

FINANCE & ADMINISTRATION



GOAL: To administer City government in an effective and efficient manner, which maintains and promotes confidence in public officials; to ensure economical government services financed by a fair and equitable tax system; to provide sound management planning; to promote effective participation with intergovernmental units; and to be responsive to service needs of citizens by providing channels of communication.

COST CENTERS:

- Mayor and Council
- Convention and Tourism
- Economic Development

- City Manager
- Communications
- Information Technology
- Facilities Management

- Municipal Court
- Court Services

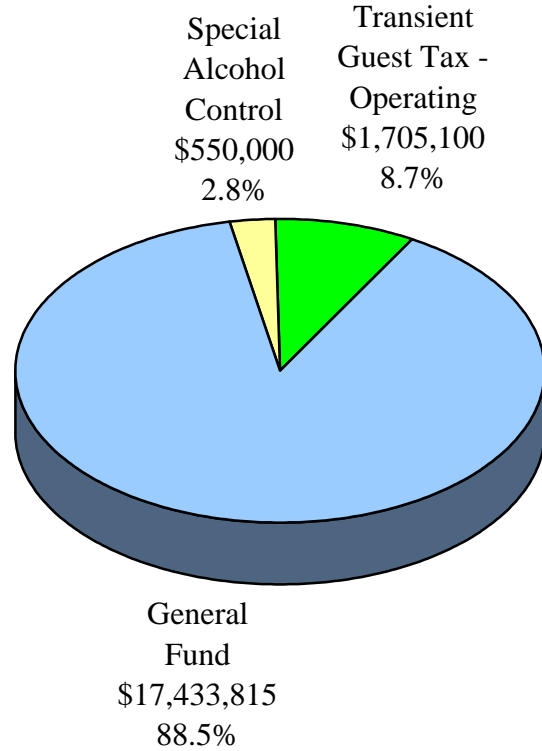
- Law

- FBA Administration
- Finance & Accounting
- City Clerk
- Citywide Contingency
- Transfer to Other Funds
- Bond and Interest

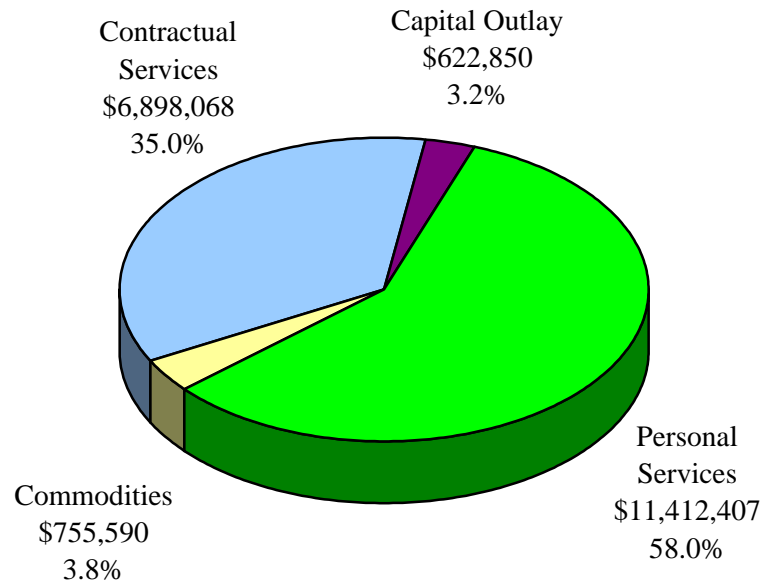
- Human Resources Services
- Payroll, Retirement Plans & HRIS

2006 CITY OPERATING AND CONTRACTAL EXPENDITURES BY FUND AND MAJOR PURPOSE

2006 Expenditures = \$19,688,915



FUNDS

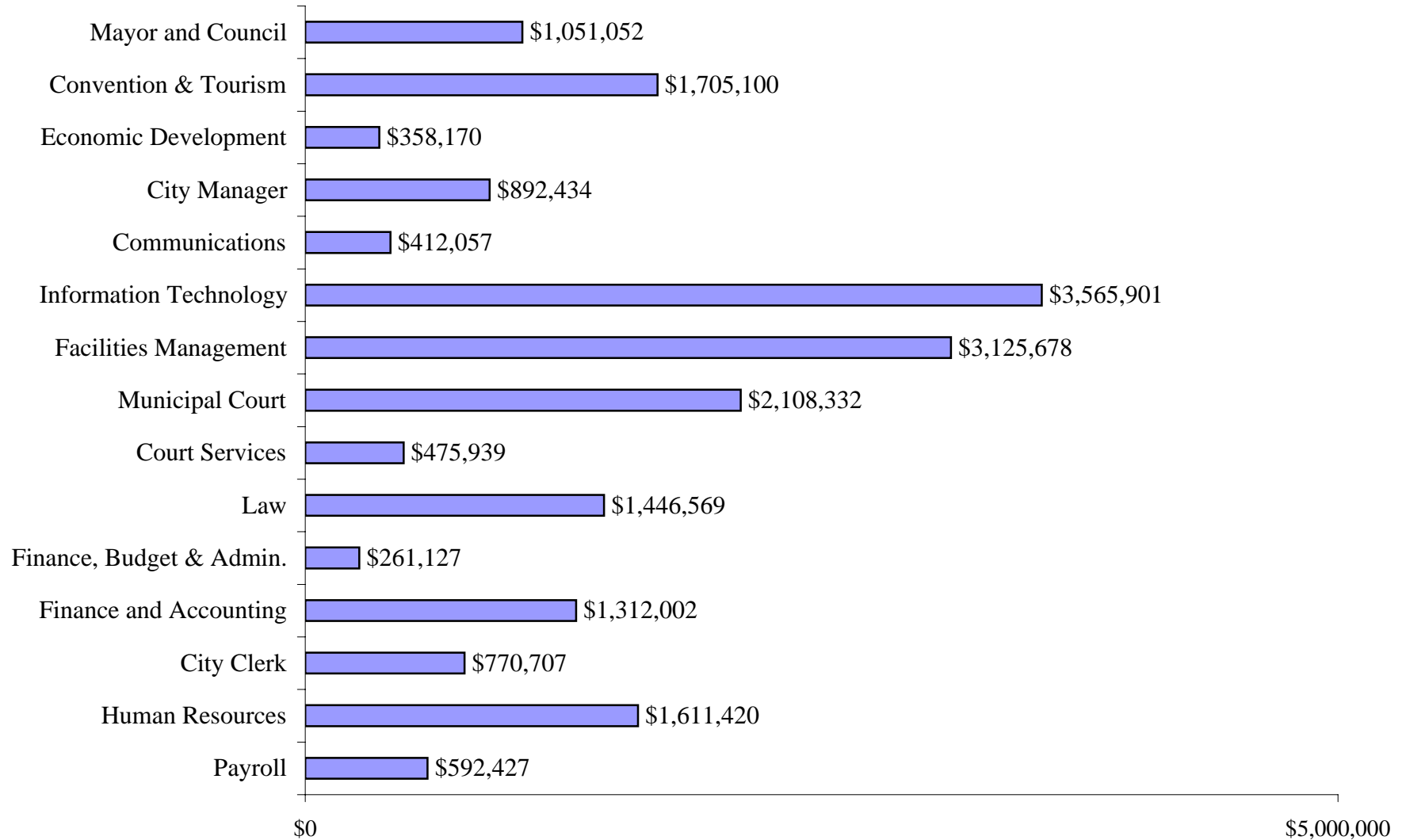


EXPENDITURE TYPE

Finance and Administration Goal Area

2006 OPERATING AND CONTRACTUAL EXPENDITURES

Finance & Administration Goal Area

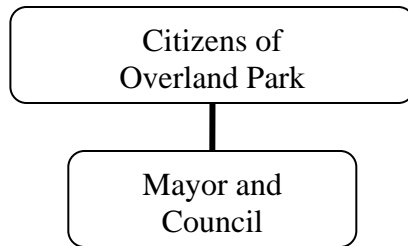


PROGRAM DESCRIPTION

The Governing Body consists of the Mayor and twelve councilmembers. The Mayor is elected at-large and serves a four-year term. Two councilmembers are elected from each of the City’s six wards and serve staggered four-year terms.

The Governing Body is responsible for providing direction to staff in policy determination, citizen participation and intergovernmental relations.

MAYOR AND COUNCIL - ORGANIZATIONAL CHART



MISSION STATEMENT

To effectively govern the City of Overland Park by:

- ❖ *Encouraging and expanding citizen participation in the community,*
- ❖ *Providing City staff with policy direction and*
- ❖ *Promoting cooperation and communication between the City and other government agencies.*

AGENCY LOCATOR

**Finance,
Administration and
Economic Development**
Mayor and Council
*Mayor and
Council* ←

2006 PROGRAM GOALS

The City of Overland Park's work plan contains several items that will direct the efforts of the Mayor and Council in 2006:

- *Encouraging and expanding citizen participation in the community:*
 - ◆ Promote substantive front-end citizen participation and input in policy decisions by scheduling public hearings on the formulation of the annual budget, Capital Improvements Program and federal grant applications.
 - ◆ Promote citizen participation by filling vacancies on City boards and commissions within thirty days of the expiration of terms and striving for geographical representation from various segments of the community.
 - ◆ Actively initiate communication regarding City policies, programs and services with residents, business owners and others. Respond promptly to requests and inquiries from citizens, businesses and organizations.
- *Providing City staff with policy direction:*
 - ◆ Provide City staff with direction for the provision of quality services to the public by establishing and effectively implementing policies, goals and objectives.
 - ◆ Approve a 2007 Budget by August 2006 that provides the resources necessary to achieve City goals and objectives.
 - ◆ Approve a 2007-2011 Capital Improvements Program by March 2006 that provides the resources necessary to achieve the adopted goals and objectives of the City.
- *Promoting cooperation and communication between the City and other government agencies:*
 - ◆ Adopt a 2007 National and State Legislative Program by December 2006 that clearly identifies issues of concern to the City and possible legislative action to address these concerns.
 - ◆ Maintain membership and increase participation in the Mid-America Regional Council and other regional organizations. Support and encourage the development of regional approaches to address area-wide problems.
 - ◆ Maximize influence on legislative and financial issues through representation at various National League of Cities and League of Kansas Municipalities annual meetings.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the Mayor and Council include:

- *Encouraging and expanding citizen participation in the community:*
 - ◆ Citizen Participation- Promoted citizen participation by filling vacancies on City boards and commissions
- *Providing City staff with policy direction:*
 - ◆ 2005 Budget – Approved a 2005 Budget by August 2004 that provided the resources necessary to achieve City goals and objectives.
 - ◆ 2006-2010 Capital Improvements Program – Approved a Capital Improvements Program by February 2005 that provided the resources necessary to achieve the adopted goals and objectives of the City.

