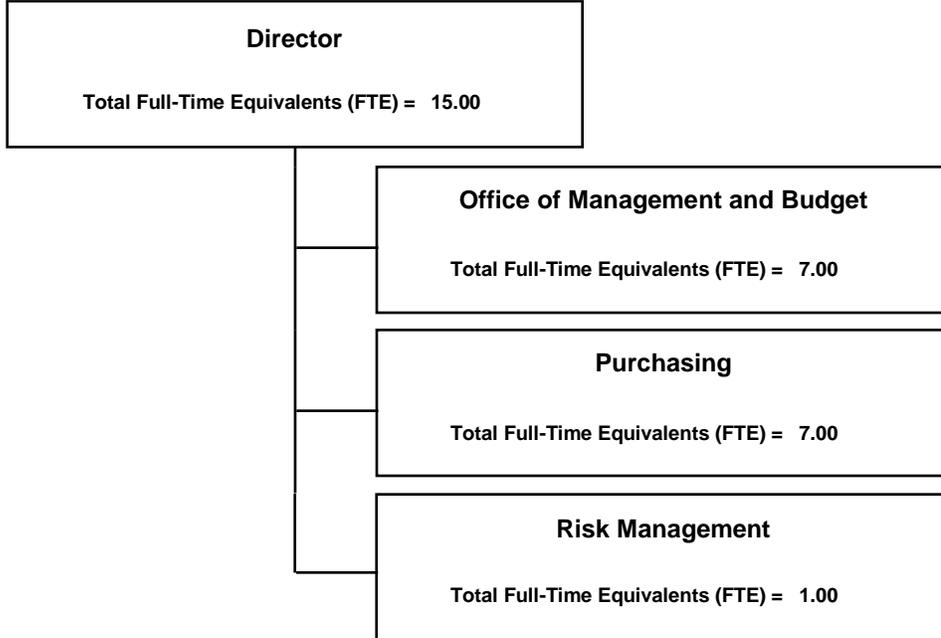


Office of Financial Stewardship

Organizational Chart	14 -2
Executive Summary	14 -3
Office of Management & Budget	14 -5
Purchasing	14 -7
Risk Management	14 -14

Office of Financial Stewardship



Office of Financial Stewardship

Executive Summary

The Office of Financial Stewardship section of the Leon County FY 2012 Annual Budget is comprised of the Office of Management & Budget, Risk Management and Purchasing.

The Office of Management & Budget provides financial management and guidance to the Board, County Administrator, and other departments. Risk Management manages the County's activities in effort to minimize total long-term costs associated with accidental losses. Purchasing provides securities and stocks requested supplies and commodities for all County departments under the Board.

HIGHLIGHTS

Under the County Administrator's new organizational structure, the Office of Financial Stewardship was created to bring together divisions with major financial activity under one manager for a more concerted effort of fiscal stewardship. The reorganization included realigning the Purchasing Division under this Office.

The Office of Management & Budget (OMB) developed a balanced Operating and Capital Improvement Program budget. On behalf of the County Administrator, as adopted by the Board, OMB provides the County's Operating Budget, Capital Improvement Program, and Budget in Brief on the Internet for better accessibility by the public. OMB received the Government Finance Officers Association of the U.S. and Canada's Distinguished Budget Award for the 21st consecutive year.

Purchasing continues to successfully administer the competitive solicitation process and coordinate all associated bid awards, proposals, evaluation processes, and contract development. Purchasing also administers the County's Warehouse, Property Control, E-Payables and Purchasing Card programs.

