

COUNTY TREASURER

OPERATION AND MISSION

“The County Treasurer's Office by state law is responsible for the tax billing, collection, and distribution of tax money for the State, County, Cities, and all other taxing entities that levy Ad Valorem and/or special assessment taxes. The Treasurer is also responsible for all other moneys belonging to Johnson County and/or directed by law to be paid to the Treasurer. In addition, the Treasurer serves as an agent for the State Department of Revenue and Division of Motor Vehicles regarding the administration of the State motor vehicle title and registration laws.”

INTERACTION AND ADJACENCIES

- Financial Management
- County Clerk
- Facilities Management

FACTORS INFLUENCING CHANGE

- Developing technologies may profoundly affect and reduce the facilities requirement for this department, with many transactions handled electronically rather than in person.
- Growth in the County housing inventory relates directly to the workload of this department.
- Potential consolidation of County government departments may alter the structure of service delivery.

SPECIAL NEEDS

- Extensive public interaction at motor vehicle operations requires effective management of queuing and counter operations.

CURRENT CONDITIONS

The County Treasurer currently occupies space in the County administration building in Olathe for administrative functions, with two other locations housing the Motor Vehicle operations: The Northeast Office Building (Mission) and a leased space in Olathe. Both Motor Vehicle locations have insufficient allotment of space and staff, occasionally resulting in long lines at public contact areas.



JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: County Treasurer

Current Space: Sq. Ft.

Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
Administration Building																
SPT SPACE																
Break/ Kitchen - 1 @ 48	BRK-001	Break -Coffee Bar 48 SF	48	1.35	1	48	65	1	48	65	1	48	65	1	48	65
Conference (Small) - 1 @ 100	CNF-004	4 Pers Conf Room 100 SF	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
Conference (Large) - 1 @ 300	CNF-012	12 Pers Conf Room 300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Files Storage - 10 @ 12.5	FILVRT-001	Vertical File Unit w/circ	12	1.35	10	120	162	12	144	194	14	168	227	16	192	259
Reception - 1 @ 150	REC-0006	Reception Area 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
Public Counter - 3 @ 30	REC-SIT	Recptn Area - 1 pers sit	30	1.35	3	90	122	3	90	122	3	90	122	3	90	122
Title Company Work Area	SQFT	Square Feet	1	1.35	144	144	194	144	144	194	144	144	194	144	144	194
Copy/ Store - 1 @ 80	WKCP00080	Work/Copy/Eq Area 80 SF	80	1.35	0	0	0	0	0	0	0	0	0	0	0	0
Imaging Work Area	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
		TOTAL:			162	1,046	1,415	164	1,070	1,447	166	1,094	1,480	168	1,118	1,512
STAFF																
X19	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
X19	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Z98-To be filled by the appointed Treasurer	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
N15	WS02	WS Typ. 02 64 SF	64	1.40	2	128	179	2	128	179	2	128	179	2	128	179
N14	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	2	128	179	2	128	179	2	128	179
N13	WS02	WS Typ. 02 64 SF	64	1.40	7	446	625	6	383	536	7	446	625	7	446	625
X16	WS03	WS Typ. 03 90 SF	90	1.40	4	360	504	6	540	756	6	540	756	6	540	756
		TOTAL:			17	1,418	1,964	19	1,598	2,216	20	1,661	2,305	20	1,661	2,305
Contingency Space Allowance (1% per year)		BUILDING TOTALS:				2,463	3,378		2,667	3,663		2,755	3,785		2,779	3,817
										183		378			573	
TOTAL REQUIRED						2,463	3,378		2,667	3,846		2,755	4,163		2,779	4,389

JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: Department of Motor Vehicle

Current Space: Sq. Ft.

Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
North East Offices																
DMV MISSION - STAFF																
Director	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
Assistant Director	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Office Manager	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Mail Room Assistants	WS02	WS Typ. 02 64 SF	64	1.40	2	128	179	2	128	179	2	128	179	2	128	179
Front Line Cashiers	WS02	WS Typ. 02 64 SF	64	1.40	20	1,275	1,785	25	1,594	2,231	30	1,913	2,678	30	1,913	2,678
Part Time Cashiers	WS02	WS Typ. 02 64 SF	64	1.40	3	191	268	3	191	268	4	255	357	5	319	446
Fleet/ Dealer Services Cashiers	WS02	WS Typ. 02 64 SF	64	1.40	4	255	357	4	255	357	4	255	357	4	255	357
Mail Room Cashiers	WS02	WS Typ. 02 64 SF	64	1.40	3	191	268	3	191	268	5	319	446	5	319	446
Telephone Cashiers	WS02	WS Typ. 02 64 SF	64	1.40	4	255	357	5	319	446	6	383	536	7	446	625
Training and Technology Coordinator	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	2	180	252	2	180	252	2	180	252
Assistant Manager	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
		TOTAL:			41	2,869	3,995	48	3,341	4,657	57	3,915	5,460	59	4,043	5,639
DMV MISSION SPT SPACE																
Part Time Staff	WS02	WS Typ. 02 64 SF	64	1.40	2	128	179	4	255	357	5	319	446	6	383	536
Mail Room 200 SF	WKPOST0250	Bldg Postal Area 250 SF	250	1.35	1	250	338	1	250	338	2	500	675	2	500	675
Conference Room 14 person	CNF-014	14 Pers Conf Room 350 SF	350	1.35	1	350	473	1	350	473	1	350	473	1	350	473
Break Room 14 person	BRK-012	Break Area - 420 SF	420	1.20	1	420	504	1	420	504	1	420	504	1	420	504
Vault walkin (2 safes)	ST-VLT0200	Storage - Vault Medium	200	1.35	1	200	270	1	200	270	1	200	270	1	200	270
Staging area (plates & consumables) 350 SF	WKCP00400	Work/Copy/Eq Area 400 SF	400	1.35	1	400	540	1	400	540	1	400	540	1	400	540
Storage for plates and consumables 400 SF	STOR00400	Storage Room 400 SF	400	1.35	1	400	540	1	400	540	1	400	540	1	400	540
Record storage 600 SF	STOR00600	Storage Room 600 SF	600	1.20	1	600	720	1	600	720	1	600	720	1	600	720
Lockers 50 full lockers	LCKR-001	Single Locker 13 SF	13	1.35	50	650	878	60	780	1,053	65	845	1,141	65	845	1,141
Covered Highway Patrol Inspectors 8 parking space	VIRTSPACE	No Square Foot Value	0	1.00	0	0	0	8	0	0	8	0	0	8	0	0
Computer/electronics room 100 SF	ELEQ00100	Tech Equip Room 100 SF	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
Staff restrooms (men & women)	RSTRM0180	Restroom 180 SF	180	1.35	2	360	486	2	360	486	2	360	486	2	360	486
Highway Patrol Workstations	WS02	WS Typ. 02 64 SF	64	1.40	3	191	268	3	191	268	3	191	268	3	191	268
Conference Room 4 person	CNF-004	4 Pers Conf Room 100 SF	100	1.35	1	100	135	2	200	270	2	200	270	2	200	270
Public Waiting Area 250 to 300 people	REC-STND	Rcptn Area - 1 pers stand	15	1.35	250	3,750	5,063	250	3,750	5,063	250	3,750	5,063	250	3,750	5,063
Work Copy Areas 64 SF	WKCP00080	Work/Copy/Eq Area 80 SF	80	1.35	6	480	648	6	480	648	6	480	648	6	480	648
		TOTAL:			322	8,379	11,174	343	8,736	11,663	350	9,115	12,178	351	9,179	12,267
		BUILDING TOTALS:				11,248	15,170		12,078	16,320		13,030	17,638		13,221	17,906

SPACE NEEDS ASSESSMENT: **Department of Motor Vehicle**

Current Space: Sq. Ft.

Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
SFMP Planned Space																
DMV FUTURE SPT SPACE																
Aggregate Support Functions 1 @ 3,400	SQFT	Square Feet	1	1.35	0	0	0	3,400	3,400	4,590	3,400	3,400	4,590	3,400	3,400	4,590
		TOTAL:			0	0	0	3,400	3,400	4,590	3,400	3,400	4,590	3,400	3,400	4,590
STAFF - DMV FUTURE																
Office Manager	POFC0120	Private Office 120 SF	120	1.35	0	0	0	1	120	162	1	120	162	1	120	162
Cashiers	WS01	WS Typ. 01 53 SF	53	1.40	0	0	0	13	683	956	13	683	956	13	683	956
Part Time Cashiers	WS01	WS Typ. 01 53 SF	53	1.40	0	0	0	2	105	147	2	105	147	2	105	147
Book Keeper	WS02	WS Typ. 02 64 SF	64	1.40	0	0	0	2	128	179	2	128	179	2	128	179
Assistant Manager	WS02	WS Typ. 02 64 SF	64	1.40	0	0	0	1	64	89	1	64	89	1	64	89
		TOTAL:			0	0	0	19	1,099	1,532	19	1,099	1,532	19	1,099	1,532
		BUILDING TOTALS:				0	0		4,499	6,122		4,499	6,122		4,499	6,122

JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

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Twin Trails Shopping Cntr																
DMV OLATHE - STAFF																
Office Manager	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Director (Temp workstation)	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Assistant Director (Conference Room)	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Cashiers	WS01	WS Typ. 01 53 SF	53	1.40	17	893	1,250	19	998	1,397	20	1,050	1,470	20	1,050	1,470
Part Time Cashiers	WS01	WS Typ. 01 53 SF	53	1.40	1	53	74	2	105	147	2	105	147	2	105	147
Lien Holder Cashier	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
Book Keeper	WS02	WS Typ. 02 64 SF	64	1.40	2	128	179	2	128	179	2	128	179	2	128	179
Assistant Manager	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
		TOTAL:			25	1,560	2,166	28	1,718	2,387	29	1,770	2,460	29	1,770	2,460
DMV OLATHE SPT SPACE																
Part Time Staff	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	2	128	179	2	128	179	2	128	179
Mail Room 200 SF	WKPOST0250	Bldg Postal Area 250 SF	250	1.35	1	250	338	1	250	338	1	250	338	1	250	338
Conference Room 14 person	CNF-014	14 Pers Conf Room 350 SF	350	1.35	1	350	473	1	350	473	1	350	473	1	350	473
Break Room 14 person	BRK-012	Break Area - 420 SF	420	1.20	1	420	504	1	420	504	1	420	504	1	420	504
Vault walkin (2 safes)	ST-VLT0200	Storage - Vault Medium	200	1.35	1	200	270	1	200	270	1	200	270	1	200	270
Staging area (plates & consumables) 350 SF	WKCP00400	Work/Copy/Eq Area 400 SF	400	1.35	1	400	540	1	400	540	1	400	540	1	400	540
Storage for plates and consumables 400 SF	STOR00400	Storage Room 400 SF	400	1.35	1	400	540	1	400	540	1	400	540	1	400	540
Record storage 600 SF	STOR00600	Storage Room 600 SF	600	1.20	1	600	720	1	600	720	1	600	720	1	600	720
Lockers 50 full lockers	LCKR-001	Single Locker 13 SF	13	1.35	30	390	527	35	455	614	35	455	614	35	455	614
Computer/electronics room 100 SF	ELEQ00100	Tech Equip Room 100 SF	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
Staff restrooms (men & women)	RSTRM0180	Restroom 180 SF	180	1.35	2	360	486	2	360	486	2	360	486	2	360	486
Conference Room 4 person	CNF-004	4 Pers Conf Room 100 SF	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
Public Waiting Area 250 to 300 people	REC-STND	Reptn Area - 1 pers stand	15	1.35	250	3,750	5,063	250	3,750	5,063	250	3,750	5,063	250	3,750	5,063
Work Copy Areas 64 SF	WKCP00080	Work/Copy/Eq Area 80 SF	80	1.35	4	320	432	4	320	432	4	320	432	4	320	432
		TOTAL:			296	7,704	10,250	302	7,833	10,427	302	7,833	10,427	302	7,833	10,427
		BUILDING TOTALS:				9,264	12,416		9,550	12,814		9,603	12,887		9,603	12,887
Contingency Space Allowance (1% per year)										1,763		3,665			5,537	
TOTAL REQUIRED						20,511	27,586		26,126	37,019		27,131	40,312		27,323	42,452