

## 2021 PROPOSAL: 2021 Division and Program Evaluation – Main Form

September 2021

The purpose of this evaluation is to gain a better understanding of the all components of a division, the programs and services it provides, who it serves, and the resources it requires. This is an opportunity to showcase successes and brainstorm opportunities to improve the community and the services LFUCG provides. The evaluation is financially focused and wishes to collect readily available data and information. The information collected in this evaluation will be shared with the standing committee.

Division Name: [Click or tap here to enter text.](#)

Division Director: [Click or tap here to enter text.](#)

Contributors to Evaluation: (list name and division)

[Click or tap here to enter text.](#)

Council Staff Coordinator: [Click or tap here to enter text.](#)

Date Completed: [Click or tap here to enter text.](#)

### A. Idea Generation

Lexington's population is projected to grow by about 40 percent reaching over 400,000 people by 2040 (Kentucky State Data Center, U of L, 2016).

1. Describe the future state of the division: *vision for the future state – what will be the features, how will it improve, are outcomes better, is reducing staff foreseeable, error reduction, increase participants, rethink the division, etc.*

[Click or tap here to enter how you would describe the future state.](#)

### B. General Overview

2. Vision and mission statements: *(i.e. purpose) any overarching statement(s) for the division that provides direction and aspiration or outlines the grand scheme*

[Click or tap here to enter vision/mission statement\(s\).](#)

3. Objectives and deliverables:

- a. Objectives: *(i.e. goals) desired benefits, outcomes, or performance improvements; high-level statements – these can be provided in list form*

[Click or tap here to enter objectives.](#)

- b. Deliverables: *specific and tangible; describes expected results; low-level statements – these can be provided in list form*

[Click or tap here to enter deliverables.](#)

4. Roles and responsibilities documentation: *explanation of key roles and responsibilities of the division – these can be provided in list form*

[Click or tap here to enter roles and responsibilities.](#)

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### C. Personnel & Operations

5. Staffing and positions documentation: *the current landscape of staffing and positions*

- a. Authorized strength: for current fiscal year

[Click or tap here to enter authorized strength.](#)

- b. Seasonal/temporary work: *describe the different types of seasonal work, include the number of positions, hourly wages, and general responsibilities*

[Click or tap here to enter authorized strength.](#)

- c. Describe any significant staffing issues: *this could be issues such as turnover, length of vacancies, recruitment, or projected attrition*

[Click or tap here to enter staffing issues.](#)

6. Internal workflows and coordination: *required communication and work with other divisions to provide services offered by the division – list each workflow describing the service, who is involved, communication/coordination flow*

[Click or tap here to enter workflows for the division.](#)

7. Training (staff and customers): *relevant training available and/or offered for staff or customers; what training could help*

[Click or tap here to enter relevant training.](#)

8. System documentation: *list and describe the systems used, this might be software databases of systems to enhance workflow*

[Click or tap here to enter information about systems.](#)

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### D. Planning

9. Plans and studies within the last 20 years: *list name/brief description, when it was completed, and where it can be found*

[Click or tap here to enter plans/studies.](#)

10. Present 5-year goals and plans for the division:

[Click or tap here to enter 5-year goals/plans.](#)

11. Projected CIP for the next 5 years: *list any capital improvement projects the division anticipates, including but not limited to equipment, facilities, technology, etc. – include a brief description, general cost estimate if available, and the year it is needs funding by; if this is easier to provide as a table, separately, please do*

[Click or tap here to enter projected CIP.](#)

**12.** Describe how you would manage a 25% budget increase scenario; a 25% budget reduction scenario.

\*Budgeting will provide the funding amounts for the division to respond to this question

**a.** Describe any programs/services you would like to provide or enhance if a 25% increase was available.

[Click or tap here to enter for a budgetary increase.](#)

**b.** List all programs/services that would be impacted by a 25% reduction, as well as the impact of each cut.

[Click or tap here to enter for a budgetary decrease.](#)

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#### **E. Programs and Services**

**13.** List all programs (or services) provided by the division: *number the list of programs*

[Click or tap here to enter all programs or services in list form.](#)

**14.** Fill out a Program Summary Report for **each** program: *separate instructions and forms will be provided to do this part of the evaluation after this initial step is complete*

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#### **F. Appendix**

**15.** Division organizational chart: *the org. chart provided through the budgeting process may be sufficient but need to tie programs and/or services labels to it*

\*Please provide the org. chart as a separate attachment

**16.** Overall summary of funding: *(last 5 fiscal years, actuals) funding sources, expenditures, revenue, reporting (if appropriate) – use budget summary table format from Budgeting’s ‘division summary book’*

**a.** Funding sources summary with expenditures breakdown *(personnel, operating, transfers, capital)*

**b.** Expenditures summary *(all funding sources combined)*

**c.** Revenue summary

\*TABLES PROVIDED BY BUDGETING

\*Council staff work with Budgeting to create financial trend data (historical and projected)

[Click or tap here to enter any highlights/notes or necessary comments or explanations to the information provided in the tables.](#)

**17.** Ordinances and resolutions that direct the division’s operations: *(relevant KRS can also be listed) – list reference number and provide a brief explanation*

[Click or tap here to enter relevant legislation.](#)

## 2021 PROPOSAL: Division and Program Evaluation Form

### – Program Summary Report

September 2021

The Program Summary Report falls under Section F of the Division and Program Evaluation, specifically item 17. The purpose of this report is to see a complete picture of a program (or service) and what it entails to provide that program to the community.