- ◆ Economic Development – Provided policy direction and support to activities designed to expand and develop a comprehensive economic development program.
- *Promoting cooperation and communication between the City and other government agencies:*
 - ◆ 2005 National and State Legislative Program – Adopted a 2005 National and State Legislative Program by December 2004 that clearly identified issues of concern to the City and possible legislative action to address these concerns.
 - ◆ Convention and Visitors Bureau (CVB) – Appointed a Convention and Tourism Committee to review recommended programs and expenditures of the CVB. Provided support to CVB operations, focusing on the promotion and solicitation of conventions and tourism within the City.

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$183,595	\$190,221	\$190,248
Commodities	7,779	11,880	12,070
Contractual	309,455	289,750	295,534
Capital Outlay	0	3,500	3,200
Transfers/Others	0	0	0
TOTAL	<u>\$500,829</u>	<u>\$495,351</u>	<u>\$501,052</u>
Special Alcohol Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	460,275	500,000	550,000
Capital Outlay	0	0	0
Transfers/Others	2,750	988,329	1,151,811
TOTAL	<u>\$463,025</u>	<u>\$1,488,329</u>	<u>\$1,701,811</u>

PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Mayor	1	1	1
Council President	1	1	1
Councilmembers	11	11	11
Total Full-time Employees:	<u>13</u>	<u>13</u>	<u>13</u>
Part-Time			
	0.00	0.00	0.00
Total Part-time Employees:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL FTEs	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>

PROGRAM DESCRIPTION

Transient Guest Tax is a 6% tax on guests occupying a room in a hotel or motel located within the City.

All transient guest tax revenues are receipted into the Transient Guest Tax Funds. This funding is used to finance Economic Development activities within the City, such as Operations, Maintenance and Debt Service relating to the City’s Convention Center and funding for the Overland Park Convention and Visitors Bureau.

EXPENDITURES:

Transient Guest Tax	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	0	0	0
Capital Outlay	0	0	0
Transfers/Others	4,978,003	9,642,300	10,194,000
TOTAL	<u><u>\$4,978,003</u></u>	<u><u>\$9,642,300</u></u>	<u><u>\$10,194,000</u></u>
TGT - Capital Improvements	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	66,314	572,861	0
Capital Outlay	0	0	0
Transfers/Others	4,355,423	5,538,089	5,695,000
TOTAL	<u><u>\$4,421,737</u></u>	<u><u>\$6,110,950</u></u>	<u><u>\$5,695,000</u></u>
TGT - Operating Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	1,431,697	1,658,300	1,705,100
Capital Outlay	0	0	0
Transfers/Others	0	0	900
TOTAL	<u><u>\$1,431,697</u></u>	<u><u>\$1,658,300</u></u>	<u><u>\$1,706,000</u></u>

PROGRAM DESCRIPTION

The City of Overland Park provides funding to promote economic development activities by contracting with the Overland Park Economic Development Council and the Downtown Overland Park Partnership.

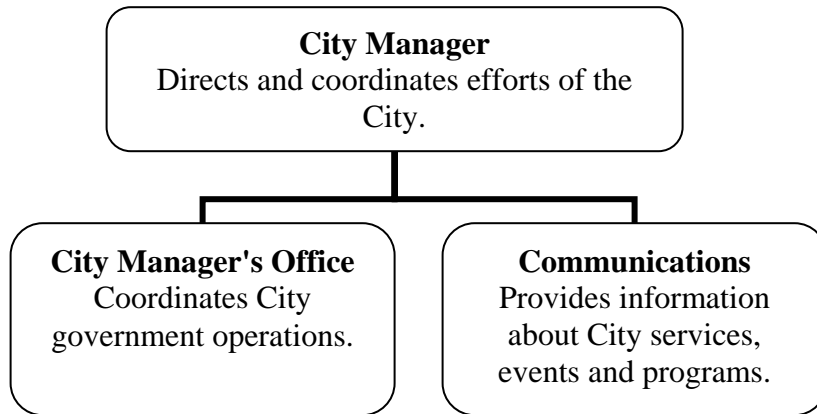
EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	315,585	330,800	358,170
Capital Outlay	0	0	0
Transfers/Others	0	0	0
TOTAL	<u>\$315,585</u>	<u>\$330,800</u>	<u>\$358,170</u>

PROGRAM DESCRIPTION

The City Manager's Office is the administrative branch of the City that manages the City's day-to-day operations and implements policies set by the Governing Body. The City Manager's Office is responsible for the general management of Citywide goals, objectives and policies established by the Governing Body. This office is also responsible for the day-to-day operation of the City.

CITY MANAGER'S OFFICE - ORGANIZATIONAL CHART



MISSION STATEMENT

To administer, implement and ensure the delivery of customer-focused services to citizens, businesses, institutions, visitors and employees by:

- ❖ *Coordinating and managing City government operations.*

AGENCY LOCATOR

Finance, Administration and Economic Development
City Manager's Office
City Manager's Office ←
Communications

2006 PROGRAM GOALS

The City of Overland Park's work plan contains several items that will direct the efforts of the City Manager's Office in 2006:

- *Coordinating and managing City government operations:*
 - ◆ Administer and implement the policies set forth by the Governing Body.
 - ◆ Prepare and present the 2007 Operating Budget and 2007-2011 Capital Improvements Program.
 - ◆ Coordinate and manage Citywide government operations.
 - ◆ Coordinate the development of the State and National Legislative Programs.
 - ◆ Lead and coordinate the Citizens Academy and Leadership Programs.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the City Manager's Office include:

- *Coordinating and managing City government operations:*
 - ◆ Leading Change – Continue to lead organizational efforts to rethink and redesign processes to achieve improvements in measures of performance such as cost, quality, service and speed, as well as to enhance current community service levels and safeguard the long-term financial health of the City.
 - ◆ Performance Measurement System – The City continues to utilize a Citywide performance measurement system as part of our management system. This information is used to gauge the organization's efficiency and responsiveness, improve performance and determine our effectiveness in meeting annual and long-term goals and objectives.
 - ◆ Hotel and Convention Center – Coordinated the third year of operations of the Sheraton Hotel and Overland Park Convention Center.
 - ◆ 2006 Operating Budget and Capital Improvements Plan – Prepared and presented the City's 2006 Operating Budget and 2006-2010 Capital Improvements Program to maximize the decision-making ability of the Governing Body. Submitted a recommended budget that provides a balanced program of services, based on current financial limits, and sets forth financial strategies and plans for the future.
 - ◆ National Legislative Program – Coordinated the development of a National Legislative Program for Governing Body consideration and approval. Coordinated legislative activities and worked to influence legislation affecting the City during the 2005 federal legislative session.
 - ◆ State Legislative Program – Coordinated the formulation of a State Legislative Program for Governing Body consideration and approval. Coordinated legislative activities and worked to influence legislation affecting the City during the 2005 state legislative session.
 - ◆ Customer Service Initiatives – Continue to lead the City in efforts to improve customer service. Based on the first and second comparable city-wide citizen surveys, satisfaction with city services increased.
 - ◆ Citizens Academy – Successfully coordinated the planning, implementation and evaluation of the Overland Park's Citizens Academy.

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$581,279	\$611,054	\$725,751
Commodities	6,659	14,480	14,500
Contractual	127,406	161,110	139,383
Capital Outlay	4,297	0	12,800
Transfers/Others	0	0	0
TOTAL	<u>\$719,641</u>	<u>\$786,644</u>	<u>\$892,434</u>

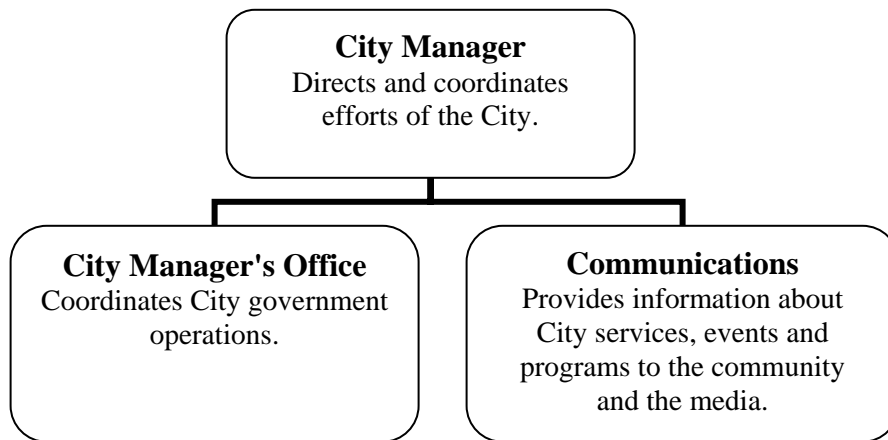
PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
City Manager	1	1	1
Deputy City Manager	0	0	1
Assistant City Manager	2	3	2
Assistant to the City Manager	1	0	0
Executive Assistant	1	1	2
Executive Secretary	1	0	0
Total Full-time Employees:	<u>6</u>	<u>5</u>	<u>6</u>
Part-Time			
Administrative Assistant	0.50	0.50	0.00
Administrative Intern	0.50	0.50	0.48
Total Part-time Employees:	<u>1.00</u>	<u>1.00</u>	<u>0.48</u>
TOTAL FTEs	<u>7.00</u>	<u>6.00</u>	<u>6.48</u>

PROGRAM DESCRIPTION

The Communications Division of the City Manager’s Office is responsible for disseminating information to Overland Park citizens and the media about City services, events and programs.

CITY MANAGER'S OFFICE - ORGANIZATIONAL CHART



MISSION STATEMENT

To communicate and provide information about City services, events and programs that highlight the image and quality of life in Overland Park by:

- ❖ *Providing community and media relations,*
- ❖ *Providing print and web-based information and*
- ❖ *Providing reception, switchboard and mail services.*

AGENCY LOCATOR

**Finance,
Administration and
Economic Development**
City Manager’s
Office
*City Manager’s
Office
Communications* ←

2006 PROGRAM GOALS

The City of Overland Park's work plan contains several items that will direct the efforts of the Communications Division in 2006:

- *Provide community and media relations:*
 - ◆ To communicate and provide information about City services, events and programs that highlight the image and quality of life in Overland Park for 2006 through the use of the City's web site, email newsletter, the Overview (newsletter mailed to all City residents), press releases and other opportunities as they arise.
- *Provide print and web-based information:*
 - ◆ Continue to offer more e-services on the City's web site including limited use of video clips to market programs and news.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the Communications Division include:

- *Provide community and media relations:*
 - ◆ Staff served as a leader and organizer of a regional MAG Web Conference in September 2004 for IT and public affairs government officials.
 - ◆ Communications Manager serves as the 2nd Vice President of a national organization: City, County Communications and Marketing Association (3CMA).
 - ◆ Communications staff members are working with 3CMA to coordinate and conduct a national conference in 2005.
- *Provide print and Web-based information:*
 - ◆ Over 1,062,900 visits were made to the City's Web site, www.opkansas.org, in 2004. Future features will include more online transactions including building permits and inspections.
 - ◆ Overview, the residents' newsletter, is rated as the top primary source of information for residents. It gives information about City issues, services and events and exceeds commercial news media coverage, including coverage by the Kansas City Star, as well as TV and radio news.
 - ◆ Several e-newsletters are available via www.opkansas.org. The number of subscribers for each newsletter is as follows: City Council Summary Action Sheet, 353; City Source, 765; Community Center Updates, 319; Job Opportunities, 1,653; Orange Barrel Report, 312; Overview, the Residents' Newsletter, 679; and Press Releases, 665.
 - ◆ Sent out 100 news releases in 2004. 94 were either published or resulted in a broadcast from TV or radio. The broadcast/publication rate of news releases was 94 percent.

