

Program Information

Information &

Operations

Facilities Department

Facilities Department is the County's primary provider of building related services such as: long range planning, building operation, building maintenance, construction administration, building leases and security services. Facilities Department is an internal service provider to other County departments enabling them to focus on their core missions to the citizens of Sedgwick County.

Human Services

Three service groups make up the Facilities Department: Facility Project Services (FPS), which provides planning, construction and property administration; Facilities Maintenance Service (FMS) which operates and maintains properties and facilities; and Facilities Security Services (FSS) which provides defined security in limited areas of county facilities focused primarily where the district court is located. These three service groups work independently and together using their broad range of skill sets to provide citizens and employees the facilities they need to conduct their business and access needed services.

Security Services is the security provider for the

Courthouse Complex, Juvenile Court Complex, and the County parking garage. A secure, weapon-free environment for visitors and occupants is provided by a uniformed staff that performs entry screening and preventive patrols while enforcing state laws and County resolutions. In addition, the department manages the public information desk in the Courthouse lobby and the County parking garage. Security Services will continue to provide high profile security screening at the main and juvenile courthouses along with less noticeable services such as assisting citizens with minor car problems, providing direction and information to citizens, after-hours security, coordinating action with the courts and other staff to provide organized strategic security related to higher profile trials and public forums.

Expenditures

2

4

Millions

6

8

1.8%

Facility Maintenance Service continues to reduce maintenance costs by utilizing existing staff to perform repairs and maintenance on technical systems previously serviced through service contracts with external vendors. The savings has enabled the department to work within their budget to maintain service levels while utility and commodity costs continue to escalate.



Sedgwick County... working for you Project Services administers the County Capital Improvement Program (CIP) for Facilities Management Services, manages construction and remodeling projects, and provides property management for all County departments and District Court. In 2009, Facilities Project Services will continue to be heavily involved with the INTRUST Bank Arena in downtown Wichita. Milestones expected in 2010 are final inspections of construction of the project, training operators of the coordinating safety facility, training, purchasing/installing necessarv operational the equipment, working with our operator, SMG, for the opening events. Other significant projects being focused

• Accountability-

and enforced

service to meet customer needs

Commitment -

Professionalism-

available resources

on in 2010 are the National Center for Aviation Training at Colonel James Jabara Airport, a new courtroom at the juvenile complex as well as two additional courtrooms in the main courthouse, two new fire station projects, renovation of unimproved lobbies and bathrooms in the Main County Courthouse, a new sheriff squad room at the Stillwell complex and completion of an addition the to Forensic Science Center.

The Facilities Department will continue to be very involved in 2010 working to bring the County in more complete compliance with the Americans with Disabilities Act (ADA). The County has emphasized the necessity of insuring that our programs and services are accessible to everyone

including those with disabilities. The Facilities department will play a large role in working with our ADA coordinator to bring the needed staff and resources together to make this happen.

Departmental Sustainability Initiatives

Project Services has led the planning and construction management of the INTRUST Bank Arena that is expected to have a significant impact on the economic vitality of downtown Wichita. Our new National Center for Aviation Training will provide a skilled workforce for the future. Adding new modern fire stations that are



Alignment with County Values

Our job performance as individuals and as a department ensures that county resolutions and state laws are observed, implemented

Facilities Department staff is committed to providing quality

Staff strives to achieve a level of efficiency and customer service

that provides all departments and divisions with the climate needed

to successfully complete their missions, while attempting to

Goals & Initiatives

• Facilitate comprehensive and accurate planning services

• Prevent acts of violence from occurring at the Courthouse

Minimize interruptions of mechanical and electrical

services to customers and to the public while maximizing

for facility construction, remodeling and acquisition

Complex and Juvenile Court entryways

protect the County's properties and the environment

better located to protect real property, protects the economic base of the community.

The Department has been taking a number of steps to improve the environment within the organization and the community. Staff is involved in recycling not only office waste, but also taking waste paper, plastic bottles, aluminum cans and ink/toner cartridges to the appropriate locations for recycling. Projects are completed in full cooperation and compliance of environmental regulations, including proper handling and disposal of any hazardous materials found throughout various projects. The Facilities Department has two project contracts that significantly improved

> energy efficiency. So much so, that the contractor guarantees the energy savings to more than pay for the cost of the upgrades. Other benefits of these contracts are the modern control systems, new boilers, chillers and other equipment.

