



# Support Services

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## **This Section Includes:**

- Board of County Commissioners (Page K.2)
- Budget & Financial Planning (Page K.6)
- County Building Fund (Page K.9)
- County Manager's Office (Page K.10)
- Countywide Support (Page K.14)
- Debt Service (Page K.17)
- Economic Development Programs (Page K.18)
- Facilities (Page K.21)
- Fleet Services (Page K.34)
- Human Resources (Page K.37)
- Legal (Page K.41)
- Risk Management (Page K.45)
- Technology & Innovation (Page K.48)
- Treasury and Financial Management (Page K.56)

**Fund:**  
**General Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**Board of County Commissioners**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Charges for Service	\$0	\$0	\$0	\$0	-
<b>Total Agency Fees &amp; Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Miscellaneous	\$0	\$0	\$0	\$0	-
<b>Total Other Agency Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>a) Total Agency Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Expenditures</b>					
Personnel	\$1,166,654	\$998,119	\$1,018,870	\$1,018,870	2.08%
Contractual Services	\$115,971	\$155,108	\$196,828	\$196,828	26.90%
Commodities	\$4,435	\$8,500	\$3,900	\$3,900	(54.12%)
<b>Subtotal</b>	<b>1,287,060</b>	<b>1,161,727</b>	<b>1,219,598</b>	<b>1,219,598</b>	<b>4.98%</b>
Transfer to Equipment Reserve	\$12,908	\$12,908	\$12,908	\$12,908	0.00%
<b>Subtotal</b>	<b>12,908</b>	<b>12,908</b>	<b>12,908</b>	<b>12,908</b>	<b>0.00%</b>
<b>Expenditures Subtotal</b>	<b>1,299,968</b>	<b>1,174,635</b>	<b>1,232,506</b>	<b>1,232,506</b>	<b>4.93%</b>
Risk Management Charges	\$4,058	\$3,334	\$2,761	\$2,761	(17.19%)
<b>b) Total Expenditures</b>	<b>1,304,026</b>	<b>1,177,969</b>	<b>1,235,267</b>	<b>1,235,267</b>	<b>4.86%</b>
<b>Difference: b) minus a)</b>	<b>(1,304,026)</b>	<b>(1,177,969)</b>	<b>(1,235,267)</b>	<b>(1,235,267)</b>	<b>4.86%</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	14.00	12.00	12.00	12.00	0.00%
<b>Total FTE Positions</b>	<b>14.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00%</b>

#### 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 2014, excluding transfers and Risk Management charges, are budgeted to increase by \$57,871 (4.98%) compared to FY 2013. This increase is due to: 1) \$37,120 added to contractual services for adding written transcripts of the BOCC meetings, and 2) the budgeted salary and benefit increases included in the budget parameters.

Transfers to Equipment Reserve are budgeted to remain constant at \$12,908.

FTEs for FY 2014 remain constant at 12.00.

**Agency:  
Board of County Commissioners**

**Agency Goals & Objectives**

**Audit Services**

**Service Delivery Goals and Associated Objectives**

**Associated  
PMs:**

- 1) **Determine that internal control systems are in place, suitably designed and implemented to protect County Resources.**

a,b

\*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.**

\*Issue audit recommendations that improve accountability and assist in accomplishing stated organizational goals.

**Agency Key Performance Measures (PMs)**

<u>Output</u>	<u>Actual 2012</u>	<u>Estimated 2013</u>	<u>Estimated 2014</u>
a) # of audit reports.	6	5	5
b) # of follow-up quarterly reports.	4	4	4
<b><u>Efficiency/Cost Measures</u></b>			
a) # of audit reports issued.	6	5	5
b) Implementation of recommendations within 2 years.	98%	95%	95%
<b><u>Effectiveness Measures</u></b>			
a) % of audit recommendations agreed with.	87%	90%	90%
b) Implementation of recommendations within 2 years.	98%	95%	95%

**Agency:**  
**Board of County Commissioners**

<b>Major Services</b>					
	<u>Actual</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2013</u>	<u>Requested</u> <u>FY 2014</u>	<u>Budget</u> <u>FY 2014</u>	<u>2013-2014</u> <u>% Change</u>
<b>Service #1: Board of County Commissioners</b>					
<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	0	0	0	0	-
Expenditures	641,733	696,195	737,234	737,234	5.89%
Difference	\$ (641,733)	\$ (696,195)	\$ (737,234)	\$ (737,234)	5.89%
FTE Positions	7.00	7.00	7.00	7.00	0.00%
<b>Service #2: Chief Counsel</b>					
<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 the Legal Department at the end of 2012.</p>					
Agency Revenues	0	0	0	0	-
Expenditures	227,729	0	0	0	-
Difference	\$ (227,729)	\$ 0	\$ 0	\$ 0	-
FTE Positions	2.00	0.00	0.00	0.00	-
<b>Service #3: County Auditor</b>					
<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	0	0	0	-
Expenditures	430,506	478,440	495,272	495,272	3.52%
Difference	\$ (430,506)	\$ (478,440)	\$ (495,272)	\$ (495,272)	3.52%
FTE Positions	5.00	5.00	5.00	5.00	0.00%

**Agency:  
Board of County Commissioners**

**Requests for Additional Resources**

	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>Requested FY 2015</u>	<u>Projected FY 2015</u>
<b>Written Transcripts for Board</b>				Board of County
<b>Request #1: Meetings</b>			<b>Priority: 1 Major Service:</b>	Commissioners
<p>The funding for written transcripts for Board of County Commissioner meetings was taken out of the FY 2012 budget as part of the FY 2012 budget reduction process. Based on current written transcript costs and approximate time of Board of County Commissioner Board meetings and hearings, the estimated cost to resume this activity in FY 2014 is \$37,120. This request has been placed in the FY 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>37,120</u>	<u>37,120</u>	<u>37,120</u>	<u>37,120</u>
Difference	\$ (37,120)	\$ (37,120)	\$ (37,120)	\$ (37,120)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

**Fund:**  
**General Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**Budget & Financial Planning**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Charges for Service	\$0	\$0	\$0	\$0	-
<b>Total Agency Fees &amp; Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Intergovernmental	\$0	\$100,000	\$100,000	\$100,000	0.00%
<b>Total Other Agency Revenues</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0.00%</b>
<b>a) Total Agency Revenues</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0.00%</b>
<b>Expenditures</b>					
Personnel	\$904,765	\$913,865	\$946,982	\$946,982	3.62%
Contractual Services	\$17,031	\$121,340	\$121,340	\$121,340	0.00%
Commodities	\$5,123	\$6,502	\$6,502	\$6,502	0.00%
<b>Subtotal</b>	<b>926,919</b>	<b>1,041,707</b>	<b>1,074,824</b>	<b>1,074,824</b>	<b>3.18%</b>
Transfer to Equipment Reserve	\$9,228	\$9,228	\$9,228	\$9,228	0.00%
<b>Subtotal</b>	<b>9,228</b>	<b>9,228</b>	<b>9,228</b>	<b>9,228</b>	<b>0.00%</b>
<b>Expenditures Subtotal</b>	<b>936,147</b>	<b>1,050,935</b>	<b>1,084,052</b>	<b>1,084,052</b>	<b>3.15%</b>
Risk Management Charges	\$2,136	\$1,994	\$1,823	\$1,823	(8.58%)
<b>b) Total Expenditures</b>	<b>938,283</b>	<b>1,052,929</b>	<b>1,085,875</b>	<b>1,085,875</b>	<b>3.13%</b>
<b>Difference: b) minus a)</b>	<b>(938,283)</b>	<b>(952,929)</b>	<b>(985,875)</b>	<b>(985,875)</b>	<b>3.46%</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	9.00	9.00	9.00	9.00	0.00%
<b>Total FTE Positions</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00%</b>

**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 2014, excluding transfers and Risk Management charges, are budgeted to increase by \$33,117 (3.18%) compared to FY 2013. This increase is due to: 1) the budgeted salary and benefit increases included in the budget parameters.

FTEs for FY 2014 are budgeted to remain constant at 9.00.

**Agency:  
Budget & Financial Planning**

<b>Agency Goals &amp; Performance Measures</b>			
<i>Service Delivery Goals and Associated Performance Measures</i>			
	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
<b>1) Develop a 5 year plan that funds the County's service priorities within the parameters set by the Board of County Commissioners.</b>			
(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.	New Measure	New Measure	New Measure
<b>2) Improve the quality of County operations, programs, and projects by providing information, advice, and planning support to departments and executive leadership.</b>			
(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
<b>Output and Efficiency Measures</b>			
<b>Outputs and Efficiency Measures</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
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**

<b>Major Services</b>					
	<u>Actual FY 2012</u>	<u>Estimated FY 2013</u>	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>2013-2014 % Change</u>
<b>Service #1: Budget and Financial Planning</b>					
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	-
Expenditures	836,988	848,833	878,367	878,367	3.48%
Difference	\$ (836,988)	\$ (848,833)	\$ (878,367)	(878,367)	3.48%
FTE Positions	8.00	8.00	8.00	8.00	0.00%
<b>Service #2: Grants Management</b>					
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	\$ 0	100,000	100,000	100,000	0.00%
Expenditures	99,159	202,102	205,685	205,685	1.77%
Difference	\$ (99,159)	\$ (102,102)	\$ (105,685)	(105,685)	3.51%
FTE Positions	1.00	1.00	1.00	1.00	0.00%



**Fund:**  
**County Building Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**County Building Fund**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Use of Assets	\$0	\$0	\$0	\$0	-
<b>Total Agency Fees &amp; Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Use of Carryover	\$0	\$13,330	\$125,000	\$125,000	837.73%
Interest	\$4,220	\$2,541	\$3,039	\$3,039	19.60%
Interfund Transfers	\$171,993	\$60,808	\$57,358	\$57,358	(5.67%)
<b>Total Other Agency Revenues</b>	<b>\$176,213</b>	<b>\$76,679</b>	<b>\$185,397</b>	<b>\$185,397</b>	<b>141.78%</b>
<b>a) Total Agency Revenues</b>	<b>\$176,213</b>	<b>\$76,679</b>	<b>\$185,397</b>	<b>\$185,397</b>	<b>141.78%</b>
<b>Expenditures</b>					
Capital Outlay	\$0	\$0	\$0	\$0	-
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Lease Payment to PBC	\$1,125,979	\$885,276	\$844,184	\$844,184	(4.64%)
<b>Subtotal</b>	<b>\$1,125,979</b>	<b>\$885,276</b>	<b>\$844,184</b>	<b>\$844,184</b>	<b>(4.64%)</b>
<b>Expenditures Subtotal</b>	<b>\$1,125,979</b>	<b>\$885,276</b>	<b>\$844,184</b>	<b>\$844,184</b>	<b>(4.64%)</b>
<b>b) Total Expenditures</b>	<b>\$1,125,979</b>	<b>\$885,276</b>	<b>\$844,184</b>	<b>\$844,184</b>	<b>(4.64%)</b>
<b>Difference: b) minus a)</b>	<b>(\$949,766)</b>	<b>(\$808,597)</b>	<b>(\$658,787)</b>	<b>(\$658,787)</b>	<b>(18.53%)</b>
<b>Tax Revenues</b>					
Ad Valorem Support	\$860,808	\$684,981	\$553,896	\$553,896	(19.14%)
Other Taxes	\$144,168	\$123,816	\$104,891	\$104,891	(15.28%)
<b>Total Tax Revenues</b>	<b>\$1,004,976</b>	<b>\$808,797</b>	<b>\$658,787</b>	<b>\$658,787</b>	<b>(18.55%)</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	0.00	0.00	0.00	0.00	-
<b>Total FTE Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>

#### 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. A new resolution will need to be adopted during FY 2014 to allow the fund to be continued for another ten years.

#### Budget Highlights

FY 2014 expenditures for the County Building Fund are budgeted to decrease by \$41,092 (4.64%) compared to the estimated expenditures in FY 2013. 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 \$142,140 as of December 31, 2014.

**Fund:**  
**General Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**County Manager's Office**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Licenses and Permits	\$50	\$0	\$0	\$0	-
Charges for Service	\$92	\$0	\$311,503	\$311,503	-
<b>Total Agency Fees &amp; Charges</b>	<b>\$142</b>	<b>\$0</b>	<b>\$311,503</b>	<b>\$311,503</b>	<b>-</b>
Miscellaneous	\$0	\$0	\$7,000	\$7,000	-
Intrafund Transfers	\$0	\$0	\$37,350	\$37,350	-
<b>Total Other Agency Revenues</b>	<b>0</b>	<b>0</b>	<b>44,350</b>	<b>44,350</b>	<b>-</b>
<b>a) Total Agency Revenues</b>	<b>142</b>	<b>0</b>	<b>355,853</b>	<b>355,853</b>	<b>-</b>
<b>Expenditures</b>					
Personnel	\$1,459,223	\$1,879,328	\$2,173,063	\$2,173,063	15.63%
Contractual Services	\$237,964	\$368,803	\$643,894	\$643,894	74.59%
Commodities	\$31,642	\$56,004	\$57,004	\$57,004	1.79%
<b>Subtotal</b>	<b>1,728,829</b>	<b>2,304,135</b>	<b>2,873,961</b>	<b>2,873,961</b>	<b>24.73%</b>
Transfer to Equipment Reserve	\$15,088	\$25,130	\$25,130	\$25,130	0.00%
<b>Subtotal</b>	<b>15,088</b>	<b>25,130</b>	<b>25,130</b>	<b>25,130</b>	<b>0.00%</b>
<b>Expenditures Subtotal</b>	<b>1,743,917</b>	<b>2,329,265</b>	<b>2,899,091</b>	<b>2,899,091</b>	<b>24.46%</b>
Risk Management Charges	\$6,590	\$7,316	\$5,345	\$5,345	(26.94%)
<b>b) Total Expenditures</b>	<b>1,750,507</b>	<b>2,336,581</b>	<b>2,904,436</b>	<b>2,904,436</b>	<b>24.30%</b>
<b>Difference: b) minus a)</b>	<b>(1,750,365)</b>	<b>(2,336,581)</b>	<b>(2,548,583)</b>	<b>(2,548,583)</b>	<b>9.07%</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	1.00	1.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	18.50	18.50	20.50	20.50	10.81%
<b>Total FTE Positions</b>	<b>18.50</b>	<b>18.50</b>	<b>21.50</b>	<b>21.50</b>	<b>16.22%</b>

**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 2014, excluding transfers and Risk Management charges, are budgeted to increase by \$569,826 (24.73%) compared to FY 2013. This increase is due to: 1) a \$534,858 increase due to the transfer of the *Best of Times* Publication from Human Services Department to County Manager, and 2) the budgeted salary and benefit increases included in the budget parameters.