PERFORMANCE INDICATORS

<u>Measure</u>	<u>2004 Actual</u>	<u>2005 Projected</u>	<u>2006 Target</u>
EFFECTIVENESS MEASURES			
Percent of residents rating the effectiveness of communication from the city as good or very good:	67%*	70%	70%
Percent of residents rating city's efforts to keep residents informed as good or very good:	63%*	66%	66%
Percent of residents rating the quality of life in Overland Park as good or very good:	93%*	90%	90%
WORKLOAD MEASURES			
Number of visits to web site:	1,062,900	1,200,500	1,200,500
Number of copies of Overview distributed per issue:	284,289	287,000	287,000
Number of copies of City Source distributed per issue:			
• Print	12,366	12,270	12,270
• Via Web	31,104	33,600	33,600
Number of Media contacts per month:	250	260	260

* Based on Citizens' Survey, conducted in Fall 2003

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$238,279	\$249,543	\$263,228
Commodities	65,067	80,253	81,510
Contractual	41,664	65,070	67,319
Capital Outlay	769	0	0
Transfers/Others	0	0	0
TOTAL	<u>\$345,779</u>	<u>\$394,866</u>	<u>\$412,057</u>

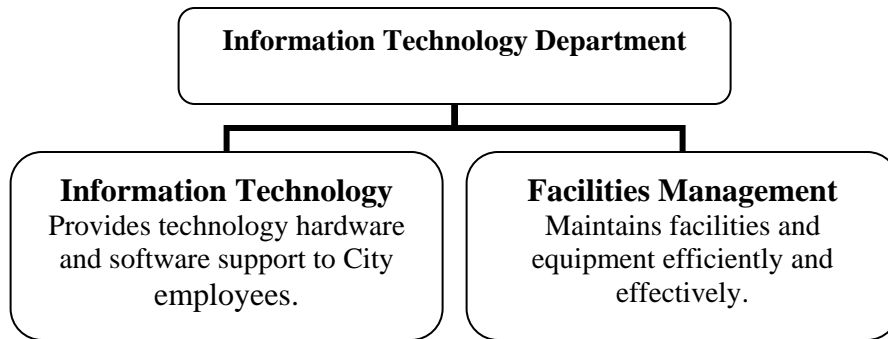
PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Manager, Communications	1	1	1
Communications Assistant	1	1	1
Switchboard Operator/Receptionist	1	1	1
Total Full-time Employees:	<u>3</u>	<u>3</u>	<u>3</u>
Part-Time			
Switchboard Operator/Receptionist	1.32	1.00	1.26
Total Part-time Employees:	<u>1.32</u>	<u>1.00</u>	<u>1.26</u>
TOTAL FTEs	<u><u>4.32</u></u>	<u><u>4.00</u></u>	<u><u>4.26</u></u>

PROGRAM DESCRIPTION

The Information Technology Department provides City employees with the services needed to meet technical needs.

INFORMATION TECHNOLOGY DEPARTMENT - ORGANIZATIONAL CHART



MISSION STATEMENT

To provide high-quality technology to City employees to enhance their ability to serve citizens by:

- ❖ *Providing and maintaining hardware, software and network services,*
- ❖ *Performing backups,*
- ❖ *Replacing equipment as appropriate and*
- ❖ *Maintaining phones, cell phones and pagers.*

AGENCY LOCATOR

Finance, Administration and Economic Development
 Information Technology
Information Technology ←
Facilities Management & Operations

2006 PROGRAM GOALS

The City of Overland Park's work plan contains several items that will direct the efforts of the Information Technology Department in 2006:

- *Provide and maintain hardware, software and network services:*
 - ◆ Police System Support
 - Support the City of Overland Park Police Department applications.
 - Support other Police Agencies using the Police Department applications.
 - ◆ Hardware and Software Maintenance
 - Maintain desktop PC hardware and software for all City departments.
 - Maintain network hardware and software for all City departments.
 - Maintain fiber optic network.
 - Maintain wireless infrastructure.
 - ◆ Security
 - Maintain computer security and review safeguards against unauthorized access to the City's computer network.
 - Maintain physical security to IT personnel and equipment to safeguard the data stored in the City's computer systems.
 - ◆ Upgrades
 - Upgrade software to City applications when major upgrades are released, including the following software applications:
 - Police Systems
 - Municipal Court System
 - PeopleSoft HRIS System
 - Tidemark System
 - Class (Parks & Recreation) System
 - JD Edwards/PeopleSoft Financial System
 - ◆ Password System
 - Expand the password system, which requires users to change passwords every 90 days, to additional computer applications.
 - ◆ Browser-Based Internet Applications
 - Continue to develop browser-based applications.
 - ◆ Internet/Intranet Upgrades
 - Continue to improve the appearance and performance of the City's web site and the Intranet.
 - ◆ Council Relations and Support
 - Support the technological needs of Council Members as they relate to City business.
- *Replacing equipment as appropriate:*
 - ◆ Equipment Replacement
 - Replace identified desktop personnel computers and notebooks for City Departments according to a four-year replacement cycle.
 - Replace mobile data computers in Police vehicles according to a three-year replacement cycle.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the Information Technology Department include:

- *Provide and maintain hardware, software and network services:*
 - ◆ Firewall Replacement
 - Installed a new firewall system to better protect the City's voice/data network.
 - ◆ Maintenance
 - Provided hardware and software maintenance for all installed IT equipment for all City departments.
 - Maintained network hardware and software, including communication lines and fiber optic cable.
 - Maintained City's computer applications for all City departments.
 - ◆ Network Security Improvements
 - Installed new network security hardware and software to better protect the City's network and PCs from viruses, spam and spyware.
 - ◆ Emergency Operations Control Center
 - Installed PCs, servers and supporting equipment for the new control center.
 - ◆ Police System Implementation
 - Added additional agencies to the Police system.
 - Maintained high level of security.
 - ◆ Human Resource Information System
 - Installed and implemented additional on-line applications.
 - ◆ Wireless Infrastructure
 - IT personnel are members of the State of Kansas committee that is attempting to gain exclusive use of a 700 MHz frequency through the FCC.
 - ◆ Removed the AS/400 computer platform and replaced it with a client/server platform for the E1 Financial System.
 - ◆ Installed and began implementation of the new E1 Financial Accounting System.
 - ◆ Password System
 - Expanded the new password system to include the network logon and additional applications.
 - ◆ Council Relations and Support
 - Supported the technological needs of Council Members as they related to City business.
 - ◆ Intranet
 - Redesigned the Intranet pages to provide a new look for providing City information.
- *Replacing equipment as appropriate:*
 - ◆ Equipment Replacement
 - In 2005, replaced approximately 100 desktop personnel computers, notebook computers and PC servers.
 - In 2005, replaced approximately 50 mobile data terminals in the Police Department and installed 18 new mobile data terminals in Fire Department vehicles.

PERFORMANCE INDICATORS

<u>Measure</u>	<u>2004 Actual</u>	<u>2005 Projected</u>	<u>2006 Target</u>
EFFECTIVENESS MEASURES			
System availability, based on uptime of servers/network switches:	99.8%	99.0%	99.0%
Percent of employees rating the following as good or very good:			
·PC	95%	95%	95%
·City's intranet system	99%	98%	98%
·Printers	89%	90%	90%
·Telephones	97%	97%	97%
·Voice mail system	97%	97%	97%
·Cell Phones	92%	90%	90%
·Pagers	98%	95%	95%
·Help Desk	96%	95%	95%
WORKLOAD MEASURES			
Number of PCs supported:	1,014	985	985
Number of help desk calls:	12,941	13,000	13,000
Number of new PCs installed/replaced:	190	100	233
Number of new Printers installed/replaced:	40	10	10

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$2,294,984	\$2,391,683	\$2,545,446
Commodities	15,411	43,588	28,863
Contractual	373,025	592,420	621,792
Capital Outlay	581,693	173,900	369,800
Transfers/Others	0	0	0
TOTAL	<u>\$3,265,113</u>	<u>\$3,201,591</u>	<u>\$3,565,901</u>

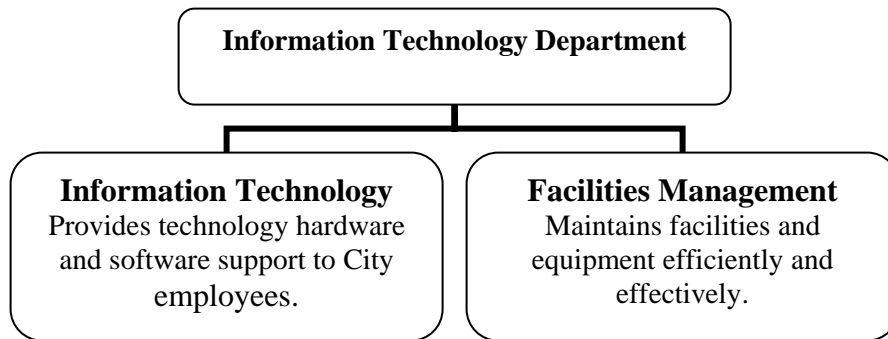
PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Information Technology Director	1	1	1
Mgr., Systems Analysis Programming	1	1	1
Mgr., Applications Support/Telecom	1	1	1
Mgr., Technical Support	1	1	1
Network Administrator	2	2	2
Senior Systems Analyst	0	1	1
Systems Analyst	0	1	1
Senior Programmer/Analyst	3	8	8
PC Support Specialist	2	1	1
Senior Network Support Technician	1	1	1
Programmer/Analyst	5	0	0
Senior PC Support Specialist	2	3	3
Senior Help Desk Support Specialist	0	2	2
Help Desk Support Specialist	2	0	0
Project Manager	1	1	1
Total Full-time Employees:	<u>22</u>	<u>24</u>	<u>24</u>
Part-Time			
Programmer/Analyst	0.76	0.00	0.00
Programmer/Analyst, Senior	0.66	1.44	1.35
Administrative Assistant	0.48	0.31	0
Total Part-time Employees:	<u>1.90</u>	<u>1.75</u>	<u>1.35</u>
TOTAL FTEs	<u><u>23.90</u></u>	<u><u>25.75</u></u>	<u><u>25.35</u></u>

PROGRAM DESCRIPTION

The Facilities Management Division staff maintains the physical environment in which facility occupants work and conduct business with citizens and customers.

