

Sample Scope Statements for Program Evaluation Topics

SAMPLE 1: Peer Review of Dane County Lake Level Management Guide

In the fall of 2010, the Dane County Land and Water Resources Department completed the Dane County Lake Level Management Guide for the Yahara Chain of Lakes. The guide provides an overview of the Yahara River chain of lakes (Mendota, Monona, Waubesa and Kegonsa) and the strategies that are employed in an effort to manage lake levels within regulatory limits. System characteristics, regulatory obligations, and other important considerations are covered. The document can be found on the website at http://danedocs.countyofdane.com/webdocs/pdf/lwrld/landconservation/Lake_Level_Management_Guide_10-13-10_with_Appendices.pdf

The Yahara Chain of Lakes are a critical resource in Dane County and there is great community interest in the management of lake levels not only to protect shorelines and prevent seasonal flooding, but also to provide for recreational lake use.

The peer review of the Dane County Lake Level Management Guide for the Yahara Chain of Lakes should focus on determining whether the operational strategies as outlined in Chapter 4 are sufficient to control lake levels, and to identify alternative operational strategies that could be employed to manage lake levels.

Specifically the review should assess the following:

- 1. Are the management goals achievable?*
- 2. Are the management strategies described in the report appropriate to meet those goals?*
- 3. Are the appropriate tools and resources available to implement the management goals?*
- 4. Are there other strategies that could be implemented to maintain lake levels within the Wisconsin Department of Natural Resources (DNR) regulatory orders?*
- 5. Are there other tools or resources required in order to improve the management of lake levels within the DNR regulatory orders?*

SAMPLE 2: Organizational Structure of Land and Water Programs in Dane County Government

Dane County addresses aspects of the management, conservation, and protection of land and water resources via programs located in several departments of county government.

The Department of Land & Water Resources' mission is to protect and restore Dane County's natural resources and to promote the sustainable and environmentally responsible enjoyment of those public natural areas. Programmatic areas in the department include lakes and watershed, park operations, land acquisition, conservation, and lake management.

The Public Works, Highway and Transportation Department houses the solid waste and recycling functions of county government, including management of the landfill and methane gas operations. The mission of solid waste programs is to provide an efficient and cost effective solid waste management program which protects the environment and conserves natural resources. The recycling program strives to provide an efficient and cost effective waste reduction and recovery program which protects the environment, conserves natural resources and conserves space in the county's landfill, with focus on products with mercury electronics, construction and demolition debris and yard trimmings.

The Department of Planning and Development's planning division assists Dane County residents, communities and decision-makers in addressing short-range and long-range comprehensive planning issues related to community and regional development, transportation, environmental resources, community services, housing, and economic development. The zoning and plat review division's mission is to protect and promote the public health, safety and general welfare of Dane County by administering county zoning, environmental and land division regulations in the unincorporated portion of Dane County. A review of the Department of Planning and Development was completed in 2005 and can be found on the Dane County website:

http://danedocs.countyofdane.com/webdocs/pdf/coboard/planning_development_evaluation_2005.pdf

The Department of Administration's director of policy and program improvement leads a phosphorus reduction initiative, as well as the development and implementation of manure digester projects and coordination of stakeholders to prioritize and implement the Yahara CLEAN phosphorus control recommendations.

The purpose of this review is to identify, by program area, the land and water management functions within Dane County that can be more efficient and/or effective through re-alignment, sharing of staff and/or reallocating resources.

Task 1: Identify each program area that addresses land or water management and briefly describe the current organization, purpose of the program, the FTE associated with the program (number and budget), the FTE workload associated with the program (and seasonal FTE needs), key program stakeholders and customer service demands, the County Board standing

committee responsible for oversight of the program, and other programs with which it is interdependent. Include detailed organization charts indicating current staff to supervisor ratios, position classifications and current vacancies.

Task 2: Propose three alternative structures in which similar functions can be realigned so as to avoid duplication of efforts, improve the efficient delivery of customer services, maximize FTE , maximize sharing of resources and staff, maximizing optimal staff to supervisor ratios and fill in gaps where inadequate FTE are identified.

Task 3: Identify the key questions and planning steps that must be addressed to implement each of the three alternatives.