### Core Function (full form)

Division Name: [Click or tap here to enter text.](#)

Division Director: [Click or tap here to enter text.](#)

Contributors to Program Summary Report: (list name and division)

[Click or tap here to enter text.](#)

### Programs identified in item No. 16 of main evaluation form:

[Enter list of programs identified in the response to the main form on No. 16; numbers should match list on main form and consistently referenced in the finished program report.](#)

Enter Prog. No.. **Program name:** [Click or tap here to enter text.](#)

[Above - choose program number identified in main evaluation form *under* Section F, item #16]

a) Program description: *mission, purpose, major activities, value-added, etc.*

[Click or tap here to enter a program description.](#)

b) Historical documentation: *summary of the program's history and evolution, key milestones*

[Click or tap here to enter historical documentation.](#)

c) Rethink the program: *is it still meeting the need it was designed to accomplish, is there a better way*

[Click or tap here to enter text.](#)

d) Objectives & deliverables:

1) Objectives: *(i.e. goals) desired benefits, outcomes, or performance improvements; high-level statements – these can be provided in list form*

[Click or tap here to enter objectives.](#)

2) Deliverables: *specific and tangible; describes expected results; low-level statements – these can be provided in list form*

[Click or tap here to enter deliverables.](#)

e) Metrics and management reporting:

1) Historic data on service levels: *(to determine shifts in funding, change in service levels, etc.)*

[Click or tap here to enter historical data and service levels.](#)

2) Metrics used for tracking and assessing program performance

[Click or tap here to enter metrics for measuring performance.](#)

3) Management reports prepared: *list structures that already exist; if written documentation doesn't exist but there are other relevant reporting structures, please include*

[Click or tap here to enter reporting structures.](#)

4) Data collected but not reported or assessed: *identify the data being collected, where it is collected and any other relevant information; is data is being collected but not in a way where it can easily be assessed*

[Click or tap here to enter text.](#)

f) Staff/team breakdown for the program: *list title and role of team members to execute programs*

[Click or tap here to enter relevant positions.](#)

g) Identify stakeholders: *who has a stake in the results and outcomes of the program, how do you communicate with stakeholders*

[Click or tap here to enter stakeholder information.](#)

h) Customer service approach: *how the program provides customer service*

[Click or tap here to enter customer service approach.](#)

- i) Communications, outreach plan (if appropriate): *target population of who the program serves and plan of how they will be communicated with*

[Click or tap here to enter communications.](#)

- j) Additional information that should be shared:

[Click or tap here to enter additional information and comments.](#)

## 2021 PROPOSAL: Division and Program Evaluation Form

### – Program Summary Report

September 2021

The Program Summary Report falls under Section F of the Division and Program Evaluation, specifically item 17. The purpose of this report is to see a complete picture of the programs (or services) your division is responsible for and what it entails to provide that program to the community.

### Support Function (short form)

Division Name: [Click or tap here to enter text.](#)

Division Director: [Click or tap here to enter text.](#)

Contributors to Program Summary Report: (list name and division)

[Click or tap here to enter text.](#)

#### Programs identified in item No. 16 of main evaluation form:

[Enter list of programs identified in the response to the main form on No. 16; numbers should match list on main form and consistently referenced in the finished program report.](#)

Enter Prog. No.. **Program name:** [Click or tap here to enter text.](#)

[Above - choose program number identified in main evaluation form *under* Section F, item #16]

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**a)** Program description: *mission, purpose, major activities, value-added, etc.*

[Click or tap here to enter a program description.](#)

**b)** Historical documentation: *summary of the program's history and evolution, key milestones*

[Click or tap here to enter historical documentation.](#)

**c)** Rethink the program: *is it still meeting the need it was designed to accomplish, is there a better way*

[Click or tap here to enter text.](#)

**d)** Objectives & deliverables:

**1)** Objectives: *(i.e. goals) desired benefits, outcomes, or performance improvements; high-level statements – these can be provided in list form*

[Click or tap here to enter objectives.](#)

**2)** Deliverables: *specific and tangible; describes expected results; low-level statements – these can be provided in list form*

[Click or tap here to enter deliverables.](#)

**e)** Additional information that should be shared:

[Click or tap here to enter additional information and comments.](#)