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

FTEs are budgeted to increase by 3.00 from 18.50 to 21.50 with the transfer of positions for *Best of Times* relocating to the County Manager's Office.

**Agency:  
County Manager's Office**

**Agency Goals & Objectives**

<b>Service Delivery Goals and Associated Objectives</b>	<b>Associated PMS:</b>
<b><u>Clerk of the Board</u></b>	
1) <b>Preserve the integrity and public accountability of the local legislative process.</b>	a,b,c,d,e,f,g
*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.	
2) <b>Organize and maintain professional office systems in support of business operations.</b>	a,b,c,d,e,f,g
*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.	
3) <b>Provide daily administrative support to members of the Board in the execution of their official duties</b>	a,b,c,d,e,f,g
*Ensure commissioner satisfaction with constituent support services.	
*Ensure commissioner satisfaction with executive support services.	

**Agency Key Performance Measures (PMs)**

<b>Efficiency/Cost Measures</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
a) # of meetings conducted.	174	200	200
b) # of agenda items processed.	599	650	700
c) # of recorded journal index entries.	648	700	700
d) # of appointments processed.	115	100	95
<b><u>Effectiveness Measures</u></b>			
e) % appointments made and processed per 1.0 FTE.	98%	100%	100%
f) % of agendas published without error according to established timeline.	98%	98%	98%
g) % of records research requests satisfied w/in 24 hours.	90%	95%	95%

**Agency:  
County Manager's Office**

**Agency Goals & Objectives**

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

**Agency Key Performance Measures (PMs)**

<b>Output</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
<b>Efficiency/Cost Measures</b>			
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
<b>Effectiveness Measures</b>			
d) % of County platform successfully achieved.	TBD	TBD	TBD

**Agency:  
County Manager's Office**

<b>Major Services</b>					
	<u>Actual</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2013</u>	<u>Requested</u> <u>FY 2014</u>	<u>Budget</u> <u>FY 2014</u>	<u>2013-2014</u> <u>% Change</u>
<b>Service #1: General Administration</b>					
To provide executive management and analytical support.					
Agency Revenues	142	0	0	0	-
Expenditures	883,817	1,136,059	1,162,822	1,162,822	2.36%
Difference	\$ (883,675)	\$ (1,136,059)	\$ (1,162,822)	\$ (1,162,822)	2.36%
FTE Positions	8.50	7.50	7.50	7.50	0.00%
<b>Service #2: Government Relations</b>					
To coordinate implementation of a comprehensive Countywide legislative program.					
Agency Revenues	0	0	0	0	-
Expenditures	50,400	50,400	50,400	50,400	0.00%
Difference	\$ (50,400)	\$ (50,400)	\$ (50,400)	\$ (50,400)	0.00%
FTE Positions	0.00	0.00	0.00	0.00	-
<b>Service #3: Public Information and Communications</b>					
To provide and coordinate citizen and Countywide information.					
Agency Revenues	0	0	355,853	355,853	-
Expenditures	304,873	623,096	1,153,166	1,153,166	85.07%
Difference	\$ (304,873)	\$ (623,096)	\$ (797,313)	\$ (797,313)	27.96%
FTE Positions	3.00	4.00	7.00	7.00	75.00%
<b>Service #4: Clerk of the Board</b>					
To preserve official records of the acts and orders of the Board, publish a journal of its proceedings, maintain the original rolls of its resolutions, and provide administrative support for the Board of County Commissioners and County Manager's Office.					
Agency Revenues	0	0	0	0	-
Expenditures	504,827	519,710	532,703	532,703	2.50%
Difference	\$ (504,827)	\$ (519,710)	\$ (532,703)	\$ (532,703)	2.50%
FTE Positions	7.00	7.00	7.00	7.00	0.00%

**Fund:**  
**General Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**Countywide Support**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Charges for Service	\$0	\$0	\$0	\$0	-
<b>Total Agency Fees &amp; Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Miscellaneous	\$0	\$10,300	\$10,300	\$10,300	0.00%
Interest	\$1,397	\$0	\$0	\$0	-
Interfund Transfers	\$2,685,753	\$700,580	\$707,781	\$707,781	1.03%
<b>Total Other Agency Revenues</b>	<b>2,687,150</b>	<b>710,880</b>	<b>718,081</b>	<b>718,081</b>	<b>1.01%</b>
<b>a) Total Agency Revenues</b>	<b>2,687,150</b>	<b>710,880</b>	<b>718,081</b>	<b>718,081</b>	<b>1.01%</b>
<b>Expenditures</b>					
Personnel	\$4,522,451	\$4,047,257	\$4,415,009	\$4,389,667	8.46%
Contractual Services	\$5,610,616	\$1,843,930	\$4,928,897	\$4,928,897	167.30%
Commodities	\$127,241	\$1,130,300	\$80,800	\$80,800	(92.85%)
Capital Outlay	\$95,677	\$0	\$0	\$0	-
<b>Subtotal</b>	<b>10,355,985</b>	<b>7,021,487</b>	<b>9,424,706</b>	<b>9,399,364</b>	<b>33.87%</b>
Debt Service	\$274,577	\$0	\$0	\$0	-
Lease Payment to PBC	\$8,922,333	\$8,726,377	\$9,224,881	\$9,224,881	5.71%
Interfund Transfers	\$5,066,032	\$5,867,667	\$5,183,613	\$5,183,613	
Transfer to Capital Projects	\$1,010,000	\$697,929	\$230,000	\$230,000	(67.05%)
<b>Subtotal</b>	<b>15,272,942</b>	<b>15,291,973</b>	<b>14,638,494</b>	<b>14,638,494</b>	<b>(4.27%)</b>
<b>Expenditures Subtotal</b>	<b>25,628,927</b>	<b>22,313,460</b>	<b>24,063,200</b>	<b>24,037,858</b>	<b>7.73%</b>
Cost Allocation	\$220,090	\$196,041	\$185,315	\$185,315	(5.47%)
<b>b) Total Expenditures</b>	<b>25,849,017</b>	<b>22,509,501</b>	<b>24,248,515</b>	<b>24,223,173</b>	<b>7.61%</b>
<b>Difference: b) minus a)</b>	<b>(23,161,867)</b>	<b>(21,798,621)</b>	<b>(23,530,434)</b>	<b>(23,505,092)</b>	<b>7.83%</b>
<b>Tax Revenues</b>					
Ad Valorem Support	\$3	\$0	\$0	\$0	-
Other Taxes	\$925	\$1,636	\$1,554	\$1,554	(5.01%)
<b>Total Tax Revenues</b>	<b>928</b>	<b>1,636</b>	<b>1,554</b>	<b>1,554</b>	<b>(5.01%)</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	20.00	20.00	20.00	20.00	0.00%
<b>Total FTE Positions</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>0.00%</b>

**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 2014, excluding cost allocation, are budgeted to increase by \$1,724,398 (7.73%) compared to FY 2013. This increase is due to the net of the following items: 1) 2013 anticipated one-time reduction of \$3 million for anticipated expenditure savings and revenue surpluses, 2) reduction of Transportation interfund transfer, 3) an increase for the remuneration plan for the General Fund, 4) an increase in lease payments to PBC, and 5) the decrease of a fuel reserve in 2014.

**Agency:  
Countywide Support**

**Agency Highlights**

The detailed budget for Countywide Support is provided below.

<u>Category</u>	<u>FY 2014 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	1,019,356	Includes amount for estimated property taxes lost due to Tax Increment Financing (TIF) in the County taxing district.
Advertising & Additional Contractual Services	1,631,400	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	1,392,479	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 (\$1,122,229).
Supplemental Pension	2,967,899	Funding for the supplemental retirement program for the workforce.
Transfer to Transportation	5,183,613	Composed of a transfer to the Transit program.
PBC Lease Payments	9,224,881	Composed of a portion of the County's lease payments to the Public Building Commission.
Remuneration - Compression	342,410	Designated amount to partially address compression in the General Fund due to the Total Remuneration Study
Extension Council	710,662	Contract amount excluding cost allocation
Mental Health Capital Project	230,000	Mental Health Capital Replacement Plan
Employee Recognition	80,800	Includes increase for the Employee Recognition Program that enhances awards for long-term employees.
<b>Total</b>	<b>\$ 24,037,858</b>	

**Agency:  
Countywide Support**

**Requests for Additional Resources**

	Requested FY 2014	Budget FY 2014	Requested FY 2015	Projected FY 2015
<b>Request #1: Extension Council Merit Increase</b>				N/A
<b>Priority:</b>				
<b>Major Service:</b>				
<p>The Extension Council did not provide merit increases to their employees in the 2013 budget and wanted to be considered for the 3% increase targeted to other County departments in the 2014 budget. Providing this increase would improve department morale and put Extension employees on the same footing as other departments within the County in relation to salary issues. This request is not included in the FY 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	\$ 15,812	\$ 0	\$ 15,812	\$ 0
Difference	\$ (15,812)	\$ 0	\$ (15,812)	\$ 0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

**Extension Council Health**

<b>Request #2: Benefit Adjustment</b>				N/A
<b>Priority:</b>				
<b>Major Service:</b>				
<p>When the Extension Council moved to a stand-alone contract the department had to find another health benefit plan for their support staff. The department needed to make this change in January before the stand alone contract was finalized on April 12. The new plan required 70% participation and enrollment options provided for anyone working 1000 hours or more a year. The Extension Council had to sign a three year contract with this group. At that time all of the employees selected the employee only option for their insurance needs. Since then there have been two retirements and the new employees have selected the family plans which cost \$4,764 each more than the individual employee plan. This request is not included in the FY 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	\$ 9,530	\$ 0	\$ 9,530	\$ 0
Difference	\$ (9,530)	\$ 0	\$ (9,530)	\$ 0
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 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Use of Assets	\$0	\$0	\$0	\$0	-
<b>Total Agency Fees &amp; Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Miscellaneous	\$1,981	\$0	\$0	\$0	-
Intrafund Transfers	\$3,385	\$0	\$0	\$0	-
Interest	\$58	\$0	\$0	\$0	-
Interfund Transfers	\$1,976,795	\$1,630,395	\$1,214,799	\$1,214,799	(25.49%)
<b>Total Other Agency Revenues</b>	<b>\$1,982,219</b>	<b>\$1,630,395</b>	<b>\$1,214,799</b>	<b>\$1,214,799</b>	<b>(25.49%)</b>
<b>a) Total Agency Revenues</b>	<b>\$1,982,219</b>	<b>\$1,630,395</b>	<b>\$1,214,799</b>	<b>\$1,214,799</b>	<b>(25.49%)</b>
<b>Expenditures</b>					
Contractual Services	\$2,679	\$82,287	\$30,066	\$30,066	(63.46%)
<b>Subtotal</b>	<b>\$2,679</b>	<b>\$82,287</b>	<b>\$30,066</b>	<b>\$30,066</b>	<b>(63.46%)</b>
Debt Service	\$3,711,734	\$1,721,723	\$1,218,057	\$1,218,057	(29.25%)
Intrafund Transfers	\$3,385	\$0	\$0	\$0	-
<b>Subtotal</b>	<b>\$3,715,119</b>	<b>\$1,721,723</b>	<b>\$1,218,057</b>	<b>\$1,218,057</b>	<b>(29.25%)</b>
<b>Expenditures Subtotal</b>	<b>\$3,717,798</b>	<b>\$1,804,010</b>	<b>\$1,248,123</b>	<b>\$1,248,123</b>	<b>(30.81%)</b>
<b>b) Total Expenditures</b>	<b>\$3,717,798</b>	<b>\$1,804,010</b>	<b>\$1,248,123</b>	<b>\$1,248,123</b>	<b>(30.81%)</b>
<b>Difference: b) minus a)</b>	<b>-\$1,735,579</b>	<b>-\$173,615</b>	<b>-\$33,324</b>	<b>-\$33,324</b>	<b>(80.81%)</b>
<b>Tax Revenues</b>					
Ad Valorem Support	\$1,268,728	\$0	\$0	\$0	-
Other Taxes	\$210,321	\$173,615	\$33,324	\$33,324	(80.81%)
<b>Total Tax Revenues</b>	<b>\$1,479,049</b>	<b>\$173,615</b>	<b>\$33,324</b>	<b>\$33,324</b>	<b>(80.81%)</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	0.00	0.00	0.00	0.00	-
<b>Total FTE Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>

**Agency Mission**

Debt Service for County general obligation bonds and notes payable.

**Budget Highlights**

FY 2014 expenditures for Debt Service Fund are budgeted to decrease by \$555,887 (-30.81%) compared to estimated expenditures for FY 2013. Reserve funds for Debt Service fund are estimated at \$314,196 as of December 31, 2014.

**Fund:**  
General Fund

**Strategic Program:**  
Support Services

**Agency:**  
Economic Development Programs

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Expenditures</b>					
Contractual Services	\$782,175	\$782,175	\$782,175	\$782,175	0.00%
<b>Subtotal</b>	<b>782,175</b>	<b>782,175</b>	<b>782,175</b>	<b>782,175</b>	<b>0.00%</b>
<b>b) Total Expenditures</b>	<b>782,175</b>	<b>782,175</b>	<b>782,175</b>	<b>782,175</b>	<b>0.00%</b>
<b>Difference: b) minus a)</b>	<b>(782,175)</b>	<b>(782,175)</b>	<b>(782,175)</b>	<b>(782,175)</b>	<b>0.00%</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	0.00	0.00	0.00	0.00	-
<b>Total FTE Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>

**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 2014 are budgeted to remain constant at \$782,175 compared to FY 2013. This includes the Enterprise Center's Request for Additional Resources for matching funds up to \$150,000 one-time to expand ECJC's funding base to include more private sector sources and better leverage current County support.

