

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

# »» Office of Financial Stewardship Index

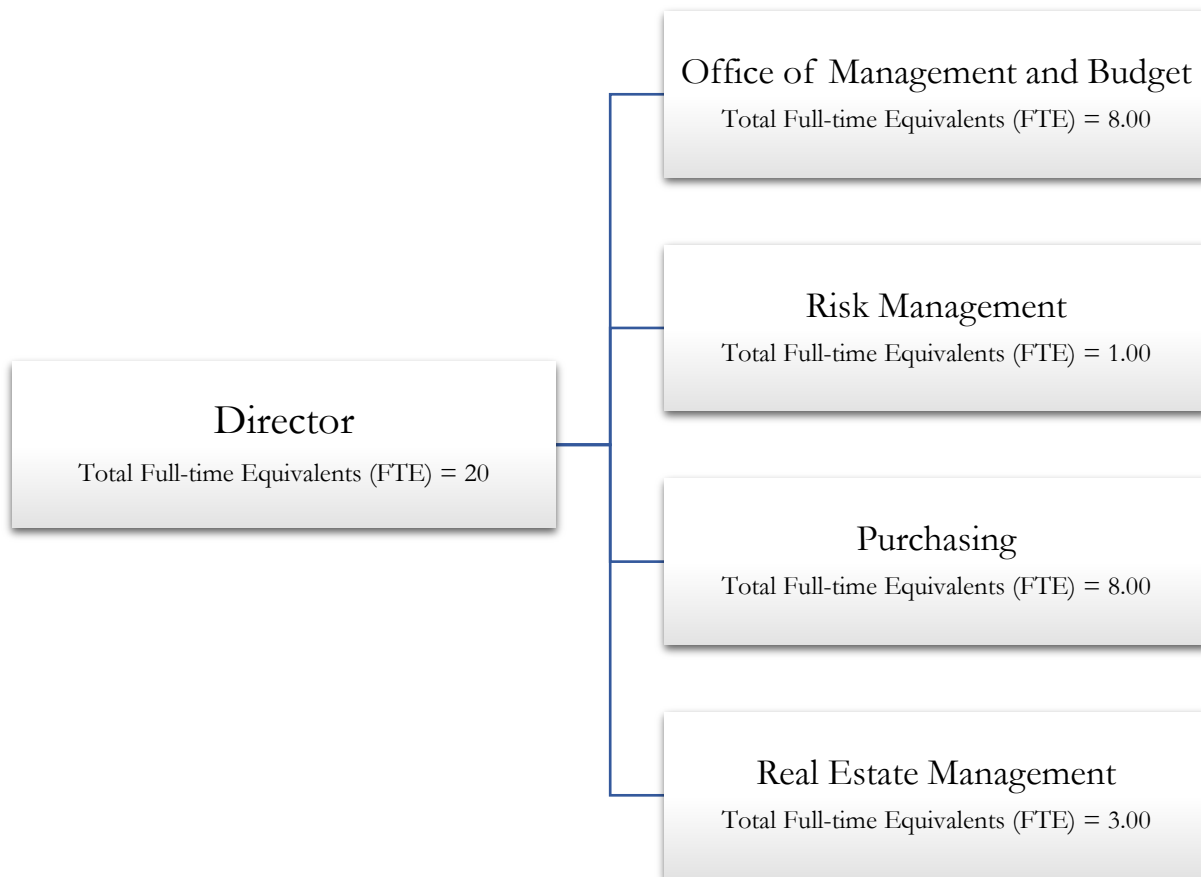
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Organizational Chart	14 - 2
Executive Summary	14 - 3
Office of Financial Stewardship Business Plan	14 - 4
Office of Financial Stewardship Summary	14 - 6
Office of Management & Budget	14 - 7
Risk Management	14 - 9
Purchasing	14 - 11
Real Estate Management	14 - 17

LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

# » Office of Financial Stewardship Organizational Chart

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## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

# » Office of Financial Stewardship

## Executive Summary

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The Office of Financial Stewardship section of the Leon County FY 2023 Annual Budget is comprised of the Office of Management & Budget, Risk Management, Purchasing, and Real Estate.

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 an effort to minimize total long-term costs associated with accidental losses. Purchasing provides procurement services, contract management, and supplies and commodities for all County departments. Real Estate provides the management of acquisition and disposition of real property and County property leases.

Leon County follows an annually updated five-year planning cycle, as reflected in the LEADS/Strategic Plan Section. As part of the Leon LEADS Strategic Planning process, the Office of Management and Budget Business Plan communicates the continued alignment of the Board's strategic priorities and initiatives with the department's actions and performance measures. The Business Plan is a road map and a broad plan of action for accomplishing the Board's priorities and serves as a gauge to assist the department in measuring outcomes of the Strategic Plan.

