



Support Services

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Fund:
General Fund

Strategic Program:
Support Services

Agency:
Board of County Commissioners

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Charges for Service	\$75	\$0	\$0	\$0	\$0	-
Total Agency Fees & Charges	\$75	\$0	\$0	\$0	\$0	-
Miscellaneous	\$668	\$0	\$0	\$0	\$0	-
Total Other Agency Revenues	668	0	0	0	0	-
a) Total Agency Revenues	743	0	0	0	0	-
Expenditures						
Personnel	\$951,687	\$1,018,870	\$1,036,722	\$1,059,639	\$1,059,639	2.21%
Contractual Services	\$121,679	\$196,828	\$196,828	\$196,828	\$196,828	0.00%
Commodities	\$9,437	\$3,900	\$3,900	\$3,900	\$3,900	0.00%
Subtotal	1,082,803	1,219,598	1,237,450	1,260,367	1,260,367	1.85%
Miscellaneous	\$30	\$0	\$0	\$0	\$0	-
Transfer to Equipment Reserve	\$12,908	\$12,908	\$12,908	\$0	\$0	(100.00%)
Subtotal	12,938	12,908	12,908	0	0	(100.00%)
Expenditures Subtotal	1,095,741	1,232,506	1,250,358	1,260,367	1,260,367	0.80%
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
Risk Management Charges	\$3,334	\$2,761	\$2,761	\$1,589	\$1,589	(42.45%)
b) Total Expenditures	1,099,075	1,235,267	1,253,119	1,261,956	1,261,956	0.71%
Difference: b) minus a)	(1,098,332)	(1,235,267)	(1,253,119)	(1,261,956)	(1,261,956)	0.71%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	12.00	12.00	12.00	12.00	12.00	0.00%
Total FTE Positions	12.00	12.00	12.00	12.00	12.00	0.00%

Agency Mission

The Board of County Commissioners provides for the health, safety, and welfare of the community and has exclusive power to enact, amend, and repeal local legislation and public policies; to apportion and levy taxes, make appropriations, and adopt budgets; to establish strategic plans to guide the administration of services and organizational performance; and to appoint the County Manager, as well as certain offices, boards and commissions. The agency constitutes the legislative branch of County government and operates under the direction of the Chairman of the Board. It includes two programs: 1) the personal offices of the Chairman and the district commissioners, and 2) the Office of the Board of County Commissioners, which serves as the primary support agency for the Board of County Commissioners.

Budget Highlights

Total expenditures for FY 2015, excluding transfers and Risk Management charges, are budgeted to increase by \$22,917 (1.85%) compared to FY 2014. This increase is due to the budgeted salary and benefit increases included in the budget parameters.

Transfers to Equipment Reserve are budgeted at \$0 for 2015, a one-time reduction from 2014.

FTEs for FY 2015 remain constant at 12.00.

**Agency:
Board of County Commissioners**

Agency Goals & Objectives

Service Delivery Goals and Associated Objectives	Associated PMs:
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Audit Services

1) Determine that internal control systems are in place, suitably designed and implemented to protect County Resources.	a,b
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*Provide meaningful analysis of existing internal control structures during the performance of audits and internal reviews.

2) Locate the causes of uneconomical practices and provide recommendations for remedial action.	
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*Issue audit recommendations that improve accountability and assist in accomplishing stated organizational goals.

Agency Key Performance Measures (PMs)

<u>Output</u>	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Actual 2015</u>
a) # of audit reports.	3	5	4
b) # of follow-up quarterly reports.	4	4	4

Efficiency/Cost Measures

a) # of audit reports issued.	3	5	4
b) Implementation of recommendations within 2 years.	87%	95%	90%

Effectiveness Measures

a) % of audit recommendations agreed with.	86%	90%	90%
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Agency:
Board of County Commissioners

Major Services						
	<u>Actual FY 2013</u>	<u>Budget FY 2014</u>	<u>Estimated FY 2014</u>	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>2014-2015 % Change</u>
Service #1: Board of County Commissioners						
<p>The Board of County Commissioners is the legislative and policy-determining body of Johnson County Government. The Board enacts local public policies to ensure a sound local economy, a healthy environment, and a high quality of life for citizens. The Board is composed of seven members, six of whom are elected by district to represent approximately 80,000 residents. A seventh member is elected at-large to represent the full community as Johnson County's Chief Elected Official and Chairman of the Board of County Commissioners.</p>						
Agency Revenues	\$ 743	\$ 0	0	0	0	0
Expenditures	<u>659,745</u>	<u>737,234</u>	<u>735,448</u>	<u>733,466</u>	<u>733,466</u>	<u>-0.27%</u>
Difference	\$ (659,002)	\$ (737,234)	\$ (735,448)	\$ (733,466)	\$ (733,466)	-0.27%
FTE Positions	7.00	7.00	7.00	7.00	7.00	
Service #2: County Auditor						
<p>The County Auditor performs independent reviews of the agencies and departments of County government and evaluates programs in terms of the economy.</p>						
Agency Revenues	\$	\$	\$	\$	\$	0
Expenditures	<u>421,290</u>	<u>495,272</u>	<u>514,910</u>	<u>526,901</u>	<u>526,901</u>	<u>2.33%</u>
Difference	\$ (421,290)	\$ (495,272)	\$ (514,910)	\$ (526,901)	\$ (526,901)	2.33%
FTE Positions	5.00	5.00	5.00	5.00	5.00	
Service #3: Chief Legal Counsel						
<p>The Chief Counsel is the County Counselor and serves as principal legal advisor and attorney for the Board of County Commissioners and provides legal counsel, advice, and representation. As County Counselor, the Chief Counsel is responsible for drawing all resolutions, contracts, and other instruments required by the Board; providing legal advice and policy guidance to the Board and County officials; and reviewing and making recommendations on matters of state and federal legislation. Additionally, the Chief Counsel conducts research on a variety of matters and undertakes projects at the direction of the Board or any of its members. This service was moved to Legal in 2013 and a small amount of operating was left - totally moved for 2014.</p>						
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0	0
Expenditures	<u>14,706</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Difference	\$ (14,706)	\$ 0	\$ 0	\$ 0	0	0
FTE Positions						

Fund:
General Fund

Strategic Program:
Support Services

Agency:
Budget & Financial Planning

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Charges for Service	\$0	\$0	\$0	\$0	\$0	-
Total Agency Fees & Charges	\$0	\$0	\$0	\$0	\$0	-
Intergovernmental	\$42,728	\$100,000	\$100,000	\$100,000	\$100,000	0.00%
Total Other Agency Revenues	42,728	100,000	100,000	100,000	100,000	0.00%
a) Total Agency Revenues	42,728	100,000	100,000	100,000	100,000	0.00%
Expenditures						
Personnel	\$866,692	\$946,982	\$941,021	\$977,010	\$977,010	3.82%
Contractual Services	\$40,745	\$121,340	\$121,440	\$121,440	\$121,440	0.00%
Commodities	\$9,726	\$6,502	\$6,402	\$6,402	\$6,402	0.00%
Subtotal	917,163	1,074,824	1,068,863	1,104,852	1,104,852	3.37%
Intrafund Transfers	\$17,506	\$0	\$0	\$0	\$0	-
Transfer to Equipment Reserve	\$9,228	\$9,228	\$9,228	\$9,228	\$9,228	0.00%
Subtotal	26,734	9,228	9,228	9,228	9,228	0.00%
Expenditures Subtotal	943,897	1,084,052	1,078,091	1,114,080	1,114,080	3.34%
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
Risk Management Charges	\$1,994	\$1,823	\$1,823	\$1,049	\$1,049	(42.46%)
b) Total Expenditures	945,891	1,085,875	1,079,914	1,115,129	1,115,129	3.26%
Difference: b) minus a)	(903,163)	(985,875)	(979,914)	(1,015,129)	(1,015,129)	3.59%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	9.00	9.00	9.00	9.00	9.00	0.00%
Total FTE Positions	9.00	9.00	9.00	9.00	9.00	0.00%

Agency Mission

Budget and Financial Planning provides management and financial planning services while assisting the Board of County Commissioners, the County Manager, and County departments in the evaluation and improvement of policies and systems.

Budget Highlights

Total expenditures for FY 2015, excluding transfers and Risk Management charges, are budgeted to increase by \$35,989 (3.37%) compared to FY 2014. This increase is due to the budgeted salary and benefit increases included in the budget parameters.

FTEs for FY 2015 are budgeted to remain constant at 9.00.

**Agency:
Budget & Financial Planning**

Agency Goals & Performance Measures			
<i>Service Delivery Goals and Associated Performance Measures</i>			
	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Estimated 2015</u>
1) Develop a 5 year plan that funds the County's service priorities within the parameters set by the Board of County Commissioners.			
(A) % of changes to existing expenditure budget approved (RAR, CIP, Reductions).	New Measure	New Measure	New Measure
(B) BoCC Survey Score "Rate your level of satisfaction with the materials provided and the responses to requests in making budget decisions."	New Measure	New Measure	New Measure
(C) # of Major Assumptions changes by the BoCC.	0	0	0
2) Improve the quality of County operations, programs, and projects by providing information, advice, and planning support to departments and executive leadership.			
(A) Department score on Support Services Survey question "How would you rate your understanding of the County's priorities as it relates to the Budget."	New Measure	New Measure	New Measure
(B) Department score on Support Services Survey question "Rate your analyst's understanding of your department processes, operations, and issues."	New Measure	New Measure	New Measure
(C) Department score on Support Services Survey question "How well does your analyst help in developing strategies to achieve your department goals and objectives?"	New Measure	New Measure	New Measure
Output and Efficiency Measures			
<u>Outputs and Efficiency Measures</u>	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Estimated 2015</u>
1) # of existing expenditure changes.	73	68	40
2) Accuracy of major revenue actuals to budget.	101.10%	99%*	99%*
3) Accuracy of major revenue actuals to re-estimate.	102.10%	99%*	99%*
4) General Fund reserves target % compared to end-of-year balance %. <i>Revised Financial Policy adopted February 2013.</i>	15%/37%	20%/31.5%*	20%/27.3%*
5) GFOA Budget Book Rating.	Distinguished	Distinguished	Distinguished*
<i>*Expected at this time</i>			

**Agency:
Budget & Financial Planning**

Major Services						
	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014-2015 % Change
Service #1: Budget and Financial Planning						
Formulate, implement and administer the annual operating budget and the Capital Improvement Program (CIP), as well as provide long-range financial planning, forecasting, and management services.						
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0	-
Expenditures	820,411	878,367	872,406	904,516	904,516	3.68%
Difference	\$ (820,411)	\$ (878,367)	\$ (872,406)	\$ (904,516)	\$ (904,516)	3.68%
FTE Positions	8.00	8.00	8.00	8.00	8.00	0.00%
Service #2: Grants Management						
Serves as a central, strategic resource for the County on a broad range of grant-related issues and activities. Grants Management provides direct support to County departments, County Manager, Board of County Commissioners, and the Budget Office, as well as the at-large members of the County's non-profit sector.						
Agency Revenues	\$ 42,728	\$ 100,000	100,000	\$ 100,000	100,000	0.00%
Expenditures	123,486	205,685	205,685	209,564	209,564	1.89%
Difference	\$ (80,758)	\$ (105,685)	\$ (105,685)	\$ (109,564)	\$ (109,564)	3.67%
FTE Positions	1.00	1.00	1.00	1.00	1.00	0.00%

Fund:
County Building Fund

Strategic Program:
Support Services

Agency:
County Building Fund

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requeste FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Use of Assets	\$0	\$0	\$0	\$0	\$0	-
Total Agency Fees & Charges	\$0	\$0	\$0	\$0	\$0	-
Use of Carryover	\$0	\$125,000	\$137,156	\$100,000	\$100,000	(27.09%)
Interest	\$2,674	\$3,039	\$2,907	\$6,270	\$6,270	115.69%
Interfund Transfers	\$60,808	\$57,358	\$57,358	\$0	\$0	(100.00%)
Total Other Agency Revenues	63,482	185,397	197,421	106,270	106,270	(46.17%)
a) Total Agency Revenues	63,482	185,397	197,421	106,270	106,270	(46.17%)
Expenditures						
Contractual Services	\$0	\$0	\$0	\$10,000	\$10,000	-
Subtotal	0	0	0	10,000	10,000	-
Lease Payment to PBC	\$885,501	\$844,184	\$844,184	\$434,812	\$434,812	(48.49%)
Subtotal	885,501	844,184	844,184	434,812	434,812	(48.49%)
Expenditures Subtotal	885,501	844,184	844,184	444,812	444,812	(47.31%)
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
b) Total Expenditures	885,501	844,184	844,184	444,812	444,812	(47.31%)
Difference: b) minus a)	(822,019)	(658,787)	(646,763)	(338,542)	(338,542)	(47.66%)
Tax Revenues						
Ad Valorem Support	\$690,332	\$553,896	\$553,896	\$258,317	\$258,317	(53.36%)
Other Taxes	\$121,396	\$104,891	\$95,114	\$80,225	\$80,225	(15.65%)
Total Tax Revenues	811,728	658,787	649,010	338,542	338,542	(47.84%)
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	0.00	0.00	0.00	0.00	0.00	-
Total FTE Positions	0.00	0.00	0.00	0.00	0.00	-

Agency Mission

The purpose of the County Building Fund, a non-operating fund, is to acquire sites and to erect, construct, renovate and furnish County buildings. The Fund was reestablished in 2004 by the Board of County Commissioners in accordance with Kansas Statute, which allows an annual tax levy not to exceed one (1) mill for a period not to exceed ten (10) years. On April 17, 2014, the Board of County Commissioners adopted a resolution to continue the fund for another ten years.

Budget Highlights

FY 2015 expenditures for the County Building Fund are budgeted to decrease by \$399,372 (47.31%) compared to the estimated expenditures in FY 2014. The County Building Fund makes a number of the County's lease payments to the Public Building Commission (PBC); the amount of lease payments equal the amount of scheduled debt service on the PBC bonds. Reserve funds for the County Building Fund are estimated at \$35,070 as of December 31, 2015.

Fund:
General Fund

Strategic Program:
Support Services

Agency:
County Manager's Office

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Licenses and Permits	\$25	\$0	\$0	\$0	\$0	-
Charges for Service	\$100,530	\$311,503	\$311,503	\$317,733	\$317,733	2.00%
Total Agency Fees & Charges	\$100,555	\$311,503	\$311,503	\$317,733	\$317,733	2.00%
Miscellaneous	\$1,036	\$7,000	\$7,000	\$7,000	\$7,000	0.00%
Intrafund Transfers	\$0	\$37,350	\$37,350	\$37,350	\$37,350	0.00%
Total Other Agency Revenues	1,036	44,350	44,350	44,350	44,350	0.00%
a) Total Agency Revenues	101,591	355,853	355,853	362,083	362,083	1.75%
Expenditures						
Personnel	\$1,802,516	\$2,173,063	\$2,142,667	\$2,339,169	\$2,339,169	9.17%
Contractual Services	\$444,307	\$643,894	\$643,773	\$646,974	\$646,974	0.50%
Commodities	\$47,761	\$57,004	\$57,004	\$57,004	\$57,004	0.00%
Subtotal	2,294,584	2,873,961	2,843,444	3,043,147	3,043,147	7.02%
Miscellaneous	\$362	\$0	\$0	\$0	\$0	-
Transfer to Equipment Reserve	\$25,130	\$25,130	\$25,130	\$25,130	\$25,130	0.00%
Subtotal	25,492	25,130	25,130	62,480	62,480	148.63%
Expenditures Subtotal	2,320,076	2,899,091	2,868,574	3,105,627	3,105,627	8.26%
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
Risk Management Charges	\$7,316	\$5,345	\$5,345	\$2,994	\$2,994	(43.99%)
b) Total Expenditures	2,327,392	2,904,436	2,873,919	3,108,621	3,108,621	8.17%
Difference: b) minus a)	(2,225,801)	(2,548,583)	(2,518,066)	(2,746,538)	(2,746,538)	9.07%
FTE Positions						
Fee Funded FTEs	0.00	1.00	1.00	1.00	1.00	0.00%
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	18.50	20.50	20.50	20.50	20.50	0.00%
Total FTE Positions	18.50	21.50	21.50	21.50	21.50	0.00%

Agency Mission

Based on the Johnson County Home Rule Charter, the County Manager serves as the chief administrative officer of Johnson County Government. To fulfill this charge, the County Manager's Office is responsible to the Commission and County residents for the effective and efficient delivery of Johnson County services, using sound management and financial principles while emphasizing high ethical values, innovation, and continuous improvement.

Budget Highlights

Total expenditures for FY 2015, excluding transfers and Risk Management charges, are budgeted to increase by \$199,703 (7.02%) compared to FY 2014. This increase is due to: 1) \$113,127 increase due to the creation of the Bureau Chief position from an existing position, 2) \$3,201 increase in Contractual Services related to *Best Times* Publication which is covered from *Best Times* revenues, and 3) the budgeted salary and benefit increases included in the budget parameters.

Transfers to Equipment Reserve stay constant at \$25,130.

FTEs are budgeted to remain constant at 21.50 for 2015.

