

# Finance Committee

3/22/16

## **Budget Updates:**

Public Properties

Record Imaging

Extension

# Public Properties

	Public Properties	Capital Improvement
Budgeted Employees:	43	0
F15/16 Modified Budget:	\$3,962,363	\$635,000
Budget Status:	67.5% spent at 71.5% YTD complete	56.8% spent at 71.5% YTD complete
Projected Revenue:	\$3,350,000	\$0
Budget Payroll:	\$2.56 million	\$0

# Records Imaging

	Records Imaging
Budgeted Employees:	4
F15/16 Modified Budget:	\$249,972
Budget Status:	54.5% spent at 71.5% YTD complete
Projected Revenue:	\$10,064
Budget Payroll:	\$184,712

# Extension

	<b>Extension</b>
Budgeted Employees:	11
F15/16 Modified Budget:	\$443,913
Budget Status:	70.9% spent at 71.5% YTD complete
Projected Revenue:	\$67,981 (Sarpy County payment)
Budget Payroll:	\$400,000

**Douglas County Office/Department  
F2016/17 Budget  
Douglas County Public Property Department**

**1) Brief Description of Office/Department:**

The Public Properties Department oversees the maintenance of County offices and Properties. This Department fulfills maintenance requests and services in building updates and renovations, while also monitoring compliance with building, construction, and safety codes. Public Properties operates a preventative maintenance program and oversees the leasing of all County properties.

**2) Top 3 to 5 Goals and Objectives:**

**Communication and Customers:** Provide excellent communications and customer service to our colleagues at the Facilities.

- Continue working to improve communication component of work order process so that customers are better informed.
- Continue to host Customer Group meetings for projects taking place in the Facilities.
- Maintain a comfortable environment that is suitable for its intended purpose.

**Planning:** Capital Improvement Plan focuses long term items that are in need of replacement for all Facilities.

- Continue to provide the five (5) year Capital Improvement Plan for approval. Increase in cost is requested to address some of the aged mechanical equipment we need to split years to address minimal improvements.

**Bond Projects:** Recommended Bond Projects

- The most recent Bond project required is the Thomas Fitzgerald Veterans Home Facility. This will be placed back on the ballot in 2016. Estimated project cost is \$30 Million is referenced as The Public Safety and Public Service Operations incorporating 911, Environmental Services, relocation of Douglas County leased Treasurer's office from 108th and Maple, and Emergency Management.
- The 1976 addition to the Douglas County Correction Center will also be included in the 2016 Bond issue. Estimated project cost is \$7 million to implement needed upgrades to the facility as the will far exceeds the Capital Improvement Budget.

**Operation Efficiencies:** Facilities Risk Assessment

- Increase operational effectiveness and Efficiency of Campus Facilities and Infrastructure.
- Reduce unscheduled outages by increasing Preventative Maintenance and Replacing Aged Equipment.
- Identify building deficiencies along with deferred maintenance issues.

**SUSTAINABILITY: Explore and Implement Energy Efficiency Uses**

- Reduce energy use in owned Facilities.
- Continue upgrading energy efficient equipment.
- Continue to review and implement energy efficient lighting.
- Implement Building management controls as Equipment is added.