INFORMATION TECHNOLOGY DEPARTMENT - ORGANIZATIONAL CHART



MISSION STATEMENT

To provide a positive physical environment that is conducive to the efficient conduct of City business by:

- ❖ *Effectively maintaining facilities while minimizing operating costs.*

AGENCY LOCATOR

**Finance,
Administration and
Economic Development**
 Information
 Technology
*Information
 Technology
 Facilities
 Management* ←

2006 PROGRAM GOALS

The City of Overland Park's work plan contains several items that will direct the efforts of the Facilities Management Division in 2006:

- *Effectively maintain facilities and equipment, while minimizing operating costs:*
 - ◆ Continue to monitor and evaluate the energy efficiency of City facilities and equipment.
 - ◆ Install and implement digital CCTV technology in the Courts and Police Booking areas.
 - ◆ Remodel kitchen at Fire Station 4.
 - ◆ Remodel existing areas as requested by City departments.
 - ◆ Replace carpet and flooring at several City facilities.
 - ◆ Replace roof at Fire Station 4.
 - ◆ Replace DX cooling system at Antioch Justice Center.
 - ◆ Replace Air Handling and Condenser system #1 and #2 at City Hall.
 - ◆ Work with other City Departments to promote teamwork and to increase productivity of City staff.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the Facilities Management Division include:

- *Effectively maintain facilities and equipment, while minimizing operating costs:*
 - ◆ Completed installation of emergency generator at Fire Station 4.
 - ◆ Provided increased service to Tomahawk Ridge Community Center (TRCC) due to the increase in leased space.
 - ◆ Replaced a section of the roof at Shawnee Mission Public Works (SMPW).
 - ◆ Coordinated and installed carpet and flooring at several City facilities.
 - ◆ Completed upgrade of energy management system to web-based program.
 - ◆ Updated software and hardware for access security system.
 - ◆ Re-engineered audio/CCTV systems at Sanders booking area.
 - ◆ Replaced approximately 200 feet of main water line SMPW.
 - ◆ Replaced HVAC system at the Westgate Station.
 - ◆ Replaced HVAC system and unit heaters at Fire Station 5.
 - ◆ Replaced heat exchanger on boiler at TRCC.
 - ◆ Completed remodel projects with in-house staff at the W. Jack Sanders Justice Center, City Hall, Fire Station 3 and Antioch Justice Center.

PERFORMANCE INDICATORS

<u>Measure</u>	<u>2004 Actual</u>	<u>2005 Projected</u>	<u>2006 Target</u>
EFFECTIVENESS MEASURES			
Percent of respondents rating the overall condition of the building and common areas as good or excellent:	86%	90%	95%
WORKLOAD MEASURES			
Number of square feet maintained:	419,000	419,000	419,000
Hours of preventative maintenance:	3,200	3,500	3,600
Hours of emergency repairs:	1,839	1,980	2,000
Hours of planned maintenance:	11,503	11,500	12,000

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$644,531	\$699,004	\$748,022
Commodities	261,739	390,959	411,034
Contractual	1,555,227	1,746,960	1,782,522
Capital Outlay	15,164	39,000	184,100
Transfers/Others	0	0	0
TOTAL	<u>\$2,476,661</u>	<u>\$2,875,923</u>	<u>\$3,125,678</u>

PERSONNEL (full-time equivalent):

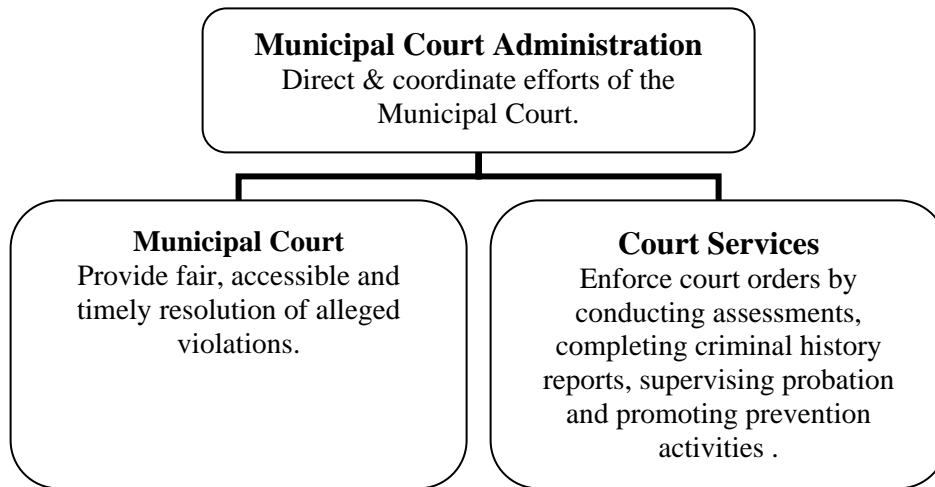
Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Superintendent, Facilities Management	1	1	1
Supervisor, Facilities Management	2	2	2
Facilities Management Technician	1	1	1
Building Maintenance Worker II	4	4	3
Building Maintenance Worker I	1	1	2
Building Attendant	1	1	1
Total Full-time Employees:	<u>10</u>	<u>10</u>	<u>10</u>
Part-Time			
Total Part-time Employees:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL FTEs	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>

PROGRAM DESCRIPTION

The Municipal Court is the judicial branch of the City. Traffic violations and violations of Overland Park City ordinances are handled in this court.

In the Municipal Court there are no jury trials. A judge under the Code of Criminal Procedure, the Code of Municipal Courts, the Kansas Rules of Evidence and the Overland Park Municipal Code conducts all trials.

MUNICIPAL COURT - ORGANIZATIONAL CHART



MISSION STATEMENT

To provide fair, accessible and timely resolution of alleged violations in the Overland Park Municipal Court by:

- ❖ *Providing access to justice in an expeditious and timely manner,*
- ❖ *Ensuring equality, fairness and integrity*
- ❖ *Ensuring court facilities are safe, assessable and convenient to use and*
- ❖ *Instilling public trust and confidence.*

AGENCY LOCATOR

Finance, Administration and Economic Development
Municipal Court
Municipal Court ←
Court Services

2006 PROGRAM GOALS

The City of Overland Park’s work plan contains several items that will direct the efforts of the Municipal Court in 2006:

- *Ensuring equality, fairness and integrity:*
 - ◆ Analyze effectiveness of current court fines and fees collection practices.
- *Court facilities are safe, accessible and convenient to use:*
 - ◆ Analyze effectiveness of increased court security levels.
- *Providing access justice in an expeditious and timely manner:*
 - ◆ Implement process to begin imaging of all archived court records to improve accessibility to records.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the Municipal Court include:

- *Providing access to justice in an expeditious and timely manner:*
 - ◆ For the second year in a row, the supervisory structure in the Court Clerk’s office was redesigned to eliminate one supervisory position.
- *Ensuring equality, fairness and integrity:*
 - ◆ Management of the court bond account was successfully transitioned to the City’s Finance, Budget and Administration Department.

PERFORMANCE INDICATORS

<u>Measure</u>	<u>2004 Actual</u>	<u>2005 Projected</u>	<u>2006 Target</u>
EFFECTIVENESS MEASURES			
Percent of survey respondents reporting they were treated with courtesy, respect and concern by:			
·Court Clerk	97%	98%	100%
·Municipal Judge	95%	97%	100%
Percent of cases dismissed due to constitutional speedy trial rules:	0%	0%	0%
WORKLOAD MEASURES			
Number of cases filed:	38,274	36,000	37,000
Number of cases closed:	30,473	28,000	27,500
Clearance rate:	80%	80%	80%
Total revenues collected:	\$4,036,070	\$4,000,000	\$4,350,000

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$1,196,146	\$1,282,913	\$1,466,925
Commodities	53,139	71,167	66,342
Contractual	596,881	546,150	568,715
Capital Outlay	2,967	9,500	6,350
Transfers/Others	0	0	0
TOTAL	<u>\$1,849,133</u>	<u>\$1,909,730</u>	<u>\$2,108,332</u>

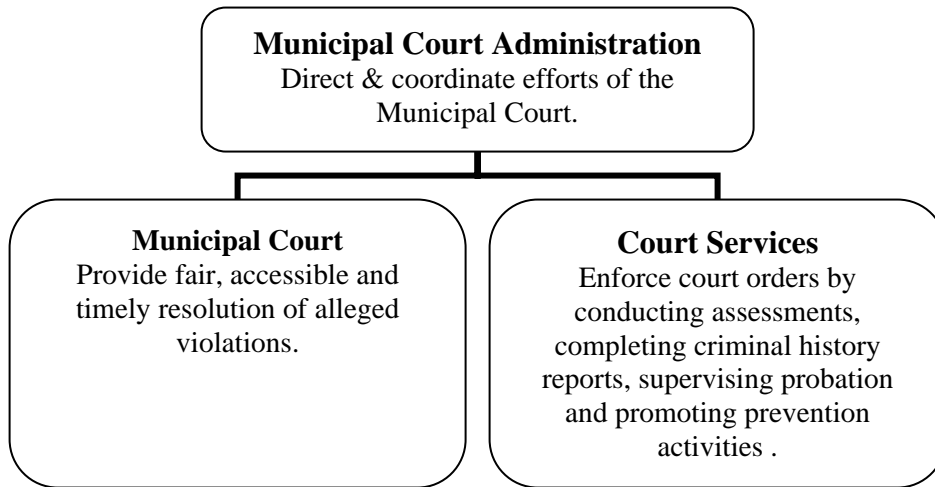
PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Presiding Judge	1	1	1
Municipal Court Judge	1	1	1
Court Administrator	1	1	1
Court Clerk, Deputy	2	2	2
Court Security Officer	2	2	4
Court Clerk, Senior	2	2	2
Court Clerk	10	10	10
Total Full-time Employees:	<u>19</u>	<u>19</u>	<u>21</u>
Part-Time			
Court Security Officer	0.13	0.14	0.14
Judge Pro Tem	0.12	0.14	0.14
Microfilm Clerk	0.98	0.98	0.98
Total Part-time Employees:	<u>1.23</u>	<u>1.26</u>	<u>1.26</u>
TOTAL FTEs	<u>20.23</u>	<u>20.26</u>	<u>22.26</u>

PROGRAM DESCRIPTION

The Court Services Division of the Municipal Court provides service in four basic areas: Pre-Sentence Investigations and Drug Alcohol Evaluations, Monitoring and Supervision, Education Programs and Community Outreach.

