



PEOPLE FOCUSED.
PERFORMANCE DRIVEN.

ANNUAL BUDGET & CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2017/2018



ANNUAL BUDGET, FIVE-YEAR FINANCIAL PLAN,
AND
CAPITAL IMPROVEMENT PROGRAM

LEON COUNTY BOARD OF COUNTY COMMISSIONERS



(From left to right) District 1 Commissioner *Bill Proctor*, District 5 Commissioner *Kristin Dozier*, At-Large Commissioner **Vice-Chairman** *Nick Maddox*, District 3 Commissioner **Chairman** *John Dailey*, At-Large Commissioner *Mary Ann Lindley*, District 4 Commissioner *Bryan Desloge*, and District 2 Commissioner *Jimbo Jackson*

Leon County Courthouse
301 South Monroe Street, 5th Floor
Tallahassee, Florida 32301
Phone Number: 850-606-5302

www.leoncountyfl.gov

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John Dailey, Chairman, District 3



Commissioner Dailey was elected to the Board in 2006 and serves the citizens of District 3. He began his professional career in 1996 at the Florida League of Cities where he worked on legislative and regulatory issues involving local governance. He has worked for the National League of Cities in Washington, DC, where he gained a comprehensive understanding of the issues facing local governments; issues as diverse as economic development and community redevelopment to criminal justice and public safety. Commissioner Dailey is President of JDA Strategies, LLC, a local public policy research and development firm. His priorities are sustainable growth, environmental protection, and economic development. John and his wife, Ginny, will celebrate their 20th wedding anniversary in December. They have two sons, Tommy and Henry.

Nick Maddox, Vice Chairman, At-Large



Commissioner Maddox was elected to serve the citizens of Leon County in 2010 with the goal of bringing diversity, increased transparency, and a competitive edge to a county he has grown to love. Recruited to play football in 1999 for Florida State University (FSU), Nick left North Carolina for Tallahassee and found the place he would call home. As a running back with FSU, Nick was part of the 1999 National Championship Team and left in 2001 to play at the highest level, the National Football League. After spending three years in the NFL playing with the Browns, Chargers, and Panthers, Nick returned home to Tallahassee and the Florida State Seminoles graduating with dual degrees in business and real estate while working with the Seminole Boosters. Nick's passion for football and winning has translated quickly to success for Leon County. He has committed his time in office to focusing on building up Tallahassee's youth, bringing in new businesses to Tallahassee, and growing local businesses. In 2005, Nick met his wife, Tina, and knew that Leon County would be the best place to raise a family. Commissioner Maddox is committed to providing support for redevelopment areas, quality of life, and environmental preservation, ensuring it remains that way for years to come.

Bill Proctor, District 1



Commissioner Proctor was elected to the Leon County Board of County Commissioners in 1996 and represents the citizens of Leon County in District 1. Commissioner Proctor's professional political career began as a Staff Assistant to United States Senator Bob Graham of Florida. He served as a Special Assistant to Governor Lawton Chiles before winning a special election to the Leon County Board of County Commissioners in 1996. He has previously served as Chairman of the Board in 2006 and 2016. His priorities as the District 1 Commissioner include quality healthcare, affordable housing, and education. Commissioner Proctor has engaged in a number of diverse activities providing leadership, creativity, and vision for the community. The breadth of his service includes church, community, higher education, federal, state, and local government. He has served on several community advisory boards and has received numerous awards and recognitions for public service.

Jimbo Jackson, District 2



Jimbo Jackson grew up in the Fort Braden community of western Leon County and currently serves as the Principal of Fort Braden Prek-8 School and is the newly elected Leon County Commissioner for District 2. In 1992, Jimbo accepted a job at Fort Braden School, where he remains today. In 1994, Jimbo was recognized as the Fort Braden School Teacher of the Year. He has served in nearly every role at the school: as a student, a parent, as a teacher's aide, a physical education teacher, a classroom instructor, a technology teacher, dean of students and Assistant Principal. Jimbo became principal of Fort Braden in July of 2008. In 2016, he successfully ran for the Leon County Commission District 2 seat in an 8-candidate race! Jimbo's campaign and commission initiatives focus on providing improved recreational opportunities that focus on the children and families of Southwestern Leon County, maintaining highway, trail, bicycle and sidewalk improvements in the FSU and TCC communities, providing safer neighborhoods and rural highways, and recruiting responsible business growth that provides enhanced job opportunities for Leon County. On a personal note, Jimbo has volunteered as a youth league coach for over 20 years in a variety of youth sports

in District 2 as well as the City of Tallahassee. Jimbo and his late wife Wendy Jackson raised two daughters, Ashley and Allie, in Leon County and Tallahassee. He was raised in a family of small business owners and entrepreneurs in the Florida Panhandle. On December 31, 2016, Jackson married Beth Button. Beth brings two sons, Luke and Drew, to the Family. Add Addison Jane, Jimbo's one-year old granddaughter and you have four generations of Jacksons living and serving in Tallahassee and Leon County.

Bryan Desloge, District 4



Commissioner Desloge was elected to the Board of County Commissioners in November 2006 and was reelected, unopposed in 2008, 2012, and 2016. As a former business owner, Commissioner Desloge knows the importance of the economic viability of an organization and, as a Tallahassee native, he is highly knowledgeable of the issues facing Leon County. He has worked to improve relations with the City and State to cooperatively identify funding sources and options to address the ongoing issues facing our community. His priorities include, but are not limited to: enhancing economic development; diversifying the workforce; increasing the job base; decreasing the long-standing reliance on state government; and continuing to work in partnership with the City and Leon Schools to functionally consolidate common services and operations to enhance efficiencies and reduce costs for both governments. As past President of the Florida Association of Counties, he's positioned to monitor on both the State and National levels legislative actions that could negatively impact Leon County. He also lobbies to secure funds and services for our county. Commissioner Desloge served as President for the National Association of Counties during FY 2017, where he represented over 3,000 counties across the nation. He pledged to focus his 1-year term on "advancing civility in political dialogue."

ties during FY 2017, where he represented over 3,000 counties across the nation. He pledged to focus his 1-year term on "advancing civility in political dialogue."

Kristin Dozier, District 5



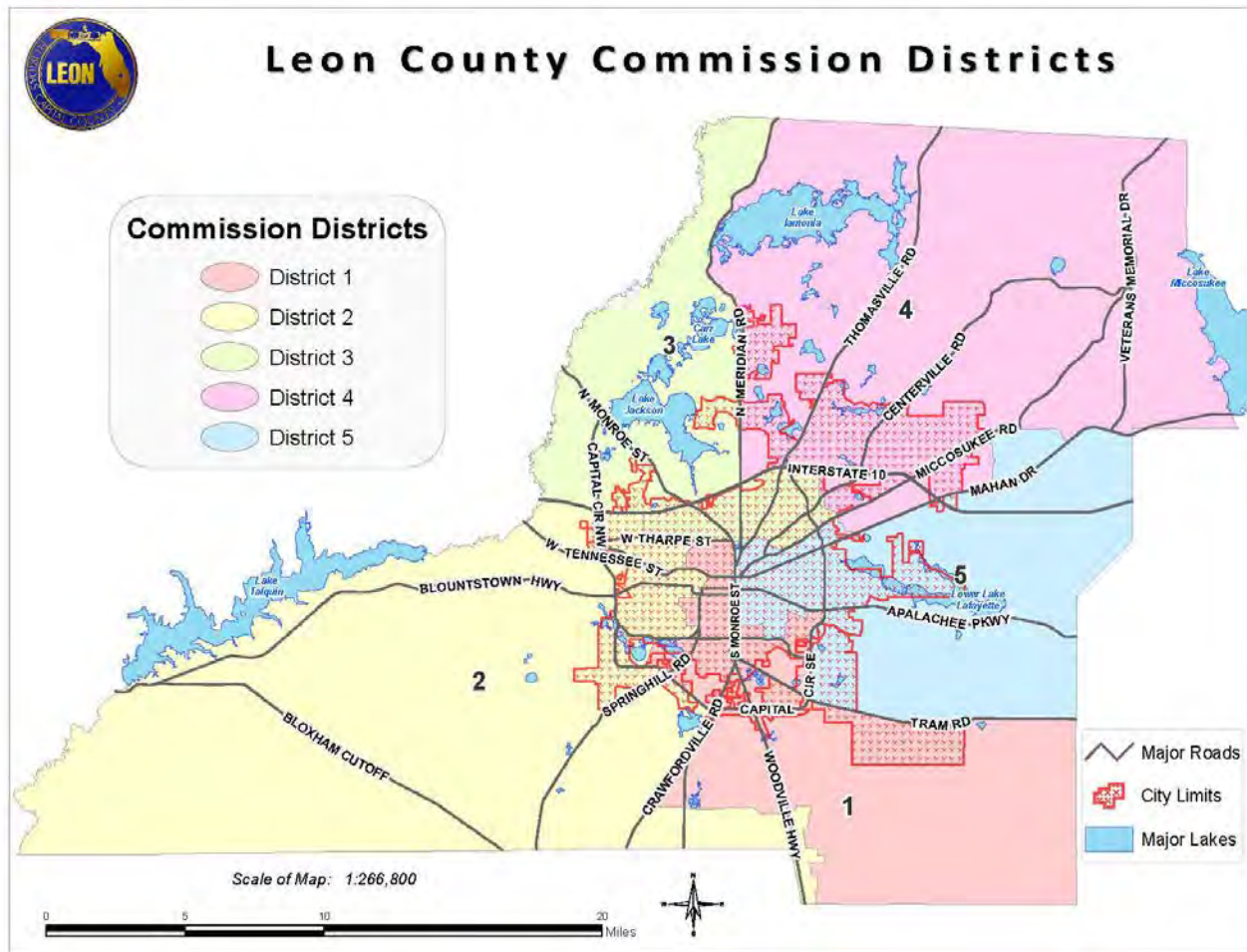
Commissioner Dozier was elected to the Board in 2010 and re-elected in June 2014. In 2013, her fellow Commissioners elected her to serve as Chairman of the Board of County Commissioners for 2013-2014. Since taking office, Kristin has taken on numerous board and committee assignments and is a past-Chair and current member of the Big Bend Homelessness Continuum of Care Board, the Leon County Research & Development Authority (LCRDA) and the Capital Region Transportation Planning Agency (CRTPA). Prior to her election, Kristin spent 11 years at Mad Dog Construction, holding several positions including Green Building Advisor and Vice President.

Mary Ann Lindley, At-Large



Commissioner Lindley was elected to the board serving her first term as At-Large in 2012 after resigning from a long career in journalism to run for public office. She earned her degree in Journalism at the University of Missouri and has lived in Florida most of her adult life, primarily in Tallahassee where she was a columnist and editorial page editor of the Tallahassee Democrat. She has been involved in numerous community activities including the Village Square and Capitol Tiger Bay Club. In her first months on the BOCC, she sponsored the County's Domestic Partnership Registry, championed significant improvements to the Animal Service Center through an enhanced partnership with the City, and she has supported a number of budget changes that contribute to more sustainable and more fairly distributed costs of county services while ensuring one of the lowest per capita costs of local government in the state. She is married and "mom" to a great shelter dog, Gentry.





LEON COUNTY, FLORIDA

Leon County is approximately 702 square miles. It has a population of approximately 287,671 people, with 97,996 living in the unincorporated area of the County and 189,675 living within the city limits.

Leon County is a political subdivision of the State of Florida and is guided by an elected seven-member Board of County Commissioners. Five members of the Board are elected to serve specific districts and two members are elected at-large. The members of the Board also select a chairperson each year. Florida Statutes, Chapter 125 establishes the powers and duties of the County Commission and the County Administrator. Originally part of Escambia and later Gadsden County, Leon County was created in 1824. It was named for Juan Ponce de León, the Spanish explorer who was the first European to reach Florida.

The County became a charter government effective November 12, 2002, with the passage of a referendum by Leon County voters. A Home Rule Charter gives citizens the power to shape their government to meet their unique and changing needs through a local constitution.

The County Administrator is appointed by the Board of County Commissioners and is responsible for carrying out the directives and policies of the Board. The County Administrator is also responsible for the management and supervision of all functions and personnel under the Board of County Commissioners.

Leon County has five Constitutional Officers, which includes the Clerk of the Court, the Property Appraiser, the Sheriff, the Supervisor of Elections, and the Tax Collector. Constitutional Officers are elected to administer a specific function of County government and are directly accountable to the public. Other elected officials of Leon County include the Judiciary, State Attorney, and Public Defender.

The Board of County Commissioners is obligated to fund the operating budget of elected officials partly or in whole. Leon County also has a number of appointed Boards and Committees that serve in an advisory capacity to the Board of County Commissioners. In addition, the Board appoints a number of committees that serve as quasi-legislative bodies.



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Leon County, Florida** for its annual budget for the fiscal year beginning **October 1, 2016**.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to the program requirements, and we will be submitting our budget to GFOA to determine its eligibility for another award.

On behalf of the County Administrator as adopted by the Board, the Office of Management & Budget provided the County's Operating Budget, Capital Improvement Program, and the Budget in Brief on the Internet for better accessibility to the public and received the Government Finance Officers Association award for the 27th consecutive year.

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

PREPARED BY:

**Leon County
Board of County Commissioners**

Vincent S. Long
County Administrator

Alan Rosenzweig
Deputy County Administrator

Wanda Hunter
Assistant County Administrator

Kenneth Morris
Assistant County Administrator

Office of Management & Budget

W. Scott Ross
Director, Office of Financial Stewardship

Timothy P. Barden
Budget Manager

Eryn Calabro
Senior Management & Budget Analyst

Joshua Pascua
Senior Management & Budget Analyst

Jennifer Donald
Management & Budget Analyst

Jelani Marks
Management Analyst

The Leon County Office of Management & Budget (OMB) received a Certificate of Recognition for Budget Preparation from the Governmental Finance Officers Association (GFOA). The award represents a significant achievement by OMB.

The purpose of the GFOA is to enhance and promote the professional management of governments for public benefit by identifying and developing financial policies and practices and promoting them through education, training, and leadership. The association has more than 17,000 members throughout North America.



Leon County Government Organization Chart

People Focused. Performance Driven.

Citizens of Leon County



Board of County Commissioners



Vincent S. Long

County Administrator



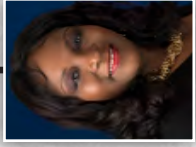
Alan Rosenzweig

Deputy County Administrator



Herbert W. A. Thiele

County Attorney



Wanda Hunter

Assistant County Administrator Citizen Services



Mathieu Cavell

Assistant to the County Administrator Community Relations and Resilience



Andrew Johnson

Assistant to the County Administrator Legislative and Strategic Initiatives



Candice Wilson
Director

Human Resources



Ken Morris

Assistant County Administrator Community Development



Cay Hohmeister
Director

Library Services

- » Branch Libraries
- » Ask a Librarian and Reference
- » Community Programming
- » Learning Resources
- » Technology and Media



Teresa Broxton
Director

Office of Intervention and Detention Alternatives

- » Probation
- » Supervised Pretrial Release
- » Drug and Alcohol Testing
- » PSCC
- » Liaison - Judiciary, State Attorney, Public Defender, Law Enforcement



Shington Lamy
Director

Office of Human Services and Community Partnerships

- » Housing Services
- » Human Services
- » Primary Healthcare
- » Veteran Services
- » CHSP
- » VolunteerLEON



Chad Abrams
Chief

Office of Public Safety

- » Emergency Medical Services
- » Consolidated Dispatch Agency
- » Animal Control



Britney Smith
Manager

Community and Media Relations

- » Public Information
- » Citizen Engagement
- » Social Media Outreach
- » Special Event Coordination and Planning



Kevin Peters
Director

Emergency Management

- » Disaster Preparedness and Response
- » 9-1-1 Operations
- » Disaster Plan Review
- » Emergency Exercises and Trainings



Pat Curtis
Director

Office of Information and Technology

- » Management Information Services
- » Geographical Information Systems



Scott Ross
Director

Office of Financial Stewardship

- » OMB
- » Risk Management
- » Purchasing
- » Real Estate Management



Maggie Theriot
Director

Office of Resource Stewardship

- » Sustainability
 - Recycling
 - Parks and Recreation
 - Community Centers
- » Facilities Management
- » Solid Waste
- » Cooperative Extension



David McDevitt
Director

Department of Development Support and Environmental Mgmt.

- » Environmental Services
 - Petroleum Storage Tanks
- » Development Services
- » Building Plans Review and Inspection
- » Permit/Code Services



Ben Pingree
Director

Department of P.L.A.C.E. (Planning, Land Management and Community Enhancement)

- » Planning
- » Blueprint
- » Office of Economic Vitality
- » M/W/SBE



Tony Park
Director

Department of Public Works

- » Operations
 - Mosquito Control
- » Engineering Services
 - Construction Management
 - Fleet Management



Kerri Post
Director

Tourism Development

- » Destination Marketing
- » Sports Tourism
- » Signature Event Grants
- » Amphitheater
- » Concert Series
- » Culture and Arts

VOTER ELECTED

- » Judicial
- » Clerk of the Court Circuit and Comptroller
- » Property Appraiser
- » Supervisor of Elections
- » Tax Collector
- » Sheriff





Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Commissioners

JOHN DAILEY
District 3
Chairman

NICK MADDOX
At-Large
Vice Chairman

BILL PROCTOR
District 1

JIMBO JACKSON
District 2

BRYAN DESLOGE
District 4

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

November 1, 2017

Members of the Board of County Commissioners
Leon County Courthouse
Tallahassee, FL 32301

Honorable Members of the Board of County Commissioners:

I am pleased to formally present the Board with the FY 2017/2018 adopted budget. The adopted budget of \$253,723,600 represents a nominal 3.09% increase from last fiscal year. The development of the FY 2017/2018 annual budget reflects the Board of County Commissioners' consistent fiscally conservative approach to budgeting, holding the property tax millage rate constant for the fifth consecutive year, and the County's continuous commitment to maximizing efficiency, driving performance and delivering results for our community – all core practices of Leon County Government.

With an increase in property tax values of 5.0% countywide and modest growth in sales taxes and other revenues due to an overall improving economy, FY 2017/2018 is the first budget cycle since the Great Recession for Leon County to contemplate slightly greater revenues than expenditures in the development of the annual budget. This, of course, follows the economic collapse and slow recovery of the previous decade which required millions in annually recurring cuts in order to balance the county budget each year. While Leon County's post-recession economic growth has been slower and smaller relative to the state and national recovery, the FY 2017/2018 budget reflects good signs in the return to best fiscal practices which can be employed in more stable economic times. This includes a reduced use of general fund balance for operating expenses and an increased appropriation to capital maintenance. The adopted budget also reflects significant cost savings associated with the County's continuous internal efficiency and innovation efforts, increased debt retirement and strategic restructuring, and the addition of only 1 new FTE with a net general revenue impact.

The FY 2017/2018 budget process continues to follow the County's strategic framework of aligning the optimized resources of the County to address the highest priorities. As such, the FY 2017/2018 adopted budget contemplates the transfer of Emergency Management from the Leon County Sheriff's Office to Leon County Government, leveraging significant resources to continue to improve emergency preparation and response. Also, given the high priority placed on public safety, the budget includes funding for 12 new Leon County Sheriff's Office employees and additional crime prevention and diversion programs. In addition, to maintain quick response times to increased emergency medical calls, the upcoming fiscal year's budget includes funding for an additional 6 new Paramedic/EMT positions.

The FY 2017/2018 adopted budget also reflects the first year of the FY 2017-2022 Strategic Plan and prioritizes the Plan's Strategic Initiatives, as well as the new addition of 5 Year Targets and Bold Goals. As such, the adopted budget aligns department and division resources with Plan priorities ranging from constructing amenities to host the NCAA Cross Country Championship at the Apalachee Regional Park to supporting the growth of middle skill jobs through Leon Works and the Junior Apprenticeship Program to increasing canopy road tree plantings.

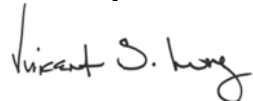
Leon County's FY 2017/2018 adopted budget continues to exceed efficiency metrics with among the lowest budget and lowest number of employees per capita for all comparable counties, while the organization continues to strive to set the standard for performance for all local governments to follow. The County's employees remain the reason we are able to exceed such benchmarks and expect such results. Recognizing this, the Board of County Commissioners approved two additional employee benefits for FY 2017, including instituting a living wage and offering paid parental leave.

In closing, I would like to thank the Board for your clear and consistent fiscal and policy leadership and guidance in the wake of a slow economic recovery and throughout this era of unprecedented challenges and fiscal constraints imposed by the Legislature. In addition, the cooperation of the Constitutional Officers was critical in balancing the budget and I sincerely appreciate their efforts. And of course, tremendous thanks go to our employees for the dedication and innovation they bring to this process year round.

Despite the challenges, Leon County has positioned itself to remain fiscally viable and responsible to our citizenry. While modest, I am confident this adopted budget and five-year capital plan will provide the resources necessary for Leon County employees to continue to set the standard in delivering essential services to our citizens and for the Board of County Commissioners to continue to fulfill your ambitious vision for our community

In the following pages, you will find budget summary information presented for ease of use, as well as detailed revenue and expenditure data for a fully transparent and comprehensive view of the adopted FY 2017/2018 operating and capital budgets

Sincerely,



Vincent S. Long
County Administrator

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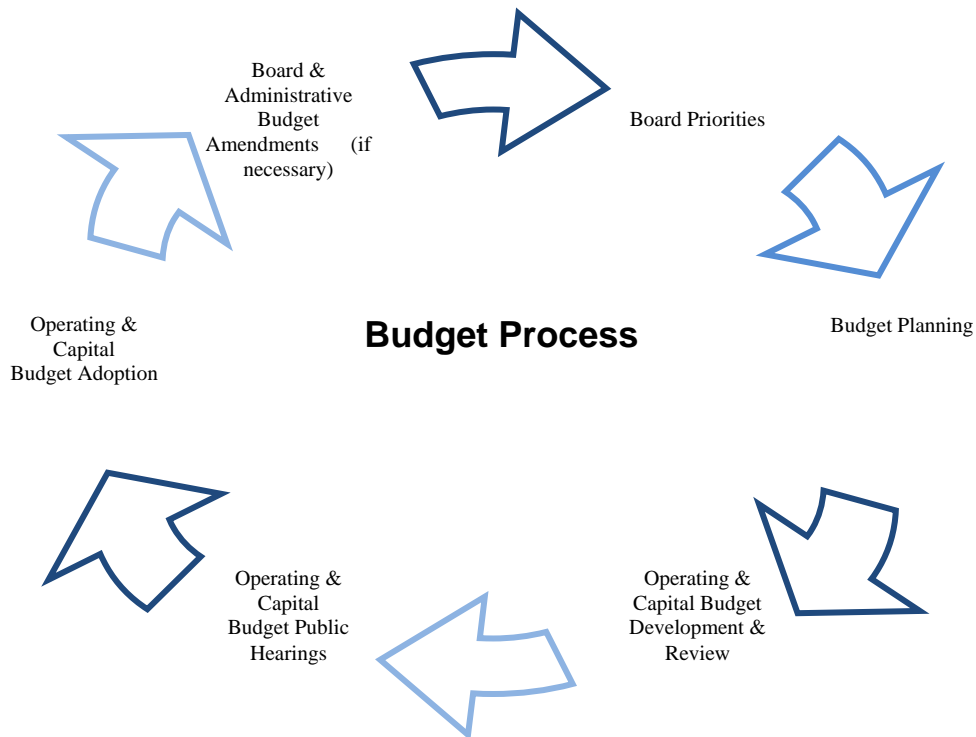


Figure 1: Budget Process: The budget process is a formalized effort that involves collaboration and coordination among the respective County departments, the Office of Management and Budget, the County Administrator, the Constitutional and Judicial Officers, and the Leon County Board of County Commissioners. The end result is an annual operating budget, a five-year financial plan, and a capital improvement program for Leon County.

OPERATING AND CAPITAL BUDGET PLANNING

Board Priorities

Annually, the Board conducts a retreat facilitated by the County Administrator to establish the County's priorities for the upcoming year. The 2017 Board Retreat served to both close out the FY 2012 - 2016 Strategic Plan and establish the baseline for the FY 2017 – 2021 Strategic Plan. As part of the new Strategic Plan, the Board reestablished the County's Vision Statement and Strategic Priorities, in addition to establishing 44 Strategic Initiatives. New to the Strategic Plan process was the addition of Five-Year Targets and Bold Goals aligned with each priority area. More information about the Board's Strategic Plan can be found in Section 4.

Budget Planning

In early January, County departments/divisions assess program service level impacts and identify internal services needs for the budget year through an Internal Services Request process. Similarly, the capital planning process provides for a capital needs assessment and project identification by department/division staff. Both processes allow OMB and County Administration to provide financial analysis, evaluation and planning for capital projects, and operating budget impacts.

At the January 24, 2017 Board meeting, the Board ratified the actions from the December 2016 Board Retreat and approved the FY 2017 – 2021 Strategic Plan. The Board also formally approved a budget calendar. In March 2017, the Board established the Maximum Discretionary Funding Levels for outside agencies.

OPERATING AND CAPITAL BUDGET DEVELOPMENT, REVIEW, ADOPTION AND ADMINISTRATION

Operating Budget Development and Review

Each department, including the constitutional and the judicial officers are responsible for the development of their respective operating budget requests. The departmental budget requests are submitted to OMB during the month of March. Constitutional officers submit their budgets in May and June as specified by Florida Statute. During the months of May and June, all budgetary requests are analyzed, revenue estimates are updated, and policy guidance workshops are held to enable staff to complete the Adopted budget. While the capital improvement budget is also developed and reviewed during this time, it has a separate process.

Capital Improvement Program

The Capital Improvement Program (CIP) is a five-year plan for providing public physical improvements funds during a five-year planning period. The program delineates proposed capital projects to be undertaken, the year in which they will be started or acquired, the funding amount expected or required for the projects each year (including anticipated operating impacts), and the proposed method of financing each of these expenditures. Each year, OMB facilitates a process to formulate a capital improvement program and capital budget.

Budget Adoption

The County Administrator presented the proposed budget to the Board at the June 20, 2017 budget workshop. The Board ratified the proposed budget and established the millage rate at the July 11, 2017 meeting. During the month of September, the Board will adopt the budget at the first of two public hearings, which allows for citizen input as required by Florida Statutes (FS) 129 & 200. As a result of feedback from citizens and/or Board actions, it may be necessary to modify the adopted budget prior to final adoption. At the final public hearing, the Board adopts the millage rates and budget by resolution.

Budgetary Structure

Chapter 129, Florida Statute requires local county government to adopt balanced budgets. The FY 2017/2018 Adopted Budget for Leon County is balanced with the use of a variety of revenue sources and fund balances.

Amendment Request (BAR)

Budgetary control is maintained at the department level, with OMB providing support to each department. Departmental budgets can be amended according to the County policy for amending the budget (Policy No. 97-11, See Appendix). The County Administrator may authorize personnel services and operating expenditures up to 10 percent of the total budget on an aggregate basis between programs with a \$250,000 cap and intrafund transfers up to \$250,000. All intrafund transfers greater than \$250,000, must be approved by a majority vote of the County Commission.

December 2016

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Monday, December 12, 2016	Board Retreat	Board of County Commissioners (BOCC) Executive Staff

December 2016

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January 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Friday, January 6, 2017	Internal Service Requests Matrix Distributed to Departments/Constitutional/Judicial Officers	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)
Friday, January 27, 2017	Departments/Constitutional/Judicial Officers submit Internal Service Requests	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)

January 2017

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February 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Wednesday, February 15, 2017 Thursday, February 16, 2017	GOVMAX Budget Training (GOVMAX opens 2/20/17)	OMB/ All Departments
Friday, February 24, 2017	Deadline for New Capital Project Requests	OMB/All Departments

February 2017

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March 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Tuesday, March 7, 2017	Establish maximum funding levels for outside agencies at Regular Meeting	Board of County Commissioners (BOCC)
Friday, March 17, 2017	Deadline for Departments to notify OMB for budget issues and submit requested Operating and Capital budgets	OMB/ All Departments

March 2017

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April 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Tuesday, April 25, 2017 9:00 am — 3:00 pm	Budget Policy Workshop	BOCC/County Administrator/ OMB/All Departments

April 2017

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May 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Thursday, May 4, 2017	Executive Administrative Hearings with Departments	County Administrator/OMB/ All Departments
Thursday, May 11, 2017	Meetings with Constitutional Officers	County Administrator/OMB
Tuesday, May 23, 2017	Presentation of Mid-Year Financial Report	BOCC/County Administrator/ OMB/All Departments

May 2017

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21	22	23	24	25	26	27
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June 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Thursday, June 1, 2017	Receive Tentative Certified Values from Property Appraiser	Property Appraiser
Thursday, June 1, 2017	Notice to Property Appraisers regarding possible Non-Ad Valorem assessments for TRIM notice	Public Works/OMB/ Property Appraiser
Tuesday, June 20, 2017	Budget Workshop	BOCC/County Administrator/ OMB/All Departments

June 2017

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Saturday, July 1, 2017	Certified Taxable Values provided by Property Appraiser	Property Appraiser
Saturday, July 1, 2017	Non-Ad Valorem assessments to be included on TRIM due to Property Appraiser	BOCC/ County Administrator/ OMB/ Property Appraiser
Tuesday, July 11, 2017 9:00 am — 3:00 pm (if necessary)	FY18 Budget Workshop	BOCC/ County Administrator/ OMB/All Departments
Tuesday, July 11, 2017	Ratification of Budget Workshops and establishing the maximum millage rate for TRIM	County Administrator/ OMB

July 2017

SU	M	T	W	T	FR	SA
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30	31					

August 2017

Friday, August 4, 2017	TRIM Maximum Millage Notice due to Property Appraiser and Department of Revenue	County Administrator/OMB/ Property Appraiser
Thursday, August 24, 2017	Last day for Property Appraiser to mail TRIM notices	Property Appraiser

<i>August 2017</i>						
SU	M	T	W	T	F	SA
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

Tuesday, September 12, 2017	BOCC- 1st Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2017/2018	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Thursday, September 14, 2017	Certification of Non-Ad Valorem assessment roll due to Tax Collector	County Administrator/ OMB/Property Appraiser
Tuesday, September 26, 2017	BOCC 2nd Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2017/2018	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Friday, September 29, 2017	Submit Adopted Budget Resolutions to Property Appraiser and Tax Collector	County Administrator/OMB

<i>September 2017</i>						
SU	M	T	W	T	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Monday, October 1, 2017	Beginning of New Fiscal Year	OMB
Thursday, October 25, 2017	30 day deadline to publish the adopted budget online	OMB
Thursday, October 25, 2017	Final Day to Submit TRIM Compliance Certification to Department of Revenue (DOR)	County Administrator/ OMB

<i>October 2017</i>						
SU	M	T	W	T	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

The Reader's Guide provides the basic budgeting information. This section is a layout of the budgeting process and what the budget document consists of as well as an explanation of forms that the reader will encounter while reading the budget document.

The Leon County budget document is intended to provide information in such a manner that the average reader can understand the operations of Leon County. The budget document is also intended to serve as a policy document, financial plan, and operating guide for county programs. The following is a brief description of the information included in each section of this document.

BUDGET MESSAGE

This section includes the County Administrator's Message, which summarizes the recommendations made to the Board during the budget process and provides an overview for the implementation of Board policy. Additionally, the message provides an explanation of future budget considerations based on revenue sources, relevant legislation, the economy, current fund balances, debt services and transfers.

LEADS/Strategic Plan

This section includes the Leon County Board of County Commissioners' revised strategic plan for FY 2017 through FY 2021.

BUDGET SUMMARY & ANALYSIS

This section includes a summary of the budget, analysis of trends, finances, and staffing. The analysis of trends evaluates the community's economic profile and compares Leon County to like-sized and surrounding counties. The financial analysis examines the financial indicators and major revenues. It also provides an illustration of revenue and expenditures, and it categorizes expenditures by function and revenues by source. Other analysis examines the County's estimated fund balance, long-term debt structure, and schedule of transfers.

BUDGET BY FUND

This section summarizes the County revenues and expenditures by discreet funds. Funds are presented in numeric order from Fund 001 (General Fund) to Fund 505 (Motor Pool).

BOARD OF COUNTY COMMISSIONERS

The Board of County Commissioners (BOCC) appoints the County Administrator to manage and supervise all County departments and offices. The departments and offices are as follows: Administration, Information Technology, County Attorney's Office, Public Works, Development Support & Environmental Management, PLACE, Financial Stewardship, Tourism Development, Public Safety, Library Services, Intervention & Detention Alternatives, Human Services & Community Partnerships, and Resource Stewardship.

As part of the LEADS process, a business plan is included for each department area. These plans summarize how each area demonstrates its commitment to the County's core practices, and identify performance metrics. The following information is included for each program/department area: Goals, Core Objectives, Statutory Responsibilities, Advisory Board, Benchmarking, Performance Measures, and Notes.

ELECTED OFFICIALS

All elected officials, including the Board of County Commissioners, administer a specific function of County government and are directly accountable to the public for its proper operation. The Board funds all or, in some cases, a portion of the operating budget of the other elected officials. The elected officials are as follows: Constitutional Officers (Clerk of the Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector). Judicial Officers (Court Administration, Public Defender, and State Attorney).

NON-OPERATING OR OTHER BUDGETS

This section summarizes the funding of county programs that are not unique to one department but generally benefit the entire community.

DEBT PROFILE

This section includes summary information on the County's debt status.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) represents a five-year plan designed to meet the capital improvement needs of Leon County. This section includes a summary and a five-year plan for capital projects by fund and functional type.

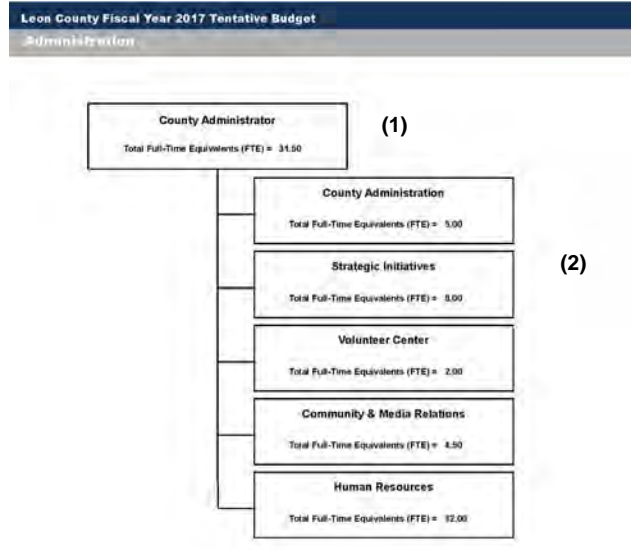
APPENDIX

This section includes important County documents, such as the County Charter Ordinance, the County Policies and the Guiding Principles that provide direction and restrictions to the County's operation. It also provides an Acronym list that provides the reader with a collection of explanations of frequently-used budget terms and a Glossary that provides the reader with definitions of commonly used budget terms. A Statistical Summary of Leon County is featured along with a copy of the Budget Calendar. Finally, a budget cost summaries section is included, which provides line item budgetary information for all County departments and divisions.

If you have this question	Refer to Tab(s)	Page(s)
What is the total adopted budget?	Administrator's Budget Message Budget Summary & Analysis / Budget Overview	1 5 - 2
What is the County's millage rate?	Budget Summary & Analysis / Budget Overview Budget Summary & Analysis / Financial Indicators Budget by Fund	5 - 2 5 - 44 6 - 4
What is the County's budget process timeline?	Reader's Guide	3 - 1
How to read budget forms?	Reader's Guide	3 - 8
Where can I find the breakdown of County services by function?	Budget Summary & Analysis / Budget Overview	5 - 2
Where the money comes from and where the money goes?	Budget Summary & Analysis / Revenues v. Expenditures	5 - 49
Where can I find Discretionary Line Item Funding Agencies?	Non-Operating / Department Budgets	23 - 4
Where can I find Leon County's population?	Budget Summary/Analysis: Community Economic Profile Appendix	5 - 27 26 - 52
Where are the County's financial policies?	Appendix	26 - 9
Where can I learn about the capital budget?	Budget Message Budget Summary/Analysis: Expenditures v. Revenues Capital Improvement Program	2 5 - 49 25 - 1
What are the priorities of Leon County?	LEADS/Strategic Plan	4 - 1

HOW TO READ BUDGET FORMS

Figure 1.1 - Department Organizational Chart - Shows the organizational structure of each department at each of the reporting levels.



(1) Department Level - County staff is divided between four major service areas: County Administration, Strategic Initiatives, Human Resources, and Management Information Services.

(2) Division Level - Division shows FTE (Full-Time Equivalent) number of positions within the respected program area.

Figure 1.2 - Department Introduction- Introduces the department and division, in addition to providing division highlights.

Leon County Fiscal Year 201X
Administration

(3) Executive Summary

The Administrative section of the Leon County FY 201X Annual Budget is comprised of County Administration, Strategic Initiatives, Human Resources and Management Information Services.

County Administration provides leadership and direction to County staff, facilitates the delivery of services consistent with the priorities and policies established by the Board, and manages the operation of County functions to ensure the delivery of cost effective, customer responsive public services within the bounds of available resources. Strategic Initiatives coordinates Strategic Planning and Leon LEADS activities throughout Leon County departments and divisions, while also working to proactively facilitate the accurate, effective, timely and consistent flow of public information to internal and external parties of interest, providing community outreach, and serving as the County's liaison with media partners. Human Resources provides employee services in the areas of policy development, employee engagement, compensation and benefits, awards and recognition, and regulatory compliance. Management Information Services provides technology and telecommunications products and services, which enhances the County's information management capabilities.

The Business Plan is a road map and a broad plan of action for accomplishing the Board's priorities, and will serve as a gauge to assist the department in measuring outcomes of the plan. As part of the Leon LEADS Strategic Planning process, a County Administration Business Plan was revised to communicate the continued alignment of the Board's Strategic Priorities and Strategic Initiatives with the department's actions and performance measures. Due to each officer's diverse responsibilities, separate Business Plans are also included for: (1) Community and Media Relations, with responsibilities for facilitating the flow of public information to internal and external parties; (2) Human Resources, with responsibilities for attracting, training and retaining a high performing and diverse workforce; and (3) Management Information Services, with responsibilities for providing reliable and effective technology and telecommunications services to county agencies.

(4) HIGHLIGHTS

During FY 201X, Administration finalized agreements with the City of Tallahassee and the Leon County Sheriff necessary for the joint management and use of the recently opened Public Safety Complex (PSC) facility and technology support for the PSC, and consolidation of Public Safety Dispatch Communications. Administration guided the County through the establishment of a Domestic Partnership Registry, revisions to the County's Solid Waste and Stormwater Management System ordinances, and revisions to supporting enterprise fund fee structures. Additionally, Administration guided staff through the Leon County Sales Tax Committee process, continued its Citizens Engagement series, and hosted Operation Thank You - Welcome Home Vietnam Veterans. As this was the second year of a two-year Strategic Plan, the Board updated its plan and adopted 25 additional Strategic Initiatives. Strategic Initiatives tracked and reported on the progress made in support of 106 Strategic Initiatives (84 - FY 201X and 25 - FY 201X). During FY 201X, Administration and Strategic Initiatives will continue to provide leadership and direction to County employees, in a manner consistent with the County's policies and Core Practices.

(3) Executive Summary - This section introduces the department, noting each division, and describing the primary purpose of the division in its delivery of services.

(4) Highlights - This section details the specific functions and service areas the division performs, including specific budget strategies or actions that were provided prior to or during the development of the budget.

Figure 1.3 - Department Business Plans - Serves as a summary of Department Business Plans. These plans developed as a part of the FY 2017 through FY 2021 LEADS strategic planning process will summarize how the department/division is demonstrating its commitment to the County's core practices, and identify performance metrics. The components of the business plans consist of the mission statement, strategic priorities, strategic initiative, actions and performance measures.

Leon County Fiscal Year 201X Tentative Budget																										
Public Works Business Plan																										
Mission Statement	(5) The mission of the Leon County Department of Public Works is to provide safe, efficient, and sustainable roadways and transportation amenities, stormwater facilities, vehicle fleet, and solid waste facilities throughout Leon County that enhance its livability, environment and economic vitality.																									
Strategic Priorities	(6) Environment EN1 - Protect the quality and supply of our water. EN2 - Conserve and protect environmentally sensitive lands and our natural ecosystems. EN3 - Promote orderly growth and sustainable practices. Quality of Life Q1 - Provide essential public safety infrastructure and services.																									
Strategic Initiatives	(7) Implement the adopted Basin Management Action Plan (BMAP) for Woodville Springs including upgrading central sewer to Woodville and implementing requirements for advanced wastewater treatment (EN1, EN2). Ongoing 1. Support the protection of Lake Taiquin (EN1). Ongoing 2. Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including: A.) Develop a septic tank replacement program (EN1, EN2). Ongoing B.) Evaluate requiring advanced wastewater treatment (AWT) for new construction (EN1, EN2) 4. Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage (Q3) Ongoing																									
Actions	(8) Complete the Woodside Heights Springs Restoration Grant for Septic to Sewer Upgrade. F.) Provide education on proper operation and maintenance of septic tanks, and impacts to groundwater if not properly maintained. Engineering G.) Coordinate with Northwest Florida Water Management District on Woodville Septic to Sewer Project potentially funded through the Springs Restoration Grant Program. D.) Staff participation in the FDEP Onsite Sewage Treatment and Disposal Systems Committee. 2. A.) Monitor FDEP development of a Total Maximum Daily Load for the Ochlocknee River and Lake Taiquin to protect and restore the resource. Engineering B.) Obtain additional water quality samples to determine what, if any, further actions are needed for the Leon County discharges directly into Lake Taiquin. 3. A.) Use permit process to identify septic tanks (DSTDs) requiring repair or upgrade. Develop local grant program to upgrade replacement systems to high nitrogen removing systems at no additional expense to property owner. Engineering B.) Identify impacts of requiring nitrogen-reducing OSDs on connection to the City of Tallahassee advanced wastewater treatment system for any new construction. 4. Develop the Street Lighting Eligibility Criteria and Implementation Policy for Board Approval. Engineering																									
Bold Goals and Five-Year Targets	(9) Goal: Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone. (B02) <table border="1"> <thead> <tr> <th></th> <th>FY 201X</th> <th>FY 201X</th> <th>FY 201X through FY 202X</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Septic Tanks Removed</td> <td>3</td> <td>150</td> <td>TBD*</td> <td>153</td> </tr> </tbody> </table> Strategic Target 5: Plant 15,000 trees including 1,000 in canopy roads. (T5) <table border="1"> <thead> <tr> <th></th> <th>FY 201X</th> <th>FY 201X</th> <th>FY 201X through FY 202X</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Canopy Road Area¹</td> <td>0</td> <td>250</td> <td>TBD*</td> <td>250</td> </tr> <tr> <td>Total Trees²</td> <td>461</td> <td>750</td> <td>TBD*</td> <td>1,211</td> </tr> </tbody> </table>		FY 201X	FY 201X	FY 201X through FY 202X	Total	Septic Tanks Removed	3	150	TBD*	153		FY 201X	FY 201X	FY 201X through FY 202X	Total	Canopy Road Area ¹	0	250	TBD*	250	Total Trees ²	461	750	TBD*	1,211
	FY 201X	FY 201X	FY 201X through FY 202X	Total																						
Septic Tanks Removed	3	150	TBD*	153																						
	FY 201X	FY 201X	FY 201X through FY 202X	Total																						
Canopy Road Area ¹	0	250	TBD*	250																						
Total Trees ²	461	750	TBD*	1,211																						

(5) Mission Statement - This section outlines what departments attempt to accomplish and how it plans to move towards achieving the Board's vision.

(6) Strategic Priorities - This section lists the Board's high-level "guiding vision" statements that articulate long-term priorities in order to focus efforts, resources and performance.

(7) Strategic Initiatives - This section contains tactics, projects, programs, or services to address the Board's Strategic Priorities.

(8) Actions - This section lists the broad implementation plan aligned with each strategic initiatives.

(9) Bold Goals and Five-Year Targets - Where applicable, this section denotes the Department's work towards the Board's Goals and Targets described in the LEADS Strategic Plan section.

Figure 1.4 - Department Budget Summary- Serves as a summary of the entire Department Budgetary Costs, Staffing Summary and Funding Sources report, which contains a summary of past, present and future financial, staffing, and funding information.

Leon County Fiscal Year 201X						
ADMINISTRATIVE						
Budgetary Costs (10)	FY 201X Actual	FY 201X Adopted	FY 201X Continuation	FY 201X Issues	FY 201X Budget	FY 201X Budget
Personnel Services	1,825,982	1,855,191	7,492,284	8,217	7,267,295	7,350,235
Operating	2,503,944	2,765,340	3,823,411	216,319	3,023,799	3,048,540
Transportation	7,005	15,788	0,000	-	0,000	0,000
Capital Outlay	7,962	-	-	-	-	-
Total Budgetary Costs	4,344,893	4,636,319	11,315,705	8,234	10,291,094	10,398,775
Appropriations (11)	FY 201X Actual	FY 201X Adopted	FY 201X Continuation	FY 201X Issues	FY 201X Budget	FY 201X Budget
County Administration	121,493	323,180	358,229	-	682,902	807,732
Strategic Initiatives	730,496	822,719	571,093	36,173	862,233	868,418
Human Resources	1,055,442	1,150,518	1,179,588	96,207	1,238,696	1,298,074
Management Information Systems	4,827,210	7,330,815	7,848,452	1,081,728	7,755,210	7,754,270
Total Budget	6,734,641	9,637,232	10,357,362	1,174,108	10,341,041	10,668,504
Funding Sources (12)	FY 201X Actual	FY 201X Adopted	FY 201X Continuation	FY 201X Issues	FY 201X Budget	FY 201X Budget
007 General Fund	3,234,629	4,637,212	10,306,670	294,125	10,611,775	10,593,567
Total Revenue	3,234,629	4,637,212	10,306,670	294,125	10,611,775	10,593,567
Staffing Summary (13)	FY 201X Actual	FY 201X Adopted	FY 201X Continuation	FY 201X Issues	FY 201X Budget	FY 201X Budget
County Administration	3.00	3.00	3.00	-	3.00	3.00
Human Resources	15.00	12.00	12.00	-	12.00	12.00
Management Information Systems	50.00	51.00	51.00	(1.00)	50.00	50.00
Strategic Initiatives	8.00	9.00	10.00	-	10.00	10.00
Total Full-Time Equivalents (FTE)	74.00	75.00	76.00	(1.00)	75.00	75.00

(10) Budgetary Costs - This section contains a summary of past, present, and future financial information related to personnel services, operating expenses, capital outlay, transportation and grants.

(11) Appropriations - This section represents a specific amount of funds that the Board has authorized.

(12) Funding Sources - This section contains a summary of the revenue sources that provide funding directly to the department.

(13) Staffing Summary - This section serves as a summary of past, present, and future information related to departments.

Figure 1.5 - Division Summary- Serves as a financial summary of the entire Division Budgetary Costs, Staffing Summary and Funding Sources report, which contains a summary of past, present and future financial, staffing, and funding information.

Leon County Fiscal Year 201X						
County Administration (001-110-512)						
Budgetary Costs (14)	FY 201X Actual	FY 201X Adopted	FY 201X Continuation	FY 201X Issues	FY 201X Budget	FY 201X Budget
Personnel Services	507,426	515,793	341,884	-	841,784	536,427
Operating	14,054	17,387	17,732	-	17,732	17,732
Total Budgetary Costs	521,481	533,180	359,616	-	859,516	554,159
Funding Sources (15)	FY 201X Actual	FY 201X Adopted	FY 201X Continuation	FY 201X Issues	FY 201X Budget	FY 201X Budget
001 General Fund	521,483	533,190	359,628	-	859,520	554,170
Total Revenue	521,483	533,190	359,628	-	859,520	554,170
Staffing Summary (16)	FY 201X Actual	FY 201X Adopted	FY 201X Continuation	FY 201X Issues	FY 201X Budget	FY 201X Budget
County Administration	1.00	1.00	1.00	-	1.00	1.00
Executive Assistant	1.00	1.00	1.00	-	1.00	1.00
Deputy County Administrator	1.90	1.90	1.90	-	1.90	1.90
Total Full-Time Equivalent (FTE)	3.90	3.90	3.90	-	3.90	3.90

(14) Budgetary Costs - This section contains a summary of past, present, and future financial information related to personnel services, operating expenses, capital outlay, and grants.

(15) Funding Sources - This section contains a summary of the revenue sources that provide funding to this division/program.

(16) Staffing Summary - This section serves as a summary of past, present, and future information related to Division/program staffing.

Figure 1.6 - Program Description- Describes the goals, objectives, statutory responsibilities, advisory boards, provides a list of benchmarks for the program, lists performance measures, and provides relevant notes concerning the measures. The data on this form illustrates the Division or program's performance which indicates how efficiently and effectively services are projected to be provided.

Leon County Fiscal Year 20XX Tentative Budget					
Department of Public Works					
Operations – Right-Of-Way Management (106-432-541)					
Goal (17)	The goal of the Public Works, Division of Operations Right-of-Way Management Program is to provide for the safety, comfort, and convenience of the public by managing programs that support transportation, roadside beautification and stormwater maintenance.				
Core Objectives (18)	<ol style="list-style-type: none"> 1. Provide roadside maintenance on over 660 miles of County roadways. 2. Meet the objectives and goals set forth in the Canopy Road Management Plan. 3. Review tree removal requests and prune or remove high risk trees and noxious plants. 4. Manage the Roadside Beautification Program, including the Adopt-A-Tree, Adopt-A-Road, and Tree Bank programs. 5. Perform litter control and roadside mowing to enhance the functionality, safety, and effectiveness of the roadside environment for vehicular and pedestrian traffic. 6. Perform Clear Zone maintenance to provide a safe recovery area along roadways. 7. Respond to service requests from citizens and internal customers. 8. Perform finish cut mowing, edging, mulching, irrigation maintenance, herbiciding, fertilizing, and shrub/tree pruning in landscaped areas of County right-of-ways. 				
Statutory Responsibilities (19)	Florida Statute, Chapter 125.01(1)(m) "General Authority Over Streets, Roads, etc.", Chapter 334.03(7), 336.01 et seq. "County Road System", Comprehensive Plan, Policy 3.3.2 "Implementation of Urban Forest Management Goals" & "Canopy Roads Management Plan Development and Implementation"				
Advisory Board (20)	Canopy Roads Citizen Committee; Tree and Wildlife Committee				
Benchmarking					
Priorities	(21)	Benchmark Data	Leon County FYXX Actual MH/Unit	Benchmark (FDOT 4 Year Average Production)	
Q2	Roadside Litter Removal		0.67 man hours/acre	0.78 man hours/acre	
Q2	Right-of-Way Mowing		0.13 man hours/acre	0.66 man hours/acre	
Q2	Finish Cut Mowing		7.43 man hours/acre	3.21 man hours/acre	
Strategic Plan Bold Goals and Five-Year Targets					
Reference	Measure (22)		FY 20XX Estimate	FY 20XX Estimate	
T5	Strategic Target: Plant 15,000 trees between FY17 – FY21		351	600	
T5	Strategic Target: Plant 2,000 trees in Canopy Roads between FY17 – FY21		0	250	
Performance Measures					
Priorities	Performance Measures (23)	FY 201X Actuals	FY 201X Actuals	FY 201X Estimate	FY 201X Estimate
Q1, EN2	Increase the number of Adopt-a-Road litter control groups by 2% over the prior year	2%	10%	2%	2%
Q1, EN2	Inspect and remove high risk wood on 58 miles of Canopy Roads every three years with an annual average of 19.3 miles	12.5	24.5	19	19
Q1, EN2	Perform clear zone maintenance on 15 shoulder miles	18.96	8.3	40	15

(17) Goals – This section states what is to be achieved as a result of the division/program's operation.

(18) Core Objectives – This section describes the activities that will attain the division/program's established goals.

(19) Statutory Responsibilities – This section details the statutory and code references that the division/programs are charged to perform.

(20) Advisory Boards – This section lists the advisory boards that the division/programs are charged to staff or support.

(21) Benchmarks – Where applicable, this section compares division/program benchmarks against established tracked industry or institutional standards.

(22) Strategic Plan Bold Goals and Five-Year Targets – Where applicable, this section denotes the division's work towards the Board's Goals and Targets described in the LEADS Strategic Plan section.

(23) Performance Measures – This section compares the division/program's actual performance with target levels to determine if the division/program is accomplishing its desired outcomes.

Figure 1.7 - Program Summary- Serves as a financial summary of the Division's Programs. It presents the budgetary costs, staffing summary and funding sources report, which contains summary of past, present and future financial, staffing, and funding information.

Leon County Fiscal Year 201X						
Administration						
Strategic Initiatives (001-115-513)						
Budgetary Costs (24)	FY 201X Actual	FY 201X Adopted	FY 201X Continuation	FY 201X Issues	FY 201X Budget	FY 201X Budget
Personnel Services	603,100	700,563	600,563	16,770	\$20,353	\$21,557
Operating	120,369	117,435	117,435	69,400	136,881	136,881
Total Budgetary Costs	723,469	818,000	718,000	86,170	357,234	358,438
Funding Sources (25)	FY 201X Actual	FY 201X Adopted	FY 201X Continuation	FY 201X Issues	FY 201X Budget	FY 201X Budget
001 General Fund	720,404	\$20,719	\$21,063	36,170	\$57,233	\$58,418
Total Revenues	720,404	\$20,719	\$21,063	36,170	\$57,233	\$58,418
Staffing Summary (26)	FY 201X Actual	FY 201X Adopted	FY 201X Continuation	FY 201X Issues	FY 201X Budget	FY 201X Budget
Agency Coordinator	1.00	1.00	1.00	-	1.00	1.00
Assistant to the County Administrator	1.00	1.00	1.00	-	1.00	1.00
Citizen Services Liaison	1.00	1.00	1.00	-	1.00	1.00
Director of Community & Media Relations	1.00	1.00	1.00	-	1.00	1.00
Public Information Specialist	2.00	2.00	2.00	-	2.00	2.00
Special Projects Coordinator	-	-	1.00	-	1.00	1.00
Executive Assistant	1.00	1.00	1.00	-	1.00	1.00
St. Asst. to the County Administrator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	8.00	8.00	8.00	-	8.00	8.00

The major variances for the FY 201X Strategic Initiatives budget are as follows: (27)

Increases to Program Funding:
 1. Costs associated with an increase in the County's portion of funding for the Florida Retirement System investment plan - workers' compensation rates, health insurance premium rates, and a modified 2% cost of living adjustment.
 2. Additional increases reflect the reassignment and reclassification of a Budget Analyst position from the Office of Management and Budget to Special Projects Coordinator as well as the increase for one Social Media Liaison 25-Hour DPS employee in the amount of \$16,170.
 3. Contracts or other obligations for continuity of services in the amount of \$18,400 including:
 - County Line advertising \$4,000
 - HPS/2 Radio \$10,400
 - Social Media Marketing \$5,000

(24) Budgetary Costs - This section contains a summary of past, present, and future expenditure information related to personnel services, operating expenses, capital outlay, grants and transportation.

(25) Funding Sources - This section contains a summary of the revenue sources that provide funding to the program.

(26) Staffing Summary - This section serves as a summary of past, present, and future information related to program staffing.

(27) Notes - This section describes increases and/or decreases in funding pertaining to the fiscal year budget.

Figure 1.8 - Capital Project Service Type- Provides a brief overview of all projects within the service type. The overview includes the following: managing departments, summary of the funding sources that support these services, and all major FY17 projects.

Leon County Fiscal Year 201X - 201X Capital Improvement Program																																																										
Culture & Recreation																																																										
Overview	Managing Departments (28)																																																									
The Culture and Recreation section contains capital improvement projects designed to facilitate the provision, maintenance, and operation of culture and recreation facilities and activities. Major culture and recreation capital projects funded in FY1X include: Greenways and Parks Capital Maintenance, and the Northeast Community park property acquisition.	Table 24.7 FY14 Culture & Recreation Projects By Managing Department																																																									
Funding Sources (29)	Table 24.8 Culture & Recreation Operating Budget Impacts																																																									
Figure 24.4 shows that 100% (\$1.19 million) of culture and recreation projects are funded in FY1X by general revenue of the Capital Improvements Fund (Fund 305).	Table 24.9 shows the estimated impacts that some Culture and Recreation projects have on the operating budget. Impacts are shown in the fiscal year which they are anticipated to begin as well as the out-years that are affected by additional operating costs. These impacts are only estimates and are subject to change.																																																									
Figure 24.4 FY1X Culture & Recreation Projects By Funding Source	Table 24.7 FY14 Culture & Recreation Projects By Managing Department																																																									
	<table border="1"> <thead> <tr> <th>Managing Department</th> <th># of Projects</th> <th>FY14 Budget</th> </tr> </thead> <tbody> <tr> <td>Management Information Services</td> <td>1</td> <td>\$20,000</td> </tr> <tr> <td>Parks and Recreation</td> <td>14</td> <td>\$1,171,000</td> </tr> <tr> <td>Total</td> <td>15</td> <td>\$1,191,000</td> </tr> </tbody> </table>		Managing Department	# of Projects	FY14 Budget	Management Information Services	1	\$20,000	Parks and Recreation	14	\$1,171,000	Total	15	\$1,191,000																																												
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(28) Managing Departments - This section highlights the departments that manage the capital projects within the service type. It describes the number of projects managed, the overall dollar amount of the managing department, and the percentage of the total budget managed for that service type.

(29) Funding Sources - This section contains a summary of the funding sources that support this service type.

(30) Operating Impacts - This section describes the operating impacts of the capital project.

Figure 1.8 - Capital Project Detail- Provides project identification, description and justification, financial summary, all policy and comprehensive plan information, and any operating budget impacts.

Leon County Fiscal Year 201X - 202X Capital Improvement Program										
Street Lights Program - Unincorporated Areas										
Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A							
Project #:	067913	Capital Improvement:	N/A							
Service Type:	Transportation	Level of Service Standard:	N/A							
Status:	Existing Project	Strategic Priority:	Q3	(31)						
Project Description/Justification (32)										
<p>This project is to be the placement of street lights in the unincorporated areas on County roads and intersections. On May 10, 2016, the Board directed County staff to develop a formal policy with specific criteria for the placement of street lights in the unincorporated areas of the County. To ensure the timely progress of this project, on July 12, 2016, the Board approved \$125,000 in FY 2018 funding for street lights placement.</p> <p>On February 7, 2017, the Board adopted the Street Lighting Eligibility Criteria and Implementation Policy and approved a list of projects for implementation. An annual budget of \$125,000 was established for an estimated three to four projects per year for various types of roadways that may warrant the placement of street lights by the County.</p>										
Strategic Initiative (33)										
<p>Increased safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage. (2016-33)</p>										
Financial Summary (34)										
	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
000 Capital Improvements	0	125,000	0	125,000	125,000	125,000	125,000	125,000	625,000	750,000
	0	125,000	0	125,000	125,000	125,000	125,000	125,000	625,000	750,000
Policy/Comprehensive Plan Information (35)										
Street Lights Program, ordinance and policy.										
Operating Budget Impact (36)										
	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned					
190 Transportation Trust	10,000	10,000	10,000	10,000	10,000					
	10,000	10,000	10,000	10,000	10,000					

Operating budget was increased by \$10,000 in FY 2017 to address the increased utility and maintenance costs for new street lights.

(31) Project Identification – This section provides the project's managing department/division, project number, service type, project status, comprehensive plan elements, service standard, and what Strategic Priority(s) the project works toward. The Board's Strategic Priorities are further explained in the LEADS/ Strategic Plan section.

(32) Project Description/Justification – This section describes the project and provides a brief justification for its overall purpose.

(33) Strategic Initiative – This section notes if the project works toward fulfilling one or more of the Board's Strategic Initiatives. The Board's Strategic Initiatives are further explained in the LEADS/ Strategic Plan section.

(34) Financial Summary – This section contains a summary of the funding sources for the project. In addition, this section summarizes the past, present, and future expenditure information for the project.

(35) Policy/Comprehensive Plan Information – This section outlines all major policies, Inter-local Agreements, Florida Statutes, and comprehensive plan amendments that pertain to the project.

(36) Operating Budget Impact – This section contains all the financial impacts on the operating budget. The impacts are listed by fiscal year.



LEON COUNTY FY2017-2021
STRATEGIC PLAN

ECONOMY ENVIRONMENT QUALITY OF LIFE GOVERNANCE



(From Left) District 1 Commissioner Bill Proctor, District 5 Commissioner Kristin Dozier, At-Large Commissioner Nick Maddox (Vice Chairman), District 3 Commissioner John E. Dailey (Chairman), At-Large Commissioner Mary Ann Lindley, District 4 Commissioner Bryan Desloge, and District 2 Commissioner Jimbo Jackson.



VISION

A community that is safe,
healthy and vibrant.

MISSION

To efficiently provide public
services which serve and
strengthen our community.

LEON COUNTY

On behalf of the Board of County Commissioners and the dedicated men and women of Leon County Government, I'm proud to present the Fiscal Year (FY) 2017-2021 Leon County Strategic Plan. In the pages ahead, you will read about the County's vision, priorities, and initiatives that guide our daily efforts, as well as bold goals and five-year targets, which keep County employees striving to continue to make Leon County a special place to live, work, and play.

This document builds upon the County's past five years of successful strategic planning. The FY2012-2016 Strategic Plan was created amid the unprecedented challenges of the Great Recession and the slow economic recovery. Through that plan, Leon County evolved, engaged, and executed our strategy. We established a culture of performance, making Leon County known across the nation and here at home as a county government of innovative problem solvers working on behalf of and alongside its citizens in



County Administrator Vincent S. Long

addressing the needs of the day and shaping our future.

So what's next? An important foundation has been laid over the past five years. This foundation now provides the footing necessary for our journey to become world class. And the FY2017-2021 Strategic Plan will provide a road map to guide our efforts along the way. What do we mean by world class? In Leon County, we strive to set the standard in public service, to offer our citizens an unmatched quality of life, and to provide citizens and visitors alike unparalleled opportunities and experiences.

Leon County's FY2017-2021 Strategic Plan sets priorities in the areas of Economy, Environment, Quality of Life, and Governance. Our five-year targets will keep us focused on tangible results, and our bold goals will ensure we stretch ourselves to expand possibilities and exceed expectations. We cannot do all this alone. Over the next five years we will continue to engage citizens as co-creators of this special community we share.

CORE PRACTICES

- » Delivering the “Wow” factor in Customer Service.
- » Connecting with Citizens.
- » Demonstrating Highest Standards of Public Service.
- » Accepting Accountability.
- » Exhibiting Respect.
- » Employing Team Approach.
- » Exercising Responsible Stewardship of the Community's Resources.
- » Living our “People Focused, Performance Driven” Culture.



FY2017-2021 Strategic Plan

VISION

A community that is safe, healthy and vibrant.

MISSION

To efficiently provide public services which serve and strengthen our community.

CORE VALUES

Service, Integrity, Accountability, Respect, Collaboration, Stewardship, Transparency, Performance

STRATEGIC PRIORITIES

Economy

To be an effective leader and a reliable partner in our continuous efforts to make Leon County a place which attracts and retains talent, to grow and diversify our local economy, and to realize our full economic vitality.

Environment

To be a responsible steward of our precious natural resources in our continuous efforts to make Leon County a place which values our environment and natural beauty as a vital component of our community's health, economic strength and social offerings.

Quality of Life

To be a provider of essential services which promote the well-being of our citizens and the livability of our community in our continuous efforts to make Leon County a place where people are healthy, safe, and connected to their community.

Governance

To be a model for local governance with innovative, competent, and responsible public servants, committed to promoting integrity, creating meaningful opportunities for citizen engagement and co-creation, and ensuring fiscal stewardship.

STRATEGIC INITIATIVES

BOLD GOALS AND TARGETS

Vision

A community that is safe, healthy and vibrant.

Leon County's vision statement is an aspirational description of what the organization would like to achieve and accomplish in the future. The vision statement also describes how Leon County, in an ideal state, should look in the future.

Mission

To efficiently provide public services which serve and strengthen our community.

Leon County's mission statement supports the vision and serves to communicate purpose and direction to employees, citizens, vendors and other stakeholders. The mission statement reflects the organization's vision, but is more concrete and action-oriented.

Core Values

Service, Integrity, Accountability, Respect, Collaboration, Stewardship, Transparency, Performance

Leon County's core values are the foundational, guiding principles on how the County team serves the public, exceeds expectations, and accomplishes big, game-changing projects and initiatives. These core values serve as the foundation for our core practices, which are the ways we live our values every day through public service.

Strategic Priorities

Leon County's Strategic Priorities are high-level categories of focus in the County's major areas of responsibilities: Economy, Environment, Quality of Life, and Governance. The priorities consider the County's future in each area and are critical to the success of the community. As part of the strategic plan, these priorities inform every decision and every initiative made by Leon County.

Strategic Initiatives

Leon County's strategic initiatives are program- or area-specific projects that align with the County's strategic priorities to serve and strengthen the community. In the FY2017-2021 Strategic Plan, the 44 strategic initiatives ensure that the optimized resources of the County are aligned to address the community's most pressing issues and to achieve the County's top priorities.

Bold Goals and Targets

Bold goals are truly stretch goals that will be big and difficult to achieve, but are worthy of Leon County's best efforts. Bold goals require the County to explore new partnerships, identify new opportunities, and inspire new ideas.

Leon County's five-year targets are aligned with each strategic priority and will communicate to the public and staff throughout the County the specific results the County expects to achieve through the collective execution of the strategic initiatives. Achieving these five-year targets will demonstrate results, accountability, and the strength of long-term planning.

ECONOMY

PRIORITY

To be an effective leader and a reliable partner in our continuous efforts to make Leon County a place which attracts and retains talent, to grow and diversify our local economy, and to realize our full economic vitality.^(EC)



(EC1)

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



(EC3)

Leverage university and community partnerships to increase entrepreneurial, technology transfer and commercialization opportunities.



(EC2)

Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation.



(EC4)

Grow our tourism economy, its diversity, competitiveness and economic impact.

BOLD GOAL

Grow the five-year tourism economy to \$5 billion





5-YEAR TARGETS

- » Attract 80 state, regional, or national championships across all sports
- » Co-create 500 entrepreneur ventures and 5,500 new jobs, including 200 high-wage jobs in high tech clusters
- » Connect 5,000 students and citizens to middle skilled job career opportunities
- » Host 100,000 residents and visitors as part of the Amphitheater County Concert Series



ENVIRONMENT

PRIORITY

To be a responsible steward of our precious natural resources in our continuous efforts to make Leon County a place which values our environment and natural beauty as a vital component of our community's health, economic strength and social offerings.^(EN)



(EN1)

Protect the quality and supply of our water.



(EN3)

Promote orderly growth and sustainable practices.



(EN2)

Conserve and protect environmentally sensitive lands and our natural ecosystems.



(EN4)

Reduce our carbon footprint.

BOLD GOAL

Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone





5-YEAR TARGETS

- » Plant 15,000 trees including 1,000 in canopy roads
- » Ensure 100% of new County building construction, renovation and repair utilize sustainable design
- » 75% community recycling rate
- » Construct 30 miles of sidewalks, greenways and trails



QUALITY OF LIFE

PRIORITY

To be a provider of essential services which promote the well-being of our citizens and the livability of our community in our continuous efforts to make Leon County a place where people are healthy, safe, and connected to their community.^(Q)



(Q1)

Maintain and enhance our parks and recreational offerings and green spaces.



(Q5)

Support strong neighborhoods.



(Q6)

Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.



(Q2)

Provide relevant library offerings which promote literacy, life-long learning and social equity.



(Q3)

Provide essential public safety infrastructure and services.



(Q7)

Assist local veterans and their dependents with securing entitled benefits and advocating their interests.



(Q4)

Support and promote access to basic health and welfare services to our community members most in need.

BOLD GOAL

Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans and their families





5-YEAR TARGETS

- » Double the number of downloadable books at the library
- » Construct 100 fire hydrants
- » Train 8,500 citizens in CPR/AEDs
- » Open 1,000 new acres of park land to the public



GOVERNANCE

PRIORITY

To be a model for local governance with innovative, competent, and responsible public servants, committed to promoting integrity, creating meaningful opportunities for citizen engagement and co-creation, and ensuring fiscal stewardship.^(G)



(G1)

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



(G4)

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



(G2)

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



(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.



(G3)

Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community.

BOLD GOAL

Implement 500 citizen ideas, improvements, solutions and opportunities for co-creation



5-YEAR TARGETS

- » Reduce by at least 30% the average time it takes to approve a single family building permit
- » Achieve 90% employee participation in the County's "My Rewards" Well Being Program
- » Reduce by 60% the outstanding debt of the County
- » 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace



STRATEGIC INITIATIVES – ECONOMY



- » (EC4) Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Capital City Amphitheater stage, inclusive of potential sound mitigation elements. (2016-1)
- » (EC1, EC4) Continue to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming roles and participation for future Board consideration. (2016-2)
- » (EC4) Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in order to levy a sixth cent to support the convention center and arena district. (2016-3)
- » Continue to pursue opportunities for workforce development, including:
 - (EC2) Based upon the projected unmet local market for middle skill jobs, continue to host Leon Works Exposition in collaboration with community and regional partners and launch Leon County's Junior Apprenticeship Program. (2016-4A)
 - (EC2) Work with partners, such as The Kearney Center and Leon County Schools, to increase access to training programs, apprenticeships, and other programs promoting middle-skilled jobs. (2016-4B)
- » (EC4) Continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park (ARP). (2016-5)
- » (EC2) Implement the Economic Development Strategic Plan as adopted and may be revised by the Intergovernmental Agency. (2016-6)
- » (EC2) Complete the joint County/City disparity study and enhancements to the MWSBE program. (2016-7)
- » (EC4) Expand our economic competitiveness by coordinating with regional partners to host an Americas Competitive Exchange on Innovation and Entrepreneurship (ACE) conference. (2016-8)
- » (EC1, EC2) Evaluate sun setting the Downtown CRA and correspondingly evaluate the effectiveness of the Frenchtown/Southside CRA including the County's partnership with the City. (2016-9)
- » (EC4) Enhance sports tourism through the exploration of an NFL Preseason game and other possible events at Doak Campbell Stadium. (2016-10)
- » (EC2) To address issues of economic segregation and diversity, evaluate establishing a micro-lending program for small, minority and women-owned businesses. (2016-11)
- » (EC1, EC4) Further enhance our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park (ARP). (2016-12)

STRATEGIC INITIATIVES – ENVIRONMENT



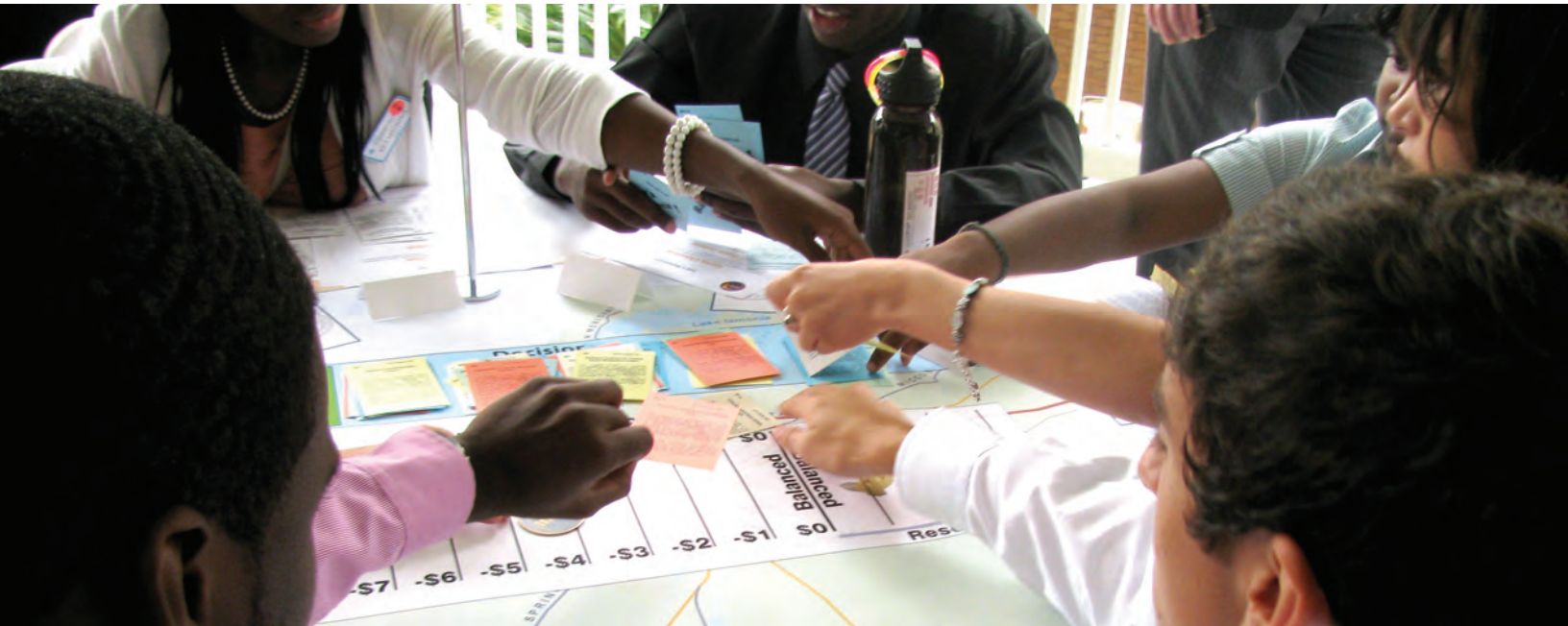
- » (EN1, EN2) Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment. (2016-13)
- » (EN4) Develop strategies to increase recycling and reuse rates. (2016-14)
- » (EN3) Implement the Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site. (2016-15)
- » (EN3) Convene the Leon County Sustainable Communities summit on a bi-annual basis. (2016-16)
- » (EN3) In partnership with the Canopy Roads Committee, update the long term management plan for the Canopy Roads including an active tree planting program. (2016-17)
- » (EN3) Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (2016-18)
- » (EN4) Successfully launch a commercial and residential Property Assessed Clean Energy (PACE) program and identify opportunities, including the Leon County Spring Home Expo, to train industry professionals on sustainable building practices for participation in the PACE program. (2016-19)
- » (EN2) Add environmental education kiosks, trail markings/mapping at Greenways and Parks. (2016-20)
- » (EN4) Explore new opportunities for solar on County facilities. (2016-21)
- » (EN1) Support the protection of Lake Talquin. (2016-22)
- » Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including:
 - (EN1, EN2) Develop a septic tank replacement program. (2016-23A)
 - (EN1, EN2) Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2016-23B)

STRATEGIC INITIATIVES – QUALITY OF LIFE



- » Continue to expand recreational amenities to include:
 - (Q1, Q6) Develop a master plan for the Apalachee Regional Park. (2016-24A)
 - (Q1, Q6) Develop a program to establish a signature landscaping feature with a regular blooming season. (2016-24B)
 - (Q1, Q6) Implement the Tallahassee-Leon County Greenways Master Plan. (2016-24C)
 - (Q1, Q6) Evaluate additional trail expansion opportunities. (2016-24D)
 - (Q1, Q6) Work with partners to utilize rights-of-way and utility easements to further expand the trail system. (2016-24E)
 - (Q1, Q6) Identify opportunities to create dog parks in the unincorporated area. (2016-24F)
- » (Q5) Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (2016-25)
- » (Q3) Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2016-26)
- » (Q4) Work with the City of Tallahassee to develop a new CHSP process in light of the United Way's decision to conduct a separate funds distribution process. (2016-27)
- » Support the Joint County-City Affordable Housing Work Group's efforts to develop a holistic plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships. (2016-28)
- » Continue to serve our seniors through programs and partnerships, including:
 - (Q4) As Florida's first Dementia Caring Community, support the Florida Department of Elder Affairs in the further development of the pilot program, provide enhanced paramedic training and engage local partners in making the County a more dementia-friendly community. (2016-29A)
 - (Q4) Exploring opportunities to address fraud/scams targeted towards seniors. (2016-29B)
 - (Q2, Q4, EC4) To continue to support Choose Tallahassee's efforts to market our community as a retirement destination. (2016-29C)
- » (Q4) Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders through regional partnerships and state and national efforts, including data-driven justice initiatives. (2016-30)
- » (Q7) Work with community partners to expand appreciation of local veterans including recognition of National Pearl Harbor Remembrance Day. (2016-31)
- » (Q3) Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage. (2016-32)
- » (Q3, Q4) Improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies. (2016-33)
- » (Q4) Continue County support of primary healthcare through participation in Carenet in order to increase access to affordable healthcare for those in need. (2016-34)
- » (Q2) Explore opportunities to increase to high speed internet access through a "mobile hot spot" library lending program. (2016-35)

STRATEGIC INITIATIVES – GOVERNANCE



- » (G1, G3) Alongside community partners, engage citizens of diverse backgrounds, education, and age on issues that matter most to them through the Citizen Engagement Series and Club of Honest Citizens. (2016-36)
- » (G1) Continue to Support Commissioner Desloge during his term as NACo President. (2016-37)
- » (G5) In accordance with the Leon County Charter, convene a Charter Review Committee to review the Leon County Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot. (2016-38)
- » (G2) Implement migration from Groupwise to Microsoft Outlook to better integrate with other software applications that utilize automated notifications, workflows and approvals. (2016-39)
- » (G2) Continue the deployment of an updated permitting system that is modernized to use mobile and online technologies. (2016-40)
- » (G4) Continue County sponsorship of employees' participation in the Certified Public Manager training. (2016-41)
- » (G1) Seek opportunities for partnerships through NACo and FAC's enterprise programs. (2016-42)
- » (G5) Continue to explore opportunities for efficiency and cost savings through intergovernmental functional consolidation where appropriate. (2016-43)
- » (G4) Evaluate establishing a living wage for County employees and continue to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional, and technician positions. (2016-44)



OUR VALUE PROPOSITION

What You Get as a Taxpayer and a Stakeholder in our Community

Leon County Government leverages partnerships, embraces efficiency and innovation, and demands performance to the benefit of our taxpayers. We actively engage our citizens, not only as taxpayers, but as stakeholders and co-creators of our community – providing meaningful opportunities to capitalize on their talents in making important decisions and shaping our community for future generations.

IN SUMMARY

GOALS & TARGETS

PRIORITY AREAS	BOLD GOAL	5-YEAR TARGETS
ECONOMY	Grow the five-year tourism economy to \$5 billion	<ul style="list-style-type: none"> » Attract 80 state, regional, or national championships across all sports » Co-create 500 entrepreneur ventures and 5,500 new jobs, including 200 high-wage jobs in high tech clusters » Connect 5,000 students and citizens to middle skilled job career opportunities » Host 100,000 residents and visitors as part of the Amphitheater County Concert Series
ENVIRONMENT	Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone	<ul style="list-style-type: none"> » Plant 15,000 trees including 1,000 in canopy roads » Ensure 100% of new County building construction, renovation and repair utilize sustainable design » 75% community recycling rate » Construct 30 miles of sidewalks, greenways and trails
QUALITY OF LIFE	Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans and their families	<ul style="list-style-type: none"> » Double the number of downloadable books at the library » Construct 100 fire hydrants » Train 8,500 citizens in CPR/AEDs » Open 1,000 new acres of park land to the public
GOVERNANCE	Implement 500 citizen ideas, improvements, solutions and opportunities for co-creation	<ul style="list-style-type: none"> » Reduce by at least 30% the average time it takes to approve a single family building permit » Achieve 90% employee participation in the County's "My Rewards" Well Being Program » Reduce by 60% the outstanding debt of the County » 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace

Leon County needs your help in shaping the next 5 years together

To volunteer at the County or in a local nonprofit, call (850) 606-1970 or visit
VolunteerLEON.org

To serve on a Citizen Committee,
call (850) 606-5300 or visit
LeonCountyFL.gov/Committees

To provide feedback or make a service request, call (850) 606-5300 or visit
LeonCountyFL.gov/CitizensConnect



Leon County Courthouse, Suite 502
301 S. Monroe St. | Tallahassee, FL 32301
(850) 606-5300 | CMR@LeonCountyFL.gov

On January 24, 2017, the Board adopted the FY 2017 – FY 2021 Leon County Strategic Plan. The Plan includes a “Bold Goal” for each priority area, as well as, a series of five-year “Targets.” The Targets are aligned with each priority area and will communicate the specific results that the County expects to achieve through the collective execution of its Strategic Initiatives. Bold Goals differ from Targets in that they are truly stretch goals which will be big and difficult to achieve, but are worthy of staffs’ best efforts because they are big and difficult to achieve. The adoption of Bold Goals is something the best organizations do because they recognize that all goals should not be tied to specific programs or current resources. Bold Goals, rather, require the County to explore new partnerships, identify new opportunities, and inspire new ideas.