**3) Attach a copy of the Office/ Department organization chart:**

See Attachment

**4) Office/Department budget detail:**

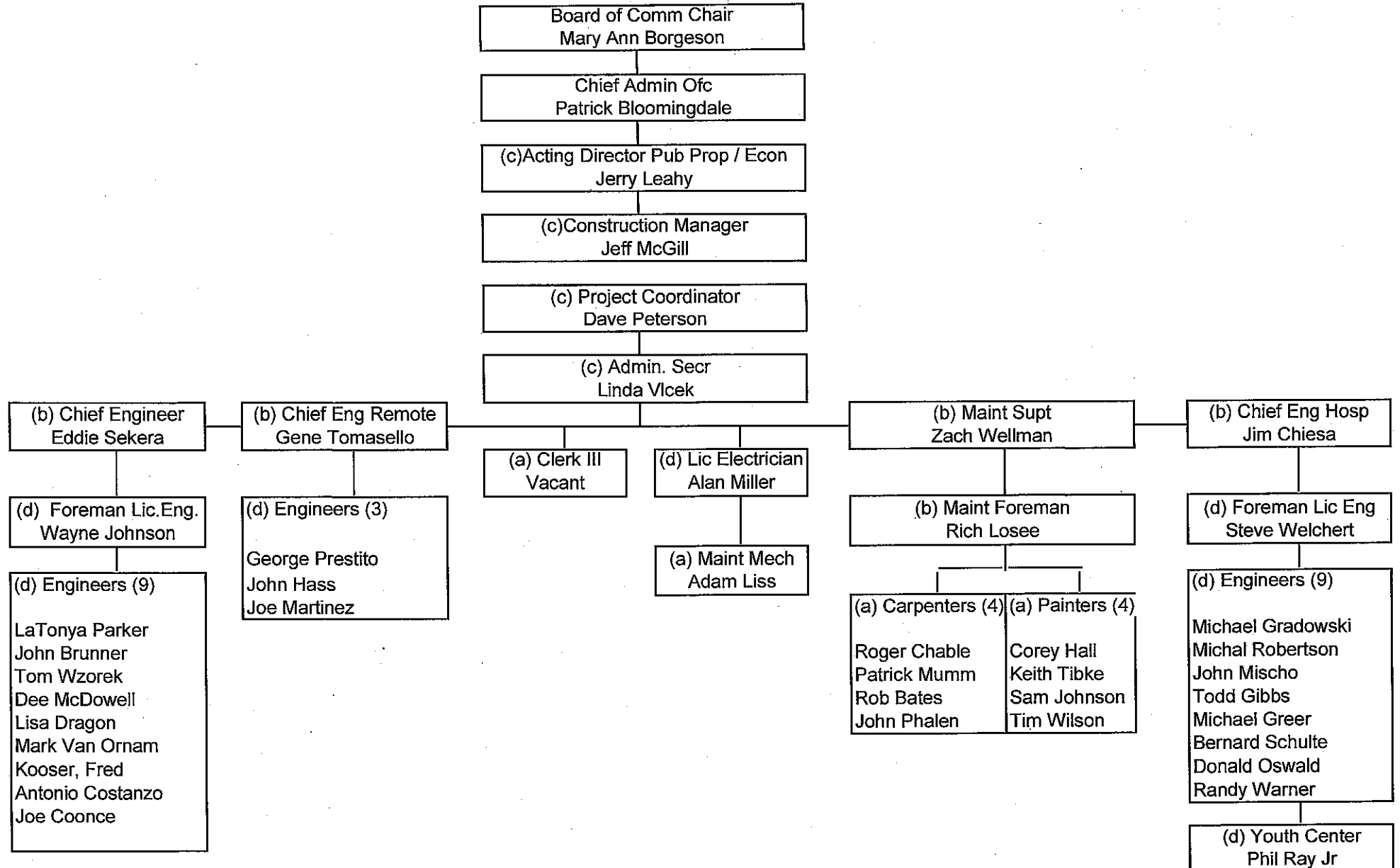
	F14/15 Actual	F15/16 Modified Budget	F16/17 Requested Budget
Total Headcount	43	43	43
Expenses	\$3,871,456.00	\$4,007,940.00	\$4,046,261.00
Revenues	\$3,324,500.00	\$3,350,000.00	\$3,290,400.00

**5) Source of Office/Department funds:**

	F14/15 Actual	F15/16 Modified Budget	F16/17 Requested Budget
General Fund	\$546,956.00	\$657,940.00	\$755,861.00
Other Fund	\$0.00	\$0.00	\$0.00
Fees	\$3,324,500.00	\$3,350,000.00	\$3,290,400.00
Grants	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Source	\$3,871,456.00	\$4,007,940.00	\$4,046,261.00



# DOUGLAS COUNTY PUBLIC PROPERTIES DEPARTMENT - 2016



(43) Total Employees

(a) = General Services

(b) = Management & Professional

(c)= Administrative

(d) = Licensed Services





LOCATION	PROJECT DESCRIPTION	2017	2018	2019	2020	2021
Boiler - Chiller Room	Window Replacement	\$ 11,000				
	Smoke Stack Replacement - Repair - Boiler Rm			\$ 30,000		
	Asbestos Survey - Boiler Rm					\$ 4,800
	Re-Tube Boiler No. 3 (Kewanee S/N 11321 NB 47336)	\$ 70,000				
	Upgrade Transformer - Chiller Room 34KW available				\$ 50,000	
	Replace Oil Storage Tank (40,000 gal no 2 fuel)	\$ 130,000				
	Replacement of 500 & 600 Ton Chillers		\$ 350,000		\$ 375,000	
DCHC Warehouse	Condensers & Evaporator (North - Interior) -Cooler & Freezer (Freezer - 3 Evap & 2 Conden / Cooler - 2 Evap & 2 Conden)			\$ 40,000	\$ 30,000	
	Roof Replacement (Age 1990 - center section)			\$ 20,000		
DC Youth Center	Elevators to Emergency Power			\$ 8,000		
	Misc. Concrete Repairs (Every Other Year)	\$ 3,000		\$ 5,000		\$ 5,000
	Update Control Systems	\$ 30,000				
Ag - Extension Office	Repair West Concrete Patio	\$ 10,000				
	Building & Parking Lights Update			\$ 15,000		
	Parking Lot Rehab (Mill Top 2" and Lay down)				\$ 60,000	
	Restroom Upgrades (1 per year)	\$ 50,000		\$ 20,000		
1101 Facility	Existing Parking Lot Resurfacing				\$ 15,000	
	Ground Floor Office Renovation					\$ 120,000
	Window Replacement			\$ 70,000		
	Asbestos Survey			\$ 6,500		
	HVAC Split System - Eliminate Window Units				\$ 45,000	
	Electrical Upgrade			\$ 60,000		
	Tuck Pointing and Sealant		\$ 10,000			
	Restroom Upgrades (2 each)					\$ 13,000
1215 Facility	Condensate Unit Replacement (Exterior Unit 1977)				\$ 85,000	
	Air Handling Unit with Controls					\$ 125,000
	East Entry Floor Replacement			\$ 7,000		
	Asbestos Survey			\$ 5,100		
	Restroom Upgrade	\$ 25,000				
	Replace Ceiling, Lighting and Ductwork/Diffusers (1 Flr / yr)					\$ 45,000

