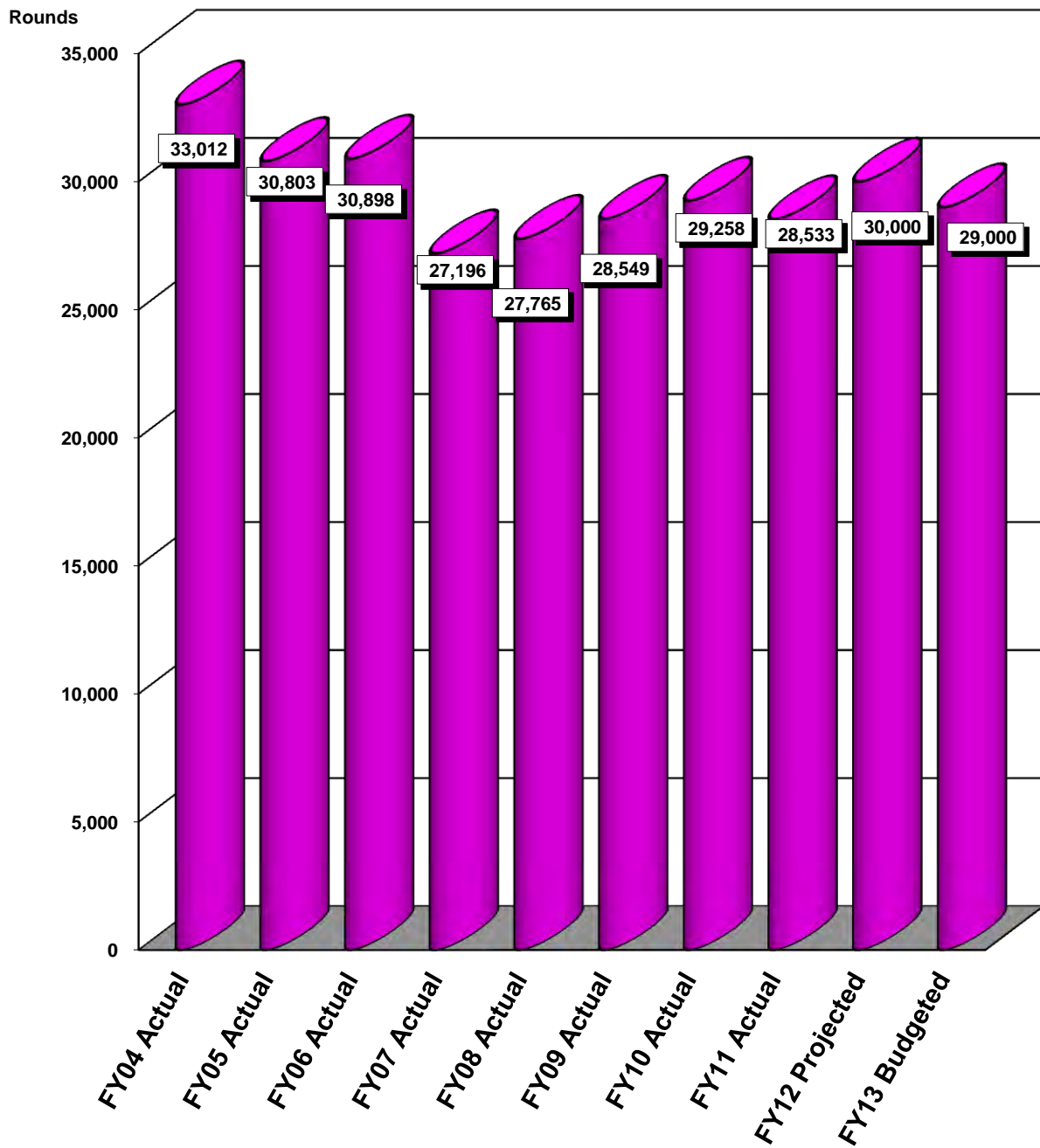
## FUND STATEMENT

	<u>Actual</u> <u>2010-2011</u>	<u>Budget</u> <u>2011-2012</u>	<u>Revised</u> <u>Estimate</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>	<u>%</u> <u>Change</u> <u>From</u> <u>Prior</u> <u>Budget</u>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Charges For Services	\$ 964,937	\$ 1,186,468	\$ 1,096,633	\$ 1,096,623	-7.6%
Use of Money & Property	-	5,000	-	-	-100.0%
Miscellaneous	177,690	322,320	322,270	1,000	-99.7%
Subtotal Revenues	1,142,626	1,513,788	1,418,903	1,097,623	-27.5%
Other Financing Sources:	-	-	-	-	
Total Revenues & Other Sources	1,142,626	1,513,788	1,418,903	1,097,623	-27.5%
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:					
County Environment & Education	\$ 1,014,745	\$ 1,219,760	\$ 1,173,551	\$ 1,094,193	-10.3%
Subtotal Expenditures	1,014,745	1,219,760	1,173,551	1,094,193	-10.3%
Other Financing Uses:	-	-	-	-	
Total Expenditures & Other Uses	1,014,745	1,219,760	1,173,551	1,094,193	-10.3%
Excess Of Revenues & Other Sources over(under) Expenditures & Other Uses	127,881	294,028	245,352	3,430	-98.8%
Beginning Fund Equity - July 1,	\$ (2,395,982)	\$ (2,660,383)	\$ (2,268,101)	\$ (2,022,749)	-24.0%
Ending Fund Equity - June 30,	\$ (2,268,101)	\$ (2,366,355)	\$ (2,022,749)	\$ (2,019,319)	-14.7%



## GLYNNS CREEK GOLF COURSE ROUNDS

### TEN YEAR COMPARISON



This graph shows that golf rounds have struggled since FY06. Golf rounds nationwide and in the Midwest decreased dramatically following the September 11, 2001 terrorist attack as families re-evaluated their leisure time activities and priorities. Rounds are projected to see an upward trend in FY12 and are certainly weather dependent. The FY 13 budgeted projection is based upon conservative estimates of consistent usage.

## **DEPARTMENTAL/AGENCY DETAIL**

**SCOTT COUNTY  
FY13 BUDGETING FOR OUTCOMES DETAIL  
INDEX BY DEPARTMENT**

<b><u>FUND</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>ANALYST</u></b>	<b><u>PAGE</u></b>
General	Administration	Walsh	109
General	Attorney	Huey	115
General	Auditor	Hufford	127
General / MHDD	Community Services	Brewer	138
General	Conservation	Berge	148
General	Facility & Support Services	Bennett	159
General	Health	Harden	167
General	Human Resources	Hufford	213
General / MHDD	Human Services	Elam	220
General	Information Technology	Hufford	225
General	Juvenile Detention Center	Walsh	240
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**AUTHORIZED AGENCIES**

General	Bi-State Planning	Huey	307
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General	Center for Active Seniors, Inc.	Elam	314

<b><u>FUND(S)</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>ANALYST</u></b>	<b><u>PAGE</u></b>
General	Center for Alcohol/Drug Services	Rivers	324
General	Community Health Care	Elam	329
General	Durant Ambulance	Rivers	333
General	Emergency Management	Bennett	336
MHDD	Handicapped Development Center	Elam	341
General / MHDD	Humane Society	Rivers	347
General	Library	Huey	350
General	Medic Ambulance	Rivers	356
General	QC Convention/Visitors Bureau	Huey	359
General	Quad Cities First	Huey	361
General	Quad Cities Chamber of Commerce	Huey	363
MHDD	Vera French Community Mental Health Center	Elam	368

## Administration

Dee F. Bruemmer, County Administrator



**MISSION STATEMENT: The County Administrator will work to create a sustainable, enjoyable and prosperous community for all Scott County residents**

ACTIVITY/SERVICE:	Policy and Facilitation	DEPT/PROG:	11A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of meetings with Board Members		102	100	100	
Number of agenda items		367	380	380	
Number of agenda items postponed		0	1	1	
Number of agenda items placed on agenda after distribution		Unknown	5%	5%	

### PROGRAM DESCRIPTION:

Organize and coordinate the legislative and policy functions of the Board of Supervisors. Recommend ordinances, resolutions, motions and provide administrative guidance. .

<b>PERFORMANCE MEASUREMENT</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>				
<b>EFFECTIVENESS:</b>				
Prepare reports, studies, legislative actions for Board consideration in a prompt, efficient manner.	Unknown	95%	95%	
Board members are informed and prepared to take action on all items on the agenda.	0%	5%	5%	

<b>ACTIVITY/SERVICE:</b>	Financial Management	<b>DEPT/PROG:</b>	11A		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of Grants Managed		75	70	70	
Number of Budget Amendments		2	2	2	

**PROGRAM DESCRIPTION:**

Recommend balanced budget and capital plan annually. Forecast revenues and expenditures and analyze trends. Prepare reports and monitor and recommend changes to budget plan. Monitor and audit purchasing card program. Administer grants and prepare reports. Coordinate the annual audit and institute recommendations. Prepare special reports.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Maintain minimum fund balance requirements for the County's general fund - according to the Financial Management Policy	Maintain a 15% general fund balance	18.6%	15%	15%	
Ensure that all state service areas stay at or under budget for a fiscal year	Each state service area to be 100% expended or below	100%	100%	100%	
Quality, on-time monthly and quarterly reporting to the Board of Supervisors	100% of the monthly and quarterly reports need to be prepared and presented to the Board on time	100%	100%	100%	
Ensure that all Federal Grants receive a perfect score with no audit findings for County's annual Single Audit	Zero audit findings for federal grants related to the Single Audit	0	0	0	

<b>ACTIVITY/SERVICE:</b>	Legislative Coordinator	<b>DEPT/PROG:</b>	11A		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
Number of committee of the whole meetings		49	45	45	
Number of meetings posted to web 5 days in advance		Unknown	100%	100%	
Percent of Board Mtg handouts posted to web within 24 hours		Unknown	100%	100%	

**PROGRAM DESCRIPTION:**

Coordination of intergovernmental relations: scheduling meetings with city councils, authorized agencies and boards and commissions; appointments to boards and commissions, 28E Agreements, etc. Coordination of agenda preparation and meeting notices and custodian of official files for Board of Supervisors and Public Safety Authority.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Agenda materials are available to the public.	Agenda posted to the website 5 days in advance of the meeting.	Unknown	100%	100%	
Handouts are available to the public timely.	Handouts are posted to the website within 24 hours after the meeting.	Unknown	100%	100%	

ACTIVITY/SERVICE: Strategic Plan		DEPT/PROG: 11A		
BUSINESS TYPE: Core Service		RESIDENTS SERVED:		
BOARD GOAL: All		FUND: 01 General	BUDGET:	
OUTPUTS	2010-11	2011-12	2012-13	3 MONTH
	ACTUAL	PROJECTED	PROJECTED	ACTUAL
Attendance of Department Heads at Monthly Dept Hd Mtg	80%	90%	90%	
Number of Board goals	34	34	34	
Number of Board goals on-schedule	11	9	9	
Number of Board goals completed on-schedule	17	34	34	

**PROGRAM DESCRIPTION:**

Facilitate through collaboration the achievement of the Board of Supervisors goals and report the outcomes bi-monthly. Supervise appointed Department Heads.

PERFORMANCE MEASUREMENT		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Board goals are on-schedule and reported bi-monthly	Percentage of Board goals on-schedule	33%	90%	90%	
Board goals are completed on-schedule	Percentage of Board goals completed on-schedule	50%	95%	95%	



<b>ACTIVITY/SERVICE:</b>	Intergovernmental Relations	<b>DEPT/PROG:</b>	11A		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Regional Leadership	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Attendance of Co Administrator at State meetings		N/A	20	20	
Attendance of Co Administrator at QC First/Chamber meetings		12	12	12	
Attendance of Co Administrator at Monthly Mgrs/Admin/Mayor		20	20	20	
Attendance of Co Administrator at other meetings		N/A	150	150	

**PROGRAM DESCRIPTION:**

Represent County on intergovernmental committees, economic development agencies and other committees and boards at the local, state and federal level.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Strengthening intergovernmental relations on state level.	Percent attendance at meetings.	N/A	90%	90%	
Strengthening intergovernmental relations with Chamber and QC First.	Percent attendance at meetings.	100%	100%	100%	
Strengthening intergovernmental relations at local level.	Percent attendance at monthly mgrs/admin/mayor meetings.		90%	90%	
Strengthening intergovernmental relations at local level.	Number of meetings with other units of governments, business, chamber, and not for profits.	N/A	150	150	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: General Administration (11A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
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	1.00	1.00
366-A Budget Coordinator		-	-	-	-	-
298-A Administrative Assistant		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$447,826	\$482,851	\$482,851	\$499,483	\$499,483
Expenses		5,259	9,500	10,500	10,500	10,500
Supplies		488	2,800	1,800	1,800	1,800
<b>TOTAL APPROPRIATIONS</b>		<b>\$453,573</b>	<b>\$495,151</b>	<b>\$495,151</b>	<b>\$511,783</b>	<b>\$511,783</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged. There are no personnel, vehicle or capital requests.						

**Attorney's Office**

Mike Walton, County Attorney



**MISSION STATEMENT:** The County Attorney's Office is dedicated to providing the citizens of Scott County with a safe community by providing well-trained, career prosecutors and support staff to pursue justice through the resolution of legal issues, prosecute criminal offenses occurring within Scott County, cooperate with law enforcement agencies for the protection of citizens, and provide legal representation for the County, its elected officials and departments.

<b>ACTIVITY/SERVICE:</b>	Criminal Prosecution	<b>DEPARTMENT:</b>	Attorney		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	All Residents		
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
New Indictable Misdemeanor Cases			n/a	4000	
New Felony Cases			n/a	1100	
New Non-Indictable Cases			n/a	2200	
Conducting Law Enforcement Training			n/a	50	

**PROGRAM DESCRIPTION:**

The County Attorney Office is responsible for the enforcement of all state laws and county ordinances charged in Scott County. The duties of a prosecutor include advising law enforcement in the investigation of crimes, evaluating evidence, preparing all legal documents filed with the court, and participating in all court proceedings including jury and non-jury trials.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Attorney's Office will represent the State in all criminal proceedings.	98% of all criminal cases will be prosecuted by the SCAO.		n/a	98%	
Attorney's Office will have qualified, well-trained attorneys to represent County.	100% of Attorneys will receive a minimum of 15 hrs of CLE (continuing education) annually.		n/a	100%	
Attorney's Office will diligently work toward achieving justice in all criminal cases.	Justice is accomplished in 100% of criminal cases.		n/a	100%	

ACTIVITY/SERVICE:	Juvenile	DEPARTMENT:	Attorney		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	All Residents		
BOARD GOAL:	Healthy Safe Community	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
New Juvenile Cases - Delinquencies, CINA, Terms, Rejected			n/a	500	
Uncontested Juvenile Hearings			n/a	1700	
Evidentiary Juvenile Hearings			n/a	300	

**PROGRAM DESCRIPTION:**

The Juvenile Division of the County Attorney's Office represents the State in all Juvenile Court proceedings, works with police departments and Juvenile Court Services in resolving juvenile delinquency cases, and works with the Department of Human Services and other agencies in Children in Need of Assistance actions.

		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Attorney's Office represents the State in juvenile delinquency proceedings.	98% of all juvenile delinquency cases will be prosecuted by the SCAO.		n/a	98%	
Attorney's Office represents the Department of Human Services in CINA cases.	98% of all juvenile CINA cases will be pursued by the SCAO.		n/a	98%	

<b>ACTIVITY/SERVICE:</b>	Civil / Mental Health	<b>DEPARTMENT:</b>	Attorney		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	All Residents		
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Non Litigation Services Intake			n/a	400	
Litigation Services Intake			n/a	200	
Non Litigation Services Cases Closed			n/a	400	
Litigation Services Cases Closed			n/a	200	
# of Mental Health Hearings			n/a	225	

**PROGRAM DESCRIPTION:**

Provide legal advice and representation to Scott County Board of Supervisors, elected officials, departments, agencies, school and township officers. Represent the State in Mental Health Commitments.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Attorney's Office will provide representation and service as required.	Attorney's Office will defend 90% of County cases in-house. (rather than contracting other attorneys)		n/a	90%	
Attorney's Office will provide representation at Mental Health Commitment Hearings.	100% representation		n/a	100%	
Attorney's Office will have qualified, well-trained attorneys to represent County.	100% of Attorneys will receive a minimum of 15 hrs of CLE (continuing education) annually.		n/a	100%	

ACTIVITY/SERVICE:	Driver License / Fine Collection	DEPARTMENT:	Attorney		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:	All Residents		
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# of clients in database			n/a	1200	
# of driver license defaulted			n/a	40	
\$ amount collected for county			n/a	75,000	
\$ amount collected for state			n/a	112,500	
\$ amount collected for DOT			n/a	15,000	

**PROGRAM DESCRIPTION:**

The Driver License

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Attorney's Office will work to assist Scott County residents in obtaining driver licenses after suspension.	Attorney's Office will assist applicants with suspensions 100% of the time.		n/a	100%	
Attorney's Office will work to assist Scott County residents in paying delinquent fines.	Attorney's Office will grow the program by 1% quarterly.		n/a	1%	

<b>ACTIVITY/SERVICE:</b>	Victim/Witness Support Service	<b>DEPARTMENT:</b>	Attorney		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	All Residents		
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# victim packets sent			n/a	1900	
# victim packets returned			n/a	600	

**PROGRAM DESCRIPTION:**

The Victim/Witness Program of Scott County provides services to victims of crime and focuses attention on the rights of crime victims. The Victim/Witness Coordinator notifies victims of all proceedings, and provides service referrals and information to victims and witnesses.

		2010-11 ACTUAL	2011-12 PROJECTED	2012-13	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Attorney's Office will actively communicate with crime victims.	100% of registered crime victims will be sent victim registration information.		n/a	100%	

<b>ACTIVITY/SERVICE:</b>	Advisory Services	<b>DEPARTMENT:</b>	Attorney		
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>	All Residents		
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# of walk-in complaints received			n/a	225	

**PROGRAM DESCRIPTION:**

The County Attorney's Office is available daily from 8:30 am to 11:30 am to assist citizens who wish to consult an assistant county attorney to determine whether criminal charges or other action is appropriate in a given situation. In addition, an attorney is available 24/7 to assist law enforcement officers.

		2010-11 ACTUAL	2011-12 PROJECTED	2012-13	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Attorney's Office will respond to citizen's requests for information during complaint desk hours.	100% of requests will be addressed.		n/a	100%	
Attorney's Office will assist law enforcement officers in answering legal questions.	An attorney is on call 24/7, 365 days a year.		n/a	100%	



<b>ACTIVITY/SERVICE:</b>	Case Expedition	<b>DEPARTMENT:</b>	Attorney	
<b>BUSINESS TYPE:</b>	Service Enhancement	<b>RESIDENTS SERVED:</b>	All Residents	
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
# of entries into jail			n/a	7500

**PROGRAM DESCRIPTION:**

The purpose of Case Expeditor is to facilitate inmates' progress through the judicial system.

		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
The Case Expeditor will review the cases of all inmates in the Scott County Jail to reduce the number of days spent in the jail before movement.	100% of inmate cases are reviewed.		n/a	100%	

<b>ACTIVITY/SERVICE:</b>	Check Offender Program	<b>DEPARTMENT:</b>	Attorney	
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>	All Residents	
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
# of warrants issued			n/a	600
# of defendants taking class			n/a	100

**PROGRAM DESCRIPTION:**

The Check Offender Program's goal is to recover full restitution for the merchant without adding to the financial burden of the criminal justice system. Merchants benefit because they receive restitution. First time bad check writers benefit because they receive the opportunity to avoid criminal prosecution. Scott County citizens benefit because the program was established without any additional cost to the taxpayer.

		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Attorney's Office will assist merchants in recovering restitution without the need for prosecution.	County Attorney's Office will attempt to recover restitution 100% of the bad check cases.		n/a	100%	

<b>ACTIVITY/SERVICE:</b>	Grants	<b>DEPARTMENT:</b>	Attorney		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	All Residents		
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# of new investigations initiated			n/a	180	
# of State/Federal judicial search warrants served			n/a	100	
# of defendants arrested for State/Federal prosecution			n/a	175	
# of community training			n/a	30	

**PROGRAM DESCRIPTION:**

The County Attorney's Office manages Justice Assistance Grants and Office of Drug Control Policy Grants to assist the Quad-City Metropolitan Enforcement Group in enforcing drug trafficking through a multi-jurisdictional agreement.

		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Attorney's Office will manage QCMEG federal and state grants in a timely fashion.	Fiscal Officer will submit quarterly and annual reports for JAG and/or ODCP awards to maintain grant.		n/a	100%	
Attorney's Office will manage QCMEG federal and state grants to assist in drug trafficking.	90% of new investigations will result in defendant being arrested for State or Federal prosecution.		n/a	90%	

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
<b>PROGRAM: Attorney Administration (12A)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>						
X County Attorney		0.50	0.50	0.50	0.50	0.50
Y First Assistant Attorney		0.40	0.40	0.40	0.40	0.40
511-A Office Administrator		1.00	1.00	1.00	1.00	1.00
282-A Executive Secretary/Paralegal		0.50	0.50	0.50	0.50	0.50
252-A Executive Secretary		-	-	-	-	-
151-C Clerk II		-	-	-	-	-
141-C Clerk II		-	-	-	-	-
<b>TOTAL POSITIONS</b>		<b>2.40</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$266,464	\$300,883	\$289,854	\$296,091	\$296,091
Expenses		4,831	8,000	8,000	8,000	8,000
Supplies		1,612	-	-	2,000	2,000
<b>TOTAL APPROPRIATIONS</b>		<b>\$272,907</b>	<b>\$308,883</b>	<b>\$297,854</b>	<b>\$306,091</b>	<b>\$306,091</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged.						
FY13 revenues are recommended to remain unchanged.						
There are no issues for FY13 budget.						
There are no capital, personnel, and vehicle changes.						

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
<b>PROGRAM: Criminal Prosecution (12B)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>						
X County Attorney		0.30	0.30	0.30	0.30	0.30
Y First Assistant Attorney		0.60	0.60	0.60	0.60	0.60
611-A Attorney II		2.00	2.00	2.00	2.00	3.00
464-A Attorney I		10.00	10.00	10.00	10.00	9.00
323-A Case Expeditor		1.00	1.00	1.00	1.00	1.00
316-A Paralegal-Audio/Visual Production Specialist		1.00	1.00	1.00	1.00	1.00
282-A Paralegal		1.00	1.00	1.00	1.00	1.00
282-A Executive Secretary/Paralegal		0.25	0.25	0.25	0.25	0.25
223-C Victim/Witness Coordinator		1.00	1.00	1.00	1.00	1.00
223-C Fine Collection Coordinator			1.00	1.00	1.00	1.00
214-C Administrative Assistant-Juvenile Court		1.00	1.00	1.00	1.00	1.00
214-C Intake Coordinator		1.00	1.00	1.00	1.00	1.00
177-C Legal Secretary-District Court		1.00	1.00	1.00	1.00	1.00
191-C Senior Clerk-Victim Witness		1.00	1.00	1.00	1.00	1.00
162-C Clerk III		1.00	1.00	1.00	1.00	1.00
151-C Clerk II-Data Entry		0.50	1.00	1.00	1.00	1.00
151-C Clerk II-Receptionist		1.00	1.00	1.00	1.00	1.00
Z Summer Law Clerk		0.76	0.57	0.57	0.57	0.57
<b>TOTAL POSITIONS</b>		<b>24.41</b>	<b>25.72</b>	<b>25.72</b>	<b>25.72</b>	<b>25.72</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$0	\$1,600	\$1,600	\$1,600	\$1,600
Fines & Forfeitures		194,283	100,000	100,000	145,000	145,000
Miscellaneous		1,569	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$195,852</b>	<b>\$101,600</b>	<b>\$101,600</b>	<b>\$146,600</b>	<b>\$146,600</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$1,884,567	\$2,039,880	\$2,039,244	\$2,125,913	\$2,125,913
Equipment		-	750	750	450	450
Expenses		95,607	85,400	85,400	82,750	82,750
Supplies		34,045	35,750	35,750	37,000	37,000
<b>TOTAL APPROPRIATIONS</b>		<b>\$2,014,219</b>	<b>\$2,161,780</b>	<b>\$2,161,144</b>	<b>\$2,246,113</b>	<b>\$2,246,113</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged.						
FY13 revenues are recommended to increase due to the Delinquent Fine Collection program.						
There are no issues for FY13 budget.						
There are no capital, personnel, and vehicle changes.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Corporation Counsel/Civil (12D)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
X County Attorney		0.20	0.20	0.20	0.20	0.20
Y First Assistant Attorney		-	-	-	-	-
A Assistant Attorney II		-	-	-	-	-
A Assistant Attorney I		-	-	-	-	-
611-A Attorney II		1.00	1.00	1.00	1.00	1.00
282-A Executive Secretary/Paralegal		0.25	0.25	0.25	0.25	0.25
194-C Legal Secretary		1.00	1.00	1.00	1.00	1.00
151-C Clerk II		-	-	-	-	-
Z Summer Law Clerk		0.18	0.18	0.18	0.18	0.18
<b>TOTAL POSITIONS</b>		<b>2.63</b>	<b>2.63</b>	<b>2.63</b>	<b>2.63</b>	<b>2.63</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$210,676	\$309,290	\$239,215	\$245,590	\$245,590
Expenses		1,162	2,550	2,550	2,250	2,250
<b>TOTAL APPROPRIATIONS</b>		<b>\$211,838</b>	<b>\$311,840</b>	<b>\$241,765</b>	<b>\$247,840</b>	<b>\$247,840</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged.						
FY13 revenues are recommended to remain unchanged.						
There are no issues for FY13 budget.						
There are no capital, personnel, and vehicle changes.						

**Auditor's Office**

Roxanna Moritz, County Auditor



**MISSION STATEMENT:** To provide timely, accurate, efficient and cost effective services to the taxpayers, voters and real estate customers of Scott County, and to all County Departments, County Agencies and County Employees.

ACTIVITY/SERVICE:	Administration	DEPARTMENT:	Administration		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Maintain administration costs at or below 15% of budget			15%	15%	

**PROGRAM DESCRIPTION:**

This program provides overall management of the statutory responsibilities of the Auditor's Office, including prior listed programs and not listed duties, such as clerk to the Board of Supervisors, etc. These responsibilities include establishing policy and setting goals for each individual program.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Insure all statutory responsibilities are met.	Conduct at least 12 meetings with managers to review progress and assess need for new policies.		12	12	
	Conduct at least 4 meetings with staff from each department to review progress and assess need for new policies.		4	4	

<b>ACTIVITY/SERVICE:</b>		<b>DEPARTMENT:</b> Taxation		
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>

**PROGRAM DESCRIPTION:**

This program provides: certifies taxes and budgets for all Scott County taxing districts; maintains property tax system regarding transfers, credits, splits, property history, and assists public with property tax changes; maintains correct property valuations for all taxing districts including rollbacks, valuation credits, and TIF district valuation and reconciliation; maintains property plat books and county GIS system.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Certify taxes and budgets	Meet statutory & regulatory deadlines for certification with 100% accuracy		100%	100%	
Process all property transfers	Process all transfers without errors within 48 hours of receipt of correct transfer documents		100%	100%	
Cooperate with other county offices in electronic processing of real estate transfer documents	Eliminate multiple paper copies of transfer documents and increase processing efficiency		on-going	on-going	



<b>ACTIVITY/SERVICE:</b> Payroll		<b>DEPARTMENT:</b> Business & Finance		
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
Number of Employees			700	700
Time Cards Processed			38000	38000

**PROGRAM DESCRIPTION:**

This program provides payroll services for all County Departments, County Assessor, County Library and SECC. Services include processing payroll; calculation and payment of payroll liabilities including payroll taxes, retirement funds, and other withholdings; ensure all Federal and State payroll laws are followed; present payroll to the Board for approval pursuant to the Code of Iowa.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Pay all employees correctly and timely.	All employees are paid correctly and on time.		100%	100%	
Pay all payroll liabilities on time and correctly. This includes taxes, and other withholdings.	Occur no penalties for late payments.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Accounts Payable	<b>DEPARTMENT:</b> Business & Finance			
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Invoices Processed			29000	29000	

**PROGRAM DESCRIPTION:**

This program provides accounts payable services for all County Departments, County Assessor, County Library and SECC; audits all claims submitted for payment; verifies claims for conformance to County policy and applicable laws; processes warrants and accounts for all expenditures in the general ledger; claims are presented for Board approval according to the Code of Iowa.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To process all claims correctly and according to policies and procedures.	Have all claims correctly processed and paid.		100%	100%	

<b>ACTIVITY/SERVICE:</b> Expenditure Ledger		<b>DEPARTMENT:</b> Business & Finance		
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
Number of Account Centers			12600	12600
Number of Accounting Adjustments			120	120

**PROGRAM DESCRIPTION:**

This program is responsible for the general accounting of expenditures in the general ledger of the County and is responsible for all changes therein.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To make sure the General Ledger properly reflects all expenditures and receipts.	Make sure all adjustments are proper according to accounting policies and procedures.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Commissioner of Elections	<b>DEPARTMENT:</b>	Elections		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Service with PRIDE	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Conduct 4 county-wide elections			4	1	

**PROGRAM DESCRIPTION:**

This program prepares and supervises ballot printing and voting machine programming; orders all election supplies; employs and conducts schools of instructions for precinct election officials; prepares and monitors the processing of absentee ballots; receives nomination papers and public measure petitions to be placed on the ballot; acts as Clerk to Board of Election Canvassers and Special Voter Precinct Board.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Contract for and arrange facilities for election day and early voting polling places.	Insure 100% of polling places meet legal accessibility requirements or receive waivers from the Secretary of State.		100%	100%	
Receive and process all absentee ballot requests for all elections.	Process and mail ballots to 100% of voters who submit correct absentee ballot requests in accordance with State law.		100%	100%	
Insure precinct election officials are prepared to administer election laws for any given election.	Conduct election official training before major elections.		4	1	

<b>ACTIVITY/SERVICE:</b>	Registrar of Voters	<b>DEPARTMENT:</b>	Elections		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Service with PRIDE	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Maintain approximately 125,000 voter registration files			125,000	125000	

**PROGRAM DESCRIPTION:**

This program works with the statewide I-VOTERS system; maintains current records of residents desiring to vote; verifies new applicants are legally eligible to vote; purges records of residents no longer legally eligible to vote; prepares lists of qualified voters for each election to insure only those qualified to vote actually to vote; reviews election day registrants to insure their qualifications to vote.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Insure new voters have opportunity to vote.	All new registrations are verified, processed and voters sent confirmation by legal deadlines.		100%	100%	
Insure enforcement of state voter registration laws.	Process all voter registrations received from all agencies and maintain current registration file.		100%	100%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Auditor Administration (13A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
X Auditor		1.00	1.00	1.00	1.00	1.00
556-A Operations Manager		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$176,371	\$187,951	\$187,951	\$196,733	\$196,733
Equipment		-	-	-	-	-
Expenses		3,243	6,140	5,840	4,300	4,300
Supplies		674	500	500	500	500
<b>TOTAL APPROPRIATIONS</b>		<b>\$180,288</b>	<b>\$194,591</b>	<b>\$194,291</b>	<b>\$201,533</b>	<b>\$201,533</b>
<b>ANALYSIS</b>						
<p>FY13 non-salary costs for this program are recommended to decrease by \$1,540.</p> <p>List issues for FY13 budget: Administration costs are decreased to offset increases in other programs.</p> <p>List capital, personnel and vehicle changes: N/A</p>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Elections (13B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
291-C Election Supervisor		1.00	1.00	1.00	1.00	1.00
191-C Senior Clerk III		2.00	2.00	2.00	2.00	2.00
141-C Clerk II		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		2,273	182,000	\$182,000	\$0	\$0
Fees and Charges		180	500	250	250	250
Fines, Forfeitures & Miscellaneous		-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$2,453</b>	<b>\$182,500</b>	<b>\$182,250</b>	<b>\$250</b>	<b>\$250</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$275,857	\$270,558	\$270,558	\$336,936	\$336,936
Equipment		\$1,297	\$0	\$0	\$0	\$0
Expenses		204,758	151,280	151,280	238,105	238,105
Supplies		31,437	23,700	23,700	18,200	18,200
<b>TOTAL APPROPRIATIONS</b>		<b>\$513,349</b>	<b>\$445,538</b>	<b>\$445,538</b>	<b>\$593,241</b>	<b>\$593,241</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase \$147,703.						
FY13 revenues are recommended to decrease by \$182,000.						
List issues for FY13 budget:						
1. The 2012 Presidential Election is expected to set record voting at the polls, by mail and by in-office or satellite locations.						
2. The increase in non-personnel costs are due to the cost of the 2012 Presidential Election.						
3. Some increase in personal services are due to the 2012 Presidential Election.						
4. Revenues will decrease as there are no reimbursable elections.						
List capital, personnel and vehicle changes: N/A						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Business/Finance (13D)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
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
<b>TOTAL POSITIONS</b>		<b>5.10</b>	<b>5.10</b>	<b>5.10</b>	<b>5.10</b>	<b>5.10</b>
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$367,960	\$380,227	\$387,012	\$401,734	\$401,734
Equipment		385	0	0	0	0
Expenses		704	1,575	1,575	3,575	3,575
Supplies		4,651	6,600	6,600	6,600	6,600
<b>TOTAL APPROPRIATIONS</b>		<b>\$373,700</b>	<b>\$388,402</b>	<b>\$395,187</b>	<b>\$411,909</b>	<b>\$411,909</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase by \$2,000.						
FY13 revenues are recommended to N/A						
List issues for FY13 budget:						
1. Non-personnel cost increase due to providing added training opportunities for staff.						
List capital, personnel and vehicle changes: N/A						



<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
<b>PROGRAM: Taxation (13E)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>						
Y Deputy Auditor-Tax		1.00	1.00	1.00	1.00	1.00
677-A Accounting & Tax Manager		0.30	0.30	0.30	0.30	0.30
268-A GIS Parcel Maintenance Technician		1.00	1.00	1.00	1.00	1.00
194-C Playroom Draftsman		-	-	-	-	-
177-C Tax Aide		2.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>4.30</b>	<b>3.30</b>	<b>3.30</b>	<b>3.30</b>	<b>3.30</b>
<b>REVENUE SUMMARY:</b>						
Licenses and Permits		\$5,920	\$5,500	\$5,250	\$5,250	\$5,250
Fees and Charges		32,741	36,000	36,002	36,000	36,000
<b>TOTAL REVENUES</b>		<b>\$38,661</b>	<b>\$41,500</b>	<b>\$41,252</b>	<b>\$41,250</b>	<b>\$41,250</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$234,470	\$255,708	\$251,098	\$258,398	\$258,398
Equipment		-	-	-	-	-
Expenses		318	1,020	1,520	5,320	5,320
Supplies		849	3,900	3,900	3,500	3,500
<b>TOTAL APPROPRIATIONS</b>		<b>\$235,637</b>	<b>\$260,628</b>	<b>\$256,518</b>	<b>\$267,218</b>	<b>\$267,218</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase by \$3,400.						
FY13 revenues are recommended to decrease by \$250.						
List issues for FY13 budget:						
1. Non-personnel cost increase due to need for repairs of transfer books which state law requires the Auditor to maintain.						
2. One tax aide position has been eliminated from budget.						
3. Revenues are expected to remain stagnate, although an increase in real estate activity could lead to increases in transfer fees.						
List capital, personnel and vehicle changes: N/A						

## Community Services

Lori Elam, Community Services Director



**MISSION STATEMENT:** The Community Services Department provides funding for a variety of social services, including MH/DD services, Veteran's services, General Assistance and Substance Abuse services, for individuals and their families.

ACTIVITY/SERVICE:	Community Services Administration	DEPARTMENT:	17A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Regional Leadership	FUND:	10 MHDD	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# of outside programs/educational activities/workgroups or board		394	350	350	
Number of appeals requested		8	6	5	
Total MH/DD Administration budget (17A and 17G admin)		\$352,683	\$331,566	\$331,566	
Administration cost as percentage of MH/DD Budget		2.3%	2.0%	2.0%	

### PROGRAM DESCRIPTION:

To provide administration and representation of the department, including administration of the Scott County MH/DD Management Plan, the Veteran Services Program, the General Assistance Program, the Substance Abuse Program and other social services and institutions.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To provide Scott County representation on State/Federal Boards, Committees, Workgroups/Task Forces regarding MH/DD services and funding.	Will participate in and/or host at least 30 liaison activities/educational sessions/legislative meetings or workgroups each quarter, 120 annually.	N/A	120	120	

ACTIVITY/SERVICE:	General Assistance Program	DEPARTMENT:	17B		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Healthy Safe Community	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# of applications requesting financial assistance		7294	5000	5120	
# of applications approved		4065	2000	2060	
# of approved clients pending Social Security approval		N/A	55	45	
# of individuals approved for rent assist (unduplicated)		N/A	110	110	
# of burials/cremations approved		82	85	85	
# of families and single individuals served		N/A	Families 400 Singles 1200	Families 420 Singles 1300	
# of cases denied to being over income guidelines		N/A	200	200	
# of cases denied incomplete app requirements and/or process		N/A	300	325	

**PROGRAM DESCRIPTION:**

To provide financial assistance to meet the needs of persons who are poor as defined in Iowa Code Chapter 252.25 and 252.27 (have no property, unable to earn a living due to a physical or mental disability) and who are not currently eligible for federal or state public assistance.

<b>PERFORMANCE MEASUREMENT</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>			
To provide financial assistance (rent, utilities, burial, direct assist) to 3600 individuals (applicants) as defined by Iowa Code Chapter 252.25 during the year.	To grant assistance averaging no more than \$250 per applicant approved.	\$147.47	\$130.00	\$242.00
To provide financial assistance to individuals as defined by Iowa Code Chapter 252.25.	To provide at least 380 referrals on a yearly basis to individuals who don't qualify for county assistance.	524	380	400
To maintain the Community Services budget in order to serve as many Scott County citizens as possible.	Review quarterly General Assistance expenditures verses budgeted amounts (17B).	\$600,943	\$664,912	\$497,560

ACTIVITY/SERVICE:	Veteran Services	DEPARTMENT:	17D		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Healthy Safe Community	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# of requests for veteran services (federal/state)		1134	1300	1500	
# of applications for county assistance		117	150	150	
# of applications for county assistance approved		83	100	100	
# of outreach activities		N/A	100	125	
# of burials/cremations approved		11	15	15	

**PROGRAM DESCRIPTION:**

To provide outreach and financial assistance to Scott County veterans and their families, in addition to providing technical assistance in applying for federal veteran benefits.

<b>PERFORMANCE MEASUREMENT</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>			
To provide public awareness/outreach activities in the community.	Will reach out to at least 300 Veterans/families each quarter (1200 annually).	N/A	1200	1200
To provide public awareness/outreach activities in the community.	Will increase the number of veteran requests for services (federal/state) by 200 annually. <u>(New, first time veterans applying for benefits)</u>	N/A	200	200
To provide financial assistance (rent, burial, utilities, direct assist) to veterans as defined in Iowa Code Chapter 35B.	To grant assistance averaging no more than \$620 per applicant.	\$681.77	\$620	\$620

ACTIVITY/SERVICE:	Substance Abuse Assistance	DEPARTMENT:	17F		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Healthy Safe Community	FUND:	02 Supplemental	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# of involuntary substance abuse commitments filed		246	220	225	
# of SA adult commitments		157	160	165	
# of SA children commitments		66	50	60	
# of SA 48 hour holds		6	40	40	
# of substance abuse commitment filings denied		N/A	10	10	
# of hearings on people with no insurance		67	100	120	

**PROGRAM DESCRIPTION:**

To provide funding for emergency hospitalizations, commitment evaluations for substance abuse according to Iowa Code Chapter 125 for Scott County residents and for certain children's institutions.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To provide mandated court ordered SA evaluations in the most cost effective manner possible.	Ensure 100% of all third party payors are billed, utilizing Scott County dollars as a last resort.	100%	100%	100%	
To provide mandated court ordered SA evaluations in the most cost effective manner possible.	The cost per evaluation will be no greater than \$875.00	\$709.18	\$875.00	\$939.00	
To prevent reoccurrence of SA commitment orders.	Participate in 100% of all SA hearings and make referrals to other programs/services within Scott County to promote stabilization and prevent relapse.	100%	100%	100%	
To maintain the Community Services budget in order to serve as many Scott County citizens with substance abuse issues as possible.	Review quarterly substance abuse commitment expenditures verses budgeted amounts (17F).	\$286,140	\$251,419	\$211,426	

ACTIVITY/SERVICE:	MH/DD Services	DEPARTMENT:	17G		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Healthy Safe Community	FUND:	10 MHDD	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# of involuntary mental health commitments filed		450	320	340	
# of adult MH commitments		240	210	220	
# of juvenile MH commitments		80	55	65	
# of MH 48 hour holds		123	80	100	
# of mental health commitment filings denied		N/A	10	10	
# of hearings on people with no insurance		51	60	70	
# of protective payee cases		384	350	375	
# of funding requests/apps processed- MR/DD and MI/CMI		N/A	3000	3000	

**PROGRAM DESCRIPTION:**

To provide services as identified in the Scott County MH/DD Management Plan to persons with a diagnosis of mental illness, mental retardation, and other developmental disabilities.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To provide mandated court ordered MH evaluations in most cost effective manner possible.	Ensure 100% of all third party payors are billed, utilizing Scott County dollars as a last resort.	100%	100%	100%	
To provide mandated court ordered MH evaluations in most cost effective manner possible.	The cost per evaluation will be no greater than \$994.00.	\$625.85	\$994.00	\$910.00	
To maintain the MH/DD Fund Balance between 5%-10% in order to best serve Scott County citizens with disabilities and cover emergency service expenditures.	Review quarterly mental health commitment expenditures verses budgeted amounts.	\$390,140	\$379,155	\$350,393	
To ensure individuals are accessing Medicaid services resulting in payment of 37% of a service verses 100%.	The number of individuals on ID Waiver and number of individuals on Habilitation.	N/A	460 individuals on ID Waiver and 400 on Habilitation	465 individuals on ID Waiver and 410 on Habilitation	
To maintain the MH/DD Fund Balance between 5%-10% in order to best serve Scott County citizens with disabilities and cover emergency service expenditures.	Review quarterly Medicaid expenditures verses budgeted amounts. (ID waiver and Hab services under 17G only)	\$2,810,173	\$2,887,588	\$3,226,372	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Community Services Admin (17A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
725-A Community Services Director		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$121,961	\$131,476	\$132,215	\$139,481	\$139,481
Expenses		18,022	15,820	16,200	16,200	16,200
Supplies		-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>		<b>\$139,983</b>	<b>\$147,296</b>	<b>\$148,415</b>	<b>\$155,681</b>	<b>\$155,681</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for the entire <u>Community Services</u> budget are recommended to decrease slightly, 0.7% or -\$66,652, over the current budgeted levels. The FY13 non-salary costs for the <u>Administrative</u> budget are recommended to increase by 2.4%.</p> <p>The FY13 revenues for the entire Community Services are recommended to decrease 6.4% (-\$495,124). The county is not anticipating receiving Risk Pool funds and is projecting a decrease in Allowed Growth funds of \$587,809 compared to FY12 due to more counties qualifying for state funds. The future of MH funding is unknown at this time. DHS has proposed to take over the Medicaid services and expenditures. Counties would then be responsible for non-Medicaid services (including commitments and MHI's) with just the current capped levy dollar amount. The current levy amount will not cover the projected non-Medicaid costs and would be facing a \$1.36 million dollar shortfall.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. MH Redesign and the impacts.</li> <li>2. Regionalization- costs, operation, governing board, services.</li> <li>3. The future of state funding and the MH levy.</li> <li>4. Possible service cuts/development of a Plan of Reductions for FY13 if MH Redesign is delayed or no new money is allocated for the current system.</li> <li>5. Economy/unemployment trends impacting General Assistance budget.</li> <li>6. Other community agencies no longer have funds to assist people with transportation, rent and utilities.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: General Assist/Other Services (17B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
430-A Case Aide Supervisor		0.35	0.35	0.35	0.35	0.35
252-C Case Aide		1.50	1.50	1.40	1.40	1.40
162-C Clerk III/Secretary		0.15	0.15	0.65	0.65	0.65
162-C Clerk III/Receptionist		0.15	0.15	0.35	0.35	0.35
141-C Clerk II/Receptionist		0.13	0.13	0.15	0.15	0.15
<b>TOTAL POSITIONS</b>		<b>2.28</b>	<b>2.28</b>	<b>2.90</b>	<b>2.90</b>	<b>2.90</b>
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$5,816	\$4,100	\$4,100	\$4,100	\$4,100
Miscellaneous		126,260	60,000	80,000	80,000	80,000
<b>TOTAL REVENUES</b>		<b>\$132,076</b>	<b>\$64,100</b>	<b>\$84,100</b>	<b>\$84,100</b>	<b>\$84,100</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$165,466	\$172,808	\$276,940	\$195,895	\$195,895
Equipment		-	300	300	300	300
Expenses		601,041	697,887	498,035	498,035	498,035
Supplies		476	1,013	1,013	1,013	1,013
<b>TOTAL APPROPRIATIONS</b>		<b>\$766,983</b>	<b>\$872,008</b>	<b>\$776,288</b>	<b>\$695,243</b>	<b>\$695,243</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for this program, <u>General Assistance</u>, are recommended to decrease 28.6% due to a reduction in the rental assistance budget line. Policy changes in FY12 have limited the number of months rental assistance can be accessed, thus reducing the dollar amount spent overall. The economy has improved somewhat, so the demand for assistance has eased slightly.</p> <p>The FY13 revenues are recommended to increase 31.2% over the current budgeted levels. This is due to historically higher amounts of reimbursements from Social Security as people are approved for disability. Scott County participates in the Social Security Interim Reimbursement Program and is able to recoup the amounts of assistance the county paid on behalf of a client once they are approved for benefits.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. The economy and unemployment rate.</li> <li>2. Current General Assistance policies in other counties.</li> <li>3. Increased demand for transportation funds- bus tickets.</li> <li>4. Other agencies no longer provide funding/assistance.</li> <li>5. Local landlords are not as willing to rent to our clients as the assistance is not "on-going".</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Veteran Services (17D)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
298-A Veteran's Affairs Director/Case Aide		0.90	1.00	1.00	1.00	1.00
141-C Clerk II/Receptionist		0.15	0.15	0.15	0.15	0.15
<b>TOTAL POSITIONS</b>		<b>1.05</b>	<b>1.15</b>	<b>1.15</b>	<b>1.15</b>	<b>1.15</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Miscellaneous		-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$60,810	\$61,220	\$88,075	\$90,285	\$90,285
Expenses		62,102	68,092	68,092	68,092	68,092
Supplies		308	800	800	800	800
<b>TOTAL APPROPRIATIONS</b>		<b>\$123,220</b>	<b>\$130,112</b>	<b>\$156,967</b>	<b>\$159,177</b>	<b>\$159,177</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for this program, <u>Veterans Services</u>, are recommended to remain flat compared to the current FY12 budgeted levels.</p> <p>The FY13 revenues are recommended to remain the same as the current FY12 budgeted levels. The county will apply for the VA County Grant (\$10,000) again. The grant money is used for veterans/veteran offices but has limitations. The VA Director is required to complete a report each year showing how the grant money was used.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. County grant money (\$10,000).</li> <li>2. Increased volume of Veterans returning (war ended).</li> <li>3. Continued public awareness and outreach.</li> <li>4.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: SA Assistance (17F)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
271-C Office Manager		-	-	-	-	-
162-C Clerk III/Secretary		-	-	-	-	-
141-C Clerk II/Receptionist		-	-	-	-	-
<b>TOTAL POSITIONS</b>		-	-	-	-	-
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$3,913	\$2,530	\$2,530	\$2,700	\$2,700
<b>TOTAL REVENUES</b>		<b>\$3,913</b>	<b>\$2,530</b>	<b>\$2,530</b>	<b>\$2,700</b>	<b>\$2,700</b>
<b>APPROPRIATION SUMMARY:</b>						
Expenses		\$285,852	\$251,419	\$304,253	\$305,847	\$305,847
<b>TOTAL APPROPRIATIONS</b>		<b>\$285,852</b>	<b>\$251,419</b>	<b>\$304,253</b>	<b>\$305,847</b>	<b>\$305,847</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for this program, <u>Substance Abuse Services</u>, are recommended to increase 21.6% over the current budgeted levels. The increased expenses are based on projections and higher than expected FY11 expenditures. The number of substance abuse commitments were high in FY11 and the trend continues in FY12.</p> <p>The FY13 revenues are recommended to increase 6.7% over the current budgeted levels. This is a projection of revenue the county may be reimbursed through third party insurance companies or from another county. It is a best estimate as the amount varies significantly each year.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. MH Redesign and the impacts.</li> <li>2. MH Redesign- core services and co-occurring disorders.</li> <li>3.</li> <li>4.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: MH - DD Services (17G)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
430-A Case Aide Supervisor		0.65	0.65	0.65	0.65	0.65
430-A Mental Health Coordinator		1.00	1.00	1.00	1.00	1.00
271-C Office Manager		0.85	0.85	1.00	1.00	1.00
252-C Case Aide		1.50	1.50	1.60	1.60	1.60
162-C Clerk III/Secretary		0.85	0.85	0.35	0.35	0.35
162-C Clerk III/Receptionist		0.85	0.85	0.65	0.65	0.65
141-C Clerk II/Receptionist		0.38	0.38	0.21	0.21	0.21
Z Mental Health Advocate		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>7.08</b>	<b>7.08</b>	<b>6.46</b>	<b>6.46</b>	<b>6.46</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$7,220,282	\$7,575,109	\$7,904,148	\$7,033,479	\$7,033,479
Fees and Charges		50,250	39,450	45,950	45,950	45,950
Miscellaneous		45,729	25,889	45,725	45,725	45,725
<b>TOTAL REVENUES</b>		<b>\$7,316,261</b>	<b>\$7,640,448</b>	<b>\$7,995,823</b>	<b>\$7,125,154</b>	<b>\$7,125,154</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$463,527	\$486,748	\$398,978	\$513,607	\$513,607
Equipment		420	1,482	1,482	1,482	1,482
Expenses		7,917,729	8,640,480	8,670,731	8,718,872	8,718,872
Supplies		3,864	3,802	3,802	3,802	3,802
<b>TOTAL APPROPRIATIONS</b>		<b>\$8,385,540</b>	<b>\$9,132,512</b>	<b>\$9,074,993</b>	<b>\$9,237,763</b>	<b>\$9,237,763</b>
<b>ANALYSIS</b>						
The FY13 non-salary costs for this program are recommended to increase 0.9% over the current budgeted levels.						
The FY13 revenues are recommended to to decrease 6.7% (-\$515,294) from the current budgeted levels. This is due to no Risk Pool funds in the budget and a decrease in state funding-Allowed Growth. The future funding of the current system is unknown at this time as there is a significant proposal (MH Redesign/DHS) facing Legislators. Serious concerns are raised in that the current system is under-funded and a new system would cost over \$250 million in new money.						
List issues for FY13 budget:						
1. MH Redesign and the impacts.						
2. The future of state funding and the MH levy.						
3. The unknowns of regionalization- costs, governing board, operations, service access, etc...						
4. Bed shortages/professional staff shortage (psychiatrists, direct care)						
5. Cuts in services through a Plan of Reductions in FY13 if MH Redesign is delayed or no new money is allocated for the current system.						
6. Cuts in services if the county is forced to pay for non-Medicaid services with only a capped dollar amount MH levy.						
List capital, personnel and vehicle changes:						
1. Possible employee lay-offs with MH Redesign/Regionalization and/or the managing of only non-Medicaid services with very limited resources.						
2.						
3.						
4.						

## Conservation Department

Roger Kean, Conservation Director



**MISSION STATEMENT:** To improve the quality of life and promote and preserve the health, welfare and enjoyment for the citizens of Scott County and the general public by acquiring, developing, operating, and preserving the historical, educational, environmental, recreational and natural resources of the County.

ACTIVITY/SERVICE:	Administration/Policy Development		DEPT/PROG:	18A	
BUSINESS TYPE:	Core Service		RESIDENTS SERVED:	166,650	
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Total appropriations administered.		\$3,716,751	\$4,205,366	\$3,951,501	
Total FTEs managed		26	26	26	
Administration costs as percent of department total.		18%	19%	19%	
REAP Funds Received		\$60,541	\$47,736	\$45,000	
Total Acres Managed		2,496	2,496	2,496	

### PROGRAM DESCRIPTION:

In 1956 the citizens of Scott County authorized the creation of the Conservation Board, which was charged with the responsibility of administering and developing a park system that meets the recreational, environmental, historical, and educational needs of the County.

PERFORMANCE MEASUREMENT	2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>			
Provide the most efficient planning, analysis, and construction coordination for all Conservation CIP projects	Insure that a minimum of 90% of all capital projects are completed within budgeted amount and the scheduled time frame.	90%	90%	
Increase the number of people reached through social media, email newsletters, and press releases	Increase number of customers receiving electronic notifications from 900 to 1100 for events, specials, and Conservation information	1,100	1,500	
Budget preparation and oversight of the park and golf services	To maintain a balanced budget for all depts by ensuring that we do not exceed 100% of appropriations	98%	98%	

**ACTIVITY/SERVICE:** Recreational Services **DEPT/PROG:** ,18H,18I,18J,18K

**BUSINESS TYPE:** Semi-Core Service **RESIDENTS SERVED:** 166,650

**BOARD GOAL:** Financially Sound Gov't **FUND:** 01 General **BUDGET:**

OUTPUTS	2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Total Camping Revenue	\$576,882	\$635,000	\$625,000	
Total Facility Rental Revenue	\$52,500	\$55,000	\$55,000	
Total Concession Revenue	\$120,815	\$126,850	\$140,800	
Total Entrance Fees (beach/pool, Cody, Pioneer Village)	\$160,496	\$166,200	\$171,200	

**PROGRAM DESCRIPTION:**

This program is responsible for providing facilities and services to the public for a wide variety of recreational opportunities and to generate revenue for the dept.