The following is a summary report on the County’s progress in accomplishing the Strategic Targets and Bold Goals laid out in its Strategic Plan. These results are reflected throughout the book in the Department business plans and Division performance measurement sections.

Economy Measures		FY 2017 Estimate	FY 2018 Estimate	FY 2019 - FY 2021 Estimate	Total
Bold Goal	Grow the Five-year Tourism economy to \$5 billion (BG1) ¹	\$0.89 Billion	\$0.92 Billion	TBD	\$1.8 Billion
Targets	Attract 80 state, regional, or national championships across all sports (T1) ²	15	17	TBD	32
	Connect 5,000 students and citizens to middle skilled job career opportunities (T3) ³	1,000	1,000	TBD	2,000
	Host 100,000 residents and visitors as part of the Amphitheater County Concert Series (T4) ⁴	4,789	15,000	TBD	19,789

Notes:

1. Staff anticipates year-round visitation will continue to increase through aggressive marketing, sales and promotional activities that are guided by research and focused toward targeted, high value audience segments.
2. Staff anticipates attracting additional championships to Leon County by capitalizing on past successes, relationships with prominent event organizers and national associations, and the strength of tremendous facilities like Apalachee Regional Park to assure future progression and growing national prominence for sports tourism.
3. Staff anticipates annually connecting 1,000 students and citizens to middle skilled job career opportunities through the County’s Leon Works, Junior Apprentice, and other related programs.
4. Staff anticipates attracting more concert attendees by enhancing the County's growing reputation for live entertainment among travelers by offering high profile, quality performances at Capital City Amphitheater. Staff will work closer with the County's contractor to find high quality acts that will fill the Amphitheater rather than smaller more frequent shows.

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Environment Measures		FY 2017 Estimate	FY 2018 Estimate	FY 2019 - FY 2021 Estimate	Total
Bold Goal	Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone (BG2) ¹	3	150	TBD	153
Targets	Plant 15,000 trees (...) (T5) ²	506	11,000	TBD	11,506
	(...) including 1,000 in canopy roads (T5) ³	0	250	TBD	250
	Ensure 100% of new County building construction, renovation and repair utilize sustainable design (T6) ⁴	100%	100%	TBD	100%
	75% community recycling rate (T7)	54%	57%	TBD	57%
	Construct 30 miles of sidewalks, greenways and trails (T8) ⁵	14.78	18.9	TBD	33.68

Notes:

1. Implementation for this Bold Goal is still in the planning stage; staff’s estimate anticipates implementation of Belair/Annawood and Northeast Lake Munson Septic to Sewer, together with the Northwest Florida Water Management District Pilot Project.
2. This is the aggregate of the total number of trees planted by the Office of Resource Stewardship and Department of Public Works. Additionally, the Blueprint Intergovernmental Agency plants trees with local sales tax dollars, which is included in these numbers. The significant increase of trees planted in FY 2018 compared to FY 2017 accounts for 9,750 trees anticipated to be planted at the J.R. Alford Greenway as part of its 10-year land management plan.
3. This is the aggregate of the total number of trees planted in canopy roads by Public Works. Staff anticipates planting 250 trees in Canopy Roads each year.
4. Staff seeks every opportunity to use sustainable design practices. Such work is required by the County’s Professional Services Guidelines and the Facilities Design Guidelines, which are referenced in design consultant contracts. The specific measures taken vary widely due to the nature of each project; however measures typically include items such as reducing the size of County buildings, energy conservation by utilizing advanced systems and materials, and conserving water with low volume fixtures. It is anticipated that by FY 2021, all County building projects will utilize sustainable design.
5. This is the aggregate of the total miles of sidewalks constructed by Public Works and miles of trails and greenways constructed by the Office of Resource Stewardship. Additionally, the Blueprint Intergovernmental Agency constructs sidewalks, trails, and greenways with local sales tax dollars, which is included in these numbers. Staff estimates a total of 10 miles of sidewalk will be constructed FY 2018 through FY 2021 through the continued implementation of the County’s Sidewalk Program and other transportation capital projects.

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Quality of Life Measures		FY 2017 Estimate	FY 2018 Estimate	FY 2019 - FY 2021 Estimate	Total
Bold Goal	Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans and their families (B3)	\$21,233,727 ¹	\$22,122,888	TBD	\$43,356,615
Targets	Double the number of downloadable books at the library (T9) ²	866	1,100	TBD	1,966
	Construct 100 fire hydrants (T10) ³	17	35	TBD	52
	Train 8,500 citizens in CPR/AEDs (T11) ⁴	1,700	1,700	TBD	3,400
	Open 1,000 new acres of park land to the public (T12) ⁵	0	199	TBD	199

Notes:

1. Veteran benefits are reported annually. This "actual" number will be released by the VA during the first half of 2018. The numbers are based on the projected amount of Veterans Compensation & Pension as well as Medical Care Expenditure reported by the VA for Leon County and adjusted for the unique clients served by the Leon County Veterans Office. The final numbers will be provided by the VA in April 2018.
2. To achieve the five-year goal of doubling the number of downloadable books from a collection of just over 6,000 to over 12,000, the Library has calculated the number of downloadable books to purchase and add to the collection each month, at the same time, taking into consideration the number of books that are taken off the platform as licenses expire.
3. Fire hydrant construction is subject to available funding. Budgeted out-years tentatively allocate \$150,000 annually for the construction of new fire hydrants. Of this, \$50,000 is dedicated for a matching program which allows a HOA or citizen and the County to evenly share in the cost of hydrant installations. Based on available funding, staff estimates approximately 30 hydrants can be installed per year to meet the target.
4. In order to train 8,500 citizens in CPR and AED use over the next five years, EMS will continue to partner with businesses, organizations, churches and schools to reach this goal. Additionally, EMS will host several larger events such as "Press the Chest" to reach out to the entire community.
5. This is the aggregate of the total park acres constructed by the Office of Resource Stewardship. Additionally, the Blueprint Intergovernmental Agency constructs parks with local sales tax dollars, which is included in these numbers. The 2018 estimate is comprised of opening a portion of the St. marks Headwaters Greenway (161 acres), a portion of the Northeast Park (30 acres), and Broadmoor Park (8 acres).

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Governance Measures		FY 2017 Estimate	FY 2018 Estimate	FY 2019 - FY 2021 Estimate	Total
Bold Goal	Implement 500 citizen ideas, improvements, solutions and opportunities for co-creation (B4)	100	100	TBD	200
Targets	Reduce by at least 30% the average time it takes to approve a single family building permit (T13)	10%	10%	TBD	20%
	Achieve 90% employee participation in the County's "My Rewards" Well Being Program (T14)	84%	86%	TBD	86%
	Reduce by 60% the outstanding debt of the County (T15)	19%	17%	37%	73%
	100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace (T16)	10%	30%	TBD	30%

Notes:

1. Staff anticipates implementing 100 citizen ideas, improvements, solutions and opportunities for co-creation each year. However, this is subject to citizen feedback.
2. At the Board's most recent retreat in December 2016, facilitating the development review and approval process was again a high priority. As such, the County established a five-year bold goal to reduce the average permitting time for single family homes by 30% from 11 business days to eight. Over the past two fiscal years, single family permits have accounted for 94% of the new construction permits issued in unincorporated Leon County. The County's average approval time is 11 business days for single family new construction permits. This is the baseline figure for which the Target was contemplated when staff proposed the measurable Target for the Governance section of the updated Strategic Plan to reduce the County's average review time for single family new construction permits by 30% to eight business days. In working with the Florida Association of Building Inspectors and counterparts across the state, the Building Plans Review and Inspection Division finds the County's 11 day approval time to be very competitive statewide, however, through improvements the number of days for approval can be reduced further.
3. Staff anticipates an annual increase between FY 2017 through FY 2021, achieving 90% employee participation in the County's "My Rewards" Well Being Program in FY 2021.
4. Bonds issued to acquire Leon County Government Anex (formerly Bank of America) Building will be paid off in this period.
5. Staff anticipates an annual increase between FY 2017 through FY 2021, achieving 100% employee of employees trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace in FY 2021.

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Budget Overview

The total budget for FY 2017/2018 is \$253,723,600, a 3.09% increase over last fiscal year. The **operating budget** of \$234,301,269 represents an increase of 3.41% from last year's adopted budget. The **capital budget** of \$19,422,331 represents a -0.72% decrease from last year.

Funding

The FY 2018 budget was developed in a steadily improving economic environment, where growth in property tax revenues and state sales tax revenues are beginning to cover the inflationary costs of governmental expenses without having to reduce program services. Property valuations increased 5.07% from FY 2017. The FY 2018 budget is \$253 million, a 3.09% increase over the previous year's budget, with the millage rate remaining for the fifth consecutive year at 8.3144. This budget focuses on maintaining service levels and increasing funding for capital infrastructure needs.

The County also realized \$3.1 million in savings over the next 5 years in capital building maintenance as well as \$1.4 million in savings as a result of the Cross Departmental Action Teams. As part of the budget process, Leon County continues to address the implementation of a pay plan adjustment for the Sheriff's office. In addition, the County approved increasing the general revenue transfer to the CIP by \$900,000 thousand. This brings the total transfer to \$3.9 million this year to address the County's five-year capital improvement needs.

Figure One: FY 2017/2018 Expenditures

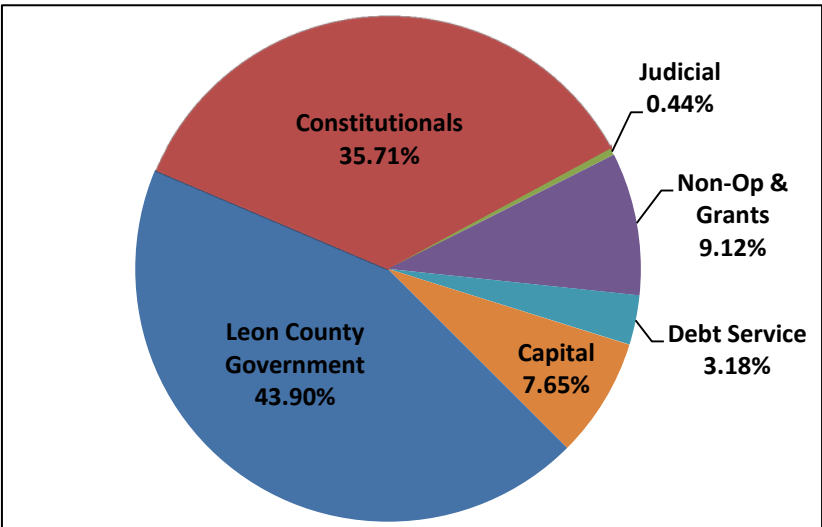
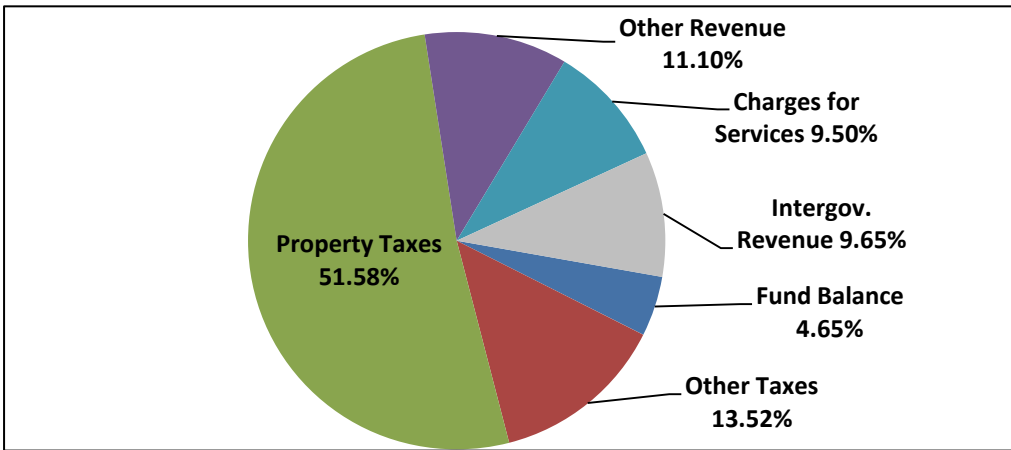


Figure One depicts the budget as it is reflected organizationally. The FY 2017/2018 budget shows a slight increase in most of the service levels to maintain and improve quality services in high priority, mandatory and essential programs such as public safety and transportation.

Figure Two: FY 2017/2018 Revenues



The Florida Statutes require that all local government budgets be balanced. Leon County's FY 2017/2018 budget of \$253,723,600 is balanced with the use of a variety of revenue sources, and fund balances, and retained earnings from previous fiscal years. Approximately half of Leon County's revenue is derived from property taxes.

Figure Two displays the major classifications of revenue sources used in support of the FY 2017/2018 adopted budget. In the Budget Summary/Analysis section - Revenue v. Expenditures, the major individual revenue sources are presented and summarized in more detail.

FY2018 Budget Policy Guidance

To ensure the budget is developed in a deliberate and transparent manner, the Board adopted a Budget Calendar at the January 24, 2016 meeting. Subsequent to the adoption of the Budget Calendar, at the March 7, 2017 meeting, the Board provided initial policy direction by establishing maximum discretionary funding levels, including minor adjustments to the Commission office accounts and:

- Maintaining Community Human Service Partnership (CHSP) funding at \$1.2 million
- Providing \$100,000 in continued support for the Kearney Center; and
- Allocating \$27,000 in Special Event Funding.

At the April 26, 2017 Budget Workshop, the Board held a budget policy workshop to discuss policy items affecting the development and preparation of the FY 2018 budget. The Board provided policy guidance on many issues, including:

- Establishing a Living Wage of \$12.00/hour for our lowest paid County employees
- The operation of the Medical Examiner Facility and the development of a contract with the District 2 Medical Examiner
- Updating Policy No. 98-25, "Disposition of Unclaimed and Indigent Bodies" to ensure adequate resources were provided to this program
- Providing budgetary support in the amount of \$50,000 in Tourist Development Tax to support Emerging Signature Events
- Accepting staff's report on the Healthcare Competitive Provider

Reimbursement Pool and included \$1,739,582 in the adopted budget to fund healthcare services including the competitive reimbursement pool, and providing \$50,000 for enhancements to the County Human Service Community Partnership (CHSP) software management system

- Reviewing Outside Agency Contracts for Services and providing funding in the amount of \$1,129,234
- A Contract Compliance Specialist position funded through assessed liquidated damages
- Authorizing for the Florida Public Service Commission to Regulate Private Water and Wastewater Utilities in Leon County
- Allocating \$75,000 in funding to support the first year of the County's Five-Year Target to Plant 1,000 Trees in Canopy Roads
- Approving the Signature Landscaping Feature for a County Park, and allocated \$35,000 for a project at Pedrick Pond Park adjacent to the Eastside Branch Library
- Approved \$13,250 for the Pilot Mobile Hot Spot Lending Program

The Board held its final budget workshop on June 20, 2017, and ratified the actions it took at the workshop on July 11, 2017. This important workshop addressed:

- The impacts of the proposed additional \$25,000 homestead exemption
- Providing an additional ambulance and half a crew to address EMS call volumes
- Providing an additional \$75,000 in resources to support additional ground

larviciding efforts in the mosquito control program

- Approving continued funding for the Leon Works Program, including funding for the Leon Works Expo and the Junior Apprenticeship Program, and approved partnering with CareerSource to fund the apprenticeship program.
- Updating the Summer Youth Program by partnering with CareerSource to jointly fund the program
- Accepting the \$1.5 million Woodville Sewer Design grant with a \$1.5 million match from existing unallocated fund balance to be repaid with the County's share of the Blueprint 2020 Water Quality Project
- Authorizing staff to finalize the Springs Restoration Grant submissions for the Northeast Lake Munson area (\$2.75 million match) and the Belair/Annawood area (\$1.75 million match), which if awarded will require \$4.5 million as a local match.
- Authorizing staff to pursue a loan through the FDEP Clean Water State Revolving Loan Fund (SRF) as grant matching funds to be repaid from the County's share of the Blueprint 2020 Water Quality and Stormwater Improvement project.
- Approving biannual Amnesty Days to be held at the Rural Waste Collection Centers
- Approving a partnership with Honor Flight Tallahassee for the annual Honor Flight reunion to recognize National Pearl Harbor Day in the amount of \$5,000

The FY 2018 Adopted Budget Highlights

The adopted FY 2018 budget was developed in an improving economic environment, where growth in property tax revenues and state sales tax revenues are beginning to cover the inflationary cost of governmental expenses without having to reduce program services. However, revenues are still lower than prior to the recession, and County staff remains diligent in evaluating the budget for opportunities to work more efficiently within our existing resources.

The FY 2018 adopted budget includes the budget year and four planned years. Pursuant to Florida Statute, the Board adopts only the upcoming budget year and not the planned years. The out years are provided for information and planning purposes only and are adjusted accordingly during the actual year of implementation.

Major highlights of the adopted budget include:

- No change in either the Countywide Millage Rate of 8.3144 mills or the 0.5 EMS MSTU with an increase in countywide in property values of 5.07 %.
- Several million dollars in cost avoidance and budget reductions identified through the County's Employee Awards program - 12 (squared) and Cross Departmental Action Teams (CDATs), as well as, through competitive procurements, innovative approaches to facility capital maintenance, and leveraging financial markets to reduce debt costs
- The constant use of \$2.5 million in general fund balance, a reduction from \$5.0 million at the height of the recession.
- A capital improvement program focused on the maintenance of existing infrastructure supported by an increase

Budget Overview

in general revenue transfer to \$3.9 million from the current \$3.0 million. This is compared to no funds being transferred to the capital program at the height of the recession.

- The addition of 1.0 general revenue supported FTE to support 754 new acres for the St. Marks Greenway
- 1.0 Mosquito Control Crew Chief to paid for through a realignment of existing resources in the Mosquito Control program with no increase in general revenue to support this position.
- The addition of 6.0 FTEs (one half crew) supported by dedicated EMS revenues
- CRA payment of \$2.882 million, which is an increase of \$486,012 from last year.
- Adopting a policy providing paid parental leave to eligible employees following the birth or adoption of a child
- Establishing a reserve for public safety in the amount of \$87,783 to be allocated subsequent to the September 12, 2017 comprehensive workshop on public safety.

Cost Avoidance and Savings

Coming out of the recession, the County has been deliberate in continuing to evaluate all expenditures with the same approach as when revenues were declining. Prior to developing the adopted budget, County staff continually looks at efficiencies and cost avoidance throughout the year to avoid unnecessary increases in the budget and correspondingly award and recognize employee innovation. Through the County's Employee Awards program - I² (squared), to date the program has saved the County \$1,191,310 in recurring costs and \$74,801 in one-time costs. Examples of some savings include:

- **Solid Waste Facility Water Savings:** The Solid Waste Management Division determined that the leachate processing and treatment at the Solid Waste Facility was not being measured properly. The number of gallons being billed versus the gallons being pumped from the facility raised concerns. By installing a new meter it was determined that the County was being overcharged for actual gallons being disposed. This resulted in annual savings of \$216,000 that is being credited back by the City of Tallahassee Utility Department.
- **Leon Trees Website (Citizen Engagement):** This project resulted from the Leon County Citizen Engagement Series with the Village Square. The project aim was to bring light to the importance of trees and their impact on the quality of life in our community by creating The Leon Trees website. Using in-house GIS staff to create the website, the County was able to save \$23,000 by not contracting with an outside vendor.
- **Water Consumption Analysis:** This project identified the cause of excessive water consumption at the B. L. Perry Branch Library. Staff analysis determined a billing error by the City of Tallahassee Utilities. The facility was being billed for two meters when only one was being use. Addressing the matter, resulted in a one-time cost recovery of \$21,528 and an annual cost savings of \$3,060.

In addition to the County employee incentive program (I²), an approximate \$4.0 million in cost savings and avoidances have been realized:

- **Approach to Building Capital Maintenance:** To mitigate the significant cost associated with equipment

replacement, staff researched and has developed an alternative approach to the existing maintenance program producing costs savings of \$3.1 million over the five-year planning horizon. In developing the proposed five-year capital improvement program, staff continues to focus the limited resources of the County towards maintaining our aging infrastructure. A large portion of the projected maintenance budget supports aging facilities. In particular, the County has a number of older large buildings (Jail, Sheriff's Administration, Courthouse, Main Library and the Public Works Operation Center) that are operating with original equipment.

Historically, a separate capital project was developed for each individual facility and the anticipated costs for equipment replacement was included as part of the five year CIP. Beginning with the FY 2018 budget, instead of individual facility budgets (Main Library, Courthouse etc.), projects are now being developed for building roofing, mechanical systems (e.g. HVAC), infrastructure (e.g. restrooms), and general maintenance and repairs. This is similar to how the transportation road resurfacing capital improvement program is currently managed.

Funding for these new projects is prioritized based upon which component(s) are in most need of replacement. Whereas previously in following standard industry practices working equipment may have been primarily replaced strictly based on age, Facilities Management will now take a more pro-active approach to extend the useful life and move to a more "just in time" approach to equipment replacement. This approach requires Facilities Management to continue practicing aggressive preventive

maintenance and to actively manage when roofs, mechanical equipment and infrastructure will be replaced. This is a risked based approach, acknowledging that when extending the life of some components, there may be some failures that occur prematurely. If this occurs, funding and projects will be reprioritized to address these issues. Presently, premature failure may occur on mechanical components prior to them reaching their technical replacement age, and staff manages this within the exiting CIPs. Also, by extending the life of equipment, the County may be able to take advantage of improved equipment technologies that may be available in the future by extending the life of older equipment. In all circumstances, public safety will continue to remain the highest priority in helping determining project prioritization.

- **Partnerships with Career Source:** As reflected in the adopted budget, staff has worked closely in leveraging the County's relationship with Career Source to reduce the cost of the Summer Youth Training and Junior Apprenticeship programs by \$84,000.
- **Property/Liability Insurance Savings:** Due to the County's low risk exposure, and with minimal claim fillings, the County saw premium reductions during the insurance renewal period. These savings totaled \$54,253.
- **EMS Billing Services:** The County uses a third party vendor to bill for services provided by EMS. When the contract was rebid, the incumbent vendor was the only vendor to be deemed responsive to the bid. Their bid provided lower collection costs than their previous contract, and this will provide estimated annual savings of \$100,000.

- **Landscape Mulching:** As part of the County yard waste program, mulch is produced and is available for Leon County citizens for free. This mulch is now being used at all County facilities. Previously, the County paid the landscape vendor to supply mulch, providing an estimated \$6,600 in annual savings.
- **Using the Florida Public Service Commission (PSC) to regulate private water utilities:** Recently a private water utility provider has requested a rate increase for the six water systems they operate in the County. Based on this request the Board would need to establish a process that meets the requirement of Florida Statutes to review the proposed rate increase. The County does not have staff that can perform this detailed analysis and would have to contract with a consultant for the rate review. Inquiries with other jurisdiction indicate that these rate reviews cost approximately \$100,000 per request. By assigning jurisdiction to the PSC who has the dedicated staff to review rate changes, the County will avoid \$100,000 in consulting costs.
- **Orchard Pond Parkway Multi-Use Trail:** By working in a Public Private Partnership with the Orchard Pond LLC, for the construction of the Orchard Pond Greenway, the County acquired 123 acres of the old Orchard Pond dirt road for a multi-use trail at no cost. Using a cost of \$5,000 per acre, the County saved \$615,000 in land acquisition costs for the trail.

Cross Departmental Action Teams (CDAT)

In FY 2018, the Cross Departmental Action Teams (CDAT) convened to identify potential areas for cost savings, and process and efficiency improvements. Staff from all levels of

the organization collaborates across County departmental areas to identify opportunities for costs savings. The effort is to compel and empower staff to work across departmental lines and recognize that the resources of the organization are not isolated to a singular department, but rather, there are numerous opportunities for collaboration, reductions and sharing of resources. For FY 2018, CDAT sessions identified cost savings in the amount of \$1.14 million:

- **County Operations Crews to Mitigate Costs of Baseball Field at Chaires Park:** The addition of a full size baseball field was included in FY 2013 Parks and Recreation long term needs assessment. Preliminary funding has been allocated for the project and design and permitting are underway. However, due to site conditions at Chaires Park, the estimated cost of the baseball field including the necessary access, stormwater and parking has risen considerably. After completing the design and permitting phase, the current cost estimate is \$2.7 million compared to the previous very preliminary estimate of \$1.7 million. A cross departmental team of Public Works, Facilities Management, Parks and Recreation and OMB was formed to identify alternative approaches to reduce costs and complete the project. Through the team's efforts, they identified the opportunity to employ Public Works operations crews to perform the grading and excavation prior to releasing the project for construction bid. Given existing workloads, crews would be scheduled to perform this work over an extended period of time. The approach will add approximately nine to twelve months to the project time line, and correspondingly save an estimated \$1.0 million in construction costs.
- **Intervention and Detention Alternative (IDA) Credit Card Capability:** The

ability for offenders to use credit cards to pay fines or monitoring fees is estimated to increase collections \$25,000 annually. Credit card use also reduces the risk to IDA staff managing large volumes of cash in a high risk environment. Many pre-trial clients do not carry cash but have credit or debit cards. Currently, if a client does not have cash and does not pay for the service, they may also not pay their arrearage during the remainder of their probationary or pre-trial period. As the Courts do not jail clients for non-payment of these fees, the only method of collection is a civil judgment. Staff is currently installing the credit card system at the Intervention and Alternative Detention Office.

- Locating Sheriff's Evidence Vault to the County Annex Building:** The Sheriff's office requested funding to construct a new vault to manage sensitive evidence and other materials. The Bank of America vault space at the County Annex recently became vacant when BOA elected not to renew their lease for this particular space. As staff from Facilities Management has established a close working relationship with the Sheriff's Office, they were able to identify this location as an alternative to building new space at the Sheriff's complex. The location also provides an added benefit of being close to the Courthouse and Sheriff's Warrants Division. The cost avoidance for not having to construct a new evidence vault is approximately \$50,000.
- Partial Outsourcing of Vehicle Preventive Maintenance:** To increase the efficiency of Fleet Operations, minor preventative maintenance, such as oil changes, could be performed by the private sector. By allowing County departments to have oil change at numerous private locations throughout

the County, increased operational efficiencies occur by saving travel time to the central Fleet Maintenance Facility. Additionally, mechanic time not spent on oil changes reduces down time for critical equipment by mechanics focusing on repair and maintenance for ambulances and Public Works Operation's equipment. Over the past several years, Fleet Management has requested an additional mechanic to reduce the downtime of these essential vehicles and equipment. The estimated annual cost savings and avoidance is a minimum of \$65,800.

Revenues and Expenditures

The following section provides details regarding major changes in revenues and expenditures from the preceding fiscal year.

Revenues

Property Taxes: The budget is based on maintaining the 8.3144 millage rate. The Property Appraiser's July 1, valuations reflects property values increasing 5.07%. Maintaining the current millage rate provides \$5.75 million in additional ad valorem revenue, which under the Florida Statute even without a change in the millage rate is considered a property tax increase.

Retaining the millage rate with the increase in property values is consistent with the County's deliberate long term financial planning efforts. During the "Great Recession", the County maintained the millage rate, and passed property tax savings to the community. Post-recession, long term planning by the County, showed the millage rate being maintained in order to increase the ad valorem revenue necessary to counter balance inflationary expenditure increases, properly budget for capital and reduce reliance on the use of recurring fund balance to fund the operating budget.

General Revenues: Increases in State Shared, ½ Cent Sales Tax and Public Services Tax revenues are anticipated to generate additional revenue of \$588,000. Total projections for these funds are slightly above the FY 2006 pre-recession collections, a further indication of an improving economy.

Gas Taxes: Gasoline consumption is projected to increase a modest 2% or \$292,000. As gas taxes are consumption based (taxes are per gallon, not a percentage of cost) and with the continued increase in fuel efficiency, future revenue increases are projected to increase modestly, or actually decline over time.

Interest Allocation: Given the current interest rate environment where the Federal Reserve is slowly increasing interest rates, interest and investment earnings are forecasted to generate an additional \$680,000.

Expenses

Sheriff: The Sheriff requested a Law Enforcement and Correction budget with an increase of \$3.16 million or 4.5% percent. In addition to increases in salary and benefits (including health insurance and retirement), the budget includes: the third year of the previously approved pay plan increase, and 12 positions. These positions include: four patrol deputies; a Deputy Bailiff; three non-sworn employees in Law Enforcement; and four non-sworn positions for the jail. Sheriff staff worked closely with County staff during the budget development process to manage the increased budget request as much as possible, while still maintaining the public safety requirements of the Sheriff's Office.

Leon County Employee Salary and Benefits: Leon County General revenue related expenses for personnel will increase \$1.77 million. This includes funding for performance raises (0-5%, with an average of 3%), health insurance, workers compensation and retirement.

Transfer to Capital: During the recession, the County suspended the transfer of recurring dollars to the capital program, and instead relied on accumulated fund balances to fund capital projects. Since the end of the recession the transfer has slowly increased to \$3.0 million in FY 2017. During the initial budget preparation, staff recommended a minimum of \$500,000 in programmed debt service savings be used to support the capital program. With the increase in property values, the total transfer is budgeted at \$3.9 million for FY 2018 (an increase of \$900,000 over FY2017). As discussed in the following capital program section, a minimum transfer of \$5.0 to \$6.0 million a year is recommend to support the ongoing capital program.

CRA Payments: Additional growth in property values for the Frenchtown and Downtown CRAs have increased the County's payment by \$486,012 to a total of \$2.882 million.

DSEM Support: Over the last ten years, based on the 2007 consultant fee study, funding for DSEM, exclusive of Building Inspection, has been funded by a 50/50 split of permitting and general revenue. During previous budget cycles if permitting revenues were estimated less than 50 percent, DSEM fund balance was used to cover the difference in funding. However, during the recession and slow economic recovery, the DSEM fund balance was budgeted at greater levels to help reduce the general revenue transfers and now the DSEM fund balance is not at a level sufficient to support the FY 2018 revenue shortfall.

In addition, while permitting activity has increased, many projects are being submitted under newer permitting review thresholds. Also, changes made to expedite the development review and approval process, such as the Administrative Stream-lined Application Process (ASAP) and the Concept Plan Approval, have resulted in an overall reduction in the amount of fees collected by DSEM. The revised review thresholds have resulted in a reduction in the

number of projects requiring Development Review Committee Approval, and an increase in project applications for administrative approval. This lower permitting review threshold has a lower application fee resulting in less permitting revenue. Moreover, the current fee schedule for the environmental fees (NFI's and EMP's) associated with proposals that are exempt from the site and development plan review process are capped and do not reflect the actual cost of the review.

While this has expedited the permitting process for the customer, revenues are now beginning to lag the economic recovery. Based on the decreased level of DSEM fund balance and the improved expedited permitting process, the general revenue transfer is recommended to be increased by \$425,000. Alternatively, an update to the 2007 fee study may be advisable to consider increases to the fee schedule in the future; however, as general revenues are sufficient to support the increased transfer, a new fee study is not recommended at this time.

800 MHz Radio Communication Maintenance:

The \$347,100 increase supports necessary replacement of microwave components and replacement and repair parts for 800 MHz radios. This amount represents the County's portion of the total costs, as this is a jointly funded program with the City of Tallahassee.

Other Constitutional Officers: The total net increase for the Supervisor of Elections, Clerk of Courts and the Tax Collector Commissions is \$341,237. However, the increases are off-set by a reduction in the Property Appraiser's budget of \$65,261 resulting in a total overall increase of \$275,976. Tax Collector commissions are projected to increase \$188,710 based on increased property tax collections. This increase includes the statutory requirement for the County to pay for the School Board's property tax collections. The Clerk of Courts and Comptroller's budget, including increases for Article V and personnel benefits are \$79,169. The Supervisor of Election increase of \$73,358

supports the increased cost of the Voting Operations Center rental space and employee costs.

Fuel: \$185,000 increase related to the projected costs of unleaded fuel and diesel.

Human Services: Human Services funding increased in the amount of \$80,000. The Indigent Burial Program increased by \$30,000 to provide adequate funding for body removal and disposal services required by Florida Statutes. Additionally, \$50,000 is included in the budget for enhancements to the Human Service Community Partnership software management system.

Strategic Initiatives: In support of several adopted Strategic Initiatives, the FY 2018 preliminary budget includes:

- \$135,720 to implement a \$12.00/hour living wage for Leon County employees
- \$75,000 for increased canopy road tree planting
- \$35,000 for a signature landscape feature at Pedrick Park adjacent to the Eastside Library
- \$13,250 for a pilot Mobile Hot Spot Lending Program at the libraries

Contractual Adjustments: One-time contractual funding (i.e. joint disparity study and concurrency alternatives study) in FY 2017 are off-set by \$316,257 in increases to supports the County's share of the Planning Department, payment to the City for Parks and Recreation and other general contract maintenance increases (i.e. contract mowing and sod for roadside shoulders/swales).

Debt Service: County bonds refinanced in FY 2015 were paid off in FY 2017. This provides \$500,000 in savings in FY 2018. At the April 26, 2017 workshop, the Board approved the refinancing of a FY2014 bank loan which saves

Budget Overview

an additional \$64,000 in FY 2018 and \$489,075 over the life of the loan.

Positioning for the Future

Although the national, state and local economies continue to improve, Leon County government continues to approach the annual budget process by identifying opportunities to constrain budgetary growth and to ensure the limited resources of the County continue align with the highest priorities of the Board. In developing the preliminary FY 2018 Budget, staff continues to build upon this effort by reviewing positions to ensure the organization is optimizing the use of all resources.

During FY 2017 several events transpired affecting County funded positions. As discussed at the budget workshops, the Department of Development Services and Environmental Management added five positions to support the permitting process and a position was added to the Solid Waste Program to assist citizens with complaints associated with trash collection services. Also, as recommended in the Hurricane Hermine After-Action Report, and as approved by the Board, the Emergency Management function transferred from the Sheriff's Office to County Government which included transferring seven positions to the County.

After a thorough review and analysis, very limited position requests are being considered in FY 2018:

- Park Attendant: A portion of the 754 acre St. Marks Headwaters Greenway is anticipated to open in the fall of this year. The fiscal impact of adding this position will be \$49,215. Out-year programming for this position was anticipated in the FY 2017 budget. The new park attendant provides for the upkeep and maintenance of this facility. Such activities include: trail mowing; weeding fence lines; fence repairs; emptying trash receptacles;

maintaining fire break lines; participating in controlled burns; and tree pruning.

- Full-time Mosquito Control Crew Chief: This position is supported through a reallocation of existing funding and is recommended to enhance the truck spraying program by providing adequate and consistent supervision for all fogging shift work.
- Partial EMS Crew (6 positions): This allows for the addition of half a crew and ambulance to provide an additional 12 hours of coverage, to address increasing call volumes.

Table 2 shows a summary of the FY 2018 recommended position changes.

Table 2: FY 2018 Recommended Position Changes

County Government	FTE
General Revenue Positions	
Park Attendant	1.0
Crew Chief-Mosquito Control	1.0
Total General Revenue Positions	2.0
Non-General Revenue Positions	
EMS-Partial Ambulance Crew	6.0
Non-General Revenue Position	6.0
Net County Government	8.0

Table 3 shows the new position requests for the Sheriff.

Table 3: Sheriff Position Changes

Constitutional Officers	FTE
Sheriff – Law Enforcement	
Uniform Patrol Deputies	4.0
Deputy Bailiff	1.0
Crime Analyst	2.0
Evidence Custodian	1.0
Sheriff – Corrections	
Correctional Officers	4.0
Net Constitutionals	12.0

Fund Balance Use

Consistent with best governmental financial practices, Leon County Policy 07-2 “Reserves” establishes fund balance policy levels sufficient for cash flow and emergency purposes. As property tax revenues begin collection two months after the start of the fiscal year, fund balances allow the County adequate cash flow to eliminate the need for short-term borrowing in October and November. As recognized by bond rating agencies like Fitch, sufficient fund balances are also considered a sign of fiscal stability and influence bond ratings. In addition, as noted in the reserve policy, the use of fund balance in excess of policy minimums should support one-time capital project funding and/or other one-time expenditures to address unforeseen revenue shortfalls. Moving toward the elimination of using recurring fund balance aligns with industry best practices, is consistent with County policy and provides greater long term financial stability for the County.

Consistent with the prior year budget, the FY 2018 budget includes \$2.5 million in general revenue fund balance in the operating budget. Since FY 2015, the County has reduced the use of budgeted fund balance by 50% from a high of \$5.0 million in FY2015.

The County’s general revenue fund balances have historically grown at a rate of \$4 to \$5 million a year. This is due to state budget requirements that counties budget 95% of expected revenues, and the nominal under expenditure of Board and Constitutional Officer’s budgets. Hence, \$4 to \$5 million has not been an unreasonable amount to budget given the constraints placed on County resources; however, through this use, the historic accumulation of balances for significant one-time capital project (i.e. Consolidated Dispatch Center, Branch Libraries and Park Expansion) has been reduced. Without general fund balance accumulation, the County would need to consider issuing debt to support future capital project needs.

In addition to general fund balances, certain dedicated fund balances are recommended for appropriation as part of the FY 2018 budget as follows.

Emergency Medical Services

During the development of the FY 2015 budget the Board approved using the EMS Fund Balance as the funding mechanism for the costs associated with the implementation of the EMS Professional Development Career Path and the addition of an ambulance crew, until such a time that the drawdown of fund balance approaches policy levels. \$2.7 million of the estimated \$7.1 million fund balance is recommended to be included in the FY2018 Budget and is consistent with the FY 2015 financial plan.

Fire Services

The County and City jointly fund the Tallahassee Fire Department through fire rescue charges. At the May 26, 2015 Commission meeting, based

Budget Overview

on a third party rate study and as agreed to by interlocal agreement with the City of Tallahassee, the Board approved new fire rescue charges.

In recognition of the Board's long history of taxpayer sensitivity, balanced with the County's acknowledged need to maintain long term fiscal responsibility, for FY 2016 and FY 2017 \$1.2 million in designated fund balances were used to reduce the new fees by 15%. This action allowed the single family residential fees to remain unchanged for eight years. As previously approved, the five year plan to fund fire services has the fire services fees being set at the consultant's recommended levels beginning in FY 2018. The single family residential monthly increases for Zone #1 are \$2.51 and for Zone #2 are \$2.31.

The new rate schedule was adopted at a publicly noticed meeting, and the FY 2018 rate will be the same rate that City residents have been paying since the rate study was adopted by the City in accordance with the Fire Services Interlocal Agreement.

Tourist Development

The Tourism Development's FY2018 budget contemplates the appropriation of \$184,479 from unallocated fund balance to enhance target marketing in two major target markets, Atlanta and Tampa. In addition, to support the NCAA National Cross Country Track event in 2021, additional capital improvements need to be completed at the Apalachee Regional Park. To ensure the capital improvements are completed in time for the event, the Board appropriated \$1.00 million in existing TDC fund balance during the July 11, 2017, budget workshop ratification. These capital improvements include improved access to the site, restroom and pavilion for athletes and spectators, and enhanced signage. In addition, the a \$250,000 contingency reserve was established during the workshop ratification for Emergency Response Marketing for public relations and advertising in

response to unforeseen negative events such as a hurricane or the spread of the Zika virus.

Intervention and Detention Alternatives

Over the past several years, probation fees have continued to decline leading to an increase in general revenue support for Probation in order to maintain current service levels. For FY 2018, \$366,000 in Probation fund balance in excess of policy limits is recommended to support the Probation program. Use of fund balance brings the accumulated Probation's fund balance into policy limits. Out-year projections also show a continued use of fund balance in order to limit the increase in the general revenue transfer. Alternatively, if the dedicated fund balance is not used to support the program, services could be reduced and/or fees increased. The GPS monitoring program could be eliminated saving approximately \$200,000 per year. However, if this program is eliminated there may be a corresponding increase in the jail population. If fees are raised there is the possibility that revenues could actually decline due to the non-payment of fees.

Solid Waste

Consistent with the projected five-year capital budget requirements for Solid Waste, \$717,160 in fund balance is recommended to fund the replacement of heavy equipment for: the transfer station, rural waste collection center, and the handling of yard waste at the Solid Waste Facility. Solid Waste fund balances are accumulated over time to support capital projects and heavy equipment replacement.

Development Support and Environmental Services

The FY 2018 budget contemplates using only \$100,000 of available fund balance. Projections for future years show a moderate increase in permitting revenues and a limited amount of fund balance being used.

Other Special Revenue and Debt Service Fund Balances

Special revenue fund balances (i.e. Judicial Programs) are utilized to support programs with dedicated revenues and to correspondingly avoid the transfer of general revenues. For FY 2018, for special revenue, a total of \$334,490 in fund balance is recommended for appropriation. In the grants fund, previously accumulated grants matching fund balances (\$276,334) are recommended to support specific dedicated grants or contracts (i.e. Storage Tanks, Emergency Management) as well as allocating \$90,000 in grant matching funds. The remaining fund balance appropriated for use is in Judicial Programs (\$47,218).

Building and Maintaining a Community

The FY 2018 adopted capital improvement program (CIP) budget totals \$19,422,331 and ensures the County's basic infrastructure is maintained and that the useful life is maximized. This amount is a 1.0 % decrease from FY 2017.

During the recession, to assist in balancing budgets developed while revenues were in decline; the County reduced and in some years eliminated recurring general revenue transfers to the capital program.

In order to adequately fund the capital infrastructure needs of the community, the County used reserves to fund capital during the recession. This allowed the County to take advantage of lower construction costs during the economic decline, and provided a local economic stimulus through job creation by continuing to pave roads, build and expand libraries, and to construct the Public Safety Complex.

\$5.0 to \$6.0 million in recurring revenue could adequately support the capital program. In FY 2015, the budget included increasing the recurring revenue transfer to \$1.0 million. In FY 2016 and FY 2017, the transfer was increased to \$2.0 million and \$3.0 million respectively. The

FY 2018 preliminary budget includes an additional \$900,000, bringing the recurring transfer to the \$3.9 million level. The \$900,000 increase is supported by planned debt service reductions and property values increasing more than anticipated.

Apalachee Regional Park

Over the last five years improvements have continually been made to this regional park. As part of the Parks Maintenance capital project much needed drainage improvements were made to the multi-use fields. In addition, due to the popularity of the cross country running course by a host of local, regional and national organizations, improvements have been made to this specific location of the park to accommodate the increased use to the track. Improvements include widening the track, installing electronic timing and scoring, paving a portion of access to the course, and the planned construction of a pavilion to accommodate event day use.

As presented at the July 11, 2017 budget workshop ratification, the master plan is currently being finalized, including phasing and funding options. Based on the significance of this project, a workshop has been scheduled for September 26, 2017, to display the master plan and to discuss the long-term funding of the plan.

Sheriff and Detention Complex

In working closely with the Sheriff's Office, the five year capital improvement schedule has been updated for the detention center and the Sheriff Administrative Offices which are maintained on a day-to-day basis by the Sheriff's Office. However, large capital projects are managed by County staff in cooperation with the Sheriff's Office. The five-year capital program includes roof replacement for the administrative building and the mechanical and infrastructure needs of the detention center. Like other County buildings completed in the late 1980's, this location is considered aging infrastructure where inevitably components are

near or at their end-of-life use, and will need to be replaced. A \$5.8 million expenditure plan to provide for these needs has been included in the five-year capital project.

As part of developing the FY2018 budget request, the Sheriff reviewed the vehicle needs for law enforcement. During the recession, a plan to extend the life of the vehicle fleet was implemented. This plan included the refurbishment of seats and the vehicle chaises. While this refurbishment plan did extend the life of the vehicles during the recession, the current fleet now has 44 vehicles older than ten years, and 31 vehicles in excess of 130,000 miles. County and Sheriff staff have reviewed the Sheriff's fleet replacement schedule and jointly concur that a return to an industry standard replacement approach is warranted.

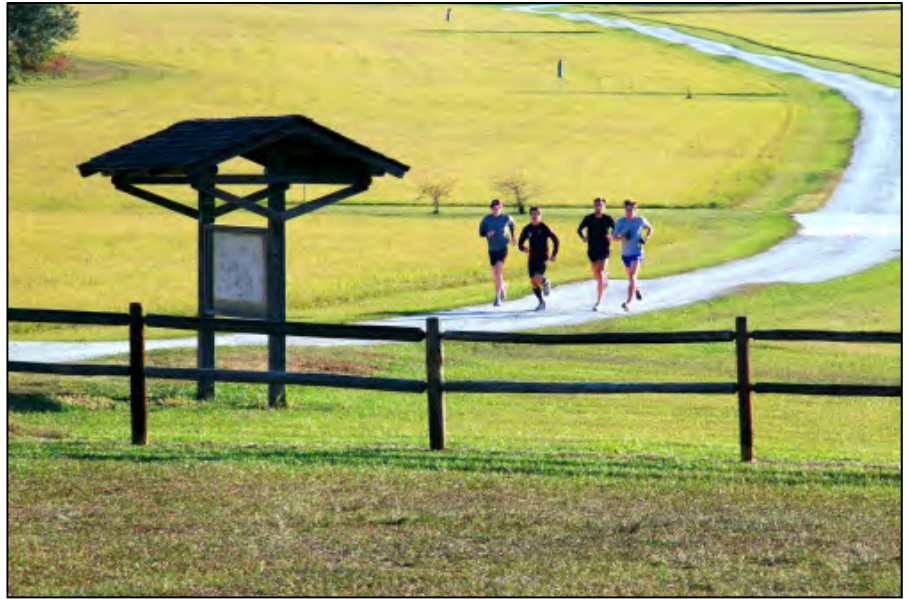
To begin to bring the Sheriff's fleet in line with this new vehicle replacement schedule, staff recommends that in addition to the eight vehicles requested in the Sheriff FY 2018 Law Enforcement budget request that \$921,800 in one-time funding from the existing Sheriff and Detention Complex capital project be allocated to purchase 20 new law enforcement vehicles this year.

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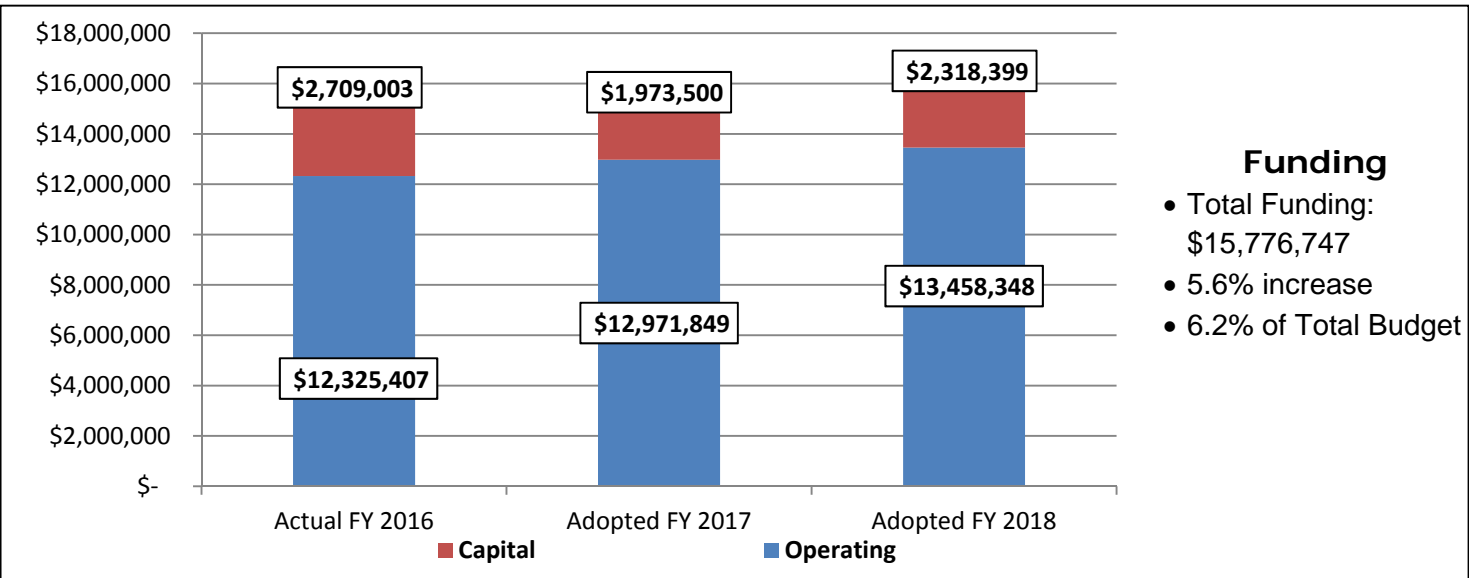
Culture & Recreation

A broad range of services provided by Leon County Parks and Recreation and Library Services designed to enhance the quality of life for both residents and visitors.



County Fact: Leon County library card-holders checked out 1.7 million books and other materials and downloaded 65,000 e-books and audiobooks from the Library website in FY 2016.

Culture & Recreation Funding FY 2016 thru FY 2018



- Funding**
- Total Funding: \$15,776,747
 - 5.6% increase
 - 6.2% of Total Budget

FY 2018 Culture & Recreation Highlights

- \$13,250 for a pilot Mobile Hot Spot Lending Program at the Libraries (Strategic Initiative 2016-35).
- \$35,000 for signature landscape feature at Pedrick Park adjacent to the Eastside Library (Strategic Initiative 2016-24B).
- Funding for renovation of restrooms at Apalachee Parkway Regional Park in the amount of \$500,000, in addition to the \$1.0 million allocated in FY 2017, for amenity improvements and a pavilion at the cross country track in order to host the 2021 NCAA National Cross County Championship (Strategic Initiative 2016-12).
- \$500,000 for Fred George Park Improvements.
- Funding for an additional park attendant for the opening of the 754 acre St. Marks Greenway.

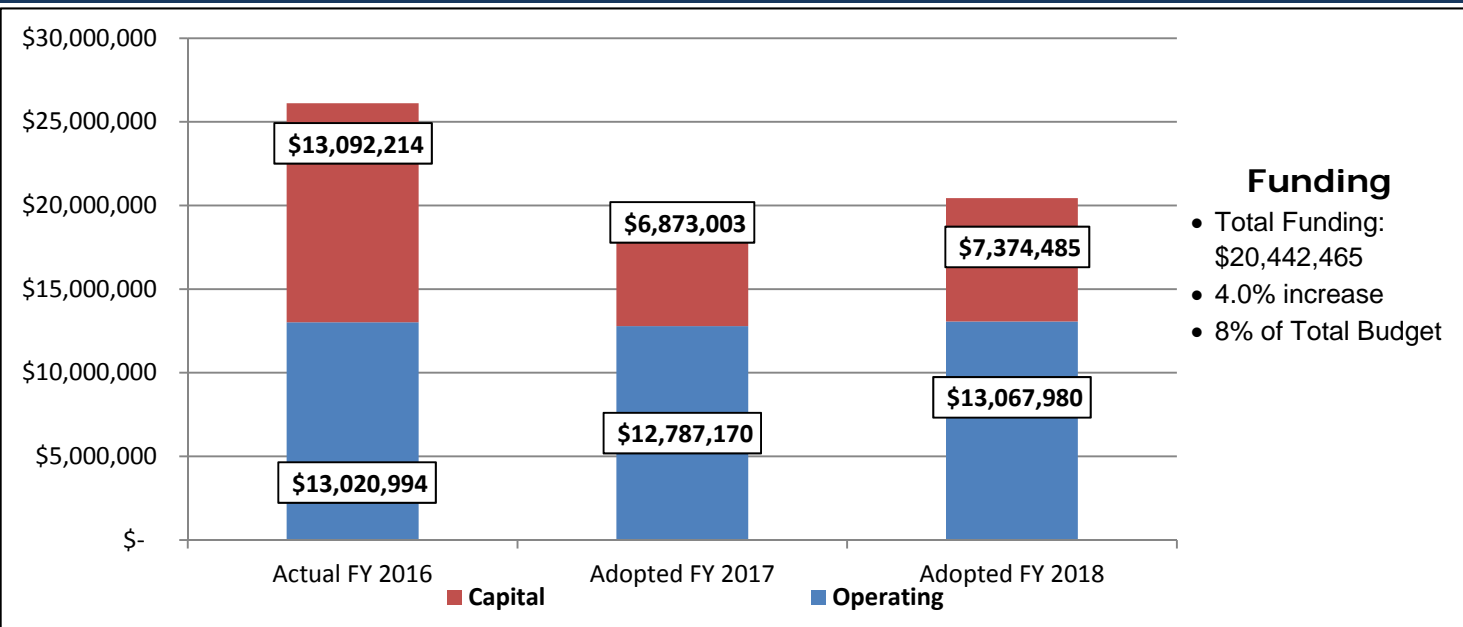
Transportation

A broad range of services provided by the Engineering Services and the Operations Divisions of the Leon County Public Works Department designed to enhance the safe and adequate flow of vehicles, travelers, and pedestrians.



County Fact: Public Works repaired over 70.56 miles of road shoulders throughout Leon County in FY 2016.

Transportation Funding FY 2016 thru FY 2018



FY 2018 Transportation Highlights

- \$75,000 for canopy road tree planting (Strategic Initiative 2016-17).
- \$3.3 million for resurfacing portions of the County’s arterial/collector and local roads system.
- \$1.4 million for the Sidewalk Program.
- \$600,000 Community Safety and Mobility projects.
- \$600,000 for the routine maintenance and resurfacing of the County’s Open Grade Mix roads.
- \$500,000 for Transportation and Stormwater Improvements projects.
- \$155,000 for Baum Road Drainage Improvements.
- \$50,000 for Old Bainbridge Road Safety Improvements projects.
- \$125,000 in support of the County’s Street Lighting Program (Strategic Initiative (2016-32)).

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Public Safety

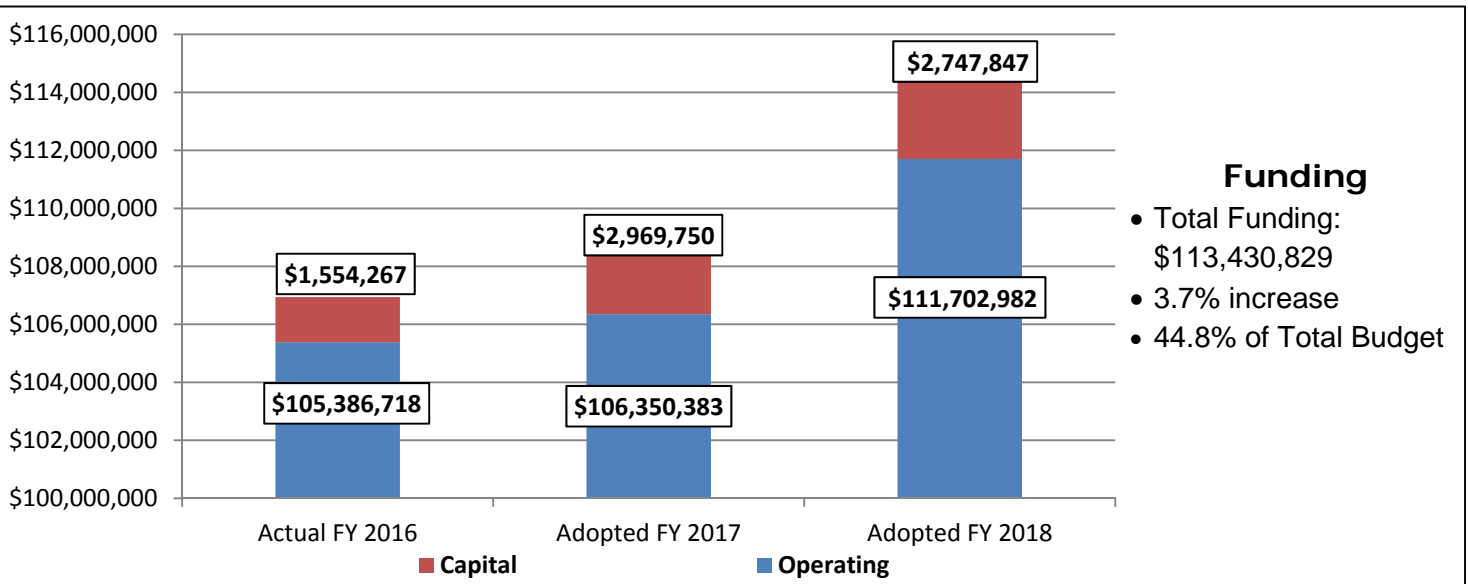
A broad range of services that ensure the security of both persons and property, provided by Leon County, including:

- Emergency Medical Services (EMS);
- Leon County Sheriff's Office;
- Medical Examiner;
- Building Inspection;
- Probation Services; and
- Leon County Volunteer Fire Departments.



County Fact: The Leon County Building Plans Review and Inspection Division performed 12,555 building, electrical, plumbing and mechanical inspections in FY 2016.

Public Safety Funding FY 2016 thru FY 2018



- Funding**
- Total Funding: \$113,430,829
 - 3.7% increase
 - 44.8% of Total Budget

FY 2018 Public Safety Highlights

- 87% of the total Public Safety budget is allocated to:
 - Law Enforcement (\$38,437,084);
 - Jail/Corrections (\$39,986,942);
 - Emergency Management (\$1,515,012); and
 - Emergency Medical Services (\$20,425,127).
- \$720,000 for one new ambulance and half a crew (6 positions).
- Continued funding for the third year of the three-year Salary Step Pay Plan for Law Enforcement and Corrections.
- \$538,813 for the addition of 4 deputies, 1 bailiff, 2 crime analysts and 1 evidence custodian for Law Enforcement and 4 correctional officer positions.
- \$125,000 in funding from the State to support Veteran's Court which supports a position in Probation.
- Secured \$207,307 in grant funding to support Emergency Management.

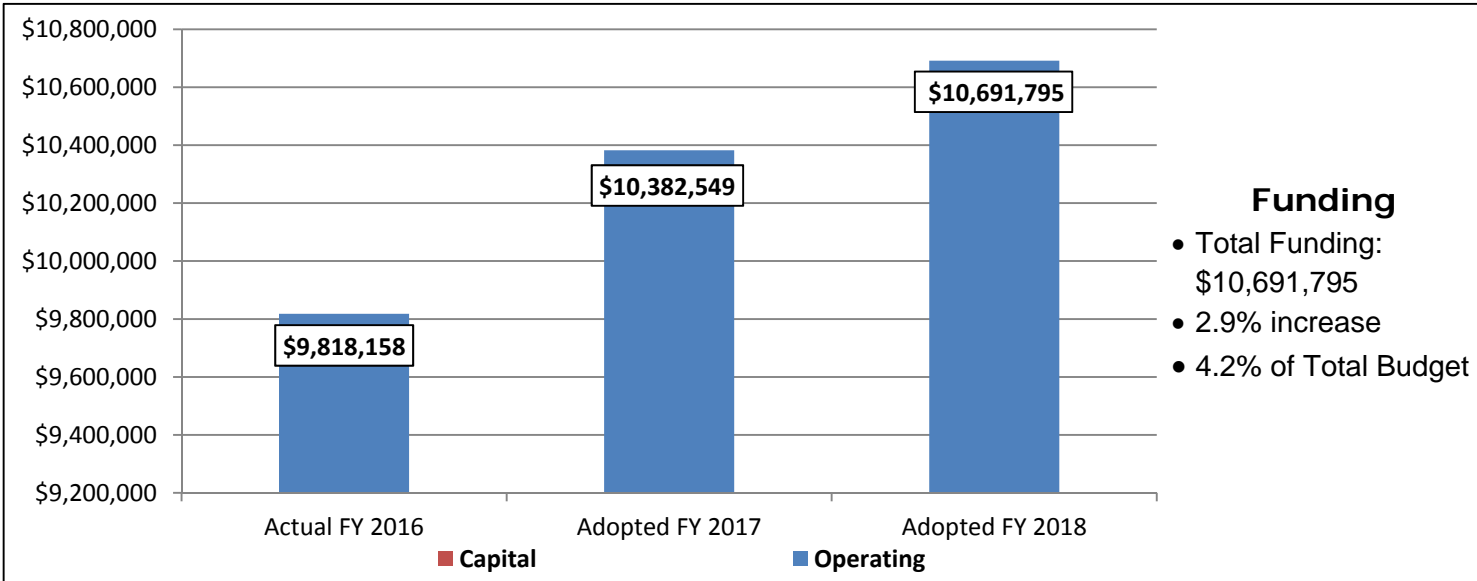
Human Services

A broad range of services provided by Leon County Mosquito Control and Office of Human Services and Community Partnerships for the welfare of the community as a whole and its individuals.



County Fact: Leon County residents used Leon County's free Prescription Card for more than 1,900 prescription medications not covered by insurance in FY 2016.

Human Services Funding FY 2016 thru FY 2018



FY 2018 Human Services Highlights

- \$1,739,582 in support of Primary Health Care.
- Addition of one Mosquito Control Crew Chief funded through existing resources within the Mosquito Control Program.
- \$75,000 for enhanced ground larviciding, one new supervisory position for the truck spraying program, along with continued support for the hand fogging program.
- \$1.2 million for the Community Human Service Partnership (CHSP) grant program.
- \$200,000 for continued support of Tallahassee Memorial Healthcare Trauma Center.
- \$38,000 for Whole Child Leon in support of its community-wide effort to build community commitment to meeting needs of children, expand parent education, and support for families.

Budget Overview Highlights

Physical Environment

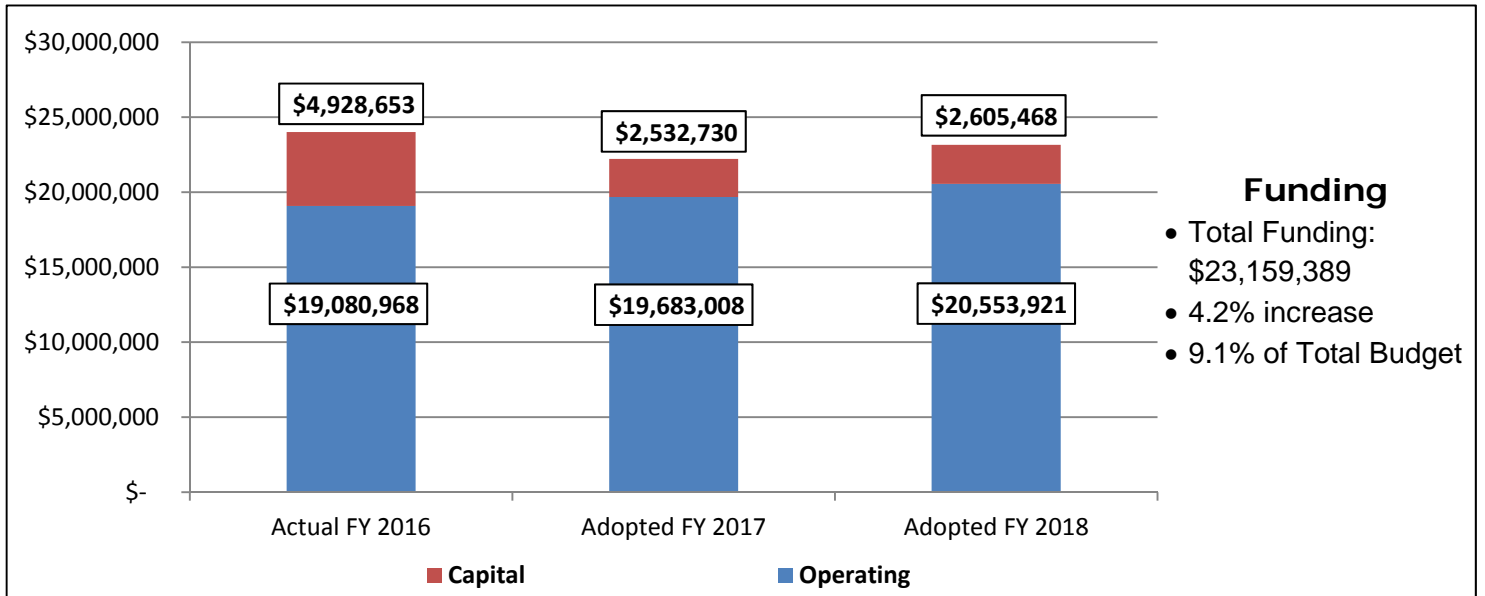
A broad range of services provided by Leon County that achieve a satisfactory living environment by controlling and utilizing elements of the environment, including:

- Solid Waste;
- Stormwater Engineering and Maintenance;
- Geographic Information Services;
- Cooperative Extension; and
- Development Support and Environmental Services.



County Fact: In 2016, Leon County processed 368 tons of potentially hazardous material from 10,784 residents.

Physical Environment Funding FY 2016 thru FY 2018



FY 2018 Physical Environment Highlights

- \$500,000 for preventative maintenance for stormwater infrastructure throughout the County.
- \$350,000 for restoration of the Lake Henrietta stormwater facility.
- \$298,500 for the Geographic Information Systems (GIS) Basemap Update.
- \$184,000 for Stormwater Vehicle and Equipment replacement.
- \$150,000 in funding to maintain the Permit Enforcement & Tracking System (PETS).
- \$139,488 for Rural Waste Vehicle and Equipment Replacement.
- \$100,000 for stormwater pond repairs.
- \$50,000 to fund the nuisance abatement of dilapidated structures.

Budget Overview Highlights

Economic Development

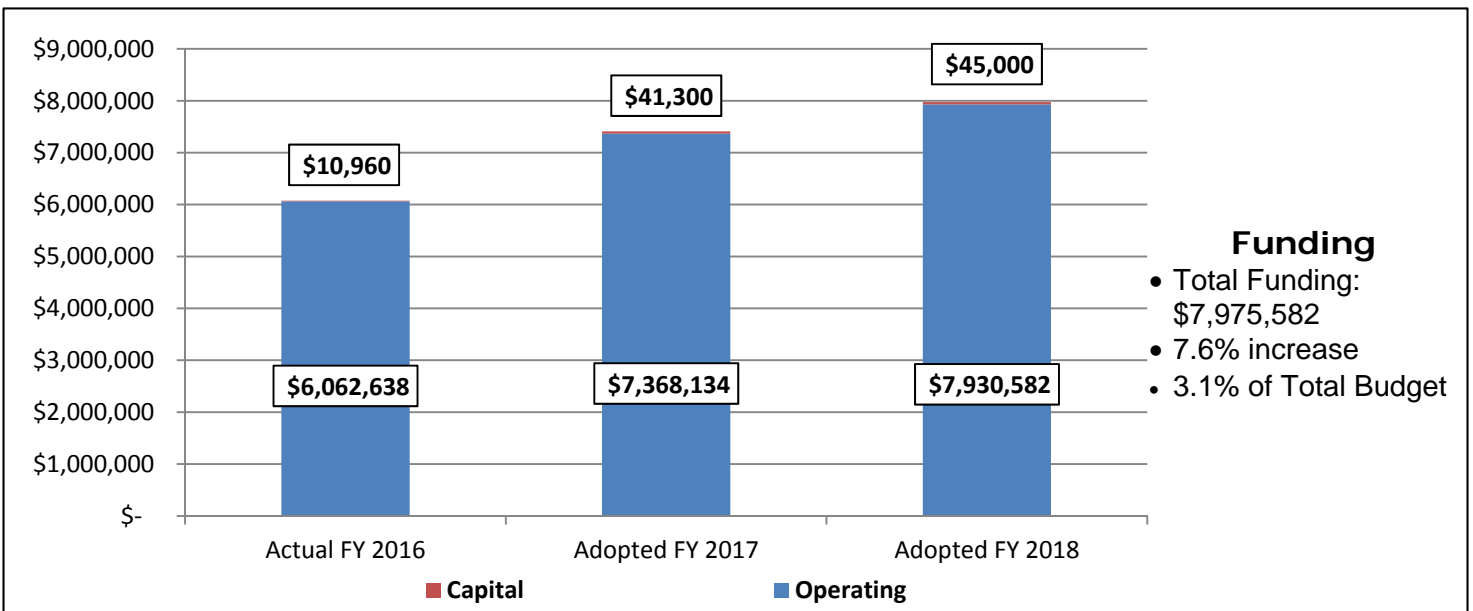
A broad range of services provided Leon County designed to develop and improve the economic condition of the community and its citizens, including:

- Tourist Development Council;
- PLACE;
- Office of Economic Vitality;
- Veteran Services; and
- Housing Services;
- Community Redevelopment Areas (Frenchtown and Downtown).



County Fact: Tourism related jobs now exceed 13,000 in Leon County.

Economic Development Funding FY 2016 thru FY 2018



FY 2018 Economic Development Highlights

- \$2,880,365 in funding for the Community Redevelopment Agency (CRA), an increase of \$486,012.
- \$565,000 for special event grant funding to support community events that draw tourists to the Tallahassee-area.
- \$1,468,956 for continued funding for the Council of Culture and Arts (COCA) with \$1,055,165 for developing arts and culture in the Capital Region, \$263,791 to support COCA's Capital Improvement Matching Grant Program and \$150,000 in administrative support.
- \$310,366 in funding for the joint County/City Office of Economic Vitality.
- \$351,227 for continued funding for the Veteran's program.

Budget Overview Highlights

Court Related Services

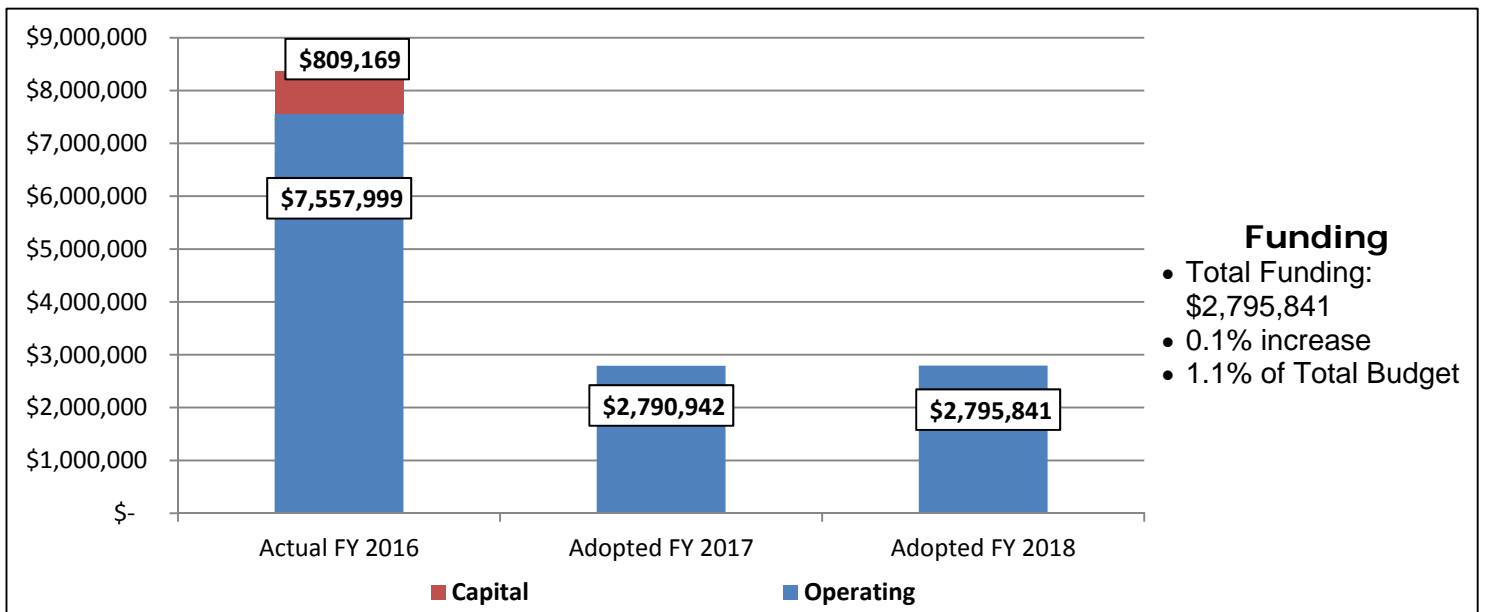
A broad range of services provided by the Judicial Branch of Leon County government in accordance to Article V of the state constitution, including:

- Second Judicial Circuit of the State of Florida;
- State Attorney
- Public Defender.
- Office of the Clerk of the Court



County Fact: *In 2016, Leon County administered more than 20,000 court-ordered drug and alcohol tests, and collected more than \$201,000 for testing services.*

Court Services Funding FY 2016 thru FY 2018



NOTE: Capital funding for Court related expenses are contemplated in the General Government Section. At year end in compliance with Article V reporting requirements expenses related to security, management information, communication, facilities management capital construction and other required expenditures are realigned to judicial cost centers. These costs are then reflected in the FY 2016 actual column.

FY 2018 Court Services Highlights

- \$120,000 for technology for the State Attorney and Public Defender.
- \$192,000 for courtroom minor renovations and courtroom technology.
- Continued funding of Teen Court, Law Library, Legal Aid, and the Guardian Ad Litem (GAL) program.
- \$20,000 for the repair and replacement of the security system throughout the Courthouse.

Budget Overview Highlights

General Government Services

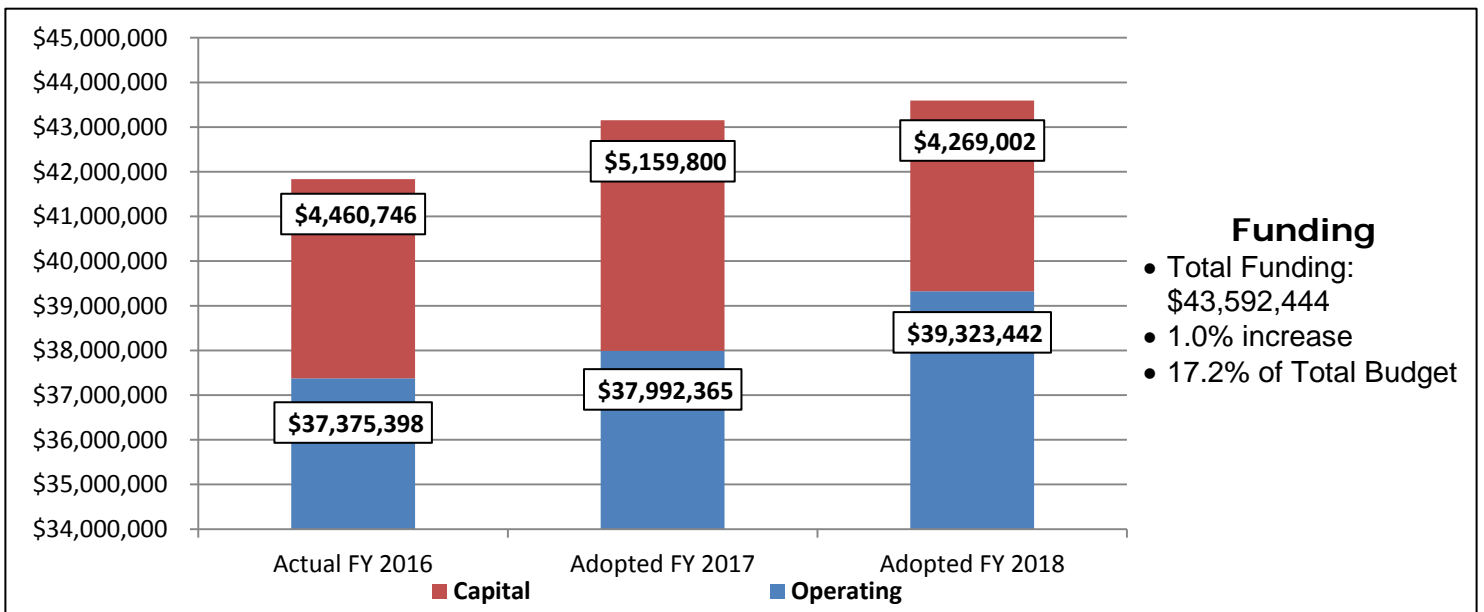
A broad range of general services associated with operating the Leon County government, including:

- County Commission;
- County Administrator;
- County Attorney;
- Facilities Management;
- Office of Information Technology;
- Property Appraiser;
- Tax Collector; and
- Supervisor of Elections.



County Fact: For FY 2018, Leon County will maintain a millage rate of 8.3144.

General Government Funding FY 2016 thru FY 2018



FY 2018 General Government Highlights

- \$1,514,037 for general building maintenance, renovations, and repairs.
- \$745,000 for Leon County Government Annex renovations.
- \$550,000 for compute infrastructure such as the digital phone system, maintaining file servers, and the network backbone.
- \$169,000 for general vehicle and equipment replacement.
- \$73,358 increase in funding for Supervisor of Elections due to the general election cycle.
- \$135,720 for the implementation of a \$12.00/hour living wage for Leon County employees (Strategic Initiative 2016-44).

Budget Overview Highlights

Other Expenses & Debt Services

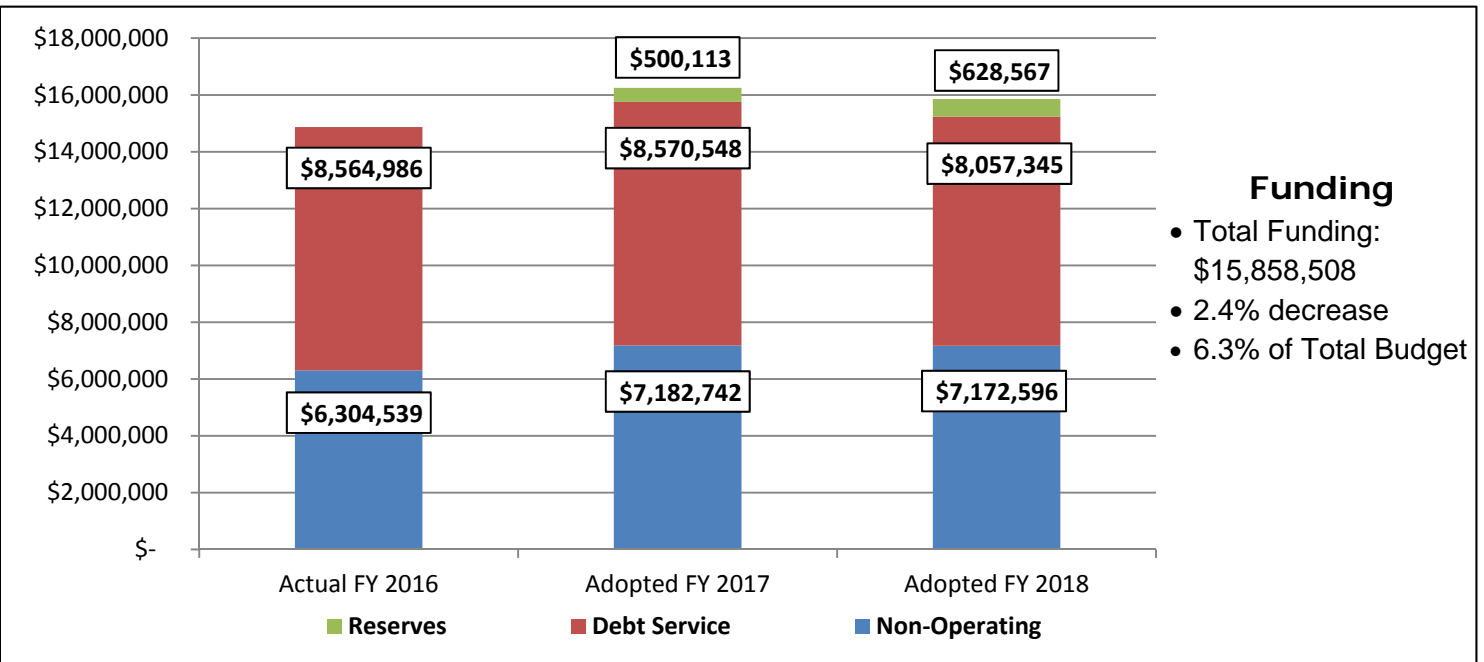
Non-operating funding is for those activities for which costs do not apply solely to any specific County department's function, but are either applicable to the operation of County government as a whole, or are provided for the public good. Non-Operating expenditures support:

- Fleet Management;
- Countywide communication services;
- Infrastructure improvements;
- Risk management and insurance programs;
- Reserve and contingency funding.



County Fact: In FY 2017, Leon County has a ratio of six employees for every thousand residents, tied with Lake County for second compared with similar Florida counties.

Non-Operating & Debt Service Funding FY 2016 thru FY 2018



Debt Service / Reserves

The various Debt Service Funds account for the debt service, including the accumulation of resources and payment of principal and interest, associated with the existing bonds previously issued by the County.

In Fiscal Year 2017/2018, Leon County budgeted \$8,057,345 for debt service. This allocation represents approximately 3.2% of the total Fiscal Year 2017/2018 budget. Debt service decreased by 5.9% from the prior fiscal year due to the retirement of loans in FY 2017.