**Agency:**  
**Economic Development Programs**

**Major Services**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013-2014 % Change
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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	-
Expenditures	300,000	300,000	300,000	300,000	0.00%
Difference	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	0.00%
FTE Positions	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	-
Expenditures	482,175	482,175	482,175	482,175	0.00%
Difference	\$ (482,175)	\$ (482,175)	\$ (482,175)	\$ (482,175)	0.00%
FTE Positions	0.00	0.00	0.00	0.00	-

**Agency:**  
**Economic Development Programs**

**Requests for Additional Resources**

	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>Requested FY 2015</u>	<u>Projected FY 2015</u>
				Enterprise Center of
<b>Request #1: ECJC Matching Contribution</b>			<b>Priority: 1</b>	<b>Major Service:</b> Johnson County
<p>The County continues its successful matching fund of up to \$150,000 per annum that 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 incubation program in the region. Funding for this request has been included in the 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	\$ <u>150,000</u>	\$ <u>150,000</u>	\$ <u>150,000</u>	\$ <u>0</u>
Difference	\$ (150,000)	\$ (150,000)	\$ (150,000)	\$ 0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

**Fund:**  
**General Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**Facilities**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Charges for Service	\$592,610	\$630,028	\$636,505	\$636,505	1.03%
<b>Total Agency Fees &amp; Charges</b>	<b>\$592,650</b>	<b>\$630,028</b>	<b>\$636,505</b>	<b>\$636,505</b>	<b>1.03%</b>
Intergovernmental	\$248,571	\$32,100	\$0	\$0	(100.00%)
Miscellaneous	\$346,980	\$306,644	\$312,777	\$312,777	2.00%
Intrafund Transfers	\$4,013,814	\$2,125,868	\$2,189,537	\$2,189,537	2.99%
<b>Total Other Agency Revenues</b>	<b>4,609,365</b>	<b>2,464,612</b>	<b>2,502,314</b>	<b>2,502,314</b>	<b>1.53%</b>
<b>a) Total Agency Revenues</b>	<b>5,202,015</b>	<b>3,094,640</b>	<b>3,138,819</b>	<b>3,138,819</b>	<b>1.43%</b>
<b>Expenditures</b>					
Personnel	\$8,340,935	\$9,283,456	\$9,668,466	\$9,668,466	4.15%
Contractual Services	\$10,627,680	\$6,180,654	\$6,263,153	\$6,263,153	1.33%
Commodities	\$1,220,879	\$1,255,199	\$1,218,728	\$1,218,728	(2.91%)
Capital Outlay	\$155,247	\$66,287	\$26,287	\$26,287	(60.34%)
<b>Subtotal</b>	<b>20,344,741</b>	<b>16,785,596</b>	<b>17,176,634</b>	<b>17,176,634</b>	<b>2.33%</b>
Transfer to Equipment Reserve	\$80,000	\$77,000	\$77,000	\$77,000	0.00%
Transfer to Capital Projects	\$1,900,408	\$7,246,733	\$4,651,949	\$4,651,949	(35.81%)
<b>Subtotal</b>	<b>1,980,408</b>	<b>7,323,733</b>	<b>4,728,949</b>	<b>4,728,949</b>	<b>(35.43%)</b>
<b>Expenditures Subtotal</b>	<b>22,325,149</b>	<b>24,109,329</b>	<b>21,905,583</b>	<b>21,905,583</b>	<b>(9.14%)</b>
Risk Management Charges	\$46,731	\$58,621	\$43,525	\$43,525	(25.75%)
<b>b) Total Expenditures</b>	<b>22,371,880</b>	<b>24,167,950</b>	<b>21,949,108</b>	<b>21,949,108</b>	<b>(9.18%)</b>
<b>Difference: b) minus a)</b>	<b>(17,169,865)</b>	<b>(21,073,310)</b>	<b>(18,810,289)</b>	<b>(18,810,289)</b>	<b>(10.74%)</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	156.50	152.50	152.50	152.50	0.00%
<b>Total FTE Positions</b>	<b>156.50</b>	<b>152.50</b>	<b>152.50</b>	<b>152.50</b>	<b>0.00%</b>

**Agency Mission**

To be a model organization of professionalism, integrity, efficiency and foresight in the provision of service. To collaboratively support County departments in the pursuit of their missions by routinely providing exceptional facilities management, planning, design, construction, maintenance, custodial, postal, fleet and printing services and to be an effective member of the County team.

**Budget Highlights**

Total expenditures for FY 2014, excluding transfers and Risk Management charges, are budgeted to increase by \$391,038 (2.33%) compared to FY 2013. The increase is due to: 1) the transition of the Public Works buildings to Facilities, and 2) the budgeted salary and benefit increases included in the budget parameters.

Transfers to Capital Projects include \$1,789,949 for the Capital Replacement Plan (CRP), \$2,332,000 for the Courthouse CRP, \$430,000 for the Energy Retrofit project and \$100,000 for the ARC 2 Demolition.

Transfers to Equipment Reserve remain constant at \$77,000.

FTEs for FY 2014 are budgeted to remain flat at 152.50.

**Agency:  
Facilities**

<b>Agency Goals &amp; Key Performance Measures (PMs)</b>			
<b><u>Service Delivery Goals and Associated Performance Measures</u></b>			
	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
<b>1) Goal: <i>Maintain County buildings to maximize investment and provide a productive, sanitary, secure and safe environment.</i></b>			
(A) Performance Measure: % of building infrastructure and equipment which meets or exceeds its useful life.	33%	31%	31%
<i>Based on sampling of equipment data from 5 major buildings</i>			
<b>2) Goal: <i>Maximize the useful life and the functionality of the built environment through excellent strategic planning, design and construction.</i></b>			
(A) Performance Measure: % of space needs over the next 5 years that can be met using current facilities.	87%	79%	79%
(B) Performance Measure: % of space supported by Planning and Design Group (PDG) which meets the planning criteria in the Strategic Facilities Master Plan (SFMP).	78%	78%	79%
(C) Performance Measure: % of projects managed by PDG not associated with approved CIP Projects.	54%	50%	50%
<b>3) Goal: <i>Be the printer of choice for Johnson County Government.</i></b>			
(A) Performance Measure: % of orders not going through Print Shop - Market Share.	47%	20%	18%
(B) Performance Measure: % of documents without error and within requested timeframe.	99%	99%	99%
(C) Performance Measure: Difference between revenue and operating expenditures.	-\$60,812.57	-\$1,503	0
<b>Output and Efficiency Measures</b>			
<b><u>Output &amp; Efficiency Measures</u></b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
1 a) # of inspections relating to code compliance.	1,669	1,700	1,700
a) # of preventative maintenance work orders.	3,716	4,000	4,000
a) # on-demand maintenance work order requests.	12,098	13,000	13,000
a) # of buildings maintained by Facilities Dept.	48	48	42
a) Square footage maintained. (external gross)	2,107,866	2,107,866	2,089,135
a) Square footage cleaned.	1,520,000	1,570,000	1,570,000
a) # of systems and components replaced that did not meet or exceed life expectancy due to failure.	2	0	0
<i>Based on actual replacement of equipment from 5 major buildings</i>			

**Agency:  
Facilities**

**Output and Efficiency Measures**

<b>Output &amp; Efficiency Measures (con't)</b>	<b>2012 Need</b>	<b>2013 Need</b>	<b>* 5 Yr Projected</b>
2 a) Staff support space - dept gross square feet.	277,512	* 291,837	* 305,570
a) Staff space (FTE) - dept gross square feet.	265,891	* 287,713	* 326,583
a) Public service space - dept gross square feet.	1,707,289	* 2,061,880	* 2,171,929
	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
2 b) % of buildings in the SFMP supported by PDG.	72%	71%	73%
c) Total projects supported by PDG.	87	118	118
3 a) # of customer contacts.	n/a	1,108	1,231
b) # of jobs.	1,220	1,080	1,200
b) # of sheets.	2,144,848	1,898,718	2,109,687
c) # of price adjustments.	10	5	8

**Agency:  
Facilities**

<b>Major Services</b>					
	<u>Actual FY 2012</u>	<u>Estimated FY 2013</u>	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>2013-2014 % Change</u>
<b>Service #1: Maintenance/Building Services</b>					
Provide preventive and ongoing building maintenance, equipment maintenance, remodeling services, custodial care, grounds keeping and all fund and inter-department transfers.					
Agency Revenues	4,831,033	2,746,564	2,822,647	2,822,647	2.77%
Expenditures	<u>19,396,849</u>	<u>20,903,133</u>	<u>18,663,019</u>	<u>18,663,019</u>	<u>(10.72%)</u>
Difference	\$ (14,565,816)	\$ (18,156,569)	\$ (15,840,372)	\$ (15,840,372)	(12.76%)
FTE Positions	124.50	120.50	120.50	120.50	0.00%
<b>Service #2: Planning and Design</b>					
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	-
Expenditures	<u>1,034,263</u>	<u>1,038,603</u>	<u>1,073,965</u>	<u>1,073,965</u>	<u>3.40%</u>
Difference	\$ (1,034,263)	\$ (1,038,603)	\$ (1,073,965)	\$ (1,073,965)	3.40%
FTE Positions	11.00	11.00	11.00	11.00	0.00%
<b>Service #3: County Internal Services</b>					
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	18,254	10,700	10,914	10,914	2.00%
Expenditures	<u>512,173</u>	<u>602,874</u>	<u>578,708</u>	<u>578,708</u>	<u>(4.01%)</u>
Difference	\$ (493,919)	\$ (592,174)	\$ (567,794)	\$ (567,794)	(4.12%)
FTE Positions	6.00	6.00	6.00	6.00	0.00%
<b>Service #4: Sustainability/Energy Management</b>					
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	85,003	32,100	0	0	(100.00%)
Expenditures	<u>147,413</u>	<u>126,526</u>	<u>97,712</u>	<u>97,712</u>	<u>(22.77%)</u>
Difference	\$ (62,410)	\$ (94,426)	\$ (97,712)	\$ (97,712)	3.48%
FTE Positions	1.00	1.00	1.00	1.00	0.00%



**Agency:  
Facilities**

**Major Services**

	<u>Actual FY 2012</u>	<u>Estimated FY 2013</u>	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>2013-2014 % Change</u>
<b>Service #5: Administration Services</b>					
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	-
Expenditures	<u>957,940</u>	<u>1,199,413</u>	<u>1,231,929</u>	<u>1,231,929</u>	2.71%
Difference	\$ (957,940)	\$ (1,199,413)	\$ (1,231,929)	\$ (1,231,929)	2.71%
FTE Positions	11.00	11.00	11.00	11.00	0.00%

<b>Service #6: Printing/Copying Services</b>					
Provide quality printing consultation and cost-efficient offset printing and photocopying services in the most time efficient manner possible.					
Agency Revenues	267,685	305,276	305,258	305,258	(0.01%)
Expenditures	<u>323,242</u>	<u>297,401</u>	<u>303,775</u>	<u>303,775</u>	2.14%
Difference	\$ (55,557)	\$ 7,875	\$ 1,483	\$ 1,483	(81.17%)
FTE Positions	3.00	3.00	3.00	3.00	0.00%

**Agency:  
Facilities**

**Capital Improvement Program (CIP)**

**Title:** Capital Replacement Program **Year Placed:** 2014

**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 2014 request include flooring replacement work at New Century Adult Detention Center, condenser replacement at Adult Residential Center building 3, UPS replacement at Juvenile Detention, asphalt pavement work at North East Offices, HVAC replacement at the Public Works Bridge Building, exterior sealing at Transit and campus drainage and grading improvements at the Sunset Campus. Other types of projects include: general roof, pavement, painting and HVAC repairs, wall repair, carpet replacement, etc. This project is included in the FY 2014 Budget.

<b>Capital Expenditures</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 1,789,949	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 6,589,949
Equipment	\$	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$ 1,789,949</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 6,589,949</b>

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

**Title:** Courthouse CRP **Year Placed:** 2014

**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 primary work of this request includes replacement of air supply units including ductwork, building automation system upgrade, fire pump and backflow replacement, elevator upgrades, lighting improvements, and waste pipe replacements. The courthouse CIP began in FY 2013 and the following shows only a portion of the \$13.3 million in funding that has been requested over the next 5 years with a total remaining cost of \$19.5 million (\$2,082,000 was budgeted for this program for 2013). The FY 2014 requested amount is shown as fully funded.

<b>Capital Expenditures</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Consulting	\$	\$	\$	\$	\$	\$
Construction	\$ 2,332,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 8,332,000
Equipment	\$	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$ 2,332,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 8,332,000</b>

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

**Agency:  
Facilities**

**Capital Improvement Program (CIP)**

**Title: Energy Retrofit** **Year Placed: 2014**

**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 is into the third year and is funded for FY 2014.

<b>Capital Expenditures</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 430,000	\$ 430,000	\$ 430,000	\$	\$	<b>1,290,000</b>
Equipment	\$	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$ 430,000</b>	<b>\$ 430,000</b>	<b>\$ 430,000</b>	<b>\$</b>	<b>\$</b>	<b>\$ 1,290,000</b>

<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>
Personnel		\$	\$	\$	\$
Contractual	\$	\$	\$	\$	\$
Commodities	\$	\$	\$	\$	\$
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	\$	\$	\$
Start Up	\$	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Title: Transit - Storage Building** **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 was requested for funding for 2014 and is currently placed in FY 2015.