LOCATION	PROJECT DESCRIPTION	2017	2018	2019	2020	2021
Election Facility	Replace Roof Top Units - (3 Each - 1 per year - ends 2021)			\$ 10,000	\$ 10,000	\$ 10,000
	Roof Replacement (Built-up 1995)		\$ 80,000			
<b>WEST LOCATIONS</b>						
Garage	Electrical Service & Systems Upgrade			\$ 60,000		
	Roof Replacement (Age 1987 North Section)			\$ 64,000		
	Service Maintenance Pit (2021)					\$ 60,000
Engineer Office	Roof Replacement (Age 1991)				\$ 40,000	
911 Facility	Carpet Replacement	\$ 10,000				
Sheriff's Facility	Misc Concrete Repair & Sealants	\$ 5,000		\$ 5,000		\$ 5,000
	Control System Upgrade	\$ 12,000				
	Roof Replacement (Age 1996 - 2021)					\$ 130,000
	Condensing Unit Replacement (exterior 1996)			\$ 85,000		
Thomas Fitzgerald Home	Asbestos Abatement (Hold for Bond)					
	Misc Roof Repairs (Clay Tile Roof - Hold for Bond)					
	Window Replacement (Wood Windows - Hold for Bond)					
	Boiler House - Exiting Requirement Upgrades	\$ 20,000				
Miscellaneous	<b>Unforeseen Conditions at Facilities</b>	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	<b>Misc Lighting Project to Energy Efficient Fixtures</b>	\$ 20,000	\$ 20,000	\$ 40,000	\$ 40,000	\$ 40,000
	<b>A/E Design Services</b>	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Building Maintenance Project Totals</b>		<b>\$1,819,000</b>	<b>\$1,841,000</b>	<b>\$1,807,600</b>	<b>\$1,826,000</b>	<b>\$1,851,800</b>

## Douglas County Office/Department F2016/17 Budget Template

### 1) Brief description of Office/Department -- include mission statement if available:

The Records Imaging Department performs document imaging services for County and City offices. Services include preparing documents for imaging, scanning documents and processing to film or on line imaging software and inspecting images for quality assurance.

Currently providing services for 9 County and 3 City offices.

### 2) Top 3 to 5 goals and objectives:

- 1) Increase imaging production and decrease back log and turnaround time by hiring an additional staff member to assist with preparing documents for scanning and processing film and quality assurance.
- 2) Making change to archive writer to allow creation of duplicate rolls without requiring specialty duplicator machine, reducing required processing supplies.
- 3) Expanding services to additional County offices. Increasing revenue by selling services to additional City offices/departments.