Leon County budgeted \$628,567 for reserves in Fiscal Year 2017/2018. This allocation represents approximately 0.25% of the total Fiscal Year 2017/2018 budget. Budgeted Reserves increased by 25.6% from the prior fiscal year.

Median Value Single Family Home in Leon County

The following table shows the monthly costs for County Government services paid for with property tax revenue. The example depicts the FY 2018 median taxable value¹ (\$87,454) of a median assessed² home (\$137,454) with a \$50,000 homestead exemption as specified in the January 2008 voter approved property tax reform referendum.

Services	FY 2018 Ad Valorem Tax Bill \$770	FY 2018 Monthly Cost	FY 2018 Percent of Ad Valorem Taxes
Sheriff - Law Enforcement	195.89	16.32	25.44%
Sheriff - Corrections	181.31	15.11	23.55%
Emergency Medical Services	43.68	3.64	5.67%
Health & Human Services	41.52	3.46	5.39%
Facilities Management	40.92	3.41	5.31%
Library Services	35.75	2.98	4.64%
Property Appraiser	25.99	2.17	3.38%
Tax Collector	25.03	2.09	3.25%
Management Information Services	23.59	1.97	3.06%
Supervisor of Elections	21.89	1.82	2.84%
Administrative Services ³	16.36	1.36	2.12%
Other Criminal Justice (Probation, DJJ, Diversion)	15.76	1.31	2.05%
Community Redevelopment - Payment	14.70	1.22	1.91%
Veterans, Volunteer, Planning, Economic Development	12.72	1.06	1.65%
Capital Improvement	11.07	0.92	1.44%
Board of County Commissioners	8.69	0.72	1.13%
Geographic Information Systems	8.53	0.71	1.11%
800 MHz Radio Communication System	7.33	0.61	0.95%
Other Non-Operating/Communications	6.55	0.55	0.85%
Clerk of Circuit Court	6.26	0.52	0.81%
Financial Stewardship ⁴	6.15	0.51	0.80%
Court Administration and Other Court Programs ⁵	6.07	0.51	0.79%
Mosquito Control	4.32	0.36	0.56%
Risk Allocations	3.92	0.33	0.51%
Sustainability/Cooperative Extension	3.90	0.32	0.51%
Budgeted Reserves	1.60	0.13	0.21%
Line Item Agency Funding	0.50	0.04	0.06%
Total	\$ 770.00	\$ 64.15	100.00%

1. The Taxable Value is the value the millage rate is multiplied against to calculate taxes (Assessed Value less \$50,000 homestead exemption).

2. The Assessed Value is the value of property as calculated under the Save Our Homes (SOH) cap, which for FY 2018 is 2.1%.

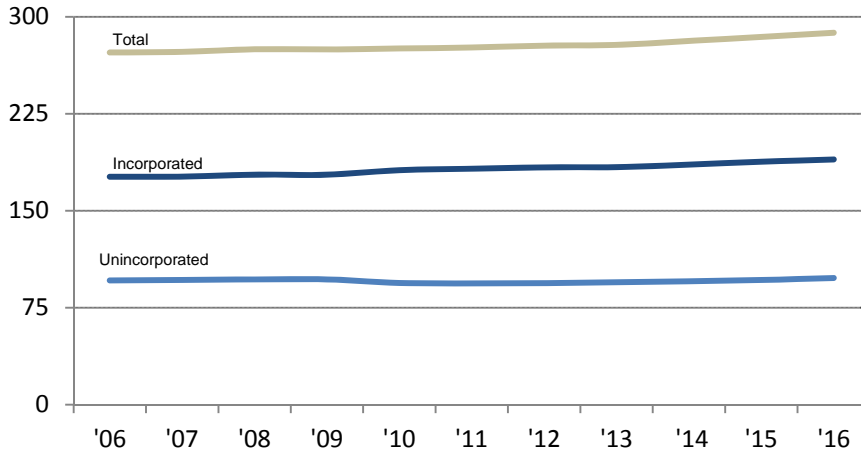
3. Administrative Services include: County Administration, the County Attorney's Office, Strategic Initiatives, Community and Media Relations, and Human Resources.

4. Financial Stewardship includes: Office of Management and Budget (OMB), Real Estate, and Purchasing.

5. Other Court Programs include: the State Attorney, the Public Defender, and funding for the Jail Detention/Mental Health Coordinator positions and diversionary programs.

Population

Thousands



Sources:

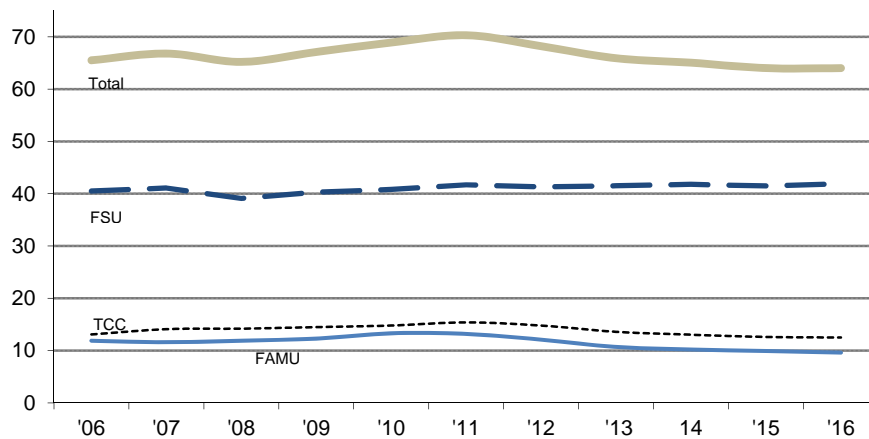
- 2016 Population Estimates and Projections from Tallahassee/Leon County Planning Department.
- 2016, University of Florida BEBR, Florida Estimates of Population 2015.
- 2010 United States Census

According to the 2016 estimates from the Florida Bureau of Economic and Business Research, [Florida Statistical Abstract](#), the current Leon County population is 287,671 where 66% represents the incorporated area and 34% represents the unincorporated area. Total county population estimates grew by 1.13% from 2015. In 2009, there was a minimal decline in population estimates. According to 2016 estimates, the total population has seen a 4.42% increase since the 2010 Census. This is in spite of a decline in higher education enrollment over the same period.

Leon County had the second highest growth rate of neighboring counties since the 2010 Census behind only Gadsden County: Gadsden (4.52%), Leon (4.42%), Wakulla (2.67%), and Jefferson (-1.78%).

Higher Education Enrollment

Thousands

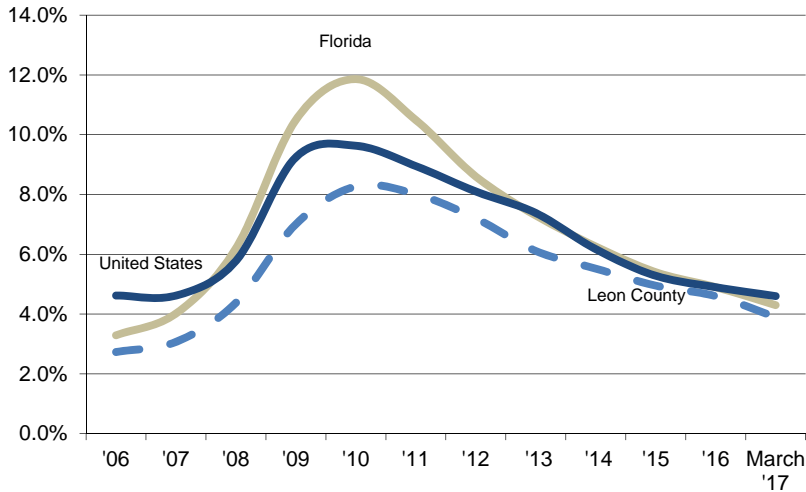


Source: 2016 Fall Enrollment Statistics from the Office of the Registrar for FSU/FAMU/TCC

Three institutions of higher learning are located in Tallahassee: Florida State University (FSU), Florida Agricultural & Mechanical University (FAMU), and Tallahassee Community College (TCC). Total enrollment for Fall 2016 was 63,991, an increase of 33 students from Fall 2015.

In the last decade, FSU has had an average annual increase in enrollment of .36%, while TCC and FAMU have seen average decreases of .35% and 1.97%, respectively, over the same period.

Unemployment Statistics



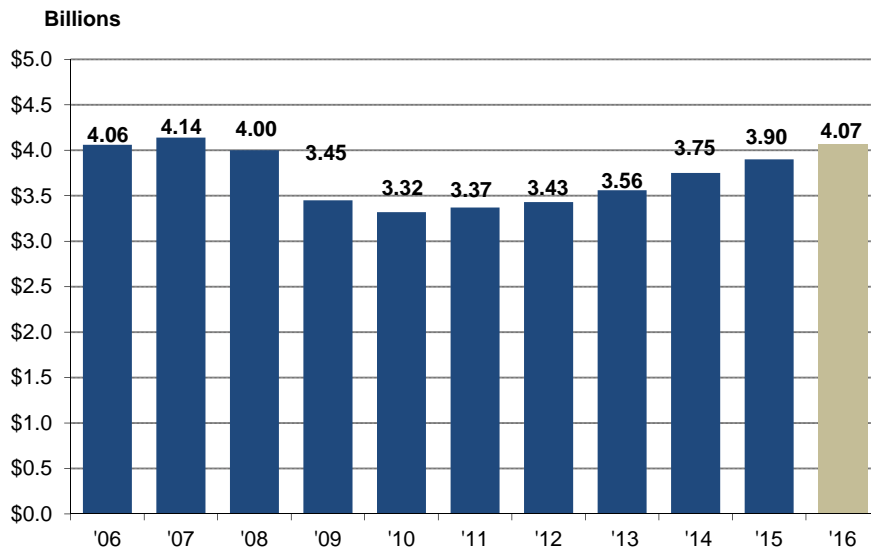
*Source: Florida Department of Economic Opportunity, Labor Market Statistics; US Department of Labor, Bureau of Labor Statistics

Unemployment rates are a traditional indicator of economic health. Leon County's unemployment rate has remained below the state and national averages for the past ten years. The unemployment rate decreased in 2005 and 2006. In 2008, a troubled economy caused unemployment to rise nationwide. In 2010, the state of Florida's unemployment rate peaked at 11.86%.

Florida's unemployment rate has been declining since 2011, when the rate was 10.49%.

Leon County's unemployment rate continues to be lower than both statewide and national levels. The current unemployment rate for the County stands at 3.9%.

Taxable Sales

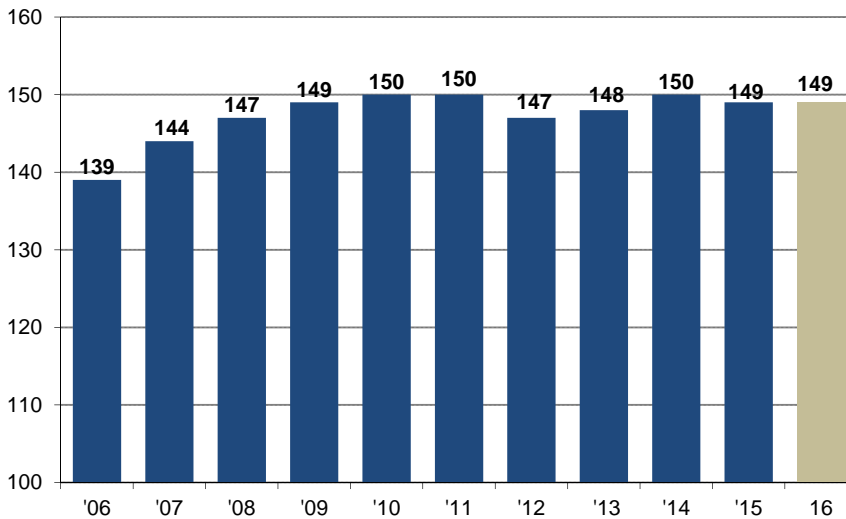


Source: The Florida Legislature - Office of Economic and Demographic Research Leon County (April 2017)

Taxable sales data is popularly used as one indicator of regional economic activity. The data is derived from sales tax returns filed monthly by retail establishments with the Florida Department of Revenue. Taxable sales experienced a steady increase beginning in 2003 and peaked in 2007 before the beginning of the economic downturn. In 2009, taxable sales decreased 13.91% from the 2008 figure, a substantial drop. In 2010, taxable sales further decreased by 3.75%. In 2011, however, taxable sales increased by roughly \$51 million, or approximately 1.5%, and continued improving with a \$60.3 million increase in 2012. This upward trend seems to be persistent, as taxable sales saw an increase of 4.34% from the 2015 figure of \$3.9 billion to the 2016 figure of \$4.07 billion.

Total County Labor Force

Thousands



Source: Florida Department of Economic Opportunity, Labor Market Statistics; US Department of Labor, Bureau of Labor Statistics

The local labor force consists of the total number of people employed and individuals seeking employment, including those classified as unemployed.

From 2004 to 2010, Leon County's labor force increased at an average of 1.6% annually. This growing trend slowed in 2010 and actually saw a decrease in 2012. The total county labor force for 2016 was 149,890, which is a modest 0.42% increase from 2015.

Employment by Industry – 2006 vs. 2016

Industry	Employees 2006	% Labor Force	Employees 2016	% Labor Force	% Change
Government	62,800	31.6%	60,500	30.3%	-4%
Education and Health Services	17,800	9%	21,800	10.9%	23%
Professional and Business Services	19,100	9.6%	20,300	10.2%	6%
Retail Trade	19,400	9.8%	18,700	9.4%	-4%
Leisure and Hospitality	16,400	8.2%	19,600	9.8%	20%
Other Services	7,900	4%	9,400	4.7%	20%
Financial Activities	8,300	4.2%	7,500	3.7%	-11%
Construction	9,800	4.9%	7,500	3.7%	-24%
Manufacturing	4,500	2.2%	3,100	1.6%	-29%
Information	3,500	1.8%	3,200	1.6%	-9%
Wholesale	3,700	1.9%	3,700	1.8%	-2%
Trade, Transportation, and Utilities	25,400	12.8%	24,400	12.2%	-4%
Total	198,600	100.00%	199,700	100.0%	1%

Source: Florida Department of Economic Opportunity; Includes data from the Tallahassee Metropolitan Statistical Area (MSA), which is comprised of Gadsden, Jefferson, Leon, and Wakulla counties.

Over the past ten years, Leon County's major industries have included Government, Education and Health Services, Retail Trade, and Transportation and Utilities. This is attributed to the support needed for the large government and higher education infrastructure in the Tallahassee Metropolitan Statistical Area (MSA). The MSA includes data from Gadsden, Jefferson, Leon, and Wakulla counties, hence the greater employment figure for the table to the left.

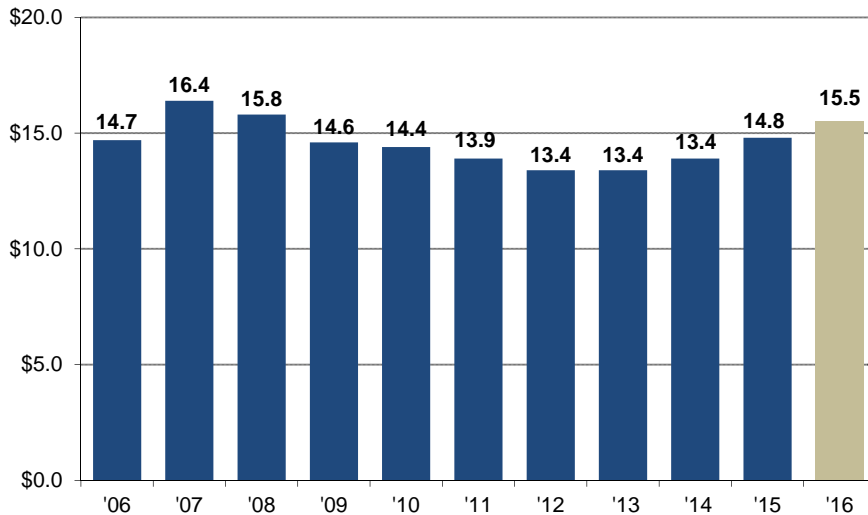
The percentage of the labor force in Government has decreased since 2006, while Professional and Business Services, Education and Health Services, and Leisure and Hospitality have increased, which reflects a more diverse economy. Retail Trade and Transportation and Utility Services both decreased over the ten year period.

The largest increase over the past decade (in terms of percentage) has been in Education and Health Services, while Manufacturing has seen the largest decrease.

Total labor force in these major industries for 2016 is almost identical to the numbers observed in 2006.

Taxable Value

Billions

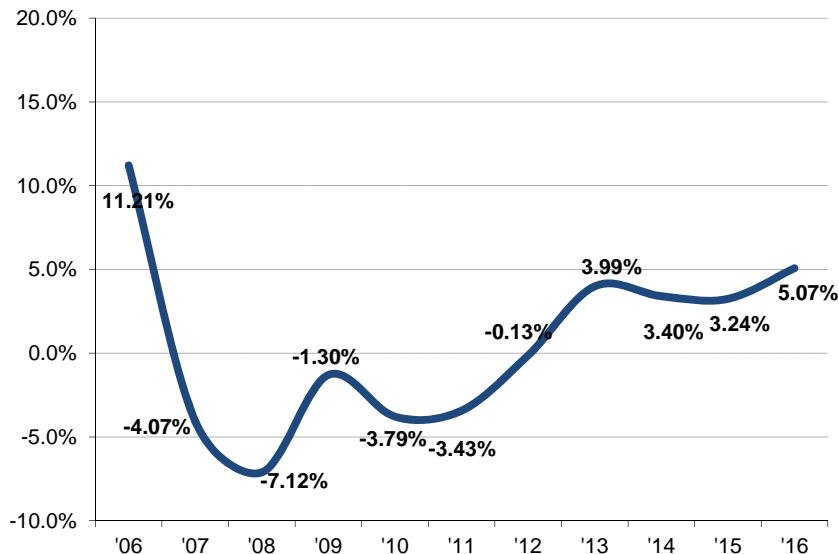


Source: Certification of Final Taxable Value, Forms DR-403v
 2016 figures based on estimated Taxable Values provided by Leon County Property Appraiser (July 1, 2017)

Taxable values increased rapidly from 1998 to 2007 (average annual increase of 9.3%); however, due to property tax reform in 2007, the value of taxable properties fell to \$15.8 billion in 2008. From 2009 to 2012, valuations decreased by \$1.2 billion, or 8.3%. This was largely due to the continuing recession and a repressed housing market. An improved housing market shows values increasing steadily from 2013 onwards.

Valuations from the prior year ending December 31 are used to develop the next year budget (i.e. 2016 valuations are used to develop the FY 2017/2018 budget).

Annual Percentage Change in Taxable Value



Source: Certification of Final Taxable Value, Forms DR-403v
 2016 figures based on estimated Taxable Values provided by Leon County Property Appraiser (July 1, 2017)

Property tax reform in 2007 and 2008 contributed to the first declines in taxable value percentage in over a decade. In 2007, values increased by 11.21%, but this was followed by six consecutive years of fluctuating decreases, caused by the recession.

In 2014, taxable value finally saw an increase over the preceding year. This was followed by a further 3.99% increase in 2013, indicating an improving property market. Taxable values increased 3.24% in 2015 and 5.07% in 2016.

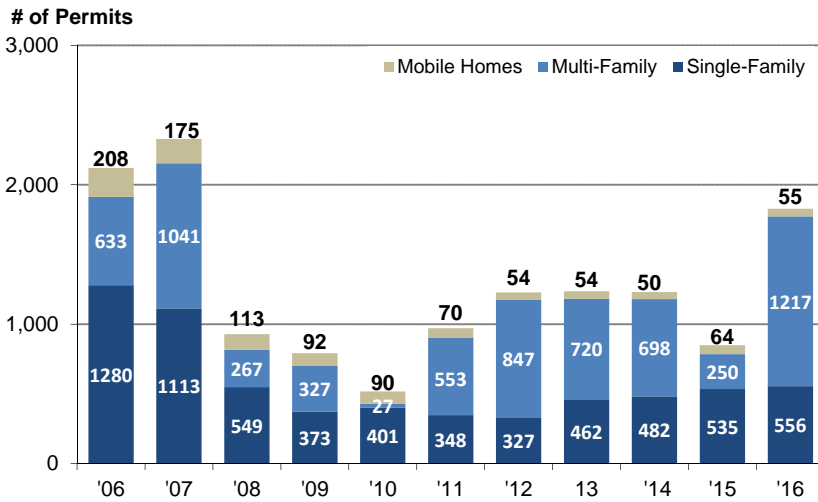
Principal Taxpayers

2015			2016		
Name	Total Taxable Value	Total Taxes	Name	Total Taxable Value	Total Taxes
Smith Interest General Partnership	\$137,185,018	\$2,698,203	Smith Interest General Partnership	\$141,283,764	\$2,731,286
CenturyLink	\$120,306,347	\$2,389,967	CenturyLink	\$116,392,145	\$2,260,825
Capital Regional Medical Center	\$68,069,784	\$1,378,359	Florida Gas Transmission Company	\$77,270,281	\$1,221,669
Florida Gas Transmission Company	\$78,195,038	\$1,264,137	Capital Regional Medical Center	\$69,311,817	\$1,371,948
DRA CRT Tallahassee, LLC	\$56,315,787	\$1,140,350	Talquin Electric Cooperative	\$59,892,717	\$942,365
Talquin Electric Coop, Inc.	\$62,550,547	\$1,007,156	District Joint Venture, LLC	\$57,315,734	\$1,134,728
Wal-Mart Stores, Inc.	\$48,473,931	\$944,646	DRA CRT Tallahassee Center, LLC	\$55,743,136	\$1,103,770
Comcast Cablevision	\$47,993,760	\$877,807	Wal-Mart Stores, Inc.	\$50,903,513	\$968,247
Bainbridge Campus Circle Apartments, LLC	\$40,592,293	\$773,986	Comcast Cablevision	\$48,931,761	\$962,788
St. Joe Company	\$38,732,050	\$754,072	Woodlands of Tallahassee, LLC	\$39,398,190	\$780,124
Total	\$698,414,555	\$13,228,683		\$716,443,058	\$13,477,750

Notes:
 Taxes paid reflect all taxing authorities (i.e. School Board, City, Northwest Water Management District, and the Downtown Improvement Authority).

(1) DRA CRT Tallahassee Center, Inc is also known as the Koger Center Properties

Residential Building Permits

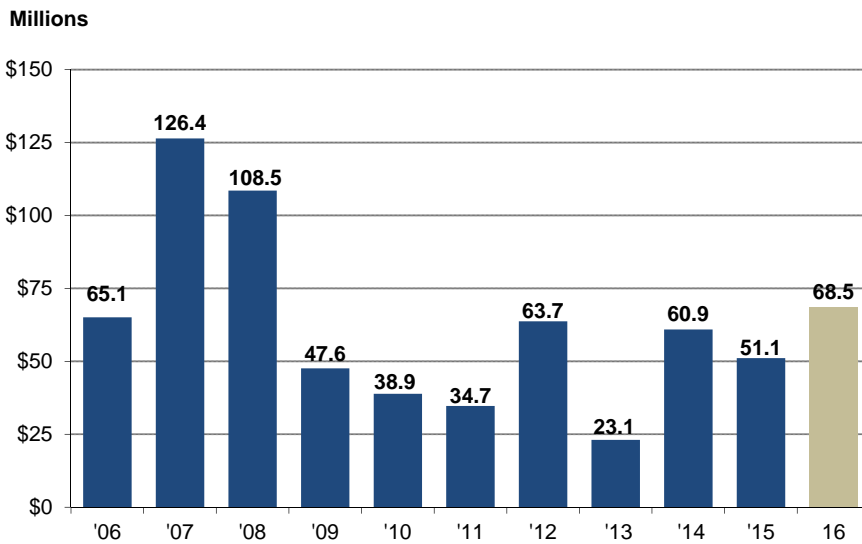


Source: Leon County Growth & Environmental Management, City of Tallahassee Building Inspection Division, and Tallahassee-Leon County Office of Economic Vitality, 2016 Statistical Digest.

Signaling the beginning of a housing crisis, 2008 experienced a dramatic decrease in overall permits. By 2010, total Residential Building Permits had decreased by 85% from peak 2005 levels. An increase in 2013 Single-Family permits over 2012 numbers compensated for the decrease in Multi-Family permits. Single-Family permits have continued to grow through 2015 while Multi-Family permits have seen declining numbers.

Residential building permits in 2016 reached the highest annual total since 2007, largely due to an increase in the number of Multi-Family permits, entailing multi-family developments such as Evergreen at Southwood, Arbor Crossing at Buck Lake and Apalachee Point Villas.

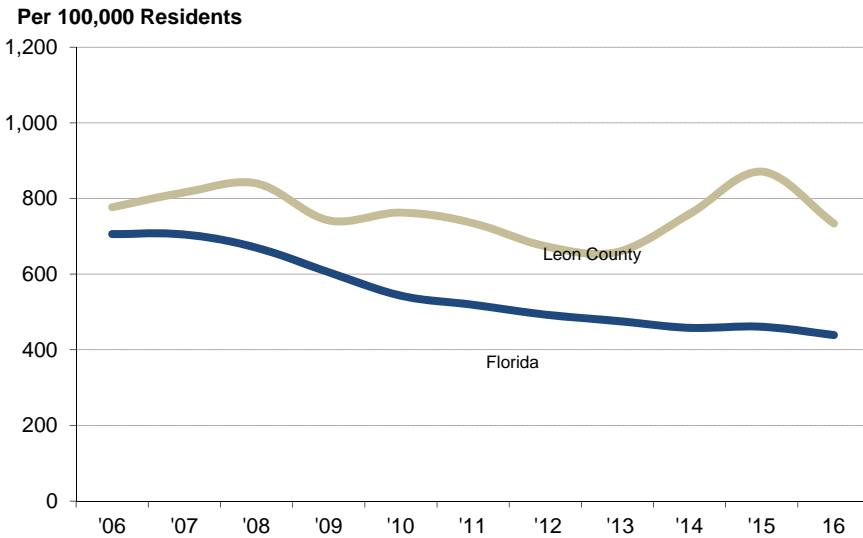
Value of Commercial Permits



Source: Leon County Growth & Environmental Management, City of Tallahassee Building Inspection Division, and Tallahassee-Leon County Office of Economic Vitality, 2016 Statistical Digest

Over the past 10 years, the number of commercial permits and value of these permits have been volatile. Spikes in 2007 and 2012 were both followed by significant reductions the following years. The 2012 spike can be attributed to three large apartment buildings receiving new construction permits at the same time. Since their peak in 2007, the value of commercial permits has decreased by almost 60%. The value of permits issued in 2016 was 34% higher than in 2015, but still 46% less than the peak in 2007.

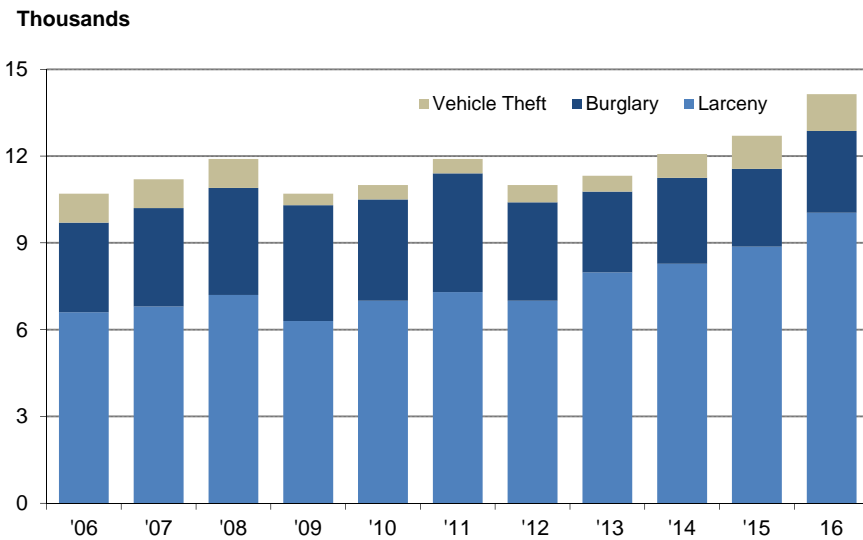
Violent Crime Rate



Source: Florida Statistical Analysis Center, FDLE

Violent Crime consists of murder, sex offenses, robbery and aggravated assault. Despite the fact that Leon County has seen an average 0.83% increase in violent crimes rates since 2012, the 2016 rates saw a 15.7% decrease from the 2015 index. The 2016 figure stands at 734 Violent Crimes per 100,000 residents.

Crimes Against Property in Leon County

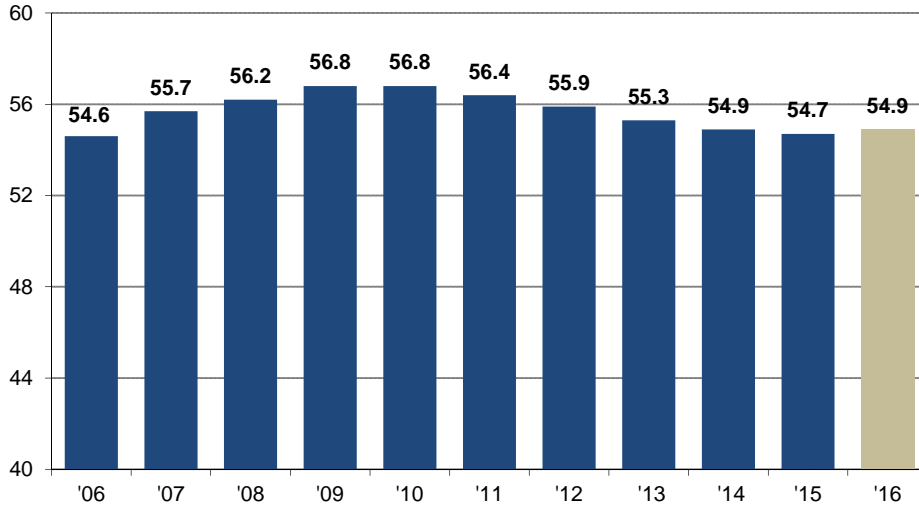


Source: Florida Department of Law Enforcement. Crime in Florida, Florida uniform crime report, 1995-2016. FDLE. Florida Statistical Analysis Center.

Generally, property crime in Leon County has fluctuated since 2006. Over a ten-year period, there has been an average 1.74% increase for Leon County property crimes. Leon County saw a 10.22% increase in Property Crimes between 2015 and 2016.

Homestead Parcels

Hundreds

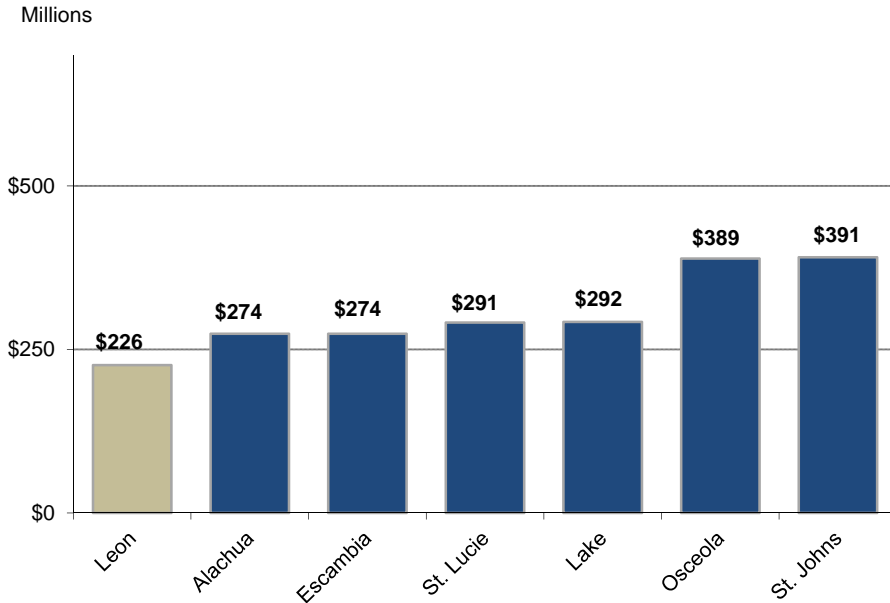


Source: Property Appraiser, Official Tax Roll Certification, DR-403EB R, 2016

Homestead parcels showed consistent growth between 2002 and 2010, with parcels peaking at 56,829. Since that time, however, the number of parcels has decreased by 1,943, or 3.42%.

Comparative Data for Like-Sized Counties

Total Net Budget (FY17)

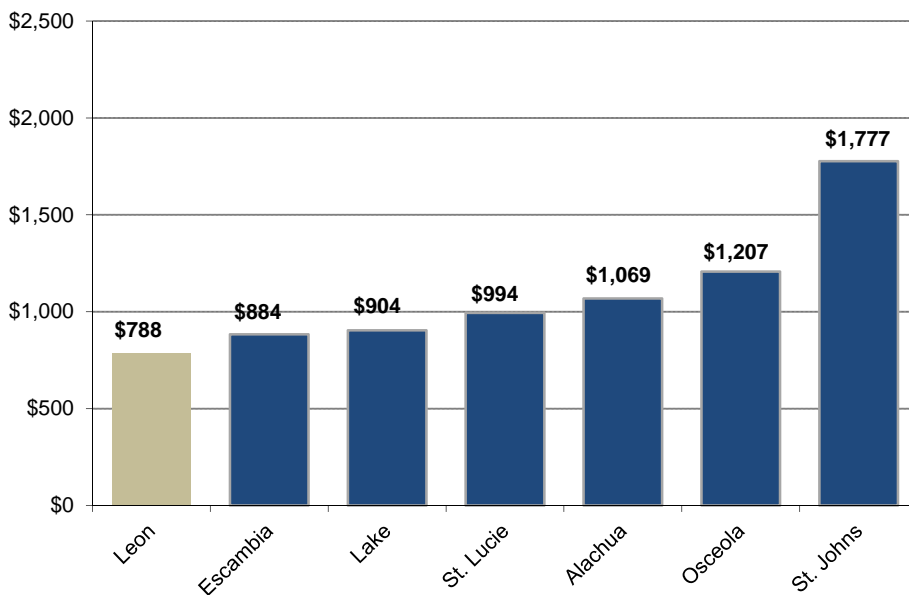


Leon County ranks lowest in operating budget among like-sized counties, with a net budget of \$226 million.

As recommended by the International City County Management Association (ICMA), total net budget excludes capital and county total budgeted reserves.

Source: FY17 Leon County Office of Management and Budget Survey

Net Budget Per Countywide Resident (FY17)

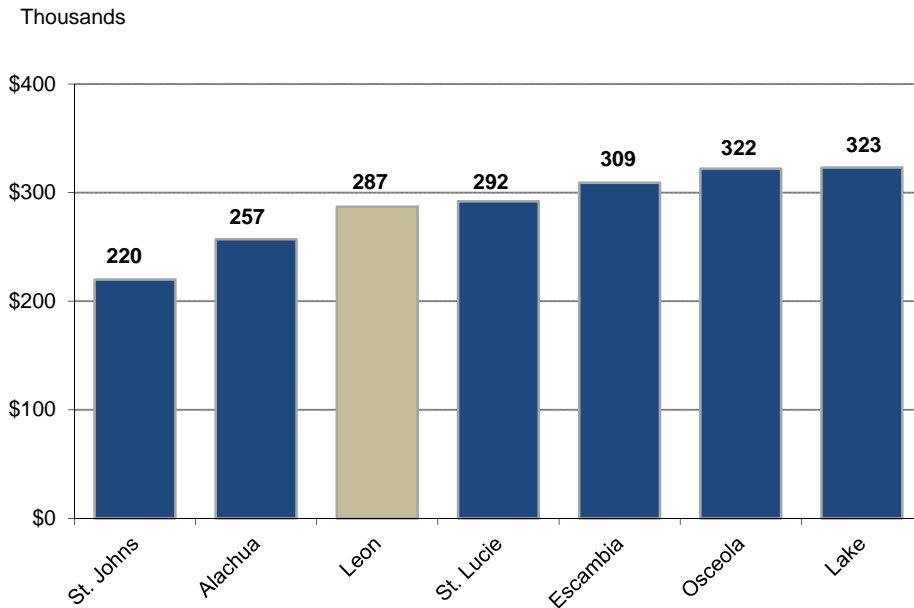


Leon County is the lowest for dollars spent per county resident—second to Escambia County. St. Johns County spends over two times the amount per resident that Leon County spends.

Source: FY17 Leon County Office of Management and Budget Survey

Comparative Data for Like-Sized Counties

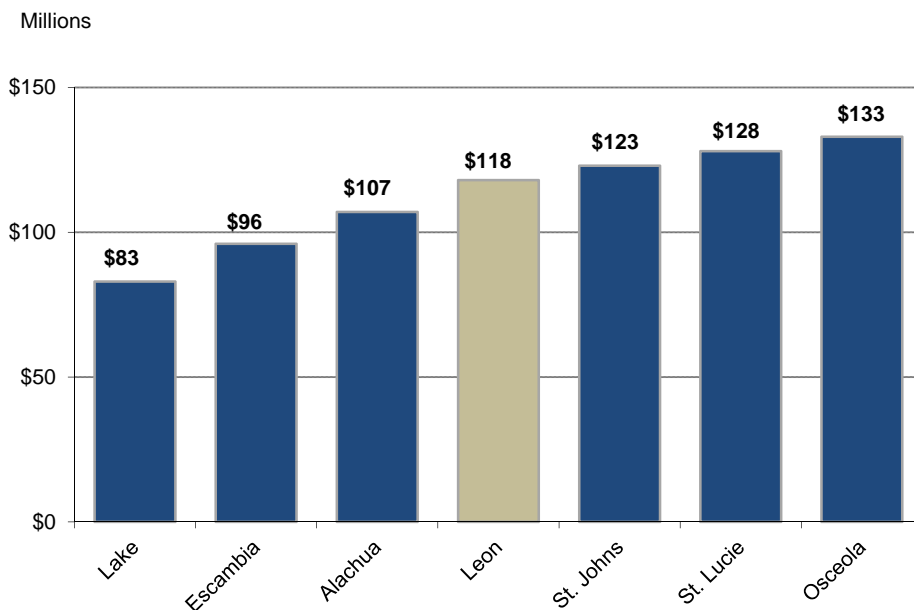
Countywide Population (2016)



The Florida Bureau of Economic and Business Research estimated the Leon County 2016 population at 287,671 residents. The selection of comparative counties is largely based on population served.

Source: University of Florida, Bureau of Economic and Business Research, 4/15/2017

Anticipated Ad Valorem Tax Collections (FY17)

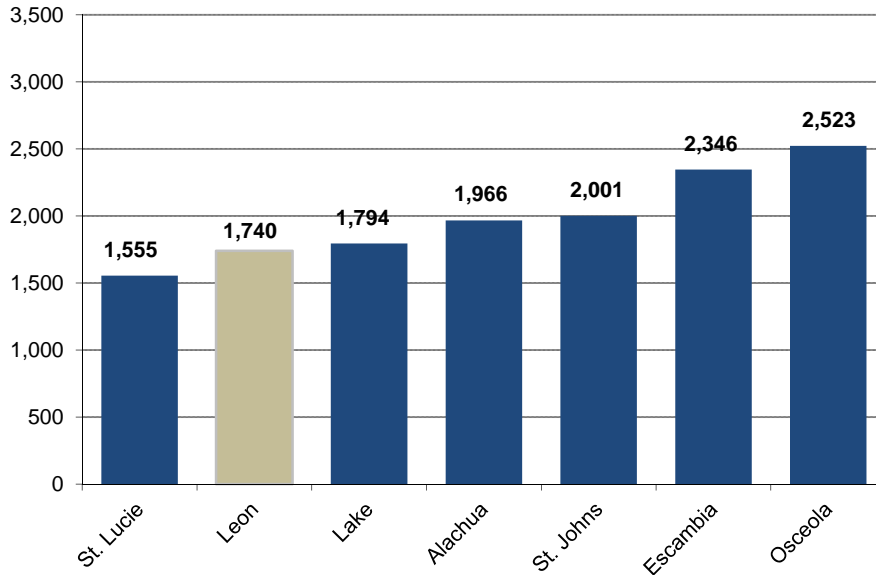


Among the seven like-sized counties, Leon County represents the median, collecting \$117 million in ad valorem taxes. Ad valorem taxes account for 51% of the County's operating revenue.

Source: FY17 Leon County Office of Management & Budget Survey

Comparative Data for Like-Sized Counties

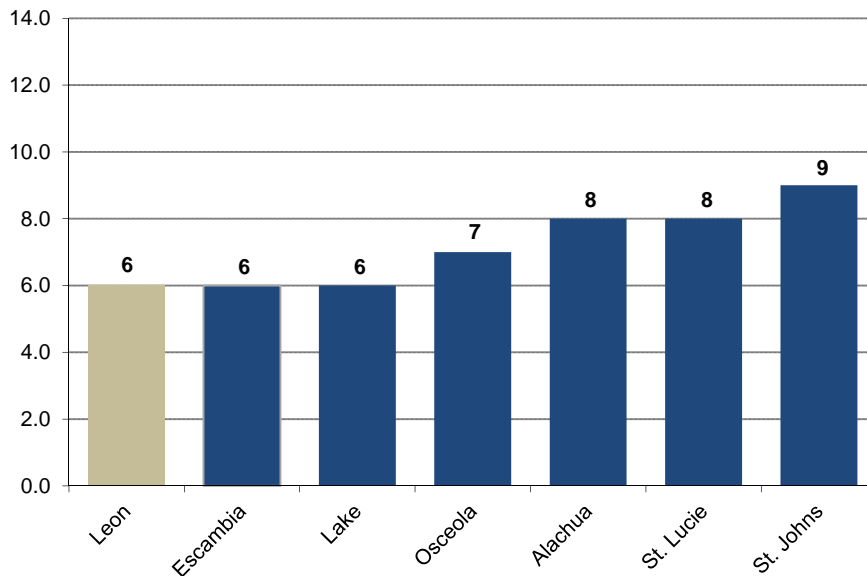
Total Number of County Employees (FY17)



County employees consist of Board, Constitutional, and Judicial Offices. Leon County continues to rank the second lowest number of county employees among like-size counties.

Source: FY17 Leon County Office of Management and Budget Survey

County Employees per 1,000 Residents (FY16)



Leon County (tied with Escambia and Lake Counties) has a ratio of 6 employees for every thousand County residents, among the lowest ratios for like-sized counties.

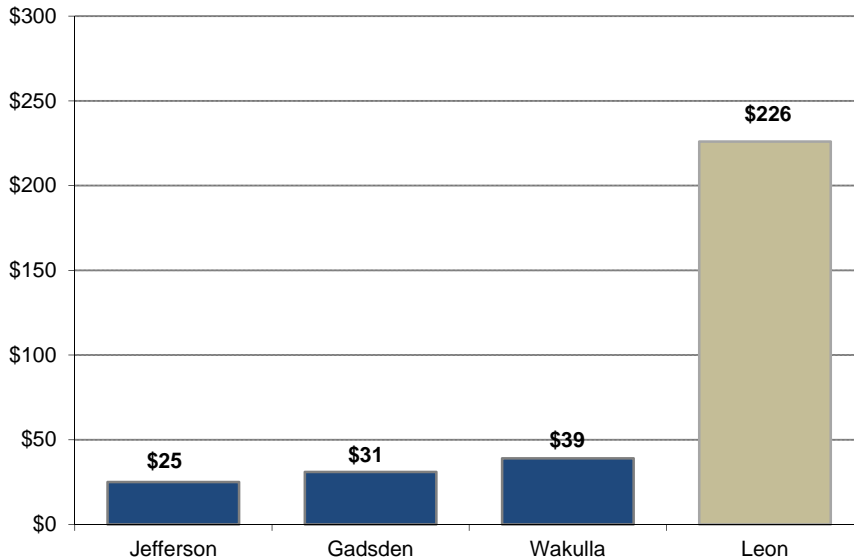
Source: University of Florida, Bureau of Economic and Business Research, 4/20/2017 & FY17 Leon County Office of Management and Budget Survey

* Comparative Counties updated based on 2016 population estimates.
Source: University of Florida, Bureau of Economic and Business Research, 4/20/2017.

Comparative Data for Surrounding Counties

Total Net Budget (FY17)

Millions

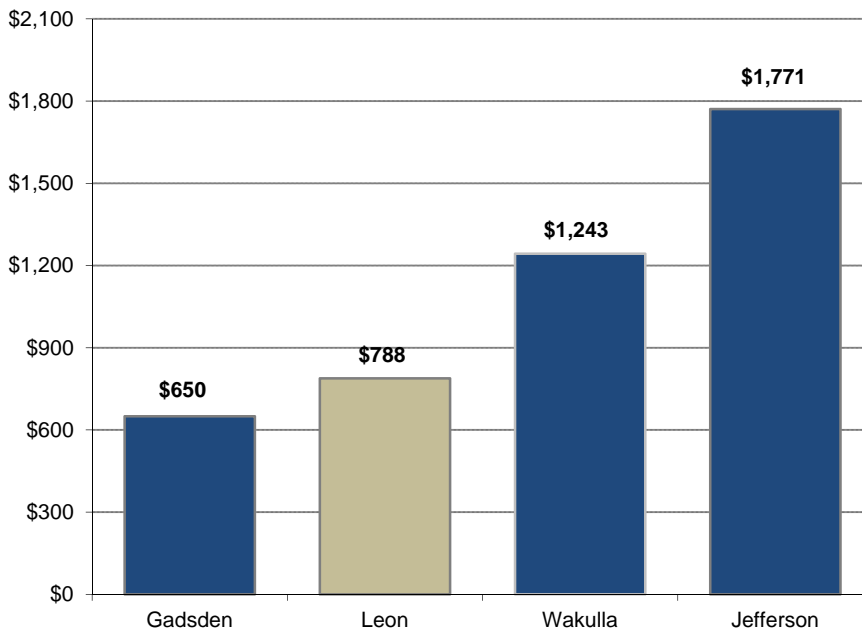


Leon County ranks highest in operating budget among surrounding counties, with a net budget of \$226 million. Jefferson County ranks lowest with a net budget of \$25 million.

As recommended by the International City County Management Association (ICMA), total net budget excludes capital and county total budgeted reserves.

Source: FY17 Leon County Office of Management and Budget Survey

Net Budget Per Countywide Resident (FY17)



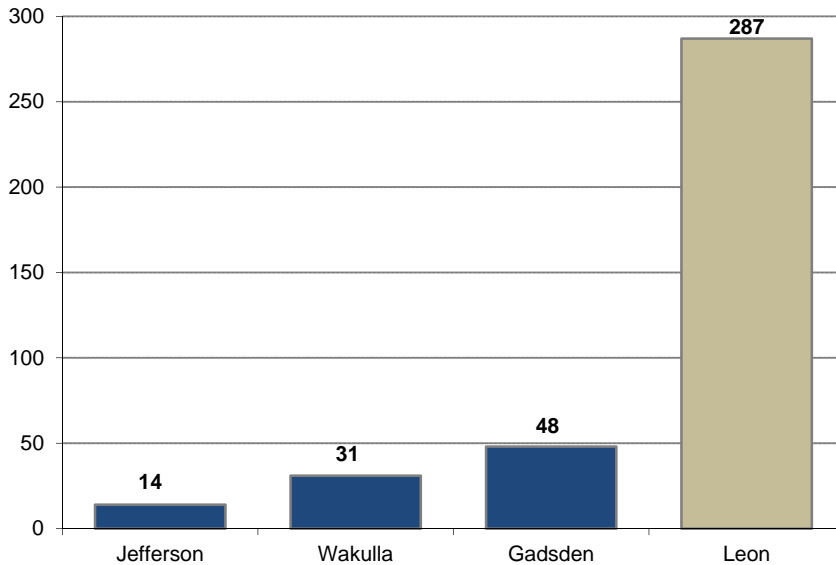
Leon County is the second lowest for dollars spent per county resident. Gadsden County spends 21% less per county resident.

Source: University of Florida, Bureau of Economic and Business Research, 4/20/2017 & FY17 Leon County Office of Management and Budget Survey

Comparative Data for Surrounding Counties

Countywide Population (2016)

Thousands

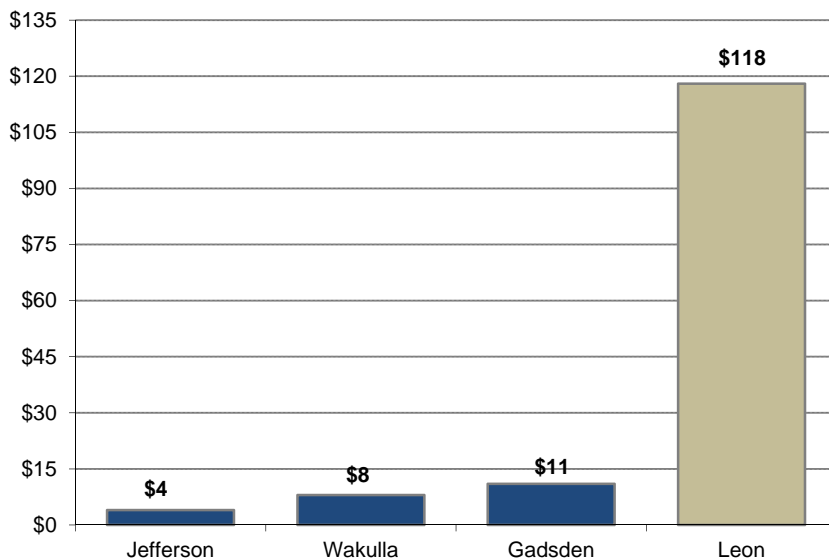


The Florida Bureau of Economic and Business Research estimated the 2016 Leon County population at 287,671. Leon County has approximately 239,000 more residents than neighboring Gadsden County which has the next highest population.

Source: University of Florida, Bureau of Economic and Business Research, 4/20/2017

Anticipated Ad Valorem Tax Collections (FY17)

Millions

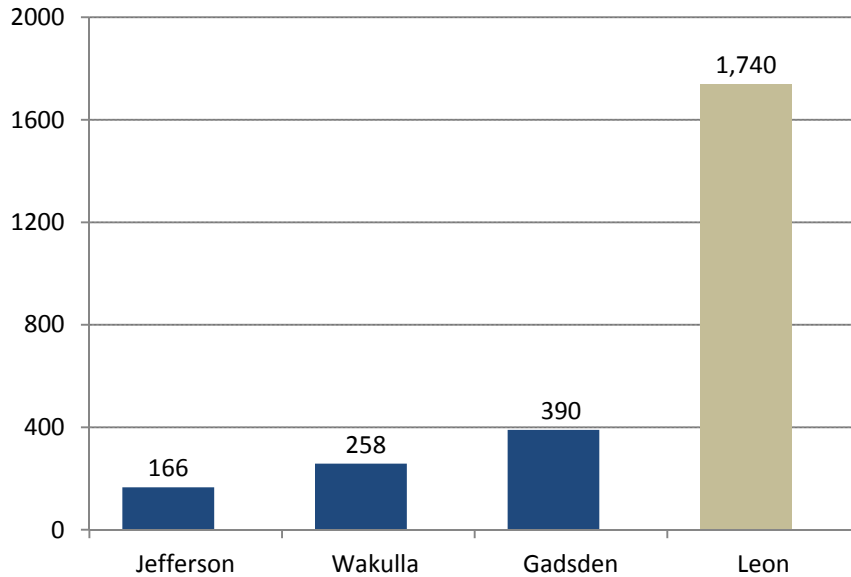


Among the surrounding counties, Leon County collects the highest amount of ad valorem taxes.

Source: Florida Department of Revenue 2016 Taxable Value by County

Comparative Data for Surrounding Counties

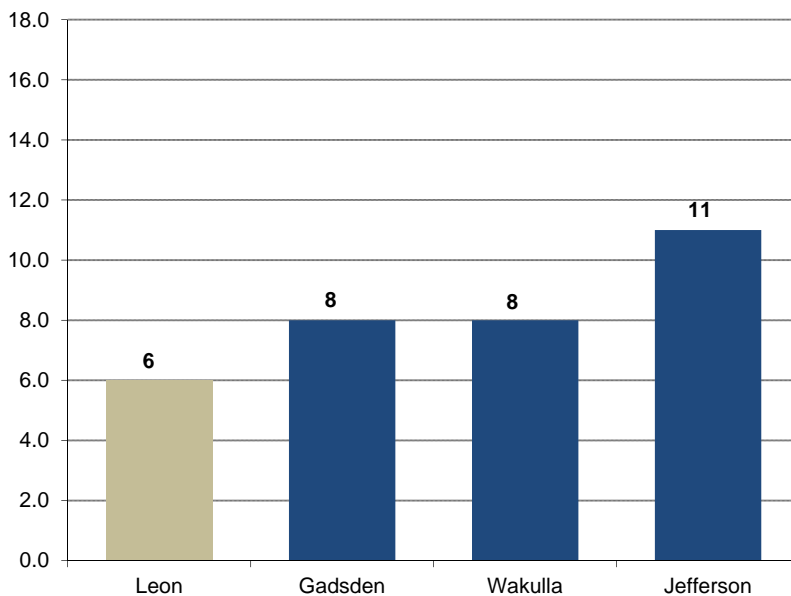
Total Number of County Employees (FY17)



County employees consist of Board, Constitutional, and Judicial Offices. Leon County has the highest number of county employees.

Source: FY17 Leon County Office of Management and Budget Survey

Total County Employees per 1,000 Residents (FY17)



Leon County has a ratio of 6 employees for every thousand county residents. When compared to surrounding counties, Leon County ranks the lowest.

Source: University of Florida, Bureau of Economic and Business Research, 4/20/2017 & FY17 Leon County Office of Management and Budget Survey

Comparative Data – All Counties Net Budget per Countywide Resident

County	Net Budget Per Capita	Staff Per 1,000
Hernando County	\$372	7.9
Columbia County	\$496	8.2
Washington County	\$641	7.8
Gadsden County	\$650	8.0
Santa Rosa County	\$762	5.4
Okaloosa County	\$783	7.6
Leon County	\$788	6.0
Orange County	\$862	8.0
Seminole County	\$876	6.3
Escambia County	\$884	8.8
Hillsborough County	\$899	8.7
Highlands County	\$899	8.7
Lake County	\$904	5.5
Brevard County	\$917	6.5
Marion County	\$949	7.6
Saint Lucie County	\$994	5.3
Lee County	\$994	7.8
Union County	\$1,013	6.6
Alachua County	\$1,069	7.7
Holmes County	\$1,074	7.2
Hamilton County	\$1,084	10.7
Pasco County	\$1,106	7.9
Pinellas County	\$1,125	5.4
Lafayette County	\$1,130	8.7
Clay County	\$1,176	6.7
Citrus County	\$1,188	7.7
Osceola County	\$1,207	7.3
Nassau County	\$1,216	8.8
Hardee County	\$1,237	11.8
Wakulla County	\$1,243	8.2
Bradford County	\$1,259	7.8

County	Net Budget Per Capita	Staff Per 1,000
Okeechobee County	\$1,271	10.1
Gulf County	\$1,305	11.2
Volusia County	\$1,348	6.5
Hendry County	\$1,397	10.1
Levy County	\$1,420	12.3
Manatee County	\$1,520	9.1
Madison County	\$1,525	11.4
Putnam County	\$1,525	9.4
Gilchrist County	\$1,553	10.7
Calhoun County	\$1,563	9.2
Indian River County	\$1,601	9.4
Bay County	\$1,613	7.4
DeSoto County	\$1,683	9.3
Sumter County	\$1,704	6.3
Flagler County	\$1,731	7.2
Jefferson County	\$1,771	11.4
Saint Johns County	\$1,777	9.1
Sarasota County	\$1,782	8.9
Miami-Dade County	\$1,793	9.9
Duval County	\$1,795	7.8
Suwannee County	\$1,876	9.6
Broward County	\$1,878	6.3
Liberty County	\$1,933	6.9
Charlotte County	\$1,942	6.5
Martin County	\$1,990	10.9
Polk County	\$2,001	6.5
Walton County	\$2,099	15.6
Glades County	\$2,211	14.6
Collier County	\$2,534	10.3
Franklin County	\$2,709	14.0
Palm Beach County	\$3,120	8.1
Monroe County	\$3,674	16.8

1. 2016 population date source: University of Florida, Bureau of Economic and Business Research, 4/20/2017.
 2. Baker, Jackson and Taylor Counties were nonresponsive to the 2017 Leon County Survey

Percent of Exempt Property

County	%Exempt	Net Budget Per Capita	Staff Per 1,000
Collier County	11%	\$2,534	10.3
Walton County	11%	\$2,099	15.6
Palm Beach County	16%	\$3,120	8.1
Lee County	16%	\$994	7.8
Manatee County	16%	\$1,520	9.1
Martin County	17%	\$1,990	10.9
Sarasota County	18%	\$1,782	8.9
Miami-Dade County	18%	\$1,793	9.9
Indian River County	19%	\$1,601	9.4
Saint Johns County	19%	\$1,777	9.1
Seminole County	20%	\$876	6.3
Sumter County	20%	\$1,704	6.3
Broward County	20%	\$1,878	6.3
Nassau County	21%	\$1,210	8.5
Monroe County	21%	\$3,477	17.2
Orange County	21%	\$862	8.0
Hardee County	22%	\$1,237	11.8
Okaloosa County	22%	\$783	7.6
Charlotte County	23%	\$1,942	6.5
Hamilton County	23%	\$1,084	10.7
Osceola County	23%	\$1,207	7.3
Pinellas County	23%	\$1,125	5.4
Hillsborough County	24%	\$1,360	7.2
Bay County	24%	\$1,613	7.4
Polk County	25%	\$2,001	6.5
Flagler County	26%	\$1,731	7.2
Saint Lucie County	26%	\$994	5.3
Lake County	27%	\$904	5.5
Volusia County	27%	\$1,348	6.5
Suwannee County	27%	\$1,876	9.6
Citrus County	28%	\$1,188	7.7
Pasco County	28%	\$1,106	7.9

County	%Exempt	Net Budget Per Capita	Staff Per 1,000
DeSoto County	28%	\$1,683	9.3
Okeechobee County	28%	\$1,271	10.1
Marion County	29%	\$949	7.6
Franklin County	29%	\$2,709	14.0
Washington County	30%	\$641	7.8
Madison County	30%	\$1,525	11.4
Clay County	30%	\$1,176	6.7
Highlands County	30%	\$899	8.7
Putnam County	31%	\$1,525	9.4
Calhoun County	31%	\$1,563	9.2
Santa Rosa County	31%	\$762	5.4
Gilchrist County	32%	\$1,553	10.7
Duval County	32%	\$1,795	7.8
Gulf County	33%	\$2,113	11.1
Levy County	33%	\$1,153	12.3
Jefferson County	35%	\$1,771	11.4
Columbia County	35%	\$496	8.2
Hernando County	35%	\$372	7.9
Escambia County	36%	\$884	8.8
Bradford County	37%	\$917	6.5
Brevard County	37%	\$917	6.5
Wakulla County	38%	\$1,243	8.2
Leon County	38%	\$788	6.0
Gadsden County	41%	\$650	8.0
Lafayette County	41%	\$1,130	8.7
Holmes County	42%	\$1,074	7.2
Hendry County	44%	\$1,397	10.1
Alachua County	46%	\$1,069	7.7
Union County	50%	\$1,013	6.6
Glades County	60%	\$2,211	14.6
Liberty County	65%	\$1,933	6.9

Note: Baker, Jackson and Taylor Counties were nonresponsive to the 2017 Leon County Survey

Total County Employees per 1,000 Residents

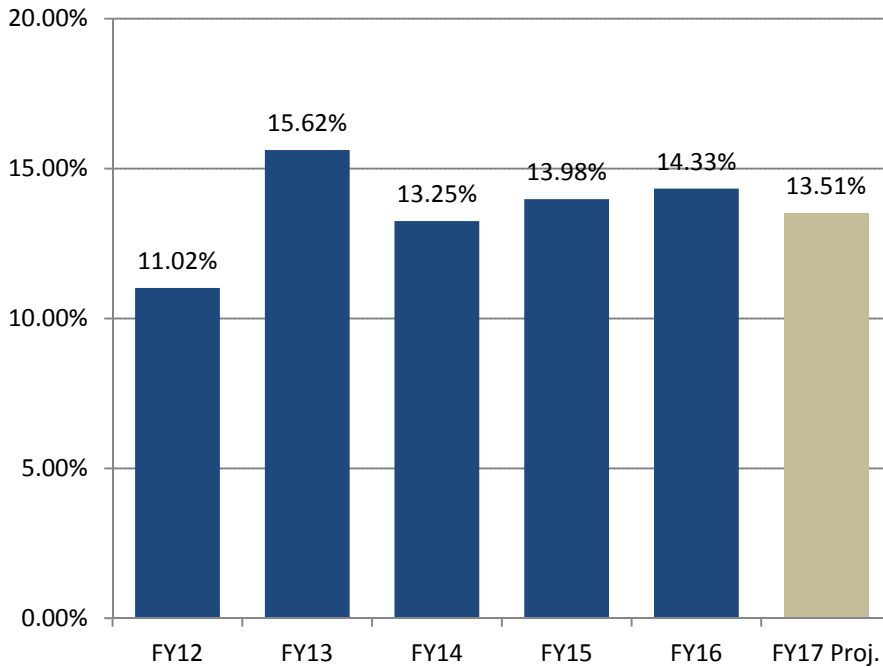
County	Staff Per 1,000	# of Employees	Population
Saint Lucie County	5.3	1,555.18	292,826
Santa Rosa County	5.4	895	167,009
Pinellas County	5.4	5,197.30	954,569
Lake County	5.5	1,794	323,985
Leon County	6.0	1740	287,671
Broward County	6.3	11,771	1,854,513
Sumter County	6.3	2817.01	118,577
Volusia County	6.5	3,355	517,411
Polk County	6.5	4,226.98	646,989
Charlotte County	6.5	1108	170,450
Brevard County	6.5	3,722.25	568,919
Union County	6.6	105	15,887
Clay County	6.7	1,384.00	205,321
Liberty County	6.9	60	8736
Flagler County	7.2	746.99	103095
Holmes County	7.2	144	20003
Hillsborough County	7.2	9,738.11	1,352,797
Bay County	7.4	1,302	176,016
Marion County	7.6	2,618	345,749
Okaloosa County	7.6	1,457	192,925
Citrus County	7.7	1,096	143,054
Alachua County	7.7	1,967	257,062
Bradford County	7.8	214	27,440
Washington County	7.8	194	24,888
Duval County	7.8	7,195	923,647
Lee County	7.8	5,288	680,539
Hernando County	7.9	1,412	179,503
Pasco County	7.9	3,899	495,868
Orange County	8.0	10,196	1,280,387
Gadsden County	8.0	390	48,486
Palm Beach County	8.1	11,210	1,391,741

County	Staff Per 1,000	# of Employees	Population
Osceola County	8.2	2,346.77	322,862
Wakulla County	8.2	258	31,599
Columbia County	8.2	561	68,566
Highlands County	8.7	888	101,531
Lafayette County	8.7	75	8,621
Escambia County	8.8	2,715	309,986
Nassau County	8.8	684	77,841
Sarasota County	8.9	3,571	399,538
Seminole County	8.9	3571	449,124
Manatee County	9.1	3,246	357,591
Saint Johns County	9.1	2001.3	220,257
Calhoun County	9.2	134	14,580
DeSoto County	9.3	327	35,141
Putnam County	9.4	687	72,972
Indian River County	9.4	1369	146,410
Suwannee County	9.6	425	44,349
Levy County	12.3	499	40,553
Miami-Dade County	9.9	26,801	2,700,794
Hendry County	10	387	38,370
Okeechobee County	10.1	413	40,806
Collier County	10	3,608	350,202
Gilchrist County	10.7	180	16,848
Hamilton County	11	157	14,665
Martin County	10.9	1,647	150,870
Gulf County	11	186	16,628
Jefferson County	11.4	166	14,498
Madison County	11	220	19,238
Hardee County	11.8	326	27,637
Franklin County	14	167	11,916
Glades County	14.6	191	13,047
Walton County	16	981	62,943
Monroe County	16.8	1279.06	76,047

Note: Baker, Jackson and Taylor Counties were nonresponsive to the 2017 Leon County Survey

Intergovernmental Revenue

Percent of Operating Revenue



Analysis: The monitoring of intergovernmental revenue is important due to the volatility of this funding source. Dependence on intergovernmental revenue can be harmful; especially, if the external source withdraws the funds entirely and/or reduces its share of costs. Leon County continues to work to reduce dependency on intergovernmental revenues in comparison to total operating revenues.

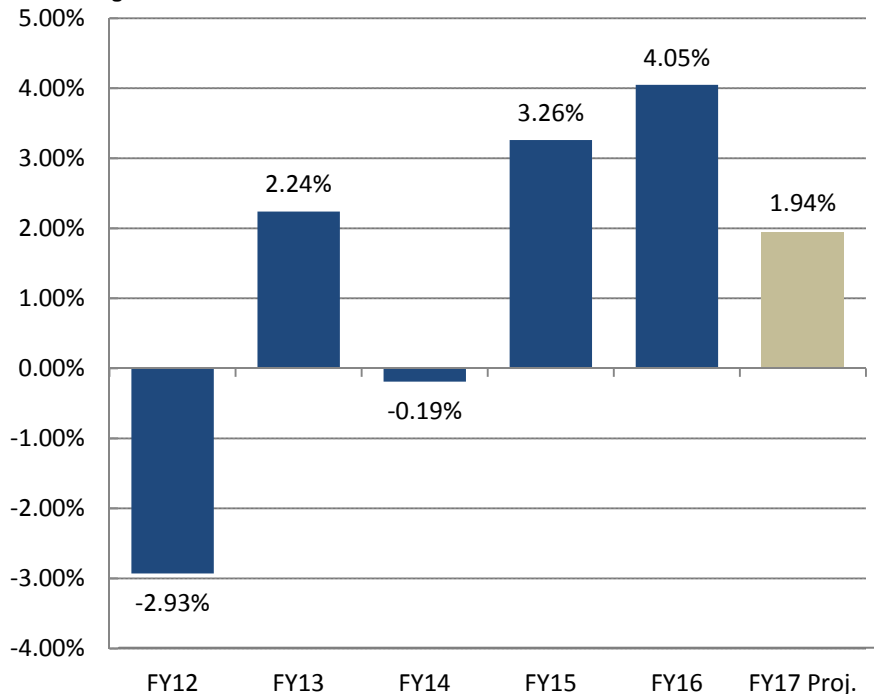
Grants are not generally included in intergovernmental revenue projections; however, grants are included in this projection and account for a significant portion of actual intergovernmental revenue. Intergovernmental revenue is expected to account for 13.51% of operating revenues, a relatively consistent amount for the fourth consecutive fiscal year.

Formula: Intergovernmental Revenues divided by Total Operating Revenues.

Source: FY 2017 Budget Summary

Property Tax Revenue

Rate of Change



Analysis: In the past ten years, Leon County has become more reliant on property tax revenue, primarily due to efforts to reduce dependence on intergovernmental revenue.

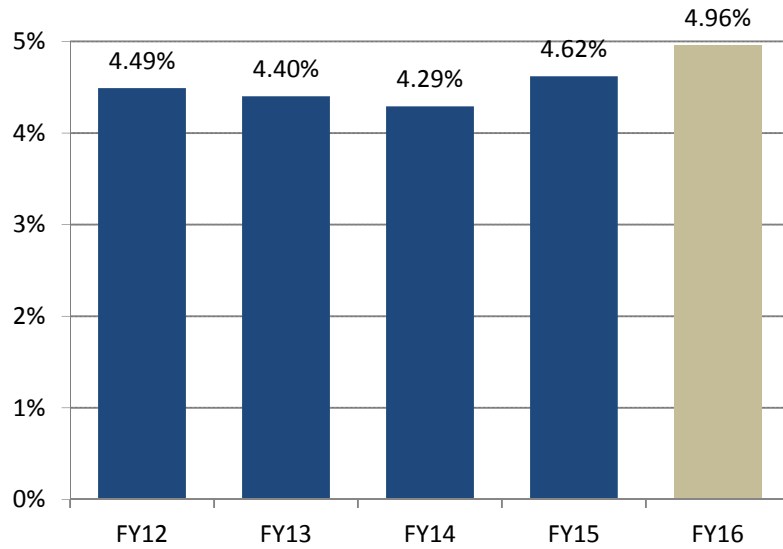
The Board maintained the 8.3144 millage rate through FY17. Property tax revenue is projected to increase by roughly \$3.8 million over the FY16 actual property tax collections due to a projected increase in property values.

Formula: Current Year minus Prior Year divided by Prior Year.

Source: 2016 Certification of Final Taxable Value and Statistical Digest.

Revenue Projections

Budgeted v. Actual Revenues



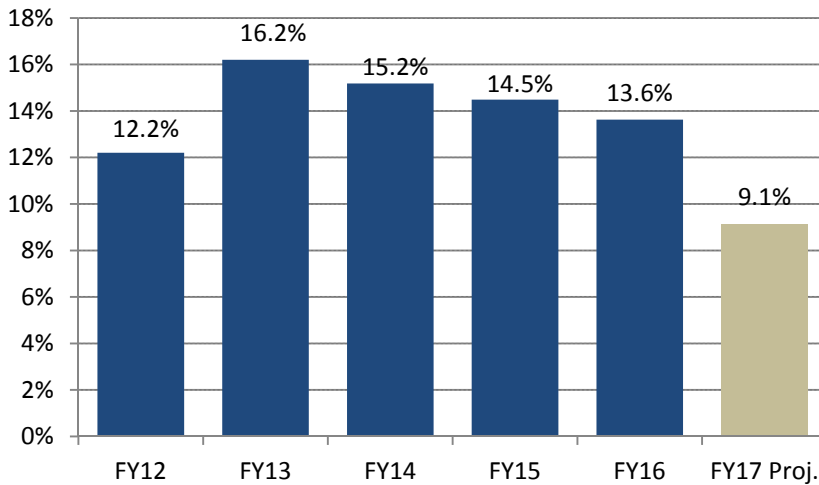
Analysis: This indicator examines the differences between actual revenues received versus budgeted revenues during the past fiscal year. Typically, actual revenues versus budgeted revenues fall in the range of plus or minus five percent.

Formula: Actual General Fund, Special Funds and Enterprise Fund Revenue minus Budgeted General Fund, Special Funds and Enterprise Fund Revenue divided by Budgeted Revenues.

Source: FY 2017 Revenue Summary Report and FY 2017 Budget Summary.

Capital Outlay

Percentage of Total Expenditures



Analysis: The purpose of capital outlay in the operating budget is to replace equipment or to add new equipment and infrastructure. The ratio of capital outlay to net operating expenditures is a rough indicator of whether the stock of equipment and infrastructure is being replaced or added.

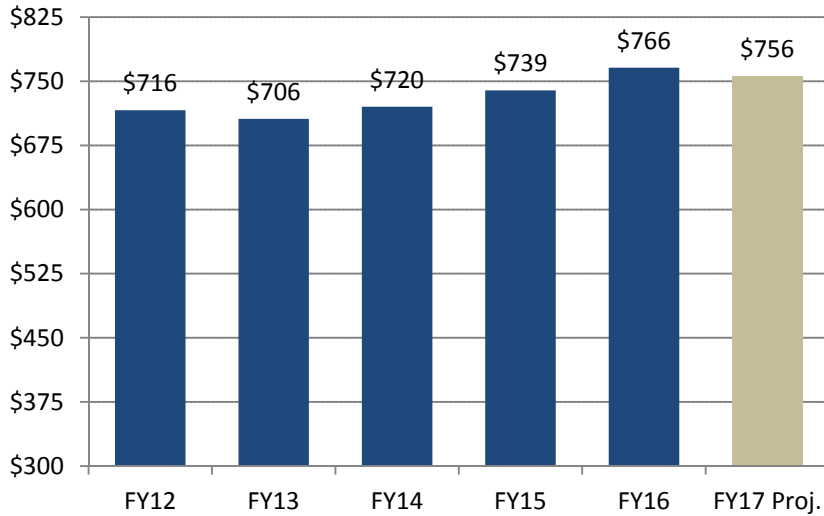
In FY13, the higher than usual capital outlay is associated with the construction of the Public Safety Complex.

The FY17 projection is based upon what has been budgeted for the current fiscal year and does not include carry forward projects from the previous fiscal year.

Formula: Capital Outlay Divided by Total Operating Expenditures.

Source: FY 2017 Expenditure Summary Report and FY 2017 Budget Summary.

Revenue Per Capita



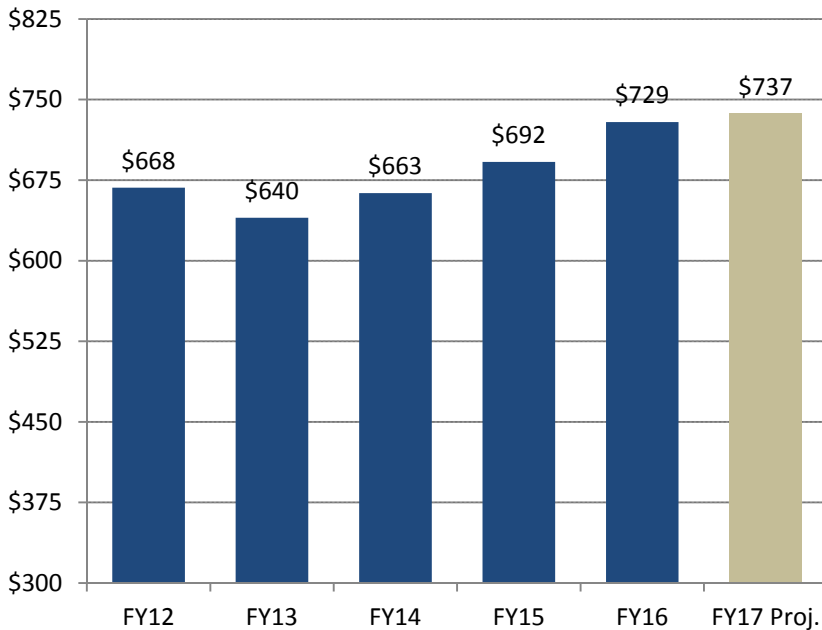
Analysis: Examining per capita revenue indicates changes in revenue relative to changes in population size. If the County's population increases, revenue will need to increase to meet the needs for services of the population. As per capita revenue decreases, it becomes difficult to maintain the existing level of services unless new revenue sources are found or there is a decrease in operating expenses.

As Leon County's population grows, so too does the revenue, evidenced by a relatively consistent revenue per capita amount from FY12 to projections for FY17.

Formula: General Fund, Special Revenue Funds, and Enterprise Fund Revenues Divided by Population.

Source: FY 2017 Revenue Summary Report and the FY 2017 Budget Summary.

Expenditures Per Capita

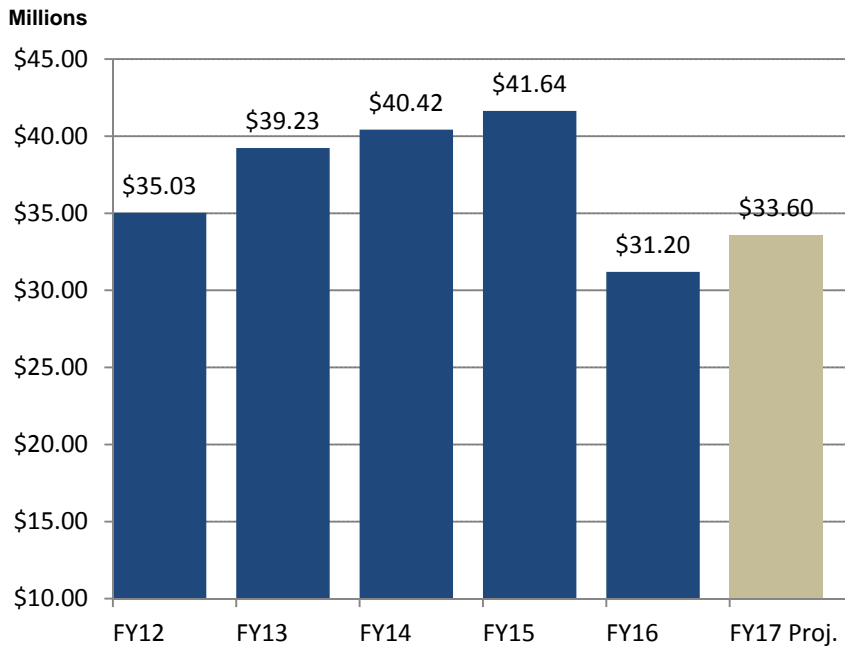


Analysis: Changes in per capita expenditures reflect changes in expenditures relative to changes in population.

Formula: Actual General Fund, Special Funds and Enterprise Fund divided by population.

Source: FY 2017 Expenditure Summary Report, the 2017 Statistical Digest, and the FY 2017 Budget Summary.

General/Fine & Forfeiture Fund Balance



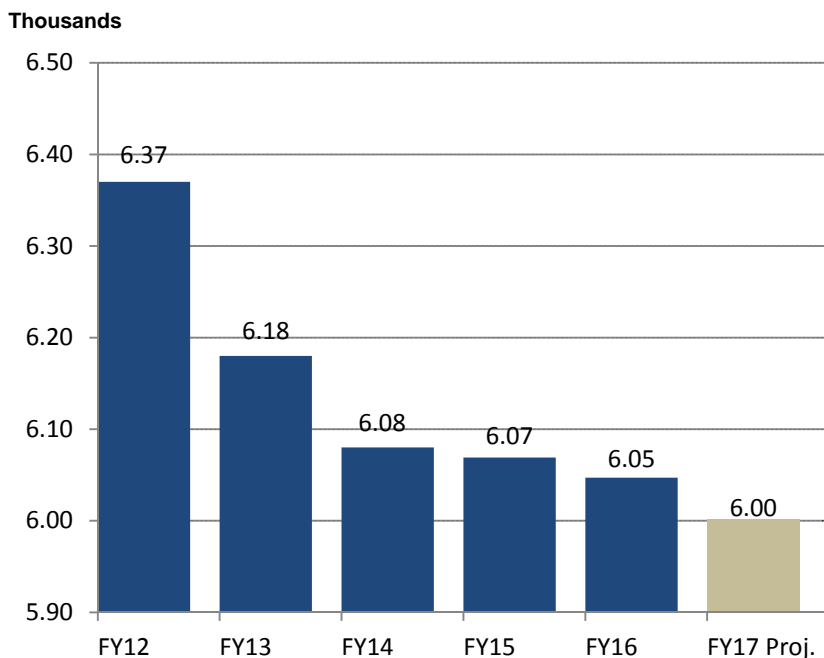
Analysis: Positive fund balances can be thought of as reserves, although the “fund balance” entries on the annual report will not always be synonymous with the funds “available for appropriation.” The County’s reserve policy requires fund balances to be between a minimum of 15% and a maximum of 30% of operating expenditures. The FY13 increase is attributable to higher than anticipated excess fee returns and sales tax collections. FY15 increase is attributable to higher than anticipated property values and return on excess fees.

Formula: Prior year fund balance plus actual revenues minus actual expenditures.

Source: Summary of Fund Balance and Retained Earnings, FY15 Annual Performance & Financial Report.

Employees Per Capita

Employees per 1,000 Leon County Residents



Analysis: Personnel costs are a major portion of an operating budget; for that reason, plotting changes in the number of employees per capita effectively measures changes in expenditures. Overall, the County is controlling the cost associated with this financial indicator. Note that the number of employees includes Constitutional Officers.

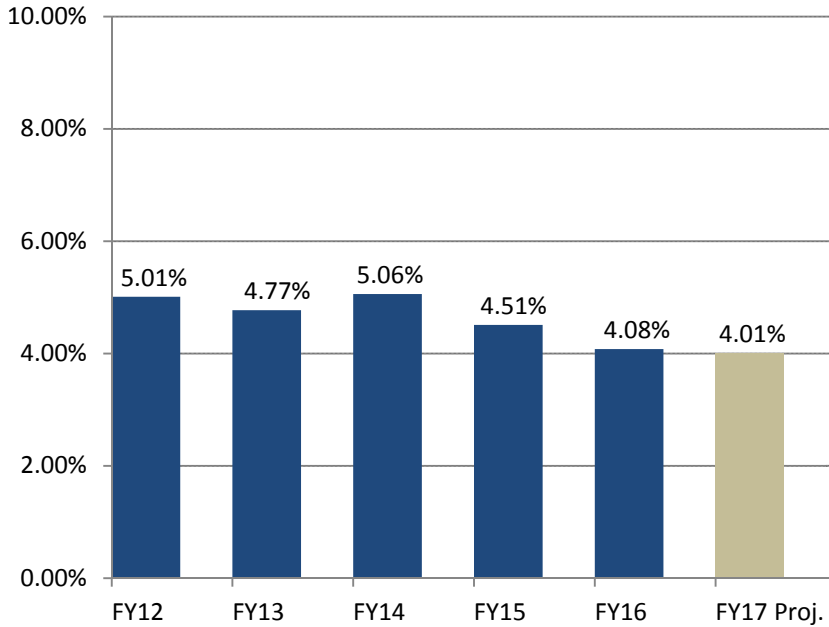
FY13 saw a large decrease in employees per capita as The Sheriff’s Office realigned 39 positions to the Consolidated Dispatch Agency, and EMS had 4 positions realigned to the Public Safety Complex. Leon County’s population has continued to grow at a rate faster than that of County employees, hence the further decrease in employees per capita through 2017.