Department Accomplishments

The total square feet served by Facilities Maintenance in 2005 totaled 994.813 and will increase to 1,066,506 in 2009. During this period, Facilities Maintenance continued to reduce maintenance costs by utilizing existing staff to perform repairs and maintenance on technical systems previously serviced through service contracts with external vendors. The savings has enabled the department to

work within their budget to maintain service levels while utility and commodity costs continue to escalate at increasingly higher rates.

Budget Adjustments

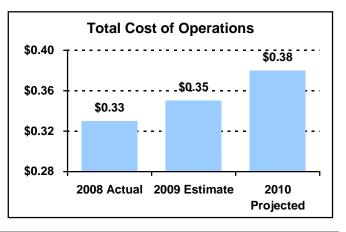
Changes to the Facilities Department's 2010 budget reflect an increase in benefits costs and a 2.0 percent general pay adjustment for employees earning less than \$75,000. No increases were provided for contractuals, commodities, and capital equipment from the 2009 Adopted budget for property tax supported funds.

PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates the Key Performance Indicator (KPI) of the Facilities Department.

Total Cost of Operations -

The total cost per square foot to operate the • buildings (monthly average).



Department Performance Measures	2008 Actual	2009 Est.	2010 Proj.
Goal: Operate and manage facilities and the resources under our c	ontrol efficiently a	nd effectivelv	
Total cost of operations (KPI)	\$0.33	\$0.35	\$0.38
Average annual customer service score (combined)	1.78	1.85	1.85
Average lease-cost per square foot	\$8.10	\$8.50	\$8.70
Goal: Facilitate comprehensive and accurate planning services for	facility construction	on, remodeling and	l acquisition
Dollar value of projects per employee (projects)	57,963,566	50,000,000	40,000,000
Number of projects managed (projects)	75	50	55
Training hours per full time Project Services employee	28	40	40
Goal: Prevent acts of violence from occurring at the Courthouse C	complex and Juven	ile Court buildings	
Weapons seized/prevented from entering courthouse	5,693	6,000	6,000
Customer service rating (security)	1.60	1.59	1.57
Training hours per full time security services employee	28	28	28
Goal: Minimize interruptions of mechanical and electrical services available resources	s to customers and	to the public while	emaximizing
Area maintained per staff (square foot)	47,170	47,400	47,400
Preventative vs. corrective maintenance tasks (% indicated is preventative)	14.27	16.00	18.00



working for you

Significant Adjustments From Previous Budget Year			
	Expenditures	Revenue	FTEs
2009 CIP Cash Project: Replace roofs on County owned buildings	(15,094)		
 2010 CIP Cash Project: Replace roofs on County owned buildings 	400,920		
 2010 CIP Cash Project: Replace HVAC roof top units, Sedgwick County Extension 	437,360		
 Reduce miscellaneous maintenance costs 	(49,211)		
 Energy Efficiency and Conservation Block Grant (EECBG) 	355,558	485,100	1.00

						Total	1,129,533	485,100	1.00
Budget Summary by Categoria	gory					Budget	Summary b	y Fund	
	2008	2009	2009	2010	% Chg.			2009	2010
Expenditures	Actual	Adopted	Revised	Budget	09-10	Expendit	ures	Revised	Budget
Personnel	2,595,602	2,881,421	2,881,421	2,980,264	3.4%	General I	Fund-110	6,101,492	6,902,120
Contractual Services	2,481,311	2,770,779	2,698,132	2,705,149	0.3%	Law Enfo	rc Grants-261	-	-
Debt Service	-	-	-	-		JAG Grai	nts-263	13,053	-
Commodities	467,216	434,198	447,251	443,198	-0.9%	Stimulus	Grants-277	-	355,558
Capital Improvements	8,894	15,094	-	1,074,067					
Capital Equipment	-	-	72,647	55,000	-24.3%				
Interfund Transfers	568,492	-	15,094	-	-100.0%				
Total Expenditures	6,121,515	6,101,492	6,114,545	7,257,678	18.7%	Total E	xpenditures	6,114,545	7,257,678
Revenue									
Taxes	-	-	-	-					
Intergovernmental	5,247	-	13,053	485,100	3616.5%				
Charges For Service	223,436	243,580	243,580	234,190	-3.9%				
Other Revenue	52,865	96,641	96,641	53,928	-44.2%				
Total Revenue	281,548	340,221	353,274	773,218	118.9%				
Full-Time Equivalents (FTEs)	57.97	56.97	58.97	59.97	1.7%				