### 3) Attach a copy of the Office/Department organization chart:

See Attached

### 4) Office/Department budget detail:

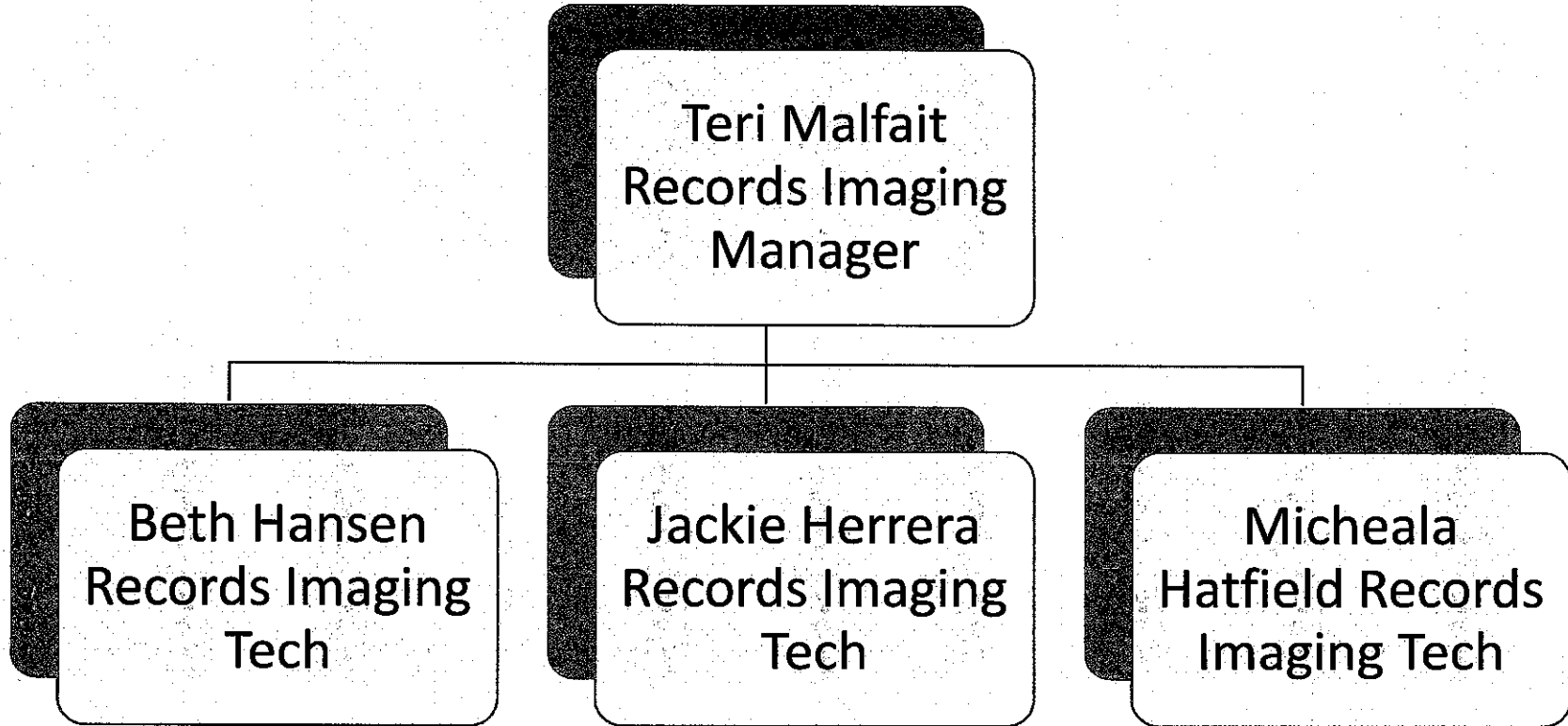
	F14/F15 <u>Actual</u>	F15/16 <u>Modified Budget</u>	F16/17 <u>Requested Budget</u>
Total Headcount	4	4	5
Expenses	\$243,532.08	\$249,592.08	\$286,637.60
Revenues	\$7,769.10	\$6309.00	\$8,000.00

### 5) Source of Office/Department funds:

	F14/F15 <u>Actual</u>	F15/16 <u>Modified Budget</u>	F16/17 <u>Requested Budget</u>
General Fund	\$235,762.98	\$243,283.08	\$278,637.60
Other Fund (specify)			
Fees			
Grants			
Other			
<b>Total Revenues</b>	<b>\$235,762.98</b>	<b>\$243,283.08</b>	<b>\$278,637.60</b>

**Douglas County Records Imaging Department  
Organizational Chart**

**3/15/2016**



## Budget for 2016/2017

<u>Codes</u>	<u>Accounts</u>	<u>2015/16</u>	<u>2016/17</u>
41111	Payroll	\$180,482.20	\$180,122.40
	New Hire		\$34,611.20
41121	Longevity	\$684.00	\$685.00
41125	Holiday Pay		
41145	Vacation Used		
41147	Funeral Leave		
41162	Sick Leave		
42155	Micro. Supplies	\$31,000.00	\$31,000.00
42121	Travel & Subsistence		
42223	Postage	\$550.00	\$550.00
42239	Professional Fees- Other	\$86.00	\$86.00
42252	Contract Service	\$83.00	\$83.00
42276	IT Contract - Not Dot Comm.		
42411	Maint. Agree.	\$25,000.00	\$26,000.00
42454	Rent-Other	\$8,800.00	\$8,800.00
42852	Membership Dues	\$600.00	\$600.00
43311	Office Supplies	\$800.00	\$800.00
43316	Compt Parts, Software, Access		
44111	Furniture & Fixtures		
44114	Network Computer Equipment	\$3,300.00	\$3,300.00
		\$251,385.20	\$286,637.60



## REVENUE FROM THE CITY OF OMAHA

### February 3, 2016:

<b>Buster Brown: Councilman Gernandt</b> -----	\$90.00
Storage Fees-----	\$110.00
General Ordinances-----	\$206.00
<b>Tom Aeschliman: Permits &amp; Inspections</b> -----	\$5,760.00
Storage Fees-----	\$77.00
<b>Kirk Pfeffer: Storage Fees</b> -----	\$66.00
-----	
Total-----	\$6,309.00