<b>Capital Expenditures</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$ 183,400	\$	\$	\$	<b>183,400</b>
Equipment	\$	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$ 183,400</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 183,400</b>

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

**Agency:  
Facilities**

**Capital Improvement Program (CIP)**

**Title:** ARC 2 Demolition **Year Placed:** 2014

**Description:** The purpose of this request is to remove the temporary structure that is the current Adult Residential Center (ARC 2) building. This building was constructed in 1993 and was never intended to provide a permanent space; the investment necessary to keep this building suitable is not worth making as there are too numerous general replacement issues with this facility. This facility is seen as being no longer adequate and should be taken permanently out of use. This project has been included in FY 2014.

<u>Capital Expenditures</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>Project Total</u>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Demolition	\$ 100,000	\$	\$	\$	\$	\$ 100,000
Equipment	\$	\$	\$	\$	\$	\$
FF&E	\$	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$ 100,000</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 100,000</b>

<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	\$	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Title:** 8788 Metcalf - Building Core/Commons/Advanced Voting **Year Placed:** 2014

**Description:** This project request is to develop the 8788 Metcalf building. This particular project is to finish off the building core, development of the buildings common areas, and various site improvements. This project will also create space for advanced voting in the building. The Election Office currently leases space at Metcalf South for advanced voting. It is expected that future changes at the Metcalf South property may necessitate finding a new location and the proximity of the 8788 Metcalf property to Metcalf South makes strategic sense to accommodate future advanced voting. When advanced voting is not taking place the space can be utilized as a multi-purpose space or as a large conference room, similar to the current spaces in the lower level of the County Administration Building. This project is currently placed in the 2014 budget.

<u>Capital Expenditures</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>Project Total</u>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 4,667,098	\$	\$	\$	\$	\$ 4,667,098
Equipment/FFE	\$ 664,599	\$	\$	\$	\$	\$ 664,599
Public Art	\$ 53,662	\$	\$	\$	\$	\$ 53,662
Debt Issuance Cost	\$ 109,641	\$	\$	\$	\$	\$ 109,641
<b>Total</b>	<b>\$ 5,495,000</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 5,495,000</b>

<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	\$	\$	49,346	49,346	49,346
Commodities	\$	\$	7,559	7,559	7,559
Capital	\$	\$	\$	\$	\$
On-going Total	\$	\$	56,905	56,905	56,905
Start Up	\$	\$	12,111	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>69,016</b>	<b>56,905</b>	<b>56,905</b>

**Agency:  
Facilities**

**Capital Improvement Program (CIP)**

**Title:** 8788 Metcalf - Enterprise Center of Johnson County (ECJC) **Year Placed:** 2014

**Description:** This project would create tenant space for the Enterprise Center of Johnson County (ECJC) at the 8788 Metcalf property. Johnson County currently provides ECJC with \$260,000 annually that goes towards ECJC's lease and operating costs. ECJC currently leases a property at 8527 Bluejacket Street that expires in April of 2015. The County providing lease space for ECJC will greatly reduce the amount of money ECJC is currently spending on lease space. This project has been placed in FY 2014.

<b>Capital Expenditures</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$ 865,035	\$	\$	\$	\$	<b>865,035</b>
Equipment/FFE	\$ 645,876	\$	\$	\$	\$	<b>645,876</b>
Public Art	\$ 15,884	\$	\$	\$	\$	<b>15,884</b>
Debt Issuance Cost	\$ 28,205	\$	\$	\$	\$	<b>28,205</b>
<b>Total</b>	<b>\$ 1,555,000</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>1,555,000</b>

<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
Personnel	1.00	\$	\$ 71,260	\$ 73,398	\$ 75,600
Contractual		\$	\$ 68,017	\$ 68,017	\$ 68,017
Commodities		\$	\$ 10,742	\$ 10,742	\$ 10,742
Capital		\$	\$	\$	\$
<b>On-going Total</b>		\$	<b>\$ 150,019</b>	<b>\$ 152,157</b>	<b>\$ 154,359</b>
Start Up		\$	\$ 3,000	\$	\$
<b>TOTAL</b>		<b>\$</b>	<b>\$ 153,019</b>	<b>\$ 152,157</b>	<b>\$ 154,359</b>

**Title:** 8788 Metcalf - Museum **Year Placed:** 2015

**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 2015.

<b>Capital Expenditures</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$ 4,317,799	\$	\$	\$	<b>4,317,799</b>
Equipment/FFE	\$	\$ 607,023	\$	\$	\$	<b>607,023</b>
Exhibit Relocation	\$	\$ 167,165	\$	\$	\$	<b>167,165</b>
Public Art	\$	\$ 51,230	\$	\$	\$	<b>51,230</b>
Debt Issuance Cost	\$	\$ 101,783	\$	\$	\$	<b>101,783</b>
<b>Total</b>	<b>\$</b>	<b>\$ 5,245,000</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>5,245,000</b>

<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
Personnel		\$	\$	\$	\$
Contractual		\$	\$	\$ 14,475	\$ 68,949
Commodities		\$	\$	\$ 9,285	\$ 18,571
Capital		\$	\$	\$	\$
<b>On-going Total</b>		\$	\$	<b>\$ 23,760</b>	<b>\$ 87,520</b>
Start Up		\$	\$	\$ 15,000	\$
<b>TOTAL</b>		<b>\$</b>	<b>\$</b>	<b>\$ 38,760</b>	<b>\$ 87,520</b>

**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. This first portion of this project was included in the 2013 budget and this is the second portion of the project and it has been placed in 2015.

<b>Capital Expenditures</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$ 516,354	\$	\$	\$	\$ 516,354
Equipment	\$	\$	\$	\$	\$	\$
FF&E	\$	\$	\$	\$	\$	\$
<b>Total</b>	\$	\$ 516,354	\$	\$	\$	\$ 516,354

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

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

**Description:** This project request is to remodel portions of the first floor to provide staging space associated with the 10-year courthouse CRP. This project supports the need to provide uninterrupted business processes and a safe environment in which the employees and public can interact while various rehabilitation and maintenance projects are taking place in the County courthouse. This project has been placed in FY 2016.

<b>Capital Expenditures</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$	\$ 2,635,120	\$	\$	\$ 2,635,120
Equipment	\$	\$	\$	\$	\$	\$
FF&E	\$	\$	\$ 533,100	\$	\$	\$ 533,100
Debt Issuance Cost	\$	\$	\$ 61,780	\$	\$	\$ 61,780
<b>Total</b>	\$	\$	\$ 3,230,000	\$	\$	\$ 3,230,000

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

**Agency:  
Facilities**

**Capital Improvement Program (CIP)**

**Title:** Courthouse South Entry Modification **Year Placed:** 2015

**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 2015.

<b>Capital Expenditures</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$ 3,655,100	\$	\$	\$	\$ 3,655,100
Equipment/FFE	\$	\$ 165,500	\$	\$	\$	\$ 165,500
Debt Issuance Cost	\$	\$ 74,400	\$	\$	\$	\$ 74,400
<b>Total</b>	\$	\$ 3,895,000	\$	\$	\$	\$ 3,895,000

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

**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 2014, but due to the cost of the project it currently does not fit within the constraints of the current five year CIP.

<b>Capital Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>
Preliminary Studies	\$ 104,650	\$	\$	\$	\$	\$ 104,650
Land	\$ 1,442,000	\$	\$	\$	\$	\$ 1,442,000
Design and Construction	\$ 7,000,000	\$ 28,700,000	\$ 28,200,000	\$ 2,000,000	\$	\$ 65,900,000
Equipment	\$	\$	\$ 1,000,000	\$ 5,230,000	\$	\$ 6,230,000
FF&E	\$	\$	\$ 1,000,000	\$ 5,100,000	\$	\$ 6,100,000
Public Art	\$	\$	\$ 709,762	\$	\$	\$ 709,762
<b>Total</b>	\$ 7,000,000	\$ 28,700,000	\$ 30,909,762	\$ 12,330,000	\$	\$ 80,486,412

<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Personnel	12.00	\$	\$ 84,221	\$ 197,606	\$ 824,577
Contractual		\$	\$	\$ 173,916	\$ 446,815
Commodities		\$	\$	\$	\$ 105,181
Capital		\$	\$	\$	\$
On-going Total		\$	\$ 84,221	\$ 371,522	\$ 1,376,573
Start Up		\$	\$ 12,000	\$ 20,000	\$ 45,000
<b>TOTAL</b>		\$	\$ 96,221	\$ 391,522	\$ 1,421,573

**Agency:  
Facilities**

**Capital Improvement Program (CIP)**

<b>Title:</b>	<b>Physical Security</b>	<b>Year Placed:</b>				<b>N/A</b>	
<i>Description:</i> 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 works in tandem with a request from the Sheriff's office for additional staffing for a 24/7 monitoring function. This project was requested for 2014 but is not currently in the 5 year CIP.							
<b>Capital Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>	
Card Access	\$ 99,162	\$	\$	\$	\$	\$ 99,162	
System Integration	\$	\$	\$ 428,000	\$ 449,900	\$ 472,900	\$ 1,350,800	
Standardization	\$	\$	\$ 59,630	\$ 62,680	\$ 64,775	\$ 187,085	
Process Improvement	\$	\$	\$ 17,530	\$ 18,420	\$ 19,370	\$ 55,320	
System Design	\$ 262,600	\$	\$	\$	\$	\$ 262,600	
Projects per Master Plan	\$	\$ 454,400	\$ 427,950	\$ 630,800	\$ 737,600	\$ 2,250,750	
<b>Total</b>	<b>\$ 361,762</b>	<b>\$ 454,400</b>	<b>\$ 933,110</b>	<b>\$ 1,161,800</b>	<b>\$ 1,294,645</b>	<b>\$ 4,205,717</b>	
<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>		
Personnel	5.00	\$ 257,980	\$ 265,719	\$ 273,691	\$ 281,902		
Contractual	\$	\$	\$	\$	\$		
Commodities	\$	\$	\$	\$	\$		
Capital	\$	\$	\$	\$	\$		
On-going Total	\$	\$ 257,980	\$ 265,719	\$ 273,691	\$ 281,902		
Start Up	\$	\$ 32,234	\$	\$	\$		
<b>TOTAL</b>	<b>\$</b>	<b>\$ 290,214</b>	<b>\$ 265,719</b>	<b>\$ 273,691</b>	<b>\$ 281,902</b>		
<b>Title:</b>	<b>Transit Facility Improvements</b>	<b>Year Placed:</b>				<b>N/A</b>	
<i>Description:</i> 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 2015 but is not currently in the 5 year CIP.							
<b>Capital Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>	
Preliminary Studies	\$	\$	\$	\$	\$	\$	
Land Acquisition	\$ 250,000	\$	\$	\$	\$	\$ 250,000	
Design and Consulting	\$	\$	\$	\$	\$	\$	
Construction	\$	\$	\$	\$	\$	\$	
FF&E	\$	\$	\$	\$	\$	\$	
Public Art	\$	\$	\$	\$	\$	\$	
<b>Total</b>	<b>\$ 250,000</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 250,000</b>	
<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 5</b>		
Personnel	\$	\$	\$	\$	\$		
Contractual	\$	\$	\$	\$	\$		
Commodities	\$	\$	\$	\$	\$		
Capital	\$	\$	\$	\$	\$		
On-going Total	\$	\$	\$	\$	\$		
Start Up	\$	\$	\$	\$	\$		
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		



**Agency:  
Facilities**

**Capital Improvement Program (CIP)**

<b>Title:</b>	<b>Elections Improvements</b>					<b>Year Placed:</b>	<b>N/A</b>
<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 2014 but is not currently in the 5 year CIP.							
<b>Capital Expenditures</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>
Park/Drive Construction	\$	395,000	\$	\$	\$	\$	395,000
Generator and UPS	\$	195,000	\$	\$	\$	\$	195,000
Office Modifications	\$	\$	150,000	\$	\$	\$	150,000
<b>Total</b>	\$	<b>590,000</b>	\$	<b>150,000</b>	\$	\$	<b>740,000</b>
<b>Operating Expenditures</b>		<b>Total FTE</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	
Personnel							
Contractual	\$	\$	\$	\$	\$	\$	
Commodities	\$	\$	\$	\$	\$	\$	
Capital	\$	\$	\$	\$	\$	\$	
On-going Total	\$	\$	\$	\$	\$	\$	
Start Up	\$	\$	\$	\$	\$	\$	
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$	

<b>Title:</b>	<b>Northeast Offices Phase III</b>					<b>Year Placed:</b>	<b>N/A</b>
<i>Description:</i> 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 would also replace an inefficient HVAC system that would be done in conjunction with this reconfiguration work. This project was requested for FY 2015 and is not currently in the 5 year CIP.							
<b>Capital Expenditures</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$	\$
Land Acquisition	\$	\$	\$	\$	\$	\$	\$
Design and Consulting	\$	235,000	\$	\$	\$	\$	235,000
Construction	\$	1,625,000	\$	\$	\$	\$	1,625,000
FF&E	\$	725,000	\$	\$	\$	\$	725,000
Public Art	\$	\$	\$	\$	\$	\$	\$
<b>Total</b>	\$	<b>2,585,000</b>	\$	\$	\$	\$	<b>2,585,000</b>
<b>Operating Expenditures</b>		<b>Total FTE</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	
Personnel		\$	\$	\$	\$	\$	
Contractual	\$	\$	\$	\$	\$	\$	
Commodities	\$	\$	\$	\$	\$	\$	
Capital	\$	\$	\$	\$	\$	\$	
On-going Total	\$	\$	\$	\$	\$	\$	
Start Up	\$	\$	\$	\$	\$	\$	
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$	

**Fund:**  
**Fleet Management**

**Strategic Program:**  
**Support Services**

**Agency:**  
**Fleet Maintenance**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Charges for Service	\$0	\$2,983,774	\$3,996,918	\$3,996,918	33.96%
<b>Total Agency Fees &amp; Charges</b>	<b>\$0</b>	<b>\$2,983,774</b>	<b>\$3,996,918</b>	<b>\$3,996,918</b>	<b>33.96%</b>
Interfund Transfers	\$0	\$1,266,226	\$756,597	\$756,597	(40.25%)
<b>Total Other Agency Revenues</b>	<b>0</b>	<b>1,266,226</b>	<b>756,597</b>	<b>756,597</b>	<b>(40.25%)</b>
<b>a) Total Agency Revenues</b>	<b>0</b>	<b>4,250,000</b>	<b>4,753,515</b>	<b>4,753,515</b>	<b>11.85%</b>
<b>Expenditures</b>					
Personnel	\$0	\$950,058	\$987,443	\$987,443	3.94%
Contractual Services	\$0	\$792,232	\$417,232	\$417,232	(47.33%)
Commodities	\$0	\$1,796,926	\$1,946,926	\$1,946,926	8.35%
Capital Outlay	\$0	\$640,980	\$1,397,577	\$1,397,577	118.04%
<b>Subtotal</b>	<b>0</b>	<b>4,180,196</b>	<b>4,749,178</b>	<b>4,749,178</b>	<b>13.61%</b>
Transfer to Capital Projects	\$0	\$0	\$0	\$0	-
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Expenditures Subtotal</b>	<b>0</b>	<b>4,180,196</b>	<b>4,749,178</b>	<b>4,749,178</b>	<b>13.61%</b>
Risk Management Charges	\$0	\$0	\$4,337	\$4,337	-
<b>b) Total Expenditures</b>	<b>0</b>	<b>4,180,196</b>	<b>4,753,515</b>	<b>4,753,515</b>	<b>13.72%</b>
<b>Difference: b) minus a)</b>	<b>0</b>	<b>69,804</b>	<b>0</b>	<b>0</b>	<b>(100.00%)</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	0.00	15.00	15.00	15.00	0.00%
<b>Total FTE Positions</b>	<b>0.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>0.00%</b>

**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 2014, excluding transfers and Risk Management charges, are budgeted to increase by \$568,982 (13.61%) compared to FY 2013. The increase is due to: 1) the balance of start-up funds established for Fleet in 2013, and 2) the budgeted salary and benefit increases included in the budget parameters.