Budget Summary by Program

	_	Expenditures				
Program	Fund	2008 Actual	2009 Adopted	2009 Revised	2010 Budget	% Chg. 09-10
Facility Maintenance	110	4,714,865	4,503,501	4,503,501	5,355,618	18.9%
Security	110	1,184,026	1,248,066	1,248,066	1,207,653	-3.2%
Project Services	110	217,377	349,925	349,925	338,849	-3.2%
DIO Misc. Grants	Mult.	5,247	-	13,053	-	-100.0%
Energy Grant	277	-	-	-	355,558	

Full-Time Equivalents (FTEs)							
2009 Adopted	2009 Revised	2010 Budget					
24.84	26.84	26.84					
27.81	27.81	27.81					
4.32	4.32	4.32					
-	-	-					
-	-	1.00					

6,121,515

6,101,492 6,114,545 7,257,678

56.97

18.7%

Personnel Summary by Fund

2010

Budget

4.47

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1.00

1.00

2.00

1.00

1.00

1.00

1.00

1.00

2.00

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3.00 1.00

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2.00

2.00

1.00

8.00

1.00

1.00

1.00

4.00

2.00

1.00

1.00

			Budgete	ed Personne	l Costs	I	Full-Time	Equivalents (F	TEs)
Position Title(s)	Fund	Band	2009 Adopted	2009 Revised	2010 Budget		2009 Adopted	2009 Revised	Bu
KZ4 - Protective Services	110	EXCEPT	107,449	107,449	107,449		4.47	4.47	
Temp: Skilled Craft Workers	110	EXCEPT	5,000	5,000	5,000		0.50	0.50	(
Facilities Director	110	B429	69,226	71,303	71,303		1.00	1.00	
Project Services Manager	110	B428	68,624	68,790	68,790		1.00	1.00	
Senior Construction Project Mana	110	B326	106,873	105,636	105,636		2.00	2.00	:
Facility Manager	110	B326	57,846	60,518	60,518		1.00	1.00	
Construction Project Manager	110	B326	49,805	50,801	53,877		1.00	1.00	
Building Service Manager	110	B324	53,445	55,884	55,884		1.00	1.00	
Security Manager	110	B324	52,003	54,367	54,367		1.00	1.00	
Projects Administrator	110	B324	52,000	53,877	43,958		1.00	1.00	
Trade Specialist IV	110	B323	94,186	98,538	98,538		2.00	2.00	:
Mechanical Systems Engineer	110	B322	44,506	46,563	46,563		1.00	1.00	
Assistant Building Superintenden	110	B322	43,035	45,023	45,023		1.00	1.00	
Senior Trade Specialist	110	B321	51,430	52,445	52,445		1.00	1.00	
Trade Specialist III	110	B220	104,309	108,601	108,601		3.00	3.00	:
Security Assistant Manager	110	B220	42,224	44,161	44,161		1.00	1.00	
Security Sergeant	110	B219	141,957	147,079	147,079		4.00	4.00	4
Electrician II	110	B219	44,358	45,331	45,331		1.00	1.00	
Senior Security Officer	110	B218	261,809	254,865	254,865		8.00	8.00	
Carpenter/Builder	110	B218	76,082	78,786	78,786		2.00	2.00	-
Trade Specialist	110	B217	66,033	54,760	54,760		2.00	2.00	-
Senior Maintenance Worker	110	B216	29,384	30,445	30,445		1.00	1.00	
Security Officer	110	B115	210,630	220,674	220,674		8.00	8.00	
Senior Groundskeeper	110	B115	27,177 25,401	28,434 26,574	28,434 26,574		1.00 1.00	1.00 1.00	
Maintenance Worker II Painter	110	B115	25,401	20,574 23,623	20,574 23,623		1.00	1.00	
Building Maintenance Worker	110	B115 B114	44,209	23,023 92,582	23,023 92,584		2.00	4.00	
Senior Custodian	110 110	B114 B113	60,754	92,382 61,944	92,584 61,944		2.00	2.00	
Public Relation & Info Clerk	110	B113 B112	29,066	29,627	29,627		1.00	1.00	
Project Manager	277	B112 B324	23,000	23,027	43,958		-	-	
	Com Over Bene	pensation time/On C		Turnover)	2,160,797 (27,934) 40,966 16,468 789,967 2,980,264		56.97	58.97	59