### HIGHLIGHTS

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. The annual Operating and Capital Improvement Program, and Budget in Brief are available on the County's web page. To advance Strategic Initiative (2022-8), the budget includes the addition of a Grants Coordinator to maximize the leveraging of the \$1.0 trillion federal infrastructure bill in support of County projects. In addition to the federal infrastructure bill, this position will be responsible for identifying other grant opportunities as well as tracking and reporting for existing federal grants. OMB received the Government Finance Officers Association of the U.S. and Canada's Distinguished Budget Award for the 32<sup>nd</sup> consecutive year.

Purchasing continues to expand the use of electronic documents, including the implementation of electronic purchase orders, electronic requisitions, and direct payment approvals. Purchasing continues to serve citizens faster and more easily with an online procurement system called OpenGov Procurement. This system provides vendors instant access to many different services and processes such as, instant access to bids, requests for proposal, invitations to negotiate, and various other solicitation documents. These initiatives allow vendors, staff, and other interested parties to obtain copies of purchasing and solicitation documents in a more efficient and cost-effective manner, while promoting sustainability by reducing the use of paper, further demonstrating the County's commitment to sustainable business practices.

Real Estate Management continues to lease vacant space in County-owned buildings. Real Estate Management also manages the inventory of County-owned properties, processes tax deeds, and identifies appropriate properties for County and Constitutional Offices' space needs.

Risk Management continues to strive to protect the County against the financial consequences of accidental losses by establishing, implementing, and monitoring a cohesive county-wide safety program. Reduced accident and injury rates have a direct correlation to insurance premiums paid to protect the County's resources. To safeguard the safety and well-being of Leon County employees, Risk Management continues to enhance and foster a culture of safety, working together with Departments to identify workplace hazards and develop innovative training programs. Risk Management coordinated fifteen safety training sessions, including a Defensive Driving course, and conducted monthly site visits.

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

# »» Office of Financial Stewardship Business Plan

## MISSION STATEMENT

The mission of the Leon County Office of Financial Stewardship is to provide sound financial management, ethical procurement services and asset control to the Board of County Commissioners, County Administrator and Board departments, offices, and divisions, while minimizing long-term costs associated with accidental losses, in order to support effective decision making and ensure responsible stewardship of County resources.

## STRATEGIC PRIORITIES

### ECONOMY



EC1 - Do well-designed public infrastructure which supports business, attracts private investment, and has long term economic benefits.

### ENVIRONMENT



EN3 - Promote orderly growth and sustainable practices.

### GOVERNANCE



G1 - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.



G2 - Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.



G4 - Retain and attract a highly skilled, diverse, and innovative County workforce, which exemplifies the County's Core Practices.



G5 - Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner.

## STRATEGIC INITIATIVES

### ECONOMY

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1. (EC1) Maximize the leveraging of the \$1.0 trillion federal infrastructure bill to fund County projects. (2022-8)

### ENVIRONMENT

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1. (EN3) Partner with the Apalachee Regional Planning Council (ARPC) to address long term regional resiliency through a Florida Department of Environmental Protection (FDEP) grant. (2022-18)

### GOVERNANCE

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1. (G4) Continue to invest in the professional development of County staff including participation in Certified Public Manager training and enhancements to the County's Management Training. (2022-38)
2. (G5) Continue to pursue cost savings through the County's Innovator & Inspirator (I<sup>2</sup>) Program. (2022-39)
3. (G5) Pursue working with Leon County Schools to acquire the Ft. Braden Community Center. (2022-43)

## ACTIONS

### ECONOMY

1. a) Coordinate with internal and external stakeholders to identify projects that will be eligible for funding through the various grant programs under the Infrastructure Investment and Jobs Act (IIJA). (In Progress)
  - b) Present update to the Board at June 2022 Budget Workshop. Discuss the status of IIJA implementation and include budget recommendations to maximize the County's ability to draw down federal funds over multiple fiscal years (e.g., budgeting funds for local match requirements). (In Progress)

### ENVIRONMENT

1. Execute subgrant agreement with Apalachee Regional Planning Council, and grant agreement with Department of Environmental Protection. (In Progress)

### GOVERNANCE

1. Invest in continual leadership development opportunities for Leon County Employees. (Ongoing)
2. Determine the cost savings by various employees who are to receive the Innovator Awards. (In Progress)
3. Coordinating with Leon County Schools regarding property acquisition. (In Progress)

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »» Office of Financial Stewardship