Formula: Number of Full-Time Employees Divided by Population multiplied by 1,000.

Source: FY16-17 Annual Budget Document and Tallahassee/Leon County Office of Economic Vitality Demographics Data.

Debt Service

Percentage of Total Operating Expenditures



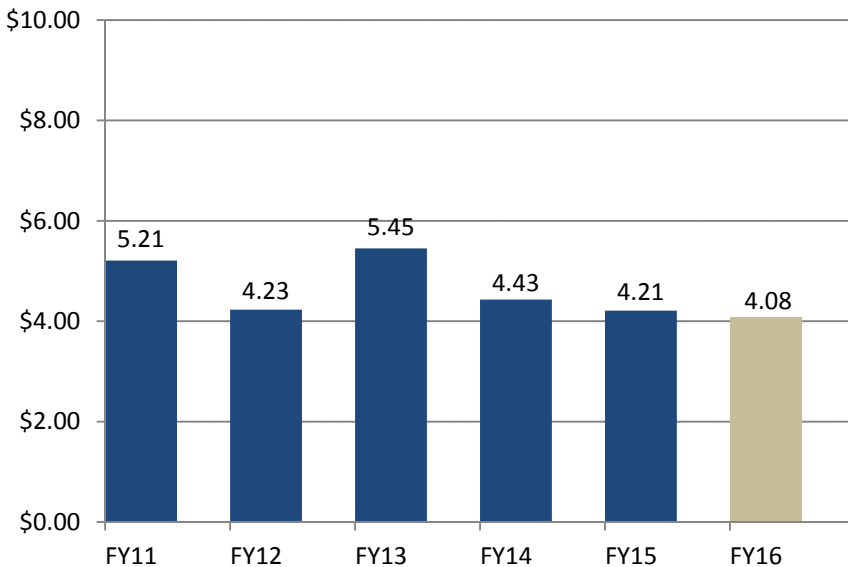
Analysis: Debt service is defined as the amount of principal and interest that a local government pays each year on net direct bonded long-term debt, plus the interest on direct short-term debt. Increasing debt service reduces expenditure flexibility by adding to the County's financial obligations. Leon County's debt service has trended downward over the past five years. By capitalizing on the availability of low interest rates and renegotiating long-term debt, Leon County's debt service is projected to continue to decrease.

Formula: Debt Service divided by Total Operating Expenditures.

Source: FY 2016 Expenditure Summary and the FY 2016 Budget Summary.

Liquidity

Ratio of Current Assets to Current Liabilities



Analysis: The current ratio is a liquidity indicator that measures a government's short-run financial condition by examining the ratio of cash and short term assets against current liabilities. This ratio shows whether a government can pay its short-term debt obligations.

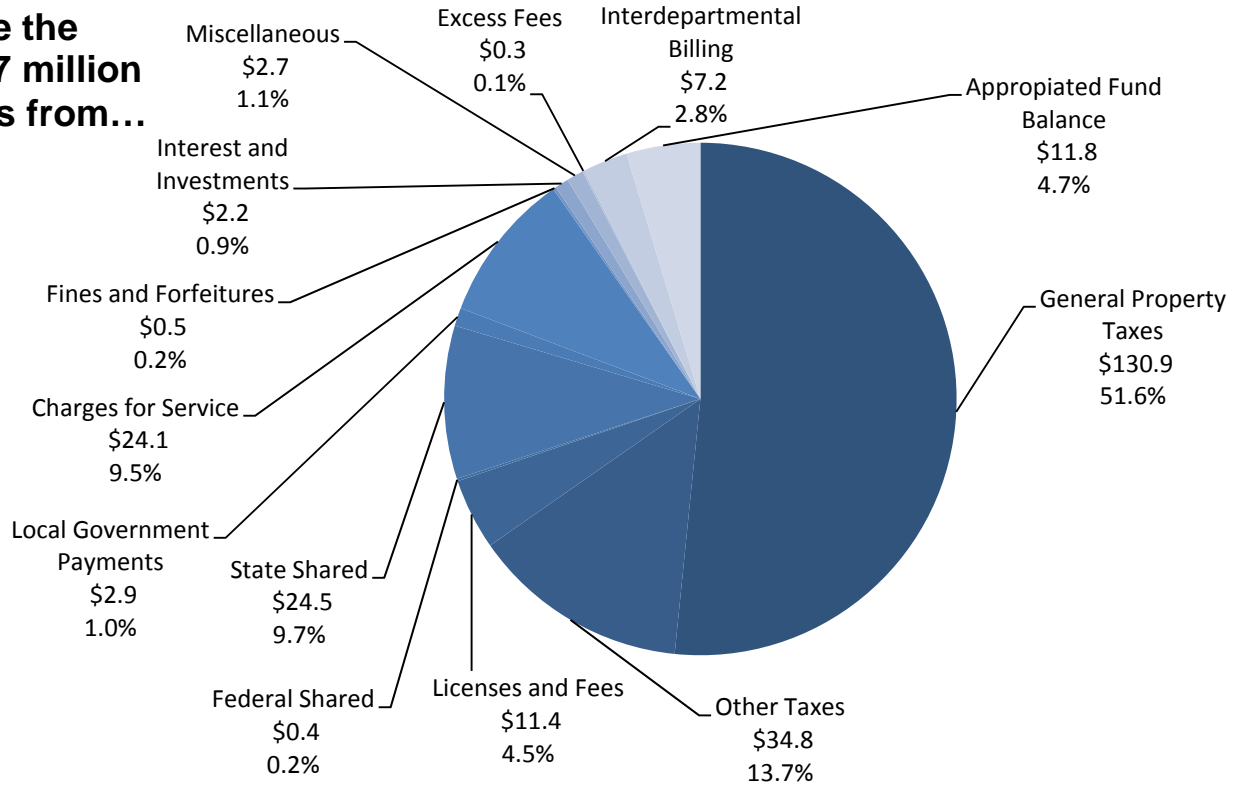
The International City / County Management Association (ICMA) states ratios that fall below 1:1 for more than three consecutive years is a decidedly negative indicator. The ICMA further recommends keeping this ratio above 1:1. Leon County continues to maintain a liquidity ratio above this level.

Formula: Cash and short-term investments divided by Current Liabilities

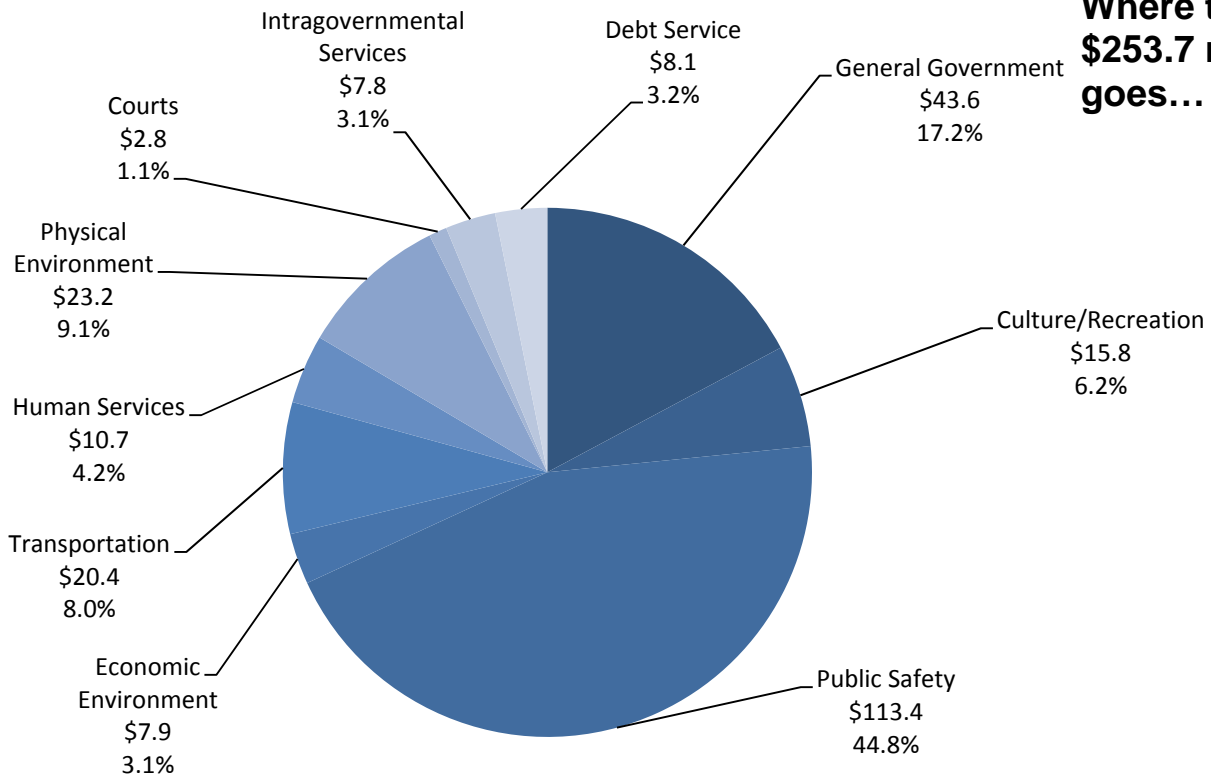
Source: FY 2016 Comprehensive Annual Financial Report

Expenditure & Revenue Illustrations

Where the \$253.7 million comes from...



Where the \$253.7 million goes...



Leon County Government Fiscal Year 2018 Adopted Budget

Total Revenue By Source

	FY 2016 Actual	%	FY 2017 Adopted	%	FY 2018 Budget	%
General Property Taxes						
Ad Valorem - General Fund	44,607,221		45,512,806		48,301,815	
Ad Valorem - Fine/Fore.	70,594,257		71,924,242		74,884,672	
MSTU Ad Valorem	6,927,871		7,062,268		7,408,020	
Delinquent Taxes	320,342		418,950		282,261	
Subtotal	122,449,690	51.5%	124,918,266	50.8%	130,876,768	51.6%
Other Taxes						
Local Option Tourist Development Tax	5,132,141		4,961,750		5,330,023	
Local Option Gas tax	8,108,908		7,933,165		8,164,300	
1 Cent Sales Tax	4,184,349		4,376,650		4,382,350	
Franchise Fee	283,089		199,482		270,817	
Public Service Taxes	7,053,470		8,315,350		8,588,597	
Local Communication Svcs Tax	3,317,387		3,264,200		3,292,265	
Non Ad-Valorem Assessments	4,815,207		4,826,475		4,778,149	
Delinquent Assessments	58,964		0		0	
Subtotal	32,953,515	13.9%	33,877,072	13.8%	34,806,501	13.7%
Licenses and Fees						
Business Licenses						
Building Permits	1,928,175		1,877,200		1,976,950	
Fire Services Fees	7,312,487		7,094,946		8,002,791	
Growth Fees	1,236,263		1,762,440		1,464,900	
Subtotal	10,476,925	4.4%	10,734,586	4.4%	11,444,641	4.5%
Federal Shared						
Federal Grants	1,186,006		55,500		148,126	
Federal Payments in Lieu of Taxes	262,192		243,010		236,830	
Subtotal	1,448,198	0.6%	298,510	0.1%	384,956	0.2%
State Shared						
State Grants	1,247,449		518,189		625,272	
State Revenue Sharing	5,324,185		5,461,550		5,591,249	
Other State Revenues	1,661,316		1,763,888		1,585,884	
Local 1/2 Cent Sales Tax	12,176,999		12,274,000		12,463,050	
State Shared Gas & Transportation Tax	4,203,520		4,159,955		4,221,800	
Subtotal	24,613,469	10.4%	24,177,582	9.8%	24,487,255	9.7%
Local Government Payments						
	5,465,431	2.3%	2,677,842	1.1%	2,850,010	1.0%
Charges for Service						
General Government	858,347		843,110		771,780	
Public Safety	11,382,249		10,097,470		10,801,710	
Tipping Fees	8,209,513		6,885,487		7,637,599	
Other Physical	754,327		842,453		1,469,397	
Transportation	478,217		526,876		719,663	
Economic Environmental	202,925		665,780		426,360	
Cultural and Recreational	202,129		211,850		200,545	
Other Charges for Services	2,193,867		2,274,150		2,064,055	
Subtotal	24,281,574	10.2%	22,347,176	9.1%	24,091,109	9.5%
Fines and Forfeitures						
	499,187	0.2%	480,401	0.2%	480,869	0.2%
Interest and Investments						
	2,840,835	1.2%	1,111,425	0.5%	2,180,056	0.9%
Miscellaneous						
	3,442,214	1.4%	3,102,894	1.3%	2,721,198	1.1%
Excess Fees						
Clerk Excess Fees	110,640		0		0	
Sheriff Excess Fees	699,446		0		0	
Property Appraiser	154,008		0		0	
Tax Collector	337,908		200,000		300,000	
Supervisor Of Elections	892,917		0		0	
Subtotal	2,194,919	0.9%	200,000	0.1%	300,000	0.1%
Interdepartmental Billing						
	6,922,726	3.0%	7,323,686	3.0%	7,293,409	2.9%
Appropriated Fund Balance						
	0	0.0%	14,880,446	6.0%	11,806,828	4.7%
TOTAL:	237,588,683	100%	246,129,886	100%	253,723,600	100%

Leon County Fiscal Year 2018 Adopted Budget

Total Expenditures by Function

	FY 2016 Actual	%	FY 2017 Adopted	%	FY 2018 Budget	%
General Government						
Legislative	1,597,694		1,626,968		1,703,508	
Executive	1,068,107		1,318,744		1,367,090	
Property Appraiser	4,737,694		5,159,673		5,094,412	
Tax Collector	4,809,119		5,010,257		5,211,560	
Clerk - Finance Administration	1,518,474		1,609,217		1,670,645	
Financial & Administrative	9,384,650		11,379,073		11,688,327	
Legal Counsel	1,870,847		2,008,617		2,084,538	
Comprehensive Planning	1,281,856		1,507,296		1,487,478	
Other General Governmental Service	10,484,930		9,344,962		9,025,132	
Supervisor of Elections	5,082,773		4,187,358		4,259,755	
Subtotal	41,836,144	17%	43,152,165	18%	43,592,444	17.2%
Public Safety						
Law Enforcement	38,355,505		37,612,190		38,437,084	
Fire Control	8,442,375		8,280,315		7,956,883	
Detention And/or Correction	36,668,574		37,902,510		39,986,942	
Protective Inspections	1,665,744		2,048,999		2,385,461	
Emergency & Disaster Relief	1,168,187		128,155		1,515,012	
Ambulance & Rescue	18,384,420		19,141,194		20,425,127	
Medical Examiner	513,126		2,193,545		856,619	
Other Public Safety	1,743,055		2,013,225		1,867,701	
Subtotal	106,940,986	43%	109,320,133	44%	113,430,829	44.8%
Physical Environment						
Garbage/Solid Waste Control	10,612,289		10,942,080		10,848,176	
Sewer/Wastewater Services	251,903		232,500		232,500	
Conservation & Resource Management	4,315,536		4,523,253		4,552,876	
Flood Control	6,453,455		4,057,280		5,055,203	
Other Physical Environment	2,376,439		2,460,625		2,470,634	
Subtotal	24,009,621	10%	22,215,738	9%	23,159,389	9.1%
Transportation						
Subtotal	26,113,208	11%	19,660,173	8%	20,442,465	8.0%
Economic Environment						
Employment Opportunity (Summer Youth)	55,922		80,425		40,000	
Industry Development	3,304,415		3,875,770		4,319,629	
Veteran Services	282,655		327,763		351,227	
Housing & Urban Development	299,059		729,385		384,361	
Other Economic Environment	2,131,547		2,396,091		2,880,365	
Subtotal	6,073,598	2%	7,409,434	3%	7,975,582	3.1%
Human Services						
Subtotal	9,818,158	4%	10,382,549	4%	10,691,795	4.2%
Culture and Recreation						
Libraries	6,703,737		6,960,639		7,095,788	
Parks & Recreation	6,979,757		6,607,810		7,212,003	
Cultural Services	1,260,915		1,376,900		1,468,956	
Special Events	90,000		0		0	
Subtotal	15,034,409	6%	14,945,349	6%	15,776,747	6.2%
Debt Service						
Subtotal	8,564,986	3%	8,570,548	3%	8,057,345	3.2%
Intergovernmental Services						
Intragovernmental Services	825,935		953,689		1,013,727	
Motor Pool	2,346,855		2,816,649		2,942,084	
Grants Program	1,710		91,690		91,702	
Insurance Program	3,130,040		3,320,714		3,125,083	
Budgeted Contingency	0		500,113		628,567	
Subtotal	6,304,539	3%	7,682,855	4%	7,801,163	3.1%
Court Related						
Court Administration	338,225		337,830		350,954	
State Attorney	121,240		123,666		122,780	
Public Defender	157,544		161,728		160,410	
Clerk of Circuit Court	422,105		407,457		425,198	
Article V Expenses	7,597		42,505		45,409	
Guardian Ad Litem	18,498		19,942		19,942	
Other Court Related Programs	1,913,896		1,697,814		1,671,148	
Subtotal	2,979,105	1%	2,790,942	1%	2,795,841	1.1%
Totals	247,674,754	100%	246,129,886	100%	253,723,600	100%

Leon County Fiscal Year 2018 Adopted Budget

Department Funding Source Guide

Department	Funding Source
County Commission	001 - General Fund*
Administration	001 - General Fund*
Office of Information and Technology	001 - General Fund*
County Attorney	001 - General Fund*
Public Works	001 - General Fund*
	106 - Transportation Trust*
	123 - Stormwater Utility*
	505 - Motor Pool
Development Support & Environmental Management (DSEM)	120 - Building Inspection Fund
	121 - DSEM Fund*
	125 - Grants
Planning, Land Management and Community Enhancement (PLACE)	001 - General Fund*
Financial Stewardship	001 - General Fund*
	501 - Insurance Service Fund
Tourism Development	160 - Tourism Development Fund
Public Safety	135 - Emergency Medical Services MSTU
	140 - Municipal Service Fund*
Library Services	001 - General Fund*
Intervention & Detention Alternatives	001 - General Fund*
	110 - Fine and Forfeiture Fund
	111 - Probation Services Fund
	125 - Grants
Human Services & Community Partnerships	001 - General Fund*
	124 - SHIP Trust Fund
	161 - Housing Finance Authority
Resource Stewardship	001 - General Fund*
	Transfer from 106 - Transportation Trust
	140 - Municipal Service Fund*
	Transfer from 160 - Tourism Development Fund
	Transfer from 162 - County Accepted Roadways & Drainage Systems
	165 - County Government Annex Building
	166 - Huntington Oaks Operations
	401 - Solid Waste Fee*
Transfer from 505 - Motor Pool	

* Supported by a transfer from Fund 126 - Non-Countywide General Revenue.

** Sub-fund of General Fund (001); fund set up for accounting purposes and funded via transfer from General Fund at beginning of fiscal year.

Leon County Fiscal Year 2018 Adopted Budget

Department Funding Source Guide

Department		Funding Source
Constitutional	Clerk of the Circuit Court	001 - General Fund*
		110 - Fine and Forfeiture Fund
	Property Appraiser	001 - General Fund*
	Sheriff	110 - Fine and Forfeiture Fund
		130 - 911 Emergency Communications Trust
	Supervisor of Elections	060 - Supervisor of Elections**
	Tax Collector	001 - General Fund*
		123 - Stormwater Utility*
		135 - Emergency Medical Services MSTU
		145 - Fire Services Fee
162 - County Accepted Roadways & Drainage Systems		
164 - Special Assessment: Killlearn Lakes Sewer		
	401 - Solid Waste Fee*	
Judicial	Court Administration	001 - General Fund*
	Other Court-Related Programs	110 - Fine and Forfeiture Fund
		114 - Family Law Legal Services
		117 - Judicial Programs
	State Attorney	110 - Fine and Forfeiture Fund
	Public Defender	110 - Fine and Forfeiture Fund
Guardian ad Litem	001 - General Fund*	
Non-Operating	Fire Control	145 - Fire Services Fee
		Transfer from 140 - Municipal Service Fund
	Line Item Funding	001 - General Fund*
	Communications	001 - General Fund*
		106 - Transportation Trust*
		110 - Fine and Forfeiture Fund
		111 - Probation Services Fund
		120 - Building Inspection Fund
		121 - DSEM Fund*
		123 - Stormwater Utility*
		135 - Emergency Medical Services MSTU
		140 - Municipal Service Fund*
		160 - Tourism Development Fund
		401 - Solid Waste Fee*
502 - Communications Trust		
505 - Motor Pool		

* Supported by a transfer from Fund 126 - Non-Countywide General Revenue.

** Sub-fund of General Fund (001); fund set up for accounting purposes and funded via transfer from General Fund at beginning of fiscal year.

Leon County Fiscal Year 2018 Adopted Budget

Department Funding Source Guide

Department		Funding Source
Non-Operating	Cost Allocation	001 - General Fund*
		106 - Transportation Trust*
		111 - Probation Services Fund
		114 - Teen Court
		117 - Judicial Programs
		120 - Building Inspection Fund
		121 - DSEM Fund*
		123 - Stormwater Utility*
		130 - Emergency 911
		131 - Radio Communications
		135 - Emergency Medical Services MSTU
		140 - Municipal Service Fund*
		145 - Fire Services
		160 - Tourism Development Fund
		165 - County Government Annex Building
		166 - Huntington Oaks Operations
		401 - Solid Waste Fee*
		505 - Motor Pool
		Risk Allocations
	060 - Supervisor of Elections**	
	106 - Transportation Trust*	
	110 - Fine and Forfeiture Fund	
	111 - Probation Services Fund	
	114 - Teen Court	
	117 - Judicial Programs	
	120 - Building Inspection Fund	
	121 - DSEM Fund*	
	123 - Stormwater Utility*	
	125 - Grants	
	135 - Emergency Medical Services MSTU	
	140 - Municipal Service Fund*	
	145 - Fire Services	
	160 - Tourism Development Fund	
165 - County Government Annex Building		
166 - Huntington Oaks Operations		
401 - Solid Waste Fee*		
505 - Motor Pool		
Worker's Comp Risk Management	501 - Insurance Service Fund	

* Supported by a transfer from Fund 126 - Non-Countywide General Revenue.

** Sub-fund of General Fund (001); fund set up for accounting purposes and funded via transfer from General Fund at beginning of fiscal year.

Leon County Fiscal Year 2018 Adopted Budget

Department Funding Source Guide

Department		Funding Source
Non-Operating	Budgeted Reserves	001 - General Fund*
		106 - Transportation Trust*
		110 - Fine and Forfeiture Fund
		116 - Drug Abuse Trust
		120 - Building Inspection Fund
		123 - Stormwater Utility*
		140 - Municipal Service Fund*
		160 - Tourism Development Fund
	Other Non-Operating	001 - General Fund*
		106 - Transportation Trust*
		110 - Fine and Forfeiture Fund
		116 - Drug Abuse Trust
		125 - Grants
		131 - Radio Communication System
		140 - Municipal Service Fund*
		164 - Special Assessment: Killlearn Lakes Sewer
Debt Service	Transfer from 001 - General Fund	
	Transfer from 140 - Municipal Service Fund	
	Transfer from 160 - Tourism Development Fund	
	Transfer from 165 - County Government Annex Building	
	211 - Bond Series 2012*	
	220 - Bond Series 2005*	
	221 - ESCO Lease*	
	222 - Debt Series 2014*	
	Transfer from 001 - General Fund	
Transfer from 106 - Transportation Trust		
Capital Improvement Program	120 - Building Inspection Fund	
	Transfer from 121 - DSEM Fund	
	135 - Emergency Medical Services MSTU	
	Transfer from 140 - Municipal Service Fund	
	160 - Tourism Development Fund	
	165 - County Government Annex Building	
	166 - Huntington Oaks Operations	
	305 - Capital Improvements Fund	
	306 - Transportation Improvements	
	309 - Sales Tax Extension Fund	
	321 - ESCO Capital Project Fund	
	351 - Sales Tax Extension 2020 Fund	
352 - Sales Tax Extension 2020 JPA Fund		
401 - Solid Waste Fee*		

* Supported by a transfer from Fund 126 - Non-Countywide General Revenue.

** Sub-fund of General Fund (001); fund set up for accounting purposes and funded via transfer from General Fund at beginning of fiscal year.

Board of County Commissioners

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
1) County Commission	1,597,694	1,626,968	1,703,508	4.7%	1,733,004	1,763,891	1,796,238	1,830,136
	1,597,694	1,626,968	1,703,508	4.7%	1,733,004	1,763,891	1,796,238	1,830,136

- 1) Increase reflects County Commission costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average. The performance raises pertain to the Commission staff only. In accordance with the County Charter, Commissioner salaries are set by ordinance according to a formula established by the State of Florida. Additionally, at the March 7, 2017 Board meeting, the Board approved a \$3,000 increase in Commissioner operating budgets.

Administration

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
2) County Administration*	910,903	1,013,761	1,062,107	4.8%	1,093,097	1,125,161	1,158,332	1,192,669
3) Emergency Management*	1,162,187	1,476,455	1,510,012	2.3%	1,533,715	1,557,991	1,582,853	1,608,336
4) Human Resources*	1,163,048	1,455,403	1,418,564	-2.5%	1,455,561	1,494,023	1,534,013	1,575,617
5) Strategic Initiatives*	1,185,253	1,310,508	1,397,809	6.7%	1,424,997	1,417,361	1,446,961	1,477,859
	4,421,390	5,256,127	5,388,492	2.5%	5,507,370	5,594,536	5,722,159	5,854,481

- 2) *See personnel note below.

- 3) At the March 7, 2017 Board meeting, the Board approved the transition of the Emergency Management function from the Sheriff's Office to the County. This transition was a result of a recommendation in the Hurricane Hermine After Action Report approved on January 24, 2017. A total of seven positions were transferred. The increase also reflects the inclusion of two Emergency Management grants transferred from the Sheriff's office; and match funding previously budgeted separately in as a transfer to the Sheriff's office.

- 4) Decrease is related to a reduction in training and staff development funding. Additionally, at the April 25, 2017 Budget Workshop, the Board approved a minimum Living Wage of \$12.00 per hour for all County Employees. The total cost increase for FY18 is \$135,720 to establish the Living Wage. This cost is included in each respective department and not reflected in the Human Resources budget.

- 5) Increase reflects the realignment of an Assistant to the County Administrator position, an increase of \$36,000 for the continued funding of Leon Works and the Junior Apprentice Program, and \$12,500 in promotional activities.

County Attorney's Office

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
6) County Attorney*	1,870,847	2,008,617	2,084,538	3.8%	2,132,912	2,183,069	2,235,016	2,288,896
	1,870,847	2,008,617	2,084,538	3.8%	2,132,912	2,183,069	2,235,016	2,288,896

- 6) *See personnel note below.

Department of Public Works

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
7) Engineering Services*	2,940,289	3,693,490	3,740,274	1.3%	3,847,798	3,959,591	4,075,867	4,196,797
8) Fleet Management*	2,336,972	2,807,477	2,932,906	4.5%	2,960,030	2,978,102	3,007,179	3,032,315
9) Operations*	9,368,998	10,710,857	11,400,093	6.4%	11,691,189	11,945,658	12,208,873	12,540,472
10) PW Support Services*	547,883	633,112	604,072	-4.6%	619,363	635,240	651,729	668,862
	15,194,141	17,844,936	18,677,345	4.7%	19,118,380	19,518,591	19,943,648	20,438,446

- 7) *See personnel note below.

- 8) Increase reflects \$185,000 in fuel cost due to an increase in the price of fuel per gallon.

- 9) Increase reflects funding for stormwater maintenance in the amount of \$73,000, Forest services agreement costs increase of \$31,000, and a \$75,000 increase for Canopy Road tree planting approved at the April 25, 2017 Budget Workshop.

- 10) Decrease reflects the realignment and reclassification of the Assistant Public Works Director position to the Office of Resource Stewardship.

* Increase reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in workers compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Department of Development Support & Environmental Management

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
11) Building Plans Review & Inspection*	1,268,831	1,629,003	1,902,799	16.8%	1,963,603	2,027,054	2,093,306	2,162,520
12) Customer Engagement Services	0	0	251,920	0.0%	260,494	269,467	278,867	288,719
13) Development Services*	754,574	800,051	800,523	0.1%	826,478	853,562	881,815	911,313
14) DS Support Services*	282,100	330,592	281,357	-14.9%	289,646	298,246	307,175	316,450
15) Environmental Services*	1,561,113	1,677,192	1,725,951	2.9%	1,780,933	1,838,053	1,897,386	1,959,068
16) Permit and Code Services*	510,048	481,525	421,327	-12.5%	433,042	445,246	457,959	471,215
	<u>4,376,666</u>	<u>4,918,363</u>	<u>5,383,877</u>	<u>9.5%</u>	<u>5,554,196</u>	<u>5,731,628</u>	<u>5,916,508</u>	<u>6,109,285</u>

- 11) Increase related to personnel costs associated with the addition of a Senior Compliance Specialist approved in FY17. In addition, one Senior Administrative Assistant was reclassified to a Customer Experience Liason and a Chief Development Resources Officer was created in FY17 to assist citizens with the development process. These positions are split funded between Building and Support Services.
- 12) The Customer Engagement Services division was created as part of the County Administrator's Department of Development Support and Environmental Management Customer Service Upgrade approved at the April 4, 2017 Board meeting to enhance customer support services. This included the creation of the Chief Development Resources Officer position and the realignment of full and partial positions from the Development Services and Permit & Code Services divisions to the Customer Engagement Services Division.
- 13) Increase related to personnel costs associated with the addition of a Principle Planner approved in FY17. Additionally personnel increases reflect adjustments in personnel budget funding splits between the Building Plans Review and Inspection and the DS Support Services divisions based on an annual evaluation of workload activity.
- 14) The decrease is related to personnel budget funding splits between the Building Plans Review and Inspection and the DS Support Services divisions based on an annual evaluation of workload activity. Additionally, a Senior Administrative Associate II position was reclassified to a Customer Experience Liaison and partially realigned to the Customer Engagement Services division.
- 15) Increase related to personnel costs in addition to operating increases in fuel, vehicle repair and communications.
- 16) Decrease related to realignment of intake staff from to the Customer Engagement Services division as part of the Department of Development Support and Environmental Management Customer Service Upgrade.

Department of PLACE

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
17) Planning Department	934,521	1,055,927	986,992	-6.5%	1,006,280	1,026,059	1,046,344	1,067,149
	<u>934,521</u>	<u>1,055,927</u>	<u>986,992</u>	<u>-6.5%</u>	<u>1,006,280</u>	<u>1,026,059</u>	<u>1,046,344</u>	<u>1,067,149</u>

- 17) The decrease is reflects a decrease in one-time funding for the Mobility Fee Study project that was funded in FY17.

Office of Financial Stewardship

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
18) Office of Management and Budget*	668,966	721,574	768,095	6.4%	785,551	802,387	819,944	838,258
19) Purchasing*	595,879	610,599	631,950	3.5%	651,127	670,298	690,895	712,252
20) Real Estate Management*	389,316	340,085	347,064	2.1%	327,752	333,691	339,893	346,373
21) Risk Management*	193,953	240,442	210,511	-12.4%	214,333	218,310	222,451	226,763
	<u>1,848,114</u>	<u>1,912,700</u>	<u>1,957,620</u>	<u>2.3%</u>	<u>1,978,763</u>	<u>2,024,686</u>	<u>2,073,183</u>	<u>2,123,646</u>

- 18) *See personnel note below.
 19) *See personnel note below.
 20) *See personnel note below.
 21) Decrease reflects a reduction in broker services fees in the amount of \$35,000.

Office of Tourism Development

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
22) Tourism Development*	4,439,791	4,957,047	5,452,109	10.0%	5,520,420	5,316,071	5,382,547	5,450,831
	<u>4,439,791</u>	<u>4,957,047</u>	<u>5,452,109</u>	<u>10.0%</u>	<u>5,520,420</u>	<u>5,316,071</u>	<u>5,382,547</u>	<u>5,450,831</u>

- 22) Increase reflects the use of fund balance, as recommended by the Tourist Development Council, to fund the following: \$50,000 in Emerging Event funding to supplement the Signature Event Grant Program to attract and maintain multi-day festival events; additional public relations and advertising funding in the amount of \$175,000 for Target Designated Market Area (DMA) Activation Marketing in Atlanta & Tampa; and \$185,000 in sports event funding offset by revenue generated from the events. Additionally, \$45,000 is being allocated in capital improvement funding for improvements to the Welcome Center.

* Increase reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in workers compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Office of Information and Technology

	FY 2016	FY 2017	FY 2018	Adopted	FY 2019	FY 2020	FY 2021	FY 2022
	Actual	Adopted	Adopted	Change	Projected	Projected	Projected	Projected
23) Geographic Information Systems*	1,891,060	1,923,845	1,983,854	3.1%	2,031,157	2,080,275	2,131,297	2,184,305
24) Management Information Services*	5,798,215	6,374,130	6,641,127	4.2%	6,784,848	6,933,186	7,087,183	7,246,826
	<u>7,689,275</u>	<u>8,297,975</u>	<u>8,624,981</u>	<u>3.9%</u>	<u>8,816,005</u>	<u>9,013,461</u>	<u>9,218,480</u>	<u>9,431,131</u>

23) *See personnel note below.

24) Increase reflects \$130,300 for contractual obligations associated with critical software updates and licensing including HR NeoGov, CISCO, IBM Hardware and McAfee virus protection. In addition, \$25,000 for data wiring equipment previously budgeted in a capital improvement project.

Office of Library Services

	FY 2016	FY 2017	FY 2018	Adopted	FY 2019	FY 2020	FY 2021	FY 2022
	Actual	Adopted	Adopted	Change	Projected	Projected	Projected	Projected
25) Library Services*	6,237,669	6,866,639	7,007,788	2.1%	7,209,043	7,364,973	7,566,209	7,776,219
	<u>6,237,669</u>	<u>6,866,639</u>	<u>7,007,788</u>	<u>2.1%</u>	<u>7,209,043</u>	<u>7,364,973</u>	<u>7,566,209</u>	<u>7,776,219</u>

25) Increase related to personnel costs in addition to the Board initiative for Library Mobile Hotspots for \$13,250.

Office of Public Safety

	FY 2016	FY 2017	FY 2018	Adopted	FY 2019	FY 2020	FY 2021	FY 2022
	Actual	Adopted	Adopted	Change	Projected	Projected	Projected	Projected
26) Animal Control*	1,459,758	1,526,763	1,497,552	-1.9%	1,551,582	1,608,236	1,624,632	1,641,773
27) Emergency Medical Services*	15,839,623	16,473,669	17,465,446	6.0%	17,782,701	18,113,031	18,457,064	18,815,572
	<u>17,299,381</u>	<u>18,000,432</u>	<u>18,962,998</u>	<u>5.3%</u>	<u>19,334,283</u>	<u>19,721,267</u>	<u>20,081,696</u>	<u>20,457,345</u>

26) Decrease reflects a reduction in the Animal Control contract with the City of Tallahassee due to the completion of the joint HVAC capital project for the Animal Shelter.

27) Increase is related to the addition of a partial ambulance crew (6 positions) and ambulance to meet increased call volume. Additional increases include: the ALS Agreement with City Fire Department (\$84,294); vehicle repair(\$75,585), fuel (\$151,205) and machinery and equipment (\$38,000), offset by decreases in vehicle insurance coverage (\$54,405).

Office of Intervention & Detention Alternatives

	FY 2016	FY 2017	FY 2018	Adopted	FY 2019	FY 2020	FY 2021	FY 2022
	Actual	Adopted	Adopted	Change	Projected	Projected	Projected	Projected
28) County Probation*	1,539,291	1,475,318	1,510,904	2.4%	1,552,076	1,595,026	1,639,863	1,686,665
29) Drug & Alcohol Testing*	136,399	168,734	154,222	-8.6%	158,024	161,983	166,103	170,391
30) Supervised Pretrial Release*	1,168,720	1,183,133	1,226,589	3.7%	1,257,803	1,290,306	1,324,170	1,359,461
	<u>2,844,410</u>	<u>2,827,185</u>	<u>2,891,715</u>	<u>2.3%</u>	<u>2,967,903</u>	<u>3,047,315</u>	<u>3,130,136</u>	<u>3,216,517</u>

28) *See personnel note below.

29) Decrease related to personnel changes offset by the increase in personnel costs as noted below.

30) *See personnel note below.

Office of Human Services & Community Partnerships

	FY 2016	FY 2017	FY 2018	Adopted	FY 2019	FY 2020	FY 2021	FY 2022
	Actual	Adopted	Adopted	Change	Projected	Projected	Projected	Projected
31) Housing Services*	665,235	1,197,822	962,448	-19.7%	522,713	537,925	553,748	570,208
31) Human Services*	7,309,228	7,756,708	7,759,392	0.0%	7,749,531	7,765,433	7,781,779	7,648,585
33) Veteran Services*	282,655	327,763	351,227	7.2%	357,010	363,018	369,255	375,739
34) Volunteer Services*	186,259	192,717	198,865	3.2%	204,982	211,353	217,986	224,900
	<u>8,443,376</u>	<u>9,475,010</u>	<u>9,271,932</u>	<u>-2.1%</u>	<u>8,834,236</u>	<u>8,877,729</u>	<u>8,922,768</u>	<u>8,819,432</u>

31) Decrease reflects the transfer of the Housing Finance Authority (HFA) budget from the County. Additionally, SHIP funds received from the State decreased for FY18.

31) Budget reflects funding of \$30,000 for the Indigent Burial Program to support the increase in the body transport and disposal rates approved in FY17, \$50,000 for enhancement of the Human Services & Community Partnerships Management System approved at the April 25, 2017 Budget Workshop, offset by a decrease in Baker Marchman Act and Health Department funding.

33) Increase reflects additional funding for Operation Thank You (\$2,400) and additional operating increases in rentals and leases and printing and binding

34) Reflects increase in personnel costs and slight increases in communication, promotional activities and operating supplies.

* Increase reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in workers compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Office of Resource Stewardship

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
35) Cooperative Extension*	361,620	470,954	455,990	-3.2%	497,172	509,864	522,937	522,937
36) Facilities Management*	8,591,865	9,405,509	9,421,511	0.2%	9,593,035	9,728,226	9,800,894	9,941,343
37) Office of Sustainability*	172,118	303,010	307,686	1.5%	332,893	321,812	343,946	333,310
38) Parks and Recreation*	2,810,976	2,884,890	3,076,060	6.6%	3,129,655	3,562,681	3,748,477	3,812,218
39) Solid Waste*	9,193,345	9,037,749	9,730,123	7.7%	9,812,108	9,873,480	9,812,877	9,872,858
	<u>21,129,923</u>	<u>22,102,112</u>	<u>22,991,370</u>	<u>4.0%</u>	<u>23,364,863</u>	<u>23,996,063</u>	<u>24,229,131</u>	<u>24,482,666</u>

- 35) Decrease reflects salary and benefit reductions related to the Cooperative Extension Agreement between the County and the University of Florida.
- 36) *See personnel note below.
- 37) *See personnel note below.
- 38) Increase reflects funding for the addition of one a new Park Attendant position for the anticipated opening the 754 acre St. Mark's Headwater's Greenway. In addition, \$35,000 is budget for the Signature Landscape Feature initiative approved by the Board at the April 25, 2017 Budget Workshop. Other operating increases relate to utilities, fuel, and vehicle repair and maintenance.
- 39) Increase is related to the addition of a new Contract Compliance Specialist Position added in FY17 to manage the County's contract with Waste Pro. In addition, contractual services increase include: hauling and disposal services from increased tonnage in the amount of \$492,000; curbside bulky waste and yard debris processing and disposal costs increases in the amount of \$195,000.

Constitutional

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
40) Clerk of the Circuit Court	1,940,579	2,016,674	2,095,843	3.9%	2,154,466	2,214,763	2,276,783	2,340,574
41) Property Appraiser	4,737,694	5,159,673	5,094,412	-1.3%	5,247,244	5,404,661	5,566,801	5,566,801
42) Sheriff	70,197,526	70,766,102	73,935,086	4.5%	76,555,267	78,625,291	80,170,537	82,400,851
43) Supervisor of Elections	5,082,773	4,187,358	4,259,755	1.7%	3,925,837	5,373,476	4,072,149	4,767,605
44) Tax Collector	4,809,119	5,010,257	5,211,560	4.0%	5,415,765	5,626,588	5,840,335	5,840,813
	<u>86,767,691</u>	<u>87,140,064</u>	<u>90,596,656</u>	<u>4.0%</u>	<u>93,298,579</u>	<u>97,244,779</u>	<u>97,926,605</u>	<u>100,916,644</u>

- 40) Increase related to personnel costs.
- 41) Decrease reflects a elimination of prior year employee retirement funding for leave payouts.
- 42) Increase reflects personnel costs for year three of Step Pay Plan adjustments, in addition to a total of 12 new positions: four new road patrol deputy positions; one Deputy Bailiff; two Crime Analysts; and one Evidence Custodian in Law Enforcement; in addition to four Correctional Officers for the jail.
- 43) Increase related to personnel costs and rental lease payments due to the expansion of the Voting Operations Center.
- 44) Increase reflect estimated commission payments associated with increase collection due to property values increasing by 4.79%. Additionally increases are related to commission payments for the MSTU, solid waste, fire, stormwater and other special assessments.

Judicial

Department / Division	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
45) Court Administration	235,208	225,425	235,233	4.4%	242,383	249,844	257,635	265,768
46) Guardian Ad Litem	18,659	21,627	22,455	3.8%	22,455	22,455	22,455	22,455
47) Other Court-Related Programs	509,550	597,013	609,924	2.2%	615,601	627,219	514,429	526,861
48) Public Defender	136,024	133,195	136,008	2.1%	136,008	136,008	136,008	136,008
49) State Attorney	107,100	109,955	111,734	1.6%	111,734	111,734	111,734	111,734
	<u>1,006,542</u>	<u>1,087,215</u>	<u>1,115,354</u>	<u>2.6%</u>	<u>1,128,181</u>	<u>1,147,260</u>	<u>1,042,261</u>	<u>1,062,826</u>

- 45) *See personnel note below.
- 46) Reflects increase related to communication and phone system costs.
- 47) Increase related to personnel costs and the increased use of Court Innovations fund balance to support programs, such as Teen Court, due to programmed expenditures exceeding revenue projections.
- 48) Increase related to an increase communications costs of \$1,779.
- 49) Increase related to an increase communications costs of \$2,813.

* Increase reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in workers compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Leon County Fiscal Year 2018 Adopted Budget
Expenditures By Department and Division

Non-Operating

Department / Division	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
50) Budgeted Reserves	2,210,948	487,573	566,437	16.2%	490,197	566,018	3,021,926	3,157,166
51) Communications	1,091,665	1,392,807	1,464,634	5.2%	1,464,634	1,464,634	1,464,634	1,464,634
52) Fire Control	8,422,375	8,230,385	7,906,017	-3.9%	7,979,279	8,054,766	8,130,008	8,207,012
53) Line Item Funding	125,000	100,000	100,000	0.0%	100,000	0	0	0
54) Other Non-Operating	7,265,902	7,713,989	8,598,361	11.5%	8,566,636	8,810,329	9,107,347	9,409,151
55) Risk Allocations	1,110,716	1,113,517	1,131,707	1.6%	1,131,707	1,131,707	1,131,707	1,131,707
56) Risk Financing & Workers Comp	3,111,040	3,296,292	3,094,658	-6.1%	3,123,805	3,153,244	3,182,976	3,213,005
	<u>23,337,646</u>	<u>22,334,563</u>	<u>22,861,814</u>	<u>2.4%</u>	<u>22,856,258</u>	<u>23,180,698</u>	<u>26,038,598</u>	<u>26,582,675</u>

- 50) Reflects increases in Building and Insurance Fund contingencies, offset by decreases in budgeted reserves in the the Fine and Forfeiture, Transportation, and Municipal Service reserves. Additionally reflects Board's appropriation of \$87,783 for crime prevention approved at the July 12, 2017 Board meeting.
- 51) Reflects increase cost related to phone system including repair and maintenance.
- 52) Decrease costs associated with payments to the City of Tallahassee for fire services. Additionally, the budget eliminated the \$1.224 million in unincorporated fund balance used to apply a 15% discount for two years to keep fire service fee rates level for FY16 & FY17. For FY18, the fire rates increased based on the rate study approved by the Board in May, 2015.
- 53) Line item funding is budgeted at level funding with continued funding in the amount \$100,000 for the Homeless Shelter Relocation. FY19 will be the last year of this five year, \$500,000 obligation.
- 54) Increase reflects a \$486,012 increase in payment to the Community Development Agency(CRA) based on the June 1st estimated from the Property Appraiser indicating an increase property values. Additionally, there is an increase of \$352,000 for the capital costs related to the 800 MHz Radio Communications System.
- 55) Reflects an a slight increase in cost allocations of insurance premiums associated with property, vehicle, and general liability.
- 56) Reflects a decrease in vehicle at-fault claims and repair and maintenance in the Risk Management budget.

Debt Service

Department / Division	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
57) Debt Service	8,564,986	8,570,548	8,057,345	-6.0%	7,576,225	7,574,595	3,271,756	3,273,235
	<u>8,564,986</u>	<u>8,570,548</u>	<u>8,057,345</u>	<u>-6.0%</u>	<u>7,576,225</u>	<u>7,574,595</u>	<u>3,271,756</u>	<u>3,273,235</u>

- 57) Decrease reflects the refinancing of current bond debt service resulting in \$564,000 in savings.

Capital Improvement Program

Department / Division	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Budgeted Capital Reserves	0	12,540	62,130	395.5%	62,130	62,130	62,130	62,130
Engineering Services	14,804,959	6,138,203	7,572,785	23.4%	10,511,799	11,644,698	12,053,488	12,240,678
Facilities Management	3,413,667	4,665,650	4,102,449	-12.1%	2,026,054	1,670,551	2,458,894	1,658,038
Fleet Management	1,904,609	2,527,600	2,215,650	-12.3%	2,295,900	2,430,850	2,212,850	3,364,850
58) Management Information Services	1,976,438	2,166,580	1,554,130	-28.3%	2,003,780	1,878,780	2,003,780	1,878,780
Miscellaneous	6,000	50,000	0	-100.0%	50,000	0	50,000	0
Parks & Recreation	2,329,065	1,831,900	2,245,399	22.6%	1,845,000	2,215,000	835,000	1,215,000
Public Works - Operations	1,466,397	835,200	1,085,200	29.9%	835,200	835,200	835,200	835,200
Solid Waste	854,708	1,334,950	584,588	-56.2%	900,625	766,202	700,100	1,254,000
	<u>26,755,843</u>	<u>19,562,623</u>	<u>19,422,331</u>	<u>-0.7%</u>	<u>20,530,488</u>	<u>21,503,411</u>	<u>21,211,442</u>	<u>22,508,676</u>

- 58) In the FY2018 for some areas of the capital budget, instead of individual facility budgets, projects are now being developed for building, roofing, mechanical systems infrastructure, and general maintenance and repairs. This is similar to how the transportation road resurfacing capital improvement program is currently managed. Additionally, funding is also allocated for the Sidewalk Program (\$1,472,785), Arterial/Collector Road Resurfacing, Community Safety and Mobility (\$600,000), Stormwater and Transportation Projects (\$500,000), Public Works Vehicles (\$466,500), and Lake Henrietta Renovation (\$350,000).

* Increase reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in workers compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Leon County Fiscal Year 2018 Adopted Budget
Expenditures By Department and Division

Grants Administration

Department / Division	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Byrne Grant	163	0	0	0.0%	0	0	0	0
Grant Economic Development	43,182	0	0	0.0%	0	0	0	0
Grants Adult Drug Court	16,656	0	0	0.0%	0	0	0	0
58) Grants Court Admin	108,352	125,000	125,000	0.0%	127,024	129,188	131,504	133,982
Grants EMS	180,608	60,000	60,000	0.0%	60,000	60,000	60,000	60,000
Grants Housing	2,224	0	0	0.0%	0	0	0	0
Grant Human Services	10,000	0	0	0.0%	0	0	0	0
59) Grants IDA	87,305	84,835	84,835	0.0%	84,835	84,835	84,835	84,835
60) Grants Library	98,810	15,000	15,000	0.0%	15,000	15,000	15,000	15,000
Grants Parks	75,285	0	0	0.0%	0	0	0	0
Grants Public Works	2,095,576	0	0	0.0%	0	0	0	0
Grants Sustainability	48,471	0	0	0.0%	0	0	0	0
Grants Volunteer	101	0	0	0.0%	0	0	0	0
	2,766,734	284,835	284,835	0.0%	286,859	289,023	291,339	293,817

58) Reflects expenditures associated with the Veteran's Court. This is a legislative allocation to Court Administration for operation of a Veteran's Court that is reimbursed to the County.

59) Reflects funds collected for driver's education through the collection of traffic fines in the Slosberg Drivers' Education Fund.

60) Reflects expenditures associated with the receipt of donations from the Friends of the Library.

Transfers

Department / Division	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
61) Transfers	58,533,133	40,208,828	40,045,083	-0.4%	42,502,871	44,650,465	43,802,063	46,428,949
	58,533,133	40,208,828	40,045,083	-0.4%	42,502,871	44,650,465	43,802,063	46,428,949

61) Reflects a decrease in transfers to General Fund, Probation Services, Municipal Services, and Bond Series 2014, offset by increase Transportation, Developmental Support and Environmental Services, Supervisor of Elections, Stormwater, Radio Communications System(800 MHz), Bond Series 2012A & 2012B, Capital Improvements, Transportation Improvements, and Solid Waste funds.

Summary Totals

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Adopted Change	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Leon County Government	98,327,198	107,150,038	111,385,265	3.95%	113,077,659	115,179,340	117,264,064	119,346,181
Constitutional Officers	86,767,691	87,140,064	90,596,656	3.97%	93,298,579	97,244,779	97,926,605	100,916,644
Judicial	1,006,542	1,087,215	1,115,354	2.59%	1,128,181	1,147,260	1,042,261	1,062,826
Non-Operating	23,337,646	22,334,563	22,861,814	2.36%	22,856,258	23,180,698	26,038,598	26,582,675
Capital	26,755,843	19,562,623	19,422,331	-0.72%	20,530,488	21,503,411	21,211,442	22,508,676
Debt Service	8,564,986	8,570,548	8,057,345	-5.99%	7,576,225	7,574,595	3,271,756	3,273,235
Grants	2,766,734	284,835	284,835	0.00%	286,859	289,023	291,339	293,817
Total Budget Net Transfers	247,526,639	246,129,886	253,723,600	3.09%	258,754,249	266,119,106	267,046,065	273,984,054
Total Operating Budget	220,770,796	226,567,263	234,301,269	3.41%	238,223,761	244,615,695	245,834,623	251,475,378
Total Capital Budget	26,755,843	19,562,623	19,422,331	-0.72%	20,530,488	21,503,411	21,211,442	22,508,676
Total County Budget	306,059,772	286,338,714	293,768,683	2.59%	301,257,120	310,769,571	310,848,128	320,413,003
Total County Minus Transfers	247,526,639	246,129,886	253,723,600	3.09%	258,754,249	266,119,106	267,046,065	273,984,054

Leon County Fiscal Year 2018 Adopted Budget

Expenditures by Mandatory, Non-Mandatory, Support and Self-Supporting

Expenditure Summary by Category	FY16 Adopted	FY17 Adopted	% Change	FY18 Budget	% Change	Reference
MANDATORY						
<u>Constitutional Officers</u>						
Supervisor of Elections	4,992,180	4,187,358		4,259,755		FS 129.202, FS 97-107
Tax Collector	4,818,729	5,010,257		5,211,560		FL Constitution: Article VIII Section 1(d), FS 192.091(2), FS 197
Property Appraiser	4,805,388	5,159,673		5,094,412		FL Const: Article VIII Section 1(d), FS 192.091(1), FS 193.023, FS 193-194, 196, 200
Sheriff	68,436,968	70,766,102		73,935,086		FL Constitution: Article VIII Section 1(d), FS 30.49 and 30.50
Clerk of Court	1,940,579	2,016,674		2,095,843		FL Constitution: Article VIII Section 1(d), FL Constitution: Article V Section 16
	84,993,844	87,140,064	2.53%	90,596,656	3.97%	
<u>Judiciary (Article V)</u>						
State Attorney	117,685	109,955		111,734		FL Const: Article V Sec. 14 & 17, FS 29.008
Public Defender	148,950	133,195		136,008		FL Const: Article V Sec. 14 & 18, FS 29.008
Guardian Ad Litem	29,662	21,627		22,455		FS 29.008, FS 39.8296
Court Administration	161,048	175,578		183,811		FL Constitution: Article V, FS 29.008
Legal Aid	313,090	315,394		317,769		FS 939.185(2)
subtotal	770,435	755,749	-1.91%	771,777	2.12%	
<u>Charter</u>						
County Commission	1,583,301	1,626,968		1,703,508		FL Constitution: Article VIII Section 1(e), FS 125.01, Leon County Charter
County Attorney	1,951,307	2,008,617		2,084,538		Leon County Charter, LCL: Ch 2-Article X Section 2-503, FS 127.01
County Administrator's Office	785,394	1,013,761		1,062,107		Leon County Charter, LCL: Ch 2-Article X Section 2-501, F.S. 125.7
subtotal	4,320,002	4,649,346	7.62%	4,850,153	4.32%	
<u>Payments</u>						
CRA-Payment	2,109,741	2,396,091		2,880,365		FS 163.506
Debt Service	8,568,419	8,570,548		8,057,345		FS 130
Medical Examiner	501,760	511,795		524,022		FS 406.08
Tubercular Care & Child Protection Exams	61,000	61,000		61,000		FS 392.68
Baker and Marchmen Act	692,601	692,601		638,156		FS 394.76(3)b
Medicaid & Indigent Burial	2,694,506	2,876,195		2,911,641		Med: FS 409.915, IB: FS 406.50
Tax Deed Applications	62,500	45,000		45,000		FS 197.502
Juvenile Detention Payment	1,022,660	860,500		877,710		FS 985.686
subtotal	15,713,187	16,013,730	1.91%	15,995,239	-0.12%	
<u>Transportation/Stormwater</u>						
Public Works Support Services	576,230	633,112		604,072		
Engineering Services	3,176,625	3,693,490		3,740,274		FS 316.006(3)
Transportation Maintenance	4,270,014	4,262,133		4,393,228		FS 206.47(7), FS 206.60(2), FS 336.02(1)
Right of Way Maintenance	2,376,874	2,655,690		2,863,387		FS 337.401
Capital Project Reimbursements	(450,000)	(350,000)		(350,000)		
Stormwater Maintenance	2,801,105	3,078,652		3,265,372		LCL: Ch 10-Article VII Div. 1 & 2, FS 403.0893
subtotal	12,750,848	13,973,077	9.59%	14,516,333	3.89%	
<u>Growth Management</u>						
Development Services (not including Bldg Dept)	790,500	800,051		935,084		LCL: Chapter 10, FS 163.3180, FS 163.3202 County Charter, LCL: Ch 10-Article IV Sec. 10, FS 380.021
Environmental Compliance	1,454,182	1,511,145		1,559,229		
Growth - Support Services	516,743	529,271		536,264		Supports functions of Fund 121
subtotal	2,761,425	2,840,467	2.86%	3,030,577	6.69%	
<u>Other</u>						
Veterans Services	187,000	185,263		200,327		FS 292.11
Planning	935,040	1,055,927		986,992		FS 163.3174, FS 163.3167(2)
Court House Annex (Bank of America Bldg.)	747,397	427,510		448,935		FL Constitution: Article V, FS 29.008
Property/Liability Insurance	1,143,993	1,113,517		1,131,707		
subtotal	3,013,430	2,782,217	-7.67%	2,767,961	-0.51%	
<u>Solid Waste</u>						
Landfill Closure	-	-		-		FS 403.707
Transfer Station	5,539,172	6,580,549		7,114,555		FS 403.706 and Interlocal Agreement
Solid Waste Management Facility	1,551,518	1,140,682		648,231		FS 403.706 and Interlocal Agreement
Hazardous Waste	619,406	661,782		682,230		FS 403.7225, FS 403.704
Recycling Services	220,332	-		-		FS 403.706(2)
subtotal	7,930,428	8,383,013	5.71%	8,445,016	0.74%	
TOTAL MANDATORY	132,253,599	136,537,663	3.24%	140,973,712	3.25%	

Leon County Fiscal Year 2018 Adopted Budget

Expenditures by Mandatory, Non-Mandatory, Support and Self-Supporting

Expenditure Summary by Category	FY16 Adopted	FY17 Adopted	% Change	FY18 Budget	% Change	Reference
NON-MANDATORY						
Jail Detention/Mental Health Coordination	50,659	49,847		51,422		FL Const: Article V Section 14(c), FS 29.008
Pre-Trial Release	1,135,112	1,143,133		1,186,589		Provided alternative to incarceration
MWSBE	431,130	-		-		FS 255.101-102, County Policy No. 96-1
Code Enforcement	265,785	282,846		283,779		Numerous Leon County Code of Laws
Economic Development	384,569	304,983		304,983		FS 951.26
Public Information Office	564,022	541,667		609,241		FS 125.001
Volunteer Services	187,318	192,717		198,865		FS 125.9503, County Emergency Management Plan
Parks and Recreation	2,794,911	2,884,890		3,076,060		
Cooperative Extension	540,260	470,954		455,990		FS 1004.37
Mosquito Control	667,188	681,861		846,566		FS 388.161-162
Library	6,614,299	6,866,639		7,007,788		
Housing Services	461,142	468,437		578,087		FS 420.9075, FS 420.9079, FS 125.0103(7)
Health Department	237,345	237,345		237,345		FS 154.01
Animal Control	1,570,911	1,526,763		1,497,552		FS 828.03(1), FS 828.27 - Cruelty, FS 828.30 - Rabies, FS 588.16, LCL: Chapter 4, F.A.C 64D-3.040
Probation	1,158,730	1,127,559		1,163,145		Provides an alternative to the County Jail
Rural Waste Service Centers	611,250	654,736		676,213		
Yard Waste	-	-		608,894		
Primary Health Care	2,015,360	2,018,956		2,021,508		FS 154.011, LCL: Ch 11-Article XVII Sec. 11
Office of Sustainability	212,274	303,010		307,686		
Strategic Initiatives	754,545	768,841		788,568		
Real Estate	342,868	295,085		302,064		
subtotal	20,999,678	20,820,269	-0.85%	22,202,345	6.64%	
Agreements/Payments						
Fire Department - City Payment	7,463,670	7,747,906		7,423,538		FS 125.01(1)d and Interlocal Agreement
City Payment - Parks Rec/Animal Shelter	1,271,502	1,273,620		1,327,749		Interlocal Agreement with City of Tallahassee
subtotal	8,735,172	9,021,526	3.28%	8,751,287	-3.00%	
Outside Agency Funding						
Cultural Resources Comm. (COCA)	1,301,875	1,376,900		1,468,956		Ordinance 2006-34
DISC Village/Juvenile Assess. Center	185,759	222,759		222,759		Ordinance 2006-34
Palmer Monroe Teen Center	150,000	-		-		Ordinance 2006-34
Domestic Violence Cood Council	25,000	25,000		25,000		
Homeless Shelter Relocation	100,000	100,000		100,000		
subtotal	1,762,634	1,724,659	-2.15%	1,816,715	5.34%	
Miscellaneous						
Human Services CHSP	1,254,858	1,358,816		1,365,720		County Policy No. 01-04
Military Grant	100,000	100,000		100,000		County Policy No. 03-18
Summer Youth Employment	80,425	80,425		40,000		
Volunteer Fire Department	482,479	482,479		482,479		
Diversionary Funding	100,000	100,000		100,000		
Blueprint 2000	65,565	331,846		377,817		
CRTPA	241,181	119,523		122,669		Ordinance 2006-34
subtotal	2,324,508	2,573,089	10.69%	2,588,685	0.61%	
Event Sponsorships						
North Florida Homeless Veterans Stand Down	10,000	10,000		10,000		
Honor Flight	15,000	15,000		20,000		Ordinance 2006-34
Operation Thank You!	-	12,500		15,900		Ordinance 2006-34
Veterans Day Parade	2,500	5,000		5,000		Ordinance 2006-34
subtotal	27,500	42,500	54.55%	50,900	19.76%	
TOTAL NON-MANDATORY	33,849,492	34,182,043	0.98%	35,409,932	3.59%	

Leon County Fiscal Year 2018 Adopted Budget

Expenditures by Mandatory, Non-Mandatory, Support and Self-Supporting

Expenditure Summary by Category	FY16 Adopted	FY17 Adopted	% Change	FY18 Budget	% Change	Reference
SUPPORT FUNCTIONS						
Office of Management & Budget	1,069,365	962,016		978,606		FS 129
Facilities Management	8,351,985	8,855,193		8,886,031		FS 29.008 Maintains County Facilities
Human Resources	1,389,092	1,455,403		1,418,564		Implement Federal and State legislation regarding employment practices
Management Information Services	5,925,146	6,374,130		6,641,127		FS 29.008 Maintains all County information systems - emails, hardware, software, etc
Purchasing	496,018	610,599		631,950		FS 274.03, FS 287, LCL: Chapter 2-Article IX Section 2.401
Geographic Information Systems	1,951,206	1,923,845		1,983,854		Interlocal Agreement with the City of Tallahassee
Public Services - Support	-	-		-		LCL:Chapter 2, Article X Section 2-502
Non-Operating (Audit, Bank Charges, etc.)	959,740	982,280		912,604		
TOTAL SUPPORT FUNCTIONS	20,142,552	21,163,466	5.07%	21,452,736	1.37%	
RESERVES						
Budgeted Contingency; all funds	444,649	546,685		566,437		
TOTAL BUDGETED RESERVES	444,649	546,685	22.95%	566,437	3.61%	
TOTAL GENERAL REVENUE SUPPORTED	186,690,292	192,429,857	3.07%	198,402,817	3.10%	
SELF SUPPORTING AND INTERNAL SERVICES						
Building Inspection	1,441,057	1,569,891		1,902,799		Numerous FS cites - see division page
Fleet Management	2,888,493	2,807,477		2,932,906		
Risk Management - Workers Comp	3,392,722	3,296,292		3,094,658		Workers Compensation, Property, Liability Insurance
Communications Trust Fund	1,103,438	1,392,807		1,464,634		
Teen Court	121,908	115,179		75,554		FS 938.19, Ordinance 9-18, LCL: Ch 7-Article 2 Section 7-28
Drug Abuse Trust Fund	52,920	53,395		96,038		
Judicial Programs	162,102	166,440		216,601		FS 939.185, LCL: Ch 7-Article II Section 7-24
Other Grant Related Activity	1,564,459	1,370,983		997,458		
Emergency Grant Match	-	-		121,155		
Emergency Management Grants	-	-		207,307		
9-1-1 Funding	1,276,500	1,355,300		1,181,550		FS 365.171
Emergency Medical Services (EMS)	16,083,506	16,473,669		17,465,446		FS 125.01(1)e, LCL: Ch 8-Article III Section 8
Tourism Development Funding	3,296,199	3,580,147		3,983,153		
Housing Finance Authority	89,360	92,960		-		FS 159.601, FS 159.604 Interlocal Agreement with the City of Tallahassee
Killearn Lakes Special Assessment	232,500	232,500		232,500		
800 Mhz Radio Support	1,211,332	1,338,826		1,685,926		
Huntington Oaks Plaza	134,425	122,806		86,545		
Drug & Alcohol Testing	170,876	168,734		154,222		
TOTAL SELF SUPPORTING AND INTERNAL SERVICES	33,221,797	34,137,406	2.76%	35,898,452	5.16%	
TOTAL OPERATING BUDGET	219,912,089	226,567,263	3.03%	234,301,269	3.41%	
TOTAL CAPITAL BUDGET	18,629,284	19,550,083	4.94%	19,360,201	-0.97%	
TOTAL CAPITAL RESERVES	12,540	12,540	0.00%	62,130	395.45%	
GRAND TOTAL	238,553,913	246,129,886	3.18%	253,723,600	3.09%	

Notes:

1. Definitions of categories:

- Mandatory: Required expenditures per the Florida Constitution, Florida Statutes or the County Charter. For purposes of this exercise, there may be certain functions that have components that are non-mandatory, but the amounts are not significant enough to break-out. Although an expenditure is included in the Mandatory category, the County does not necessarily need to continue to provide the service at its current level.

- Non-Mandatory: Expenditures that are not required.

- Support Functions: Includes departments and programs that provide services that benefit all of County government. As with the mandatory category, portions of these functions can be performed at a lower level of service.

- Budgeted Reserves: Includes budgeted reserves for raises and contingencies.

- Self Supporting - Programs that have a dedicated revenue stream and therefore do not receive general revenue for support.

2. References - Citations in Florida Statutes or local ordinance that govern the service. References in categories other than mandatory govern the administration of the activity and do not specify that the service is required.

(FY 2018 Revenue Estimates projected in Millions at 95%)

AD VALOREM PROPERTY TAXES (\$123.19)

Ad Valorem property taxes are derived from all nonexempt real and personal property located within the County. (MSTU Ad Valorem not included)

LOCAL OPTION GAS TAX (\$6.67)

This tax is a locally imposed 6 cents per gallon tax on every net gallon of motor and diesel fuel from 2009. In September 2013, the County and City amended the Inter-local Agreement, which authorizes the extension of 6 cents gas tax, with an allocation of 50/50 between the County and the City, being effect from October 1, 2015. At the September 10th 2013 meeting, the Board approved levying an additional 5 cents to be shared 50/50 between the County and City.

9TH CENT GAS TAX (\$1.49)

This tax was a State imposed 1 cent tax on special and diesel fuel. Beginning in FY02, the County began to levy the amount locally on all fuel consumption.

STATE SHARED GAS TAX (\$4.20)

Tax derived from the County Fuel Tax and the Constitutional Gas Tax. These revenues are all restricted to transportation related expenditures.

ENVIRONMENTAL PERMITS (\$1.46)

Environmental Permit Fees are derived from development projects for compliance with stormwater, landscape, tree protection, site development and zoning, and subdivision regulations.

BUILDING PERMITS (\$2.09)

Building Permit Fees are derived from developers of residential and commercial property and are intended to offset the cost of inspections to assure that development activity meets local, State and federal building code requirements.

LOCAL OPTION SALES TAX (\$4.38)

The Local Government Infrastructure Sales Tax (Local Option) is a 1 cent sales tax on all transactions up to \$5,000. Effective December 2004, the sales taxes are disbursed at 80% for Blueprint 2000, 10% County and 10% City. In a November 2014 referendum, the sales tax was extended for another 20 years beginning in 2019.

LOCAL GOVERNMENT 1/2 CENT SALES TAX (\$12.46)

The Local Government 1/2 Cent Sales Tax is based on 8.814 percent of net sales tax proceeds remitted by all sales tax dealers located within the County. Revenue is shared between County (56.6%) and City (43.4%) based on statutory defined distribution formula.

TELECOMMUNICATIONS TAX (\$3.29)

This is a two-tiered tax, each with its own rate. The two taxes are (1) The State Communications Services Tax (State Tax) and the Local Option Communications

Services Tax (Local Option Tax). The County levies the local tax at a rate of 5.22%.

PUBLIC SERVICE TAX (\$8.59)

The Public Service Tax is based upon a 10% levy on gas, water, electric services and \$.04 per gallon on fuel oil.

STATE REVENUE SHARING TAX (\$5.59)

The Florida Legislature repealed the intangible tax revenues which comprised the majority of the County's revenue sharing in 2002. The Legislature replaced the lost revenue with a 2.044% of sales tax collections (96.5% of revenue sharing comes from this source and 3.5% comes from cigarette tax collections).

LOCAL OPTION TOURIST TAX (\$5.17)

This is a locally imposed 5% tax levied on rentals and leases of less than six months duration. On December 9, 2014, the Board amended TDC ordinances and restated the Grant Funding Agreement with Council on Culture & Arts (COCA), reallocating a total 1¼-cent TDT to COCA; the ¼-cent portion TDT will be used to support a capital grants program; the rest of 3¼-cent TDT will be distributed to support TDC marketing and promotions, beginning in FY15.

EMERGENCY MEDICAL SERVICES MSTU and AMBULANCE FEES (\$17.46)

Funding for emergency medical services is provided by a .50 mill municipal service taxing unit (MSTU) property tax and ambulance transport fees.

PROBATION FEES (\$0.83)

The Probation fees are a combination of County court probation fees, alternative community service fees, no-show fees, and pretrial release fees. These fees are collected from individuals committing infractions that fall within the jurisdiction of Leon County Courts.

SOLID WASTE FEES (\$8.56)

These revenues include Tipping fees collected by the County for sorting, reclaiming and disposing of solid waste at the County landfill and transfer station.

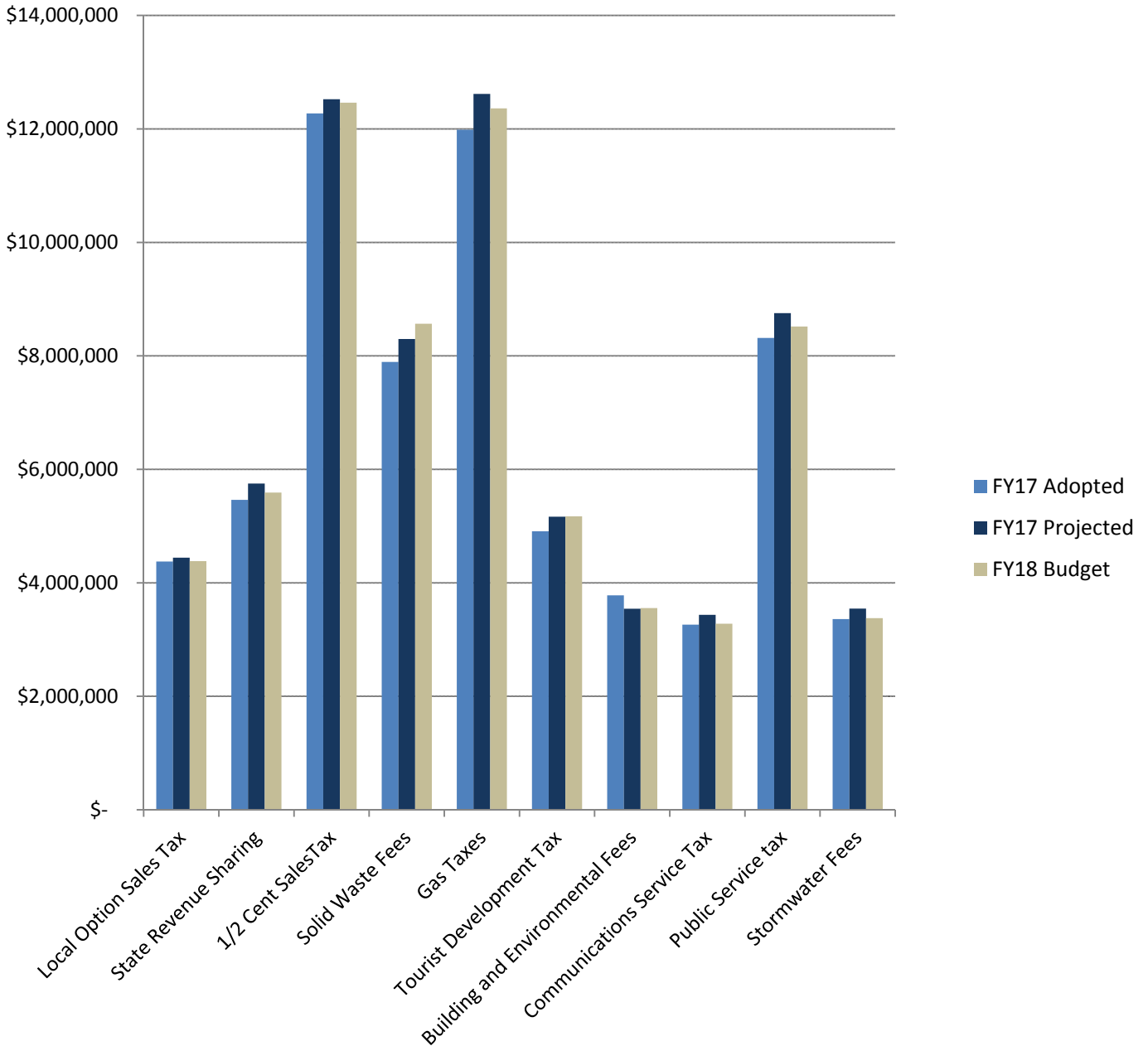
FIRE SERVICES FEE (\$8.00)

This fee adopted on June 9, 2009, is charged as a flat fee to single family homes and on a square footage basis to businesses in the unincorporated area to pay for fire services. On June 23, 2015, the Board approved a new fee schedule beginning in FY16 (with 15% reduction to the fire rescue service assessment for the first two FY)

COURT FACILITIES FEE (\$0.79)

Court Facilities Fees are established to fund "state court facilities" as defined in Chapter 29, Florida Statutes (2009) and are collected through a surcharge placed on non-criminal traffic infractions.

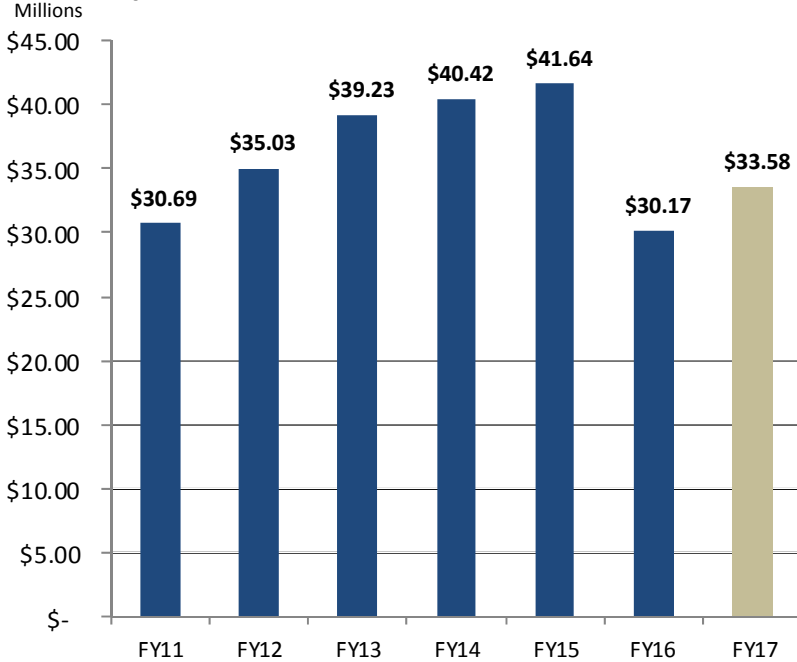
FY 2017 AND FY 2018 REVENUE PROJECTIONS



Adopted Budget FY 2017, Projected Actual Collections FY 2017, and Budget FY 2018:

This chart illustrates a comparison between the current budget, the projected actual collections for FY 2017, and the FY 2018 budget estimates. The chart depicts FY 2018 revenues forecasted at 95% as required by Florida Statute. Detailed charts of these revenues are shown on the subsequent pages, including ad valorem taxes.

General/Fine and Forfeiture Fund Balance



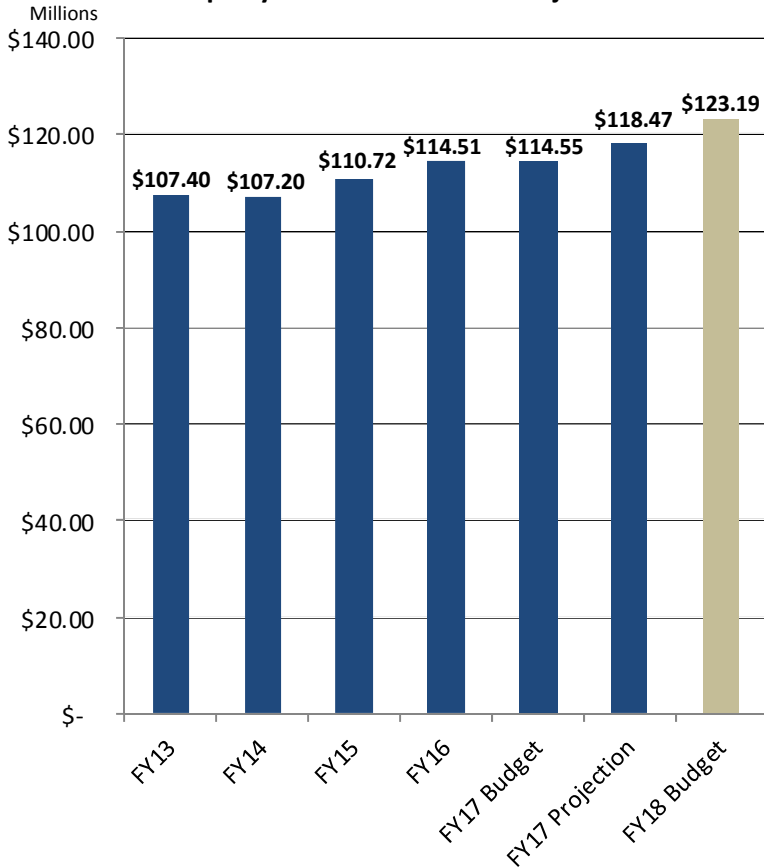
General Fund – Fund Balance:

Fund Balance is maintained for cash flow purposes, as an emergency reserve and a reserve for one-time capital improvement needs. In addition, the amount of fund balance is used by rating agencies in determining the bond rating for local governments. The Leon County Reserves Policy requires fund balances to be between a minimum of 15% and a maximum of 30% of operating expenditures.

The FY16 fund balance is lower than FY15 in part due to a sweep of \$9.6 million in fund balance to capital improvement projects in FY16, and the expenditure of the Catastrophe Fund associated with debris removal from Hurricane Hermine.

The unaudited year ending fund balance estimate for FY17 is \$33.58 million. This reflects 11% of FY16 operating expenditures.

Ad Valorem Property Taxes: Actuals and Projections

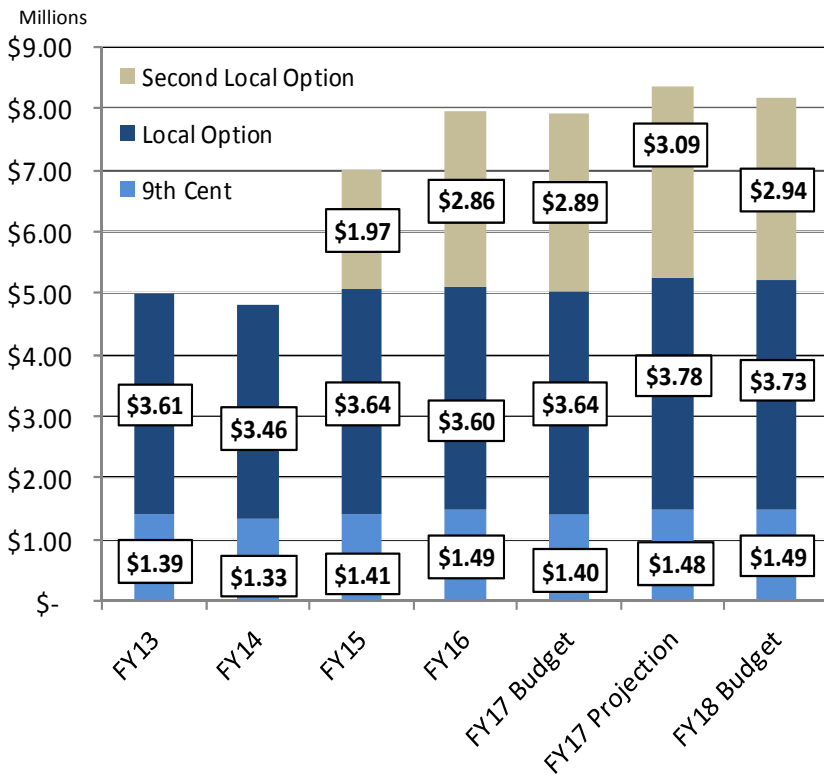


Ad Valorem Property Taxes:

The amounts shown are the combined General Fund and Fine and Forfeiture Fund levies. The millage rate for FY18 is 8.3144. The revenues budgeted for FY18 represent 95% of anticipated revenues and do not include Municipal Services Taxing Unit (MSTU) revenues.