**Leon County Government
Fiscal Year 2012 Adopted Budget**

Office of Financial Stewardship

Budgetary Costs	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Personnel Services	1,227,172	1,385,751	1,264,816	(169,273)	1,095,543	1,122,545
Operating	176,917	227,888	227,786	2,223	230,009	232,378
Transportation	6,551	8,223	10,668	-	10,668	10,527
Capital Outlay	2,875	-	-	-	-	-
Total Budgetary Costs	<u>1,413,515</u>	<u>1,621,862</u>	<u>1,503,270</u>	<u>(167,050)</u>	<u>1,336,220</u>	<u>1,365,450</u>
Appropriations	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Office of Management and Budget	701,266	787,511	755,302	(148,769)	606,533	622,013
Purchasing	532,103	587,822	504,235	-	504,235	516,010
Risk Management	180,146	246,529	243,733	(18,281)	225,452	227,427
Total Budget	<u>1,413,515</u>	<u>1,621,862</u>	<u>1,503,270</u>	<u>(167,050)</u>	<u>1,336,220</u>	<u>1,365,450</u>
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
001 General Fund	1,233,369	1,375,333	1,259,537	(148,769)	1,110,768	1,138,023
501 Insurance Service	180,146	246,529	243,733	(18,281)	225,452	227,427
Total Revenues	<u>1,413,515</u>	<u>1,621,862</u>	<u>1,503,270</u>	<u>(167,050)</u>	<u>1,336,220</u>	<u>1,365,450</u>
Staffing Summary	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Office of Management and Budget	7.90	7.90	7.90	(0.90)	7.00	7.00
Purchasing	8.00	8.00	7.00	-	7.00	7.00
Risk Management	1.10	1.10	1.10	(0.10)	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>17.00</u>	<u>17.00</u>	<u>16.00</u>	<u>(1.00)</u>	<u>15.00</u>	<u>15.00</u>

**Office of Financial Stewardship
Office of Management & Budget (001-130-513)**

Goals

The mission of the Office of Management & Budget is to continuously enhance the quality of County services by optimizing the use of County financial resources through the effective provision of planning, policy analysis, budget development, budget implementation and program evaluation services to benefit citizens, elected officials and staff.

Objectives

1. Provide financial management assistance to the County Administrator and other departments.
2. Responsible for the development, monitoring, and control of the annual operating budget and capital improvement program.
3. Forecast and monitor County revenues.
4. Responsible for the County's annual Truth in Millage (TRIM) process.
5. Conduct research, fiscal policy analysis for special projects, and management reviews as requested by the County Administrator and Board.

Statutory Responsibilities

Florida Statute, Chapter 125 "County Government"; Florida Statute, Chapter 129 "County Annual Budget"; Florida Statute, Chapter 200 "Determination of Millage"

Advisory Board

Financial Investment Advisory Committee; Investment Oversight Committee; Blueprint 2000 Finance Committee

Benchmarking

Benchmark Data	Leon County	Benchmark
Employees per 1,000 residents	1:34,350	1:32,600

Benchmark source: FY 2011 budget survey of comparable counties

Average size staff is 9.0; range of 8.0 to 11.0 FTEs; population ranges from 256,232 to 330,440; Leon County OMB staff size is 8.0 with a population of 274,803.

Performance Measures

Performance Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate	FY 2012 Estimate
Meet all requirements of Florida Statutes 129 and 200 Truth-in-Millage (TRIM)	Yes	Yes	Yes	Yes
Forecast actual major revenue source within 5% of the budget (actual collections as a % of budget)	98%	98%	99%	99%
Process budget amendment requests within 2 business days of the next scheduled Board meeting (% is an estimate)	100%	100%	100%	100%
Develop and print 2 semi-annual performance reports by May 30 and November 30	2	2	2	2
Review all agenda items in less than 2 days 95% of the time	91%	95%	98%	98%

**Leon County Government
Fiscal Year 2012 Adopted Budget**

**Office of Financial Stewardship
Office of Management & Budget (001-130-513)**

Budgetary Costs	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Personnel Services	608,762	716,874	684,392	(150,992)	533,400	546,511
Operating	91,179	70,637	70,910	2,223	73,133	75,502
Capital Outlay	1,325	-	-	-	-	-
Total Budgetary Costs	701,266	787,511	755,302	(148,769)	606,533	622,013

Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
001 General Fund	701,266	787,511	755,302	(148,769)	606,533	622,013
Total Revenues	701,266	787,511	755,302	(148,769)	606,533	622,013

Staffing Summary	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Management & Budget Analyst	2.00	2.00	2.00	-	2.00	2.00
Assistant County Administrator	0.90	0.90	0.90	(0.90)	-	-
Management & Budget Technician	1.00	1.00	1.00	-	1.00	1.00
Budget Director	1.00	1.00	1.00	-	1.00	1.00
Sr Management & Budget Analyst	3.00	3.00	2.00	-	2.00	2.00
Principal Management & Budget Analyst	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	7.90	7.90	7.90	(0.90)	7.00	7.00

Due to the Board approved Leon LEADs reorganization, the Office of Management and Budget was re-titled to Office of Financial Stewardship. This program was formerly under the auspices of the Legislative/Administrative Department.