<b>Budgetary Costs</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Personnel Services	1,432,480	1,615,111	1,840,110	11,393	1,851,503	1,908,204
Operating	375,716	473,733	478,521	38,900	517,421	517,473
Capital Outlay	-	-	-	5,000	5,000	5,000
Grants-in-Aid	63,175	63,175	63,175	-	63,175	63,175
Total Budgetary Costs	1,871,371	2,152,019	2,381,806	55,293	2,437,099	2,493,852

<b>Appropriations</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Office of Management and Budget	759,327	861,900	970,687	10,000	980,687	1,006,515
Risk Management	191,316	200,566	208,773	12,500	221,273	225,335
Purchasing	542,643	645,657	675,399	1,393	676,792	694,368
Real Estate Management	378,086	443,896	526,947	31,400	558,347	567,634
Total Budget	1,871,371	2,152,019	2,381,806	55,293	2,437,099	2,493,852

<b>Funding Sources</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
001 General Fund	1,680,056	1,951,453	2,173,033	42,793	2,215,826	2,268,517
501 Insurance Service	191,316	200,566	208,773	12,500	221,273	225,335
Total Revenues	1,871,371	2,152,019	2,381,806	55,293	2,437,099	2,493,852

<b>Staffing Summary</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Office of Management and Budget	7.00	7.00	8.00	-	8.00	8.00
Purchasing	8.00	8.00	8.00	-	8.00	8.00
Real Estate Management	3.00	3.00	3.00	-	3.00	3.00
Risk Management	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	19.00	19.00	20.00	-	20.00	20.00

<b>OPS Staffing Summary</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Office of Management and Budget	-	-	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	-	-	1.00	-	1.00	1.00

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »» Office of Financial Stewardship

### Office of Management and Budget (001-130-513)








<b>Goal</b>	The goal 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.
<b>Core Objectives</b>	<ol style="list-style-type: none"> <li>1. Provide financial management assistance to the County Administrator and other departments.</li> <li>2. Responsible for the development, monitoring, and control of the annual operating budget and capital improvement program.</li> <li>3. Forecast and monitor County revenues.</li> <li>4. Responsible for the County's annual Truth in Millage (TRIM) process.</li> <li>5. Conduct research, fiscal policy analysis for special projects, and management reviews as requested by the County Administrator and Board.</li> </ol>
<b>Statutory Responsibilities</b>	Florida Statute, Chapter 125 "County Government"; Florida Statute, Chapter 129 "County Annual Budget"; Florida Statute, Chapter 200 "Determination of Millage"
<b>Advisory Board</b>	Financial Investment Advisory Committee; Investment Oversight Committee; Blueprint 2000 Finance Committee

### Benchmarking

Priorities	Benchmark Data	Leon County	Benchmark
	Net Budget Per Countywide Resident*	1:\$919	1:\$1,411*

\*Benchmark is generated from the average net budget per county resident of Like-Sized Counties. Benchmarked Counties include: Lake, St. Lucie, Escambia, Alachua, Osceola and St. Johns.

### Performance Measures

Strategic Priorities	Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Estimate	FY 2023 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%	98%	98%
	Process budget amendment requests within 2 business days of the next scheduled Board meeting (% is an estimate)	100%	100%	100%	100%
	Develop 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	98%	99%	99%	99%
	Percentage of departmental performance measures reviewed	100%	100%	100%	100%
	Number of program management analyses performed	1	0	0	1

#### Notes:

1. Leon County has consistently received a letter of compliance from the State Department of Revenue for meeting all the Truth in Millage notification requirements. This trend is expected to continue in FY 2022 and FY 2023.
2. Forecasted revenues for FY 2022 and FY 2023 are expected to remain level as a percentage of the budget.
3. The division anticipates processing all budget amendments within a two-day period in FY 2023.
4. A mid-year performance report and an annual performance report will be submitted by the required deadlines for FY 2022 and FY 2023.
5. In FY 2022 and FY 2023 agenda items are anticipated to be reviewed at a consistent level.
6. The division expects to continue to review 100% of the performance measures submitted by departments.
7. An estimate of one program management analyses is to be performed in FY 2022 and FY 2023.

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »» Office of Financial Stewardship

## Office of Management &amp; Budget (001-130-513)

<b>Budgetary Costs</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Personnel Services	631,715	719,110	825,391	10,000	835,391	861,219
Operating	64,437	79,615	82,121	-	82,121	82,121
Grants-in-Aid	63,175	63,175	63,175	-	63,175	63,175
Total Budgetary Costs	759,327	861,900	970,687	10,000	980,687	1,006,515

<b>Funding Sources</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
001 General Fund	759,327	861,900	970,687	10,000	980,687	1,006,515
Total Revenues	759,327	861,900	970,687	10,000	980,687	1,006,515