### January 21, 2015:

<b>Buster Brown: Councilman Gernandt</b> -----	\$615.00
Storage Fees-----	\$110.00
General Ordinances-----	\$206.00
<b>Tom Aeschliman: Permits &amp; Inspections</b> -----	\$9,306.00
Storage Fees-----	\$77.00
<b>Kirk Pfeffer: Storage Fees</b> -----	\$66.00
-----	
Total-----	\$10,380.00

### January 20, 2014:

<b>Buster Brown: Storage Fees</b> -----	\$110.00
General Ordinances-----	\$206.00
<b>Tom Aeschliman: Permits &amp; Inspection</b> -----	\$7,310.00
Storage Fees-----	\$77.00
<b>Kirk Pfeffer: Storage Fees</b> -----	\$66.00
-----	
Total-----	\$7,769.00

# Extension in Douglas-Sarpy Counties

8015 West Center Road  
Omaha, NE 68124

501 Olson Drive, Suite 5  
Papillion, NE 68046



Attachment E

## Extension in the city

Teaching • Researching • Problem Solving

### DEPARTMENTAL OVERVIEW

For every County dollar spent, there is a \$2+ spend

8015 West Center Road, Omaha  
16,470 sq. ft., including open court yard

← 2 FACILITIES →

501 Olson Drive, Papillion  
1,200 sq. ft.

#### 3 DEPARTMENTS

- 40 resident faculty & staff
- 10 regional faculty
- 12 community gardens
- 1235 4H volunteers
- 244 Master Gardeners

7, 148 walk-in traffic

19,875 switchboard program calls



### 4H Youth Development

- Reaching 1 in 5 youth
- Imagine Science
- One of 3 cities in the US to be chosen for a \$500K pilot program
- Boys & Girls Club
- YMCA
- Girls Inc.
- In 66 schools teaching STEAM (Science, Technology, Engineering, Agriculture, Mathematics).
- Urban Agriculture
- Omaha Home for Boys
- Garden centers in school & daycares
- 4H is the nation's largest youth development organization. Located in all 3,007 counties of the United States.



### Nutrition, Health and Wellness

- Nutrition Education Program serves the **most vulnerable** populations in Douglas-Sarpy Counties.
- 24% @ 101-185% Federal Poverty Level
- 14% @ 76-100% Federal Poverty Level
- 20% @ 51-75% Poverty Level.
- 42% @ greater than 50% of the Federal Poverty Level.
- After YOUTH participation
- 77% stated choose foods according to Dietary Guidelines.
- 28% increased in physical activity



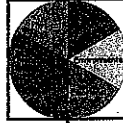
### Community Environment

- Produced and harvested 10,615 pounds of produce from the HOPE garden, which donates the food to homeless shelters.
- 14,522 certified volunteer hours which equates to \$335,022.
- Consulted 10,670 customers (face-to-face & phone).
- Provided consultation to 171 environment professionals.
- Launch "Battling Bed Bugs on a Budget"
- Publish Multilingual bed bug extension circulars.
- Design and build 7 online teaching videos.



4H Youth Development

- Increase reach and growth of quality of programming.
- Reaching 1 in 4 youth
- Teach in ALL OPS schools STEAM & Career/College readiness programs/events.
- Strategy sessions underway with Ken Spellman (OPS Career Education Coordinator).
- Collaborations with US Military, 4H Military Club and increase grant partnerships to offer more programs to families in the military, an increase of 25%.
- Increase youths leadership, communication and decision-making skills through scientific principles with various livestock and agricultural programs.
- Tufts University reports that 4-H youth are:
  - 4 times more likely to make contributions to their communities (Grades 7-12).
  - 2 times more likely to be civically active (8-12).
  - 2 times more likely to make healthier choices (Grade 7).
  - 4H girls are 2 times more likely (Grade 10) and nearly 3 times more likely (Grade 12) to take part in science programs compared to girls in other out-of-school time activities.