PERFORMANCE MEASUREMENT	2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>			
To provide a high quality camping experience throughout the recreational season at SCP, WLP & BSP	To maintain a 40% occupancy per year for all camping sites	40%	40%	
To provide a high quality rental facilities (i.e. shelters, cabins, etc) for public use.	To maintain a 36% occupancy per year for all rental facilities	36%	36%	
To provide adequate aquatic recreational opportunities.	To increase attendance at the Beach and Pool	46,000	50,000	
To continue to provide high quality swim lessons at the Scott County Park pool	Through use of an evaluation tool for parents and participants attending swim lessons achieve a minimum of a 95% satisfaction rating	95%	95%	

ACTIVITY/SERVICE:	Maintenance of Assets - Parks	DEPT/PROG:	18B,18G,18H,18I,18J,18K		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:	166,650		
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Total vehicle and equipment repair costs (not including salaries)		\$56,087	\$62,191	\$63,591	
Total building repair costs (not including salaries)		\$10,915	\$15,227	\$16,227	
Total maintenance FTEs		7	7	7	

**PROGRAM DESCRIPTION:**

This program involves the daily maintenance of all equipment, facilities, and grounds owned and operated by the Conservation Board.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To obtain the highest customer satisfaction ratings possible related to the maintenance aspects of the dept.	Achieve 100% customer satisfaction on all correspondence, surveys, and comment cards associated with maintenance activities.		100%	100%	
To encourage the use of environmentally safe (green) maintenance products utilized throughout the dept.	To increase the number of green products to represent 30% of all maintenance products utilized.		30%	30%	
Equipment Maintenance	80% of equipment replaced according to department equipment schedule		80%	80%	

ACTIVITY/SERVICE:	Public Safety-Customer Service	DEPT/PROG:	18B, 18K		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED: 166,650			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of special events or festivals requiring ranger assistance			20	20	
Number of reports written.			60	60	
Number of law enforcement and customer service personnel (seasonal & full-time)		102	102	102	

**PROGRAM DESCRIPTION:**

This program involves the law enforcement responsibilities and public relations activities of the department's park ranger staff.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Increase the number of natural resource oriented public programs facilitated, attended, or conducted by ranger staff.	Involvement in 15 public programs per year (for example: hunter & boater safety programs, fishing clinics, etc.)		15	15	
Elimination of complaints associated with enforcement actions by our ranger staff.	Decrease the number of complaints received due to the enforcement action or public contact with ranger staff.		3	3	
Provide safe and secure environment for the public while utilizing all Conservation Board facilities.	To reduce the number of accidents involving the public and that expose the County to liability		3	3	

<b>ACTIVITY/SERVICE:</b>	Environment Education/Public Programs	<b>DEPT/PROG:</b>	18G		
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of programs offered.		208	220	220	
Number of school contact hours		21,657	22,657	22,657	
Number of people served.		28,735	30,000	30,000	
Operating revenues generated (net total intergovt revenue)		23,056	9,374	11,775	

**PROGRAM DESCRIPTION:**

This program involves the educational programming and facilities of the Wapsi River Environmental Education Center.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To educate the general public about the environment, the need to preserve our natural resources, and the value of outdoor recreation.	To maintain 100% satisfaction through comment cards and evaluations received from all public programs.		100%	100%	
To provide schools with environmental education and outdoor recreation programs that meet their Iowa Core needs.	100% of all Iowa school programs will meet at least 1 Iowa Core requirement.		100%	100%	
To provide the necessary programs to advance and support environmental and education professionals in their career development.	To provide at least two career opportunities that qualify for their professional certification and development needs.		2	2	



<b>ACTIVITY/SERVICE:</b>	Historic Preservation & Interpretation	<b>DEPT/PROG:</b>	18H, 18J		
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Total revenue generated		\$68,552	\$67,297	\$67,297	
Total number of weddings per year at Olde St Ann's Church			60	62	
Pioneer Village Day Camp Attendance		137	160	175	

**PROGRAM DESCRIPTION:**

This program involves the programming and facilities of the Walnut Grove Pioneer Village and the Buffalo Bill Cody Homestead that are dedicated to the historical preservation and education of pioneer life in Scott County.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To have as many people as possible enjoy the displays and historical educational festivals provided at each site	To increase annual attendance		6,000	7,000	
To collect sufficient revenues to help offset program costs.	To increase FY12 annual revenues by 1%	\$57,894	\$67,297	\$67,970	
To increase presentations to outside groups and local festivals to acquaint the public about Pioneer Village and Cody Homestead's purpose and goals	To increase the number of outside presentations		10	10	

ACTIVITY/SERVICE:	Golf Operations	DEPT/PROG:	18E, 18F		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Total number of golfers/rounds of play		28,533	29,000	29,000	
Total course revenues		1,077,731	1,358,755	1,030,985	
Total appropriations administered		949,551	1,151,360	902,545	
Number of outings/participants		36/2,994	36/2,994	40/3,300	

**PROGRAM DESCRIPTION:**

This program includes both maintenance and clubhouse operations for Glynns Creek Golf Course.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To provide a quality golfing experience for our customers and the citizens of Scott County.	To maintain 100% customer satisfaction from all user surveys and comment cards.		100%	100%	
To increase revenues to support program costs	Golf course revenues to support 100% of the yearly operation costs		100%	100%	
To provide an efficient and cost effective maintenance program for the course	To maintain course maintenance costs at \$22.70 per round		\$22.70	\$22.70	
Increase profit margins on concessions	Increase profit levels on concessions from 50% to 60%	50%	60%	60%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Conservation Administration (18A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
775-A Director		1.00	1.00	1.00	1.00	1.00
540-A Deputy Director		1.00	1.00	1.00	1.00	1.00
252-A Administrative Assistant		1.00	1.00	1.00	1.00	1.00
141-A Clerk II		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental Revenue		63,253	-	48,841	46,105	46,105
<b>TOTAL REVENUES</b>		<b>\$63,253</b>	<b>\$0</b>	<b>\$48,841</b>	<b>\$46,105</b>	<b>\$46,105</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$369,430	\$384,248	\$383,618	\$394,606	\$394,606
Equipment		11,672	1,800	1,800	0	0
Expenses		252,888	405,883	406,621	79,601	79,601
Supplies		8,181	10,149	9,119	10,119	10,119
<b>TOTAL APPROPRIATIONS</b>		<b>\$642,171</b>	<b>\$802,080</b>	<b>\$801,158</b>	<b>\$484,326</b>	<b>\$484,326</b>
<b>ANALYSIS</b>						
<p>FY13 non-salary costs for this program are recommended to decrease 78.5%. This decrease is mainly due to the \$321,270 Golf Course Contribution no longer budgeted, a reduction in maintenance expenses based on usage history and a decrease in Commercial Serv due to Nahant position being paid from REAP funds in the amount of \$3,740.</p> <p>FY13 revenues are recommended to decrease 5.6% due to yearly reductions in REAP funding</p> <p>List issues for FY13 budget: None</p> <p>List capital, personnel and vehicle changes: None</p>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Park & Recreation (181)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
470-A Park Manager		2.00	2.00	2.00	2.00	2.00
382-A Park Manager		-	-	-	-	-
262-A Park Ranger		5.00	5.00	5.00	5.00	5.00
220-A Park Crew Leader		1.00	1.00	1.00	1.00	1.00
187-A Pioneer Village Site Coordinator		1.00	1.00	1.00	1.00	1.00
187-A Equipment Specialist		1.00	1.00	1.00	1.00	1.00
187-A Equipment Mechanic		1.00	1.00	1.00	1.00	1.00
187-A Park Crew Leader		-	-	-	-	-
187-A Park Maintenance Technician		4.00	4.00	4.00	4.00	4.00
99-A Cody Homestead Site Coordinator		0.75	0.75	0.75	0.75	0.75
Z Seasonal Park Maintenance (WLP,SCP,PV,BSP)			8.00	8.00	8.00	8.00
Z Seasonal Pool Manager (SCP)			0.40	0.40	0.40	0.40
Z Seasonal Asst Pool Manager (SCP)			0.40	0.40	0.40	0.40
Z Seasonal Lifeguard (WLP, SCP)			6.00	6.00	6.00	6.00
Z Seasonal Pool Concessions (SCP)			0.90	0.90	0.90	0.90
Z Seasonal Beach/Boathouse Concessions (WLP)			2.00	2.00	2.00	2.00
Z Seasonal Beach Manager (WLP)			0.40	0.40	0.40	0.40
Z Seasonal Asst Beach Manager (WLP)			0.40	0.40	0.40	0.40
Z Seasonal Park Patrol (WLP, SCP)			2.50	2.50	2.50	2.50
Z Seasonal Park Attendants (WLP, SCP, BSP)			3.60	3.60	3.60	3.60
Z Seasonal Day Camp/Apothecary (Pioneer Village)			1.30	1.30	1.30	1.30
Z Seasonal Concession Worker (Cody)		0.50	0.50	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>		<b>16.25</b>	<b>42.15</b>	<b>42.15</b>	<b>42.15</b>	<b>42.15</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$0	\$60,541	\$25,000	\$0	\$0
Fees and Charges		846,912	898,327	896,772	911,772	911,772
Use of Money/Property		178,493	198,671	192,671	197,671	197,671
Miscellaneous		23,725	27,032	23,175	23,175	23,175
Sale of Fixed Assets		73,850	48,000	48,000	44,000	44,000
<b>TOTAL REVENUES</b>		<b>\$1,122,980</b>	<b>\$1,232,571</b>	<b>\$1,185,618</b>	<b>\$1,176,618</b>	<b>\$1,176,618</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$1,522,129	\$1,619,274	\$1,653,894	\$1,692,256	\$1,692,256
Equipment		244,246	212,000	212,000	204,000	204,000
Capital Improvement		351,789	545,030	562,530	537,530	537,530
Expenses		332,445	346,990	354,298	353,551	353,551
Supplies		381,636	392,350	386,744	394,181	394,181
<b>TOTAL APPROPRIATIONS</b>		<b>\$2,832,245</b>	<b>\$3,115,644</b>	<b>\$3,169,466</b>	<b>\$3,181,518</b>	<b>\$3,181,518</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain flat.						
FY13 revenues are recommended to increase 1.4% due to expected increases in camping and pool entrance fees. However, bad weather conditions could affect the anticipated revenue increase. In addition, utility expenses may be higher than expected. NOTE: FY12 budget includes \$25,000 in grant income which is not expected in FY13						
List issues for FY13 budget:						
None						
List capital, personnel and vehicle changes:						
1. None						
2.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Glynns Creek (18E/F)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
462-A Golf Pro/Manager		1.00	1.00	1.00	1.00	1.00
462-A Golf Course Superintendent		1.00	1.00	1.00	1.00	1.00
220-A Assistant Golf Course Superintendent		1.00	1.00	1.00	1.00	1.00
187-A Turf Equipment Specialist		1.00	1.00	1.00	1.00	1.00
187-A Mechanic/Crew Leader		-	-	-	-	-
187-A Assistant Golf Course Superintendent		-	-	-	-	-
162-A Maintenance Technician-Golf Course		2.00	2.00	2.00	2.00	2.00
162-A Maintenance Worker		-	-	-	-	-
Z Seasonal Assistant Golf Professional		0.75	0.75	0.75	0.75	0.75
Z Seasonal Golf Pro Staff		7.05	7.05	7.05	7.05	7.05
Z Seasonal Part Time Laborers		5.55	5.55	5.55	5.55	5.55
<b>TOTAL POSITIONS</b>		<b>19.35</b>	<b>19.35</b>	<b>19.35</b>	<b>19.35</b>	<b>19.35</b>
<b>REVENUE SUMMARY:</b>						
Total Charges for Services		\$5,660	\$14,000	\$7,500	\$7,500	\$7,500
Total Green Fees		463,364	620,575	536,720	536,720	536,720
Net Cart Fees		263,427	289,493	290,013	290,013	290,013
Net Food/Beverage		132,504	149,800	151,552	151,552	151,552
Net Merchandise Sales		4,911	7,200	7,200	7,200	7,200
Net Driving Range Sales		30,175	37,000	37,000	37,000	37,000
Total Interest Income		-	5,000	-	-	-
Total Miscellaneous		177,690	322,320	322,270	1,000	1,000
Fixed Assets		-	6,500	6,500	-	-
<b>TOTAL REVENUES</b>		<b>\$1,077,731</b>	<b>\$1,451,888</b>	<b>\$1,358,755</b>	<b>\$1,030,985</b>	<b>\$1,030,985</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$562,750	\$631,555	\$634,131	\$633,300	\$633,300
Equipment		44,124	200,000	125,000	133,000	133,000
Expenses		113,326	113,855	114,245	113,745	113,745
Supplies		172,169	130,950	153,527	147,500	147,500
Debt Service		57,183	75,000	80,000	-	-
<b>TOTAL APPROPRIATIONS</b>		<b>\$949,552</b>	<b>\$1,151,360</b>	<b>\$1,106,903</b>	<b>\$1,027,545</b>	<b>\$1,027,545</b>
<b>Net Income</b>		<b>\$128,179</b>	<b>\$300,528</b>	<b>\$251,852</b>	<b>\$3,440</b>	<b>\$3,440</b>
Less County Contribution for Debt Service		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total*</b>		<b>\$ 128,179</b>	<b>\$ 300,528</b>	<b>\$ 251,852</b>	<b>\$ 3,440</b>	<b>\$ 3,440</b>
*Deficits will be covered by Conservation capital project reserve						
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to decrease 2.5% due to decrease in maintenance supplies.						
FY13 revenues are recommended to remain flat. NOTE: \$321,270 income from the Conservation Board is no longer budgeted and no sales of fixed assets are planned for FY13. Extreme weather conditions (heat and rain) will affect rounds especially if it is on weekends.						
List issues for FY13 budget:						
None						
List capital, personnel and vehicle changes:						
1. Maintenance tech position remains unfilled						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Wapsi River Environ Educ Center (18G)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
382-A Naturalist/Director		1.00	1.00	1.00	1.00	1.00
271-A Assistant Naturalist		1.00	1.00	1.00	1.00	1.00
Z Seasonal Maintenance-Caretaker		0.80	0.80	0.80	0.80	0.80
Z Seasonal Naturalist		0.80	0.80	0.80	0.80	0.80
Z Seasonal Naturalist		1.70	1.70	1.70	1.70	1.70
<b>TOTAL POSITIONS</b>		<b>5.30</b>	<b>5.30</b>	<b>5.30</b>	<b>5.30</b>	<b>5.30</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$11,452	\$0	\$0	\$0	\$0
Fees and Charges		1,356	24	1,369	1,424	1,424
Use of Money/Property		9,747	9,000	9,500	10,000	10,000
Miscellaneous		501	350	350	350	350
Gain on Sale of Fixed Assets		-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$23,056</b>	<b>\$9,374</b>	<b>\$11,219</b>	<b>\$11,774</b>	<b>\$11,774</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$197,158	\$229,092	\$230,278	\$230,107	\$230,107
Equipment		-	-	-	-	-
Expenses		24,926	40,250	38,840	37,150	37,150
Supplies		20,252	18,300	18,300	18,400	18,400
<b>TOTAL APPROPRIATIONS</b>		<b>\$242,336</b>	<b>\$287,642</b>	<b>\$287,418</b>	<b>\$285,657</b>	<b>\$285,657</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to decrease 2.8% due to reductions in commercial services.						
FY13 revenues are recommended to increase 4.7% due to expected increases in building and shelter rentals.						
List issues for FY13 budget:						
None						
List capital, personnel and vehicle changes:						
None						

## Facility and Support Services

Dave Donovan, Director



**MISSION STATEMENT:** It is the mission of the Facility and Support Services Department to provide high quality, cost effective services in support of the core services and mission of Scott County Government. Our services include capital asset management (capital planning, purchasing and life-cycle services), facility operations services (maintenance and custodial) and office operations support (mail, document imaging and printing).

<b>ACTIVITY/SERVICE:</b>	Administration	<b>DEPARTMENT:</b>	FSS		
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Total percentage of CIP projects on time and with in budget.			85	85	
# of buildings registered with the Energy Star Program.			1	1	
Maintain total departmental cost/square foot at FY10 levels (combined maint/custodial)			3.97	3.97	

### PROGRAM DESCRIPTION:

To provide administrative support for all other department programs. This program has a large role in administering the organizations "green" initiatives and managing all capital improvement efforts.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To reduce output of CO2 by X pounds in the next fiscal year.	To reduce our organizations carbon footprint and environmental impact - CO2 output is one measure of our effectiveness.		50,000	50,000	
To reduce total energy consumption by X % per square foot in the next fiscal year.	To reduce our consumption of energy, again one measure of our environmental impact - this will effectively reduce our on-going costs as well.		5%	5%	

<b>ACTIVITY/SERVICE:</b>	Maintenance of Buildings	<b>DEPARTMENT:</b>	FSS		
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# of hours spent in safety training			96	96	
# of PM inspections performed quarterly- per location			25	25	
Total maintenance cost per square foot			1.467	1.467	

**PROGRAM DESCRIPTION:**

To maintain the organizations real property and assets in a proactive manner. This program supports the organizations green initiatives by effectively maintaining equipment to ensure efficiency and effective use of energy resources. This program provides prompt service to meet a myriad of needs for our customer departments/offices and visitors to our facilities.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To make first contact on XX % of routine non-jail work orders within 5 working days of staff assignment.	To be responsive to the workload from our non-jail customers.		80%	80%	
To do XX% of work on a preventive basis.	To do an increasing amount of work in a scheduled manner rather than reactive.		30%	30%	
To complete XX% of routine jail work orders within 5 working days of staff assignment.	To be responsive to the workload from the jail facility.		65%	65%	



<b>ACTIVITY/SERVICE:</b>		<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
Number of square feet of hard surface floors maintained			725000	180000
Number of square feet of soft surface floors maintained			236000	65000
Number of Community Service Worker hours supervised			2500	650

**PROGRAM DESCRIPTION:**

To provide a clean and sanitary building environment for our customer departments/offices and the public. This program has a large role in supporting the organization-wide green initiative by administering recycling and green cleaning efforts. This program administers physical building security and access control.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To receive X or fewer complaints per month on average.	To provide internal and external customers a clean environment and to limit the amount of calls for service from non custodial staff.		>4	>4	
Divert X pounds of waste from the waste stream by : shredding confidential information, recycling cardboard, recycling plastic and metals, recycling used	To continually reduce our output of material that goes to the landfill.		175,000	175,000	
Perform annual green audit on XX% of FSS cleaning products.	To ensure that our cleaning products are "green" by current industry standards.		20%	20%	

<b>ACTIVITY/SERVICE:</b>	Support Services	<b>DEPARTMENT:</b>	FSS		
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Departmental participation in FSS Service Presentations			7	7	
Actual number of hours spent on imaging including quality control and doc prep			2400	2400	
% of total county equipment budget spent utilizing PO's.			50%	50%	

**PROGRAM DESCRIPTION:**

To provide support services to all customer departments/offices including: purchasing, imaging, print shop, mail, reception, pool car scheduling, conference scheduling and office clerical support. This program supports the organizations "green" initiatives by managing the purchase and use of eco-friendly products, encouraging reduced usage of commodities and promoting "green-friendly" business practices.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Print Shop will recommend, to requesting department or agency, cost savings alternatives on at least XX% of print shop requests received.	This will result in the suggestion of cost savings methods on copy jobs that are received in the print shop which would result in savings on copy costs.		10%	10%	
Imaging staff will perform imaging, quality control, and release functions on at least XX% of all records that have been doc prepped within 10 weeks of the doc prep process.	Items will be available to the end user on line within designated amount of time after doc prep tasks. This will allow ease of record lookup.		60%	60%	
Purchasing will assist with increasing savings by XX% in the next year by marketing support services to customer departments.	This will result in our customers saving budget dollars and making better purchasing decisions.		10%	10%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Facility & Support Services Admin (15A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
725-A Director of Facility and Support Services		1.00	1.00	1.00	1.00	1.00
417-A Operations Manager		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$141	\$100	\$250	\$250	\$250
Miscellaneous		1,014	1,000	1,200	1,200	1,200
<b>TOTAL REVENUES</b>		<b>\$1,155</b>	<b>\$1,100</b>	<b>\$1,450</b>	<b>\$1,450</b>	<b>\$1,450</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$220,567	\$229,216	\$232,268	\$237,450	\$237,450
Expenses		15,357	16,903	4,245	4,100	4,100
Supplies		1,788	2,575	2,850	2,875	2,875
<b>TOTAL APPROPRIATIONS</b>		<b>\$237,712</b>	<b>\$248,694</b>	<b>\$239,363</b>	<b>\$244,425</b>	<b>\$244,425</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to decrease by \$12,500 or by 64.2%.						
FY13 revenues are recommended to remain static compared to current budgeted amounts for this program.						
List issues for FY13 budget:						
1.						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1.						
2.						
3.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Maintenance of Buildings & Grounds (15B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
300-A Maintenance Coordinator		1.00	1.00	1.00	1.00	1.00
268-C Maintenance Electronic System Technician		2.00	2.00	2.00	2.00	2.00
268-C Maintenance Specialist		4.00	4.00	4.00	4.00	4.00
182-C Maintenance Worker		2.00	2.00	1.00	1.00	1.00
91-C Courthouse Security Guard		-	-	-	-	-
83-C General Laborer		0.50	0.50	1.50	1.50	1.50
<b>TOTAL POSITIONS</b>		<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$100,969	\$137,937	\$147,091	\$150,015	\$150,015
Miscellaneous		10,131	3,800	3,550	3,550	3,550
Sales General Fixed Assets		-	500	-	-	-
<b>TOTAL REVENUES</b>		<b>\$111,100</b>	<b>\$142,237</b>	<b>\$150,641</b>	<b>\$153,565</b>	<b>\$153,565</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$508,955	\$554,302	\$574,425	\$601,375	\$601,375
Equipment		5,333	2,800	2,800	-	-
Expenses		927,078	1,034,485	958,491	1,014,955	1,014,955
Supplies		102,179	89,220	97,395	98,250	98,250
<b>TOTAL APPROPRIATIONS</b>		<b>\$1,543,545</b>	<b>\$1,680,807</b>	<b>\$1,633,111</b>	<b>\$1,714,580</b>	<b>\$1,714,580</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase by \$18,230 or 7.7%.						
FY13 revenues are recommended to remain static compared to current budgeted amounts for this program.						
List issues for FY13 budget:						
1. Energy rates are expected to increase based on information provided by Mid American Energy. Current strategy calls for us to work towards off -setting some of the rate increase through conservation measures.						
2. Trends towards aging HVAC equipment is a concern with some unknown potential replacement costs for major components.						
3.						
4.						
List capital, personnel and vehicle changes:						
1.						
2.						

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
<b>PROGRAM: Custodial Services (15H)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>						
238-A Custodial & Security Coordinator		1.00	1.00	1.00	1.00	1.00
238-A Custodial Coordinator						
162-C Lead Custodial Worker		2.00	2.00	2.00	2.00	2.00
130-C Custodial Worker		8.05	9.05	9.05	9.05	9.05
<b>TOTAL POSITIONS</b>		<b>11.05</b>	<b>12.05</b>	<b>12.05</b>	<b>12.05</b>	<b>12.05</b>
<b>REVENUE SUMMARY:</b>						
Miscellaneous		\$702	\$100	\$100	\$1,450	\$1,450
<b>TOTAL REVENUES</b>		<b>\$702</b>	<b>\$100</b>	<b>\$100</b>	<b>\$1,450</b>	<b>\$1,450</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$516,273	\$572,791	\$579,178	\$585,165	\$585,165
Equipment		306	1,000	1,000	6,000	6,000
Expenses		2,053	2,050	2,050	1,950	1,950
Supplies		32,465	36,000	36,000	36,000	36,000
<b>TOTAL APPROPRIATIONS</b>		<b>\$551,097</b>	<b>\$611,841</b>	<b>\$618,228</b>	<b>\$629,115</b>	<b>\$629,115</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase by \$4,900 or by 12.5%.						
FY13 revenues are recommended to remain static compared to current budgeted amounts for this program.						
List issues for FY13 budget:						
1.SECC cleaning schedules continue to be a challenge with unanticipated floor maintenance requiring more staff time.						
2.Patrol will/has expanded into portions of the old annex which will result in additional cleaning time at that location as well.						
3.						
4.						
List capital, personnel and vehicle changes:						
1.						
2.						
3.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Support Services (15J)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
252-A Purchasing Specialist		1.00	1.00	1.00	1.00	1.00
177-C Senior Clerk		1.00	1.00	1.00	1.00	1.00
141-C Clerk II/Support Services		2.00	2.00	2.00	2.00	2.00
141-C Clerk II/Scanning		3.00	3.00	3.00	3.00	3.00
<b>TOTAL POSITIONS</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$74,859	\$99,000	\$65,000	\$60,000	\$60,000
Fees and Charges		18,686	11,000	12,500	10,000	10,000
Miscellaneous		12,669	100	7,500	7,500	7,500
<b>TOTAL REVENUES</b>		<b>\$106,214</b>	<b>\$110,100</b>	<b>\$85,000</b>	<b>\$77,500</b>	<b>\$77,500</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$370,770	\$393,062	\$391,720	\$405,254	\$405,254
Equipment		-	-	-	-	-
Expenses		339,480	454,350	459,350	495,530	495,530
Supplies		26,464	57,000	62,000	57,000	57,000
<b>TOTAL APPROPRIATIONS</b>		<b>\$736,714</b>	<b>\$904,412</b>	<b>\$913,070</b>	<b>\$957,784</b>	<b>\$957,784</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase by \$41,180 or 8.1%.						
FY13 revenues are recommended to decrease by 29.6%.						
List issues for FY13 budget:						
1. General Election creates additional and unknown postage costs , based on number of absentee ballots and ballots returned.						
2.Treasurer's office will begin reissue of actual license plates rather than renewal stickers in the current fiscal year with the majority of the plates being issued in FY 12-13.						
3. Unknown rate increases by the post office will continue to take effect during this budget year.						
4.						
List capital, personnel and vehicle changes:						
1.						
2.						

## Health Department

Ed Rivers, Director



**MISSION STATEMENT:** The Scott County Health Department is committed to promoting, protecting and preserving the health of the community by providing leadership and direction as advocates for the individual, the family, the community and the environment we serve.

<b>ACTIVITY/SERVICE:</b>	Ambulance Licensing and Coverage Area	<b>DEPARTMENT:</b>	Health/20G		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of ambulance services required to be licensed in Scott County.			8	8	
Number of ambulance service applications delivered according to timelines.			8	8	
Number of ambulance service applications submitted according to timelines.			8	8	
Number of ambulance service licenses issued prior to the expiration date of the current license.			8	8	

**PROGRAM DESCRIPTION:**

Issuing licenses and defining boundaries according to County Code of Ordinances Chapter 28.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Provide licensure assistance to all ambulance services required to be licensed in Scott County.	Applications will be delivered to the services at least 90 days prior to the requested effective date of the license.		100%	100%	
Ensure prompt submission of applications.	Completed applications will be received at least 60 days prior to the requested effective date of the license.		100%	100%	
Ambulance licenses will be issued according to Scott County Code.	Licenses are issued to all ambulance services required to be licensed in Scott County prior to the expiration date of the current license.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Animal Bite Rabies Risk Assessment and Recomme	<b>DEPARTMENT:</b>	Health/20S		
<b>Ed Rivers, Director</b>	Service Enhancement	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of exposures that required a rabies risk assessment.			100	100	
Number of exposures that received a rabies risk assessment.			95	95	
Number of exposures determined to be at risk for rabies that received a recommendation for rabies post-exposure prophylaxis.			95	95	
Number of health care providers notified of their patient's exposure and rabies recommendation.			45	45	
Number of health care providers sent a rabies treatment instruction sheet at the time of notification regarding their patient's exposure.			45	45	

**PROGRAM DESCRIPTION:**

Making recommendations for post-exposure prophylaxis treatment for individuals involved in animal bites or exposures.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Provide a determination of rabies risk exposure and recommendations.	Reported exposures will receive a rabies risk assessment.		95%	95%	
Provide a determination of rabies risk exposure and recommendations.	Exposures determined to be at risk for rabies will have a recommendation for rabies post-exposure prophylaxis.		100%	100%	
Health care providers will be informed about how to access rabies treatment.	Health care providers will be sent an instruction sheet on how to access rabies treatment at the time they are notified of their patient's bite/exposure.		100%	100%	



<b>ACTIVITY/SERVICE:</b> Board of Health Meeting and Activity Support		<b>DEPARTMENT:</b> Health/20R			
<b>Ed Rivers, Director</b> Core Service		<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b> Healthy Safe Community		<b>FUND:</b> 01 General	<b>BUDGET:</b>		
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
Annual Report			1	1	
Minutes of the BOH Meeting			10	10	
BOH Contact and Officer Informational Report			1	1	

**PROGRAM DESCRIPTION:**

Iowa Code Chapter 137 requires each county maintain a Local Board of Health.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Provide guidance, information and updates to Board of Health as required by Iowa Code Chapter 137.	Board of Health will meet at least six times per year as required by law.		10	10	

<b>ACTIVITY/SERVICE:</b> Child Health Program		<b>DEPARTMENT:</b> Health/20T		
<b>Ed Rivers, Director</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Healthy Safe Community		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
Number of families who were informed/reinformed.			7720	7818
Number of families who received an inform/reinform completion.			4246	4378
Number of children in agency home.			12255	12300
Number of children with a medical home as defined by the Iowa Department of Public Health.			7843	7995

**PROGRAM DESCRIPTION:**

Promote health care for children from birth through age 21 through services that are family-centered, community based, collaborative, comprehensive, coordinated, culturally competent and developmentally appropriate.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Ensure Scott County families (children) are informed of the services available through the EPSDT Program.	Families will be contacted to ensure they are aware of the benefits available to them through the EPSDT program through the inform/reinform completion process.		55%	56%	
Ensure EPSDT Program participants have a routine source of medical care.	Children in the EPSDT Program will have a medical home.		64%	65%	

<b>ACTIVITY/SERVICE:</b>		Childhood Lead Poisoning Prevention		<b>DEPARTMENT:</b>		Health/20S			
<b>Ed Rivers, Director</b>		Core Service		<b>RESIDENTS SERVED:</b>					
<b>BOARD GOAL:</b>		Healthy Safe Community		<b>FUND:</b>		01 General		<b>BUDGET:</b>	
OUTPUTS		2010-11		2011-12		2012-13		3 MONTH	
		ACTUAL		PROJECTED		PROJECTED		ACTUAL	
Number of children with a capillary blood lead level of greater than or equal to 15 ug/dl.				22		22			
Number of children with a capillary blood lead level of greater than or equal to 15 ug/dl who receive a venous confirmatory test.				21		21			
Number of children who have a confirmed blood lead level of greater than or equal to 15 ug/dl.				15		15			
Number of children who have a confirmed blood lead level of greater than or equal to 15 ug/dl who have a home nursing or outreach visit.				14		14			
Number of children who have a confirmed blood lead level of greater than or equal to 20 ug/dl.				8		8			
Number of children who have a confirmed blood lead level of greater than or equal to 20 ug/dl who have a complete medical evaluation from a physician.				8		8			
Number of environmental investigations completed for children who have a confirmed blood lead level of greater than or equal to 20 ug/dl.				8		8			
Number of environmental investigations completed, within IDPH timelines, for children who have a confirmed blood lead level of greater than or equal to 20 ug/dl.				8		8			
Number of environmental investigations completed for children who have two confirmed blood lead levels of 15-19 ug/dl.				4		4			
Number of environmental investigations completed, within IDPH timelines, for children who have two confirmed blood lead levels of 15-19 ug/dl.				4		4			
Number of open lead properties.				20		20			
Number of open lead properties who receive a reinspection.				20		20			
Number of open lead properties who receive a reinspection every six months.				18		18			
Number of lead presentations given.				5		5			

**PROGRAM DESCRIPTION:**

Provide childhood blood lead testing and case management of all lead poisoned children in Scott County. Conduct environmental health inspections and reinspections of properties where children with elevated blood lead levels live. SCC CH27, IAC 641, Chapter 67,69,70.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Children identified with blood lead levels greater than or equal to 10 micrograms per deciliter receive services as appropriate for the blood lead level.	Children with capillary blood lead levels greater than or equal to 15 ug/dl receive confirmatory venous blood lead measurements.		95%	95%	
Children identified with blood lead levels greater than or equal to 10 micrograms per deciliter receive services as appropriate for the blood lead level.	Ensure children with confirmed blood lead levels greater than or equal to 15 ug/dl receive a home nursing or outreach visit.		95%	95%	
Children identified with blood lead levels greater than or equal to 10 micrograms per deciliter receive services as appropriate for the blood lead level.	Ensure children with venous blood lead levels greater than or equal to 20 ug/dl receive a complete medical evaluation from a physician.		100%	100%	
Assure that elevated blood lead inspections are conducted by certified elevated blood lead inspectors/risk assessors employed by or under contract with a certified elevated blood lead inspection agency.	Complete environmental investigations for children having a single venous blood lead level greater than or equal to 20 ug/dl according to required timelines.		100%	100%	
Assure that elevated blood lead inspections are conducted by certified elevated blood lead inspectors/risk assessors employed by or under contract with a certified elevated blood lead inspection agency.	Complete environmental investigations of homes associated with children who have two venous blood lead levels of 15-19 ug/dl according to required timelines.		100%	100%	
Ensure that lead-based paint hazards identified in dwelling units associated with an elevated blood lead child are corrected.	Ensure open lead inspections are re-inspected every six months.		90%	90%	
Assure the provision of a public health education program about lead poisoning and the dangers of lead poisoning to children.	By June 30, five presentations on lead poisoning will be given to target audiences.		100%	100%	

<b>ACTIVITY/SERVICE:</b> CLIA		<b>DEPARTMENT:</b> Health/20S		
<b>Ed Rivers, Director</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Healthy Safe Community		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
Number of gonorrhea tests completed at SCHD.			750	580
Number of results of gonorrhea tests from SHL that match SCHD results.			675	551
Number lab proficiency tests interpreted.			15	15
Number of lab proficiency tests interpreted correctly.			13	13

**PROGRAM DESCRIPTION:**

Meeting lab standards as required by the Clinical Laboratory Improvement Act (Department of Health and Human Services, 42 CFR, part 405).

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Ensure accurate lab testing and analysis.	Onsite gonorrhea results will match the State Hygienic Laboratory (SHL) results.		90%	95%	
Ensure accurate lab testing and analysis.	Proficiency tests will be interpreted correctly.		86%	86%	

<b>ACTIVITY/SERVICE:</b>	Communicable Disease	<b>DEPARTMENT:</b>	Health/20S		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of communicable diseases reported.			2900	2900	
Number of reported communicable diseases requiring investigation.			235	250	
Number of reported communicable diseases investigated according to IDPH timelines.			235	250	
Number of reported communicable diseases required to be entered into IDSS.			235	250	
Number of reported communicable diseases required to be entered into IDSS that were entered within 3 business days.			212	235	

**PROGRAM DESCRIPTION:**

Program to investigate and prevent the spread of communicable diseases and ensure proper treatment of disease. Also includes the investigation of food borne outbreaks. Ch 139 IAC

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Stop or limit the spread of communicable diseases.	Initiate communicable disease investigations of reported diseases according to Iowa Department of Public Health guidelines.		100%	100%	
Assure accurate and timely documentation of communicable diseases.	Cases requiring follow-up will be entered into IDSS (Iowa Disease Surveillance System) within 3 business days.		90%	94%	

<b>ACTIVITY/SERVICE:</b>	Correctional Health	<b>DEPARTMENT:</b>	Health/20F		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of inmates in the jail greater than 14 days.			1100	1100	
Number of inmates in the jail greater than 14 days with a current health appraisal.			330	1078	
Number of inmate health contacts.			11000	17000	
Number of inmate health contacts provided in the jail.			9900	15810	
Number of medical requests received.			9125	6100	
Number of medical requests responded to within 48 hours.			8486	5734	

**PROGRAM DESCRIPTION:**

Provide needed medical care for all Scott County inmates 24 hours a day. Includes passing of medication, sick call, nursing assessments, health screenings and limited emergency care.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Inmates are screened for medical conditions that could impact jail operations.	Inmates who stay in the facility greater than 14 days will have a current health appraisal (within 1st 14 days or within 90 days of current incarceration date).		30%	98%	
Medical care is provided in a cost-effective, secure environment.	Maintain inmate health contacts within the jail facility.		90%	93%	
Assure timely response to inmate medical requests.	Medical requests are reviewed and responded to within 48 hours.		93%	94%	

<b>ACTIVITY/SERVICE:</b>	Dental Audits	<b>DEPARTMENT:</b>	Health/20T		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of kindergarten students.			2200	2158	
of Dental Screening.			2156	2136	
Number of ninth grade students.			2200	2434	
Number of ninth grade students with a completed Certificate of Dental Screening.			1133	1972	

**PROGRAM DESCRIPTION:**

Assure that all Scott county public and accredited non-public schools have a completed dental screening form on file for all students entering kindergarten and ninth grade. Iowa Code Chapter 135.17

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure compliance with Iowa's Dental Screening Mandate.	Students entering kindergarten will have a valid Certificate of Dental Screening.		98%	99%	
Assure compliance with Iowa's Dental Screening Mandate.	Students entering ninth grade will have a valid Certificate of Dental Screening.		51.5%	81%	



<b>ACTIVITY/SERVICE:</b>	Early Access	<b>DEPARTMENT:</b>	Health/20T	
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED
				3 MONTH ACTUAL
Number of families eligible for SCHD Early Access services.			12	12
Number of families that accept SCHD Early Access services.			6	6
Number of families that accept SCHD Early Access services that are contacted within three business days.			6	6

**PROGRAM DESCRIPTION:**

Provide developmental evaluation for children with elevated blood lead levels.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure families that accept the services of the SCHD Early ACCESS program receive contact for program implementation.	Families will be contacted within three business days after accepting SCHD Early ACCESS services.		100%	100%	

<b>ACTIVITY/SERVICE:</b> Employee Health		<b>DEPARTMENT:</b> Health/20S			
<b>Ed Rivers, Director</b> Core Service		<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b> Service with PRIDE		<b>FUND:</b> 01 General	<b>BUDGET:</b>		
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of employees eligible to receive annual hearing tests.			180	130	
Number of employees who receive their annual hearing test or sign a waiver.			180	130	
Number of employees eligible for Hepatitis B vaccine.			15	15	
Number of employees eligible for Hepatitis B vaccine who received the vaccination, had a titer drawn, produced record of a titer or signed a waiver within 3 weeks of their start date.			15	15	
Number of eligible new employees who received blood borne pathogen training.			7	7	
Number of eligible new employees who received blood borne pathogen training within 3 weeks of their start date.			7	7	
Number of employees eligible to receive annual blood borne pathogen training.			260	240	
Number of eligible employees who receive annual blood borne pathogen training.			260	240	
Number of employees eligible for tuberculosis screening who receive a pre-employment physical.			7	7	
Number of employees eligible for tuberculosis screening who receive a pre-employment physical that includes a tuberculosis screening.			7	7	
Number of employees eligible for tuberculosis screening who receive a booster screening within four weeks of their pre-employment screening.			7	7	
Number of employees eligible to receive annual tuberculosis training.			272	240	
Number of eligible employees who receive annual tuberculosis training.			272	240	

**PROGRAM DESCRIPTION:**

Tuberculosis testing , Hepatitis B vaccinations, Hearing and Blood borne Pathogen education, CPR trainings, Hearing screenings, etc for all Scott County employees that meet risk criteria as outlined by OSHA. Assistance for jail medical staff is used to complete services provided to Correctional staff. (OSHA 1910.1020)

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Minimize employee risk for work related hearing loss.	Eligible employees will receive their hearing test or sign a waiver annually.		100%	100%	
Minimize the risk of workplace exposure to blood borne pathogens.	Eligible employees will receive Hepatitis B vaccination, have titer drawn, produce record of a titer or sign a waiver of vaccination or titer within 3 weeks of their start date.		100%	100%	
Minimize the risk of workplace exposure to blood borne pathogens.	Eligible new employees will receive blood borne pathogen education within 3 weeks of their start date.		100%	100%	
Minimize the risk of workplace exposure to blood borne pathogens.	Eligible employees will receive blood borne pathogen education annually.		100%	100%	
Early identification of employees for possible exposure to tuberculosis.	Eligible new hires will be screened for tuberculosis during pre-employment physical.		100%	100%	
Early identification of employees for possible exposure to tuberculosis.	Eligible new employees will receive a booster screening for tuberculosis within four weeks of their initial screen.		100%	100%	
Early identification of employees for possible exposure to tuberculosis.	Eligible employees will receive tuberculosis education annually.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Food Establishment Licensing and Inspection	<b>DEPARTMENT:</b>	Health/20U		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of inspections required.			1459	1459	
Number of inspections completed.			1459	1459	
Number of inspections with critical violations noted.			250	250	
Number of critical violation reinspections completed.			250	250	
Number of critical violation reinspections completed within 10 days of the initial inspection.			213	213	
Number of inspections with non-critical violations noted.			245	245	
Number of non-critical violation reinspections completed.			245	245	
Number of non-critical violation reinspections completed within 90 days of the initial inspection.			221	221	
Number of complaints received.			40	40	
Number of complaints investigated according to Nuisance Procedure timelines.			40	40	
Number of complaints investigated that are justified.			35	35	
Number of temporary vendors who submit an application to operate.			250	250	
Number of temporary vendors licensed to operate prior to the event.			250	250	

**PROGRAM DESCRIPTION:**

28E Agreement with the Iowa Department of Inspections and Appeals to regulate establishments that prepare and sell food for human consumption on or off their premise. SCHD licenses and inspects food service establishments, retail food establishments, home food establishments, warehouses, mobile food carts, farmers' markets, temporary events. Department of Inspection and Appeals, IAC 481 Chapter 30 Food and Consumer Safety.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Meet SCHD's contract obligations with the Iowa Department of Inspections and Appeals.	Food Establishment inspections will be completed annually.		100%	100%	
Ensure compliance with the food code.	Critical violation reinspections will be completed within 10 days of the date of inspection.		85%	85%	
Ensure compliance with the food code.	Non-critical violation reinspections will be completed within 90 days of the date of inspection.		90%	90%	

Ensure compliance with the food code.	Complaints will be investigated to determine whether justified within timelines established in the Nuisance Procedure.		100%	100%	
Temporary vendors will be conditionally approved and licensed based on their application.	Temporary vendors will have their license to operate in place prior to the event.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Grant Management	<b>DEPARTMENT:</b>	Health/20T		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Service with PRIDE	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of subcontracts issued.			11	9	
Number of subcontracts issued according to funder guidelines.			11	9	
Number of subcontractors.			6	5	
Number of subcontractors that received an annual programmatic review.			6	5	

**PROGRAM DESCRIPTION:**

Assure compliance with grant requirements-programmatically and financially.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Delivery of public health services through subcontract relationships with community partners.	Subcontracts will be issued according to funder guidelines.		100%	100%	
Subcontractors will be educated and informed about the expectations of their subcontract.	Subcontractors will receive an annual programmatic review.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Healthy Child Care Iowa	<b>DEPARTMENT:</b>	Health/20S		
<b>Ed Rivers, Director</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of technical assistance requests received from centers.			655	200	
Number of technical assistance requests received from child care homes.			140	50	
Number of technical assistance requests from centers responded to.			655	200	
Number of technical assistance requests from day care homes responded to.			140	50	
Number of technical assistance requests from centers that are resolved.			590	180	
Number of technical assistance requests from child care homes that are resolved.			105	38	
Number of child care providers who attend training.			350	300	
Number of child care providers who attend training and report that they have gained valuable information that will help them to make their home/center safer and healthier.			315	285	

**PROGRAM DESCRIPTION:**

Provide education to child care providers regarding health and safety issues to ensure safe and healthy issues

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Safe, healthy child care environments for all children, including those with special health needs.	Technical assistance requests from centers are responded to.		100%	100%	
Safe, healthy child care environments for all children, including those with special health needs.	Technical assistance requests from day care homes are responded to.		100%	100%	
Safe, healthy child care environments for all children, including those with special health needs.	Technical assistance requests from centers are resolved.		90%	90%	
Safe, healthy child care environments for all children, including those with special health needs.	Technical assistance requests from day care homes are resolved.		75%	75%	
Safe, healthy child care environments for all children, including those with special health needs.	Child care providers attending trainings report that the training will enable them to make their home/center/ preschool safer and healthier.		90%	95%	

<b>ACTIVITY/SERVICE:</b>	Hotel/Motel Program	<b>DEPARTMENT:</b>	Health/20U		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>GOAL</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of licensed hotels/motels.			41	43	
Number of licensed hotels/motels requiring inspection.			41	23	
Number of licensed hotels/motels inspected by December 31.			41	23	
Number of inspected hotels/motels with violations.			1	2	
Number of inspected hotels/motels with violations reinspected.			1	2	
Number of inspected hotels/motels with violations reinspected within 30 days of the inspection.			1	2	
Number of complaints received.			5	8	
Number of complaints investigated according to Nuisance Procedure timelines.			5	8	
Number of complaints investigated that are justified.			4	7	

**PROGRAM DESCRIPTION:**

License and inspect hotels/motels to assure code compliance. Department of Inspections and Appeals, IAC 481, Chapter 37 Hotel and Motel Inspections.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure compliance with Iowa Administrative Code.	Licensed hotels/motels will have an inspection completed by December 31 according to the bi-yearly schedule.		100%	100%	
Assure compliance with Iowa Administrative Code.	Licensed hotels/motels with identified violations will be reinspected within 30 days.		100%	100%	
Assure compliance with Iowa Administrative Code.	Complaints will be investigated to determine whether justified within timelines established in the Nuisance Procedure.		100%	100%	



<b>ACTIVITY/SERVICE:</b>	Immunization Audits	<b>DEPARTMENT:</b>	Health/20S		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>GOAL</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of school immunization records audited.			29410	29460	
Number of school immunization records up-to-date.			26469	27987	
Number of preschool and child care center immunization records audited.			4420	3600	
Number of preschool and child care center immunization records up-to-date.			3978	3420	

**PROGRAM DESCRIPTION:**

Immunization record audit of all children enrolled in an elementary, intermediate or secondary schools in Scott County. Immunization record audit of all licensed preschool/child care facilities in Scott County. IAC 641 Chapter 7.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure that all schools, preschools and child care centers have up-to-date immunization records.	School records will show up-to-date immunizations.		90%	95%	
Assure that all schools, preschools and child care centers have up-to-date immunization records.	Preschool and child care center records will show up-to-date immunizations.		90%	95%	

<b>ACTIVITY/SERVICE:</b>	Immunization Clinic	<b>DEPARTMENT:</b>	Health/20S		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of two year olds seen at the SCHD clinic.			340	160	
Number of two year olds seen at the SCHD clinic who are up-to-date with their vaccinations.			306	150	
Number of doses of vaccine shipped to SCHD.			1900	3000	
Number of doses of vaccine wasted.			95	150	

**PROGRAM DESCRIPTION:**

Immunizations are provided to children birth through 18 years of age, in Scott County, who qualify for the federal Vaccine for Children (VFC) program as provider of last resort. IAC 641 Chapter 7.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure that clients seen at the Scott County Health Department receive the appropriate vaccinations.	Two year olds seen at the Scott County Health Department are up-to-date with their vaccinations.		90%	94%	
Assure that vaccine is used efficiently.	Vaccine wastage as reported by the Iowa Department of Public Health will not exceed contract guidelines.		<5%	<5%	

<b>ACTIVITY/SERVICE:</b>	Injury Prevention	<b>DEPARTMENT:</b>	Health/20G		
<b>Ed Rivers, Director</b>	Service Enhancement	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Injury data agreements in place.			2	2	
Number of community-based injury prevention meetings and events.			30	30	
Number of community-based injury prevention meetings and events with a SCHD staff member in attendance.			30	30	

**PROGRAM DESCRIPTION:**

Partner with community agencies to identify, assess, and reduce the leading causes of unintentional injuries in Scott County.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Work with Genesis and Trinity to develop a data stream for unintentional injuries in Scott County.	Agreement will be in place to receive unintentional injury data directly from Genesis and Trinity by June 30, 2013.		100%	100%	
Assure a visible presence for the Scott County Health Department at community-based injury prevention initiatives.	A SCHD staff member will be present at community-based injury prevention meetings and events. (Safe Kids/Safe Communities, Senior Fall Prevention, CARS)		100%	100%	

<b>ACTIVITY/SERVICE:</b>	I-Smile Dental Home Project	<b>DEPARTMENT:</b>	Health/20T		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of practicing dentists in Scott County.			109	110	
Number of practicing dentists in Scott County accepting Medicaid enrolled children as clients.			27	28	
Number of children in agency home.			3500	3500	
Number of children with a dental home as defined by the Iowa Department of Public Health.			1155	1200	

**PROGRAM DESCRIPTION:**

Assure dental services are made available to uninsured/underinsured children in Scott County.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure a routine source of dental care for Medicaid enrolled children in Scott County.	Scott County practicing dentists who are accepting Medicaid enrolled children into their practice.		25%	25%	
Ensure EPSDT Program participants have a routine source of dental care.	Children in the EPSDT Program will have a dental home.		33%	34%	

<b>ACTIVITY/SERVICE:</b>	Medical Examiner	<b>DEPARTMENT:</b>	Health/20G		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of deaths in Scott County.			1550	1550	
Number of deaths in Scott County deemed a Medical Examiner case.			200	200	
Number of Medical Examiner cases with a cause and manner of death determined.			198	198	

**PROGRAM DESCRIPTION:**

Activities associated with monitoring the medical examiner and the required autopsy-associated expenses and activities relevant to the determination of causes and manners of death. Iowa Code 331.801-805 as well as the Iowa Administrative Rules 641-126 and 127 govern county medical examiner activities.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Deaths which are deemed to potentially affect the public interest will be investigated according to Iowa Code.	Cause and manner of death for medical examiner cases will be determined by the medical examiner.		99%	99%	

<b>ACTIVITY/SERVICE:</b>	Mosquito Surveillance	<b>DEPARTMENT:</b>	Health/20U		
<b>Ed Rivers, Director</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of weeks in arboviral disease surveillance season.			17	17	
Number of weeks in arboviral disease surveillance season where sentinel chickens are bled and blood submitted to SHL.			17	17	
Number of weeks in arboviral disease surveillance season where mosquitoes are collected every week day and sent to ISU.			17	17	

**PROGRAM DESCRIPTION:**

Trap mosquitoes for testing of West Nile Virus and various types of encephalitis. Tend to sentinel chickens and draw blood for testing of West Nile and encephalitis. Supports communicable disease program.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Conduct environmental surveillance of mosquitoes and sentinel chickens in order to detect the presence of arboviruses to help target prevention and control messages.	Sentinel chickens are bled every week during arboviral disease surveillance season and blood samples are submitted to the State Hygienic Laboratory.		100%	100%	
Conduct environmental surveillance of mosquitoes and sentinel chickens in order to detect the presence of arboviruses to help target prevention and control messages.	Mosquitoes are collected from the New Jersey light traps every week day during arboviral disease surveillance season and the mosquitoes are sent weekly to Iowa State University for speciation.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Non-Public Health Nursing	<b>DEPARTMENT:</b>	Health/20S		
<b>Ed Rivers, Director</b>	Service Enhancement	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of students identified with a deficit.			134	150	
Number of students identified with a deficit who receive a referral.			134	150	
Number of requests for direct services received.			80	90	
Number of direct services provided based upon request.			80	90	

**PROGRAM DESCRIPTION:**

Primary responsibility for school health services provided within the non-public schools in Scott County. There are currently 12 non-public schools in Scott County with approximately 2,900 students. Time is spent assisting the schools with activities such as performing vision and hearing screenings; coordinating school health records; preparing for State of Iowa required immunization and dental audits; assisting with the development of individualized education plans (IEPs) for children with special health needs; as well as meeting the education and training needs of staff through first aid and blood borne pathogen, and medication administration training.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Deficits that affect school learning will be identified.	Students identified with a deficit will receive a referral.		100%	100%	
Provide direct services for each school as requested.	Requests for direct services will be provided.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Onsite Wastewater Program	<b>DEPARTMENT:</b>	Health/20U		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of septic systems installed.			104	64	
Number of septic systems installed which meet initial system recommendations.			99	61	
Number of septic samples collected.			1350	1400	
Number of septic samples deemed unsafe.			10	10	
Number of unsafe septic sample results retested.			10	10	
Number of unsafe septic sample results retested within 30 days.			7	7	
Number of complaints received.			10	10	
Number of complaints investigated.			10	10	
Number of complaints investigated within working 5 days.			9	9	
Number of complaints investigated that are justified.			9	9	

**PROGRAM DESCRIPTION:**

Providing code enforcement and consultation services for the design, construction, and maintenance of septic systems for private residences and commercial operations. Collect effluent samples from sewage systems which are designed to discharge effluent onto the surface of the ground or into a waterway. Scott County Code, Chapter 23 entitled Private Sewage Disposal System.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure the proper installation of septic systems.	Approved installations will meet initial system recommendations.		95%	95%	
Assure the safe functioning of septic systems.	Unsafe septic sample results will be retested within 30 days.		70%	70%	
Assure the safe functioning of septic systems.	Complaints will be investigated within 5 working days of the complaint.		90%	90%	



<b>ACTIVITY/SERVICE:</b>	Perinatal Hepatitis B Program	<b>DEPARTMENT:</b>	Health/20S		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
Number of cases of perinatal Hepatitis B reported.			5	5	
Number of cases of perinatal Hepatitis B who receive verbal and written communication regarding HBV prevention.			5	5	
Number of cases of perinatal Hepatitis B who receive verbal and written communication regarding HBV prevention within 5 business days.			4	4	
Number of cases of perinatal Hepatitis B who received education that have recommendations sent to birthing facility and pediatrician.			4	4	

**PROGRAM DESCRIPTION:**

Provide case management and follow up for expectant mothers with Hepatitis B to prevent perinatal transmission. IAC 139

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Prevent perinatal transmission of Hepatitis B.	Reported perinatal cases will receive verbal and written communication on HBV and HBV prevention for the baby within 5 business days.		80%	80%	
Prevent perinatal transmission of Hepatitis B.	Perinatal Hep B cases will have recommendations sent to birthing facility and pediatrician.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Public Education and Communication	<b>DEPARTMENT:</b>	Health		
<b>Ed Rivers, Director</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>	
	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>	
Number of consumers receiving face-to-face educational information about physical, behavioral, environmental, social, economic or other issues affecting health.		2354	2400		
Number of consumers receiving face-to-face education reporting the information they received will help them or someone else to make healthy choices.		2048	2088		

**PROGRAM DESCRIPTION:**

Educate the community through a variety of methods including media, marketing venues, formal educational presentations, health fairs, training, etc.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Scott County residents will be educated on issues affecting health.	Consumers receiving face-to-face education report that the information they received will help them or someone else to make healthy choices.		87%	87%	

<b>ACTIVITY/SERVICE:</b>	Public Health Nuisance	<b>DEPARTMENT:</b>	Health/20U		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of complaints received.			140	140	
Number of complaints justified.			130	130	
Number of justified complaints resolved.			117	117	
Number of justified complaints requiring legal enforcement.			10	10	
Number of justified complaints requiring legal enforcement that were resolved.			9	9	

**PROGRAM DESCRIPTION:**

Respond to public health nuisance requests from the general public. Scott County Code, Chapter 25 entitled Public Health Nuisance.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Ensure compliance with state, county and city codes and ordinances.	Justified complaints will be resolved.		90%	90%	
Ensure compliance with state, county and city codes and ordinances.	Justified complaints requiring legal enforcement will be resolved.		90%	90%	

<b>ACTIVITY/SERVICE:</b>	Public Health Preparedness	<b>DEPARTMENT:</b>	Health/20G		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of drills/exercises held.			2	2	
Number of after action reports completed.			2	2	
Number of benefit-eligible employees.			41	41	
Number of benefit-eligible employees with position appropriate NIMS training.			41	41	
Number of newly hired benefit-eligible employees.			2	2	
Number of newly hired benefit-eligible employees who provide documentation of completion of position appropriate NIMS training.			2	2	

**PROGRAM DESCRIPTION:**

Keep up to date information in case of response to a public health emergency. Develop plans, policies and procedures to handle public health emergencies.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure efficient response to public health emergencies.	Department will participate in two emergency response drills or exercises annually.		100%	100%	
Assure efficient response to public health emergencies.	Existing benefit-eligible employees have completed position appropriate NIMS training.		100%	100%	
Assure efficient response to public health emergencies.	Newly hired benefit-eligible employees will provide documentation of completion of position appropriate NIMS training by the end of their 6 month probation period.		100%	100%	

ACTIVITY/SERVICE:	Recycling	DEPARTMENT:	Health/20U		
Ed Rivers, Director	Semi-Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Sustainable County Leader	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	GOAL	PROJECTED	ACTUAL
Number of tons of recyclable material collected.			798	677	
Number of tons of recyclable material collected during the same time period in previous fiscal year.			760	670	

**PROGRAM DESCRIPTION:**

Provide recycling services for unincorporated Scott County.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure the use and efficiency of recycling sites to divert recyclable material from the landfill.	Volume of recyclable material collected, as measured in tons, will meet or exceed amount of material collected during previous fiscal year.		5%	1%	

<b>ACTIVITY/SERVICE:</b>	Solid Waste Hauler Program	<b>DEPARTMENT:</b>	Health/20U		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>GOAL</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of individuals that collect and transport solid waste to the Scott County Landfill.			157	157	
Number of individuals that collect and transport solid waste to the Scott County Landfill that are permitted.			157	157	

**PROGRAM DESCRIPTION:**

Establish permits, requirements, and violation penalties to promote the proper transportation and disposal of solid waste. Scott County Code Chapter 32 Waste haulers.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Control the danger to public health, safety and welfare from the unauthorized disposal/disposition of solid waste.	Individuals that collect and transport any solid waste to the Scott County Landfill will be permitted according to Scott County Code.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	STD/HIV Program	<b>DEPARTMENT:</b>	Health/20S		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of people who present to the Health Department for any STD/HIV service (general information, risk reduction, results, referrals, etc.)			1600	1650	
Number of people who present for STD/HIV services.			1900	1300	
Number of people who receive STD/HIV services.			1615	1170	
Number of clients positive for STD/HIV.			1204	1194	
Number of clients positive for STD/HIV requiring an interview.			240	295	
Number of clients positive for STD/HIV who are interviewed.			216	266	
Number of partners (contacts) identified.			174	396	
Reported cases of gonorrhea, Chlamydia and syphilis treated.			1250	1180	
Reported cases of gonorrhea, Chlamydia and syphilis treated according to treatment guidelines.			1125	1062	

**PROGRAM DESCRIPTION:**

Provide counseling, testing, diagnosis, treatment, referral and partner notification for STDs. Provide Hepatitis A and/or B and the HPV vaccine to clients. Provide HIV counseling, testing, and referral. Provide HIV partner counseling, testing and referral services. Requested HIV/STD screening is provided to Scott County jail inmates by the correctional health staff and at the juvenile detention center by the clinical services staff following the IDPH screening guidelines. IAC 641 Chapters 139A and 141A

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Ensure access to testing, treatment and referral for STDs and HIV.	Provide needed clinical services to people seen at the STD clinic (testing, counseling, treatment, results and referral)		85%	90%	
Contacts (partners) to persons positive will be identified in order to stop the spread of STDs.	Positive clients will be interviewed.		90%	90%	
Ensure that persons diagnosed with gonorrhea, Chlamydia and syphilis are properly treated.	Reported cases of gonorrhea, Chlamydia, and syphilis will be treated according to guidelines.		90%	90%	

<b>ACTIVITY/SERVICE:</b>	Swimming Pool/Spa Inspection Program	<b>DEPARTMENT:</b>	Health/20U		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of seasonal pools and spas requiring inspection.			58	58	
Number of seasonal pools and spas inspected by June 15.			55	55	
Number of year-round pools and spas requiring inspection.			148	86	
Number of year-round pools and spas inspected by November 30.			148	86	
Number of swimming pools/spas with violations.			122	122	
Number of inspected swimming pools/spas with violations reinspected.			122	122	
Number of inspected swimming pools/spas with violations reinspected within 30 days of the inspection.			104	104	
Number of complaints received.			5	5	
Number of complaints investigated according to Nuisance Procedure timelines.			5	5	
Number of complaints investigated that are justified.			4	4	

**PROGRAM DESCRIPTION:**

Memorandum of Understanding with the Iowa Department of Public Health for Annual Comprehensive Pool/Spa Inspections. Iowa Department of Public Health IAC 641, Chapter 15 entitled Swimming Pools and Spas.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Annual comprehensive inspections will be completed.	Inspections of seasonal pools and spas will be completed by June 15 of each year.		95%	95%	
Annual comprehensive inspections will be completed.	Inspections of year-round pools and spas will be completed by November 30 of each year.		100%	100%	
Swimming pool/spa facilities are in compliance with Iowa Code.	Follow-up inspections of compliance plans will be completed by or at the end of 30 days.		85%	85%	
Swimming pool/spa facilities are in compliance with Iowa Code.	Complaints will be investigated to determine whether justified within timeline established in the Nuisance Procedure.		100%	100%	



<b>ACTIVITY/SERVICE:</b>	Tanning Program	<b>DEPARTMENT:</b>	Health/20T		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of tanning facilities requiring inspection.			68	68	
Number of tanning facilities inspected by April 15.			68	68	
Number of tanning facilities with violations.			60	60	
Number of inspected tanning facilities with violations reinspected.			60	60	
Number of inspected tanning facilities with violations reinspected within 30 days of the inspection.			54	54	
Number of complaints received.			5	5	
Number of complaints investigated according to Nuisance Procedure timelines.			5	5	
Number of complaints investigated that are justified.			4	4	

**PROGRAM DESCRIPTION:**

Memorandum of Understanding with the Iowa Department of Public Health for the regulation of public and private establishments who operate devices used for the purpose of tanning human skin through the application of ultraviolet radiation. IDPH, IAC 641, Chapter 46 entitled Minimum Requirements for Tanning Facilities.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Complete annual inspection.	Yearly tanning inspections will be completed by April 15 of each year.		100%	100%	
Tanning facilities are in compliance with Iowa Code.	Follow-up inspections will be completed within 30 days of the submission of a corrective action plan.		90%	90%	
Tanning facilities are in compliance with Iowa Code.	Complaints will be investigated to determine whether justified within timelines established in the Nuisance Procedure.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Tattoo Establishment Program	<b>DEPARTMENT:</b>	Health/20T		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of tattoo facilities requiring inspection.			19	18	
Number of tattoo facilities inspected by April 15.			19	18	
Number of tattoo facilities with violations.			15	14	
Number of inspected tattoo facilities with violations reinspected.			15	14	
Number of inspected tattoo facilities with violations reinspected within 30 days of the inspection.			12	11	
Number of complaints received.			2	2	
Number of complaints investigated according to Nuisance Procedure timelines.			2	2	
Number of complaints investigated that are justified.			2	2	

**PROGRAM DESCRIPTION:**

Memorandum of Understanding with the Iowa Department of Public Health for Annual Inspection and complaint investigation in order to assure that tattoo establishments and tattoo artists meet IDPH, IAC 641, Chapter 22 entitled Practice of Tattooing.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Complete annual inspection.	Yearly tattoo inspections will be completed by April 15 of each year.		100%	100%	
Tattoo facilities are in compliance with Iowa Code.	Follow-up inspections will be completed within 30 days of the submission of a corrective action plan.		80%	79%	
Tattoo facilities are in compliance with Iowa Code.	Complaints will be investigated to determine whether justified within timelines established in the Nuisance Procedure.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Time of Transfer	<b>DEPARTMENT:</b>		Health/20U	
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of real estate transactions with septic systems.			12	9	
Number of real estate transactions which comply with the Time of Transfer law.			11	8	
Number of real estate inspection reports completed.			12	9	
Number of completed real estate inspection reports with a determination.			12	9	

**PROGRAM DESCRIPTION:**

This is a multi-faceted program which includes: 1. survey/assessment of onsite wastewater treatment systems, 2. survey/assessment of the water supply, 3. collection of effluent samples from properties serviced by private wells, 4. collection of effluent samples from septic systems that have a discharge by design. Scott County Code, Chapter 23 entitled Private Sewage Disposal Systems.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure safe functioning septic systems.	Real estate transaction inspections will comply with the Time of Transfer law.		92%	89%	
Assure proper records are maintained.	Real estate transaction inspection reports will have a determination.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Tobacco Program	<b>DEPARTMENT:</b>	Health/20T		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of reported violations of the SFAA letters received.			18	9	
Number of reported violations of the SFAA letters responded to.			18	9	
Number of assessments of targeted facility types required.			2	2	
Number of assessments of targeted facility types completed.			2	2	
Number of community-based tobacco meetings.			5	7	
Number of community-based tobacco meetings with a SCHD staff member in attendance.			5	7	

**PROGRAM DESCRIPTION:**

Coordinate programming in the community to reduce the impact of tobacco through education, cessation, legislation and reducing exposure to secondhand smoke.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure understanding of the Smokefree Air Act.	Respond to letters received as reported violations of the Smokefree Air Act.		100%	100%	
Identify current tobacco-related practices throughout Scott County	Assessments of targeted facility types will be completed according to IDPH contract requirements.		100%	100%	
Assure a visible presence for the Scott County Health Department at community-based tobacco initiatives.	A SCHD staff member will be present at community-based tobacco meetings (TFQC Coalition, education committee, legislation/policy).		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Transient Non-Community Public Water Supply	<b>DEPARTMENT:</b>	Health/20T		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of TNC water supplies.			31	30	
Number of TNC water supplies that receive an annual sanitary survey or site visit.			31	30	

**PROGRAM DESCRIPTION:**

28E Agreement with the Iowa Department of Natural Resources to provide sanitary surveys and consultation services for the maintenance of transient non-community public water supplies.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure the safe functioning of transient non-community public water supplies.	TNCs will receive a sanitary survey or site visit annually.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Vending Machine Program	<b>DEPARTMENT:</b>	Health/20T		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of vending companies requiring inspection.			10	10	
Number of vending companies inspected by December 31.			10	10	

**PROGRAM DESCRIPTION:**

Issue licenses, inspect and assure compliance of vending machines that contain non-prepackaged food or potentially hazardous food. Department of Inspection and Appeals, IAC 481 Chapter 30 Food and Consumer Safety.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Complete annual inspections	Licensed vending companies will be inspected according to established percentage by December 31.		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Water Well Program	<b>DEPARTMENT:</b>	Health/20T		
<b>Ed Rivers, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Healthy Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of wells permitted and drilled.			46	35	
Number of wells permitted and drilled that meet SCC Chapter 24.			44	33	
Number of wells plugged.			10	10	
Number of wells plugged that meet SCC Chapter 24.			9	9	
Number of wells rehabilitated.			7	7	
Number of wells rehabilitated that meet SCC Chapter 24.			7	7	
Number of wells tested.			80	80	
Number of wells test unsafe for bacteria or nitrate.			10	10	
Number of wells test unsafe for bacteria or nitrate that are corrected.			7	7	

**PROGRAM DESCRIPTION:**

License and assure proper well construction, closure, and rehabilitation. Monitor well water safety through water sampling. Scott County Code, Chapter 24 entitled Private Water wells.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Assure proper water well installation.	Wells permitted and drilled will meet Scott County Code: Chapter 24, Non-Public Water Supply Wells.		95%	95%	
Assure proper water well closure.	Plugged wells will meet Scott County Code: Chapter 24, Non-Public Water Supply Wells.		90%	90%	
Assure proper well rehabilitation.	Permitted rehabilitated wells will meet Scott County Code: Chapter 24, Non-Public Water Supply Wells.		100%	100%	
Promote safe drinking water.	Wells with testing unsafe for bacteria or nitrates will be corrected.		70%	70%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Administration (20R)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
805-A Health Director		1.00	1.00	1.00	1.00	1.00
571-A Deputy Director		1.00	1.00	1.00	1.00	1.00
252-A Administrative Office Assistant		1.00	1.00	1.00	1.00	1.00
162-A Resource Specialist		2.00	2.00	2.00	2.00	2.00
141-A Resource Assistant		3.00	3.00	3.00	3.00	3.00
<b>TOTAL POSITIONS</b>		<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		0	0	0	0	0
Charges for Services		\$10	\$25	\$25	\$25	\$25
Miscellaneous		32	0	0	0	0
<b>TOTAL REVENUES</b>		<b>\$42</b>	<b>\$25</b>	<b>\$25</b>	<b>\$25</b>	<b>\$25</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$628,037	\$618,367	\$623,545	\$638,993	\$638,993
Expenses		4,517	23,895	23,895	21,680	21,680
Supplies		4,988	8,690	8,690	8,285	8,285
<b>TOTAL APPROPRIATIONS</b>		<b>\$637,542</b>	<b>\$650,952</b>	<b>\$656,130</b>	<b>\$668,958</b>	<b>\$668,958</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to decrease by 8.0%						
FY13 revenues are recommended to remain flat.						
List issues for FY13 budget:						
1. \$1,000 decrease in Postage is the result of cancelling an Agreement with UPS. Shipping needs are met through USPS.						
2. Department will be undertaking a strategic plan process in calendar year 2012. Costs for the process will be incurred in FY12 and FY13 budget. No additional dollars were needed to support this process.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. None						
2.						
3.						
4.						