In January 2008 a constitutional amendment was passed that established restrictions on property valuations, such as an additional \$25,000 homestead exemption and Save Our Homes tax portability. These restrictions limit future growth in ad valorem taxes. Due to an increase in property values, with the millage rate remaining 8.3144, the FY17 projected actual Ad Valorem Taxes will increase from FY16. Fiscal Year 2018 Ad Valorem Tax budget reflects a 5.07% increase in Ad Valorem revenue collections. Preliminary property valuations provided by the Property Appraiser's Office on July 1, 2017.

Local Option Gas Taxes: Actuals and Projections

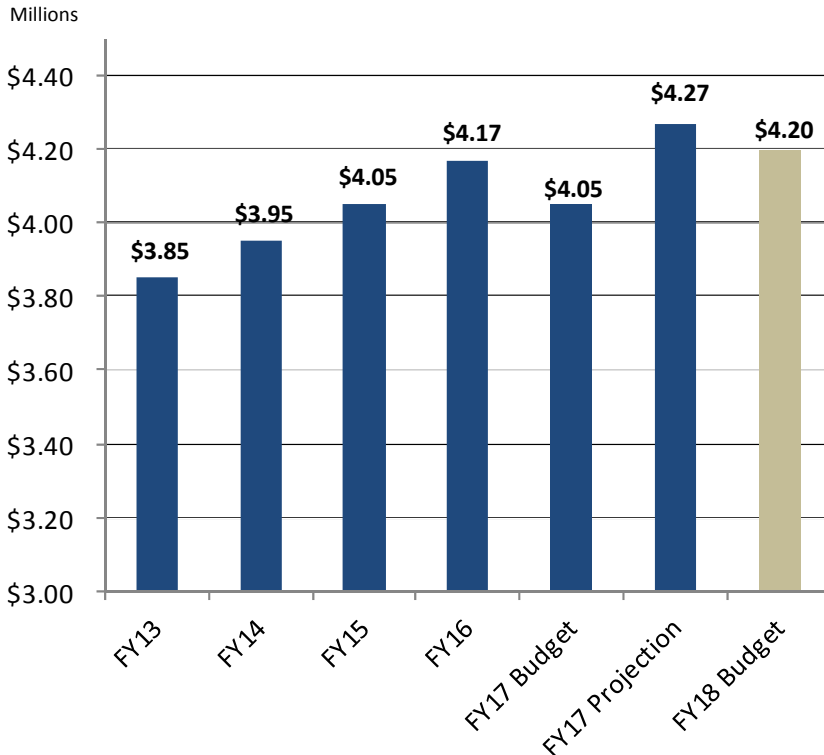


Local Option Gas Taxes:

This tax is a locally imposed 6 cents per gallon tax on every net gallon of motor and diesel fuel from 2009. Funds are restricted to transportation related expenditures. In September 2013, the County and City amended the Inter-local Agreement, which authorizes the extension of 6 cents gas tax, with an allocation of 50/50, being effect from October 1, 2015. This tax will not sunset until FY 2045. On September 10, 2013, the Board approved levying an additional five-cent gas tax, to be split with the City 50/50. Beginning in January 2014, the County began to levy this 2nd local option tax on all motor fuel consumption in Leon County. The amounts shown are the County's share only.

This is a consumption based tax on gallons purchased. FY16 anticipated collections are higher than the previous year due to improving economic conditions and low gas prices, which has caused an increase in consumption. FY18 estimated budget is consistent with FY16 and FY17 levels.

State Shared Gas Tax: Actuals and Projections



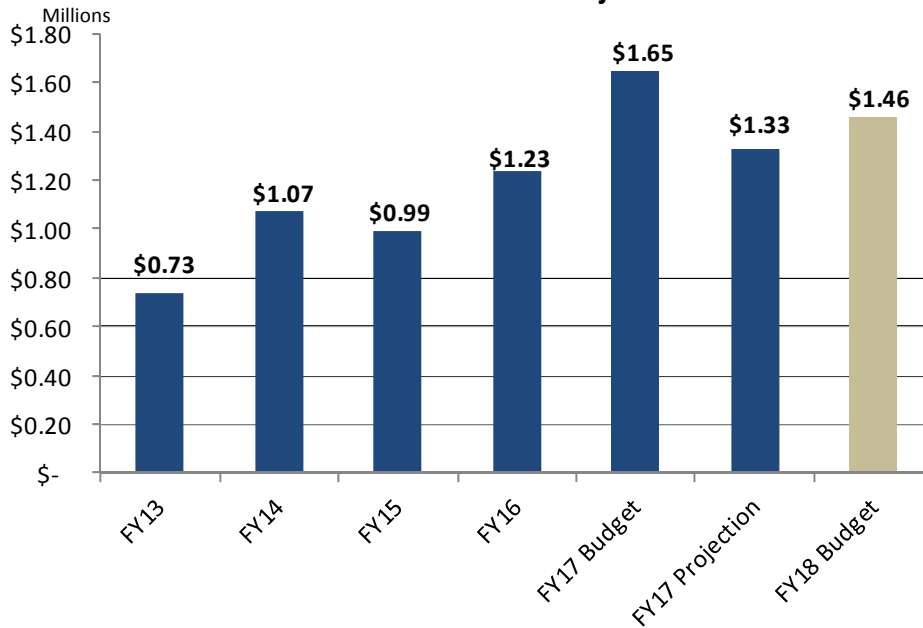
State Shared Gas Taxes:

The State Shared Gas Tax consists of two discrete revenue streams: County Fuel Tax and the Constitutional Gas Tax. These revenues are all restricted to transportation related expenditures (Florida Statutes 206). The revenues are disbursed from the State based on a distribution formula consisting of county area, population, and collection.

Since the recession, there has been a decline in fuel prices resulting in moderately increased consumption leading to moderate growth in the tax.

In FY17, Leon County is anticipating collecting a slightly higher amount of gas tax revenues than originally budgeted based on current revenue collections and highway fuel sales estimates. FY18 projects a moderate incline in this revenue.

Environmental Permit Fees: Actuals and Projections

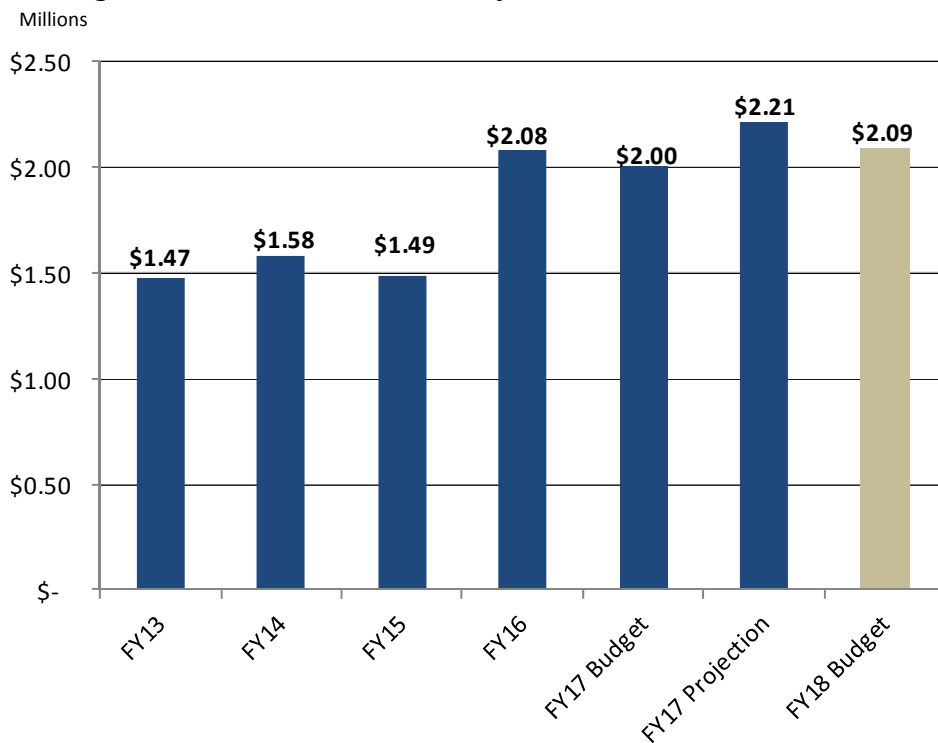


Environmental Permit Fees:

Environmental Permit Fees are derived from development projects for compliance with stormwater, landscape, tree protection, site development and zoning, and subdivision regulations. On March 11, 2008 the Board approved an overall fee increase of 20% in addition to adopting new fees for Growth Management. The new fees were implemented immediately and the overall fee increase was effective as of October 1, 2008.

Beginning in FY13, an increase in development permitting started. This trend continued into FY16. It is projected that this trend will continue in FY17 and in FY18.

Building Permit Fees: Actuals and Projections

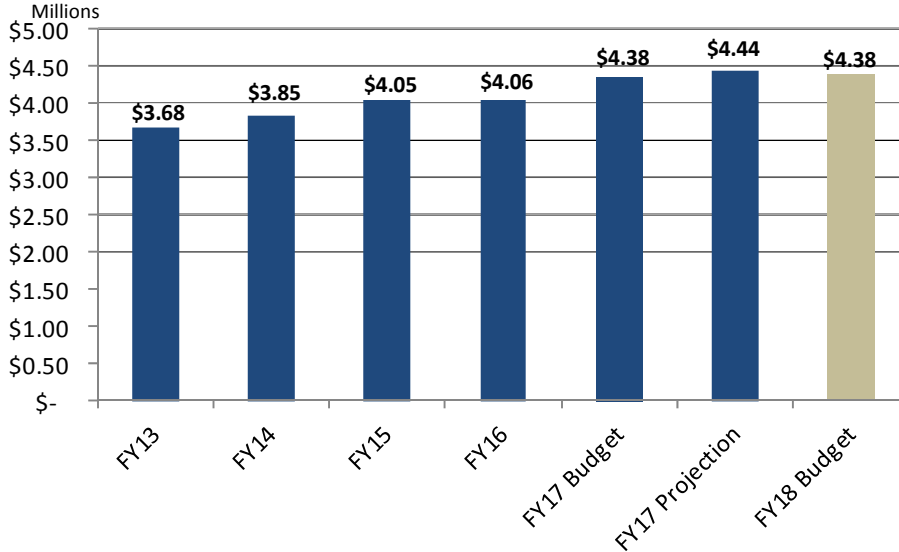


Building Permit Fees:

Building Permit Fees are derived from developers of residential and commercial property and are intended to offset the cost of inspections to assure that development activity meets local, state, and federal building code requirements. The County only collects these revenues for development occurring in the unincorporated area. As a result of a fee study, the Board adopted the first revised fee study in more than ten years. The fee increase was implemented in three phases: 34% on March 1, 2007; 22% on October 1, 2007; and a final 7% on October 1, 2008.

Increased commercial and housing construction indicate an improve economy. The revenue projections indicate a return to pre-recession levels. Beginning in FY16, and continuing in FY17, projected actuals and FY18 estimates show a significant growth from previous years due to the economic recovery.

Local Option Sales Tax: Actuals and Projections

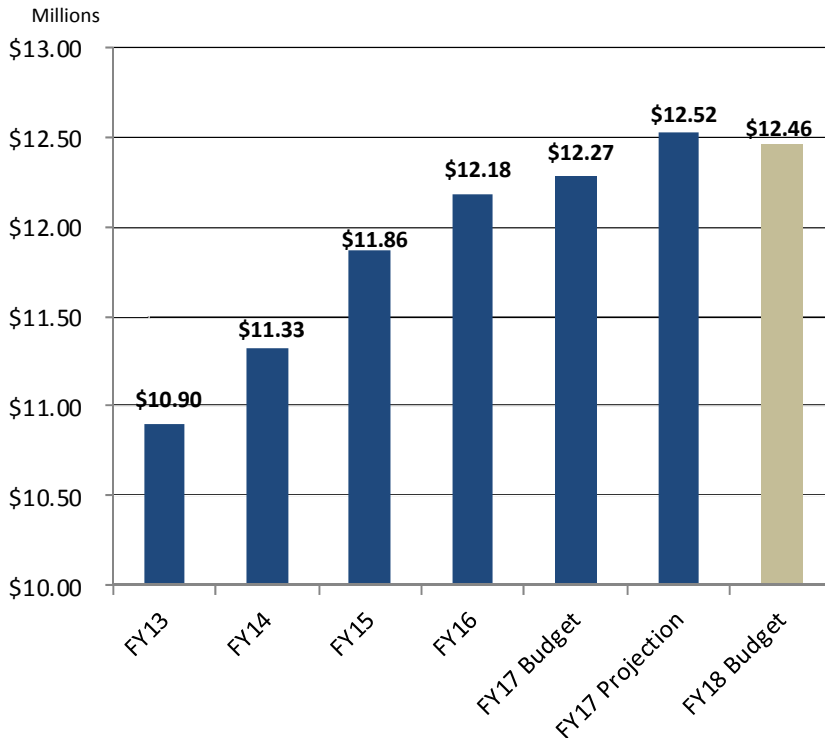


Local Option Sales Tax:

The Local Option Sales Tax is a 1 cent sales tax on all transactions up to \$5,000. In a November 2000 referendum, the sales tax was extended for an additional 15 years beginning in 2004. In a November 2014 referendum, the sales tax was extended for another 20 years beginning in 2019. The revenues are distributed at a rate of 10% to the County, 10% to the City, and 80% to Blueprint 2000.

Leon County anticipates collecting a slightly higher amount of local sales tax than budgeted in FY17. This indicates a recovering economy and an increase in consumer spending. The FY18 estimated budget reflects revenues consistent with the FY17 budget.

Local Government 1/2 Cent Sales Tax: Actuals and Projections

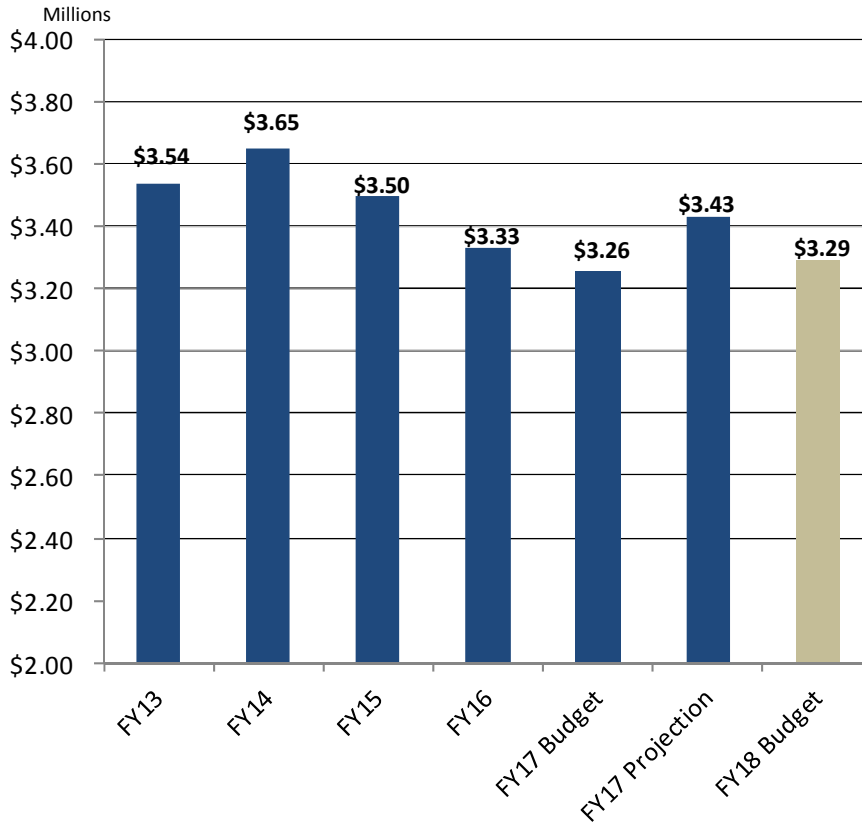


Local Government 1/2 Cent Sales Tax:

The Local Government 1/2 Cent Sales Tax is based on 9.653% of net sales tax proceeds remitted by all sales tax dealers located within Leon County. On July 1, 2004, the distribution formula reduced the County's share to 8.814% or a net reduction of approximately 9.5%. The revenue is split 56.6% County and 43.4% City based on a statutory defined distribution formula (Florida Statutes Part VI, Chapter 218).

Sales tax revenue declined from FY09 to FY11, a trend that ended in FY12. Since FY13 this revenue has trended upward. Projected actuals for FY17 and FY18 preliminary budget forecasts indicate slight growth in an improving economy with an upward trend of approximately 2%.

Communication Services Tax: Actuals and Projections



Communication Services Tax:

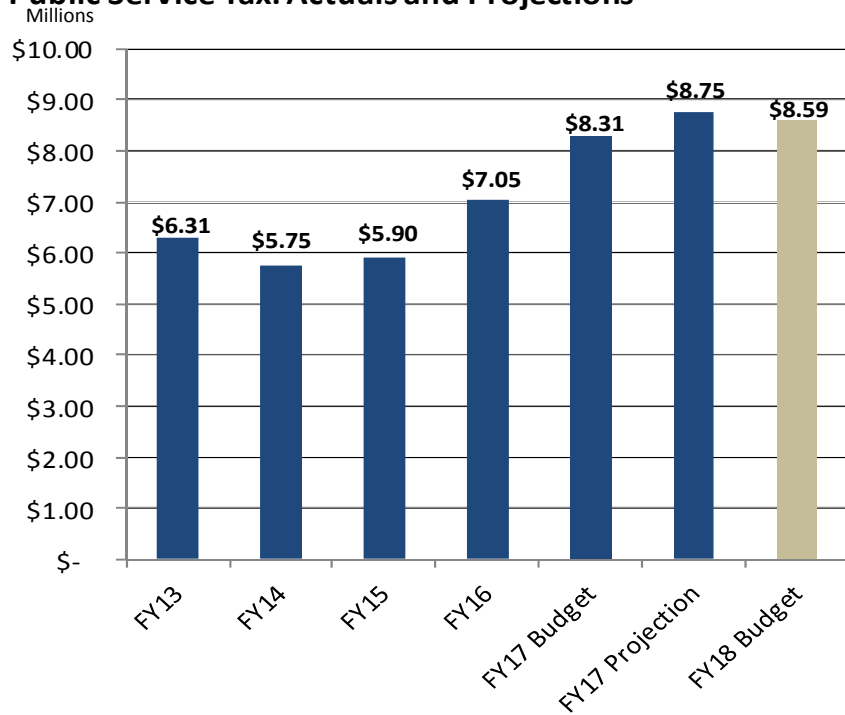
The Communication Services Tax combined seven different State and local taxes or fees by replacing them with a two-tiered tax, each with its own rate. These two taxes are (1) the State Communication Services Tax and (2) the Local Option Communication Services Tax. The County correspondingly eliminated its 5% Cable Franchise Fee and certain right-of-way permit fees. Becoming a Charter county allowed the County to levy at a rate of 5.22%. This rate became effective in February of 2004.

Statewide the CST has been in decline the past four years. Initially, Leon County was not following the trend; however, in FY15, proceeds began declining. Current projections for FY17 anticipate revenues at slightly higher than the FY17 budget and the FY18 estimates are anticipated to be higher than the FY17 budget.

Public Service Tax:

The Public Services Tax is a 10% tax levied upon each purchase of electricity, water, and metered or bottled gas within the unincorporated areas of the County. It is also levied at \$0.04 per gallon on the purchase of fuel oil within the unincorporated areas of the County. This tax became effective on October 1, 2003.

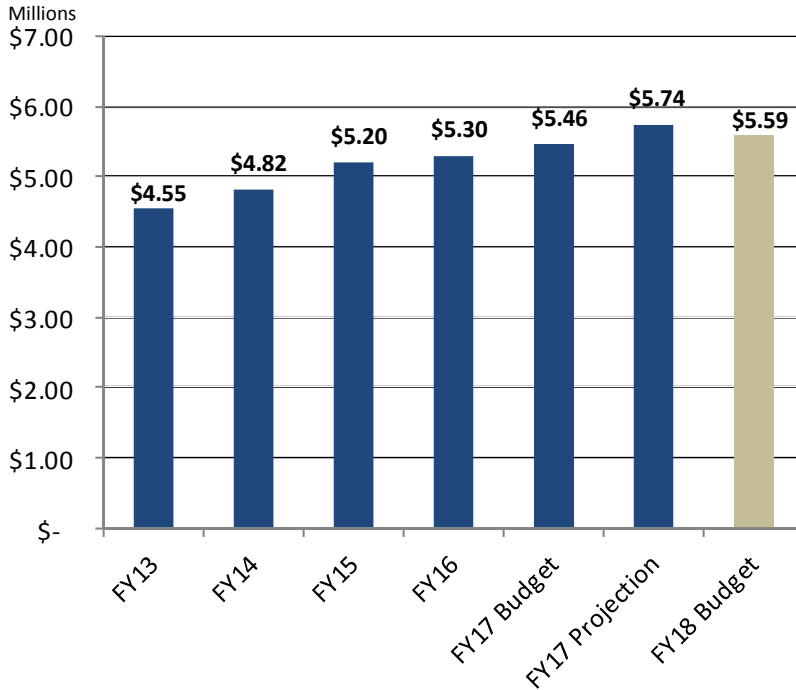
Public Service Tax: Actuals and Projections



Due to its consumption basis, this tax is subject to many variables including rates and usage. Revenues have steadily trended upwards since FY09; however, in 2013 the City of Tallahassee determined it had incorrectly overpaid \$2.1 million on the electric portion of the tax for the past three years. The payback began in March 2013 and ended in March 2016 which accounts for the FY16 increase.

With the completion of the payback schedule to the City of Tallahassee as referenced above, revenues have steadily increased and are projected at slightly above FY 2006 pre-recession levels. Current projections indicate a slight growth associated with an improving economy. The FY18 budget is projected at 3% over FY17.

State Revenue Sharing: Actuals and Projections

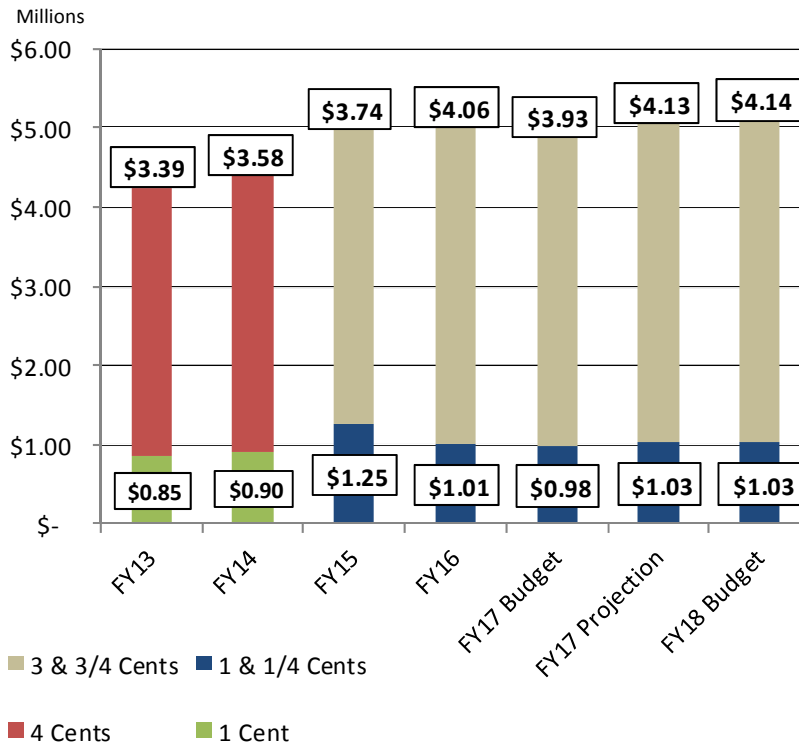


State Revenue Sharing:

The Florida Revenue Sharing Act of 1972 was an attempt by the Legislature to ensure a minimum level of parity across units of local government when distributing statewide revenue. Currently, the Revenue Sharing Trust Fund for Counties receives 2.9% of the net cigarette tax collections and 2.25% of sales and use tax collections. On July 1, 2004, the distribution formula reduced the County's share to 2.044% or a net reduction of approximately 10%. The sales and use tax collections provide approximately 96% of the total revenue shared with counties, with the cigarette tax collections making up the small remaining portion. These funds are collected and distributed on a monthly basis by the Florida Department of Revenue.

Leon County continues to collect increasing state revenue sharing taxes since the recession ended. This indicates a growing confidence in consumer spending, which has continued through FY17. While current year revenues are meeting the projected forecast, the FY18 forecast is only estimated to increase by approximately 2-3% over FY17.

Local Option Tourist Tax: Actuals and Projections



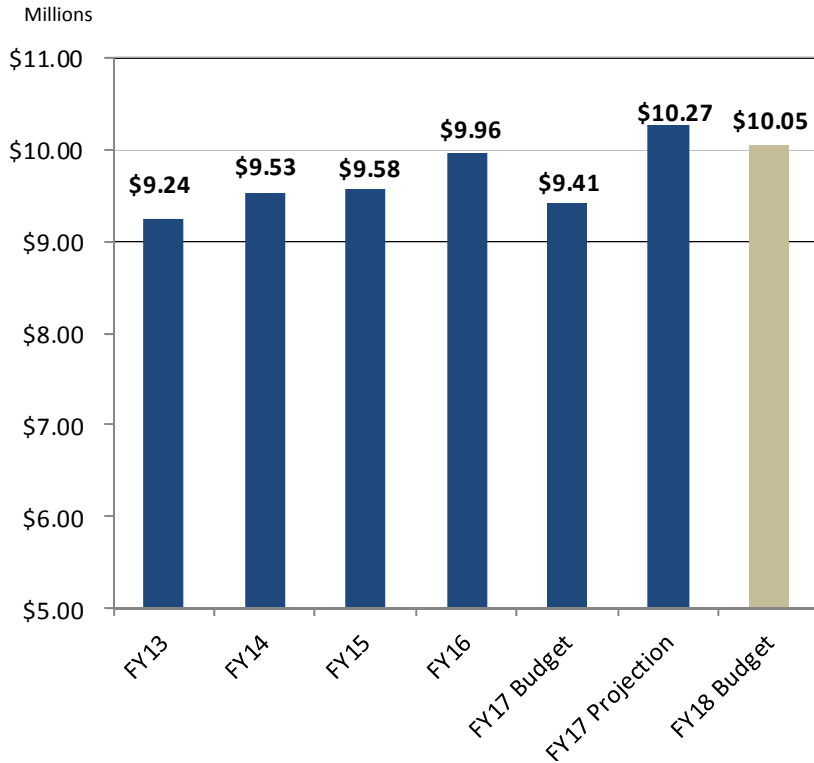
Local Option Tourist Tax:

The Local Option Tourist Tax is a locally imposed 5% tax levied on rentals and leases of less than 6-month duration. This tax is administered locally by the Tax Collector. The funds are restricted to advertising, public relations, promotional programs, visitor services and approved special events (Florida Statute 125.014). This tax dedicates one cent to the performing arts center.

On December 9, 2014, the Board amended TDC ordinances and restated the Grant Funding Agreement with Council on Culture & Arts (COCA), reallocating the TDT dedicated to the COCA from approximately 1/2-cent TDT to a total 1 1/4-cent TDT beginning in FY15. And the 1/4-cent portion TDT will be used to support a capital grants program. The rest of 3/4-cent TDT will be distributed to support TDC marketing and promotions, beginning in FY15.

Improved economic conditions allowed for an increase in tourist tax from FY13 to FY15. The additional one cent levied in May 2009, along with an increase in available rooms, increased rates, and an increase in the business travelers sector of the market contributed to the modest growth. The FY18 estimate is projected with modest growth over the FY16 and FY17 projection due to an anticipated strong tourist season caused by a favorable football schedule.

Ambulance Fees: Actuals and Projections



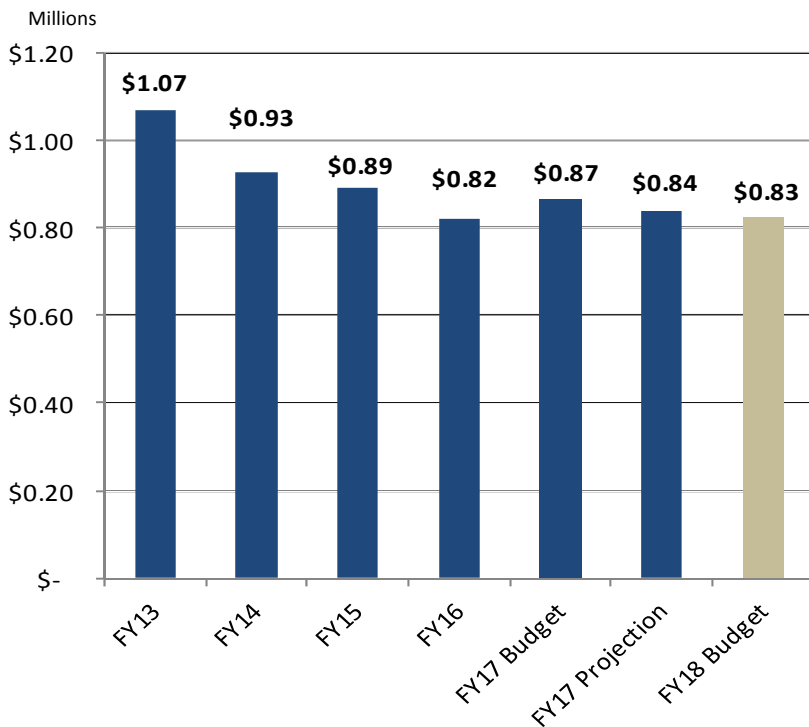
Ambulance Fees:

Leon County initiated its ambulance service on January 1st of 2004. Funding for the program comes from patient billings and a Countywide Municipal Services Tax. The amounts shown are the patient billings only.

The EMS system bills patients based on the use of an ambulance transport to the hospital. As with a business, the County has an ongoing list of patients/insurers that owe the County monies (outstanding receivables).

In FY08, the County established a collection policy to pursue uncollected bills, and to allow the write-off of billings determined uncollectible. In order to more accurately estimate revenues, the forecasting methodology shifted from a collection receivables basis to a cash basis. The current trend indicates a slight increase of ambulance fee revenue in FY17 and that trend is estimated to continue in the FY18 estimate.

Probation Fees: Actuals and Projections

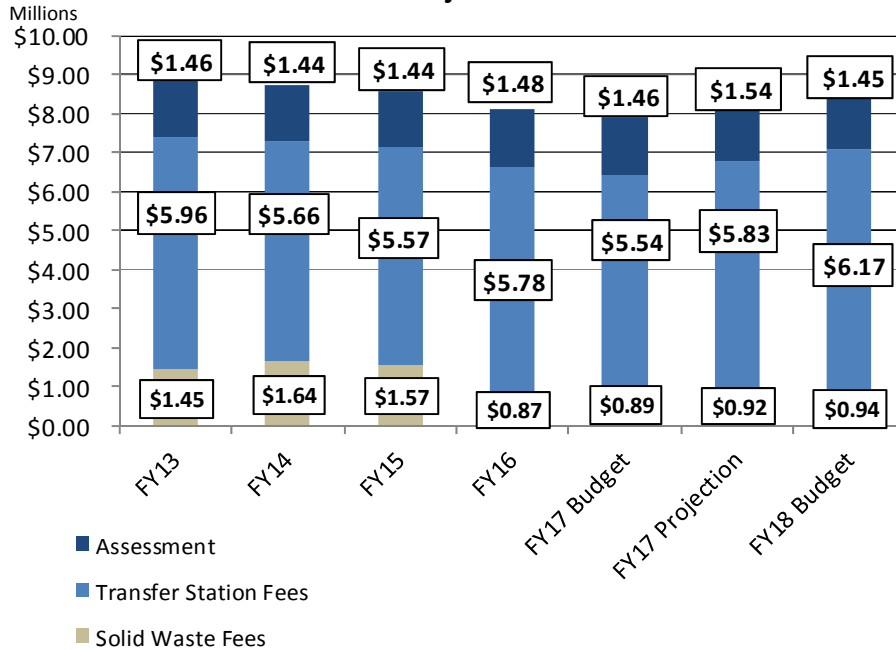


Probation Fees:

The Probation Fees are a combination of County court probation fees, alternative community service fees, no-show fees (all governed by Florida Statute 948) and pretrial release fees (governed by an Administrative Order). These fees are collected from individuals committing infractions that fall within the jurisdiction of Leon County Courts. The amount of each individual fee is expressly stated in either the Florida Statute or the Administrative Order.

Revenues collected through Probation and Pre-Trial fees have steadily declined since FY11. This can be attributed to a decline in Probation and Pre-Trial caseloads, associated with early termination of sentences and a decrease in court ordered GPS pre-trial tracking. FY16 and FY17 anticipated revenue is expected to decrease as the amount of fees that go uncollected continues to remain at a high level. The FY18 estimated budget shows a continued decline in revenue collection.

Solid Waste Fees: Actuals and Projections



Solid Waste Fees:

Solid Waste Fees are collected for sorting, reclaiming, disposing of solid waste at the County landfill and transfer station. Revenues collected will be used for the operation of all solid waste disposal sites.

In October 2008, the Board entered into a contractual agreement with Marpan Recycling. The Solid Waste Management Facility is no longer accepting Class III waste as of January 1, 2009. This contract caused a decline in revenues at the Solid Waste Management Facility. However, expenditures were adjusted to reflect the change in operations at the facility.

Leon County established a reduced tipping fee in FY13 due to a reduction in hauling rates. FY17 projected actuals indicate a moderate increase over the FY17 budget.

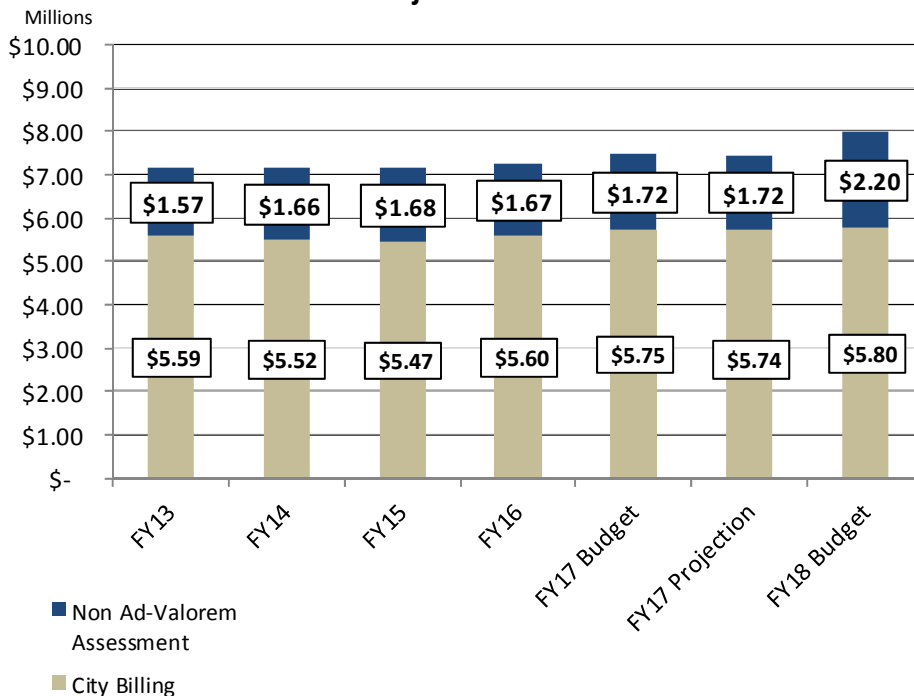
Fire Services Fee:

The fire service fee is collected for enhanced fire protection services in the unincorporated area of Leon County.

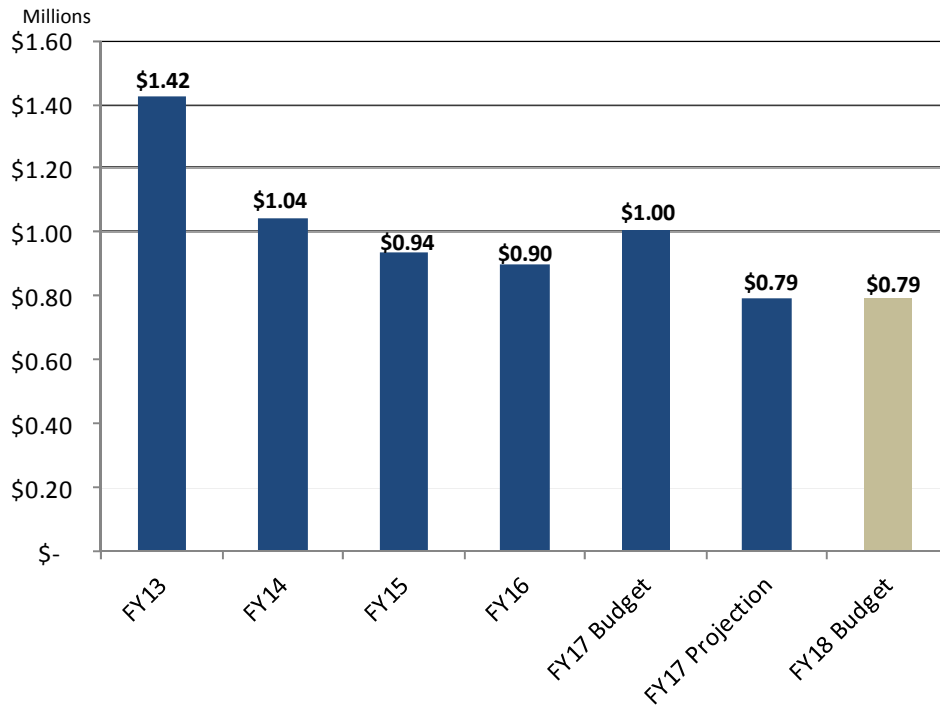
This fee was adopted June 9, 2009 and is charged as a flat fee to single family homes and on a square footage basis to businesses in the unincorporated area of the County to pay for fire services. On June 23, 2015, the Board approved an increased new fee schedule beginning in FY16, with 15% reduction for the first two FY, to delay the full fiscal impact on rate payers and in order to allow an election to occur next fall on an alternative revenue source).

The City of Tallahassee billing collections were lower than expected due to property owners opting to defer the payment of their fire services quarterly bills in order to have the fee incorporated as a non-ad valorem assessment on their property tax bill. Since FY13 collections show a consistent trend in billing collections. FY18 is anticipated to follow that same trend.

Fire Service Fee: Actuals and Projections



Court Facilities Fee: Actuals & Projections



Court Facilities Fee:

Court Facilities Fees are established to fund “state court facilities” as defined in Chapter 29, Florida Statutes (2009). On June 19, 2009, legislation approved permitting counties to change the surcharge placed on non-criminal traffic infractions from \$15 to \$30. In FY14 the County collected \$1.8 million but expended more than \$7.2 million on behalf of the State Court system.

The Board approved the increase surcharges on August 25, 2009.

In FY10, an approved fee increase resulted in increased revenues. The first two years with the approved fee increase, FY11 through FY13 showed moderate revenue increases. Due to a decline in the issuance of moving traffic violations, FY14 experienced a sharp decrease. FY17 projection and FY18 estimate indicate a continued decrease in fees collected.

Recommended Position Changes

Positions Additions and Deletions

<u>Leon County Government</u>	<u>FTE</u>	<u>Impact</u>	<u>Judicial and Constitutionals</u>	<u>FTE</u>	<u>Impact</u>
Department of Public Works			Constitutionals		
Operations - Mosquito Control			Sheriff - Law Enforcement		
Crew Chief II	1.00	-*	Uniform Patrol Deputies	4.00	186,144
Total Public Works	1.00	-	Evidence Custodian	1.00	45,107
*No impact, funded from existing resources.			Crime Analyst	2.00	83,362
Department of Public Safety			Deputy Bailiff	1.00	48,028
Emergency Medical Services			Sheriff - Corrections		
EMT I	2.00	119,998	Correctional Officers	4.00	176,172
Paramedic I	4.00	300,012	Total Sheriff	12.00	538,813
Total Public Safety	6.00	420,010	Total Constitutionals		
Office of Resource Stewardship			12.00		
Parks & Recreation			538,813		
Park Attendant	1.00	49,215	Total Judicial and Constitutionals		
Total Resource Stewardship	1.00	49,215	20.00		
Total Leon County Government			1,008,038		
8			469,225		

Positions Reclassifications

<u>Former Position Title</u>	<u>New Position Title</u>	<u>Impact</u>
Department of Public Works		
Operations - Mosquito Control		
Sr. Mosquito Control Technician	Crew Chief II	1,866
Operations - Transportation Maintenance		
Director of Operations (PG 59)	Director of Operations (PG 59SR)	-
<i>The Director of Operations position was re-classed from a PG 59 to a PG 59SR - with no financial impact, reflecting the changing nature of the position with an Engineer now in the position.</i>		
Department of Development Support & Environmental Management		
Support Services		
Senior Administrative Associate II	Customer Experience Liaison	1,763
Office of Library Services		
Library Public Services		
Administrative Associate IV	Library Services Specialist	1,581
Library Services Specialist	Administrative Associate V	-
Office of Resource Stewardship		
Facilities Management		
Director of Resource Stewardship (PG60)	Director of Resource Stewardship (PG61)	-
<i>The Director of Resource Stewardship position was re-classed from a PG 60 to a PG 61 - with no financial impact, reflecting added job responsibilities.</i>		
Solid Waste		
Administrative Associate V	Fiscal Compliance Manager	-
Total Leon County Government		5,210

Authorized Position Summary

Board of County Commissioners

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
County Commission	14.00	14.00	14.00	0.00	14.00	14.00	14.00	14.00	14.00
	14.00	14.00	14.00	0.00	14.00	14.00	14.00	14.00	14.00

Administration

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
County Administration	4.00	5.00	5.00	0.00	5.00	5.00	5.00	5.00	5.00
Strategic Initiatives	11.50	12.50	12.50	0.00	12.50	12.50	12.50	12.50	12.50
Human Resources	12.00	12.00	12.00	0.00	12.00	12.00	12.00	12.00	12.00
Emergency Management	7.00	7.00	7.00	0.00	7.00	7.00	7.00	7.00	7.00
	34.50	36.50	36.50	0.00	36.50	36.50	36.50	36.50	36.50

Office of Information and Technology

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Management Information Services	43.17	44.34	44.34	0.00	44.34	44.34	44.34	44.34	44.34
Geographic Information Systems	15.83	14.66	14.66	0.00	14.66	14.66	14.66	14.66	14.66
	59.00	59.00	59.00	0.00	59.00	59.00	59.00	59.00	59.00

County Attorney's Office

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
County Attorney	12.00	12.00	12.00	0.00	12.00	12.00	12.00	12.00	12.00
	12.00	12.00	12.00	0.00	12.00	12.00	31.50	12.00	12.00

Department of Public Works

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
PW Support Services	4.00	4.50	4.00	0.00	4.00	4.00	4.00	4.00	4.00
Operations	130.00	137.00	137.00	1.00	138.00	138.00	138.00	138.00	138.00
Engineering Services	32.00	35.00	35.00	0.00	35.00	35.00	35.00	35.00	35.00
Fleet Management	9.00	9.25	9.00	0.00	9.00	9.00	9.00	9.00	9.00
	175.00	185.75	185.00	1.00	186.00	186.00	186.00	186.00	186.00

Department of Development Support & Environmental Management

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Customer Engagement Services	0.00	0.00	3.75	0.00	3.75	3.75	3.75	3.75	3.75
DS Support Services	3.81	3.36	2.50	0.00	2.50	2.50	2.50	2.50	2.50
Permit and Code Services	6.47	6.25	5.00	0.00	5.00	5.00	5.00	5.00	5.00
Building Plans Review & Inspection	18.72	21.39	24.75	0.00	24.75	24.75	24.75	24.75	24.75
Environmental Services	17.00	17.00	17.00	0.00	17.00	17.00	17.00	17.00	17.00
Development Services	10.00	10.00	9.00	0.00	9.00	9.00	9.00	9.00	9.00
	56.00	58.00	62.00	0.00	62.00	62.00	62.00	62.00	62.00

Department of PLACE

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Planning Department ¹	26.00	23.50	23.50	0.00	23.50	23.50	23.50	23.50	23.50
	26.00	23.50	23.50	0.00	23.50	23.50	23.50	23.50	23.50

1. The joint Planning Department position costs are split between the County and City.

Leon County Fiscal Year 2018 Adopted Budget

Authorized Position Summary

Office of Financial Stewardship

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Office of Management and Budget	7.00	7.00	7.00	0.00	7.00	7.00	7.00	7.00	7.00
Risk Management	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00
Purchasing	7.25	8.00	8.00	0.00	8.00	8.00	8.00	8.00	8.00
Real Estate Management	3.00	3.00	3.00	0.00	3.00	3.00	3.00	3.00	3.00
	18.25	19.00	19.00	0.00	19.00	19.00	19.00	19.00	19.00

Office of Tourist Development

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Tourist Development	12.00	12.00	12.00	0.00	12.00	12.00	12.00	12.00	12.00
	12.00	12.00	12.00	0.00	12.00	12.00	12.00	12.00	12.00

Office of Public Safety

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Emergency Medical Services	121.20	122.20	122.20	6.00	128.20	128.20	128.20	128.20	128.20
Animal Control	7.00	7.00	7.00	0.00	7.00	7.00	7.00	7.00	7.00
	128.20	129.20	129.20	6.00	135.20	135.20	135.20	135.20	135.20

Office of Library Services

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Library Services	101.70	101.70	101.70	0.00	101.70	101.70	101.70	101.70	101.70
	101.70	101.70	101.70	0.00	101.70	101.70	101.70	101.70	101.70

Office of Intervention & Detention Alternatives

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
County Probation	16.00	16.00	16.00	0.00	16.00	16.00	16.00	16.00	16.00
Supervised Pretrial Release	14.00	14.00	14.00	0.00	14.00	14.00	14.00	14.00	14.00
Drug & Alcohol Testing	2.00	2.00	2.00	0.00	2.00	2.00	2.00	2.00	2.00
	32.00	32.00	32.00	0.00	32.00	32.00	32.00	32.00	32.00

Office of Human Services & Community Partnerships

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Human Services	2.00	2.00	2.00	0.00	2.00	2.00	2.00	2.00	2.00
Veteran Services	3.00	3.00	3.00	0.00	3.00	3.00	3.00	3.00	3.00
Housing Services	6.00	6.00	6.00	0.00	6.00	6.00	6.00	6.00	6.00
Volunteer Services	2.00	2.00	2.00	0.00	2.00	2.00	2.00	2.00	2.00
	13.00	13.00	13.00	0.00	13.00	13.00	13.00	13.00	13.00

Office of Resource Stewardship

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Office of Sustainability	1.20	2.50	2.50	0.00	2.50	2.50	2.50	2.50	2.50
Cooperative Extension	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks and Recreation	29.00	29.00	29.00	1.00	30.00	30.00	30.00	30.00	30.00
Facilities Management	39.00	37.00	38.00	0.00	38.00	38.00	38.00	38.00	38.00
Solid Waste	34.45	27.40	28.15	0.00	28.15	28.15	28.15	28.15	28.15
	116.65	95.90	97.65	1.00	98.65	98.65	98.65	98.65	98.65

Leon County Fiscal Year 2018 Adopted Budget

Authorized Position Summary

Constitutional

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Clerk of the Circuit Court	168.00	168.00	168.00	0.00	168.00	168.00	168.00	168.00	168.00
Property Appraiser	52.00	52.00	52.00	0.00	52.00	52.00	52.00	52.00	52.00
Sheriff	601.00	609.00	608.00	12.00	620.00	620.00	620.00	620.00	620.00
Supervisor of Elections	19.00	19.00	19.00	0.00	19.00	19.00	19.00	19.00	19.00
Tax Collector	86.00	86.00	86.00	0.00	86.00	86.00	86.00	86.00	86.00
	926.00	934.00	933.00	12.00	945.00	945.00	945.00	945.00	945.00

Judicial

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Court Administration	2.72	2.72	2.72	0.00	2.72	2.72	2.72	2.72	2.72
Other Court-Related Programs	5.78	5.78	5.78	0.00	5.78	5.78	5.78	5.78	5.78
	8.50	8.50	8.50	0.00	8.50	8.50	8.50	8.50	8.50

Non-Operating

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Other Non-Operating ¹	3.00	4.50	4.50	0.00	4.50	4.50	4.50	4.50	4.50

Grants Administration

Authorized Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Grants Court Admin	0.00	2.00	2.00	0.00	2.00	2.00	2.00	2.00	2.00

Summary

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Total Full-Time Equivalentents (FTE)	1,735.80	1,740.55	1,744.55	20.00	1,764.55	1,764.55	1,784.05	1,764.55	1,764.55

1. The Capital Regional Transportation Planning Agency reimburses the County for one position. The remaining position costs are split between the County and City for the jointly operated Blueprint office.

Authorized OPS Position Summary

Department of Public Works

OPS Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Operations	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00

Department of Development Support & Environmental Management

OPS Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Building Plans Review & Inspection	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Development Services	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00
	2.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00

Office of Tourism Development

OPS Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Tourism Development	0.00	0.00	0.50	0.00	0.50	0.50	0.50	0.50	0.50
	0.00	0.00	0.50	0.00	0.50	0.50	0.50	0.50	0.50

Office of Public Safety

OPS Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Emergency Medical Services	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00

Office of Library Services

OPS Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Library Services	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00

Office of Resource Stewardship

OPS Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Office of Sustainability	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00
Solid Waste	2.00	2.00	2.00	0.00	2.00	2.00	2.00	2.00	2.00
	3.00	3.00	3.00	0.00	3.00	3.00	3.00	3.00	3.00

Constitutional

OPS Positions	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
Supervisor of Elections	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00
Total OPS FTE	9.00	8.00	8.50	0.00	8.50	8.50	8.50	8.50	8.50

Leon County Fiscal Year 2018 Adopted Budget

Total OPS Position Salary Funding

OPS Positions	FY 2017 Adopted	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget
<u>Public Works</u>						
Operations - Mosquito Control	103,436	121,642	121,642	121,642	121,642	121,642
Subtotal	<u>103,436</u>	<u>121,642</u>	<u>121,642</u>	<u>121,642</u>	<u>121,642</u>	<u>121,642</u>
<u>Development Support & Environmental Management</u>						
Development Support	0	12,480	12,480	12,480	12,480	12,480
Subtotal	<u>0</u>	<u>12,480</u>	<u>12,480</u>	<u>12,480</u>	<u>12,480</u>	<u>12,480</u>
<u>Tourism Development</u>						
Tourism Development	0	31,960	32,170	32,386	32,608	32,838
Subtotal	<u>0</u>	<u>31,960</u>	<u>32,170</u>	<u>32,386</u>	<u>32,608</u>	<u>32,838</u>
<u>Public Safety</u>						
Emergency Medical Services	475,680	493,625	508,355	523,525	539,149	555,239
Subtotal	<u>475,680</u>	<u>493,625</u>	<u>508,355</u>	<u>523,525</u>	<u>539,149</u>	<u>555,239</u>
<u>Library Services</u>						
Library Services	26,506	29,508	30,394	31,307	32,245	33,213
Subtotal	<u>26,506</u>	<u>29,508</u>	<u>30,394</u>	<u>31,307</u>	<u>32,245</u>	<u>33,213</u>
<u>Human Services & Community Partnerships</u>						
Housing Services	0	15,000	0	0	0	0
Subtotal	<u>0</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Resource Stewardship</u>						
Sustainability	0	16,175	16,175	16,175	16,175	16,175
Parks & Recreation Services	30,000	30,000	30,000	30,000	30,000	30,000
Solid Waste - Hazardous Waste	20,086	18,203	18,203	18,203	18,203	18,203
Solid Waste - Rural Waste	12,406	12,857	12,857	12,857	12,857	12,857
Subtotal	<u>62,492</u>	<u>77,235</u>	<u>77,235</u>	<u>77,235</u>	<u>77,235</u>	<u>77,235</u>
<u>Constitutional</u>						
Supervisor of Elections	552,000	465,940	466,098	466,259	466,423	466,590
Subtotal	<u>552,000</u>	<u>465,940</u>	<u>466,098</u>	<u>466,259</u>	<u>466,423</u>	<u>466,590</u>
Total OPS Funding	<u><u>1,220,114</u></u>	<u><u>1,247,390</u></u>	<u><u>1,248,374</u></u>	<u><u>1,264,834</u></u>	<u><u>1,281,782</u></u>	<u><u>1,299,237</u></u>

Notes:

1. The amounts represented in this table include benefit costs.

Leon County Fiscal Year 2018 Adopted Budget

Summary of Fund Balance & Retained Earnings (unaudited)

Org	Fund Title	FY15	FY16	FY 17 Estimate			% Change(+/-)
		Actual	Actual	Rev	Exp.	Year End	
<u>General & Fine and Forfeiture Funds * (A)</u>							
001	General Fund	39,800,756	28,921,968	96,687,061	64,628,532	32,058,528	10.84%
110	Fine and Forfeiture Fund	1,840,601	1,247,521	74,536,860	73,016,591	1,520,269	21.86%
	Subtotal:	41,641,357	30,169,489	171,223,921	137,645,123	33,578,797	11.30%
* The combined fund balances for the general and fine and forfeiture funds fall within the allowable range of the County Reserve Policy, which requires a minimum of 15% and a maximum of 30% reserve.							
<u>Special Revenue Funds</u>							
106	County Transportation Trust Fund	5,994,258	4,030,990	20,573,323	14,983,640	5,589,684	38.67%
111	Probation Services Fund	1,017,467	1,069,379	4,056,857	2,838,333	1,218,524	13.95%
114	Teen Court Fund	37,020	10,566	105,333	104,761	572	-94.59%
116	Drug Abuse Trust Fund	936	936	62,306	61,370	936	0.05%
117	Judicial Programs Fund	232,576	319,222	541,740	255,786	285,954	-10.42%
120	Building Inspection Fund	1,723,885	2,245,648	4,462,871	1,773,198	2,689,674	19.77%
121	Development Support Fund (C)	885,124	525,507	3,892,471	3,490,972	401,499	-23.60%
123	Stormwater Utility Fund	1,991,776	1,105,831	5,891,972	4,136,458	1,755,514	58.75%
124	Ship Trust Fund	180	181	2,175,332	2,175,332	0	N/A
125	Grants (D)	1,328,914	1,863,764	16,724,968	15,949,009	775,959	-58.37%
126	Non-Countywide General Revenue Fund (E)	3,612,218	3,168,872	25,071,255	21,401,338	3,669,917	15.81%
127	Grants (F)	190,574	199,179	1,018,338	789,803	228,535	14.74%
130	911 Emergency Communications Fund	1,555,151	555,476	1,574,281	1,047,087	527,193	-5.09%
131	Radio Communications Systems Fund (G)	0	14,578	1,357,739	1,315,969	41,770	N/A
135	Emergency Medical Services Fund	9,420,586	9,020,680	25,960,582	18,843,038	7,117,544	-21.10%
140	Municipal Service Fund	3,128,975	1,176,319	9,635,028	9,342,254	292,775	-75.11%
145	Fire Services Fund	1,128,724	1,230,522	9,567,347	7,903,435	1,663,912	35.22%
160	Tourist Development Fund (1st-5th Cents) (H)	2,044,057	2,368,661	8,202,117	7,310,937	891,180	-62.38%
160	Tourist Develop. Cultural, Visual Arts, Heritage (H)	5,042,522	5,042,522	5,109,854	0	5,109,854	1.34%
162	Special Assessment Paving Fund	264,056	418,434	725,309	178,315	546,994	30.72%
164	Killearn Lakes Units I and II Sewer	2,477	5,331	243,233	237,500	5,733	7.54%
165	Bank of America Building Operating Fund	1,698,517	915,607	2,662,505	2,000,683	661,822	-27.72%
166	Huntington Oaks Plaza Fund	188,044	274,526	414,591	310,726	103,865	-62.17%
	Subtotal:	41,488,037	35,562,731	150,029,355	116,449,944	33,579,411	-5.58%
<u>Debt Service Funds</u>							
211	Debt Service - Series 2003 A&B	1,286	2,516	583,314	580,798	2,516	0.02%
220	Debt Service - Series 2004	224,712	98,414	6,943,951	6,943,951	0	-100.00%
222	Debt Service - Series 2014	0	2,203	563,485	561,282	2,203	N/A
	Subtotal:	225,998	103,133	8,090,750	8,086,031	4,719	-95.42%

Leon County Fiscal Year 2018 Adopted Budget

Summary of Fund Balance & Retained Earnings (unaudited)

Org	Fund Title	FY15	FY16	FY 17 Estimate			% Change(+/-)
		Actual	Actual	Rev	Exp.	Year End	
Capital Projects Funds							
305	Capital Improvements Fund (I)	19,940,027	29,391,988	34,613,152	26,324,504	8,288,648	-71.80%
306	Gas Tax Transportation Fund	3,728,625	6,770,546	8,951,048	8,129,396	821,652	-87.86%
308	Local Option Sales Tax Fund (J)	8,599,509	5,104,357	5,114,012	4,904,259	209,753	-95.89%
309	Local Option Sales Tax Extension Fund	7,422,380	4,770,800	18,855,323	18,855,269	54	-100.00%
311	Construction Series 2003 A&B Fund (K)	6,906	6,998	6,998	0	6,998	N/A
318	1999 Bond Construction Fund (K)	134,416	50,024	50,024	0	50,024	0.00%
321	Energy Savings Contract ESCO Capital Fund (K)	20,472	20,746	20,746	0	20,746	0.00%
330	911 Capital Projects Fund	1,997,757	3,243,836	3,256,376	12,540	3,243,836	0.00%
341	Countywide Road District Fund - Impact Fee	746,460	189,940	237,765	47,449	190,316	0.20%
343	NW Urban Collector Fund - Impact Fee	364,341	70,651	70,790	0	70,790	0.20%
344	SE Urban Collector Fund - Impact Fee	97,961	99,272	99,469	0	99,469	0.20%
	Subtotal:	43,058,854	49,719,158	71,275,702	58,273,417	13,002,285	-73.85%
Enterprise Funds							
401	Solid Waste Fund (L)	5,320,453	2,508,759	15,336,681	12,702,527	2,634,155	5.00%
	Subtotal:	5,320,453	2,508,759	15,336,681	12,702,527	2,634,155	5.00%
Internal Service Funds							
501	Insurance Service Fund	1,610,635	2,000,631	5,587,142	3,583,796	2,003,346	0.14%
502	Communications Trust Fund	128,086	47,058	1,000,747	925,078	75,669	N/A
505	Motor Pool Fund	45,677	42,321	2,843,075	2,593,361	249,714	N/A
	Subtotal:	1,784,398	2,090,010	9,430,964	7,102,235	2,328,729	11.42%
TOTAL:		133,519,097	120,153,280	425,387,373	340,259,277	85,128,096	-29.15%

Notes:

Balances are estimated as year ending for FY 2017 and may be changed pending final audit adjustments.

A.) The estimated FY17 Fund Balance contemplates \$6 million in reimbursement from FEMA associated with debris clean up costs from Hurricane Hermine.

B.) The increase in the Building fund balance is reflective of an increase in building and development permitting due to an improved economy.

C.) The decrease in the Development Support fund balance is associated with the County's revised permit review process generating less revenue.

During the economic downturn, at the direction of the Board in an effort to expedite the review and approval time-frames for proposed development projects, County development review thresholds were revised. The revisions allowed more proposed development projects to qualify for administrative review and approval, and also resulted in a reduced level of associated review fees based on a reduction in required project-related meetings.

D.) The decrease in fund balance is associated with reduction in grants secured for FY 2017 vs. FY 2016.

E.) Non countywide general revenue includes State Shared and 1/2 cent sales tax. This fund is used to account for non countywide general revenue sources. Funds are not expended directly from the fund, but are transferred to funds that provide non countywide services, and to the general fund as required by Florida Statute.

F.) This fund is used to separate grants that are interest bearing grants.

G.) The Radio Communications Systems Fund is used to account for the digital radio system.

H.) The Tourist Development Tax is reflected in two separate fund balances. Currently five cents supports the Tourist Development Division marketing promotion, and Cultural regrating activities. The fund balance previously established by the one cent for the performing arts center is now dedicated for expenditures on cultural, visual arts and heritage funding programs pursuant to the local agreement with the County, the City and the Community Redevelopment Agency approved at the December 9, 2014 Board Meeting. Additionally, the decrease in fund balance is associated with appropriating \$1 million for capital improvements to the Apalachee Regional Park CIP project and \$250,000 for Emergency Response Marketing in response to unforeseen negative events such as a hurricane or the spread of the Zika virus.

I.) The fund balance reflects the remaining capital reserves budgeted during FY 2016 as a "sinking fund" for maintaining existing County infrastructure for the next five years. The estimated FY17 fund balance contemplates \$1.25 million in revenue from the sale of the Miccosukee Road property across from the Public Works Complex.

J.) Reflects the remaining fund balance from the original sales tax.

K.) Bond construction funds are anticipated to close at the end of FY 2017.

L.) Amount reflected in unrestricted retained earnings. The FY16 decrease is associated with increased closure liability costs associated with the closing of the landfill. As required by the landfill closure permit, an additional \$2.8 million was transferred from the unrestricted fund balance to the closure reserve account.

Leon County Fiscal Year 2018 Adopted Budget

Summary of Fund Balance and County Reserves Policy

Fund	Fund Title	FY17 Yr Ending Est. Bal. (B)	FY18 Adopted Budget	Policy (A)		FY18: Fund Balance Allocation (B)		
				Policy (A) Minimum 15% Budget	Policy (A) Maximum 30% Budget	Budgeted For Spending	Emergency Contingency & Cash Flow	Available for Future Allocation
General & Fine and Forfeiture Funds								
001	General Fund	32,058,528	66,812,252	10,021,838	20,043,676	2,500,000	29,558,528	
110	Fine and Forfeiture Fund	1,520,269	76,168,217	11,425,233	22,850,465	0	1,520,269	
	Subtotal:	33,578,797	142,980,469	21,447,070	42,894,141	2,500,000	31,078,797	0
Special Revenue Funds (C)								
106	County Transportation Trust Fund	5,589,684	16,639,561	2,495,934	4,991,868	0	4,991,868	597,815
111	Probation Services Fund	1,218,524	3,181,181	477,177	954,354	366,000	852,524	0
114	Teen Court Fund	572	86,144	12,922	25,843	0	572	0
116	Drug Abuse Trust Fund	936	104,136	15,620	31,241	0	936	0
117	Judicial Programs Fund	285,954	278,638	41,796	83,591	47,218	83,591	0
120	Building Inspection Fund	2,689,674	2,402,023	360,303	720,607	257,632	720,607	1,711,435
121	Growth Management Fund	401,499	3,946,886	592,033	1,184,066	100,000	301,499	0
123	Stormwater Utility Fund	1,755,514	5,166,855	775,028	1,550,057	0	1,550,057	205,458
124	Ship Trust Fund	0	426,361	63,954	127,908	0	0	0
125	Grants	775,959	883,261	132,489	264,978	269,834	264,978	241,147
126	Non-Countywide General Revenue Fund	3,669,917	21,878,925	3,281,839	6,563,678	0	3,669,917	0
127	Grants	228,535	60,000	9,000	18,000	0	18,000	210,535
130	911 Emergency Communications Fund	527,193	1,186,550	177,983	355,965	0	355,965	171,228
131	Radio Communications Systems Fund	41,770	1,689,926	253,489	506,978	0	41,770	0
135	Emergency Medical Services Fund	7,117,544	17,905,915	2,685,887	5,371,775	2,602,103	4,515,441	0
140	Municipal Service Fund	292,775	8,670,752	1,300,613	2,601,226	0	292,775	0
145	Fire Services Fund	1,663,912	8,002,791	1,200,419	2,400,837	0	1,663,912	0
160	Tourist Development Fund (1st-5th Cents)	891,180	5,703,085	855,463	1,710,926	184,479	706,701	0
160	Tourist Development: Cultural, Visual Arts,	5,109,854	5,109,854	766,478	1,532,956	0	1,532,956	3,576,898
162	Special Assessment Paving Fund	546,994	150,531	22,580	45,159	0	45,159	501,835
164	Killearn Lakes Units I & II Sewer	5,733	237,500	35,625	71,250	0	5,733	0
165	Bank of America Building Operating Fund	661,822	2,035,415	305,312	610,625	384,576	277,246	0
166	Huntington Oaks Plaza Fund	103,865	104,167	15,625	31,250	0	31,250	72,615
	Subtotal:	33,579,411	105,850,457	15,877,569	31,755,137	4,211,842	21,923,457	7,288,966
Debt Service Funds								
211	Debt Service - Series 2003 A&B	2,516				0	0	2,516
220	Debt Service - Series 2005	0				0	0	n/a
222	Debt Service - Series 2014	2,203				0	0	2,203
	Subtotal:	4,719				0	0	4,720
Capital Projects Funds (D)								
305	Capital Improvements Fund	8,288,648				4,508,498	n/a	3,780,150
306	Gas Tax Transportation Fund	821,652				0	n/a	821,652
308	Local Option Sales Tax Fund	209,753				0	n/a	209,753
309	Local Option Sales Tax Ext. Fund	54				0	n/a	54
311	Construction Series 2003 A&B Fund	6,998				0	n/a	6,998
318	1999 Bond Construction Fund	50,024				0	n/a	50,024
321	Energy Savings Contract ESCO Capital Fund	20,746				0	n/a	20,746
330	911 Capital Projects Fund	3,243,836				0	n/a	3,243,836
341	Countywide Road District Fund	190,316				0	n/a	165,533
343	NW Urban Collector Fund - Impact Fee	70,790				0	n/a	55,077
344	SE Urban Collector Fund - Impact Fee	99,469				0	n/a	100,175
	Subtotal:	13,002,285				4,508,498	0	8,453,997
Enterprise Funds (D)								
401	Solid Waste Fund (E)	2,634,155	10,932,714	1,639,907	3,279,814	586,488	2,047,667	0
	Subtotal:	2,634,155	10,932,714	1,639,907	3,279,814	586,488	2,047,667	0
Internal Service Funds (D)								
501	Insurance Service Fund	2,003,346	3,351,263	502,689	1,005,379	0	2,003,346	0
502	Communications Trust Fund	75,669	1,013,727	152,059	304,118	0	0	0
505	Motor Pool Fund	249,714	2,968,794	445,319	890,638	0	0	0
	Subtotal:	2,328,729	7,333,784	1,100,068	2,200,135	0	2,003,346	0
TOTAL:		85,128,096	267,097,424	40,064,614	80,129,227	11,806,828	57,053,268	15,747,683

The following is the relevant sections of Leon County Policy No. 07-02 "Reserves", the entire policy is contained in the Appendix Section of the budget document:

1. Emergency Reserves

- a. The general revenue emergency reserves will be maintained at an amount not to be less than five (5%) and to not exceed ten (10%) of projected general fund and fine and forfeiture fund operating expenditures for the ensuing fiscal year.
- b. The reserve for contingency is separate from the reserve for cash balances.
- c. Annually the Board will determine an appropriate amount of reserve for contingency to be appropriated as part of the annual budget. Any funds not included in the budget under this category will be included as part of the unreserved fund balance.

2. Reserve for Cash Balances

- a. The County will maintain an annual unappropriated reserve for cash balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing.
- b. The unappropriated fund balance shall be no less than ten (10%) and no greater than twenty (20%) of projected general fund and fine and forfeiture fund operating expenditures.
- c. The reserve for cash balance shall be separate from the emergency reserves.
- d. All major funds will retain sufficient cash balances to eliminate the need for short-term borrowing.

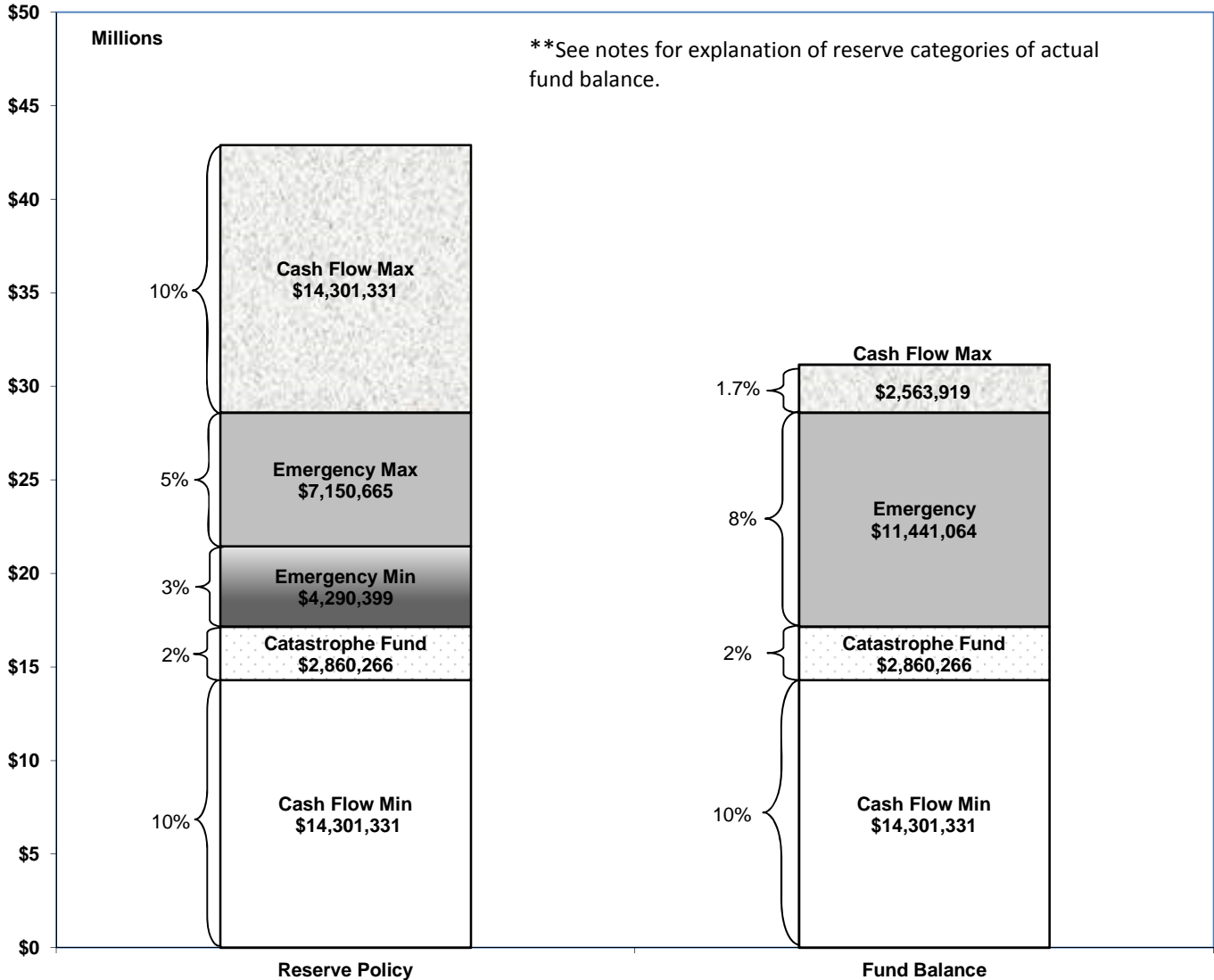
3. Utilization of Fund Balance

- a. As part of the annual budget process, a determination will be made of the minimum and maximum amounts of fund balance available based on the requirements set forth in 1 and 2 above.
- b. Funds in excess of the minimums established can be utilized to support one-time capital expenses.

Notes:

- A. The policy minimums and maximums are based on the total amount of reserves for emergency contingency and cash flow as a percent of the FY 2018 Budget.
- B. The "Fund Balance Allocation" reflects three categories. The "Budgeted for Spending" indicates fund balance being utilized in the FY 2018 budget to support operating and capital projects. Except for the General/Fine and Forfeiture fund balance which includes the budgeted Catastrophe Reserved, the "Emergency Contingency & Cash Flow" is the unbudgeted portion of the reserve and the amount dedicated to support these categories. Due to space limitations these categories are shown together. The "Available for Future Allocation" are funds in excess of the policy's recommended maximums; however, they are typically dedicated for specific purposes (i.e. 9-1-1, Transportation, Growth Management). The total of all three categories equals the total of the estimated year ending FY 2016 balance.
- C. The Special Revenue Funds are presented based on the County's reserve policies. However, each of the funds has been established for a discrete purpose and often has dedicated revenues that can only be utilized for a specific purpose. The balances may be accruing for a specific purpose (i.e. the Tourist Development Additional One Cent for the Performing Arts Center).
- D. Capital Projects, Enterprise and Internal Service Funds maintain differing levels of balances depending upon on-going capital project requirements and other audit requirements. The percentages for the other funds are intended to show compliance with the County's policy for maintaining sufficient balances. The budgeted appropriated fund balance in funds 305 and 308 are capital reserves budgeted by the Board for mandatory and necessary capital projects for the next five to six years. These reserves are reviewed as part of the annual budget process and allocated to the appropriate projects accordingly.
- E. Amount reflected is unrestricted retained earnings. FY 2017 estimated balance is based on current Solid Waste proforma projections.

General Fund / Fine and Forfeiture Reserve Illustration Using Reserve Policy *



**See notes for explanation of reserve categories of actual fund balance.

****Notes:**

- 1) The base of the reserves is the minimum required for cash flow purposes. Without these minimums, funds would likely have to be borrowed to meet beginning of the year expenditure obligations.
- 2) Policy column reflects the minimum and maximum reserves under the existing reserve policy. Total reserves without exceeding policy maximum is \$42.8 million.
- 3) The Policy column shows the catastrophe reserve and the emergency reserve minimums and maximums of 2% and 8%, respectively.
- 4) The ending FY 2017 fund balance is estimated at \$33.5 million. The Fund Balance column shows the current distribution of reserves with the projected beginning FY 2018 fund balance of \$31.0 million. The beginning fund balance contemplates the budgeting of \$2.5 million in fund balance as approved by the Board.
- 5) Proposed fund balance reflects the distribution of reserve categories under the policy which includes catastrophe reserves.

* Based on estimated beginning FY 2018 Fund Balance

Leon County Fiscal Year 2018 Adopted Budget

Debt Service Schedule

General Obligation Bonds
No outstanding issues.

Non Self-Supporting Revenue Debt

Description	Purpose	Pledge/ Security	Original Principal Amount	Outstanding Principal Amount	Outstanding Interest Amount	FY17/18 Principal Payment	FY17/18 Interest Payment	Remaining Principal	Final Maturity Date
Series 2012A: Tax Exempt & Series 2012B: Taxable	These bonds were issued to fund the acquisition of the Bank of America (BOA) building and for major repairs and renovations to the existing County Courthouse facility.	The pledged revenues for these bonds include guaranteed entitlement revenue, Local Government Half Cent Sales Tax, State Revenue Sharing, Race Track funds and other non-ad valorem revenue sources.	\$21,061,000	\$20,449,000	\$780,535	\$6,668,000	\$406,846	\$13,781,000	2020
Series 2017	In FY 2017, the bank loan obtained to refund the non-taxable portion of Bond Series 2005 was refinanced.		\$15,851,000	\$15,851,000	\$1,979,391	\$159,000	\$334,456	\$15,692,000	2025
ESCO Lease	This lease was entered into to fund the acquisition of various facility improvement measures including lighting upgrades, HVAC systems, an energy management system and water/sewer improvements.	The energy efficiency improvements will offset the cost of the lease.	\$4,466,238	\$471,239	\$13,275	\$471,239	\$13,275	\$0	2018
TOTAL			\$41,378,238	\$36,771,239	\$2,773,201	\$7,298,239	\$754,576	\$29,473,000	

Note: Payments reflect only Principal and Interest and do not include bank fees

Summary of Transfers

Governmental accounting requires certain funds (self-balancing sets of accounts) to be created. Each fund has a discrete purpose. However, often, there is a need for one fund to support a portion of another fund's activities. To accomplish this, monies are moved between funds through a process called "interfund transfers". The following provides a brief description of each transfer occurring in the budget.

General Fund

General Fund (001) **from** Transportation Trust Fund (106) **\$72,096**: As part of the County's utility bill consolidation effort, funds are being transferred to the Division of Facilities Management.

General Fund (001) **from** SHIP Trust Fund (124) **\$42,000**: This transfer represents the County's share of administrative costs for the State Housing Initiatives Partnership (SHIP).

General Fund (001) **from** Non-Countywide General Revenue (126) **\$8,687,767**: Funds accumulated in the Non-Countywide General Revenue fund are partially available to support unincorporated area only programs, as well as countywide activities. The funds transferred support a portion of the countywide activities in the General Fund and supplement property tax collections.

General Fund (001) **from** Municipal Services (140) **\$103,122**: As part of the County's utility bill consolidation effort, funds are being transferred to the Division of Facilities Management.

General Fund (001) **from** Tourism Development (160) **\$14,500**: As part of the County's utility bill consolidation effort, funds are being transferred to the Division of Facilities Management.

General Fund (001) **from** County Accepted Roadways and Drainage Systems Program (162) **\$145,031**: FY 2018 fund transfer, normally for general capital expenditures, was transferred to the General Fund as part of the budget balancing strategy.

General Fund (001) **from** County Government Annex (165) **\$341,488**: As part of the County's utility bill consolidation effort, funds are being transferred to the Division of Facilities Management.

General Fund (001) **from** Solid Waste (401) **\$51,918**: This transfer provides funds for the utility consolidation effort as well as the Waste Pro Recycling Education Fund.

General Fund (001) **from** Insurance Service (505) **\$25,000**: As part of the County's utility bill consolidation effort, funds are being transferred to the Division of Facilities Management.

Supervisor of Elections (060) **from** General Fund (001) **\$4,291,300**: Funds are transferred from the General Fund to the Supervisor of Elections in order to establish the budget for the fiscal year. This transfer is done on an annual basis. Any remaining budget is returned to the general fund at the end of the fiscal year.

Special Revenue Funds

Transportation Trust Fund (106) **from** Stormwater Utility Fund (123) **\$1,409,832**: The County maintains one engineering division. Within this division are transportation and stormwater engineers. To avoid having gas taxes (which are the main source of revenue contained in the Transportation Fund) support unrelated activities, a transfer from the Stormwater Utility offsets the engineering cost provided to the stormwater utility.

Transportation Trust Fund (106) **from** Non-Countywide General Revenue (126) **\$2,243,841**: Gas tax revenues are insufficient to support transportation related activities. This transfer provides additional general revenues to offset the shortfall.

Probation Services (111) **from** General Fund (001) **\$1,864,171**: The transfer provides the necessary revenue to offset the gap between the fees generated in pre-trial/probation and the cost of the programs.

Summary of Transfers

Development Services & Environmental Management (121) **from** Non-Countywide General Revenue (126) **\$2,375,000**: The County's growth management fees do not provide 100% support for services provided by the Department. The transfer is necessary to fund non-fee related activity and any additional difference.

Stormwater Utility (123) **from** Transportation Trust (106) **\$800,000**: The stormwater operations function provides roadside swale maintenance on behalf of the transportation network.

Stormwater Utility (123) **from** Non-Countywide General Revenue (126) **\$976,846**: This transfer provides the additional revenue to support the county's stormwater utility program not funded through the stormwater non ad valorem assessment. This transfer will offset the discount provided to veterans and low-income seniors and properties receiving stormwater credit discounts.

Special Revenue Funds Continued

Radio Communication Systems (131) **from** General Fund (001) **\$1,435,801**: This transfer provides funds acquired for the capital costs for the 800 Mhz radio system to support the operating requirements of the system subsequent to the completion of the capital project.

Debt Service Funds

In accordance with all enabling bond ordinances and resolutions, the County is required to establish separate funds for the purposes of making debt service payments. To avoid "splitting revenues" across multiple funds, the County accrues all the revenues to individual accounts in a particular fund. The County then makes transfers from the applicable funds to the appropriate debt (or other) funds. On June 23, 2015, the Board approved a bank loan to refund the remaining Capital Improvement Revenue Refunding Bonds, Series 2005 for an estimated \$595,000 in net present value of the life of the loan. The bonds will mature October 1, 2017.