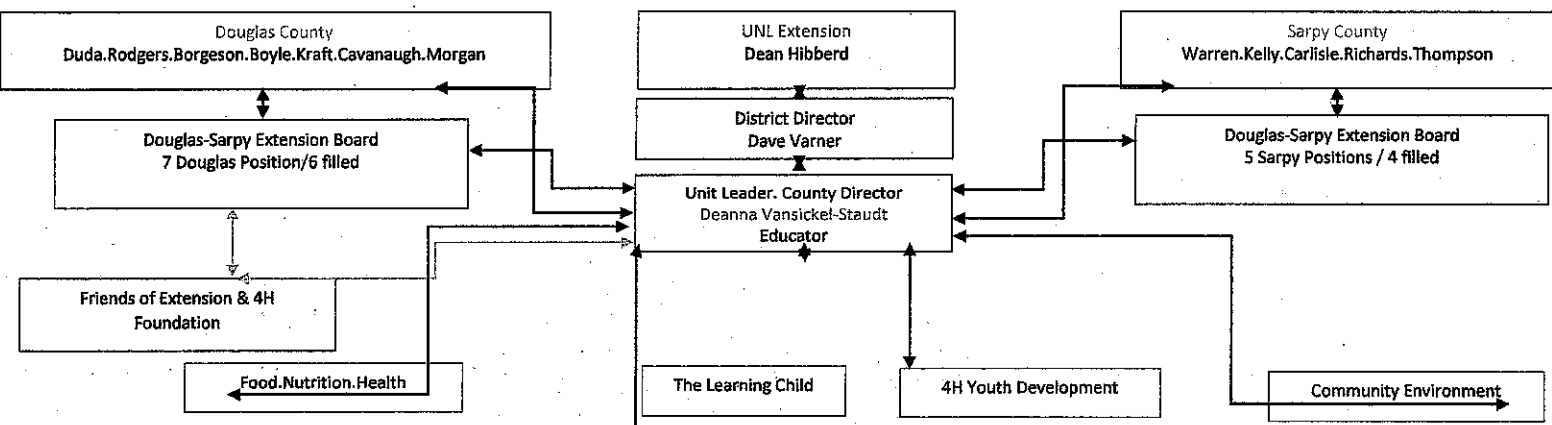
Nutrition, Health and Wellness

- Continue collaboration and teaching for the **DC Health Department** and train over 200 manager with ServSafe training.
- Train over 250 restaurant staff with Employee ServSafe.
- Train approximately 125 employees with Spanish Serv Safe.
- Collaborate with **ESU#13** and provide training to child care providers within the first 30 days of work. This is a state mandated training.
- Provide Safe Alcohol Service to all volunteers (1200) for **Century Link and TD Ameritrade Park**.
- Launch new mobile app "Seasonal and Simple." - an app designed to help consumers find, select, store, preserve and prepare fruits and vegetables. The app will also allow users to find their nearest farmers market.
- Ensure that Douglas-Sarpy children have access to safe, nutritious and balanced meals by increasing reach to the populations addressed in FY15-16 report.



Community Environment

- Increase volunteer base in the areas of Master Gardeners and Entomologist (bug specialists).
- Enhance Master Gardener training by building in customer service and teaching enhancements.
- Growing Foods Connection: One of 8 counties selected in the US
- Design and implement school enrichment entomology projects, namely, "Building a Bug and Arthropod Zoo-focusing on grasshopper dissection and forensics".
- Transition 12 water conservation demonstration gardens from passive to active learning of resource efficient techniques.
- Collaborate with City and County Departments in the awareness and treatment of **Emerald Ash Borer**.
- Teach Master Gardeners and the public resource efficient techniques that conserve water in the landscape via the horticulture hotline and speakers bureau.
- Deliver and document the impact of "Vegetable Garden to Fork" educational program with a multidisciplinary approach of 4H and Nutrition.



Carrie Schneider-Miller	<b>Team Lead</b> Nutrition Education Program Educator
Adams, Mj Healthy Neighborhood Stores	Assistant (CDC,USDA,Con-Agra)
Williams, Lisa	Assistant (CDC,USDA,Con-Agra)
Sedani, Ami AmeriCorps	Assistant
Stengel, Victoria 4H Food Smart	Student Ambassador (United Health Care)
Moore, Mariah 4H Food Smart	Student Ambassador (United Health Care)
Arment, Kyiie	Assistant
Busboom, Nicole	Assistant
DeWitt, Laura	Assistant
Larkin, Lisa	Assistant
Losey, Audra	Educator
Raber, Carmen	Assistant
Waldren, Cheri	Support Staff

Brison, Cindy	<b>Team Lead</b> Educator
Urbanec, Nancy	Assistant

Krause, Katie	Educator
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Brison, Tom	IT/UNL Finance
Cue, Ken	Receptionist
Dierks, Mary	Admin. Assist.
Dye, Linda	Receptionist
Hutton, Jayne	Marketing/Communications
Salisbury, Mike	Facilities

University of Nebraska-Lincoln
Grant funded positions
Douglas County
USDA Federal Pass thru
Sarpy County

Walker, Maria	<b>Team Lead</b> 4H Youth Development Educator
Carroll, Marci	Assistant
Kilpatrick, John	Assistant
Kreifels, Brett	Assistant
Raneri, Cathy	Assistant
Wright, Rachel	Support
Liz Peterson Imagine Science	Assistant
Jonnisha McCleod Imagine Science	Assistant
Shelby Lennon Imagine Science	Assistant
Blake Wach Military Partners	Assistant
1,235	4H Volunteers
Jennings, Euwanda	Urban Youth Educator
Stauffer, Monte	Ag Literacy Educator