<b>Staffing Summary</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Grants Program Coordinator	-	-	1.00	-	1.00	1.00
Sr. Mgmt & Budget Analyst	2.00	2.00	2.00	-	2.00	2.00
Dir. Office of Fin. Stewardship	1.00	1.00	1.00	-	1.00	1.00
Mgmt & Budget Analyst	2.00	2.00	1.00	-	1.00	1.00
Management Analyst	1.00	1.00	1.00	-	1.00	1.00
Budget Manager	1.00	1.00	1.00	-	1.00	1.00
Principal Mgmt & Budget Analyst	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	7.00	7.00	8.00	-	8.00	8.00

<b>OPS Staffing Summary</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
OMB Consolidated OPS	-	-	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	-	-	1.00	-	1.00	1.00

The major variances for the FY 2023 OMB budget are as follows:

## Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees. Additional personnel costs are related to positions included in the market-based revisions to the Classification and Pay Plan in the amount of \$10,000.
2. To advance Strategic Initiative (2022-8), the budget includes the addition of a Grants Coordinator to maximize the leveraging of the \$1.0 trillion federal infrastructure bill in support of County projects. In addition to the federal infrastructure bill, this position will be responsible for identifying other grant opportunities as well as tracking and reporting for existing federal grants.








## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »» Office of Financial Stewardship

## Risk Management (501-132-513)

<b>Goal</b>	The goal of Risk Management is the preservation of physical and human assets and to minimize exposure to loss to avoid costly impacts.
<b>Core Objectives</b>	<ol style="list-style-type: none"> <li>1. Plan, evaluate and identify insurable risks and loss potential, and review current insurance trends and legislation to modify risk coverage.</li> <li>2. Prepare, negotiate and coordinate all the County's insurance programs.</li> <li>3. Directly administer all insurance programs with the exception of employee health coverage.</li> <li>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.</li> <li>5. Maintain, process, and record all insurance or damage claims filed against the County and liaisons with the appropriate insurance carriers.</li> </ol>
<b>Statutory Responsibilities</b>	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 "Suspension, Dismissals, Reduction in Pay, Demotions, Transfers, and Layoffs"; Florida Statute, Chapter 112.313, Code of Ethics, Chapter 440 "Workers' Compensation"; Federal Motor Carrier Safety Administration Part 382 Part, Section 382.305 Random Testing.
<b>Advisory Board</b>	Board Secretary of the North Florida Safety Council; Leon County Safety Committee; Courthouse Emergency Management Group

Performance Measures					
Strategic Priorities	Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Estimate	FY 2023 Estimate
	# of Workers' compensation claims filed <sup>1</sup>	153	92	80	80
	# of Safety/Loss prevention training courses conducted <sup>2</sup>	8	11	15	20
	# of auto accidents investigated <sup>3</sup>	6	4	4	4
	# of Coordinated Safety Committee meetings <sup>4</sup>	7	12	12	12
	# of DOT tests administered annually <sup>5</sup>	38	96	108	110

## Notes:

1. The estimated number of Workers' Compensation claims reflect a 10% decline in FY 2022 and FY 2023. The Division continues to train, recognize, and promote safety in the workplace in an effort to reduce workers compensation claims.
2. In FY 2022, an estimated 15 safety training events will be provided at 10 separate locations. Estimates for future trainings will continue to increase with the goal to develop and foster a culture of safety with Leon County employees.
3. To promote safe driving habits, Risk Management instituted an annual Defensive Driving Course in FY 2022. The division continues to train, recognize, and promote safety in the workplace to reduce At-Fault claims.
4. The Safety Committee meets on a monthly basis with consistent attendance.
5. Risk Management conducts random DOT drug testing in accordance with 49 CFR 382.305. FY 2022 and FY 2023 estimates are expected to remain level.

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »» Office of Financial Stewardship

## Risk Management (501-132-513)

<b>Budgetary Costs</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Personnel Services	115,868	115,332	123,399	-	123,399	127,446
Operating	75,447	85,234	85,374	7,500	92,874	92,889
Capital Outlay	-	-	-	5,000	5,000	5,000
Total Budgetary Costs	191,316	200,566	208,773	12,500	221,273	225,335
<b>Funding Sources</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
501 Insurance Service	191,316	200,566	208,773	12,500	221,273	225,335
Total Revenues	191,316	200,566	208,773	12,500	221,273	225,335
<b>Staffing Summary</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Risk Manager	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

The major variances for the FY 2023 Risk Management budget are as follows:

Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees.
2. Operating costs in the amount of \$7,500 is for the purchase of additional AED pads, batteries, first aid kits, etc.
3. Capital Outlay cost to upgrade wall mounted AED units.