Capital Projects Funds

Capital Improvements (305) **from** General Fund (001) **\$2,170,236**: This transfer uses regular general revenue fund transfers to support capital projects.

Capital Improvements (305) **from** Building Inspection (120) **\$75,000**: This transfer is to fund vehicles for Building Plans Review and Inspection.

Capital Improvements (305) **from** Municipal Services (140) **\$1,729,764**: This transfer will fund vehicles and equipment for Parks and Recreation.

Gas Tax Transportation (306) **from** Transportation Trust (106) **\$2,674,485**: The transfer is to support transportation fund vehicle and equipment replacements, pavement markings and road-related stormwater capital projects funded from the gas tax.

Enterprise Funds

Solid Waste (401) **from** Non-Countywide General Revenue (126) **\$458,540**: The transfer is necessary as the tipping fees and non-ad valorem assessment currently supporting the Solid Waste Fund are not sufficient to fund the entire cost of the program.

Leon County Fiscal Year 2018 Adopted Budget

Schedule of Transfers

<u>Fund #</u>	<u>Transfer To</u>	<u>Fund #</u>	<u>Transfer From</u>	<u>Transfer Amount</u>
General Funds				
001	General Fund	106	Transportation Trust Fund	72,096
001	General Fund	124	SHIP Trust Fund	42,000
001	General Fund	126	Non-Countywide General Revenue	8,687,767
001	General Fund	140	Municipal Services	103,122
001	General Fund	160	Tourism Development	14,500
001	General Fund	162	Co. Accepted Roadways & Drainage System	145,031
001	General Fund	165	County Government Annex	341,488
001	General Fund	401	Solid Waste	51,918
001	General Fund	505	Insurance Service	25,000
060	Supervisor of Elections	001	General Fund	4,291,300
Subtotal				13,774,222
Special Revenue Funds				
106	Transportation Trust	123	Stormwater Utility	1,409,832
106	Transportation Trust	126	Non-Countywide General Revenue	2,243,841
111	Probation Services	001	General Fund	1,864,171
121	Dvpmt. Svcs. & Environ. Mgmt.	126	Non-Countywide General Revenue	2,375,000
123	Stormwater Utility	106	Transportation Trust	800,000
123	Stormwater Utility	126	Non-Countywide General Revenue	976,846
131	Radio Communications Systems	001	General Fund	1,435,801
Subtotal				11,105,491
Debt Service Funds				
211	Bond Series 2012A & 2012B	126	Non-Countywide General Revenue	6,640,146
211	Bond Series 2012A & 2012B	165	Bank of America Building Operations	435,900
221	ESCO Lease	001	General Fund	484,514
222	Debt Series 2017	126	Non-Countywide General Revenue	496,785
Subtotal				8,057,345
Capital Projects Funds				
305	Capital Improvements	001	General Fund	2,170,236
305	Capital Improvements	120	Building Inspection	75,000
305	Capital Improvements	140	Municipal Services	1,729,764
306	Gas Tax Transportation	106	Transportation Trust	2,674,485
Subtotal				6,649,485
Enterprise Funds				
401	Solid Waste	126	Non-Countywide General Revenue	458,540
Subtotal				458,540
TOTAL				\$40,045,083

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Debt Service Funds	6 - 35
Capital Funds	6 - 39
Enterprise Funds	6 - 54
Internal Service Funds	6 - 56

Basis of Budget

Leon County's Governmental and Fiduciary Funds are prepared on a modified accrual basis.

Revenues are recognized when measurable and available under budgetary basis. The following revenues are considered to be susceptible to accrual: taxes, charges for services, interest, state revenue sharing, federal forestry revenue, insurance agent revenues, 5th & 6th cent gas tax, federal and state grants, planning and zoning revenue, communication services tax, and special assessments.

Obligations are budgeted as expenses and generally recorded when the related fund liability is incurred. An exception is principal and interest on general long-term debt which is recorded when due.

The budgets of the proprietary funds (enterprise and internal service) are prepared on an accrual basis. The revenues are recognized when earned and their expenses are recognized when incurred.

Florida state law requires that receipts from all sources be budgeted at 95% of anticipated receipts.

Funds

The financial activities of the County are recorded in separate funds. Each fund is considered a separate accounting entity. The operations of each fund are accounted for within a set of self-balancing accounts that include assets, liabilities, fund equity, revenues, and expenditures, or expenses, as necessary. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

The various funds are as follows:

Governmental Fund Types:

General Fund – The general operating fund of the Board. This fund is used to account for all financial transactions not required to be accounted for in another fund.

Special Revenue Funds – Funds used to account for special assessments and specific governmental revenue sources. Major capital projects that are restricted by law, or administrative action, for expenditures for specific purposes are not considered Special Revenue Funds. Examples of Special Revenue Funds are Building Inspection, Transportation Trust, Emergency Medical Services, Fire Rescue Services, Tourist Development, and Probation Services.

Debt Service Funds – Funds used to record the funding and payment of principal and interest on debt reported in the General Long-Term Debt Account Group.

Capital Projects Funds – These funds are used to account for the acquisition or construction of major capital facilities other than those financed by the Proprietary Funds. Examples of Capital Projects Funds are the Local Option Sales Tax and Governmental Capital.

Proprietary Fund Types:

Enterprise Fund – A fund used to report operations that provide services financed primarily by user charges. An example of an enterprise fund is the Solid Waste Operations Fund.

Internal Service Funds – A fund used to to account for goods or services provided by various departments to other departments of the Board on a cost-reimbursement basis. These funds consist of the Motor Pool Fund, the Communication Trust Fund, and the Insurance Service Fund.

Leon County Fiscal Year 2018 Adopted Budget

Fund Revenue By Source

Fund	Property Tax MSTU or Assmt	State Gas Tax	Local Gas Tax	State Revenue Sharing	1/2 Cent Sales Tax	Local Sales Tax	PST and CST (1)	Fund Balance (2)	Fines	Fees & Licenses (3)	Transfers	Other Revenue (4)	Total Budgeted Revenue
001 General Fund	48,301,815							2,500,000		1,626,738	9,482,922	5,021,397	66,932,872
060 Supervisor of Elections											4,291,300		4,291,300
106 Transportation Trust		4,221,800	8,164,300							112,335	3,653,673	487,453	16,639,561
110 Fine and Forfeiture	74,884,672								125,400	905,635		252,510	76,168,217
111 Probation Services								366,000		851,010	1,864,171	100,000	3,181,181
114 Teen Court										86,144			86,144
116 Drug Abuse Trust										104,136			104,136
117 Judicial Programs								47,218		231,420			278,638
120 Building Inspection								257,632		2,093,091		51,300	2,402,023
121 Dvlpmt Svcs & Envrmt Mgmt								100,000	15,200	1,447,376	2,375,000	9,310	3,946,886
123 Stormwater Utility	3,356,569										1,776,846	33,440	5,166,855
124 SHIP Trust												426,361	426,361
125 Grants								269,834				613,427	883,261
126 Non-Countywide Gen Rev				5,591,249	12,463,050		3,292,265			187,246		345,115	21,878,925
127 Grants - Interest Bearing												60,000	60,000
130 9-1-1 Emergency Comm				1,186,550									1,186,550
131 Radio Comm Systems									254,125		1,435,801		1,689,926
135 Emergency Medical Svcs	7,408,020							2,602,103		10,051,903		453,245	20,515,271
140 Municipal Services							8,588,597			59,755		22,400	8,670,752
145 Fire Rescue Service										8,002,791			8,002,791
160 Tourist Development						5,277,251		184,479				241,355	5,703,085
161 Housing Fin. Authority													0
162 Special Assess. 2/3 Paving	112,871											37,660	150,531
164 Special Assess. - Killlearn	237,500												237,500
165 Bank of America Building								384,576		157,003		1,493,836	2,035,415
166 Huntington Oaks Plaza												104,167	104,167
211 Bond Series 2012A & 2012B											7,076,046		7,076,046
220 Bond Series 2005													0
221 ESCO Lease											484,514		484,514
222 Bond Series 2014											496,785		496,785
305 Capital Improvements								4,508,498			3,975,000	57,380	8,540,878
306 Transportation Capital											2,674,485		2,674,485
309 Sales Tax - Extension						4,382,350						1,042,650	5,425,000
321 ESCO Capital Projects													0
330 9-1-1 Capital Projects												62,130	62,130
401 Solid Waste	1,454,830							586,488		8,233,158	458,540	199,698	10,932,714
501 Insurance Service												3,351,263	3,351,263
502 Communications Trust												1,013,726	1,013,726
505 Motor Pool												2,968,794	2,968,794
Total	135,756,277	4,221,800	8,164,300	6,777,799	12,463,050	9,659,601	11,880,862	11,806,828	394,725	34,149,741	40,045,083	18,448,617	253,723,600

Notes:

- The \$253,723,601 total budgeted revenue is net of interfund Transfers.
- 1. The Public Services Taxes (PST) on utilities is estimated to provide \$8.5 million in funding for Fund 140 Municipal Services, and Communications Services Taxes (CST) is estimated to provide \$3.2 million in funding for Fund 126 Non-Countywide General Revenue.
- 2. Appropriated Fund Balance amount for FY 2018.
- 3. Fees and Assessments account for \$30.5 million of the \$34.1 million in revenue, licenses account for \$3.6 million (\$2.0 million to Fund 120 Building Inspection, \$1.4 million to Fund 121 Development Services & Environ. Mgmt., and \$0.2 million to Fund 126 Non-Countywide General Revenue). \$8.0 million is for Fire Services.
- 4. Other Revenue include funding from interest, rents and royalties, grants, intergovernmental reimbursements, departmental billings, and other miscellaneous revenue.

Leon County Fiscal Year 2018 Adopted Budget

General Fund (001)

Fund Type: General Fund

The General Fund is the general operating fund of the County established by F.S. 129.02(1). Major revenue sources for the County's General Fund include proceeds from ad valorem and other taxes, charges for services, fees, and other miscellaneous revenues. The General Fund is used to account for financial resources and expenditures of general government (except those required to be accounted for in another fund) such as libraries, management information systems, facilities management, etc.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Ad Valorem - General Fund	311110	44,607,221	45,512,806	50,844,016	48,301,815	50,583,035	52,329,850	54,841,214	56,679,359
Delinquent Taxes	311200	-	408,500	262,117	249,011	206,911	206,911	206,911	206,911
Delinquent Taxes 2004	311204	2	-	-	-	-	-	-	-
Delinquent Taxes 2006	311206	44	-	-	-	-	-	-	-
Delinquent Taxes 2007	311207	779	-	-	-	-	-	-	-
Delinquent Taxes 2008	311208	1,972	-	-	-	-	-	-	-
Delinquent Taxes 2009	311209	3,745	-	-	-	-	-	-	-
Delinquent Taxes - 2010	311210	3,111	-	-	-	-	-	-	-
Delequent Taxes 2011	311211	11,390	-	-	-	-	-	-	-
Delinquent Taxes 2012	311212	22,004	-	-	-	-	-	-	-
Delinquent Taxes 2013	311213	65,491	-	-	-	-	-	-	-
Delinquent Taxes - 2014	311214	193,537	-	-	-	-	-	-	-
Tourist Development (3-3/4 Cents)	312100	47,044	40,850	41,662	39,579	40,370	41,178	42,001	42,841
Tourist Development (1-1/4 Cents)	312110	11,756	13,300	13,887	13,193	13,457	13,728	14,002	14,280
Communications Tower Bonds	329171	540	-	-	-	-	-	-	-
Process Server Fees	329300	9,400	-	9,400	8,930	8,930	8,930	8,930	8,930
Federal Payments in Lieu of Taxes	333000	206,015	52,630	215,000	204,250	204,250	204,250	204,250	204,250
DOH Zika Mitigation Control	334614	10,000	-	-	-	-	-	-	-
State Library Aid	334710	184,255	183,922	183,922	174,726	174,726	174,726	174,726	174,726
COT Reimbursement for PSC	337220	972,777	878,163	883,547	883,547	883,547	883,547	883,547	883,547
GIS	337300	1,588,093	1,403,037	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
CRTPA Reimbursement	337401	66,825	119,523	122,780	122,780	126,645	130,674	134,873	139,253
Blueprint 2000 Reimbursement	337402	-	162,119	378,683	378,683	383,829	389,261	394,998	401,058
\$2.00 IT Added Court Cost FS 28.24(12)	341160	361,663	403,750	345,600	328,320	344,660	361,950	380,000	399,000
Hand Fogging Fees	342950	1,125	-	2,371	2,252	2,274	2,297	2,320	2,343
Medical Examiner Facility Use Fee	343800	-	-	25,000	23,750	95,000	95,000	95,000	95,000
Parking Facilities	344500	149,653	139,650	144,000	136,800	136,800	136,800	136,800	136,800
Library Parking	344510	44,043	57,000	45,000	42,750	43,605	44,477	45,366	46,274
Library Fees	347100	122,842	142,500	135,000	128,250	130,150	131,100	132,050	133,950
Library Printing	347101	13,008	23,750	15,000	14,250	14,250	15,200	15,200	15,200
Parks And Recreation	347200	(71)	-	-	-	-	-	-	-
FS 29.0085 Court Facilities	348930	898,780	1,003,682	830,892	789,347	828,815	870,256	913,769	959,457
Process Server Fee	348991	-	9,500	-	-	-	-	-	-
Civil Fee - Circuit Court	349200	116	-	-	-	-	-	-	-
GAL / Circuit-wide Reimbursement	349501	30,315	27,203	32,181	30,572	31,184	31,807	32,443	33,092
Interest Income - Investment	361110	66,508	-	-	-	-	-	-	-
Pool Interest Allocation	361111	664,373	449,469	981,900	932,805	932,805	932,805	932,805	932,805
Net Incr(decr) In Fmv Of Investment	361300	553,872	-	-	-	-	-	-	-
Rents And Royalties	362000	2	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	164,180	228,000	255,025	242,274	244,696	247,143	249,615	252,112
Refund Of Prior Year Expenses	369300	16,932	-	-	-	-	-	-	-
Lawsuit Settlements	369350	411	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	81,089	114,000	110,000	104,500	104,500	104,500	104,500	104,500
Volunteer Certificate Training Fees	369930	750	950	1,000	950	950	950	950	950
Transfer From Fund 106	381106	-	72,096	72,096	72,096	72,096	72,096	72,096	72,096
Transfer From Fund 110	381110	1,900,000	-	-	-	-	-	-	-
Transfer From Fund 124	381124	-	-	42,000	42,000	-	-	-	-
Transfer From Fund 126	381126	8,166,544	9,634,464	8,687,767	8,687,767	7,192,363	8,606,315	12,094,876	12,403,508
Transfer From Fund 140	381140	-	103,122	103,122	103,122	103,122	103,122	103,122	103,122
Transfer From Fund 160	381160	-	14,500	14,500	14,500	14,500	14,500	14,500	14,500

Leon County Fiscal Year 2018 Adopted Budget

General Fund (001)

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Transfer From Fund 162	381162	209,976	172,815	145,031	145,031	131,177	131,177	116,864	105,283
Transfer From Fund 165	381165	-	341,488	341,488	341,488	341,488	341,488	341,488	341,488
Transfer From Fund 401	381401	-	86,918	51,918	51,918	51,918	51,918	51,918	51,918
Transfer From Fund 505	381505	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Pensacola Care Lease	383001	146,616	146,616	146,616	146,616	146,616	146,616	146,616	146,616
Clerk Excess Fees	386100	110,640	-	-	-	-	-	-	-
Property Appraiser	386600	154,008	-	-	-	-	-	-	-
Tax Collector	386700	337,908	200,000	300,000	300,000	300,000	300,000	300,000	300,000
Supervisor Of Elections	386800	892,917	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	2,537,322	2,500,000	2,500,000	2,572,432	2,500,000	-	-
Total Revenues		63,094,201	64,708,645	69,657,521	66,932,872	67,836,101	70,999,572	74,562,750	76,780,169

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
County Commission	100-511	1,531,827	1,535,073	1,605,793	1,590,740	1,620,236	1,651,123	1,683,470	1,717,368
Commission District 1	101-511	9,187	9,500	12,500	12,500	12,500	12,500	12,500	12,500
Commission District 2	102-511	2,326	9,500	12,500	12,500	12,500	12,500	12,500	12,500
Commission District 3	103-511	5,896	9,500	12,500	12,500	12,500	12,500	12,500	12,500
Commission District 4	104-511	5,992	9,500	12,500	12,500	12,500	12,500	12,500	12,500
Commission District 5	105-511	9,087	9,500	12,500	12,500	12,500	12,500	12,500	12,500
Commission At-Large (Group 1)	106-511	5,680	9,500	12,500	12,500	12,500	12,500	12,500	12,500
Commission At-Large (Group 2)	107-511	9,133	9,500	12,500	12,500	12,500	12,500	12,500	12,500
Commissioners' Account	108-511	18,566	25,395	25,268	25,268	25,268	25,268	25,268	25,268
County Administration	110-512	910,903	1,013,761	1,062,237	1,062,107	1,093,097	1,125,161	1,158,332	1,192,669
Minority/Women Small Business Enterprise	112-513	119,216	-	-	-	-	-	-	-
Volunteer Services	113-513	186,259	192,717	221,765	198,865	204,982	211,353	217,986	224,900
PLACE - Economic Development	114-512	157,204	304,983	412,436	304,983	304,983	304,983	304,983	304,983
Strategic Initiatives	115-513	697,348	768,841	821,753	788,568	804,099	784,300	801,203	818,848
Community and Media Relations	116-513	487,905	541,667	609,726	609,241	620,898	633,061	645,758	659,011
County Attorney	120-514	1,870,847	2,008,617	2,087,538	2,084,538	2,132,912	2,183,069	2,235,016	2,288,896
Office of Sustainability	127-513	172,118	303,010	307,686	307,686	332,893	321,812	343,946	333,310
Office of Management & Budget	130-513	668,966	721,574	768,095	768,095	785,551	802,387	819,944	838,258
Clerk - Finance Administration	132-586	1,518,474	1,609,217	1,670,645	1,670,645	1,720,764	1,772,387	1,825,559	1,880,326
Procurement	140-513	489,563	501,991	540,148	520,148	535,690	551,076	567,733	584,985
Warehouse	141-513	106,315	108,608	111,802	111,802	115,437	119,222	123,162	127,267
Facilities Management	150-519	6,613,059	7,315,418	8,089,536	7,418,280	7,574,938	7,694,685	7,819,798	7,946,222
Real Estate Management	156-519	284,982	295,085	302,064	302,064	282,752	288,691	294,893	301,373
Human Resources	160-513	1,163,048	1,455,403	1,418,564	1,418,564	1,455,561	1,494,023	1,534,013	1,575,617
Management Information Services	171-513	5,580,916	6,123,796	6,376,012	6,376,012	6,515,029	6,658,479	6,807,397	6,962,009
Health Department	190-562	192,367	237,345	237,345	237,345	237,345	237,345	237,345	237,345
Mosquito Control	216-562	725,670	681,861	846,566	846,566	858,223	870,408	883,150	896,479
Lib - Policy, Planning, & Operations	240-571	749,976	847,469	864,350	864,350	875,499	890,180	905,415	921,232
Library Public Services	241-571	3,981,407	4,493,362	4,590,525	4,590,525	4,749,367	4,857,980	5,009,901	5,168,495
Library Collection Services	242-571	1,506,286	1,525,808	1,565,363	1,552,913	1,584,177	1,616,813	1,650,893	1,686,492
Summer Youth Employment	278-551	52,741	80,425	80,425	40,000	40,000	40,000	40,000	40,000
Cooperative Extension	361-537	361,620	470,954	483,001	455,990	497,172	509,864	522,937	522,937
Medical Examiner	370-527	513,126	511,795	524,022	524,022	509,330	520,193	531,272	542,574
Tubercular Care & Child Protection Exams	370-562	24,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000
Baker Act & Marchman Act	370-563	583,710	692,601	638,156	638,156	638,156	638,156	638,156	638,156
Medicaid & Indigent Burials	370-564	2,745,827	2,876,195	2,911,641	2,911,641	2,911,641	2,911,641	2,911,641	2,911,641
CHSP & Emergency Assistance	370-569	1,280,450	1,358,816	1,450,029	1,365,720	1,367,702	1,369,759	1,371,903	1,374,133
Housing Services	371-569	378,399	468,437	656,092	578,087	522,713	537,925	553,748	570,208
Veteran Services	390-553	282,655	327,763	351,227	351,227	357,010	363,018	369,255	375,739
Capital Regional Transportation Planning Agency	402-515	143,600	119,523	122,669	122,669	126,531	130,556	134,752	139,128

Leon County Fiscal Year 2018 Adopted Budget

General Fund (001)

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Blueprint 2000	403-515	203,735	331,846	378,284	377,817	382,959	388,387	394,119	400,175
Public Safety Complex Facilities	410-529	1,309,090	1,528,056	1,497,980	1,467,751	1,477,321	1,487,291	1,497,675	1,506,068
Public Safety Complex Technology	411-529	217,299	250,334	265,115	265,115	269,819	274,707	279,786	284,817
Geographic Info. Systems	421-539	1,891,060	1,923,845	1,983,854	1,983,854	2,031,157	2,080,275	2,131,297	2,184,305
MIS Automation - General Fund	470-519	160,540	252,850	264,295	264,295	264,295	264,295	264,295	264,295
General Fund - Risk	495-519	469,752	482,884	536,622	536,622	536,622	536,622	536,622	536,622
Indirect Costs - General Fund	499-519	(6,339,100)	(6,784,200)	(6,798,000)	(6,684,501)	(6,798,000)	(6,798,000)	(6,798,000)	(6,798,000)
Property Appraiser	512-586	4,737,694	5,159,673	5,094,412	5,094,412	5,247,244	5,404,661	5,566,801	5,566,801
Tax Collector	513-586	4,531,082	4,717,758	4,906,468	4,906,468	5,102,727	5,306,836	5,519,109	5,519,109
Court Administration	540-601	227,773	210,630	240,333	222,954	230,104	237,565	245,356	253,489
Court Information Systems	540-713	7,435	14,795	12,279	12,279	12,279	12,279	12,279	12,279
Guardian Ad Litem	547-685	18,498	19,942	19,942	19,942	19,942	19,942	19,942	19,942
GAL Information Systems	547-713	161	1,685	2,513	2,513	2,513	2,513	2,513	2,513
Planning Department	817-515	934,521	1,055,927	986,992	986,992	1,006,280	1,026,059	1,046,344	1,067,149
Non-Operating General Fund	820-519	895,890	982,280	911,280	912,604	912,604	912,604	912,604	912,604
Tax Deed Applications	831-513	104,334	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Line Item - Detention/Correction	888-523	335,759	247,759	247,759	247,759	247,759	247,759	247,759	247,759
Line Item - Human Service Agencies	888-569	125,000	100,000	100,000	100,000	100,000	-	-	-
Line Item - COCA Contract	888-573	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Transfers	950-581	20,563,265	9,957,524	20,007,529	10,246,022	9,946,040	11,918,034	13,919,034	15,098,143
Primary Health Care	971-562	1,969,749	1,818,956	1,826,508	1,821,508	1,824,357	1,827,339	1,830,462	1,683,736
CRA-Payment	972-559	2,091,547	2,396,091	2,882,103	2,880,365	3,076,622	3,191,985	3,422,423	3,668,993
Budgeted Reserves -General Fund	990-519	2,210,948	-	-	-	-	-	-	-
Budgeted Reserves - General Fund	990-599	-	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Budgeted Contingency-Crime Prevention	991-599	-	-	-	87,783	-	-	-	-
Total Appropriations		72,962,681	64,708,645	77,662,248	66,932,872	67,836,101	70,999,572	74,562,750	76,780,169
Revenues Less Appropriations		(9,868,480)	-	(8,004,727)	-	-	-	-	-

Notes:

During the FY 2018 budget process, County staff continually looked at efficiencies and cost avoidance throughout the year to avoid unnecessary increases in the budget. In FY 2018, the Cross Departmental Action Teams (CDAT) convened to identify potential areas for cost savings, and process and efficiency improvements. The CDAT sessions identified cost savings in the amount of \$1.14 million. Additionally, through the County's Employee Awards program - I2 (squared), to date the program has saved the County \$1,191,310 in recurring costs and \$74,801 in one-time costs

Leon County's budget is balanced without increasing the current 8.3144 millage rate. For FY 2018, property values increased by 5.07%, providing an additional \$5.7 million in property tax revenue. In addition, the Board appropriated \$2.5 million in fund balance to maintain the same level use as FY 2017. The use of this fund balance still leaves the general fund reserves within policy limits. Out years from FY 2019 to FY 2022 show the use of fund balance declining from the current \$2.5 million per year to a reduction in the use of fund balance to \$500,000 by FY 2022.

The general revenue transfer to capital projects (Fund 305) increased by \$900,000 million over FY 2017 for a total amount of \$3.9 million. Out years reflect the transfer of recurring general revenue to fund capital projects increasing to \$5.6 million by FY 2021. This increase in capital funding is the result of the 2005 Debt Service Bond Series (Fund 220) being paid off in FY 2017(providing \$500,000 is savings in FY 2018), and the remaining 2012A and 2012B Debt Service Bond Series being paid in FY 2020.

At the June 20, 2017 Budget Workshop, the Board considered financial plans to address the possible passage of the additional homestead exemption referendum. To position the County for a possible \$7.2 million recurring revenue reduction, the Board authorized working with the City towards the sun-setting of the downtown CRA. In addition, if the referendum is approved, beginning in FY2020, the financial plan considers a millage increase to offset a portion of the revenue loss. As reflected, the FY2021 plan year also contemplates a transfer from the General Fund to the Emergency Medical Services fund (135). Pending the outcome of the referendum, if the Countywide millage rate is not increased, the EMS MSTU may be adjusted thereby negating the need for the General Fund transfer.

Leon County Fiscal Year 2018 Adopted Budget

Supervisor of Elections (060)

Fund Type: General Fund

The Supervisor of Elections Fund is a general fund established as part of the FY 2002 budget process. The Supervisor of Elections has requested their appropriation be established in a separate fund to provide discrete accounting of their budget. The revenue is transferred from the General Fund. At the conclusion of the fiscal year, any funds available in the Supervisor of Elections fund will be returned to the General Fund as excess fees.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Voter Education Funds	331100	32,147	-	-	-	-	-	-	-
ADA-HHS Vote Program Grant	331120	22,560	-	-	-	-	-	-	-
Supervisor Of Elections	341550	35,886	-	-	-	-	-	-	-
Transfer From Fund 001	381001	5,008,722	4,217,942	4,291,300	4,291,300	3,957,382	5,405,021	4,103,694	4,799,150
Total Revenues		5,099,315	4,217,942	4,291,300	4,291,300	3,957,382	5,405,021	4,103,694	4,799,150

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
MIS Automation-SOE	470-513	-	14,480	15,440	15,440	15,440	15,440	15,440	15,440
Supervisor of Elections - Risk	495-513	16,542	16,104	16,105	16,105	16,105	16,105	16,105	16,105
Voter Registration	520-513	1,948,039	2,607,135	2,802,574	2,626,524	2,711,045	2,860,924	2,872,069	2,995,914
Elections	520-586	419,671	-	-	-	-	-	-	-
Elections	521-513	2,204,848	1,580,223	1,692,986	1,633,231	1,214,792	2,512,552	1,200,080	1,771,691
Elections	521-586	473,246	-	-	-	-	-	-	-
SOE Grants	525-513	36,969	-	-	-	-	-	-	-
Total Appropriations		5,099,315	4,217,942	4,527,105	4,291,300	3,957,382	5,405,021	4,103,694	4,799,150
Revenues Less Appropriations		-	-	(235,805)	-	-	-	-	-

Notes:

The Supervisor of Elections budget varies year to year depending on the election cycles. Funding for the Supervisor of Elections increases for Presidential Primary and general elections cycles and decreases in off year election cycles. The upcoming FY 2018 cycle is a general election resulting in increased costs of \$73,358.

Leon County Fiscal Year 2018 Adopted Budget

Transportation Trust (106)

Fund Type: Special Revenue

The Transportation Trust Fund is a special revenue fund established by F.S. 129.02(2). Major revenue sources for the Transportation Trust Fund include proceeds from local and state gas taxes. Leon County imposes a total of twelve cents in gas taxes. The County Ninth-Cent, Local Option and Second Local Option are local county taxes. Of those, the Local Option and Second Local Option revenues are split 50/50 with the City of Tallahassee. The 20% Surplus, 5th & 6th Cent and Gas Tax Pour-Over Trust are State gas tax revenues. The fund is used to account for resources dedicated and expenditures restricted to the maintenance/construction of roads and bridges.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
County Ninth-Cent Voted Fuel Tax	312300	1,429,428	1,402,865	1,571,500	1,492,925	1,530,248	1,568,504	1,607,716	1,647,909
Local Option Gas Tax	312410	3,705,512	3,640,875	3,926,700	3,730,365	3,823,624	3,919,215	4,017,195	4,117,625
2nd Local Option Gas Tax	312420	2,973,969	2,889,425	3,095,800	2,941,010	3,014,535	3,089,899	3,167,146	3,246,325
Federal Payments in Lieu of Taxes	333000	56,177	190,380	34,295	32,580	32,580	32,580	32,580	32,580
20% Surplus Gas Tax	335420	579,726	562,685	604,700	574,465	588,827	603,547	618,636	634,102
5th & 6th Cent Gas Tax	335430	2,318,906	2,252,450	2,445,000	2,322,750	2,380,819	2,440,339	2,501,347	2,563,881
Gas Tax Pour-Over Trust	335440	1,280,926	1,237,850	1,369,000	1,300,550	1,333,064	1,366,391	1,400,551	1,435,565
Other Transportation	335490	23,962	106,970	25,300	24,035	24,035	24,035	24,035	24,035
Hand Fogging Fees	342950	100	-	-	-	-	-	-	-
Service Area App Fees	343651	5,411	1,000	2,995	2,845	2,874	2,902	2,932	2,961
DOT Reimbursement-Landscape	343917	16,616	38,173	38,183	38,183	38,183	-	-	-
Grading Fee Public Works	343920	33,705	36,670	16,700	15,865	15,865	15,865	15,865	15,865
Traffic Signs	344910	251	950	560	532	532	532	532	532
Subdivision Fees	344911	2,982	2,850	4,300	4,085	4,126	4,167	4,209	4,250
R-O-W Placement Fees	344913	59,362	64,315	53,500	50,825	50,825	50,825	50,825	50,825
Signal Maintenance - State Reimb	344914	121,807	101,384	344,914	327,668	337,498	347,623	358,052	368,794
SHIP Recaptured Revenue	345150	5,000	-	-	-	-	-	-	-
Pool Interest Allocation	361111	66,520	63,270	114,400	108,680	108,680	108,680	108,680	108,680
Interest Income - Other	361120	276	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	(11,247)	-	-	-	-	-	-	-
Other Interest Earnings	361390	72	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	22,876	9,500	19,500	18,525	18,525	18,525	18,525	18,525
Transfer From Fund 123	381123	1,142,862	1,142,319	1,409,832	1,409,832	1,441,404	1,474,181	1,508,248	1,543,546
Transfer From Fund 126	381126	1,100,931	2,131,838	2,243,841	2,243,841	4,008,948	3,154,510	2,118,193	2,538,865
Total Revenues		14,936,131	15,875,769	17,321,019	16,639,561	18,755,192	18,222,320	17,555,267	18,354,865

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Support Services	400-541	547,883	633,112	676,148	604,072	619,363	635,240	651,729	668,862
Engineering Services	414-541	2,940,289	3,693,490	3,741,899	3,740,274	3,847,798	3,959,591	4,075,867	4,196,797
Transportation Maintenance	431-541	3,922,571	4,262,133	4,404,340	4,393,228	4,487,109	4,592,638	4,695,667	4,827,254
Right-Of-Way Management	432-541	2,229,068	2,655,690	3,122,506	2,863,387	2,941,597	3,025,158	3,101,301	3,170,249
MIS Automation - Transportation Trust	470-541	12,530	15,790	19,740	19,740	19,740	19,740	19,740	19,740
Transportation Trust - Risk	495-541	67,275	66,955	67,279	67,279	67,279	67,279	67,279	67,279
Indirect Costs - Transportation Trust	499-541	1,791,000	1,810,000	1,730,000	1,730,000	1,730,000	1,730,000	1,730,000	1,730,000
Transfers	950-581	5,695,650	3,038,599	3,546,581	3,546,581	5,367,306	4,517,674	3,538,684	3,999,684
Public Works Admin Chargebacks	978-541	(281,673)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
Budgeted Reserves - Transport. Trust	990-599	-	50,000	50,000	25,000	25,000	25,000	25,000	25,000
Total Appropriations		16,924,593	15,875,769	17,008,493	16,639,561	18,755,192	18,222,320	17,555,267	18,354,865
Revenues Less Appropriations		(1,988,462)	-	312,526	-	-	-	-	-

Notes:

With the imposition of the 5 cents gas tax in FY 2014, the collections increased to \$2.7 million. The County determined that this additional revenue would be split 50/50 to be used for sidewalk projects and to reduce the general revenue transfer to the Transportation Trust Fund. Gas taxes are consumption based and can fluctuate with the price of gasoline and diesel. Recently, lower gas prices have seen consumption increase modestly For FY 2018, revenue for this fund is estimated to increase by \$292,000.

Leon County Fiscal Year 2018 Adopted Budget

Fine and Forfeiture (110)

Fund Type: Special Revenue

The Fine and Forfeiture Fund is a special revenue fund established by F.S. 129.02(3) and F.S. 142.01. Major revenue sources for the County Fine and Forfeiture Fund include proceeds from ad valorem taxes and other miscellaneous revenues. The fund is used to account for revenues collected in support of and expenditures dedicated to criminal prosecution, court operations, and operations of the Sheriff's Department.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Ad Valorem - Fine/Fore. Fund	311120	70,594,257	71,924,242	78,825,971	74,884,672	77,530,911	79,627,514	81,074,871	83,314,209
Child Support Enforcement	331240	16,038	15,500	19,500	18,525	18,525	18,525	18,525	18,525
Title IV - Child Support Enforcement	331691	3,114	-	4,000	3,800	3,800	3,800	3,800	3,800
Sheriff Fees-Warrants, Fingerprints, Records	341520	374,613	342,000	376,600	357,770	357,770	357,770	357,770	357,770
Sheriff Wrecker Services	341525	59,905	70,000	70,200	66,690	66,690	66,690	66,690	66,690
Room And Board - Prisoners	342300	501,509	472,000	506,500	481,175	481,175	481,175	481,175	481,175
Court Fines	351120	31,010	26,600	32,000	30,400	30,400	30,400	30,400	30,400
Crime Prevention (fs 775.083(2))	351150	93,186	91,900	100,000	95,000	95,000	95,000	95,000	95,000
Pool Interest Allocation	361111	183,095	98,349	242,300	230,185	230,185	230,185	230,185	230,185
Net Incr(decr) In Fmv Of Investment	361300	(3,077)	-	-	-	-	-	-	-
Sheriff F.S. 125.315	361330	26,272	-	-	-	-	-	-	-
Sheriff Excess Fees	386400	463,977	-	-	-	-	-	-	-
Total Revenues		72,343,900	73,040,591	80,177,071	76,168,217	78,814,456	80,911,059	82,358,416	84,597,754

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
MIS Automation - State Attorney	470-602	14,140	25,066	24,180	24,180	24,180	24,180	24,180	24,180
MIS Automation - Public Defender	470-603	21,520	43,203	41,885	41,885	41,885	41,885	41,885	41,885
Fine & Forfeiture - Risk	495-689	300,378	285,199	231,502	231,502	231,502	231,502	231,502	231,502
Diversions Programs	508-569	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Law Enforcement	510-586	37,266,255	36,216,890	38,397,084	38,397,084	39,781,812	40,935,308	41,815,639	43,057,473
Corrections	511-586	32,931,271	34,549,212	35,538,002	35,538,002	36,773,455	37,689,983	38,354,898	39,343,378
State Attorney	532-602	107,100	98,600	98,600	98,600	98,600	98,600	98,600	98,600
State Attorney	532-713	-	11,355	13,134	13,134	13,134	13,134	13,134	13,134
Public Defender	533-603	136,024	118,525	118,525	118,525	118,525	118,525	118,525	118,525
Public Defender	533-713	-	14,670	17,483	17,483	17,483	17,483	17,483	17,483
Clerk - Article V Expenses	537-614	422,105	407,457	425,198	425,198	433,702	442,376	451,224	460,248
Legal Aid	555-715	257,293	259,914	259,914	259,914	259,914	259,914	134,914	134,914
Juvenile Detention Payment - State	620-689	1,128,189	860,500	877,710	877,710	895,264	913,169	931,432	931,432
Transfers	950-581	2,020,000	-	-	-	-	-	-	-
Budgeted Reserves - Fine and Forfeiture	990-599	-	50,000	50,000	25,000	25,000	25,000	25,000	25,000
Total Appropriations		74,704,275	73,040,591	76,193,217	76,168,217	78,814,456	80,911,059	82,358,416	84,597,754
Revenues Less Appropriations		(2,360,375)	-	3,983,854	-	-	-	-	-

Notes:

The County implemented and maintained the countywide millage rate of 8.3144 for FY 2018. Additional information regarding this levy is located on the General Fund page. The overall increase to the Sheriff's budget is \$4.5% or \$3.2 million. Increases in the Sheriff's budget reflect the third year of a step-pay plan adjustment in addition to 12 new positions; four new deputies in Law Enforcement, one bailiff, two crime analysts, one evidence custodian and four correctional officer positions. The out years reflect an estimated 3% increase in costs per year.

Leon County Fiscal Year 2018 Adopted Budget

Probation Services (111)

Fund Type: Special Revenue

The Probation Services Fund is a special revenue fund established in support of the administration of County Probation programs. Major revenue sources for the Probation Services Fund include fees related to pre-trial costs, other probation related services, and a transfer from the General Fund. The fund is used to account for resources and expenditures related to the alternative Community Service Work Program, the Pre-trial Release Program, urinalysis testing fees and other County Probation programs and services.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Sheriff GPS Program	337281	100,000	100,000	100,000	100,000	-	-	-	-
City Of Tallahassee - GPS Tracking	337285	9,581	-	-	-	-	-	-	-
County Court Probation Fees	349120	340,696	323,950	340,000	323,000	326,800	329,650	333,450	336,300
Community Service Fees	349122	78,480	81,700	62,000	58,900	59,850	59,850	60,800	61,750
Probation-no Show Fees	349125	21,130	21,945	23,000	21,850	21,566	21,376	21,188	21,000
Pre-trial Fees	349130	81,414	74,670	76,000	72,200	71,514	70,827	70,140	69,453
SCRAM Unit User Fees	349135	56,732	92,055	71,900	68,305	68,970	69,635	70,300	71,060
Alternative Community Service Fees	349140	41,160	48,545	41,600	39,520	39,900	40,375	39,900	39,520
UA Testing Fees	349147	138,129	152,000	181,000	171,950	174,426	175,665	176,894	179,370
Alcohol Testing Fees	349148	63,868	70,680	74,400	70,680	71,345	72,010	72,770	73,530
Pool Interest Allocation	361111	12,142	11,590	25,900	24,605	24,605	24,605	24,605	24,605
Net Incr(decr) In Fmv Of Investment	361300	(2,372)	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	55	-	-	-	-	-	-	-
Transfer From Fund 001	381001	2,011,781	2,128,404	1,864,171	1,864,171	2,198,393	2,272,788	2,349,555	2,629,395
Appropriated Fund Balance	399900	-	-	366,000	366,000	200,000	200,000	200,000	-
Total Revenues		2,952,795	3,105,539	3,225,971	3,181,181	3,257,369	3,336,781	3,419,602	3,505,983

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
MIS Automation - Probation Services	470-523	6,590	12,110	11,915	11,915	11,915	11,915	11,915	11,915
Probation Services - Risk	495-523	32,308	16,003	27,310	27,310	27,310	27,310	27,310	27,310
Indirect Costs - Probation Services	499-523	510,000	638,000	638,000	638,000	638,000	638,000	638,000	638,000
County Probation	542-523	1,103,532	1,127,559	1,165,835	1,163,145	1,204,317	1,247,267	1,292,104	1,338,906
Pretrial Release	544-523	1,120,502	1,143,133	1,186,589	1,186,589	1,217,803	1,250,306	1,284,170	1,319,461
Drug & Alcohol Testing	599-523	136,399	168,734	154,222	154,222	158,024	161,983	166,103	170,391
Total Appropriations		2,909,331	3,105,539	3,183,871	3,181,181	3,257,369	3,336,781	3,419,602	3,505,983
Revenues Less Appropriations		43,464	-	42,100	-	-	-	-	-

Notes:

For FY 2018, the budget includes a \$1.8 million general revenue subsidy to the Probation Services fund. For FY 2018, \$366,000 in fund balance is programmed for FY 2018 and \$200,000 annually in the out years until FY 2021. This was done to offset the transfer from general revenue and to drawdown the accumulated fund balance. This use of fund balance at this level still leaves the Probation Fund reserves within policy limits. After the available fund balance is exhausted in FY 2021, the general revenue subsidy is anticipated to increase to \$2.6 million in FY 2022 due a continuing decline in program revenues from fee waivers. The revenue for the fund also reflects additional resources provided by the Sheriff in the amount of \$100,000 available from the Inmate Trust Fund. This funding will assist in offsetting the cost of the GPS Monitoring Program.

Leon County Fiscal Year 2018 Adopted Budget

Teen Court (114)

Fund Type: Special Revenue

Effective July 1, 2005, the Board of County Commissioners authorized a \$3 fee be imposed for certain Court proceedings; the revenue will be used to support the Teen Court program.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Prisoner Petition Assessment	349160	98	-	-	-	-	-	-	-
Mediation Fees	349310	31	-	-	-	-	-	-	-
Teen Court Fees	351500	88,795	94,761	90,678	86,144	89,965	94,430	99,180	104,500
Pool Interest Allocation	361111	166	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	31,000	-	-	-	-	-	-
Total Revenues		89,088	125,761	90,678	86,144	89,965	94,430	99,180	104,500

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Teen Court - Risk	495-662	1,634	1,582	1,590	1,590	1,590	1,590	1,590	1,590
Indirect Costs - Teen Court	499-662	8,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Court Administration - Teen Court	586-662	105,908	115,179	117,407	75,554	121,609	126,007	130,617	135,449
Total Appropriations		115,542	125,761	127,997	86,144	132,199	136,597	141,207	146,039
Revenues Less Appropriations		(26,454)	-	(37,319)	-	(42,234)	(42,167)	(42,027)	(41,539)

Notes:

The decrease in expenditures coincides with a decrease in the \$3.00 fee revenue collected from traffic citations. As a result, the school education portion of the program was eliminated in FY 2016. The position for this program will remain vacant until revenues can support the return of this portion of the program. The fund balance was depleted in FY 2017, which will require additional costs reductions or shifting of the costs to other sources of court funding in future years.

Leon County Fiscal Year 2018 Adopted Budget

Drug Abuse Trust (116)

Fund Type: Special Revenue

The Drug Abuse Trust Fund is a special revenue fund established as the repository for the collection of court costs from felony fines. Funding is used to support drug intervention programs.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
County Alcohol Tf (fs 938.13)	348125	6,463	6,555	6,400	6,400	6,464	6,529	6,594	6,660
Felony Drug Intervention	348241	37,321	54,815	102,880	97,736	98,714	99,701	100,697	101,704
Total Revenues		43,783	61,370	109,280	104,136	105,178	106,230	107,291	108,364

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Drug Abuse	800-562	43,783	53,395	96,038	96,038	97,051	97,978	98,913	99,986
Budgeted Reserves - Drug Court	990-599	-	7,975	8,098	8,098	8,127	8,252	8,378	8,378
Total Appropriations		43,783	61,370	104,136	104,136	105,178	106,230	107,291	108,364
Revenues Less Appropriations		-	-	5,144	-	-	-	-	-

Notes:

Increase is related to the number of anticipated participants that are being assigned to Drug Court doubling in the next fiscal year. The number of participants has already increased in FY 2017 and the trend is expected to continue in FY 2018.

Leon County Fiscal Year 2018 Adopted Budget

Judicial Programs (117)

Fund Type: Special Revenue

On June 8th, 2004, the Board of County Commissioners authorized the imposition of a \$65.00 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the \$65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be utilized in subsequent fiscal years for the funding of either the State or local requirements.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Court Innovations Local Requirement	348921	58,033	55,480	60,900	57,855	59,565	61,370	63,270	65,170
Legal Aid Local Ordinance	348922	58,033	55,480	60,900	57,855	59,565	61,370	63,270	65,170
Law Library Local Ordinance	348923	58,033	55,480	60,900	57,855	59,565	61,370	63,270	65,170
Juvenile Alternative Local Ordinance	348924	58,033	55,480	60,900	57,855	59,565	61,370	63,270	65,170
Leon County	349510	47	-	-	-	-	-	-	-
Fees	349600	26	-	-	-	-	-	-	-
Pool Interest Allocation	361111	3,958	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	3,302	47,218	47,218	-	-	-	-
Total Revenues		236,164	225,222	290,818	278,638	238,260	245,480	253,080	260,680

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Judicial Programs - Risk	495-569	1,069	1,102	1,182	1,182	1,182	1,182	1,182	1,182
Indirect Costs - Judicial Programs	499-601	2,100	2,200	3,000	3,000	3,000	3,000	3,000	3,000
Alternative Juvenile Programs	509-569	50,511	55,480	58,578	58,578	57,058	61,252	65,707	70,063
Law Library	546-714	-	55,480	57,855	57,855	58,434	59,018	59,608	60,204
Judicial Programs/Article V	548-662	51,838	55,480	100,168	100,168	60,152	62,010	63,975	66,027
Legal Aid - Court	555-715	44,000	55,480	57,855	57,855	58,434	59,018	59,608	60,204
Total Appropriations		149,518	225,222	278,638	278,638	238,260	245,480	253,080	260,680
Revenues Less Appropriations		86,645	-	12,180	-	-	-	-	-

Notes:

The increase in expenditures is related to the increase in anticipated revenues in this fund. For the out years, an increased use of fund balance will be required to meet the requirements of various court related programs such as Teen Court and Veteran's Court.

Leon County Fiscal Year 2018 Adopted Budget

Building Inspection (120)

Fund Type: Special Revenue

The Building Inspection Fund is a special revenue fund established to account for fees collected on building permits issued within the unincorporated area of Leon County. The fees are used to fund the operation of the Building Inspection Department.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Building Permits	322000	1,928,175	1,877,200	2,081,000	1,976,950	2,055,800	2,138,450	2,223,950	2,312,300
Manufactured Homes	322005	55,695	48,735	51,800	49,210	50,635	52,155	53,770	55,385
Building/Environmental Inspections	329114	61,404	56,145	45,100	42,845	45,410	48,165	51,015	54,055
Contractor's Licenses	329140	9,061	8,360	8,700	8,265	8,455	8,550	8,740	8,930
Proj Status - Bldg Set Backs	329241	30	-	-	-	-	-	-	-
Electronic Document Recording Fee	329290	8,520	-	-	-	-	-	-	-
State Surcharge Retention	335291	6,042	-	-	-	-	-	-	-
Driveway Permit Fees	343930	12,065	13,775	16,554	15,726	15,884	16,043	16,203	16,366
Reinspection Fees	349100	65	95	100	95	95	95	95	95
Violations of Local Ordinances	354150	298	-	-	-	-	-	-	-
Pool Interest Allocation	361111	28,930	18,240	54,000	51,300	51,813	52,331	52,854	53,382
Net Incr(decr) In Fmv Of Investment	361300	(3,966)	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	-	257,632	257,632	246,451	222,205	197,619	172,947
Total Revenues		2,106,319	2,022,550	2,514,886	2,402,023	2,474,543	2,537,994	2,604,246	2,673,460

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Growth & Environmental Management Technology	076055-524	732	-	10,000	-	-	-	-	-
Building Plans Review and Inspection	220-524	1,268,831	1,629,003	1,902,799	1,902,799	1,963,603	2,027,054	2,093,306	2,162,520
MIS Automation - Building Inspection	470-524	1,900	2,900	2,770	2,770	2,770	2,770	2,770	2,770
Building Inspection	495-524	6,199	7,049	8,170	8,170	8,170	8,170	8,170	8,170
Indirect Costs - Building Inspections	499-524	233,000	244,000	305,000	305,000	305,000	305,000	305,000	305,000
Transfers	950-581	91,000	70,000	75,000	75,000	75,000	75,000	75,000	75,000
Budgeted Reserves - Building Inspection	990-599	-	69,598	108,284	108,284	120,000	120,000	120,000	120,000
Total Appropriations		1,601,662	2,022,550	2,412,023	2,402,023	2,474,543	2,537,994	2,604,246	2,673,460
Revenues Less Appropriations		504,658	-	102,863	-	-	-	-	-

Notes:

Increased funds are related to a rebound in commercial and housing construction permitting. Likewise, expenses increased due to the necessity of adding positions to handle the increased permitting intake and inspection demands. The personnel costs increases are associated with the addition of a Senior Compliance Specialist approved in FY17. In addition, one Senior Administrative Assistant was reclassified to a Customer Experience Liaison and a Chief Development Resources Officer was created in FY17 to assist citizens with the development process. In FY 2018, fee revenue is anticipated to increase because of the continued recovery of the construction market. The use of fund balance is programmed to decrease in the out years as growth continues increase permitting revenue.

Leon County Fiscal Year 2018 Adopted Budget

Development Services & Environ. Mgmt. Fund (121)

The Development Services and Environmental Management Fund is a special revenue established to account for the activities related to Development Services and Environmental Management in accordance with the City of Tallahassee/Leon County Comprehensive Plan. The fund has been previously supported by both permitting fees and general revenue at approximately a 50/50 percent split. The functions supported by the Growth Management Fund include development review, environmental compliance, permit and compliance services, and support services.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Licenses And Permits	322100	-	1,649,200	1,427,000	1,355,650	1,423,100	1,494,350	1,568,450	1,647,300
Stormwater - Standard Form	329100	323,182	-	-	-	-	-	-	-
Stormwater - Short Form B-High	329110	5,949	-	-	-	-	-	-	-
Stormwater - Short Form B-Low	329111	42,704	-	-	-	-	-	-	-
Stormwater - Short Form A	329112	171,335	-	-	-	-	-	-	-
New Address Assignments	329113	40,092	-	-	-	-	-	-	-
Tree Permits	329120	5,105	-	-	-	-	-	-	-
Vegetative Management Plans	329121	2,280	-	-	-	-	-	-	-
Landscape Permit Fees	329130	34,583	-	-	-	-	-	-	-
Amend/Resubmittal/Extensions	329150	4,616	-	-	-	-	-	-	-
General Utility Permit	329160	28,380	-	-	-	-	-	-	-
Operating Permit	329170	70,916	-	-	-	-	-	-	-
Communications Tower Bonds	329171	12,902	-	-	-	-	-	-	-
Subdivision Exemptions	329200	29,316	-	-	-	-	-	-	-
Certificate Of Concurrence	329210	11,208	-	-	-	-	-	-	-
Parking Standards	329220	3,060	-	-	-	-	-	-	-
Project Status	329240	77,981	-	-	-	-	-	-	-
PUV - Permitted Use Verification	329250	24,677	-	-	-	-	-	-	-
Site Plan Review	329260	149,401	-	-	-	-	-	-	-
Other Development Review Fees	329270	53,648	-	-	-	-	-	-	-
Electronic Document Recording Fee	329290	278	-	-	-	-	-	-	-
Code or Lien Cost Recovery Fee	341300	26,280	27,360	20,000	19,000	19,000	19,000	19,000	19,000
Driveway Permit Fees	343930	3,238	13,775	16,554	15,726	15,726	15,726	15,726	15,726
Environmental Analysis	343941	67,318	-	-	-	-	-	-	-
Boaa Variance Requests	343950	900	-	-	-	-	-	-	-
Reinspection Fees	349100	7,401	-	-	-	-	-	-	-
Code Enforcement Board Fines	354100	24,121	15,010	16,000	15,200	15,200	15,200	15,200	15,200
Pool Interest Allocation	361111	7,352	18,810	9,800	9,310	9,310	9,310	9,310	9,310
Net Incr(decr) In Fmv Of Investment	361300	(2,037)	-	-	-	-	-	-	-
Rents And Royalties	362000	4,086	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	2,648	95	-	-	-	-	-	-
Conservation Easements	369901	25	-	-	-	-	-	-	-
Abandon Property Registration Fee	369905	45,300	70,775	60,000	57,000	57,000	57,000	57,000	57,000
Transfer From Fund 126	381126	2,000,000	1,950,000	2,375,000	2,375,000	2,625,852	2,663,704	2,703,187	2,742,679
Appropriated Fund Balance	399900	-	358,274	100,000	100,000	-	-	-	-
Total Revenues		3,278,243	4,103,299	4,024,354	3,946,886	4,165,188	4,274,290	4,387,873	4,506,215

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Environmental Services	420-537	1,406,031	1,511,145	1,559,229	1,559,229	1,609,499	1,661,740	1,716,028	1,772,489
Development Services	422-537	754,574	800,051	943,360	800,523	826,478	853,562	881,815	911,313
Permit & Code Services	423-537	510,048	481,525	501,166	421,327	433,042	445,246	457,959	471,215
DS Support Services	424-537	282,100	330,592	318,877	281,357	289,646	298,246	307,175	316,450
Customer Engagement Services	426-537	-	-	-	251,920	260,494	269,467	278,867	288,719
MIS Automation - Growth Management	470-537	7,150	15,625	14,785	14,785	14,785	14,785	14,785	14,785
Growth Management - Risk	495-537	15,957	16,361	16,244	16,244	16,244	16,244	16,244	16,244
Indirect Costs - Growth Management	499-537	662,000	757,000	715,000	601,501	715,000	715,000	715,000	715,000
Transfer	950-581	-	191,000	-	-	-	-	-	-
Total Appropriations		3,637,860	4,103,299	4,068,661	3,946,886	4,165,188	4,274,290	4,387,873	4,506,215
Revenues Less Appropriations		(359,617)	-	(44,307)	-	-	-	-	-

Development Services & Environ. Mgmt. Fund (121)

Notes:

While permitting activity has increased, many projects are being submitted under newer permitting review thresholds. Changes made to expedite the development review and approval process, such as the Administrative Stream lined Application Process (ASAP) and the Concept Plan Approval, have resulted in an overall reduction in the amount of fees collected by DSEM. This lower permitting review threshold has a lower application fee resulting in less permitting revenue. For FY 2018, due to decreases in revenue, there is an increase in the transfer from general revenue by \$425,000 to maintain current levels of service. The out years also show the use of fund balance being eliminated offset by an increase general revenue support to \$2.7 million in FY 2022.

In addition, in FY 2017 The Customer Engagement Services Division was created as part of the County Administrator's Department of Development Support and Environmental Management Customer Service Upgrade approved at the April 4, 2017 Board meeting to enhance customer support services. These positions are split funded between Environmental Management and the Building Divisions. This included the creation of the Chief Development Resources Officer position and the realignment of full and partial positions from the Development Services and Permit & Code Services divisions to the Customer Engagement Services Division.

Stormwater Utility (123)

Fund Type: Special Revenue

The Stormwater Utility Fund is a special revenue fund established in support of the administration of the unincorporated areas Stormwater Maintenance, Engineering, Facility Improvements, and Water Quality Monitoring programs. Major revenue sources for the Stormwater Utility Fund include non-restricted revenues (i.e. local half-cent sales, State revenue sharing, etc.) and the non ad valorem assessment for stormwater utility.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Delinquent Taxes	311200	-	-	35,000	33,250	33,250	33,250	33,250	33,250
Non Ad-valorem Assessment	319100	3,331,419	3,362,221	3,498,231	3,323,319	3,389,786	3,457,582	3,526,733	3,597,268
Delinquent Assessments 2007	319207	3,258	-	-	-	-	-	-	-
Delinquent Taxes 2008	319208	(24)	-	-	-	-	-	-	-
Delinquent Assesment - 2009	319209	49	-	-	-	-	-	-	-
Delinquent Assessments-2010	319210	526	-	-	-	-	-	-	-
Delinquent Assessments-2011	319211	746	-	-	-	-	-	-	-
Delinquent Assessments-2012	319212	1,508	-	-	-	-	-	-	-
Delinquent Assessments 2013	319213	12,939	-	-	-	-	-	-	-
Delinquent Assessments-2014	319214	21,155	-	-	-	-	-	-	-
COT Reimb Broadmoor Stormwater Project	337303	20,000	-	-	-	-	-	-	-
Pool Interest Allocation	361111	36,862	27,835	35,200	33,440	33,440	33,440	33,440	33,440
Net Incr(decr) In Fmv Of Investment	361300	(4,435)	-	-	-	-	-	-	-
Transfer From Fund 106	381106	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Transfer From Fund 126	381126	248,577	574,463	976,846	976,846	1,049,299	1,067,474	1,103,691	1,186,189
Total Revenues		4,472,579	4,764,519	5,345,277	5,166,855	5,305,775	5,391,746	5,497,114	5,650,147
Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Stormwater Maintenance	433-538	2,446,533	3,078,652	3,264,362	3,265,372	3,372,720	3,425,914	3,497,215	3,614,950
MIS Automation - Stormwater	470-538	-	-	75	75	75	75	75	75
Stormwater Utility - Risk	495-538	17,535	15,628	15,656	15,656	15,656	15,656	15,656	15,656
Indirect Costs - Stormwater Utility	499-538	392,000	442,000	390,000	390,000	390,000	390,000	390,000	390,000
Tax Collector	513-586	68,020	65,920	65,920	65,920	65,920	65,920	65,920	65,920
Transfers	950-581	2,442,862	1,142,319	1,718,879	1,409,832	1,441,404	1,474,181	1,508,248	1,543,546
Budgeted Reserves - Stormwater Utility	990-599	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Appropriations		5,366,951	4,764,519	5,474,892	5,166,855	5,305,775	5,391,746	5,497,114	5,650,147
Revenues Less Appropriations		(894,372)	-	(129,615)	-	-	-	-	-

Notes:

In FY 2014, the County implemented the first increase in 23 years of the stormwater non ad valorem assessment from \$20 to \$85. This allowed for the general revenue subsidy to be decreased by \$2.5 million dollars. The current general revenue subsidy covers the cost of the modest fee discount for low income seniors and disabled veterans and properties that receive a stormwater credit discount, as specified in the related ordinance. The increase in general revenue support for FY 2018 is primarily due a re-evaluation of the workload of the Public Works Engineering staff related to stormwater projects. The increase directly related to the increase in the number of stormwater related projects. The transfer of \$800,000 from transportation covers the costs of stormwater maintenance activity related to roadways.

Leon County Fiscal Year 2018 Adopted Budget

SHIP Trust (124)

Fund Type: Special Revenue

The State Housing Initiatives Partnership (SHIP) Trust Fund is a special revenue fund established in accordance with F.S. 420.9075(5) to account for the distribution of State funds to local housing programs. Expenditures are limited to the administration and implementation of local housing programs.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
SHIP - Doc Stamp Revenue	345100	102,630	636,425	426,361	426,361	-	-	-	-
SHIP Recaptured Revenue	345150	48,549	-	-	-	-	-	-	-
Pool Interest Allocation	361111	10,549	-	-	-	-	-	-	-
Total Revenues		161,729	636,425	426,361	426,361	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
SHIP 2014-2017	932047-554	500	-	-	-	-	-	-	-
SHIP 2016-2019	932049-554	161,229	636,425	-	-	-	-	-	-
SHIP 2017-2020	932052-554	-	-	384,361	384,361	-	-	-	-
Transfers	950-581	-	-	42,000	42,000	-	-	-	-
Total Appropriations		161,729	636,425	426,361	426,361	-	-	-	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

The State appropriated funding for SHIP during the FY 2017 legislative session. The amount of SHIP funding allocated for Leon County is \$426,361, a 33% decrease over previous year funding.

Leon County Fiscal Year 2018 Adopted Budget

Grants (125)

Fund Type: Special Revenue

The Grants Fund is a special revenue fund established to account for grants that are consistently received on an annual basis. The fund also accounts for other restricted revenues such as Friends of the Library and the Driver Education funding. As new grants are received during the fiscal year, appropriate action is taken by the Board of County Commissioners to realize these additional grant proceeds into the budget. This fund includes the corresponding County matching funds for the various grants.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
EMPA Base Grant-Federal	331271	-	-	85,801	85,801	89,052	92,452	96,001	99,717
Law Enforcement Block Grant	331280	48,218	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Big Bend Scenic Byway Grant	331494	22,932	-	-	-	-	-	-	-
DOT Natural Bridge Road Bridge Project	331495	1,040,580	-	-	-	-	-	-	-
CDBG Housing Rehabilitation	331520	1,673	-	-	-	-	-	-	-
CDBG Disaster Recovery Initiative	331530	(1,255)	-	-	-	-	-	-	-
DCF Drug Court	334240	16,656	-	-	-	-	-	-	-
EMPG Base Grant-State	334271	-	-	121,506	121,506	125,808	130,287	134,952	139,815
Energy Efficient Retrofits Grant	334321	48,471	-	-	-	-	-	-	-
Septic to Sewer Grant	334352	29,496	-	-	-	-	-	-	-
Robertson Road Flood Relief	334367	276,727	-	-	-	-	-	-	-
Dep Storage Tank Program	334392	114,669	116,800	112,500	112,500	112,500	112,500	112,500	112,500
FDOT-Magnolia Drive Trail	334492	194,041	-	-	-	-	-	-	-
Florida Hardest Hit Program	334512	551	-	-	-	-	-	-	-
Mosquito Control	334610	45,156	32,467	31,540	31,540	31,540	31,540	31,540	31,540
Miccosukee Canopy Road Greenways	334785	1,479	-	-	-	-	-	-	-
Boating Improvement	334792	61,691	-	-	-	-	-	-	-
Veteran's Court Funds	334891	108,352	125,000	125,000	125,000	125,000	125,000	125,000	125,000
COT Reimb. Bannerman Rd Project	337404	1,006,496	-	-	-	-	-	-	-
COT Reimb Magnolia Dr Trail	337405	246,961	-	-	-	-	-	-	-
BP 2000 Magnolia Dr Multiuse Trail	337406	1,323,006	-	-	-	-	-	-	-
TCC-Leon Works Expo	337501	3,182	-	-	-	-	-	-	-
BP 2000 St. Marks Greenway	337702	41,361	-	-	-	-	-	-	-
Friends Of The Library	337714	7,445	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Slosberg \$3 Driver Education	348531	85,037	84,835	86,400	82,080	83,315	84,550	85,785	87,115
Slosberg Driver Ed-cfd	348532	2,268	-	-	-	-	-	-	-
Pool Interest Allocation	361111	7,602	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	(8,626)	-	-	-	-	-	-	-
Capacity Fee	363244	289,299	-	-	-	-	-	-	-
Contributions And Donations	366000	10,108	-	-	-	-	-	-	-
Points Of Light	366300	101	-	-	-	-	-	-	-
Community Foundation of N Florida	366310	163	-	-	-	-	-	-	-
Affordable Housing Solutions - Knight	366401	10,000	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	(22,932)	-	-	-	-	-	-	-
Library E-Rate Program	369910	16,505	-	-	-	-	-	-	-
Transfer From Fund 001	381001	746,693	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	262,146	269,834	269,834	275,335	281,143	287,269	293,638
Total Revenues		5,774,106	676,248	887,581	883,261	897,550	912,472	928,047	944,325

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Miccosukee Greenways	044003-537	2,958	-	-	-	-	-	-	-
St. Marks Headwaters Greenways	047001-572	41,361	-	-	-	-	-	-	-
Natural Bridge Road	051006-541	1,040,580	-	-	-	-	-	-	-
Pullen Road at Old Bainbridge Road	053002-541	236,475	-	-	-	-	-	-	-
Bannerman Road	054003-541	1,006,496	-	-	-	-	-	-	-
Beech Ridge Trail Extension	054010-541	46,467	-	-	-	-	-	-	-
Magnolia Drive Multi-Use Trail	055010-541	1,764,008	-	-	-	-	-	-	-

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Grants (125)

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Intersection and Safety Improvements	057001-541	6,357	-	-	-	-	-	-	-
Mosquito Control Grant	214-562	45,156	32,521	31,540	31,540	31,540	31,540	31,540	31,540
Grants - Risk	495-595	1,710	1,690	1,702	1,702	1,702	1,702	1,702	1,702
Emergency Management	864-525	-	-	-	121,155	121,155	121,155	121,155	121,155
Emergency Management- Base Grant	864-586	121,155	121,155	121,155	-	-	-	-	-
DEP Storage Tank	866-524	155,082	166,047	166,722	166,722	171,434	176,313	181,358	186,579
Library E-Rate Program	912013-571	16,505	-	-	-	-	-	-	-
Patron Donations- Library	913023-571	8,888	-	-	-	-	-	-	-
Capeloute Donation	913024-571	1,220	-	-	-	-	-	-	-
Friends Literacy Contract 2005	913045-571	7,445	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Slosberg Drivers Education Grant	915013-529	87,305	84,835	84,835	84,835	84,835	84,835	84,835	84,835
Points of Light	915056-513	101	-	-	-	-	-	-	-
Community Foundation of N Florida	915058-519	163	-	-	-	-	-	-	-
Leon Works/Junior Apprentice	915068-551	3,182	-	-	-	-	-	-	-
Boating Improvement	921043-572	61,691	-	-	-	-	-	-	-
Energy Efficient Retrofits Project	925015-537	48,471	-	-	-	-	-	-	-
BP Horizon Oil Spill	925017-559	40,000	-	-	-	-	-	-	-
Robinson Road Flood Relief	926105-538	276,727	-	-	-	-	-	-	-
Woodville Height Sewer Project	926155-535	29,496	-	-	-	-	-	-	-
Florida Hardest Hit Program	932016-554	551	-	-	-	-	-	-	-
Affordable Housing Solutions	932018-554	10,000	-	-	-	-	-	-	-
CDBG 2013 Community Development Block Grant	932077-554	1,673	-	-	-	-	-	-	-
DCF Drug Court Grant	943085-622	16,656	-	-	-	-	-	-	-
Veteran's Court	944010-601	108,352	125,000	133,163	125,000	127,024	129,188	131,504	133,982
Emergency Mgmt.-(EMPA) Base Grant-State	952001-525	-	-	121,506	121,506	125,808	130,287	134,952	139,815
Emergency Mgmt.-(EMPG) Base Grant-Federal	952002-525	-	-	85,801	85,801	89,052	92,452	96,001	99,717
FDLE JAG Grant	982060-521	12,096	-	-	-	-	-	-	-
FDLE JAG Grant	982061-521	36,122	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Grant Match Funds	991-595	-	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Total Appropriations		5,234,449	676,248	891,424	883,261	897,550	912,472	928,047	944,325
Revenues Less Appropriations		539,657	-	(3,843)	-	-	-	-	-

Note:

Due to accumulation of fund balance from prior year transfers of general revenue, a general revenue transfer was not required for grant match funding in FY 2018.

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Non-Countywide General Revenue (126)

Fund Type: Special Revenue

The Non County wide General Revenue Fund is a special revenue fund originally established as part of the FY 2002 budget process. Prior to FY 2002, the 1/2 Cent Sales Tax, State Revenue Sharing, and other unrestricted resources were directly budgeted into the specific funds they supported. Beginning in FY 2002, the revenues were brought into this fund and budgetary transfers were established to the funds supported by these revenues. This approach allows for the entire revenue to be shown in one place and all funds being supported to be similarly reflected. These revenues are not deposited directly into the General Fund in order to discretely show support for activities not eligible for Countywide property tax revenue.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Local Communication Svcs Tax	315000	3,317,387	3,264,200	3,465,542	3,292,265	3,358,110	3,425,944	3,494,806	3,564,353
State Revenue Sharing	335120	5,324,185	5,461,550	5,885,525	5,591,249	5,756,849	5,927,417	6,103,102	6,284,058
Insurance Agents County	335130	68,481	64,600	68,891	65,446	66,101	66,757	67,431	68,106
Mobile Home Licenses	335140	28,914	29,000	29,011	27,560	27,835	28,120	28,396	28,681
Alcoholic Beverage Licenses	335150	98,403	95,900	99,200	94,240	97,090	99,940	102,980	106,020
Racing Tax F.S. 212.20(6)	335160	223,250	212,088	223,251	212,088	212,088	212,088	212,088	212,088
Local 1/2 Cent Sales Tax	335180	12,176,999	12,274,000	13,119,000	12,463,050	12,834,092	13,216,264	13,609,902	14,015,349
Pool Interest Allocation	361111	97,900	-	140,028	133,027	133,027	133,027	133,027	133,027
Net Incr(decr) In Fmv Of Investment	361300	(4,989)	-	-	-	-	-	-	-
Total Revenues		21,330,531	21,401,338	23,030,447	21,878,925	22,485,192	23,109,557	23,751,732	24,411,682

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Transfers	950-581	21,787,058	21,401,338	7,682,660	21,878,925	22,485,192	23,109,557	21,781,590	22,646,048
Budgeted Reserves - Non-Countywide General Revenue	990-599	-	-	-	-	-	-	1,970,142	1,765,634
Total Appropriations		21,787,058	21,401,338	7,682,660	21,878,925	22,485,192	23,109,557	23,751,732	24,411,682
Revenues Less Appropriations		(456,527)	-	15,347,787	-	-	-	-	-

Note:

Increases in 1/2 Cent Sales Tax and State Shared revenue reflect an improving economy and consumer spending. Total projections for these funds are slightly above the FY 2006 pre-recession collections. However, while the current fiscal year revenues are meeting the projected forecast, the FY 2018 forecast is only estimated to increase by approximately 2% over FY 2017.

Leon County Fiscal Year 2018 Adopted Budget

Grants - Interest Bearing (127)

Fund Type: Special Revenue

This fund was established independently of the reimbursement grant fund (Fund 125) in order post interest to grants as may be required by the grant contract and/or special endowment.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
DOH-Emergency Medical Services	334201	81,793	-	60,000	60,000	60,000	60,000	60,000	60,000
DOH-State EMS Matching Grant	334202	74,111	60,000	-	-	-	-	-	-
Tree Bank Donations	337410	1,993	-	-	-	-	-	-	-
Friends Endowment	337716	23,704	-	-	-	-	-	-	-
Van Brunt Library Trust	337725	38,390	-	-	-	-	-	-	-
Parks And Recreation	347200	9,522	-	-	-	-	-	-	-
Pool Interest Allocation	361111	5,056	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	(1,865)	-	-	-	-	-	-	-
Transfer From Fund 135	381135	28,519	-	-	-	-	-	-	-
Total Revenues		261,223	60,000	60,000	60,000	60,000	60,000	60,000	60,000

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Friends Endowment 2005	913115-571	25,012	-	-	-	-	-	-	-
Van Brunt Library Trust	913200-571	39,740	-	-	-	-	-	-	-
Tree Bank	921053-541	2,698	-	-	-	-	-	-	-
Miccosukee Community Center	921116-572	645	-	-	-	-	-	-	-
Miccosukee Community Center	921126-572	425	-	-	-	-	-	-	-
Woodville Community Center	921136-572	450	-	-	-	-	-	-	-
Ft. Braden Community Center	921146-572	9,041	-	-	-	-	-	-	-
Bradfordville Community Center	921156-572	335	-	-	-	-	-	-	-
EMS/DOH - EMS Equipment	961045-526	81,793	-	60,000	60,000	60,000	60,000	60,000	60,000
EMS/DOH Matching Grant M4080	961050-526	51,500	-	-	-	-	-	-	-
EMS/DOH Matching Grant M4081	961051-526	47,315	60,000	-	-	-	-	-	-
Total Appropriations		258,954	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Revenues Less Appropriations		2,269	-	-	-	-	-	-	-

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9-1-1 Emergency Communications (130)

Fund Type: Special Revenue

The 9-1-1 Emergency Communications Fund is a special revenue fund established in accordance with the Florida Emergency Telephone Act F.S. 365.171. Major revenue sources of the 9-1-1 Emergency Communications Fund include proceeds from the wireless Enhanced 9-1-1 fee (50 cents/month per service subscriber) pursuant to F.S. 365.172 - 365.173 and the 9-1-1 fee (50 cents/month per service line) pursuant to F.S. 365.171(13). The fund is used to account for resources and expenditures associated with 9-1-1 emergency services within Leon County.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
State Revenue Sharing Enhanced 911 Fee	335220	446,914	606,100	451,000	428,450	437,019	445,759	454,674	463,767
State Revenue Sharing Enhanced 911 DMS	335221	788,994	756,200	798,000	758,100	765,681	773,338	781,071	788,882
Pool Interest Allocation	361111	13,831	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	(2,382)	-	-	-	-	-	-	-
Sheriff Excess Fees	386400	235,469	-	-	-	-	-	-	-
Total Revenues		1,482,826	1,362,300	1,249,000	1,186,550	1,202,700	1,219,097	1,235,745	1,252,649
Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Enhanced E-911-Administration	180-525	-	-	1,181,550	1,181,550	1,197,700	1,214,097	1,230,745	1,247,649
Enhanced 9-1-1	180-586	1,041,032	1,355,300	-	-	-	-	-	-
Indirect Costs - Emergency 911	499-525	6,000	7,000	5,000	5,000	5,000	5,000	5,000	5,000
Transfers	950-581	1,200,000	-	-	-	-	-	-	-
Total Appropriations		2,247,032	1,362,300	1,186,550	1,186,550	1,202,700	1,219,097	1,235,745	1,252,649
Revenues Less Appropriations		(764,206)	-	62,450	-	-	-	-	-

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Radio Communication Systems (131)

In accordance with F.S. 318.21(10) \$12.50 from each moving traffic violation shall be distributed and paid monthly via the Clerk of Court's fine distribution system. The fund is used to account for resources and expenditures associated with Leon County's participation in an intergovernmental radio communications programs that have been previously approved by the State of Florida, Department of Management Services. This program for Leon County is the 800 MHZ radio system.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Radio Communications Program	351600	260,931	252,130	267,500	254,125	252,855	251,590	250,333	249,081
Pool Interest Allocation	361111	188	-	-	-	-	-	-	-
Transfer From Fund 001	381001	904,347	1,090,696	1,435,801	1,435,801	1,125,089	1,167,572	1,211,284	1,256,265
Transfer From Fund 110	381110	120,000	-	-	-	-	-	-	-
Total Revenues		1,285,466	1,342,826	1,703,301	1,689,926	1,377,944	1,419,162	1,461,617	1,505,346

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Indirect Costs - Radio Communications	499-519	3,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
800 Mhz System Maintenance	529-519	1,267,889	1,338,826	1,685,926	1,685,926	1,373,944	1,415,162	1,457,617	1,501,346
Total Appropriations		1,270,889	1,342,826	1,689,926	1,689,926	1,377,944	1,419,162	1,461,617	1,505,346
Revenues Less Appropriations		14,578	-	13,375	-	-	-	-	-

Note:

Declining revenue in the 800 MHZ program is due in part to fewer traffic citations being issued by the Tallahassee Police Department. This revenue decline will require \$1.4 million in general revenue support for FY 2018. The increase in general revenue support of \$345,100 is related to increase capital costs for the replacement of the microwave system and replacement parts for 800 MHz radios.

Leon County Fiscal Year 2018 Adopted Budget

Emergency Medical Services MSTU (135)

Fund Type: Special Revenue

The Emergency Medical Services MSTU Fund is a special revenue fund established in FY 2004 for emergency medical and transport services. The primary revenue sources are transport fees paid primarily by medical insurance, Medicare and the Emergency Medical Services Municipal Services Taxing Unit.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
MSTU Ad Valorem	311130	6,927,871	7,062,268	7,797,916	7,408,020	7,704,341	7,555,472	7,793,535	8,038,741
Delinquent Taxes 2004	311204	-	-	-	-	-	-	-	-
Delinquent Taxes 2006	311206	3	-	-	-	-	-	-	-
Delinquent Taxes 2007	311207	54	-	-	-	-	-	-	-
Delinquent Taxes 2008	311208	126	-	-	-	-	-	-	-
Delinquent Taxes 2009	311209	239	-	-	-	-	-	-	-
Delinquent Taxes - 2010	311210	198	-	-	-	-	-	-	-
Delequent Taxes 2011	311211	742	-	-	-	-	-	-	-
Delinquent Taxes 2012	311212	1,324	-	-	-	-	-	-	-
Delinquent Taxes 2013	311213	3,939	-	-	-	-	-	-	-
Delinquent Taxes - 2014	311214	11,641	-	-	-	-	-	-	-
Ambulance Fees	342600	10,676,942	9,408,357	10,580,951	10,051,903	10,353,460	10,664,064	10,983,986	11,313,505
Special Events	342604	189,846	207,765	280,400	266,380	269,040	271,795	274,455	277,210
Patient Transports	342605	12,727	9,348	-	-	-	-	-	-
Pool Interest Allocation	361111	93,131	101,555	196,700	186,865	186,865	186,865	186,865	186,865
Net Incr(decr) In Fmv Of Investment	361300	(12,849)	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	12,400	-	-	-	-	-	-	-
Contributions And Donations	366000	3,000	-	-	-	-	-	-	-
Refund Of Prior Year Expenses	369300	1,055	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	15,350	-	-	-	-	-	-	-
Transfer From Fund 001	381001	-	-	-	-	-	-	2,581,116	2,658,550
Appropriated Fund Balance	399900	-	2,436,270	2,602,103	2,602,103	2,075,875	2,351,511	-	-
Total Revenues		17,937,738	19,225,563	21,458,069	20,515,271	20,589,581	21,029,707	21,819,957	22,474,871

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Emergency Medical Services Vehicle & Equipment Replacement	026014-526	884,228	1,113,000	1,020,250	1,020,250	1,071,300	1,174,850	1,124,850	1,124,850
New Emergency Medical Services Vehicle & Equipment	026021-526	-	-	300,000	300,000	-	-	-	-
Emergency Medical Services Technology	076058-526	47,734	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Emergency Medical Services	185-526	15,839,623	16,473,669	17,728,286	17,465,446	17,782,701	18,113,031	18,457,064	18,815,572
MIS Automation - EMS Fund	470-526	8,920	13,800	13,145	13,145	13,145	13,145	13,145	13,145
EMS - Risk	495-526	56,306	55,725	60,286	60,286	60,286	60,286	60,286	60,286
Indirect Costs - EMS	499-526	1,367,000	1,400,000	1,481,000	1,481,000	1,481,000	1,481,000	1,481,000	1,481,000
Tax Collector	513-586	138,816	144,369	150,144	150,144	156,149	162,395	162,395	162,395
Transfers	950-581	28,519	-	-	-	-	-	-	-
Budgeted Reserves - EMS Fund	990-599	-	-	-	-	-	-	496,217	792,623
Total Appropriations		18,371,146	19,225,563	20,778,111	20,515,271	20,589,581	21,029,707	21,819,957	22,474,871
Revenues Less Appropriations		(433,408)	-	679,958	-	-	-	-	-

Notes:

An increase in property valuations generated increased ad valorem revenue for this fund while Ambulance fee revenue is anticipated to decrease in FY 2018. Additionally, the increase in expenditures will require an increase in the use of fund balance for FY 2018. The increase in expenditures was related to funding for a new ambulance and partial crew (6 FTEs). Projections show that the EMS fund balance levels will begin to be reduced in out years and reach the lowest acceptable level per county policy of 15% between FY 2020 and FY 2021. In addition, beginning in FY 2021, transfers of general revenue to the Emergency Medical Services fund will begin as result of savings from a decrease in debt service. However, if the anticipated homestead exemption referendum on the ballot for FY 2019 fails, the long term financial plan presented to the Board at the June 20, 2017 Budget workshop indicates a possible increase in the EMS millage of 0.15 mills which would allow for the general revenue transfer to be used for capital project accumulation instead.