FTEs for FY 2014 are budgeted to remain constant at 15.00.

**Agency:  
Fleet Maintenance**

<b>Agency Goals &amp; Key Performance Measures (PMs)</b>			
<b>Service Delivery Goals and Associated Performance Measures</b>			
	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
<b>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.</b>			
(A) Performance Measure: % of average fleet where the age is one half of the average stated fleet replacement.	n/a	50%	50%
(B) Performance Measure: % of fleet that meet the Preventative Maintenance compliance rate of 95%.	92%	95%	95%
(C) Performance Measure: % of scheduled vs unscheduled repairs completed.	n/a	50%	65%
(D) Performance Measure: % regular availability of fleet units to their user departments.	n/a	95%	95%
<b>Output and Efficiency Measures</b>			
<b>Output &amp; Efficiency Measures</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
1 a) Average age of total fleet (years).	n/a	n/a	n/a
a) Average replacement cycle of total fleet (years).	n/a	n/a	n/a
b) # of fleet where preventative maintenance is completed, within compliance, on time.	n/a	n/a	n/a
c) # of scheduled repairs.	1,313	1,250	1,250
c) # of unscheduled repairs.	1,173	1,250	1,250
d) Average downtime of total fleet.	n/a	n/a	n/a
** n/a tracking to begin in 2013			

**Agency:  
Fleet Maintenance**

<b>Major Services</b>					
	<u>Actual</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2013</u>	<u>Requested</u> <u>FY 2014</u>	<u>Budget</u> <u>FY 2014</u>	<u>2013-2014</u> <u>% Change</u>
<b>Service #1: Fleet Services</b>					
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	0	4,250,000	4,753,515	4,753,515	11.85%
Expenditures	0	4,180,196	4,753,515	4,753,515	13.72%
Difference	\$ 0	\$ 69,804	\$ 0	\$ 0	(100.00%)
FTE Positions	0.00	15.00	15.00	15.00	0.00%

**Fund:**  
**General Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**Human Resources**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Charges for Service	\$0	\$0	\$0	\$0	-
<b>Total Agency Fees &amp; Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Miscellaneous	\$500	\$72,500	\$72,500	\$72,500	0.00%
<b>Total Other Agency Revenues</b>	<b>500</b>	<b>72,500</b>	<b>72,500</b>	<b>72,500</b>	<b>0.00%</b>
<b>a) Total Agency Revenues</b>	<b>500</b>	<b>72,500</b>	<b>72,500</b>	<b>72,500</b>	<b>0.00%</b>
<b>Expenditures</b>					
Personnel	\$1,607,557	\$1,633,268	\$1,757,373	\$1,692,809	3.65%
Contractual Services	\$126,075	\$202,354	\$202,354	\$202,354	0.00%
Commodities	\$22,344	\$51,871	\$51,871	\$51,871	0.00%
Capital Outlay	\$0	\$22,500	\$22,500	\$22,500	0.00%
<b>Subtotal</b>	<b>1,755,976</b>	<b>1,909,993</b>	<b>2,034,098</b>	<b>1,969,534</b>	<b>3.12%</b>
Transfer to Equipment Reserve	\$11,080	\$11,080	\$11,080	\$11,080	0.00%
<b>Subtotal</b>	<b>11,080</b>	<b>11,080</b>	<b>11,080</b>	<b>11,080</b>	<b>0.00%</b>
<b>Expenditures Subtotal</b>	<b>1,767,056</b>	<b>1,921,073</b>	<b>2,045,178</b>	<b>1,980,614</b>	<b>3.10%</b>
Risk Management Charges	\$4,445	\$4,580	\$4,214	\$4,214	(7.99%)
<b>b) Total Expenditures</b>	<b>1,771,501</b>	<b>1,925,653</b>	<b>2,049,392</b>	<b>1,984,828</b>	<b>3.07%</b>
<b>Difference: b) minus a)</b>	<b>(1,771,001)</b>	<b>(1,853,153)</b>	<b>(1,976,892)</b>	<b>(1,912,328)</b>	<b>3.19%</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	19.76	18.81	19.81	18.81	0.00%
<b>Total FTE Positions</b>	<b>19.76</b>	<b>18.81</b>	<b>19.81</b>	<b>18.81</b>	<b>0.00%</b>

**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 2014, excluding transfers and Risk Management charges, are budgeted to increase by \$59,541 (3.12%) compared to FY 2013. The increase is due to: 1) the budgeted salary and benefit increases included in the budget parameters.

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

FTEs for FY 2014 are budgeted to remain constant at 18.81.

**Agency:  
Human Resources**

<b>Agency Goals &amp; Objectives</b>			
<b>Service Delivery Goals and Associated Objectives</b>	<b>Associated PMs:</b>		
<b><u>Talent Management</u></b>			
1) <b>Provide responsive recruitment and retention assistance to meet the staffing needs of departments/agencies.</b>	b		
2) <b>Deliver employee training and development programs that effectively meet the staffing needs of County departments/agencies.</b>	d		
*Maintain the number of employees attending HR-sponsored training programs.	d		
*Deliver quality employee development programs that effectively meet the skill development needs of managers and line staff.	j		
<b><u>Employee Engagement</u></b>			
3) <b>Provide timely assistance to departments/agencies regarding employee relations concerns, including Family and Medical Leave requests.</b>	a, e, g		
*Increase the response rate of separated employees participating in an exit survey to 50%.	h		
*Promptly and thoroughly investigate and appropriately address employee relations issues.	i		
<b><u>Workforce Planning &amp; Rewards</u></b>			
4) <b>Provide responsive and consistent compensation and HRMS assistance to departments/agencies.</b>	c		
*Complete classification reviews timely.	f		
<b>Agency Key Performance Measures (PMs)</b>			
<b>Output</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
a) # of FMLA cases managed.	1,211	1,200	1,200
b) # of recruitments.	365	475	450
c) # of classification reviews completed.	52	35	50
d) # of employees attending HR-sponsored training.	2,762	3,000	3,000
e) # of Employee Relations investigations completed.	39	65	50
<b><u>Efficiency/Cost Measures</u></b>			
f) Days to complete a classification review.	17.1	15	15
<b><u>Effectiveness Measures</u></b>			
g) % of random drug screens completed as scheduled.	100%	100%	100%
h) % of exit surveys completed.	39%	50%	50%
i) % disputes upheld.	100%	95%	95%
j) % training evaluations > 4.0/5.0 Scale.	99%	95%	95%

**Agency:  
Human Resources**

<b>Major Services</b>					
	<u>Actual</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2013</u>	<u>Requested</u> <u>FY 2014</u>	<u>Budget</u> <u>FY 2014</u>	<u>2013-2014</u> <u>% Change</u>
<b>Service #1: Talent Management</b>					
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 provides Countywide and department/agency-specific employee training and development programs.					
Agency Revenues	321	72,500	72,500	72,500	0.00%
Expenditures	758,067	775,897	886,150	821,586	5.89%
Difference	\$ (757,746)	\$ (703,397)	\$ (813,650)	\$ (749,086)	6.50%
FTE Positions	8.48	8.05	9.05	8.05	0.00%
<b>Service #2: Employee Engagement</b>					
Provides direct employee relations support to departments/agencies, including the development and application of HR Policies and Procedures, oversight of employment-related legal matters, (FLSA, FMLA, etc.) and administration of the County's employee service recognition program.					
Agency Revenues	95	0	0	0	-
Expenditures	533,651	605,680	613,006	613,006	1.21%
Difference	\$ (533,556)	\$ (605,680)	\$ (613,006)	\$ (613,006)	1.21%
FTE Positions	5.96	5.66	5.66	5.66	0.00%
<b>Service #3: Workforce Planning and Rewards</b>					
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 provides second level HRIS guidance and assistance regarding the functionality of HR-related modules.					
Agency Revenues	84	0	0	0	-
Expenditures	475,338	539,496	546,022	546,022	1.21%
Difference	\$ (475,254)	\$ (539,496)	\$ (546,022)	\$ (546,022)	1.21%
FTE Positions	5.32	5.10	5.10	5.10	(0.00%)

**Agency:  
Human Resources**

**Requests for Additional Resources**

	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>Requested FY 2015</u>	<u>Projected FY 2015</u>
<b>Learning and Development</b>				
<b>Request #1: Specialist</b>			<b>Priority: 1</b>	<b>Major Service: Human Resources</b>
<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 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>64,564</u>	<u>0</u>	<u>0</u>	<u>0</u>
Difference	\$ (64,564)	\$ 0	\$ 0	\$ 0
Full-time Equivalent Positions	1.00	0.00	0.00	0.00



**Fund:**  
**General Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**Legal**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Charges for Service	\$0	\$0	\$0	\$0	-
<b>Total Agency Fees &amp; Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Miscellaneous	\$17,146	\$12,189	\$12,433	\$12,433	2.00%
<b>Total Other Agency Revenues</b>	<b>17,146</b>	<b>12,189</b>	<b>12,433</b>	<b>12,433</b>	<b>2.00%</b>
<b>a) Total Agency Revenues</b>	<b>17,146</b>	<b>12,189</b>	<b>12,433</b>	<b>12,433</b>	<b>2.00%</b>
<b>Expenditures</b>					
Personnel	\$1,612,658	\$1,819,724	\$1,879,638	\$1,879,638	3.29%
Contractual Services	\$51,056	\$77,235	\$93,235	\$77,235	0.00%
Commodities	\$21,353	\$27,700	\$27,700	\$27,700	0.00%
<b>Subtotal</b>	<b>1,685,067</b>	<b>1,924,659</b>	<b>2,000,573</b>	<b>1,984,573</b>	<b>3.11%</b>
Transfer to Equipment Reserve	\$9,954	\$9,954	\$9,954	\$9,954	0.00%
<b>Subtotal</b>	<b>9,954</b>	<b>9,954</b>	<b>9,954</b>	<b>9,954</b>	<b>0.00%</b>
<b>Expenditures Subtotal</b>	<b>1,695,021</b>	<b>1,934,613</b>	<b>2,010,527</b>	<b>1,994,527</b>	<b>3.10%</b>
Risk Management Charges	\$3,081	\$3,241	\$3,338	\$3,338	2.99%
<b>b) Total Expenditures</b>	<b>1,698,102</b>	<b>1,937,854</b>	<b>2,013,865</b>	<b>1,997,865</b>	<b>3.10%</b>
<b>Difference: b) minus a)</b>	<b>(1,680,956)</b>	<b>(1,925,665)</b>	<b>(2,001,432)</b>	<b>(1,985,432)</b>	<b>3.10%</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	15.25	15.50	15.50	15.50	0.00%
<b>Total FTE Positions</b>	<b>15.25</b>	<b>15.50</b>	<b>15.50</b>	<b>15.50</b>	<b>0.00%</b>

**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 2014, excluding transfers and Risk Management charges, are budgeted to increase by \$59,914 (3.11%) compared to FY 2013. This increase is due to: 1) the budgeted salary and benefit increases included in the budget parameters.

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

FTEs for FY 2014 remain constant at 15.50 FTE.

**Agency:  
Legal**

<b>Agency Goals &amp; Objectives</b>			
<b>Service Delivery Goals and Associated Objectives</b>	<b>Associated PMs:</b>		
1) <b>Provide high quality and responsive legal services in a professional and friendly manner.</b>	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) <b>Represent the interests of the County and its officials in legal proceedings and act to minimize risk and ensure compliance of laws and policies.</b>	a,b		
* Appear at and present position of County in legal proceedings.	a,b		
<b>Agency Key Performance Measures (PMs)</b>			
<b>Output</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
a) N/A	n/a	n/a	n/a
<b>Efficiency/Cost Measures</b>			
a) N/A	n/a	n/a	n/a
<b>Effectiveness Measures</b>			
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**

<b>Major Services</b>					
	<u>Actual</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2013</u>	<u>Requested</u> <u>FY 2014</u>	<u>Budget</u> <u>FY 2014</u>	<u>2013-2014</u> <u>% Change</u>
<b>Service #1: Legal Services</b>					
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	17,146	12,189	12,433	12,433	2.00%
Expenditures	1,695,021	1,934,613	2,010,527	1,994,527	3.10%
Difference	\$ (1,677,875)	\$ (1,922,424)	\$ (1,998,094)	\$ (1,982,094)	3.10%
FTE Positions	15.25	15.50	15.50	15.50	0.00%

**Agency:  
Legal**

**Requests for Additional Resources**

	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>Requested FY 2015</u>	<u>Projected FY 2015</u>
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**Request #1: Increased Training and Development**

**Priority: 1 Major Service: Legal Services**

This request is for increased 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 was not placed in the FY 2014 Budget.

Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	<u>16,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Difference	\$ (16,000)	\$ 0	\$ 0	\$ 0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

**Fund:**  
**Risk Management Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**Risk Management**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Charges for Service	\$2,169,408	\$2,236,378	\$2,315,619	\$2,315,619	3.54%
<b>Total Agency Fees &amp; Charges</b>	<b>\$2,169,408</b>	<b>\$2,236,378</b>	<b>\$2,315,619</b>	<b>\$2,315,619</b>	<b>3.54%</b>
Use of Carryover	\$0	\$0	\$100,000	\$100,000	-
Miscellaneous	\$30,977	\$12,065	\$12,806	\$12,806	6.14%
Intrafund Transfers	\$1,375,257	\$1,539,265	\$1,640,317	\$1,640,317	6.56%
Interest	\$260	\$4,912	\$5,875	\$5,875	19.61%
<b>Total Other Agency Revenues</b>	<b>\$1,406,494</b>	<b>\$1,556,242</b>	<b>\$1,758,998</b>	<b>\$1,758,998</b>	<b>13.03%</b>
<b>a) Total Agency Revenues</b>	<b>\$3,575,902</b>	<b>\$3,792,620</b>	<b>\$4,074,617</b>	<b>\$4,074,617</b>	<b>7.44%</b>
<b>Expenditures</b>					
Personnel	\$286,270	\$357,596	\$370,499	\$370,499	3.61%
Contractual Services	\$1,730,266	\$1,895,414	\$2,047,361	\$2,047,361	8.02%
Commodities	\$12,913	\$6,100	\$6,600	\$6,600	8.20%
Capital Outlay	\$0	\$9,000	\$9,000	\$9,000	0.00%
<b>Subtotal</b>	<b>\$2,029,449</b>	<b>\$2,268,110</b>	<b>\$2,433,460</b>	<b>\$2,433,460</b>	<b>7.29%</b>
Interfund Transfers	\$78,060	\$0	\$0	\$0	
Intrafund Transfers	\$1,375,257	\$1,539,265	\$1,640,317	\$1,640,317	6.56%
<b>Subtotal</b>	<b>\$1,453,317</b>	<b>\$1,539,265</b>	<b>\$1,640,317</b>	<b>\$1,640,317</b>	<b>6.56%</b>
<b>Expenditures Subtotal</b>	<b>\$3,482,766</b>	<b>\$3,807,375</b>	<b>\$4,073,777</b>	<b>\$4,073,777</b>	<b>7.00%</b>
Risk Management Charges	\$1,003	\$968	\$840	\$840	(13.22%)
<b>b) Total Expenditures</b>	<b>\$3,483,769</b>	<b>\$3,808,343</b>	<b>\$4,074,617</b>	<b>\$4,074,617</b>	<b>6.99%</b>
<b>Difference: b) minus a)</b>	<b>\$92,133</b>	<b>(\$15,723)</b>	<b>\$0</b>	<b>\$0</b>	<b>(100.00%)</b>
<b>Tax Revenues</b>					
Ad Valorem Support	\$300	\$0	\$0	\$0	-
Other Taxes	\$2,144	\$5,077	\$0	\$0	(100.00%)
<b>Total Tax Revenues</b>	<b>\$2,444</b>	<b>\$5,077</b>	<b>\$0</b>	<b>\$0</b>	<b>(100.00%)</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	4.50	4.50	4.50	4.50	0.00%
<b>Total FTE Positions</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>0.00%</b>

**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 2014, excluding transfers, Risk Management charges and cost allocation, are budgeted to increase by \$165,350 (7.29%) compared to FY 2013. This net increase is due to: 1) anticipated contractual increases for insurance premiums, and 2) the budgeted salary and benefit increases included in the budget parameters.

FTEs for FY 2014 are budgeted to remain constant at 4.50.

**Agency:  
Risk Management**

**Agency Goals & Objectives**

<b>Service Delivery Goals and Associated Objectives</b>	<b>Associated PMs:</b>
<b>1) Protect the County against financial impact of losses.</b>	
*Control costs of workers' compensation losses.	a,d,f,g,h,k,l
*Maintain a frequency rate of 1.0 or less.	i
*Maintain a severity rate of 15.0 or less.	j
*Reduce the number of preventable automobile accidents.	b,e,h,m
*Confirm contractor/vendor contractual transfer of liability.	c
<b>2) Provide a safe work environment for employees.</b>	
*Conduct ergonomic workstation evaluations.	d
*Conduct semi-annual and annual workplace inspections.	f,n
*Conduct safety training.	d,e,g,h

**Agency Key Performance Measures (PMs)**

<b>Output</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
a) # of W.C. claims paid (12-31-12 projected ultimate).	293	288	295
b) # of motor vehicle records ordered and reviewed annually.	1,010	1,100	1,150
c) # of Certificates of Insurance reviewed and recorded.	1,150	1,200	1,200
d) # of ergonomic evaluations conducted.	214	150	150
e) # of designated drivers receiving training.	570	675	700
f) # of safety inspections.	73	74	74
g) # of safety classes conducted.	9	15	16
h) # of employees attending safety training classes.	93	140	145
<b>Efficiency/Cost Measures</b>			
i) W.C. frequency rate (# of lost time claims). -FREQUENCY RATE = Lost Time Claims * 200,000 (per yr)/ Hours worked	1.54	1.35	1.39
j) W.C. severity (# of lost work days). -SEVERITY RATE = Lost Time Days * 200,000 (per yr)/ Hours worked	23.75	21.73	21.73
<b>Effectiveness Measures</b>			
k) W.C. loss cost as % of total payroll (12-31-12 projected ultimate).	0.95%	0.91%	0.93%
l) W.C. medical cost savings generated (net with fee).	\$649,509	\$782,150	\$782,150
m) % of total auto accidents determined to be preventable.	62%	50%	50%
n) # of Countywide safety inspection recommendations.	214	185	175

**Agency:  
Risk Management**

<b>Major Services</b>					
	<u>Actual FY 2012</u>	<u>Estimated FY 2013</u>	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>2013-2014 % Change</u>
<b>Service #1: Risk Management and Safety</b>					
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. Assure that emergency response plans are written, modified as needed, and exercised.					
Agency Revenues	302,328	266,990	288,975	288,975	8.23%
Expenditures	310,500	406,452	420,096	420,096	3.36%
Difference	\$ (8,172)	\$ (139,462)	\$ (131,121)	\$ (131,121)	(5.98%)
FTE Positions	4.50	4.50	4.50	4.50	0.00%
<b>Service #2: Risk Financing</b>					
Develop, recommend and administer financial alternatives to transferring or retaining the financial protection to the varied exposures to loss.					
Agency Revenues	1,226,811	1,350,035	1,454,026	1,454,026	7.70%
Expenditures	1,226,174	1,350,035	1,454,026	1,454,026	7.70%
Difference	\$ 637	\$ 0	\$ 0	\$ 0	-
FTE Positions	0.00	0.00	0.00	0.00	-
<b>Service #3: Claims Management</b>					
Manage the Special Liabilities/Risk Management Fund in the procurement, administration and claims handling of property and liability compensation programs.					
Agency Revenues	671,506	636,330	691,299	691,299	8.64%
Expenditures	492,775	511,623	558,953	558,953	9.25%
Difference	\$ 178,731	\$ 124,707	\$ 132,346	\$ 132,346	6.13%
FTE Positions	0.00	0.00	0.00	0.00	-

**Fund:**  
**General Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**Technology & Innovation**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Licenses and Permits	\$0	\$295,000	\$300,900	\$300,900	2.00%
Charges for Service	\$236,962	\$340,359	\$347,167	\$347,167	2.00%
<b>Total Agency Fees &amp; Charges</b>	<b>\$236,962</b>	<b>\$635,359</b>	<b>\$648,067</b>	<b>\$648,067</b>	<b>2.00%</b>
Miscellaneous	\$53,819	\$1,000	\$1,000	\$1,000	0.00%
Interfund Transfers	\$0	\$580,919	\$580,919	\$580,919	0.00%
<b>Total Other Agency Revenues</b>	<b>53,819</b>	<b>581,919</b>	<b>581,919</b>	<b>581,919</b>	<b>0.00%</b>
<b>a) Total Agency Revenues</b>	<b>290,781</b>	<b>1,217,278</b>	<b>1,229,986</b>	<b>1,229,986</b>	<b>1.04%</b>
<b>Expenditures</b>					
Personnel	\$5,198,763	\$8,454,569	\$8,895,911	\$8,735,725	3.33%
Contractual Services	\$2,326,154	\$3,020,076	\$3,140,781	\$3,137,781	3.90%
Commodities	\$291,542	\$212,847	\$308,847	\$304,847	43.22%
Capital Outlay	\$0	\$85,418	\$80,418	\$80,418	(5.85%)
<b>Subtotal</b>	<b>7,816,459</b>	<b>11,772,910</b>	<b>12,425,957</b>	<b>12,258,771</b>	<b>4.13%</b>
Transfer to Equipment Reserve	\$0	\$13,000	\$13,000	\$13,000	0.00%
Transfer to Capital Projects	\$750,000	\$2,601,378	\$1,428,400	\$1,428,400	(45.09%)
<b>Subtotal</b>	<b>750,000</b>	<b>2,614,378</b>	<b>1,441,400</b>	<b>1,441,400</b>	<b>(44.87%)</b>
<b>Expenditures Subtotal</b>	<b>8,566,459</b>	<b>14,387,288</b>	<b>13,867,357</b>	<b>13,700,171</b>	<b>(4.78%)</b>
Risk Management Charges	\$14,473	\$16,949	\$18,980	\$18,980	11.98%
Cost Allocation	\$0	\$175,947	\$0	\$0	(100.00%)
<b>b) Total Expenditures</b>	<b>8,580,932</b>	<b>14,580,184</b>	<b>13,886,337</b>	<b>13,719,151</b>	<b>(5.91%)</b>
<b>Difference: b) minus a)</b>	<b>(8,290,151)</b>	<b>(13,362,906)</b>	<b>(12,656,351)</b>	<b>(12,489,165)</b>	<b>(6.54%)</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	58.62	84.63	86.63	84.63	0.00%
<b>Total FTE Positions</b>	<b>58.62</b>	<b>84.63</b>	<b>86.63</b>	<b>84.63</b>	<b>0.00%</b>

**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 2014, excluding Risk Management charges, are budgeted to decrease by \$687,117 (4.78%) compared to FY 2013. The decrease is due to the net impact of : 1) a decrease in Transfers to Capital Projects of \$1,172,978 due to the reduction of one time funding from FY 2013 for the Courthouse VOIP , 2) an increase of \$14,405 for Oracle licenses, 3) an increase of \$85,500 for the Microsoft Enterprise Agreement, 4) an increase of \$10,000 for the Helpdesk software maintenance, 5) a one time increase of \$60,000 for the Helpdesk software replacement, 6) a one time increase of \$34,800 for Oracle PC replacement, 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 includes \$1,428,400 for Infrastructure Maintenance.

FTEs for FY 2014 are budgeted to remain constant at 84.63.

In 2012, ITS was merged with AIMS and Oracle Support Center creating The Department of Technology and Innovation (DTI).



**Agency:  
Technology & Innovation**

<b>Agency Goals &amp; Objectives</b>			
<b>Service Delivery Goals and Associated Objectives</b>	<b>Associated PMs:</b>		
<p><b>1) Provide effective and efficient information technology services in support of County business within the resources allocated to DTI.</b></p> <p>Maintain application availability at the level required to support County business goals by implementing the following capabilities:</p> <ul style="list-style-type: none"> <li>~ Monitoring capabilities that allow for the proactive identification and resolution of problems.</li> <li>~ Redundancy/fail over capabilities for critical system components to enable the highest availability during normal business hours.</li> <li>~ Change management processes which limit downtime and improve communications when failures occur.</li> </ul> <p>Provide technology services as required by County agencies in a timely manner.</p> <ul style="list-style-type: none"> <li>~ Produce quality products that require minimal maintenance and support.</li> <li>~ Be responsive to client needs.</li> </ul> <p>Continually improve quality of service provided through the implementation of new processes and the refinement of current processes.</p> <p>Produce products that add value to client business processes.</p>	<p>a,c</p> <p>b,f</p> <p>g,i</p> <p>d,e,h</p>		
<b>Agency Key Performance Measures (PMs)</b>			
<b>Output</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
<b>Efficiency/Cost Measures</b>			
a) % of time enterprise applications available. (Most of actual downtime was scheduled work.)	99%	99%	99%
b) Staff time spent on new work.	53%	45%	50%
c) Oracle application uptime as a % of business hours.	100%	99%	99%
d) Oracle patches, clusters, family packs.	115	120	120
e) Migration of application extensions, report mods, and custom reports to production.	415	400	400
<b>Effectiveness Measures</b>			
f) Composite score on customer satisfaction surveys. * timeliness of service	4.77	4.8	4.8
g) Composite score on customer satisfaction surveys. * quality of service	4.82	4.8	4.8
h) Composite score on customer satisfaction surveys. * value of products produced	4.82	4.8	4.8
i) Composite score on customer satisfaction surveys. * satisfaction with DTI processes	4.82	4.8	4.8