**Agency:
County Manager's Office**

Agency Goals & Objectives

**Associated
PMS:**

Service Delivery Goals and Associated Objectives

Clerk of the Board

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>1) Preserve the integrity and public accountability of the local legislative process.
 *Prepare, process and publish accurate and timely documentation in support of legislative and decision-making processes.
 *Certify, publish and preserve the acts and orders of the Board.
 *Ensure public notices are made in compliance with legal requirements.
 *Coordinate the appointment of citizens to various boards and commissions.
 *Receive and respond to public inquiries or requests for assistance.</p> | a,b,c,d,e,f,g |
| <p>2) Organize and maintain professional office systems in support of business operations.
 *Participate in the development and review of policy proposals.
 *Provide uniform, consistent management of records that are filed with or which are maintained by the Clerk of the Board.</p> | a,b,c,d,e,f,g |
| <p>3) Provide daily administrative support to members of the Board in the execution of their official duties.
 *Ensure commissioner satisfaction with constituent support services.
 *Ensure commissioner satisfaction with executive support services.</p> | a,b,c,d,e,f,g |

Agency Key Performance Measures (PMS)

Efficiency/Cost Measures	Actual 2013	Estimated 2014	Estimated 2015
a) # of meetings conducted.	146	128	141
b) # of agenda items processed.	445	380	418
c) # of recorded journal index entries.	450	622	630
d) # of appointments processed.	64	119	54

**Agency:
County Manager's Office**

Agency Goals & Objectives

Service Delivery Goals and Associated Objectives	Associated PMs:
<p>1) Provide management leadership to County departments.</p> <ul style="list-style-type: none"> * Provide leadership for management decision making. * Provide management assistance to departments/agencies. * Ensure implementation of Board of County Commissioners (BOCC) policies. 	
<p>2) Effectively communicate the County's legislative platform and positions.</p> <ul style="list-style-type: none"> * Prepare County legislative platform for Commission review and approval prior to the current legislative session. * Support passage of legislation implementing County platform. 	<p>a</p> <p>d</p>
<p>3) Assist BOCC in preparation of Countywide strategic plan and plan implementation.</p> <ul style="list-style-type: none"> * Coordinate BOCC strategic planning effort. * Ensure budget supports implementation of BOCC strategic priorities. 	<p>c</p>
<p>4) Prepare and implement the annual operating and capital budget.</p> <ul style="list-style-type: none"> * Recommend the budget to the BOCC for review, revision and adoption by August 25. 	<p>b</p>

Agency Key Performance Measures (PMs)

Output	Actual 2013	Estimated 2014	Estimated 2015
Efficiency/Cost Measures			
a) Legislative platform completed.	Complete	Complete	In Progress
b) Budget adoption completed.	Complete	Complete	In Progress
c) Budget message addresses BOCC strategic goals.	Complete	Complete	In Progress
Effectiveness Measures			
d) *% of County platform successfully achieved.	NA	77%	TBD
*% of County legislative priorities successfully achieved.	NA	80%	TBD
% of legislation not in platform successful on conforming with County Platform.	NA	100%	TBD
* For those items the legislature addressed during the session and the County communicated a position			

**Agency:
County Manager's Office**

Major Services						
	<u>Actual FY 2013</u>	<u>Budget FY 2014</u>	<u>Estimated FY 2014</u>	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	2014-2015 % Change
Service #1: General Administration						
To provide executive management and analytical support.						
Agency Revenues	\$ 25	\$ 0	0	0	0	0
Expenditures	<u>1,215,468</u>	<u>1,373,329</u>	<u>1,337,263</u>	<u>1,500,631</u>	<u>1,500,631</u>	12.22%
Difference	\$ (1,215,443)	\$ (1,373,329)	\$ (1,337,263)	\$ (1,500,631)	\$ (1,500,631)	12.22%
FTE Positions	6.50	9.50	9.50	9.50	9.50	
Service #2: Government Relations						
To coordinate implementation of a comprehensive Countywide legislative program.						
Agency Revenues	\$	\$	\$	\$	\$	0
Expenditures	<u>58,212</u>	<u>58,212</u>	<u>58,212</u>	<u>58,212</u>	<u>58,212</u>	0.00%
Difference	\$ (58,212)	\$ (58,212)	\$ (58,212)	\$ (58,212)	\$ (58,212)	0.00%
FTE Positions	0.00	0.00	0.00	0.00	0.00	
Service #3: Public Information and Communications						
To provide and coordinate citizen and Countywide information.						
Agency Revenues	\$ 101,566	\$ 355,853	\$ 355,853	\$ 362,083	\$ 362,083	1.75%
Expenditures	<u>688,425</u>	<u>1,106,008</u>	<u>1,110,228</u>	<u>1,172,114</u>	<u>1,172,114</u>	5.57%
Difference	\$ (586,859)	\$ (750,155)	\$ (754,375)	\$ (810,031)	\$ (810,031)	7.38%
FTE Positions	7.00	7.00	7.00	7.00	7.00	
Service #4: Clerk of the Board						
To preserve official records of the acts and orders of the Board, publish a journal of its proceedings, maintain the original rolls for its resolutions, and provide administrative support for the Board of County Commissioners and County Manager's Office.						
Agency Revenues	\$	\$	\$	\$	\$	0
Expenditures	<u>357,971</u>	<u>361,542</u>	<u>362,871</u>	<u>374,670</u>	<u>374,670</u>	3.25%
Difference	\$ (357,971)	\$ (361,542)	\$ (362,871)	\$ (374,670)	\$ (374,670)	3.25%
FTE Positions	5.00	5.00	5.00	5.00	5.00	

Fund:
General Fund

Strategic Program:
Support Services

Agency:
Countywide Support

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Charges for Service	\$0	\$0	\$0	\$0	\$0	-
Total Agency Fees & Charges	\$0	\$0	\$0	\$0	\$0	-
Miscellaneous	\$75,048	\$10,300	\$10,300	\$10,300	\$10,300	0.00%
Interest	\$803	\$0	\$0	\$0	\$0	-
Interfund Transfers	\$700,579	\$707,781	\$707,781	\$712,931	\$712,931	0.73%
Total Other Agency Revenues	776,430	718,081	718,081	723,231	723,231	0.72%
a) Total Agency Revenues	776,430	718,081	718,081	723,231	723,231	0.72%
Expenditures						
Personnel	\$4,381,897	\$4,389,667	\$4,389,667	\$4,047,257	\$4,047,257	(7.80%)
Contractual Services	\$2,417,854	\$4,928,897	\$3,660,930	\$4,897,760	\$4,747,760	29.69%
Commodities	\$79,910	\$80,800	\$80,800	\$80,800	\$80,800	0.00%
Capital Outlay	\$248,000	\$0	\$0	\$0	\$0	-
Subtotal	7,127,661	9,399,364	8,131,397	9,025,817	8,875,817	9.15%
Debt Service	\$40,800	\$0	\$0	\$0	\$0	-
Lease Payment to PBC	\$8,668,932	\$9,224,881	\$8,490,381	\$7,962,542	\$7,962,542	(6.22%)
Interfund Transfers	\$6,503,578	\$5,183,613	\$5,183,613	\$4,963,588	\$4,963,588	(4.24%)
Transfer to Capital Projects	\$697,929	\$230,000	\$230,000	\$0	\$0	(100.00%)
Subtotal	15,911,239	14,638,494	13,903,994	12,926,130	12,926,130	(7.03%)
Expenditures Subtotal	23,038,900	24,037,858	22,035,391	21,951,947	21,801,947	(1.06%)
Cost Allocation	\$196,041	\$185,315	\$185,315	\$143,076	\$143,076	(22.79%)
b) Total Expenditures	23,234,941	24,223,173	22,220,706	22,095,023	21,945,023	(1.24%)
Difference: b) minus a)	(22,458,511)	(23,505,092)	(21,502,625)	(21,371,792)	(21,221,792)	(1.31%)
Tax Revenues						
Other Taxes	\$1,637	\$1,554	\$11	\$11	\$11	0.00%
Total Tax Revenues	1,637	1,554	11	11	11	0.00%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	20.00	20.00	20.00	20.00	20.00	0.00%
Total FTE Positions	20.00	20.00	20.00	20.00	20.00	0.00%

Agency Mission

Countywide Support is an agency for expenditures that benefit the County in general and would not be appropriate in any other agency budget.

Budget Highlights

Total expenditures for FY 2015, excluding cost allocation, are budgeted to increase by \$216,581 (1.30%) compared to FY 2014. This increase is due to the net of the following items: 1) 2015 reduction in lease payments to PBC, 2) reduction of Transportation interfund transfer, 3) an increase in tax increment financing, 4) an \$18,622 increase in the contract with Extension Council, and 5) an increase of \$25,000 for funding for the Regional Homeland Security Coordinating Committee.

**Agency:
Countywide Support**

Agency Highlights

The detailed budget for Countywide Support is provided below.

<u>Category</u>	<u>FY 2015 Amount</u>	<u>Description</u>
Employee Payout Fund	\$ 1,079,358	Composed of employee payouts. Payouts include accrued vacation and sick leave for employees who terminate employment with the County.
TIF	1,345,412	Includes amount for estimated property taxes lost due to Tax Increment Financing (TIF) in the County taxing district.
Advertising & Additional Contractual Services	796,969	Includes advertising costs for publications for the BOCC, Legal, and Treasurer departments. Includes costs for Countywide internet recruiting services. Contractual services costs include outside legal services, appraisal studies, other contractual services, pending litigation, and lease payment for 8788 Metcalf.
Memberships	135,000	Includes annual memberships/dues to organizations such as: KAC, MARC, and NACo.
Taxes	40,000	Includes special assessment taxes paid on County buildings.
Contributions	1,382,292	Includes contributions to the Arts Council of Johnson County (\$100,000), Soil Conservation (\$25,000), United Community Services Human Service Fund (\$110,250), United Community Services Community Planning (\$35,000), and Evergreen Living Innovations (\$1,112,042).
Supplemental Pension	2,967,899	Funding for the supplemental retirement program for the workforce.
Transfer to Transportation	4,963,588	Composed of a transfer to the Transit program.
PBC Lease Payments	7,962,542	Composed of a portion of the County's lease payments to the Public Building Commission.
Extension Council	872,360	Contract amount = \$729,284 Cost Allocation and Risk Mgmt. Charges = \$143,076
High Performance Organization	150,000	County's on-going Executive and Countywide leadership development efforts toward becoming a higher performing organization (HPO).
Regional Homeland Security Coord. Council	25,000	Maintains the Regional Homeland Security Coordinating Committee that was convened in 2002.
Employee Recognition	80,800	Includes increase for the Employee Recognition Program that enhances awards for long-term employees.
Total	\$ 21,801,220	

Agency:
Countywide Support

Requests for Additional Resources				
	Requested FY 2015	Budget FY 2015	Requested FY 2016	Projected FY 2016
Regional Homeland Security				
Request #1: Coordinating Committee (RHCC)			Priority: n/a Major Service:	Countywide
<p>This request is to fund the Johnson County portion to maintain the Regional Homeland Security Coordinating Committee (RHCC) that was convened in 2002. The RHCC, along with the Mid-America Regional Council (MARC) facilitates this regional effort to support a multi-disciplined, multi-jurisdictional, all-hazards approach to preparedness, mitigation, response and recovery. Significant reductions in federal funds have created a need for the 9 counties and 119 cities to contribute funding to maintain the RHCC. This request has been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	0
Expenditures	25,000	25,000	25,000	25,000
Difference	\$ (25,000)	\$ (25,000)	\$ (25,000)	(25,000)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
High Performance Organization				
Request #2: (HPO)/Leadership Development			Priority: n/a Major Service:	Countywide
<p>These funds are to support the County's ongoing Executive and Countywide leadership development efforts toward becoming a higher performing organization (HPO). The first \$150,000 of existing funding covers expenses unique to Executive Leadership Development. The additional \$150,000 requested covers Countywide (LEAP) Leadership Development expenses not included in department/agency budgets: Three and five day participant training materials including the MBTI, supplies, catering (participants work through lunch), and facilities rentals (Five Day LEAP); training of County facilitators (train-the-trainer); and development of and materials for new skills-building courses. This request has not been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	0
Expenditures	150,000	0	150,000	0
Difference	\$ (150,000)	\$ 0	\$ (150,000)	0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
Request #3: Extension Council Merit Increase				
			Priority: n/a Major Service:	Countywide
<p>The Extension Council was unable to provide merit increases for their employees in the 2013 or 2014 budgets and would like to be considered for the 3% increase targeted to other county departments in the 2015 budget. Providing this increase will improve department morale and put Extension employees on the same footing as other departments within the County in relation to salary issues. This request has been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	0
Expenditures	18,622	18,622	18,622	18,622
Difference	\$ (18,622)	\$ (18,622)	\$ (18,622)	(18,622)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

Fund:
Debt Service Fund

Strategic Program:
Support Services

Agency:
Debt Service

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Use of Assets	\$0	\$0	\$0	\$0	\$0	-
Total Agency Fees & Charges	\$0	\$0	\$0	\$0	\$0	-
Use of Carryover	\$0	\$0	\$0	\$20,000	\$20,000	-
Interfund Transfers	\$1,605,230	\$1,214,799	\$1,214,799	\$1,086,011	\$1,086,011	(10.60%)
Total Other Agency Revenues	1,605,230	1,214,799	1,214,799	1,106,011	1,106,011	(8.96%)
a) Total Agency Revenues	1,605,230	1,214,799	1,214,799	1,106,011	1,106,011	(8.96%)
Expenditures						
Contractual Services	\$0	\$30,066	\$10,351	\$30,881	\$30,881	198.34%
Subtotal	0	30,066	10,351	30,881	30,881	198.34%
Debt Service	\$1,721,722	\$1,218,057	\$1,218,057	\$1,088,739	\$1,088,739	(10.62%)
Subtotal	1,721,722	1,218,057	1,218,057	1,088,739	1,088,739	(10.62%)
Expenditures Subtotal	1,721,722	1,248,123	1,228,408	1,119,620	1,119,620	(8.86%)
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
b) Total Expenditures	1,721,722	1,248,123	1,228,408	1,119,620	1,119,620	(8.86%)
Difference: b) minus a)	(116,492)	(33,324)	(13,609)	(13,609)	(13,609)	0.00%
Tax Revenues						
Ad Valorem Support	\$33	\$0	\$0	\$0	\$0	-
Other Taxes	\$178,970	\$33,324	\$13,609	\$13,609	\$13,609	0.00%
Total Tax Revenues	179,003	33,324	13,609	13,609	13,609	0.00%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	0.00	0.00	0.00	0.00	0.00	-
Total FTE Positions	0.00	0.00	0.00	0.00	0.00	-

Agency Mission

Debt Service for County general obligation bonds and notes payable.

Budget Highlights

FY 2015 expenditures for the Debt Service Fund are budgeted to decrease by \$108,788 (8.86%) compared to estimated expenditures for FY 2014. Reserve funds for the Debt Service fund are estimated at \$356,707 as of December 31, 2015.

Fund:
General Fund

Strategic Program:
Support Services

Agency:
Economic Development Programs

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requeste FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Licenses and Permits	\$0	\$0	\$0	\$0	\$0	-
Total Agency Fees & Charges	\$0	\$0	\$0	\$0	\$0	-
Miscellaneous	\$0	\$0	\$0	\$0	\$0	-
Total Other Agency Revenues	0	0	0	0	0	-
a) Total Agency Revenues	0	0	0	0	0	-
Expenditures						
Contractual Services	\$782,175	\$782,175	\$782,175	\$982,175	\$982,175	25.57%
Subtotal	782,175	782,175	782,175	982,175	982,175	25.57%
Intrafund Transfers	\$0	\$0	\$0	\$0	\$0	-
Subtotal	0	0	0	0	0	-
Expenditures Subtotal	782,175	782,175	782,175	982,175	982,175	25.57%
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
b) Total Expenditures	782,175	782,175	782,175	982,175	982,175	25.57%
Difference: b) minus a)	(782,175)	(782,175)	(782,175)	(982,175)	(982,175)	25.57%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	0.00	0.00	0.00	0.00	0.00	-
Total FTE Positions	0.00	0.00	0.00	0.00	0.00	-

Agency Mission

This agency consists of the two non-profit economic development institutions established by Johnson County to promote economic development in the County: the County Economic Research Institute (CERI) and the Enterprise Center of Johnson County (ECJC). The mission of CERI is to participate in a partnership with chambers of commerce, local and regional economic development organizations, and units of government in order to create and sustain jobs, expand the tax base and promote Johnson County through the provision of basic and applied research. The Enterprise Center's mission is to stimulate business creation and employment in Johnson County by providing value-added resources and services to early stage, high growth-oriented companies.

Budget Highlights

Total expenditures for FY 2015 are budgeted to increase to \$982,175 compared to FY 2014. This includes: 1) Enterprise Center's Request for Additional Resources for matching funds up to \$150,000 on-going to expand ECJC's funding base to include more private sector sources and better leverage current County support, and 2) \$200,000 on-going to ECJC for Operations Stabilization.

**Agency:
Economic Development Programs**

Major Services

	<u>Actual</u> <u>FY 2013</u>	<u>Budget</u> <u>FY 2014</u>	<u>Estimated</u> <u>FY 2014</u>	<u>Requested</u> <u>FY 2015</u>	<u>Budget</u> <u>FY 2015</u>	<u>2014-2015</u> <u>% Change</u>
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Service #1: County Economic Research Institute (CERI)

The mission of the County Economic Research Institute is to participate in a partnership with chambers of commerce, local and regional economic development organizations, and units of government in order to create and retain jobs, expand the tax base and promote Johnson County through the provision of basic and applied economic research.

Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0	-
Expenditures	300,000	300,000	300,000	300,000	300,000	0.00%
Difference	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	(300,000)	0.00%
FTE Positions	0.00	0.00	0.00	0.00	0.00	-

Service #2: Enterprise Center of Johnson County (ECJC)

The Enterprise Center of Johnson County is a business incubator - an entity that provides high-growth potential companies with office space, consulting and advisory services and financing resources - to help them grow and succeed. The Enterprise Center is located in Metropolitan Kansas City, and is an integral part of entrepreneurial development in Johnson County.

Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0	-
Expenditures	482,175	482,175	482,175	682,175	682,175	41.48%
Difference	\$ (482,175)	\$ (482,175)	\$ (482,175)	\$ (682,175)	(682,175)	41.48%
FTE Positions	0.00	0.00	0.00	0.00	0.00	-

**Agency:
Economic Development Programs**

Requests for Additional Resources				
	Requested FY 2015	Budget FY 2015	Requested FY 2016	Projected FY 2016
Request #1: ECJC Operations Stabilization			Priority: 1	Major Service: Economic Development
<p>Enterprise Center of Johnson County (ECJC) needs additional funding to sustain operations through 2015. Due to loss of funding from the State of Kansas, ECJC has been using cash reserves to sustain operations in 2013 and 2014. Current facility costs are approximately \$300,000/year and the lease terminates on 4/30/2015. There remain a number of questions with regards to the future of ECJC and the remainder of 2014 and 2015 is planned for creating a strategic roadmap for sustainable funding and exploit our expertise as a venture development organization. This has been placed in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
Difference	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
Request #2: ECJC Matching Grant			Priority: 2	Major Service: Economic Development
<p>This request is for the County to continue the successful matching fund of up to \$150,000 per annum that Enterprise Center of Johnson County (ECJC) can leverage to raise additional support. The program allows 1) ECJC to attract substantial additional funding, 2) the County to leverage its funding of ECJC, and 3) new financial partners to leverage their support of ECJC. Continuing the matching fund program helps ECJC forge relationships with the private sector, build market leading companies, deliver expanded services and maintain ECJC as the leading full service incubation program in the region. This has been placed in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
Difference	\$ (150,000)	\$ (150,000)	\$ (150,000)	\$ (150,000)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

Fund:
General Fund

Strategic Program:
Support Services

Agency:
Facilities

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Charges for Service	\$682,918	\$636,505	\$636,505	\$689,235	\$689,235	8.28%
Total Agency Fees & Charges	\$682,938	\$636,505	\$636,505	\$689,235	\$689,235	8.28%
Intergovernmental	\$3,877	\$0	\$0	\$0	\$0	-
Miscellaneous	\$335,171	\$312,777	\$312,777	\$319,033	\$319,033	2.00%
Intrafund Transfers	\$2,145,868	\$2,189,537	\$2,189,537	\$2,287,093	\$2,287,093	4.46%
Interfund Transfers	\$55,000	\$0	\$0	\$0	\$0	-
Total Other Agency Revenues	2,539,916	2,502,314	2,502,314	2,606,126	2,606,126	4.15%
a) Total Agency Revenues	3,222,854	3,138,819	3,138,819	3,295,361	3,295,361	4.99%
Expenditures						
Personnel	\$8,822,171	\$9,668,466	\$9,519,029	\$10,218,617	\$10,127,136	6.39%
Contractual Services	\$8,055,517	\$6,263,153	\$6,263,153	\$7,072,310	\$7,070,310	12.89%
Commodities	\$1,256,638	\$1,218,728	\$1,218,728	\$1,309,219	\$1,306,219	7.18%
Capital Outlay	\$97,509	\$26,287	\$26,287	\$26,287	\$26,287	0.00%
Subtotal	18,231,835	17,176,634	17,027,197	18,626,433	18,529,952	8.83%
Miscellaneous	\$23,965	\$0	\$0	\$0	\$0	-
Interfund Transfers	\$21,064	\$0	\$0	\$0	\$0	-
Transfer to Equipment Reserve	\$77,000	\$77,000	\$77,000	\$0	\$0	(100.00%)
Transfer to Capital Projects	\$5,164,733	\$4,651,949	\$4,651,949	\$2,953,398	\$2,953,398	(36.51%)
Subtotal	5,286,762	4,728,949	4,728,949	2,953,398	2,953,398	(37.55%)
Expenditures Subtotal	23,518,597	21,905,583	21,756,146	21,579,831	21,483,350	(1.25%)
Vehicle Equivalent Units	\$0	\$0	\$0	\$15,073	\$15,073	-
Risk Management Charges	\$58,621	\$43,525	\$43,525	\$23,675	\$23,675	(45.61%)
b) Total Expenditures	23,577,218	21,949,108	21,799,671	21,618,579	21,522,098	(1.27%)
Difference: b) minus a)	(20,354,364)	(18,810,289)	(18,660,852)	(18,323,218)	(18,226,737)	(2.33%)
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	152.50	152.50	152.50	156.70	155.70	2.10%
Total FTE Positions	152.50	152.50	152.50	156.70	155.70	2.10%

Agency Mission

Johnson County Facilities Management creates, maintains and sustains environments and services for county government and the community.

Budget Highlights

Total expenditures for FY 2015, excluding Transfers, Vehicle Equivalent Units, Risk Management charges and cost allocation, are budgeted to increase by \$1,502,755 (8.83%) compared to FY 2014. The increase is due to: 1) funded Requests for Additional Resources: Laborer III \$51,958, Print Shop \$40,000, Utilities \$175,000 and Mental Health Maintenance Transition \$247,641, and 2) the budgeted salary and benefit increases included in the budget parameters.

Transfers to Capital Projects include Capital Replacement Program (CRP) \$1,550,000, 2) Mental Health Capital Replacement Program \$960,699, Arc Flash Hazard Analysis and Compliance \$201,199, Transit Equipment Storage and Loss Prevention \$141,500, and ADA Compliance \$100,000.

Transfers to Equipment Reserve are \$0, a \$77,000 one-time reduction.

Overall increase of 3.2 FTEs from 152.50 in FY 2014 to 155.70 in FY 2015 is due to: transfer in of a Fleet Maintenance Mechanic position for Laborer III request (1.0 FTE), transfer out of Fleet Manager (0.8 FTE) from Facilities to Fleet, transfer out of the Sustainability Program Manager from Facilities to Department of Health & Environment (1.0 FTE), and transfer in of (4.0 FTE) from Mental Health for maintenance transition to Facilities.

**Agency:
Facilities**

Agency Goals & Key Performance Measures (PMs)			
Service Delivery Goals and Associated Performance Measures			
	Actual 2013	Estimated 2014	Estimated 2015
1) Goal: Maintain County buildings to maximize investment and provide a productive, sanitary, secure and safe environment.			
(A) Performance Measure: % of building systems and equipment which meets or exceeds its useful life.	17%	18%	19%
2) Goal: Maximize the useful life and the functionality of the built environment through excellent strategic planning, design and construction.			
(A) Performance Measure: % of space needs over the next 5 years that can be met using current facilities.	87%	87%	79%
(B) Performance Measure: % of space supported by Planning, Design, and Construction (PDC) which meets the planning criteria in the Strategic Facilities Master Plan (SFMP).	78%	78%	79%
(C) Performance Measure: % of projects managed by PDC not associated with approved CIP Projects.	55%	57%	57%
3) Goal: Be the printer of choice for Johnson County Government.			
(A) Performance Measure: % of orders not going through Print Shop-Market Share.	56%	37%	18%
(B) Performance Measure: Difference between revenue and expenditures.	(\$4,039)	\$0	\$0
Output and Efficiency Measures			
Output & Efficiency Measures	Actual 2013	Estimated 2014	Estimated 2015
1 a) # of inspections relating to code compliance.	2,100	2,100	2,300
a) # of preventative maintenance work requests.	5,300	5,500	5,800
a) # on-demand work requests.	11,085	12,000	13,000
a) # of buildings maintained by Facilities Dept.	60	60	63
a) Square Footage maintained. (External Gross)	2,205,000	2,205,000	2,275,000
a) Square footage cleaned.	1,570,000	1,570,000	1,660,000
a) # of systems and components replaced that did not meet or exceed life expectancy due to failure.	0	0	0
2 a) Staff support space - Dept gross square feet.		* 291,837	* 305,570
a) Staff space (FTE) - Dept gross square feet.		* 287,713	* 326,583
a) Public service space - Dept gross square feet.		* 2,061,880	* 2,171,929

Agency:
Facilities

Output and Efficiency Measures

Output & Efficiency Measures (Cont.)	Actual 2013	Estimated 2014	Estimated 2015
2 b) % of buildings in the SFMP supported by PDC.	42%	100%	100%
c) Total Projects supported by PDC.	170	175	175
3 a) # of customer contacts.	2,884	2,971	3,060
a) # of jobs.	2,717	2,799	2,883
a) # of sheets in house.	4,245,613	4,372,981	4,504,170

**Agency:
Facilities**

Major Services						
	<u>Actual FY 2013</u>	<u>Budget FY 2014</u>	<u>Estimated FY 2014</u>	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>2014-2015 % Change</u>
Service #1: Maintenance/Building Services						
Provide preventive and ongoing building maintenance, equipment maintenance, remodeling services, custodial care, grounds keeping and all fund and inter-department transfers.						
Agency Revenues	\$ 2,823,082	2,822,647	2,822,647	2,933,084	2,933,084	3.91%
Expenditures	20,127,471	18,663,019	18,650,650	18,340,034	18,340,034	-1.67%
Difference	\$ (17,304,389)	\$ (15,840,372)	\$ (15,828,003)	\$ (15,406,950)	\$ (15,406,950)	-2.66%
FTE Positions	121.50	121.50	121.50	125.50	125.50	
Service #2: Planning, Design, and Construction (PDC)						
Provide professional and timely support in the planning, design, construction and commissioning of capital projects. Provide design and facility management services for the built environment.						
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0	0
Expenditures	1,074,650	1,073,965	1,082,036	1,120,827	1,120,827	3.59%
Difference	\$ (1,074,650)	\$ (1,073,965)	\$ (1,082,036)	\$ (1,120,827)	\$ (1,120,827)	3.59%
FTE Positions	11.00	11.00	11.00	11.00	11.00	
Service #3: County Internal Services						
Process all incoming, outgoing, mass mailings and interoffice mail in a timely and correct manner. Provide courier delivery service between County buildings. Manage the pick-up, storage, and distribution of County surplus property.						
Agency Revenues	\$ 13,391	10,914	10,914	10,914	10,914	0.00%
Expenditures	547,498	578,708	525,085	545,054	545,054	3.80%
Difference	\$ (534,107)	\$ (567,794)	\$ (514,171)	\$ (534,140)	\$ (534,140)	3.88%
FTE Positions	5.00	5.00	5.00	5.00	5.00	
Service #4: Sustainability/Energy Management						
Lead initiatives in design and construction practices, energy, recycling, waste reduction, water conservation, etc. Lead efforts in government and in the community; coordinate policies and practices with cities and other local government entities, advocate sustainability with the public and elected officials on legislative matters.						
Agency Revenues	\$ 38,110	0	0	0	0	0
Expenditures	204,336	97,712	3,629	0	0	-100.00%
Difference	\$ (166,226)	\$ (97,712)	\$ (3,629)	\$ 0	\$ 0	-100.00%
FTE Positions	1.00	1.00	1.00	0.00	0.00	

**Agency:
Facilities**

Major Services

	<u>Actual FY 2013</u>	<u>Budget FY 2014</u>	<u>Estimated FY 2014</u>	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>2014-2015 % Change</u>
Service #5: Administration Services						
Provides department-wide executive and administrative leadership and support, including financial, budget, Fleet Management, IT services and manage real estate transactions and commercial property that the County leases.						
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0	0
Expenditures	<u>1,209,039</u>	<u>1,188,404</u>	<u>1,191,237</u>	<u>1,223,876</u>	<u>1,127,395</u>	-5.36%
Difference	\$ (1,209,039)	\$ (1,188,404)	\$ (1,191,237)	\$ (1,223,876)	\$ (1,127,395)	-5.36%
FTE Positions	11.00	11.00	11.00	12.20	11.20	

Service #6: Printing/Copying Services						
Provide quality printing consultation and cost-efficient offset printing and photocopying services in the most time efficient manner possible.						
Agency Revenues	\$ 348,271	305,258	305,258	351,363	351,363	15.10%
Expenditures	<u>355,603</u>	<u>303,775</u>	<u>303,509</u>	<u>350,040</u>	<u>350,040</u>	15.33%
Difference	\$ (7,332)	\$ 1,483	\$ 1,749	\$ 1,323	\$ 1,323	-24.36%
FTE Positions	3.00	3.00	3.00	3.00	3.00	

**Agency:
Facilities**

Requests for Additional Resources				
	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>Requested FY 2016</u>	<u>Projected FY 2016</u>
Request #1: Physical Security Manager				
Priority: 1 Major Service: Facilities				
<p>This position will establish maintenance, testing, monitoring and operations standards for Hirsch and camera security systems throughout the County. They will work with building engineers, County departments, Sheriff's Office and vendors. They will ensure service contracts are in place for testing, monitoring, equipment maintenance for County's over \$4.4M investment in Hirsch security systems. This position will serve as liaison between the County and Sheriff's Office during emergency situations. In emergency situations, this position elevates to be a part of the County Leadership team (similar to the shift for the Deputy Director of Emergency Management/Emergency Management Coordinator). In conjunction with the Sheriff's Office, this position will establish procedures for crisis planning/response, hazard mitigation and business continuity for County operations. This position will address and apply physical and informational security principles, practices, procedures, laws, regulations and current legislative issues. This position will always defer to local law enforcement. The Sheriff will continue to oversee and manage the Hirsch database, cameras, card access for 8 buildings, provide live monitoring at the Crime Lab and CCC, respond to threats, securing buildings for incidents, investigations, and determine how incidents will be handled from the perspective of law enforcement. This request is not included in the 2015 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	96,480	0	97,925	0
Difference	\$ (96,480)	\$ 0	\$ (97,925)	\$ 0
Full-time Equivalent Positions	1.00	0.00	1.00	0.00
Request #2: Mental Health Transition				
Priority: 2 Major Service: Maintenance/Building Services				
<p>At the request of Mental Health, the Facilities Department (FAC) has been asked to take over the Mental Health properties to provide better building and grounds maintenance management. An additional necessary component to this is the recent Immediate Action Request (IAR) for one Laborer III position to be added to our current grounds crew in order to increase their capacity to handle the 11 acres that Mental Health occupies. Approval of the requested position is necessary for the success of the management plan, and without approval, compromises to the level of unacceptance. A Service Level Agreement has been prepared and agreed upon with Mental Health identifying the responsibilities of each department, both physical and financial. The total financial impact to costs, other than personnel, based on current and historical spending patterns, was estimated at \$669,628. This amount was reviewed and agreed to by both FAC and Mental Health using a combination of historical data and current knowledge of costs. However, due to the current financial situation of Mental Health, they have indicated they are unable to transfer the needed budget authority to support their already seriously depleted facilities operating budget. They have stated they are only able to transfer dollars for utilities and janitorial services thus leaving a shortfall of \$247,641 which is now being requested. This request is included in the 2015 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	247,641	247,641	247,641	247,641
Difference	\$ (247,641)	\$ (247,641)	\$ (247,641)	\$ (247,641)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

**Agency:
Facilities**

Requests for Additional Resources				
	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>Requested FY 2016</u>	<u>Projected FY 2016</u>
Request #3: Utilities			Priority: 3	Major Service: Maintenance/Building Services
<p>Electricity and Natural Gas are critical and necessary to the building operations of the County and in 2013 made up 29.3% of the total contractual services expenditures totaling nearly \$2.4M. The providers of these services have increased their rates regularly but through management of the full Facilities operating budget, efficiencies, and completed projects with operating budgets incorporated into the Facilities operating budget, we have been able to manage those increases through 2013. Facilities will continue to effectively manage their total operating costs but are no longer in a financial position to manage to the increased rates approved for 2014 and budgeted for 2015 by the utility companies. In 2013 KCPL increased rates 6.3% and is projecting an additional 2.3% in 2014, none of which have been incorporated into the current budget. All other Electric and Natural Gas companies have similar increases and all are expecting additional increases for 2015. This request is necessary to fund the projected gap for 2015 and is included.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>
Difference	\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
Print Shop Expenditure				
Request #4: Authority			Priority: 4	Major Service: Print Shop
<p>The Print Shop operations has increased revenues 34% since 2009 and as such needs an increase in budget authority for their associated expenses. The Print Shop operates differently from other Support Service departments in that they must justify their expenses with revenues in their efforts toward cost neutrality. Each year that the expenditure authority is exceeded, it requires some other Facilities Management area of business to reduce in order to be in compliance, even though there are associated revenues to offset this increased expenditure. We are requesting an increase in expenditure authority of \$40,000 that will be offset by an increase of \$40,000 in revenues having no net fiscal impact on the County. This request is included in the 2015 Budget.</p>				
Agency Revenues	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Expenditures	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Difference	\$ 0	\$ 0	\$ 0	\$ 0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

**Agency:
Facilities**

Capital Improvement Program (CIP)

Title: Capital Replacement Program **Year Placed:** 2015

Description: This on-going capital project account has been set up to address the maintenance needs of a large number of the County's buildings. Projects in the 2015 request include replacement of a fire sprinkler system at the Health and Human Services Center, roof repair work at Phase 1 of the Adult Detention Center and some replacement repair work at the Transit Center. Other types of projects include: general roof, pavement, painting, HVAC repairs, wall repair, carpet replacement, etc. This project is included in the FY 2015 Budget.

Capital Expenditures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 1,550,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 6,350,000
Equipment	\$	\$	\$	\$	\$	\$
Total	\$ 1,550,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 6,350,000

Operating Expenditures	Total FTE	FY 2015	FY 2016	FY 2017	FY 2018
Personnel					
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Title: Courthouse CRP **Year Placed:** 2015

Description: The purpose of this request is to fund rehabilitation and maintenance projects in the County courthouse. A number of projects have been deferred in recent years due to the fact that the work needed to be done will cause a significant disruption to the operations at the courthouse. Delay on beginning to address these maintenance issues is no longer viewed as a viable option, and a significant re-investment into the courthouse facility has been deemed necessary in order to protect the building as well as provide a safe environment for the public and the employees who work in the courthouse. The 2015 portion of this on-going maintenance project is for work on the Courthouse skin. The courthouse CRP began in FY 2013 and the following shows only a portion of the \$13.1M in funding that has been requested over the next 5 years with a total remaining cost of about \$14M (\$2,332,000 was budgeted for this program for 2014). The FY 2015 requested amount is shown as fully funded.

