

## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

# »» Office of Financial Stewardship Index

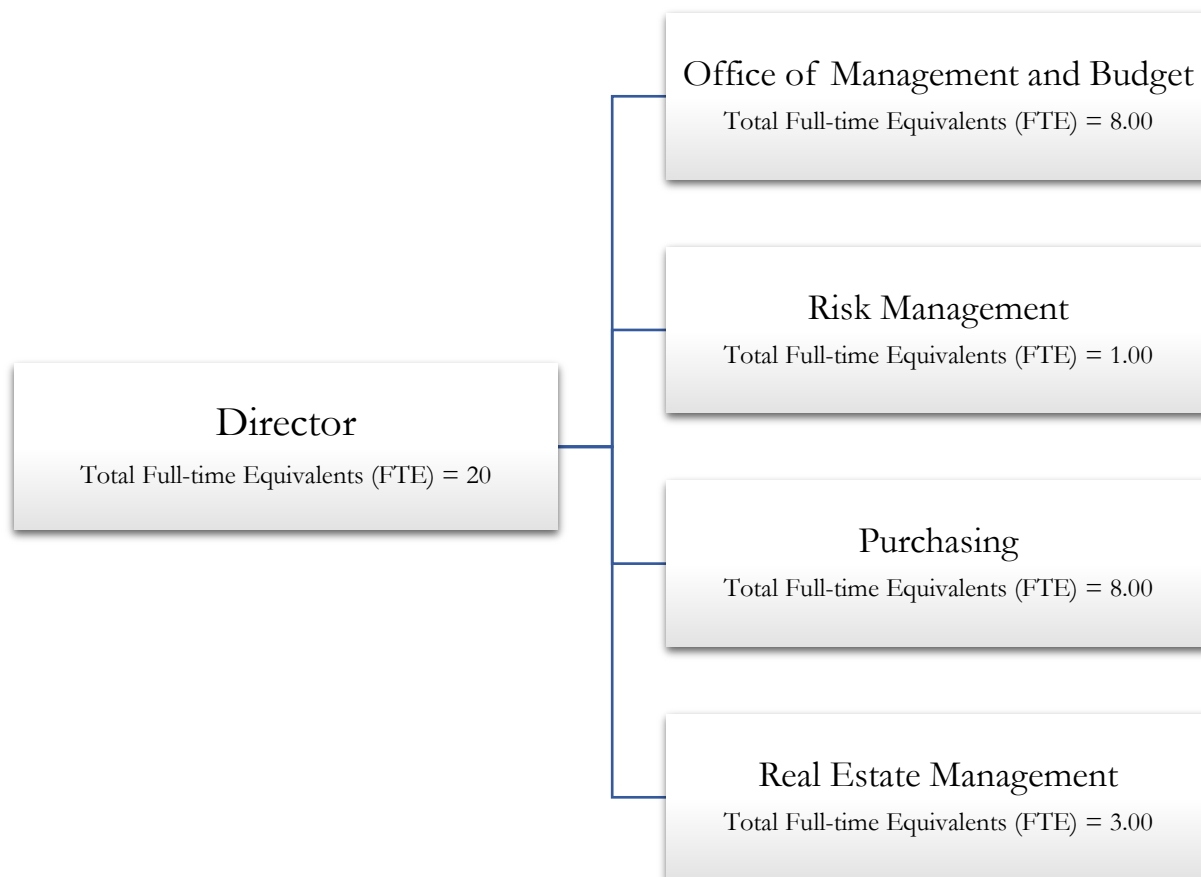
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## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

# » Office of Financial Stewardship Organizational Chart

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## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

# » Office of Financial Stewardship Executive Summary

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The Office of Financial Stewardship section of the Leon County FY 2024 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 33<sup>rd</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. The Florida Municipal Safety Excellence Initiative presented a Certificate of Safety Recognition to Leon County Risk Management in recognition of outstanding achievements in Safety Excellence. Additionally, Leon County was nominated for the 2023 Florida Municipal Insurance Trust Partnership Award.