The major variances for the FY 2012 Office of Management and Budget budget are as follows:

Increases to Program Funding:

1. Contracts or other obligations for continuity of services in the amount of \$2,223.
2. The HR Reclasse adjustments of a Senior Analyst to a Principal Analyst position in the amount of \$13,539 which is offset by the elimination of the Assistant County Administrator position through Voluntary Separation Incentive Program.

Decreases to Program Funding:

1. Costs associated with the 3% State mandated decrease in County's portion of funding for the Florida Retirement System and a reduction in workers compensation rates. Employees will be responsible for contributing to this portion of their retirement. These decreases are offset by a 4% increase to Health insurance and a 3% salary adjustment for employees making under \$50,000, a 1.5% salary adjustment for employees making \$50,000 - \$69,999. No adjustment is provided for those employees making over \$70,000.
2. The elimination of the Assistant County Administrator position due to the Voluntary Separation Incentive Program in the amount of \$164,531. This position is partially funded in the Risk Management program which will also see a reduction in personnel costs. (The full cost savings between County Administration, Office of Management & Budget and Risk Management for this reduction is \$241,973.)
3. Communication costs in the amount of \$647.

**Leon County Government
Fiscal Year 2012 Adopted Budget**

**Office of Financial Stewardship
Purchasing Summary**

Budgetary Costs	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Personnel Services	504,333	552,298	466,868	-	466,868	478,784
Operating	19,669	27,301	26,699	-	26,699	26,699
Transportation	6,551	8,223	10,668	-	10,668	10,527
Capital Outlay	1,550	-	-	-	-	-
Total Budgetary Costs	532,103	587,822	504,235	-	504,235	516,010
Appropriations	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Procurement (001-140-513)	268,679	365,930	333,249	-	333,249	342,154
Property Control (001-142-513)	44,973	47,099	47,066	-	47,066	47,754
Warehouse (001-141-513)	218,451	174,793	123,920	-	123,920	126,102
Total Budget	532,103	587,822	504,235	-	504,235	516,010
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
001 General Fund	532,103	587,822	504,235	-	504,235	516,010
Total Revenues	532,103	587,822	504,235	-	504,235	516,010
Staffing Summary	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Procurement	3.00	4.00	4.00	-	4.00	4.00
Warehouse	4.00	3.00	2.00	-	2.00	2.00
Property Control	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	8.00	8.00	7.00	-	7.00	7.00

**Office of Financial Stewardship
Purchasing - Procurement (001-140-513)**

Goals

The goal of the Procurement Program is to provide timely and professional procurement services to secure requested supplies, services, and commodities at a specified level of quality and at the lowest possible cost, through open and fair competition.

Objectives

1. Review all purchasing activity for compliance with Purchasing Policy and applicable state laws.
2. Process requisitions and purchase orders and assist departments/divisions with technical information, quotes, and purchasing related requests.
3. Obtain price quotes, prepare and receive informal bids, review state and cooperative purchasing contracts for vendor sources and best pricing.
4. Provide accounts payable assistance to vendors and staff.
5. Prepare, advertise, and receive bids and Requests for Proposals (RFP's), and coordinate the evaluation processes for those bids and RFP's.
6. Administer the County procurement card program: provide cardholder training, card management, and audits of card activity.
7. Implement and provide contract management services for County-wide services contracts such as uniforms.

Statutory Responsibilities

Leon County Board of County Commissioners Purchasing and Minority Business Enterprise Policy (revised 6/13/06) and Purchasing Card Policy (revised 6/13/06); Florida Statute, Chapter 255 "Public Property and Publicly Owned Buildings"; Florida Statute, Chapter 274 "Tangible Personal Property"; Florida Statute, Chapter 287 "Public Procurement"

Advisory Board

None.