Capital Expenditures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Consulting	\$	\$	\$	\$	\$	\$
Construction	\$ 2,070,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 8,070,000
Equipment	\$	\$	\$	\$	\$	\$
Total	\$ 2,070,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 8,070,000

Operating Expenditures	Total FTE	FY 2015	FY 2016	FY 2017
Personnel				
Contractual	\$	\$	\$	\$
Commodities	\$	\$	\$	\$
Capital	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$
Start Up	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

**Agency:
Facilities**

Capital Improvement Program (CIP)

Title: Mental Health Capital Replacement Plan **Year Placed: 2015**

Description: The Mental Health's aging facilities are in a state of disrepair due to the lack of funds for scheduled repair and replacement in previous fiscal years. This project funds anticipated repairs/improvements at the Olathe Mental Health, Crisis Support Services, Adolescent Center for Treatment, Breakthrough House and The Recovery Place facilities located throughout Johnson County. Facilities staff completed a comprehensive condition assessment of all Mental Health facilities in 2013. The assessments included areas of general physical condition, site improvements, building exteriors, roof, interiors, mechanical/electrical/plumbing and fire/life safety. The 2015 request was for \$1.6M and only \$960,699 is recommended for funding. The total 5-year request is for approximately \$3.6M and only a portion below is what is in the current 5 year financial forecast. This project is included in the 2015 Budget.

Capital Expenditures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 960,699	\$ 173,644	\$ 173,644	\$ 173,644	\$ 173,644	1,655,275
Equipment	\$	\$	\$	\$	\$	\$
Total	\$ 960,699	\$ 173,644	\$ 173,644	\$ 173,644	\$ 173,644	1,655,275

Operating Expenditures	Total FTE	FY 2015	FY 2016	FY 2017	FY 2018
Personnel		\$	\$	\$	\$
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Title: Transit Equipment Storage and Loss Prevention **Year Placed: 2015**

Description: The purpose of this project is to increase storage capacity at the Johnson County Transit (JCT) Complex. The JCT Complex currently has insufficient storage capacity to meet the everyday needs of JCT operations. Seasonal equipment for Transit (snow blades, tractor, salt spreader, etc.) are being stored outside in the parking lot taking up valued parking space and are left exposed to the elements. Additionally, infrequently used supplies and items (ice melt, recyclables, oil absorption, snow blower etc.) are currently being stored in the maintenance area and are taking up valuable work space. This project is included in the 2015 Budget.

Capital Expenditures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 141,500	\$	\$	\$	\$	141,500
Equipment	\$	\$	\$	\$	\$	\$
Total	\$ 141,500	\$	\$	\$	\$	141,500

Operating Expenditures	Total FTE	FY 2015	FY 2016	FY 2017	FY 2018
Personnel		\$	\$	\$	\$
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

**Agency:
Facilities**

Capital Improvement Program (CIP)

Title: Arc Flash Hazard Analysis and Compliance **Year Placed:** 2015

Description: The project request is to come into compliance with NFPA 70e Standards regarding Arc Flash Hazard Analysis for all County facilities, structures and areas that have electrical service. This specific project request encompasses all County facilities with the exception of Johnson County Wastewater plants and facilities, which should be submitted under separate cover by Wastewater. OSHA requires employers to protect their employees from electrical hazards, including shock and arc flash. OSHA regulations themselves do not provide enough detailed information to enable employers to protect employees from arc flash. NFPA 70E provides a bridge between OSHA's requirement to protect against these dangers and actual compliance with that rule. In a Standard Interpretation Letter dated November 14, 2006, OSHA defers to NFPA 70E, 'OSHA recommends that employers consult consensus standards such as NFPA 70E to identify safety measures that can be used to comply with or supplement the requirements of OSHA's standards for preventing or protecting against arc flash hazards.' Though OSHA is not the regulating body for Johnson County, the County is regulated by the Kansas Department of Labor/Safety and Health for public sector entities, and has adopted the OSHA standards. The first portion of this project was included in the 2013 budget and this is the second portion of the project and it has been budgeted in 2015.

Capital Expenditures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 201,199	\$	\$	\$	\$	\$ 201,199
Total	\$ 201,199	\$	\$	\$	\$	\$ 201,199

Operating Expenditures	Total FTE	FY 2014	FY 2015	FY 2016	FY 2017
Personnel	\$	\$	\$	\$	\$
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Title: Courthouse 1st Floor Renovation **Year Placed:** 2016

Description: This project is to fund improvements to Courtroom layout, capacity and efficiency on the first floor of the Courthouse. Project would include conversion of the current multi-purpose rooms temporarily being used as courtrooms to one full-sized courtroom and adjacent judge's chambers. There are no adjacent judge's chambers and there are a number of safety/security issues with the current layout for courtrooms hearing domestic violence and other highly emotional cases: Judges must pass by inmates to travel to the bench, defendants pass in close proximity to plaintiffs and witnesses to go to the waiting area and the witness stand, and the positioning of the judge's bench and exterior windows puts them in line of sight from the exterior. In addition, the quantity of gallery seating is inadequate for the cases tried, and technology support is minimal. This project would also improve the cashiering function for Traffic Court. This project was request in the 2015 Budget, but has been placed in 2016.

Capital Expenditures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$ 1,706,028	\$	\$	\$	\$ 1,706,028
Equipment	\$	\$ 273,972	\$	\$	\$	\$ 273,972
Debt Issuance Cost	\$	\$ 40,000	\$	\$	\$	\$ 40,000
Total	\$	\$ 2,020,000	\$	\$	\$	\$ 2,020,000

Operating Expenditures	Total FTE	FY 2015	FY 2016	FY 2017	FY 2018
Personnel	\$	\$	\$	\$	\$
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

**Agency:
Facilities**

Capital Improvement Program (CIP)

Title: Courthouse South Entry Modification **Year Placed:** 2017

Description: This project request is to modify the south entry of the existing courthouse. The modification would correct issues associated with ADA accessibility, transport of large volumes of paper by attorneys, security screening and generally improve traffic flow into and out of the building. The project includes adding space at ground level for queuing, security screening, and installing an elevator to access the second floor of the building. This project has been placed in FY 2017.

Capital Expenditures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$	\$ 3,556,073	\$	\$	\$ 3,556,073
Equipment/FFE	\$	\$	\$ 230,000	\$	\$	\$ 230,000
Debt Issuance Cost	\$	\$	\$ 73,927	\$	\$	\$ 73,927
Total	\$	\$	\$ 3,860,000	\$	\$	\$ 3,860,000

Operating Expenditures	Total FTE	FY 2015	FY 2016	FY 2017	FY 2018
Personnel		\$	\$	\$	\$
Contractual		\$	\$	\$	\$
Commodities		\$	\$	\$	\$
Capital		\$	\$	\$	\$
On-going Total		\$	\$	\$	\$
Start Up		\$	\$	\$	\$
TOTAL		\$	\$	\$	\$

Title: New Courthouse **Year Placed:** NA

Description: This project is to construct a new courthouse which would be approximately 151,000 square feet containing 12 courtrooms, which would require the existing courthouse to be in use until a second phase could be done on the new courthouse. The Strategic Facilities Master Plan has identified deficiencies in the existing courthouse that include a lack of sufficient and appropriate space for the courts and associated functions, the inability to provide for programmatic growth, significant security problems and a general substandard accommodation for public use. The operating expenditures reflect the cost of the project during design and construction and not the facility costs associated with the new structure once it is open as those costs fall out of the 5-year window. Design and construction was requested for start in FY 2016, but due to the cost of the project it currently does not fit within the constraints of the current five year CIP.

Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Preliminary Studies	\$ 500,000	\$	\$	\$	\$	\$ 500,000
Land	\$ 1,442,000	\$	\$	\$	\$	\$ 1,442,000
Design and Construction	\$	\$ 7,925,000	\$ 32,500,000	\$ 34,175,000	\$	\$ 74,600,000
Equipment	\$	\$	\$	\$ 6,650,000	\$	\$ 6,650,000
FF&E	\$	\$	\$	\$ 6,228,000	\$	\$ 6,228,000
Public Art	\$	\$	\$	\$ 930,000	\$	\$ 930,000
Total	\$ 1,942,000	\$ 7,925,000	\$ 32,500,000	\$ 47,983,000	\$	\$ 90,350,000

Operating Expenditures	Total FTE	Year 1	Year 2	Year 3	Year 4
Personnel	12.00	\$	\$ 84,221	\$ 197,606	\$ 824,577
Contractual		\$	\$	\$ 173,916	\$ 417,319
Commodities		\$	\$	\$	\$ 114,934
Capital		\$	\$	\$	\$
On-going Total		\$	\$ 84,221	\$ 371,522	\$ 1,356,830
Start Up		\$	\$ 12,000	\$ 20,000	\$ 45,000
TOTAL		\$	\$ 96,221	\$ 391,522	\$ 1,401,830

**Agency:
Facilities**

Capital Improvement Program (CIP)

Title: 8788 Metcalf - Museum **Year Placed:** 2016

Description: Replacement of the Museum was identified in the initial SFMP because of the inadequacies of the structure. Then in 2009 flooding occurred in the limestone basement of the Museum causing further problems to the already insufficient facility. The project request is to relocate the existing Museum facility and All-Electric House from 6305 Lackman Road in Shawnee, KS to 8788 Metcalf Avenue in Overland Park, KS. This project is a Tenant Improvement with some additional building envelope work. The square footage of the relocated Museum would be approximately 25,000 square feet and the life expectancy of the building is approximately 50-75 years. The current facility in Shawnee is 20,000 square feet. This project has been placed in 2016.

<u>Capital Expenditures</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>Project Total</u>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$ 4,398,493	\$	\$	\$	\$ 4,398,493
Equipment/FFE	\$	\$ 618,367	\$	\$	\$	\$ 618,367
Exhibit Relocation	\$	\$ 170,289	\$	\$	\$	\$ 170,289
Public Art	\$	\$ 52,187	\$	\$	\$	\$ 52,187
Debt Issuance Cost	\$	\$ 105,664	\$	\$	\$	\$ 105,664
Total	\$	\$ 5,345,000	\$	\$	\$	\$ 5,345,000

<u>Operating Expenditures</u>	<u>Total FTE</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Personnel		\$	\$	\$	\$
Contractual		\$	\$	\$ 56,975	\$ 117,218
Commodities		\$	\$	\$ 9,285	\$ 19,128
Capital		\$	\$	\$	\$
On-going Total		\$	\$	\$ 66,260	\$ 136,346
Start Up		\$	\$	\$ 15,000	\$
TOTAL		\$	\$	\$ 81,260	\$ 136,346

Title: Northeast Offices Phase III **Year Placed:** NA

Description: This project will continue the phased renovations at the Northeast Office Building, specifically the renovations and reconfigurations to the Mental Health portion of the building with a substantial part going into the replacement of failing non-standard furniture that is not expected to survive reconfiguration. This project also includes over 9,000 sf of complete tenant finish in the remaining vacated Crime Lab space and replacement of an inefficient HVAC system that would be done in conjunction with the reconfiguration work. This project was requested for FY 2016 and is not currently in the 5 year CIP.

<u>Capital Expenditures</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Project Total</u>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 1,895,000	\$	\$	\$	\$	\$ 1,895,000
Equipment/FFE	\$ 735,000	\$	\$	\$	\$	\$ 735,000
Total	\$ 2,630,000	\$	\$	\$	\$	\$ 2,630,000

<u>Operating Expenditures</u>	<u>Total FTE</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Personnel		\$	\$	\$	\$
Contractual		\$	\$	\$	\$
Commodities		\$	\$	\$	\$
Capital		\$	\$	\$	\$
On-going Total		\$	\$	\$	\$
Start Up		\$	\$	\$	\$
TOTAL		\$	\$	\$	\$

**Agency:
Facilities**

Capital Improvement Program (CIP)

Title: Energy Retrofit **Year Placed:** N/A

Description: This project addresses a number of energy retrofit opportunities that exist in County-owned facilities. The first year of the project was 2012 which addressed lighting retrofits which should yield a five year payback. In years two through five (2013-2016) this project addresses a number of mechanical, electrical, and plumbing retrofits which should have a payback of 10 years or less. This program has been funded in the past few years but is currently not in the 5-year CIP.

Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 430,000	\$ 430,000	\$	\$	\$	860,000
Equipment	\$	\$	\$	\$	\$	\$
Total	\$ 430,000	\$ 430,000	\$	\$	\$	860,000

Operating Expenditures	Total FTE	Year 1	Year 2	Year 3	Year 4
Personnel		\$	\$	\$	\$
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Title: ADA Compliance **Year Placed:** 2015

Description: This project is to address facility issues identified during an ongoing accessibility self-assessment. The funds requested are anticipated to be sufficient for all General Fund buildings, exclusive of the courthouse, which is being addressed separately. All County-sponsored programs and services must be available to all members of the public, regardless of disability, as mandated by the ADA. The ongoing detailed review of all County facilities as well as new ADA regulations indicate numerous and varied modifications are required. This is a multi-year approach to addressing the various ADA issues. Funding for this is included in the 2015 Budget.

Capital Expenditures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	500,000
Equipment	\$	\$	\$	\$	\$	\$
Total	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	500,000

Operating Expenditures	Total FTE	FY 2015	FY 2016	FY 2017	FY 2018
Personnel		\$	\$	\$	\$
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

**Agency:
Facilities**

Capital Improvement Program (CIP)

Title: Physical Security **Year Placed:** N/A

Description: As approved by the BOCC in 2007, the County undertook an assessment of its physical security plans and equipment. The capital and operating plans reflect recommendations from that assessment. They include the following global recommendations: additional card access and cameras at building sites, centralized monitoring at one location, a standard employee County ID, process improvements for cash handling, developing a lifecycle replacement program for security systems, migrating legacy access control systems to Hirsch (the approved card access system for the County), standardizing video surveillance archiving duration, and developing and implementing security awareness training and de-escalation and customer service training for employees. In addition, this request includes additional staffing for a 24/7 monitoring function. This project was requested for 2015 but is not currently in the 5 year CIP.

Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Projects	\$ 34,923	\$ 259,250	\$ 435,373	\$ 631,367	\$ 467,082	\$ 1,827,995
System Design	\$ 298,965	\$	\$	\$	\$	\$ 298,965
System Integration	\$	\$ 110,654	\$ 372,681	\$ 419,457	\$ 516,075	\$ 2,011,939
Standardization	\$ 40,233	\$ 52,647	\$ 41,878	\$ 43,972	\$ 46,170	\$ 224,900
Process Improvement	\$ 48,620	\$	\$	\$	\$	\$ 48,620
Training	\$	\$ 31,907	\$ 6,432	\$ 6,754	\$ 7,092	\$ 52,185
Total	\$ 422,741	\$ 454,458	\$ 856,364	\$ 1,101,550	\$ 1,036,419	\$ 4,464,604

Operating Expenditures	Total FTE	Year 1	Year 2	Year 3	Year 4
Personnel	10.00	\$ 187,078	\$ 589,317	\$ 612,890	\$ 631,277
Contractual	\$	\$ 207,906	\$ 239,796	\$ 271,468	\$ 271,468
Commodities	\$	\$ 1,078	\$ 1,900	\$ 1,900	\$ 1,900
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$ 396,062	\$ 831,013	\$ 886,258	\$ 904,645
Start Up	\$	\$ 93,900	\$	\$	\$
TOTAL	\$	\$ 489,962	\$ 831,013	\$ 886,258	\$ 904,645

Title: Transit Facility Improvements **Year Placed:** N/A

Description: The purpose of this project is to provide the physical space for future upgrades and expansion of the Johnson County Transit (JCT) Complex. Anticipated future service upgrades and expansion and commensurate fleet growth will require additional parking, storage, fueling and maintenance areas. The current property area is insufficient to support this future growth. Adjacent to the current complex are 5 acres of unimproved privately held land that would support future growth. This project was requested in 2016 but is not currently in the 5 year CIP.

Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Land Acquisition	\$ 250,000	\$	\$	\$	\$	\$ 250,000
Design and Consulting	\$	\$	\$	\$	\$	\$
Construction	\$	\$	\$	\$	\$	\$
FF&E	\$	\$	\$	\$	\$	\$
Public Art	\$	\$	\$	\$	\$	\$
Total	\$ 250,000	\$	\$	\$	\$	\$ 250,000

Operating Expenditures	Total FTE	Year 3	Year 4	Year 5	Year 5
Personnel	\$	\$	\$	\$	\$
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

**Agency:
Facilities**

Capital Improvement Program (CIP)

Title:	Elections Improvements					Year Placed:	N/A
<i>Description:</i> This project is to make improvements to the Elections facility - including improved parking, traffic flow, re-configured work space, and the purchase of a generator/UPS system. There currently exists a need to establish more parking and create safer vehicular egress in and out of the property. The office also is in need of some reconfiguration to handle the flow of everyday work processes and how the staff interacts with the public. This project would also install a permanent generator to provide extra capacity for HVAC equipment, lighting, and data equipment outlets to handle election day functions. The installation of a generator also would include a new UPS to make sure the power is conditioned and proper electronic capacity is achieved. This project was requested to start in 2015, but is not currently in the 5 year CIP.							
Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total	
Park/Drive Construction	\$ 395,000	\$	\$	\$	\$	\$	395,000
Generator,UPS & Fiber	\$ 240,000	\$ 125,000	\$	\$	\$	\$	365,000
Office Modifications	\$	\$ 150,000	\$	\$	\$	\$	150,000
Property Acquisition	\$ 310,000	\$	\$	\$	\$	\$	310,000
Total	\$ 945,000	\$ 275,000	\$	\$	\$	\$	1,220,000
Operating Expenditures	Total FTE	Year 1	Year 2	Year 3	Year 4		
Personnel							
Contractual	\$	\$	\$	\$	\$		
Commodities	\$	\$	\$	\$	\$		
Capital	\$	\$	\$	\$	\$		
On-going Total	\$	\$	\$	\$	\$		
Start Up	\$	\$	\$	\$	\$		
TOTAL	\$	\$	\$	\$	\$		

Title:	Existing Courthouse & Security					Year Placed:	N/A
<i>Description:</i> This request is to fund improvements to various judicial spaces and portions of the building over the next seven (7) years. The project is a phased plan approach to remodel portions of the building which coincide with improvements included in the Courthouse Capital Replacement Program (CRP). The Courthouse CRP only addresses the building infrastructure and not improvements in layout, capacity and efficiency. The majority of the work is in judicial space. Final phases of this project address space that will be vacated upon completion of a new Courthouse addition. Security infrastructure, system and physical modifications need to be upgraded and/or added. The physical modifications are a recommendation from a 2011 security study. This project is requested to begin in 2016, but is not currently in the 5 year CIP.							
Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total	
Preliminary Studies	\$	\$	\$	\$	\$	\$	
Land Acquisition	\$	\$	\$	\$	\$	\$	
Design and Construction	\$ 2,608,000	\$ 2,471,000	\$ 2,302,000	\$ 1,391,000	\$ 1,850,000	\$	14,307,293
FF&E	\$	\$	\$	\$	\$	\$	
Public Art	\$	\$	\$	\$	\$	\$	
Total	\$ 2,608,000	\$ 2,471,000	\$ 2,302,000	\$ 1,391,000	\$ 1,850,000	\$	14,307,293
Operating Expenditures	Total FTE	Year 1	Year 2	Year 3	Year 4		
Personnel		\$	\$	\$	\$		
Contractual	\$	\$	\$	\$	\$		
Commodities	\$	\$	\$	\$	\$		
Capital	\$	\$	\$	\$	\$		
On-going Total	\$	\$	\$	\$	\$		
Start Up	\$	\$	\$	\$	\$		
TOTAL	\$	\$	\$	\$	\$		

**Agency:
Facilities**

Capital Improvement Program (CIP)

Title:	Concealed Carry Physical Security					Year Placed:	N/A
<i>Description:</i> In the summer of 2013 the Kansas Legislature passed House Bill 2052 allowing concealed carry of hand guns in all public businesses. Most of the County buildings are now complying with this legislative change. The County has approved a number of buildings to be exempt from this law. Two of the facilities already have adequate security measures (Courthouse and Justice Annex). This project would cover Mental Health facilities, Correctional and law enforcement agencies, Northeast Office, JCDS, and Health Services Building. This project would put into place electronic equipment to detect and restrict the carrying of weapons into the building. This request has funding also associated with running this equipment via a service contract. This project was requested in 2016 but not included in the current 5 year CIP.							
Capital Expenditures		Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Design	\$	\$	\$	\$	\$	\$	\$
Construction	\$	\$	\$	\$	\$	\$	\$
Equipment	\$	219,154	\$	\$	\$	\$	219,154
Total	\$	219,154	\$	\$	\$	\$	219,154
Operating Expenditures	Total FTE	Year 1	Year 2	Year 3	Year 4		
Personnel							
Contractual	\$	\$	\$	\$	855,946	\$	890,184
Commodities	\$	\$	\$	\$	\$	\$	
Capital	\$	\$	\$	\$	\$	\$	
On-going Total	\$	\$	\$	\$	\$	\$	
Start Up	\$	\$	\$	\$	\$	\$	
TOTAL	\$	\$	\$	\$	855,946	\$	890,184

Title:	Physical Security Capital Replacement Plan					Year Placed:	N/A
<i>Description:</i> Today there are 33 buildings with the Hirsch system and over 350 cameras with an investment of \$4 million dollars since 2005 (not including adult detention facilities). Establishing a Security Capital Replacement Program (S-CRP) will ensure the continued integrity of these critical systems by placing them on a regular replacement schedule. The S-CRP will include servers, client/enrollment station, screening equipment, and other high dollar equipment associated with these systems. The County currently has over a dozen servers to manage video footage for forensic purposes. The first video storage devices were installed as early as 2007. These devices are first in priority for replacement. The request for funding was made for 2015 but is not currently in the 5 year CIP.							
Capital Expenditures		Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$	\$
Land Acquisition	\$	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$	\$	\$	\$	\$	\$
Equipment	\$	168,319	100,000	100,000	100,000	100,000	568,319
Public Art	\$	\$	\$	\$	\$	\$	\$
Total	\$	168,319	100,000	100,000	100,000	100,000	568,319
Operating Expenditures	Total FTE	Year 1	Year 2	Year 3	Year 4		
Personnel		\$	\$	\$	\$	\$	
Contractual	\$	\$	\$	\$	\$	\$	
Commodities	\$	\$	\$	\$	\$	\$	
Capital	\$	\$	\$	\$	\$	\$	
On-going Total	\$	\$	\$	\$	\$	\$	
Start Up	\$	\$	\$	\$	\$	\$	
TOTAL	\$	\$	\$	\$	\$	\$	

**Agency:
Facilities**

Capital Improvement Program (CIP)

Title: Transit CNG Fueling **Year Placed:** N/A

Description: In order for Transit to provide quality transportation services as efficiently as possible, it is critical that innovative and cost effective efforts are continually explored in order to make best use of limited resources. As a part of these efforts, Transit is currently evaluating transitioning to a compressed natural gas (CNG) fleet. A CNG fueling station feasibility study is underway which will include a return on investment (ROI) analysis and potential fleet transition plan, so that a decision can be made on a long-range fuel strategy. Dependent on this process, Transit's bus replacement plan includes initial steps to potentially transition the fleet to compressed natural gas powered vehicles. The reduction in greenhouse gas through CNG use and the anticipated lower cost of CNG is well known, but overall environmental and economical impacts must be considered and evaluated. The request was made for 2015, but is not currently in the 5 year CIP.

Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Design	\$	\$	\$	\$	\$	\$
Construction	\$	\$	\$	\$	\$	\$
Equipment	\$ 2,600,000	\$	\$	\$	\$	2,600,000
Total	\$ 2,600,000	\$	\$	\$	\$	2,600,000

Operating Expenditures	Total FTE	Year 1	Year 2	Year 3	Year 4
Personnel					
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Fund:
Fleet Management

Strategic Program:
Support Services

Agency:
Fleet Maintenance

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Charges for Service	\$2,612,800	\$3,996,918	\$2,690,340	\$3,353,918	\$3,353,918	24.67%
Total Agency Fees & Charges	\$2,612,800	\$3,996,918	\$2,690,340	\$3,353,918	\$3,353,918	24.67%
Use of Carryover	\$0	\$0	\$396,978	\$249,154	\$249,154	(37.24%)
Miscellaneous	\$126,986	\$0	\$138,000	\$0	\$0	(100.00%)
Interfund Transfers	\$1,303,147	\$756,597	\$756,597	\$811,597	\$811,597	7.27%
Total Other Agency Revenues	1,430,133	756,597	1,291,575	1,060,751	1,060,751	(17.87%)
a) Total Agency Revenues	4,042,933	4,753,515	3,981,915	4,414,669	4,414,669	10.87%
Expenditures						
Personnel	\$854,442	\$987,443	\$974,076	\$1,066,826	\$1,066,826	9.52%
Contractual Services	\$403,945	\$417,232	\$352,232	\$423,232	\$423,232	20.16%
Commodities	\$1,596,524	\$1,946,926	\$1,504,285	\$1,908,980	\$1,908,980	26.90%
Capital Outlay	\$280,522	\$1,397,577	\$1,146,985	\$1,007,627	\$1,007,627	(12.15%)
Subtotal	3,135,433	4,749,178	3,977,578	4,406,665	4,406,665	10.79%
Miscellaneous	\$168	\$0	\$0	\$0	\$0	-
Subtotal	168	0	0	0	0	-
Expenditures Subtotal	3,135,601	4,749,178	3,977,578	4,406,665	4,406,665	10.79%
Vehicle Equivalent Units	\$0	\$0	\$0	\$4,827	\$4,827	-
Risk Management Charges	\$0	\$4,337	\$4,337	\$3,177	\$3,177	(26.75%)
b) Total Expenditures	3,135,601	4,753,515	3,981,915	4,414,669	4,414,669	10.87%
Difference: b) minus a)	907,332	0	0	0	0	-
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	15.00	15.00	15.00	14.80	14.80	(1.33%)
Total FTE Positions	15.00	15.00	15.00	14.80	14.80	(1.33%)

Agency Mission

To provide County departments and agencies with vehicles and equipment necessary to provide services to their stakeholders in a safe, efficient and reliable manner.

Budget Highlights

Total expenditures for FY 2015, excluding Transfers, Vehicle Equivalent Units, Risk Management charges and cost allocation, are budgeted to increase by \$429,087 (10.79%) compared to FY 2014. The increase is due to: 1) the reallocation of 80% of the Fleet Manager from Facilities FTE to Fleet, 2) 6% increase in operating costs, and 3) the budgeted salary and benefit increases included in the budget parameters.

FTEs for FY 2015 are budgeted to decrease 0.20 FTE to 14.80 FTE due to a transfer out of a Fleet Maintenance Mechanic (1.0 FTE) to Facilities as a Laborer III and the transfer in of Fleet Manager (0.80) FTE from Facilities.

**Agency:
Fleet Maintenance**

Agency Goals & Key Performance Measures (PMs)

Service Delivery Goals and Associated Performance Measures			
	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Estimated 2015</u>
1) Goal: To provide County departments with vehicles and equipment necessary for them to provide services to their Stakeholders in a safe, efficient, and reliable manner.			
(A) Performance Measure: % of fleet where the age is one half of the average stated fleet replacement.	30%	30%	30%
(B) Performance Measure: % of fleet units that meet the Preventative Maintenance compliance rate of 95%.	92%	95%	95%
(C) Performance Measure: % of scheduled vs. unscheduled repairs completed.	52%	60%	65%
(D) Performance Measure: % regular availability of fleet units to their user departments.	96%	95%	95%
 <i>*Numbers based on units managed by Fleet Services and tracked in the Dossier system</i>			

Output and Efficiency Measures

Output & Efficiency Measures	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Estimated 2015</u>
1 a) Average age of total fleet (years).	9.1	9.0	9.0
a) Average replacement cycle of total fleet (years).	9.7	9.5	9.5
b) # of fleet where preventative maintenance is completed, within compliance, on time.	359	500	500
c) # of scheduled repairs.	1,418	1,626	1,762
c) # of unscheduled repairs.	1,292	1,084	949
d) # of hours of downtime of total fleet.	41,790	41,000	40,000

**Agency:
Fleet Maintenance**

Major Services

	<u>Actual FY 2013</u>	<u>Budget FY 2014</u>	<u>Estimated FY 2014</u>	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>2014-2015 % Change</u>
Service #1: Fleet Services						
Provide County departments and agencies with management and administration of vehicles and equipment necessary to provide services to their stakeholders in a safe, efficient and reliable manner.						
Agency Revenues	\$ 4,042,933	4,753,515	3,981,915	4,414,669	4,414,669	10.87%
Expenditures	<u>3,135,601</u>	<u>4,749,178</u>	<u>3,977,578</u>	<u>4,406,665</u>	<u>4,406,665</u>	<u>10.79%</u>
Difference	\$ 907,332	\$ 4,337	\$ 4,337	\$ 8,004	\$ 8,004	84.55%
FTE Positions	15.00	15.00	15.00	14.80	14.80	

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Charges for Service	\$0	\$0	\$0	\$0	\$0	-
Total Agency Fees & Charges	\$0	\$0	\$0	\$0	\$0	-
Miscellaneous	\$0	\$72,500	\$72,500	\$72,500	\$72,500	0.00%
Total Other Agency Revenues	0	72,500	72,500	72,500	72,500	0.00%
a) Total Agency Revenues	0	72,500	72,500	72,500	72,500	0.00%
Expenditures						
Personnel	\$1,633,916	\$1,692,809	\$1,721,665	\$1,876,783	\$1,789,797	3.96%
Contractual Services	\$173,362	\$202,354	\$201,654	\$224,654	\$224,654	11.41%
Commodities	\$19,455	\$51,871	\$52,571	\$52,571	\$52,571	0.00%
Capital Outlay	\$0	\$22,500	\$22,500	\$22,500	\$22,500	0.00%
Subtotal	1,826,733	1,969,534	1,998,390	2,176,508	2,089,522	4.56%
Transfer to Equipment Reserv	\$11,080	\$11,080	\$11,080	\$11,080	\$11,080	0.00%
Subtotal	11,082	11,080	11,080	11,080	11,080	0.00%
Expenditures Subtotal	1,837,815	1,980,614	2,009,470	2,187,588	2,100,602	4.54%
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
Risk Management Charges	\$4,580	\$4,214	\$4,214	\$2,510	\$2,510	(40.44%)
b) Total Expenditures	1,842,395	1,984,828	2,013,684	2,190,098	2,103,112	4.44%
Difference: b) minus a)	(1,842,395)	(1,912,328)	(1,941,184)	(2,117,598)	(2,030,612)	4.61%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	18.81	18.81	18.81	19.81	18.81	0.00%
Total FTE Positions	18.81	18.81	18.81	19.81	18.81	0.00%

Agency Mission

The Department of Human Resources' mission is to support the County's mission by partnering with Johnson County departments and agencies to deliver superior customer service and to maximize the potential of our greatest asset - our employees.

Budget Highlights

Total expenditures for FY 2015, excluding transfers and Risk Management charges, are budgeted to increase by \$91,132 (4.56%) compared to FY 2014. The increase is due to: 1) an increase of \$8,000 for background checks, 2) an increase of \$15,000 for the Employee Assistance Program, and 3) for the budgeted salary and benefit increases included in the budget parameters.

Transfers to Equipment Reserve remain constant at \$11,080.

FTEs for FY 2015 are budgeted to remain constant at 18.81.

Agency:
Human Resources

Agency Goals & Objectives

Service Delivery Goals and Associated Objectives **Associated PMS:**

Talent & Performance Management

- | | |
|--------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1) Deliver employee training and development programs that effectively meet the staffing needs of departments/agencies. | |
| *Maintain the number of employees attending HR-sponsored training programs. | a, k |
| *Deliver quality employee development programs that effectively meet the skill development needs of managers and line staff. | b, l |
| 2) Provide responsive recruitment and retention assistance to meet the staffing needs of departments/agencies. | d, j, l, n, o |

Policy and Legal Compliance

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 3) Provide timely assistance to departments/agencies regarding employee relations concerns, including Family and Medical Leave requests. | c |
| *Increase the response rate of separated employees participating in exit surveys. | |
| *Promptly and thoroughly investigate and appropriately address employee relations issues. | f, h, m |

Workforce Metrics and Rewards

- | | |
|-------------------------------------------------------------------------------------------------------|------|
| 4) Provide responsive and consistent compensation and HRMA assistance to departments/agencies. | |
| *Complete classification reviews timely. | e, g |

Agency Key Performance Measures (PMs)

<u>Output</u>	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Estimated 2015</u>
a) # of employees attending HR-sponsored training.	2772	2775	2850
b) # of HR-sponsored training/development classes.	101	100	120
c) # of FMLA cases managed.	1301	1300	1300
d) # of recruitments.	629	600	600
e) # of classification reviews completed.	86	75	60
f) # of full employee relations investigations completed.	13	28	28
Efficiency/Cost Measures			
g) Days to complete a classification review.	7.8	7.5	7.3
h) % of employee relations investigations completed within 90 days.	33%	35%	38%
Effectiveness Measures			
i) % training evaluations >4.0/5.0 scale.	96.08%	96%	96%
j) % change in overall employee engagement scores.	4%	n/a	1.50%
k) % of new employees attending NEO.	99%	99%	99%
l) % of exit surveys completed.	33.70%	35%	37%
m) % disputes upheld.	66.70%	75%	85%
n) % of employees successfully completing introductory period.	82.02%	84%	86%
o) % turnover.	13.41%	14.50%	15.75%

**Agency:
Human Resources**

Major Services

	<u>Actual FY 2013</u>	<u>Budget FY 2014</u>	<u>Estimated FY 2014</u>	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>2014-2015 % Change</u>
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Service #1: Talent and Performance Management

Provides direct client support to departments/agencies in the areas of recruitment and retention and develops strategies to address current and anticipated workforce trends. Develops and conducts employee training and development programs. Administers employee performance management system to ensure timely and meaningful development and completion of performance plans and evaluations.

Agency Revenues	\$ 0	\$ 72,500	\$ 72,500	\$ 72,500	\$ 72,500	0.00%
Expenditures	751,214	825,611	854,467	940,363	853,377	-0.13%
Difference	\$ (751,214)	\$ (753,111)	\$ (781,967)	\$ (867,863)	\$ (780,877)	-0.14%
FTE Positions	7.61	7.61	7.61	8.61	7.61	

Service #2: Policy and Legal Compliance

Provides direct employee relations support to departments/agencies, including the development and application of HR Policies and Procedures and oversight of employment-related legal matters (FLSA, FMLA, etc.)

Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0
Expenditures	615,146	653,880	653,880	706,104	706,104	7.99%
Difference	\$ (615,146)	\$ (653,880)	\$ (653,880)	\$ (706,104)	\$ (706,104)	7.99%
FTE Positions	6.20	6.20	6.20	6.20	6.20	

Service #3: Workforce Metrics and Rewards

Provides direct client support to departments/agencies in the areas of classification and compensation, including administration and oversight of the County's compensation program and other service and performance recognition programs, and provides HRMS guidance and support regarding the functionality of HR-related systems. Analyzes workforce metrics to identify, address, and forecast key trends.

Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0
Expenditures	471,454	501,123	501,123	541,121	541,121	7.98%
Difference	\$ (471,454)	\$ (501,123)	\$ (501,123)	\$ (541,121)	\$ (541,121)	7.98%
FTE Positions	5.00	5.00	5.00	5.00	5.00	

**Agency:
Human Resources**

Requests for Additional Resources				
	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>Requested FY 2016</u>	<u>Projected FY 2016</u>
Learning and Development				
Request #1: Specialist		Priority: 1 Major Service: Human Resources		
<p>This request is for one Learning and Development Specialist. With the County's efforts at becoming a higher performing organization, we have experienced a significant increase in demands for staff to assist departments by providing department-specific training and teambuilding activities to support this effort. Additionally, considerable staff time must be devoted to updating existing policies, procedures and training materials to ensure they are consistent with HPO principles. This request has not been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>86,986</u>	<u>0</u>	<u>86,986</u>	<u>0</u>
Difference	\$ (86,986)	\$ 0	\$ (86,986)	\$ 0
Full-time Equivalent Positions	1.00	0.00	1.00	0.00
Request #2: Employee Assistance Program				
		Priority: 2 Major Service: Human Resources		
<p>Currently, New Directions is the vendor for the County provided Employee Assistance Program (EAP) benefit. The most recent formal bid process was conducted in 2011 and included the option for renewing for three years. While 2014 is the last year of this contract, annual increases for the service were built into the contract and it is expected that, regardless of what vendor is selected, it is likely that the new contract will include similar increases during the life of the contract. For at least six years, the annual increases in the cost of the service were absorbed in the Human Resources budget through reducing expenditures elsewhere and reallocating those funds to the EAP. The majority of the HRD budget is dedicated to fixed personal services costs and the cumulative impact of these increases coupled with other increased costs, without corresponding budget allocations, has our budget stretched thin. This request has been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Difference	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
Request #3: Background Checks				
		Priority: 3 Major Service: Human Resources		
<p>Background checks are an important part of the recruitment process as well as some employee relations issues. Information in background reports are factored heavily in some hiring decisions, making it critical that we have reliable data on which to base those recommendations. The new vendor, Validity, is based on a live search, not a database sweep, thus providing more comprehensive and accurate data. There is an increased cost associated with this more reliable research method. This request has been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Difference	\$ (8,000)	\$ (8,000)	\$ (8,000)	\$ (8,000)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

Fund:
General Fund

Strategic Program:
Support Services

Agency:
Legal

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Charges for Service	\$6	\$0	\$0	\$0	\$0	-
Total Agency Fees & Charges	\$6	\$0	\$0	\$0	\$0	-
Miscellaneous	\$21,761	\$12,433	\$12,433	\$12,682	\$12,682	2.00%
Total Other Agency Revenues	21,761	12,433	12,433	12,682	12,682	2.00%
a) Total Agency Revenues	21,767	12,433	12,433	12,682	12,682	2.00%
Expenditures						
Personnel	\$1,727,319	\$1,879,638	\$1,867,874	\$1,938,434	\$1,938,434	3.78%
Contractual Services	\$160,876	\$77,235	\$77,235	\$93,235	\$77,235	0.00%
Commodities	\$16,703	\$27,700	\$27,700	\$27,700	\$27,700	0.00%
Subtotal	1,904,898	1,984,573	1,972,809	2,068,369	2,043,369	3.58%
Transfer to Equipment Reserve	\$9,954	\$9,954	\$9,954	\$9,954	\$9,954	0.00%
Subtotal	9,954	9,954	9,954	9,954	9,954	0.00%
Expenditures Subtotal	1,914,852	1,994,527	1,982,763	2,078,323	2,053,323	3.56%
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
Risk Management Charges	\$3,241	\$3,338	\$3,338	\$1,858	\$1,858	(44.34%)
b) Total Expenditures	1,918,093	1,997,865	1,986,101	2,080,181	2,055,181	3.48%
Difference: b) minus a)	(1,896,326)	(1,985,432)	(1,973,668)	(2,067,499)	(2,042,499)	3.49%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	15.50	15.50	15.50	15.50	15.50	0.00%
Total FTE Positions	15.50	15.50	15.50	15.50	15.50	0.00%

Agency Mission

To provide quality legal services for and on behalf of Johnson County Government and its officials, effectively representing the legal interests of the County and assisting County officials in the administration and delivery of services to citizens.

Budget Highlights

Total expenditures for FY 2015, excluding transfers and Risk Management charges, are budgeted to increase by \$70,560 (3.58%) compared to FY 2014. This increase is due to the budgeted salary and benefit increases included in the budget parameters.

Transfers to Equipment Reserve remain constant at \$9,954.

FTEs for FY 2015 are budgeted to remain constant at 15.50 FTE.

**Agency:
Legal**

Agency Goals & Objectives			
Service Delivery Goals and Associated Objectives	Associated PMs:		
1) Provide high quality and responsive legal services in a professional and friendly manner.	a,b		
* Provide accessibility to staff and services.	a,b		
* Respond to calls and e-mails within 24 hours.	a		
* Establish realistic objectives and timelines for delivery of legal services.	a		
* Provide quality product that officials readily accept and successfully act upon.	a,b		
2) Represent the interests of the County and its officials in legal proceedings and act to minimize risk and ensure compliance of laws and policies.	a,b		
* Appear at and present position of County in legal proceedings.	a,b		
Agency Key Performance Measures (PMs)			
Output	Actual 2013	Estimated 2014	Estimated 2015
a) N/A	n/a	n/a	n/a
Efficiency/Cost Measures			
a) N/A	n/a	n/a	n/a
Effectiveness Measures			
a) % of times that targeted goals and deadlines are met.	n/a	95%	95%
b) Positive feedback in Legal Needs Assessment meetings with departments.	n/a	95%	95%
NOTE: Our goal is 90% or better on all of the above measures.			

**Agency:
Legal**

Major Services

	<u>Actual FY 2013</u>	<u>Budget FY 2014</u>	<u>Estimated FY 2014</u>	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>2014-2015 % Change</u>
Service #1: Legal Services						
Provide legal advice and opinions to departments and officials, prepare/review legal documents, and make recommendations on procedures and actions of County departments and officials.						
Agency Revenues	21,767	12,433	12,433	12,682	12,682	2.00%
Expenditures	1,914,852	1,994,527	1,982,763	2,078,323	2,053,323	3.56%
Difference	\$ (1,893,085)	\$ (1,982,094)	\$ (1,970,330)	\$ (2,065,641)	\$ (2,040,641)	3.57%
FTE Positions	15.50	15.50	15.50	15.50	15.50	0.00%

**Agency:
Legal**

Requests for Additional Resources

	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>Requested FY 2016</u>	<u>Projected FY 2016</u>
Increased Training Development				
Request #1: Funds			Priority: 1 Major Service:	Legal Services
<p>This request is to increase training and development opportunities for the Legal Department staff. Currently only a little over half of the staff attorneys are able to go to national level training/conferences within their given field. The remaining attorneys are left trying to get training in their field locally. This request would adequately provide the opportunity for all the attorneys on staff to be able to seek out national level training/conferences at least once a year. This request is not included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>16,000</u>	<u>0</u>	<u>16,000</u>	<u>0</u>
Difference	\$ (16,000)	\$ 0	\$ (16,000)	\$ 0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

Audio Visual Equipment for				
Request #2: Conference Room			Priority: 2 Major Service:	Legal Services
<p>This request is for funding of electronic equipment to be used in the Legal conference room for audio/visual support and possible future video conferencing capabilities for future add on for the legal department. At present, the Legal Department has no audio/visual equipment. The lack of equipment does affect the ability to do visuals during conferences, during meetings, during training, and also limits Legal's ability to do video conferences or depositions. Video conferencing could assist operations with Wastewater and Appraiser, as well as other departments by enabling meetings without staff having to drive to other buildings. Video conferencing capacities would have additional costs beyond the \$9,000. This request is not included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>9,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Difference	\$ (9,000)	\$ 0	\$ 0	\$ 0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Charges for Service	\$2,220,069	\$2,315,619	\$2,320,773	\$1,574,492	\$1,574,492	(32.16%)
Total Agency Fees & Charges	\$2,220,069	\$2,315,619	\$2,320,773	\$1,574,492	\$1,574,492	(32.16%)
Use of Carryover	\$0	\$100,000	\$0	\$500,000	\$500,000	-
Miscellaneous	\$61,757	\$12,806	\$12,806	\$10,300	\$10,300	(19.57%)
Intrafund Transfers	\$1,503,719	\$1,640,317	\$1,576,471	\$1,543,740	\$1,543,740	(2.08%)
Interest	\$41,868	\$5,875	\$45,507	\$98,152	\$98,152	115.69%
Total Other Agency Revenues	1,607,344	1,758,998	1,634,784	2,152,192	2,152,192	31.65%
a) Total Agency Revenues	3,827,413	4,074,617	3,955,557	3,726,684	3,726,684	(5.79%)
Expenditures						
Personnel	\$324,217	\$370,499	\$375,253	\$389,409	\$389,409	3.77%
Contractual Services	\$1,917,199	\$2,047,361	\$1,987,013	\$1,775,516	\$1,775,516	(10.64%)
Commodities	\$12,263	\$6,600	\$7,000	\$8,004	\$8,004	14.34%
Capital Outlay	\$0	\$9,000	\$9,000	\$9,000	\$9,000	0.00%
Subtotal	2,253,679	2,433,460	2,378,266	2,181,929	2,181,929	(8.26%)
Miscellaneous	\$556	\$0	\$0	\$0	\$0	-
Intrafund Transfers	\$1,503,718	\$1,640,317	\$1,576,471	\$1,543,740	\$1,543,740	(2.08%)
Subtotal	1,504,274	1,640,317	1,576,471	1,543,740	1,543,740	(2.08%)
Expenditures Subtotal	3,757,953	4,073,777	3,954,737	3,725,669	3,725,669	(5.79%)
Vehicle Equivalent Units	\$0	\$0	\$0	\$328	\$328	-
Risk Management Charges	\$968	\$840	\$840	\$687	\$687	(18.21%)
b) Total Expenditures	3,758,921	4,074,617	3,955,577	3,726,684	3,726,684	(5.79%)
Difference: b) minus a)	68,492	0	(20)	0	0	(100.00%)
Tax Revenues						
Other Taxes	\$5,288	\$0	\$20	\$0	\$0	(100.00%)
Total Tax Revenues	5,288	0	20	0	0	(100.00%)
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	4.50	4.50	4.50	4.50	4.50	0.00%
Total FTE Positions	4.50	4.50	4.50	4.50	4.50	0.00%

Agency Mission

To preserve County assets and public service capabilities by protecting the County against financial consequences of losses which may be catastrophic in nature. This will be achieved through cooperative partnership with departments and agencies and by establishing and maintaining employee awareness of Risk Management and safety techniques.

Budget Highlights

Total expenditures for FY 2015, excluding transfers, Risk Management and Vehicle Equivalent Unit charges, are budgeted to decrease by \$196,337 (8.26%) compared to FY 2014. This net decrease is due to net impact of: 1) change in funding requirements as a result of the recently adopted Reserve policy, and 2) the budgeted salary and benefit increases included in the budget parameters.

FTEs for FY 2015 are budgeted to remain constant at 4.50.

**Agency:
Risk Management**

Agency Goals & Objectives			
Service Delivery Goals and Associated Objectives	Associated PMS:		
<hr/>			
<p>1) Protect the County against financial impact of losses.</p> <ul style="list-style-type: none"> *Control costs of workers' compensation losses. *Maintain a frequency rate of 1.0 or less. *Maintain a severity rate of 15.0 or less. *Reduce the number of preventable automobile accidents. *Confirm contractor/vendor contractual transfer of liability. <p>2) Provide a safe work environment for employees.</p> <ul style="list-style-type: none"> *Conduct ergonomic workstation evaluations. *Conduct semi-annual and annual workplace inspections. *Conduct safety training. 	<p>a,d,f,g,h,k,l i j b,e,h,m c</p> <p>d f,n d,e,g,h</p>		
<hr/>			
Agency Key Performance Measures (PMs)			
Output	Actual	Estimated	Estimated
	2013	2014	2015
<hr/>			
a) # of W.C. claims paid (12-31-13 projected ultimate).	280	301	307
b) # of motor vehicle records ordered and reviewed annually.	1,097	1,100	1,150
c) # of Certificates of Insurance reviewed and recorded.	1,150	1,200	1,200
d) # of ergonomic evaluations conducted.	101	125	150
e) # of designated drivers receiving training.	410	500	595
f) # of safety inspections.	73	74	74
g) # of safety classes conducted.	5	7	10
h) # of employees attending safety training classes.	93	120	145
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Efficiency/Cost Measures			
<hr/>			
i) W.C. frequency rate (# of lost time claims). -FREQUENCY RATE = Lost Time Claims * 200,000 (per yr)/ Hours worked	1.67	1.54	1.57
j) W.C. severity (# of lost work days). -SEVERITY RATE = Lost Time Days * 200,000 (per yr)/ Hours worked	23.55	23.51	23.51
<hr/>			
Effectiveness Measures			
<hr/>			
k) W.C. loss cost as % of total payroll (12-31-13 projected ultimate).	0.97%	0.95%	0.97%
l) W.C. medical cost savings generated (net with fee).	\$672,795	\$670,376	\$670,376
m) % of total auto accidents determined to be preventable.	67%	50%	50%
n) # of Countywide safety inspection recommendations.	191	150	110

**Agency:
Risk Management**

Major Services

	<u>Actual FY 2013</u>	<u>Budget FY 2014</u>	<u>Estimated FY 2014</u>	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>2014-2015 % Change</u>
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Service #1: Risk Management and Safety

Develop, recommend and implement appropriate management techniques to prevent, avoid and reduce loss exposures to the County. Provide for the safety of employees by monitoring work conditions, recommending engineering and personal protective controls, implementing programs and conducting training which supports safe work practices. Coordinate with Emergency Management & Communications (EMC) to assure that emergency response plans are written, modified as needed and exercised.

Agency Revenues	\$ 246,811	\$ 288,975	294,129	302,534	302,534	2.86%
Expenditures	353,333	420,096	425,250	443,025	443,025	4.18%
Difference	\$ (106,522)	\$ (131,121)	\$ (131,121)	\$ (140,491)	\$ (140,491)	7.15%
FTE Positions	4.50	4.50	4.50	4.50	4.50	

Service #2: Risk Financing

Develop, recommend and administer alternatives to insuring or retaining the financial protection to the varied exposures to loss.

Agency Revenues	\$ 1,393,640	\$ 1,454,026	\$ 1,390,180	\$ 1,399,904	\$ 1,399,904	0.70%
Expenditures	1,405,520	1,454,026	1,390,180	1,399,904	1,399,904	0.70%
Difference	\$ (11,880)	\$ 0	\$ 0	\$ 0	\$ 0	0
FTE Positions	0.00	0.00	0.00	0.00	0.00	

Service #3: Claims Management

Manage the Liabilities/Risk Management fund for the administration and claims handling of property and liability self-funded programs.

Agency Revenues	\$ 683,243	\$ 691,299	\$ 694,777	\$ 480,506	\$ 480,506	-30.84%
Expenditures	495,382	559,338	562,836	339,000	339,000	-39.77%
Difference	\$ 187,861	\$ 131,961	\$ 131,941	\$ 141,506	\$ 141,506	7.25%
FTE Positions	0.00	0.00	0.00	0.00	0.00	

Fund:
General Fund

Strategic Program:
Support Services

Agency:
Technology & Innovation

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Licenses and Permits	\$400,619	\$300,900	\$300,900	\$306,918	\$306,918	2.00%
Charges for Service	\$207,503	\$347,167	\$347,167	\$354,110	\$354,110	2.00%
Total Agency Fees & Charges	\$608,122	\$648,067	\$648,067	\$661,028	\$661,028	2.00%
Miscellaneous	(\$2,098)	\$1,000	\$1,000	\$1,000	\$1,000	0.00%
Interfund Transfers	\$321,585	\$580,919	\$580,919	\$580,919	\$580,919	0.00%
Total Other Agency Revenues	319,487	581,919	581,919	581,919	581,919	0.00%
a) Total Agency Revenues	927,609	1,229,986	1,229,986	1,242,947	1,242,947	1.05%
Expenditures						
Personnel	\$8,074,106	\$8,735,725	\$8,626,306	\$8,975,230	\$8,975,230	4.04%
Contractual Services	\$2,970,388	\$3,137,781	\$3,137,781	\$3,374,702	\$3,245,502	3.43%
Commodities	\$172,179	\$304,847	\$304,847	\$534,997	\$294,997	(3.23%)
Capital Outlay	\$104,976	\$80,418	\$80,418	\$52,747	\$52,747	(34.41%)
Subtotal	11,321,649	12,258,771	12,149,352	12,937,676	12,568,476	3.45%
Miscellaneous	(\$2,949)	\$0	\$0	\$0	\$0	-
Transfer to Equipment Reserve	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	0.00%
Transfer to Capital Projects	\$2,601,378	\$1,428,400	\$1,428,400	\$1,600,000	\$1,600,000	12.01%
Subtotal	2,611,429	1,441,400	1,441,400	1,613,000	1,613,000	11.91%
Expenditures Subtotal	13,933,078	13,700,171	13,590,752	14,550,676	14,181,476	4.35%
Vehicle Equivalent Units	\$0	\$0	\$0	\$493	\$493	-
Risk Management Charges	\$16,949	\$18,980	\$18,980	\$10,406	\$10,406	(45.17%)
Cost Allocation	\$175,947	\$0	\$0	\$0	\$0	-
b) Total Expenditures	14,125,974	13,719,151	13,609,732	14,561,575	14,192,375	4.28%
Difference: b) minus a)	(13,198,365)	(12,489,165)	(12,379,746)	(13,318,628)	(12,949,428)	4.60%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	84.63	84.63	84.63	84.63	84.63	(0.00%)
Total FTE Positions	84.63	84.63	84.63	84.63	84.63	(0.00%)

Agency Mission

The Department of Technology and Innovation will deliver innovative and reliable technology solutions and services to advance the objectives of County staff, elected officials, and the community. We will endeavor to provide these innovative solutions to technology challenges in a cost effective and efficient manner while providing technology through leadership to County operations.