Leon County Fiscal Year 2018 Adopted Budget

Municipal Services (140)

Fund Type: Special Revenue

The Municipal Services Fund is a special revenue fund established in support of various municipal services provided in the unincorporated area of Leon County. These services include: parks and recreation, and animal control. The major revenue sources for the Municipal Services Fund are transfers from the Non-Restricted Revenue Fund (i.e. State revenue sharing, the local cent sales tax, etc.) and the Public Services Tax.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Public Service Tax - Electric	314100	5,746,741	6,859,000	7,539,688	7,162,704	7,305,958	7,452,077	7,601,119	7,753,142
Public Service Tax - Water	314300	872,005	920,550	983,046	933,894	952,572	971,623	991,055	1,010,876
Public Service Tax - Gas	314400	459,902	561,450	544,894	517,649	522,109	526,614	531,165	535,761
Public Service Tax - Fuel Oil	314700	633	2,850	3,000	2,850	2,850	2,850	2,850	2,850
Public Service Tax - 2% Discount	314999	(25,811)	(28,500)	(30,000)	(28,500)	(28,500)	(28,500)	(28,500)	(28,500)
Fire Service Fee	325201	(157)	-	-	-	-	-	-	-
Mobile Home Licenses	335140	318	-	-	-	-	-	-	-
DOT-Reimbursement Route 27	343913	5,690	5,690	5,680	5,680	5,680	-	-	-
Parks And Recreation	347200	7,879	5,795	7,600	7,220	7,315	7,315	7,410	7,505
Coe's Landing Park	347201	48,949	39,805	53,500	50,825	52,440	53,960	55,575	57,285
Animal Control Education	351310	321	-	-	-	-	-	-	-
Pool Interest Allocation	361111	36,452	47,785	14,400	13,680	13,680	13,680	13,680	13,680
Net Incr(decr) In Fmv Of Investment	361300	(6,488)	-	-	-	-	-	-	-
Contributions And Donations	366000	3,250	3,800	5,000	4,750	4,750	4,750	4,750	4,750
Transfer From Fund 126	381126	908,760	-	-	-	-	-	-	-
Transfer From Fund 352	381352	-	-	-	-	-	375,000	500,000	500,000
Appropriated Fund Balance	399900	-	1,224,459	-	-	-	-	-	-
Total Revenues		8,058,443	9,642,684	9,126,808	8,670,752	8,838,854	9,379,369	9,679,104	9,857,349

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Animal Control	201-562	1,459,758	1,526,763	1,677,033	1,497,552	1,551,582	1,608,236	1,624,632	1,641,773
Parks and Recreation Services	436-572	2,810,976	2,884,890	3,112,888	3,076,060	3,129,655	3,562,681	3,748,477	3,812,218
MIS Automation - Animal Control	470-562	710	3,077	2,882	2,882	2,882	2,882	2,882	2,882
MIS Automation - Parks and Recreation	470-572	2,940	3,207	3,850	3,850	3,850	3,850	3,850	3,850
Municipal Services - Risk	495-572	32,813	31,593	33,945	33,945	33,945	33,945	33,945	33,945
Indirect Costs - Municipal Services (Animal Control)	499-562	92,000	115,000	144,000	144,000	144,000	144,000	144,000	144,000
Indirect Costs - Municipal Services (Parks & Recreation)	499-572	497,000	520,000	525,000	525,000	525,000	525,000	525,000	525,000
Payment to City- Parks & Recreation	838-572	1,221,697	1,273,620	1,327,749	1,327,749	1,384,178	1,443,005	1,443,005	1,443,005
Transfers	950-581	3,902,115	3,044,534	1,832,886	1,832,886	1,837,946	1,831,036	1,929,737	2,028,339
Primary Health Care-Trauma Center	971-562	-	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Budgeted Reserves - Municipal Service	990-599	-	40,000	55,223	26,828	25,816	24,734	23,576	22,337
Total Appropriations		10,020,008	9,642,684	8,915,456	8,670,752	8,838,854	9,379,369	9,679,104	9,857,349
Revenues Less Appropriations		(1,961,565)	-	211,352	-	-	-	-	-

Notes:

Revenues in this fund are anticipated to increase \$301,747. Total projections are slightly above the FY 2006 pre-recession collections, a further indication of an improving economy. However, while current fiscal year revenues are meeting the projected forecast, the FY18 forecast is only estimated to increase by approximately 2% over FY17. The revised forecast is lower than the 3-4% out-year forecast projected last year. Additionally in the out years starting in FY 2020, a transfer from the 2020 Sales Tax Extension Fund (352) will be made to supplement Parks Capital Maintenance funding.

Leon County Fiscal Year 2018 Adopted Budget

Fire Rescue Services (145)

Fund Type: Special Revenue

The Fire Services Fund is a special revenue fund established in FY 2010 as a method to fund enhanced fire protection services in the unincorporated area of Leon County. This included adding another fire fighter at unincorporated area fire stations. The funding is derived from a fire service fee levied on single-family, commercial and governmental properties in the unincorporated area of the County. Homes are charged a flat rate, and commercial and governmental properties pay per square foot. Square footage associated with the worship area of a church is excluded from the fee. In addition, the County provides support to the Volunteer Fire Departments.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Fire Service Fee	325201	5,459,061	5,238,179	6,107,874	5,802,480	5,855,680	5,909,412	5,963,682	6,018,494
Fire Service Fee	325202	1,717,244	1,856,767	2,316,117	2,200,311	2,222,314	2,244,537	2,266,983	2,289,653
Delinquent Fees	325203	136,339	-	-	-	-	-	-	-
Pool Interest Allocation	361111	30,160	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	(6,066)	-	-	-	-	-	-	-
Transfer From Fund 140	381140	1,224,459	1,224,459	-	-	-	-	-	-
Total Revenues		8,561,197	8,319,405	8,423,991	8,002,791	8,077,994	8,153,949	8,230,665	8,308,147

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
VFD Fire Services - Risk	495-552	-	24,930	22,866	22,866	22,866	22,866	22,866	22,866
Indirect Costs - Fire Services	499-522	20,000	25,000	28,000	28,000	28,000	28,000	28,000	28,000
Tax Collector	513-586	31,071	39,090	45,908	45,908	47,849	48,317	49,791	50,269
Fire Services Payment	838-522	7,939,926	7,747,906	7,838,122	7,423,538	7,496,800	7,572,287	7,647,529	7,724,533
Volunteer Fire Department	843-522	482,449	482,479	482,479	482,479	482,479	482,479	482,479	482,479
Total Appropriations		8,473,445	8,319,405	8,417,375	8,002,791	8,077,994	8,153,949	8,230,665	8,308,147
Revenues Less Appropriations		87,752	-	6,616	-	-	-	-	-

Notes:

Notes:

In FY 2010, the Board approved placing this assessment on the tax bill for property owners who did not pay the fee via the established billing system; however, direct billing by the City of Tallahassee is the primary source for the collection of this fee. At the May 12, 2015 meeting, the Board approved implementing the new fire service fee rates as recommended in the new fire study. The Board then reduced the fees for the unincorporated area by 15% for FY 2016 & FY 2017. The full rate will become effective October 1, 2017. FY 2018 will be the first year of the full implementation of the new fire service fee rates without the discount.

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Tourism Development (160)

Fund Type: Special Revenue

The Tourist Development Fund is a special revenue fund established as the repository for the collection of the 5% Local Option Tourist Development Tax on transient lodging sales in Leon County (bed tax). The Tourist Development Council administers the expenditure of these revenues, as limited by law, to tourist development initiatives. Annual reserves for contingencies are supported by available fund balance. This amount will be determined on an annual basis as part of the budget process.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Tourist Development (3-3/4 Cents)	312100	3,953,575	3,680,700	4,166,251	3,957,938	4,037,096	4,117,839	4,200,195	4,284,199
Tourist Development (1-1/4 Cents)	312110	1,119,766	1,226,900	1,388,751	1,319,313	1,345,699	1,372,613	1,400,065	1,428,067
Pool Interest Allocation	361111	100,955	18,620	42,900	40,755	40,755	40,755	40,755	40,755
Net Incr(decr) In Fmv Of Investment	361300	(16,066)	-	-	-	-	-	-	-
Rents And Royalties	362000	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200
Merchandise Sales	365000	2,861	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Special Event Grant Reimbursements	366500	5,500	-	20,000	20,000	-	-	-	-
Other Contributions	366930	1,500	2,400	2,400	2,400	-	-	-	-
Other Miscellaneous Revenue	369900	-	20,945	173,684	165,000	-	-	-	-
Appropriated Fund Balance	399900	-	491,300	184,479	184,479	639,646	350,000	-	-
Total Revenues		5,178,292	5,454,065	5,991,664	5,703,085	6,076,396	5,894,407	5,654,215	5,766,221

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Welcome Center Improvements	086065-552	10,960	41,300	45,000	45,000	-	-	-	-
Administration	301-552	498,894	525,530	498,596	498,596	509,589	521,038	532,969	545,402
Advertising	302-552	979,289	1,141,473	1,316,473	1,316,473	1,327,888	1,339,417	1,351,061	1,362,822
Marketing	303-552	1,145,828	1,398,144	1,603,084	1,603,084	1,622,608	1,642,823	1,663,768	1,685,463
Special Projects	304-552	464,863	515,000	565,000	565,000	565,000	565,000	565,000	565,000
MIS Automation - Tourism Development	470-552	8,820	11,465	11,170	11,170	11,170	11,170	11,170	11,170
Tourism Development - Risk	495-552	6,760	6,858	7,306	7,306	7,306	7,306	7,306	7,306
Indirect Costs - Tourism Development	499-552	189,000	236,000	273,000	273,000	273,000	273,000	273,000	273,000
Council on Culture & Arts (COCA)	888-573	1,110,915	1,226,900	1,318,956	1,318,956	1,345,335	1,097,793	1,119,749	1,142,144
Line Item - Special Events	888-574	90,000	-	-	-	-	-	-	-
Transfers	950-581	156,576	301,395	14,500	14,500	364,500	364,500	14,500	14,500
Budgeted Reserves - Tourism Development	990-599	-	50,000	50,000	50,000	50,000	72,360	115,692	159,414
Total Appropriations		4,661,907	5,454,065	5,703,085	5,703,085	6,076,396	5,894,407	5,654,215	5,766,221
Revenues Less Appropriations		516,385	-	288,579	-	-	-	-	-

Notes:

For FY 2018, estimated revenue per penny is anticipated to increase from \$981,520 per penny in FY 2017 to \$1,055,450. Additionally, the revenue estimates include the anticipated collection of revenue from AIRBnB. For FY 2018, capital funding is allocated for the renovations to the Welcome Center. \$184,479 in fund balance is allocated for target marketing in two major markets, Tampa and Atlanta. For the out years, fund balance will be transferred to the CIP fund and used for additional improvements to Apalachee Regional Park to support the NCAA National Cross Country Track event in FY 2021.

Leon County Fiscal Year 2018 Adopted Budget

Housing Finance Authority (161)

Fund Type: Special Revenue

The Housing Finance Authority Fund is a special revenue fund established as the repository for the collection of issuer fees that are deposited when single family revenue bonds are placed on the open market for purchase by banks pursuant to Florida Statute Chapter 159 and Leon County Ordinance. Expenditures are limited to single family mortgage loans.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Marketing Installment Fee	337500	15,618	-	-	-	-	-	-	-
Project Fees	345125	32,668	29,355	-	-	-	-	-	-
SHIP Recaptured Revenue	345150	14,077	-	-	-	-	-	-	-
Pool Interest Allocation	361111	8,223	-	-	-	-	-	-	-
Leon County Property Sales	361400	33,077	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	63,605	-	-	-	-	-	-
Total Revenues		103,663	92,960	-	-	-	-	-	-
Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Housing Finance Authority	808-554	125,107	92,960	-	-	-	-	-	-
Total Appropriations		125,107	92,960	-	-	-	-	-	-
Revenues Less Appropriations		(21,444)	-	-	-	-	-	-	-

Notes:

At the February 7, 2017 Board meeting the Board authorized the Housing Finance Authority (HFA) to have autonomy over budget, contracting and policies separate from the County. At fiscal year-end, all funds will be transferred to the Housing Finance Authority and are now managed by the HFA independently from the County.

County Accepted Roadways and Drainage Systems Program (162)

Fund Type: Special Revenue

The County Accepted Roadways and Drainage Systems Program (CARDS) Fund is a special revenue fund established to account for the repayment of special assessments associated with the County's CARDS program (formerly the 2/3 2/3's paving program). The revenue received into this fund is collected as a non ad valorem special assessment on the annual tax bill. These revenues are repaying the County for loans utilized to construct special assessment paving projects. The revenues are annually transferred to the Capital Projects Fund (305). Prior to FY 2002, each road project had a discrete fund for the repayments to be accounted. The County's Finance Department is currently tracking each individual parcel's obligation through the financial system as a discrete account negating the need for individual funds.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	(38)	4,465	13,800	13,110	13,110	13,110	13,110	13,110
Other Interest Earnings	361390	1,175	28,500	25,842	24,550	20,658	17,581	14,409	11,542
Special Assessments	363000	368,720	145,350	118,812	112,871	102,909	105,986	94,845	86,131
Total Revenues		369,857	178,315	158,454	150,531	136,677	136,677	122,364	110,783

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Tax Collector	513-586	5,503	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Transfers	950-581	209,976	172,815	145,031	145,031	131,177	131,177	116,864	105,283
Total Appropriations		215,479	178,315	150,531	150,531	136,677	136,677	122,364	110,783
Revenues Less Appropriations		154,378	-	7,923	-	-	-	-	-

Notes:

Continued in FY 2018, fund transfers previously transferred to the general capital expenditures were transferred to the General Fund as part of the budget balancing strategy. This fund continues to see a decline in revenue as previous special assessments are paid in full and the lack of new assessments levied in recent years.

Special Assessment - Killlearn Lakes Units I and II Sewer (164)

Fund Type: Special Revenue

This Special Assessment Fund was established to account for revenues and expenditures associated with of the special assessment levied on property owners in Killlearn Lakes Units I and II to pay for the costs associated with maintaining the new City of Tallahassee sewer service distribution system completed in October 2006. The assessment is collected and remitted to the City of Tallahassee in accordance with an interlocal agreement with the City of Tallahassee. The charge levied to each parcel within Units I and II is \$179.43.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	2,896	-	-	-	-	-	-	-
Special Assessment - Killlearn Lakes Sewer	363230	226,617	237,500	250,000	237,500	237,500	237,500	237,500	237,500
Total Revenues		229,513	237,500	250,000	237,500	237,500	237,500	237,500	237,500

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Tax Collector	513-586	4,574	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Sewer Services Killlearn Lakes Units I and II	838-535	222,085	232,500	232,500	232,500	232,500	232,500	232,500	232,500
Total Appropriations		226,658	237,500	237,500	237,500	237,500	237,500	237,500	237,500
Revenues Less Appropriations		2,855	-	12,500	-	-	-	-	-

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County Government Annex (165)

Fund Type: Special Revenue

On June 26, 2003, the Board of County Commissioners purchased the County Government Annex on Calhoun Street. The operating fund will facilitates and accounts for the ongoing operations of this building. Expenses associated with this fund are comprised of necessities required in the upkeep, maintenance, and management of the facility. A portion of the revenue from this fund is transferred to the associated debt service fund to pay the existing debt service for the bonds issued to purchase the building.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Parking Facilities	344500	100,119	160,727	165,266	157,003	156,900	149,958	114,193	103,446
Pool Interest Allocation	361111	17,474	5,130	47,100	44,745	44,745	44,745	44,745	44,745
Net Incr(decr) In Fmv Of Investment	361300	(2,799)	-	-	-	-	-	-	-
Rents And Royalties	362000	1,620,524	1,572,515	1,449,091	1,449,091	1,475,634	1,445,075	1,072,184	897,038
Appropriated Fund Balance	399900	-	52,652	384,576	384,576	35,932	-	174,604	216,129
Total Revenues		1,735,318	1,791,024	2,046,033	2,035,415	1,713,211	1,639,778	1,405,726	1,261,358

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
County Government Annex	086025-519	1,441,459	523,600	745,000	745,000	417,500	285,000	535,000	385,000
County Government Annex	154-519	587,834	427,510	448,935	448,935	454,231	459,705	465,146	470,778
County Government Annex - Risk	495-519	38,524	38,528	40,092	40,092	40,092	40,092	40,092	40,092
Indirect Costs - County Government Annex	499-519	22,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Transfers	950-581	436,112	777,386	777,388	777,388	777,388	777,388	341,488	341,488
Budgeted Reserves - BOA Building (Operating)	990-599	-	-	-	-	-	53,593	-	-
Total Appropriations		2,525,929	1,791,024	2,035,415	2,035,415	1,713,211	1,639,778	1,405,726	1,261,358
Revenues Less Appropriations		(790,612)	-	10,618	-	-	-	-	-

Notes:

Funding is allocated for renovations, mechanical and electrical upgrades and safety improvements at the Leon County Courthouse Annex. Improvements include replacing air handlers and renovating bathrooms on the 4th floor, minor refresh and update of landscaping as well as switch gears and space reconfiguration. Specific project details are located in the Capital Improvements Project Section. In FY 2018, the Supervisor of Elections moved all of their operations out of the Courthouse Annex building to the Voting Operations Center which freed up space on the first floor for future lease opportunities.

Leon County Fiscal Year 2018 Adopted Budget

Huntington Oaks Plaza (166)

Fund Type: Special Revenue

This fund was established to maintain accounting for the maintenance of the Huntington Oaks Plaza purchased by the County in FY10 for the expansion of the Lake Jackson store front library and the construction of community room. Revenue from this fund is derived from lease payments from space rentals for use in maintaining the property.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	3,709	-	-	-	-	-	-	-
Rents And Royalties	362000	181,889	139,477	104,167	104,167	90,261	30,009	12,017	12,017
Appropriated Fund Balance	399900	-	11,719	-	-	13,906	74,158	18,880	18,880
Total Revenues		185,598	151,196	104,167	104,167	104,167	104,167	30,897	30,897

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Huntington Oaks Plaza Operating	155-519	81,881	134,525	135,245	86,545	86,545	86,545	18,275	18,275
Huntington Oaks - Risk	495-519	14,235	12,671	12,622	12,622	12,622	12,622	12,622	12,622
Indirect Costs - Huntington Oaks Plaza	499-519	3,000	4,000	5,000	5,000	5,000	5,000	-	-
Total Appropriations		99,116	151,196	152,867	104,167	104,167	104,167	30,897	30,897
Revenues Less Appropriations		86,482	-	(48,700)	-	-	-	-	-

Notes:

The decrease is related to current vacant space within the plaza. Out year declines is based on current leasing agreements. It is anticipated that continued marketing efforts by the County will increase occupancy of available lease space.

Leon County Fiscal Year 2018 Adopted Budget

Bond Series 2012A & 2012B (211)

Fund Type: Debt Service

The Bond Series 2012A & 2012B Fund is a debt service fund established to account for the debt service associated with the Capital Improvement Revenue Bonds Series 2012A (Tax Exempt) and 2012B (Taxable). These bonds were issued to fund the acquisition of the Bank of America building and for major repairs and renovations to the existing County Courthouse facility. (This fund was changed from Bond Series 2003A & 2003B due to refinancing of the Bond with a bank loan in 2012).

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Transfer From Fund 126	381126	145,371	144,900	6,640,146	6,640,146	6,643,117	6,642,173	-	-
Transfer From Fund 165	381165	436,112	435,898	435,900	435,900	435,900	435,900	-	-
Total Revenues		581,483	580,798	7,076,046	7,076,046	7,079,017	7,078,073	-	-

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Bond Series 2012A (Tax Exempt)	975-582	136,406	136,706	136,706	136,706	1,441,706	7,078,073	-	-
Bond Series 2012B (Taxable)	976-582	443,847	444,092	6,939,340	6,939,340	5,637,311	-	-	-
Total Appropriations		580,253	580,798	7,076,046	7,076,046	7,079,017	7,078,073	-	-
Revenues Less Appropriations		1,230	-	-	-	-	-	-	-

Notes:

Increase in expenses is related to County bonds refinanced in FY 2015 and paid off in FY 2017 (See Fund 220). The refinance and subsequent pay off provided a \$500,000 in savings for FY 2018.

Leon County Fiscal Year 2018 Adopted Budget

Bond Series 2005 (220)

Fund Type: Debt Service

The Bond Series 2005 Fund is a debt service fund established to account for the debt service associated with the Capital Improvement Revenue Refunding Bond Series 2005. This bond was issued to fully refund the Parks and Recreation Bond Series 1998A, a portion of the Stormwater Bond Series 1997 and a portion of the Capital Improvement Revenue Bond Series 1999. This bond was also issued to fund the relocation of the Growth and Environmental Management facility, the construction of a public library and renovations to the County Courthouse building. The non-taxable portion of these bonds were refinanced in July 2014 with a bank loan. This bank loan is accounted for in Fund 222.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Transfer From Fund 001	381001	272,208	410,684	-	-	-	-	-	-
Transfer From Fund 126	381126	6,074,012	5,955,721	-	-	-	-	-	-
Transfer From Fund 140	381140	312,656	342,237	-	-	-	-	-	-
Transfer From Fund 160	381160	156,576	136,895	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	98,417	-	-	-	-	-	-
Total Revenues		6,815,452	6,943,954	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Bond Series 2005	958-582	6,941,750	6,943,954	-	-	-	-	-	-
Total Appropriations		6,941,750	6,943,954	-	-	-	-	-	-
Revenues Less Appropriations		(126,298)	-	-	-	-	-	-	-

Notes:

These bonds were refinanced in July 2014 with a bank loan (See Fund 211). This fund will be closed in FY 2018.

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ESCO Lease (221)

Fund Type: Debt Service

The ESCO Lease Fund is a debt service fund established to account for the debt service associated with the obligations relating to the County's Energy Performance Contract with Energy Systems Group. This lease was entered into to fund the acquisition of various facility improvement measures including lighting upgrades, HVAC systems, an energy management system and water/sewer improvements. These energy efficiency improvements will offset the cost of the lease. Energy Systems Group will pay any balance on the lease not offset by these energy cost savings. The net savings will total approximately \$850,000.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Transfer From Fund 001	381001	484,514	484,514	484,514	484,514	-	-	-	-
Total Revenues		484,514	484,514	484,514	484,514	-	-	-	-
Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
ESCO Lease	977-582	484,514	484,514	484,514	484,514	-	-	-	-
Total Appropriations		484,514	484,514	484,514	484,514	-	-	-	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

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Debt Series 2014 (222)

Fund Type: Debt Service

The Debt Series 2014 Fund is a debt service fund established to account for the debt service associated with the refinancing of the non taxable portion of the Capital Improvement Revenue Refunding Bond Series 2005 with a bank loan. The original bond was issued to fully refund the Parks and Recreation Bond Series 1998A, a portion of the Stormwater Bond Series 1997 and a portion of the Capital Improvement Revenue Bond Series 1999. The remaining taxable portion of this bond is accounted for in Fund 220.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Transfer From Fund 126	381126	560,672	561,282	496,785	496,785	497,208	496,522	3,271,756	3,273,235
Total Revenues		560,672	561,282	496,785	496,785	497,208	496,522	3,271,756	3,273,235

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
2014 Debt Series	979-582	558,469	561,282	560,785	496,785	497,208	496,522	3,271,756	3,273,235
Total Appropriations		558,469	561,282	560,785	496,785	497,208	496,522	3,271,756	3,273,235
Revenues Less Appropriations		2,203	-	(64,000)	-	-	-	-	-

Notes:

At the April 26, 2017 workshop, the Board approved the refinancing of a FY 2014 bank loan which saves an additional \$64,000 in FY 2018 and \$489,075 over the life of the loan.

Leon County Fiscal Year 2018 Adopted Budget

Capital Improvements (305)

Fund Type: Capital Projects

The Capital Improvements Fund is a capital project fund established in support of the County's Capital Improvement Program. A major revenue source of the Capital Improvement Fund is a transfer from general revenue dollars. The fund is used to account for resources and expenditures associated with the acquisition or construction of major non-transportation related capital facilities and/or projects other than those financed by Proprietary Funds.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	264,980	110,200	60,400	57,380	57,380	57,380	57,380	57,380
Net Incr(decr) In Fmv Of Investment	361300	(33,772)	-	-	-	-	-	-	-
Transfer From Fund 001	381001	11,135,000	1,625,284	2,170,236	2,170,236	2,665,176	3,072,653	3,673,385	3,754,783
Transfer From Fund 120	381120	91,000	70,000	75,000	75,000	75,000	75,000	75,000	75,000
Transfer From Fund 121	381121	-	191,000	-	-	-	-	-	-
Transfer From Fund 123	381123	1,300,000	-	-	-	-	-	-	-
Transfer From Fund 126	381126	2,000,000	-	-	-	-	-	-	-
Transfer From Fund 140	381140	2,365,000	1,374,716	1,729,764	1,729,764	1,734,824	1,727,914	1,826,615	1,925,217
Transfer From Fund 160	381160	-	150,000	-	-	350,000	-	-	-
Appropriated Fund Balance	399900	-	5,468,030	4,508,498	4,508,498	3,551,343	2,644,384	1,194,294	1,186,528
Total Revenues		17,122,208	8,989,230	8,543,898	8,540,878	8,433,723	7,577,331	6,826,674	6,998,908

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
General Vehicle & Equipment Replacement	026003-519	226,208	439,000	239,500	169,000	301,000	293,000	239,000	530,000
Stormwater Vehicle & Equipment Replacement	026004-538	109,483	121,000	184,100	184,100	180,100	305,000	435,000	835,000
Fleet Management Shop Equipment	026010-519	12,928	50,000	50,000	50,000	-	-	-	-
General Government New Vehicle Requests	026018-519	-	-	25,800	25,800	-	-	-	-
New Stormwater Vehicle & Equipment	026020-538	363,289	-	-	-	-	-	-	-
Woodville Community Park	041002-572	11,345	-	80,450	80,450	110,000	-	-	-
J. Lee Vause Park	043001-572	-	60,700	241,800	241,800	-	-	-	-
Fred George Park	043007-572	558,208	-	-	-	-	-	-	-
Okeehoopkee Prairie Park	043008-572	48,935	133,000	-	-	-	-	-	-
Northeast Community Park	044001-572	-	-	150,000	-	-	-	-	-
Miccosukee Greenway	044003-572	40,072	-	-	-	-	-	-	-
Apalachee Parkway Regional Park	045001-572	75,117	600,000	500,000	-	850,000	1,250,000	-	250,000
J.R. Alford Greenway	045004-572	-	125,000	100,000	-	-	-	-	-
Pedrick Road Pond Walking Trail	045007-572	15,637	-	-	-	-	-	-	-
Parks Capital Maintenance	046001-572	222,235	-	1,535,000	560,000	360,000	360,000	360,000	360,000
Playground Equipment Replacement	046006-572	68,836	-	130,000	130,000	-	130,000	-	130,000
New Vehicles and Equipment for Parks/Greenways	046007-572	150,839	63,200	258,149	258,149	50,000	-	-	-
Greenways Capital Maintenance	046009-572	220,160	350,000	350,000	350,000	350,000	350,000	350,000	350,000
St. Marks Headwaters Greenways	047001-572	71,805	-	-	-	-	-	-	-
Boat Landing Improvements and Renovations	047002-572	1,816	-	210,000	125,000	125,000	125,000	125,000	125,000
Natural Bridge Road	051006-541	249,134	-	-	-	-	-	-	-
Pullen-Old Bainbridge Intersection	053002-541	29,620	-	-	-	-	-	-	-
Stormwater and Transportation Improvements	056010-541	611,608	-	-	-	-	-	-	-
Street Lights Placement in Unincorporated Areas	057013-541	-	-	125,000	125,000	125,000	125,000	125,000	125,000
Lakeview Bridge	062002-538	57,805	-	-	-	-	-	-	-
Faulk Drive Pond Sediment Removal	063010-538	-	-	250,000	250,000	-	-	-	-
Killearn Lake Plantation Stormwater	064006-538	35,134	-	-	-	-	-	-	-
Stormwater Structure Inventory and Mapping	066003-538	69,678	-	-	-	-	-	-	-
TMDL Compliance Activities	066004-538	-	150,000	100,000	-	100,000	-	-	-
Stormwater Maintenance Filter Replacement	066026-538	89,341	100,000	100,000	100,000	100,000	100,000	100,000	100,000

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Capital Improvements (305)

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Stormwater Infrastructure Preventative Maintenance	067006-538	-	-	500,000	500,000	500,000	-	-	-
Financial Hardware and Software	076001-519	62,250	150,000	125,000	125,000	25,000	25,000	25,000	25,000
Data Wiring	076003-519	23,170	25,000	25,000	-	-	-	-	-
Digital Phone System	076004-519	-	200,000	25,000	-	-	-	-	-
Supervisor of Elections Technology	076005-519	43,774	75,500	67,350	67,350	25,000	25,000	25,000	25,000
County Compute Infrastructure	076008-519	407,796	505,000	550,000	550,000	550,000	550,000	550,000	550,000
Geographic Information Systems	076009-539	186,880	238,280	238,280	188,280	188,280	188,280	188,280	188,280
Library Services Technology	076011-571	-	79,000	73,000	73,000	50,000	50,000	50,000	50,000
Permit & Enforcement Tracking System	076015-537	264,626	140,000	150,000	150,000	150,000	150,000	150,000	150,000
Network Backbone Upgrade	076018-519	139,077	150,000	150,000	-	-	-	-	-
Technology In Chambers	076022-519	-	48,300	58,000	-	-	-	-	-
Courtroom Technology	076023-519	48,994	132,000	189,000	132,000	132,000	132,000	132,000	132,000
User Computer Upgrades	076024-519	280,697	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Mobile Devices	076042-519	33,207	20,000	20,000	25,000	25,000	25,000	25,000	25,000
State Attorney Technology	076047-519	30,000	30,000	70,000	70,000	30,000	30,000	30,000	30,000
Public Defender Technology	076051-519	74,621	80,000	50,000	50,000	30,000	30,000	30,000	30,000
Geographic Information Systems Incremental Basemap Update	076060-539	298,500	298,500	298,500	298,500	298,500	298,500	298,500	298,500
Records Management	076061-519	22,327	50,000	50,000	50,000	50,000	50,000	50,000	50,000
E-Filing System for Court Documents	076063-519	8,511	125,000	125,000	-	125,000	-	125,000	-
MIS Data Center and Elevator Room Halon System	076064-519	8,985	250,000	508,264	-	-	-	-	-
Huntington Oaks Plaza Renovations	083002-519	6,875	25,000	-	-	-	-	-	-
Courtroom Minor Renovations	086007-519	132,743	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Architectural & Engineering Services	086011-519	-	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Courthouse Security	086016-519	7,628	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Common Area Furnishings	086017-519	39,095	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Courthouse Repairs	086024-519	238,774	490,400	1,076,910	-	-	-	-	-
County Government Annex	086025-519	21,530	-	-	-	-	-	-	-
Courthouse Renovations	086027-519	76,173	300,000	234,000	225,815	101,007	40,000	40,000	40,000
Agriculture Center Renovations	086030-519	31,724	120,000	75,000	-	-	-	-	-
Jail Complex Maintenance	086031-523	98,972	-	1,020,000	1,020,000	1,544,282	1,160,000	1,100,000	1,027,090
Parking Lot Maintenance	086033-519	1,865	86,000	60,000	-	-	-	-	-
Elevator Generator Upgrades	086037-519	209,997	250,000	350,000	-	-	-	-	-
Health Department Improvements	086052-519	65,042	100,000	266,000	-	-	-	-	-
Main Library Improvements	086053-571	351,696	-	454,910	-	-	-	-	-
Centralized Storage Facility	086054-519	-	150,000	25,000	-	-	-	-	-
Branch Library Expansions	086055-571	15,562	-	-	-	-	-	-	-
General County Maintenance and Minor Renovations	086057-519	40,987	190,000	242,650	-	-	-	-	-
Community Services Building Roof Replacement	086062-519	36,339	-	-	-	-	-	-	-
Air Conditioning Unit Replacements	086064-519	73,718	30,000	30,000	-	-	-	-	-
Pre-Fabricated Buildings	086066-572	-	62,600	-	-	-	-	-	-
Medical Examiner Facility	086067-527	-	1,681,750	332,597	332,597	-	-	-	-
Lake Jackson Town Center Sense of Place	086068-519	53,662	-	-	-	-	-	-	-
Amtrak Building Renovations	086073-519	21,793	45,000	100,000	-	-	-	-	-
SOE Space Consolidation	086074-519	495,664	-	-	-	-	-	-	-
Building Roofing Repairs and Replacements	086076-519	-	-	-	75,740	400,000	-	420,000	-
Building Mechanical Repairs and Replacements	086077-519	-	-	-	1,019,642	968,554	835,551	1,151,289	863,038
Building Infrastructure Improvements	086078-519	-	-	-	308,655	20,000	320,000	132,605	190,000
Building General Maintenance and Renovations	086079-519	-	-	-	110,000	-	10,000	-	-

Capital Improvements (305)

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Serenity Cemetery Expansion	091002-519	-	-	-	-	-	100,000	-	-
Public Safety Complex	096016-529	129,361	150,000	218,550	50,000	50,000	50,000	50,000	50,000
Voting Equipment Replacement	096028-513	6,000	50,000	50,000	-	50,000	-	50,000	-
Orange Avenue Fence Replacement	096029-519	37,134	-	-	-	-	-	-	-
Total Appropriations		7,464,982	8,989,230	12,907,810	8,540,878	8,433,723	7,577,331	6,826,674	6,998,908
Revenues Less Appropriations		9,657,226	-	(4,363,912)	-	-	-	-	-

Notes:

The majority of FY 2018 Capital Improvement Plan is related to the maintenance of existing infrastructure, purchase of replacement vehicles and equipment, information technology upgrades, jail facility upgrades and parks maintenance. In FY 2013 and FY 2014, to assist with balancing the budgets, the County did not transfer recurring general revenue dollars to support the capital program. In FY 2015, for the first time in two years, the County transferred \$1.0 million in recurring revenue to the capital program. For FY 2016, the County doubled the amount transferred to \$2 million and for FY 2017 the County increased the transfer to \$3.0 million. The total general revenue transfer for FY 2018 is \$3.9 million, a \$900,000 increase over FY 2017. This increase was possible due to debt services savings in the amount of \$489,075 and increase property tax revenue. The out year budgets show additional general revenue support of \$4.4 million for FY 2019, \$5.5 million for FY 2020 and FY 2021, and \$5.68 million in FY 2022. This increase in capital funding in FY 2021 is the result of the 2012A and 2012B Debt Service Bond Series being paid off in FY 2020.

To mitigate the significant cost associated with equipment replacement, staff researched and has developed an alternative approach to the existing maintenance program producing costs savings of \$3.1 million over the five year planning horizon. Historically, a separate capital project was developed for each individual facility and the anticipated costs for equipment replacement was included as part of the five year CIP. Beginning with the FY2018 budget, instead of individual facility budgets (Main Library, Courthouse etc.), projects are now being developed for building roofing, mechanical systems (e.g. HVAC), infrastructure (e.g. restrooms), and general maintenance and repairs. This is similar to how the transportation road resurfacing capital improvement program is currently managed. Funding for these new projects is prioritized based upon which component(s) are in most need of replacement. This is a risked based approach, acknowledging that when extending the life of some components, there may be some failures that occur prematurely. In all circumstances, public safety will continue to remain the highest priority in helping determining project prioritization.

Leon County Fiscal Year 2018 Adopted Budget

Transportation Improvements (306)

Fund Type: Capital Projects

The Transportation Improvement Fund is a capital project fund established to account for transportation related capital projects. Major revenue sources for the Transportation Improvement Fund include proceeds from local and state gas taxes from the Transportation Trust Fund (106). Leon County imposes a total of twelve cents in gas taxes.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	64,269	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	(8,313)	-	-	-	-	-	-	-
Transfer From Fund 106	381106	4,895,650	2,166,503	2,674,485	2,674,485	4,495,210	3,645,578	2,666,588	3,127,588
Appropriated Fund Balance	399900	-	331,500	-	-	-	-	-	-
Total Revenues		4,951,606	2,498,003	2,674,485	2,674,485	4,495,210	3,645,578	2,666,588	3,127,588

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Public Works Vehicle & Equipment Replacement	026005-541	308,472	711,600	538,500	466,500	743,500	658,000	414,000	875,000
Arterial & Collector Roads Pavement Markings	026015-541	134,946	135,200	135,200	135,200	135,200	135,200	135,200	135,200
New Public Works Vehicles & Equipment	026022-541	-	93,000	-	-	-	-	-	-
Old Bainbridge Road Safety Improvements	053007-541	-	-	50,000	-	1,374,000	-	-	-
Bannerman Road	054003-541	352,600	-	-	-	-	-	-	-
Baum Road Drainage Improvement	054011-541	1,240	-	155,000	-	155,000	750,000	-	-
Crump Road Drainage Improvement	055011-541	9,326	-	-	-	-	-	-	-
Florida Department of Transportation Permitting Fees	056007-541	4,432	-	-	-	-	-	-	-
Stormwater and Transportation Improvements	056010-541	433,309	-	500,000	500,000	500,000	500,000	500,000	500,000
Public Works Design and Engineering Services	056011-541	45,544	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Sidewalk Program	056013-541	667,282	1,458,203	1,472,785	1,472,785	1,487,510	1,502,378	1,517,388	1,517,388
Mobile Devices	076042-541	3,545	-	-	-	-	-	-	-
Total Appropriations		1,960,697	2,498,003	2,951,485	2,674,485	4,495,210	3,645,578	2,666,588	3,127,588
Revenues Less Appropriations		2,990,909	-	(277,000)	-	-	-	-	-

Notes:

With the imposition of the 5 cents gas tax in FY 2014, available revenue for transfer revenue increased to \$2.7 million. The County determined that this additional revenue would be split 50/50 to be used for sidewalk projects and to reduce the general revenue transfer to the Transportation Trust Fund. For FY 2018 thru FY 2022, approximately \$1.5 million is allocated to the Sidewalk Program. Additionally, in FY 2018, funding was appropriated for Public Works vehicles, and other Transportation and Stormwater Improvements.

Leon County Fiscal Year 2018 Adopted Budget

Sales Tax (308)

Fund Type: Capital Projects

The Local Option Sales Tax Fund is a capital project fund established in accordance with a 1989 county-wide referendum, and is used to account for resources and expenditures associated with the construction of transportation and jail facility related projects. The Local Government Infrastructure Surtax includes proceeds from a One-Cent Sales Tax on all transactions up to \$5,000. Pursuant to an interlocal agreement with the City of Tallahassee, the revenue generated by the tax will be split between the County and the City. The County's share of the proceeds is equal to 52.84%, and the City's share is equal to 47.16%. The 1989 referendum approved the sales tax levy for a period of fifteen years; however, through a county-wide referendum passed in November 2000, the sales tax was extended for an additional fifteen years (Note: the extended sales tax will be accounted for in Fund 309).

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	93,036	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	(18,986)	-	-	-	-	-	-	-
Total Revenues		74,050	-	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Open Graded Hot Mix Stabilization	026006-541	741,764	-	-	-	-	-	-	-
Pullen Road at Old Bainbridge Road	053002-541	278,428	-	-	-	-	-	-	-
Bannerman Road	054003-541	415,379	-	-	-	-	-	-	-
Arterial/Collector Resurfacing	056001-541	1,301,733	-	-	-	-	-	-	-
Intersection & Safety Improvements	057001-541	447,245	-	-	-	-	-	-	-
Jail Roof Replacement	086031-523	393,241	-	-	-	-	-	-	-
Total Appropriations		3,577,790	-	-	-	-	-	-	-
Revenues Less Appropriations		(3,503,740)	-	-	-	-	-	-	-

Notes:

Depending on project carry forward funding, this fund will be closed in either FY 2018 or FY 2019.

Leon County Fiscal Year 2018 Adopted Budget

Sales Tax - Extension (309)

Fund Type: Capital Projects

In November of 2000, Leon County residents approved a referendum extending the imposition of the 1 Cent Local Option Sales Tax beginning in FY 2004 for 15 years. The extension commits 80% of the revenues to Blueprint 2000 projects and will be jointly administered and funded by Leon County and the City of Tallahassee. The remaining 20% will be split evenly between the County and the City. The County's share will be used for various road, stormwater and park improvements. The Blueprint 2000 Joint Participation Agreement Revenue supports County projects funded through the County's share of the \$50 million water quality/flooding funding.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
1 Cent Sales Tax	312600	4,184,349	4,376,650	4,613,000	4,382,350	4,558,100	1,184,650	-	-
BP2000 JPA Revenue	343916	328,848	350,000	1,026,880	1,026,880	551,130	-	-	-
Pool Interest Allocation	361111	58,365	24,700	16,600	15,770	15,770	15,770	-	-
Net Incr(decr) In Fmv Of Investment	361300	(15,644)	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	273,650	-	-	-	-	-	-
Total Revenues		4,555,918	5,025,000	5,656,480	5,425,000	5,125,000	1,200,420	-	-

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Open Graded Cold Mix Stabilization	026006-541	463,212	600,000	600,000	600,000	600,000	-	-	-
Fred George Park	043007-572	730,325	500,000	500,000	500,000	-	-	-	-
Natural Bridge Road	051006-541	24,756	-	-	-	-	-	-	-
Magnolia Drive Multi-Use Trail	055010-541	25,345	-	-	-	-	-	-	-
Arterial/Collector Resurfacing	056001-541	2,387,310	3,225,000	3,375,000	3,375,000	3,000,000	555,420	-	-
Community Safety & Mobility	056005-541	990,548	550,000	600,000	600,000	425,000	195,000	-	-
Intersection & Safety Improvements	057001-541	-	-	-	-	750,000	250,000	-	-
Lake Henrietta Renovation	061001-538	50,905	150,000	350,000	350,000	350,000	200,000	-	-
Lakeview Bridge	062002-538	731,640	-	-	-	-	-	-	-
Lexington Pond Retrofit	063005-538	860,894	-	-	-	-	-	-	-
Killearn Acres Flood Mitigation	064001-538	226,191	-	-	-	-	-	-	-
Killearn Lakes Plantation Stormwater	064006-538	85,100	-	-	-	-	-	-	-
Blue Print 2000 Water Quality Enhancements	067002-538	641,199	-	-	-	-	-	-	-
NWFWMD Grant Match - Woodside Heights	926165-535	322	-	-	-	-	-	-	-
Total Appropriations		7,217,746	5,025,000	5,425,000	5,425,000	5,125,000	1,200,420	-	-
Revenues Less Appropriations		(2,661,828)	-	231,480	-	-	-	-	-

Notes:

Beginning in FY 2014, with the depletion of capital reserves in the original sales tax fund (Fund 308), the sales tax extension assists in funding the Arterial Road Resurfacing, Intersection and Safety Improvements, Community Safety and Mobility, Local Road Resurfacing, Lake Henrietta Renovation and Fred George Park projects. This fund will be the sole source of funding for these projects in FY 2018. Additionally, the current 1 Cent Local Option Sales Tax expires in 2019. In November 4, 2014, Leon County residents approved a ballot initiative to extend the sales tax for another 20 years until 2039. Two new funds, 351 & 352 have been established for the new sales tax revenue beginning in FY 2020 to account for the projects that are programmed for the sales tax extension.

Leon County Fiscal Year 2018 Adopted Budget

Bond Series 2003A & 2003B Construction (311)

Fund Type: Capital Projects

The Bond Series 2003A & 2003B Construction Fund is a capital project fund established by proceeds from the 2003 Series A and B Capital Improvement Revenue Bonds. The fund is used to account for resources and expenditures associated with the acquisition, repair, and renovation of the Bank of America property as well as the renovations and repair of the existing Courthouse facility.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	92	-	-	-	-	-	-	-
Total Revenues		92	-	-	-	-	-	-	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Note:

Fund was closed in FY 2015.

Leon County Fiscal Year 2018 Adopted Budget

Bond Series 1999 Construction (318)

Fund Type: Capital Projects

The Bond Series 1999 Construction Fund is a capital project fund established by proceeds from the Series 1999 Capital Improvement Revenue Bond. The fund is used to account for resources and expenditures associated with stormwater and lake projects including: Lafayette Oaks, Lake Munson Restoration, Killearn Acres, Lake Charles, Cynthia Drive, Lexington Regional SWMF, Rhoden Cove, and Munson Slough. In addition, the bond issued includes funding for a Courthouse Annex. Additional bond proceeds have been identified for other facility improvements.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	660	-	-	-	-	-	-	-
Total Revenues		660	-	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Okeeheepkee Prairie Park	043008-572	85,053	-	-	-	-	-	-	-
Total Appropriations		85,053	-	-	-	-	-	-	-
Revenues Less Appropriations		(84,392)	-	-	-	-	-	-	-

Note:

Fund was closed in FY 2015.

ESCO Capital Projects (321)

Fund Type: Capital Projects

The ESCO Capital Projects Fund is a capital project fund established in support of the County's capital improvement program. Major revenue sources of the Capital Improvement Fund include the guaranteed savings in utility costs per the County's agreement with Progress Energy. This fund is used to account for the resources and expenditures associated with acquisition or construction of major facilities improvements relating to the County's Energy Performance Contract.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	274	-	-	-	-	-	-	-
Total Revenues		274	-	-	-	-	-	-	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

Fund will be closed in FY 2018.

9-1-1 Capital Projects (330)

Fund Type: Capital Projects

The 9-1-1 Capital Projects Fund was established to support of the capital needs of the emergency communications system. Major revenue sources of the Emergency Communications Fund include proceeds transferred from the 9-1-1 Emergency Communications Fund which includes: wireless Enhanced 9-1-1 fee (50 cents/month per service subscriber) pursuant to F.S. 365.172 - 365.173; and the 9-1-1 fee (50 cents/month per service line) pursuant to F.S. 365.171(13). The fund is used to account for resources and expenditures associated with capital projects related to the provision of 9-1-1 emergency services.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	26,674	12,540	65,400	62,130	62,130	62,130	62,130	62,130
Net Incr(decr) In Fmv Of Investment	361300	(4,388)	-	-	-	-	-	-	-
Transfer From Fund 130	381130	1,200,000	-	-	-	-	-	-	-
Total Revenues		1,222,286	12,540	65,400	62,130	62,130	62,130	62,130	62,130

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
911 Capital Projects	990-599	-	12,540	62,130	62,130	62,130	62,130	62,130	62,130
Total Appropriations		-	12,540	62,130	62,130	62,130	62,130	62,130	62,130
Revenues Less Appropriations		1,222,286	-	3,270	-	-	-	-	-

Notes:

Revenues are collected in the operating fund (Fund 131). Funds not utilized for operating the E-911 System are transferred to the capital fund for future expenditure on capital upgrades at year end.

Impact Fee - Countywide Road District (341)

Fund Type: Capital Projects

The Impact Fee - Countywide Road District Fund was established in support of the capital needs for road improvements associated with new development. Major revenue sources of the Countywide Road District Fund included proceeds from impact fees levied upon developers by the Board of County Commissioners. The impact fees supporting this fund were repealed by the County Commission in 1996. The fund is used to account for the remaining resources and expenditures associated with specific transportation capital projects.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	2,935	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	(2,001)	-	-	-	-	-	-	-
Total Revenues		934	-	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
North Monroe Turn Lane	053003-541	557,454	-	-	-	-	-	-	-
Total Appropriations		557,454	-	-	-	-	-	-	-
Revenues Less Appropriations		(556,520)	-	-	-	-	-	-	-

Notes:

This fund will be closed in FY 2018.

Impact Fee - Northwest Urban Collector (343)

Fund Type: Capital Projects

The Impact Fee - Northwest Urban Collector Fund was established to support the capital needs related to road improvements needed to accommodate new developments. Major revenue sources of the NW Urban Collector Fund include proceeds from impact fees levied upon developers in the corresponding quadrant of the County. The impact fees supporting this fund were repealed by the County Commission in 1996. The fund is used to account for the remaining resources and expenditures associated with specific transportation capital projects in the NW quadrant of the County.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	3,259	-	-	-	-	-	-	-
Total Revenues		3,259	-	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pullen Road at Old Bainbridge Road	053002-541	296,950	-	-	-	-	-	-	-
Total Appropriations		296,950	-	-	-	-	-	-	-
Revenues Less Appropriations		(293,691)	-	-	-	-	-	-	-

Notes:

This fund will be closed in FY 2018.

Impact Fee - Southeast Urban Collector (344)

Fund Type: Capital Projects

The Impact Fee - Southeast Urban Collector Fund was established to support the capital needs related to road improvements needed to accommodate new developments. Major revenue sources of the SE Urban Collector Fund include proceeds from impact fees levied upon developers in the corresponding quadrant of the County. The impact fees supporting this fund were repealed by the County Commission in 1996. The fund is used to account for the remaining resources and expenditures associated with specific transportation capital projects in the SE quadrant of the County.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	1,311	-	-	-	-	-	-	-
Total Revenues		1,311	-	-	-	-	-	-	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

This fund was closed in FY 2015.

Leon County Fiscal Year 2018 Adopted Budget

Sales Tax - Extension 2020 (351)

Fund Type: Capital Projects

In November of 2014, Leon County residents approved a referendum providing a second extension of the 1998 imposed 1-Cent Local Option Sales Tax beginning in FY 2020 for 20 years. The extension commits 80% of the revenues for Blueprint 2020 infrastructure projects, Blueprint 2020 Economic Development Programs, and Liveable Infrastructure For Everyone (L.I.F.E.) projects. The remaining 20% will be split evenly between the County and the City. The County's 10% share, accounted for in the fund, will be used for transportation resurfacing and intersection improvement projects and other statutorily authorized uses approved by the County Commission.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
1 Cent Sales Tax	312600	-	-	-	-	-	3,486,500	4,858,300	5,076,800
Total Revenues		-	-	-	-	-	3,486,500	4,858,300	5,076,800
Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Open Graded Cold Mix Main/Resurfacing	026006-541	-	-	-	-	-	600,000	600,000	600,000
Arterial/Collect/Local Road Resurfacing	056001-541	-	-	-	-	-	2,540,650	3,758,300	3,976,800
Intersection and Safety Improvement	057001-541	-	-	-	-	-	345,850	500,000	500,000
Total Appropriations		-	-	-	-	-	3,486,500	4,858,300	5,076,800
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

In November 4, 2014, Leon County residents approved a ballot initiative to extend the current 1 Cent Local Option Sales Tax for another 20 years until 2039. This fund has been established for the new sales tax revenue beginning in FY 2020.

Leon County Fiscal Year 2018 Adopted Budget

Sales Tax - Extension 2020 JPA Agreement (352)

Fund Type: Capital Projects

In November 2014, Leon County residents approved a referendum providing a second extension of the 1-Cent Local Option Sales Tax beginning in FY 2020 for 20 years. The extension commits 80% of the revenues for Blueprint 2020 infrastructure projects, and will be jointly administered and funded by Leon County and the City of Tallahassee. The Blueprint 2020 Joint Participation Agreement Revenue supports County projects funded through the County's share of the sales tax extension. The BP 2020 JPA revenue, accounted for in the fund, will be used for Water Quality and Stormwater, Sidewalks, and Liveable Infrastructure For Everyone (L.I.F.E.) projects.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
BP2000 JPA Revenue	343916	-	-	-	-	-	3,655,400	4,912,800	4,954,400
Total Revenues		-	-	-	-	-	3,655,400	4,912,800	4,954,400
Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Sidewalk Program	056013-541	-	-	-	-	-	938,000	1,250,000	1,250,000
BluePrint 2020 Water Quality and Stormwater	067003-538	-	-	-	-	-	1,594,000	2,125,000	2,125,000
BluePrint 2020 L.I.F.E.	067004-538	-	-	-	-	-	748,400	1,037,800	1,079,400
Parks Capital Maintenance Transfers	950-581	-	-	-	-	-	375,000	500,000	500,000
Total Appropriations		-	-	-	-	-	3,655,400	4,912,800	4,954,400
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

In November 4, 2014, Leon County residents approved a ballot initiative to extend the current 1 Cent Local Option Sales Tax for another 20 years until FY 2039. This fund has been established for the new sales tax revenue beginning in FY 2020.

Leon County Fiscal Year 2018 Adopted Budget

Solid Waste (401)

Fund Type: Enterprise

The Solid Waste Fund is an enterprise fund established in support of the County's waste management programs. Major revenue sources for the Solid Waste Operations Fund include the Non-Ad Valorem Assessment, and Transfer Station Tipping Fees. The fund is used to account for resources and expenditures related to the operation of the County Solid Waste Management Facility and the provision of the County Waste Management program.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Delinquent Taxes	311200	-	10,450	-	-	-	-	-	-
Solid Waste	313700	283,089	199,482	285,071	270,817	273,525	276,260	279,023	281,813
Waste Disposal Special Assessment	319150	1,483,788	1,464,254	1,531,400	1,454,830	1,469,378	1,484,072	1,498,913	1,513,902
Delinquent Taxes 2008	319208	(49)	-	-	-	-	-	-	-
Delinquent Assesment - 2009	319209	98	-	-	-	-	-	-	-
Delinquent Assessments-2010	319210	346	-	-	-	-	-	-	-
Delinquent Assessments-2011	319211	1,062	-	-	-	-	-	-	-
Delinquent Assessments 2012	319212	1,821	-	-	-	-	-	-	-
Delinquent Assessments 2013	319213	5,543	-	-	-	-	-	-	-
Delinquent Assessments-2014	319214	9,987	-	-	-	-	-	-	-
Operating Income - Class I	343410	(12,968)	-	-	-	-	-	-	-
Transfer Station Receipts	343411	6,571,448	5,540,672	6,498,163	6,173,255	6,316,155	6,463,880	6,613,584	6,768,329
Marpan Administrative Fee	343412	-	8,313	8,751	8,313	8,313	8,313	8,313	8,313
Marpan Class III Residuals	343413	791,361	844,550	859,250	859,250	878,257	897,684	917,540	937,836
Operating Income - Tires	343415	33,500	39,263	41,211	39,150	39,542	39,937	40,337	40,740
Operating Income - Electronics	343416	5,453	5,190	5,187	4,928	4,977	5,026	5,077	5,127
Operating Income - Yard Trash Clean	343417	111,792	17,705	13,515	12,839	12,968	13,097	13,228	13,360
Operating Income - Yard Trash	343418	32,158	38,818	37,271	35,407	36,711	36,118	36,479	36,844
Operating Income - Landfill Yard Trash Bagged	343420	522,091	272,320	392,343	372,726	376,454	380,218	384,020	387,860
Resource Recovery (metals, etc)	343451	130,561	89,912	112,602	106,972	106,973	106,973	106,973	106,973
Hazardous Waste	343453	24,119	28,744	26,062	24,759	25,007	25,257	25,509	25,765
Recycling Promotional Services	343461	70,000	33,250	35,000	33,250	33,250	33,250	33,250	33,250
Rural Waste Services Center Permit	343462	210,856	222,658	217,673	206,789	208,858	210,947	213,056	215,186
Recyclable Materials	343463	(321)	115,872	89,161	84,703	85,550	86,405	87,270	88,143
Recycable Metals	343464	-	11,590	-	-	-	-	-	-
Interest Income - Investment	361110	120,206	-	103,225	98,064	98,065	98,065	98,065	98,065
Pool Interest Allocation	361111	115,595	53,485	62,400	59,280	59,280	59,280	59,280	59,280
Net Incr(decr) In Fmv Of Investment	361300	76,043	-	-	-	-	-	-	-
Rents And Royalties	362000	18,732	13,566	16,869	16,869	16,869	16,869	16,869	16,869
Disposition Of Fixed Assets	364000	-	382,090	-	-	95,000	95,000	95,000	95,000
Equipment Buyback	364100	131,150	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	32,055	2,115	26,826	25,485	25,486	25,486	25,486	25,486
Lawsuit Settlements	369350	2,709	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	95	-	-	-	-	-	-	-
Transfer From Fund 126	381126	582,191	448,670	458,540	458,540	468,405	478,859	489,887	501,572
Appropriated Fund Balance	399900	-	1,218,649	586,488	586,488	691,713	416,689	83,821	485,148
Total Revenues		11,354,508	11,061,618	11,407,007	10,932,714	11,330,736	11,257,685	11,130,980	11,744,861

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Landfill Improvements	036002-534	136,224	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Solid Waste Facility Heavy Equip. & Vehicle Replacement	036003-534	336,733	407,000	103,000	103,000	95,000	82,000	450,100	791,000
Transfer Station Heavy Equip Replacement	036010-534	145,538	341,500	39,600	39,600	478,125	434,202	-	165,000
HHW Collection Center	036019-534	-	38,450	-	-	-	-	-	-
Transfer Station Improvements	036023-534	81,281	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Rural/Hazardous Waste Vehicle and Equipment Replacement	036033-534	154,644	282,000	139,488	139,488	-	-	-	-
Pre-Fabricated Buildings	036041-534	288	-	20,000	20,000	45,000	-	-	-
Hazardous Waste Vehicle and Equipment Replacement	036042-534	-	16,000	32,500	32,500	32,500	-	-	48,000

Leon County Fiscal Year 2018 Adopted Budget

Solid Waste (401)

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Yard Waste	416-534	-	-	608,894	608,894	611,831	614,911	618,141	621,533
Landfill Closure	435-534	394,684	-	-	-	-	-	-	-
Rural Waste Service Centers	437-534	695,527	654,736	691,661	676,213	688,255	700,907	714,155	728,083
Transfer Station Operations	441-534	6,428,540	6,580,549	7,150,593	7,114,555	7,138,837	7,164,141	7,190,534	7,218,073
Solid Waste Management Facility	442-534	908,748	1,140,682	1,258,469	648,231	679,530	688,011	576,879	584,057
Hazardous Waste	443-534	663,813	661,782	682,230	682,230	693,655	705,510	713,168	721,112
MIS Automation - Solid Waste Fund	470-534	19,400	23,320	22,840	22,840	22,840	22,840	22,840	22,840
Recycling Services & Education	471-534	102,033	-	-	-	-	-	-	-
Solid Waste - Risk	495-534	21,836	23,061	21,625	21,625	21,625	21,625	21,625	21,625
Indirect Costs - Solid Waste	499-534	523,000	523,000	489,000	489,000	489,000	489,000	489,000	489,000
Tax Collector	513-586	30,053	32,620	32,620	32,620	32,620	32,620	32,620	32,620
Transfers	950-581	-	86,918	51,918	51,918	51,918	51,918	51,918	51,918
Total Appropriations		10,642,341	11,061,618	11,594,438	10,932,714	11,330,736	11,257,685	11,130,980	11,744,861
Revenues Less Appropriations		712,167	-	(187,431)	-	-	-	-	-

Notes:

For FY 2018, the Solid Waste Division was realigned from Public Works to the Office of Resource Stewardship. Additionally for FY 2018, the Yard Waste component of the Solid Waste Management Facility was moved into a separate organizational code to better account for yard debris recycling costs. The use of fund balance decreased from FY2017 due to a decrease in capital funding needs. Currently, capital funding is included for Landfill Improvements, Transfer Station Improvements, various vehicle and heavy equipment replacements, and Prefabricated Buildings.

Leon County Fiscal Year 2018 Adopted Budget

Insurance Service (501)

Fund Type: Internal Services

The Insurance Service Fund is an internal service fund established in support of general County operations. Major revenue sources of the Insurance Service Fund include proceeds from interdepartmental billings. The fund is used to account for resources and expenditures associated with assessed premiums, claims, and administration of the County's Risk Management Program related to auto and property liability, workers' compensation, and other types of insurance.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Pool Interest Allocation	361111	78,200	16,882	42,500	40,375	41,183	42,006	42,846	43,703
Net Incr(decr) In Fmv Of Investment	361300	(11,636)	-	-	-	-	-	-	-
Refund Of Prior Year Expenses	369300	16,392	-	-	-	-	-	-	-
Vehicle Insurance	396100	479,383	523,607	339,244	339,244	342,634	346,059	349,522	353,018
General Liability	396200	542,356	526,487	522,093	522,093	527,314	532,587	537,913	543,292
Aviation Insurance	396300	35,293	39,142	39,800	39,800	40,198	40,600	41,006	41,416
Property Insurance	396400	902,424	806,943	809,599	809,599	817,695	825,872	834,131	842,472
Workers Compensation Insurance	396600	1,801,349	1,673,450	1,600,152	1,600,152	1,616,018	1,632,159	1,648,580	1,665,297
Total Revenues		3,843,761	3,586,511	3,353,388	3,351,263	3,385,042	3,419,283	3,453,998	3,489,198

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Risk Management	132-513	193,953	240,442	210,511	210,511	214,333	218,310	222,451	226,763
MIS Automation-Risk Fund	470-513	-	355	225	225	225	225	225	225
Insurance Service - Risk	495-596	-	422	425	425	425	425	425	425
Indirect Costs - Insurance Service	499-596	19,000	24,000	30,000	30,000	30,000	30,000	30,000	30,000
Workers' Comp Risk Management	821-596	3,111,040	3,296,292	3,094,658	3,094,658	3,123,805	3,153,244	3,182,976	3,213,005
Transfers	950-581	-	25,000	-	-	-	-	-	-
Budgeted Reserves - Insurance Service	990-599	-	-	25,000	15,444	16,254	17,079	17,921	18,780
Total Appropriations		3,323,993	3,586,511	3,360,819	3,351,263	3,385,042	3,419,283	3,453,998	3,489,198
Revenues Less Appropriations		519,768	-	(7,431)	-	-	-	-	-

Notes:

For FY 2018, decrease reflects estimated lower insurance premiums associated with property and general liability and lower than expected costs related to workers compensation claims.

Leon County Fiscal Year 2018 Adopted Budget

Communications Trust (502)

Fund Type: Internal Services

The Communications Trust Fund is an internal service fund established to account for the resources and expenditures associated with the County's communication network, which includes the telephone and internet systems. The individual departments and agencies are assessed based on the number of internet connections, data lines, and telephone usage within their individual areas.

Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Civil Fee - Circuit Court	349200	72,185	-	-	-	-	-	-	-
Departmental Billings	394000	199,630	572,209	625,914	625,914	625,914	625,914	625,914	625,914
Departmental Billings - MIS Automation	394200	579,247	381,480	387,813	387,813	387,813	387,813	387,813	387,813
Total Revenues		851,063	953,689	1,013,727	1,013,727	1,013,727	1,013,727	1,013,727	1,013,727
Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Communications Trust	900-590	825,935	953,689	1,013,727	1,013,727	1,013,727	1,013,727	1,013,727	1,013,727
Total Appropriations		825,935	953,689	1,013,727	1,013,727	1,013,727	1,013,727	1,013,727	1,013,727
Revenues Less Appropriations		25,127	-	-	-	-	-	-	-

Notes:

Increase associated with an increase in repair and maintenance costs and upgrades to the phone system.

Leon County Fiscal Year 2018 Adopted Budget

Motor Pool (505)

Fund Type: Internal Services

The Motor Pool Fund is an internal service fund established to account for the costs associated with operating and maintaining the County's fleet of vehicles and heavy equipment. This internal service fund generates its revenues from direct billings by the Fleet Management Department to other departmental users. Fuel purchased by the Fleet Management Department is supplied to departmental users at cost plus a minor surcharge. Repairs and maintenance performed by the Fleet Management Department are charged to users at the costs of parts plus an applicable shop rate.

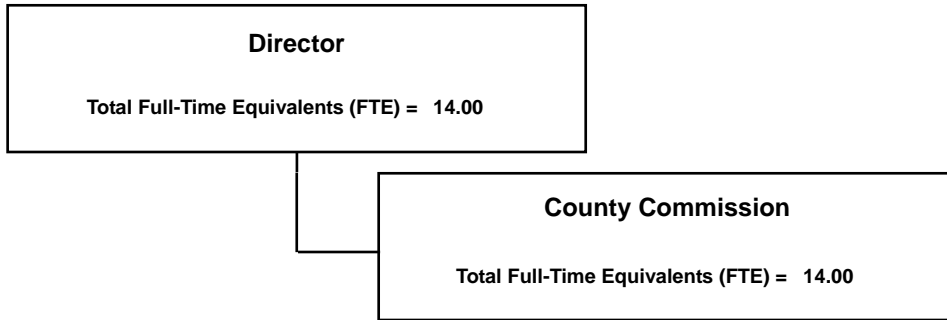
Revenue Sources	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Crime Prevention (fs 775.083(2))	351150	500	-	-	-	-	-	-	-
Pool Interest Allocation	361111	6,202	-	-	-	-	-	-	-
Departmental Billings - Fleet	394100	1,322,777	1,468,358	1,426,765	1,426,765	1,439,880	1,443,803	1,458,589	1,469,513
Gas And Oil Sales	395100	1,060,267	1,332,010	1,542,029	1,542,029	1,556,038	1,570,187	1,584,478	1,598,690
Appropriated Fund Balance	399900	-	18,151	-	-	-	-	-	-
Total Revenues		2,389,746	2,818,519	2,968,794	2,968,794	2,995,918	3,013,990	3,043,067	3,068,203

Appropriations by Department/Division	Acct #	Actual FY 2016	Adopted FY 2017	Requested FY 2018	Budget FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022
Fleet Maintenance	425-591	2,336,972	2,807,477	2,964,351	2,932,906	2,960,030	2,978,102	3,007,179	3,032,315
MIS Automation - Motor Pool Fund	470-519	570	1,870	1,710	1,710	1,710	1,710	1,710	1,710
Fleet Maintenance - Risk	495-591	9,883	9,172	9,178	9,178	9,178	9,178	9,178	9,178
Transfers	950-581	-	-	25,000	25,000	25,000	25,000	25,000	25,000
Total Appropriations		2,347,425	2,818,519	3,000,239	2,968,794	2,995,918	3,013,990	3,043,067	3,068,203
Revenues Less Appropriations		42,321	-	(31,445)	-	-	-	-	-

Notes:

Increase reflects an increase in the cost of fuel in the amount of \$185,000.

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Executive Summary

The Board of County Commissioners section of the Leon County FY 2018 Budget is comprised of the Leon County Board of County Commissioners. The Board provides policy guidance and establishes strategic priorities.

HIGHLIGHTS

During the development of the FY 2018 budget, the Board tackled key budget issues concerning human services, capital improvements, and economic development.

- The Board preliminarily approved a \$253 million operating and capital budget while maintaining the countywide millage rate at 8.3144 for the fifth consecutive year.
- Approved \$50,000 for enhancement of Human Services & Community Partnership Management System.
- Approved Paid Parental Leave Policy for County Employees.
- Approved \$720,000 for 6 EMS positions and a new ambulance.
- Increased support for the Mosquito Control Program.
- Approved \$135,720 to implement a \$12.00/hour living wage for Leon County employees.
- Approved \$75,000 for increased canopy road tree planting.
- Approved \$35,000 for a signature landscape feature at Pedrick Park adjacent to the Eastside Library.
- Approved \$13,250 for a pilot Mobile Hot Spot Lending Program at the libraries.

Leon County Fiscal Year 2018 Adopted Budget

Board of County Commissioners

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,531,827	1,535,073	1,590,740	-	1,590,740	1,620,236
Operating	64,808	91,895	112,768	-	112,768	112,768
Capital Outlay	1,059	-	-	-	-	-
Total Budgetary Costs	1,597,694	1,626,968	1,703,508	-	1,703,508	1,733,004
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Commission	1,597,694	1,626,968	1,703,508	-	1,703,508	1,733,004
Total Budget	1,597,694	1,626,968	1,703,508	-	1,703,508	1,733,004
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,597,694	1,626,968	1,703,508	-	1,703,508	1,733,004
Total Revenues	1,597,694	1,626,968	1,703,508	-	1,703,508	1,733,004
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Commission	14.00	14.00	14.00	-	14.00	14.00
Total Full-Time Equivalentents (FTE)	14.00	14.00	14.00	-	14.00	14.00

Board of County Commissioners (001-100-511)

Goal	The goal of the County Commission is to serve as elected officers and fiscal representatives of the County as well as to serve as the legislative and governing body of the County government.
Core Objectives	<ol style="list-style-type: none"> 1. Provide leadership and direction to County departments and programs in order to facilitate efficient and cost-effective delivery of services. 2. Safeguard the citizens' tax dollars through the funding of necessary and effective programs that serve to improve and enhance the quality of life in Leon County.
Statutory Responsibilities	County Charter and all applicable Florida Laws
Advisory Board	<p>Apalachee Regional Planning Council; Audit Advisory Committee; Canopy Roads Citizen Advisory Committee; Canvassing Board; Capital Region Transportation Planning Agency; Challenger Learning Center Board; Civic Center Authority; Community Health Coordinating Board; Council on Culture and Arts (COCA); Criminal Justice Coordinating Council; Criminal Justice, Mental Health, and Substance Abuse Reinvestment Advisory Council; Downtown Improvement Authority Board; Economic Development Council; Enterprise Zone Development Agency Board of Directors; Geographical Information Systems Executive Committee; Joint County/City/School Board Coordinating Committee on Public School Concurrency and Facility Planning; Joint Planning Board (Community Human Service Partnership); Public Safety Coordinating Council; Research & Development Authority; Science Advisory Committee; Tourist Development Council; Transportation Disadvantaged Coordination Board; and Value Adjustment Board</p>

County Commission Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,531,827	1,535,073	1,590,740	-	1,590,740	1,620,236
Operating	64,808	91,895	112,768	-	112,768	112,768
Capital Outlay	1,059	-	-	-	-	-
Total Budgetary Costs	1,597,694	1,626,968	1,703,508	-	1,703,508	1,733,004
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Commission At-Large (Group 1) (001-106-511)	5,680	9,500	12,500	-	12,500	12,500
Commission At-Large (Group 2) (001-107-511)	9,133	9,500	12,500	-	12,500	12,500
Commission District 1 (001-101-511)	9,187	9,500	12,500	-	12,500	12,500
Commission District 2 (001-102-511)	2,326	9,500	12,500	-	12,500	12,500
Commission District 3 (001-103-511)	5,896	9,500	12,500	-	12,500	12,500
Commission District 4 (001-104-511)	5,992	9,500	12,500	-	12,500	12,500
Commission District 5 (001-105-511)	9,087	9,500	12,500	-	12,500	12,500
Commissioners' Account (001-108-511)	18,566	25,395	25,268	-	25,268	25,268
County Commission (001-100-511)	1,531,827	1,535,073	1,590,740	-	1,590,740	1,620,236
Total Budget	1,597,694	1,626,968	1,703,508	-	1,703,508	1,733,004
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,597,694	1,626,968	1,703,508	-	1,703,508	1,733,004
Total Revenues	1,597,694	1,626,968	1,703,508	-	1,703,508	1,733,004
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Commission	14.00	14.00	14.00	-	14.00	14.00
Total Full-Time Equivalentents (FTE)	14.00	14.00	14.00	-	14.00	14.00

County Commission - County Commission (001-100-511)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,531,827	1,535,073	1,590,740	-	1,590,740	1,620,236
Total Budgetary Costs	<u>1,531,827</u>	<u>1,535,073</u>	<u>1,590,740</u>	<u>-</u>	<u>1,590,740</u>	<u>1,620,236</u>
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,531,827	1,535,073	1,590,740	-	1,590,740	1,620,236
Total Revenues	<u>1,531,827</u>	<u>1,535,073</u>	<u>1,590,740</u>	<u>-</u>	<u>1,590,740</u>	<u>1,620,236</u>
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Commission Aide	7.00	7.00	7.00	-	7.00	7.00
County Commissioner	7.00	7.00	7.00	-	7.00	7.00
Total Full-Time Equivalents (FTE)	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>-</u>	<u>14.00</u>	<u>14.00</u>

The major variances for the FY 2018 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 7%, and funding for performance raises in a range of 0%-5% based on a 3% average; offset by decreases in workers compensation rates. Funding for performance raises pertains to Commission staff only. Board of County Commissioner salaries are pursuant to County ordinance which uses the rate set by the State of Florida.

County Commission - Commission District 1 (001-101-511)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	9,187	9,500	12,500	-	12,500	12,500
Total Budgetary Costs	9,187	9,500	12,500	-	12,500	12,500
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	9,187	9,500	12,500	-	12,500	12,500
Total Revenues	9,187	9,500	12,500	-	12,500	12,500

The major variances for the FY18 budget are as follows:

Increases to program funding:

1. Travel & Per Diem in the amount of \$3,000 as approved at the March 7, 2017 Board meeting. In FY 2007, as part of overall budget reductions that occurred with state mandated property tax reform and the onset of the recession, the Board reduced individual Commission District accounts from \$10,000 to \$9,500. In recognition of the increased costs, Commissioner engagement, and the increased opportunities for training provided for in the annual travel schedule, staff is recommending individual district budgets be increased to \$12,500.

County Commission - Commission District 2 (001-102-511)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	2,326	9,500	12,500	-	12,500	12,500
Total Budgetary Costs	2,326	9,500	12,500	-	12,500	12,500
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	2,326	9,500	12,500	-	12,500	12,500
Total Revenues	2,326	9,500	12,500	-	12,500	12,500

The major variances for the FY18 budget are as follows:

Increases to program funding:

1. Travel & Per Diem in the amount of \$3,000 as approved at the March 7, 2017 Board meeting. In FY 2007, as part of overall budget reductions that occurred with state mandated property tax reform and the onset of the recession, the Board reduced individual Commission District accounts from \$10,000 to \$9,500. In recognition of the increased costs, Commissioner engagement, and the increased opportunities for training provided for in the annual travel schedule, staff is recommending individual district budgets be increased to \$12,500.

County Commission - Commission District 3 (001-103-511)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	5,896	9,500	12,500	-	12,500	12,500
Total Budgetary Costs	5,896	9,500	12,500	-	12,500	12,500
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	5,896	9,500	12,500	-	12,500	12,500
Total Revenues	5,896	9,500	12,500	-	12,500	12,500

The major variances for the FY18 budget are as follows:

Increases to program funding:

1. Travel & Per Diem in the amount of \$3,000 as approved at the March 7, 2017 Board meeting. In FY 2007, as part of overall budget reductions that occurred with state mandated property tax reform and the onset of the recession, the Board reduced individual Commission District accounts from \$10,000 to \$9,500. In recognition of the increased costs, Commissioner engagement, and the increased opportunities for training provided for in the annual travel schedule, staff is recommending individual district budgets be increased to \$12,500.

County Commission - Commission District 4 (001-104-511)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	4,933	9,500	12,500	-	12,500	12,500
Capital Outlay	1,059	-	-	-	-	-
Total Budgetary Costs	5,992	9,500	12,500	-	12,500	12,500
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	5,992	9,500	12,500	-	12,500	12,500
Total Revenues	5,992	9,500	12,500	-	12,500	12,500

The major variances for the FY18 budget are as follows:

Increases to program funding:

1. Travel & Per Diem in the amount of \$3,000 as approved at the March 7, 2017 Board meeting. In FY 2007, as part of overall budget reductions that occurred with state mandated property tax reform and the onset of the recession, the Board reduced individual Commission District accounts from \$10,000 to \$9,500. In recognition of the increased costs, Commissioner engagement, and the increased opportunities for training provided for in the annual travel schedule, staff is recommending individual district budgets be increased to \$12,500.

County Commission - Commission District 5 (001-105-511)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	9,087	9,500	12,500	-	12,500	12,500
Total Budgetary Costs	9,087	9,500	12,500	-	12,500	12,500

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	9,087	9,500	12,500	-	12,500	12,500
Total Revenues	9,087	9,500	12,500	-	12,500	12,500

The major variances for the FY18 budget are as follows:

Increases to program funding:

1. Travel & Per Diem in the amount of \$3,000 as approved at the March 7, 2017 Board meeting. In FY 2007, as part of overall budget reductions that occurred with state mandated property tax reform and the onset of the recession, the Board reduced individual Commission District accounts from \$10,000 to \$9,500. In recognition of the increased costs, Commissioner engagement, and the increased opportunities for training provided for in the annual travel schedule, staff is recommending individual district budgets be increased to \$12,500.

County Commission - Commission At-Large (Group 1) (001-106-511)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	5,680	9,500	12,500	-	12,500	12,500
Total Budgetary Costs	5,680	9,500	12,500	-	12,500	12,500
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	5,680	9,500	12,500	-	12,500	12,500
Total Revenues	5,680	9,500	12,500	-	12,500	12,500

The major variances for the FY18 budget are as follows:

Increases to program funding:

1. Travel & Per Diem in the amount of \$3,000 as approved at the March 7, 2017 Board meeting. In FY 2007, as part of overall budget reductions that occurred with state mandated property tax reform and the onset of the recession, the Board reduced individual Commission District accounts from \$10,000 to \$9,500. In recognition of the increased costs, Commissioner engagement, and the increased opportunities for training provided for in the annual travel schedule, staff is recommending individual district budgets be increased to \$12,500.

County Commission - Commission At-Large (Group 2) (001-107-511)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	9,133	9,500	12,500	-	12,500	12,500
Total Budgetary Costs	9,133	9,500	12,500	-	12,500	12,500
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	9,133	9,500	12,500	-	12,500	12,500
Total Revenues	9,133	9,500	12,500	-	12,500	12,500

The major variances for the FY18 budget are as follows:

Increases to program funding:

1. Travel & Per Diem in the amount of \$3,000 as approved at the March 7, 2017 Board meeting. In FY 2007, as part of overall budget reductions that occurred with state mandated property tax reform and the onset of the recession, the Board reduced individual Commission District accounts from \$10,000 to \$9,500. In recognition of the increased costs, Commissioner engagement, and the increased opportunities for training provided for in the annual travel schedule, staff is recommending individual district budgets be increased to \$12,500.

County Commission - Commissioners' Account (001-108-511)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	18,566	25,395	25,268	-	25,268	25,268
Total Budgetary Costs	18,566	25,395	25,268	-	25,268	25,268
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	18,566	25,395	25,268	-	25,268	25,268
Total Revenues	18,566	25,395	25,268	-	25,268	25,268

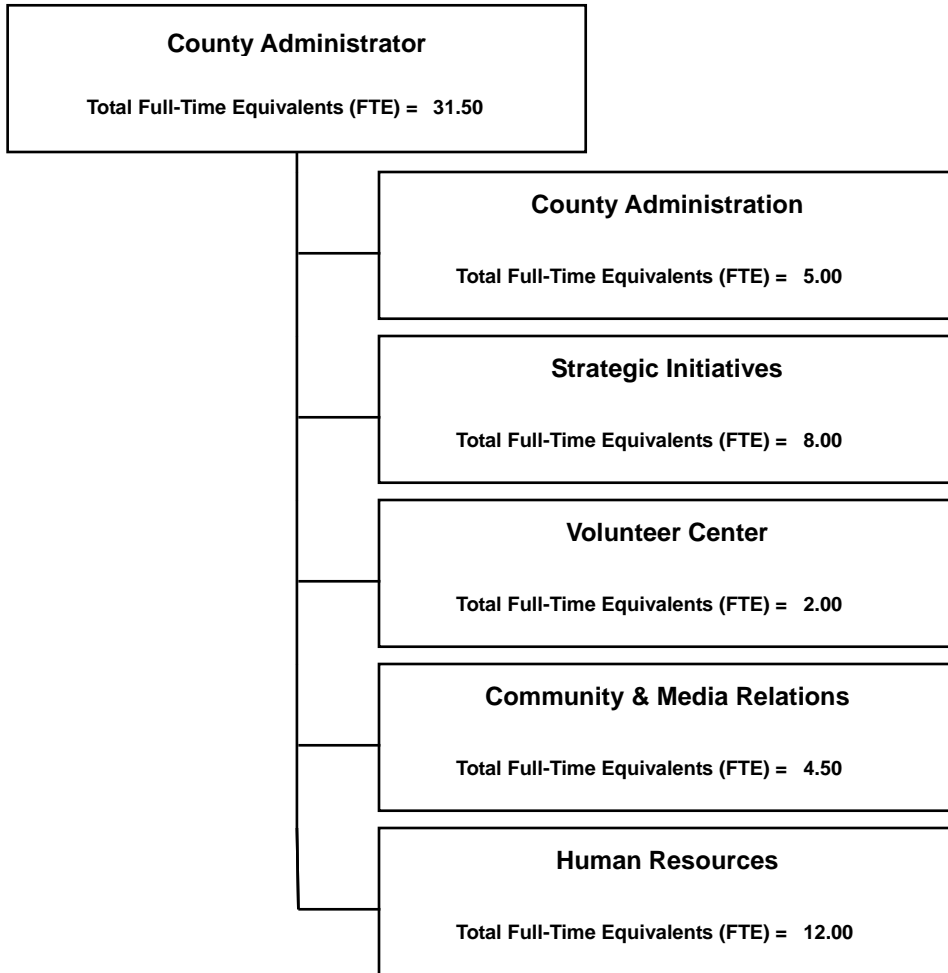
The major variances for the FY18 budget are as follows:

Decreases to program funding:

1. Communications (Phone System) cost reductions in the amount of \$127.

Administration

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Executive Summary

The Administrative section of the Leon County FY 2018 Budget is comprised of County Administration, Strategic Initiatives, Community & Media Relations, and Human Resources. On March 7, 2017, Emergency Management Services and E-911 transitioned from the Leon County Sheriff's Office to Leon County Administration, based on recommendations from the Hurricane Hermine After-Action Report.

County Administration provides leadership and direction to County staff, facilitates the delivery of services consistent with the priorities and policies established by the Board, and manages the operation of County functions to ensure the delivery of cost effective, customer responsive public services within the bounds of available resources. Strategic Initiatives coordinates Strategic Planning and Leon LEADS activities throughout Leon County departments and divisions, while also working to proactively facilitate the accurate, effective, timely and consistent flow of public information to internal and external parties of interest, providing community outreach, and serving as the County's liaison with media partners. Human Resources provides employee services in the areas of policy development, employee engagement, compensation and benefits, awards and recognition, and regulatory compliance.