59.97

• Facility Maintenance Services

Facility Maintenance Services (FMS) provides repairs, maintenance, utilities management, custodial and recycling services for 21 buildings comprising over one million square feet of County owned buildings. The primary buildings include the main Courthouse, the Historic Courthouse, the Sedgwick County Jail and the Juvenile Court and DA complex. Facilities maintenance is responsible for three major programs; the Extension Building Maintenance program, Building Maintenance Services and Detention Maintenance Services. Facilities Maintenance also administers service contracts such as for elevators, fire and smoke alarm systems, backflow prevention systems, fire sprinkler systems and automated building controls. Outside vendors are contracted to provide repairs on problems beyond the resources of the department.

Fund(s): General Fund

	2008	2009	2009	2010	% Chg.
Expenditures	Actual	Adopted	Revised	Budget	09-10
Personnel	1,229,411	1,321,289	1,321,289	1,409,850	6.7%
Contractual Services	2,460,186	2,749,035	2,676,388	2,679,405	0.1%
Debt Service	-	-	-	-	
Commodities	448,311	418,083	418,083	428,083	2.4%
Capital Improvements	8,465	15,094	-	838,280	
Capital Equipment	-	-	72,647	-	-100.0%
Interfund Transfers	568,492	-	15,094	-	-100.0%
Total Expenditures	4,714,865	4,503,501	4,503,501	5,355,618	18.9%
Revenue					-
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	43,114	45,423	45,423	46,631	2.7%
Other Revenue	52,865	96,641	96,641	53,928	-44.2%
Total Revenue	95,978	142,064	142,064	100,559	-29.2%
Full-Time Equivalents (FTEs)	26.84	24.84	26.84	26.84	0.0%

Goal(s):

• Minimize interruptions of mechanical and electrical services interruptions to customers and to the public while maximizing available resources

• Provide well maintained buildings to offer clean and comfortable facilities for citizens and staff

• Monitor operational costs to insure all equipment and buildings are operating at top efficiency

• Security

Security Services is the security provider for the Courthouse Complex, Juvenile Court Complex, and the County parking garages. A secure, weapon-free environment for visitors and occupants is provided by a uniform presence that performs entry screening and preventive patrols while enforcing state laws and County resolutions. In addition, the Department manages the public information desk in the Courthouse lobby and the County parking garage. The revenue collected by Security is for the fees charged to the public for using the County parking garage.

Fund(s): General Fund 110					91004-110
	2008	2009	2009	2010	% Chg.
Expenditures	Actual	Adopted	Revised	Budget	09-10
Personnel	1,153,536	1,215,356	1,215,356	1,174,943	-3.3%
Contractual Services	17,087	17,572	17,572	18,572	5.7%
Debt Service	-	-	-	-	
Commodities	13,403	15,138	15,138	14,138	-6.6%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	1,184,026	1,248,066	1,248,066	1,207,653	-3.2%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	180,276	198,157	198,157	187,559	-5.3%
Other Revenue	-	-	-	-	
Total Revenue	180,276	198,157	198,157	187,559	-5.3%
Full-Time Equivalents (FTEs)	27.81	27.81	27.81	27.81	0.0%

Goal(s):

• Prevent acts of violence at the courthouse and Juvenile Court Facilities

• Enforce state laws and Sedgwick County rules, regulations and policies governing behavior

• Provide a secure, weapon free environment for visitors, occupants, and employees



• Project Services

Project Services performs a variety of functions related to the completion of all non-road/bridge County Capital Improvement Program (CIP) projects. Thi function performs feasibility and viability studies, coordinates the project design phase with architects and engineers, develops bid documents, provides construction administration, quality assurance and contract compliance. Additionally, the Project Services manages non-qualifying CIP construction and remodeling projects, and provides property management for all County departments and the District Court.