Budget Highlights

Total expenditures for FY 2015, excluding transfers, Risk Management charges, and Vehicle Equivalent Unit charges, are budgeted to increase by \$419,124 (3.45%) compared to FY 2014. The increase is due to the net impact of: 1) a \$65,000 increase for PCI compliance testing, 2) a one-time \$100,000 increase (\$30,000 on-going) for equipment replacement, 3) a one-time \$700,000 increase for additional infrastructure maintenance, and 4) the budgeted salary and benefit increases included in the budget parameters.

Transfers to Equipment Reserve remain constant at \$13,000. Transfers to Capital Projects include \$1,200,000 for Infrastructure Maintenance, \$200,000 for the Fiber Master Plan project, and \$200,000 for the Elections Management System project.

FTEs for FY 2015 are budgeted to remain constant at 84.63.

**Agency:
Technology & Innovation
Agency Goals & Objectives**

Service Delivery Goals and Associated Objectives	Associated PMs:
1) Provide effective and efficient information technology services in support of County business within the resources allocated to DTI.	a

Agency Key Performance Measures (PMs)			
Output	Actual 2013	Estimated 2014	Estimated 2015
a) # of user requests.	New Measure	New Measure	New Measure
b) # of needs assessments.	New Measure	New Measure	New Measure
c) # of business process improvement recommendations.	New Measure	New Measure	New Measure
d) # of new applications.	New Measure	New Measure	New Measure
e) # of new websites.	New Measure	New Measure	New Measure
f) # of new functionality introduced.	New Measure	New Measure	New Measure
g) # of attacks.	New Measure	New Measure	New Measure
h) # of spam messages.	New Measure	New Measure	New Measure
i) uptime.	New Measure	New Measure	New Measure
Efficiency/Cost Measures			
a) # of change requests to systems.	New Measure	New Measure	New Measure
b) # of implemented solutions.	New Measure	New Measure	New Measure
c) # of problem tickets.	New Measure	New Measure	New Measure
d) # of changes to existing data/reports.	New Measure	New Measure	New Measure
e) # of active attacks.	New Measure	New Measure	New Measure
f) # of spam emails blocked.	New Measure	New Measure	New Measure
g) % of downtime.	New Measure	New Measure	New Measure
Effectiveness Measures			
a) % of recommendations acted upon.	New Measure	New Measure	New Measure
b) % of implemented solutions showing measurable process improvements or efficiency increases.	New Measure	New Measure	New Measure
c) # of security breaches.	New Measure	New Measure	New Measure
d) # of spam filter failures.	New Measure	New Measure	New Measure
e) % of unplanned downtime.	New Measure	New Measure	New Measure
f) Customer satisfaction survey.	New Measure	New Measure	New Measure

**Agency:
Technology & Innovation**

Major Services

	<u>Actual FY 2013</u>	<u>Budget FY 2014</u>	<u>Estimated FY 2014</u>	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>2014-2015 % Change</u>
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Service #1: Administrative Services

The Administrative Services Division provides administrative support for the department.

Agency Revenues	\$ 99,938	\$ 253,637	253,637	260,580	260,580	2.74%
Expenditures	<u>3,158,813</u>	<u>2,123,976</u>	<u>2,123,976</u>	<u>2,505,858</u>	<u>2,505,858</u>	17.98%
Difference	\$ (3,058,876)	\$ (1,870,339)	\$ (1,870,339)	\$ (2,245,278)	\$ (2,245,278)	20.05%
FTE Positions	8.00	8.00	8.00	8.00	8.00	

Service #2: Enterprise Services

The Enterprise Services division provides technology solutions in the areas of application development and support, business process analysis and improvement, database development/administration and project management.

Agency Revenues	\$ 596,460	\$ 394,159	\$ 394,159	\$ 400,177	\$ 400,177	1.53%
Expenditures	<u>5,073,404</u>	<u>6,087,680</u>	<u>6,087,680</u>	<u>6,272,405</u>	<u>6,272,405</u>	3.03%
Difference	\$ (4,476,944)	\$ (5,693,521)	\$ (5,693,521)	\$ (5,872,228)	\$ (5,872,228)	3.14%
FTE Positions	47.63	47.63	47.63	47.63	47.63	

Service #3: Infrastructure Services

The Infrastructure Services Division provides technical expertise and operations support for various operating systems, application and network security, wide area and local area networks, voice communications, desktop PC's, internet services, email, and support center services.

Agency Revenues	\$ 231,211	\$ 582,190	\$ 582,190	\$ 582,190	\$ 582,190	0.00%
Expenditures	<u>5,700,861</u>	<u>5,488,495</u>	<u>5,379,136</u>	<u>5,772,413</u>	<u>5,403,213</u>	0.45%
Difference	\$ (5,469,650)	\$ (4,906,305)	\$ (4,796,946)	\$ (5,190,223)	\$ (4,821,023)	0.50%
FTE Positions	29.00	29.00	29.00	29.00	29.00	

**Agency:
Technology & Innovation**

Requests for Additional Resources				
	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>Requested FY 2016</u>	<u>Projected FY 2016</u>
Request #1: Audio Visual Equipment				
		Priority: 1	Major Service: Infrastructure	
<p>DTI is requesting a 2015 RAR to establish an equipment reserve fund for the replacement of AV Equipment. The amount requested for 2015 is \$240,000. Currently the County has 16 areas used as shared conference space that contains AV equipment in need of replacement. The expenses per room range from a low of \$13,000 to a high of \$57,000, for total cost of about \$400,000. The rooms that are of greatest concern are Sunset rooms 1070 and 1075, and County Administration rooms 200, 201, 205, and 207. This request has not been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	240,000	0	35,000	0
Difference	\$ (240,000)	\$ 0	\$ (35,000)	\$ 0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
Request #2: PCI Compliance				
		Priority: 2	Major Service: Security	
<p>The PCI security audit and penetration testing is essential in identifying gaps to help us build a PCI strategy and ensuring our PCI compliance. PCI DSS requirement 11.3 requires that organizations perform annual penetration tests that evaluate both the network and application layers and also include both internal and external testing. PCI penetration testing should be performed at least annually and anytime there is a significant infrastructure or application upgrade or modification. The scope of security analysis and penetration testing is for the cardholder data environment and all systems and networks connected to it. PCI penetration testing may be performed by either a qualified internal resource or a qualified third party. If internal resources are being used to perform penetration tests, those resources must be experienced penetration testers. This request has been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	65,000	65,000	65,000	65,000
Difference	\$ (65,000)	\$ (65,000)	\$ (65,000)	\$ (65,000)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
Request #3: Enterprise Security Assessment				
		Priority: 3	Major Service: Security	
<p>The purpose of the enterprise security assessment is to determine the state of our information security environment. The County has added multiple systems, taken some systems out of service and has evolved considerably over the past several years. The evolution of our wireless network alone has been significant. The need for the Enterprise Security Assessment is critical to staying ahead of the advanced persistent threats that we are battling every day. The goal of the enterprise security assessment is to find where we are vulnerable and what we need to do to mitigate those vulnerabilities in order to assure that the County's digital assets are safe and secure. Performing an enterprise security assessment allows DTI to avoid data incidents that could compromise Johnson County assets including fiscal and personal information. The enterprise security assessment should be performed by an experienced qualified third party and not an internal resource who manages the systems. This request has not been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	100,000	0	0	0
Difference	\$ (100,000)	\$ 0	\$ 0	\$ 0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

**Agency:
Technology & Innovation**

Requests for Additional Resources

	Requested FY 2015	Budget FY 2015	Requested FY 2016	Projected FY 2016
PC, Laptop, and Monitor				Enterprise Services, Infrastructure Services, and Planning and Support Services
Request #4: Replacement			Priority: 4	Major Service:
<p>DTI is requesting a 2015 RAR to establish an equipment reserve fund for the replacement of PC's, laptops, and monitors. The amount requested for 2015 is \$100,000. Based on the County 4 year life cycle, DTI has about 70 pieces of equipment that need to be replaced by Dec-2014. We are also requesting that the funds be replenished at a rate of \$30,000 per year. The establishment of an equipment reserve fund will allow us to more strategically replace equipment as needed. This request has been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	100,000	100,000	30,000	30,000
Difference	\$ (100,000)	\$ (100,000)	\$ (30,000)	\$ (30,000)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

Request #5: Software Licensing Increase			Priority: 5	Major Service: Application Support
<p>DTI is requesting a 2015 RAR for ongoing software licensing fees. The amount requested for 2015 is \$29,200. The software we are looking at includes ImageNow, GoSign Me Up, TimeLink, OmniRim, MVM, Meeting Room Manager, Webex, Netwrix, Bomgar, Splunk, and CA Top Secret. This does not include all the software DTI is responsible for; the other increases will be covered within our current budget. This request has not been included in the FY 2015 budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	29,200	0	30,500	0
Difference	\$ (29,200)	\$ 0	\$ (30,500)	\$ 0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

**Agency:
Technology & Innovation**

Capital Improvement Program (CIP)

Title: Infrastructure Maintenance **Year Placed: 2015**

Description: This is the on-going capital replacement project account that has been set up to deal with the maintenance of the County's ITS infrastructure. Some of the 2015 projects include: upgrades to data switches, replacement of old Cisco routers, upgrade LAN servers, UPS/wireless replacement, replacement of UPS wireless component replacement, and upgrades to voice hardware and software. Funding for this project has been included in the FY 2015 Budget.

Capital Expenditures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$	\$	\$	\$	\$
Equipment	\$ 1,200,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,200,000
Total	\$ 1,200,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,200,000

Operating Expenditures	Total FTE	FY 2015	FY 2016	FY 2017	FY 2018
Personnel					
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Title: Fiber Master Plan **Year Placed: 2015**

Description: The project is to expand the County fiber network to areas of the County not currently covered. The plan would be to invite all public entities (cities, school districts, etc.) to participate in a cost sharing model in the creation of this expanded fiber network when the project is beneficial to shared partnerships. Funding certain pieces would be done as strategic opportunities present themselves; with the Google project taking place the ability to run fiber in certain areas of the County can be had at a significant cost savings and this project would look to take advantage of those opportunities as they happen. This project would help provide some funding for advantageous fiber opportunities as they come. Multi-year funding for this project was requested for 2015-2019, but only the 2015 amount is in the budget.

Capital Expenditures	2015	2016	2017	2018	2019	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design	\$	\$	\$	\$	\$	\$
Construction	\$ 200,000	\$	\$	\$	\$	\$ 200,000
Total	\$ 200,000	\$	\$	\$	\$	\$ 200,000

Operating Expenditures	Total FTE	2015	2016	2017	FY 2018
Personnel		\$	\$	\$	
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

**Agency:
Technology & Innovation**

Capital Improvement Program (CIP)

Title: Disaster Recovery **Year Placed:** NA

Description: This project will help fund and implement a disaster recovery plan to prepare for and recover from an emergency. Several stages have already been completed. This project would develop policies and procedures necessary for minimizing disruption of operations if computers, network components, or other technologies are disabled following a disaster event. This project was requested for FY 2015, but has not been placed in the 5 year plan.

Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$	\$	\$	\$	\$
Equipment	\$ 500,000	\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,500,000
Total	\$ 500,000	\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,500,000

Operating Expenditures	Total FTE	Year 1	Year 2	Year 3	Year 4
Personnel					
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Title: Document Management **Year Placed:** NA

Description: This project provides funding to further implement document management technologies for various departmental needs. In 2007 ITS implemented this technology for District Court Trustee, and began working with Motor Vehicle. In 2008 Treasurer, Motor Vehicle, and Health and Environment began using the technology. Appraiser received this technology in 2009. The request represents the implementation of document management technologies to the remaining departments that have requested it. This project was requested for FY 2015, but has not been placed in the 5 year plan.

Capital Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Project Total
Scanning Services	\$ 150,000	\$ 150,000	\$	\$	\$	\$ 300,000
Software Costs	\$ 516,000	\$ 482,500	\$ 2,500	\$	\$	\$ 1,001,000
ImageNow eForms-T2	\$ 18,000	\$	\$	\$	\$	\$ 18,000
Training	\$ 38,000	\$	\$	\$	\$	\$ 38,000
Professional Services	\$ 75,000	\$ 75,000	\$ 50,000	\$	\$	\$ 200,000
Equipment	\$ 110,000	\$ 65,000	\$ 15,000	\$	\$	\$ 190,000
Total	\$ 907,000	\$ 772,500	\$ 67,500	\$	\$	\$ 1,747,000

Operating Expenditures	Total FTE	Year 1	Year 2	Year 3
Personnel				
Contractual	\$	\$ 163,500	\$ 163,500	\$ 163,500
Commodities	\$	\$	\$	\$
Capital	\$	\$	\$	\$
On-going Total	\$	\$ 163,500	\$ 163,500	\$ 163,500
Start Up	\$	\$	\$	\$
TOTAL	\$	\$ 163,500	\$ 163,500	\$ 163,500

**Agency:
Technology & Innovation**

Capital Improvement Program (CIP)

Title: e-Discovery Replacement **Year Placed:** 2016

Description: This project replaces the current e-Discovery product that the County uses. In 2009 an e-Discovery product was put into use that would help in producing information for legal proceedings as the law often requires the retention of electronic information. The software product that was put into place is called Near Point. The current owner of the Near Point product rights has determined that they will withdraw the product from market and discontinue support in July of 2015. A number of outside vendor options remain able to support the current product past the point and this is being explored for the short-term. This project was requested for FY 2015, but has been placed in 2016 as replacement products are further explored.

<u>Capital Expenditures</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>Project Total</u>
Software	\$	\$ 130,000	\$	\$	\$	\$ 130,000
Hardware	\$	\$ 100,000	\$	\$	\$	\$ 100,000
Consulting	\$	\$ 130,000	\$	\$	\$	\$ 130,000
Total	\$	\$ 360,000	\$	\$	\$	\$ 360,000

<u>Operating Expenditures</u>	<u>Total FTE</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Personnel					
Contractual	\$	\$	\$ 38,000	\$ 38,000	\$ 38,000
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Fund:
General Fund

Strategic Program:
Support Services

Agency:
Treasury & Financial Management

	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014 - 2015 % Change
Agency Revenues						
Charges for Service	\$117,294	\$77,470	\$77,470	\$79,019	\$79,019	2.00%
Total Agency Fees & Charges	\$117,294	\$77,470	\$77,470	\$79,019	\$79,019	2.00%
Miscellaneous	\$9,310	\$29,817	\$28,000	\$28,000	\$28,000	0.00%
Interfund Transfers	\$0	\$0	\$0	\$135,453	\$135,453	-
Total Other Agency Revenues	9,310	29,817	28,000	163,453	163,453	483.76%
a) Total Agency Revenues	126,604	107,287	105,470	242,472	242,472	129.90%
Expenditures						
Personnel	\$3,881,191	\$3,927,787	\$3,919,398	\$4,068,110	\$4,068,110	3.79%
Contractual Services	\$1,198,793	\$1,379,952	\$1,379,952	\$1,448,526	\$1,448,526	4.97%
Commodities	\$52,692	\$124,493	\$124,493	\$122,685	\$122,685	(1.45%)
Capital Outlay	\$658	\$3,598	\$3,598	\$3,598	\$3,598	0.00%
Subtotal	5,133,334	5,435,830	5,427,441	5,642,919	5,642,919	3.97%
Miscellaneous	\$1,505	\$0	\$0	\$1,234	\$1,234	-
Transfer to Equipment Reserve	\$5,000	\$5,000	\$5,000	\$0	\$0	(100.00%)
Subtotal	6,505	5,000	5,000	1,234	1,234	(75.32%)
Expenditures Subtotal	5,139,839	5,440,830	5,432,441	5,644,153	5,644,153	3.90%
Vehicle Equivalent Units	\$0	\$0	\$0	\$0	\$0	-
Risk Management Charges	\$23,217	\$23,648	\$23,648	\$13,552	\$13,552	(42.69%)
b) Total Expenditures	5,163,056	5,464,478	5,456,089	5,657,705	5,657,705	3.70%
Difference: b) minus a)	(5,036,452)	(5,357,191)	(5,350,619)	(5,415,233)	(5,415,233)	1.21%
FTE Positions						
Fee Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	0.00	-
Other FTEs	47.75	47.75	47.75	47.75	47.75	0.00%
Total FTE Positions	47.75	47.75	47.75	47.75	47.75	0.00%

Agency Mission

Treasury and Financial Management is responsible for providing the citizens, departments, agencies and employees of Johnson County with superior financial administrative services in terms of quality, timeliness, efficiency, and value while maintaining the highest levels of customer service satisfaction and accountability. This department provides entity-wide financial reporting and financial information services, bills, collects and distributes tax monies, administers an open and competitive procurement process, facilitates the surplus disposal process, issues and administers vehicle registrations and vehicle titles, maintains risk management and insurance programs, pays County obligations, directs the centralized accounting and payroll processes, administers employee benefit programs, and performs daily cash management and investment services.