**Agency:  
Technology & Innovation**

<b>Major Services</b>					
	<u>Actual FY 2012</u>	<u>Estimated FY 2013</u>	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>2013-2014 % Change</u>
<b>Service #1: Administrative Services</b>					
The Administrative Services Division provides administrative support for the department. This Division includes the planning and budgeting groups for DTI and the entire DTI Management Team.					
Agency Revenues	237,593	248,683	253,637	253,637	1.99%
Expenditures	2,841,859	3,176,099	3,514,303	3,246,092	2.20%
Difference	\$ (2,604,266)	\$ (2,927,416)	\$ (3,260,666)	\$ (2,992,455)	2.22%
FTE Positions	13.00	17.00	17.00	17.00	0.00%
<b>Service #2: Enterprise Services</b>					
The Enterprise Services Division provides technology solutions in the areas of application development and support (including GIS and Oracle E-Business), business process analysis and improvement, and project management.					
Agency Revenues	50,559	386,430	394,159	394,159	2.00%
Expenditures	1,919,061	4,788,424	5,078,372	4,917,716	2.70%
Difference	\$ (1,868,502)	\$ (4,401,994)	\$ (4,684,213)	\$ (4,523,557)	2.76%
FTE Positions	17.62	39.63	39.63	39.63	0.00%
<b>Service #3: Infrastructure Services</b>					
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. Database development, administration, and support is included in this Division.					
Agency Revenues	2,629	582,165	582,190	582,190	0.00%
Expenditures	3,805,539	6,422,765	5,274,682	5,536,363	(13.80%)
Difference	\$ (3,802,910)	\$ (5,840,600)	\$ (4,692,492)	\$ (4,954,173)	(15.18%)
FTE Positions	28.00	28.00	30.00	28.00	0.00%

**Agency:  
Technology & Innovation**

Requests for Additional Resources				
	Requested FY 2014	Budget FY 2014	Requested FY 2015	Projected FY 2015
<p><b>Request #1: Senior Security Analyst</b> <span style="float: right;"><b>Priority: 1</b> <b>Major Service:</b></span></p> <p style="text-align: right; margin-right: 20px;">Infrastructure Services</p> <p>The IT industry has seen a huge increase in the frequency of attacks over the last three years. Attacks vary from large-scale distributed denial-of-service (DDoS), to cutting-edge web application hacks, theft of personal identification information, site corruption and cyber-extortion. The new initiatives being undertaken within DTI like mobility, shared services, cloud services, increased web based services, and support for consumer devices have increased both the breath and complexity of the County's security concerns. Hackers and cyber criminals are more prevalent and inventive than ever. New threats surface almost daily and the potential impact of security incidents, both in terms of hard dollars and residents trust, could be significant. DTI has operated with two dedicated security positions for many years, but we are finding it difficult to provide high service levels for the many activities needing security reviews and expertise. DTI believes the security staff is stretched to a level that effectiveness and morale are being impacted and are therefore requesting an additional resource be added to the security group. This request is not included in the FY 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	95,612	0	0	0
Difference	\$ (95,612)	\$ 0	\$ 0	\$ 0
Full-time Equivalent Positions	1.00	0.00	0.00	0.00
<p><b>Request #2: Technical Support Analyst</b> <span style="float: right;"><b>Priority: 2</b> <b>Major Service:</b></span></p> <p style="text-align: right; margin-right: 20px;">Infrastructure Services</p> <p>The Support Center provides Helpdesk, PC, and video support for a large portion of the County employee base. Over the last 4 years the group has gone from 8 FTEs to 5 FTEs. The number of PCs being supported in the County has actually risen during that time. In addition, the group has picked up support for a number of cities' PC support. Recently the move to consolidate IT operations from other departments has increased this particular group's work load without any additional resources. Support for personal devices i.e. phones and tablets have also increased workloads for the staff. DTI feels both service levels and group morale have suffered significantly. In 2012 DTI spent over \$20,000 in overtime costs in the Support Center, so a portion of the costs for this request would be offset in reduced overtime. This request is not included in the FY 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	66,328	0	0	0
Difference	\$ (66,328)	\$ 0	\$ 0	\$ 0
Full-time Equivalent Positions	1.00	0.00	0.00	0.00
<p><b>Request #3: Oracle License Fee</b> <span style="float: right;"><b>Priority: 3</b> <b>Major Service:</b></span></p> <p style="text-align: right; margin-right: 20px;">Application Support</p> <p>OSC is requesting funding for ongoing software licensing fees. The amount requested for 2014 is \$14,405. OSC is also requesting the budget for software licenses be increased by 3.15% (approximately \$16,000) every year, hereafter. In 2013, Oracle software maintenance is estimated to cost \$495,022. These fees provide the County's Oracle system with updates, assistance with data fixes, patches, maintenance, access to new software releases, etc. This request is funded in the FY 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	14,405	14,405	14,405	14,405
Difference	\$ (14,405)	\$ (14,405)	\$ (14,405)	\$ (14,405)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00

**Agency:  
Technology & Innovation**

<b>Requests for Additional Resources</b>				
	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>Requested FY 2015</u>	<u>Projected FY 2015</u>
<b>Request #4: Microsoft Enterprise Agreement</b>			<b>Priority: 4</b>	<b>Major Service:</b> Administrative Services
<p>Johnson County has been enrolled under the State Of Kansas' Microsoft Enterprise Agreement since 2001. The agreement comes up for renewal every three years. This three year agreement gives the County upgrade rights to Microsoft operating systems, Office Professional, and "Core Client Access Licenses (CALs)" for all the PCs in the County. January 2014 is a renewal date for the agreement and DTI has been informed by Microsoft to anticipate a 15% increase in the software maintenance covered in this agreement. The annual cost of this agreement is \$570,000, so a 15% increase is \$85,500. This request has been included in the FY 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	85,500	85,500	85,500	85,500
Difference	<u>85,500</u>	<u>85,500</u>	<u>85,500</u>	<u>85,500</u>
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
<b>Request #5: Helpdesk Software</b>			<b>Priority: 5</b>	<b>Major Service:</b> Infrastructure Services
<p>In 2000, ITS purchased and implemented a Helpdesk problem tracking tool named Magic. Since that original purchase the product rights for that software has changed hands. Computer Associates now has the product rights and has decided to end sales and support of the product by 2014. Computer Associates has a competing product that they are attempting to move the Magic customer base towards. Johnson County DTI will have to move to another product. The operation supported by this software is very extensive logging over 17,000 tickets per year. In addition, the product offerings have matured extensively since 2000. This request has been included in the FY 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	70,000	70,000	70,000	70,000
Difference	\$ <u>(70,000)</u>	\$ <u>(70,000)</u>	\$ <u>(70,000)</u>	\$ <u>(70,000)</u>
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
<b>Request #6: MicroSoft Enterprise Agreement</b>			<b>Priority: 6</b>	<b>Major Service:</b> Application Support
<p>OSC is requesting funding for replacement of PCs, laptops, and monitors. Based on the County 4 year life cycle, the PCs and laptops will need to be replaced in December of 2013. The monitors were purchased in 2005 and 2007, and are also up for replacement. This request has been included in the FY 2014 Budget.</p>				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	34,800	34,800	0	0
Difference	\$ <u>(34,800)</u>	\$ <u>(34,800)</u>	\$ 0	\$ 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:** 2014

**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 2014 projects include: upgrades to data switches, replacement of old Cisco routers, upgrade LAN servers, UPS/wireless replacement, replacement of UPS system, replacement to special internet infrastructure and upgrades to voice hardware and software. Funding for this project has been included in the FY 2014 Budget.

<b>Capital Expenditures</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$	\$	\$	\$	\$
Equipment	\$ 1,428,400	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,428,400
<b>Total</b>	\$ 1,428,400	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,428,400

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

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

**Description:** The project is to expand the County fiber network to areas of the County not currently covered. This project would be a 4 to 5 year rollout of this expanded fiber network. Phase one would be to create a southwest connection to New Century (Sheriff and Corrections), the airport, the Wastewater facility at New Century, the Park and Recreation facility, the city of Gardner, Gardner Library, city of Edgerton, Library in Edgerton and Sheriff facility in Edgerton. 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. Funding for this project was requested for 2014 but this project did not fit in the current constraints of the 5 year financial plan.

<b>Capital Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design	\$	\$	\$	\$	\$	\$
Construction	\$ 2,079,000	\$ 2,114,000	\$ 760,000	\$ 1,053,000	\$	\$ 6,006,000
<b>Total</b>	\$ 2,079,000	\$ 2,114,000	\$ 760,000	\$ 1,053,000	\$	\$ 6,006,000

<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Personnel	1.00	\$ 94,643	\$ 97,570	\$ 100,588
Contractual	\$	\$ 24,000	\$ 59,250	\$ 83,250
Commodities	\$	\$	\$	\$
Capital	\$	\$	\$	\$
On-going Total	\$	\$ 118,643	\$ 156,820	\$ 183,838
Start Up	\$	\$ 75,000	\$	\$
<b>TOTAL</b>	\$	\$ 193,643	\$ 156,820	\$ 183,838

**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.

<b>Capital Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>
Preliminary Studies	\$	\$	\$	\$	\$	\$
Design and Construction	\$	\$	\$	\$	\$	\$
Equipment	\$ 200,000	\$ 200,000	\$ 700,000	\$	\$	<b>1,100,000</b>
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 700,000</b>	<b>\$</b>	<b>\$</b>	<b>1,100,000</b>

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

**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 2014, but has not been placed in the 5 year plan.

<b>Capital Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>
Scanning Services	\$ 75,000	\$ 75,000	\$	\$	\$	<b>150,000</b>
Software Costs	\$ 297,500	\$ 76,000	\$ 66,000	\$	\$	<b>439,500</b>
Professional Services	\$ 125,000	\$ 127,000	\$ 125,000	\$	\$	<b>377,000</b>
Equipment	\$ 110,000	\$ 62,000	\$ 12,000	\$	\$	<b>184,000</b>
<b>Total</b>	<b>\$ 607,500</b>	<b>\$ 340,000</b>	<b>\$ 203,000</b>	<b>\$</b>	<b>\$</b>	<b>1,150,500</b>

<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Personnel				
Contractual	\$	\$ 46,000	\$ 58,000	\$ 69,000
Commodities	\$	\$	\$	\$
Capital	\$	\$	\$	\$
On-going Total	\$	\$ 46,000	\$ 58,000	\$ 69,000
Start Up	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$ 46,000</b>	<b>\$ 58,000</b>	<b>\$ 69,000</b>

**Agency:  
Technology & Innovation**

**Capital Improvement Program (CIP)**

<b>Title:</b>	<b>Enterprise Land Records</b>					<b>Year Placed:</b>	<b>NA</b>
<b>Description:</b>	The Enterprise Land Records (ELR) project has been initiated at the request of the Records and Tax Administration, Treasurer's Office, County Appraiser, County Manager's Office, and Technology and Innovation departments in order to provide a more robust, integrated process for the land records business functions. This initiative intends to provide integrated, seamless processing and access for land record data. This data is generated and used by several County departments and external organizations for a variety of purposes. Portions of this project may be eligible for funding from the Records and Tax Administration Technology Fund. This project has been requested to begin in FY 2014, but has not been placed in the 5 year plan.						
<b>Capital Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>	
Consulting	\$ 200,000	\$ 150,000	\$ 75,000	\$	\$	\$	<b>425,000</b>
Hardware	\$ 75,000	\$	\$	\$	\$	\$	<b>75,000</b>
Software	\$ 300,000	\$ 250,000	\$ 50,000	\$	\$	\$	<b>600,000</b>
<b>Total</b>	<b>\$ 575,000</b>	<b>\$ 400,000</b>	<b>\$ 125,000</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>1,100,000</b>
<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>		
Personnel							
Contractual	\$	\$ 54,000	\$ 100,620	\$ 110,970	\$ 110,970		
Commodities	\$	\$	\$	\$	\$		
Capital	\$	\$	\$	\$	\$		
<b>On-going Total</b>	<b>\$</b>	<b>\$ 54,000</b>	<b>\$ 100,620</b>	<b>\$ 110,970</b>	<b>\$ 110,970</b>		
Start Up	\$	\$	\$	\$	\$		
<b>TOTAL</b>	<b>\$</b>	<b>\$ 54,000</b>	<b>\$ 100,620</b>	<b>\$ 110,970</b>	<b>\$ 110,970</b>		

<b>Title:</b>	<b>e-Discovery Replacement</b>					<b>Year Placed:</b>	<b>NA</b>
<b>Description:</b>	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 a product 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 for the product by 2014. This project was requested for FY 2014, but has not been placed in the 5 year plan.						
<b>Capital Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Project Total</b>	
Software Costs	\$ 175,000	\$	\$	\$	\$	\$	<b>175,000</b>
Consulting	\$ 60,000	\$	\$	\$	\$	\$	<b>60,000</b>
Hardware	\$ 125,000	\$	\$	\$	\$	\$	<b>125,000</b>
<b>Total</b>	<b>\$ 360,000</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>360,000</b>
<b>Operating Expenditures</b>	<b>Total FTE</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>			
Personnel							
Contractual	\$	\$	\$	\$			
Commodities	\$	\$	\$	\$			
Capital	\$	\$	\$	\$			
<b>On-going Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
Start Up	\$	\$	\$	\$			
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			