Benchmarking

Benchmark Data	Leon County	ICMA Mean (All Jurisdictions)	ICMA Median
\$ amount of Central Purchasing purchases per Central Purchasing FTE	\$13.7 million	\$14.8 million	\$8.6 million
% of Purchasing Conducted with Purchasing Card	6.04% in FY 09 ¹	3.16%	2.0%
% of internal service customers rating Purchasing as responding promptly to needs	98%	93%	98%
% of internal service customers rating Purchasing as providing a overall satisfactory service experience	97%	97%	100%

Benchmark Source: International City Management Association (ICMA) 2006 Center for Performance Management

1. Promoting purchasing conducted with purchase cards rather than checks for electronic record keeping and accountability

Performance Measures

Performance Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate	FY 2012 Estimate
% of completed requisitions for purchase orders processed within 2 days of receipt	100%	100%	100%	100%
% of bids/RFPs processed within 45 work days of receipt of request	100%	100%	100%	100%
# of Purchase Orders Issued	2,478	2,994	2,500	3,150
\$ Volume of Purchase Orders Issued (millions)	\$35.3	\$68.2	\$32	\$61
\$ amount of Central Purchasing Office purchases per Central Purchasing FTE (2.75 FTE allocated) (millions)	\$12.8	\$18.2	\$9.85 ¹	\$22.18
# of Bids Issued	63	52	60	54
Purchasing Card Volume	\$2,271,033	\$2,672,893	\$2,750,000	\$3,200,000
Purchasing Card Rebate	\$9,084	\$20,126 ²	\$28,000 ²	\$21,000 ²

Notes:

1. Decrease due to addition of .5 FTE from a Contract Manager position.
2. Increase due to state purchase card agreement renegotiated for rebate basis points.

**Leon County Government
Fiscal Year 2012 Adopted Budget**

**Office of Financial Stewardship
Purchasing - Procurement (001-140-513)**

Budgetary Costs	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Personnel Services	252,399	346,050	313,853	-	313,853	322,758
Operating	16,281	19,880	19,396	-	19,396	19,396
Total Budgetary Costs	268,679	365,930	333,249	-	333,249	342,154
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
001 General Fund	268,679	365,930	333,249	-	333,249	342,154
Total Revenues	268,679	365,930	333,249	-	333,249	342,154
Staffing Summary	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Dir of Purchasing	1.00	1.00	1.00	-	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	-	1.00	1.00
Contract Manager	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	3.00	4.00	4.00	-	4.00	4.00

Due to the Board approved Leon LEADs reorganization, this program was realigned to the Office of Financial Stewardship from the Management Services Department.

The major variances for the FY 2012 Procurement budget are as follows:

Decreases to Program Funding:

1. Costs associated with the 3% State mandated decrease in County's portion of funding for the Florida Retirement System and a reduction in workers compensation rates. Employees will be responsible for contributing to this portion of their retirement. These decreases are offset by a 4% increase to Health insurance and a 3% salary adjustment for employees making under \$50,000, a 1.5% salary adjustment for employees making \$50,000 - \$69,999. No adjustment is provided for those employees making over \$70,000.
2. Communication costs in the amount of \$484.

**Office of Financial Stewardship
Purchasing - Warehouse (001-141-513)**

Goals

The goal of the Warehouse Program is to procure, stock, and issue high turnover type items to facilitate the work routines of County departments.

Objectives

1. Issue supplies and materials from Warehouse and Office Supply Center inventories.
2. Procure materials and supplies for Warehouse, Office Supply Center, and County customers.
3. Provide forklift services for other departments.
4. Deliver inter-departmental, special, and U.S. mail to County facilities.
5. Process purchase requisitions for Fleet Management and Operations Divisions and provide back-up to Procurement as needed.
6. Assist County staff with identifying vendors and sourcing needed items.

Statutory Responsibilities

Leon County Board of County Commissioners Purchasing Policy, (revised 1/16/96); Minority Business Enterprise Policy, (revised 1/16/96); Florida Statute, Chapter 274 "Tangible Personal Property"; Florida Statute, Chapter 287 "Public Procurement"

Advisory Board

None.

Benchmarking

Benchmark Data	Leon County	Benchmark
Inventory Turnover Rate	263%	150%
Annual inventory loss/gain (to measure operational accuracy)	+0.10%	Less than 1.5%+/-

Benchmark Sources: National Institute of Governmental Purchasing, Inc. (NIGP)

Performance Measures

Performance Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate	FY 2012 Estimate
Cost per issuance	\$10.86	\$13.90	\$16.20	\$7.58
Operational cost as a % of total dollar value of issuances (expenses / \$ value of issuances)	30.7%	37.04%	45.3%	20.61%
# of issuances	15,501	15,718	15,800	15,800
\$ volume of issuances	\$547,987	\$582,350	\$460,000	\$581,325