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »»» Office of Financial Stewardship

**Purchasing Summary**



<b>Budgetary Costs</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Personnel Services	491,488	593,186	619,970	1,393	621,363	638,921
Operating	51,155	52,471	55,429	-	55,429	55,447
Total Budgetary Costs	542,643	645,657	675,399	1,393	676,792	694,368
<b>Appropriations</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Procurement (001-140-513)	449,687	529,204	555,111	187	555,298	568,650
Warehouse (001-141-513)	92,956	116,453	120,288	1,206	121,494	125,718
Total Budget	542,643	645,657	675,399	1,393	676,792	694,368
<b>Funding Sources</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
001 General Fund	542,643	645,657	675,399	1,393	676,792	694,368
Total Revenues	542,643	645,657	675,399	1,393	676,792	694,368
<b>Staffing Summary</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Procurement	6.00	6.00	6.00	-	6.00	6.00
Warehouse	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	8.00	8.00	8.00	-	8.00	8.00

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET






## »» Office of Financial Stewardship

### Purchasing – Procurement (001-140-513)

<b>Goal</b>	The goal of the Procurement Program is to provide: 1) 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; and 2) an exemplary records and management control program for the tangible personal property of Leon County.
<b>Core Objectives</b>	<ol style="list-style-type: none"> <li>1. Review all purchasing activity for compliance with Purchasing Policy and applicable state laws.</li> <li>2. Process requisitions and purchase orders and assist departments/divisions with technical information, quotes, and purchasing related requests.</li> <li>3. Obtain price quotes, prepare and receive informal bids, review state and cooperative purchasing contracts for vendor sources and best pricing.</li> <li>4. Provide accounts payable assistance to vendors and staff.</li> <li>5. Prepare, advertise, and receive bids and Requests for Proposals (RFP's), and coordinate the evaluation processes for those bids and RFP's.</li> <li>6. Administer the County procurement card program: provide cardholder training, card management, and audits of card activity.</li> <li>7. Implement and provide contract management services for County-wide services contracts such as uniforms.</li> <li>8. Administer the County property control program: maintain property control records, perform and reconcile property inventory, and provide technical assistance to Property Custodians.</li> </ol>
<b>Statutory Responsibilities</b>	Leon County Government Purchasing Policy (revised 02/25/2020), Purchasing Card Policy (revised 2/12/13), and Tangible Personal Property Policy (revised 09/24/2019); Florida Statute, Chapter 255 "Public Property and Publicly Owned Buildings"; Florida Statute, Chapter 274 "Tangible Personal Property"; Florida Statute, Chapter 287 "Public Procurement"; Office of Economic Vitality, "Minority, Women, and Small Business Enterprise Policy."
<b>Advisory Board</b>	None










Benchmarking				
Strategic Priorities	Benchmark Data	Leon County	ICMA Mean	ICMA Median
	\$ amount of Central Purchasing purchases per Central Purchasing FTE (millions)	\$27.3	\$20.5	\$13.0
	% of Purchasing Conducted with Purchasing Card	5.48%	5.87%	2.56%

Benchmark Sources: International City/County Management Association (ICMA)

Performance Measures					
Strategic Priorities	Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Estimate	FY 2023 Estimate
	% of completed requisitions for purchase orders processed within 2 days of receipt <sup>1</sup>	98%	98%	100%	98%
	# of bids/RFPs processed within 45 work days of receipt of request <sup>2</sup>	95%	96%	100%	100%
	# of Purchase Orders Issued <sup>3</sup>	1,541	1,857	2,250	2500
	\$ Value of Purchase Orders Issued (millions) <sup>4</sup>	\$75	\$109	\$90	\$95
	\$ Amount of Central Purchasing Office purchases per Central Purchasing FTE (millions) <sup>5</sup>	\$21.4	\$27.3	\$23.5	\$25.0

# Office of Financial Stewardship

## Purchasing – Procurement (001-140-513)

Performance Measures					
Strategic Priorities	Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Estimate	FY 2023 Estimate
	# of Bids Issued <sup>6</sup>	59	42	65	60
	Purchasing Card Volume <sup>7</sup>	\$7,275,225	\$6,323,638	\$6,600,000	\$6,600,000
	Purchasing Card Rebate <sup>8</sup>	\$101,853	\$88,530	\$100,000	\$100,000
	# of Assets at Year End <sup>9</sup>	8,340	8,234	8,400	8,200
	Year End Total Asset Value (millions) <sup>10</sup>	\$65.8	\$64.6	\$65.5	\$64
	# of Surplus Auctions <sup>11</sup>	16	22	25	30
	\$ Value of Auction Proceeds <sup>12</sup>	\$63,786	\$67,708	\$65,000	\$66,000
	# of pre-bid meetings held to provide information on County projects to vendors <sup>13</sup>	39	24	50	45
	Ratio of bid protests to total solicited bids <sup>14</sup>	0:59	2:42	0:65	0:55