John Fech	<b>Team Lead</b> Horticulture Educator
Cue, Kathleen	Assistant
Evans, Scott	Assistant
244	Certified Master Gardeners
Larson, Jonathan	Entomologist Educator
Skipton, Sharon	Water Educator
Waldren, Vernon	Healthy Homes Emeritus
Herbst, Graham	Forestry

**FEDERAL PARTNER:**

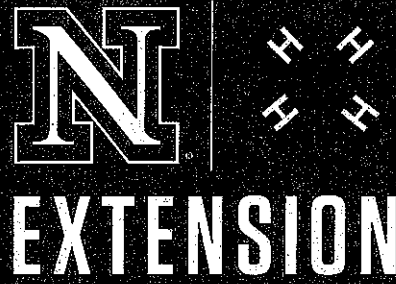
The federal partner is United States Department of Agriculture (USDA). USDA has four mission areas. Extension is located in the Research Education and Economics (REE) mission area. The agency that administers Extension is the National Institute of Food and Agriculture (NIFA).

**STATE PARTNER:**

The land-grant colleges and universities have an alliance known as the National Association of State Universities and Land-Grant Colleges (NASULGC). Programs and policy for extension are formed by the Extension Committee on Organization and Policy (ECOP). In Nebraska funding for the Extension is through the University of Nebraska. University funding is appropriated by the Unicameral (state legislature) on a bi-annual basis through income tax and sales tax.

**COUNTY PARTNER:**

In Nebraska the University has an interlocal agreement with county government to provide the local support including funding through local property tax dollars for the office facility, support staff, travel, programming supplies and equipment. This support varies depending on the size of the county. Each county or groups of counties have a constitution and bylaws that provide for an extension board to assist with program identification and planning.



Responsive  
Innovative  
Trusted

Nebraska Extension is evolving our team culture to address critical issues.

### DEMAND DRIVEN

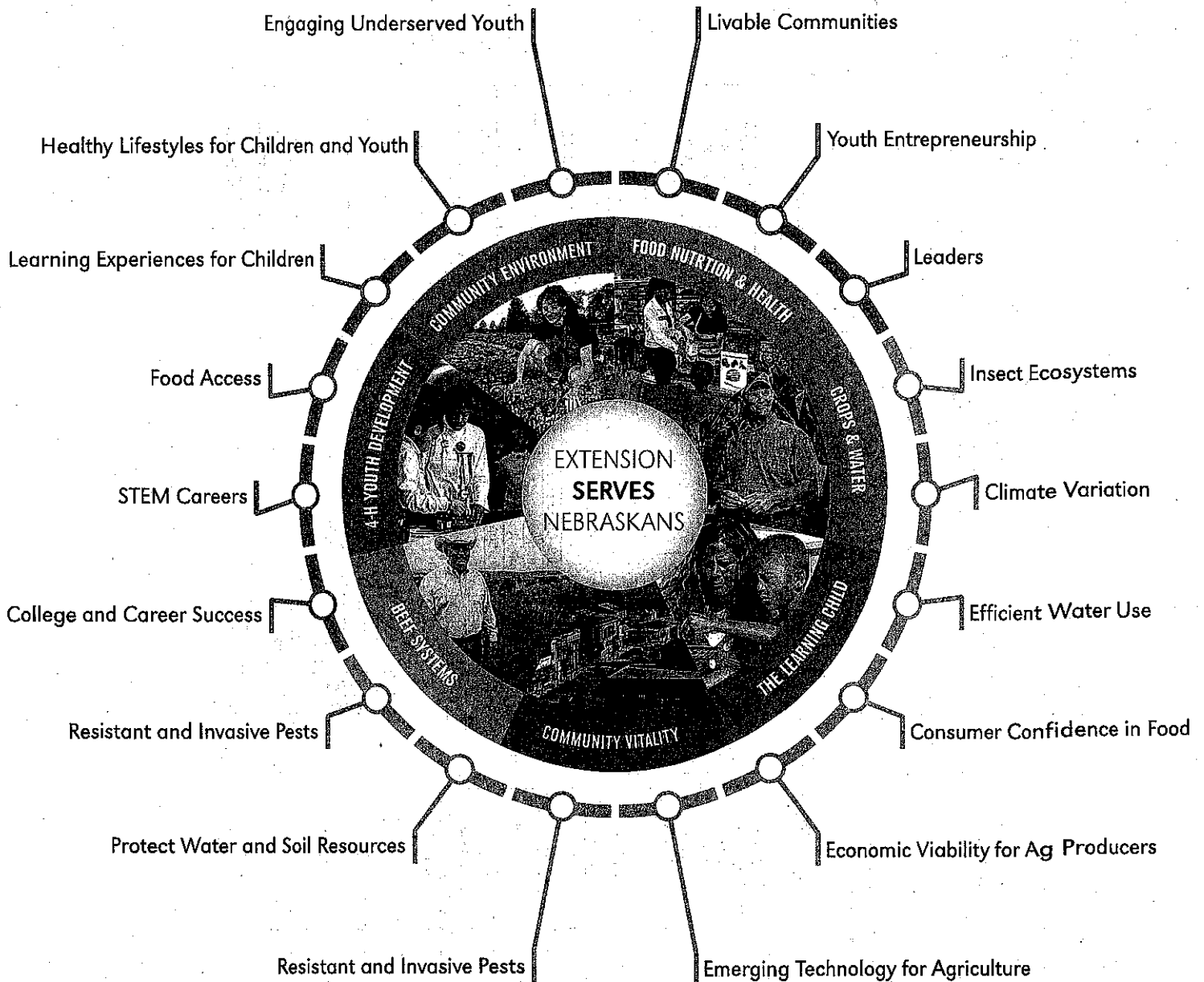
Through a stakeholder survey refined through an employee survey, these 18 issues rose to the top as key concerns for Nebraskans.