Major projects include the INTRUST Bank Arena, the National Center for Aviation Training at Jabara Airport, Juvenile Court Complex, fire station relocations. Upcoming projects include the space needs assessment for primary users of County facilities, new EMS and fire stations, new courtrooms for the District Court, and approximately 60 projects to improve compliance with the ADA.

Fund(s): General Fund 110					93002-110
	2008	2009	2009	2010	% Chg.
Expenditures	Actual	Adopted	Revised	Budget	09-10
Personnel	212,654	344,776	344,776	330,700	-4.1%
Contractual Services	4,039	4,172	4,172	7,172	71.9%
Debt Service	-	-	-	-	
Commodities	255	977	977	977	0.0%
Capital Improvements	429	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	217,377	349,925	349,925	338,849	-3.2%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	47	-	-	-	
Other Revenue	-	-	-	-	
Total Revenue	47	-	-	-	
Full-Time Equivalents (FTEs)	3.32	4.32	4.32	4.32	0.0%

Goal(s):

• Administer effective, cost efficient planning and project management

• Process projects in a timely and efficient manner while maintaining high quality standards

• Close projects ensuring high customer satisfaction, with thorough and complete financial project documentation

• DIO Miscellaneous Grants

Facilities programs have received occasional grants to offset various costs in the past for special projects. Courthouse Security received Local Law Enforcement Block Grants (LLEBG) for updating security equipment at the Juvenile Court Facility and the Main Courthouse. LLEBG's are also awarded to other County departments and programs involved with law enforcement activities. Justice Assistance Grant Program (JAG), is a grant from the U.S. Department of Justice. The purpose of JAG is to allow states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. Funds can be used for statewide initiatives, technical assistance and training, and support for local and rural jurisdictions.

Fund(s): Law Enforc Grants/JAG Grants

Expenditures	2008 Actual	2009 Adopted	2009 Revised	2010 Budget	% Chg. 09-10
Personnel	-	-	-	-	
Contractual Services	-	-	-	-	
Debt Service	-	-	-	-	
Commodities	5,247	-	13,053	-	-100.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	5,247	-	13,053	-	-100.0%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	5,247	-	13,053	-	-100.0%
Charges For Service	-	-	-	-	
Other Revenue	-	-	-	-	
Total Revenue	5,247	-	13,053	-	-100.0%
Full-Time Equivalents (FTEs)	-	-	-	-	

Goal(s):

• Explore grant opportunities to maximize project and initiatives potential



Energy Grant

The Energy Efficiency and Conservation Block Grant will be used for a portion of the cost in the purchase of ten hybrid vehicles for the County fleet. The funds will also create an Energy/Sustainability Project Manager position responsible for the development and implementation of energy/sustainability measures and an energy master plan for Sedgwick County.

Fund(s): Stimulus Grants 277

	2008	2009	2009	2010	% Chg.
Expenditures	Actual	Adopted	Revised	Budget	09-10
Personnel	-	-	-	64,771	
Contractual Services	-	-	-	-	
Debt Service	-	-	-	-	
Commodities	-	-	-	-	
Capital Improvements	-	-		235,787	
Capital Equipment	-	-		55,000	
Interfund Transfers	-	-		-	
Total Expenditures	-	-	•	355,558	
Revenue					
Taxes	-	-		-	
Intergovernmental	-	-		485,100	
Charges For Service	-	-		-	
Other Revenue	-	-		-	
Total Revenue	-	-	-	485,100	
Full-Time Equivalents (FTEs)	-	-	-	1.00	

Goal(s):

91001-277

• Reduce the consumption of fuel by \$1,000 annually per hybrid vehicle and reduce fossil fuel emissions

• Monitor current energy use, assess all County-owned buildings for energy-efficient retrofits, and develop an energy master plan

• Improve existing buildings and facilities and lower the County's energy costs and reduce emissions