**Leon County Government
Fiscal Year 2012 Adopted Budget**

**Office of Financial Stewardship
Purchasing - Warehouse (001-141-513)**

Budgetary Costs	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Personnel Services	211,335	164,578	112,069	-	112,069	114,352
Operating	2,312	3,951	3,833	-	3,833	3,833
Transportation	4,804	6,264	8,018	-	8,018	7,917
Total Budgetary Costs	218,451	174,793	123,920	-	123,920	126,102
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
001 General Fund	218,451	174,793	123,920	-	123,920	126,102
Total Revenues	218,451	174,793	123,920	-	123,920	126,102
Staffing Summary	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Materials Management Spec.	3.00	2.00	1.00	-	1.00	1.00
Warehouse Supervisor	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	4.00	3.00	2.00	-	2.00	2.00

Due to the Board approved Leon LEADs reorganization, this program was realigned to the Office of Financial Stewardship from the Management Services Department. Additionally, the Materials Management Specialist position was realigned to the Department of Facilities Management to consolidate the mail services function.

The major variances for the FY 2012 Warehouse budget are as follows:

Increases to Program Funding:

1. Transportation costs associated with vehicle insurance, repairs, and fuel in the amount of \$1,754.

Decreases to Program Funding:

1. Costs associated with the 3% State mandated decrease in County's portion of funding for the Florida Retirement System and a reduction in workers compensation rates. Employees will be responsible for contributing to this portion of their retirement. These decreases are offset by a 4% increase to Health insurance and a 3% salary adjustment for employees making under \$50,000, a 1.5% salary adjustment for employees making \$50,000 - \$69,999. No adjustment is provided for those employees making over \$70,000.
2. Communication costs in the amount of \$118.

**Office of Financial Stewardship
Purchasing - Property Control (001-142-513)**

Goals

The goal of the Property Control Program is to create and maintain an exemplary records and management control program for the tangible personal property of Leon County.

Objectives

1. Create property control records on all new tangible personal property items.
2. Revise property control records to reflect transfers, deletions, and other actions.
3. Perform inventory of all tangible personal property and compile annual report of inventory for Board approval.
4. Reconcile physical inventory with property control records and update and revise Board tangible personal property policies and procedures.
5. Provide technical assistance to Property Custodians.
6. Provides program support for the procurement card program.

Statutory Responsibilities

Leon County Board of County Commissioners Tangible Personal Property Policy (revised 6/13/06); Florida Statute, Chapter 274 "Tangible Personal Property"; Florida Statute, Chapter 287 "Public Procurement"

Advisory Board

None.

Performance Measures

Performance Measures ¹	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate	FY 2012 Estimate
Decrease the % of items not located in the annual inventory from the prior year (reflects percentage decrease in items missing from the prior year).	-400%	N/A ²	N/A ²	N/A ²
# of New Assets Tagged	351	958	350	450
\$ Value of New Assets	\$3,739,790	\$4,830,400	\$4,500,000	\$4,600,000
# of Assets at Year End	5,953	5,644	6,010	5,870
Year End Total Asset Value (Millions)	\$39.5	\$36.5	\$45	\$46
# of Surplus Auctions	4	38	2	46
\$ Value of Auction Proceeds	\$459,600	\$272,990	\$300,000	\$400,000
Items Not Found In Inventory After 3 yrs - Deleted 3rd Year (Annual Inventory)	0	0	0	0

- Notes:
1. Inventory and auction activity based on departmental activity. Data points are collected annually; therefore, there is no year to date data from which to forecast. Annual activity is not linear from prior years; therefore, forecasting methods are not practical.
 2. N/A represents the fact that there is currently no missing inventory.

**Leon County Government
Fiscal Year 2012 Adopted Budget**

**Office of Financial Stewardship
Purchasing - Property Control (001-142-513)**

Budgetary Costs	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Personnel Services	40,600	41,670	40,946	-	40,946	41,674
Operating	1,075	3,470	3,470	-	3,470	3,470
Transportation	1,748	1,959	2,650	-	2,650	2,610
Capital Outlay	1,550	-	-	-	-	-
Total Budgetary Costs	44,973	47,099	47,066	-	47,066	47,754
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
001 General Fund	44,973	47,099	47,066	-	47,066	47,754
Total Revenues	44,973	47,099	47,066	-	47,066	47,754
Staffing Summary	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Property Control Specialist	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Due to the Board approved Leon LEADs reorganization, this program was realigned to the Office of Financial Stewardship from the Management Services Department.