## LEON COUNTY FISCAL YEAR 2024 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. (Completed)

### 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. (Completed)

## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

## »» Office of Financial Stewardship

<b>Budgetary Costs</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Personnel Services	1,622,898	1,851,503	1,957,609	-	1,957,609	2,019,594
Operating	349,183	517,421	527,012	-	527,012	527,620
Capital Outlay	-	5,000	5,000	-	5,000	5,000
Grants-in-Aid	63,175	63,175	63,175	-	63,175	63,175
Total Budgetary Costs	2,035,257	2,437,099	2,552,796	-	2,552,796	2,615,389

<b>Appropriations</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Office of Management and Budget	865,471	980,687	1,032,098	-	1,032,098	1,060,382
Risk Management	197,098	221,273	233,495	-	233,495	238,359
Purchasing	568,741	676,792	710,056	-	710,056	729,608
Real Estate Management	403,948	558,347	577,147	-	577,147	587,040
Total Budget	2,035,257	2,437,099	2,552,796	-	2,552,796	2,615,389

<b>Funding Sources</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
001 General Fund	1,838,159	2,215,826	2,319,301	-	2,319,301	2,377,030
501 Insurance Service	197,098	221,273	233,495	-	233,495	238,359
Total Revenues	2,035,257	2,437,099	2,552,796	-	2,552,796	2,615,389

<b>Staffing Summary</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Office of Management and Budget	8.00	8.00	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)	20.00	20.00	20.00	-	20.00	20.00


<b>OPS Staffing Summary</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Office of Management and Budget	-	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	-	1.00	1.00	-	1.00	1.00

## LEON COUNTY FISCAL YEAR 2024 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:\$987	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 2021 Actuals	FY 2022 Actuals	FY 2023 Estimate	FY 2024 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	99%	99%	99%	99%
	% of departmental performance measures reviewed	100%	100%	100%	100%
	# of program management analyses performed	0	0	1	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 2023 and FY 2024.
2. Forecasted revenues for FY 2023 and FY 2024 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 2024.
4. A mid-year performance report and an annual performance report will be submitted by the required deadlines for FY 2023 and FY 2024.
5. In FY 2023 and FY 2024 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 2023 and FY 2024.

## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

## »» Office of Financial Stewardship

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

<b>Budgetary Costs</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Personnel Services	739,170	835,391	882,116	-	882,116	910,400
Operating	63,125	82,121	86,807	-	86,807	86,807
Grants-in-Aid	63,175	63,175	63,175	-	63,175	63,175
Total Budgetary Costs	865,471	980,687	1,032,098	-	1,032,098	1,060,382

<b>Funding Sources</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
001 General Fund	865,471	980,687	1,032,098	-	1,032,098	1,060,382
Total Revenues	865,471	980,687	1,032,098	-	1,032,098	1,060,382

<b>Staffing Summary</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Grants Coordinator	1.00	1.00	1.00	-	1.00	1.00
Sr. Mgmt & Budget Analyst	1.00	1.00	1.00	-	1.00	1.00
Dir Office of Fin Stewardship	1.00	1.00	1.00	-	1.00	1.00
Mgmt & Budget Analyst	2.00	2.00	2.00	-	2.00	2.00
Management Analyst	1.00	1.00	1.00	-	1.00	1.00
Budget Manager	1.00	1.00	-	-	-	-
Principal Mgmt & Budget Analyst	1.00	1.00	1.00	-	1.00	1.00
Budget Director	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	8.00	8.00	8.00	-	8.00	8.00

<b>OPS Staffing Summary</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
OMB Consolidated OPS	-	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	-	1.00	1.00	-	1.00	1.00

The major variances for the FY 2024 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 at 6%, and funding for 5% raises for all employees. These increases are offset by a decrease in workers compensation costs.