### INTERDISCIPLINARY

To more thoroughly address issues facing Nebraskans, teams will be populated with a variety of experts to create new solutions.

### PARTNER INVOLVEMENT

We seek community partners and other thought leaders to join our teams and strengthen our work.



## DOUGLAS-SARPY EXTENSION DEPARTMENT GOALS

**NOTE:** Along with Unit goals, each Educator /Assistant is also required to have their own Goals/Outcomes in one to three self-selected Issue Based Teams, as well as an Annual Activity Insight and a Career Builder Guide.

### GOAL 1: Transition from Action Teams to ISSUE BASED TEAMS

#### 1. Purpose:

- a. Douglas-Sarpy counties faces critical issues and often time unique issues, compared to the rest of Nebraska. These issues are complex, multidisciplinary, and challenging, yet they present us with great opportunities to help shape a promising future. We believe moving to an issue team model will allow Extension to be more demand-driven, highly focused on specific issues, interdisciplinary, with regular and routine stakeholder engagement focused on issue identification.

#### 2. Outcomes:

- a. Issue Assessment
- b. Program Evaluation
- c. Issue Team Evaluation
- d. Issue Team Member Evaluation
- e. Sunsetting Issue Teams

### GOAL 2: Move from traditional board participation to ADVISORY AND ADVOCACY BOARD/ROLES

#### 1. Purpose

- a. Extension's job is to take research based information from campus and spread in applicable was to the counties. This requires continuous learning in a rapidly changing environments. We will establish separate programmatic focus-based advisory committees for each Educator.
- b. To ensure that the program focus is in alignment with the Issue Based focus and community needs to successfully meet the

#### 2. Indicators:

- a. Evaluation of program curriculum;
- b. Establishing competencies for programmatic focus
- c. Suggesting program revisions, as needed
- d. Identification of local business/industry/other county/city departments who we can collaborate with, and or supplement their mission through offering learning experiences and opportunities.
- e. Assisting in the professional development of board members, community members and self.
- f. Promoting and publicizing Extension programs to the community and to business and industry, as well as other city/county entitites.
- g. Representing and meeting the needs of marginalized populations.

### GOAL 3: Intentionally incorporate professional development to WE TEACH: VOLUNTEERS

Serve as an advocate of Extension education

Stimulate public awareness of workforce education needs and contributions.



**OFFICE/DEPARTMENT BUDGET DETAIL**

	F14-15 ACTUAL	F15-16 MODIFIED BUDGET	F16-17 REQUESTED BUDGET
Total Headcount	1 Sarpy 10 Douglas 17 UN & NIFA	1 Sarpy 11 Douglas 20 UNL/NIFA 9 Grant funded positions	1 Sarpy 10 Douglas 23 UNL/USDA 9 Grant funded positions
<b>TOTAL</b>	<b>28</b>	<b>40</b>	<b>43</b>
Expenses	\$429,495-Douglas \$1,249,832-UNL/NIFA	\$443,913-Douglas \$1,785,548 – UNL/NIFA	\$449,842 \$1,942,048-UNL/NIFA
Revenues	\$62,976 – Sarpy Revenue \$46,408 – Sarpy paid 1 FTE	\$68,910 – Sarpy Revenue \$48,851 – Sarpy paid 1 FTE	\$74,900 – Sarpy Revenue \$51,702 – Sarpy paid 1 FTE

**SOURCE OF OFFICE/DEPARTMENT FUNDS**

	F14-15 ACTUAL	F15-16 MODIFIED BUDGET	F16-17 REQUESTED BUDGET
General Fund	\$429,495-Douglas	\$443,913-Douglas	\$449,842-Douglas
Other Fund (SARPY)	\$62,976	\$68,910	\$74,900
Fees			
Grants			
Other			
Total Revenues	\$492,471	\$512,823	\$524,742