The major variances for the FY 2012 Property Control budget are as follows:

Increases to Program Funding:

1. Transportation costs associated with vehicle insurance, repairs, and fuel in the amount of \$691.

Decreases to Program Funding:

1. Costs associated with the 3% State mandated decrease in County's portion of funding for the Florida Retirement System and a reduction in workers compensation rates. Employees will be responsible for contributing to this portion of their retirement. These decreases are offset by a 4% increase to Health insurance and a 3% salary adjustment for employees making under \$50,000, a 1.5% salary adjustment for employees making \$50,000 - \$69,999. No adjustment is provided for those employees making over \$70,000.

Office of Financial Stewardship
Risk Management (501-132-513)

Goals

The goal of Risk Management is to provide our customers with courteous and professional services in the risk management area.

Objectives

1. Plan, evaluate and identify insurable risks and loss potential, and review current insurance trends and legislation to modify risk coverage.
2. Prepare, negotiate and coordinate all the County's insurance programs.
3. Directly administer all insurance programs with the exception of employee health coverage.
4. Coordinate and participate in all investigations, accidents and injuries that involve County employees on County maintained or owned facilities and/or properties. Review all reported workers' compensation injuries, near accidents and/or misses, over utilization, abuses, and circumstances surrounding all claims and periodically visiting the employee to ascertain their status.
5. Maintain, process and record all insurance or damage claims filed against the County and liaisons with the appropriate insurance carriers.
6. Establish standard insurance and indemnification provisions for contracts, leases, and other special use agreements entered into by the participating government(s).
7. Risk Management manages the County's activities in order to minimize the total long term cost to the County of all accidental losses and their consequences. This is accomplished through risk identification, risk control, and risk finance.
8. Manage Work Safety Program.

Statutory Responsibilities

Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964; The Americans with Disabilities Act Title I; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Mental Health Parity Act of 1996; Florida Statute, Chapter 110.227 "Suspensions, Dismissals, Reductions in Pay, Demotions, Transfers, and Layoffs"; Florida Statute, Chapter 112.313, Code of Ethics, Chapter 440 "Workers' Compensation".

Advisory Board

Executive Board Member of the North Florida Safety Council; Leon County Safety Committee; Leon County Wellness Team

Performance Measures

Performance Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate	FY 2012 Estimate
Investigate worker's compensation accidents and report findings and corrective action	138	112	175	150
Provide one safety/loss control training quarterly as training needs are identified by program areas	6	10	4	4
Investigate auto accidents and report findings and corrective action	18	14	25	18
Coordinate Safety Committee monthly to identify accidents trends and recommend preventative training as appropriate	12	12	12	12

**Leon County Government
Fiscal Year 2012 Adopted Budget**

Office of Financial Stewardship

Risk Management (501-132-513)

Budgetary Costs	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Personnel Services	114,076	116,579	113,556	(18,281)	95,275	97,250
Operating	66,069	129,950	130,177	-	130,177	130,177
Total Budgetary Costs	180,146	246,529	243,733	(18,281)	225,452	227,427
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
501 Insurance Service	180,146	246,529	243,733	(18,281)	225,452	227,427
Total Revenues	180,146	246,529	243,733	(18,281)	225,452	227,427
Staffing Summary	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Assistant County Administrator	0.10	0.10	0.10	(0.10)	-	-
Risk Manager	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	1.10	1.10	1.10	(0.10)	1.00	1.00

Due to the Board approved Leon LEADs reorganization, the Office of Management and Budget was re-titled to Office of Financial Stewardship. This program is under the auspices of this office.

The major variances for the FY 2012 Risk Management budget are as follows:

Decrease to Program Funding:

1. Costs associated with the 3% State mandated decrease in County's portion of funding for the Florida Retirement System and a reduction in workers compensation rates. Employees will be responsible for contributing to this portion of their retirement. These decreases are offset by a 4% increase to Health insurance and a 3% salary adjustment for employees making under \$50,000, a 1.5% salary adjustment for employees making \$50,000 - \$69,999. No adjustment is provided for those employees making over \$70,000.
2. The elimination of the Assistant County Administrator position due to the Voluntary Separation Incentive Program in the amount of \$18,281. This position is also funded in the Office Management and Budget.
(The full cost savings between County Administration and Office of Management and Budget and Risk Management for this reduction is \$241,973.)