## LEON COUNTY FISCAL YEAR 2024 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 Advisory Group; Courthouse Emergency Management Group

Performance Measures					
Strategic Priorities	Performance Measures	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Estimate	FY 2024 Estimate
	# of Workers' compensation claims filed <sup>1</sup>	92	54	70	70
	# of Safety/Loss prevention training courses conducted <sup>2</sup>	11	18	45	20
	# of Auto accidents investigated <sup>3</sup>	4	2	4	4
	# of Coordinated Safety Advisory Group meetings <sup>4</sup>	12	12	12	12
	# of DOT tests administered annually <sup>5</sup>	96	102	110	110
	# of County building site inspections conducted <sup>6</sup>	N/A	N/A	10	20
	# of Safety communications distributed, Toolbox Talks, Safety Notices, etc. <sup>7</sup>	N/A	N/A	60	66

## Notes:

1. In FY 2023 and FY 2024 the number of Workers' Compensation claims are projected to increase from FY 2022. To reduce workers compensation claims, the Division has broadened safety measures, resources, tools, and training opportunities to promote safety in the workplace.
2. In FY 2023, an estimated 45 training events will be provided. The projected increase from FY 2022 is due to additional trainings for all departments on the updated the Guide to Workplace & Health Safety Manual. In FY 2024, an estimated 20 safety training and health events will be provided at 12 separate locations. In a continuous effort to advocate and promote a culture of safety, Risk Management strives to enhance, increase, and support a variety of safety trainings that reflect County needs.
3. Annually the Division provides a Defensive Driving Course to refresh, train, and promote safe driving habits in the workplace. This concerted drive is to minimize At-Fault claims within the County.
4. The Safety Committee, now recognized as the Safety Advisory Group, continues to meet monthly, with a new approach to lead, promote, and advocate a culture of safety by serving as a hub of information, education, resources, and support.
5. Risk Management conducts random DOT drug testing in accordance with 49 CFR 382.305. FY 2023 and FY 2024 estimates are expected to remain level.
6. This is a new performance measure for FY 2023. Risk Management has introduced a new software program, Safety 101, which captures and documents all inspections, trainings, certifications, etc.
7. This is a new performance measure for FY 2023. In FY 2023 the Division introduced several different types of safety correspondences, such as Toolbox Talks, intra updates, etc. to promote safety awareness to all county employees.

## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

## »» Office of Financial Stewardship

## Risk Management (501-132-513)

<b>Budgetary Costs</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Personnel Services	115,274	123,399	130,690	-	130,690	134,974
Operating	81,823	92,874	97,805	-	97,805	98,385
Capital Outlay	-	5,000	5,000	-	5,000	5,000
Total Budgetary Costs	197,098	221,273	233,495	-	233,495	238,359
<b>Funding Sources</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
501 Insurance Service	197,098	221,273	233,495	-	233,495	238,359
Total Revenues	197,098	221,273	233,495	-	233,495	238,359
<b>Staffing Summary</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 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 2024 Risk Management budget are as follows:

Increases to Program Funding:

1.1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, and funding for 5% raises for all employees. These increases are offset by a decrease in workers compensation costs.

## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

## »»» Office of Financial Stewardship

## Purchasing Summary



<b>Budgetary Costs</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Personnel Services	528,811	621,363	654,338	-	654,338	673,869
Operating	39,930	55,429	55,718	-	55,718	55,739
Total Budgetary Costs	568,741	676,792	710,056	-	710,056	729,608
<b>Appropriations</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Procurement (001-140-513)	489,819	555,298	590,172	-	590,172	607,487
Warehouse (001-141-513)	78,921	121,494	119,884	-	119,884	122,121
Total Budget	568,741	676,792	710,056	-	710,056	729,608
<b>Funding Sources</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
001 General Fund	568,741	676,792	710,056	-	710,056	729,608
Total Revenues	568,741	676,792	710,056	-	710,056	729,608
<b>Staffing Summary</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 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 2024 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 07/13/2021), Purchasing Card Policy (revised 2/12/13), and Tangible Personal Property Policy (revised 06/08/2021); 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)	\$23.0	\$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 2021 Actuals	FY 2022 Actuals	FY 2023 Estimate	FY 2024 Estimate
	% of completed requisitions for purchase orders processed within 2 days of receipt <sup>1</sup>	98%	98%	98%	98%
	% of bids/RFPs processed within 45 workdays of receipt of request <sup>2</sup>	96%	98%	100%	100%
	# of Purchase Orders Issued <sup>3</sup>	1,857	1,691	1,800	1,800
	\$ Value of Purchase Orders Issued (millions) <sup>4</sup>	\$109	\$92	\$98	\$98
	\$ Amount of Central Purchasing Office purchases per Central Purchasing FTE (millions) <sup>5</sup>	\$27.3	\$23.0	\$24.5	\$24.5

