

Purchasing Property Control

The mission 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.

PROGRAM HIGHLIGHTS

1. Developed innovative computer auctions to sell surplus computers with increased return on units over prior disposal methods.

ADVISORY BOARD

None

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Leon County Board of County Commissioners Tangible Personal Property Policy
 Florida Statute, Chapter 274 "Tangible Personal Property"
 Florida Statute, Chapter 287 "Public Procurement"

SUMMARY OF KEY SERVICE FUNCTIONS

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.
4. Reconcile physical inventory with property control records.
5. Provide technical assistance to Property Custodians.
6. Update and revise Board tangible personal property policies and procedures.
7. Compile annual report of inventory for Board approval.

PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) To meet or exceed a customer satisfaction level of satisfactory or higher by 80% of respondents.	93.2%	93%	98%	98%
2) To decrease the number of items not located in the annual inventory (percentage).	40.7%	25.70%	5%	5%
3) To tag and input into data system 90% of all property with 5 working days of proper notification.	95%	93%	93%	93%
4) To initiate transfer of 90% of property items within 5 working days of receipt of proper forms.	93%	93%	93%	93%

Purchasing - Property Control

ACCOUNT NUMBER: 001-142-513

FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>OPERATING</u>							
Personnel	\$38,673	\$38,097	\$39,964	\$41,163	\$42,398	\$43,670	\$44,980
Operating	3,239	4,575	5,025	5,025	5,025	5,025	5,025
Capital Outlay							
Grants & Aid							
TOTAL	\$41,912	\$42,672	\$44,989	\$46,188	\$47,423	\$48,695	\$50,005
<u>STAFFING</u>							
Full Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00
O.P.S.							

FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at the No Increase Target (NIT) funding level which includes routine salary and wage adjustments.

FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

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PROGRAM EXPENDITURE DETAIL

Object		FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		
<u>Code</u>	<u>Account Description</u>	<u>Actual</u>	<u>Adopted</u>	<u>NIT</u>	<u>Change</u>	<u>Total</u>	<u>NIT</u>	<u>Change</u>	<u>ARB</u>
51200	Salaries & Wages	\$29,267	\$28,538	\$29,538		\$29,538	\$29,538		\$29,538
52100	FICA Taxes	2,208	2,183	2,259		2,259	2,259		2,259
52200	Retirement	2,489	2,083	1,701		1,701	1,701		1,701
52300	L & H Insurance	4,594	5,179	6,348		6,348	6,348		6,348
52400	Workers' Comp.	115	114	118		118	118		118
TOTAL PERSONAL SERVICES		\$38,673	\$38,097	\$39,964		\$39,964	\$39,964		\$39,964
54500	Insurance	604	504	504		504	504		504
54600	Repair & Maint.		1,525	1,975		1,975	1,975		1,975
54601	Vehicle Repair & Mtc.	422	500	500		500	500		500
54700	Printing & Binding	179	300	300		300	300		300
55100	Office Supplies	100	100	100		100	100		100
55200	Operating Supplies	1,601	1,296	1,296		1,296	1,296		1,296
55210	Fuel & Oil	333	350	350		350	350		350
TOTAL OPERATING EXPENSES		\$3,239	\$4,575	\$5,025		\$5,025	\$5,025		\$5,025
PROGRAM TOTAL		\$41,912	\$42,672	\$44,989		\$44,989	\$44,989		\$44,989

PROGRAM STAFFING DETAIL

Property Control Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00	1.00