Budget Highlights

Expenditures are budgeted to increase by \$215,478 (3.97%) compared to FY 2014, excluding Risk Management charges. The increase is due the net impact of: 1) \$18,000 for electronic bidding system, 2) \$50,000 for increased wellness initiatives, and 3) the budgeted salary and benefit increases included in the budget parameters.

FY 2015 Transfers to Equipment Reserve are budgeted to decrease from \$5,000 to \$0 as part of countywide efforts to maintain a constant mill levy.

FTEs for FY 2015 remain constant at 47.75.

**Agency:
Treasury & Financial Management**

Agency Goals & Objectives

Service Delivery Goals and Associated Objectives	Associated PMs:
<p>1) Provide accurate financial reporting and processes for management and County department/agencies.</p> <p>*Produce CAFR within 180 days of the fiscal year end.</p> <p>*Produce a CAFR that has an unqualified audit opinion.</p> <p>*Produce a CAFR that will win the GFOA Certificate of Achievement for Excellence in Financial Reporting.</p>	<p>w</p> <p>x</p> <p>y</p>
<p>2) Provide cost effective and efficient procurement of County goods and services.</p> <p>*Process purchase orders (which do not require bidding) in one business day after requisition approval.</p> <p>*Manage the procurement process in an efficient and effective manner which qualifies the County for the NIGP Achievement of Excellence award.</p> <p>*Internal Customers Express a 95% satisfaction rating with the procurement process.</p>	<p>f,o</p> <p>aa</p> <p>ae</p>
<p>3) Ensure that the financial transactions of the County are processed efficiently.</p> <p>*Increase number of vendor payments processed through electronic interfaces.</p> <p>*Increase cost savings by paying employees with direct deposit.</p> <p>*Increase cost savings by paying employees and suppliers via ACH.</p> <p>*Increase cost savings by increasing the volume of purchasing card transactions.</p> <p>*Improve efficiency, effectiveness, performance, and innovation sufficient to win the NIGP Achievement of Excellence Award.</p>	<p>b</p> <p>p</p> <p>c,q</p> <p>d,e,r,s</p> <p>aa</p>
<p>4) Offer a locally competitive benefit package that encourages employees to take responsibility for their personal health benefits and financial retirement.</p> <p>*Increase employee participation in wellness program to help reduce future medical claims.</p> <p>*Retain and increase employee participation in deferred compensation program.</p>	<p>k</p> <p>j</p>
<p>5) Obtain earnings on investments in excess of what would have been earned if the funds had been invested in the State Municipal Investment Pool.</p> <p>*Retain expanded investment powers statutory authority.</p> <p>*Obtain five year average annual return on investments that exceeds the MIP by \$100,000.</p>	<p>ab</p> <p>ac</p> <p>i,s</p>
<p>6) Provide timely and accurate billing of real and personal property taxes.</p> <p>*Tax bills printed and mailed by April 15th and November 15th.</p> <p>*Reduce the number of incorrect bills mailed.</p>	<p>s</p> <p>m,af</p> <p>v,af</p> <p>t</p>
<p>7) Collect and apply tax dollars in a timely, accurate manner.</p> <p>*Deposit at least 90% of tax dollars collected daily during tax season.</p> <p>*Maintain a minimum of 92% of total tax dollars collected by the due dates.</p> <p>*Decrease the number of reversals of tax dollars applied to taxpayer's accounts.</p>	<p>m,af</p> <p>v,af</p> <p>t</p>
<p>8) Provide timely and accurate distribution of tax moneys collected.</p> <p>*Calculate and distribute tax dollars collected by distribution dates.</p>	<p>u</p>
<p>9) Streamline business operations thus making them more efficient and effective.</p> <p>*Increase the number of tax and collections unit payments processed electronically.</p> <p>*Provide best possible service to customers over the phone by relying on staff to provide accurate and timely information for all questions and concerns.</p> <p>*Maintain a high percentage of accuracy for items processed in-house daily.</p>	<p>af,ag</p> <p>n</p> <p>t</p>

**Agency:
Treasury & Financial Management**

Agency Key Performance Measures (PMs)

<u>Output</u>	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Estimated 2015</u>
a) Total # of accounts payable invoices processed.	129,570	128,000	127,000
b) # of accounts payable invoices processed through electronic interfaces.	89,877	89,000	89,000
c) # of employees and suppliers paid via ACH.	1,650	1,700	1,800
d) # of purchasing card transactions.	42,963	43,500	44,000
e) \$ of purchasing card transactions.	\$13,042,291	\$13,250,000	\$13,500,000
f) # of purchase orders.	19,621	19,228	18,844
g) \$ of purchase orders.	\$198,914,835	\$195,000,000	\$192,000,000
<u>Accounting Division</u>			
h) # of County grants accounted for.	652	650	650
i) # of journal entries.	4,002	4,000	4,000
<u>Benefits Division</u>			
j) % of employees participating in deferred compensation.	61%	60%	59%
k) % of employees completing all wellness program requirements.	86%	88%	90%
<u>l) Tax Division</u>			
Tax bills printed.	279,664	279,664	279,664
Collections.	\$957,322,190	\$960,194,157	\$963,074,739
<u>m) Treasury Management</u>			
Deposits prepared daily, including same day deposit of large tax collections.	99%	99%	99%
<u>n) Department Customer Service</u>			
Phone calls.	28,835	28,000	28,000
<u>Efficiency/Cost Measures</u>			
o) % of purchase orders processed in one business day or less.	92%	94%	95%
p) % of employees paid by direct deposit.	99.7%	99.7%	100.0%
q) % of supplier payments completed by ACH.	35%	37%	39%
r) % of purchases done by purchasing card.	69%	69%	70%
s) % of tax bills accurately printed and mailed by April 15th and November 15th.	100%	100%	100%
t) % of tax and collections unit items processed accurately in-house.	99%	99%	99%
u) % of accurate tax distributions by due dates.	99%	99%	99%
v) % of tax dollars collected by due date.	93%	93%	93%

Agency:
Treasury & Financial Management

<u>Effectiveness Measures</u>	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Estimated 2015</u>
w) CAFR produced within 180 days of fiscal year end.	Yes	Yes	Yes
<i>Previous year's CAFR:</i>			
x) Unqualified audit opinion received for.	Yes	Yes	Yes
y) GFOA Certificate of Achievement received for.	Yes	Yes	Yes
z) Cost savings generated on p-card transactions in lieu of PO/check transactions.	\$3,522,966	\$3,567,000	\$3,608,000
aa) Receive NIGP Achievement of Excellence Award Previous Year	Yes	Yes	Yes
ab) Retain expanded investment powers statutory authority.	Yes	Yes	Yes
ac) Annual investment earnings in excess of State Municipal Investment Pool. (Based on 5 year average.)	\$4,886,623	\$4,521,211	\$3,125,444
ad) Savings from acquiring natural gas prices on open market as opposed to the monopoly.	\$184,345	\$104,435	\$98,995
ae) Internal customer survey satisfaction results on formal bid and procurement process.	78%	85%	90%
af) <u>Tax Division</u>			
# of electronic payments by mortgage companies.	204,595	205,618	206,646
# of electronic payments by ACH/eCheck.	14,718	15,748	16,851
# of electronic payments by credit card	4,268	4,311	4,354
# of manual payments processed in-house (walk-in plus mail).	18,454	17,531	16,655
# of payments processed by Lockbox.	129,676	128,639	127,609
Total # of payments processed.	371,711	371,847	372,115
# of lockbox receipts printed.	39,461	39,000	39,000
ag) <u>Collections Unit</u>			
# of electronic payments by credit card.	727	734	742
# of payment processed in-house (walk-in plus mail).	2,711	2,738	2,765
Total \$ of electronic payments by credit card.	\$165,877	\$167,536	\$169,211
Total \$ of in-house payments processed (walk-in plus mail).	\$988,416	\$998,300	\$1,008,283
# of NSF checks collected by electronic representation.	709	716	723
Total \$ of NSF checks collected by electronic representation.	\$252,814	\$255,342	\$257,896

*In 2013, collected on 16 accounts that totaled \$501,748.35,
significantly increasing collections from 2012.

Agency:
Treasury & Financial Management

Major Services						
	<u>Actual</u> <u>FY 2013</u>	<u>Budget</u> <u>FY 2014</u>	<u>Estimated</u> <u>FY 2014</u>	<u>Requested</u> <u>FY 2015</u>	<u>Budget</u> <u>FY 2015</u>	2014-2015 % Change
Service #1: Administration and Support						
Provide executive, administrative, and technical support to the divisions of Treasury and Financial Management.						
Agency Revenues	\$	\$				0
Expenditures	789,240	670,152	670,064	693,335	693,335	3.47%
Difference	\$ (789,240)	\$ (670,152)	\$ (670,064)	\$ (693,335)	\$ (693,335)	3.47%
FTE Positions	6.50	6.50	6.50	6.50	6.50	
Service #2: Financial Operations						
Coordinate, process, and issue payments for payroll and accounts payable functions of the County.						
Agency Revenues	\$	\$	\$	\$	\$	0
Expenditures	845,559	853,510	858,118	889,165	889,165	3.62%
Difference	\$ (845,559)	\$ (853,510)	\$ (858,118)	\$ (889,165)	\$ (889,165)	3.62%
FTE Positions	12.75	12.75	12.75	12.75	12.75	
Service #3: Purchasing and Materials Management						
Coordinate strategic sourcing of County procurements and disposal/reassignment of surplus property.						
Agency Revenues	\$	\$	\$	\$	\$	0
Expenditures	435,094	444,443	445,036	474,184	474,184	6.55%
Difference	\$ (435,094)	\$ (444,443)	\$ (445,036)	\$ (474,184)	\$ (474,184)	6.55%
FTE Positions	5.00	5.00	5.00	5.00	5.00	
Service #4: Accounting and Financial Reporting						
Analyze, record, and report the financial transactions and positions of the County.						
Agency Revenues	\$	\$	\$	\$	\$	0
Expenditures	675,868	727,687	721,928	741,781	741,781	2.75%
Difference	\$ (675,868)	\$ (727,687)	\$ (721,928)	\$ (741,781)	\$ (741,781)	2.75%
FTE Positions	6.00	6.00	6.00	6.00	6.00	
Service #5: Employee Benefits						
Administer employee benefit programs for County personnel and retirees.						
Agency Revenues	\$ 27,420	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	0.00%
Expenditures	897,943	1,168,186	1,155,761	1,219,624	1,219,624	5.53%
Difference	\$ (870,523)	\$ (1,140,186)	\$ (1,127,761)	\$ (1,191,624)	\$ (1,191,624)	5.66%
FTE Positions	4.00	4.00	4.00	4.00	4.00	

Agency:
Treasury & Financial Management

Major Services						
	Actual FY 2013	Budget FY 2014	Estimated FY 2014	Requested FY 2015	Budget FY 2015	2014-2015 % Change
Service #6: Cash Management						
Manage short and long-term investment portfolios for the County and manage natural gas acquisition for major facilities.						
Agency Revenues	\$	\$	\$	\$	\$	0
Expenditures		<u>130,640</u>	<u>131,790</u>	<u>131,484</u>	<u>136,185</u>	<u>136,185</u>
Difference	\$	(130,640)	\$ (131,790)	\$ (131,484)	\$ (136,185)	\$ (136,185)
FTE Positions		1.00	1.00	1.00	1.00	1.00
Service #7: Tax Division						
Billing, collecting, depositing and distribution of the tax roll with required maintenance. Maintenance includes processing subsequent and abated billings, refunding overpayments due to appeals or Board of Tax Appeal orders and handling corrections on taxpayer accounts. Communicate with mortgage and title companies along with taxing services to ensure accurate billing of taxes. Provide customer service to anyone with questions or concerns about taxes. Prepare distributions of all taxes collected by the Treasurer on the behalf of all taxing authorities within Johnson County.						
Agency Revenues	\$	30,179	\$ 5,969	\$ 5,969	\$ 95,079	95,079
Expenditures		<u>842,765</u>	<u>927,758</u>	<u>931,011</u>	<u>956,986</u>	<u>956,986</u>
Difference	\$	(812,585)	\$ (921,789)	\$ (925,042)	\$ (861,907)	\$ (861,907)
FTE Positions		7.50	7.50	7.50	7.50	7.50
Service #8: Treasury Management						
Balance daily activity of revenues and expenses, reconciliation of bank accounts and the safekeeping of public funds. Handle all countywide banking duties including relationships with institutions, contracting and scheduling for courier services, communications with county departments regarding banking issues and questions, and the opening and closing of bank accounts. Responsible for online and offline recording of all financial activity within the Treasurer's Department along with the reconciliations of all tax, investment and cash accounts.						
Agency Revenues	\$	12,072	\$ 2,387	\$ 2,387	\$ 38,032	38,032
Expenditures		<u>337,106</u>	<u>371,103</u>	<u>372,404</u>	<u>382,795</u>	<u>382,795</u>
Difference	\$	(325,034)	\$ (368,716)	\$ (370,017)	\$ (344,763)	\$ (344,763)
FTE Positions		3.00	3.00	3.00	3.00	3.00
Service #9: Collections Unit-Collections for Multiple County Departments						
Countywide revenue recovery efforts on JCW delinquent accounts, Motor Vehicle insufficient funds checks, personal property warrants and identified tag discrepancies. Maintenance includes tracking and identifying customers, sending out mailings, phone calls, reporting to the credit bureaus and other legal measures.						
Agency Revenues	\$	52,909	\$ 70,135	\$ 68,318	\$ 68,684	68,684
Expenditures		<u>73,256</u>	<u>22,500</u>	<u>22,500</u>	<u>22,500</u>	<u>22,500</u>
Difference	\$	(20,347)	\$ 47,635	\$ 45,818	\$ 46,184	\$ 46,184
FTE Positions		1.00	1.00	1.00	1.00	1.00

Agency:
Treasury & Financial Management

Major Services

<u>Actual</u> <u>FY 2013</u>	<u>Budget</u> <u>FY 2014</u>	<u>Estimated</u> <u>FY 2014</u>	<u>Requested</u> <u>FY 2015</u>	<u>Budget</u> <u>FY 2015</u>	<u>2014-2015</u> <u>% Change</u>
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Service #10: Johnson County Accounts Receivable

The Accounts Receivable Division is responsible for countywide accounts receivable through the Oracle application. Departments currently utilizing this module are Treasurer, Records and Tax Administration, Med- Act, Appraiser, Technology and Innovation, Developmental Supports, Human Services, and the Airport Commission.

Agency Revenues	\$	4,024	\$	796	\$	796	\$	12,677	\$	12,677		1492.96%
Expenditures		112,369		123,701		124,135		127,598		127,598		2.79%
Difference	\$	(108,345)	\$	(122,905)	\$	(123,339)	\$	(114,921)	\$	(114,921)		-6.83%
FTE Positions		1.00		1.00		1.00		1.00		1.00		

**Agency:
Treasury & Financial Management**

Requests for Additional Resources

	<u>Requested FY 2015</u>	<u>Budget FY 2015</u>	<u>Requested FY 2016</u>	<u>Projected FY 2016</u>
Electronic Vendor Mgmt.				
Request #1: E-Bidding			Priority: 1 Major Service:	Purchasing
TFM-Purchasing desires to automate its bidding process by purchasing an on-line vendor management and electronic bidding software solution. This service will move Johnson County from paper bidding to electronic bidding which will improve processing efficiency and enhance the expeditious processing of bid/RFP requests from County departments. The efficiencies achieved will reduce costs and will be a benefit to procurement staff, departmental staff and the vendor community. By improving the County's procurement process, more time may be dedicated to complex procurements, research for departments for new procurements and use of the best value cooperative contracts. Electronic procurement results in more bids, more competition means more cost savings for Johnson County. Funding for this request has been included in the FY 2015 Budget.				
Agency Revenues	\$ 0	\$ 0	\$ 0	0
Expenditures	<u>18,000</u>	<u>18,000</u>	<u>18,500</u>	<u>18,000</u>
Difference	\$ (18,000)	\$ (18,000)	\$ (18,500)	(18,000)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

Request #2: Wellness Credit for Fitness Centers			Priority: 2 Major Service:	Wellness
Johnson County offers fitness class credits to all full-time and part-time benefits eligible employees that can be used to pay for wellness classes and/or memberships at select fitness centers. The County's Wellness Program is separate from the Health Care Fund and is a component of a regular operating budget in TFM. Currently, the Wellness Program has a budget of \$513,535 that is used for vaccinations, BlueKC wellness programs, wellness fairs, and payment for use of the employee class credits. In 2013, over \$275,000 was paid to external, preferred Fitness Centers for memberships received by 871 employees. Currently, health plan-eligible employees who enroll in the medical plan receive eight class credits per calendar year. Part-time benefits eligible employees and health plan-eligible employees who do not enroll in the medical plan receive four class credits per calendar year. Employees have voiced concern that the current class credit allotment does not afford them the wellness program access they desire and need to meet the County's outcome-based Wellness Strategy. Funding for this request has been included in the FY 2015 Budget.				
Agency Revenues	\$ 0	\$ 0	\$ 0	0
Expenditures	<u>50,000</u>	<u>50,000</u>	<u>65,000</u>	<u>50,000</u>
Difference	\$ (50,000)	\$ (50,000)	\$ (65,000)	(50,000)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00