### Notes:

- The division anticipates processing completed requisitions and purchase orders within 2 days.
- The division anticipates that the number of bids will remain steady in FY 2022 and FY 2023 due to a combination of more complex solicitations, incorporation of solicitation development meetings and the review processes of other program areas.
- The division anticipates that the number of purchase orders in FY 2023 will increase from the previous fiscal year due to the lessening of the impacts of COVID-19 as capital improvements projects delays are lifted, ARPA funded projects are initiated, and daily operations are returning to pre-COVID levels.
- The value of purchase orders is anticipated to increase due to an increase in the number of purchase orders from the previous fiscal year.
- The division anticipates a slight increase over the previous fiscal year due to FTE's remaining constant while there is an anticipated increase in the value of purchase orders.
- The division anticipates that the number of solicitations conducted will decrease slightly in FY 2023 from the previous fiscal year due to increased utilization of cooperative contracts which allows for purchases made from contracts competitively procured by other governmental entities.
- The purchasing card value is anticipated to remain steady.
- The purchasing card rebate is anticipated to remain steady as it is directly related to the purchasing card value.
- The number of assets is expected to decrease slightly in FY 2023 due to MIS procuring laptops and other technology devices to replace multiple desktop computers and tablets per person. The desktop computers and tablets are anticipated to be removed from inventory as they are replaced with laptops.
- The decrease in the value of assets in FY 2023 is directly related to the decrease in the number of assets.
- The division anticipates that the number of auctions will increase slightly as the impacts from the COVID-19 pandemic are lessened with a return of public auctions, reopening of offices, and a return to daily operations.
- The division anticipates that the value of the auctions will increase slightly in FY 2022 and FY 2023 due to more items being available to auction as well as more auctions being held after the slow down due to COVID-19.
- The division anticipates that the number of meetings will increase slightly based upon the complexity of the projects to vendors and the implementation of the MWSBE policy.
- The division does not anticipate any formal protests during FY 2023.

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »» Office of Financial Stewardship

## Purchasing - Procurement (001-140-513)

<b>Budgetary Costs</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Personnel Services	404,225	480,666	503,627	187	503,814	517,155
Operating	45,462	48,538	51,484	-	51,484	51,495
Total Budgetary Costs	449,687	529,204	555,111	187	555,298	568,650
<b>Funding Sources</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
001 General Fund	449,687	529,204	555,111	187	555,298	568,650
Total Revenues	449,687	529,204	555,111	187	555,298	568,650
<b>Staffing Summary</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Dir. of Purchasing	1.00	1.00	1.00	-	1.00	1.00
Purchasing Specialist	1.00	1.00	1.00	-	1.00	1.00
Procurement Administrator	1.00	1.00	1.00	-	1.00	1.00
Purchasing Agt/Ptry Ctrl Spec.	1.00	1.00	1.00	-	1.00	1.00
Contract Compliance Specialist	1.00	1.00	1.00	-	1.00	1.00
Sr. Administrative Associate	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	6.00	6.00	6.00	-	6.00	6.00

The major variances for the FY 2023 Procurement budget are as follows:

## Increases to Program Funding:



1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees. Additional personnel costs are related to positions included in the market-based revisions to the Classification and Pay Plan in the amount of \$187.

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET





## » Office of Financial Stewardship

### Purchasing – Warehouse (001-141-513)

<b>Goal</b>	The goal of the Warehouse Program is to procure, stock, and issue high turnover type items to facilitate the work routines of County departments.
<b>Core Objectives</b>	<ol style="list-style-type: none"> <li>1. Issue supplies and materials from the Warehouse.</li> <li>2. Procure materials and supplies for the Warehouse and County customers.</li> <li>3. Provide forklift services for other departments.</li> <li>4. Process purchase requisitions for Fleet Management and Operations Divisions and provide back-up to Procurement as needed.</li> <li>5. Assist County staff with identifying vendors and sourcing needed items.</li> </ol>
<b>Statutory Responsibilities</b>	Leon County Board of County Commissioners Purchasing Policy (revised 2/25/2020) and Tangible Personal Property Policy (revised 9/24/2019); Florida Statute, Chapter 274 "Tangible Personal Property"; Florida Statute, Chapter 287 "Public Procurement."
<b>Advisory Board</b>	None

Benchmarking			
Strategic Priorities	Benchmark Data	Leon County	Benchmark
	Inventory Turnover Rate (sales / inventory value)	1.85%	Greater than or equal to 1.5
	Annual inventory loss/gain (to measure operational accuracy)	0.84%	Less than 1.5% +/-