MUNICIPAL COURT - ORGANIZATIONAL CHART



MISSION STATEMENT

To enforce court orders by:

- ❖ *Conducting assessments,*
- ❖ *Completing criminal history reports,*
- ❖ *Supervising probation and*
- ❖ *Promoting prevention activities within the community.*

AGENCY LOCATOR

Finance, Administration and Economic Development

Municipal Court
Municipal Court
Court Services ←

2006 PROGRAM GOALS

The City of Overland Park’s work plan contains several items that will direct the efforts of the Court Services Division in 2006:

- *Promoting prevention activities within the community:*
 - ◆ Initiate Phase 2 of the Wrong of Passage program.
- *Conducting assessments, completing criminal history reports and supervising probation:*
 - ◆ Maintain recidivism rates that are at or below national averages.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the Court Services Division include:

- *Conducting assessments, completing criminal history reports and supervising probation:*
 - ◆ Maintained a 99% approval rating from defendants, based on a survey of defendants.
 - ◆ Successfully transitioned to conducting in-house assessments for repeat offenders.

PERFORMANCE INDICATORS

<u>Measure</u>	<u>2004 Actual</u>	<u>2005 Projected</u>	<u>2006 Target</u>
EFFECTIVENESS MEASURES			
Percent of diversion/probation program participants that are involved with the court system again within two years:	25%	25%	25%
WORKLOAD MEASURES			
Number of assessments conducted:	740	800	800
Number of people monitored on diversion or probation:	1,189	1,200	1,300

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$402,069	\$442,986	\$466,339
Commodities	0	0	0
Contractual	5,561	2,270	0
Capital Outlay	0	0	9,600
Transfers/Others	0	0	0
TOTAL	<u>\$407,630</u>	<u>\$445,256</u>	<u>\$475,939</u>

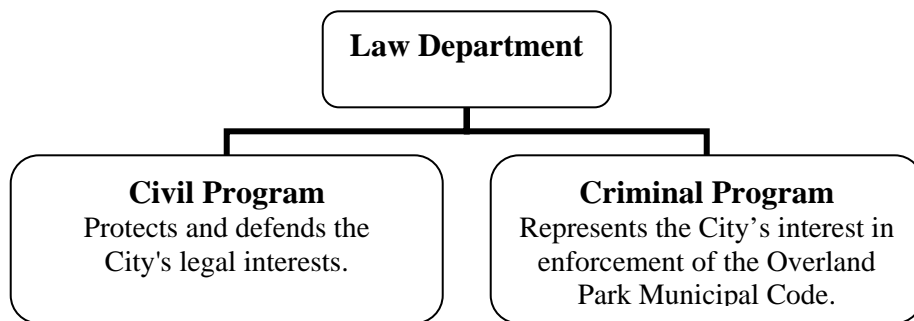
PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Court Services Supervisor	1	1	1
Substance Abuse Specialist	1	1	1
Court Security Officer	1	1	3
Probation Officer	3	3	3
Court Clerk	1	1	1
Total Full-time Employees:	<u>7</u>	<u>7</u>	<u>7</u>
Part-Time			
Total Part-time Employees:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL FTEs	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>

PROGRAM DESCRIPTION

The Law Department provides legal advice and counsel to the Governing Body, City Manager, City departments and City boards and commissions; attends all City Council Meetings and meetings of various committees, boards and commissions; drafts ordinances, resolutions, contracts, deeds, leases, advisory opinions and other legal instruments; and processes claims against the City and its officers and employees before state and federal judicial and administrative agencies in civil litigation proceedings.

LAW DEPARTMENT - ORGANIZATIONAL CHART



MISSION STATEMENT

To protect and defend the City's legal interests and to represent the City's interest in enforcement of the Overland Park Municipal Code by:

- ❖ *Preparation of appropriate legislative documents, contracts and opinions and representation of the City in civil litigation*
- ❖ *Provide legal expertise and assist in the development of policy and*
- ❖ *Prosecuting violations of the Municipal Code and managing the diversion and victim assistance programs.*

AGENCY LOCATOR

Finance, Administration and Economic Development
 Law
 Law ◀

2006 PROGRAM GOALS

The City of Overland Park's work plan contains several items that will direct the efforts of the Law Department in 2006:

- *Preparation of appropriate legislative documents, contracts and opinions and representation of the City in civil litigation:*
 - ◆ Legal opinion service. Provide prompt legal opinion service to Council and City staff.
 - ◆ Legislative support service. Monitor all proposed state and federal legislation impacting municipalities.
 - ◆ Preparation of ordinance and administrative policies.
 - ◆ Legal assistance service.
- *Prosecuting violations of the Municipal Code and managing the diversion and victim assistance programs:*
 - ◆ Effectively and efficiently prosecute cases.
 - ◆ Assist the Police Department, code enforcement officers and other City staff in preparing cases for prosecution in the Municipal Court.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the Law Department include:

- *Preparation of legislative documents, contracts and opinion and representation of the City in civil litigation:*
 - ◆ Represented the City in Police Department open records litigation.
 - ◆ Developed Fire Fighter Relief Association procedures and standards.
 - ◆ Drafted interlocal agreement for law enforcement efforts related to threats associated with weapons of mass destruction.
 - ◆ Prepared documents regarding annexation of land in three sections south and west of the City.
 - ◆ Drafted a model Stream Corridor Maintenance Agreement.
 - ◆ Assisted in the revision of the right-of-way excavation ordinance.
 - ◆ Provided contract and other legal support for the High Pointe Entertainment District/Event Center.
 - ◆ Provided legal support regarding claims filed against the City.
 - ◆ Provided legal support concerning personnel, pension and other human resources related matters.
 - ◆ Provided written and oral testimony to support the City's legislative program.
 - ◆ Provided legal advice to the Police Department concerning public protests, homeland security and emergency operations.
- *Provide legal expertise and assist in the development of policy:*
 - ◆ Provided policy training for staff concerning City policies, including equal opportunity, anti-harassment, alcohol/drug use, commercial drivers' license standards and constitutional issues.
 - ◆ Generated a bi-monthly Overland Park Police Department legal bulletin to keep commissioned officers abreast of changes in the law.
- *Prosecuting violations of the Municipal Code and managing the diversion and victim assistance programs:*
 - ◆ Of the approximately 38,000 new cases filed in the Municipal Court, Law Department prosecutors processed 743 DUI cases and 8,264 non-DUI cases, including cases involving illegal drugs, substance abuse, thefts, violations of property maintenance and building codes and traffic offenses. The prosecution division also handled appeals to the District Court and administration of approximately 914 cases through the Department's Victim Assistance Program.

PERFORMANCE INDICATORS

<u>Measure</u>	<u>2004 Actual</u>	<u>2005 Projected</u>	<u>2006 Target</u>
EFFECTIVENESS MEASURES			
Percent of customers who feel Law Dept. has clearly articulated the risk analysis to assist in decision making:			
·Legislative Issues	91%	100%	100%
·Legal Opinions	89%	100%	100%
·Personnel Issues	81%	100%	100%
Percent of non-DUI charges disposed by:			
·Bench trial	6%	6%	6%
·Plea/Sentencing	82%	81%	82%
·Dismissal	5%	6%	5%
·Diversion	7%	6%	7%
Percent of DUI charges disposed by:			
·Bench trial	6%	10%	6%
·Diversion	51%	52%	51%
·Plea/Sentencing	34%	29%	33%
·Dismissal	9%	10%	10%
WORKLOAD MEASURES			
Number of documents prepared/reviewed:			
·Ordinances	135	168	158
·Resolutions	61	52	68
·Contracts	467	670	720
Number of legal opinions issued:	2,217	2,202	2,200
Number of civil litigation cases reviewed, managed or litigated:	9	8	14
WORKLOAD MEASURES, CONT.			
Number of charges filed:			
·DUI	917	1,112	925
·Non-DUI:			
·Hazardous traffic (moving)	20,084	21,144	20,100
·Non-hazardous traffic (non-moving)	12,789	12,976	13,000
·Parking	2,060	1,790	2,200
·Theft	637	508	650
·Animal Control	183	226	185
·Drug related	154	160	160
·Codes	194	282	200
·Other	1,256	1,856	1,500
Total	38,274	40,054	38,920

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$1,135,161	\$1,203,019	\$1,248,199
Commodities	17,722	26,417	26,000
Contractual	229,638	158,667	163,170
Capital Outlay	661	9,500	9,200
Transfers/Others	0	0	0
TOTAL	<u>\$1,383,182</u>	<u>\$1,397,603</u>	<u>\$1,446,569</u>

PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Director, Law/City Attorney	1	1	1
Assistant City Attorney, Sr.	2	2	2
Assistant City Attorney II	1	1	1
Administrative Prosecutor	1	1	1
Prosecutor	3	2	2
Victim Assistance Coordinator	1	0	0
Executive Legal Assistant	2	2	2
Legal Secretary	2	2	2
Administrative Clerk, Sr.	1	1	1
Total Full-time Employees:	<u>14</u>	<u>12</u>	<u>12</u>
Part-Time			
Contract Attorney	0.48	0.48	0.48
Contract Prosecutor	0.00	0.50	0.50
Contract Victim Asst. Coordinator	0.00	0.50	0.50
Total Part-time Employees:	<u>0.48</u>	<u>1.48</u>	<u>1.48</u>
TOTAL FTEs	<u>14.48</u>	<u>13.48</u>	<u>13.48</u>

PROGRAM DESCRIPTION

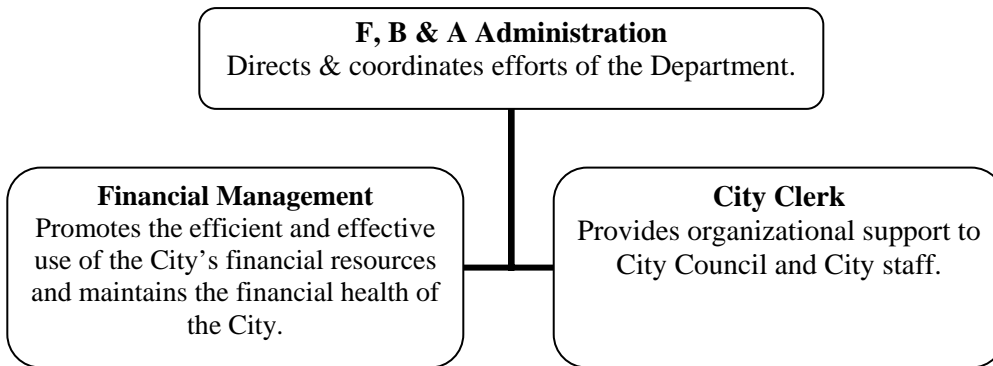
The FB&A Administration Division directs and coordinates the efforts of the Finance, Budget and Administration Department in continuing effective management of the department and maintaining the City’s sound financial condition.