**Fund:**  
**General Fund**

**Strategic Program:**  
**Support Services**

**Agency:**  
**Treasury & Financial Management**

	Actual FY 2012	Estimated FY 2013	Requested FY 2014	Budget FY 2014	2013 - 2014 % Change
<b>Agency Revenues</b>					
Charges for Service	\$53,965	\$77,316	\$77,470	\$77,470	0.20%
<b>Total Agency Fees &amp; Charges</b>	<b>\$53,965</b>	<b>\$77,316</b>	<b>\$77,470</b>	<b>\$77,470</b>	<b>0.20%</b>
Miscellaneous	\$2,834	\$1,781	\$29,817	\$29,817	1574.17%
<b>Total Other Agency Revenues</b>	<b>2,834</b>	<b>1,781</b>	<b>29,817</b>	<b>29,817</b>	<b>1574.17%</b>
<b>a) Total Agency Revenues</b>	<b>56,799</b>	<b>79,097</b>	<b>107,287</b>	<b>107,287</b>	<b>35.64%</b>
<b>Expenditures</b>					
Personnel	\$3,746,383	\$3,789,918	\$3,927,787	\$3,927,787	3.64%
Contractual Services	\$1,119,803	\$1,297,935	\$1,414,952	\$1,379,952	6.32%
Commodities	\$67,764	\$122,975	\$124,493	\$124,493	1.23%
Capital Outlay	\$0	\$3,598	\$3,598	\$3,598	0.00%
<b>Subtotal</b>	<b>4,933,950</b>	<b>5,214,426</b>	<b>5,470,830</b>	<b>5,435,830</b>	<b>4.25%</b>
Transfer to Equipment Reserve	\$5,000	\$5,000	\$5,000	\$5,000	0.00%
<b>Subtotal</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00%</b>
<b>Expenditures Subtotal</b>	<b>4,938,950</b>	<b>5,219,426</b>	<b>5,475,830</b>	<b>5,440,830</b>	<b>4.24%</b>
Risk Management Charges	\$14,972	\$23,217	\$23,648	\$23,648	1.86%
<b>b) Total Expenditures</b>	<b>4,953,922</b>	<b>5,242,643</b>	<b>5,499,478</b>	<b>5,464,478</b>	<b>4.23%</b>
<b>Difference: b) minus a)</b>	<b>(4,897,123)</b>	<b>(5,163,546)</b>	<b>(5,392,191)</b>	<b>(5,357,191)</b>	<b>3.75%</b>
<b>FTE Positions</b>					
Fee Funded FTEs	0.00	0.00	0.00	0.00	-
Grant Funded FTEs	0.00	0.00	0.00	0.00	-
Other FTEs	50.75	48.25	48.25	48.25	0.00%
<b>Total FTE Positions</b>	<b>50.75</b>	<b>48.25</b>	<b>48.25</b>	<b>48.25</b>	<b>0.00%</b>

### 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

Total expenditures for FY 2014, excluding transfers, Risk Management charges and cost allocation, are budgeted to increase by \$221,404 (4.25%) compared to FY 2013. This net increase is due to: 1) approval of additional funding for wellness initiatives, and 2) the budgeted salary and benefit increases included in the budget parameters.

FTEs for FY 2014 remain constant at 48.25.



**Agency:  
Treasury & Financial Management**

**Agency Goals & Objectives**

<b>Service Delivery Goals and Associated Objectives</b>	<b>Associated PMs:</b>
<p>1) <b>Provide accurate financial reporting and processes for management and County department/agencies.</b></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) <b>Provide cost effective and efficient procurement of County goods and services.</b></p> <p>*Process purchase orders within one business day after requisition approval.</p> <p>*Increase the percentage of purchases made by procurement card.</p> <p>*Purchase natural gas through competitive process rather than from monopoly.</p>	<p>f,o</p> <p>d,e,z,r</p> <p>ad</p>
<p>3) <b>Ensure that the financial transactions of the County are processed efficiently.</b></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) <b>Offer a locally competitive benefit package that encourages employees to take responsibility for their personal health benefits and financial retirement.</b></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) <b>Obtain earnings on investments in excess of what would have been earned if the funds had been invested in the State Municipal Investment Pool.</b></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>l,s</p>
<p>6) <b>Provide timely and accurate billing of real and personal property taxes.</b></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,ae</p> <p>v,ae</p> <p>t</p>
<p>7) <b>Collect and apply tax dollars in a timely, accurate manner.</b></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,ae</p> <p>v,ae</p> <p>t</p>
<p>8) <b>Provide timely and accurate distribution of tax moneys collected.</b></p> <p>*Calculate and distribute tax dollars collected by distribution dates.</p>	<p>u</p>
<p>9) <b>Streamline business operations thus making them more efficient and effective.</b></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>ae,af</p> <p>n</p> <p>t</p>

**Agency:  
Treasury & Financial Management**

<b>Agency Key Performance Measures (PMs)</b>			
<b>Output</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
a) Total # of accounts payable invoices processed.	124,187	125,000	123,000
b) # of accounts payable invoices processed through electronic interfaces.	108,681	109,000	109,000
c) # of employees and suppliers paid via ACH.	1,620	1,650	1,700
d) # of purchasing card transactions.	42,602	43,000	44,000
e) \$ of purchasing card transactions.	\$12,592,609	\$12,500,000	\$13,000,000
f) # of purchase orders.	29,596	33,000	35,000
g) \$ of purchase orders.	\$206,848,146	\$250,000,000	\$280,000,000
<u>Accounting Division</u>			
h) # of County grants accounted for.	643	700	700
i) # of journal entries.	3,471	3,500	3,500
<u>Benefits Division</u>			
j) % of employees participating in deferred compensation.	60.5%	60%	59%
k) % of employees completing all wellness program requirements.	87%	90%	90%
<u>Tax Division</u>			
l) Tax bills printed.	279,110	279,110	279,110
Collections.	\$968,293,351	\$971,198,231	\$974,111,826
<u>Treasury Management</u>			
m) Deposits prepared daily, including same day deposit of large tax collections	99%	99%	99%
<u>Department Customer Service</u>			
n) Phone calls.	33,158	33,000	33,000
<b>Efficiency/Cost Measures</b>			
o) Length of processing time (in days) from requisition approval to purchase order generation.	<1	<1	<1
p) % of employees paid by direct deposit.	99.6%	99.7%	99.7%
q) % of supplier payments completed by ACH.	31%	32%	33%
r) % of purchases done by purchasing card.	69%	77%	80%
s) % of tax bills accurately printed and mailed by April 15th and Nov 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.	92%	92%	92%

**Agency:**  
**Treasury & Financial Management**

<b>Effectiveness Measures</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Estimated 2014</b>
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.	\$3,493,364	\$3,526,000	\$3,608,000
aa) NIGP Achievement of Excellence Award received for 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.)	\$5,473,057	\$4,902,303	\$3,925,665
ad) Savings from acquiring natural gas prices on open market as opposed to the monopoly.	\$50,102	\$60,002	\$65,003
ae) <u>Tax Division</u>			
# of electronic payments by mortgage companies.	205,729	206,758	207,791
# of electronic payments by ACH/eCheck.	12,254	13,112	14,030
# of electronic payments by credit card	3,613	3,649	3,686
# of manual payments processed in-house (walk-in plus mail).	18,997	18,047	17,145
# of payments processed by Lockbox.	133,178	132,113	131,056
Total # of payments processed.	<b>373,771</b>	<b>373,678</b>	<b>373,707</b>
# of lockbox receipts printed.	44,612	44,000	43,500
af) <u>Collections Unit</u>			
# of electronic payments by credit card.	803	811	819
# of payment processed in-house (walk-in plus mail).	2,886	2,915	2,944
Total \$ of electronic payments by credit card.	\$177,218	\$178,990	\$180,780
Total \$ of in-house payments processed (walk-in plus mail).	\$215,891	\$218,050	\$220,230
# of NSF checks collected by electronic representation.	817	825	833
Total \$ of NSF checks collected by electronic representation.	\$227,871	\$230,150	\$232,452

**Agency:**  
**Treasury & Financial Management**

<b>Major Services</b>					
	<u>Actual</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2013</u>	<u>Requested</u> <u>FY 2014</u>	<u>Budget</u> <u>FY 2014</u>	<u>2013-2014</u> <u>% Change</u>
<b>Service #1: Administration and Support</b>					
Provide executive, administrative, and technical support to the divisions of Treasury and Financial Management.					
Agency Revenues	4	0	0	0	-
Expenditures	770,974	666,768	673,879	673,879	1.07%
Difference	\$ (770,970)	\$ (666,768)	\$ (673,879)	\$ (673,879)	1.07%
FTE Positions	6.50	6.50	6.50	6.50	0.00%
<b>Service #2: Financial Operations</b>					
Coordinate, process, and issue payments for payroll and accounts payable functions of the County.					
Agency Revenues	327	0	0	0	-
Expenditures	769,024	724,875	706,570	706,570	(2.53%)
Difference	\$ (768,697)	\$ (724,875)	\$ (706,570)	\$ (706,570)	(2.53%)
FTE Positions	12.75	12.25	12.25	12.25	0.00%
<b>Service #3: Purchasing and Materials Management</b>					
Coordinate strategic sourcing of County procurements and disposal/reassignment of surplus property.					
Agency Revenues	381	0	0	0	-
Expenditures	379,499	429,558	359,255	324,255	(24.51%)
Difference	\$ (379,118)	\$ (429,558)	\$ (359,255)	\$ (324,255)	(24.51%)
FTE Positions	7.00	5.00	5.00	5.00	0.00%
<b>Service #4: Accounting and Financial Reporting</b>					
Analyze, record, and report the financial transactions and positions of the County.					
Agency Revenues	0	0	0	0	-
Expenditures	617,586	639,130	728,890	728,890	14.04%
Difference	\$ (617,586)	\$ (639,130)	\$ (728,890)	\$ (728,890)	14.04%
FTE Positions	6.00	6.00	6.00	6.00	0.00%
<b>Service #5: Employee Benefits</b>					
Administer employee benefit programs for County personnel and retirees.					
Agency Revenues	0	0	0	0	-
Expenditures	313,469	528,964	565,121	565,121	6.84%
Difference	\$ (313,469)	\$ (528,964)	\$ (565,121)	\$ (565,121)	6.84%
FTE Positions	4.00	4.00	4.00	4.00	0.00%
<b>Service #6: Cash Management</b>					
Manage short and long-term investment portfolios for the County and manage natural gas acquisition for major facilities.					
Agency Revenues	600	0	0	0	-
Expenditures	128,554	127,443	111,057	111,057	(12.86%)
Difference	\$ (127,954)	\$ (127,443)	\$ (111,057)	\$ (111,057)	(12.86%)
FTE Positions	1.00	1.00	1.00	1.00	0.00%

**Agency:**  
**Treasury & Financial Management**

<b>Major Services</b>					
	<u>Actual</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2013</u>	<u>Requested</u> <u>FY 2014</u>	<u>Budget</u> <u>FY 2014</u>	<u>2013-2014</u> <u>% Change</u>
<b>Service #7: Tax Division</b>					
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	19,639	10,779	10,969	10,969	1.76%
Expenditures	1,182,828	1,448,902	1,400,036	1,400,036	(3.37%)
Difference	\$ (1,163,189)	\$ (1,438,123)	\$ (1,389,067)	\$ (1,389,067)	(3.41%)
FTE Positions	8.50	8.50	8.50	8.50	0.00%
<b>Service #8: Treasury Management</b>					
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	0	0	0	0	-
Expenditures	470,560	432,437	231,891	231,891	(46.38%)
Difference	\$ (470,560)	\$ (432,437)	\$ (231,891)	\$ (231,891)	(46.38%)
FTE Positions	3.00	3.00	3.00	3.00	0.00%
<b>Service #9: Collections Unit-Collections for Multiple County Departments</b>					
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	35,848	68,318	96,318	96,318	40.98%
Expenditures	81,219	22,500	22,500	22,500	0.00%
Difference	\$ (45,371)	\$ 45,818	\$ 73,818	\$ 73,818	61.11%
FTE Positions	1.00	1.00	1.00	1.00	0.00%
<b>Service #10: Johnson County Accounts Receivable</b>					
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, Department of Technology and Innovation, Developmental Supports, Human Services, and the Airport Commission.					
Agency Revenues	0	0	0	0	-
Expenditures	220,238	193,849	223,778	223,777	15.44%
Difference	\$ (220,238)	\$ (193,849)	\$ (223,778)	\$ (223,777)	15.44%
FTE Positions	1.00	1.00	1.00	1.00	0.00%

**Agency:**  
**Treasury & Financial Management**

<b>Requests for Additional Resources</b>				
	<u>Requested FY 2014</u>	<u>Budget FY 2014</u>	<u>Requested FY 2015</u>	<u>Projected FY 2015</u>
<b>Request #1: BlueKC Wellness Rebate</b> <span style="float: right;"><b>Priority: 1 Major Service: Wellness</b></span>				
Johnson County solicited for an employee medical services provider through an RFP conducted in 2011 with Blue Cross/Blue Shield of Kansas City (BCBSKC) being selected as the County's medical plan provider. Johnson County entered into a new contract with Blue Cross/Blue Shield of Kansas City in 2012 for employee medical plan services and was also rewarded with a wellness rebate from BCBSKC. TFM-Healthcare/Wellness desires to receive this rebate and use these monies for various County wellness initiatives. This request has been included in the FY 2014 Budget.				
Agency Revenues	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
Expenditures	28,000	28,000	28,000	28,000
Difference	\$ 0	\$ 0	\$ 0	\$ 0
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
<b>Request #2: Electronic Vendor Management</b> <span style="float: right;"><b>Priority: 2 Major Service: Purchasing</b></span>				
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. This request has not been included in the FY 2014 Budget.				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	35,000	0	12,270	12,270
Difference	\$ (35,000)	\$ 0	\$ (12,270)	\$ (12,270)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00
<b>Request #3: Third Party Wellness Vendor</b> <span style="float: right;"><b>Priority: 3 Major Service: Wellness</b></span>				
Johnson County will be implementing a three-year outcomes-based wellness strategy which requires an external vendor to administer in accordance with Health Insurance Portability and Accountability Act (HIPAA) regulations. The County's current wellness vendor, BlueKC and Health Fitness, do not have the capabilities to administer an outcomes-based program. The service request is required because County staff is prevented by HIPAA regulations from viewing County employee personal health information (PHI). The vendor selected would act alone to carry out the services requested and provide Johnson County with aggregate results. This request has been included in the FY 2014 Budget.				
Agency Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures	85,535	85,535	80,977	80,777
Difference	\$ (85,535)	\$ (85,535)	\$ (80,977)	\$ (80,777)
Full-time Equivalent Positions	0.00	0.00	0.00	0.00