

SHEBOYGAN COUNTY PROGRAM EVALUATION QUESTIONNAIRE
February 16, 2005

INSTRUCTIONS: For each program, list the Scheduled Review Date, the Department, the Department Mission Statement and the Program Title at the top of the page, and answer the following questions for each program. The overall response for each program should be no greater than two (2) pages in length.

SCHEDULED REVIEW DATE: March 22, 2005

DEPARTMENT: Printing

DEPARTMENT MISSION STATEMENT:

The printing department is responsible for maintaining a line of communication within Sheboygan County Government and between the government and public. The typesetting and duplicating needs of Sheboygan County are met by the Printing department with as little turn around time as possible

PROGRAM: Sheboygan County Printing

1. Describe the program, its purpose and goals.

The printing department typesets, prints and processes all of Sheboygan County's printing needs along with a shared services agreement with the City of Sheboygan. The department has been serving the County since 1977; having over 3,000 business forms on file. We support all intergovernmental agencies by fulfilling the department's need in a timely manner.

2. Who is the program intended to serve? How many are served?

The department services all of the Sheboygan County departments which includes a majority of the printing for the Health Care Facilities, Highway Department, Law Enforcement Department and Courts system and by mutual agreement the Sheboygan County Museum and the City of Sheboygan.

3. Are the program benefits long-lasting and essential to the service populations?

Government runs on the efficiency and accuracy of its paperwork and is the most essential in various operations including communication with departments, general public, outside agencies, voting operations, budgets, grant writing, variances etc.

4. Is this program directly or indirectly related to or does it support any other program in this department or another department? If so, how?

The printing department supports all other departments, both directly and indirectly by supplying paper and printed documents for the daily administration of government operations.

5. How does this program make the department or county government more effective or efficient, including any intergovernmental relationship?

Our department is in constant contact with paper vendors and outside printing sources to insure the County is getting the best price for all paper and printing products.

6. How do you determine/measure if this program has been effectively provided and implemented?

The best way to determine if the program is being effectively administered is to stay in constant contact with the departments we are serving assuring their expectations are being met.

7. Could the county cost-effectively subcontract this program?

If the printing department was to be subcontracted I believe not only the turn around time (i.e. papers needed for same day meetings), but the paper prices would increase and the quality of workmanship would be sacrificed.

8. State the numerical ranking of this program compared to all programs in your department and briefly explain.

As this is a small department Printing is the one and only program described.

9. Are there current alternatives to this program available in the community? Can this program be provided through alternative arrangements with other providers?

This question reverts to question number 7. It would neither be feasible or economical for each department to print there own business forms on department copy machines. We presently have two high speed printers which can print much faster, with better quality than a department copy machine.

10. If this program were eliminated, what would be the ramifications for the County (i.e., added risk, liability or legal issues)?

Sheboygan County Government would not run in an efficient and timely manner. Some documents are needed on a same day basis which through the cooperation of County Departments and the printing department are always handled in a timely manner.

11. What is the program impact and effectiveness related to the program cost? (Provide data if available.)

The printing department is designed and operated in a manner that the income from various county departments offsets the expenses of the Printing Department, leaving the department with a zero tax levy. One can only estimate the savings of having this department as approximately \$50,000; this of course could be increased or decreased depending upon the number of "rush" jobs, large quantity orders, etc.

12. Is this program currently duplicated by another county department or provider in the community?

There is a small duplicating department at the U.W. center in Sheboygan Falls that turns out some postcards that are needed for the farming industry on the same day basis. The timing and distance between the two departments made this piece of equipment necessary..