MISSION STATEMENT

To direct and coordinate the efforts of the Finance, Budget and Administration Department by:

- ❖ *Effectively managing the department and*
- ❖ *Maintaining the City’s sound financial condition.*

FINANCE, BUDGET & ADMINISTRATION - ORGANIZATIONAL CHART



AGENCY LOCATOR

Finance, Administration and Economic Development
 Finance, Budget and Administration
FBA Admin. ◀
Finance and Accounting
 City Clerk

2006 PROGRAM GOALS

The City of Overland Park’s work plan contains several items that will direct the efforts of the FB&A Administration Division in 2006:

- *Maintain the City’s sound financial position:*
 - ◆ Developing, implementing and monitoring annual operating and capital improvements program budgets through the use of proper financial accounting, analysis and reporting.
 - ◆ Earn the GFOA Certificate of Excellence for Financial Reporting for the 2005 financial statements and the GFOA Award for the 2006 Budget.
- *Effectively manage the department:*
 - ◆ Complete consolidation of customer service operations between the City Clerk’s office and the City Manager’s office.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the FB&A department include:

- *Maintain the City’s sound financial position:*
 - ◆ Received the GFOA Certificate of Achievement for the 2003 Financial Statements and GFOA Award for the 2004 Operating Budget.
 - ◆ Coordinated development of the 2005 and 2006 Budgets and 2006–2010 five-year financial plan and Capital Improvements Program.
 - ◆ Coordinated transition of the financial operations of the Overland Park Fire Department into the City.
- *Effectively manage the department:*
 - ◆ Began consolidation of customer service operations between the City Clerk’s office and the City Manager’s office.

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$209,279	\$226,661	\$232,647
Commodities	6,336	3,650	3,650
Contractual	13,174	24,230	24,830
Capital Outlay	0	0	0
Transfers/Others	0	0	0
TOTAL	<u><u>\$228,789</u></u>	<u><u>\$254,541</u></u>	<u><u>\$261,127</u></u>

PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Director, Finance, Budget & Admin.	1	1	1
Executive Secretary	1	1	1
Total Full-time Employees:	<u>2</u>	<u>2</u>	<u>2</u>
Part-Time			
Total Part-time Employees:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL FTEs	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

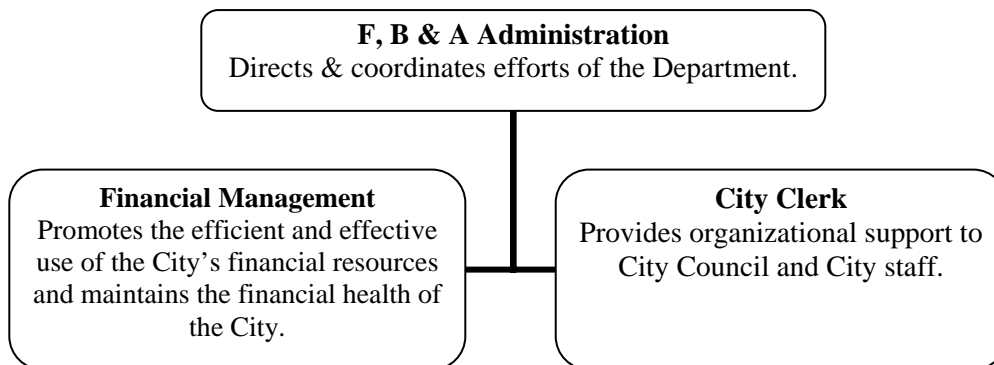
PROGRAM DESCRIPTION

The Finance and Accounting Division administers the City's financial planning and budgeting systems. This information assists the City Council in making policy decisions about public funds and providing services in the most efficient and effective manner possible.

The Division is also responsible for safekeeping of funds, payment of City bills and maintaining all financial records.

Overland Park has a long-standing record of fiscal responsibility based upon sound financial planning and budgeting. These factors have helped the City earn a triple-A bond rating from Standard and Poor's and Moody's Investors Service for 18 consecutive years.

FINANCE, BUDGET & ADMINISTRATION - ORGANIZATIONAL CHART



MISSION STATEMENT

To promote the efficient and effective use of the City's financial resources and maintain the financial health of the City by:

- ❖ *Developing, implementing and monitoring annual operating and capital improvements program budgets through the use of proper financial accounting, analysis and reporting,*
- ❖ *Planning and evaluating the City's financial position through the use of a five-year financial plan,*
- ❖ *Directing the cash management of City funds and*
- ❖ *Providing financial direction to City departments.*

AGENCY LOCATOR

Finance, Administration and Economic Development

- Finance, Budget and Administration
- FBA Admin
- Finance and Accounting ←
- City Clerk

2006 PROGRAM GOALS

The City of Overland Park's work plan contains several items that will direct the efforts of the Finance and Accounting Division in 2006:

- *Providing financial support and direction to City departments:*
 - ◆ Further training of City employees on the City's new financial management software (E1).
 - ◆ Review the financial reporting information requirements of all City departments and improve upon the reporting capabilities of E1 to City departments.
 - ◆ Review and update all Finance and Accounting related administrative policies.
- *Developing, implementing and monitoring annual operating and capital improvements program budgets through the use of proper financial accounting, analysis and reporting:*
 - ◆ Further integrate performance measures with budget development and reporting.
 - ◆ Earn the GFOA Certificate of Excellence for Financial Reporting for the 2004 financial statements and the GFOA Award for the 2006 Budget.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the Finance and Accounting Division include:

- *Providing Financial support and direction to City departments:*
 - ◆ Upgrading the City's financial management software (E1) to a Web-based interface that will be used by all departments throughout the City.
 - ◆ Completed the transition of OPFD financial operations (banking, accounting, purchase cards and internal controls) into the City's financial systems.
 - ◆ Began implementing the Fraud, Waste & Abuse policy through education of all City employees to prevent fraud, waste and abuse and provide guidance for internal controls to identify, prevent and resolve problems.
- *Developing, implementing and monitoring annual operating and capital improvements program budgets through the use of proper financial accounting, analysis and reporting:*
 - ◆ Received the GFOA Certificate of Achievement for the 2003 Financial Statements and GFOA Award for the 2004 Budget.
- *Directing the cash management of City funds:*
 - ◆ Completed the job rotation plan within the Division, which has strengthened the overall knowledge of City operations with all Finance Division staff members.
 - ◆ Enhanced the Purchase Card (P-card) program, which provides employees monthly Internet access to their P-card statements to review and code their transactions.

PERFORMANCE INDICATORS

<u>Measure</u>	<u>2004 Actual</u>	<u>2005 Projected</u>	<u>2006 Target</u>
EFFECTIVENESS MEASURES			
Percent variance between budgeted and actual:			
·General fund revenues	114%	100%	100%
·Expenditures	89%	95%	95%
Accuracy rate in forecasting annual city revenue estimates:			
·Sales tax	113%	100%	100%
·All other non-sales tax revenues	116%	100%	100%
Percent of available funds invested:	95%	94%	94%
Investment interest rate earned as a % of:			
· 3 month T bill rate	112%	100%	100%
· Kansas Municipal Investment Pool Benchmark Rate	115%	100%	100%
Average annual rate of return on investments:	1.73%	3%	3%
Percent of vendors paid within 30 days from date of invoice:	32%	30%	30%
EFFICIENCY/WORKLOAD MEASURES			
General Fund Operating expenditures per capita:	\$418	\$415	\$430
General Fund Revenues per capita:	\$551	\$560	\$560
Debt per capita:	\$789	\$773	\$844
Number of checks, ACH & Wire payments:	11,126	10,000	10,000
Average value of funds invested:	\$99.4 M	\$95 M	\$95 M

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$984,188	\$1,065,228	\$1,144,248
Commodities	15,105	16,640	17,200
Contractual	125,511	139,550	145,554
Capital Outlay	2,339	3,000	5,000
Transfers/Others	0	0	0
TOTAL	<u>\$1,127,143</u>	<u>\$1,224,418</u>	<u>\$1,312,002</u>

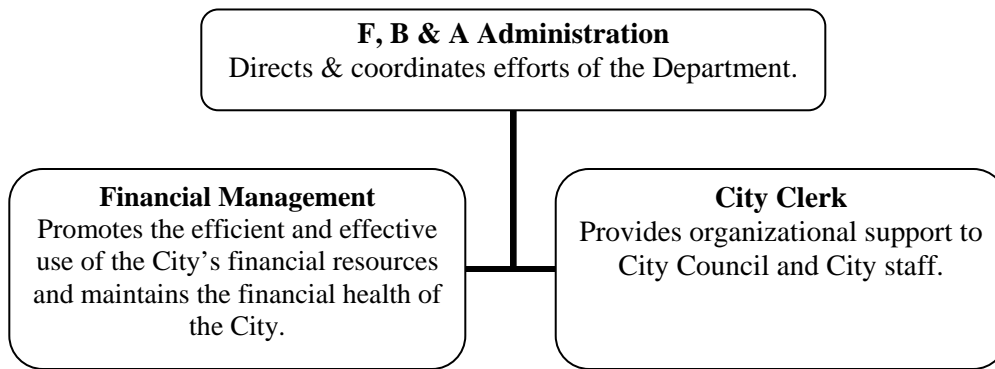
PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Manager, Finance & Accounting	1	1	1
Manager, Budget	1	1	1
Internal Auditor	1	1	1
Accountant II	5	5	5
Accountant I	1	1	1
Senior Accounting Clerk	6	6	6
Total Full-time Employees:	<u>15</u>	<u>15</u>	<u>15</u>
Part-Time			
Total Part-time Employees:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL FTEs	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>

PROGRAM DESCRIPTION

The City Clerk’s Division prepares City Council agendas; records and maintains all Council records, proceedings and ordinances; provides information concerning Council proceedings and ordinances to the general public and other City departments; and issues various licenses and permits including animal, cereal malt beverage, drinking establishment, private club, caterer and massage therapy.

FINANCE, BUDGET & ADMINISTRATION - ORGANIZATIONAL CHART



MISSION STATEMENT

To provide organizational support to City Council and City staff by:

- ❖ *Providing an accurate record of Council, Committee and Planning Commission meetings,*
- ❖ *Performing records management and contract administration,*
- ❖ *Processing applications for licenses and permits,*
- ❖ *Facilitating the City's risk management program and*
- ❖ *Responding to customer service requests.*

AGENCY LOCATOR

Finance, Administration and Economic Development
 Finance, Budget and Administration
FBA Admin
Finance and Accounting
City Clerk ←

2006 PROGRAM GOALS

The City of Overland Park's work plan contains several items that will direct the efforts of the City Clerk Division in 2006:

- *Performing records management and contract administration:*
 - ◆ Continue implementation of the document imaging system in the transition from microfilm to imaging for records preservation, storage and retrieval.
- *Respond to customer service requests:*
 - ◆ Continue to refine the online animal licensing process to facilitate public demand for ease of licensing through online transactions.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the City Clerk Division include:

- *Performing records management and contract administration:*
 - ◆ Coordinated annual participation in a quantitative bid through the U.S. Communities purchasing alliance for purchase of office supplies and copy paper.
 - ◆ Selected a vendor for the imaging system and began implementation. The imaging system will facilitate access to records and provide faster and higher quality customer service.
- *Responding to customer requests for assistance:*
 - ◆ Evaluated effectiveness of the partnership with the Communications Division in providing customer service while accommodating reductions in staff.
 - ◆ Worked with Information Technology to streamline the animal licensing process through the Online Development System, which facilitated more efficient license processing and increased productivity.
- *Providing records of meetings:*
 - ◆ Coordinated recording system improvements resulting in fewer problems.
- *Processing applications for licenses and permits:*
 - ◆ Coordinated the use of the GeoNotify System to contact delinquent pet owners.