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Public Health Safety (20D/F/G)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
417-A Public Health Services Coordinator		1.00	1.00	1.00	1.00	1.00
417-A Correctional Health Coordinator		1.00	1.00	1.00	1.00	1.00
366-A Public Health Nurse		4.00	4.00	4.00	4.00	4.00
355-A Community Health Consultant		1.00	1.00	1.00	1.00	1.00
230-A Public Health Nurse-LPN		-	-	-		-
209-A Medical Assistant		1.00	1.00	1.00	1.00	1.00
141-A Resource Assistant		0.45	0.45	0.45	0.45	0.45
Z Health Services Professional		0.30	0.30	0.30	1.20	0.30
<b>TOTAL POSITIONS</b>		<b>8.75</b>	<b>8.75</b>	<b>8.75</b>	<b>9.65</b>	<b>8.75</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$185,751	\$83,050	\$120,302	\$69,650	\$69,650
Miscellaneous		2,155	4,500	4,500	4,250	4,250
<b>TOTAL REVENUES</b>		<b>\$187,906</b>	<b>\$87,550</b>	<b>\$124,802</b>	<b>\$73,900</b>	<b>\$73,900</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$675,767	\$812,766	\$813,164	\$857,325	\$857,325
Expenses		1,096,325	1,040,681	1,075,747	1,027,475	1,027,475
Supplies		14,139	17,350	17,350	20,200	20,200
<b>TOTAL APPROPRIATIONS</b>		<b>\$1,786,231</b>	<b>\$1,870,797</b>	<b>\$1,906,261</b>	<b>\$1,905,000</b>	<b>\$1,905,000</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to decrease by 4.2%.						
FY13 revenues are recommended to decrease by 40.8%.						
List issues for FY13 budget:						
1. \$485.00 for maintenance of equipment was added to 20F to support calibration of thermometers and maintenance for the correctional health medical refrigerator used to store medicine and specimens.						
2. Decrease in revenue is the result of no additional "carry-over" dollars being received as part of the Public Health Preparedness Program. Significant dollars have been received in FY10, FY11, and FY12. This is also reflected in the Reimbursable Allotment and Subrecipient expense line items.						
3. The United Health Care Project for processing medical claims for inmates continues to save the county dollars. The line items associated with medical care remained the same or decreased.						
4. Department saw a significant increase in autopsy expenses in FY11 which has carried through FY12 and will continue in FY13. The projected shortfall is \$50,000 based upon the current budgeted amount. Department is working with partners to identify ways to reduce costs including taking limited autopsies out of state. Department does not have funds to support this program at the budgeted level.						
List capital, personnel and vehicle changes:						
1. Department, as authorized by the budget manager and county administrator, has had more salary dollars for per diem nurses budgeted than are included on the table of organization. At budget manager's request, Department is requesting to increase Z Health Services Professional from .30 FTE to 1.2 FTE note the table of organization to accurately reflect the budgeted salary amount.						
2. No capital expenses.						
3.						
4.						

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
<b>PROGRAM: Clinical Services (20S)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>						
470-A Clinical Services Coordinator		1.00	1.00	1.00	1.00	1.00
397-A Clinical Services Specialist		1.00	1.00	1.00	1.00	1.00
366-A Public Health Nurse		5.00	5.00	5.00	5.00	5.00
355-A Community Health Intervention Specialist		1.00	1.00	1.00	1.00	1.00
209-A Medical Assistant		1.00	1.00	1.00	1.00	1.00
198-A Lab Technician		0.75	0.75	0.75	0.75	0.75
A Interpreters		0.35	-	-	-	-
Z Health Services Professional		0.60	0.60	0.60	0.60	0.60
<b>TOTAL POSITIONS</b>		<b>10.70</b>	<b>10.35</b>	<b>10.35</b>	<b>10.35</b>	<b>10.35</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$193,514	\$180,800	\$178,858	\$182,700	\$182,700
Fees and Charges		11,516	13,600	13,600	11,300	11,300
Miscellaneous		951	1,800	1,800	1,000	1,000
<b>TOTAL REVENUES</b>		<b>\$205,981</b>	<b>\$196,200</b>	<b>\$194,258</b>	<b>\$195,000</b>	<b>\$195,000</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$744,326	\$783,493	\$829,783	\$862,965	\$862,965
Equipment		-	-	-	-	-
Expenses		151,125	138,295	138,295	138,225	138,225
Supplies		15,478	16,125	16,125	15,910	15,910
<b>TOTAL APPROPRIATIONS</b>		<b>\$910,929</b>	<b>\$937,913</b>	<b>\$984,203</b>	<b>\$1,017,100</b>	<b>\$1,017,100</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to decrease by .2%.						
FY13 revenues are recommended to increase by .4%.						
List issues for FY13 budget:						
1. Overall, budget is flat from FY12.						
2. Potential grant decreases from Iowa Department of Public Health and local sources.						
3. Slight increase in maintenance of equipment line item to support calibration of thermometers and tracking devices in support of the Department's Immunization Program.						
4.						
List capital, personnel and vehicle changes:						
1. None						
2.						
3						
4.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Community Relations & Planning (20T)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
417-A Community Health Coordinator		1.00	1.00	1.00	1.00	1.00
355-A Community Health Consultant		3.00	3.00	3.00	3.00	3.00
271-A Community Dental Consultant		1.00	1.00	1.00	1.00	1.00
323-A Child Health Consultant		2.00	2.00	2.00	2.00	2.00
<b>TOTAL POSITIONS</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$1,805,697	\$1,316,619	\$1,111,357	\$1,008,558	\$1,008,558
<b>TOTAL REVENUES</b>		<b>\$1,805,697</b>	<b>\$1,316,619</b>	<b>\$1,111,357</b>	<b>\$1,008,558</b>	<b>\$1,008,558</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$487,014	\$534,995	\$534,995	\$552,275	\$552,275
Expenses		1,532,259	1,057,795	872,716	749,008	749,008
Supplies		669	1,350	1,350	2,235	2,235
<b>TOTAL APPROPRIATIONS</b>		<b>\$2,019,942</b>	<b>\$1,594,140</b>	<b>\$1,409,061</b>	<b>\$1,303,518</b>	<b>\$1,303,518</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to decrease 14.1%.						
FY13 revenues are recommended to decrease 9.2%						
List issues for FY13 budget:						
1. Potential grant decreases from Iowa Department of Public Health.						
2. Decrease in revenue and expenditures (Subrecipient line item) largely attributable to the fact that effective 10/1/11, Department is no longer the contractor for the WIC Program and its associated programs (Breastfeeding Peer Counseling and Farmer's Market Nutrition Program),						
3. Department received the Community Transformation Grant from the Iowa Department of Public Health. This is a new, five-year grant which will bring \$65,500 annually to the Department based upon a federal fiscal year. Dollars reflected in revenue, Reimbursable Allotment and Subrecipient.						
4. Child Health/Care for Kids Program continues to grow (revenue neutral program). Department requests 13.5% increase in expenditure line item for Medicaid Transportation.						
List capital, personnel and vehicle changes:						
1. None						
2.						
3						
4.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Environmental Health (20U)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
417-A Environmental Health Coordinator		1.00	1.00	1.00	1.00	1.00
355-A Environmental Health Specialist		7.00	7.00	7.00	7.00	7.00
Z Environmental Health Intern		0.25	0.25	0.25	0.25	0.25
<b>TOTAL POSITIONS</b>		<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$28,512	\$32,000	\$35,628	\$44,720	\$44,720
Licenses and Permits		334,598	334,700	333,283	340,800	340,800
Fees and Charges		20,305	22,000	22,000	22,500	22,500
Miscellaneous		442	500	500	500	500
<b>TOTAL REVENUES</b>		<b>\$383,857</b>	<b>\$389,200</b>	<b>\$391,411</b>	<b>\$408,520</b>	<b>\$408,520</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$621,707	\$669,777	\$678,041	\$698,546	\$698,546
Equipment		-	-	-	-	-
Expenses		126,808	159,915	161,915	177,875	177,875
Supplies		15,695	12,600	12,600	16,865	16,865
<b>TOTAL APPROPRIATIONS</b>		<b>\$764,210</b>	<b>\$842,292</b>	<b>\$852,556</b>	<b>\$893,286</b>	<b>\$893,286</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase 11.6%.						
FY13 revenues are recommended to increase 4.4%.						
List issues for FY13 budget:						
1. Potential grant decreases from Iowa Department of Public Health.						
2. Effective 1/1/12, Department is no longer inspecting Food Processing Plants-decrease of \$3,800 in revenue.						
3. Department has assumed responsibility for septic tank pumper inspections. Program will generate approximately \$2,000 in new revenue.						
4. Department will receive revenue from the City of Davenport for Lead Poisoning Prevention Education. Increases are noted in revenue and Reimbursable Allotment. Three year contract beginning 1/2012.						
5. Decrease in Vehicle Maintenance due to newer fleet.						
6. Increase in Fuels/lubricants to match year end FY11 expenditures.						
List capital, personnel and vehicle changes:						
1. Request replacement of one two-wheel drive truck utilized for inspections.						
2.						
3.						
4.						

## HUMAN RESOURCES



Mary Thee, Assistant County Administrator/HR Director

**MISSION STATEMENT:** To foster positive employee relations and progressive organizational improvement for employees, applicants and departments by: ensuring fair and equal treatment; providing opportunity for employee development and professional growth; assisting in identifying and retaining qualified employees; utilizing effective, innovative recruitment and benefit strategies; encouraging and facilitating open communication; providing advice on employment issues

ACTIVITY/SERVICE:	Labor Management	DEPT/PROG:	24A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# of bargaining units		6	6	6	
% of workforce unionized			50%	50%	
# meeting related to Labor/Management		71	15	15	

**PROGRAM DESCRIPTION:**

Negotiates six union contracts, acts as the County's representative at impasse proceedings. Compliance with Iowa Code Chapter 20.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Improve relations with bargaining units	Conduct regular labor management meetings	71	6	15	

ACTIVITY/SERVICE:	Recruitmt/EEO Compliance	DEPT/PROG:	24A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# of retirements			3	3	
# of employees eligible for retirement		30	30	30	
# of jobs posted		61	27	27	
# of applications received		3488	3500	3500	

**PROGRAM DESCRIPTION:**

Directs the recruitment and selection of qualified applicants for all County positions and implements valid and effective selection criteria. Serve as EEO and Affirmative Action Officer and administers programs in compliance with federal and state laws and guidelines. Serves as County coordinator to assure compliance with ADA, FMLA, FLSA and other civil rights laws. Assists the Civil Service Commission in its duties mandated by the Iowa Code 341A.

<b>PERFORMANCE MEASUREMENT</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>			
Measure the rate of countywide employee separations not related to retirements.	Decrease countywide turnover rate not related to retirements.		9%	9%
Measure the number of employees hired in underutilized areas.	Increase the number of employees hired in underutilized areas.	4	2	2

<b>ACTIVITY/SERVICE:</b>	Compensation/Performance Appraisal	<b>DEPT/PROG:</b>	24A	
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED
				3 MONTH ACTUAL
# of supervisors w/reduced merit increases or bonuses			3	2
# of organizational change studies conducted		10	5	5

**PROGRAM DESCRIPTION:**

Monitors County compensation program, conducts organizational studies using the Hay Guide Chart method to ensure ability to remain competitive in the labor market. Responsible for wage and salary administration for employee merit increases, wage steps and bonuses. Coordinate and monitor the Employee Performance Appraisal system, assuring compliance with County policy and all applicable contract language.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Measures timely submission of evaluations by supervisors.	% of reviews not completed within 30 days of effective date.		Less than 10%	Less than 10%	
# of job descriptions reviewed	Review 5% of all job descriptions to ensure compliance with laws and accuracy.	10	5	5	

<b>ACTIVITY/SERVICE:</b>	Benefit Administration	<b>DEPT/PROG:</b>	24A		
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Cost of health benefit PEPM		\$658	\$650	\$650	
money saved by the EOB policy		n/a	\$1,000	\$500	
% of family health insurance to total			58%	58%	

**PROGRAM DESCRIPTION:**

Administers employee benefit programs (group health insurance, group life, LTD, deferred compensation and tuition reimbursement program) including enrollment, day to day administration, as well as cost analysis and recommendation for benefit changes.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Measures the utilization of the Deferred Comp plan	% of benefit eligible employees enrolled in the Deferred Compensation Plan.		50%	50%	
Measures the utilization of the Flexible Spending plan	% of benefit eligible employees enrolled in the Flexible Spending accounts.		28%	28%	



<b>ACTIVITY/SERVICE:</b> Policy Administration		<b>DEPT/PROG:</b> 24A		
<b>BUSINESS TYPE:</b> Semi-Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
# of Administrative Policies		64	65	65
# policies reviewed		11	6	6

**PROGRAM DESCRIPTION:**

Develops County-wide human resources and related policies to ensure best practices, consistency with labor agreements, compliance with state and federal law and their consistent application County wide.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Review policies at minimum every 5 years to ensure compliance with laws and best practices.	Review 5 policies annually	11	6	6	

ACTIVITY/SERVICE:	Employee Development	DEPT/PROG:	24A		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# of employees in Leadership program			64	64	
# of training opportunities provided by HR			30	30	
# of Leadership Book Clubs			2	2	
# of 360 degree evaluation participants			10	10	
# of all employee training opportunities provided			20	20	
# of hours of Leadership Recertification Training provided			40	40	

**PROGRAM DESCRIPTION:**

Evaluate needs, plans and directs employee development programs such as in-house training programs for supervisory and non-supervisory staff to promote employee motivation and development. Coordinates all Employee Recognition and the new Employee Orientation Program.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Effectiveness/utilization of County sponsored supervisory training	% of Leadership employees attending County sponsored supervisory training		95%	95%	
New training topics offered to County employee population.	Measures total number of new training topics.		5	5	

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
<b>PROGRAM: Human Resources Management (24A)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>						
805-A Assistant County Administrator/HR Director		0.50	0.50	0.50	0.50	0.50
323-A Human Resources Generalist		2.00	2.00	2.00	2.00	2.00
198-A Benefits Coordinator		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>
<b>REVENUE SUMMARY:</b>						
Miscellaneous		\$5,813	\$5,500	\$5,500	\$5,500	\$5,500
<b>TOTAL REVENUES</b>		<b>\$5,813</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>\$5,500</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$288,160	\$301,721	\$302,271	\$311,330	\$311,330
Expenses		75,005	105,450	105,450	105,450	105,450
Supplies		2,571	3,300	3,300	3,300	3,300
<b>TOTAL APPROPRIATIONS</b>		<b>\$365,736</b>	<b>\$410,471</b>	<b>\$411,021</b>	<b>\$420,080</b>	<b>\$420,080</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged.						
FY13 revenues are recommended to remain stable from current budgeted amounts for this program. The only revenues credited to this program are refunds and reimbursements from insurance administration costs and are therefore stable but not guaranteed.						
List issues for FY13 budget: None						
List capital, personnel and vehicle changes: None						

**Department of Human Services**

Director: Charles M. Palmer

Phone: 515-281-5454

Website: www.dhs.state.ia.us

**MISSION STATEMENT:**

ACTIVITY/SERVICE:	Assistance Programs	DEPARTMENT:	21A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	1800		
BOARD GOAL:	Choose One	FUND:	01 General	BUDGET:	\$77,252
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
The number of documents scanned and emailed		NA	300 per month	400 pages per month	500 pages per month
The number of cost comparisons conducted		NA	12 per quarter	12 per quarter	100 % of all new item purchases; 6 per quarter on re-occurring purchases
The number of cost saving measures implemented		NA	3 per year	3 per year	3 per year

**PROGRAM DESCRIPTION:**

The Department of Human Services is a comprehensive human service agency coordinating, paying for and/or providing a broad range of services to some of Iowa's most vulnerable citizens. Services and programs are grouped into four Core Functions: Economic Support, Health Care and Support Services, Child and Adult Protection and Resource Management.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Effectively manage county funding for administrative costs related to providing services to Iowans.	Quarterly expenses will be monitored and stay within budgeted figures	NA	100% of expenses will remain within budget	100% of expenses will remain within budget	100% of expenses will remain within budget

ACTIVITY/SERVICE:	Case Management	DEPARTMENT:		21B	
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:		22	
BOARD GOAL:	Choose One	FUND:	10 MHDD	BUDGET:	\$3,395
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of individuals assisted with Medicaid paperwork and assessment utilizing 100% county funds		22	35	45	

**PROGRAM DESCRIPTION:**

Provide case management services to individuals with developmental disabilities. This includes determining legal settlement, assisting with the paperwork/application and then coordinating services/providers based on need. This service is provided to those who are not on the HCBS Waiver program yet. It is funded by 100% county dollars.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Individuals will gain access to medical, social and vocational services. Individuals will gain access to appropriate living environments.	Case managers will assess 100% of clients and families, completing necessary paperwork in order to be eligible for Medicaid and other services.	62	132	160	
Individuals will gain access to medical, social and vocational services. Individuals will gain access to appropriate living environments.	Total number of assessments completed	22	35	45	
Individuals will gain access to medical, social and vocational services. Individuals will gain access to appropriate living environments.	Total number of individuals who began receiving Medicaid services	22	35	45	

ACTIVITY/SERVICE:	Case Mgmt under HCBS ID Waiver	DEPARTMENT:	21B		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	394		
BOARD GOAL:	Choose One	FUND:	10 MHDD	BUDGET:	\$191,250
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Total number of individuals served under the HCBS ID Waiver		394	425	435	
Number of Title XIX funded units billed		40,688	42,336	46,732	

**PROGRAM DESCRIPTION:**

Direct the service plan for individuals who are on the HCBS ID Waiver Program- Medicaid Service. Coordinate services, monitor progress, coordinate providers based on needs of the individual. IAC 441-24

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Individuals will be safe in the community. Individuals will reside in the least restrictive environment.	1. Decrease facility placements by 2%.	13	9	8	

Individuals financial resources will be appropriately monitored.	2. Reduce incidents of financial exploitation by 2%.	6	9	8	
Individuals will have fewer psychiatric admissions.	3. Decline in psychiatric admissions by 2%.	10	9	8	
Individuals will have fewer hospitalizations admissions.	4. Reduction in hospitalizations due to critical incidents by 2%.	13	9	8	
Individuals will be safe in the community. Individuals will reside in the least restrictive environment. Individuals will have payees.	Decrease psychiatric admissions by 50%				
	Decrease hospitalizations due to critical incidents by 75%				

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Administrative Support (21A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>REVENUE SUMMARY:</b>						
Intergovernmental/Social Services Administration		\$25,541	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$25,541</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>APPROPRIATION SUMMARY:</b>						
Equipment		\$5,640	\$100	\$100	\$100	\$100
Expenses		48,757	47,889	50,799	50,799	50,799
Supplies		22,144	29,263	26,353	26,353	26,353
<b>TOTAL APPROPRIATIONS</b>		<b>\$76,541</b>	<b>\$77,252</b>	<b>\$77,252</b>	<b>\$77,252</b>	<b>\$77,252</b>

#### ANALYSIS

The FY13 non-salary costs for the total agency-DHS are recommended to increase a total of 1.6% over the current budgeted levels. The Administrative Support budget is recommended to remain flat compared to the FY12 budgeted levels.

There are no FY13 budgeted revenues, same as FY12.

List issues for FY13 budget:

1. DHS Reorganization has put strain on staff due to high volume of customers.
2. Maintaining costs during high volume of people in need.
3. Continued attempt to file, send and receive electronic files/paperwork.
- 4.

List capital, personnel and vehicle changes:

1. N/A
- 2.
- 3.
- 4.

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Case Management - H.S. (21B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>APPROPRIATION SUMMARY:</b>						
Expenses		\$221,402	\$262,271	\$288,839	\$267,600	\$267,600
<b>TOTAL APPROPRIATIONS</b>		<b>\$221,402</b>	<b>\$262,271</b>	<b>\$288,839</b>	<b>\$267,600</b>	<b>\$267,600</b>

#### ANALYSIS

The FY13 non-salary costs for this program, Case Management, are recommended to increase 2.1% over the current budgeted levels due to the FMAP rate increasing.

There are no FY13 budgeted revenues, same as FY12.

List issues for FY13 budget:

1. Scott County eliminated the waiting list leading to an increased number of consumers with a case manager/case management costs.
2. FMAP rate increasing to 40% during FY12 resulting in a higher cost for case management services (one half of the non-federal share). (Costs over the years: FY10: 14.04%, FY11: 15.09%, FY12: 19.87% and FY13: projection 20.07%)
- 3.

List capital, personnel and vehicle changes:

1. N/A
- 2.



## Information Technology

Matt Hirst, IT Director



**MISSION STATEMENT:** IT's mission is to provide dependable and efficient technology services to County employees by: empowering employees with technical knowledge; researching, installing, and maintaining innovative computer and telephone solutions; and implementing and supporting user friendly business solutions.

<b>ACTIVITY/SERVICE:</b>	Administration	<b>DEPT/PROG:</b>	14A		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
Authorized personnel (FTE's)		14	14	15	
Departmental budget			2,006,449		
Capital budget			794,422		
Users supported (County/Other)			TBD		

**PROGRAM DESCRIPTION:**

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 as well as application, GIS, and Web development resources.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Keep department skills current with technology.	Keep individual training goals met as a percent of all departmental training goals at or above 85%.		>=85%		

<b>ACTIVITY/SERVICE:</b>	Application/Data Delivery	<b>DEPT/PROG:</b>		14B	
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
# of custom systems supported	(DEV/GIS)	(28/ 27)	(28/ 27 )	(31 / 27)	
# of custom system DB's supported	(DEV/GIS)	(17/ 61)	(17/ 61)	(20 / 50)	
# of COTS supported	(DEV/GIS/INF)	(8/ 22 / 61)	(8/ 22 / 61 )	(8/ 23 / 65)	
# of COTS DB's supported	(DEV/GIS/INF)	(10/ 0 / 5)	(10/ 0 / 5 )	(10/ 0 / 5)	
# of internal data Information requests.	(DEV/GIS/INF)	(8/ NA / 12)	(8/ NA / 12 )	(10 / NA / 12)	
# of system integrations maintained.	(DEV/GIS/INF)	(9/ 17 / 9)	(9/ 17 / 9 )	(9/ 18 / 9)	

**PROGRAM DESCRIPTION:**

**Custom Applications Development and Support:** Provide applications through the design, development, implementation, and on-going maintenance for custom developed applications to meet defined business requirements of County Offices and Departments.

**COTS Application Management:** Manage and provide COTS (Commercial Off-The Shelf) applications to meet defined business requirements of County Offices and Departments.

**Data Management:** Manage and provide access to and from County DB's (DataBases) for internal or external consumption.

**System Integration:** Provide and maintain integrations/interfaces between hardware and/or software systems.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 GOAL	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Provide action on work orders submitted concerning data/ applications per Service Level Agreement (SLA).	% of change requests assigned within SLA.		95%	?? / NA / ??	
# application support requests completed within Service Level Agreement (SLA).	% of application support requests closed within SLA.		85%	?? / NA / ??	

<b>ACTIVITY/SERVICE:</b>	Communication Services	<b>DEPT/PROG:</b>	14B		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# of quarterly phone bills	(Admin)		10		
\$ of quarterly phone bills	(Admin)		15,000		
# of cellular phone and data lines supported	(Admin)		208		
# of VoIP phones supported	(INF)	950	915	950	
# of voicemail boxes supported	(INF)	717	TBD	717	
% of VoIP system uptime	(INF)	99	99%	99	
# of e-mail accounts supported	(County/Other)(INF)		(630/146)	800 (/)	
GB's of e-mail data stored	(INF)		TBD	250GB	
% of e-mail system uptime	(INF)		99%	99%	

**PROGRAM DESCRIPTION:**

**Telephone Service:** Provide telephone service to County Offices and Departments to facilitate the performance of business functions.

**E-mail:** Maintain, secure, and operate the County's email system which allows the staff to communicate with the citizens, developers, businesses, other agencies and etc.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Provide verification of received Trouble Support Request per SLA	% of requests responded to within SLA guidelines		99%		
Complete change requests per SLA guidelines	% of change requests completed within SLA guidelines		85%		
Requests completed to the satisfaction of the customer	% of satisfied customers with actions received		85%		

<b>ACTIVITY/SERVICE:</b>	GIS Management	<b>DEPT/PROG:</b>	14B		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>	<b>2010-11</b>	<b>2010-11</b>	<b>2012-13</b>	<b>3 MONTH</b>	
	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>	
# internal ArcGIS Desktop users.	(GIS) 46	46	40		
# avg daily unique visitors, avg daily pageviews, avg daily visits (external GIS webapp).	(GIS) 5, 17, 12	100, 400, 200	100, 500, 300		
# SDE feature classes managed	(GIS) 66	66	60		
# Non-SDE feature classes managed	(GIS) 295	295	500		
# ArcServer and ArcReader applications managed	(GIS) 6	6	24		
# Custodial Data Agreements	(GIS) 0	0	8		
# of SDE feature classes with metadata	(GIS) 0	0	54		

**PROGRAM DESCRIPTION:**

**Geographic Information Systems:** Develop, maintain, and provide GIS data services to County Offices and Departments. Support county business processes with application of GIS technology.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
# Custodial Data Agreements	% of custodial data agreements active and current.		100.00%	90%	
# of SDE feature classes with metadata	% of SDE features that have metadata.		85%	85%	
# enterprise SDE and non-SDE feature classes managed	# of additional enterprise GIS feature classes added per year.		4	200	

<b>ACTIVITY/SERVICE:</b>	Infrastructure - Network Management		<b>DEPT/PROG:</b>	14B	
<b>BUSINESS TYPE:</b>	Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2010-11 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
# of network devices supported	(INF)	N/A	86	86	133
# of internal network connections supported	(INF)	N/A	2680	2680	3482
# of external network connections supported	(INF)	? Measurable?	? Measurable?	N/A	N/A
% of overall network up-time	(INF)	N/A	99%	99%	99%
% of Internet up-time	(INF)	N/A	99%	99%	99%
GB's of Internet traffic	(INF)	N/A	8400	8500	2132
# of filtered Internet users	(INF)	N/A	448	456	466
# of restricted Internet users	(INF)	N/A	103	105	126

**PROGRAM DESCRIPTION:**

**Data Network:** Provide LAN/WAN data network to include access to the leased-line and fiber networks that provide connectivity to remote facilities.

**Internet Connectivity:** Provide Internet access.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
% of network up-time	Keep % of network up-time > x%		99%		

ACTIVITY/SERVICE:	Infrastructure Management		DEPT/PROG:	14B	
BUSINESS TYPE:	Core Service		RESIDENTS SERVED:		
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2010-11	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# of PC's	(INF)		582	380	415
# of Printers	(INF)		184	212	212
# of Laptops	(INF)		127	180	184
# of Thin Clients	(INF)		148	25	25

**PROGRAM DESCRIPTION:**

**User Infrastructure:** Acquire, maintain, and support PC's, laptops, printers, displays, and assorted miscellaneous electronics.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Efficient use of technology.	Keep # of nodes per employee ≤ 1.25		≤1.25		

ACTIVITY/SERVICE:	Infrastructure Management	DEPT/PROG:	14B		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2010-11	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
GB's of user data stored	(INF)		720 GB	950GB	800GB
GB's of departmental data stored	(INF)		380 GB	500GB	477GB
GB's of county data stored	(INF)		69 GB	80GB	66.8GB
% of server uptime	(INF)		95%	95%	
# of physical servers	(INF)		34	10	14
# of virtual servers	(INF)		100	75	83

**PROGRAM DESCRIPTION:**

**Servers:** Maintain servers including Windows servers, file and print services, and application servers.

**Data Storage:** Provide and maintain digital storage for required record sets.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
% server uptime	Keep server uptime >=95%		>=95%		

<b>ACTIVITY/SERVICE:</b>	Technology Lifecycle Management	<b>DEPT/PROG:</b>	14A, 14B		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2010-11</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>GOAL</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
# of life cycles managed.	(DEV/GIS/INF)	(5 / 15 / 33)	( 5 / 17 / 33 )	(9 / 15 / 35)	
# of devices/systems that are current	(DEV/GIS/INF)	(15 / 9 / ??)	( 14 / 9 / 750)	(17 / 9 / 755)	
# of devices/systems that are EOL (End Of Life)	(DEV/GIS/INF)	(7 / 0 / ??)	( 14 / 0 / 100 )	(7 / 0 / 300)	
# of software service contracts maintained	(GIS/INF)	(9 / 8)	( 9 / 8 )	(9 / 9)	
# of software license contracts maintained	(DEV/GIS/INF)	(6 / 7 / 15)	( 6 / 7 / 15 )	(6 / 8 / ??)	
# of hardware service contracts maintained	(INF)	5	5	5	
# of hardware license contracts maintained	(INF)	5	5	5	

**PROGRAM DESCRIPTION:**

**License Management:** Monitor and regulate licensing and maintenance of application software.

**Technical Business Process Analysis:** Provide evaluations and recommendations for technical systems and solutions to support business processes and requirements.

**Hardware and Software Management:** Plan for and manage hardware and software technology lifecycles.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
# EOL/non-EOL systems.	non-EOL hardware >=80%.		80%		
# EOL/non-EOL systems.	non-EOL applications >=80%.		80%		(?? / 100 / ??)
# of current/expired software service/license contracts maintained.	licensing and service contracts current and in compliance >=95%		95%		(?? / 100 / ??)



<b>ACTIVITY/SERVICE:</b>	Open Records	<b>DEPT/PROG:</b>	14A, 14B		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
# of requests	(DEV/GIS/INF)	(13 / ?? / ??)	(NA/ NA / NA )	(10 / NA / ??)	( 5 / NA / ??)
# of requests fulfilled within SLA	(DEV/GIS/INF)	(13 / ?? / ??)	(NA/ NA / NA )	(13 / NA / ??)	(13 / NA / ??)
avg. time to complete requests	(DEV/GIS/INF)	(2 / ?? / ??)	(5 days/ 5 days / 5 days )	(2 / NA / ??)	(2 / NA / ??)

**PROGRAM DESCRIPTION:**

**Open Records Request Fulfillment:** Provide open records data to Offices and Departments to fulfill citizen requests.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
# Requests within 10/10+ days..	100% of requests closed within 10 days.		100%		
avg. time to complete requests.	Average time to close requests <= x days.		<=5 Days		

ACTIVITY/SERVICE:	Project Management		DEPT/PROG:	14A, 14B	
BUSINESS TYPE:	Core Service		RESIDENTS SERVED:		
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# of projects requested	(DEV/GIS/INF)	(7/ ?? / 16)	6/7/16	(10 / 72 / 5)	
# of projects in process	(DEV/GIS/INF)	(7/ ?? / 12)	7/13/12	(6 / 13 / 18)	
# of projects completed	(DEV/GIS/INF)	(8/ ?? / 8)	8/2/8	(7 / 76 / 13)	
# of planned project hours completed	(DEV/GIS/INF)	(3311/ ?? / 4160)	3311/ NA / 4160	(3210 / NA / NA)	
# of planned project hours to complete	(DEV/GIS/INF)	(1369/ ?? / 2080)	1369 / NA / 2080	(3210/ NA / NA)	

**PROGRAM DESCRIPTION:**

**Project Management/Capital Improvement Program:** Manage CIP planning, budgeting, and prioritization of current and future projects.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Effective project planning	Project schedule variance less than 10%		<=10%		
Effective project planning	Estimated project hours within 10% of actual.		<=10%		

<b>ACTIVITY/SERVICE:</b> Security		<b>DEPT/PROG:</b>			
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b>	01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
# of DB's backed up	(DEV)		22		
# of SQL DB transaction logs backed up	(DEV)		13		
# enterprise data layers archived	(GIS)		TBD		
# of backup jobs	(INF)		1200	1400	
GB's of data backed up	(INF)		572TB	750TB	
# of restore jobs	(INF)		52	60	

**PROGRAM DESCRIPTION:**

**Network Security:** Maintain reliable technology service to County Offices and Departments.

**Backup Data:** Maintain backups of network stored data and restore data from these backups as required.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
data restore related support requests.	% of archival support requests closed within SLA.		100%		
Backup Databases to provide for Disaster Recovery.	% of databases on a backup schedule to provide for data recovery.		100%		
Backup Database transaction files to provide for point in time recovery	% of high transaction volume databases on a transaction log backup schedule to provide for point in time recovery.		100%		

<b>ACTIVITY/SERVICE:</b>		Technology Support		<b>DEPT/PROG:</b> 14B			
<b>BUSINESS TYPE:</b>		Core Service		<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>		Financially Sound Gov't		<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH		
		ACTUAL	PROJECTED	PROJECTED	ACTUAL		
# of after hours calls	(DEV/GIS/INF)	(8 / ?? / 147)	(14 / NA / 104 )	(10 / ?? / 125)			
# of hours of after hours support provided	(DEV/GIS/INF)	(12 / ?? / 294)	(17 / NA / 208 )	(16 / ?? / 250)			
avg. after hours response time	(DEV/GIS/INF)	(20 / ?? / 15)	(45 min. / 45 min. )	(20 / ?? / 30)			
# of change requests	(DEV/GIS/INF)	(56 / ?? / ??)	(30 / NA / 400 )	(65 / ?? / ??)			
avg. time to complete change request	(DEV/GIS/INF)	(1.8 / ?? / ??)	(3 days/ 3 days / 3 days )	(2 days/ ?? / ??)			
# of trouble ticket requests	(DEV/GIS/INF)	(71/??/1339)	(50 / NA / 1100 )	(??/??/1200)			
avg. time to complete Trouble ticket request	(DEV/GIS/INF)	(2.5 / ?? / ??)	(8 hr / 8 hr / 8 hr )	(6hr/ ?? / ??)			

**PROGRAM DESCRIPTION:**

**Emergency Support:** Provide support for after hours, weekend, and holiday for technology related issues.

**Help Desk and Tier Two Support:** Provide end user Help Desk and Tier Two support during business hours for technology related issues.

PERFORMANCE MEASUREMENT		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
# of requests completed within SLA.	% of work requests closed within SLA.		90%	90%	
# after hours/emergency requests responded to within SLA.	% of requests responded to within SLA for after-hour support	100%	100%	100%	100%

<b>ACTIVITY/SERVICE:</b> Web Management		<b>DEPT/PROG:</b> 14B			
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
avg # daily visits	(Web)		9,258	13,563	
avg # daily unique visitors	(Web)		6,986	7,981	
avg # daily page views	(Web)		54,635	63,769	
eGov avg response time	(Web)		2.93 days	0.61	
eGov items (Webmaster)	(Web)		75	52	
# dept/agencies supported	(Web)		25	25	

**PROGRAM DESCRIPTION:**

**Web Management:** Provide web hosting and development to facilitate access to public record data and county services.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
eGov average response time	Average time for response to Webmaster feedback.		<= 3 days	.61 days	
# dept/agencies supported	% of departments and agencies contacted on a quarterly basis.		85%	85%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: IT Administration (14A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
725-A Information Technology Director		1.00	1.00	1.00	1.00	1.00
162-A Clerk III - IT		-	0.40	0.40	0.40	0.40
<b>TOTAL POSITIONS</b>		<b>1.00</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$126,619	\$148,335	\$150,616	\$155,601	\$155,601
Expenses		3,160	4,300	4,300	4,300	4,300
Supplies		260	400	400	400	400
<b>TOTAL APPROPRIATIONS</b>		<b>\$130,039</b>	<b>\$153,035</b>	<b>\$155,316</b>	<b>\$160,301</b>	<b>\$160,301</b>
<b>ANALYSIS</b>						
<p>FY13 non-salary costs for this program are recommended to remain unchanged from the FY12 budget.</p> <p>There are no revenues budgeted for this program.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. None</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. None</li> <li>2.</li> <li>3.</li> </ol>						

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
<b>PROGRAM: Information Technology (14B)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>						
556-A Geographic Information Systems Coordinator		1.00	1.00	1.00	1.00	1.00
519-A Network Infrastructure Supervisor		1.00	1.00	1.00	1.00	1.00
511-A Senior Programmer Analyst		1.00	1.00	1.00	1.00	1.00
455-A Webmaster		1.00	1.00	1.00	1.00	1.00
445-A Programmer/Analyst II		2.00	2.00	2.00	2.00	2.00
406-A Network Systems Administrator		4.00	4.00	5.00	5.00	5.00
323-A GIS Analyst		1.00	1.00	1.00	1.00	1.00
187-A Help Desk Specialist		1.00	2.00	2.00	2.00	2.00
<b>TOTAL POSITIONS</b>		<b>12.00</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$128,903	\$159,145	\$188,244	\$185,186	\$185,186
Fees and Charges		2,569	2,500	2,500	2,500	2,500
Miscellaneous		5,543	2,500	2,500	2,500	2,500
<b>TOTAL REVENUES</b>		<b>\$137,015</b>	<b>\$164,145</b>	<b>\$193,244</b>	<b>\$190,186</b>	<b>\$190,186</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$1,040,432	\$1,147,688	\$1,155,770	\$1,231,660	\$1,231,660
Equipment		6,022	6,000	6,000	6,000	6,000
Expenses		677,267	694,200	694,200	694,200	694,200
Supplies		5,325	5,500	5,500	5,500	5,500
<b>TOTAL APPROPRIATIONS</b>		<b>\$1,729,046</b>	<b>\$1,853,388</b>	<b>\$1,861,470</b>	<b>\$1,937,360</b>	<b>\$1,937,360</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged from the FY12 budget.						
FY13 revenues are recommended to remain unchanged from current budgeted amounts for this program.						
List issues for FY13 budget:						
1. Unfilled Programmer/Analyst position will need to be filled to support ERP. Monies for this position are planned to come from the CIP budget.						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. Added Network System Administrator - Security in FY'12 using monies from unfilled Programmer/Analyst II position.						
2.						
3.						

## Juvenile Detention Center

Jeremy Kaiser, Director



**MISSION STATEMENT:** To ensure the health, education, and well being of youth through the development of a well trained, professional staff.

ACTIVITY/SERVICE:	Detainment of Youth	DEPARTMENT:	22b		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Healthy Safe Community	FUND:	01 General	0	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# of persons admitted		204	250	250	
Average daily detention population		9	10	10	
# of days of adult-waiver juveniles		674	300	300	
# of total days client care		3366	4000	4000	

**PROGRAM DESCRIPTION:**

Detainment of youthful offenders who reside in Scott County. Provide children with necessary health care, clothing, and medication needs in compliance with state regulations, in a fiscally responsible manner. Facilitate and assist agencies with providing educational, recreational, spiritual, and social-skill programming to the residents in our care.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To safely detain youthful offenders according to state licensing regulations/best practices, and in a fiscally responsible manner.	To serve all clients for less than \$220 per day after revenues are collected.	189	219	200	



<b>Juvenile Detention</b>		Safety and Security		<b>DEPARTMENT:</b>	
Jeremy Kaiser, Director		Core Service		<b>RESIDENTS SERVED:</b>	
<b>BOARD GOAL:</b>		Financially Sound Gov't		<b>FUND:</b>	<b>BUDGET:</b>
				01 General	
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
# of escape attempts		0	0	1	
# of successful escapes		0	0	0	
# of critical incidents		24		40	
# of critical incidents requiring staff physical intervention		4	5 or less	5 or less	

**PROGRAM DESCRIPTION:**

Preventing escapes of youthful offenders by maintaining supervision and security protocol.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To de-escalate children in crisis through verbal techniques.	To diffuse crisis situations without the use of physical force 90% of the time.	83.40%	90%		

<b>Juvenile Detention</b>		Dietary Program		DEPARTMENT: 22b	
Jeremy Kaiser, Director		Core Service		RESIDENTS SERVED:	
BOARD GOAL:		Financially Sound Gov't		FUND: 01 General	BUDGET:
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Revenue generated from CNP reimbursement		14157	13000	14000	
Grocery cost		26766	25000	28000	
			2011-12		

**PROGRAM DESCRIPTION:**

Serve residents nutritious food three meals a day, plus one snack in a fiscally-responsible manner. Claim child nutrition program reimbursement through the state of Iowa to generate revenue.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To serve kids food in accordance with State regulations at a sustainable cost.	To have an average grocery cost per child per day of less than \$4 after CNP revenue.	3.75	3.99	3.5	

<b>Juvenile Detention</b>		Communication	<b>DEPARTMENT:</b> 22b	
Jeremy Kaiser, Director		Core Service	<b>RESIDENTS SERVED:</b>	
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>
				<b>3 MONTH</b>
				<b>ACTUAL</b>
# of visitors to the center		2555	3000	2500

**PROGRAM DESCRIPTION:**

Allow and assist children with communicating via telephone, visits, and mail correspondence with family members, court personnel, and service providers. Inform court personnel and parents of behavior progress and critical incidents.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To inform parents/guardians and court personnel quickly and consistently of critical incidents.	To communicate critical incidents to parents/court personnel within one hour of the incident 90% of the time.	n/a	90%	90%	

<b>Juvenile Detention</b>   Documentation		<b>DEPARTMENT:</b> 22b		
Jeremy Kaiser, Director		<b>RESIDENTS SERVED:</b>		
Core Service				
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>
				<b>3 MONTH</b>
				<b>ACTUAL</b>
# of intakes processed		204	250	300
# of discharges processed		189	250	300

**PROGRAM DESCRIPTION:**

Documenting intake information including demographic data of each resident. Documenting various other pertinent case file documentation throughout each resident's stay including: behavior progress, critical incidents, visitors, etc. Documenting discharge information. All documentation must be done in an efficient manner and in compliance with state licensing requirements.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To reduce error rate in case - file documentation	To have 5% or less error rate in case-file documentation	n/a	5%	5%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Juvenile Detention (22B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
571-A Juvenile Detention Center Director		1.00	1.00	1.00	1.00	1.00
323-A Shift Supervisor		2.00	2.00	2.00	2.00	2.00
215-A Detention Youth Supervisor		11.20	11.20	11.20	11.20	11.20
<b>TOTAL POSITIONS</b>		<b>14.20</b>	<b>14.20</b>	<b>14.20</b>	<b>14.20</b>	<b>14.20</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$226,215	\$188,000	\$263,413	\$239,000	\$239,000
Fees and Charges		96,500	100,000	100,000	100,000	100,000
Miscellaneous		293	-	100	100	100
<b>TOTAL REVENUES</b>		<b>\$323,008</b>	<b>\$288,000</b>	<b>\$363,513</b>	<b>\$339,100</b>	<b>\$339,100</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$901,466	\$948,410	\$968,217	\$1,014,560	\$1,014,560
Equipment		1,274	1,500	1,500	1,500	1,500
Expenses		20,989	37,900	37,665	36,900	36,900
Supplies		35,974	41,700	41,700	42,700	42,700
<b>TOTAL APPROPRIATIONS</b>		<b>\$959,703</b>	<b>\$1,029,510</b>	<b>\$1,049,082</b>	<b>\$1,095,660</b>	<b>\$1,095,660</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to have no growth.						
FY13 revenues are recommended to reflect a slight decrease. The revenues may increase as a result of the changes to how juvenile detention home funds are distributed throughout the state. However, due to the high level of inconsistency in revenues and impossibility to predict, it is important to reflect conservative estimates.						
List issues for FY13 budget: The formula for how the Iowa Department of Human Services distributes the juvenile detention home funds will be changing this year. Any change to the current formula of how funds are distributed will most likely result in an increase in revenues.						
List capital, personnel and vehicle changes: 1. Potential Hay point increase for Detention Youth Counselors may result in higher overall salary costs. 2.No capital changes. 3.No vehicle changes.						

## Risk Management

Rhonda Oostenryk, Risk Manager



**MISSION STATEMENT:** Investigation and review of all claims and losses, implementing policies or procedures to adjust, settle, resist or avoid future losses; relating liability and worker's compensation issues.

ACTIVITY/SERVICE:	Liability	DEPARTMENT:	23		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	02 Supplemental	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
\$40,000 of Claims GL		23,542	\$40,000	\$40,000	
\$50,000 of Claims PL		5,141	\$50,000	\$50,000	
\$85,000 of Claims AL		22,613	\$85,000	\$85,000	
\$20,000 of Claims PR		35,960	\$20,000	\$20,000	

**PROGRAM DESCRIPTION:**

Tort Liability: A "tort" is an injury to another person or to property, which is compensable under the law. Categories of torts include negligence, gross negligence, and intentional wrongdoing.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To train 100% of corrections officers on inmate legal issues	Decrease in Inmate Liability Claims	0	100%	100%	
Prompt investigation of liability accidents/incidents	To investigate incidents/accidents within 5 days	100%	75%	75%	

<b>ACTIVITY/SERVICE:</b>	Schedule of Insurance	<b>DEPARTMENT:</b>	23		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	02 Supplemental	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# of County maintained policies - 15		15	15	15	

**PROGRAM DESCRIPTION:**

Schedule of Insurance

Maintaining a list of items individually covered by a policy, e.g., a list of workers compensation, general liability, auto liability, professional liability, property and excess umbrella liability.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Market and Educate underwriters RE:Jail Health to ensure an accurate premium	Educate 100% of potential insurance underwriters in the process of jail health	0	100%	100%	

<b>ACTIVITY/SERVICE:</b>		<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
Claims Opened (new)		40	25	25
Claims Reported		46	75	75
\$175,000 of Workers Compensation Claims		\$90,370	\$175,000	\$175,000

**PROGRAM DESCRIPTION:**

To ensure that employees who are injured on the job are provided proper medical attention for work related injuries and to determine preventive practices for injuries.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
to investigate workers comp claims within 5 days	To investigate 100% of accidents within 5 days	100%	100%	100%	



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Risk Management (23E)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
505-A Risk Manager		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$74	\$20	\$25	\$25	\$25
Miscellaneous		56,327	10,000	50,000	10,000	10,000
<b>TOTAL REVENUE</b>		<b>\$56,401</b>	<b>\$10,020</b>	<b>\$50,025</b>	<b>\$10,025</b>	<b>\$10,025</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$94,752	\$98,125	\$98,524	\$100,738	\$100,738
Expenses		1,037,652	905,250	905,250	911,050	911,050
Supplies		1,468	1,400	1,400	1,400	1,400
<b>TOTAL APPROPRIATIONS</b>		<b>\$1,133,872</b>	<b>\$1,004,775</b>	<b>\$1,005,174</b>	<b>\$1,013,188</b>	<b>\$1,013,188</b>
<b>ANALYSIS</b>						
<p>FY13 non-salary costs for this program are recommended to</p> <p>FY13 revenues are recommended to</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Court Support Costs (23B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$32,181	\$32,180	\$35,318	\$35,318	\$35,318
Fees and Charges		129,709	131,000	131,000	131,000	131,000
Miscellaneous		1,636	600	2,000	2,000	2,000
<b>TOTAL REVENUES</b>		<b>\$163,526</b>	<b>\$163,780</b>	<b>\$168,318</b>	<b>\$168,318</b>	<b>\$168,318</b>
<b>APPROPRIATION SUMMARY:</b>						
Expenses		\$122,338	\$50,650	\$50,650	\$50,650	\$50,650
Supplies		-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>		<b>\$122,338</b>	<b>\$50,650</b>	<b>\$50,650</b>	<b>\$50,650</b>	<b>\$50,650</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain the same.						
FY13 revenues are recommended to remain the same.						
There are no issues for FY13 budget.						
There are no capital, personnel and vehicle changes.						

## Planning and Development

Tim Huey, Director



**MISSION STATEMENT:** To provide professional planning, development and technical assistance to the Board of Supervisors, the Planning and Zoning Commission and the Zoning Board of Adjustment in order to draft, review and adopt land use policies and regulations that guide and control the growth

ACTIVITY/SERVICE:	Planning & Development Administration	DEPARTMENT:	25A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	Entire County		
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Appropriations expended		\$361,695	\$ 392,802		
Revenues received		172,077	\$ 177,520	\$ 192,520	

**PROGRAM DESCRIPTION:**

Administration of the Planning and Development Departments duties and budget. Prepare, review and update the Scott County Comprehensive Plan as recommended by the Planning and Zoning Commission.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Maintain expenditures within approved budget	To expend less than 100% of approved budget expenditures	91%	95%	95%	
Implementation of adopted County Comprehensive Plan	Land use regulations adopted and determinations made in compliance with County Comprehensive Plan	100%	100%	100%	

ACTIVITY/SERVICE:	Building Inspection/code enforcement	DEPARTMENT:	25B		
Tim Huey, Director	Core Service	RESIDENTS SERVED:	Unincorp/28E Cities		
BOARD GOAL:	Healthy Safe Community	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Total number of building permits issued		740	650	700	
Total number of new house permits issued		63	60	50	
Total number of inspections completed		2,448	2,250	2,500	

**PROGRAM DESCRIPTION:**

Review building permit applications, issue building permits, enforce building codes, and complete building inspections. Review building code edition updates.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Review and issue building permit applications within five working days of application	Number of permits issued within five working days of application	740	650	700	
Review and issue building permit applications for new houses within five working days of application	Number of new house permits issued within five working days of application	63	60	50	
Complete inspection requests within two days of request	Number of inspections completed in within two days of request	2448	2250	2500	

<b>ACTIVITY/SERVICE:</b>	Zoning and Subdivision Code Enforcement	<b>DEPARTMENT:</b>	25B		
<b>Tim Huey, Director</b>	Core Service	<b>RESIDENTS SERVED:</b>	Unincorporated Areas		
<b>BOARD GOAL:</b>	Growing County	<b>FUND:</b>	01 General	<b>BUDGET:</b>	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Review of Zoning applications		9	15	12	
Review of Subdivision applications		6	10	10	
Review Plats of Survey		37	40	40	
Review Board of Adjustment applications		5	15	15	

**PROGRAM DESCRIPTION:**

Review zoning and subdivision applications, interpret and enforce zoning and subdivision codes.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Review and present Planning and Zoning Commission applications	Applications reviewed in compliance with Scott County Zoning & Subdivision Ordinances	15	25	22	
Review and present Zoning Board of Adjustment applications	Applications reviewed in compliance with Scott County Zoning Ordinance	5	15	15	
Investigate zoning violation complaints and determine appropriate enforcement action in timely manner	% of complaints investigated within three days of receipt	100%	100%	100%	

<b>ACTIVITY/SERVICE:</b>		Floodplain Administration		<b>DEPARTMENT:</b>		25B			
<b>Tim Huey, Director</b>		Core Service		<b>RESIDENTS SERVED:</b>		Unicorp/28E Cities			
<b>BOARD GOAL:</b>		Healthy Safe Community		<b>FUND:</b>		01 General		<b>BUDGET:</b>	
<b>OUTPUTS</b>				<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>		
				<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>		
Number of Floodplain permits issued				10	10	10			

**PROGRAM DESCRIPTION:**

Review and issue floodplain development permit applications and enforce floodplain regulations. Review floodplain map updates.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Review and issue floodplain development permit applications for unincorporated areas of the County	Number of permits issued in compliance with floodplain development regulations	10	10	10	

<b>ACTIVITY/SERVICE:</b>		E-911 Addressing Administration		<b>DEPARTMENT:</b>		25B					
<b>Tim Huey, Director</b>		Core Service		<b>RESIDENTS SERVED:</b>		Unincorporated Areas					
<b>BOARD GOAL:</b>		Healthy Safe Community		<b>FUND:</b>		01 General		<b>BUDGET:</b>			
<b>OUTPUTS</b>				<b>2010-11</b>		<b>2011-12</b>		<b>2012-13</b>		<b>3 MONTH</b>	
				<b>ACTUAL</b>		<b>PROJECTED</b>		<b>PROJECTED</b>		<b>ACTUAL</b>	
Number of new addresses issued				27		36		36			

**PROGRAM DESCRIPTION:**

Review and assign addresses to rural properties, notify Sheriff's Dispatch office and utilities. Enforce provisions of County E-911 addressing code

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Correct assignment of addresses for property in unincorporated Scott County	Number of addressed issued in compliance with E-911 Addressing Ordinance	27	36	36	

ACTIVITY/SERVICE:	Tax Deed Administration	DEPARTMENT:	25A		
Tim Huey, Director	Core Service	RESIDENTS SERVED:	Entire County		
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of Tax Deed taken		29	35	30	
Number of Tax Deeds disposed of		16	35	30	

**PROGRAM DESCRIPTION:**

Research titles of County Tax Deed properties. Dispose of County Tax Deed properties in accordance with adopted County policy.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Tax Certificate delivered from County Treasurer	Review of title of tax certificate properties held by Scott County	29	35	30	
Hold Tax Deed Auction	Number of County tax deed properties disposed of	16	35	30	



ACTIVITY/SERVICE:		Noxious Weed Abatement		DEPARTMENT:		25B					
Tim Huey, Director		Core Service		RESIDENTS SERVED:		Unincorporated Areas					
BOARD GOAL:		Healthy Safe Community		FUND:		01 General		BUDGET:			
OUTPUTS				2010-11		2011-12		2012-13		3 MONTH	
				ACTUAL		PROJECTED		PROJECTED		ACTUAL	
Board approval of annual weed abatement resolution				May		April		April			
Board approval of annual weed report				December		November		November			

**PROGRAM DESCRIPTION:**

Enforce provisions of Iowa Code Chapter 317 Noxious Weeds

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Investigate noxious weed complaints and determine appropriate enforcement action in timely manner	% of complaints investigated within 3 days of receipt	90%	100%	100%	

ACTIVITY/SERVICE:	Housing	DEPARTMENT:	25A		
Tim Huey, Director	Core Service	RESIDENTS SERVED:	Entire County		
BOARD GOAL:	Growing County	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Amount of funding for housing in Scott County		\$1,060,214	\$1,000,000	1,100,000	
Number of units assisted with Housing Council funding		243	250	275	

**PROGRAM DESCRIPTION:**

Participation and staff support with Quad Cities Housing Cluster and Scott County Housing Council

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Scott County Housing Council funds granted for housing related projects	Amount of funds granted for housing development projects in Scott County	\$1,060,214	\$1,000,000	1,100,000	
Housing units developed or rehabbed with Housing Council assistance	Number of housing units	243	250	275	
Housing units constructed or rehabilitated leveraged by monies from Scott County Housing Council	Amount of funds leveraged by Scott County Housing Council	\$13,700,910	12,500,000	\$15,000,000	

ACTIVITY/SERVICE:	Riverfront Council & Riverway Steering Comm	DEPARTMENT:	25A		
Tim Huey, Director	Semi-Core Service	RESIDENTS SERVED:	Entire County		
BOARD GOAL:	Regional Leadership	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Quad Citywide coordination of riverfront projects		18 meetings	18 meetings	18 meetings	

**PROGRAM DESCRIPTION:**

Participation and staff support with Quad Cities Riverfront Council and RiverWay Steering Committee

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Attend meetings of the Riverfront Council	Quad Citywide coordination of riverfront projects	5	6	6	
Attend meetings of the Riverway Steering Committee	Quad Citywide coordination of riverfront projects	9	12	12	

<b>ACTIVITY/SERVICE:</b>	Partners of Scott County Watershed	<b>DEPARTMENT:</b>	25A	
<b>Tim Huey, Director</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>	Entire County	
<b>BOARD GOAL:</b>	Sustainable County Leader	<b>FUND:</b>	01 General	<b>BUDGET:</b>
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED
		3 MONTH ACTUAL		
Conduct educational forums on watershed issues		12	12	12
Provide technical assistance on watershed projects		112	100	100

**PROGRAM DESCRIPTION:**

Participation and staff support with Partners of Scott County Watersheds

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Conduct educational forums on watershed issues	Number of forums and number of attendees at watershed forums	12 with 250 attendees	12 with 300 attendees	12 with 300 attendees	
Provide technical assistance on watershed projects	Number of projects installed and amount of funding provided	112	100	100	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Planning & Development Admin (25A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
608-A Planning & Development Director		0.40	0.40	0.40	0.40	0.40
314-C Building Inspector		0.05	0.05	0.05	0.05	0.05
252-A Planning & Development Specialist		0.25	0.25	0.25	0.25	0.25
162-A Clerk III		0.05	0.05	0.05	0.05	0.05
Z Planning Intern		0.25	0.25	0.25	0.25	0.25
<b>TOTAL POSITIONS</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		3,065	10,000	5,000	10,000	\$10,000
Sale of Fixed Assets		-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$3,065</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		75,344	87,277	87,277	85,297	85,297
Expenses		71,443	42,400	42,400	42,400	42,400
Supplies		1,106	1,500	1,500	1,500	1,500
<b>TOTAL APPROPRIATIONS</b>		<b>\$147,892</b>	<b>\$131,177</b>	<b>\$131,177</b>	<b>\$129,197</b>	<b>\$129,197</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged from FY12.						
FY13 revenues are recommended to remain unchanged. The two sources of revenue for program 25C Tax Deeds are proceeds from the sale of Tax Deed properties at tax deed auctions and grant revenue which is a pass through for funds from the State Underground Storage Tank Fund for costs associated with the clean up and monitoring of North Pine Service, a County tax deed property on Northwest Boulevard in Davenport that was recently re-classified by the Iowa DNR from high risk to low risk.						
There are no issues for FY13 budget.						
There are no capital, personnel, and vehicle changes.						