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

Performance Measures					
Strategic Priorities	Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Estimate	FY 2023 Estimate
	Cost per issuance <sup>1</sup>	\$8.05	\$10.22	\$7.81	\$8.00
	Operational cost % of total dollar value of issuances (expenses / \$ value of issuances) <sup>2</sup>	23.92%	22.56%	22.6%	23%
	# of issuances <sup>3</sup>	14,531	11,457	15,000	15,000
	\$ volume of issuances <sup>4</sup>	\$488,917	\$519,164	\$530,000	\$540,000

Notes:

1. FY 2021 was unusually high due to COVID-19 related issues where supply and demand caused extremely large price increases. The division anticipates an increase in cost per issuance in FY 2023 due to a combination of fixed operational costs, reduced number of issuances, and increased commodity costs.
2. The division anticipates a slight increase in FY 2022 and FY 2023 due to the percentage of operational costs of the value of issuances due to operational costs remaining constant and increased commodity costs.
3. The division anticipates the number of issuances will remain steady for FY 2022 and FY 2023.
4. The increase in dollar volume of issuances is related to the increase in costs due to various market fluctuations.

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »» Office of Financial Stewardship

## Purchasing - Warehouse (001-141-513)

<b>Budgetary Costs</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Personnel Services	87,263	112,520	116,343	1,206	117,549	121,766
Operating	5,693	3,933	3,945	-	3,945	3,952
Total Budgetary Costs	92,956	116,453	120,288	1,206	121,494	125,718
<b>Funding Sources</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
001 General Fund	92,956	116,453	120,288	1,206	121,494	125,718
Total Revenues	92,956	116,453	120,288	1,206	121,494	125,718
<b>Staffing Summary</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Materials Management Spec.	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalentents (FTE)	2.00	2.00	2.00	-	2.00	2.00

The major variances for the FY 2023 Warehouse budget are as follows:

Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees. Additional personnel costs are related to positions included in the market-based revisions to the Classification and Pay Plan in the amount of \$1,206.



## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

 Office of Financial Stewardship

### Real Estate Management Summary

<b>Budgetary Costs</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Personnel Services	193,408	187,483	271,350	-	271,350	280,618
Operating	184,678	256,413	255,597	31,400	286,997	287,016
Total Budgetary Costs	<u>378,086</u>	<u>443,896</u>	<u>526,947</u>	<u>31,400</u>	<u>558,347</u>	<u>567,634</u>
<b>Appropriations</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Real Estate Management (001-156-519)	381,913	398,896	481,947	31,400	513,347	522,634
Tax Deed Applications (001-831-513)	(3,827)	45,000	45,000	-	45,000	45,000
Total Budget	<u>378,086</u>	<u>443,896</u>	<u>526,947</u>	<u>31,400</u>	<u>558,347</u>	<u>567,634</u>
<b>Funding Sources</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
001 General Fund	378,086	443,896	526,947	31,400	558,347	567,634
Total Revenues	<u>378,086</u>	<u>443,896</u>	<u>526,947</u>	<u>31,400</u>	<u>558,347</u>	<u>567,634</u>
<b>Staffing Summary</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Real Estate Management	3.00	3.00	3.00	-	3.00	3.00
Total Full-Time Equivalents (FTE)	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>-</u>	<u>3.00</u>	<u>3.00</u>




## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »» Office of Financial Stewardship

