






ATTRIBUTE EVALUATION

QUALIFY YOUR STORY

THE FIVE BASIC PROGRAM ATTRIBUTES

ResourceX provides five standard questions to enable and advance your program narrative MANDATE, RELIANCE, COST RECOVERY, POPULATION SERVED and DEMAND.

 MANDATE	 RELIANCE	 COST RECOVERY	 POPULATION SERVED	 DEMAND
NO MANDATE	OTHER ENTITIES PROVIDE THIS SERVICE	NO	LESS THAN 10% OF POPULATION BENEFITS	DECREASING
SELF MANDATE			LESS THAN 50% OF POPULATION BENEFITS	FLAT
FEDERAL OR STATE MANDATE	CITY IS SOLE PROVIDER	YES	MAJORITY OF POPULATION BENEFITS	INCREASING

QUALIFY YOUR STORY

Attributes create clarity around who your program serves and to what extent, how it's funded, what mandates exist, and how popular a program might be. Understanding these points can create real opportunities for decision-making.

Department Users should work with Super Users to assign scores to each program against each of the Basic Program Attributes, improving how your organization communicates and makes decisions around your programs

REVIEW YOUR SCORES

A formal review with a cross-functional group can be critical for creating a unified interpretation of the Basic Program Attributes.

The Review process brings about cross-departmental understanding of the breadth of services the organization offers, and helps deconstruct silos.

DESCRIBES YOUR PROGRAMS

Provides details about your programs and context through which you can frame discussions and make decisions

ENCOURAGES QUESTIONS

Improves understanding and communication of your programs by prompting probing questions about the nature of each program

APPLIES TO ALL

Every program is evaluated against all attributes to ensure a common language and understanding

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Demand				
Definitions for Demand				Score
Increase				4
Flat				2
Decrease				0

ProgNum	ProgName	ProgDescription	Score	DeptComments
none	Access to Parks and Open Spaces	This service includes the provision of access to parks and open spaces, the trail system, park amenities and dog designated areas to create a destination for residents and visitors, create a connected community, promote healthy lifestyles.		
none	Accounts Payable	Provide technical and routine assistance to finance and departmental staff as it relates to processes invoices and expense payments, including internal controls, policies, regulations and new processes.		
none	Accounts Receivable (Registrations, Shelters, Trees, Rentals, Tickets)	The Parks and Recreation Secretary takes program registrations, pool admissions, community center, pool, shelter rentals, sells trees for terrace planting, receives donation checks for sponsorship and fundraising projects and sells tickets to area attractions at discounted price.		
none	Accreditation Management	Texas Police Chiefs Association best practices accreditation program.		
none	Administration	Plan, Coordinate & and Execute Water Meter Reading & Maintenance Activity		
none	Adult Collection Management	Weeding and maintenance of library collection - Shelf reading, cleaning, and updating of all library materials. Shelving of library materials.		
none	All Hazard Mitigation	Hazard elements of Fire Operations/ Emergency Management/ Disaster Assessment		
none	Americans with Disabilities Act (ADA)	Assist human resources with office visitors, applicants, and employees on ADA, with issues for compliance with state and federal laws and regulations and City personnel policies.		
none	Accommodation and Compliance	Interim and final detail budgets, Government Finance Officers Association (GFOA) program budget book.		
none	Annual Budget	The provision of scheduled and spontaneous access to stand alone aquatics facilities to community users in a safe, maintained and comfortable environment create a destination for residents and visitors, create a connected community, promote healthy lifestyles. Includes facility maintenance and operating costs related to all stand alone indoor aquatics, outdoor aquatics and outdoor spray parks.		
none	Aquatics Facilities			
none	Backflow Prevention Program	Federal Mandated Program to ensure no contamination of the water system due to the reversal of water flow.		
none	Benefits Plan Admin	Secure and provide a comprehensive and competitive benefit package to include health, dental, vision, employee assistance, retirement, and voluntary benefits annually. Day to day administration of the City's benefit programs including the self-funded medical plan with premiums of \$19 million. Ensure compliance with various Federal and State laws governing healthcare to minimize risk and ensure lawful coverage and benefit administration daily. Provide benefit plan guidance including addressing and resolving benefit coverage issues daily. Ensure appropriate eligibility information is submitted to vendors on a weekly basis. Administration of general leave programs including FMLA.		

TIPS & TRICKS

- Consider scoring programs by result, as it helps create an even application of the Attribute.
- Add a score comment to provide context.
- If you get stuck evaluating a program, move along to the next one, then revisit the missed program(s).
- Score by program to focus your efforts on one program at a time, to update a program's service type (Community or Governance), or to add a Program Insight.

1

SCORE PROGRAMS

By Result or by Program

2

REVIEW SCORES

Create a cross-functional team to review scores

3

ADD/REVIEW INSIGHTS

Add additional insights based on this new information