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
<b>PROGRAM: Code Enforcement (25B)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>						
608-A Planning & Development Director		0.60	0.60	0.60	0.60	0.60
314-C Building Inspector		0.95	0.95	0.95	0.95	0.95
252-A Planning & Development Specialist		0.75	0.75	0.75	0.75	0.75
162-A Clerk III		0.20	0.20	0.20	0.20	0.20
Z Weed/Zoning Enforcement Aide		0.58	0.58	0.58	0.58	0.58
<b>TOTAL POSITIONS</b>		<b>3.08</b>	<b>3.08</b>	<b>3.08</b>	<b>3.08</b>	<b>3.08</b>
<b>REVENUE SUMMARY:</b>						
Licenses and Permits		\$165,958	\$175,120	\$165,120	\$175,120	\$175,120
Fees and Charges		3,014	2,400	2,400	2,400	2,400
<b>TOTAL REVENUES</b>		<b>\$168,972</b>	<b>\$177,520</b>	<b>\$167,520</b>	<b>\$177,520</b>	<b>\$177,520</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$207,206	\$235,648	\$239,382	\$243,265	\$243,265
Expenses		3,296	8,700	8,700	8,700	8,700
Supplies		3,300	4,700	4,700	4,700	4,700
<b>TOTAL APPROPRIATIONS</b>		<b>\$213,802</b>	<b>\$249,048</b>	<b>\$252,782</b>	<b>\$256,665</b>	<b>\$256,665</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged from FY12.						
FY13 revenues are recommended to also recommended to remain unchanged. However revenue estimates for the current fiscal year have been scaled back 5% due to building activity not being as high as anticipated. The projections for FY'13 are for building activity to rebound and increase from FY12.						
There are no issues for FY13 budget.						
There are no capital, personnel, and vehicle changes.						

**Recorder's Office**

Rita Vargas, Recorder



**MISSION STATEMENT:** To serve the citizens of Scott County by working with the state and federal agencies to establish policies and procedures that assure reliable information, encourage good public relations, commitment to quality, open mindedness, recognition of achievement, a diligent environment, equality of service and responsible record retention. -RECORDER-

ACTIVITY/SERVICE:	Recording of Instruments	DEPARTMENT:	26	ADMIN	
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	\$781,414
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Total Department Appropriations		\$745,924	\$781,414	\$803,531	

**PROGRAM DESCRIPTION:**

Record official records of documents effecting title to real estate, maintain a military and tax lien index. Issue recreational vehicle license, titles and liens. Issue hunting and fishing license. Issue certified copies of birth, death and marriage. Register all births and deaths in Scott County Report and submit correct fees collected to the appropriate state agencies by the 10th of the month.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Ensure real estate documents and vital records are indexed correctly and verified within a reasonable timeframe.	All records are accurate and searchable either on the website or within the office.	100%	100%	100%	
Ensure the staff is updated on changes and procedures set by Iowa Code or Administrative Rules from state and federal agencies.	Meet with staff twelve times per year or as needed to openly discuss changes and recommended solutions.	100%	100%	100%	
Provide notary service to customers	Ensure the notary section of legal documents, request forms to the state and paternity affidavits are correct.	100%	100%	100%	
Provide protective covers for recreational vehicles registrations and hunting and fishing license.	Ensures the customer will not lose or misplace documents required for identity. Also protects from the weather.	100%	100%	100%	

<b>ACTIVITY/SERVICE:</b>	Public Records	<b>DEPARTMENT:</b>	26B		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Financially Sound Gov't	<b>FUND:</b>	01 General	<b>BUDGET:</b>	\$457,578
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
Number of real estate documents recorded		35433	39000	36850	
Number of transfer tax transactions processed		3050	3500	3550	
Conservation license & recreation regist		5852	6000	6000	

**PROGRAM DESCRIPTION:**

Maintain official records of documents effecting title to real estate and other important documents. Issue conservation license, titles and liens. Issue

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Ensure all real estate documents presented for recording are placed on record the same day and correct fee is collected.	Information is available for public viewing within 24 hrs of indexing and scanning and the fees are deposited with Treasurer.	98%	95%	95%	
Ensure all electronic filings are accepted and indexed the same day as received.	Available for search by the public and funds are transferred to checking account the same day as processed or early next day.	95%	85%	90%	
Register recreational vehicles through Cott System or IA DNR electronic system	Customer can obtain registration, title and lien the same day as processed.	100%	100%	100%	
Ensure outbound mail is returned to customer within 7 days.	Customer will have record that document was recorded and can be used for legal purposes.	100%	95%	100%	



ACTIVITY/SERVICE:	Vital Records	DEPARTMENT:	26D		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	\$168,687
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of certified copies requested		15050	14900	14900	
Number of Marriage applications processed		1343	1350	1350	
Number of passports processed		1151	850	800	

**PROGRAM DESCRIPTION:**

Maintain official records of birth, death and marriage certificates. Issue marriage license, accept passport applications and take photos for applicant.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Register birth, deaths and marriage certificates as requested by IA Dept of Public Health, funeral homes and the public.	Ensure we maintain accurate index, issue certificates and make available immediately to public.	100%	100%	100%	
Accept Marriage Applications in person or via mail. These are entered into the database the same day as received .	Immediately process and issue the Marriage Certificate. This eliminates the customer having to return in 3 days to pick up certificate.	100%	100%	100%	
Ensure all customers passport applicatons are properly executed the same day the customer submits paperwork.	If received before 2:00 PM the completed applications and transmittal form are mailed to the US Dept of State the same day.	100%	98%	95%	
Offer photo service	Customer can have one-stop shopping with passports, and birth or marriage certificate if required plus the photo for passport.	100%	100%	100%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Recorder Administration (26A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
X Recorder		1.00	1.00	1.00	1.00	1.00
496-A Operations Manager		0.50	0.50	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>		<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>REVENUE SUMMARY:</b>						
Miscellaneous		\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$148,179	\$153,599	\$155,036	\$158,730	\$158,730
Expenses		1,287	1,550	1,550	1,550	1,550
Supplies		235	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>		<b>\$149,701</b>	<b>\$155,149</b>	<b>\$156,586</b>	<b>\$160,280</b>	<b>\$160,280</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged from current budgeted levels.						
There is no revenue generated in this program.						
List issues for FY13 budget:						
1. None						
List capital, personnel, and vehicle changes:						
1.None						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Public Records (26B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Y Second Deputy		1.00	1.00	1.00	1.00	1.00
496-A Operations Manager		0.50	0.50	0.50	0.50	0.50
191-C Real Estate Specialist		1.00	1.00	1.00	1.00	1.00
162-C Clerk III		1.00	1.00	1.00	1.00	1.00
141-C Clerk II		3.50	3.50	3.50	3.50	3.50
<b>TOTAL POSITIONS</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$1,040,016	\$1,138,100	\$1,109,100	\$1,125,100	\$1,125,100
Use of Money/Property		-	-	-	-	-
Miscellaneous		2,741	2,800	3,500	2,800	2,800
<b>TOTAL REVENUES</b>		<b>\$1,042,757</b>	<b>\$1,140,900</b>	<b>\$1,112,600</b>	<b>\$1,127,900</b>	<b>\$1,127,900</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$423,030	\$447,028	\$441,951	\$452,732	\$452,732
Expenses		395	1,550	1,250	1,250	1,250
Supplies		9,352	9,000	8,300	8,300	8,300
<b>TOTAL APPROPRIATIONS</b>		<b>\$432,777</b>	<b>\$457,578</b>	<b>\$451,501</b>	<b>\$462,282</b>	<b>\$462,282</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged from the current level.						
FY13 revenues are recommended to decrease by 13,000 from current budgeted levels for this program. This is due to the net decrease in recording fees and an increase in real estate transfer tax and boat renewal fees. FY13 is a boat renewal period .						
List issues for FY13 budget:						
1. None						
List capital, personnel, and vehicle changes:						
1.None						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Vital Records (26D)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
191-C Vital Records Specialist		1.00	1.00	1.00	1.00	1.00
141-C Clerk II		2.00	2.00	2.00	2.00	2.00
<b>TOTAL POSITIONS</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$96,007	\$99,900	\$86,080	\$85,000	\$85,000
<b>TOTAL REVENUES</b>		<b>\$96,007</b>	<b>\$99,900</b>	<b>\$86,080</b>	<b>\$85,000</b>	<b>\$85,000</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$160,139	\$164,587	\$172,086	\$175,869	\$175,869
Expenses		307	600	1,700	1,700	1,700
Supplies		3,000	3,500	3,400	3,400	3,400
<b>TOTAL APPROPRIATIONS</b>		<b>\$163,446</b>	<b>\$168,687</b>	<b>\$177,186</b>	<b>\$180,969</b>	<b>\$180,969</b>
<b>ANALYSIS</b>						
<p>FY13 non-salary costs for this program are recommended to remain unchanged from current budgeted levels.</p> <p>FY13 revenues are recommended to decrease \$14,900 from current budgeted levels for this program. This is due to slight increase in vital records income and a projected decrease in the number of passports processed.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. Converting boats, titles and liens from current Cott Systems database to the new DNR Recreation Vehicles and Vessel Registration Systems (RVVTRS).</li> <li>2. Establish a system to retain paper copies or scanned copies of MSO's and application for registrations for ATV's, Snowmobiles and boats.</li> </ol> <p>List capital, personnel, and vehicle changes:</p> <ol style="list-style-type: none"> <li>1.Non</li> </ol>						

## Secondary Roads



Jon Burgstrum, County Engineer

**MISSION STATEMENT:** To maintain Scott County Roads and Bridges in a safe, efficient, and economical manner and to construct new roads and bridges in the same safe, efficient and economical manner.

ACTIVITY/SERVICE:	Administration	DEPT/PROG:	27A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	All		
BOARD GOAL:	Financially Sound Gov't	FUND:	3 Secondary Roac	BUDGET:	\$195,840
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Resident Contacts			200	200	
Permits			900	1000	

### PROGRAM DESCRIPTION:

To provide equal, fair and courteous service for all citizens of Scott County by being accessible, accommodating and responding to the needs of the public by following established policies and procedures.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To be Responsive to residents inquiries, complaints, or comments.	Contact resident or have attempted to make contact within 24 hours		90%	90%	
To be Responsive to requests for Moving permits	Permit requests approved within 24 Hours		90%	90%	
To Provide effective budgeting to allow Department to meet the needs of the County Residents and adequately maintain the road system	Expend less than 100% of Budget		100%	100%	
Timely review of claims	To review claims and make payments within thirty days of invoice.		100%	100%	
Evaluations	Timely completion of employee evaluations	NA	100%	100%	

ACTIVITY/SERVICE:	Engineering	DEPT/PROG:	27B		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	All		
BOARD GOAL:	Fincially Sound Gov't	FUND:	3 Secondary Roac	BUDGET:	\$458,440
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Project Preparation			3	7	
Project Inspection			4	4	
Projects Let			3	3	

**PROGRAM DESCRIPTION:**

To provide professiol engineering services for county projects and to make the most effective use of available funding.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To complete project plans accurately to prevent extra work orders.	Extra work order items limited to less than 10% of contract		95%	95%	
Give staff the required training to allow them to accurately inspect and test materials during construction	Certification are 100% maintained		95%	95%	
Prepar project plans to be let on schedule	100% of projectsare let on schedule		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Construction	<b>DEPT/PROG:</b>	27L		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	All		
<b>BOARD GOAL:</b>	Fincially Sound Gov't	<b>FUND:</b>	13 Secondary Ro	<b>BUDGET:</b>	\$260,000
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Bridge Replacement			4	4	
Federal and State Dollars			\$2,900,000	\$700,000	
Pavement Resurfacing			1	1	
Culvert Replacement			2	4	

**PROGRAM DESCRIPTION:**

To provide for the best possible use of tax dollars for road and bridge construction by (A) using the most up to date construction techniques and practices therefore extending life and causing less repairs, (B) alyzing the existing system to determine best possible benefit to cost ratio and (C) by providing timely repairs to prolong life of system.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To make use of Federal and State funds for Bridge replacements within Federal and State Constraints	To not allow our bridge fund to exceed a 3 year limit		100%	100%	
To fully utilize Federal and State FM dollars for road construction	Keep our State FM balance not more than two years borrowed ahead and to use all Federal funds as they become available.		99%	99%	
Review replacement possibilities for culverts	To replace damaged or idequate culverts with structure of adequate length and size and type		100%	100%	
Complete construction of projects	Complete construction of projects within 110% of contract costs		100%	100%	

<b>ACTIVITY/SERVICE:</b>	Rock Resurfacing	<b>DEPT/PROG:</b>	27D		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	All		
<b>BOARD GOAL:</b>	Fincially Sound Gov't	<b>FUND:</b>	Secondary Roads	<b>BUDGET:</b>	\$1,025,000
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Blading - Miles			394	394	
Rock Program - Miles			120	120	

**PROGRAM DESCRIPTION:**

To provide a safe, well-maintained road system by utilizing the latest in maintenance techniques and practices at a reasoble cost while providing the least possible inconvenience to the traveling public.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To insure adequate maintenance blading of gravel roads	Every mile of gravel road is bladed at least once a week when weather conditions permit.		95%	95%	
Maintain a yearly rock resurfacing program to insure enough thickness of rock	Insure enough thickness of rock to avoid mud from breaking through the surface on 90% of all Gravel Roads (frost Boils excepted)		90%	90%	
Provide instruction to Blade operators on proper techniques	Maintain proper crown and elimite secondary ditches on 95% of gravel roads		90%	90%	



<b>ACTIVITY/SERVICE:</b>	Snow and Ice Control	<b>DEPT/PROG:</b>	27E	
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	All	
<b>BOARD GOAL:</b>	Fincially Sound Gov't	<b>FUND:</b>	13 Secondary Ro	<b>BUDGET:</b> \$439,500
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED
				3 MONTH ACTUAL
Tons of salt used			1600	1600
Number of snowfalls less than 2"			9	9
Number of snowfalls between 2" and 6"			4	4
Number of snowfalls over 6"			1	1

**PROGRAM DESCRIPTION:**

To provide modern, functiol and dependable methods of snow removal to maintain a safe road system in the winter months.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
In accordance with our snow policy, call in staff early after an over night snow event	All snow routes will have one round complete within 2 hours of start time when event is 4 inches or less, within 3 hours when between 4 and 6 inches		95%	95%	
Keep adequate stores of deicing materials and abrasives	Storage facilities not to be less than 20% of capacity		95%	95%	
To make efficient use of deicing and abrasive materials.	Place deicing and abrasive materials on snow pack and ice within 2 hours of snow clearing.		95%	95%	

<b>ACTIVITY/SERVICE:</b>	Asset Magement	<b>DEPT/PROG:</b>	27I / 27K		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	All		
<b>BOARD GOAL:</b>	Fincially Sound Gov't	<b>FUND:</b>	13 Secondary Ro	<b>BUDGET:</b>	\$1,136,500
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
Cost for Buildings and Grounds			\$40,000	\$175,000	
Cost per unit for service			\$300	\$300	
Average time of Service			60 minutes	60 minutes	
Cost per unit for repair			\$550	\$550	

**PROGRAM DESCRIPTION:**

To provide modern, functional and dependable equipment in a ready state of repair so that general maintenance of County roads can be accomplished at the least possible cost and without interruption.

		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Provide resources to maintain a high level of aesthetic appeal to all Secondary Road buildings and property.	To maintain cost for Buildings and Grounds to within 10% of previous year. (Minus any capital Improvement)		95%	95%	
To maintain high levels of service to Secondary Road Equipment.	Service equipment within 10% of Manufactured recommended Hours or miles		95%	95%	
To perform cost effective repairs to Equipment	Cost of repairs per unit to below \$550		90%	90%	
To maintain cost effective service	Cost of service per unit to below \$300		90%	90%	

<b>ACTIVITY/SERVICE:</b>	Traffic Control	<b>DEPT/PROG:</b>	27 D		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	All		
<b>BOARD GOAL:</b>	Fincially Sound Gov't	<b>FUND:</b>	13 Secondary Ro	<b>BUDGET:</b>	\$182,000
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
Number of Signs			6400	7101	
Miles of markings			183	183	

**PROGRAM DESCRIPTION:**

To provide and maintain all traffic signs and pavement markings in compliance with Federal Standards.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Maintain all signs and pavement markings	Hold cost per mile for signs, paint, and traffic signals to under \$325/mile		95%	95%	
Maintain pavement markings to Federal standards	Paint all centerline each year and half of all edge line per year		100%	100%	
Maintain all sign reflectivity to Federal Standards	Replace 95% of all signs at end of reflective coating warranty		100%	100%	

ACTIVITY/SERVICE:	Road Clearing / Weed Spray	DEPT/PROG:	27G		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	All		
BOARD GOAL:	Fincially Sound Gov't	FUND:	13 Secondary Ro.	BUDGET:	\$175,000
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Roadside Miles			1148	1148	
Percent of Road Clearing Budget Expended			95%	95%	

**PROGRAM DESCRIPTION:**

To maintain the roadsides to allow proper sight distance and elimite snow traps and possible hazards to the roadway and comply with State noxious weed standards.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Remove brush from County Right of way at intersections	Keep brush clear for sight distance at 95% of all intersections		95%	95%	
Remove brush from County Right of way to remove snow traps and improve drainage	Keep brush from causing snow traps on 80% of Gravel roads and 95% of paved roads		90%	90%	
To maintain vegetation free shoulders on paved roads	Maintain a program that eliminates vegetation on 95% of all paved road shoulders		90%	90%	
To stay within State requirements on Noxious weeds	Keep all noxious weeds out of 95% of all county right of way		90%	90%	

<b>ACTIVITY/SERVICE:</b>	Roadway Maintenance	<b>DEPT/PROG:</b>	27D		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	All		
<b>BOARD GOAL:</b>	Fincially Sound Gov't	<b>FUND:</b>	13 Secondary Ro	<b>BUDGET:</b>	\$170,000
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Miles of Roadside			1148	1148	
Number of Bridges and Culverts over 48"			650	650	

**PROGRAM DESCRIPTION:**

To provide proper drainage for the roadway and eliminate hazards to the public on the shoulders.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Maintain an active ditch cleaning program	Clean a minimum of 5500 lineal feet of ditch per year		90%	90%	
Blade shoulders to remove edge rut	Bring up shoulders on all paved roads at least twice a year		95%	95%	

ACTIVITY/SERVICE:	Macadam	DEPT/PROG:	27D		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	ALL		
BOARD GOAL:	Fincially Sound Gov't	FUND:	3 Secondary Roac	BUDGET:	\$150,000
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of potential projects			24	24	
Cost of Macadam stone per ton			\$7.50	\$7.65	

**PROGRAM DESCRIPTION:**

To provide an inexpensive and effective method of upgrading gravel roads to paved roads.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Maintain an active Macadam program	Complete at least one macadam project per year		99%	99%	
Review culverts on macadam project for adequate length	Extend short culverts		100%	100%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Administration & Engineering (27A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
864-A County Engineer		1.00	1.00	1.00	1.00	1.00
634-A Assistant County Engineer		1.00	1.00	1.00	1.00	1.00
300-A Engineering Aide II		3.00	3.00	2.00	2.00	2.00
204-A Office Leader		-	-	-	-	-
230-A Administrative Assistant		1.00	1.00	1.00	1.00	1.00
162-A Clerk III		0.25	0.25	0.25	0.25	0.25
Z Seasonal Engineering Intern		0.10	0.25	0.25	0.25	0.25
<b>TOTAL POSITIONS</b>		<b>6.35</b>	<b>6.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$2,822,547	\$2,968,740	\$2,968,740	\$3,097,879	\$3,097,879
Licenses and Permits		13,963	15,000	15,000	10,000	10,000
Fees and Charges		6,900	4,000	4,000	4,000	4,000
Miscellaneous		37,545	319,000	9,000	9,000	9,000
Sale of Fixed Assets		-	-	-	-	-
General Basic Fund Transfer		655,516	681,882	681,882	703,975	703,975
Rural Service Basic Transfer		1,971,503	2,061,118	2,061,118	2,127,898	2,127,898
<b>TOTAL REVENUES</b>		<b>\$5,507,974</b>	<b>\$6,049,740</b>	<b>\$5,739,740</b>	<b>\$5,952,752</b>	<b>\$5,952,752</b>
<b>APPROPRIATION SUMMARY:</b>						
Administration		\$172,985	\$195,840	\$195,840	\$203,000	\$203,000
Engineering		430,970	458,440	458,440	451,000	451,000
<b>TOTAL APPROPRIATIONS</b>		<b>\$603,955</b>	<b>\$654,280</b>	<b>\$654,280</b>	<b>\$654,000</b>	<b>\$654,000</b>
<b>ANALYSIS</b>						
FY13 revenues are recommended to increase 3.7% over current budgeted amounts for this program.						
List issues for FY13 budget:						
1.Intergovernmental Transfers increase by \$129,139 or 4.3%						
2.Miscellaneous revenue remains flat from the projected budget numbers.						
3.Rural Services Basic Transfer increases by \$66,780 or 3.2%						
4.Total revenue changes between FY12 and FY13 is \$213,012						
List capital, personnel and vehicle changes:						
1.						
2.						
3.						
4.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Roadway Maintenance (27B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
430-A Secondary Roads Superintendent		1.00	1.00	1.00	1.00	1.00
213-B Crew Leader/Operator I		3.00	3.00	3.00	3.00	3.00
199-B Sign Crew Leader		1.00	1.00	1.00	1.00	1.00
174-B Heavy Equipment Operator III		7.00	7.00	7.00	7.00	7.00
174-B Sign Crew Technician		1.00	1.00	1.00	1.00	1.00
163-B Truck Crew Coordinator		1.00	1.00	1.00	1.00	1.00
153-B Truck Driver/Laborer		10.00	10.00	11.00	11.00	11.00
Z Seasonal Maintenance Worker		0.60	0.60	0.60	0.60	0.60
<b>TOTAL POSITIONS</b>		<b>24.60</b>	<b>24.60</b>	<b>25.60</b>	<b>25.60</b>	<b>25.60</b>
<b>APPROPRIATION SUMMARY:</b>						
Bridges/Culverts		\$135,493	\$195,000	\$195,000	\$220,000	\$220,000
Road Maintenance		1,542,837	1,815,000	1,815,000	1,946,000	1,946,000
Road Clearing		116,990	175,000	175,000	175,000	175,000
Snow/Ice Control		390,506	439,500	439,500	453,000	453,000
Traffic Control		190,742	182,000	182,000	199,000	199,000
<b>TOTAL APPROPRIATIONS</b>		<b>\$2,376,568</b>	<b>\$2,806,500</b>	<b>\$2,806,500</b>	<b>\$2,993,000</b>	<b>\$2,993,000</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase by \$186,500.						
List issues for FY13 budget:						
1. Bridges & Culverts to increase by \$25,000 or 12.8%						
2. Road Maintenance to increase by \$131,000 or 7.2%						
3. Snow/ice Control to increase by \$13,500 or 3.07%						
List capital, personnel and vehicle changes:						
None						



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: General Roadway Expenditures (27C)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
233-A Shop Supervisor		1.00	1.00	1.00	1.00	1.00
187-B Mechanic		2.00	2.00	2.00	2.00	2.00
187-B Shop Control Clerk		1.00	1.00	1.00	1.00	1.00
Z Eldridge Garage Caretaker		0.30	0.30	0.30	0.30	0.30
<b>TOTAL POSITIONS</b>		<b>4.30</b>	<b>4.30</b>	<b>4.30</b>	<b>4.30</b>	<b>4.30</b>
<b>REVENUE SUMMARY:</b>						
Sale of Fixed Assets		63,009	-	310,000	175,000	175,000
<b>TOTAL REVENUES</b>		<b>63,009</b>	<b>-</b>	<b>310,000</b>	<b>175,000</b>	<b>175,000</b>
<b>APPROPRIATION SUMMARY:</b>						
New Equipment		\$433,901	\$915,000	\$915,000	\$750,000	\$750,000
Equipment Operation		983,453	1,096,500	1,096,500	1,126,500	1,126,500
Tools/Materials/Supplies		58,604	74,000	74,000	81,500	81,500
Property/Assessment		83,689	40,000	40,000	175,000	175,000
<b>TOTAL APPROPRIATIONS</b>		<b>\$1,559,647</b>	<b>\$2,125,500</b>	<b>\$2,125,500</b>	<b>\$2,133,000</b>	<b>\$2,133,000</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase by \$8,000.						
FY13 revenues are recommended to decrease by \$135,000 or 43.5% from the projected budget.						
List issues for FY13 budget:						
1. New Equipment to decrease \$165,000 or 18%.						
2. Total program budget to increase by \$7,500.						
List capital, personnel and vehicle changes:						
None						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY	2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Roadway Construction (27D)	ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>APPROPRIATION SUMMARY:</b>					
Construction	\$516,527	\$260,000	\$260,000	\$690,000	\$690,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$516,527</b>	<b>\$260,000</b>	<b>\$260,000</b>	<b>\$690,000</b>	<b>\$690,000</b>

## ANALYSIS

FY13 non-salary costs for this program are recommended to increase by \$430,000.

List issues for FY13 budget:

1. Total appropriations to increase by \$430,000

•

List capital, personnel and vehicle changes:

None

**Sheriff's Office**

Dennis Conard, Sheriff



**MISSION STATEMENT:** To provide progressive public safety to fulfill the diverse needs of citizens through the expertise of our professional staff and utilization of all available resources.

ACTIVITY/SERVICE:	Sheriff's Administration	DEPARTMENT:	28A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTD	ACTUAL
Ratio of administrative staff to personnel of < or = 2.5%			2.5	2.5	

**PROGRAM DESCRIPTION:**

<b>PERFORMANCE MEASUREMENT</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>			
Increase cost savings on supply orders	All supply orders >\$50 will be cross-referenced against 3 suppliers to ensure lowest price and greatest value.		3	3
Decrease the number of exceptions on purchase card exception report	2% of PC purchases will be included on the exception report, with all exceptions being cleared by the next PC cycle.		2%	2%
All payroll will be completed and submitted by deadline.	100% of Sheriff's Office payroll will be completed by the end of business on the Tuesday following payroll Monday.		100%	100%

ACTIVITY/SERVICE:	Traffic Enforcement	DEPARTMENT:	28B		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of traffic contacts		N/A	N/A	2400	

**PROGRAM DESCRIPTION:**

Uniformed law enforcement patrolling Scott County to ensure compliance of traffic laws and safety of citizens and visitors to Scott County.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To increase the number of hours of traffic safety enforcement/seat belt enforcement.	Complete 600 hours of traffic safety enforcement/seat belt enforcement.	N/A	600	600	
Reduce the amount of traffic accidents in Scott County.	Reduce the number of traffic accidents from fiscal year 2010 in Scott County by 5%.	N/A	242	242	242
Respond to calls for service in a timely manner	Respond to calls for service within 5.5 minutes	N/A	5.5	5.5	5.5
Increase visibility in high call areas	Complete 10 hours per week/per shift of DDACTS (Data Driven Approaches to Crime and Traffic Safety)	N/A	2184	1560	1560

<b>ACTIVITY/SERVICE:</b>		<b>DEPARTMENT:</b> 28C		
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
The number of inmates attending inmate programming		N/A	N/A	24500
The number of inmate and staff meals prepared		N/A	N/A	291000
Jail occupancy		N/A	N/A	260
Number and type of inmate/prisoner transports		N/A	N/A	1200

**PROGRAM DESCRIPTION:**

Provide safe and secure housing and care for all inmates in the custody of the Sheriff.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Operate a secure jail facility	Maintain zero escapes from the Jail facility	N/A	N/A	0	
Operate a safe jail facility	Maintain zero deaths within the jail facility	N/A	N/A	0	
Classification of prisoners	100 % of all prisoners booked into the Jail will be classified per direct supervision standards.	N/A	N/A	100	

<b>ACTIVITY/SERVICE:</b>		<b>DEPARTMENT:</b> 28E		
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
Number of attempts of service made.		N/A	21450	21450
Number of papers received.		N/A	13000	13000
Cost per civil paper received.		N/A	<\$30	<\$30

**PROGRAM DESCRIPTION:**

Serve civil paperwork in a timely manner.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Timely service for mental injunctions and protective orders	All mental injunctions and protective orders will be attempted the same day of receipt.	N/A	N/A	1	
No escapes during transportation of mental committals	Zero escapes of mental committals during transportation to hospital facilities	N/A	N/A	0	
Timely service of civil papers	All civil papers will be attempted at least one time within the first 7 days of receipt	N/A	N/A	7	
Increase percentage of papers serviced	Successfully serve at least 93% of all civil papers received	N/A	N/A	93%	

<b>ACTIVITY/SERVICE:</b>		<b>DEPARTMENT:</b> 28l		
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
		<b>3 MONTH ACTUAL</b>		
Crime Clearance Rate		N/A	60%	60%

**PROGRAM DESCRIPTION:**

Investigates crime for prosecution.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Complete home compliance checks on sex offenders in Scott County.	Complete 300 home compliance checks annually on sex offenders	N/A	N/A	300	
To increase drug investigations by the Special Operations Unit	Investigate 15 new drug related investigations per quarter	N/A	N/A	60	
To increase the number of follow up calls with victims of cases of sexual assault, child abuse and domestic violence.	Increase the number of follow up calls with reviewed sexual assault, child abuse and domestic violence cases by 15 per quarter	N/A	N/A	60	
Increase burglary and theft investigations	100% of burglaries and thefts will be checked against local pawn shops' records	N/A	N/A	100%	

<b>ACTIVITY/SERVICE:</b>		<b>DEPARTMENT:</b> 28J		
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
		<b>3 MONTH ACTUAL</b>		
Number of prisoners handled by bailiffs		N/A	8000	8000
Number of warrants served by bailiffs		N/A	800	800

**PROGRAM DESCRIPTION:**

Ensures a safe environment for the Scott County Courthouse, courtrooms and Scott County campus.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
No escapes during transporting inmates to and from court	Allow zero escapes when transporting inmates to and from court in the Scott County Complex	N/A	0	0	
No escapes when transporting inmates from one facility to another	Allow zero escapes when transporting inmates from one facility to another	N/A	0	0	
No weapons will be allowed in the Scott County Courthouse or Administration Building	Allow zero weapons into the Scott County Courthouse or Administration Building beginning January 1, 2011	N/A	0	0	
No injuries to courthouse staff or spectators during trial proceedings	Ensure zero injuries to courthouse staff or spectators during trial proceedings	N/A	0	0	



<b>ACTIVITY/SERVICE:</b>		<b>DEPARTMENT:</b> 28M		
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
		<b>3 MONTH ACTUAL</b>		
Maintain administrative costs to serve paper of < \$30		N/A	<\$30	<\$30
Number of civil papers received for service		N/A	13000	13000

**PROGRAM DESCRIPTION:**

Ensures timely customer response to inquiries for weapons permits, civil paper service and record requests.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Timely process of civil papers.	Civil papers, excluding garnishments, levys and sheriff sales, will be entered and given to a civil deputy within 3 business days.	N/A	3	3	
Respond to weapons permit requests in a timely fashion.	All weapons permit requests will be completed within 30 days of application.	N/A	30	30	
Timely process of protective orders and mental injunctions.	All protective orders and mental injunctions will be entered and given to a civil deputy for service the same business day of receipt.	N/A	1	1	
Timely response to requests for reports/records	All report and record requests will be completed within 72 hours of receipt	N/A	72	72	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Sheriff Administration (28A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
X Sheriff		1.00	1.00	1.00	1.00	1.00
Y Chief Deputy		1.00	1.00	1.00	1.00	1.00
316-A Office Administrator		0.60	0.60	0.60	0.60	0.60
271-A Office Supervisor		-	-	-	-	-
198-A Senior Clerk					-	
220-A Senior Accounting Clerk/Receptionist		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>3.60</b>	<b>3.60</b>	<b>3.60</b>	<b>3.60</b>	<b>3.60</b>
<b>REVENUE SUMMARY:</b>						
Miscellaneous		\$79	\$700	\$200	\$300	\$300
<b>TOTAL REVENUES</b>		<b>\$79</b>	<b>\$700</b>	<b>\$200</b>	<b>\$300</b>	<b>\$300</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$343,660	\$358,009	\$358,236	\$369,077	\$369,077
Equipment		-	670	670	670	670
Expenses		12,288	14,950	14,950	14,950	14,950
Supplies		10,402	11,373	11,373	11,373	11,373
<b>TOTAL APPROPRIATIONS</b>		<b>\$366,350</b>	<b>\$385,002</b>	<b>\$385,229</b>	<b>\$396,070</b>	<b>\$396,070</b>
<b>ANALYSIS</b>						
<p>FY13 non-salary costs for the entire Sheriff's Office has increased 2.2% or \$30,050 due to transferring \$10,050 from uniform cleaning allowance to help fund contract negotiated purchases of bulletproof vests and an increase in \$20,000 to the commissary surcharge use to more accurately reflect the actual expenses. Please note that the commissary surcharge is a reimbursable expense.</p> <p>FY13 non-salary costs for this program are recommended to remain constant with no increases for FY13.</p> <p>FY13 revenues are recommended to decrease by 57.1% or by \$400.00.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1.N/A</li> <li>2.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Patrol (28B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
519-A Captain		1.00	1.00	1.00	1.00	1.00
464-A Lieutenant		3.00	3.00	3.00	3.00	3.00
451-E Sergeant		4.00	4.00	4.00	4.00	4.00
329-E Deputy		18.00	18.00	18.00	18.00	18.00
<b>TOTAL POSITIONS</b>		<b>26.00</b>	<b>26.00</b>	<b>26.00</b>	<b>26.00</b>	<b>26.00</b>
<b>REVENUE SUMMARY:</b>						
?						
Intergovernmental		\$77,027	\$50,000	\$60,825	\$68,400	\$68,400
Fees and Charges		878	1,200	600	850	850
Miscellaneous		14,990	41,000	7,000	13,500	13,500
<b>TOTAL REVENUES</b>		<b>\$92,895</b>	<b>\$92,200</b>	<b>\$68,425</b>	<b>\$82,750</b>	<b>\$82,750</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$2,265,948	\$2,306,424	\$2,388,736	\$2,858,432	\$2,858,432
Equipment		6,151	21,255	25,305	25,305	25,305
Expenses		168,782	175,540	175,540	175,540	175,540
Supplies		195,225	171,279	175,279	175,279	175,279
<b>TOTAL APPROPRIATIONS</b>		<b>\$2,636,106</b>	<b>\$2,674,498</b>	<b>\$2,764,860</b>	<b>\$3,234,556</b>	<b>\$3,234,556</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase by 2.2%.						
FY13 revenues are recommended to decrease by 10.2% or \$9,450.						
List issues for FY13 budget:						
1. N/A						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. New Patrol Headquarters						
2. Vehicle replacement of 6 vehicles - annual rotation						
3.						
4.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Corrections Division (28C)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
705-A Jail Administrator	1.00	1.00	1.00	1.00	1.00	1.00
540-A Assistant Jail Administrator	1.00	1.00	1.00	1.00	1.00	1.00
449-A Corrections Captain	-	-	-	-	-	-
406-A Shift Commander (Coorections Lieutenant)	2.00	2.00	2.00	2.00	2.00	2.00
400-A Support/Program Supervisor	-	-	-	-	-	-
353-A Corrections Lieutenant	-	-	-	-	-	-
332-A Corrections Sergeant	15.00	15.00	15.00	15.00	15.00	15.00
332-A Food Service Manager	1.00	1.00	1.00	1.00	1.00	1.00
323-A Program Services Coordinator	2.00	2.00	2.00	2.00	2.00	2.00
289-A Classification Specialist	2.00	2.00	2.00	2.00	2.00	2.00
262-A Lead Bailiff	1.00	1.00	1.00	1.00	1.00	1.00
246-H Correction Officer	59.00	59.00	59.00	63.00	63.00	63.00
220-A Bailiffs	11.20	11.20	11.20	11.20	11.20	11.20
220-C Senior Accounting Clerk	1.00	1.00	1.00	1.00	1.00	1.00
198-A Alternative Sentence Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
198-A Senior Clerk	1.00	-	-	-	-	-
177-C Inmate Services Clerk	1.00	1.00	1.00	1.00	1.00	1.00
176-H Jail Custodian/Correction Officer	4.00	4.00	4.00	4.00	4.00	4.00
176-C Cook	3.60	3.60	3.60	3.60	3.60	3.60
141-C Clerk II	-	-	-	-	-	-
Laundry Officer	1.0	1.0	1.0	1.0	1.0	1.0
<b>TOTAL POSITIONS</b>	<b>107.80</b>	<b>106.80</b>	<b>106.80</b>	<b>110.80</b>	<b>110.80</b>	<b>110.80</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental	\$10,718	\$20,500	\$19,263	\$17,400	\$17,400	\$17,400
Fees and Charges	725,237	551,650	654,500	642,000	642,000	642,000
Miscellaneous	18,187	2,100	600	1,100	1,100	1,100
<b>TOTAL REVENUES</b>	<b>\$754,142</b>	<b>\$574,250</b>	<b>\$674,363</b>	<b>\$660,500</b>	<b>\$660,500</b>	<b>\$660,500</b>
<b>APPROPRIATION SUMMARY:</b>						
Personnel Services	\$7,274,859	\$7,491,856	\$7,655,472	\$8,023,587	\$8,023,587	\$8,023,587
Equipment	44,648	34,715	34,715	34,715	34,715	34,715
Expenses	155,970	153,240	153,240	188,740	188,740	188,740
Supplies	611,105	625,334	645,993	647,334	647,334	647,334
<b>TOTAL APPROPRIATIONS</b>	<b>\$8,086,582</b>	<b>\$8,305,145</b>	<b>\$8,489,420</b>	<b>\$8,894,376</b>	<b>\$8,894,376</b>	<b>\$8,894,376</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase 7.1% or \$57,500 due to transferring 800 Mhz radio access fees and maintenance fees from 28H to 28C, as well as increaseing the commissary surcharge use from zero to \$20,000, to more accurately reflect the actual expenses. Please note that the commissary surcharge is a reimbursable expense.						
FY13 revenues are recommended to increase 15% or by \$86,250.						
List issues for FY13 budget:						
1. FTEs may increase due to contract negotiations and moving from 12 hour shifts back to 8 hour shifts.						
2.						
List capital, personnel and vehicle changes:						
1. Personal Data Assistant for Corrections Staff in Housing Units						
2. Carpet Replacement in the Jail						
3. Possibly ncrease FTE's by 4 CO's due to contract negotiations and moving from 12 hour shifts back to 8 hour						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Support Services Division (28H/M)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
464-A Lieutenant		-	-	-	-	-
300-A Chief Telecommunications Operator		1.00	-	-	-	-
316-A Office Administrator		0.40	0.40	0.40	0.40	0.40
271-A Office Administrator		-	-	-	-	-
271 -Lead Public Safety Dispatcher		3.00	-	-	-	-
252-A Public Safety Dispatcher		8.00	-	-	-	-
191-C Senior Accounting Clerk		1.00	1.00	1.00	1.00	1.00
177-C Senior Clerk		1.00	1.00	1.00	1.00	1.00
162-A Warrant Clerk		1.00	-	-	-	-
162-A Clerk III		3.95	3.50	3.50	3.50	3.50
<b>TOTAL POSITIONS</b>		<b>19.35</b>	<b>5.90</b>	<b>5.90</b>	<b>5.90</b>	<b>5.90</b>
<b>REVENUE SUMMARY:</b>						
Licenses and Permits		\$146,188	\$17,000	\$100,000	\$100,000	\$100,000
Fees and Charges		220	2,450	200	300	300
Miscellaneous		144	100	100	100	100
<b>TOTAL REVENUE</b>		<b>\$146,552</b>	<b>\$19,550</b>	<b>\$100,300</b>	<b>\$100,400</b>	<b>\$100,400</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$332,598	\$343,326	\$325,128	\$339,065	\$339,065
Equipment		2,191	2,325	2,325	2,325	2,325
Expenses		101,873	53,870	55,161	18,370	18,370
Supplies		9,183	6,355	6,355	6,355	6,355
<b>TOTAL APPROPRIATIONS</b>		<b>\$445,845</b>	<b>\$405,876</b>	<b>\$388,969</b>	<b>\$366,115</b>	<b>\$366,115</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to decrease by 56.8% or \$35,500. This amount has been transferred to 28C to pay for 800 Mhz access fees and maintenance costs for jail radios.						
FY13 revenues are recommended to increase by 414% or almost \$81,000 due to the increase in weapons permits.						
List issues for FY13 budget:						
1. N/A						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1.N/A						
2.						
3.						
4.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Criminal Investigations Division (28E/I)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
519-A Captain		1.00	-	-	-	-
451-E Sergeant		2.00	2.00	2.00	2.00	2.00
329-E Deputy		13.00	13.00	13.00	13.00	13.00
Civil Evidence Technician			-	-	-	-
464-A Lieutenant			1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$110,497	\$56,500	\$41,788	\$39,000	\$39,000
Fees and Charges		339,313	302,000	302,000	302,000	302,000
Miscellaneous		9,447	3,500	19,000	8,500	8,500
<b>TOTAL REVENUES</b>		<b>\$459,257</b>	<b>\$362,000</b>	<b>\$362,788</b>	<b>\$349,500</b>	<b>\$349,500</b>
<b>APPROPRIATION SUMMARY:</b>						
Personnel Services		1,319,006	\$1,352,222	\$1,358,050	\$1,387,277	\$1,387,277
Equipment		-	25	25	-	-
Expenses		40,956	48,087	48,087	43,112	43,112
Supplies		56,641	50,991	50,991	55,991	55,991
<b>TOTAL APPROPRIATIONS</b>		<b>\$1,416,603</b>	<b>\$1,451,325</b>	<b>\$1,457,153</b>	<b>\$1,486,380</b>	<b>\$1,486,380</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain constant with a change of zero.						
FY13 revenues are recommended to decrease by 3.5% or \$12,500.						
List issues for FY13 budget:						
1. N/A						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. Vehicle replacement of 2 vehicles - annual rotation.						
2.						
3.						
4.						

## Board of Supervisors



**MISSION STATEMENT:** To enhance county services for citizens and county departments by providing effective management and coordination of services.

<b>ACTIVITY/SERVICE:</b>	Legislative Policy and Policy Dev	<b>DEPT/PROG:</b>	29A	
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b>	All	<b>FUND:</b>	01 General	<b>BUDGET:</b>
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>
Number of special meetings with brds/comm and agencies		23	25	25
Number of agenda discussion items		80	80	80
Number of agenda items for Board goals			180	180
Number of committee of the whole meetings		49	45	45

**PROGRAM DESCRIPTION:**

Formulate clear vision, goals and priorities for County Departments. Legislate effective policies and practices that benefit and protect County residents. Plan for and adopt policies and budgets that provide for long term financial stability.

<b>PERFORMANCE MEASUREMENT</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>			
Participate in special meetings and discussions to prepare for future action items.	95% attendance at the committee of the whole discussion sessions for Board action.	95%	95%	

<b>ACTIVITY/SERVICE:</b>	Intergovernmental Relations	<b>DEPT/PROG:</b>	29A	
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b>	Regional Leadership	<b>FUND:</b>	01 General	<b>BUDGET:</b>
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>
				<b>3 MONTH</b>
				<b>ACTUAL</b>
Attendance of members at Bi-State Regional Commission		29/36	36/36	36/36
Attendance of members at State meetings			95%	95%
Attendance of members at boards and commissions mtgs		105/115 - 91%	95%	95%
Number of proclamation or letters of support actions		12	15	15

**PROGRAM DESCRIPTION:**

Provide leadership in the Quad Cities and especially in Scott County to create partnerships that enhance the quality of life of the residents. Collaborate with other organizations seen as vital to Scott County's success. Be a model for other jurisdictions.

<b>PERFORMANCE MEASUREMENT</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>			
Board members serve as ambassadors for the County and strengthen intergovernmental relations.	Percent attendance of board members at intergovernmental meetings.	95%	95%	



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Legislation & Policy (29A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
X Chair, Board of Supervisors		1.00	1.00	1.00	1.00	1.00
X Member, Board of Supervisors		4.00	4.00	4.00	4.00	4.00
<b>TOTAL POSITIONS</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>REVENUE SUMMARY:</b>						
Miscellaneous		\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$258,200	\$281,287	\$282,524	\$290,117	\$290,117
Expenses		5,589	10,700	10,700	10,700	10,700
Supplies		300	825	825	825	825
<b>TOTAL APPROPRIATIONS</b>		<b>\$264,089</b>	<b>\$292,812</b>	<b>\$294,049</b>	<b>\$301,642</b>	<b>\$301,642</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchaned from the FY12 budgeted level.						

**Treasurer**

Bill Fennelly, County Treasurer



**MISSION STATEMENT:** To provide consistent policies and procedures for all citizens by offering skillful, efficient, responsive, versatile, involved, courteous and excellent customer service (SERVICE).

ACTIVITY/SERVICE:	Tax Collections	DEPARTMENT:	30B		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Issue tax/SA statements and process payments		198053	190000	198000	
Issue tax sale certificates		1691	2100	2100	
Process elderly tax credit applications		709	800	800	

**PROGRAM DESCRIPTION:**

Collect all property taxes and special assessments due within Scott County. Report to each taxing authority the amount collected for each fund. Send, before the 15th of each month, the amount of tax revenue, special assessments, and other moneys collected for each taxing authority in the County for direct deposit into the depository of their choice.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Mail all collection reports to taxing authorities prior to the 10th of each month.	Start apportioning process immediately after the close of the month to ensure completion in a timely manner.	100%	100%	100%	
Serve 80% of customers within 15 minutes of entering que.	Provide prompt customer service by ensuring proper staffing levels.	90.48%	80%	80%	

ACTIVITY/SERVICE:	Motor Vehicle Reg - Courthouse	DEPARTMENT:	30C		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of vehicle renewals processed		156716	15800	15800	
Number of title and security interest trans. processed		71883	68000	68000	
Number of junking & misc. transactions processed		7585	8000	8000	

**PROGRAM DESCRIPTION:**

Provide professional motor vehicle service for all citizens. The Treasurer shall issue, renew, and replace lost or damaged vehicle registration cards or plates and issue and transfer certificates of title for vehicles.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Serve 80% of customers within 15 minutes of entering queue.	Provide prompt customer service by ensuring proper staffing levels.	90%	80%	80%	
Retain \$1.2 million in Motor Vehicle revenues.	Maximize revenue retained by the County.	100%	\$1,200,000	\$1,200,000	

ACTIVITY/SERVICE:	County General Store	DEPARTMENT:	30D		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Financially Sound Gov't	FUND:	01 General	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Total dollar amount of property taxes collected		1482468	1170000	1170000	
Total dollar amount of motor vehicle plate fees collected		6478474	6300000	6300000	
Total dollar amt of MV title & security interest fees collected		2599264	8000	8000	

**PROGRAM DESCRIPTION:**

Professionally provide any motor vehicle and property tax services as well as other County services to all citizens at a convenient location through versatile, courteous and efficient customer service skills.

<b>PERFORMANCE MEASUREMENT</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>			
Serve 80% of customers within 15 minutes of entering queue.	Provide prompt customer service by ensuring proper staffing levels.	89%	80%	80%
Process at least 4.5% of property taxes collected.	Provide an alternative site for citizens to pay property taxes.	4.38%	4.50%	4.50%
Process at least 29% of motor vehicle plate fees collected.	Provide an alternative site for citizens to pay MV registrations.	28%	29%	29%

<b>ACTIVITY/SERVICE:</b> Accounting/Finance		<b>DEPARTMENT:</b> 30E		
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b> Financially Sound Gov't		<b>FUND:</b> 01 General	<b>BUDGET:</b>	
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
Number of receipts issued		3806	3700	15800
Number of warrants/checks paid		13365	14000	14000
Dollar amount available for investment annually		383,074,839	350,000,000	350,000,000

**PROGRAM DESCRIPTION:**

Provide professional accounting, cash handling, and investment services to Scott County following generally accepted accounting principles.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Investment earnings at least 10 basis points above Federal Funds rate.	Invest all idle funds safely, with proper liquidity, and at a competitive rate.	100	100%	100%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Treasurer Administration (30A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
X Treasurer		1.00	1.00	1.00	1.00	1.00
611-A Financial Management Supervisor		0.30	0.30	0.30	0.30	0.30
556-A Operations Manager		0.30	0.30	0.30	0.30	0.30
<b>TOTAL POSITIONS</b>		<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$189,977	\$176,856	\$178,259	\$183,448	\$183,448
Equipment		\$0	\$0	\$0	\$0	\$0
Expenses		6,655	8,180	8,180	8,180	8,180
Supplies		378	1,350	1,350	1,350	1,350
<b>TOTAL APPROPRIATIONS</b>		<b>\$197,010</b>	<b>\$186,386</b>	<b>\$187,789</b>	<b>\$192,978</b>	<b>\$192,978</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged from current budgeted levels.						
There are no revenues credited to this program.						
List issues for FY13 budget:						
1. None						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. None						
2.						
3.						
4.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Tax Collection (30B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
556-A Operations Manager		0.30	0.30	0.30	0.30	0.30
332-A Tax Accounting Specialist		0.50	0.50	0.50	0.50	0.50
151-C Multi-Service Clerk		6.30	6.30	6.30	6.30	6.30
<b>TOTAL POSITIONS</b>		<b>7.10</b>	<b>7.10</b>	<b>7.10</b>	<b>7.10</b>	<b>7.10</b>
<b>REVENUE SUMMARY:</b>						
Penalties & Interest on Taxes		\$791,685	\$790,000	\$780,000	\$780,000	\$780,000
Fees and Charges		207,824	175,650	190,000	190,750	190,750
Miscellaneous		17,643	5,000	5,000	5,000	5,000
<b>TOTAL REVENUES</b>		<b>\$1,017,152</b>	<b>\$970,650</b>	<b>\$975,000</b>	<b>\$975,750</b>	<b>\$975,750</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$365,149	\$384,410	\$386,148	\$404,099	\$404,099
Expenses		11,071	14,870	14,870	14,870	14,870
Supplies		12,652	15,450	15,450	15,450	15,450
<b>TOTAL APPROPRIATIONS</b>		<b>\$388,872</b>	<b>\$414,730</b>	<b>\$416,468</b>	<b>\$434,419</b>	<b>\$434,419</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged from current budgeted levels.						
FY13 revenues are recommended to increase by \$5,100 from current budgeted levels for this program. This is due to the net of a decrease in the collections of Tax Sale Redemption Fees and an increase to the revenue Miscellaneous Fees, which consists primarily of Tax Sale Bidder fees.						
List issues for FY13 budget:						
1. None						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. None						
2.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Motor Vehicle Courthouse (30C)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
556-A Operations Manager		0.30	0.30	0.30	0.30	0.30
298-A Motor Vehicle Supervisor		1.00	1.00	1.00	1.00	1.00
151-C Multi-clerk		6.30	6.30	6.30	6.30	6.30
<b>TOTAL POSITIONS</b>		<b>7.60</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>
<b>REVENUE SUMMARY:</b>						
Fees and Charges		\$1,299,467	\$1,267,300	\$1,297,550	\$1,351,550	\$1,351,550
Miscellaneous		3,699	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$1,303,166</b>	<b>\$1,267,300</b>	<b>\$1,297,550</b>	<b>\$1,351,550</b>	<b>\$1,351,550</b>
<b>APPROPRIATION SUMMARY</b>						
Personal Services		\$420,200	\$460,875	\$465,545	\$485,408	\$485,408
Expenses		1,969	3,680	3,680	3,680	3,680
Supplies		20,551	22,450	22,450	22,450	22,450
<b>TOTAL APPROPRIATIONS</b>		<b>\$442,720</b>	<b>\$487,005</b>	<b>\$491,675</b>	<b>\$511,538</b>	<b>\$511,538</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged from the current budget year.						
FY13 revenues are recommended to increase by \$84,250. Nearly half of this increase is due to higher mailing fees collected because the State of IA is beginning to replace license plates state wide. This revenue will simply offset additional postage costs incurred by FSS. The remainder of the revenue increase is due to higher vehicle registration fees.						
List issues for FY13 budget:						
1. None						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. None						



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: County General Store (30D)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
556-A Operations Manager		0.10	0.10	0.10	0.10	0.10
382-A County General Store Manager		1.00	1.00	1.00	1.00	1.00
162-C Clerk III		1.00	1.00	1.00	1.00	1.00
151-C Multi-Service Clerk		4.00	4.00	4.00	4.00	4.00
<b>TOTAL POSITIONS</b>		<b>6.10</b>	<b>6.10</b>	<b>6.10</b>	<b>6.10</b>	<b>6.10</b>
<b>REVENUE SUMMARY:</b>						
Miscellaneous		\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$374,723	\$395,312	\$398,771	\$408,273	\$408,273
Expenses		4	2,860	2,860	2,860	2,860
Supplies		1,236	2,625	2,625	2,625	2,625
<b>TOTAL APPROPRIATIONS</b>		<b>\$375,963</b>	<b>\$400,797</b>	<b>\$404,256</b>	<b>\$413,758</b>	<b>\$413,758</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain unchanged from current budgeted levels.						
There are no revenues credited to this program.						
List issues for FY13 budget:						
1. None						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. None						
2.						
3.						
4.						

<b>FINANCIAL &amp; AUTHORIZED POSITIONS SUMMARY</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
<b>PROGRAM: Accounting/Finance (30E)</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>REQUEST</b>	<b>ADOPTED</b>
<b>AUTHORIZED POSITIONS:</b>						
611-A Financial Management Supervisor		0.70	0.70	0.70	0.70	0.70
332-A Tax Accounting Specialist		0.50	0.50	0.50	0.50	0.50
191-C Cashier		1.00	1.00	1.00	1.00	1.00
177-C Accounting Clerk		3.00	3.00	3.00	3.00	3.00
<b>TOTAL POSITIONS</b>		<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>
<b>REVENUE SUMMARY:</b>						
Use of Money/Property		\$198,421	\$140,000	\$140,000	\$140,000	\$140,000
Miscellaneous		2,753	1,600	1,600	1,600	1,600
<b>TOTAL REVENUES</b>		<b>\$201,174</b>	<b>\$141,600</b>	<b>\$141,600</b>	<b>\$141,600</b>	<b>\$141,600</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$305,836	\$327,731	\$329,332	\$338,217	\$338,217
Expenses		34,863	54,220	54,220	54,220	54,220
Supplies		1,355	2,250	2,250	2,250	2,250
<b>TOTAL APPROPRIATIONS</b>		<b>\$342,054</b>	<b>\$384,201</b>	<b>\$385,802</b>	<b>\$394,687</b>	<b>\$394,687</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to are recommended to remain unchanged from current budgeted levels.						
FY13 revenues are recommended to remain unchanged from current budgeted levels. Total revenues for this program remain well below historic levels due to ridiculously low investment returns.						
List issues for FY13 budget:						
1. None						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. None						

**BI-STATE REGIONAL COMMISSION**Director: Denise Bulat, Phone: 309-793-6300, Website: [bistateonline.org](http://bistateonline.org)

**MISSION STATEMENT:** To serve as a forum for intergovernmental cooperation and delivery of regional programs and to assist member local governments in planning and project development.

<b>ACTIVITY/SERVICE:</b>	Metropolitan Planning Organization (MPO)	<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>		All Urban
<b>BOARD GOAL:</b>	Regional Leadership	<b>FUND:</b>	01 General	<b>BUDGET:</b> \$26,023
OUTPUTS	2010-11	2011-12	2012-13	3 MONTH
	ACTUAL	PROJECTED	PROJECTED	ACTUAL
Urban Transportation Policy & Technical Committee meetings	20	12	12	
Urban Transportation Improvement Program document	1	1	1	
Mississippi River Crossing meetings	7	6	6	
Bi-State Trail Committee & Air Quality Task Force meetings	10	8	8	

**PROGRAM DESCRIPTION:**

Regional Urban Transportation Planning

PERFORMANCE MEASUREMENT		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Road & trail construction; Bridge coordination, air quality, transit, GIS, grant applications	Maintain the region's eligibility for federal /state highway funds.	\$8.662 Million of transportation improvement programmed	\$9.73 Million of transportation improvement programmed	\$5.2 Million of transportation improvement programmed	

<b>ACTIVITY/SERVICE:</b>	Regional Planning Agency (RPA)	<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>		All Urban
<b>BOARD GOAL:</b>	Regional Leadership	<b>FUND:</b>	01 General	<b>BUDGET:</b> \$2,230
OUTPUTS	2010-11	2011-12	2012-13	3 MONTH
	ACTUAL	PROJECTED	PROJECTED	ACTUAL
Region 9 Transportation Policy & Technical Committee meeting	6	4	4	
Region 9 Transportation Improvement Program document	1	1	1	
Transit Development Plan	1	1	1	

**PROGRAM DESCRIPTION:**

Regional Rural Transportation Planning

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Road & trail construction; air quality, transit, GIS, grant applications	Maintain the region's eligibility for federal /state highway funds.	\$1.237 Million of transportation improvement programmed	\$4.85 Million of transportation improvement programmed	\$2.1 Million of transportation improvement programmed	\$4.85 Million of transportation improvement programmed

<b>ACTIVITY/SERVICE:</b>	Regional Economic Development Planning		<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b>	Core Service		<b>RESIDENTS SERVED:</b>	All Urban	
<b>BOARD GOAL:</b>	Regional Leadership		<b>FUND:</b>	01 General	<b>BUDGET:</b> \$12,640
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Comprehensive Economic Development Strategy document		1	1	1	0
Maintain Bi-State Regional data portal & website		1	1	1	1
EDA funding grant applications		3	2	2	1
Small Business Loans in region		1	3	3	1

**PROGRAM DESCRIPTION:**

Regional Economic Development Planning

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Census Data Repository, region data portal, EDA funded projects in the region	Maintain the region's eligibility for federal economic development funds.	100%	100%	100%	28%

<b>ACTIVITY/SERVICE:</b>	Regional Services		<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b>	Core Service		<b>RESIDENTS SERVED:</b>	All Urban	
<b>BOARD GOAL:</b>	Regional Leadership		<b>FUND:</b>	01 General	<b>BUDGET:</b> \$33,458
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Joint purchasing bids and purchases		19	19	19	5
Administrator/Elected/Department Head meetings		26	25	25	4

**PROGRAM DESCRIPTION:**

Coordination of Intergovernmental Committees &amp; Regional Programs

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Regional coordination, cooperation and communication for implementation of joint efforts	Maintain the region's cooperation and cost savings in joint efforts	100%	100%	100%	25%

<b>ACTIVITY/SERVICE:</b>	Legislative Technical Assistance	<b>DEPARTMENT:</b>			
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Regional Leadership	<b>FUND:</b>	01 General	<b>BUDGET:</b>	\$15,000
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Legislative technical assistance contract		1	1	1	1
Legislative technical assistance contractor meetings		3	3	3	1

**PROGRAM DESCRIPTION:**

Coordination of Regional Legislative Technical Assistance Programs

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Protect and expand existing Rock Island Arsenal functions and support systems	Regional coordination, cooperation and communication for legislative technical assistance contracts	100%	100%	100%	25%

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-2011	2011-12	2011-12	2012-13	2012-13
PROGRAM: Regional Plan/Tech Assistance (36A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
TOTAL POSITIONS		22.00	23.50	23.50	23.50	23.50
REVENUE SUMMARY:						
Membership Fees		306,779	307,224	305,497	304,127	
Charges for Services		404,213	416,673	397,682	419,069	
Federal/State Funding		195,126	130,722	116,022	116,022	
Transportation		795,782	846,470	1,023,032	965,061	
SUB-TOTAL REVENUES		\$1,701,900	\$1,701,089	\$1,842,233	\$1,804,279	
Scott County Contribution		86,096	86,096	86,096	89,351	89,351
TOTAL REVENUES		\$1,787,996	\$1,787,185	\$1,928,329	\$1,893,630	
APPROPRIATION SUMMARY:						
Personal Services		1,522,665	1,552,584	1,604,246	1,582,020	
Equipment		10,770	13,500	13,500	13,500	
Expenses		221,160	265,241	331,571	293,227	
Occupancy		55,421	55,421	55,421	55,421	
TOTAL APPROPRIATIONS		\$1,810,016	\$1,886,746	\$2,004,738	\$1,944,168	
ANALYSIS						
FY13 non-salary costs for this program are increasing by \$27,986 over the FY'12 budget which represents an 8.4% increase.						
FY13 revenues are increasing by \$106,445 over the FY'12 budget which is a 6% increase. Scott County's contribution is increasing by \$3,255 which is a 3.8% increase over the previous fiscal year						
There are no issues for FY13 budget.						
There are no capital, personnel, and vehicle changes.						