### Real Estate (001-156-519)

<b>Goal</b>	The goal of the Office of Real Estate Management is the professional management of the County's real estate portfolio including procurement, disposition, leasing and the administration of the county's real property.
<b>Core Objectives</b>	<ol style="list-style-type: none"> <li>1. Develop and maintain a comprehensive inventory of the County's real estate by the utilization of the existing TLC GIS database.</li> <li>2. Generate revenue through the leasing of under-utilized space in County buildings. Negotiates leasing terms and conditions with tenants to maximize the rate of return to the County.</li> <li>3. Develop a long-term strategic plan for the disposition and acquisition of real estate to ensure that it is achieving its highest and best use.</li> <li>4. Work with County staff in recommending and negotiating the most efficient use of space.</li> <li>5. Regularly interact with the County Attorney Office to assist in resolving easement usage related to projects.</li> <li>6. Administer the County's leasing activity to ensure that all aspects of the Lease contract is upheld, manage rent increases and renewals and maintain communications with the tenants and their representatives.</li> <li>7. Identify alternative uses for under-utilized properties to help advance other County programs such as Community Gardens, Affordable Housing program, Stormwater management facilities, conservation and recreation areas, etc.</li> <li>8. Work in tandem with Public Works to acquire property rights for capital improvement projects.</li> <li>9. Coordinate with the County's Tax Collector and the Clerk of Courts in the tracking of the delinquent tax procedures from the issuance of the Tax Certificates by the Tax Collector, the filing of Tax Deed Applications on Tax Certificates issued to the County and supervising the timely presentation of the Tax Deed Applications to Public Sale. Work with the Clerk of the Court on the administration of the parcels that are listed on the List of Lands Available for Taxes until their final escheatment to the County and the addition of these parcels to the portfolio.</li> <li>10. Work with county staff, affordable housing and County Attorney Office to ensure that the escheated parcels are placed into use by the county, offered to affordable housing or disposed of in a timely matter to return these properties to the County's Tax Roll.</li> <li>11. Acquire property rights through donations, direct purchases and eminent domain.</li> <li>12. Manage all County owned lease property; prepare and execute all leases for Leon County.</li> </ol>
<b>Statutory Responsibilities</b>	<p>TAX COLLECTIONS, SALES, AND LIENS Chapter 197</p> <p>197.502 – Application for obtaining tax deed by holder of tax sale certificate; fees.</p> <p>197.512 – Notice, form of publication for obtaining tax deed by holder.</p> <p>197.522 – Notice to owner when application for tax deed is made.</p> <p>197.532 – Fees for mailing additional notices, when application is made by holder.</p> <p>197.542 – Sale at public auction.</p> <p>197.552 – Tax deeds.</p> <p>197.562 – Grantee of tax deed entitled to immediate possession.</p> <p>197.572 – Easements for conservation purposes, or for public service purposes or for drainage or ingress and egress survive tax sales and deeds.</p> <p>197.573 – Survival of restrictions and covenants after tax sale.</p>
<b>Advisory Board</b>	N/A

### Performance Measures

Strategic Priorities	Performance Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Estimate	FY 2023 Estimate
	Total rentable square feet available for lease	207,519	259,243	259,243	259,243
	Total rentable square feet occupied	176,615	215,003	222,685	246,569
	% of total rentable square feet occupied	86%	83%	86%	95%

## Notes:

1. The total County-owned rentable square footage available for lease is projected to remain level in FY 2022 and FY 2023. Marketing and leasing activities for the Lake Jackson Town Center and Cross Creek Square remains steady. Leases at the Leon County Government Annex have been renewed and marketing continues for the vacant spaces.
2. The total occupied rentable square footage in FY 2022 includes:
  - The Leon County Government Annex (BOA Building and Plaza Building) total square feet is 130,028. The occupied square feet include County offices 48,755 SF; Tenants 61,832 SF; and 19,441 Vacant SF. The Annex is 85% leased.
  - The total rentable square feet available at the Lake Jackson Town Center is 69,215. The occupied square feet include County offices 34,248 SF; Tenants 30,218 SF; and 4,749 vacant SF. The Lake Jackson Town Center is 93% leased.
  - The total rentable square feet available at the Cross Creek Square is 60,000, and the Supervisor of Election office (Suite 1) occupies 45,000 SF, while 15,000 SF are currently vacant. The Cross Creek Square is 75% leased.

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »» Office of Financial Stewardship

## Real Estate Management - Real Estate Management (001-156-519)

<b>Budgetary Costs</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Personnel Services	193,408	187,483	271,350	-	271,350	280,618
Operating	188,504	211,413	210,597	31,400	241,997	242,016
Total Budgetary Costs	381,913	398,896	481,947	31,400	513,347	522,634
<b>Funding Sources</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
001 General Fund	381,913	398,896	481,947	31,400	513,347	522,634
Total Revenues	381,913	398,896	481,947	31,400	513,347	522,634
<b>Staffing Summary</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Real Estate Manager	1.00	1.00	1.00	-	1.00	1.00
Real Estate Specialist	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	3.00	3.00	3.00	-	3.00	3.00

The major variances for the FY 2023 Real Estate Management budget are as follows:

## Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees, and the hiring of the Real Estate Manager position midyear.
2. Operating costs in the amount of \$30,000 for demolition and debris removal services for properties escheated to the County and \$1,400 for HOA dues.

## LEON COUNTY FISCAL YEAR 2023 ADOPTED BUDGET

## »» Office of Financial Stewardship

## Real Estate Management - Tax Deed Applications (001-831-513)

<b>Budgetary Costs</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
Operating	(3,827)	45,000	45,000	-	45,000	45,000
Total Budgetary Costs	(3,827)	45,000	45,000	-	45,000	45,000
<b>Funding Sources</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Continuation</b>	<b>FY 2023 Issues</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>
001 General Fund	(3,827)	45,000	45,000	-	45,000	45,000
Total Revenues	(3,827)	45,000	45,000	-	45,000	45,000

For FY 2023 this budget is recommended at the same level as FY 2022 and funds the statutorily required tax deed process where Leon County Government is required to apply for tax deeds for properties with delinquent property taxes.