## »» Office of Financial Stewardship

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

Performance Measures					
Strategic Priorities	Performance Measures	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Estimate	FY 2024 Estimate
	# of Bids Issued <sup>6</sup>	42	45	60	60
	Purchasing Card Volume <sup>7</sup>	\$6,323,638	\$6,478,218	\$6,600,000	\$6,600,000
	Purchasing Card Rebate <sup>8</sup>	\$88,530	\$91,110	\$95,000	\$95,000
	# of Assets at Year End <sup>9</sup>	8,234	8,465	8,200	8,200
	Year End Total Asset Value (millions) <sup>10</sup>	\$64.6	\$66.8	\$64	\$64
	# of Surplus Auctions <sup>11</sup>	22	22	40	40
	\$ Value of Auction Proceeds <sup>12</sup>	\$67,708	\$31,332	\$75,000	\$75,000
	# of Pre-bid meetings held to provide information on County projects to vendors <sup>13</sup>	24	23	45	45
	Ratio of bid protests to total solicited bids <sup>14</sup>	2:42	1:45	0:60	0:60

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 2023 and FY 2024 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 and FY 2024 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 increase in FY 2023 from the previous fiscal year due to an increase in Capital Improvement Projects which were previously on hold.
- The purchasing card value is anticipated to remain steady.
- The purchasing card rebate is anticipated steady increase compared to historical trends, 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, allowing the removal of desktops and tablets 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 increased 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 and consistent auction sales.
- The division anticipates that the value of the auctions will increase slightly in FY 2023 and FY 2024 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 significantly 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 and FY 2024.

## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

## »» Office of Financial Stewardship

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

<b>Budgetary Costs</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Personnel Services	456,828	503,814	538,615	-	538,615	555,918
Operating	32,991	51,484	51,557	-	51,557	51,569
Total Budgetary Costs	489,819	555,298	590,172	-	590,172	607,487
<b>Funding Sources</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
001 General Fund	489,819	555,298	590,172	-	590,172	607,487
Total Revenues	489,819	555,298	590,172	-	590,172	607,487
<b>Staffing Summary</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Director 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 2024 Procurement budget are as follows:

## Increases to Program Funding:



1. 1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, and funding for 5% raises for all employees. These increases are offset by a decrease in workers compensation costs.

## LEON COUNTY FISCAL YEAR 2024 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. Process purchase requisitions for Fleet Management and Operations Divisions and provide back-up to Procurement as needed.</li> <li>4. Assist County staff with identifying vendors and sourcing needed items.</li> </ol>
<b>Statutory Responsibilities</b>	Leon County Government Purchasing Policy (revised 07/13/2021), Purchasing Card Policy (revised 2/12/13), and Tangible Personal Property Policy (revised 06/08/2021); 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 2021 Actuals	FY 2022 Actuals	FY 2023 Estimate	FY 2024 Estimate
	Cost per issuance <sup>1</sup>	\$10.22	\$6.84	\$5.75	\$5.75
	Operational cost % of total dollar value of issuances (expenses / \$ value of issuances) <sup>2</sup>	22.56%	12.8%	15.25%	15.25%
	# of issuances <sup>3</sup>	11,457	11,135	12,560	12,560
	\$ Volume of issuances <sup>4</sup>	\$519,164	\$575,876	\$483,800	\$483,800

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 a decrease in cost per issuance in FY 2023 and FY 2024 due to budget restraints and increased supervisory oversight.
2. The division anticipates the FY 2023 and FY 2024 operational costs will remain steady.
3. The division anticipates the number of issuances will remain steady for FY 2023 and FY 2024.
4. The estimated decrease in dollar volume of issuances is related to increased supervisory oversight and a continued effort to decrease commodity costs.

## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

## »» Office of Financial Stewardship

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

<b>Budgetary Costs</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Personnel Services	71,983	117,549	115,723	-	115,723	117,951
Operating	6,939	3,945	4,161	-	4,161	4,170
Total Budgetary Costs	78,921	121,494	119,884	-	119,884	122,121
<b>Funding Sources</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
001 General Fund	78,921	121,494	119,884	-	119,884	122,121
Total Revenues	78,921	121,494	119,884	-	119,884	122,121
<b>Staffing Summary</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 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 2024 Warehouse budget are as follows:

Decrease related to reduce salaries related to position turn over off-set by Increases to Program Funding:

1. 1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, and funding for 5% raises for all employees. These increases are offset by a decrease in workers compensation costs.



## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

## »»» Office of Financial Stewardship

## Real Estate Management Summary




<b>Budgetary Costs</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Personnel Services	239,643	271,350	290,465	-	290,465	300,351
Operating	164,304	286,997	286,682	-	286,682	286,689
Total Budgetary Costs	403,948	558,347	577,147	-	577,147	587,040
<b>Appropriations</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Real Estate Management (001-156-519)	418,568	513,347	532,147	-	532,147	542,040
Tax Deed Applications (001-831-513)	(14,620)	45,000	45,000	-	45,000	45,000
Total Budget	403,948	558,347	577,147	-	577,147	587,040
<b>Funding Sources</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
001 General Fund	403,948	558,347	577,147	-	577,147	587,040
Total Revenues	403,948	558,347	577,147	-	577,147	587,040
<b>Staffing Summary</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Real Estate Management	3.00	3.00	3.00	-	3.00	3.00
Total Full-Time Equivalents (FTE)	3.00	3.00	3.00	-	3.00	3.00

## LEON COUNTY FISCAL YEAR 2024 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 utilizing 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. Coordinates with County programs and the 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 in accordance with Florida Statutes and County Real Estate Policy (16-5).</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 2021 Actuals	FY 2022 Actuals	FY 2023 Estimate	FY 2024 Estimate
	Total rentable square feet available for lease	259,243	259,243	259,243	259,243
	Total rentable square feet occupied	215,003	203,490	246,569	246,569
	% of total rentable square feet occupied	83%	78%	90%	90%

## Notes:

1. The total County-owned rentable square footage available for lease is projected to remain steady in FY 2023 and FY 2024. Marketing and leasing activities for the Leon County Government Annex and Lake Jackson Town Center remains steady. Construction improvements at the Lake Jackson Town Center will improve marketability and leasing revenues.
2. The total occupied rentable square footage in FY 2023 includes:
  - The Leon County Government Annex (Tower 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.

## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

## »» Office of Financial Stewardship

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

<b>Budgetary Costs</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Personnel Services	239,643	271,350	290,465	-	290,465	300,351
Operating	178,924	241,997	241,682	-	241,682	241,689
Total Budgetary Costs	418,568	513,347	532,147	-	532,147	542,040
<b>Funding Sources</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
001 General Fund	418,568	513,347	532,147	-	532,147	542,040
Total Revenues	418,568	513,347	532,147	-	532,147	542,040
<b>Staffing Summary</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 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 2024 Real Estate Management budget are as follows:

## Increases to Program Funding:

1.1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, and funding for 5% raises for all employees. These increases are offset by a decrease in workers compensation costs.

## LEON COUNTY FISCAL YEAR 2024 ADOPTED BUDGET

 Office of Financial Stewardship

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

<b>Budgetary Costs</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
Operating	(14,620)	45,000	45,000	-	45,000	45,000
Total Budgetary Costs	(14,620)	45,000	45,000	-	45,000	45,000
<b>Funding Sources</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted</b>	<b>FY 2024 Continuation</b>	<b>FY 2024 Issues</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>
001 General Fund	(14,620)	45,000	45,000	-	45,000	45,000
Total Revenues	(14,620)	45,000	45,000	-	45,000	45,000

For FY 2024 this budget is recommended at the same level as FY 2023 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.