**BUFFALO**

Director: Phil Jones, Phone: 563-528-1013, Website: buffaloambulance.com

**MISSION STATEMENT:**

<b>ACTIVITY/SERVICE:</b>	911 Ambulance	<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>		7000
<b>BOARD PROJECTED:</b>	Choose One	<b>FUND:</b>	Choose One	<b>BUDGET:</b> \$22,650
OUTPUTS	2010-11	2011-12	2012-13	3 MONTH
	ACTUAL	PROJECTED	PROJECTED	ACTUAL
911 calls responds	820	850	1200	
911 calls answered	820	850	1200	
Calls audited	820	850	1200	
Average response times	8.3	8	8	

**PROGRAM DESCRIPTION:**

(911) response with Basic life support and/or advanced life support at the paramedic level within geographical area "A" of the Scott County Code of Ordinances, Chapter 28, Ambulance Service standby and/or back-up for areas "B","C","D",and "E"

PERFORMANCE MEASUREMENT		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To maintain 2 units at paramedic level 24 hours a day 7 days a week.	This will enhance our 911 coverage for this area and decrease our response time. This will also allow us to provide more resources to the other areas of the county.	100%	100%	100%	

<b>ACTIVITY/SERVICE:</b>	911 Ambulance	<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>		7000
<b>BOARD PROJECTED:</b>	Choose One	<b>FUND:</b>	Choose One	<b>BUDGET:</b> \$10,000
OUTPUTS	2010-11	2011-12	2012-13	3 MONTH
	ACTUAL	PROJECTED	PROJECTED	ACTUAL
Medical Calls on scene		25	25	
Trauma Calls on scene		15	10	
Cardiac Arrest on scene		15	10	

**PROGRAM DESCRIPTION:**

To start incorporating Iowa EMS Systems Standards into our organization with emphasis on Staffing / Training and Response / Transportation. With emphasis on average response time from dispatch to on scene not to be greater than 8 minutes

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To meet or exceed the minimum standard set by the IDPH.	This will allow us to provide high quality care with great customer service	100%	100%	100%	

<b>ACTIVITY/SERVICE:</b>	911 Ambulance	<b>DEPARTMENT:</b>			
<b>BUSINESS TYPE:</b>	Semi-Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD PROJECTED:</b>	Choose One	<b>FUND:</b>	Choose One	<b>BUDGET:</b>	7000
					\$10,000
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
CPR Trained			200	250	

**PROGRAM DESCRIPTION:**

Through CPR training improve bystander cpr in our community.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
To have at a minimum one free CPR class a month for the community we serve	Lives saved and bystander proticipation.	100%	100%	100%	



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Emergency Care & Transfer (37A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Volunteers		15.00	25.00	25.00	25.00	25.00
<b>TOTAL POSITIONS</b>		<b>15.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>
<b>REVENUE SUMMARY:</b>						
Municipal Subsidy		-	6,000	6,000	3,000	
Service Fees		249,618	266,000	391,000	381,000	-
Other		500,805	545,580	545,580	523,000	-
<b>SUB-TOTAL REVENUES</b>		<b>\$750,423</b>	<b>\$817,580</b>	<b>\$942,580</b>	<b>\$907,000</b>	<b>\$0</b>
Scott County Contribution		32,650	32,650	32,650	32,650	-
Funding Reserve		-	-		-	-
<b>TOTAL COUNTY CONTRIBUTION</b>		<b>\$32,650</b>	<b>\$32,650</b>	<b>\$32,650</b>	<b>\$32,650</b>	<b>\$0</b>
<b>TOTAL REVENUES</b>		<b>\$783,073</b>	<b>\$850,230</b>	<b>\$975,230</b>	<b>\$939,650</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		624,671	530,000	580,000	650,000	650,000
Admin		87,470	135,000	139,500	140,500	140,500
Equipment		82,493	94,500	100,500	79,500	79,500
Expenses		31,499	81,000	81,000	80,000	80,000
Supplies		11,416	6,000	6,000	6,000	6,000
Occupancy		10,470	33,300	33,300	13,500	13,500
Training		8,104	5,000	5,000	5,000	5,000
Adjustments			-	-	-	-
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 856,123</b>	<b>\$ 884,800</b>	<b>\$ 945,300</b>	<b>\$ 974,500</b>	<b>\$ 974,500</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase/decrease <u>  0  </u> % under current budgeted levels.						
FY13 revenues are recommended to increase/decrease <u>  0  </u> % over current budgeted amounts for this program.						
List issues for FY13 budget:						
1. Calls in service area covered by county contribution continue to increase.						
2. Contracts with local businesses increasing overall workload.						
3. Providing paramedic coverage for other volunteer agencies.						
4.						
List capital, personnel and vehicle changes:						
1. None						
2.						
3.						
4.						

**Center for Active Seniors, Inc. (CASI)**

President/CEO: Thomas Bahls, Phone: 563-386-7477, Website: casiseniors.org

**MISSION STATEMENT: To provide services that meet the needs of older adults, and fosters respect, dignity and quality of life.**

ACTIVITY/SERVICE:	Outreach	DEPARTMENT:	39A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	700		
BOARD PROJECTED:	Health Safe Community	FUND:	01 General	BUDGET:	\$117,317
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Total Client Contacts (enrolled and not enrolled)		7487	8075	8480	
Contacts on behalf of client		4934	4029	4230	
Unduplicated # Served (enrolled and not enrolled)		1095	1128	1150	

**PROGRAM DESCRIPTION:**

To assist Scott County senior citizens in maintaining independent living by A) completing comprehensive assessments to determine individual needs: B) referrals to local, state and federal programs and services C) providing referral/assistance to determine individual needs. D) implementation and monitoring of programs and services for client. *Definitions: Enrolled Client - NAPIS form completed and on file, Non-Enrolled Client -*

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Client and family/caregiver gain supported access to available services and benefits, financial resources and planning support for the future.	Total contacts will increase 5% from previous year.	0%	620/5%	605/5%	
Client maintains a level of independence and remains at home for a longer length of time and reports a stable or improved quality of life.	The # of enrolled clients who are still in their home at the end of the year will increase over the previous year.	N/A	660	693	

<b>ACTIVITY/SERVICE:</b>	Adult Day Services	<b>DEPARTMENT:</b>	39 C	
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	228	
<b>BOARD PROJECTED:</b>	Health Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b> \$26,586
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED
				3 MONTH ACTUAL
Unduplicated Participants		111	120	126
Participant Hours		62528	68958	72400
Admissions		32	43	45

**PROGRAM DESCRIPTION:**

To provide supportive services to elderly Scott County residents who are at risk of premature nursing home placement and caregiver respite. Jane's Place is a low cost alternative to nursing homes that provides a range of supervised therapeutic activities in a group setting.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Program will increase the caregivers' quality of life by providing caregiver respite.	95% of caregivers will be satisfied with program and report improved quality of life. Results will be measured by surveys done twice a year.	95%	95%	95%	
Increased participation hours will delay premature nursing home placement and/or result in additional caregiver respite.	Participation hours will increase 5% annually.	(1239)/-1.9%	5%	5%	
Participants become involved with a number of planned and spontaneous activities based on their personal interests and abilities.	95% of all participants are engaged in 3 or more daily activities. This outcome will be measured by activity participation records.	95%	95%	95%	

ACTIVITY/SERVICE:	Volunteer	DEPARTMENT:	39D		
BUSINESS TYPE:	Service Enhancement	RESIDENTS SERVED:	29462		
BOARD PROJECTED:	Health Safe Community	FUND:	01 General	BUDGET:	\$41,550
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Hours of Service		31946	32985	33975	
Unduplicated # of Volunteers		945	900	950	
Dollar Value of Volunteers		\$ 549,492	\$ 643,537	\$ 662,852	

**PROGRAM DESCRIPTION:**

To provide to Scott County residents meaningful opportunities to volunteer, share their talents and skills and assist in activities and programs for seniors living in Scott County. The dollar value rate of \$19.51per hour is calculated by the US Dept of Labor.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Volunteers of all demographics assist with a variety of activities and events throughout the year.	Maintain a mix of volunteers from all demographics. This outcome will be measured by keeping reports of all volunteer activity.	40+	Volunteers from 40 Different Agencies	Volunteers from 40 Different Agencies	
Provide a wide variety of volunteer opportunities, specifically those that allow individuals to use their profession/expertise.	Provide volunteer opportunities that utilize many different professions.	n/a	20 Volunteer Opportunities/ year that allows individuals to use their profession/expertise	20 Volunteer Opportunities/ year that allows individuals to use their profession/expertise	

ACTIVITY/SERVICE:	Activities, Events, and Education	DEPARTMENT:	39E		
BUSINESS TYPE:	Service Enhancement	RESIDENTS SERVED:	29462		
BOARD PROJECTED:	Health Safe Community	FUND:	01 General	BUDGET:	\$18,297
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# of CASI Activities		6124	6635	6650	
# of Senior Events		33	34	35	
# of Community Events		457	470	475	
# of New Activities		27	30	32	

**PROGRAM DESCRIPTION:**

To provide opportunities for active adults to pursue creative and intellectual stimulation, promote physical and mental wellness, and remain socially connected through a variety of activities, programs and special events.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Community gains awareness of CASI activities, programs, services, and special events.	Number of community presentations by staff will increase by 5% each year. This outcome will be measured by agency records of all community presentations given.	176	185	194	
Participation in CASI activities and special events aids in helping older adults stay engaged in life and building relationships through social interaction. Staying engaged in life and having healthy relationships is directly related to longevity and life satisfaction.	The # of daily attendees will increase by 5% each year.	N/A	5%	5%	

ACTIVITY/SERVICE:	Congregate Meals	DEPARTMENT:		39F	
BUSINESS TYPE:	Service Enhancement	RESIDENTS SERVED:		29462	
BOARD PROJECTED:	Health Safe Community	FUND:	01 General	BUDGET:	\$10,000
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Total # of Meals Served		13288	13950	14100	
# of Unduplicated attendees at GenAge Café (enrolled and not enrolled)		307	325	330	
# of attendees at low or extremely low income (federal stds) (enrolled clients)		154	160	162	

**PROGRAM DESCRIPTION:**

To provide one-third the daily nutritional requirements and information on nutrition to participants in a stimulating environment that promotes social interaction and additional activity participation. *Definitions:*  
*Enrolled Client - NAPIS form completed and on file, Non-Enrolled Client - No NAPIS form on file*

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Older adults in the community are able to have a hot, nutritious noon meal in a congregate setting through the CASI GenAge meal site five times a week.	50% of the individuals that are enrolled into the meal site will have at least 1 meal per week.	N/A	50%	50%	
Seniors who come into CASI to have a meal at the GenAge café will also attend at least 1 activity per week.	50% of enrolled seniors who come into CASI to have a meal at the GenAge café will also attend at least 1 activity per week.	N/A	50%	50%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Outreach to Older Persons (39A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Social Services Coordinator	-	1.00	1.00	1.00	1.00	1.00
Senior Advocates	-	5.00	5.00	5.00	5.00	5.00
<b>TOTAL POSITIONS</b>	<b>-</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>REVENUE SUMMARY:</b>						
Title III B	\$17,500	\$17,500	\$25,000	\$17,500	\$17,500	\$17,500
United Way	42,426	42,418	40,412	42,418	42,418	42,418
Contributions	-	250	500	250	250	250
Miscellaneous	128,000	121,752	133,752	133,752	133,752	133,752
CDBG	17,169	17,000	12,028	12,000	12,000	12,000
Admin Revenue Allocation	63,726	95,889	109,313	117,379	117,379	117,379
<b>SUB-TOTAL REVENUES</b>	<b>\$268,821</b>	<b>\$294,809</b>	<b>\$321,005</b>	<b>\$323,299</b>	<b>\$323,299</b>	<b>\$323,299</b>
Scott County Contribution	117,317	117,317	117,317	117,317	117,317	117,317
<b>TOTAL REVENUES</b>	<b>\$386,138</b>	<b>\$412,126</b>	<b>\$438,322</b>	<b>\$440,616</b>	<b>\$440,616</b>	<b>\$440,616</b>
<b>APPROPRIATION SERVICES</b>						
Personal Services	\$407,335	\$398,683	\$414,707	\$414,707	\$414,707	\$414,707
Expenses	5,653	7,183	5,882	5,447	5,447	5,447
Supplies	925	1,300	1,300	1,300	1,300	1,300
Occupancy	4,750	5,769	6,072	6,000	6,000	6,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$418,663</b>	<b>\$412,935</b>	<b>\$427,961</b>	<b>\$427,454</b>	<b>\$427,454</b>	<b>\$427,454</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for the <u>total agency- CASI</u> are recommended to increase 4.9% over the current budgeted levels. The FY13 revenues for the total agency are recommended to increase 4.9% as well.</p> <p>The FY13 non-salary costs for the <u>Outreach Program</u> are recommended to increase 3.5%, while the FY13 revenues are recommended to increase 6.9% over the budgeted levels. The agency will receive the retro adjustments from Medicaid this year as the 2011 Legislature approved a restoration of the 2.5% cut that occurred in FY10 and FY11.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. CDBG (City Development Block Grant) funds continue to decline (70% cut in funding )</li> <li>2. United Way Campaign projections are low; anticipate cuts in funding.</li> <li>3. VA Contract changes- transportation services are being denied.</li> <li>4. AAA (Generations Area on Aging) consolidation and partner agencies/funds. The new region is now 20 counties, instead of 3.</li> <li>5. Fund raising campaign for \$800,000 started; may effect future donations/contributions.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Day Care/Older Persons (39C)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Adult Day Center Coordinator	-	-	1.00	1.00	1.00	1.00
Adult Day Center Assistant Coordinator	-	-	1.00	1.00	1.00	1.00
Adult Day Center Nursing Assistant	-	-	2.00	2.00	2.00	2.00
Adult Day Center Facilitators	-	-	-	-	-	-
Adult Day Center Aides	-	-	6.00	6.00	6.00	6.00
<b>TOTAL POSITIONS</b>	-	-	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>REVENUE SUMMARY:</b>						
Medicaid Waiver	\$146,814	\$155,221	\$143,788	\$147,000	\$147,000	\$147,000
Elder Care	11,750	11,750	11,750	11,750	11,750	11,750
Title III B	11,750	11,750	16,750	11,750	11,750	11,750
Title V	7,263	7,617	2,592	7,617	7,617	7,617
Veteran's Administration	141,122	130,088	144,864	145,000	145,000	145,000
United Way	13,197	13,197	12,572	6,500	6,500	6,500
Contributions	5,572	100	2,500	1,000	1,000	1,000
Miscellaneous	5,209	2,557	-	1,000	1,000	1,000
Project Income	164,789	192,415	167,054	170,000	170,000	170,000
ADC Meals	11,652	9,828	9,928	10,000	10,000	10,000
Supplemental Grants	2,500	-	2,500	1,000	1,000	1,000
Admin Revenue Allocation	134,160	201,848	230,136	267,438	267,438	267,438
Transportation/ADC	2,815	3,424	3,292	3,500	3,500	3,500
<b>SUB-TOTAL REVENUES</b>	<b>\$658,593</b>	<b>\$739,795</b>	<b>\$747,726</b>	<b>\$783,555</b>	<b>\$783,555</b>	<b>\$783,555</b>
Scott County Contribution	14,286	26,586	26,586	26,586	26,586	26,586
<b>TOTAL REVENUES</b>	<b>\$672,879</b>	<b>\$766,381</b>	<b>\$774,312</b>	<b>\$810,141</b>	<b>\$810,141</b>	<b>\$810,141</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services	\$614,233	\$601,135	\$619,481	\$606,141	\$606,141	\$606,141
Equipment	-	-	-	-	-	-
Expenses	70,012	63,756	64,318	67,586	67,586	67,586
Supplies	7,502	6,950	9,000	7,750	7,750	7,750
Occup	-	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$691,747</b>	<b>\$671,841</b>	<b>\$692,799</b>	<b>\$681,477</b>	<b>\$681,477</b>	<b>\$681,477</b>
<b>ANALYSIS</b>						
The FY13 non-salary costs for this program, <u>Day Care for Older Persons</u> , are recommended to increase 1.4% over the budgeted levels.						
The FY13 revenues are recommended to increase 5.7% over the budgeted levels. This increase is due to the continued increase in the number of private pay individuals. The agency has worked hard at increasing awareness in the medical fields (doctor's offices) about what Jane's Place can offer/provide. The overall census has increased. The agency is also bringing in speakers to give more information on various illnesses, medications, medical tests, etc... attempting to help individuals be better informed when visiting their own doctor.						
List issues for FY13 budget:						
1. Continued low Medicaid reimbursement rates despite the retro adjustment and restoration of cuts from FY10 and FY11.						
2. VA Contract changes- transportation services are being denied.						
3. United Way Campaign projections are low; anticipate cuts in funding.						
4. Possible partnerships with St. Ambrose University - series on aging/study and Genesis Nursing program.						
List capital, personnel and vehicle changes:						
1. N/A						
2.						
3.						
4.						



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Volunteer Serv/Older Persons (39D)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Volunteer/Life Options Coordinator		-	-	1.00	1.00	1.00
Listen-To-Me-Read Coordinator		-	-	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		-	-	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>REVENUE SUMMARY:</b>						
United Way		-	-	-	-	-
Contributions		-	1,000	1,000	1,000	1,000
Project Income		-	1,000	1,000	1,000	1,000
Supplemental Grants		-	250	250	250	250
Admin Revenue Allocation		30,186	45,416	67,325	49,292	49,292
<b>SUB-TOTAL REVENUES</b>		<b>\$30,186</b>	<b>\$47,666</b>	<b>\$69,575</b>	<b>\$51,542</b>	<b>\$51,542</b>
Scott County Contribution		41,550	41,550	41,550	41,550	41,550
<b>TOTAL REVENUES</b>		<b>\$71,736</b>	<b>\$89,216</b>	<b>\$111,125</b>	<b>\$93,092</b>	<b>\$93,092</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$105,834	\$90,289	\$111,158	\$109,274	\$109,274
Expenses		89	900	900	810	810
Supplies		451	4,000	1,000	1,100	1,100
Occupancy		-	6	-	-	-
<b>TOTAL APPROPRIATIONS</b>		<b>\$106,374</b>	<b>\$95,195</b>	<b>\$113,058</b>	<b>\$111,184</b>	<b>\$111,184</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for this program, <u>Volunteer Services</u>, are recommended to increase 16.8% over the current budgeted levels. This is due to a change in staff. A part time person became a full time position.</p> <p>The FY13 revenues are recommended to increase 4.3% over the current budgeted levels. The agency is applying for grants to increase the revenue sources.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. The agency continues to work on increasing public awareness and the knowledge of services available through CASI.</li> <li>2. AAA (Generations Area on Aging) consolidation and partner agencies/funds. The new region is now 20 counties, instead of 3.</li> <li>3.</li> <li>4.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Leisure Serv/Older Persons (39E)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Fitness Center Assistant		-	-	4.00	4.00	4.00
Assistant Activity Manager		-	-	1.00	1.00	1.00
Site Managers		-	-	-	-	-
Meal Site Assistant		-	-	-	-	-
<b>TOTAL POSITIONS</b>		-	-	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>REVENUE SUMMARY:</b>						
Title III C		-	-	-	-	-
Title V		6,989	7,227	-	-	-
Contributions		20	400	400	400	400
Miscellaneous		-	-	-	-	-
CDBG		-	-	-	-	-
Project Income		87,687	89,009	91,000	91,679	91,679
Supplemental Grants		-	-	-	-	-
Admin Revenue Allocation		107,328	161,477	184,107	168,424	168,424
<b>SUB-TOTAL REVENUES</b>		<b>\$202,024</b>	<b>\$258,113</b>	<b>\$275,507</b>	<b>\$260,503</b>	<b>\$260,503</b>
Scott County Contribution		18,297	18,297	18,297	18,297	18,297
<b>TOTAL REVENUES</b>		<b>\$220,321</b>	<b>\$276,410</b>	<b>\$293,804</b>	<b>\$278,800</b>	<b>\$278,800</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$348,749	\$329,579	\$347,706	\$361,604	\$361,604
Equipment		-	-	-	-	-
Expenses		391	900	900	900	900
Supplies		29,446	25,061	25,449	30,400	30,400
Occupancy		-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>		<b>\$378,586</b>	<b>\$355,540</b>	<b>\$374,055</b>	<b>\$392,904</b>	<b>\$392,904</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for this program, <u>Leisure Services for Older Persons</u>, are recommended to increase 10.5% over current budgeted levels.</p> <p>The FY13 revenues are recommended to increase 0.9% over the current budgeted levels.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. Title V funds (federal program) will be eliminated.</li> <li>2. Activities and events (St. Patrick's Day Race) continue to be popular for all ages and generate revenue.</li> <li>3.</li> <li>4.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Congregate Meals (39F)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>REVENUE SUMMARY:</b>						
Title III C		7750	7750	9000	9000	9000
CDBG		3131	3300	-	-	-
Scott County Contribution		-	10000	10000	10000	\$10,000
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>10,881</b>	<b>\$21,050</b>	<b>\$ 19,000</b>	<b>\$19,000</b>	<b>\$19,000</b>
<b>APPROPRIATION SUMMARY:</b>						
Personnel Services		28,042	27278	26632	26632	\$26,632
Supplies		2000	2400	2000	2000	\$2,000
<b>TOTAL APPROPRIATIONS</b>		<b>\$30,042</b>	<b>\$29,678</b>	<b>\$28,632</b>	<b>\$28,632</b>	<b>\$28,632</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for this program, <u>Congregate Meals</u>, are recommended to decrease by 3.5% from the current budgeted levels.</p> <p>The FY13 revenues are recommended to decrease by 9.7% from the current budgeted levels. This program is greatly impacted by CDBG funds. The agency is not expecting any CDBG funds for this program in FY13.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. CDBG funds cut/eliminated.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						

**Center for Alcohol & Drug Services, Inc. (CADS)**

Director: Joe Cowley, phone: 563-322-2667, Website: [www.cads-ia.com](http://www.cads-ia.com)



**MISSION STATEMENT:** The Center for Alcohol & Drug Services, Inc. is a non-profit organization established to provide quality substance abuse education, prevention, assessment, treatment, and referral services.

<b>ACTIVITY/SERVICE:</b> Detoxification, Evaluation & Treatment		<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b> Core Service		<b>RESIDENTS SERVED:</b> 975		
<b>BOARD PROJECTED:</b> Choose One		<b>FUND:</b> Choose One	<b>BUDGET:</b>	295432
<b>OUTPUTS</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
Number of admissions to the detoxification unit.	953	975	975	

**PROGRAM DESCRIPTION:**

The Center for Alcohol & Drug Services, Inc. will provide social (non-medical) detoxification services, evaluations, and treatment services at our Country Oaks residential facility.

<b>PERFORMANCE MEASURE</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Clients will successfully complete detoxification.	Clients who enter detoxification will successfully complete that process and not discharge against advice.	85%	90%	90%	
Clients will successfully complete detoxification.	Clients who complete detoxification will transition to a lower level of care.	46%	40%	40%	

<b>ACTIVITY/SERVICE:</b> Criminal Justice Program		<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b> Semi-Core Service		<b>RESIDENTS SERVED:</b> 225		
<b>BOARD PROJECTED:</b> Choose One		<b>FUND:</b> Choose One	<b>BUDGET:</b>	352,889
<b>OUTPUTS</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
Number of criminal justice clients provided case management.	350	225	225	
Number of Clients admitted to the Jail Based Treatment	194	114	114	
Number of Scott County Jail inmates referred to Country Oaks.	38	48	48	

**PROGRAM DESCRIPTION:**

The CENTER will provide services for criminal justice clients referred from the Scott County Jail, the Courts, or other alternative programs in the Jail Based Treatment Program and/or in any of the CENTER'S continuum of care (residential, half way house, outpatient, or continuing care).

PERFORMANCE MEASURE		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Case management will improve the retention of high risk criminal justice clients in treatment.	An average of eight case management contacts will be provided to the 225 high risk criminal justice clients.	10	8	8	
Case management will improve the retention of high risk criminal justice clients in treatment.	Clients will stay engaged in treatment for at least 125 days.	159	125	125	
Offenders who complete the in-jail portion of the program and return to the community will continue with services at CADS.	Clients will remain involved with treatment services for at least 30 days after release from jail.	82%	90%	90%	
Offenders who complete the in-jail portion of the program and return to the community will continue with services at CADS.	Clients will successfully complete all phases of the Jail Based Treatment Program.	44%	45%	45%	
Inmates referred from the Scott County jail will successfully complete treatment.	Scott County Jail inmates referred to residential, half way house, outpatient, or continuing care will successfully complete that program.	95%	90%	90%	

<b>ACTIVITY/SERVICE:</b> Prevention		<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b> Service Enhancement		<b>RESIDENTS SERVED:</b> 1500		
<b>BOARD PROJECTED:</b> Choose One		<b>FUND:</b> Choose One	<b>BUDGET:</b>	40000
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED
Number of Scott County Residents receiving indicated or selective population services		2115	1500	1500

**PROGRAM DESCRIPTION:**

CADS will conduct substance abuse prevention and awareness programs focused on educational and informational opportunities for those at risk (selective population) and persons exhibiting the early stages of use or related problem behavior.

PERFORMANCE MEASURE		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Indicated and selective populations receiving prevention services will gain skills and education related to substance abuse issues.	Scott County residents receiving programming will report an increase of substance abuse knowledge or life skills in dealing with substance use issues.	87%	85%	85%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Outpatient Services (38A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>TOTAL POSITIONS</b>		<b>39.24</b>	<b>45.24</b>	<b>45.24</b>	<b>45.24</b>	<b>45.24</b>
<b>REVENUE SUMMARY:</b>						
I.D.S.A. Treatment	\$ 1,183,237	\$ 1,160,654	\$ 1,140,371	\$ 1,140,371	\$	-
I.D.S.A. Prevention	192,316	210,762	157,143	157,143		-
United Way	23,458	24,508	23,346	23,346		-
Client Fees	158,563	161,302	162,677	162,677		-
Insurance Payments	322,080	269,091	322,910	322,910		-
Interest	83,507	10,946	11,502	11,502		-
Seventh Judicial District	120,303	136,059	123,178	123,178		-
Contributions	8,493	8,500	8,550	8,550		-
Scott County Jail	-	-	-	-		-
Local Schools	44,290	49,290	44,290	44,290		-
U S Fed Probation	126,921	109,690	139,690	189,690		-
Contractual Fees/Payment	121,784	82,878	120,105	120,105		-
Case Manger	-	-	-	-		-
<b>SUB-TOTAL REVENUES</b>	<b>\$2,384,952</b>	<b>\$2,223,680</b>	<b>\$2,253,762</b>	<b>\$2,303,762</b>		<b>\$0</b>
Scott County Contribution	30,000	30,000	30,000	30,000		
IDPH Substance Abuse Funds	10,000	10,000	10,000	10,000		
Scott County Jail	7,935	2,400	2,400	2,400		
Case Manager	98,000	98,000	98,000	98,000		
<b>TOTAL COUNTY CONTRIBUTION</b>	<b>145,935</b>	<b>140,400</b>	<b>140,400</b>	<b>140,400</b>		<b>\$0</b>
<b>TOTAL REVENUES</b>	<b>\$2,530,887</b>	<b>\$2,364,080</b>	<b>\$2,394,162</b>	<b>\$2,444,162</b>		<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services	\$ 1,518,762	\$ 1,548,192	\$ 1,604,383	\$ 1,604,383	\$ 1,548,192	
Equipment	31,068	7,603	14,761	14,761	7,603	
Expenses	301,910	278,848	311,551	311,551	278,848	
Supplies	45,757	26,868	34,633	34,633	26,868	
Occupancy	73,840	57,322	47,747	47,747	57,322	
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,971,337</b>	<b>\$1,918,833</b>	<b>\$2,013,075</b>	<b>\$2,013,075</b>	<b>\$1,918,833</b>	
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase/decrease <u>  0  </u> % under current budgeted levels						
FY13 revenues are recommended to increase/decrease <u>  0  </u> % under current budgeted levels						
List issues for FY12 budget:						
1. Federal funding continues to decrease for treatment programs						
2. Search for grant funding necessary to offset federal decreases.						
List capital, personnel and vehicle changes:						
1). Increase in number of case managers						
2). Decrease in number of group counselors						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Residential Services (38B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
TOTAL POSITIONS		39.17	36.17	36.17	36.17	36.17
REVENUE SUMMARY:						
I.D.S.A. Treatment	\$	888,481	\$ 888,480	\$ 880,511	\$ 880,511	\$ -
United Way		17,923	17,400	17,837	17,837	-
Client Fees		84,714	68,018	74,107	74,107	-
Insurance Payments		436,025	329,483	475,249	521,562	-
Interest		88,842	12,061	12,573	12,573	-
Contributions		8,712	9,200	9,300	9,300	-
County Commitments		43,666	41,700	44,700	44,700	-
Scott County Jail		-	-	-	-	-
Contractual Fees		15,743	13,826	33,723	33,723	-
SUB-TOTAL REVENUES		\$1,584,106	\$1,380,168	\$1,548,000	\$1,594,313	\$0
Scott County Contribution		295,432	295,432	295,432	295,432	
Scott County Jail		92,065	97,600	97,600	97,600	
TOTAL REVENUES		\$1,879,538	\$1,675,600	\$1,843,432	\$1,889,745	\$0
APPROPRIATION SUMMARY:						
Personal Services	\$	1,539,286	\$ 1,564,809	\$ 1,640,356	\$ 1,640,356	\$ -
Equipment		24,908	7,665	13,967	13,967	-
Expenses		283,134	269,206	297,577	297,577	-
Supplies		155,116	180,493	157,535	157,535	-
Occupancy		94,832	92,003	91,172	91,172	-
TOTAL APPROPRIATIONS		\$2,097,276	\$2,114,176	\$2,200,607	\$2,200,607	\$0
ANALYSIS						
FY13 non-salary costs for this program are recommended to increase/decrease <u>0</u> % under current budgeted levels						
FY13 revenues are recommended to increase/decrease <u>0</u> % under current budgeted levels						
List issues for FY12 budget:						
1. Federal funding continues to decrease for treatment programs						
2. Search for grant funding necessary to offset federal decreases.						
List capital, personnel and vehicle changes:						
1). Increase in number of case managers						
2). Decrease in number of group counselors						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Jail Based Assessment and Treatment (38C)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Counselors		5.00	5.00	5.00	5.00	5.00
Program Managers		0.50	0.50	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>		<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>
<b>REVENUE SUMMARY:</b>						
IDSA Treatment	\$	-	\$	-	\$	-
Scott County Jail Based Project		148,052	148,950	96,313	-	-
Interest		12,684	1,672	1,836	1,836	-
7th Judicial		-	-	-	-	-
Contributions		1,095	1,300	1,375	1,375	-
Contractual Fees		1,120	1,456	2,314	2,314	-
<b>SUB-TOTAL REVENUES</b>	<b>\$</b>	<b>162,951</b>	<b>\$ 153,378</b>	<b>\$ 101,838</b>	<b>\$ 5,525</b>	<b>\$ -</b>
Scott County Contribution		136,886	154,899	101,838	5,525	
<b>TOTAL REVENUES</b>		<b>\$299,837</b>	<b>\$308,277</b>	<b>\$203,676</b>	<b>\$11,050</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services	\$	254,202	\$ 289,440	\$ 264,395	\$ 264,395	\$ -
Equipment		1,045	517	560	560	-
Expenses		27,318	20,630	23,830	23,830	-
Supplies		3,322	3,960	3,043	3,043	-
Occupancy		1,601	1,400	1,344	1,344	-
<b>TOTAL APPROPRIATIONS</b>		<b>\$287,488</b>	<b>\$315,947</b>	<b>\$293,172</b>	<b>\$293,172</b>	<b>\$0</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase/decrease <u>0</u> % under current budgeted levels						
FY13 revenues are recommended to increase/decrease <u>0</u> % under current budgeted levels						
List issues for FY12 budget:						
1. Federal funding continues to decrease for treatment programs						
2. Search for grant funding necessary to offset federal decreases.						
List capital, personnel and vehicle changes:						
1). Increase in number of case managers						
2). Decrease in number of group counselors						



## Community Health Care

Director: Tom Bowman, Phone: 336-3000, website: www.davchc.com



**MISSION STATEMENT:** Community Health Care serves the Quad Cities with quality health care for all people in need.

ACTIVITY/SERVICE:	Medical/Lab/X-Ray	DEPARTMENT:			
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			142
BOARD GOAL:	Health Safe Community	FUND:	Choose One	BUDGET:	\$302,067
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Cost of Medical Services		49,791	92,510	92,510	
Cost of Dental Services		450	6,481	6,481	
Cost of Pharmacy services		193,428	452,811	452,811	
Cost of Lab Services		12,950	37,870	37,870	
Cost of X-Ray services		4,068	10,723	10,723	

### PROGRAM DESCRIPTION:

CHC provides comprehensive primary health care for community service clients by offering medical, dental, lab, x-ray, pharmacy and mental health services

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Establish CHC as the medical and dental home for Community Services patients.	Completed audit of a percentage of Community Service patients that established CHC as Medical/Dental home.	88%	75%	75%	
Community Service patients will be scheduled on the same or next business day from when they presented to CHC (for acute appointments only)	Completed audit for appointment timeline.	93%	80%	80%	
Every Community Service Pharmacy Patient will receive counseling and education for new prescriptions, from pharmacist, about the prescription and its proper	Audited completed	100%	100%	100%	

ACTIVITY/SERVICE:	Sliding Fee Scale	DEPARTMENT:			
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:			37865
BOARD GOAL:	Health Safe Community	FUND:	Choose One	BUDGET:	\$52,946
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of Medical Encounters for clinic		106,844	97,075	97,075	
Number of Dental Encounters for clinic		25,035	22,925	22,925	

**PROGRAM DESCRIPTION:**

CHC provides comprehensive primary health care for the Quad City Population in need on a sliding fee scale basis.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
100% of Community Services Patients will be offered to complete the income verification process to see if they qualify for other programs.	Audit completed	100%	100%	100%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Health Serv-Comm Services (40B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
TOTAL POSITIONS		7.60	7.93	7.93	7.93	7.93
REVENUE SUMMARY:						
Scott County Contribution		\$302,067	\$302,067	\$302,067	\$302,067	\$302,067
TOTAL REVENUE		\$302,067	\$302,067	\$302,067	\$302,067	\$302,067
APPROPRIATION SUMMARY:						
Personal Services		\$265,179	\$187,682	\$187,682	\$187,682	\$187,682
Expenses		34,154	43,070	43,070	43,070	43,070
Supplies		193,428	432,817	432,817	432,817	432,817
TOTAL APPROPRIATIONS		\$492,761	\$663,569	\$663,569	\$663,569	\$663,569
ANALYSIS						
<p>The FY13 non-salary costs for this program, <u>Health Services Community Services</u>, are recommended to remain flat compared to the current budgeted levels.</p> <p>The FY13 revenues are recommended to increase slightly, 0.2%, compared to the current budgeted levels.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. Increasing number of patients unable to pay the reduced fees. In 2011, CHC saw an increase of \$700,000 in owed fees compared to 2010.</li> <li>2. Continued implementation of EHR has reduced productivity, thus revenue temporarily.</li> <li>3. Physician shortage- working to develop a program with Genesis to share costs of recruiting.</li> <li>4. Continue to see high volume of patients referred from Scott County Community Services.</li> <li>5. Iowa State payments for dental patients may be reduced in 2013 as the state is wanting to bundle services.</li> <li>6. Working with Robert Young Mental Health Center to bring some behavioral health services in house. Also working on hospital diversion program. The agency needs to develop a collaborative relationship with Vera French CMHC.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Health Serv-Other (40C)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
<b>TOTAL POSITIONS</b>		<b>245.15</b>	<b>233.06</b>	<b>233.06</b>	<b>233.06</b>	<b>233.06</b>
Iowa State Dept Health/Child Health		\$30,294	\$30,294	\$33,798	\$33,798	\$33,798
HHS-UHI		3,295,792	3,240,000	3,240,000	3,240,000	3,240,000
Patient Fees		15,009,276	15,046,600	15,046,600	15,046,600	15,046,600
HHS-Homeless		216,194	216,194	216,194	216,194	216,194
Other		1,220,939	850,566	850,566	850,566	850,566
<b>SUB-TOTAL REVENUES</b>		<b>\$19,772,495</b>	<b>\$19,383,654</b>	<b>\$19,387,158</b>	<b>\$19,387,158</b>	<b>\$19,387,158</b>
Scott County Contribution		52,946	52,946	52,946	52,946	52,946
<b>TOTAL REVENUE</b>		<b>\$19,825,441</b>	<b>\$19,436,600</b>	<b>\$19,440,104</b>	<b>\$19,440,104</b>	<b>\$19,440,104</b>
APPROPRIATION SUMMARY:						
Personal Services		\$13,262,473	\$13,109,596	\$13,109,596	\$13,109,596	\$13,109,596
Expenses		4,237,316	2,740,659	2,740,659	2,740,659	2,740,659
Supplies		1,839,364	2,061,657	2,061,656	2,061,656	2,061,656
Occupancy		713,833	760,862	760,862	760,862	760,862
<b>TOTAL APPROPRIATIONS</b>		<b>\$20,052,986</b>	<b>\$18,672,774</b>	<b>\$18,672,773</b>	<b>\$18,672,773</b>	<b>\$18,672,773</b>
ANALYSIS						
<p>The FY13 non-salary costs for this program, <u>Health Services</u>, are recommended to remain flat compared to the current budgeted levels.</p> <p>The FY13 revenues are recommended to remain flat compared to the current budgeted levels. The State of Illinois owes CHC over \$700,000 in Medicaid reimbursements. Medicaid revenue is 53% of the overall revenue for CHC.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. Increasing number of patients unable to pay the reduced fees. In 2011, CHC saw an increase of \$700,000 in owed fees compared to 2010 (tripled in one year).</li> <li>2. Continued implementation of EHR has reduced productivity, thus revenue temporarily.</li> <li>3. Physician shortage- working to develop a program with Genesis to share costs of recruiting.</li> <li>4. Illinois Medicaid payments continue to be an issue resulting in cash flow issue.</li> <li>5. State funding for Tobacco Cessation services has been eliminated thus the agency will no longer be able to bill for those.</li> <li>6. Iowa State payments for dental patients may be reduced in 2013 as the state is wanting to bundle services.</li> <li>7. Working with Robert Young Mental Health Center to bring some behavioral health services in house. Also working on hospital diversion program. The agency needs to develop collaborative relationships with Vera French CMHC.</li> </ol>						

**Durant Ambulance**President: Kim Lopez, website: [www.durantambulance.com](http://www.durantambulance.com), phone 563-785-4540

**MISSION STATEMENT:** The mission of the Durant Ambulance Service is to provide high quality, high value Emergency Medical Services and Health Care Transportation to our areas of service in Cedar, Muscatine and Scott County.

ACTIVITY/SERVICE:	Durant Ambulance	DEPARTMENT:			
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED: 3000			
BOARD PROJECTED:	Choose One	FUND:	Choose One	BUDGET:	\$20,000
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL

**PROGRAM DESCRIPTION:**

Emergency medical treatment and transport

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Responded to 158 out of 159 calls	Respond to all 911 requests in our area	99%	Respond to 100% of calls for service	99%	
Responded within 15 minutes to 97% of 911 calls	Respond within 15 minutes to 90% of the 911 requests in our area.	89%	Respond within 15 minutes to 90% of 911 requests for service	90%	

ACTIVITY/SERVICE:	Durant Ambulance	DEPARTMENT:			
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:	3000		
BOARD PROJECTED:	Choose One	FUND:	Choose One	BUDGET:	\$20,000
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
BUSINESS TYPE:		RESIDENTS SERVED:			
BUDGET:		FUND:			

**PROGRAM DESCRIPTION:**

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Respond to all 911 requests in our area		Responded to 565 of 567 calls-- 99.6%	Respond to all 911 requests for service in our area		
Respond within 15 mintues to 90% of the 911 requests in our area		Responded within 15 mintues to 88% of calls	Respond within 15 minutes to 90% of calls for service		

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Emergency Care & Transfer (42A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Volunteers		18.00	18.00	18.00	18.00	
<b>TOTAL POSITIONS</b>		<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	
<b>REVENUE SUMMARY:</b>						
Political Subdivision Contracts		12,514	14,000	14,000	15,000	
Services		209,355	205,000	205,000	212,000	
Contributions		14,014	10,000	10,000	10,000	
Other		(24,868)	(11,700)	(15,700)	(15,700)	
<b>SUB-TOTAL REVENUES</b>		<b>\$211,015</b>	<b>\$217,300</b>	<b>\$213,300</b>	<b>\$221,300</b>	
Scott County Contribution		20,000	20,000	20,000	20,000	20,000
<b>TOTAL REVENUES</b>		<b>\$231,015</b>	<b>\$237,300</b>	<b>\$233,300</b>	<b>\$241,300</b>	
<b>APPROPRIATION SUMMARY:</b>						
Equipment	\$	90,468	\$ 1,500	\$ 2,000	\$ 2,000	
Expenses		236,658	214,600	228,700	228,700	
Supplies		18,458	17,700	20,000	20,000	
Occupancy		7,227	7,500	7,500	7,500	
<b>TOTAL APPROPRIATIONS</b>		<b>\$352,811</b>	<b>\$241,300</b>	<b>\$258,200</b>	<b>\$258,200</b>	
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase/decrease <u>  0  </u> % under current budgeted levels.						
FY13 revenues are recommended to increase/decrease <u>  0  </u> % over current budgeted amounts for this program.						
List issues for FY13 budget:						
1. Volume of calls remains steady at previous years' levels.						
2. Issues with reliability of equipment increasing maintenance costs						
3. Training costs are increasing with passage of law requiring national certification for Iowa license						
List capital, personnel and vehicle changes:						
1. none						

**EMA**Ross Bergen, 563-344-4054, [www.iascema.com](http://www.iascema.com)

**MISSION STATEMENT:** The Scott County Emergency Management Agency exists under Iowa Code 29C for the purposes of county-wide preparedness, mitigation, response, recovery, detection, protection and prevention of natural or man-made disasters.

ACTIVITY/SERVICE:	Emergency Planning	DEPARTMENT:		68A	
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:		county-wide	
BOARD GOAL:	Service with PRIDE	FUND:	80 EMA	BUDGET:	30%
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Revise multihazard plan to reflect ESF format		20%	20%	20%	
Update Radiological Emergency Response Plans		100%	100%	100%	
Update QCSACP ( Mississippi Response) annually		100%	100%	100%	
Achieve county-wide mitigation plan		NA	100%	complete	

**PROGRAM DESCRIPTION:**

IAW Iowa Code 29C.9(6) Emergency planning means the annual maintenance of: the Scott County Multi-Hazard Emergency Operations Plan; Scott County Radiological Emergency Response Plans, and; the Quad Cities Sub-Area Contingency Plan for incidents on the Mississippi River

<b>PERFORMANCE MEASUREMENT</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>			
5 year project. Re-write emergency plan to reflect 15 emergency support functions	Achieving the desired outcome ensures coordinated response and recovery operations for any hazard event in Scott County	20%	20%	20%
Annual update of Scott County Off-Site Radiological Emergency Response Plan (risk county Exelon)	Achieving the desired outcome ensures coordinated response operations and safety for Scott County citizens	100%	100%	100%
Annual update of Scott County Off-Site Radiological Emergency Response Plan (host county DAEC)	Achieving the desired outcome ensures coordinated response operations to support evacuees from Linn County	100%	100%	100%
Mitigation Planning	Assist County in producing a mitigation plan that is accepted by FEMA Plan completed pending local, state and federal approval	NA	100%	complete and start annual review



<b>ACTIVITY/SERVICE:</b>	Training	<b>DEPARTMENT:</b>	68A	
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	80 EMA	Responders
<b>BOARD GOAL:</b>	Growing County	<b>FUND:</b>		<b>BUDGET:</b> 25%
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
EMA Coordinator Training		100%	100%	100%
Coordinate annual RERP training		100%	100%	100%
Coordinate or provide other training as requested				

**PROGRAM DESCRIPTION:**

Maintenance of dissemination of training and exercise opportunities for Scott County responders

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Meet State required 24 hours of professional development training annually	Meeting the requirement results in maintaining federal funding for this Agency	100%	100%	100%	
Coordinate / provide training for EOC staff and other agencies to support radiological emergency response	Annual documentation of coordination for or providing training required to maintain federal support of this agency.	100%	100%	100%	
Fulfill requests for training from responders, jurisdictions or private partners.	Meeting the needs of local agency / office training is a fundamental service of this agency and supports County wide readiness				

<b>ACTIVITY/SERVICE:</b>	Organizational	<b>DEPARTMENT:</b>	68A	
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	80 EMA	County-wide
<b>BOARD GOAL:</b>	Service with PRIDE	<b>FUND:</b>		<b>BUDGET:</b> 35%
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
grant coordination activities				
information dissemination				
support to responders				
required quarterly reports. State and county		100%	100	

**PROGRAM DESCRIPTION:**

This program is what keeps this office functioning in order to provide a base to support training, exercise, planning, and, mitigation requirements for Scott County.

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
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OUTCOME:	EFFECTIVENESS:				
This program includes information dissemination made through this agency to public and private partners meetings.					
This agency has also provided support to fire and law enforcement personnel via EMA volunteer's use of our mobile response vehicles.					

<b>ACTIVITY/SERVICE:</b>	Exercises	<b>DEPARTMENT:</b>	68A		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	County-wide		
<b>BOARD GOAL:</b>	Growing County	<b>FUND:</b>	Choose One	<b>BUDGET:</b>	10%
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
RERP		100%	100%		
5 year HSEMD exercise program completion		100%	100%		

**PROGRAM DESCRIPTION:**

This program includes exercise participation undertaken by the Scott County Emergency Management Agency and/or public/private response partners to meet the State 5 year plan, as well as active participation in the FEMA radiological exercise program

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
OUTCOME:	EFFECTIVENESS:				
RERP evaluated or training exercises results completed without a deficiency noted	Trains all EOC and off-site agencies in the correct response to a radiological incident.	100%	100%	100%	
5 year exercise program requires a minimum of two tabletop or one functional exercise per year.	Requirement helps drive multi-agency planning for exercise PROJECTEDs, resulting in realistic outcomes for each agency / department	100%	100%	100%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Emergency Preparedness (68A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Director		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$17,666	\$0	\$39,000	\$39,000	
Miscellaneous		51,174	32,000	48,500	48,500	
<b>SUB-TOTAL REVENUES</b>		<b>\$68,840</b>	<b>\$32,000</b>	<b>\$87,500</b>	<b>\$87,500</b>	
Scott County Contribution		38,000	38,000	38,000	38,000	\$38,000
<b>TOTAL REVENUES</b>		<b>\$106,840</b>	<b>\$70,000</b>	<b>\$125,500</b>	<b>\$125,500</b>	
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$88,382	\$0	\$88,356	\$92,591	
Equipment		32,023	-	4,500	4,500	
Expenses		11,931	-	17,900	18,900	
Supplies		3,445	-	7,050	7,350	
<b>TOTAL APPROPRIATIONS</b>		<b>\$135,781</b>	<b>\$0</b>	<b>\$117,806</b>	<b>\$123,341</b>	
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to remain the same as FY2012.						
FY13 revenues are recommended to remain the same as FY2012.						
List issues for FY13 budget:						
1. No significant budget issues.						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. No significant changes.						
2.						
3.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Scott Emergency Communication Center (68C)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
805-A SECC Director		1.00	1.00	1.00	1.00	1.00
505-A Deputy Director		1.00	1.00	1.00	1.00	1.00
332-A Technical Support Coordinator		1.00	1.00	1.00	1.00	2.00
Administrative Assistant		1.00	1.00	1.00	1.00	1.00
Training/Quality Manager		1.00	1.00	1.00	1.00	1.00
Shift Supervisor		6.00	6.00	6.00	6.00	6.00
Dispatchers		42.00	42.00	42.00	42.00	42.00
Warrant Clerk		2.00	2.00	2.00	2.00	2.00
Part-time		2.50	2.50	2.50	2.50	2.50
<b>TOTAL POSITIONS</b>		<b>57.50</b>	<b>57.50</b>	<b>57.50</b>	<b>57.50</b>	<b>58.50</b>
<b>REVENUE SUMMARY:</b>						
Intergovernmental		\$7,604,353	\$7,188,881	\$7,249,942	\$7,354,839	\$7,303,080
Use of Money and Propety		\$19,424				
Bond Sale Proceeds		-	-	1,500,000	-	0
Miscellaneous		21,925				
<b>SUB-TOTAL REVENUES</b>		<b>\$7,645,702</b>	<b>\$7,188,881</b>	<b>\$8,749,942</b>	<b>\$7,354,839</b>	<b>\$7,303,080</b>
<b>TOTAL REVENUES</b>		<b>\$7,645,702</b>	<b>\$7,188,881</b>	<b>\$8,749,942</b>	<b>\$7,354,839</b>	
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$3,499,242	\$4,305,207	\$4,310,206	\$4,487,974	4,487,974
Equipment		1,352	-	-	-	-
Capital Improvements		5,732,027	-	1,561,061	-	-
Expenses		1,458,433	2,175,018	2,170,018	2,156,246	2,156,246
Supplies		27,562	43,695	43,695	40,995	40,995
Debt Service		654,512	664,962	664,962	669,624	669,624
<b>TOTAL APPROPRIATIONS</b>		<b>\$11,373,128</b>	<b>\$7,188,882</b>	<b>\$8,749,942</b>	<b>\$7,354,839</b>	<b>\$7,354,839</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to decrease by .6%.						
FY13 revenues are recommended to increase by 1.6%.						
List issues for FY13 budget:						
1. N/A						
2.						
3.						
4.						
List capital, personnel and vehicle changes:						
1. One more FTE - Technical Support Coordinator						
2.						
3.						

## Handicapped Development Center

Director: Michael McAleer, Phone: 563-391-4834 Website: [handicappeddevelopment.org](http://handicappeddevelopment.org)



**MISSION STATEMENT:** The Handicapped Development Center is a non-profit organization whose purpose is to plan, establish, and operate programs which provide opportunities and assistance to persons with disabilities in and around Scott County, Iowa

ACTIVITY/SERVICE:	Supported Community Living	DEPARTMENT:	CRS		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:		175	
BOARD PROJECTED:	Health Safe Community	FUND:	10 MHDD	BUDGET:	
OUTPUTS		2010-11	2011-2012	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Participant Days (Medicaid Service)			31,000	32,500	
Participant Hours (Medicaid Service)			16000	13000	
Individuals receiving 100% county funding			1	1	
Individuals living in the community			175	182	

### PROGRAM DESCRIPTION:

Services enable people with intellectual disabilities to live safely in the community, per Code 222 and 331.439. Provides supervision/instruction in daily living skills, medication management, health/safety/hygiene skills, and transportation in group homes, rented apartments/homes and individuals' family homes. County pays non-federal share of Medicaid services, Iowa Code 249A.12 and 249A.26.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Maintain current living situation / level of services	90% of individuals will maintain current living situation/level of services.		90%	90%	

ACTIVITY/SERVICE:	Sheltered Workshop	DEPARTMENT:	ES		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:		115	
BOARD PROJECTED:	Health Safe Community	FUND:	10 MHDD	BUDGET:	
OUTPUTS		2010-11 ACTUAL	2011-2012 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of Persons Served (ulitizing 100% county funds)			46	50	
Total Number of Persons Served in Sheltered Workshop			115	115	

### PROGRAM DESCRIPTION:

Work program which provides staff supervision/supports to adults with disabilities to learn work skills, habits and behaviors to achieve highest level of employment. Work provides wages, dignity, and self-sufficiency. Net subcontract income supports program (\$170,000 to \$370,000). Service enables individuals to work and gives supervision at low cost. Funds insufficient for full year.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Wages paid	A minimum of \$200,000 wages earned		\$200,000	\$200,000	
Revenue generated	A minimum of \$180,000 net subcontract revenue generated		180,000	250,000	
Subcontract work	The total number of different subcontract jobs in the sheltered workshop		560	560	

<b>ACTIVITY/SERVICE:</b>	HCBS Pre-Vocational/DayHab	<b>DEPARTMENT:</b>	ES		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>		138	
<b>BOARD PROJECTED:</b>	Health Safe Community	<b>FUND:</b>	10 MHDD	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-2012 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of individuals served under HCBS PreVoc/DayHab program			138	148	

**PROGRAM DESCRIPTION:**

A day program which provides staff supervision and supports up to 8 hours daily to adults with disabilities to learn work skills, habits and behavior as well as social, recreational and independent living skills that allows them to integrate successfully into their home and community. Supervision is more cost effective than alternatives. County pays non-federal share of the Medicaid per Iowa Code 249A.12 and 249A.26.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Individuals will achieve a minimum of one PROJECTED per annual meeting	75% of Individuals will achieve a minimum of one PROJECTED per annual meeting.		75%	75%	

<b>ACTIVITY/SERVICE:</b>	Community Employment Svc	<b>DEPARTMENT:</b>	ES		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>		30	
<b>BOARD PROJECTED:</b>	Health Safe Community	<b>FUND:</b>	10 MHDD	<b>BUDGET:</b>	
OUTPUTS		2010-11 ACTUAL	2011-2012 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of Persons Served with 100% county funds			1	1	
Number of Persons Served in Community, not workshop (utilizing various funding sources)20				15	

**PROGRAM DESCRIPTION:**

Staff assistance and supports are provided to adults with disabilities to develop, obtain and maintain community employment while decreasing their dependence on government supports and subsidies and their need for more costly services. County pays non-federal share of Medicaid per Iowa Code 249A.12 and 249A.26.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Jobs in the community obtained	3 individuals obtain jobs		3	3	
Jobs maintained in the community	30 individuals will keep jobs annually		30	30	

ACTIVITY/SERVICE:	Personal Independence Svcs	DEPARTMENT:	PI		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	96		
BOARD PROJECTED:	Health Safe Community	FUND:	10 MHDD	BUDGET:	
OUTPUTS		2010-11	2011-2012	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Total number of Persons Served in PI (Medicaid program)			96	102	

**PROGRAM DESCRIPTION:**

Personal Independence Services supports individuals with severe/multiple disabilities to function as independently as possible in all life areas. Classes include personal care, community integration, and daily living skills. Provides cost effective supervision, services and transportation during an eight hour day. Nursing, physical therapy and other specialized services are available to participants as needed. County pays non-federal share of this Medicaid service Iowa Code 249A 12 and 249A 26

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Individuals served will remain in their current level of care, including the family home.	80% of individuals will remain in current level of care, including the family home.		80%	80%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Residential Program (43A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
TOTAL POSITIONS		125.95	125.95	132.08	134.08	134.08
REVENUE SUMMARY:						
Client Receipts		344,485	332,300	332,300	332,300	332,300
County Paid State Cases		5,707	28,000	-	-	-
Other/Salvage/Food Service		24,960	43,700	28,500	28,500	28,500
H.U.D.		2,886	2,700	2,800	2,800	2,800
HCBS (T19)		3,076,534	2,887,372	2,910,570	2,950,685	2,950,685
Iowa-HCBS Match		57,043	53,600	69,000	70,000	70,000
SUB-TOTAL REVENUES		\$3,511,615	\$3,347,672	\$3,343,170	\$3,384,285	\$3,384,285
Scott County Contribution		51,513	34,530	34,530	34,530	34,530
Title XIX Matching Funds		1,464,749	1,669,234	1,814,649	1,888,597	1,888,597
TOTAL COUNTY CONTRIBUTION		1,516,262	1,703,764	1,849,179	1,923,127	1,923,127
TOTAL REVENUES		\$5,027,877	\$5,051,436	\$5,192,349	\$5,307,412	\$5,307,412
APPROPRIATION SUMMARY:						
Personal Services		\$ 4,600,627	\$ 4,713,243	\$ 4,879,435	\$ 4,958,910	\$ 4,958,910
Equipment		18,594	20,131	24,243	24,243	24,243
Expenses		106,037	128,376	145,186	153,587	153,587
Supplies		89,300	96,860	97,200	96,015	96,015
Occupancy		92,580	92,826	99,701	100,308	100,308
TOTAL APPROPRIATIONS		\$4,907,138	\$5,051,436	\$5,245,765	\$5,333,063	\$5,333,063
ANALYSIS						
<p>The FY13 non-salary costs for the <u>total agency-HDC</u> are recommended to increase 6.2% over the current budgeted levels. The agency is increasing staff to address the need for increased services/elimination of the waiting list and additional enclave jobs/contracts. The FY13 non-salary costs for the program, <u>Residential Services</u>, are recommended to increase 5.6% over the current budgeted levels.</p> <p>The FY13 revenues for the total agency are recommended to increase 7.5% over the current budgeted level (all HCBS Title 19/ Medicaid match funds). The FY13 revenues for the Residential Services Program are recommended to increase 5.6% over the current budgeted level. The Scott County contribution remains flat from FY12 to FY13.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. MH Redesign impacts.</li> <li>2. FMAP/Title 19/Medicaid Match costs increasing.</li> <li>3. Future of MH/DD funding.</li> <li>4. Due to the elimination of the waiting list, additional consumers are receiving services.</li> <li>5. United Way funding cuts expected due to restructuring.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Employment Services (43B) NET		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
TOTAL POSITIONS		44.03	44.03	44.16	44.16	44.16
REVENUE SUMMARY:						
United Way	\$	26,600	\$ 60,462	\$ 25,339	\$ 25,339	\$ 25,339
Subcontract Sales		414,837	280,000	250,000	250,000	250,000
County-Paid State Cases		29,568	25,000	25,435	16,862	16,862
IVRS		5,112	8,000	5,000	5,000	5,000
Other/Salvage/Food Service		113,948	84,100	115,000	115,000	115,000
Habilitation		90,373	97,520	78,077	77,298	77,298
Dayhab		1,001,210	794,091	876,834	907,385	907,385
HCBS (T19)		6,681	5,600	15,173	23,746	23,746
SUB-TOTAL REVENUES		\$1,688,329	\$1,354,773	\$1,390,858	\$1,420,630	\$1,420,630
Scott County Contribution		212,443	194,899	194,899	197,832	194,832
Habilitation Matching Funds		45,265	58,188	50,530	51,309	51,309
Title XIX/Dayhab-Trans Match		473,764	473,818	552,292	578,556	578,556
TOTAL COUNTY CONTRIBUTION		731,472	726,905	797,721	827,697	824,697
TOTAL REVENUES		\$2,419,801	\$2,081,678	\$2,188,579	\$2,248,327	\$2,245,327
APPROPRIATION SUMMARY:						
Personal Services	\$	1,638,953	\$ 1,649,836	\$ 1,724,609	\$ 1,773,130	\$ 1,773,130
Equipment		28,965	45,042	41,176	41,576	41,576
Expenses		197,849	209,902	242,363	252,183	252,183
Supplies		50,352	64,020	63,815	63,930	63,930
Occupancy		122,056	130,046	133,784	134,676	134,676
TOTAL APPROPRIATIONS		\$2,038,175	\$2,098,846	\$2,205,747	\$2,265,495	\$2,265,495
ANALYSIS						
The FY13 non-salary costs for this program, <u>Employment Services</u> , are recommended to increase 7.9% over the current budgeted levels.						
The FY13 revenues are recommended to increase 8.3% over the current budgeted levels, largely due to increasing Title 19/Medicaid revenue (22% increase). The Scott County contribution remains flat from FY12 to FY13.						
List issues for FY13 budget:						
1. MH Redesign impacts.						
2. FMAP/Title 19/Medicaid Match costs increasing.						
3. Future of MH/DD funding.						
4. Improving economy, better sub-contract revenue and more supported employment contracts.						
5. United Way funding cuts expected due to restructuring.						
6. Possible changes in Federal law regarding pay in sheltered workshops- could end sheltered workshops.						
7. Cuts in services with a Plan of Reductions for FY13 if MH Redesign is delayed or new money is not allocated for current system.						
List capital, personnel and vehicle changes:						
1. N/A						
2.						
3.						
4.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Personal Independence Service (43C)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
<b>TOTAL POSITIONS</b>		<b>43.49</b>	<b>43.49</b>	<b>44.59</b>	<b>44.59</b>	<b>44.59</b>
<b>REVENUE SUMMARY:</b>						
United Way	\$	35,796	\$ 7,064	\$ 6,729	\$ 6,729	\$ 6,729
County-Paid State Cases		16,152	13,390	24,329	19,066	19,066
Other/Salvage/Food Service		13,220	13,390	8,160	-	-
Title XIX		983,641	1,024,850	1,031,406	1,070,352	1,070,352
Habilitation		10,841	6,773	9,716	9,620	9,620
Dayhab		358,960	343,826	428,613	435,153	435,153
Iowa-HCBS Match		9,560	9,270	22,000	25,000	25,000
<b>SUB-TOTAL REVENUES</b>		<b>\$1,428,170</b>	<b>\$1,418,563</b>	<b>\$1,530,953</b>	<b>\$1,565,920</b>	<b>\$1,565,920</b>
HAB Matching Funds		4,932	4,042	6,288	6,385	6,385
Title XIX Matching Funds		167,863	195,883	255,387	263,846	263,846
<b>TOTAL COUNTY CONTRIBUTION</b>		<b>172,795</b>	<b>199,925</b>	<b>261,675</b>	<b>270,231</b>	<b>270,231</b>
<b>TOTAL REVENUES</b>		<b>\$1,600,965</b>	<b>\$1,618,488</b>	<b>\$1,792,628</b>	<b>\$1,836,151</b>	<b>\$1,836,151</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services	\$	1,280,880	\$ 1,303,716	\$ 1,343,727	\$ 1,376,443	\$ 1,376,443
Equipment		15,311	15,887	22,811	22,911	22,911
Expenses		302,829	311,513	326,393	336,759	336,759
Supplies		15,182	16,020	16,443	16,555	16,555
Occupancy		63,148	83,801	83,254	83,483	83,483
<b>TOTAL APPROPRIATIONS</b>		<b>\$1,677,350</b>	<b>\$1,730,937</b>	<b>\$1,792,628</b>	<b>\$1,836,151</b>	<b>\$1,836,151</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for this program, <u>Personal Independence</u>, are recommended to increase 6.1% over the current budgeted levels.</p> <p>The FY13 revenues are recommended to increase 13.4% over current budgeted levels. This is due to a 34% increase in Title 19/Hab Match/Medicaid match revenue (rate increases). This program is all Medicaid funded; there is no county contribution at all.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. MH Redesign impacts.</li> <li>2. FMAP/Title 19/Medicaid Match costs increasing.</li> <li>3. Future of MH/DD funding.</li> <li>4. Increased participation in the program- at high of 95 consumers, projecting 100 consumers during FY13.</li> <li>5. United Way funding cuts expected due to restructuring.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						

**HUMANE SOCIETY**

Director: Pam Arndt, Phone: 563-388-6655, Website: hssc.us



**MISSION STATEMENT:** The Humane Society of Scott County is committed to providing humane care and treatment for all animals entrusted to us. to care for homeless animals and protect those that are abused and neglected. To educate the communities we serve about spay/neuter and responsible ownership.