PERFORMANCE INDICATORS

<u>Measure</u>	<u>2004 Actual</u>	<u>2005 Projected</u>	<u>2006 Target</u>
EFFECTIVENESS MEASURES			
Percent of customers rating the following as good or excellent:			
·Quality of customer service	92%	95%	95%
·Courtesy/friendliness of staff	95%	95%	95%
·Timeliness/speed of service	91%	95%	95%
·Meeting of expectations	91%	95%	95%
Average number of days to transcribe and distribute minutes for review:			
·City Council	38	30	30
·Committee	46	30	30
·Planning Commission	18	15	15
·Other	42	30	30
Average number of days to issue licenses and permits from time of receipt of application to mailing:			
·Animal license	6	10	10
·Special animal permits	21	15	15
·Dangerous animal permits	15	7	7
·Drinking establishments, caterers, & private clubs	11	21	21
·Cereal Malt Beverage (CMB) license	8	14	14
·Retail liquor license	3	14	14
·Massage therapy permits	12	21	21
WORKLOAD MEASURES			
Number of permits and licenses processed per FTE:			
	7,782	7,800	7,800
Number of licenses and permits issued:			
·Animal license	21,751	23,500	23,500
·Special animal permits	278	300	300
·Dangerous animal permits	34	20	20
·Drinking establishments, caterers, and private clubs	187	180	180
·Cereal Malt Beverage (CMB) license	94	85	85
·Retail liquor license	31	30	30
·Massage therapist permits	268	200	200
Hours of meetings for which minutes were transcribed:	223	230	230

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$563,921	\$580,344	\$625,648
Commodities	22,934	36,705	36,912
Contractual	75,957	102,310	105,147
Capital Outlay	917	0	3,000
Transfers/Others	0	0	0
TOTAL	<u>\$663,729</u>	<u>\$719,359</u>	<u>\$770,707</u>

PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
City Clerk	1	1	1
Assistant City Clerk	1	1	1
Administrative Assistant	1	1	1
Recording Secretary	4	4	4
Customer Service Representative, Sr.	2	2	2
Customer Service Representative	2	1	1
Total Full-time Employees:	<u>11</u>	<u>10</u>	<u>10</u>
Part-Time			
Customer Service Representative	0.50	0.60	0.60
Total Part-time Employees:	<u>0.50</u>	<u>0.60</u>	<u>0.60</u>
TOTAL FTEs	<u>11.50</u>	<u>10.60</u>	<u>10.60</u>

PROGRAM DESCRIPTION

The City of Overland Park budgets contingency funds to be used for unexpected expenditures throughout the year. At the end of the budget year, any expenditure charged to the contingency account is then transferred to the appropriate account from which the expenditure should have occurred.

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$20,663	\$0	\$0
Commodities	0	0	0
Contractual	360,582	0	0
Capital Outlay	0	0	0
Transfers/Others	-381,245	3,163,200	3,176,450
TOTAL	\$0	\$3,163,200	\$3,176,450
Fire Service Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	0	0	0
Capital Outlay	0	0	0
Transfers/Others	0	145,920	153,396
TOTAL	\$0	\$145,920	\$153,396
Stormwater Utility Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	0	0	0
Capital Outlay	0	0	0
Transfers/Others	0	0	131,404
TOTAL	\$0	\$0	\$131,404
Golf Course Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	0	0	0
Capital Outlay	0	0	0
Transfers/Others	0	2,746,507	2,631,194
TOTAL	\$0	\$2,746,507	\$2,631,194

PROGRAM DESCRIPTION

Kansas State Law requires that all transfers from the City’s General Fund be budgeted. Funding is transferred from the General Fund to other funds, such as the Bond and Interest Fund, the Fire Service Fund, special revenues funds and the Capital Projects Fund, from where the money is then expended.

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	0	0	0
Capital Outlay	0	0	0
Transfers/Others	18,069,044	68,273,267	64,274,357
TOTAL	<u>\$18,069,044</u>	<u>\$68,273,267</u>	<u>\$64,274,357</u>
Fire Service Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	0	0	0
Capital Outlay	0	0	0
Transfers/Others	1,404,282	1,178,181	1,081,976
TOTAL	<u>\$1,404,282</u>	<u>\$1,178,181</u>	<u>\$1,081,976</u>
Stormwater Utility Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	0	0	0
Capital Outlay	0	0	0
Transfers/Others	2,660,537	2,668,311	3,690,946
TOTAL	<u>\$2,660,537</u>	<u>\$2,668,311</u>	<u>\$3,690,946</u>
Golf Course Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	62,662	0	0
Contractual	90,748	0	0
Capital Outlay	300,493	0	0
Transfers/Others	243,266	1,096,500	1,186,100
TOTAL	<u>\$697,169</u>	<u>\$1,096,500</u>	<u>\$1,186,100</u>

PROGRAM DESCRIPTION

The City of Overland Park budgets the vast majority of the City’s bond and interest payments out of the Bond and Interest Fund. This fund is used to account for the payment of debt service costs associated with the City’s general long-term debt. Revenue is transferred into this fund from the City’s General Fund.

The Golf Course Fund, as an enterprise fund, is responsible for debt service of its bond issuances. Bond and interest payments for golf course related issuances are paid out of the Golf Course Fund.

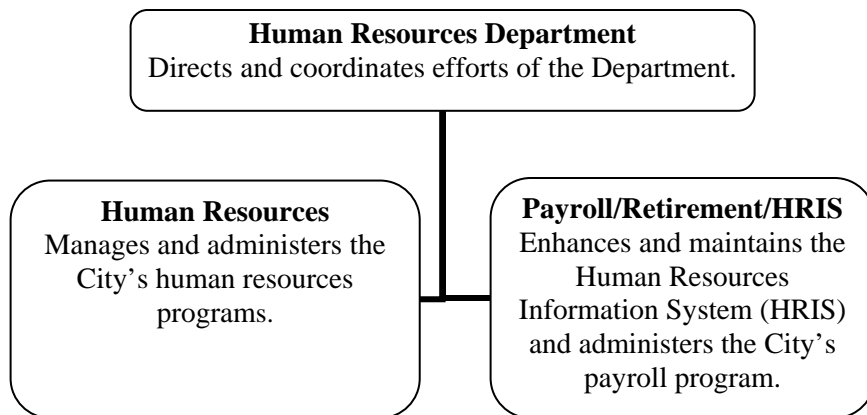
EXPENDITURES:

Bond and Interest Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	0	0	0
Capital Outlay	0	0	0
Transfers/Others	15,724,923	16,041,000	17,577,000
TOTAL	<u><u>\$15,724,923</u></u>	<u><u>\$16,041,000</u></u>	<u><u>\$17,577,000</u></u>
Golf Course Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$0	\$0	\$0
Commodities	0	0	0
Contractual	0	0	0
Capital Outlay	0	0	0
Transfers/Others	264,994	261,884	210,529
TOTAL	<u><u>\$264,994</u></u>	<u><u>\$261,884</u></u>	<u><u>\$210,529</u></u>

PROGRAM DESCRIPTION

The Human Resources Department is comprised of two cost centers: Human Resources and Payroll/Retirement Plans/HRIS. The Human Resources Division manages the human resources management programs for the City including employment, employer-employee relations, compensation administration, benefits administration, safety loss and prevention, workers' compensation and employee training and development.

HUMAN RESOURCES - ORGANIZATIONAL CHART



MISSION STATEMENT

To provide a comprehensive human resources programs and services by:

- ❖ *Providing effective selection and screening programs, providing conflict resolution alternatives and by providing a positive forum for recognition*

To provide a competitive and financially responsive compensation and benefits program by:

- ❖ *Conducting annual market analyses,*
- ❖ *Managing, negotiating and implementing new benefit contracts,*
- ❖ *Serving as a training resource and*

To prevent human and economic loss by:

- ❖ *Educating and influencing employees work behaviors to adopt safety and loss prevention practices and*
- ❖ *To provide effective training and development to City staff.*

AGENCY LOCATOR

Finance, Administration and Economic Development

Human Resources
 Human Resources ◀
 Payroll/ HRIS

2006 PROGRAM GOALS

The City of Overland Park's work plan contains several items that will direct the efforts of the Human Resources Division in 2006:

- *Provide comprehensive human resources programs and services:*
 - ◆ Design and develop a citywide Diversity Program strategy that includes diversity training.
 - ◆ Implement the Human Resources Information Technology Strategy, including the PeopleSoft eRecruit and eManager program modules.
 - ◆ Conduct Spring and Fall Focus meetings for supervisors to inform them of current City issues including updates on policies, safety, project teams and upcoming events.
 - ◆ Design a new web-based awards/rewards/recognition program that consolidates the City's Service, Safety and Recognition Programs.
 - ◆ Develop a job rotation plan to reorganize/restructure the Human Resources Department.
 - ◆ Implement a learning management system.
 - ◆ Establish an in-house network to support training and development by providing internal facilitation and development of a wide variety of training opportunities for City Employees.
 - ◆ Assist the HRIS section in researching technological improvements in employee benefits enrollments.
- *Provide a competitive and financially responsive compensation and benefits program:*
 - ◆ Identify and control employment costs and significantly reduce the time it takes to fill mission critical positions.
 - ◆ Negotiate and implement new contracts for the City's Self-Funded Group Health Plan, Wellness Plan, Dental Plan, Benefits Consulting, and Life Insurance Plans.
 - ◆ Conduct annual market surveys and perform analysis of wage rates for the entire City to assure that the City's rates of pay remain competitive.
 - ◆ Conduct a complete review and restructuring of the City's Senior Management Incentive Compensation Plan.
 - ◆ Research and develop a long-term strategy to control health care cost.
 - ◆ Assist with the actuarial valuation of implementation of GASB 45 and explore the implications on the City's employee benefits strategy.
- *Prevent human and economic loss:*
 - ◆ Build a strong "Safety Culture" throughout the City by focusing on safety awareness, training and accountability.
 - Reduce the total number of accidents by 35%.
 - Reduce vehicular accidents by 35%.
 - Reduce time lost accidents by 50%.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the Human Resources Division include:

- *Provide comprehensive human resources programs and services:*
 - ◆ Researched and implemented a cancer insurance plan for employees.
 - ◆ Managed the transition of the OPFD human resources programs into the City.
 - ◆ Updated the Employee Handbook.
 - ◆ Developed and implemented the 2004 Human Resources Department Business Plan.
 - ◆ Coordinated the development and implementation of a new citywide performance management system.
 - ◆ Prepared, presented and implemented staff recommendations for the 2005 employee benefits program.
 - ◆ Updated training pages of OPNet so employees could view course descriptions, take training needs assessments, submit training requests and complete course evaluations online.
 - ◆ Coordinated and conducted all employee policy briefings to cover such topics as sexual harassment and computer and Internet usage. Over 32 sessions were held with approximately 800 attendees.
 - ◆ Coordinated a flu prevention campaign for employees.
 - ◆ Conducted a Supervisory Training Needs Assessment to gather data for the development of a Supervisory Development process.
 - ◆ Designed Supervisory Development components including a Development Model, Implementation Plan and Development Requirements.
 - ◆ Developed and executed a variety of Supervisory Development events, modules and development activities in the areas of Organization, People, Resources, Operations and Self.
 - ◆ Partnered with the KU Edwards Campus MPA program to offer Continuing Education opportunities to City employees in a variety of topic areas including: Immigration to the Suburbs, Public Management Issues, Administrative Ethics and Project Management.
 - ◆ Partnered with Johnson County United Way Cultural Connections program to offer free educational opportunities for City employees in the area of diversity.
 - ◆ Developed and launched a front-line employee training program on the topics of Customer Service and Diversity Awareness.
- *Provide a competitive and financially responsive compensation and benefits program:*
 - ◆ Developed a new Citywide Cost Reduction Program.
 - ◆ Conducted annual salary surveys for local and national public employers.
 - ◆ Conducted a senior management salary survey.
 - ◆ Explored the feasibility of offering a supplemental health plan for part-time employees.
- *Prevent human and economic loss:*
 - ◆ Established a safety orientation program for new hires on their first day of employment.
 - ◆ Reduced vehicular accident frequency by 1%.
 - ◆ Provided all employees daily safety information.
 - ◆ Provided Root Cause Analysis accident investigation training to supervisors.

PERFORMANCE INDICATORS

<u>Measure</u>	<u>2004 Actual</u>	<u>2005 Projected</u>	<u>2006 Target</u>
EFFECTIVENESS MEASURES			
Employee turnover rate	10%	9%	7%
Employees rating the City's benefit package satisfactory or above:	93%	93%	95%
Workforce that represents diverse populations:	8%	8%	10%
Personnel problems/issues resolved without a formal filing:	80%	80%	100%
Percent of cases resolved:	100%	100%	100%
·In-house	80%	80%	80%
·By outside agency	20%	20%	20%
Average number of days from recruitment until hiring:			
·Management	60	90	60
·Commissioned	80	90	80
·Firefighters/Paramedics	53	60	60
·Non-commissioned	49	50	45
Injury/Illness severity rate:	\$0.10	\$0.07	\$0.09
Workers' compensation cost per \$100 of payroll:	\$0.49	\$0.26	\$0.27
Eligible workforce participating in training/development activities:	89%	95%	95%
Eligible employees participating in wellness program:	31%	36%	40%
Ratio of dollars spent on health claims from wellness participants compared with non-participants:	\$1:\$2.25	\$1:\$1.50	\$1:\$1.50
EFFICIENCY/WORKLOAD MEASURES			
Average benefit cost per employee (per payroll dollar):			
·Commissioned Employees	\$0.37	\$0.40	\$0.39
·Fire Safety Employees	\$0.42	\$0.44	\$0.42
·All other	\$0.39	\$0.40	\$0.40
Full-time employees receiving benefits:	781	845	875
·Commissioned Employees	225	242	248
·Fire Safety Employees	132	138	147
·All other	424	474	480
Number of vacancies filled:			
·Management	10	6	6
·Commissioned	26	25	25
·Firefighters/Paramedics	24	20	20
·Non-commissioned	48	60	60
·Part-time/temporary	441	350	350

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$965,762	\$994,550	\$1,219,695
Commodities	29,135	38,650	35,576
Contractual	222,557	325,085	347,949
Capital Outlay	157	0	8,200
Transfers/Others	0	0	0
TOTAL	<u><u>\$1,217,611</u></u>	<u><u>\$1,358,285</u></u>	<u><u>\$1,611,420</u></u>

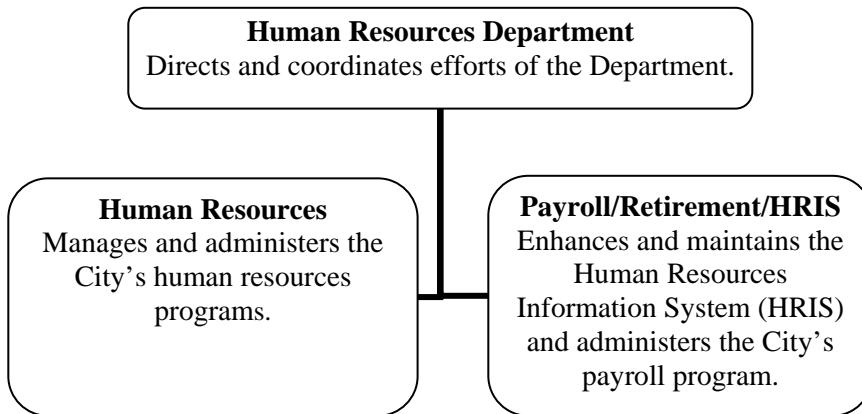
PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Director, Human Resources	1	1	1
Manager, Personnel Services	1	1	1
Manager, Employee Relations/EEO	1	1	1
Compensation Specialist, Senior	1	1	1
Employee Relations Specialist	1	1	1
Human Resources Assistant, Senior	2	2	2
Human Resources Assistant	1	1	1
Benefits Coordinator	0	0	1
Executive Secretary	1	1	1
Employment Specialist	0	0	1
Total Full-time Employees:	<u>9</u>	<u>9</u>	<u>11</u>
Part-Time			
On Trak Students	0.52	0.52	0.52
Training & Development Specialist	0.00	0.00	0.96
Benefits Coordinator	0.50	0.60	0.00
Safety & Loss Prevention Admin.	0.75	0.70	0.90
Employment Specialist	0.75	0.63	0.00
Total Part-time Employees:	<u>2.52</u>	<u>2.45</u>	<u>2.38</u>
TOTAL FTEs	<u><u>11.52</u></u>	<u><u>11.45</u></u>	<u><u>13.38</u></u>

PROGRAM DESCRIPTION

The Payroll/Retirement Plans/HRIS Division administers the City payroll, retirement and deferred compensation programs.

HUMAN RESOURCES - ORGANIZATIONAL CHART



MISSION STATEMENT

To administer the City's payroll program, provide retirement plans, and design and oversee the maintenance of the information contained within the City's Human Resources Information System (HRIS) by:

- ❖ *Preparing, distributing and documenting all payroll, direct deposits and payroll tax disbursement,*
- ❖ *Providing staff support of all retirement and deferred compensation programs and*
- ❖ *Providing technical support to HRIS users.*

AGENCY LOCATOR

**Finance,
Administration and
Economic Development**
Human Resources
Human Resources
Payroll/ HRIS ←

2006 PROGRAM GOALS

The City of Overland Park's work plan contains several items that will direct the efforts of the Payroll/Retirement/HRIS Division in 2006:

- *Preparing, disbursing and documenting all payroll checks, direct deposits and payroll tax disbursements:*
 - ◆ Report accurate tax information to federal, state and local taxing authorities. Provide City management with salary and benefits reports for budget and planning responsibilities.
- *Providing retirement and deferred compensation programs:*
 - ◆ Provide employees with information necessary to set retirement income goals.
 - ◆ Renew disability insurance contracts for police and firefighter disability plans.
- *Providing technical and administrative support to HRIS users:*
 - ◆ Incorporate technology into Human Resources functions in order to gain greater efficiencies.
 - ◆ Analyze and implement HRIS workflow processes. Research strategies to redesign and streamline current processes.

2004-2005 PROGRAM ACCOMPLISHMENTS

Recent accomplishments of the Payroll/Retirement/HRIS Division include:

- *Preparing, disbursing and documenting all payroll checks, direct deposits and payroll tax disbursements:*
 - ◆ Successfully administered a \$48,527,223 payroll including the production of 23,738 pay vouchers and 4,377 payroll checks.
- *Providing retirement and deferred compensation programs:*
 - ◆ Coordinated and provided staff support for a \$29.2 million Municipal Employees Pension Plan.
 - ◆ Coordinated and provided staff support for a \$35.8 million Police Pension Plan.
 - ◆ Assumed administration of \$9.6 million Overland Park Fire Department Pension Plan.
- *Providing technical and administrative support to HRIS users:*
 - ◆ Implemented time clocks for Public Works and Parks and Recreation Departments.
 - ◆ Implement the Human Resources Information Technology Strategy by enhancing employee self-service and implementing PeopleSoft eRecruit and eManager modules.
 - ◆ Implement web-based open enrollment for HRIS users.

PERFORMANCE INDICATORS

<u>Measure</u>	<u>2004 Actual</u>	<u>2005 Projected</u>	<u>2006 Target</u>
EFFECTIVENESS MEASURES			
Percent of pay disbursements issued accurately:	96%	96%	97%
WORKLOAD MEASURES			
Number of employment records maintained:	21,110	25,000	29,000
Number of self-service users:	1,038	1,060	1,050
Total number of payroll disbursements issued:	28,115	28,500	28,575
Total amount of all disbursements:	\$48,527,223	\$50,468,312	\$52,231,355

EXPENDITURES:

General Fund	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Personal Services	\$470,272	\$498,960	\$536,011
Commodities	19,395	20,934	21,933
Contractual	13,242	22,797	22,883
Capital Outlay	8,159	5,500	11,600
Transfers/Others	0	0	0
TOTAL	<u>\$511,068</u>	<u>\$548,191</u>	<u>\$592,427</u>

PERSONNEL (full-time equivalent):

Full-Time	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Manager, Payroll/Retirement Plans/HRIS	1	1	1
Administrator, Retirement Plans	1	1	1
Payroll Coordinator	1	1	1
HRIS/Payroll Specialist	1	1	1
Retirement Plans Assistant, Senior	1	1	1
Records Technician	1	1	1
Total Full-time Employees:	<u>6</u>	<u>6</u>	<u>6</u>
Part-Time			
Payroll Assistant	0.50	0.55	0.55
Total Part-time Employees:	<u>0.50</u>	<u>0.55</u>	<u>0.55</u>
TOTAL FTEs	<u>6.50</u>	<u>6.55</u>	<u>6.55</u>