ACTIVITY/SERVICE:	Animal bite quarantine and follow-up	DEPARTMENT:	20U		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	640		
BOARD PROJECTED:	Health Safe Community	FUND:	01 General	BUDGET: \$12,478	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Number of bite reports handled		581	580	580	
Number of animals received rabies vaccinations at the clinics		318	325	350	
Number of owned animals involved in bites with current rabies		167	175	175	

**PROGRAM DESCRIPTION:**

Complete the bite reports, assure quarantine of the bite animal and follow up after the quarantine period is over. Issue citations when necessary. Iowa Code Chapter 351

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Bites have follow up.	90% of quarantined animals involved in a bite are followed up within 24 hours of the end of quarantine.	85.00%	90.00%	90.00%	
Reduce the number of animals involved in a bite without a current rabies vaccination.	Increase the number of low cost rabies clinic held at the HSSC by 25%	5 clinics	6 clinics	6 clinics	
Ensure owned cats and dogs involved in bites get current rabies vaccination	Citations issued to 75% of pet owners for non compliance of rabies vaccination.	66.00%	70.00%	70.00%	

<b>ACTIVITY/SERVICE:</b>	Quarantine of Unowned animals at HSSC	<b>DEPARTMENT:</b>	20U		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>	67		
<b>BOARD PROJECTED:</b>	Health Safe Community	<b>FUND:</b>	01 General	<b>BUDGET:</b>	<b>\$4,500</b>
<b>OUTPUTS</b>		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>3 MONTH</b>
		<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>ACTUAL</b>
Number of stray/unowned animals involved in bites		63	65	65	
The number of bites that involve animal vs animal		60	70	70	
The number of bites/exposures that involve bats		10	30	30	

**PROGRAM DESCRIPTION:**

Stray cats and dogs involved in a bite or scratch that breaks the skin are quarantined at the HSSC up to 10 days. Bats involved in bite or human exposure are sent for rabies test.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Protect bite victims from possible rabies infection.	Rabies status is known for 100% of HSSC confined animals.	100.00%	100.00%	100.00%	

ACTIVITY/SERVICE:	Animal Control	DEPARTMENT:	44A		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:	450		
BOARD PROJECTED:	Health Safe Community	FUND:	01 General	BUDGET: \$33,317	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Cost per animal shelter day		\$10.37	\$12.36	\$12.36	
Cost per county call handled		\$40.00	\$40.00	\$40.00	
Total number of animals adopted		19.00%	20.00%	20.00%	
Total number of animals returned to owner		14.00%	15.00%	15.00%	

**PROGRAM DESCRIPTION:**

House stray animals brought in from unincorporated Scott County. Scott County Code, Chapter 34.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Animals will be placed in a home	85% of strays from unincorporated Scott County are returned to their owner within 6 days.	14.00%	15.00%	15.00%	
Animals will be placed in a home	15% of strays from unincorporated Scott County are adopted.	19.00%	20.00%	20.00%	

ACTIVITY/SERVICE:	Animal Control	DEPARTMENT:	20U		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:	162		
BOARD PROJECTED:	Health Safe Community	FUND:	01 General	BUDGET:\$8,000	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Number of animals brought in from rural Scott County		306	440	440	
Number of calls animal control handle in rural Scott County		370	440	440	

**PROGRAM DESCRIPTION:**

Respond to complaints and pick up strays that are running loose or are confined in unincorporated Scott County. Return strays to their owners when claimed. Scott County Code Chapter 34

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Protect public and animals from injury	57% of dispatched calls for animals running at large will result in the animal being secured.	44.00%	50.00%	50.00%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Animal Shelter (44A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
TOTAL POSITIONS		20.00	19.50	19.50	19.50	19.50
REVENUE SUMMARY:						
Adoptions	53,388	66,000	60,000	60,000	-	
Board	27,432	29,870	29,870	29,870	-	
City of Davenport	192,144	203,738	203,738	203,738	-	
City of Bettendorf	39,732	44,720	44,720	44,720	-	
Contributions	107,461	94,812	100,000	100,000	-	
Education & Volunteers	25	85	85	85	-	
Euthanasia	10,088	14,000	12,000	12,000	-	
Excessive Animal Permit	40	75	75	75	-	
Fund Raising Events	7,887	20,000	10,000	10,000	-	
Golden Companion	2,650	4,500	4,500	4,500	-	
Grants	3,000	10,000	10,000	10,000	-	
Heartworm Test	2,225	2,500	2,500	2,500	-	
Impound	43,825	54,590	54,590	54,590	-	
Memberships	335	2,100	2,100	2,100	-	
Miscellaneous	35	3,900	500	500	-	
Notice of Violation	4,110	3,000	4,500	4,500	-	
Out of County	900	1,000	1,000	1,000	-	
Rabbit	1,455	600	1,000	1,000	-	
Retail	9,542	15,000	12,000	12,000	-	
Spay and Neuter	21,980	30,000	25,000	25,000	-	
Surrender	7,673	11,000	11,000	11,000	-	
City Animal Licensing	40,926	43,000	43,000	43,000	-	
Transfer frm Capital/NB	22,704	10,000	10,000	10,000	-	
<b>SUB-TOTAL REVENUES</b>	<b>\$576,853</b>	<b>\$654,490</b>	<b>\$642,178</b>	<b>\$642,178</b>	<b>\$0</b>	
Scott County Health Dept	15,258	24,978	24,978	24,978	-	
Scott County Contribution	33,317	33,317	33,317	33,317	-	
<b>TOTAL REVENUES</b>	<b>\$625,428</b>	<b>\$712,785</b>	<b>\$700,473</b>	<b>\$700,473</b>	<b>\$0</b>	
APPROPRIATION SUMMARY:						
Personal Services	447,173	471,200	476,200	476,200	\$	-
Equipment	135,708	157,175	146,550	146,550	-	
Supplies	19,214	30,000	27,000	27,000	-	
Occupancy	45,878	51,825	50,325	50,325	-	
<b>TOTAL APPROPRIATIONS</b>	<b>\$647,973</b>	<b>\$710,200</b>	<b>\$700,075</b>	<b>\$700,075</b>	<b>\$0</b>	
ANALYSIS						
FY13 non-salary costs for this program are recommended to increase/decrease <u>0</u> % under current budgeted levels.						
FY13 revenues are recommended to increase/decrease <u>0</u> % over current budgeted amounts for this program.						
List issues for FY13 budget:						
1. Revenues down due to decrease in donations and decrease in adoptions - longer stays increasing expenses.						
3. Increase in owner abandonments possibly due to economy.						
4. Decrease in owners claiming pets after stray pickups.						
List capital, personnel and vehicle changes:						
1.none						

## County Library

Director: Paul Seelau, Phone: 563-285-4794, Website: [scottcountylibrary.org](http://scottcountylibrary.org)



**MISSION STATEMENT:** The Scott County Library System is committed to making available library materials, information and ideas in a wide variety of formats to people of all ages for personal growth and entertainment to all people in Scott County, Iowa.

<b>ACTIVITY/SERVICE:</b>	Public Service	<b>DEPARTMENT:</b>	67A		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Service with PRIDE	<b>FUND:</b>	01 General	<b>BUDGET:</b>	\$478,204
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
# materials checked out		N/A	185,106	185,560	
# materials used in house		N/A	185,106	3,000	

**PROGRAM DESCRIPTION:**

Circulation – Access to materials

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
# materials checked out	#	N/A	18500	18,500	
materials used in house					

<b>ACTIVITY/SERVICE:</b>	Public Service	<b>DEPARTMENT:</b>	67A		
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Service with PRIDE	<b>FUND:</b>	01 General	<b>BUDGET:</b>	\$57,176
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
# REFERENCE QUESTIONS ASKED		N/A	3,400	3,500	
# REFERENCE QUESTIONS ANSWERED		N/A	3,060	3,200	

**PROGRAM DESCRIPTION:**

Reference questions, in person, phone, e-mail

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2011-12 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Number of questions asked and number of questions answered	Answer 90% of questions asked	N/A	3060	3060	

ACTIVITY/SERVICE:	Public Service	DEPARTMENT:	67A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Choose One	FUND:	Choose One	BUDGET:	\$8,037.00
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# REQUESTS FOR COMPUTER USE		N/A	21,000	21,000	
# REQUESTS FOR COMPUTER USE FILLED		N/A	21,000	21,000	

**PROGRAM DESCRIPTION:**

Public computer use

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Number of requests and number of requests filled	Meet 90% of demand	NA	21,000	21,000	

ACTIVITY/SERVICE:	Public Service	DEPARTMENT: 67A			
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Choose One	FUND:	Choose One	BUDGET:	\$12,667.00
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# HITS TO WEBSITE		N/A	21,000	22,000	

**PROGRAM DESCRIPTION:**

Electronic resource website

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Number of hits	Increase website by 3%	N/A	21,000	21,000	

ACTIVITY/SERVICE:	Public Service	DEPARTMENT:	67A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Choose One	FUND:	Choose One	BUDGET:	\$43,669
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# HITS		N/A	13,000	14,000	

**PROGRAM DESCRIPTION:**

Electronic resources databases

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Number of hits	Increase use by 2%	N/A	13,000	13,000	

ACTIVITY/SERVICE:	Administration	DEPARTMENT:	67A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Choose One	FUND:	Choose One	BUDGET:	\$233,094
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# MATERIALS ADDED TO COLLECTION		N/A	8,000	6,500	

**PROGRAM DESCRIPTION:**

Acquire and process materials

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Number of materials added to collection	Increase number of materials available to public by 2%	N/A	8,000	8,000	

ACTIVITY/SERVICE:	Administration	DEPARTMENT:		67A	
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Choose One	FUND:	Choose One	BUDGET:	\$168,182
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
VISITOR COUNT		N/A	177,600	170,000	
ANNUAL # HOURS OPEN		N/A	10,504	10,504	

**PROGRAM DESCRIPTION:**

Facility and operations management

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Hours open and door count	Increase visitor count 2%				



ACTIVITY/SERVICE:	Administration	DEPARTMENT:	67A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Choose One	FUND:	Choose One	BUDGET:	\$3,175
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# STAFF		N/A	34	34	
# STAFF RECEIVING TRAINING		N/A	34	34	

**PROGRAM DESCRIPTION:**

Staff development

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Percent of staff receiving training	Each staff person receives training each year	N/A	100%	100%	

ACTIVITY/SERVICE:	Administration	DEPARTMENT:	67A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Choose One	FUND:	Choose One	BUDGET:	\$21,133
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# OF PR METHODS USED		N/A	100	100	

**PROGRAM DESCRIPTION:**

Public relations

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Number of methods used	Increase number of methods used by 20%	N/A	100		

ACTIVITY/SERVICE:	Programming	DEPARTMENT:	67A		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Choose One	FUND:	Choose One	BUDGET:	\$46,755
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
# OUTREACH VISITS		N/A	300	350	

**PROGRAM DESCRIPTION:**

Outreach

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Number of visits	Increase outreach visits by 3%	N/A	300	300	

ACTIVITY/SERVICE:	Programming	DEPARTMENT:	67A		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Choose One	FUND:	Choose One	BUDGET:	\$21,266
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
IN-LIBRARY PROGRAM ATTENDANCE		N/A	16,500	16,000	

**PROGRAM DESCRIPTION:**

In-house programs

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Increase juvenile, young adult and adult program attendance	Increase attendance by 5%	N/A	16,500	16,500	

ACTIVITY/SERVICE:	Programming	DEPARTMENT:	67A		
BUSINESS TYPE:	Semi-Core Service	RESIDENTS SERVED:			
BOARD GOAL:	Choose One	FUND:	Choose One	BUDGET:	\$1,094
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
# MEETING ROOM USES 8:00 AM TO 2:00 PM		N/A	350	480	

**PROGRAM DESCRIPTION:**

Meeting rooms

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Number uses from 8:00 a.m. to 2:00 p.m.	Increase use during off peak times by 2%	N/A	350	350	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Library Resources & Services (67A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Library Director	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Reference Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Children's Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Bookmobile Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Technical Processing Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Circulation Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Reserve Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Processing Clerk	1.25	1.25	1.25	1.25	1.25	1.25
Library Page	1.00	1.00	1.00	1.00	1.00	1.00
Bookmobile Driver	1.00	1.00	1.00	1.00	1.00	1.00
Station Attendants	3.94	3.94	3.94	3.94	3.94	3.94
Data Entry Clerk	1.10	1.10	1.10	1.10	1.10	1.10
<b>TOTAL POSITIONS</b>	<b>16.29</b>	<b>16.29</b>	<b>16.29</b>	<b>16.29</b>	<b>16.29</b>	<b>16.29</b>
<b>REVENUE SUMMARY:</b>						
Grants and Reimbursements	18,226	18,000	18,000	12,000	12,000	12,000
Intergovernmental	476,573	493,300	493,300	537,498	537,498	537,498
Fees and Charges	17,482	12,103	12,103	12,000	12,000	12,000
Miscellaneous	8,382					
<b>SUB-TOTAL REVENUES</b>	<b>\$520,662</b>	<b>\$523,403</b>	<b>\$523,403</b>	<b>\$561,498</b>	<b>\$561,498</b>	<b>\$561,498</b>
Scott County Contribution	525,910	539,149	539,149	532,954	532,954	532,954
<b>TOTAL REVENUES</b>	<b>\$1,046,572</b>	<b>\$1,062,552</b>	<b>\$1,062,552</b>	<b>\$1,094,452</b>	<b>\$1,094,452</b>	<b>\$1,094,452</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services	706,339	770,594	770,594	783,552	783,552	783,552
Equipment	117,995	102,900	102,900	102,400	102,400	102,400
Expenses	162,818	163,800	163,800	165,000	165,000	165,000
Supplies	32,828	43,500	43,500	43,500	43,500	43,500
<b>TOTAL APPROPRIATIONS</b>	<b>1,019,980</b>	<b>\$1,080,794</b>	<b>\$1,080,794</b>	<b>\$1,094,452</b>	<b>\$1,094,452</b>	<b>\$1,094,452</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are projected to increase \$700 over FY'12, which is an increase of 0.2%.						
FY13 revenues are recommended to increase \$31,900 which is an increase of 3% over what is projected for the current fiscal year.						
The are no budget issues with the Scott County Library.						
There are no personnel changes proposed in the uncoming fiscal year,						

## Medic Ambulance

Director: Linda Frederiksen, Phone: 563-323-1000, Website: [www.medicems.com](http://www.medicems.com)



**MISSION STATEMENT:** The mission of MEDIC EMS is to improve the health, safety, and security of our community by providing high quality emergency medical services and healthcare transportation

<b>ACTIVITY/SERVICE:</b>	911 Ambulance Response	<b>DEPARTMENT:</b>			
<b>BUSINESS TYPE:</b>	Core Service	<b>RESIDENTS SERVED:</b>			
<b>BOARD PROJECTED:</b>	Choose One	<b>FUND:</b>	Choose One	<b>BUDGET:</b>	\$26,220
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Requests for ambulance service		27,494	28,043	28,600	
Total number of transports		22,071	22,512	23,180	
Community CPR classes provided		149	150	150	
Child passenger safety seat inspections performed		47	50	50	

**PROGRAM DESCRIPTION:**

Provide advanced level pre hospital emergency medical care and transport.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Urban response times will be < 7 minutes 59 seconds	Response time targets will be achieved at > 90% compliance	89.43%	90.00%	90.00%	
Rural response times will be <13minutes 59 seconds	Response time targets will be achieved at > 90% compliance	89.16%	90.00%	90.00%	
Increase the likelihood of functional neurologic outcomes post cardiac arrest	% of non-traumatic and non-pediatric cardiac arrest patients receiving pre-hospital hypothermia treatment at >80%	43.00%	81%	80%	
Increased cardiac survivability from pre-hospital cardiac arrest	% of cardiac arrest patients discharged alive	18.00%	20%	20%	

ACTIVITY/SERVICE:	911 EMS Dispatching	DEPARTMENT:			
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:			
BOARD PROJECTED:	Choose One	FUND:	Choose One	BUDGET:	\$10,901
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
EMD services performed		13,018	14,320	15,750	3,539

**PROGRAM DESCRIPTION:**

Provide dispatch services for responding ambulances. Provide pre-arrival medical instructions to citizens accessing the 911 system.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Provide pre-arrival emergency medical dispatch instructions to persons who call 911	Delivery of Emergency Medical Dispatch instructions will be maintained at > 95% compliance	96.00%	97%	95%	94.38%
Provide pre-arrival CPR instructions on known cardiac arrest calls	Instructions provided will be at 95% compliance	data pending	100%	data pending	data pending
Provide post-dispatch instructions to persons who call 911	Delivery of Emergency Medical Dispatch instructions will be maintained at > 90% compliance	98.00%	98%	98%	data pending

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Medic Emergency Medical Services (47A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Director		1.00	1.00	1.00	1.00	
Supervisor Paramedic, EMT		73.00	53.00	53.00	53.00	
Medical Director		0.15	0.20	0.20	0.20	
Secretary/Bookkeeper		1.00	1.00	1.00	1.00	
Manager		6.00	7.00	7.00	7.00	
System Status Controller		10.00	10.00	10.00	10.00	
Support Staff		-	1.00	1.00	1.00	
Wheelchair/Shuttle Operator		2.00	1.25	1.25	1.25	
<b>TOTAL POSITIONS</b>		<b>93.15</b>	<b>74.45</b>	<b>74.45</b>	<b>74.45</b>	
<b>REVENUE SUMMARY:</b>						
Net Patient Revenue		6,542,824	6,511,324	7,257,825	7,584,427	
Other Support		1,366,113	1,416,176	1,072,516	1,060,000	
Genesis Medical Center		-	-	-	-	
Trinity Medical Center		-	-	-	-	
<b>SUB-TOTAL REVENUE</b>		<b>\$7,908,937</b>	<b>\$7,927,500</b>	<b>\$8,330,341</b>	<b>\$8,644,427</b>	
Scott County Contribution			-			-
<b>TOTAL REVENUES</b>		<b>\$7,908,937</b>	<b>\$7,927,500</b>	<b>\$8,330,341</b>	<b>\$8,644,427</b>	
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$ 5,239,556	\$ 5,527,744	\$ 5,642,248	\$ 6,114,091	
Equipment		25,623	25,000	20,000	20,000	
Expenses		1,882,474	2,021,089	2,069,024	2,149,000	
Supplies		208,427	215,000	219,000	215,000	
Occupancy		146,981	135,000	150,000	140,000	
<b>TOTAL APPROPRIATIONS</b>		<b>\$7,503,061</b>	<b>\$7,923,833</b>	<b>\$8,100,272</b>	<b>\$8,638,091</b>	
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are recommended to increase/decrease <u>  0  </u> % under current budgeted levels.						
FY13 revenues are recommended to increase/decrease <u>  0  </u> % over current budgeted amounts for this program.						
List issues for FY13 budget:						
1. Medicaid part B billing by agency still in early phase.						
2. Revenue stream dependent on success of billing project						
3. Contracts for non-emergency transport essential to financial viability.						
List capital, personnel and vehicle changes:						
n/a						

**QC Convention/Visitors Bureau**

Director: Joe Taylor, Phone:

Website: [www.visitquadcities.com](http://www.visitquadcities.com)

**MISSION STATEMENT:** To enhance the quality of life and economic development for residents and visitors by marketing the Quad Cities region as an outstanding Midwest convention and tourism destination.

<b>ACTIVITY/SERVICE:</b>	External Marketing to Visitors	<b>DEPARTMENT:</b>			
<b>BUSINESS TYPE:</b>	Service Enhancement	<b>RESIDENTS SERVED:</b>			
<b>BOARD GOAL:</b>	Choose One	<b>FUND:</b>	Choose One	<b>BUDGET:</b>	\$70,000
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>

**PROGRAM DESCRIPTION:**

The QCCVB increases visitor expenditures and overnight stays through strategic sales, marketing, and services. We promote and package the Quad Cities to attract and meet the needs of meetings, conventions, group tours, sporting events and competitions, special interest groups, and the leisure traveler. We are also community liaison for enhancing the quality of life for current and potential new residents, by supporting the development of new attractions, events, and special interests. Scott County residents benefit from increased

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Increase Hotel/Motel taxes and Retail Sales Taxes to the County	Increase of 2% over previous Fiscal Year	3033891	3094569	3156460	
Increase visitor inquiries processed, documented and qualified	Increase of 2% over previous Fiscal Year	291984	297824	303784	
Increase group tour operator inquiries processed, documented and qualified	Increase of 2% over previous Fiscal Year	1040	1061	1082	
Increase convention/meeting planner and trade show leads	Increase of 2% over previous Fiscal Year	2402	2450	2500	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Regional Tourism Development (54A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
TOTAL POSITIONS		13.00	13.00	13.50	13.50	
REVENUE SUMMARY:						
Davenport	\$ 409,156	\$ 440,000	\$ 400,000	\$ 400,000		
Bettendorf	193,891	220,000	200,000	190,000		
Moline	208,271	200,000	200,000	200,000		
Rock Island	79,491	80,000	80,000	85,000		
East Moline	-	3,000	3,000	3,000		
Rock Island County	12,000	12,000	12,000	12,000		
Silvis	-	-	1,000	-		
LeClaire	-	15,000	5,000	5,000		
Carbon Cliff	5,000	5,000	5,000	5,000		
Eldridge	3,000	8,000	3,000	3,000		
State of Illinois/LTCB Grant	140,630	137,000	175,900	140,000		
State of Illinois/Marketing Partnership Grant	26,901	-	37,000	40,000		
State of Illinois/International Grant	57,050	47,000	51,000	59,915		
Other Grants	49,000	15,000	30,000	20,000		
Interest	1,304	2,500	1,000	1,200		
Miscellaneous Income	77,565	25,000	25,000	52,000		
Mississippi Valley Welcome Center	72,237	47,500	55,000	64,100		
Membership Income	63,034	64,000	60,000	65,000		
Publications Income	6,760	9,500	6,000	10,000		
Joint Projects Income	3,250	8,000	4,000	8,000		
Friends of QC Grant	22,075	-	-	10,000		
Corporate Donations	-	10,000	10,000	-		
QC Sports Commission Income	137,745	80,000	75,000	14,027		
<b>SUB-TOTAL REVENUES</b>	<b>\$1,568,360</b>	<b>\$1,428,500</b>	<b>\$1,438,900</b>	<b>\$1,387,242</b>		
Scott County Contribution	70,000	70,000	70,000	70,000		70,000
<b>TOTAL REVENUES</b>	<b>\$1,638,360</b>	<b>\$1,498,500</b>	<b>\$1,508,900</b>	<b>\$1,457,242</b>		
APPROPRIATION SUMMARY:						
Personal Services	\$ 762,269	\$ 667,750	\$ 541,590	\$ 721,590		
Equipment	5,980	25,000	7,500	28,000		
Expenses	908,085	850,750	962,470	645,740		
Supplies	8,809	12,000	9,000	9,000		
Occupancy	73,866	82,700	78,500	82,500		
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,759,009</b>	<b>\$1,638,200</b>	<b>\$1,599,060</b>	<b>\$1,486,830</b>		
ANALYSIS						
FY13 non-salary costs for this program are recommended to						
FY13 revenues are recommended to						
List issues for FY13 budget:						
1.						
2.						
3.						
4.						
List capital, personnel, and vehicle changes:						
1.						
2.						
3.						
4.						



**Quad Cities First**

Director: Tara Barney, Phone: 563-322-1706, Website: quadcitiesfirst.com

**MISSION STATEMENT:** Quad Cities First is the regional marketing arm of the Quad Cities Chamber that is charged with selling and promoting the Quad Cities region to companies looking to relocate or expand in our market.

<b>ACTIVITY/SERVICE:</b>		<b>DEPARTMENT:</b>		
<b>BUSINESS TYPE:</b>	Service Enhancement	<b>RESIDENTS SERVED:</b>		
<b>BOARD GOAL:</b>	Growing County	<b>FUND:</b>	01 General	<b>BUDGET:</b> \$50,000
<b>OUTPUTS</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 PROJECTED</b>	<b>2012-13 PROJECTED</b>
				<b>3 MONTH ACTUAL</b>
Prospect Meetings Out of Region		N/A	70	85
Industry Trade Shows/Conferences		N/A	7	7
Site Selector Visits		N/A	50	70
Unique Website Visits / Site Selector E-News		N/A	35000 / 6	9600/6

**PROGRAM DESCRIPTION:**

Marketing the Quad Cities externally for the purpose of attracting new investment and generating high quality jobs

<b>PERFORMANCE MEASUREMENT</b>		<b>2010-11 ACTUAL</b>	<b>2011-12 GOAL</b>	<b>2012-13 PROJECTED</b>	<b>3 MONTH ACTUAL</b>
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Prospect Meetings Out of Region	Growing County	N/A	70	85	
Industry Trade Shows/Conferences	Growing County		7	7	
Site Selector Visits	Growing County		50	70	
Unique Website Visits and Bi-Monthly E-News Sent to Site Selectors and Company Headquarters	Growing County		35000 / 6	9600/6	
Marketing Collateral distributed specifically to Site Selectors and Company Headquarters	Growing County			6000	

ACTIVITY/SERVICE:	Prospect Management	DEPARTMENT:			
BUSINESS TYPE:	Service Enhancement	RESIDENTS SERVED:			
BOARD GOAL:	Growing County	FUND:	01 General	BUDGET:	\$20,000
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Formal Prospect Inquiries (Leads Generated)		N/A	75	75	
Request for Proposals Submitted		N/A	35	30	
Site Visits Hosted		N/A	20	20	
Successful Deals Closed		N/A	25	25	

**PROGRAM DESCRIPTION:**

Serve as regional primary point of contact to respond to prospective businesses interested in locating in the Quad Cities and to complete applications for state and local government consideration

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
# of Formal Prospect Inquiries	Growing County	N/A	75	75	
# of Request for Proposals Submitted	Growing County	N/A	35	30	
# of Site Visits Hosted	Growing County	N/A	20	20	
# of Successful Deals Closed	Growing County	N/A	25	25	

## Quad Cities Chamber of Commerce

Director: Tara Barney, CEO Phone: 563/823-2679 Website: quadcitieschamber.com



**MISSION STATEMENT:** The mission of the Quad Cities Chamber of Commerce is to promote the economic growth and prosperity of the bi-state region.

ACTIVITY/SERVICE:	Business Expansion/Retention/Creation		DEPARTMENT:		
BUSINESS TYPE:	Service Enhancement		RESIDENTS SERVED:		
BOARD GOAL:	Growing County	FUND:	01 General	BUDGET:	\$30,000
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Expand/retain primary jobs with local employers		N/A	700	700	
Identify problems, opportunities with local employers		N/A	125	125	
Pursue business opportunities related to RI Arsenal		N/A	1 venture	1 venture	
Provide services, assistance to entrepreneurs & start-ups		N/A	175	250	
Market / manage the GDRC and related industrial properties		N/A	1 deal / sale	1 deal / sale	

### PROGRAM DESCRIPTION:

1QC is the Chamber's five-year plan to move the QC region into the top quartile of communities (from #147 to #90 among 366) & increase our \$16.5 billion economy by \$2.8 billion a by focusing on business retention / expansion thru the Chamber & attraction thru QC First (separate request.) A specific focus in Scott County is marketing and managing the EIIC and related industrial properties thru the GDRC.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Retention / creation of 3500 primary jobs with existing employers over five years - 700 year target		n/a	700 primary jobs retained or created with existing employers	700 primary jobs retained or created with existing employers	
Business Connections calls with local companies to identify impediments to growth and / or opportunities for expansion & investment		n/a	Minimum of 125 outreach visits with local employers	Minimum of 125 outreach visits with local employers	
Identification / pursuit of business opportunities tied to the Rock Island Arsenal, including retention of existing jobs in jeopardy at RIA		n/a	Retained jobs at risk; 1 new venture to add work / jobs at RIA	Retained jobs at risk; 1 new venture to add work / jobs at RIA	
Technical and professional services to entrepreneurs and start-up companies seeking business plans, marketing, capital		n/a	100 individuals using BIG database; 75 clients served; \$100K capital	175 individuals using BIG database; 75 clients served; \$100K capital	
Market and manage the GDRC and other industrial sites throughout Davenport/Scott County, working with LEDOs		n/a	1 expansion or land sale with increased sq. ft., investment or jobs	1 expansion or land sale with increased sq. ft., investment or jobs	

ACTIVITY/SERVICE:	Quality of Life/Business Climate		DEPARTMENT:		
BUSINESS TYPE:	Service Enhancement		RESIDENTS SERVED:		
BOARD GOAL:	Growing County	FUND:	01 General	BUDGET:	NOT FUNDED
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Continue to implement downtown & riverfront plans		n/a	See below	See below	
Expand transportation options for residents, businesses		n/a	See below	See below	
Ensure strong K-14 system that supports employer needs		n/a	See below	See below	

**PROGRAM DESCRIPTION:**

1QC also focuses on building a strong quality of life & business climate that encourages workforce attraction/retention & supports business growth. Priorities include downtown/riverfront development in Scott County, infrastructure such as Amtrak, air service connections to key markets & the I-74 bridge, stronger K-12 systems that serve as magnets for new residents & tax base, & enhanced gateways.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Enhanced riverfront / downtown development that leads to more visitors, customers, residents in downtowns in Scott Co.		n/a	Increase in dtwn office & residential occupancy; # of visitors	Increase in dtwn office & residential occupancy; # of visitors	
Enhanced network of transportation options for people, goods, services - with enhanced gateways		n/a	Amtrak \$\$ secured; new air connections; progress on I-74 bridge	Amtrak \$\$ secured; new air connections; progress on I-74 bridge	
Engagement of business community with K-14 education to align workforce & skill requirements of employers w/education		n/a	Chamber active with schools; SCC filling identified skill gaps	Chamber active with schools; SCC filling identified skill gaps	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Regional Economic Development (49A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
President		1.00	1.00	1.00	1.00	1.00
Vice-President		2.00	2.00	2.00	2.00	2.00
Project Manager		2.00	2.00	2.00	2.00	2.00
Database Specialist		1.00	1.00	1.00	1.00	1.00
Receptionist/Secretary		-	-	-	-	-
Office Manager/Communications Director		1.00	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>REVENUE SUMMARY:</b>						
Private Sector Members			\$500,000	\$500,000	\$600,000	\$600,000
Public Sector Members			262,043	262,043	322,043	322,043
Other			11,000	11,000	13,200	13,200
<b>SUB-TOTAL REVENUES</b>			<b>\$773,043</b>	<b>\$773,043</b>	<b>\$935,243</b>	<b>\$935,243</b>
Arsenal Lobbying Funding			-	-	-	-
Scott County Contribution			37,957	37,957	37,957	37,957
<b>TOTAL COUNTY CONTRIBUTION</b>			<b>37,957</b>	<b>37,957</b>	<b>37,957</b>	<b>37,957</b>
<b>TOTAL REVENUES</b>			<b>\$811,000</b>	<b>\$811,000</b>	<b>\$973,200</b>	<b>\$973,200</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$ 304,680	\$ 304,680	\$ 383,892	\$ 383,892	
Equipment		-	-	-	-	-
Expenses		429,705	429,705	513,050	513,050	
Supplies		-	-	-	-	-
Occupancy		21,774	21,774	27,105	27,105	
<b>TOTAL APPROPRIATIONS</b>			<b>\$756,159</b>	<b>\$756,159</b>	<b>\$924,047</b>	<b>\$924,047</b>
<b>ANALYSIS</b>						
FY13 non-salary costs for this program are projected to increase \$88,676, which is a 20% over the previous fiscal year.						
FY13 revenues are recommended to increase 20% with a \$100,000 increase from private sector contributions and a \$60,000 increase in public sector contributions. Scott County's contribution of \$37,957 is recommended to remain unchanged from the FY'12 contribution.						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Quad City Chamber (49B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
President	-					
Vice-President	-					
Project Manager	-					
Database Specialist	-					
Receptionist/Secretary	-					
Office Manager/Communications Director	-					
<b>TOTAL POSITIONS</b>	-	-	-	-	-	-
<b>REVENUE SUMMARY:</b>						
Private Sector Members						
Public Sector Members						
Other						
<b>SUB-TOTAL REVENUES</b>			\$0	\$0	\$0	\$0
Arsenal Lobbying Funding			-	-	-	-
Scott County Contribution			-	-	30,000	30,000
<b>TOTAL COUNTY CONTRIBUTION</b>			-	-	30,000	30,000
<b>TOTAL REVENUES</b>			\$0	\$0	\$30,000	\$30,000
<b>APPROPRIATION SUMMARY:</b>						
Personal Services						
Equipment						
Expenses						
Supplies						
Occupancy						
<b>TOTAL APPROPRIATIONS</b>			\$0	\$0	\$0	\$0
<b>ANALYSIS</b>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: GDRC (49C)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
President	-					
Vice-President	-					
Project Manager	-					
Database Specialist	-					
Receptionist/Secretary	-					
Office Manager/Communications Director	-					
<b>TOTAL POSITIONS</b>	-	-	-	-	-	-
<b>REVENUE SUMMARY:</b>						
Private Sector Members						
Public Sector Members						
Other						
<b>SUB-TOTAL REVENUES</b>			\$0	\$0	\$0	\$0
Arsenal Lobbying Funding			-	-	-	-
Scott County Contribution	30,000	30,000	30,000	30,000	30,000	30,000
<b>TOTAL COUNTY CONTRIBUTION</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>TOTAL REVENUES</b>						
<b>APPROPRIATION SUMMARY:</b>						
Personal Services						
Equipment						
Expenses						
Supplies						
Occupancy						
<b>TOTAL APPROPRIATIONS</b>			\$0	\$0	\$0	\$0
<b>ANALYSIS</b>						
<p>Scott County was one of the four founding entities of the Greater Davenport Redevelopment Corporation in 1997. The City of Davenport ,the Davenport Chamber of Commerce, and Mid American Energy also entered into this partnership to form a non-profit economic development corporation to own and market the industrial park in northwest Davenport.</p> <p>Since 2006 Scott County has made an annual contriution of \$30,000 in match of the City of Davenport's \$85,000 to help fund the marketing and mangement of the park. The GDRC also has an outstanding loan balance with Scott County of just over \$100,000 that is being paid back from proceeds from land sales on a per acre formula.</p> <p>The GDRC is requesting that Scott County continue its contribution to the opperating budget of the industrial park to match the City of Davenports contribution.</p>						

## Vera French Community Mental Health Center

Director: Anne Armknecht Phone: (563) 888-6245 Website: [www.verafrenchmhc.org](http://www.verafrenchmhc.org)



**MISSION STATEMENT:** Vera French Community Mental Health Center will enhance the mental health of all in our community by providing quality, accessible, and comprehensive care.

ACTIVITY/SERVICE:	Comm Support Prog/Frontier	DEPARTMENT:	51B		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	192		
BOARD GOAL:	Choose One	FUND:	10 MHDD	BUDGET:	\$468,599
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Referrals		30	40	40	
Total number of clients served		135	135	135	
Total units of service		1,325	2,400	2,400	
Total number of meals provided		2095	4160	4160	
Medication Management units provided by Nurse		281	480	480	
Total number of group opprotunities provided		380	640	640	
Number of CPC and legal settlement applications processed		7	14	14	

### PROGRAM DESCRIPTION:

Frontier provides support to people with a severe and persistent mental illness who need assistance living in the community to reach and maintain the highest level of functioning possible for them. Medication management is a service provided within Frontier. A nurse provides support to clients who may need help taking their meds on a regular basis.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Client will remain free of hospitalization.	95% of clients will not be hospitalized for psychiatric reasons.	98%	95%	95%	
Clients will remain in their current independent living setting (no jail, MHT, shelter)	85% of clients will maintain their level of functioning.	99%	85%	85%	

ACTIVITY/SERVICE:	Adult Partial Hospital Prog	DEPARTMENT:	51G		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	42		
BOARD GOAL:	Choose One	FUND:	10 MHDD	BUDGET:	\$318,788
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Patient Days		746	1500	1500	
Admissions		45	100	100	



**PROGRAM DESCRIPTION:**

The APHP provides intensive outpatient treatment within a structured therapeutic environment. The structured environment offers the opportunity to avoid hospitalization or transition from the hospital to the community. The program emphasizes a multidisciplinary team approach under psychiatric supervision.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Patients will show sustained improvement as measured by the BASIS -32.	85% of patients will show improvement upon discharge	81%	85%	85%	
Patients will be satisfied with their treatment in APHP.	90% of patients surveyed will indicate overall satisfaction with the APHP.	93%	90%	90%	
Patients who access APHP services will avoid the need for treatment in an acute setting.	95% of clients discharged will not required hospitalization in an acute setting.	88%	95%	95%	

ACTIVITY/SERVICE:	Employment Services	DEPARTMENT:	511		
BUSINESS TYPE:	Service Enhancement	RESIDENTS SERVED:	37		
BOARD GOAL:	Choose One	FUND:	10 MHDD	BUDGET:	\$83,100
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Units of Service Provided		1547			
Referrals to Job Link		105			
Number of individuals engaged in employment and/or employment processes.		34			

**PROGRAM DESCRIPTION:**

To assist individuals with serious mental illness to achieve successful employment outcomes through employment skill training, vocational counseling, advocacy, and support.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Vera French will create community employment placements through the VF Employment Services Program.	Employment Services will create 2 new work site opportunities in the community each quarter.	27 worksites			
Client will be monitored in their supported work site environments to assist their vocational success.	100% of employed clients will receive supportive monitoring weekly.	100%			

ACTIVITY/SERVICE:	Outpatient	DEPARTMENT:	51A		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:	12,750		
BOARD GOAL:	Choose One	FUND:	10 MHDD	BUDGET: \$1,429,556	
OUTPUTS		2010-11	2011-12	2012-13	3 MONTH
		ACTUAL	PROJECTED	PROJECTED	ACTUAL
Total Number of Appointments		42,291	35,000	35,000	
Total Number of new cases funded by Scott Co		464	425	425	
Number of CPC and legal settlement applications processed		3,274	3100	3100	

**PROGRAM DESCRIPTION:**

To provide outpatient mental health services to all age groups in the Quad City area, including residents of Scott County who qualify for financial assistance from Scott County, by developing a range of individual, group, and family mental health services.

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Vera French will enhance group therapy services to Scott County residents.	Vera French will provide at least three group therapy services each quarter.	11	12	12	
Vera French will increase access to Outpatient services.	Decrease wait time for therapy intake appointments	24 days	24 days	24 days	
Vera French will increase access to Outpatient services.	Decrease the wait time for prescriber intake appointments	48 Days	48 Days	48 Days	

ACTIVITY/SERVICE:	RCF/PMI (Pine Knoll)	DEPARTMENT:	51F		
BUSINESS TYPE:	Core Service	RESIDENTS SERVED:		191	
BOARD GOAL:	Choose One	FUND:	10 MHDD	BUDGET: \$1,378,191	
OUTPUTS		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
Patient days		4738	4750	4750	
Average Census Scott Co. Residents		39	40	40	
Number of scott county residents assessed for RCF placement		8	10	10	
Number of CPC and legal settlement applications processed		8	6	6	

**PROGRAM DESCRIPTION:**

Pine Knoll is a residential care facility which provides treatment and support services for individuals with chronic mental illness who are unable to function successfully in the community. Within Pine Knoll, Day Habilitation services are provided. These services assist individuals in acquiring skills, gaining independence, learning appropriate behavior and understanding the importance of personal choice. The Housing Corporation develops and maintains affordable housing options for homeless or near homeless persons with

PERFORMANCE MEASUREMENT		2010-11 ACTUAL	2011-12 PROJECTED	2012-13 PROJECTED	3 MONTH ACTUAL
<b>OUTCOME:</b>	<b>EFFECTIVENESS:</b>				
Pine Knoll will provide the appropriate amount of direct service and supervision hours to residents.	Nursing staff will provide at least 10,950 direct service and supervision hours per quarter.	12,283	10,950	10,950	
Pine Knoll will meet the community's needs for RCF/PMI services	To maintain a census at 90% of operating capacity.	92%	90%	90%	
Pine Knoll will provide psychosocial learning and skill development opportunities to residents.	To provide a total of 9100 hours of psychosocial learning and skill development services to residents each quarter	9006	3,100	3,100	
Pine Knoll will provide treatment that is beneficial for residents.	To transition no more than 40% of residents discharged to a higher level of care.	14%	40%	40%	
Pine Knoll will provide treatment that is beneficial for residents.	To transition at least 60% of residents discharged to a lower level of care.	86%	60%	60%	

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Outpatient Services (51A)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
M.D.		4.51	7.82	6.58	5.08	5.08
PH.D.		2.80	2.80	4.00	2.80	2.80
Therapist		20.17	18.64	20.60	34.50	34.50
RN/LPN		14.92	8.30	10.61	10.52	10.52
Administrative & Clerical		22.67	27.73	26.41	24.03	24.03
<b>TOTAL POSITIONS</b>		<b>65.07</b>	<b>65.29</b>	<b>68.20</b>	<b>76.93</b>	<b>76.93</b>
<b>REVENUE SUMMARY:</b>						
Service Fees		\$2,559,580	\$2,650,000	\$2,650,000	\$2,964,000	\$2,964,000
ARO/Unknown		\$258,693	\$68,000	\$200,000	\$360,000	\$360,000
Contributions		212,489	165,000	165,000	200,000	200,000
Miscellaneous		300,928	150,000	150,000	325,000	325,000
State Payment		93,020	90,000	90,000	90,000	90,000
<b>SUB-TOTAL REVENUES</b>		<b>\$3,424,710</b>	<b>\$3,123,000</b>	<b>\$3,255,000</b>	<b>\$3,939,000</b>	<b>\$3,939,000</b>
Scott County Contribution		1,429,556	1,429,556	1,429,556	1,512,656	1,429,556
Contingency - HVAC Replacement		-	-	-	-	-
<b>TOTAL COUNTY CONTRIBUTION</b>		<b>1,429,556</b>	<b>1,429,556</b>	<b>1,429,556</b>	<b>1,512,656</b>	<b>1,429,556</b>
<b>TOTAL REVENUES</b>		<b>4,854,266</b>	<b>4,552,556</b>	<b>4,684,556</b>	<b>5,451,656</b>	<b>5,368,556</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$4,509,144	\$4,578,814	\$4,611,816	\$5,419,543	\$5,419,543
Equipment		29,805	16,500	16,500	23,000	23,000
Expenses		311,014	274,879	233,761	271,218	271,218
Supplies		96,252	74,629	71,112	83,000	83,000
Occupancy		163,900	164,548	143,181	151,500	151,500
<b>TOTAL APPROPRIATIONS</b>		<b>\$5,110,115</b>	<b>\$5,109,370</b>	<b>\$5,076,370</b>	<b>\$5,948,261</b>	<b>\$5,948,261</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for the <u>total agency- Vera French CMHC</u> are recommended to increase 10.1% over the current budgeted levels. The total agency budget is increasing significantly due to new doctors entering service contracts and one physician retiring. The FY13 non-salary costs for the program, <u>Outpatient Services</u>, are recommended to increase 16.4% over the current budgeted levels.</p> <p>The FY13 revenues for the total agency are recommended to increase 7.8% over the current budgeted levels. Revenues are lower than expected due to Habilitation services getting a slow start at the Community Support- Frontier program and the census being low both in the SCL and Pine Knoll Residential Programs. The FY13 revenues for the Outpatient Services are recommended to increase 17.9% over the current budgeted levels due to co-pay payments and Habilitation revenue.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. MH Redesign- core services and the state controlling all Medicaid services/reimbursements.</li> <li>2. Psychiatric workforce shortage.</li> <li>3. Continued implementation of EHR- slows down productivity.</li> <li>4. Lower census in SCL program and at Pine Knoll Residential Programs, thus a reduction in revenue.</li> <li>5. Proposed Medicare changes- 20-40% reduction in billable CPT codes, thus reducing revenue.</li> <li>6. Cuts in services with a Plan of Reductions for FY13 if MH Redesign is delayed or new money is not allocated for current system.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Community Support Services (51B)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Administrative & Clerical		1.00	2.37	1.32	1.00	1.00
Community Support		6.60	9.67	9.10	7.60	7.60
<b>TOTAL POSITIONS</b>		<b>7.60</b>	<b>12.04</b>	<b>10.42</b>	<b>8.60</b>	<b>8.60</b>
<b>REVENUE SUMMARY:</b>						
Service Fees		-	-	2005	-	-
ARO		112,774	-	55,320	180,000	\$180,000
Contributions		250	-	68	-	-
Miscellaneous		14,958	20,000	20,000	15,000	15,000
Title XIX		149,818	240,000	240,000	150,000	150,000
State Payments		34,840	50,000	50,000	15,000	15,000
<b>SUB-TOTAL REVENUE</b>		<b>\$312,640</b>	<b>\$310,000</b>	<b>\$365,388</b>	<b>\$360,000</b>	<b>\$360,000</b>
Scott County Contribution		468,599	318,599	468,599	468,599	468,599
Title XIX Match/Hab Services			150,000			
<b>TOTAL REVENUES</b>		<b>\$781,239</b>	<b>\$778,599</b>	<b>\$833,987</b>	<b>\$828,599</b>	<b>\$828,599</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$550,651	\$582,917	\$582,290	\$617,000	\$617,000
Equipment		13,616	9,414	9,414	14,000	14,000
Expenses		114,122	47,338	47,966	36,290	36,290
Supplies		28,027	20,200	20,200	27,500	27,500
Occupancy		23,166	23,584	23,584	59,473	59,473
<b>TOTAL APPROPRIATIONS</b>		<b>\$729,582</b>	<b>\$683,453</b>	<b>\$683,454</b>	<b>\$754,263</b>	<b>\$754,263</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for this program, <u>Community Support Services (Frontier)</u>, are recommended to increase 10.4% over the current budgeted levels. The agency has sold the current Frontier location/building. The agency is looking to move into a new remodeled building (better location and access), but may slow the moving process down because of the MH Redesign and it's implications. A large, new expense figured into the FY13 budget is monthly rent for the new location.</p> <p>The FY13 revenues are recommended to increase 6.4% over the current budgeted levels. This is due to Habilitation services starting at the Frontier Program. Habilitation services started in FY11 at Frontier, but was slow to expand and develop due to staffing issues.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. MH Redesign.</li> <li>2. Future MH/DD funding.</li> <li>3. Expanding Habilitation services/increasing Hab revenue.</li> <li>4. Cuts in services with a Plan of Reductions for FY13 if MH Redesign is delayed or new money is not allocated for current system.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. Upcoming move to newly remodeled building.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Case Management (51D)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Administrative & Clerical		1.00	1.77	1.00	1.00	1.00
Case Manager		6.48	6.80	7.50	7.60	7.60
<b>TOTAL POSITIONS</b>		<b>7.48</b>	<b>8.57</b>	<b>8.50</b>	<b>8.60</b>	<b>8.60</b>
<b>REVENUE SUMMARY:</b>						
Contributions		-	-	200	-	-
Miscellaneous		-	-	-	-	-
Title XIX		303,901	435,000	435,000	300,000	300,000
<b>SUB-TOTAL REVENUES</b>		<b>\$303,901</b>	<b>\$435,000</b>	<b>\$435,000</b>	<b>\$300,000</b>	<b>\$300,000</b>
Title XIX Match		176,061	230,000	230,000	300,000	300,000
Title XIX Pass Through 100%		303,901	435,000	435,000	300,000	300,000
<b>TOTAL COUNTY CONTRIBUTION</b>		<b>479,962</b>	<b>665,000</b>	<b>665,000</b>	<b>600,000</b>	<b>600,000</b>
Less Match Included in 100% Pass Thru		303,901	435,000	435,000	300,000	300,000
<b>TOTAL REVENUE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$410,416	\$470,916	\$473,252	\$471,291	\$471,290
Equipment		2,608	2,222	2,222	4,800	4,800
Expenses		38,669	70,620	68,284	51,488	51,488
Supplies		5,717	11,293	11,293	7,200	7,200
Occupancy		14,480	27,059	27,059	19,480	19,480
<b>TOTAL APPROPRIATIONS</b>		<b>\$471,890</b>	<b>\$582,110</b>	<b>\$582,110</b>	<b>\$554,259</b>	<b>\$554,258</b>
<b>ANALYSIS</b>						
<p>The FY13 non-salary costs for this program, <u>Case Management</u>, are recommended to decrease 4.8% from the current budgeted levels.</p> <p>The FY13 revenues are recommended to decrease 9.8% from the current budgeted levels. This is due to the 15 minute billing process implemented in FY11. The overall results of the FY11 billing process is more work/paperwork for case managers for less revenue.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. MH Redesign- selection of a case manager entity and possible changes in case management entities for consumers.</li> <li>2. Billing process is cumbersome and results in less revenue overall.</li> <li>3.</li> <li>4.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Residential (51F)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
TOTAL POSITIONS		52.24	52.09	52.29	53.44	53.44
REVENUE SUMMARY:						
Service Fees		\$155,837	\$200,000	\$200,000	\$167,000	\$167,000
SSI/SSDI		438,020	400,000	400,000	440,000	440,000
ARO		1,206,378	1,150,000	1,150,000	1,264,000	1,264,000
Contributions		6,255	-	-	6,000	6,000
Miscellaneous		1,278	-	1,369	-	-
SSA		98,957	90,000	90,000	96,000	96,000
State Payment		287,750	300,000	300,000	312,000	312,000
SUB-TOTAL REVENUES		\$2,194,475	\$2,140,000	\$2,141,369	\$2,285,000	\$2,285,000
Scott County Contribution		1,082,300	1,082,300	1,082,300	1,082,300	1,082,300
Title XIX Match		240,000	240,000	240,000	240,000	240,000
Housing Corporation		55,891	55,891	55,891	55,891	55,891
Title XIX ARO Match		-	-	-	-	-
TOTAL COUNTY CONTRIBUTION		1,378,191	1,378,191	1,378,191	1,378,191	1,378,191
TOTAL REVENUES		3,572,666	3,518,191	3,519,560	3,663,191	3,663,191
APPROPRIATION SUMMARY:						
Personal Services		\$2,422,235	\$2,432,664	\$2,448,720	\$2,657,621	\$2,657,621
Equipment		22,998	32,600	32,600	33,300	33,300
Expenses		127,154	124,647	108,591	148,438	148,438
Supplies		163,868	162,705	162,705	179,000	179,000
Occupancy		151,005	193,700	193,700	193,000	193,000
TOTAL APPROPRIATIONS		\$2,887,260	\$2,946,316	\$2,946,316	\$3,211,359	\$3,211,359
ANALYSIS						
<p>The FY13 non-salary costs for this program, Pine Knoll Residential, are recommended to increase 9% over the current budgeted levels.</p> <p>The FY13 revenues are recommended to increase 4.2% over the budgeted levels. This is due to higher projected Habilitation revenues.</p> <p>List issues for FY13 budget:</p> <ol style="list-style-type: none"> <li>1. MH Redesign and the impacts.</li> <li>2. Future MH/DD funding.</li> <li>3.</li> <li>4.</li> </ol> <p>List capital, personnel and vehicle changes:</p> <ol style="list-style-type: none"> <li>1. N/A</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>						

FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Day Treatment Services (51G)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
AUTHORIZED POSITIONS:						
M.D.	-	0.06	0.60	0.40	0.40	
PH.D.	1.00	1.00	1.00	1.00	1.00	
Therapist	1.00	2.10	1.00	1.00	1.00	
RN/LPN	0.25	-	0.25	0.25	0.25	
Administrative & Clerical	1.00	1.00	1.00	-	-	
Activity Therapist	1.00	1.00	1.00	-	-	
TOTAL POSITIONS	4.25	5.16	4.85	2.65	2.65	
REVENUE SUMMARY:						
Service Fees	\$68,040	\$100,000	\$100,000	\$100,000	\$100,000	
Title XIX	32,960	50,000	50,000	50,000	50,000	
State Payment	2,276	12,000	3,000	12,000	12,000	
SUB-TOTAL REVENUES	\$103,276	\$162,000	\$153,000	\$162,000	\$162,000	
Scott County Contribution	318,788	318,788	318,788	318,788	318,788	
Contingency - Depreciation	-	-	-	-	-	
TOTAL COUNTY CONTRIBUTION	318,788	318,788	318,788	318,788	318,788	
TOTAL REVENUES	422,064	480,788	471,788	480,788	480,788	
APPROPRIATION SUMMARY:						
Personal Services	\$272,966	\$260,965	\$271,254	\$349,136	\$349,137	
Equipment	5,509	4,057	4,057	3,000	3,000	
Expenses	94,689	99,208	88,920	63,340	63,340	
Supplies	7,613	13,713	13,713	7,200	7,200	
Occupancy	37,466	41,014	41,014	38,660	38,660	
TOTAL APPROPRIATIONS	\$418,243	\$418,957	\$418,958	\$461,336	\$461,337	
ANALYSIS						
The FY13 non-salary costs for this program, <u>Day Treatment Services</u> , are recommended to increase 10.1% over the current budgeted levels.						
The FY13 revenues are recommended to remain flat from FY12 to FY13. This program has struggled with very few referrals and changes in staffing. The agency has hired a new doctor with expertise in Day Treatment services so the agency hopes to have a new perspective on the service and a new look by the start of FY13.						
List issues for FY13 budget:						
1. MH Redesign-core services.						
2. Future MH/DD funding.						
3. Cuts in services with a Plan of Reductions for FY13 if MH Redesign is delayed or new money is not allocated for current system.						
4.						
List capital, personnel and vehicle changes:						
1. N/A						
2.						
3.						
4.						



FINANCIAL & AUTHORIZED POSITIONS SUMMARY		2010-11	2011-12	2011-12	2012-13	2012-13
PROGRAM: Employment Services (511)		ACTUAL	BUDGET	PROJECTED	REQUEST	ADOPTED
<b>AUTHORIZED POSITIONS:</b>						
Administrative & Clerical		0.46	0.33	0.50	-	-
Supervisor		1.00	1.00	1.00	-	-
Job Coach		1.00	1.00	1.00	-	-
<b>TOTAL POSITIONS</b>		<b>2.46</b>	<b>2.33</b>	<b>2.50</b>	<b>-</b>	<b>-</b>
<b>REVENUE SUMMARY:</b>						
ARO						
Miscellaneous		\$123,263	\$72,000	\$72,000	-	-
<b>SUB-TOTAL REVENUES</b>		<b>\$123,263</b>	<b>\$72,000</b>	<b>\$72,000</b>	<b>\$0</b>	<b>\$0</b>
Scott County Contribution		83,100	83,100	83,100	-	-
<b>TOTAL REVENUES</b>		<b>\$206,363</b>	<b>\$155,100</b>	<b>\$155,100</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION SUMMARY:</b>						
Personal Services		\$142,788	\$142,352	\$142,352	-	-
Equipment		3,705	1,689	1,689	-	-
Expenses		17,976	21,047	21,047	-	-
Supplies		2,585	2,575	2,575	-	-
Occupancy		14,678	16,511	16,511	-	-
<b>TOTAL APPROPRIATIONS</b>		<b>\$181,732</b>	<b>\$184,174</b>	<b>\$184,174</b>	<b>\$0</b>	<b>\$0</b>
<b>ANALYSIS</b>						
This program, <u>Employment Services</u> , was ended by the agency on November 1, 2011.						

## **SUPPLEMENTAL INFORMATION**

## SUPPLEMENTAL INFORMATION

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## **BASIS OF ACCOUNTING**

Scott County's accounting system for budgeting purposes is on the modified accrual basis of accounting using governmental fund types. The State of Iowa does require that all budget amendments be enacted one month prior to the end of the fiscal year. Budgets are prepared using the same accounting basis as practices as are used to account for and prepare financial reports for the funds; thus budget presented in this report are presented in accordance with accounting principles generally accepted in the United States of America. Budget appropriations for Scott County governmental funds are projected on the modified accrual basis of accounting and full accrual for its enterprise fund.

Both the annual budget and preparation of the audited Comprehensive Annual Financial Report (CAFR) of the County are based on generally accepted accounting principles, include the same funds (other than the entity-wide funds included in the CAFR), and meets the criteria set forth by the Government Finance Officers Association for its Certificate of Achievement for Excellence in Financial Reporting. For budgeting purposes, any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget should be considered a major fund. The format includes basic fund types as follows:

### **MAJOR GOVERNMENTAL FUNDS (budgeted):**

**General Fund** - This fund accounts for all transactions of the County that pertain to the general administration of the County and the services traditionally provided to its citizens. This includes law enforcement services, legal services, emergency services, juvenile justice administration services, physical health services, care of the mentally ill, care of the developmentally disabled, services to the poor, services to military veterans, services to the elderly, environmental quality services, conservation and recreation services, animal control services, county development services, representation (election) services, state administrative services, and various interprogram services such as policy and administration, central services, and risk management services.

**Special Revenue Funds** - These funds are utilized to account for revenues derived from specific sources which are usually required by law or regulation to be accounted for as separate funds. For Scott County these funds include the MH-DD Fund, the Rural Services Basic Fund and the Secondary Roads Fund.

**Mental Health, MR & DD Fund** - This fund accounts for state revenues allocated to the County to be used to provide mental health, mental retardation and developmental disability services. The Mental Health, MR & DD Fund is a special revenue fund.

**Debt Service Fund** - This fund accounts for the accumulation of revenues for and payment of principal and interest on general obligation long-term debt.

**Capital Projects Fund** - These funds are utilized to account for financial resources to be used for the acquisition or construction of capital facilities or other major fixed assets or one-time uses of funds.

### **NONMAJOR GOVERNMENTAL FUNDS (budgeted): (the following funds are special revenue funds)**

**Rural Services Fund** – To account for taxes levied to benefit the rural residents of the County.

**Secondary Roads Fund** – To account for State revenue allocated to the County to be used to maintain and improve the County's roads.

**Recorder's Record Management Fund** – To account for the added fee collected for each recorded transaction to be used for the purpose of preserving and maintaining public records.

**BUSINESS-TYPE ACTIVITIES FUND (non-budgeted):** These funds are utilized to account for operations and activities that are financed or operated in a manner similar to the private business enterprise, and where the cost of providing goods and services to the general public on a continuing basis is expected to be recovered primarily through user charges. The County accounts for its Glynns Creek Golf Course at Scott County Park through the Golf Course Enterprise Fund.

The accounting of financial activities for the County and the budget appropriation process are additionally maintained in groups according to classifications required by the State of Iowa. Revenues are credited to individual fund types while expenditures are recorded according to service areas within specific funds for budgetary control purposes. This budget document was prepared according to these criteria. The following service areas are included in the budget:

- Public Safety and Legal Services
- Physical Health and Social Services
- Mental Health, MR & DD Services
- County Environment and Education Services
- Roads and Transportation Services
- Government Services to Residents
- Administration (interprogram) Services
- Debt Service
- Capital Projects

## SCOTT COUNTY BUDGET CALENDAR

<b><u>Month</u></b>	<b><u>Budget Task</u></b>
September	Board of Supervisors identifies specific areas to be reviewed by staff during the upcoming budget preparation process.
October	Budget Planning Manuals and other materials are distributed to departments and authorized agencies at budget orientation session.
November	Departments and authorized agencies develop and submit budget requests to the Office of Administration. Discussions with the County Administrator, Budget Coordinator, budget analysts, and department heads/agency directors begin.
December	Discussion with County Administrator, Budget Coordinator, budget analysts and department heads/agency directors continues.
January	Goal setting sessions by Board of Supervisors (every two years). Discussions with County Administrator and budget team. Presentation of Administration's Recommendation on the proposed budget.
February	Board of Supervisors intensive budget review.
March	Public hearing on proposed budget. Adoption of budget by Board of Supervisors by resolution. Certification of budget to County Auditor and State Department of Management.
April	Review by Office of Administration of possible budget amendment needs.
May	Proposed budget amendments to individual Service Areas presented to Board of Supervisors. Public hearing on proposed budget amendments. Board of Supervisors approval of amendments to current year budget by resolution.
June	Board of Supervisors set appropriations and authorized position levels for ensuing fiscal year.
July	New fiscal year begins

## **BUDGET PREPARATION PROCESS**

The preparation of Scott County's budget involves the interaction of County departments, authorized agencies, boards and commissions, the Board of Supervisors, and the general public. This process begins with the initial distribution of budget materials to departments and authorized agencies and is completed with the Board of Supervisors certification of a budget for the upcoming fiscal year.

The County's budgetary process begins nine months prior to July 1st, the beginning of the County's fiscal year. In early October the Board of Supervisors meets with the County Administrator and the Budget Coordinator to identify specific areas to be reviewed during the budget process. These specific areas of review are then given to department heads and agency directors to keep in mind as they prepare their budget requests for the ensuing year. At the end of October, Budget Planning Manuals and appropriate worksheets are distributed to department heads and authorized agency directors. The Budget Planning Manuals identify the budgetary process and give specific directions on the process. Scott County's system includes the completion of several Budgeting For Outcomes (BFO) forms that are described in detail in the manual.

Scott County's budgetary process is on the County's microcomputer system, and consequently, historical data is forwarded to the departments. The department's primary responsibility is to review the historical data in respect to services to be provided to the citizens of Scott County by the department. The Office of Administration and the Office of Human Resources provides personnel and wage information. The department head reviews the information to determine what level of appropriation will be required to provide the current level of services. Any additional service levels proposed to be provided to the general public at the request of either the department, County Administrator, or Board of Supervisors, are identified and highlighted during the budget review process.

Additionally, while analyzing expenditure requirements in order to support current service levels, the department is also requested to establish performance objectives for the upcoming fiscal year. These performance objectives relate to the service levels currently provided by the department's programs. Quarterly status reports on the progress being made toward the current year's performance objectives are also required and are forwarded to the Board of Supervisors throughout the fiscal year for their review and information. The County's Budgeting For Outcome system is further explained at the end of this budget preparation process discussion.

In regard to goals and objectives, the Board of Supervisors, during their work sessions every other January, discusses and identify target issues for the overall operation of the County. These biennial target issues are reviewed mid-term for possible changes or refinements. A complete listing of the target issues appears in the Board Chairman and County Administrator's budget message included in the budget document.

Department requests for appropriations are submitted to the Office of Administration for initial review by the end of November. The departments consult with the appropriate boards and commissions in developing the budget as it relates to service levels. Staff further allocates expenditures by sub-object type. The department head meets with the County Administrator, the Budget Manager, and the department's assigned budget analyst during the remainder of December and the first part of January regarding the proposed budgets. The Office of Administration prepares revenue estimates from input from the respective departments. Each department is required to submit potential revenue estimates for their programs. The Office of Administration estimates general revenues such as those from the State and Federal government, and lastly determines the County's taxing ability. A preliminary budget is discussed with the County Administrator. This preliminary budget reflects the budget requests as submitted by the departments and adjusted by the County budget team in relation to revenue projections.

The County Administrator presents to the Board of Supervisors a balanced budget in late January. The Board of Supervisors receives a 3-ring binder of information which includes the budget message from the County Administrator, various schedules dealing with taxation and property valuations, in addition to the proposed revenue schedules, expenditure schedules, and summary of department programs as they pertain to the proposed budget. Copies of the initial proposed budget as presented to the Board of Supervisors are available at the County Auditor's office and public libraries for citizen review.

The summary information for the departments includes a history of financial data in addition to a revised estimate for the current year and the proposed budget for both expenditures and revenues. Additionally, a brief description of the program is presented with other program performance indicator information as it applies to the budget. Any changes from the current year to the proposed year are also noted. Of special importance is the inclusion of the performance objectives for the programs within each department.

The month of February is basically devoted to discussions with the Board of Supervisors. At the Board's first budget work session in February the respective budget analyst briefly reviews each program and, if appropriate, budget issues are identified and written on newsprint for further discussion at subsequent budget work sessions. In addition, each Board member, based on his own review of the budget materials or from budget discussions, identifies other budget issues and policy matters which then are also noted on the newsprint. These budget issues then become subsequent agenda items at future budget sessions until all are resolved. These sessions, as in the case of the goals and objectives sessions of the Board of Supervisors during January, are open to the general public.

After the general budget meetings with County staff and department/agency directors as necessary, the Board of Supervisors meets to discuss the County's services and items of concern to the operation of the County. These discussions basically entail a balancing of proposed requests and potential revenue sources. The Board of Supervisors identifies items that they had previously discussed which were to be considered as additions or deletions to the proposed budget. The Board then has the task of weighing certain services or programs within the organization in light of available resources. After the Board of Supervisors agrees upon a proposed level of services, and likewise an appropriation level, the Board sets a public hearing. Notice of such public hearing is made in the local official newspapers and a summary of proposed expenditure and revenue levels is included in that publication. According to state law, the tax rate cannot be increased after publication of the proposed expenditure levels for the public hearing thus, department/agency requests are always used as a basis of publication. During the public hearing, citizens are given the opportunity to voice their objections or support of the proposed budget as presented. After the public hearing, the Board of Supervisors considers any comments made and then act upon the approval of the budget.

The Board officially authorizes by resolution to certify with the County Auditor and the State Office of Management the adopted budget for the upcoming year on or before the state law deadline of March 15th. After certification, staff reviews the budget and detailed information changed in light of Board of Supervisors discussions. The budget is subsequently printed and available for distribution. The budget document then becomes an instrument and a guide for the Board and departments during the year for achieving the goals and objectives, and providing programs and services as described in the budget.

### **SCOTT COUNTY'S BUDGETING FOR OUTCOMES BUDGET SYSTEM**

Prior to fiscal year 1983-84 Scott County was accustomed to budgeting for TOTAL departments and authorized agencies. Beginning in FY84, the County introduced program performance budgeting. With performance based budgeting, the County budgeted for departments, but each department divided its budget into functions or services, which are known as "programs". The performance based budget had been in place at Scott County for nearly 28 years, with many departments using the same measurers for many years.

In 2008, the Board of Supervisors set a goal to revise their performance based budget system. The County decided to adopt budgeting for outcomes as their new budgeting method. Budgeting for outcomes challenges public leaders to determine what outcomes citizens most value, prioritize their tax dollars to purchase those results, and rethink the way their departments and agencies go about producing them. Our old performance based budget system asked the question, what programs can we cut to keep the budget in balance? The new budget method asks, how can government increase the value it delivers to citizens with the money that is available?

There are huge benefits of using the budgeting for outcomes method of budgeting. First, it allows the government to see or eliminate obsolete or low value activities. Next, it helps find money for important new investment or activities – if an investment is important, it will rise to the top of the list. Other spending with less value falls off of the list. It ensures the general interest trump special 'pet' projects. Outcome based budgeting ensures accountability for performance – programs MUST deliver results or they don't get funded. It also talks about the budget in common sense terms – Traditional budgets are difficult for citizens to read. BFO budgets are designed for anyone to understand – and they allow citizens to understand exactly the services that its government provides with additional transparency.



What is an outcome?

- It must be specific and address the customers' needs (internal or external)

- It must be measurable

- It must be aggressive but attainable

- It must be results oriented

- It must be time bound (it must have a deadline or timeline) i.e. one year, etc

In order to change from traditional performance based budgeting to outcome based budgeting, departments had to change their thinking entirely. First, each department identified their services. This had never been done before. Next, departments identified outputs from our old budgeting system – and some departments created new outputs. Next, departments aligned each service with a goal of the Board of Supervisors to ensure that the Board goals were reflected in the activities of the County departments. Next, each service was identified as either a core service, semi-core service or a service enhancement. Then, each department identified outcome and effectiveness measures for each service. From this process, we have our new budgeting for outcomes for Scott County, first successfully implemented in FY 12.

## MISCELLANEOUS STATISTICS ABOUT SCOTT COUNTY

**Date of Incorporation:** December 31, 1837

**Form of Government:** County Board/County Administrator

**Area in Square Miles** 468.2

**Median Age of Population** 37.4

**Miles of Roads and Streets:**

Interstate Highways	90
State Highways	97
Non-Urban	394
Urban	<u>1094</u>
Total Miles	<u>1675</u>

**Acres of Industrial Lands -unincorporated** 396

**Farming Acres** 226,400

**Number of Farms** 730

**County Employees:**

Board Members	5
Elected Officials	5
Full time equivalents	457.52

**Schools Within the County: Public Schools**

Elementary	33
Junior High	9
Senior High	7
Total Students	27,399

**Private Schools:**

K-8	6
High School	1
Total Students	2,038

**Higher Education:**

University	2
Colleges	1
Junior College	1
Vocational Schools	3

**Recreation: Parks**

County Recreation Areas	8
Number of Acres	2,795

**Golf Courses:**

Private	2
Public	7
Municipal	3

**Snowmobile Trails, Total Miles** 86

**State Wildlife Preserve Open to Public**

**Hunting and Fishing** 2,785/Acres

**Number of Lakes** 5

**Number of Boat Launches** 4

**Number of Beaches** 2

**Number of Swimming Pools** 1

**Number of Zoos** 0

**Number of Baseball Diamonds** 2

**Public Safety:**

County Sheriff Department	1
City Police Department	5
Fire Department:	
Full-time	2
Volunteer	11
Rescue Squads	5

**Elections: Last General Election**

Registered Voters	120,698
Votes Cast	86,745
Percent	71.87%

**Elections: Last School Board Election**

Registered Voters	118,491
Votes Cast	3,386
Percent	2.86%

**Building Permits:**

Issued in the Year Ended	
June 30, 2011	728
Value of Issued Permits	\$16,330,216

## MISCELLANEOUS STATISTICS ABOUT SCOTT COUNTY (cont.)

### Ten Principal Taxpayers as of June 30, 2011

Organization	Taxable Value	% of Total Taxable Value
MidAmerican Energy	343,938,029	4.68%
Isle of Capri	85,002,320	1.16%
SDG Macerich Properties	58,460,300	0.80%
Iowa American Water Company	57,730,340	0.79%
ALCOA	40,859,640	0.56%
Qwest	31,125,491	0.42%
Gulf Investments	24,747,700	0.34%
Senior Star Investments I LLC	23,717,322	0.32%
Northern Boarder Pipeline Co.	22,811,447	0.31%
Deere & Company, Inc.	22,776,100	0.31%
Total	\$711,168,689	9.68%

Source: County tax rolls.

## BUDGET GLOSSARY

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget document in understanding these terms, a budget glossary has been included in the document.

**Accrual Accounting:** A basis of accounting in which debits and credits are recorded at the time they are incurred as opposed to when cash is actually received or spent. For example, in accrual accounting, a revenue which was earned between April 1 and June 30, but for which payment was not received until July 10, is recorded as being received on June 30 rather than on July 10.

**Appropriation:** An authorization made by the Board of Supervisors which permits the County to incur obligations and to make expenditures of resources.

**Appropriation Resolution:** The official enactment by the Board of Supervisors to establish legal authority for County officials to obligate and expend resources.

**Assessed Valuation:** A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the City or County Assessors.)

**Audit:** A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals.

**Authorized Agency:** A recognized non-profit agency receiving County funding and following the County's required BFO budgeting requirements.

**Balance Sheet:** A financial statement that discloses the assets, liabilities, reserves and balances of a specific governmental fund as of a specific date.

**Balanced Budget:** A balanced budget in the public sector is achieved when the government equates the revenues with expenditure over business cycles. In other words, a government's budget is balanced if its income is equal to its expenditures.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond resolution. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, park improvements, roads and bridges.

**Budget:** A financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures with various County services.

**Budget Amendment:** A legal procedure utilized by the Board of Supervisors to revise a budgeted service area appropriation. The Code of Iowa also requires Board approval through the adoption of a resolution for any interdepartmental or inter-fund adjustments or for any transfer within a department from one sub-object level total to another. County staff has the prerogative to adjust expenditures within sub-object level totals of a departmental budget.

**Budget Calendar:** The schedule of key dates or events which County departments and authorized agencies follow in the preparation, adoption, and administration of the budget.

**Budget Document:** The instrument used by the budget-making authority to present a comprehensive financial program to the Board of Supervisors.

**Budgeting For Outcomes:** A budgeting process that identifies the results citizens want to achieve and focuses on outcomes or future conditions the government wants to achieve through identified services levels.

**SCOTT COUNTY  
FY13 BUDGETING FOR OUTCOMES DETAIL  
INDEX BY DEPARTMENT**

<b><u>FUND</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>ANALYST</u></b>	<b><u>PAGE</u></b>
General	Administration	Walsh	109
General	Attorney	Huey	115
General	Auditor	Hufford	127
General / MHDD	Community Services	Brewer	138
General	Conservation	Berge	148
General	Facility & Support Services	Bennett	159
General	Health	Harden	167
General	Human Resources	Hufford	213
General / MHDD	Human Services	Elam	220
General	Information Technology	Hufford	225
General	Juvenile Detention Center	Walsh	240
General	Non-Departmental	Walsh	246
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General	Recorder	Harden	263
Secondary Roads / Rural Services	Secondary Roads	Rostenbach	269
General	Sheriff	Rostenbach	283
General	Supervisors, Board of	Brewer	295
General	Treasurer	Brewer	298

**AUTHORIZED AGENCIES**

General	Bi-State Planning	Huey	307
General	Buffalo Ambulance	Rivers	311
General	Center for Active Seniors, Inc.	Elam	314

of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

**Disbursement:** Payment for goods and services in cash or by check.

**Enterprise Fund:** A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures. An enterprise fund in Scott County was established for the golf course that opened at the start of FY 1991-92.

**Estimated Revenue:** The amount of projected revenue to be collected during the fiscal year. The amount of revenue appropriated is the amount approved by the Board of Supervisors.

**Expenses:** This term is used as an appropriation sub-object account category to differentiate from personal services, supplies, capital, and equipment costs.

**Expenditure:** This term refers to the outflow of funds paid for an asset obtained or goods and services obtained. This term applies to all funds.

**Fiscal Year:** The time period designated by the County signifying the beginning and ending period for recording financial transactions. Scott County has specified July 1 to June 30 as its fiscal year.

**Fixed Assets:** Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

**FTE:** Full-time equivalent; an authorized position equivalent to working 2,080 hours in a year.

**Fund:** An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Eight commonly used funds in public accounting are: general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

**Fund Balance:** Fund balance is the excess of assets over liabilities and is therefore also known as surplus funds.

**Full Faith and Credit:** A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

**GAAP:** Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles

**General Fund:** The largest fund within the County, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as law enforcement, mental health services, finance, data processing, park and recreation, physical health services, services to the poor, county development services, and general administration.

**General Ledger:** A file that contains a listing of the various accounts necessary to reflect the financial position of the government.

**General Obligation Bonds:** Bonds that finance a variety of public projects such as roads, buildings, and improvements; the repayment of these bonds is usually made from the Debt Service Fund, and these bonds are backed by the full faith and credit of the issuing government.

**GFOA:** Government Finance Officers Association of the United States and Canada

**GASB:** Government Accounting Standards Board - promulgates accounting standards and practices for governments

**Grant:** A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

**HCBS:** Home and community based mental health mental retardation services

**Interfund Transfers:** Amounts transferred from one fund to another.

**Intergovernmental Revenue:** Revenue received from another government for a specified purpose. In Scott County, these are funds primarily from the State of Iowa.

**Internal Service Fund:** Funds used to account for the financing of goods or services provided by one department to another department, for example, the Vehicle Replacement Reserve Fund.

**Inventory:** A detailed listing of property currently held by the government.

**Invoice:** A bill requesting payment for goods or services by a vendor or other governmental unit.

**Levy:** To impose taxes, special assessments, or service charges for the support of County activities.

**Line-Item Budget:** A budget that lists each expenditure account (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified category.

**Long Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**MH-DD:** Mental health, developmentally disabled. Also refers to the Special Revenue Fund created by the State of Iowa to account for mental health, mental retardation and developmentally disabled program costs

**Modified Accrual Accounting:** A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are "measurable" and "available for expenditure". Since this type of accounting basis is a conservative financial approach, it is recommended as the standard for most governmental funds.

**Object Code:** An expenditure category, such as personal services, supplies, or equipment.

**Operating Budget:** The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel.

**Operating Fund:** A fund restricted to a fiscal budget year.

**Performance Objectives:** Specific quantitative and qualitative measures of work performed as an objective of the department.

**Program Budget:** A budget that focuses upon the goals and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditure.

**Program Performance Budget:** A budget that focuses upon activities rather than line items. Demand, workload, productivity, and effectiveness indicator data are collected in order to assess the efficiency of services. Typical data collected might include miles of road needed to be paved, miles of roads paved, cost of paved roads per mile, percent of roads not able to be paved.

**Property Tax:** Property taxes are levied on both real and personal property according to the property's taxable valuation and the tax rate.

**Revenue:** Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, grants, shared revenues and interest income.

**Revenue Bonds:** Bonds usually sold for constructing a project that will produce revenue for the government. The revenue is used to pay the principal and interest of the bond.

**Requisition:** A written request from a department to the purchasing division for specific goods or services. This action precedes the authorization of a purchase order.

**Reserve:** An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**Risk Management:** An organized attempt to protect a government's assets against accidental loss in the most economical method.

**Semi-Core Service:** A service that has the potential and beneficial effect on public safety or health, but the loss of the activity would not have catastrophic effect, portion of core service that exceeds a state or federal mandate, has beneficial effect on the daily lives of a significant segment of population but is the core service of another entity, provides revenue through a direct function that funds most but not all of its costs and that is not generated or collected by another entity, provides direct support for a semi-core service or indirect support for a core service.

**Service Enhancement** - A service that does not fit in either core service or semi-core service definition, these services were created in the interest of the residents of the county, to enhance their quality of life, these services are not provided for by state or federal mandates

**Source of Revenue:** Revenues are classified according to their source or point of origin.

**Special Revenue Fund:** A fund utilized to account for revenues derived from specific sources which are usually required by law or regulation to be accounted for as separate funds.

**T19:** Title nineteen services. Also referred to as Title XIX. Federal funding assistance for eligible recipients

**Voucher:** A claim document indicating that a transaction has occurred. It usually contains the accounts related to the transaction.



## FINANCIAL MANAGEMENT POLICIES

The following financial policies and relevant sections from the Code of Iowa have been adopted by the Scott County Board of Supervisors and have been developed and assembled here to provide guidance to the County's financial management system. The County's intent is to support a sound and efficient financial management system which best utilizes available resources and provides an acceptable service level to the citizens of Scott County. A Financial Review Committee (FRC) consisting of the County Administrator, Budget Coordinator, Financial Management Supervisor in the Treasurer's Office, and the Accounting and Tax Manager in the Auditor's Office advises the Board on various financial management improvement projects throughout the year.

The following policies are not intended to restrict the Board of Supervisors' authority in determining service needs and/or activities of the County. These financial policies do not limit the Board of Supervisors' ability and responsibility to respond to service delivery needs above or beyond these policies. The Board as a policy making group is still accountable for the efficient and responsive operation of the County.

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## **EXCERPTS FROM SCOTT COUNTY CODE**

### **CHAPTER 3 APPOINTED OFFICERS AND DEPARTMENTS**

#### **SEC. 3-1. OFFICE OF THE ADMINISTRATOR**

- A. There shall be an Office of the Administrator responsible for the general administration of the County.
- B. The Office of the Administrator shall be headed by a County Administrator appointed by, and serving at the pleasure of the Board of Supervisors.
- C. The County Administrator shall report to, and be accountable to, the Board of Supervisors for the performance of the office's duties and responsibilities.
- D. The County Administrator shall be a full time employee of the County.
- E. The County Administrator may serve as head of one or more Departments of County Government not under the direct control of an elected official.

#### **SEC. 3-2. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR**

- A. The County Administrator serves as the principal advisor to the Board of Supervisors in all matters relating to the overall management of county government operations.
- B. The County Administrator shall have direct administrative authority over all operating departments within the scope of responsibility of the Board of Supervisors.
- C. The County Administrator shall prescribe the accepted standards of administrative practice for all operating departments within the scope of responsibility of the Board of Supervisors.
- D. The County Administrator shall execute and enforce all resolutions and orders of the Board of Supervisors and see that all laws required to be enforced through the Board of Supervisors or by operating departments subject to its control are faithfully executed.
- E. The County Administrator is authorized by the Board of Supervisors to take any reasonable ministerial action necessary in carrying out the responsibilities assigned to him, and to act at his discretion, upon matters not covered by Board policy or strictly prohibited by the Code of Iowa or this code. Such action will be reported to the Board of Supervisors as soon as practicable thereafter.

SEC. 3-2.           AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE COUNTY  
ADMINISTRATOR (con't)

- F.   The County Administrator may delegate to appropriate department heads or professional staff members the authority to discharge certain duties and responsibilities vested in him by the Board of Supervisors. However, the delegation of such authority does not relieve the County Administrator of ultimate accountability and responsibility.
- G.   The County Administrator shall be responsible for the preparation, review and submission (in conjunction with the County Auditor as provided by the Code of Iowa) of a proposed annual operating budget plan for consideration by the Board of Supervisors. As such, a copy of the budget requests of all operating departments, including those under the direction of other elected county officials, and appointed boards, commissions, or other agencies receiving County funding, shall be submitted to the County Administrator in accordance with an annual budget planning calendar and in compliance with such dates and dead-lines as identified in the Code of Iowa. All departmental budget requests shall be in the format and contain such content as prescribed by the County Administrator.
- H.   The County Administrator shall be responsible for the development of all proposed capital program plans and the financing thereof, for consideration by the Board of Supervisors. He shall further be responsible for the execution of, and status reporting for all capital projects approved by the Board of Supervisors.
- I.   The County Administrator or his designee shall have access to the books and papers of all operating departments, for purposes of gathering appropriate data required in support of the execution of the official duties of the Administrator's Office or in compliance with specific directions of the Board of Supervisors.
- J.   The County Administrator is responsible for periodic reporting of the status of the certified or amended annual operating budget, as well as the status of all active funds. Such reporting shall be done in cooperation with the appropriate elected officials having statutory authority and/or responsibility.
- K.   The County Administrator is responsible for the review and recommendation of all County operating department personnel appointments and other personnel items to be brought before the Board of Supervisors for their consideration and action.
- L.   The County Administrator shall have the authority to fill vacancies in authorized positions below department head level, within the limitations of budget funding and in conformance with established personnel policies. Such personnel appointments shall be filed bi-weekly in conjunction with Board of Supervisors meetings.
- M.   The County Administrator shall be authorized to approve compensation step increases that are in conformance with personnel policies.

SEC. 3-2.           AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE COUNTY  
ADMINISTRATOR (con't)

- N.   The County Administrator is responsible for the review and assessment of all administrative matters to be considered by the Board of Supervisors. All administrative items to be considered by the Board of Supervisors shall be forwarded to the Chairman of the Board of Supervisors by the County Administrator for purposes of assigning to the appropriate committee for consideration.
- O.   The County Administrator may recommend appropriate administrative organizational structures and/or administrative reorganizations as he deems necessary for the efficient and effective operation of County government.
- P.   The County Administrator may recommend policy to the Board of Supervisors.
- Q.   The County Administrator shall be responsible for the management of all County facilities, except as responsibility for specific facilities is otherwise entrusted to county elected officials pursuant to the Code of Iowa.
- R.   The County Administrator shall be responsible for acquisition of all County goods and services in the most cost effective manner as possible, and in accordance with policies and procedures established by the Board of Supervisors and the State of Iowa.
- S.   The County Administrator shall present to the Board of Supervisors a recommended candidate for all department head position vacancies. The County Administrator will use a broad-based advisory selection committee represented by at least three elected office holders and three department heads in an advisory capacity during the selection process. The final decision relative to filling department head vacancies shall be made by the Board of Supervisors based upon the aforementioned selection process. For purposes of this section department head positions include the Director of Information Technology, Director of Facilities and Support Services, Director of Community Services, Director of Human Resources, Director of Planning and Development, Juvenile Detention Center Director, and County Engineer. The advisory selection committee members may also include the Health Department Director, or Conservation Director.
- T.   The County Administrator may, under the general direction of the Board of Supervisors, bring together various county elected office holders, departments, and agencies to work together on common problems, issues, or opportunities.
- U.   The County Administrator may, under the general direction of the Board of Supervisors, represent the Board of Supervisors in meetings with the following: elected office holders; county agencies not under the direct responsibility of the Board of Supervisors; local, state, and federal officials and agencies; community groups and agencies; and the general public.

### **33. FINANCIAL MANAGEMENT POLICIES**

#### **GENERAL POLICY**

The following financial policies have been developed to provide guidance to the County's financial management system.

#### **SCOPE**

This policy is applicable to all offices and departments within Scott County government.

#### **PURPOSE**

The County's intent is to support a sound and efficient financial management system which best utilizes available resources and provides an acceptable service level to the citizens of Scott County. The following statements are not intended to restrict Scott County's authority in determining service needs and/or activities of Scott County. These financial policies do not limit the Scott County Board's of Supervisors ability and responsibility to respond to service delivery needs above or beyond these policies. The Scott County Board of Supervisors as a policy making group is still accountable for the efficient and responsive operation of Scott County.

#### **SPECIFIC POLICY PROVISIONS**

##### **REVENUE POLICY**

1. Scott County will initiate efforts to maintain diversified and stable revenues in an attempt to limit the impact of short run fluctuations in any one revenue source.
2. Annual revenues will be estimated by an objective, and whenever possible analytical process.
3. Existing revenue sources will be re-examined with new revenue sources investigated during the annual budget preparation process.
4. Revenues may exceed expenditures if the fund balance of any funds needs to be increased to meet minimum balance requirements. Additionally, surplus fund balances may supplement revenues in order to fund estimated expenditure levels, generally for onetime expenditures or capital costs.
5. Property tax revenue collections will be established through a tax levy rate for general operations which will not generally exceed the cost of living of the previous year.
6. In relation to enterprise funds which have been established to support expenditure levels, user fees and charges will be established to fund direct and indirect cost of the activity whenever feasible.

7. User fees in other governmental areas such as health and recreational services will be established at a level which will not inhibit participation by all.
8. All user fees and charges will be re-evaluated on an annual basis during the budget preparation process.
9. One-time or special purpose revenues such as grant funds will be utilized to fund capital expenditures or expenditures required by that revenue. Such revenues will generally not be used to subsidize reoccurring personnel, operating and maintenance costs and if approved will be qualified by stating such on-going program may be ended once grant funds or other revenue sources no longer exist.
10. Scott County will on a continuous basis seek methods to reduce the County's reliance on the property tax through seeking legislative support for local option taxes, investigating additional non-property tax revenue sources, and encouraging the expansion and diversification of the County's tax base with commercial and industrial development.

#### **OPERATING BUDGET/EXPENDITURE POLICY**

1. The County Administrator will compile and submit to the Scott County Board of Supervisors a balanced budget by the first of February of each year.
2. The balanced budget will reflect expenditures which will not exceed estimated resources and revenues. Routine expenditures will not be greater than the previous year's expenditure level by more than the estimated annual percentage increase in the cost of living.
3. The operating budget for Scott County will be developed and established on a service level basis. Any additions, deletions and/or alterations in the operating budget will be related to services to be provided to the general public.
4. The operating budget will emphasize productivity of human resources in providing services, efficient use of available revenue sources, and quality of services to be provided.
5. New service levels will be considered when additional revenues or offsetting reductions of expenditures are identified, the new services fall within the broad framework of the County operation, or when such services are mandated by the State of Iowa or the federal government.
6. Current County expenditures will be funded by current revenues unless specifically approved by the Board of Supervisors.
7. The County will avoid the postponement of current expenditures to future years, accruing future years revenues, or utilization of short term debt to fund operating expenditures.

8. The operating budget will provide funding for the on-going maintenance and replacement of fixed assets and equipment. These expenditures will be funded from current revenues transferred to the Vehicle Replacement, Electronic Equipment and Capital Improvement Funds.
9. Minimum year-end unreserved, undesignated fund balances or fund equity will be maintained for all governmental and proprietary funds as follows:

**Governmental**

<b>Fund Types</b>	<b>Minimum Fund Balance</b>
General	15% of Annual Operating Expenses
Secondary Roads	10% of Annual Operating Expenses
MH-DD	10% of Annual Operating Expenses
Rural Services	\$25,000 Minimum Balance
Recording Management Fees	No Minimum Required
Debt Service	\$25,000 Minimum Balance
Capital Projects	\$500,000 Minimum Balance

**Proprietary**

<b>Fund Types</b>	<b>Minimum Fund Equity</b>
Self-Insurance*	\$1,000,000 Minimum Balance
Golf Course**	Escrowed Annual Debt Service Payment

\* The County will established a minimum fund balance of \$1,000,000 in its Self-Insurance Fund by 01/01/2012.

\*\*County property taxes are used to fund Golf Course debt and operational deficits. The minimum fund equity for this fund is the escrowed annual debt service payment.

9. Each year the County will revise current year expenditure projections during the succeeding year's budget preparation process. Costs of operating future capital improvements included in the capital projects budget will be included in the operating budget.
10. The County will participate in a risk management program to minimize losses and reduce costs. This program will also protect the County against catastrophic losses through the combination of insurance, self-insurance and various federal and state programs.
11. The County will maintain a budgetary control system to monitor its adherence to the approved operating budget.
12. All departments will have access to monthly expense and revenue reports comparing actual revenues and expenditures to budgeted amounts. These reports will be updated on a weekly basis to allow departments to regularly review their financial position.

## **CAPITAL IMPROVEMENT BUDGET POLICY**

1. The County will make all capital improvements in accordance with the adopted Capital Improvement Program except for emergency capital improvements which are deemed necessary by the County staff and approved individually by the Board of Supervisors.
2. Capital improvements will be identified on the basis of long-range projected needs rather than on immediate needs in order to minimize future maintenance, replacement and capital costs.
3. A capital improvement program will be developed for a five-year period and updated annually.
4. Estimated costs of each capital improvement projected for each year will be included in the plan.
5. Revenue sources for capital improvements will be identified in the plan whenever possible.
6. Intergovernmental funding sources from the federal, state and private sector will be actively sought and used as available to assist in financing of capital improvements.
7. Future operating costs associated with the capital improvement will be projected and included as a part of the budget submission in the capital improvement budget.
8. During the initial stages of a particular capital improvement but no later than the public hearing for the capital improvement, revenue sources to fund the capital improvement and estimated project costs including incidental costs will be approved by the Board of Supervisors.
8. Capital Funding Requests From Outside Agencies
  - Capital funding requests (greater than \$5,000) from outside agencies will only be considered during the Board's regular annual budget review cycle.
  - Said requests must be submitted to the County Administrator on or before December 1<sup>st</sup> on forms provided by the County.
  - Said requests for the next fiscal year will only be accepted for consideration if the County's undesignated/unreserved General Fund balance exceeds the minimum required level, 15% of operating expenses. (The 15% minimum required level shall be based on the audited beginning undesignated/unreserved General Fund balance amount of the current fiscal year less any planned uses of fund balance included in the current fiscal year budget compared with current year budgeted general fund operating expenses).



- Said request shall describe the project in detail and shall also include the following minimum information:
  - Project impact on community (economic development, quality of life, etc.)
  - Total cost of project
  - % of request from County to total project cost
  - Listing of other revenue sources
- Agencies are encouraged to competitively bid out contracts and should allow local vendors to bid
- Approved funding allotments will be made beginning with the next fiscal year being budgeted and may be made over a multi-year period
- No allotment will be given until the requesting organization informs the County in writing that all funding commitments have been made and that the project has begun (this action must be completed prior to December 31st of the next fiscal year being budgeted, if not, the County's funding commitment will end) Note: Agencies may request an extension to this provision. The extension request should be submitted in writing detailing reasons for the extension and the extension timeframe requested.
- Any approved funding commitment from the County for a project should be considered final with no subsequent funding request to be made to the County on that project
- Any future State action such as program funding reductions, increased unfunded State mandates, or the enactment of property tax limitation legislation may not allow the County to consider or, complete fulfillment of these types of capital funding requests

## 9. Bike Trail Funding

- The Board of Supervisors supports the development and construction of bike trails that will connect communities within the County. The Board encourages state and federal legislators to fund grant opportunities to fund these bike trails. The Board will support grant applications to appropriate state and federal agencies for grant funding of these trails.
- The Board will participate in funding the local match grant requirement of bike trail development and construction that connect non-contiguous cities within Scott County. The Board will also consider allowing the use of the County's right of way for portions of proposed trails along County roads.
- The Board of Supervisors will fund 10% of the local match grant requirement (up to a 30% grant local match requirement). For example, if the grant award is for \$1 million with a 30% local-70% federal/state split the County would fund \$30,000 of the local match. If the same \$1 million grant had a 40% local-60% federal/state split the County would still only fund \$30,000 of the local match. If this is a multi-county grant application the 10% County local

match funding amount will be based on the percentage of bike trail mileage in Scott County.

- The County encourages communities to secure additional local grant funding toward the local match requirement (i.e., riverboat grants, foundations, businesses, etc.). The County will not reduce its 10% local match commitment by any additional funding secured by the communities toward their 90% share of the local match.
- The County will not participate in any ongoing maintenance costs of the bike trails.

## **DEBT ADMINISTRATION POLICY**

1. The County will limit its long-term borrowing to capital improvements or projects which cannot be financed from current revenues or for which current revenues are not adequate.
2. Long-term borrowing will only be utilized to fund capital improvements and not operating expenditures.
3. The payback period of the bonds issued to fund a particular capital project will not exceed the expected useful life of the project.
4. It is recognized that the State of Iowa sets the debt limitation for municipalities at 5 percent of actual property valuation.
5. Whenever possible, special assessment, revenue bonds and/or general obligation bonds abated by enterprise revenues will be issued instead of general obligation bonds funded by property tax.
6. For those general obligation bonds issued and funded by property taxes, debt service and interest payment schedules shall be established whenever possible in such a manner to provide equalization of debt and interest payments each year for the life of the total outstanding general obligation bonds.
7. The County shall encourage and maintain good relations with the financial and bond rating agencies and prepare any reports so requested by these agencies. Full and open disclosure on every financial report and bond prospectus will be maintained.

## **FINANCIAL REPORTING POLICY**

1. The County will establish and maintain a high standard of accounting practices and procedures which adhere to the concept of full and open public disclosure of all financial activity.
2. The accounting system will be maintained on a basis consistent with accepted standards for governmental accounting.

3. Quarterly financial statements reported on a budget basis of accounting will be presented to the board of Supervisors on a regular basis.
4. The County's independent public accounting firm will publicly issue an audit opinion regarding the financial statements to the County. The annual audit will be made available to the general public, bonding and financial consultants, and any other interested citizens and organizations.
5. The Comprehensive Annual Financial Report and accompanying audit opinion will be completed and submitted to the Board of Supervisors by December 31 and following the close of the preceding fiscal year.

## FUND BALANCE POLICY

Government Accounting Standards Board (GASB) has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The Statement is effective for the County beginning with fiscal year ending June 30, 2011. The objective of this statement is to improve the usefulness and understandability of governmental fund balance information. The Statement provides more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The Statement impacts governmental fund types, however, in non-governmental funds, the County may decide to assign funds for specific purposes.

1. The fund balance will be reported in five categories: Nonspendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance.
  - a) Nonspendable Fund Balance - Amounts cannot be spent because they are a)not in spendable form or b)legally or contractually required to be maintained intact.
  - b) Restricted Fund Balance - Amounts are restricted by external parties (i.e. creditors, grantors, contributors) or laws / regulations of other governments or restricted by law through constitutional provisions or enabling legislation, such as an ordinance.
  - c) Committed Fund Balance - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Supervisors. The formal action must occur prior to the end of the reporting period. The amount, which will be subject to the constraint, may be determined in the subsequent period.
  - d) Assigned Fund Balance - Amounts constrained by the government's intent to be used for specific purposes that are neither restricted or committed. The intent can be expressed by the County Administrator.
  - e) Unassigned Fund Balance - Is a residual classification for the general fund. The total fund balance less amounts categorized as non-spendable, restricted, committed and assigned equals unassigned fund balance. The general fund is the only fund that should report a positive unassigned fund balance amount. A negative unassigned fund balance is possible in other funds.

Minimum year-end fund balances will be maintained for all governmental and proprietary funds as follows:

Governmental

Fund Types

General

Minimum Fund Balance

Unassigned, 15% of Annual Operating Expenses

Secondary Roads

Restricted, Between 5% & 10% of Annual Operating Expenses

MH-DD

Restricted, Between 5% & 10% of Annual Operating Expenses (state law)

Rural Services

Assigned, \$25,000 Minimum Balance

Recording Management Fees

No Minimum Required

Debt Service

Assigned, \$25,000 Minimum Balance

Capital Projects

No Minimum Required

Proprietary

Fund Types

Minimum Fund Equity

Self-Insurance

Assigned, \$1,000,000 Minimum Balance

Golf Course\*

Escrowed Annual Debt Service Payment

\*County property taxes are used to fund Golf Course debt and operational deficits. The minimum fund equity for this fund is the escrowed annual debt service payment.

2. Flow of Funds Policy:

The County will spend the most restricted dollars before less restricted, in the following order:

- 1) Nonspendable (if funds become spendable)
- 2) Restricted
- 3) Committed
- 4) Assigned
- 5) Unassigned

## **2. CASH HANDLING PROCEDURES POLICY**

### **POLICY**

It is the policy of Scott County to properly account for all funds received or collected by county offices and departments for fees, taxes, fines, costs, etc. It is recognized that there is an administrative cost to processing refunds and correcting accounting entries when over payments have been received. It is the policy of Scott County to allow County Departments to retain nominal excess payments of less than \$5.00, unless the payor has requested a refund of the overpayment to avoid further administrative costs.

### **SCOPE**

This policy is applicable to all county offices and departments.

### **TECHNICAL ACCOUNTING ASSISTANCE**

Request for assistance in establishing or enhancing departments' internal accounting systems should be made to the Finance Review Committee.

### **ADMINISTRATIVE PROCEDURES**

1. All monies received or collected should be accounted for and balanced daily.
2. Daily deposits to the County Treasurer or appropriate financial institution as allowed by law and/or Board policy, should be made whenever cash on hand exceeds \$250. This amount may be extended to \$1,000 if a safe is used. In all cases deposits should be made at least once a week.
3. Bank reconciliation's should be performed by someone other than the person collecting or receiving said funds.
4. The use of I.O.U.'s is strictly prohibited.
5. All checks received should be restrictively endorsed when received.
6. The County Auditor may make unannounced cash counts of funds on hand throughout the fiscal year.
7. All nominal excess payments of less than \$5.00 retained by County Departments shall be accounted for in a separate departmental General Ledger revenue account so designated "Nominal Excess Payments".

## **18. INVESTMENT POLICY**

### **SCOPE**

The Investment Policy of Scott County shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the County. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The Board of Supervisors and all County officials to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of the County.
3. The auditor engaged to audit any fund of the County.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the County.

### **DELEGATION OF AUTHORITY**

In accordance with Iowa Code, the responsibility for conducting investment transactions resides with the Treasurer of Scott County. Only the Treasurer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the County shall require the outside person to notify the County in writing within thirty days of receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the County by the outside person.

The records of investment transactions made by or on behalf of the County are public records and are the property of the County whether in the custody of the County or in the custody of a fiduciary or other third party.

The Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the County responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the

audited financial statement and related report on internal control structure of all outside persons performing any of the following for the County:

1. Investing County funds.
2. Advising on the investment of County funds.
3. Directing the deposit or investment of County funds.
4. Acting in a fiduciary capacity for the County.

A Bank, Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

## **OBJECTIVES**

The primary objectives, in order of priority, of all investment activities involving the financial assets of the County shall be the following:

1. **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. **Liquidity:** Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. **Return:** Obtaining a reasonable return is the third investment objective.

## **PRUDENCE**

The Treasurer of Scott County, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the above investment objectives. This standard requires that when making investment decisions, the Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of the County and the investment objectives stated above.

The Treasurer shall request competitive investment proposals for comparable credit and term investments from investment providers.

## **INSTRUMENTS ELIGIBLE FOR INVESTMENT**

Assets of the County may be invested in the following:

- Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in Scott County or an adjoining Iowa county. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the Board of Supervisors of Scott County. Deposits in any financial institution shall not exceed the limit approved by the Board of Supervisors.

- Obligations of the United States government, its agencies and instrumentalities.
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Iowa Code.
- Iowa Public Agency Investment Trust (IPAIT).
- Prime bankers' acceptances that mature within 270 days of purchase and that are eligible for purchase by a federal reserve bank.
- Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking.
- Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and the County takes delivery of the collateral either directly or through an authorized custodian.
- An open-end management investment company registered with the Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in this Investment Policy.

All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including investment maturity limitations and diversification requirements.

### **PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES**

Assets of the County shall not be invested in the following:

1. Reverse repurchase agreements.
2. Futures and options contracts.
3. Inverse floaters.
4. Stripped securities, including principal-only and interest-only strips.

Assets of the County shall not be invested pursuant to the following investment practices:

1. Trading of securities for the purpose of speculation and the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment transaction records of the County fails to produce requested records when requested by the County within a reasonable time, the County shall make no new investment with or through



the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

4. Purchase of securities on margin.
5. Pledging of County owned securities as collateral for any purpose.

### **INVESTMENT MATURITY LIMITATIONS**

Operating Funds must be identified and distinguished from all other funds available for investment. Operating funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

All investments authorized in this policy are further subject to the following investment maturity limitations:

1. Operating Funds may only be invested in instruments authorized in this Investment Policy that mature within three hundred ninety-seven (397) days.
2. The Treasurer may invest funds of the County that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the County shall have maturities that are consistent with the needs and uses of the County.

### **DIVERSIFICATION**

Investments of the County are subject to the following diversification requirements:

Prime bankers' acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the County shall be invested in prime bankers' acceptances, and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the County shall be invested in the securities of a single issuer.

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the County shall be in commercial paper or other short-term corporate debt,
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the County shall be invested in the securities of a single issuer, and
3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification.

Where possible, it is the policy of the County to diversity its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification

strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.

### **SAFEKEEPING AND CUSTODY**

All invested assets of the County involving the use of a public funds custodial agreement, as defined in Iowa Code, shall comply with all rules adopted pursuant to Iowa Code. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

All invested assets of the County eligible for physical delivery shall be secured by having them held at a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out elsewhere in this section of this Investment Policy.

### **ETHICS AND CONFLICT OF INTEREST**

The Treasurer and all officers and employees of the County involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### **REPORTING**

The Treasurer shall quarterly submit to the Board of Supervisors an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

### **INVESTMENT POLICY REVIEW AND AMENDMENT**

This Investment Policy shall be reviewed every two years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in the Scope section of this policy.

### **GLOSSARY OF TERMS**

**Agency:** securities issued by government-sponsored corporations such as Federal Home Loan Banks or Federal Land Banks. Agency securities are exempt from Securities and Exchange Commission (SEC) registration requirements.

**Agent:** individual authorized by another person, called the principal, to act in the latter's behalf in transactions involving a third party.

**Banker's Acceptance:** time draft drawn on and accepted by a bank, the customary means of effecting payment for merchandise sold in import-export transactions and a source of financing used extensively in international trade.

**Commercial Paper:** short-term obligations with maturities ranging from 2 to 270 days issued by banks, corporations, and other borrowers to investors with temporarily idle cash. Such instruments are unsecured and usually discounted, although some are interest-bearing.

**Delivery Versus Payment (DVP):** securities industry procedure, common with institutional accounts, whereby delivery of securities sold is made to the buying customer's bank in exchange for payment, usually in the form of cash.

**Fiduciary:** person, company, or association holding assets in trust of a beneficiary.

**Futures Contract:** agreement to buy or sell a specific amount of a commodity or financial instrument at a particular price on a stipulated future date.

**Inverse Floaters:** investment securities whose coupon payment rate floats opposite market interest rates.

**Open-End Management Company:** investment company that sells Mutual Funds to the public. The term arises from the fact that the firm continually creates new shares on demand. Mutual fund shareholders buy the shares at Net Asset Value and can redeem them at any time at the prevailing market price, which may be higher or lower than the price at which the investor bought.

**Option:** right to buy or sell property that is granted in exchange for an agreed upon sum. If the right is not exercised after a specific period, the option expires and the option buyer forfeits the money.

**Portfolio:** combined holding of more than one stock, bond, commodity, real estate investment, Cash Equivalent, or other asset by an individual or institutional investor.

**Repurchase Agreement:** agreement between a seller and a buyer, usually of U.S. Government securities, whereby the seller agrees to repurchase the securities at an agreed upon price and, usually, at a stated time.

**Safekeeping:** storage and protection of a customer's financial assets, valuables, or documents, provided as a service by an institution serving as Agent and, where control is delegated by the customer, also as custodian.

**Speculation:** assumption of risk in anticipation of gain but recognizing a higher than average possibility of loss.

**Stripping:** dividing a security into its principal and interest payments and selling the claims to these payments as new and separate securities. The principal portion is called a principal-only (PO) strip and the interest portion is called an interest-only (IO) strip.

## CHAPTER 24 CODE OF IOWA

### 24.1 SHORT TITLE.

This chapter shall be known as the "*Local Budget Law*".

### 24.2 DEFINITION OF TERMS.

As used in this chapter and unless otherwise required by the context:

1. "*Book*", "*list*", "*record*", or "*schedule*" kept by a county auditor, assessor, treasurer, recorder, sheriff, or other county officer means the county system as defined in section 445.1.

2. The words "*certifying board*" shall mean any public body which has the power or duty to certify any tax to be levied or sum of money to be collected by taxation.

3. The words "*fiscal year*" shall mean the period of twelve months beginning on July 1 and ending on the thirtieth day of June. The fiscal year of cities, counties, and other political subdivisions of the state shall begin July 1 and end the following June 30.

4. The words "*levying board*" shall mean board of supervisors of the county and any other public body or corporation that has the power to levy a tax.

5. "*Municipality*" means a public body or corporation that has power to levy or certify a tax or sum of money to be collected by taxation, except a county, city, drainage district, township, or road district.

6. The words "*state board*" shall mean the state appeal board as created by section 24.26.

7. The word "*tax*" shall mean any general or special tax levied against persons, property, or business, for public purposes as provided by law, but shall not include any special assessment nor any tax certified or levied by township trustees.

### 24.3 REQUIREMENTS OF LOCAL BUDGET.

No municipality shall certify or levy in any fiscal year any tax on property subject to taxation unless and until the following estimates have been made, filed, and considered, as hereinafter provided:

1. The amount of income thereof for the several funds from sources other than taxation.

2. The amount proposed to be raised by taxation.

3. The amount proposed to be expended in each and every fund and for each and every general purpose during the fiscal year next ensuing, which in the case of municipalities shall be the period of twelve months beginning on the first day of July of the current calendar year.

4. A comparison of such amounts so proposed to be expended with the amounts expended for like purposes for the two preceding years.

### 24.4 TIME OF FILING ESTIMATES.

All such estimates and any other estimates required by law shall be made and filed a sufficient length of time in advance of any regular or special meeting of the certifying board or levying board, as the case may be, at which tax levies are authorized to be made to permit publication, discussion, and consideration thereof and action thereon as hereinafter provided.

### 24.5 ESTIMATES ITEMIZED.

The estimates herein required shall be fully itemized and classified so as to show each particular class of proposed expenditure, showing under separate heads the amount required in such manner and form as shall be prescribed by the state board.

### 24.6 EMERGENCY FUND -- LEVY.

1. A municipality may include in the estimate required, an estimate for an emergency fund. A municipality may assess and levy a tax for the emergency fund at a rate not to exceed twenty-seven cents per thousand dollars of assessed value of taxable property of the municipality. However, an emergency tax levy shall not be made until the municipality has first petitioned the state board and received its approval.

2. a. Transfers of moneys may be made from the emergency fund to any other fund of the municipality for the purpose of meeting deficiencies in a fund arising from any cause. However, a transfer shall not be made except upon the written approval of the state board, and then only when that approval is requested by a two-thirds vote of the governing body of the municipality.

b. Notwithstanding the requirements of paragraph "a", if the municipality is a school corporation, the school corporation may transfer money from the emergency fund to any other fund of the school corporation for the purpose of meeting deficiencies in a fund arising within two years of a disaster as defined in section 29C.2, subsection 1. However, a transfer under this paragraph "b" shall not be made without the written approval of the school budget review committee.

### 24.7 SUPPLEMENTAL ESTIMATES.

Supplemental estimates for particular funds may be made for levies of taxes for future years when the same are authorized by law. Such estimates may be considered, and levies made therefor at any time by filing the same, and upon giving notice in the manner required in section 24.9. Such estimates and levies shall not be considered as within the provisions of section 24.8.

### 24.8 ESTIMATED TAX COLLECTIONS.

The amount of the difference between the

receipts estimated from all sources other than taxation and the estimated expenditures for all purposes, including the estimates for emergency expenditures, shall be the estimated amount to be raised by taxation upon the assessable property within the municipality for the next ensuing fiscal year. The estimate shall show the number of dollars of taxation for each thousand dollars of the assessed value of all property that is assessed.

#### **24.9 FILING ESTIMATES -- NOTICE OF HEARING - AMENDMENTS.**

Each municipality shall file with the secretary or clerk thereof the estimates required to be made in sections 24.3 to 24.8, at least twenty days before the date fixed by law for certifying the same to the levying board and shall forthwith fix a date for a hearing thereon, and shall publish such estimates and any annual levies previously authorized as provided in section 76.2, with a notice of the time when and the place where such hearing shall be held not less than ten nor more than twenty days before the hearing. Provided that in municipalities of less than two hundred population such estimates and the notice of hearing thereon shall be posted in three public places in the district in lieu of publication. For any other municipality such publication shall be in a newspaper published therein, if any, if not, then in a newspaper of general circulation therein. The department of management shall prescribe the form for public hearing notices for use by municipalities. Budget estimates adopted and certified in accordance with this chapter may be amended and increased as the need arises to permit appropriation and expenditure during the fiscal year covered by the budget of expended cash balances on hand at the close of the preceding fiscal year and which cash balances had not been estimated and appropriated for expenditure during the fiscal year of the budget sought to be amended, and also to permit appropriation and expenditure during the fiscal year covered by the budget of amounts of cash anticipated to be viable during the year from sources other than taxation and which had not been estimated and appropriated for expenditure during the fiscal year of the budget sought to be amended. Such amendments to budget estimates may be considered and adopted at any time during the fiscal year covered by the budget sought to be amended, by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in this section. Within ten days of the decision or order of the certifying or levying board, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board and review by that body, all in accordance with sections 24.27 to 24.32, so far as applicable. A local budget shall be amended by May 31 of the current fiscal year to allow time for a protest hearing to be held and a decision rendered before June 30. An amendment of a budget after May

31 which is properly appealed but without adequate time for hearing and decision before June 30 is void. Amendments to budget estimates accepted or issued under this section are not within section 24.14.

#### **24.10 LEVIES VOID.**

The verified proof of the publication of such notice shall be filed in the office of the county auditor and preserved by the auditor. No levy shall be valid unless and until such notice is published and filed.

#### **24.11 MEETING FOR REVIEW.**

The certifying board or the levying board, as the case may be, shall meet at the time and place designated in said notice, at which meeting any person who would be subject to such tax levy, shall be heard in favor of or against the same or any part thereof.

#### **24.12 RECORD BY CERTIFYING BOARD.**

After the hearing has been concluded, the certifying board shall enter of record its decision in the manner and form prescribed by the state board and shall certify the same to the levying board, which board shall enter upon the current assessment and tax roll the amount of taxes which it finds shall be levied for the ensuing fiscal year in each municipality for which it makes the tax levy.

#### **24.13 PROCEDURE BY LEVYING BOARD.**

Any board which has the power to levy a tax without the same first being certified to it, shall follow the same procedure for hearings as is hereinbefore required of certifying boards.

#### **24.14 TAX LIMITED.**

A greater tax than that so entered upon the record shall not be levied or collected for the municipality proposing the tax for the purposes indicated and a greater expenditure of public money shall not be made for any specific purpose than the amount estimated and appropriated for that purpose, except as provided in sections 24.6 and 24.15. All budgets set up in accordance with the statutes shall take such funds, and allocations made by sections 123.53 and 452A.79, into account, and all such funds, regardless of their source, shall be considered in preparing the budget.

#### **24.15 FURTHER TAX LIMITATION.**

No tax shall be levied by any municipality in excess of the estimates published, except such taxes as are approved by a vote of the people, but in no case shall any tax levy be in excess of any limitation imposed thereon now or hereafter by the Constitution and laws of the state.

#### **24.16 EXPENSES -- HOW PAID.**

The cost of publishing the notices and estimates required by this chapter, and the actual and necessary expenses of preparing the budget shall be

paid out of the general funds of each municipality respectively.

#### **24.17 BUDGETS CERTIFIED.**

The local budgets of the various political subdivisions shall be certified by the chairperson of the certifying board or levying board, as the case may be, in duplicate to the county auditor not later than March 15 of each year on forms, and pursuant to instructions, prescribed by the department of management. However, if the political subdivision is a school district, as defined in section 257.2, its budget shall be certified not later than April 15 of each year. One copy of the budget shall be retained on file in the office by the county auditor and the other shall be certified by the county auditor to the state board. The department of management shall certify the taxes back to the county auditor by June 15.

#### **24.18 SUMMARY OF BUDGET.**

Before forwarding copies of local budgets to the state board, the county auditor shall prepare a summary of each budget, showing the condition of the various funds for the fiscal year, including the budgets adopted as herein provided. Said summary shall be printed as a part of the annual financial report of the county auditor, and one copy shall be certified by the county auditor to the state board.

#### **24.19 LEVYING BOARD TO SPREAD TAX.**

At the time required by law the levying board shall spread the tax rates necessary to produce the amount required for the various funds of the municipality as certified by the certifying board, for the next succeeding fiscal year, as shown in the approved budget in the manner provided by law. One copy of said rates shall be certified to the state board.

#### **24.20 TAX RATES FINAL.**

The several tax rates and levies of a municipality that are determined and certified in the manner provided in sections 24.1 through 24.19, except such tax rates and levies as are authorized by a vote of the people, shall stand as the tax rates and levies of said municipality for the ensuing fiscal year for the purposes set out in the budget.

#### **24.21 TRANSFER OF INACTIVE FUNDS.**

Subject to the provisions of any law relating to municipalities, when the necessity for maintaining any fund of the municipality has ceased to exist, and a balance remains in said fund, the certifying board or levying board, as the case may be, shall so declare by resolution, and upon such declaration, such balance shall forthwith be transferred to the fund or funds of the municipality designated by such board, unless other provisions have been made in creating such fund in which such balance remains.

#### **24.22 TRANSFER OF FUNDS.**

Upon the approval of the state board, it is lawful

to make temporary or permanent transfers of money from one fund to another fund of the municipality. The certifying board or levying board shall provide that money temporarily transferred shall be returned to the fund from which it was transferred within the time and upon the conditions the state board determines. However, it is not necessary to return to the emergency fund, or to any other fund no longer required, any money transferred to any other fund.

#### **24.23 SUPERVISORY POWER OF STATE BOARD.**

The state board shall exercise general supervision over the certifying boards and levying boards of all municipalities with respect to budgets and shall prescribe for them all necessary rules, instructions, forms, and schedules. The best methods of accountancy and statistical statements shall be used in compiling and tabulating all data required by this chapter.

#### **24.24 VIOLATIONS.**

Failure on the part of a public official to perform any of the duties prescribed in chapter 73A, and this chapter, and sections 8.39 and 11.1 to 11.5, constitutes a simple misdemeanor, and is sufficient ground for removal from office.

**24.25** Repealed by 83 Acts, ch 123, § 206, 209.

#### **24.26 STATE APPEAL BOARD.**

1. The state appeal board in the department of management

consists of the following:

a. The director of the department of management.

b. The auditor of state.

c. The treasurer of state.

2. The annual meeting of the state board shall be held on the second Tuesday of January in each year. At each annual meeting the state board shall organize by the election from its members of a chairperson and a vice chairperson; and by appointing a secretary. Two members of the state board constitute a quorum for the transaction of any business.

3. The state board may appoint one or more competent and specially qualified persons as deputies, to appear and act for it at initial hearings. Each deputy appointed by the state board is entitled to receive the amount of the deputy's necessary expenses actually incurred while engaged in the performance of the deputy's official duties. The expenses shall be audited and approved by the state board and proper receipts filed for them.

4. The expenses of the state board shall be paid from the funds appropriated to the department of management.

#### **24.27 PROTEST TO BUDGET.**

Not later than March 25 or April 25 if the

municipality is a school district, a number of persons in any municipality equal to one-fourth of one percent of those voting for the office of governor, at the last general election in the municipality, but the number shall not be less than ten, and the number need not be more than one hundred persons, who are affected by any proposed budget, expenditure or tax levy, or by any item thereof, may appeal from any decision of the certifying board or the levying board by filing with the county auditor of the county in which the municipal corporation is located, a written protest setting forth their objections to the budget, expenditure or tax levy, or to one or more items thereof, and the grounds for their objections. If a budget is certified after March 15 or April 15 in the case of a school district, all appeal time limits shall be extended to correspond to allowances for a timely filing. Upon the filing of a protest, the county auditor shall immediately prepare a true and complete copy of the written protest, together with the budget, proposed tax levy or expenditure to which objections are made, and shall transmit them forthwith to the state board, and shall also send a copy of the protest to the certifying board or to the levying board, as the case may be.

#### **24.28 HEARING ON PROTEST.**

The state board, within a reasonable time, shall fix a date for an initial hearing on the protest and may designate a deputy to hold the hearing, which shall be held in the county or in one of the counties in which the municipality is located. Notice of the time and place of the hearing shall be given by certified mail to the appropriate officials of the local government and to the first ten property owners whose names appear upon the protest, at least five days before the date fixed for the hearing. At all hearings, the burden shall be upon the objectors with reference to any proposed item in the budget which was included in the budget of the previous year and which the objectors propose should be reduced or excluded; but the burden shall be upon the certifying board or the levying board, as the case may be, to show that any new item in the budget, or any increase in any item in the budget, is necessary, reasonable, and in the interest of the public welfare.

#### **24.29 APPEAL.**

The state board may conduct the hearing or may appoint a deputy. A deputy designated to hear an appeal shall attend in person and conduct the hearing in accordance with section 24.28, and shall promptly report the proceedings at the hearing, which report shall become a part of the permanent record of the state board.

#### **24.30 REVIEW BY AND POWERS OF BOARD.**

It shall be the duty of the state board to review and finally pass upon all proposed budget expenditures, tax levies and tax assessments from which appeal is taken and it shall have power and

authority to approve, disapprove, or reduce all such proposed budgets, expenditures, and tax levies so submitted to it upon appeal, as herein provided; but in no event may it increase such budget, expenditure, tax levies or assessments or any item contained therein. Said state board shall have authority to adopt rules not inconsistent with the provisions of this chapter, to employ necessary assistants, authorize such expenditures, require such reports, make such investigations, and take such other action as it deems necessary to promptly hear and determine all such appeals; provided, however, that all persons so employed shall be selected from persons then regularly employed in some one of the offices of the members of said state board.

#### **24.31 RULES OF PROCEDURE -- RECORD.**

The manner in which objections shall be presented, and the conduct of hearings and appeals, shall be simple and informal and in accordance with the rules prescribed by the state board for promptly determining the merits of all objections so filed, whether or not such rules conform to technical rules of procedure. Such record shall be kept of all proceedings, as the rules of the state board shall require.

#### **24.32 DECISION CERTIFIED.**

After a hearing upon the appeal, the state board shall certify its decision to the county auditor and to the parties to the appeal as provided by rule, and the decision shall be final. The county auditor shall make up the records in accordance with the decision and the levying board shall make its levy in accordance with the decision. Upon receipt of the decision, the certifying board shall correct its records accordingly, if necessary. Final disposition of all appeals shall be made by the state board on or before April 30 of each year.

#### **24.33 Repealed by 77 Acts, ch 44, § 1.**

#### **24.34 UNLIQUIDATED OBLIGATIONS.**

A city, county, or other political subdivision may establish an encumbrance system for any obligation not liquidated at the close of the fiscal year in which the obligation has been encumbered. The encumbered obligations may be retained upon the books of the city, county, or other political subdivision until liquidated, all in accordance with generally accepted governmental accounting practices.

#### **24.35 thru 24.47 Repealed**

#### **24.48 APPEAL TO STATE BOARD FOR SUSPENSION OF LIMITATIONS.**

1. If the property tax valuations effective January 1, 1979, and January 1 of any subsequent year, are reduced or there is an unusually low growth rate in the property tax base of a political subdivision,

the political subdivision may appeal to the state appeal board to request suspension of the statutory property tax levy limitations to continue to fund the present services provided. A political subdivision may also appeal to the state appeal board where the property tax base of the political subdivision has been reduced or there is an unusually low growth rate for any of the following reasons:

- a. Any unusual increase in population as determined by the preceding certified federal census.
- b. Natural disasters or other emergencies.
- c. Unusual problems relating to major new functions required by state law.
- d. Unusual staffing problems.
- e. Unusual need for additional funds to permit continuance of a program which provides substantial benefit to its residents.
- f. Unusual need for a new program which will provide substantial benefit to residents, if the political subdivision establishes the need and the amount of the necessary increased cost.

2. The state appeal board may approve or modify the request of the political subdivision for suspension of the statutory property tax levy limitations.

3. Upon decision of the state appeal board, the department of management shall make the necessary changes in the total budget of the political subdivision and certify the total budget to the governing body of the political subdivision and the appropriate county auditors.

4. a. The city finance committee shall have officially notified any city of its approval, modification or rejection of the city's appeal of the decision of the director of the department of management regarding a city's request for a suspension of the statutory property tax levy limitation prior to thirty-five days before March 15.

b. The state appeals board shall have officially notified any county of its approval, modification or rejection of the county's request for a suspension of the statutory property tax levy limitation prior to thirty-five days before March 15.

5. a. For purposes of this section only, "*political subdivision*" means a city, school district, or any other special purpose district which certifies its budget to the county auditor and derives funds from a property tax levied against taxable property situated within the political subdivision.

b. For the purpose of this section, when the political subdivision is a city, the director of the department of management, and the city finance committee on appeal of the director's decision, shall be the state appeal board.



**CHAPTER 331  
CODE OF IOWA**

**331.421 DEFINITIONS.**

As used in this part, unless the context otherwise requires:

1. "*Basic levy*" means a levy authorized and limited by section 331.423 for general county services and rural county services.

2. "*Committee*" means the county finance committee established in chapter 333A.

3. "*Debt service*" means expenditures for servicing the county's debt.

4. "*Debt service levy*" means a levy authorized and limited by section 331.422, subsection 3.

5. "*Emergency services levy*" means a levy authorized and limited by section 331.424C.

6. "*Fiscal year*" means the period of twelve months beginning July 1 and ending on the following June 30.

7. "*General county services*" means the services which are primarily intended to benefit all residents of a county, including secondary road services, but excluding services financed by other statutory funds.

8. "*Rural county services*" means the services which are primarily intended to benefit those persons residing in the county outside of incorporated city areas, including secondary road services, but excluding services financed by other statutory funds.

9. "*Secondary road services*" means the services related to secondary road construction and maintenance, excluding debt service and services financed by other statutory funds.

10. "*Supplemental levy*" means a levy authorized and limited by section 331.424 for general county services and rural county services.

**331.422 COUNTY PROPERTY TAX LEVIES.**

Subject to this section and sections 331.423 through 331.426 or as otherwise provided by state law, the board of each county shall certify property taxes annually at its March session to be levied for county purposes as follows:

1. Taxes for general county services shall be levied on all taxable property within the county.

2. Taxes for rural county services shall be levied on all taxable property not within incorporated areas of the county.

3. Taxes in the amount necessary for debt service shall be levied on all taxable property within the county, except as otherwise provided by state law.

4. Other taxes shall be levied as provided by state law.

**331.423 BASIC LEVIES -- MAXIMUMS.**

Annually, the board may certify basic levies, subject to the following limits:

1. For general county services, three dollars and fifty cents per thousand dollars of the assessed value of all taxable property in the county.

2. For rural county services, three dollars and ninety-five cents per thousand dollars of the assessed value of taxable property in the county outside of incorporated city areas.

**331.424 SUPPLEMENTAL LEVIES.**

To the extent that the basic are insufficient to meet the county's needs for the following services, the board may certify supplemental levies as follows:

1. a. For general county services, an amount sufficient to pay the charges for the following:

(a) To the extent that the county is obligated by statute to pay the charges for:

(i) The costs of inpatient or outpatient substance abuse admission, commitment, transportation, care, and treatment at any of the following:

(ii) The alcoholic treatment center at Oakdale. However, the county may require that an admission to the center shall be reported to the board by the center within five days as a condition of the payment of county funds for that admission.

(b) A state mental health institute, or a community-based public or private facility or service.

(c) Care of children admitted or committed to the Iowa juvenile home at Toledo.

(d) Clothing, transportation, medical, or other services provided persons attending the Iowa braille and sight saving school, the Iowa school for the deaf, or the university of Iowa hospitals and clinics' center for disabilities and development for children with severe disabilities at Iowa City, for which the county becomes obligated to pay pursuant to sections 263.12, 269.2, and 270.4 through 270.7.

b. Foster care and related services provided under court order to a child who is under the jurisdiction of the juvenile court, including court-ordered costs for a guardian ad litem under section 232.71C.

c. Elections, and voter registration pursuant to chapter 48A.

d. Employee benefits under chapters 96, 97B, and 97C, which are associated with salaries for general county services.

e. Joint county and city building authorities established under section 346.27, as provided in subsection 22 of that section.

f. Tort liability insurance, property insurance, and any other insurance that may be

necessary in the operation of the county, costs of a self-insurance program, costs of a local government risk pool, and amounts payable under any insurance agreements to provide or procure such insurance, self-insurance program, or local government risk pool.

g. The maintenance and operation of the courts, including but not limited to the salary and expenses of the clerk of the district court and other employees of the clerk's office, and bailiffs, court costs if the prosecution fails or if the costs cannot be collected from the person liable, costs and expenses of prosecution under section 189A.17, salaries and expenses of juvenile court officers under chapter 602, court-ordered costs in domestic abuse cases under section 236.5, the county's expense for confinement of prisoners under chapter 356A, temporary assistance to the county attorney, county contributions to a retirement system for bailiffs, reimbursement for judicial magistrates under section 602.6501, claims filed under section 622.93, interpreters' fees under section 622B.7, uniform citation and complaint supplies under section 805.6, and costs of prosecution under section 815.13.

h. Court-ordered costs of conciliation procedures under section 598.16.

i. Establishment and maintenance of a joint county indigent defense fund pursuant to an agreement under section 28E.19.

j. The maintenance and operation of a local emergency

management agency established pursuant to chapter 29C. The board may require a public or private facility, as a condition of receiving payment from county funds for services it has provided, to furnish the board with a statement of the income, assets, and legal residence including township and county of each person who has received services from that facility for which payment has been made from county funds under paragraphs "a" and "b". However, the facility shall not disclose to anyone the name or street or route address of a person receiving services for which commitment is not required, without first obtaining that person's written permission. Parents or other persons may voluntarily reimburse the county or state for the reasonable cost of caring for a patient or an inmate in a county or state facility.

2. For rural county services, an amount sufficient to pay the charges for the following:

a. Employee benefits under chapters 96, 97B, and 97C, which are associated with salaries for rural county services.

b. An aviation authority under chapter 330A, to the extent that the county contributes to the authority under section 330A.15.

### **331.424A COUNTY MENTAL HEALTH, MENTAL RETARDATION, AND**

### **DEVELOPMENTAL DISABILITIES SERVICES FUND.**

1. For the purposes of this chapter, unless the context otherwise requires, "*services fund*" means the county mental health, mental retardation, and developmental disabilities services fund created in subsection 2. The county finance committee created in section 333A.2 shall consult with the state commission in adopting rules and prescribing forms for administering the services fund.

2. For the fiscal year beginning July 1, 1996, and succeeding fiscal years, county revenues from taxes and other sources designated for mental health, mental retardation, and developmental disabilities services shall be credited to the mental health, mental retardation, and developmental disabilities services fund of the county. The board shall make appropriations from the fund for payment of services provided under the county management plan approved pursuant to section 331.439. The county may pay for the services in cooperation with other counties by pooling appropriations from the fund with other counties or through county regional entities including but not limited to the county's mental health and developmental disabilities regional planning council created pursuant to section 225C.18.

3. For the fiscal year beginning July 1, 1996, and succeeding fiscal years, receipts from the state or federal government for such services shall be credited to the services fund, including moneys allotted to the county from the state payment made pursuant to section 331.439 and moneys allotted to the county for property tax relief pursuant to section 426B.1.

4. For the fiscal year beginning July 1, 1996, and for each subsequent fiscal year, the county shall certify a levy for payment of services. For each fiscal year, county revenues from taxes imposed by the county credited to the services fund shall not exceed an amount equal to the amount of base year expenditures for services as defined in section 331.438, less the amount of property tax relief to be received pursuant to section 426B.2, in the fiscal year for which the budget is certified. The county auditor and the board of supervisors shall reduce the amount of the levy certified for the services fund by the amount of property tax relief to be received. A levy certified under this section is not subject to the appeal provisions of section 331.426 or to any other provision in law authorizing a county to exceed, increase, or appeal a property tax levy limit.

5. Appropriations specifically authorized to be made from the mental health, mental retardation, and developmental disabilities services fund shall not be made from any other fund of the county.

### **331.424B CEMETERY LEVY.**

The board may levy annually a tax not to exceed six and three-fourths cents per thousand dollars of the assessed value of all taxable property in the county to repair and maintain all cemeteries under the jurisdiction of the board including pioneer cemeteries and to pay other expenses of the board or the cemetery commission as provided in section 331.325. The proceeds of the tax levy shall be credited to the county general fund.

### **331.424C EMERGENCY SERVICES FUND.**

A county that is providing fire protection service or emergency medical service to a township pursuant to section 331.385 shall establish an emergency services fund and may certify taxes for levy in the township not to exceed the amounts authorized in section 359.43. The county has the authority to use a portion of the taxes levied and deposited in the fund for the purpose of accumulating moneys to carry out the purposes of section 359.43, subsection 4.

### **331.425 ADDITIONS TO LEVIES -- SPECIAL LEVY ELECTION.**

The board may certify an addition to a levy in excess of the amounts otherwise permitted under sections 331.423, 331.424, and 331.426 if the proposition to certify an addition to a levy has been submitted at a special levy election and received a favorable majority of the votes cast on the proposition. A special levy election is subject to the following:

1. The election shall be held only if the board gives notice to the county commissioner of elections, not later than February 15, that the election is to be held.
2. The election shall be held on the first Tuesday in March and be conducted by the county commissioner of elections in accordance with the law.
3. The proposition to be submitted shall be substantially in the following form:

"Vote for only one of the following:

Shall the county of ..... levy an additional tax at a rate of \$...each year for ... years beginning next July 1 in excess of the statutory limits otherwise applicable for the general county services or rural county services) fund?

or

The county of ..... shall continue the (general county services or rural county services fund) under the maximum rate of \$...."

4. The canvass shall be held beginning at one o'clock on the second day which is not a holiday following the special levy election.

5. Notice of the proposed special levy election shall be published at least twice in a newspaper as specified in section 331.305 prior

to the date of the special levy election. The first notice shall appear as early as practicable after the board has decided to seek a special levy.

### **331.426 ADDITIONS TO BASIC LEVIES.**

If a county has unusual circumstances, creating a need for additional property taxes for general county services or rural county services in excess of the amount that can be raised by the levies otherwise permitted under sections 331.423 through 331.425, the board may certify additions to each of the basic levies as follows:

1. The basis for justifying an additional property tax under this section must be one or more of the following:
  - a. An unusual increase in population as determined by the preceding certified federal census.
  - b. A natural disaster or other emergency.
  - c. Unusual problems relating to major new functions required by state law.
  - d. Unusual staffing problems.
  - e. Unusual need for additional moneys to permit continuance of a program which provides substantial benefit to county residents.
  - f. Unusual need for a new program which will provide substantial benefit to county residents, if the county establishes the need and the amount of necessary increased cost.
  - g. A reduced or unusually low growth rate in the property tax base of the county.

2. The public notice of a hearing on the county budget required by section 331.434, subsection 3, shall include the following additional information for the applicable class of services:

- a. A statement that the accompanying budget summary requires a proposed basic property tax rate exceeding the maximum rate established by the general assembly.
- b. A comparison of the proposed basic tax rate with the maximum basic tax rate, and the dollar amount of the difference between the proposed rate and the maximum rate.
- c. A statement of the major reasons for the difference between the proposed basic tax rate and the maximum basic tax rate. The information required by this subsection shall be published in a conspicuous form as prescribed by the committee.

### **331.427 GENERAL FUND.**

1. Except as otherwise provided by state law, county revenues from taxes and other sources for general county services shall be credited to the general fund of the county, including revenues received under sections 91.11, 101A.3, 101A.7, 123.36, 123.143, 142D.9, 176A.8, 321.105, 321.152, 321G.7, 321I.8, section 331.554, subsection 6, sections 341A.20, 364.3, 368.21, 423A.7, 428A.8, 433.15, 434.19, 445.57, 453A.35, 458A.21,

483A.12, 533.329, 556B.1, 583.6, 602.8108, 904.908, and 906.17, and the following:

a. License fees for business establishments.

b. Moneys remitted by the clerk of the district court and received from a magistrate or district associate judge for fines and forfeited bail imposed pursuant to a violation of a county ordinance.

c. Other amounts in accordance with state law.

2. Fees and charges including service delivery fees, credit card fees, and electronic funds transfer charges payable to a third party, not to the county, that are imposed for completing an electronic financial transaction with the county are not considered county revenues for purposes of subsection 1.

3. The board may make appropriations from the general fund for general county services, including but not limited to the following:

a. Expenses of a joint emergency management commission under chapter 29C.

b. Development, operation, and maintenance of memorial buildings or monuments under chapter 37.

c. Purchase of voting systems and equipment under chapter 52.

d. Expenses incurred by the county conservation board established under chapter 350, in carrying out its powers and duties.

e. Local health services. The county auditor shall keep a complete record of appropriations for local health services and shall issue warrants on them only on requisition of the local or district health board.

f. Expenses relating to county fairs, as provided in chapter 174.

g. Maintenance of a juvenile detention home under chapter 232.

h. Relief of veterans under chapter 35B.

i. Care and support of the poor under chapter 252.

j. Operation, maintenance, and management of a health center under chapter 346A.

k. For the use of a nonprofit historical society organized under chapter 504, Code 1989, or current chapter 504, a city-owned historical project, or both.

l. Services listed in section 331.424, subsection 1, and section 331.554.

m. Closure and postclosure care of a sanitary disposal project under section 455B.302.

4. Appropriations specifically authorized to be made from the general fund shall not be made from the rural services fund, but may be made from other sources

### **331.428 RURAL SERVICES FUND.**

1. Except as otherwise provided by state law, county revenues from taxes and other

sources for rural county services shall be credited to the rural services fund of the county.

2. The board may make appropriations from the rural services fund for rural county services, including but not limited to the following:

a. Road clearing, weed eradication, and other expenses incurred under chapter 317.

b. Maintenance of a county library and library contracts under chapter 336.

c. Planning, operating, and maintaining sanitary disposal projects under chapter 455B.

d. Services listed under section 331.424, subsection 2.

3. Appropriations specifically authorized to be made from the rural services fund shall not be made from the general fund, but may be made from other sources.

### **331.429 SECONDARY ROAD FUND.**

1. Except as otherwise provided by state law, county revenues for secondary road services shall be credited to the secondary road fund, including the following:

a. Transfers from the general fund not to exceed in any year the dollar equivalent of a tax of sixteen and seven-eighths cents per thousand dollars of assessed value on all taxable property in the county multiplied by the ratio of current taxes actually collected and apportioned for the general basic levy to the total general basic levy for the current year, and an amount equivalent to the moneys derived by the general fund from military service tax credits under chapter 426A, manufactured or mobile home taxes under section 435.22, and delinquent taxes for prior years collected and apportioned to the general basic fund in the current year, multiplied by the ratio of sixteen and seven-eighths cents to three dollars and fifty cents. The limit on transfers in this paragraph applies only to property tax revenue and is not a limit on transfers of revenue generated from sources other than property taxes.

b. Transfers from the rural services fund not to exceed in any year the dollar equivalent of a tax of three dollars and three-eighths cents per thousand dollars of assessed value on all taxable property not located within the corporate limits of a city in the county multiplied by the ratio of current taxes actually collected and apportioned for the rural services basic levy to the total rural services basic levy for the current year and an amount equivalent to the moneys derived by the rural services fund from military service tax credits under chapter 426A, manufactured or mobile home taxes under section 435.22, and delinquent taxes for prior years collected and apportioned to the rural services basic fund in the current year, multiplied by the ratio of three dollars and three-eighths cents to three dollars and ninety-five cents. The limit on transfers in this paragraph applies only to property tax revenue and is not a

limit on transfers of revenue generated from sources other than property taxes.

c. Moneys allotted to the county from the state road use tax fund.

d. Moneys provided by individuals from their own contributions for the improvement of any secondary road.

e. Other moneys dedicated to this fund by law including but not limited to sections 306.15, 309.52, 311.23, 311.29, and 313.28.

2. The board may make appropriations from the secondary road fund for the following secondary road services:

a. Construction and reconstruction of secondary roads and costs incident to the construction and reconstruction.

b. Maintenance and repair of secondary roads and costs incident to the maintenance and repair.

c. Payment of all or part of the cost of construction and maintenance of bridges in cities having a population of eight thousand or less and all or part of the cost of construction of roads which are located within cities of less than four hundred population and which lead to state parks.

d. Special drainage assessments levied on account of benefits to secondary roads.

e. Payment of interest and principal on bonds of the county issued for secondary roads, bridges, or culverts constructed by the county.

f. A legal obligation in connection with secondary roads and bridges, which obligation is required by law to be taken over and assumed by the county.

g. Secondary road equipment, materials, and supplies, and garages or sheds for their storage, repair, and servicing.

h. Assignment or designation of names or numbers to roads in the county and erection, construction, or maintenance of guideposts or signs at intersections of roads in the county.

i. The services provided under sections 306.15, 309.18, 309.52, 311.7, 311.23, 313A.23, 316.14, 468.43, 468.108, 468.341, and 468.342, or other state law relating to secondary roads.

### **331.430 DEBT SERVICE FUND.**

1. Except as otherwise provided by state law, county revenues from taxes and other sources for debt service shall be credited to the debt service fund of the county. However, moneys pledged or available to service general obligation bonds, and received from sources other than property taxes, shall be deposited in the fund from which the debt is to be retired.

2. The board may make appropriations from the debt service fund for the following debt service:

a. Judgments against the county, except those authorized by law to be paid from sources other than property tax.

b. Interest as it becomes due and the amount necessary to pay, or to create a sinking fund to pay, the principal at maturity of all general obligation bonds issued by the county.

c. Payments required to be made from the debt service fund under a lease or lease-purchase agreement. For the purposes of this section, warrants issued by a county in anticipation of revenue, refunding or refinancing of such warrants, and judgments based on a default in payment of such warrants shall not be considered debt payable from the debt service fund.

3. A tax levied for the debt service fund is not invalid if it raises moneys in excess of those needed for a specific purpose. Only excess moneys remaining after retirement of all indebtedness payable from the debt service fund may be transferred from the fund to the fund most closely related to the project for which the indebtedness arose, or to the general fund, subject to the terms of the original bond issue. This subsection shall not be construed to give a county board of supervisors authority to increase the debt service levy for the purpose of creating excess moneys in the fund to be used for purposes other than those related to retirement of debt.

4. When the amount in the hands of the treasurer belonging to the debt service fund, after setting aside the sum required to pay interest maturing before the next levy, is sufficient to redeem one or more bonds which by their terms are subject to redemption, the treasurer shall notify the owner of the bonds. If the bonds are not presented for payment or redemption within thirty days after the date of notice, the interest on the bonds shall cease, and the amount due shall be set aside for payment when presented. Redemptions shall be made in the order of the bond numbers.

### **331.431 ADDITIONAL FUNDS.**

A county may establish other funds in accordance with generally accepted accounting principles. Taxes may be levied for those funds as provided by state law. The condition and operations of each fund shall be included in the annual financial report required in section 331.403.

### **331.432 INTERFUND TRANSFERS.**

1. It is unlawful to make permanent transfers of money between the general fund and the rural services fund.

2. Moneys credited to the secondary road fund for the construction and maintenance of secondary roads shall not be transferred.

3. Except as authorized in section 331.477, transfers of moneys between the county mental health, mental retardation, and developmental

disabilities services fund and any other fund are prohibited.

4. Other transfers, including transfers from the debt service fund made in accordance with section 331.430, and transfers from the general or rural services fund to the secondary road fund in accordance with section 331.429, subsection 1, paragraphs "a" and "b", are not effective until authorized by resolution of the board.

5. The transfer of inactive funds is subject to section 24.21.

### **331.433 ESTIMATES SUBMITTED BY DEPARTMENTS.**

1. On or before January 15 of each year, each elective or appointive officer or board, except tax certifying boards as defined in section 24.2, subsection 2, having charge of a county office or department, shall prepare and submit to the auditor or other official designated by the board an estimate, itemized in the detail required by the board and consistent with existing county accounts, showing all of the following:

a. The proposed expenditures of the office or department for the next fiscal year.

b. An estimate of the revenues, except property taxes, to be collected for the county by the office during the next fiscal year.

2. On or before January 20 of each year, the auditor or other designated official shall compile the various office and department estimates and submit them to the board. In the preparation of the county budget the board may consult with any officer or department concerning the estimates and requests and may adjust the requests for any county office or department.

### **331.434 COUNTY BUDGET -- NOTICE AND HEARING -- APPROPRIATIONS.**

Annually, the board of each county, subject to sections 331.423 through 331.426 and other applicable state law, shall prepare and adopt a budget, certify taxes, and provide appropriations as follows:

1. The budget shall show the amount required for each class of proposed expenditures, a comparison of the amounts proposed to be expended with the amounts expended for like purposes for the two preceding years, the revenues from sources other than property taxation, and the amount to be raised by property taxation, in the

detail and form prescribed by the director of the department of management. For each county that has established an urban renewal area, the budget shall include estimated and actual tax increment financing revenues and all estimated and actual expenditures of the revenues, proceeds from debt and all estimated and actual expenditures of the debt proceeds, and identification of any entity receiving a direct payment of taxes funded by tax increment

financing revenues and shall include the total amount of loans, advances, indebtedness, or bonds outstanding at the close of the most recently ended fiscal year, which qualify for payment from the special fund created in section 403.19, including interest negotiated on such loans, advances, indebtedness, or bonds. For purposes of this subsection, "*indebtedness*" includes written agreements whereby the county agrees to suspend, abate, exempt, rebate, refund, or reimburse property taxes, provide a grant for property taxes paid, or make a direct payment of taxes, with moneys in the special fund. The amount of loans, advances, indebtedness, or bonds shall be listed in the aggregate for each county reporting. The county finance committee, in consultation with the department of management and the legislative services agency, shall determine reporting criteria and shall prepare a form for reports filed with the department pursuant to this section. The department shall make the information available by electronic means.

2. Not less than twenty days before the date that a budget must be certified under section 24.17 and not less than ten days before the date set for the hearing under subsection 3 of this section, the board shall file the budget with the auditor. The auditor shall make available a sufficient number of copies of the budget to meet the requests of taxpayers and organizations and have them available for distribution at the courthouse or other places designated by the board.

3. The board shall set a time and place for a public hearing on the budget before the final certification date and shall publish notice of the hearing not less than ten nor more than twenty days prior to the hearing in the county newspapers selected under chapter 349. A summary of the proposed budget, in the form prescribed by the director of the department of management, shall be included in the notice. Proof of publication shall be filed with and preserved by the auditor. A levy is not valid unless and until the notice is published and filed. The department of management shall prescribe the form for the public hearing notice for use by counties.

4. At the hearing, a resident or taxpayer of the county may present to the board objections to or arguments in favor of any part of the budget.

5. After the hearing, the board shall adopt by resolution a budget and certificate of taxes for the next fiscal year and shall direct the auditor to properly certify and file the budget and certificate of taxes as adopted. The board shall not adopt a tax in excess of the estimate published, except a tax which is approved by a vote of the people, and a greater tax than that adopted shall not be levied or collected. A county budget and certificate of taxes adopted for the following fiscal

year becomes effective on the first day of that year.

6. The board shall appropriate, by resolution, the amounts deemed necessary for each of the different county officers and departments during the ensuing fiscal year. Increases or decreases in these appropriations do not require a budget amendment, but may be provided by resolution at a regular meeting of the board, as long as each class of proposed expenditures contained in the budget summary published under subsection 3 of this section is not increased. However, decreases in appropriations for a county officer or department of more than ten percent or five thousand dollars, whichever is greater, shall not be effective unless the board sets a time and place for a public hearing on the proposed decrease and publishes notice of the hearing not less than ten nor more than twenty days prior to the hearing in the county newspapers selected under chapter 349.

7. Taxes levied by a county whose budget is certified after March 15 shall be limited to the prior year's budget amount. However, this penalty may be waived by the director of the department of management if the county demonstrates that the March 15 deadline was missed because of circumstances beyond the control of the county.

#### **331.436 PROTEST.**

Protests to the adopted budget must be made in accordance with sections 24.27 through 24.32 as if the county were the municipality under those sections except that the number of people necessary to file a protest under this section shall not be less than one hundred.

#### **331.437 EXPENDITURES EXCEEDING APPROPRIATIONS.**

It is unlawful for a county official, the expenditures of whose office come under this part, to authorize the expenditure of a sum for the official's department larger than the amount which has been appropriated for that department by the board. A county official in charge of a department or office who violates this law is guilty of a simple misdemeanor. The penalty in this section is in addition to the liability imposed in section 331.476.

**SALARY TABLES  
2012-2013 ADOPTED BUDGET**

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**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
County Administrator*	N/A	N/A	N/A	N/A
* This is a contract position appointed by the Board of Supervisors				
County Engineer	864	87,808 42.215	103,303 49.665	118,798 57.114
Assistant County Administrator	805	83,056 39.931	97,713 46.977	112,370 54.024
Health Director	805	83,056 39.931	97,713 46.977	112,370 54.024
Conservation Director	775	80,634 38.766	94,864 45.608	109,094 52.449
Community Services Director	725	76,626 36.839	90,148 43.340	103,670 49.841
Facilities & Support Services Director	725	76,626 36.839	90,148 43.340	103,670 49.841
Information Technology Director	725	76,626 36.839	90,148 43.340	103,670 49.841
Jail Administrator	702	74,771 35.948	87,966 42.291	101,161 48.635
Accounting & Tax Manager	677	72,757 34.979	85,597 41.152	98,437 47.325
Assistant Engineer	634	69,288 33.312	81,515 39.190	93,742 45.068
Attorney II	611	67,443 32.425	79,345 38.147	91,247 43.869
Financial Management Supervisor	611	67,443 32.425	79,345 38.147	91,247 43.869
Planning & Development Director	608	67,197 32.306	79,055 38.007	90,913 43.708
Budget Manager	597	66,308 31.879	78,009 37.504	89,710 43.130
Deputy Health Director	571	64,213 30.872	75,545 36.320	86,877 41.768
Juvenile Detention Center Director	571	64,213 30.872	75,545 36.320	86,877 41.768
GIS Coordinator	556	63,011 30.294	74,131 35.640	85,251 40.986
Operations Manager - Auditor	556	63,011 30.294	74,131 35.640	85,251 40.986
Operations Manager - Treasurer	556	63,011 30.294	74,131 35.640	85,251 40.986

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Assistant Jail Administrator	540	61,715 29.671	72,606 34.907	83,497 40.143
Deputy Director - Conservation	540	61,715 29.671	72,606 34.907	83,497 40.143
Sheriff's Captain	540	61,715 29.671	72,606 34.907	83,497 40.143
Network Infrastructure Supervisor	519	60,024 28.858	70,616 33.950	81,208 39.042
Office Administrator - County Attorney	511	59,377 28.547	69,855 33.584	80,333 38.622
Senior Programmer Analyst	511	59,377 28.547	69,855 33.584	80,333 38.622
Risk Manager	505	58,902 28.318	69,297 33.316	79,692 38.313
Sheriff's Lieutenant	505	58,902 28.318	69,297 33.316	79,692 38.313
Clinical Services Coordinator	470	56,081 26.962	65,978 31.720	75,875 36.478
Park Manager	470	56,081 26.962	65,978 31.720	75,875 36.478
Attorney I	464	55,597 26.729	65,408 31.446	75,219 36.163
Golf Course Superintendent	462	55,426 26.647	65,207 31.350	74,988 36.052
Golf Course Pro/Manager	462	55,426 26.647	65,207 31.350	74,988 36.052
Correctional Health Coordinator	455	54,877 26.383	64,561 31.039	74,245 35.695
Webmaster	455	54,877 26.383	64,561 31.039	74,245 35.695
Programmer/Analyst II	445	54,063 25.992	63,604 30.579	73,145 35.166
Case Aide Supervisor	430	52,853 25.410	62,180 29.894	71,507 34.378
Mental Health Coordinator	430	52,853 25.410	62,180 29.894	71,507 34.378
Secondary Roads Superintendent	430	52,853 25.410	62,180 29.894	71,507 34.378

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Community Health Coordinator	417	51,807 24.907	60,949 29.302	70,091 33.698
Environmental Health Coordinator	417	51,807 24.907	60,949 29.302	70,091 33.698
Operations Manager - FSS	417	51,807 24.907	60,949 29.302	70,091 33.698
Operations Manager - Recorder	417	51,807 24.907	60,949 29.302	70,091 33.698
Public Health Services Coordinator	417	51,807 24.907	60,949 29.302	70,091 33.698
Corrections Lieutenant	406	50,926 24.484	59,913 28.804	68,900 33.125
Network Systems Administrator	406	50,926 24.484	59,913 28.804	68,900 33.125
Clinical Services Specialist	397	50,200 24.135	59,059 28.394	67,918 32.653
County General Store Manager	382	48,991 23.553	57,636 27.710	66,281 31.866
Programmer/Analyst I	382	48,991 23.553	57,636 27.710	66,281 31.866
Naturalist/Director	382	48,991 23.553	57,636 27.710	66,281 31.866
Public Health Nurse	366	47,704 22.935	56,122 26.982	64,540 31.029
Community Health Consultant	355	46,818 22.509	55,080 26.481	63,342 30.453
Community Health Intervention Specialist	355	46,818 22.509	55,080 26.481	63,342 30.453
Environmental Health Specialist	355	46,818 22.509	55,080 26.481	63,342 30.453
Corrections Sergeant	332	44,960 21.615	52,894 25.430	60,828 29.244
Food Service Supervisor	332	44,960 21.615	52,894 25.430	60,828 29.244
Motor Vehicle Supervisor	332	44,960 21.615	52,894 25.430	60,828 29.244
Tax Accounting Specialist	332	44,960 21.615	52,894 25.430	60,828 29.244

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Case Expeditor	323	44,235 21.267	52,041 25.020	59,847 28.773
Child Health Consultant	323	44,235 21.267	52,041 25.020	59,847 28.773
GIS Analyst	323	44,235 21.267	52,041 25.020	59,847 28.773
Human Resources Generalist	323	44,235 21.267	52,041 25.020	59,847 28.773
Program Services Coordinator	323	44,235 21.267	52,041 25.020	59,847 28.773
Shift Supervisor - Juvenile Detention	323	44,235 21.267	52,041 25.020	59,847 28.773
Office Administrator - Sheriff	316	43,672 20.996	51,379 24.701	59,086 28.407
Paralegal - Audio-Visual Production Specialist	316	43,672 20.996	51,379 24.701	59,086 28.407
Engineering Aide II	300	42,381 20.375	49,860 23.971	57,339 27.567
Maintenance Coordinator	300	42,381 20.375	49,860 23.971	57,339 27.567
Administrative Assistant	298	42,218 20.297	49,668 23.879	57,118 27.461
Veteran's Affairs Director/Case Aide	298	42,218 20.297	49,668 23.879	57,118 27.461
Elections Supervisor	291	41,659 20.028	49,011 23.563	56,363 27.098
Classification Specialist	289	41,501 19.952	48,825 23.474	56,149 26.995
Executive Secretary / Paralegal	282	40,939 19.682	48,163 23.155	55,387 26.628
Paralegal	282	40,939 19.682	48,163 23.155	55,387 26.628
Community Dental Consultant	271	40,050 19.255	47,118 22.653	54,186 26.051
Naturalist	271	40,050 19.255	47,118 22.653	54,186 26.051

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013  
GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Office Manager - Community Services	271	40,050 19.255	47,118 22.653	54,186 26.051
GIS Maintenance Tech	268	39,806 19.138	46,830 22.514	53,855 25.892
Bailiff Sergeant	262	39,327 18.907	46,267 22.244	53,207 25.580
Park Ranger	262	39,327 18.907	46,267 22.244	53,207 25.580
Administrative Assistant - Conservation	252	38,519 18.519	45,317 21.787	52,115 25.055
Administrative Office Assistant - Health	252	38,519 18.519	45,317 21.787	52,115 25.055
Payroll Specialist	252	38,519 18.519	45,317 21.787	52,115 25.055
Planning & Development Specialist	252	38,519 18.519	45,317 21.787	52,115 25.055
Purchasing Specialist	252	38,519 18.519	45,317 21.787	52,115 25.055
Custodial & Security Coordinator	238	37,394 17.978	43,993 21.150	50,592 24.323
Detention Youth Counselor	238	37,394 17.978	43,993 21.150	50,592 24.323
Shop Supervisor (see Note 1)	233	47,654 22.911	56,064 26.954	64,474 30.997
Note 1: Salary for this position adjusted to meet prevailing market rates - July 1976				
Administrative Assistant - Engineer	230	36,746 17.666	43,230 20.784	49,715 23.901
Public Health Nurse - LPN	230	36,746 17.666	43,230 20.784	49,715 23.901
Assistant Golf Course Superintendent	220	35,943 17.280	42,286 20.330	48,629 23.379
Park Crew Leader	220	35,943 17.280	42,286 20.330	48,629 23.379
Senior Accounting Clerk - Sheriff/Jail	220	35,943 17.280	42,286 20.330	48,629 23.379
Medical Assistant	209	35,056 16.854	41,242 19.828	47,428 22.802

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Engineering Aide I	199	34,250 16.466	40,294 19.372	46,338 22.278
Alternative Sentencing Coordinator	198	34,167 16.426	40,197 19.325	46,227 22.225
Benefits Coordinator	198	34,167 16.426	40,197 19.325	46,227 22.225
Medical Lab Technician - Health	198	34,167 16.426	40,197 19.325	46,227 22.225
Senior Clerk - Sheriff/Jail	198	34,167 16.426	40,197 19.325	46,227 22.225
Equipment Specialist - Conservation	187	33,281 16.000	39,154 18.824	45,027 21.648
Desktop Support Technician	187	33,281 16.000	39,154 18.824	45,027 21.648
Park Maintenance Technician	187	33,281 16.000	39,154 18.824	45,027 21.648
Pioneer Village Site Coordinator	187	33,281 16.000	39,154 18.824	45,027 21.648
Turf Equipment Specialist	187	33,281 16.000	39,154 18.824	45,027 21.648
Inmate Services Clerk	177	32,479 15.615	38,211 18.371	43,943 21.126
Official Records Clerk	177	32,479 15.615	38,211 18.371	43,943 21.126
Senior Clerk	177	32,479 15.615	38,211 18.371	43,943 21.126
Clerk III	162	31,269 15.033	36,787 17.686	42,305 20.339
Golf Course Maintenance Technician	162	31,269 15.033	36,787 17.686	42,305 20.339
Resource Specialist - Health	162	31,269 15.033	36,787 17.686	42,305 20.339
Clerk II	141	29,577 14.220	34,797 16.729	40,017 19.239
Resource Assistant - Health	141	29,577 14.220	34,797 16.729	40,017 19.239
Cody Homestead Site Coordinator	99	26,220 12.606	30,847 14.830	35,474 17.055
Garage Caretaker	99	26,220 12.606	30,847 14.830	35,474 17.055

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: B SECONDARY ROADS UNIT**

<b><u>Position Title</u></b>	<b><u>Hay Points</u></b>	<b><u>Start Rate</u></b>	<b><u>Step 1 1 year</u></b>	<b><u>Step 2 2 years</u></b>	<b><u>Step 3 3 years</u></b>	<b><u>Step 4 4 years</u></b>	<b><u>Step 5 7 years</u></b>	<b><u>Step 6 13 years</u></b>	<b><u>Step 7 18 years</u></b>
Crew Leader/Equipmt. Operator I	213	43,680 21.00	45,635 21.94	47,528 22.85	49,566 23.83	50,939 24.49	51,085 24.56	51,730 24.87	52,270 25.13
Sign Crew Leader	199	42,058 20.22	43,971 21.14	45,802 22.02	47,715 22.94	49,046 23.58	49,192 23.65	49,774 23.93	50,315 24.19
Heavy Equipmt Operator II	187	40,768 19.60	42,494 20.43	44,366 21.33	46,155 22.19	47,445 22.81	47,611 22.89	48,235 23.19	48,776 23.45
Mechanic	187	40,768 19.60	42,494 20.43	44,366 21.33	46,155 22.19	47,445 22.81	47,611 22.89	48,235 23.19	48,776 23.45
Heavy Equipmt Operator III	174	39,187 18.84	40,934 19.68	42,661 20.51	44,346 21.32	45,656 21.95	45,739 21.99	46,363 22.29	46,883 22.54
Sign Crew Technician	174	39,187 18.84	40,934 19.68	42,661 20.51	44,346 21.32	45,656 21.95	45,739 21.99	46,363 22.29	46,883 22.54
Truck Crew Coordinator	163	37,981 18.26	39,728 19.10	41,288 19.85	42,931 20.64	44,179 21.24	44,242 21.27	44,886 21.58	45,427 21.84
Truck Driver/Laborer	153	36,899 17.74	38,542 18.53	40,040 19.25	41,600 20.00	42,910 20.63	43,056 20.70	43,576 20.95	44,138 21.22
Shop Control Clerk	187	32,302 15.53	33,779 16.24	35,110 16.88	36,400 17.50	37,544 18.05	37,627 18.09	38,147 18.34	38,688 18.60

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: C AFSCME UNIT**

<u>Position Title</u>		<u>Step 1</u> <u>Entry</u>	<u>Step 2</u> <u>6 mos.</u>	<u>Step 3</u> <u>12 mos.</u>	<u>Step 4</u> <u>18 mos.</u>	<u>Step 5</u> <u>24 mos.</u>	<u>Step 6</u> <u>7 yrs.</u>	<u>Step 7</u> <u>10 yrs.</u>	<u>Step 8</u> <u>15 yrs.</u>	<u>Step 9</u> <u>20 yrs.</u>
Building Insp	314	40,269 19.36	41,995 20.19	43,701 21.01	45,386 21.82	46,800 22.50	48,693 23.41	50,170 24.12	51,646 24.83	53,206 25.58
Maint Electronic Systems Tech	268	37,003 17.79	38,646 18.58	39,978 19.22	41,725 20.06	42,973 20.66	44,678 21.48	46,051 22.14	47,424 22.80	48,859 23.49
Maint Spec	268	37,003 17.79	38,646 18.58	39,978 19.22	41,725 20.06	42,973 20.66	44,678 21.48	46,051 22.14	47,424 22.80	48,859 23.49
Case Aide	252	35,901 17.26	37,440 18.00	38,979 18.74	40,456 19.45	41,725 20.06	43,451 20.89	44,741 21.51	46,072 22.15	47,445 22.81
Accts Payable Spec	252	35,901 17.26	37,440 18.00	38,979 18.74	40,456 19.45	41,725 20.06	43,451 20.89	44,741 21.51	46,072 22.15	47,445 22.81
Fine Collection Coord	223	33,550 16.13	34,694 16.68	36,546 17.57	38,043 18.29	39,250 18.87	40,914 19.67	42,141 20.26	43,430 20.88	44,678 21.48
Victim/Witness Coord	223	33,550 16.13	34,694 16.68	36,546 17.57	38,043 18.29	39,250 18.87	40,914 19.67	42,141 20.26	43,430 20.88	44,678 21.48
Admin Assistant - Juvenile Court	214	32,947 15.84	34,341 16.51	35,880 17.25	37,294 17.93	38,522 18.52	40,061 19.26	41,226 19.82	42,411 20.39	43,784 21.05
Intake Coordinator	214	32,947 15.84	34,341 16.51	35,880 17.25	37,294 17.93	38,522 18.52	40,061 19.26	41,226 19.82	42,411 20.39	43,784 21.05
Legal Secretary - Civil	194	31,928 15.35	33,218 15.97	34,466 16.57	35,818 17.22	36,878 17.73	38,459 18.49	39,624 19.05	40,789 19.61	42,058 20.22
Cashier	191	31,346 15.07	32,656 15.70	34,112 16.40	35,485 17.06	36,650 17.62	38,126 18.33	39,291 18.89	40,456 19.45	41,662 20.03
Real Est Spec	191	31,346 15.07	32,656 15.70	34,112 16.40	35,485 17.06	36,650 17.62	38,126 18.33	39,291 18.89	40,456 19.45	41,662 20.03
Senior Acct. Clerk	191	31,346 15.07	32,656 15.70	34,112 16.40	35,485 17.06	36,650 17.62	38,126 18.33	39,291 18.89	40,456 19.45	41,662 20.03
Vital Records Spec	191	31,346 15.07	32,656 15.70	34,112 16.40	35,485 17.06	36,650 17.62	38,126 18.33	39,291 18.89	40,456 19.45	41,662 20.03
Senior Clerk - Elections	191	31,346 15.07	32,656 15.70	34,112 16.40	35,485 17.06	36,650 17.62	38,126 18.33	39,291 18.89	40,456 19.45	41,662 20.03
Senior Clerk - Victim Witness	191	31,346 15.07	32,656 15.70	34,112 16.40	35,485 17.06	36,650 17.62	38,126 18.33	39,291 18.89	40,456 19.45	41,662 20.03
Maintenance Worker	182	31,262 15.03	32,323 15.54	33,363 16.04	34,840 16.75	35,901 17.26	37,378 17.97	38,501 18.51	39,645 19.06	40,851 19.64
Senior Clerk	177	30,742 14.78	31,949 15.36	33,218 15.97	34,382 16.53	35,547 17.09	36,920 17.75	38,043 18.29	39,208 18.85	40,352 19.40
Platroom Specialist	177	30,742 14.78	31,949 15.36	33,218 15.97	34,382 16.53	35,547 17.09	36,920 17.75	38,043 18.29	39,208 18.85	40,352 19.40
Legal Secretary	177	30,742 14.78	31,949 15.36	33,218 15.97	34,382 16.53	35,547 17.09	36,920 17.75	38,043 18.29	39,208 18.85	40,352 19.40



**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: C AFSCME UNIT**

<u>Position Title</u>		<u>Step 1</u> <u>Entry</u>	<u>Step 2</u> <u>6 mos.</u>	<u>Step 3</u> <u>12 mos.</u>	<u>Step 4</u> <u>18 mos.</u>	<u>Step 5</u> <u>24 mos.</u>	<u>Step 6</u> <u>7 yrs.</u>	<u>Step 7</u> <u>10 yrs.</u>	<u>Step 8</u> <u>15 yrs.</u>	<u>Step 9</u> <u>20 yrs.</u>
Acct Clerk - Treas	177	30,742 14.78	31,949 15.36	33,218 15.97	34,382 16.53	35,547 17.09	36,920 17.75	38,043 18.29	39,208 18.85	40,352 19.40
Clerk III	162	29,682 14.27	30,867 14.84	32,011 15.39	33,259 15.99	34,278 16.48	35,651 17.14	36,712 17.65	37,856 18.20	38,979 18.74
Lead Cust Worker	162	29,682 14.27	30,867 14.84	32,011 15.39	33,259 15.99	34,278 16.48	35,651 17.14	36,712 17.65	37,856 18.20	38,979 18.74
Data Clerk /Receptionist County Attorney	151	28,954 13.92	30,139 14.49	31,262 15.03	32,427 15.59	33,363 16.04	34,757 16.71	35,776 17.20	36,837 17.71	37,918 18.23
Multi-Service Clerk	151		30,139 14.49	31,262 15.03	32,427 15.59	33,363 16.04	34,757 16.71	35,776 17.20	36,837 17.71	37,918 18.23
Clerk II	141	28,163 13.54	29,390 14.13	30,451 14.64	31,637 15.21	32,469 15.61	33,821 16.26	34,840 16.75	35,859 17.24	36,920 17.75
Maint General Laborer	141	28,163 13.54	29,390 14.13	30,451 14.64	31,637 15.21	32,469 15.61	33,821 16.26	34,840 16.75	35,859 17.24	36,920 17.75
Custodial Worker	130	27,498 13.22	28,454 13.68	29,494 14.18	30,597 14.71	31,554 15.17	33,322 16.02	34,278 16.48	35,318 16.98	36,400 17.50

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: E DEPUTY SHERIFF UNIT**

1-Jul-12

<u>Position Title</u>	<u>Hay Points</u>	<u>Step 1 Start</u>	<u>Step 2 1 year</u>	<u>Step 3 2 years</u>	<u>Step 4 3 years</u>	<u>Step 5 4 years</u>	<u>Step 6 5 years</u>	<u>Step 7 7 years</u>	<u>Step 8 10 years</u>	<u>Step 9 12 years</u>	<u>Step 10 15 years</u>	<u>Step 11 20 years</u>
Sergeant	451	64,168 30.85	66,144 31.80		67,454 32.43			68,141 32.76	68,806 33.08			
Deputy	329	46,280 22.25	48,360 23.25	50,315 24.19	52,790 25.38	55,182 26.53	56,243 27.04	57,387 27.59	58,490 28.12	59,114 28.42	59,717 28.71	60,341 29.01

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: H CORRECTIONS UNIT**

<b><u>Position Title</u></b>	<b><u>Hay Points</u></b>	<b><u>Step 1 Entry</u></b>	<b><u>Step 2 6 mos.</u></b>	<b><u>Step 3 1 year</u></b>	<b><u>Step 4 2 years</u></b>	<b><u>Step 5 3 years</u></b>	<b><u>Step 6 4 years</u></b>	<b><u>Step 7 7 years</u></b>	<b><u>Step 8 10 years</u></b>	<b><u>Step 9 15 years</u></b>
Corr Ofcr	246	Trainee status		39,312 18.90	41,142 19.78	45,198 21.73	46,363 22.29	47,403 22.79	48,069 23.11	48,797 23.46
Corr Ofcr Trainee	199	34,549 16.61	35,131 16.89							
Jail Custodian/ Correction Officer	176	29,078 13.98	29,973 14.41	30,555 14.69	31,907 15.34	34,923 16.79	35,859 17.24	36,546 17.57	37,918 18.23	38,480 18.50
Cook	176	29,078 13.98		30,555 14.69	31,907 15.34	34,923 16.79	35,859 17.24	36,546 17.57	37,918 18.23	38,480 18.50

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: H CORRECTIONS UNIT**

<u>Position Title</u>	<u>Hay Points</u>	<u>Step 1 Start</u>	<u>Step 2 6 mos.</u>	<u>Step 3 1 year</u>	<u>Step 4 3 years</u>	<u>Step 5 5 years</u>	<u>Step 6 7 years</u>	<u>Step 7 10 years</u>	<u>Step 8 12 years</u>	<u>Step 9 15 years</u>
Associate/District Court Bailiff	220	35942 17.28	37731 18.14	39,624 19.05	41,018 19.72	42,453 20.41	43,930 21.12	45,469 21.86	47,070 22.63	48,714 23.42

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: H CORRECTIONS UNIT**

<b><u>Position Title</u></b>	<b><u>Hay Points</u></b>	<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
Director	805	82,242 39.539	96,755 46.517	111,268 53.494
Deputy Director	505	58,324 28.040	68,617 32.989	78,910 37.938
Technology Systems Coord	332	44,519 21.403	52,375 25.180	60,231 28.957
Training/Quality Assurance Mgr	323	43,801 21.058	51,531 24.775	59,261 28.491
Shift Supervisor	307	42,526 20.445	50,030 24.053	57,535 27.661
Administrative Assistant	198	33,833 16.266	39,803 19.136	45,773 22.006
Warrant Clerk	162	31,038 14.922	36,515 17.555	41,992 20.188

<b><u>Position Title</u></b>	<b><u>Hay Points</u></b>	<b><u>Step 1 Start</u></b>	<b><u>Step 2 6 mos.</u></b>	<b><u>Step 3 1 year</u></b>	<b><u>Step 4 3 years</u></b>	<b><u>Step 5 5 years</u></b>	<b><u>Step 6 7 years</u></b>	<b><u>Step 7 10 years</u></b>	<b><u>Step 8 12 years</u></b>	<b><u>Step 9 15 years</u></b>
Public Safety Dispatcher	252	38195 18.363	42016 20.200	43,276 20.806	44,574 21.430	45,912 22.073	47,289 22.735	48,707 23.417	50,170 24.120	51,673 24.843

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: H CORRECTIONS UNIT**

<u>ELECTED OFFICIAL</u>	<u>ANNUAL SALARY</u>
Attorney	135,900
Auditor	78,500
Recorder	78,500
Sheriff	101,400
Treasurer	78,500
Chair, Board of Supervisors	42,400
Board Member, Board of Supervisors	39,400

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: H CORRECTIONS UNIT**

<u>POSITION TITLE</u>	<u>ANNUAL SALARY</u>
First Assistant Attorney	115,515
Deputy Auditor - Tax	66,725
Second Deputy Recorder	66,725
Chief Deputy Sheriff	86,190

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: H CORRECTIONS UNIT**

<u>POSITION</u>	<u>RATE</u>
Seasonal General Laborer	\$10.73/hour
Seasonal Health Worker & Planning Intern	\$9.71 to \$12.33/hour depending on skills, education and experience
Enforcement Aide	\$9.71 to \$18.28/hour depending on skills, education and experience
Seasonal Maintenance Worker (Roads)	\$11.45/hour
Summer Law Clerk	Set in cooperation with University Programs
Civil Service Secretary	Set by Civil Service Commission
Mental Health Advocate	Set by Chief Judge at \$24.40/hour
Health Services Professional	
Immunization Clinic/Jail Health	
LPN	\$18.77/hour
RN/EMT-P	\$22.15/hour
Election Officials	\$7.92/hour
Election Chairpersons	\$8.71/hour
Election Clerk	\$13.33/hour

**CONSERVATION: \***

**Glynns Creek:**

Seasonal part-time Golf Managers	
Food Service	\$8.75 - \$9.75/hour
Pro Shop	\$9.75 - \$11.75/hour
Seasonal Golf Pro Shop Personnel	\$7.50 - \$11.00/hour
Golf Course Rangers, Starters, Cart Persons	\$7.50 - \$9.25/hour
Concession Stand Workers	\$7.50 - \$8.25/hour
Groundskeepers	\$7.50 - \$10.50/hour

**Scott County & West Lake Parks:**

Beach Manager	\$11.25 - \$15.50/hr. (season) \$9.00 - \$13.00/hr (open/close)
Pool Manager	\$11.25 - \$15.50/hr. (season) \$9.00 - \$13.00/hr (open/close)



**SCOTT COUNTY SALARY RATE TABLE FOR FY 2012-2013**  
**GROUP: H CORRECTIONS UNIT**

Assistant Beach/Pool Managers	\$9.00 - \$11.00/hour
Water Safety Instructors	\$8.00 - \$9.50/hour
<u>POSITION</u>	<u>RATE</u>
Pool/Beach Lifeguards	\$7.50 - \$8.75/hour
Pool/Beach/Boathouse - Concession Workers	\$7.50 - \$8.50/hour
Park Attendant	\$7.50 - \$11.00/hour
Maintenance	\$7.50 - \$9.50/hour
Skilled Maintenance	\$9.00 - \$11.00/hour
Park Patrol (non-certified)	\$12.00 - \$13.25/hour
(certified)	\$15.00 - \$16.25/hour
<b>Pioneer Village:</b>	
Day Camp Counselors	\$7.50 - \$9.00/hour
Apothecary Shop Concession Workers	\$7.50 - \$9.00/hour
Maintenance	\$7.50- \$9.75/hour
<b>Wapsi Center:</b>	
Assistant Naturalist	\$10.00 - \$12.50/hour
Program Assistant	\$7.50 - \$9.25/hour
Maintenance / Resident Caretaker	\$9.00 - \$10.75/hour

\* Set by Scott County Conservation Board