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 County Administration 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

During FY 2017, the duties of the Community & Media Relations Director were reassigned to the Assistant to the County Administrator. The Assistant to the County Administrator will retain supervision of the Community & Media Relations Division, in addition to assuming the responsibilities of the County's Emergency Management division.

Administration once again guided the County through: the successful execution of the Longest Table Event, which brought several hundred community members to one dinner table to encourage communication among all members of the community; coordination and implementation of the Leon Works initiative which has provided over 650 local high school students and 400 members of the public training opportunities and exposure to skilled careers within our community since its inception in 2015; continuing to engage citizens with the Club of Honest Citizens; supporting local veterans via the Operation Thank You Initiative; and promoting health awareness to nearly 600 participants with Press the Chest.

2017 was another year in which the County was recognized for its leadership and innovation by the National Association of Counties (NACo), earning 13 more Achievement Awards for Leon County programs and initiatives. In addition, four Leon County programs were recognized among NACo's "100 Brilliant Ideas in County Government," a program that identifies and promotes best practices in county government nationwide. These Leon County initiatives included the consolidation of 911 dispatch, the County's Strategic Plan, opening the Kearney Center (comprehensive emergency services shelter), and the "Let's Balance!" budget simulation game.

Community & Media Relations (CMR) continued to enhance the community's access to Leon County Government, and to promote transparency and accountability. Additionally, CMR provided expertise to departments across the County in promoting and executing community events.

Human Resources instilled the core values and core practices of Leon LEADS throughout the organization through a custom developed customer experience training program, recruitment materials, new employee orientation, Live Well Leon and annual employee performance evaluations order to attract and retain a highly talented, diverse and innovative County workforce.

Emergency Management guided the County through Hurricane Hermine, the first hurricane to make landfall in Florida since Hurricane Wilma in 2005 and the first hurricane to directly affect Tallahassee since Hurricane Kate in 1985. Losses across Leon County exceeded \$10 million. Despite the severity of the storm, the division worked quickly and efficiently with its partners to clear downed trees and storm debris, assess damage, and operated shelters and comfort stations at County libraries. Following the relief efforts, staff examined opportunities for improvements and greater efficiencies, described in the Hurricane Hermine After-Action Report. The Emergency Management division continues to train staff and prepare for the next emergency.

County Administration Business Plan

Mission Statement

The mission of Leon County Administration is to provide leadership and direction to County staff, to facilitate the implementation of Board priorities and policies, and to manage the operation of County functions to ensure the delivery of cost effective, customer responsive public services within the bounds of available resources.

Strategic Priorities

Economy

- EC1 - Do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits.
- EC2 - Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation.
- EC4 - Grow our tourism economy, its diversity, competitiveness and economic impact.

Quality of Life

- Q4 - Support and promote access to basic health and welfare services to our community members most in need.

Governance

- G1 - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.
- G3 - Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community.
- 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

October 1, 2017–September 30, 2021

- | | |
|--|-------------|
| 1. Continue to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming roles and participation for future Board consideration. (EC1, EC4) | In Progress |
| 2. Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in order to levy a sixth cent to support the convention center and arena district. (EC4) | In Progress |
| 3. Continue to pursue opportunities for workforce development, including: <ul style="list-style-type: none"> a. Based upon the projected unmet local market for middle skill jobs continue to host Leon Works Exposition in collaboration with community and regional partners and launch Leon County's Jr. Apprenticeship program. (EC2) b. Work with partners, such as The Kearney Center and Leon County Schools, to increase access to training programs, apprenticeships, and other programs promoting middle-skilled jobs. (EC2) | In Progress |
| 4. Continue to serve our seniors through programs and partnerships, including: <ul style="list-style-type: none"> a. As Florida's first Dementia Caring Community, support the Florida Department of Elder Affairs in the further development of the pilot program, provide enhanced paramedic training and engage local partners in making the County a more dementia-friendly community. (Q4) | In Progress |
| 5. Evaluate sun setting the Downtown CRA and correspondingly evaluate the effectiveness of the Frenchtown/Southside CRA including the County's partnership with the City. (EC1, EC2) | In Progress |
| 6. Continue to Support Commissioner Desloge during his term as NACo President. (G1) | In Progress |

County Administration

Strategic Initiatives October 1, 2017–September 30, 2021	7. In accordance with the Leon County Charter, convene a Charter Review Committee to review the Leon County Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot. (G5)	In Progress			
	8. Seek opportunities for partnerships through NACO and FAC's enterprise programs. (G1)	In Progress			
	9. Continue to explore opportunities for efficiency and cost savings through intergovernmental functional consolidation where appropriate. (G5)	In Progress			
	10. Alongside community partners, engage citizens of diverse backgrounds, education, and age on issues that matter most to them through the Citizen Engagement Series and Club of Honest Citizens. (G1, G3)	In Progress			
	11. Continue County sponsorship of employees' participation in the Certified Public Manager training. (G4)	In Progress			
Actions	1. County staff served on FSU's selection committee for a master plan consultant and are currently awaiting a final decision from the University.	Strategic Initiatives			
	2. Pursued the High Tourism Impact Tax issue during the 2017 Legislative Session	Strategic Initiatives			
	3. Staff continues to pursue opportunities for workforce development: <ul style="list-style-type: none"> a. Hosted the 2016 Leon Works Expo and presented a Budget Discussion Item to the Board to consider continuing to host the Leon Works Expo in 2017 and on an annual basis thereafter. b. Launched the Leon Works Junior Apprenticeship program. 	Strategic Initiatives			
	4. Continuing to conduct a public education campaign to increase awareness of dementia and the available dementia services throughout the community.	Community & Media Relations			
	5. Presented a status report to the Board evaluating the sun setting of the Downtown CRA and effectiveness of the Frenchtown/Southside CRA	Strategic Initiatives			
	6. Continuing to Support Commissioner Desloge during his term as NACo President, including: <ul style="list-style-type: none"> a. Hosted the NACo Fall Board meeting in December 2016 b. Assisted Commissioner Desloge during the NACo 2017 Legislative Conference and 2017 Annual Conference c. Staff participated as a speaker on the panel discussion "Overcoming Barriers to Integrate and Share Justice and Health Data" at the 2017 NACo Legislative Conference in Washington, D.C. 	Strategic Initiatives			
	7. Held a Workshop on Establishment of a Citizen Charter Review Committee in April 2017 .	Strategic Initiatives			
	8. Leon County continues to participate in the NACo's Live Healthy Program, which offers residents prescription, dental, and other health discounts at no cost or for a small monthly fee. County Administration continues to regularly discuss and evaluate new opportunities for partnership through their respective enterprise programs.	Strategic Initiatives			
	9. LEADS Cross-Departmental Action Team concened to identify efficiencies and cost savings during the budget development process.	Community & Media Relations			
	10. Hosted the Club of Honest Citizens "Created Equal" event in January 2017 with 600 residents in attendance	Community & Media Relations			
	11. Continuing to identify new employees biannually to participate in the Certified Public Manager Program.	Human Resources			
Bold Goals and Five-Year Targets	Bold Goal: Implement 500 citizen ideas, improvements, solutions and opportunities for co-creation. (BG4)				
		FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
	Citizen Ideas Implemented	100	100	TBD ²	200

County Administration

Bold Goals and Five-Year Targets

Strategic Target: *Connect 5,000 students and citizens to middle skilled job career opportunities. (T3)*

	FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
Students/ Citizens Connected	1,000	1,000	TBD ³	2,000

Strategic Target: *Achieve 90% employee participation in the County’s “My Rewards” Well Being Program. (T14)*

	FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
“My Rewards” Participation	84%	86%	TBD ⁴	86%

Strategic Target: *100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace. (T16)*

	FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
Employees Trained	10%	30%	TBD ⁵	30%

Notes:

1. The reporting for FY 2017 are estimates only. At the time this document was published, the fiscal year for 2017 was not yet complete, so actual reporting was unavailable. This will be updated in the FY 2019 Budget.
2. Staff anticipates implementing 100 citizen ideas, improvements, solutions and opportunities for co-creation each year. However, this is subject to citizen feedback.
3. Staff anticipates annually connecting 1,000 students and citizens to middle skilled job career opportunities per through the County’s Leon Works, Junior Apprentice, and other related programs.
4. Staff anticipates an annual increase between FY 2017 through FY 2021, achieving 90% employee participation in the County’s “My Rewards” Well Being Program in FY 2021.
5. Staff anticipates an annual increase between FY 2017 through FY 2021, achieving 100% employee of employees trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace in FY 2021.

Leon County Fiscal Year 2018 Adopted Budget

Administration

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	2,802,372	3,260,890	3,558,257	-	3,558,257	3,675,046
Operating	1,486,221	1,677,774	1,733,600	48,500	1,782,100	1,782,100
Transportation	1,022	1,636	10,678	-	10,678	10,678
Capital Outlay	10,621	-	25,000	-	25,000	25,000
Constitutional Payments	121,155	121,155	-	-	-	-
Budgeted Reserves	-	194,672	12,457	-	12,457	14,546
Total Budgetary Costs	4,421,390	5,256,127	5,339,992	48,500	5,388,492	5,507,370
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Administration	910,903	1,013,761	1,062,107	-	1,062,107	1,093,097
Strategic Initiatives	1,185,253	1,310,508	1,349,309	48,500	1,397,809	1,424,997
Human Resources	1,163,048	1,455,403	1,418,564	-	1,418,564	1,455,561
Emergency Management	1,162,187	1,476,455	1,510,012	-	1,510,012	1,533,715
Total Budget	4,421,390	5,256,127	5,339,992	48,500	5,388,492	5,507,370
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	3,259,203	3,779,672	3,829,980	48,500	3,878,480	3,973,655
125 Grants	121,155	121,155	328,462	-	328,462	336,015
130 9-1-1 Emergency Communications	1,041,032	1,355,300	1,181,550	-	1,181,550	1,197,700
Total Revenues	4,421,390	5,256,127	5,339,992	48,500	5,388,492	5,507,370
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Administration	4.00	5.00	5.00	-	5.00	5.00
Emergency Management	7.00	7.00	7.00	-	7.00	7.00
Human Resources	12.00	12.00	12.00	-	12.00	12.00
Strategic Initiatives	11.50	12.50	12.50	-	12.50	12.50
Total Full-Time Equivalents (FTE)	34.50	36.50	36.50	-	36.50	36.50

County Administration (001-110-512)

Goal	The goal of the County Administration is to provide leadership and direction to County employees, to facilitate the implementation of Board priorities and policies and to manage the operation of County functions to ensure the delivery of cost effective, customer-responsive public services within the bounds of available resources.
Core Objectives	<ol style="list-style-type: none"> 1. Provide leadership, coordination, and direction to County departments to facilitate the delivery of services consistent with Board priorities and policies. 2. Develop Action Plans and implement Annual Board Retreat Priorities. 3. Present Agenda Requests to the Board and provide staff recommendations on County issues requiring Board review and approval. 4. Engage County staff in discussions on County issues, employee concerns, and improvements in County processes. 5. Respond to the needs of County Commissioners in the development and execution of Board policies.
Statutory Responsibilities	County Administration is responsible for ensuring compliance with all applicable County Laws and Statutes administered by programs under the Board of County Commissioners.
Advisory Board	None

County Administration - County Administration (001-110-512)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	882,450	977,663	1,025,248	-	1,025,248	1,056,238
Operating	28,453	36,098	36,859	-	36,859	36,859
Total Budgetary Costs	910,903	1,013,761	1,062,107	-	1,062,107	1,093,097
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	910,903	1,013,761	1,062,107	-	1,062,107	1,093,097
Total Revenues	910,903	1,013,761	1,062,107	-	1,062,107	1,093,097
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Administrator	1.00	1.00	1.00	-	1.00	1.00
Deputy County Administrator	1.00	1.00	1.00	-	1.00	1.00
Assistant County Administrator	1.00	2.00	2.00	-	2.00	2.00
Sr. Executive Assistant	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	4.00	5.00	5.00	-	5.00	5.00

The major variances for the FY 2018 County Administration 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Increase in phone system and communication costs in the amount of \$891 associated with number of phones, internet usage and maintenance costs of the system.

Strategic Initiatives Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	750,595	825,025	869,865	-	869,865	897,053
Operating	433,893	483,847	477,766	48,500	526,266	526,266
Transportation	765	1,636	1,678	-	1,678	1,678
Total Budgetary Costs	1,185,253	1,310,508	1,349,309	48,500	1,397,809	1,424,997
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Community and Media Relations (001-116-513)	487,905	541,667	596,741	12,500	609,241	620,898
Strategic Initiatives (001-115-513)	697,348	768,841	752,568	36,000	788,568	804,099
Total Budget	1,185,253	1,310,508	1,349,309	48,500	1,397,809	1,424,997
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,185,253	1,310,508	1,349,309	48,500	1,397,809	1,424,997
Total Revenues	1,185,253	1,310,508	1,349,309	48,500	1,397,809	1,424,997
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Strategic Initiatives	7.00	8.00	7.50	-	7.50	7.50
Community and Media Relations	4.50	4.50	5.00	-	5.00	5.00
Total Full-Time Equivalents (FTE)	11.50	12.50	12.50	-	12.50	12.50

Strategic Initiatives (001-115-513)

Goal	The goal of the Strategic Initiatives Division is to serve as a bridge from strategic planning to action implementation by ensuring alignment of organizational activities, initiatives, and culture with the overarching strategic vision and plan set forth by the Board of County Commissioners.
Core Objectives	<ol style="list-style-type: none"> 1. Provide for continuous growth of Leon County’s leadership team to ensure the organizational culture is instilled throughout all work areas and services. 2. Serve as ombudsman to citizens in need of specialized information and services to ensure interactions remain people focused, performance driven. 3. Coordinate special projects, intergovernmental, and interdepartmental activities on behalf of County Administration. 4. Develop and track annual Federal and State legislative priorities and coordinate related lobbying services. 5. Coordinate and assemble the Commission meeting agenda.
Statutory Responsibilities	N/A
Advisory Board	Tallahassee/Leon County Commission on the Status of Women & Girls

Strategic Plan Bold Goals and Five-Year Targets			
Reference	Measure	FY 2017 Estimate	FY 2018 Estimate
BG4	Bold Goal: Implement 500 citizen ideas, improvements, solutions and opportunities for co-creation¹.	100	100
T3	Strategic Target: Connect 5,000 students and citizens to middle skilled job career opportunities².	1,000	1,000

- Notes:
1. Staff anticipates implementing 100 citizen ideas, improvements, solutions and opportunities for co-creation each year. However, this is subject to citizen feedback.
 2. Staff anticipates annually connecting 1,000 students and citizens to middle skilled job career opportunities per through the County’s Leon Works, Junior Apprentice, and other related programs.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G1	Percent of Commission Agenda packets and follow-ups disseminated within scheduled timeframe.	95%	95%	95%	95%
G2	Percent of Citizens Connect comments and concerns successfully resolved.	96%	91%	96%	96%
G2	Number of LEADS Listening Sessions conducted ¹ .	N/A	34	N/A	N/A
G2	Number of Cross-Departmental Action Team sessions conducted ¹ .	N/A	N/A	1	N/A
G3	Number of Community Legislative Dialogue meetings coordinated and managed.	3	3	3	3

- Note(s):
1. LEADS Listening Sessions were held in 2014 and 2016. In future years, Cross-Departmental Action Team sessions (2017) and LEADS Listening Sessions (2019) will be held on a three-year cycle, with every third year (2018) being an “off” year.

Strategic Initiatives - Strategic Initiatives (001-115-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	460,153	518,299	502,255	-	502,255	517,786
Operating	236,430	250,542	250,313	36,000	286,313	286,313
Transportation	765	-	-	-	-	-
Total Budgetary Costs	697,348	768,841	752,568	36,000	788,568	804,099
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	697,348	768,841	752,568	36,000	788,568	804,099
Total Revenues	697,348	768,841	752,568	36,000	788,568	804,099
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Special Projects Coordinator	1.00	1.00	1.00	-	1.00	1.00
Assistant to the County Administrator	2.00	2.00	1.50	-	1.50	1.50
Management Analyst	-	1.00	1.00	-	1.00	1.00
Management Intern	1.00	1.00	1.00	-	1.00	1.00
Agenda Coordinator	1.00	1.00	1.00	-	1.00	1.00
Citizen Services Liaison	1.00	1.00	1.00	-	1.00	1.00
Executive Assistant	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	7.00	8.00	7.50	-	7.50	7.50

The major variances for the FY 2018 Strategic Initiatives budget are as follows:

Decreases to Program Funding:

1. The Community & Media Relations Director duties were assumed by the Assistant to the County Administrator during FY 2017 and will the position will retain supervision of the Community & Media Relations Division, in addition to responsibility for the County's Emergency Management division. As part of this re-organization, one of the Assistant to the County Administrator positions will be 50% funded in the Community & Media Relations Division. This reduction is offset by an increase in costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Decrease in phone system and communication costs in the amount of \$229 associated with number of phones, internet usage and maintenance costs of the system.

Community & Media Relations (001-116-513)

Goal	The goal of Community and Media Relations is to proactively facilitate the accurate, effective, timely, and consistent flow of public information to internal and external parties of interest, provide community outreach, and serve as the County’s liaison with its media partners.
Core Objectives	<ol style="list-style-type: none"> 1. Coordinate special projects, intergovernmental, and interdepartmental activities on behalf of County Administration. 2. Manages Leon County Government’s collective information and messaging; fosters proactive and responsive communication with the public; and maintains consistency in messaging, visual presentation and positive representation for the County. 3. Maintains routine contact with local news media outlets and manage shifting relationships with their personnel. 4. Prepares and distributes Leon County news and information via news releases, notices and other publications and oversees the content of Leon County’s websites and government broadcast channel. 5. Organizes and manages news conferences, community meetings and special events. 6. Communicates key issues and information to the public and Leon County employees through the County newsletter, electronic publications, advertisements and mass notification alerts via email and texting. 7. Coordinates and executes the annual Neighborhood Recognition Program, and maintains partnerships with local, regional, and national associations. 8. Trains, prepares, and responds for Emergency Communication/Information within the Incident Command System (ICS) and trains/prepares County staff for interaction with media partners.
Statutory Responsibilities	In accordance to Florida Statute 125.001, the Public Information Officer posts public meetings to the County’s general calendar and sends public notices to local media in order to appropriately notice all regular and special public meetings.
Advisory Board	N/A

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G1, G3	Number of news advisories, releases, and notices detailing County activity ¹ .	350	200	415	300
G1, G3	Number of press conferences, community meetings and events ² .	50	58	85	100
G3	Number of participants in Citizen Engagement Series and Club of Honest Citizens ³ .	150	350	250	250
G5	Percent increase in Annual Report distribution ⁴ .	15%	20%	15%	17%

- Notes:
1. The FY 2017 increase is associated with additional news advisories, releases, and notices detailing County activity associated with Hurricane Hermine.
 2. The FY 2017 increase in number of press conferences associated with Hurricane Hermine. Increase in community meetings and events associated with increased citizen engagement events, such as the Library Lecture Series.
 3. The increase in FY 2016 participants is due to high turnout associated with the Longest Table and Club of Honest Citizens events.
 4. The FY 2016 increase in percent of Annual Report distribution is associated with Annual Report link and video being shared online through social media.

Strategic Initiatives - Community and Media Relations (001-116-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	290,442	306,726	367,610	-	367,610	379,267
Operating	197,462	233,305	227,453	12,500	239,953	239,953
Transportation	-	1,636	1,678	-	1,678	1,678
Total Budgetary Costs	487,905	541,667	596,741	12,500	609,241	620,898
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	487,905	541,667	596,741	12,500	609,241	620,898
Total Revenues	487,905	541,667	596,741	12,500	609,241	620,898
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director, Community & Media Relations	1.00	1.00	-	-	-	-
Assistant to the County Administrator	-	-	0.50	-	0.50	0.50
Public Information Specialist	2.00	2.00	3.00	-	3.00	3.00
Public Information/ Communications Manager	1.00	1.00	1.00	-	1.00	1.00
Digital Community Engagement Specialist	0.50	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	4.50	4.50	5.00	-	5.00	5.00

The Community & Media Relations Director was promoted to Assistant to the County Administrator during FY 2017 and will retain supervision of the Community & Media Relations Division, in addition to responsibility for the County's Emergency Management division. As part of this re-organization, the Director of Community & Media Relations position will be re-classified to a Public Information Specialist position. Additionally, the Assistant to the County Administrator position will be 50% funded in the Community & Media Relations Division.

The major variances for the FY 2018 Community and Media Relations 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Increase in phone system and communication costs in the amount of \$648 associated with number of phones, internet usage and maintenance costs of the system.
3. Promotional Activities related to radio advertisements in the amount of \$12,500.

Emergency Management Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	278,166	348,381	589,192	-	589,192	610,806
Operating	751,988	812,247	874,363	-	874,363	874,363
Transportation	257	-	9,000	-	9,000	9,000
Capital Outlay	10,621	-	25,000	-	25,000	25,000
Constitutional Payments	121,155	121,155	-	-	-	-
Budgeted Reserves	-	194,672	12,457	-	12,457	14,546
Total Budgetary Costs	1,162,187	1,476,455	1,510,012	-	1,510,012	1,533,715
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Emergency Management (125-864-525)	-	-	121,155	-	121,155	121,155
Emergency Management- Base Grant (125-864-586)	121,155	121,155	-	-	-	-
Emerg. Mgmt.-(EMPA) Base Grant-State (125-952001-525)	-	-	121,506	-	121,506	125,808
Emerg. Mgmt.-(EMPG) Base Grant-Federal (125-952002-525)	-	-	85,801	-	85,801	89,052
Enhanced 9-1-1 (130-180-586)	1,041,032	1,355,300	-	-	-	-
Enhanced E-911-Administration (130-180-525)	-	-	1,181,550	-	1,181,550	1,197,700
Total Budget	1,162,187	1,476,455	1,510,012	-	1,510,012	1,533,715
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
125 Grants	121,155	121,155	328,462	-	328,462	336,015
130 9-1-1 Emergency Communications	1,041,032	1,355,300	1,181,550	-	1,181,550	1,197,700
Total Revenues	1,162,187	1,476,455	1,510,012	-	1,510,012	1,533,715
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Emergency Management- Base Grant	2.00	2.00	-	-	-	-
Emergency Mgmt.-(EMPA) Base Grant-State	-	-	1.00	-	1.00	1.00
Emergency Mgmt.-(EMPG) Base Grant-Federal	-	-	1.00	-	1.00	1.00
Enhanced E-911-Administration	-	-	5.00	-	5.00	5.00
Enhanced 9-1-1	5.00	5.00	-	-	-	-
Total Full-Time Equivalents (FTE)	7.00	7.00	7.00	-	7.00	7.00

Emergency Management (125-864-525)

Mission	The mission of Emergency Management is to save lives and protect the property of the residents of Leon County through the coordination of cost-effective and integrated public safety programs.
Core Objectives	<ol style="list-style-type: none"> 1. Maintain the Comprehensive Emergency Management Plan. 2. Maintain the functionality of the Emergency Operations Center. 3. Review health care facility plans. 4. Provide education on disaster preparedness, response, recovery, and mitigation.
Statutory Responsibilities	<p>F.S. 252.31-252.60 - "State Emergency Management Act"</p> <p>F.S. 395.1055 – Hospital Licensing and Regulation</p> <p>F.S. 400.23 – Nursing Homes and Related Health Care Facilities</p> <p>F.S. 429.41 – Assisted Care Communities</p>
Advisory Board	Local Emergency Planning Committee for Hazardous Materials; North Florida Domestic Security Task Force; Florida Domestic Security State Working Group Executive Committee; Local Mitigation Strategy Steering Committee; and Florida Division of Emergency Management, Emergency Management Advisory Workgroup.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q3	Number of annual exercises conducted/participated in.	4	6	4	4
Q3	Number of health care facility plans reviewed.	45	42	45	45
Q3	Number of presentations conducted.	20	12	10	15
Q3	Number of planning meetings facilitated.	9	6	5	6

Emergency Management - Emergency Management (125-864-525)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	-	-	92,155	-	92,155	92,155
Transportation	-	-	9,000	-	9,000	9,000
Capital Outlay	-	-	20,000	-	20,000	20,000
Total Budgetary Costs	-	-	121,155	-	121,155	121,155
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
125 Grants	-	-	121,155	-	121,155	121,155
Total Revenues	-	-	121,155	-	121,155	121,155

On January 24, 2017, the Board approved the return the day-to-day oversight of Leon County Emergency Management under the Board, reporting to the County Administrator, by exercising the 60-day termination clause in the Emergency Management Interlocal Agreement. This grant match funding for two Emergency Management grant was previously transferred to the Sheriff's office. For FY18, this funding is budgeted in the Grant Fund 125.

Emergency Management - Emergency Management- Base Grant (125-864-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	121,155	121,155	-	-	-	-
Total Budgetary Costs	121,155	121,155	-	-	-	-
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
125 Grants	121,155	121,155	-	-	-	-
Total Revenues	121,155	121,155	-	-	-	-
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Emergency Management Coordinator	1.00	1.00	-	-	-	-
Emergency Management Director	1.00	1.00	-	-	-	-
Total Full-Time Equivalents (FTE)	2.00	2.00	-	-	-	-

Emergency Management - Emergency Mgmt.-(EMPA) Base Grant-State (125-952001-525)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	-	-	121,506	-	121,506	125,808
Total Budgetary Costs	-	-	121,506	-	121,506	125,808
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
125 Grants	-	-	121,506	-	121,506	125,808
Total Revenues	-	-	121,506	-	121,506	125,808
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Emergency Management Director	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	-	-	1.00	-	1.00	1.00

Note:

On March 7, 2017, Emergency Management Services and E-911 transitioned from the Leon County Sheriff's Office to Leon County, based on recommendations from the Hurricane Hermine After-Action Report. The funding budgeted here is for required match-funding associated with an annual grant from the state to provide for Leon County's Emergency Management Director.

Emergency Management - Emergency Mgmt.-(EMPG) Base Grant-Federal (125-952002-525)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	-	-	85,801	-	85,801	89,052
Total Budgetary Costs	-	-	85,801	-	85,801	89,052
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
125 Grants	-	-	85,801	-	85,801	89,052
Total Revenues	-	-	85,801	-	85,801	89,052
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Emergency Management Coordinator	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalentents (FTE)	-	-	1.00	-	1.00	1.00

Note:

On March 7, 2017, Emergency Management Services and E-911 transitioned from the Leon County Sheriff's Office to Leon County, based on recommendations from the Hurricane Hermine After-Action Report. The funding budgeted here is for required match-funding associated with an annual grant from the federal government to provide for Leon County's Emergency Management Coordinator.

Enhanced 9-1-1 (130-180-586)

Mission	The mission of the 9-1-1 System is to provide Next Generation 9-1-1 services for the reporting of emergencies to response agencies including Law enforcement, Fire Department and Emergency Medical Services (EMS).
Core Objectives	<ol style="list-style-type: none"> 1. Maintain the Master Street Address Guide to insure 9-1-1 database accuracy. 2. Respond to requests for 9-1-1 information. 3. Develop digital map displays for the 9-1-1 system to pinpoint the location of landline and cellular callers.
Statutory Responsibilities	F.S. 365.171-175 (9-1-1 and Wireless Enhanced 9-1-1)
Advisory Board	State and National Emergency Number Association, State of Florida E911 Board

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q3	Number of days taken to respond to subpoena requests for 9-1-1.	1	1	1	1
Q3	Number of responses to requests for 911 records.	843	822	722	825
Q3	Percent of 9-1-1 database accuracy.	99%	99.4%	99%	98%
Q3	Percent of 9-1-1 mapping system accuracy (Cellular).	97%	99.2%	97%	98%
Q3	Percent of 9-1-1 mapping system accuracy (Landline).	98%	99.2%	98%	98%
Q3	Number of Master Street Address Guide validations ¹ .	587	1233	593	1300

Notes

1. Methodology change to match NG911 data standards has resulted in a higher number of validations.

Emergency Management - Enhanced E-911-Administration (130-180-525)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	-	-	381,885	-	381,885	395,946
Operating	-	-	782,208	-	782,208	782,208
Capital Outlay	-	-	5,000	-	5,000	5,000
Budgeted Reserves	-	-	12,457	-	12,457	14,546
Total Budgetary Costs	-	-	1,181,550	-	1,181,550	1,197,700

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
130 9-1-1 Emergency Communications	-	-	1,181,550	-	1,181,550	1,197,700
Total Revenues	-	-	1,181,550	-	1,181,550	1,197,700

Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
E 9-1-1 Systems Administrator	-	-	1.00	-	1.00	1.00
Data Analyst	-	-	1.00	-	1.00	1.00
Administrative Associate IV	-	-	1.00	-	1.00	1.00
GIS Mapping Specialist	-	-	1.00	-	1.00	1.00
9-1-1 Systems Manager	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalentents (FTE)	-	-	5.00	-	5.00	5.00

On March 7, 2017, Emergency Management Services and E-911 transitioned from the Leon County Sheriff's Office to Leon County, based on recommendations from the the Hurricane Hermine After-Action Report. This transition included five FTE positions and associated budgets for E-911.

The major variances for the FY 2018 Enhanced 911 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Repairs and maintenance in the amount of \$68,648 associated with upgrades and maintenance to the 911 system.
3. Other current charges and obligations in the amount of \$30,000 associated with anticipated upgrades to the 911 system and facility.
4. Training in the amount of \$21,747 associated with training new staff.

Decreases to Program Funding:

1. Communications and phone system in the amount of \$142,044 associated with contract updates and billing corrections.

Emergency Management - Enhanced 9-1-1 (130-180-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	278,166	348,381	-	-	-	-
Operating	751,988	812,247	-	-	-	-
Transportation	257	-	-	-	-	-
Capital Outlay	10,621	-	-	-	-	-
Budgeted Reserves	-	194,672	-	-	-	-
Total Budgetary Costs	1,041,032	1,355,300	-	-	-	-
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
130 9-1-1 Emergency Communications	1,041,032	1,355,300	-	-	-	-
Total Revenues	1,041,032	1,355,300	-	-	-	-
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Administrative Associate IV	1.00	1.00	-	-	-	-
Customer Services Specialist	1.00	1.00	-	-	-	-
GIS Mapping Specialist	2.00	2.00	-	-	-	-
9-1-1 Systems Manager	1.00	1.00	-	-	-	-
Total Full-Time Equivalents (FTE)	5.00	5.00	-	-	-	-

On March 7, 2017, Emergency Management Services and E-911 transitioned from the Leon County Sheriff's Office to Leon County, based on recommendations from the Hurricane Hermine After-Action Report. This transition included five FTE positions in E-911 and the associated budgets. E-911 is now budgeted under Emergency Management - Enhanced E-911 - Administration (130-180-525).

Human Resources (001-160-513)

Goal	The goal of the Office of Human Resources is to provide program leadership, personnel policy administration and strategic support in the implementation of Leon LEADS by demonstrating the relevance of the County's Core Values and Core Practices in the delivery of Human Resources programs and services to managers, employees, community partners and the public.
Core Objectives	The core objectives of the Office of Human Resources are to provide technical and consultation services in the areas of: Recruitment, Selection, Employment, Orientation, Retention, Separation, Employee Relations, Performance Management, Job Classification, Compensation & Benefits Design/Administration, Legal/Regulatory Compliance, Policy Development, Employee Communications, Professional Development, Attendance/Leave Management, Human Resources Information Systems/Record Management and Employee Well-Being.
Statutory Responsibilities	Title VII of the Civil Rights Act of 1964; Title I of the Americans with Disabilities Act; Veterans Reemployment Rights, Veterans Preference, Uniformed Services Employment and Reemployment Rights Act of 1994; Age Discrimination in Employment Act of 1967; Consumer Credit Protection Act of 1968; Fair Credit Reporting Act of 1969; Family and Medical Leave Act of 1993; Fair Labor Standards Act; Drug Free Workplace Act of 1988; Equal Pay Act of 1963; Immigration and Nationality Act; Internal Revenue Code and Regulations; Health Insurance Portability and Accountability Act of 1996; Consolidated Omnibus Budget Reconciliation Act of 1986; Lily Ledbetter Fair Pay Act of 2009; Florida Statute, Chapter 110.227 "Suspensions, Dismissals, Reductions in Pay, Demotions, Transfers, and Layoffs"; Florida Statute, Chapter 112.313; Code of Ethics; Florida Statute, Florida Retirement System; Leon County Personnel Policies and Procedures, and the Affordable Care Act of 2010 (National Health Care Reform).
Advisory Board	Wellness Works! Team, HR Policy Review and Development Team, Board/Constitutional Office Employee Health Insurance Committee, Award of Excellence Committee, Employee Grievance Review Committee and Sick Leave Pool Committee.

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark
G1	HR Operating Costs Per Capita	\$3.88	\$9.67

Benchmark Source: Florida Benchmarking Consortium 2015

Strategic Plan Bold Goals and Five-Year Targets			
Reference	Measure	FY 2017 Estimate	FY 2018 Estimate
T14	Strategic Target: Achieve 90% employee participation in the County's "My Rewards" Well Being Program	84%	86%
T16	Strategic Target: 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace	10%	30%

Human Resources (001-160-513)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G4	Number of requisitions created, and or recruited for vacant positions.	104	90	75	100
G4	Number of qualified applicants per requisition.	37	30	40	35
G4	Number of positions filled internally.	32	35	25	30
G4	Number of positions filled from outside sources.	41	36	35	40
G4	Average days to fill vacant positions.	74	73	74	60
G4	Average Turnover Rate.	10%	9%	10%	10%
G2	Number of Board/Constitutional employees participating in county-sponsored Wellness Program events.	2,619	2,431	2,400	2,400
G2	Number of Board/Constitutional employees who successfully completed the Value Based Design My Rewards Program.	1,065	1,050	1,055	1,060
G4	Number of employees attending county-sponsored Training and Professional Development events.	1,374 ¹	1,248	400	650
G4	Number of positions evaluated for external competitiveness and internal equity.	150	54	125	50
G2	Number of employee Annual Performance Appraisals completed.	762	758	700	750
G1	Number of employees completing customer experience training.	108	150	50	290
G1	Percentage of new employees completing "on-boarding" within 30 days.	78%	85%	85%	85%
G2	Percentage of employees utilizing electronic timesheet system.	70%	90%	100%	100%

Note:

1. Increase in FY 2015 due to mandatory Domestic Violence Training for all employees.

Human Resources (001-160-513)

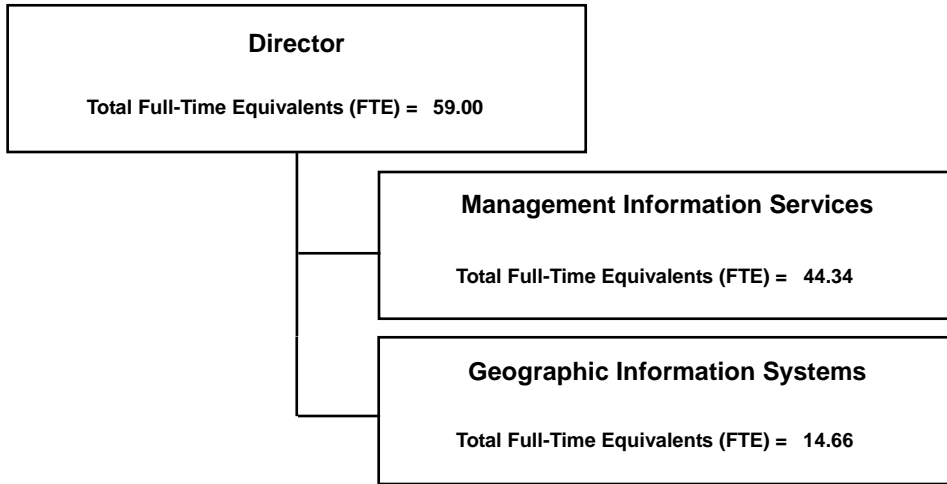
Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	891,161	1,109,821	1,073,952	-	1,073,952	1,110,949
Operating	271,887	345,582	344,612	-	344,612	344,612
Total Budgetary Costs	1,163,048	1,455,403	1,418,564	-	1,418,564	1,455,561
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,163,048	1,455,403	1,418,564	-	1,418,564	1,455,561
Total Revenues	1,163,048	1,455,403	1,418,564	-	1,418,564	1,455,561
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director of Human Resources	1.00	1.00	1.00	-	1.00	1.00
Employee Engagement & Performance Manger	1.00	1.00	1.00	-	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	-	1.00	1.00
Health and Wellness Coordinator	1.00	1.00	1.00	-	1.00	1.00
Employee Development Coordinator	1.00	1.00	1.00	-	1.00	1.00
Compensation Analyst	1.00	1.00	1.00	-	1.00	1.00
HR Records Coordinator	1.00	1.00	1.00	-	1.00	1.00
Human Resources Generalist	2.00	2.00	2.00	-	2.00	2.00
Employee Relations Manager	1.00	1.00	1.00	-	1.00	1.00
Benefits Specialist	1.00	1.00	1.00	-	1.00	1.00
HRIS Coordinator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	12.00	12.00	12.00	-	12.00	12.00

The major variances for the FY 2018 Human Resources 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Professional Services in the amount of \$5,000 for consulting services related to Healthcare Reform and Benefits Administration.
3. Increase in phone system and communication costs in the amount of \$530 associated with number of phones, internet usage and maintenance costs of the system.

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Executive Summary

The Office of Information and Technology section of the Leon County FY 2018 Budget is comprised of the Management Information Services (MIS) division and Geographic Information Systems (GIS) division. The MIS and GIS divisions provide technology and telecommunications products and services, which enable County offices to fulfill their respective goals and missions.

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 Information and Technology 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 Information and Technology (OIT) continues to provide reliable and effective technology and telecommunications solutions and services to County departments and agencies to enable them to fulfill their missions in serving the citizens of Leon County. Recent solutions include an enhanced Citizens Connect App that provides emergency notifications and integration to the Emergency Information Portal; automation within Human Resources for expanded and improved online benefits and e-recruitment; deployment of smartphones and tablets to Building Inspectors and Public Works Engineering staff for field access to data systems; conversion of IDA paper files to an electronic document management system; refreshed EMS field devices with the latest technology; upgrading the County Attorney's Office's document management system; upgrading the Library's PC reservation system; and upgraded the Jail's Lobby visitor automated check-in system.

MIS continues to maintain a robust infrastructure to support over 2,000 users and over 8,000 devices in 74 sites. MIS continues to maximize its virtualized environment with over 500 servers and storage environment of over 120 terabytes to provide for the ongoing needs of its customers. With the recent addition of the Clerk's Office, the phone system now covers all Leon County organizations. Infrastructure support of the Public Safety Complex includes the addition of a mini-video wall for the Emergency Operation Center's training area and the 80+ laptops and devices for Emergency Management. Security is a high priority where employee awareness training has started and encryption of the internal network and many layers of protection from spam, viruses, and malware have been instituted. The security audit initiated with Homeland Security to assess best practices and provide direction for future security needs is being finalized with a partner vendor which will build working policies and provide recommendations for ongoing efforts. Additional infrastructure support for data and phones was provided in the readying of Elections Voter Operations Center to allow the consolidation of Elections staff in one location.

Technology services are augmented with cloud computing as incorporated in areas such as the Library's work order management system, the reservation system, and the Office of Intervention & Detention Alternatives's point-of-sale system, as well as many IT services for MIS. Other application solutions include a refresh of the Intranet; the County's Committee Tracking System; and the County's HR and Finance systems. Digital signage was expanded to DSEM in its new customer-centric lobby as well as in the Bank of America and the Courthouse for wayfinding.

As a joint City/County partnership, The Tallahassee/Leon County GIS program provides accurate, consistent, accessible, affordable, and comprehensive GIS data, GIS infrastructure, and GIS services to support the business needs of Leon County and the City of Tallahassee as well as their citizens. The program supports nearly 600 data layers and nearly 50 web sites for over 50 business units in the County and City which includes Public Works, the Planning Department, Tourism, the Property Appraiser, and Development Services divisions. Additionally, the GIS system is being integrated into the permitting systems for the City and the County. As part of the County's reorganization of Emergency Management, TLEGIS now manages WebEOC, a multi-county shared emergency incident system tracking system that supports Emergency Management.

As a testament to the dedicated efforts of both MIS and GIS, Leon County was awarded the 2017 Digital Counties Survey Award from the National Association of Counties (NACo), in partnership with e.Republic's Center for Digital Government. Additionally, in partnership with other County Offices MIS/GIS were recognized with NACo's Achievement Awards for the Leon County Emergency Information Portal, Your Checkbook, and the Special Events Online Grant Application.

Office of Information and Technology Business Plan

Mission Statement

The mission of the Leon County Office of Information and Technology is to provide reliable and effective technology and telecommunications solutions and services to county agencies to enable them to fulfill their missions in serving the citizens of Leon County.

Strategic Priorities

Quality of Life

- Q2 - Provide relevant library offerings which promote literacy, life-long learning and social equity.
- Q3 - Provide essential public safety infrastructure and services.

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.
- 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
October 1, 2017– September 30, 2021

- | | | |
|----|--|-------------|
| 1. | Implement migration from Groupwise to Microsoft Outlook to better integrate with other software applications that utilize automated notifications, workflows and approvals. (G2) | In Progress |
| 2. | Continue the deployment of an updated permitting system that is modernized to use mobile and online technologies. (G1, G2, G5) | In Progress |
| 3. | Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (Q3) | In Progress |
| 4. | Explore opportunities to increase to high speed internet access through a “mobile hot spot” library lending program. (Q2) | In Progress |

Actions

- | | | |
|----|--|---------|
| 1. | A. Procured services for the Active Directory review and mitigate for any recommended configurations.
B. Migrating Groupwise mailboxes to Office 365.
C. Provided training to internal IT staff and users.
D. Developed new file services solutions within Sharepoint. | MIS |
| 2. | A. Finalized deployment of the Accela Automation service for permitting using workflows and automations and finalize statistical reporting.
B. Incorporated GIS mapping functionality.
C. Implemented mobile apps for citizens and developers to easily access information and schedule inspections. | MIS/GIS |
| 3. | A. Implemented additional data sharing systems with Tallahassee Memorial Hospital and Capital Regional Medical Center.
B. Participated in the Cardiac Arrest Registry to Enhance Survival program. | MIS |
| 4. | Coordinated with the Library the procurement of devices that provide mobile connectivity. | MIS |

Leon County Fiscal Year 2018 Adopted Budget

Office of Information and Technology

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	5,245,630	5,514,322	5,705,528	-	5,705,528	5,895,529
Operating	2,436,599	2,774,967	2,733,932	152,480	2,886,412	2,887,435
Transportation	7,046	8,686	8,041	-	8,041	8,041
Capital Outlay	-	-	25,000	-	25,000	25,000
Total Budgetary Costs	7,689,275	8,297,975	8,472,501	152,480	8,624,981	8,816,005
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Management Information Services	5,798,215	6,374,130	6,488,647	152,480	6,641,127	6,784,848
Geographic Information Systems	1,891,060	1,923,845	1,983,854	-	1,983,854	2,031,157
Total Budget	7,689,275	8,297,975	8,472,501	152,480	8,624,981	8,816,005
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	7,689,275	8,297,975	8,472,501	152,480	8,624,981	8,816,005
Total Revenues	7,689,275	8,297,975	8,472,501	152,480	8,624,981	8,816,005
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Geographic Information Systems	15.83	14.66	14.66	-	14.66	14.66
Management Information Services	43.17	44.34	44.34	-	44.34	44.34
Total Full-Time Equivalents (FTE)	59.00	59.00	59.00	-	59.00	59.00

Management Information Services (001-171-513)

<p>Goal</p>	<p>The goal of Management Information Services (MIS) is to serve end users with continually improved, efficient, cost effective technology and telecommunications products, services, and information so that customers are totally satisfied and able to fulfill their missions.</p>
<p>Core Objectives</p>	<ol style="list-style-type: none"> 1. Provide technology infrastructure and support for the Board, the Joint Dispatch Public Safety Complex, other County Constitutional Officers, and Article V agencies (Courts, State Attorney, Public Defender, Clerk, and Guardian Ad Litem). 2. Provide and maintain county network connectivity for all buildings and offices of the Board, Constitutional Officers, Article V agencies and the 2nd Judicial Circuit (Gadsden, Wakulla, Jefferson, Franklin, and Liberty counties). 3. Provide and maintain Internet access for employees within county facilities, for the public within the library system, and wireless access within the Courthouse, main and branch libraries, park facilities, and for designated community centers. 4. Provide for mobile office services to Building Inspection, Public Works Operations, Animal Control, Emergency Medical Services (EMS), Facilities, and other field workers. Also, expand the agenda process with iPads and paperless agendas, and expand field use of work order systems. 5. Maintain network file systems, storage, and provide system security firewalls, SPAM and virus protection. 6. Provide telephone and voice mail services for the Board and the Supervisor of Elections, the Public Defender and State Attorney offices, Guardian Ad Litem, Health Department, the Property Appraiser’s Office, the Tax Collector’s Office, the Sheriff’s Office, Court Administration, and the Clerk’s Office. 7. Provide e-mail services for the Board, Constitutional Officers, and Article V agencies. 8. Support and provide connectivity and apps for over 600 mobile devices such as smart phones and tablets. 9. Operate the central data center and a disaster recovery site, support and maintain over 50 physical servers and over 700 servers within a virtualized infrastructure environment, provide backup and restoration management, disaster recovery and business continuity services. 10. Support, maintain, and replace over 3,000 devices such as laptops, tablets, printers, personal computers, and desktop software (Microsoft Office Suite) for the Board, Constitutional Officers, Article V agencies, and the public systems within the library facilities. Provide appropriate security for these systems. 11. Develop, maintain and enhance the inter-agency Criminal Justice Information System (JIS) for the justice community. The JIS supports the Clerk’s Office, the Courts, State Attorney, Public Defender, Sheriff’s Office, Probation and Supervised Pretrial Release. 12. Develop and maintain and enhance the Jail Management Information System as well as case management and work release management software applications for Probation, Supervised Pretrial Release, and the Sheriff’s Office. 13. Maintain the pawnshop network system, an award winning system, which is currently being used by more than 30 Florida and Georgia counties. 14. Provide technical support to the Supervisor of Elections at all voting locations for all elections. 15. Develop and maintain web services (including an Intranet for the Board; websites for the Board, Court Admin, Tax Collector, Supervisor of Elections, State Attorney, Blueprint 2000, and the Tourist Development Council) and online web applications (such as Board meetings, workshops, agendas, calendars, job applications, customer problem reporting, permitting, online Purchasing, Summer Youth applications, Library Services, Volunteer Services, Parks Reservations, Have a Hurricane Plan, and the Emergency Information Portal). Provide for mobile versions of the website for smart devices. 16. Support, maintain, and upgrade work order management systems, including Banner (Finance, Purchasing, Human Resources, and Payroll), Infor (Public Works, Facilities Mgmt., MIS), Animal Control, Faster (Fleet), Paradigm (Landfill), Halogen E-Appraisal (Human Resources), Permits and Enforcement Tracking Software (DSEM), E-Pro and Telestaff (EMS), Cycom (County Attorney’s Office) and SIRSI (Library). Continue to collapse single work order management systems into the enterprise Infor system, as appropriate.

Management Information Services (001-171-513)

Core Objectives	<p>18. Develop specialized applications for Human Resources (electronic timesheets, e-recruitment, compensation, employee benefits, and the Florida Retirement System) and the Office of Management and Budget (budget modeling support).</p> <p>19. Implement electronic document management through Project Dox and/or AppXtnder for Public Works (Animal Control and Engineering), DSEM Divisions, Veterans Services, Human Resources, HSCP, the County Attorney’s Office, the Office for Intervention and Detention Alternatives, and other divisions or offices as they become ready.</p> <p>20. Provide technology and telecommunications support for the Public Safety Complex.</p>
Statutory Responsibilities	Florida State Constitution under Article V (Judiciary), Section 14 (Funding) requires provision of communications services, existing radio systems, and existing multi-agency criminal justice information systems for the Trial Courts (Court Administration and the Clerk of the Court), the State Attorney, and the Public Defender within the Second Judicial Circuit.
Advisory Board	The Criminal Justice Coordinating Council is the executive steering committee for the Justice Information System. Internally, the Justice Information Systems Agreement of 2001, re-ratified in January 2007, by the Criminal Justice Coordinating Council, governs the responsibilities and expectations of the multi-agency criminal justice system called JIS.

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark
G1	Average number of users per MIS Full Time Equivalent (FTE)	1:125	1:41
G1	Average number of Devices per Information Technician (IT Staff)	1:141	1:40
G1	Ratio of Network Systems Administrators to File Servers	1:67	1:50
G1	Number of Network Sites	68	44
G1	IT Spending per Employee in the County Government Sector	\$3,407	\$5,000

Benchmark Sources: 2014/2015 Computer Economics Report on IT Spending and Staffing (an information and technology research/advisory firm)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimates	FY 2018 Estimates
G1, G3	Average number of e-mails processed each month (millions)	1.08	0.675	1.0	0.5
G1	Approximate amount of valid e-mails (balance after spam/viruses trapped)	42%	59.8%	50%	50%
Q1, Q2	Average monthly visits to Leon County web site	354,890	347,302	350,000	350,000
G1	% of help calls completed the same day	64%	55%	55%	55%
G1	Number of new applications/services deployed	6	4	2	3

Management Information Services Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	3,849,337	4,170,081	4,301,713	-	4,301,713	4,444,411
Operating	1,941,832	2,195,363	2,153,893	152,480	2,306,373	2,307,396
Transportation	7,046	8,686	8,041	-	8,041	8,041
Capital Outlay	-	-	25,000	-	25,000	25,000
Total Budgetary Costs	5,798,215	6,374,130	6,488,647	152,480	6,641,127	6,784,848
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Management Information Services (001-171-513)	5,580,916	6,123,796	6,223,532	152,480	6,376,012	6,515,029
Public Safety Complex Technology (001-411-529)	217,299	250,334	265,115	-	265,115	269,819
Total Budget	5,798,215	6,374,130	6,488,647	152,480	6,641,127	6,784,848
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	5,798,215	6,374,130	6,488,647	152,480	6,641,127	6,784,848
Total Revenues	5,798,215	6,374,130	6,488,647	152,480	6,641,127	6,784,848
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Management Information Services	41.67	42.84	42.84	-	42.84	42.84
Public Safety Complex Technology	1.50	1.50	1.50	-	1.50	1.50
Total Full-Time Equivalentents (FTE)	43.17	44.34	44.34	-	44.34	44.34

Management Information Services - Management Information Services (001-171-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	3,725,958	4,047,030	4,173,063	-	4,173,063	4,311,307
Operating	1,847,912	2,068,080	2,017,428	152,480	2,169,908	2,170,681
Transportation	7,046	8,686	8,041	-	8,041	8,041
Capital Outlay	-	-	25,000	-	25,000	25,000
Total Budgetary Costs	5,580,916	6,123,796	6,223,532	152,480	6,376,012	6,515,029
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	5,580,916	6,123,796	6,223,532	152,480	6,376,012	6,515,029
Total Revenues	5,580,916	6,123,796	6,223,532	152,480	6,376,012	6,515,029
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Oracle Enterprise Architect	1.00	1.00	1.00	-	1.00	1.00
Director of MIS/GIS	0.67	0.67	0.67	-	0.67	0.67
IT Coordinator - Work Order & EDMS	1.00	1.00	1.00	-	1.00	1.00
IT Coordinator -Administrative Services	1.00	1.00	1.00	-	1.00	1.00
Applications & Database Manager	1.00	1.00	1.00	-	1.00	1.00
Public Safety Applications Manager	1.00	1.00	1.00	-	1.00	1.00
IT Coordinator-Web Development	1.00	1.00	1.00	-	1.00	1.00
Network & Technical Services Manager	1.00	1.00	1.00	-	1.00	1.00
IT Coordinator -Systems	1.00	1.00	1.00	-	1.00	1.00
IT Coordinator -Technical Services	1.00	1.00	1.00	-	1.00	1.00
Apps Systems Analyst III	2.00	2.00	2.00	-	2.00	2.00
Applications Integration Architect	1.00	1.00	1.00	-	1.00	1.00
IT Technical Support Spec. II	5.00	5.00	5.00	-	5.00	5.00
MIS Special Projects Coordinator	1.00	1.00	1.00	-	1.00	1.00
Network Systems Analyst I	6.00	3.50	2.50	-	2.50	2.50
Applications Systems Analyst I	6.00	4.00	3.00	-	3.00	3.00
Applications Systems Analyst II	3.00	5.00	6.00	-	6.00	6.00
Network Systems Analyst II	1.50	3.00	4.00	-	4.00	4.00
Network Systems Analyst III	1.00	2.00	1.00	-	1.00	1.00
EDMS Technician	1.00	1.00	1.00	-	1.00	1.00
Network Systems Analyst III	-	-	1.00	-	1.00	1.00
Computer Asset Analyst	1.00	1.00	1.00	-	1.00	1.00
Sr. IT Technical Support Specialist	2.00	3.00	3.00	-	3.00	3.00
IT Coordinator-Network	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate VI	0.50	0.67	0.67	-	0.67	0.67
Total Full-Time Equivalents (FTE)	41.67	42.84	42.84	-	42.84	42.84

Management Information Services - Management Information Services (001-171-513)

The major variances for the FY 2018 Management Information Services 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Increase in phone system and communication costs in the amount of \$1,598 associated with number of phones, internet usage and maintenance costs of the system.
3. Contractual services in the amount of \$22,180 related to an upgrade of the Banner finance system and the Medical Examiner Facility coming online. These increases are offset by \$15,500 related to moving away from the previous Committee Tracking Management System and Reservation System, as well as reducing Countywide Desktop Training.
4. Repairs and Maintenance in the amount of \$130,300 related to licensing cost increases for a number of critical software/hardware packages such as software for Animal Control, CISCO firewall and security software, IBM hardware and software, and HR Neogov which will allow for more digitization of the hiring process.

Management Information Services - Public Safety Complex Technology (001-411-529)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	123,379	123,051	128,650	-	128,650	133,104
Operating	93,920	127,283	136,465	-	136,465	136,715
Total Budgetary Costs	217,299	250,334	265,115	-	265,115	269,819
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	217,299	250,334	265,115	-	265,115	269,819
Total Revenues	217,299	250,334	265,115	-	265,115	269,819
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Network Systems Analyst II	0.50	-	-	-	-	-
Network Systems Analyst I	1.00	1.50	1.50	-	1.50	1.50
Total Full-Time Equivalents (FTE)	1.50	1.50	1.50	-	1.50	1.50

The Public Safety Complex (PSC) officially opened in July 2013. The PSC budget is jointly funded 50/50 with the City of Tallahassee. The budget presented here shows 100% of the costs of the PSC Technology; the City's share is reflected as offsetting revenue.

The major variances for the FY 2018 Public Safety Complex Technology 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Increase in phone system and communication costs in the amount of \$9,182 associated with number of phones, internet usage and maintenance costs of the system.

Geographic Information Systems (001-421-539)

Goal	The goal of the Tallahassee-Leon County GIS is to work in partnership with county agencies to provide accurate, consistent, accessible, affordable, and comprehensive GIS data, GIS infrastructure, and GIS services to support the unique business needs of Leon County and the citizens we serve.
Core Objectives	<ol style="list-style-type: none"> 1. Development and management of high-accuracy planimetric and topographic basemap data. 2. Creation, compilation, access and distribution of derived and thematic GIS data. 3. Manage the overall quality and integrity of departmental GIS data. 4. Provide access to GIS analytical tools. 5. Integrate GIS technology, service and support into the business processes of government. 6. Identify additional sources of GIS data to support government activities and services.
Statutory Responsibilities	<p><u>Florida Statute 7 – County Boundaries</u>: Section 7.37 – Leon County ; <u>Florida Statute 101 – Voting Methods & Procedures</u>: 101.001 - Precincts and polling places, boundaries; <u>Florida Statutes 163 – Intergovernmental Programs</u>: Section 163.2511-163.3248 - Growth Policy; County and Municipal Planning; Land Development Regulation, Section 163.330-163.403 – Community Redevelopment, Section 163.501-163.526 – Neighborhood Improvement Districts, Section 163.565-163.572 – Regional Transportation Authorities; <u>Florida States 166 – Municipalities</u>: Section 166.231 - Public service tax; <u>Florida Statutes 192 – Taxation</u>: General Provisions, Non-ad Valorem; <u>Florida Statutes 193 – Assessments</u>: Section 193.023 - Property Appraiser’s requirement established to provide or pay for other certified aerial imagery at FDOR specifications every three years., Section 195.002 - Property Appraiser and use of Aerial Imagery in Inspections; <u>Florida Statute 202 – Communications Services Tax simplification Law</u>: Section 202.19 Local Communications Tax; <u>Florida Statute 472 - Land Surveying and Mapping</u>: Section 472.027 - Minimum technical standards for surveying and mapping; <u>City of Tallahassee Environmental Ordinance</u>; <u>Leon County Environmental Management Act</u>; <u>Local Comprehensive Plan</u>; <u>Interlocal Agreement for a Geographic information System, May 16, 1990</u>; <u>Senate Bill 360</u></p>
Advisory Board	GIS Executive Committee, GIS Steering Committee, Permit Enforcement & Tracking System (PETS) Steering Committee, GIS Development Team, PETS Development Team, Addressing Steering Committee, Local Mitigation Strategy Committee (LMS)

Benchmarking			
Priorities	Benchmark Data	Leon County 2014	Benchmark
G1, G3	Number of Business Units that use GIS.	50	11.5 (Average)
G3, Q2	Number of Layers of Data Maintained.	499	300
G1, G3, Q1	Number of Web Sites and Custom Applications.	48	20

Benchmark Source: Aegis Business Technologies provided a benchmarking report for TLC GIS in May 2010.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimates	FY 2018 Estimates
G1	Provide customer response to system and software requests within (1) hour 100% of the time.	95%	95%	95%	95%
G1, Q1	Increase GIS internet applications, services and downloadable files by 20% annually.	50%	20%	70%	50%
G1, Q1	Increase ArcGIS Online user accounts by 25% annually.	N/A	N/A	N/A	100%
G1	Provide maintenance of base map components per schedule matrix, as required.	100%	100%	100%	100%
G3, Q2	Layers of data maintained (such as aerial photography; addressing; streets; building footprints, hydrography; elevation; flood zones; land use and zoning, subdivisions; easements). ¹	568	624	580	600
G3	Published web services.	n/a	200	220	240

Notes:

1. The number of data layers maintained varies from year to year as older data layers are consolidated and new data layers are created.

Geographic Information Systems (001-421-539)

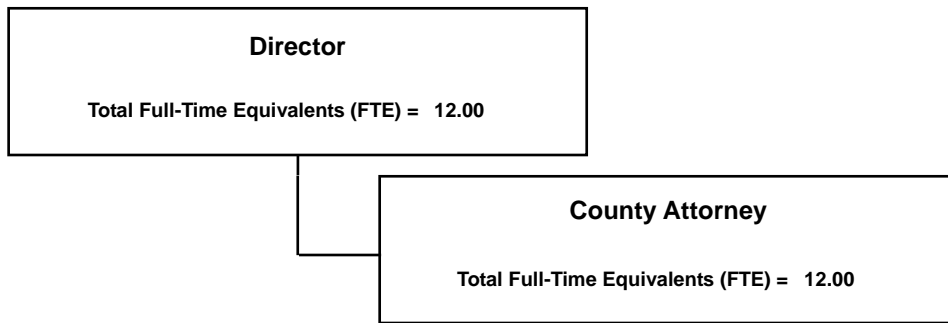
Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,396,293	1,344,241	1,403,815	-	1,403,815	1,451,118
Operating	494,767	579,604	580,039	-	580,039	580,039
Total Budgetary Costs	1,891,060	1,923,845	1,983,854	-	1,983,854	2,031,157
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,891,060	1,923,845	1,983,854	-	1,983,854	2,031,157
Total Revenues	1,891,060	1,923,845	1,983,854	-	1,983,854	2,031,157
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
GIS Coordinator	1.00	1.00	1.00	-	1.00	1.00
Director of MIS/GIS	0.33	0.33	0.33	-	0.33	0.33
Unix System Adm.-GIS	1.00	1.00	1.00	-	1.00	1.00
GIS Project Manager	1.00	1.00	1.00	-	1.00	1.00
GIS Oracle Database Administrator	1.00	1.00	1.00	-	1.00	1.00
GIS Network Systems Administrator	1.00	1.00	1.00	-	1.00	1.00
Applications Systems Analyst I	1.00	1.00	3.00	-	3.00	3.00
Applications Systems Analyst II	2.00	2.00	1.00	-	1.00	1.00
GIS Specialist I	1.00	1.00	-	-	-	-
GIS Technician II	2.00	1.00	1.00	-	1.00	1.00
GIS Integration Specialist	1.00	1.00	1.00	-	1.00	1.00
GIS Specialist II	-	-	1.00	-	1.00	1.00
GIS Specialist III	3.00	3.00	2.00	-	2.00	2.00
Administrative Associate VI	0.50	0.33	0.33	-	0.33	0.33
Total Full-Time Equivalents (FTE)	15.83	14.66	14.66	-	14.66	14.66

The major variances for the FY 2018 Geographic Information Systems 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average. Additionally, personnel costs increased associated with the reclassification of a GIS Specialist I position to a FIS Specialist II position, as well as a GIS Specialist III position and a Applications Systems Analyst II position to two Applications Systems Analyst I positions.
2. Increase in phone system and communication costs in the amount of \$435 associated with number of phones, internet usage and maintenance costs of the system

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County Attorney's Office	10 - 5



Executive Summary

The County Attorney's Office section of the Leon County FY 2018 Annual Budget is comprised of the County Attorney's Office.

The County Attorney provides legal services to the Board of County Commissioners, the County Administrator, and County departments, boards and agencies organized under the Board of County Commissioners. The office of the County Attorney also reviews all contracts, bonds, ordinances, resolutions and other written instruments.

HIGHLIGHTS

The County Attorney's Office handled a number of high profile matters on behalf of Leon County this past fiscal year. In a major ruling by the First District Court of Appeal regarding the fire services special assessment litigation, Lori Owen, et al., vs. City of Tallahassee, Leon County, Florida, et al., the Court ruled in the County's favor by upholding the lower court's decision denying class certification and remanding the case back to the lower court for a trial on the merits with the three named plaintiffs only. The County Attorney's Office provided legal support on a number of other high profile matters, including Leon County being named as a third-party defendant in the sexual harassment and employment discrimination claim filed by Sarah Bohentin against numerous defendants, wherein Leon County's Human Rights ordinance is being challenged; settlement of the Jan K. Sebastian v. Leon County litigation which alleged negligence and inverse condemnation on the part of the County; creation of the Nuisance Abatement Board to handle properties that present a serious and continuing danger to the public; and amendments to the Animal Control ordinance to include a component allowing defendants with the inability to pay fines to complete community service hours instead.

Leon County Fiscal Year 2018 Adopted Budget

County Attorney's Office

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,415,873	1,432,347	1,508,190	-	1,508,190	1,556,564
Operating	454,973	576,270	576,348	-	576,348	576,348
Total Budgetary Costs	1,870,847	2,008,617	2,084,538	-	2,084,538	2,132,912
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Attorney	1,870,847	2,008,617	2,084,538	-	2,084,538	2,132,912
Total Budget	1,870,847	2,008,617	2,084,538	-	2,084,538	2,132,912
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,870,847	2,008,617	2,084,538	-	2,084,538	2,132,912
Total Revenues	1,870,847	2,008,617	2,084,538	-	2,084,538	2,132,912
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Attorney	12.00	12.00	12.00	-	12.00	12.00
Total Full-Time Equivalentents (FTE)	12.00	12.00	12.00	-	12.00	12.00

County Attorney's Office (001-120-514)

Goal	The goal of the County Attorney's Office is to provide high quality legal representation to the Board of County Commissioners, all departments and divisions under the Board, the County Administrator, and certain other boards and officials of Leon County as directed by the Board of County Commissioners.
Core Objectives	<ol style="list-style-type: none"> 1. Advising counseling, and providing legal opinions to the Board of County Commissioners and to County Administration 2. Representing clients (BOCC, County Departments and employees) in litigation matter before the Courts and before administrative agencies such as the Division of Administrative Hearings, Code Enforcement Board, and Board of Adjustment and Appeals. 3. Preparing briefs and making oral arguments before various appellate courts in cases on appeal. 4. Representing Leon County in employment related matters before agencies such as the Florida Commission on Human Relations and the Agency for Work Force Innovation. 5. Providing legal education seminars to Senior Management staff. 6. Preparing materials and presenting workshops to the Board of County Commissioners. 7. Researching and drafting for Board consideration legal documents such as contracts, ordinances, resolutions, and Board policies. 8. Reviewing documentation relating to subdivision approval, including plats, maintenance agreements, restrictive covenants, and so forth. 9. Preparing and reviewing legal advertisements relating to the adoption of ordinances and certain meetings of the Board of County Commissioners. 10. Representing the Board of County Commissioners and County Administration in negotiating real estate and eminent domain contracts. 11. Commencing eminent domain lawsuits when necessary. 12. Participating in committee work dealing with establishment and implementation of various Leon County programs involving real estate transactional matters such as Flood Lands Exchange Program, County Lands Survey Program, Flooded Property Acquisition Program, Private Paved Roads Repair Services Program, and Homestead Loss Prevention Program. 13. Representing Leon County, the Board of County Commissioners, and the County's departments and employees, in their capacity as a County employee, in all eminent domain matters, including road widening projects, drainage improvement projects, and County Accepted Road Roadway and Drainage Systems program (CARDS). 14. Reviewing and/or preparing legal documents such as purchase and sale agreements, lease agreements, eminent domain acquisition documents.
Statutory Responsibilities	Chapter 112, Florida Statutes, Public Officers and Employees; Chapter 119, Florida Statutes, Public Records; Chapter 73, Florida Statutes, Eminent Domain; Chapter 74, Florida Statutes, Proceedings Supplemental to Eminent Domain; Chapter 127, Florida Statutes, Right of Eminent Domain to Counties; Section 2, Leon County, Florida, Charter; Section 2, Leon County Administrative Code.
Advisory Board	The County Attorney's Office represents the Board of County Commissioners, the Canvassing Board, the Tourist Development Council, and the Contractors Licensing Board, and represents staff before the Code Enforcement Board and the Board of Adjustment and Appeals.

County Attorney (001-120-514)

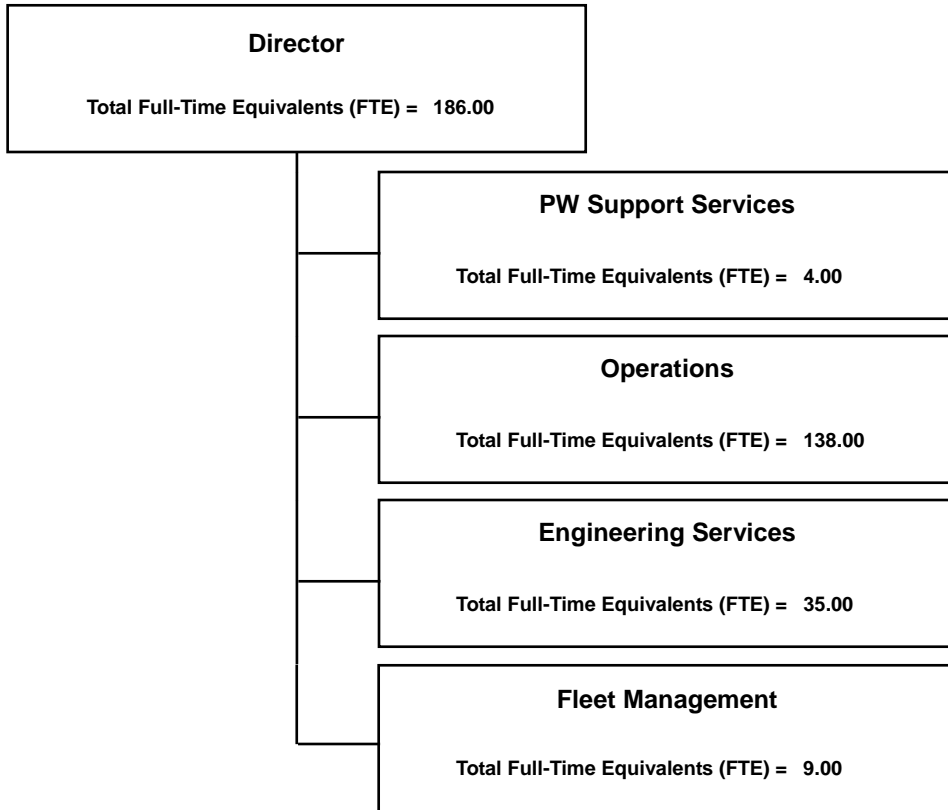
Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,415,873	1,432,347	1,508,190	-	1,508,190	1,556,564
Operating	454,973	576,270	576,348	-	576,348	576,348
Total Budgetary Costs	1,870,847	2,008,617	2,084,538	-	2,084,538	2,132,912
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,870,847	2,008,617	2,084,538	-	2,084,538	2,132,912
Total Revenues	1,870,847	2,008,617	2,084,538	-	2,084,538	2,132,912
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Attorney	1.00	1.00	1.00	-	1.00	1.00
Deputy County Attorney	1.00	1.00	1.00	-	1.00	1.00
Asst County Attorney	3.00	3.00	3.00	-	3.00	3.00
Legal Administrator	1.00	1.00	1.00	-	1.00	1.00
Paralegal	1.00	1.00	1.00	-	1.00	1.00
Sr. Paralegal	1.00	1.00	1.00	-	1.00	1.00
Legal Records Specialist	1.00	1.00	1.00	-	1.00	1.00
Legal Assistant	2.00	2.00	2.00	-	2.00	2.00
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	12.00	12.00	12.00	-	12.00	12.00

The major variances for the FY 2018 County Attorney 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 7%, and funding for performance raises in a range of 0%-5% based on a 3% average; offset by decreases in workers compensation rates.

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Executive Summary

The Public Works section of the Leon County FY 2018 Annual Budget is comprised of Support Services, Operations, Engineering Services, and Fleet Management.

Support Services provides oversight, policy development, and coordination of departmental activities. The Operations Division, which consists of Transportation Maintenance, Right-of-Way, Stormwater, and Mosquito Control, manages programs that support transportation, roadside beautification, stormwater maintenance, and mosquito control. Engineering Services provides services for the construction and maintenance of transportation and stormwater-related infrastructure, design of buildings and recreation facilities, and inspection/construction management. Fleet Management provides maintenance and repair of County-owned and operated vehicles.

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 Department of Public Works' 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 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

Support Services managed the removal and disposal of 179,172 cubic yards of debris on both public and private roads following the aftermath of Hurricane Hermine in September 2016. The Division ensured that proper documentation was maintained and provided for all FEMA reimbursable costs.

Due to their diligent efficiency efforts, as maintenance demands have grown due to the addition of 3.74 miles of new sidewalk construction and 3.65 acres of associated landscape areas, the Operations Division has been able to preserve existing service levels for road and sidewalk repair and maintenance using existing staffing levels. The Operations Division work capacity will grow in FY 2018 with the addition of new staff and resources to improve the effectiveness of the mosquito control program.

Engineering Services is responsible for providing the public with professional services for the construction and maintenance of infrastructure to enhance our community's quality of life. The Division provides in-house design services for construction projects, performs design reviews, manages projects designed by consultants, inspects and performs quality control of new subdivision construction, and offers engineering support to other Leon County departments as needed. Additionally, Engineering provides water quality monitoring services at 73 sites throughout Leon County including all major water bodies.

The Fleet Management Division is responsible for providing quality repairs and maintenance of vehicles and equipment for the Board of County Commissioners and all Constitutional Offices, excluding the Sheriff's Office. Fleet Management provides road and field service repairs on stationary equipment and disabled vehicles. As part of the ongoing green fleet Strategic Initiative efforts, the Fleet Division has replaced 47 fleet vehicles and equipment with alternative fuel replacements. Additionally, Fleet Management anticipates a fuel cost increase in the amount of \$185,019 due to an anticipated increase in both fuel consumption and higher fuel prices compared to FY 2017.

During FY 2017, a County reorganization resulted in a realignment of the Division of Solid Waste being moved under the Office of Resource Stewardship from the Department of Public Works.

Public Works Business Plan

Mission Statement

The mission of the Leon County Department of Public Works is to provide safe, efficient, and sustainable roadways and transportation amenities, stormwater facilities, vehicle fleet, and solid waste facilities throughout Leon County that enhance its livability, environment and economic vitality.

Strategic Priorities

Environment

- EN1 - Protect the quality and supply of our water.
- EN2 - Conserve and protect environmentally sensitive lands and our natural ecosystems.
- EN3 - Promote orderly growth and sustainable practices.

Quality of Life

- Q3 - Provide essential public safety infrastructure and services.

Strategic Initiatives
October 1, 2017–September 30, 2021

- | | |
|---|---------|
| 1. Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment (EN1, EN2). | Ongoing |
| 2. Support the protection of Lake Talquin (EN1). | Ongoing |
| 3. Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including:
A.) Develop a septic tank replacement program (EN1, EN2).
B.) Evaluate requiring advanced wastewater treatment (AWT) for new construction (EN1, EN2). | Ongoing |
| 4. Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage (Q3). | Ongoing |

Actions

- | | |
|---|-------------|
| 1. A.) Complete the Woodside Heights Springs Restoration Grant for Septic to Sewer Upgrade.
B.) Provide education on proper operation and maintenance of septic tanks, and impacts to groundwater if not properly maintained.
C.) Coordinate with Northwest Florida Water Management District on Woodville Septic to Sewer Project potentially funded through the Springs Restoration Grant Program.
D.) Staff participation in the FDEP Onsite Sewage Treatment and Disposal Systems Committee. | Engineering |
| 2. A.) Monitor FDEP development of a Total Maximum Daily Load for the Ochlockonee River and Lake Talquin to protect and restore the resource.
B.) Obtain additional water quality samples to determine what, if any, further actions are needed for the Leon County discharges directly into Lake Talquin. | Engineering |
| 3. A.) Use permit process to identify septic tanks (OSTDS) requiring repair or upgrade. Develop local grant program to upgrade replacement systems to high nitrogen removing systems at no additional expense to property owner.
B.) Identify impacts of requiring nitrogen-reducing OSTDS or connection to the City of Tallahassee advanced wastewater treatment system for any new construction. | Engineering |
| 4. Develop the Street Lighting Eligibility Criteria and Implementation Policy for Board Approval | Engineering |

Bold Goals and Five-Year Targets

Bold Goal: Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone. (BG2)

	FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
Septic Tanks Removed	3	150	TBD ²	153

Strategic Target 5: Plant 15,000 trees including 1,000 in canopy roads. (T5)

	FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
Canopy Road Area ³	0	250	TBD ⁴	250
Total Trees ³	461	750	TBD ⁴	1,211

Public Works

Bold Goals and Five-Year Targets

Strategic Target 6: Ensure 100% of new County building construction, renovation and repair utilize sustainable design. (T6)

	FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
% Sustainable Design ⁵	100%	100%	TBD	100%

Strategic Target 8: Construct 30 miles of sidewalks, greenways and trails. (T8)

	FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
Sidewalk Miles ⁶	5	6	TBD	11

Strategic Target 10: Construct 100 fire hydrants. (T10)

	FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
Fire Hydrants Constructed	17	35	TBD ⁷	52

Notes:

1. The reporting for FY 2017 are estimates only. At the time this document was published, the fiscal year for 2017 was not yet complete, so actual reporting was unavailable. This will be updated in the FY 2019 Budget.
2. Implementation for this Bold Goal is still in the planning stage; staff's estimate anticipates implementation of Belair/Annawood and Northeast Lake Munson Septic to Sewer, together with the Northwest Florida Water Management District Pilot Project.
3. This only reflects the number of trees planted by Public Works. Other Departments, such as Parks & Recreation, also plant trees. The aggregate number of trees planted is reflected in the Reporting Results section after the 2017-2022 Strategic Plan.
4. Implementation for this Target is still in the planning stage; staff is unable to provide estimates on implementation at this time. A plan is being co-developed between Public Works, Parks & Recreation, and the Planning Department to meet this Goal. Part of this plan tentatively considers the Right-of-Way Division planting 250 trees in Canopy Roads each year.
5. Staff seeks every opportunity to use sustainable design practices. Such work is required by the County's Professional Services Guidelines and the Facilities Design Guidelines, which are referenced in design consultant contracts. The specific measures taken vary widely due to the nature of each project; however, measures typically include items such as reducing the size of County buildings, energy conservation by utilizing advanced systems and materials, and conserving water with low volume fixtures. It is anticipated that by FY 2021, all County building projects will utilize sustainable design.
6. This target will be accomplished through the continued implementation of the County's Sidewalk Program and other transportation capital projects. Staff estimates a total of 10 miles of sidewalk will be constructed FY 2018 through FY 2021.
7. Fire hydrant construction is subject to available funding. Budgeted outyears tentatively allocate \$150,000 annually for the construction of new fire hydrants. Of this, \$50,000 is dedicated for a matching program which allows a HOA or citizen and the County to evenly share in the cost of hydrant installations. Based on available funding, staff estimates approximately 30 hydrants can be installed per year to meet the target.

Leon County Fiscal Year 2018 Adopted Budget

Department of Public Works

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	10,047,297	11,478,833	11,822,768	118,166	11,940,934	12,327,235
Operating	3,959,027	5,078,375	5,068,925	379,449	5,448,374	5,503,108
Transportation	1,169,487	1,278,228	1,286,037	2,000	1,288,037	1,288,037
Capital Outlay	18,330	9,500	-	-	-	-
Total Budgetary Costs	15,194,141	17,844,936	18,177,730	499,615	18,677,345	19,118,380
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
PW Support Services	547,883	633,112	604,072	-	604,072	619,363
Operations	9,368,998	10,710,857	11,085,497	314,596	11,400,093	11,691,189
Engineering Services	2,940,289	3,693,490	3,740,274	-	3,740,274	3,847,798
Fleet Management	2,336,972	2,807,477	2,747,887	185,019	2,932,906	2,960,030
Total Budget	15,194,141	17,844,936	18,177,730	499,615	18,677,345	19,118,380
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	725,670	681,861	695,852	150,714	846,566	858,223
106 Transportation Trust	9,639,811	11,244,425	11,475,361	125,600	11,600,961	11,895,867
123 Stormwater Utility	2,446,533	3,078,652	3,227,090	38,282	3,265,372	3,372,720
125 Grants	45,156	32,521	31,540	-	31,540	31,540
505 Motor Pool	2,336,972	2,807,477	2,747,887	185,019	2,932,906	2,960,030
Total Revenues	15,194,141	17,844,936	18,177,730	499,615	18,677,345	19,118,380
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Engineering Services	32.00	35.00	35.00	-	35.00	35.00
Fleet Management	9.00	9.25	9.00	-	9.00	9.00
Operations	130.00	137.00	137.00	1.00	138.00	138.00
PW Support Services	4.00	4.50	4.00	-	4.00	4.00
Total Full-Time Equivalentents (FTE)	175.00	185.75	185.00	1.00	186.00	186.00
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operations	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalentents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Support Services (106-400-541)

<p>Goal</p>	<p>The goal of the Department of Public Works Support Services is to effectively serve the residents of Leon County by planning, developing, and maintaining quality infrastructure. This is accomplished by delivering environmentally sensitive and cost-effective products and services in order to achieve a high quality of life that includes health and safety, human comfort, and convenience.</p>
<p>Core Objectives</p>	<ol style="list-style-type: none"> 1. Provide oversight, monitoring, policy development and coordination of the eleven divisions and multiple budget programs within the Department. 2. Coordinate the department-wide submission of the Annual Budget and Capital Improvement Program and manage capital improvement projects. 3. Coordinate Board meeting agenda items and other related correspondence. 4. Coordinate department travel requests and expense reports. 5. Provide quality control relative to approximately 213 employee's annual appraisals, in addition to quarterly purchasing card audits. 6. Provide records management for entire department.
<p>Statutory Responsibilities</p>	<p>Florida Statute, Chapter 119 "Public Records Law"; *Leon County Code of Laws, Chapter 10 "Comprehensive Plan"; Moving Ahead for Progress in the 21st Century (MAP-21); Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); Florida Constitution Article 12 (9)(c)(5); Florida Statute 206.47(7); Florida Statute 206.875; Florida Statute 206.60; Florida Statute 336.021; Florida Statute 336.025</p>
<p>Advisory Board</p>	<p>Capital Regional Transportation Planning Agency (CRTPA) Transportation Technical Advisory Committee; Transportation Planning Advisory Committee; Florida Department of Transportation; Blueprint 2000 Technical Coordinating Committee; Development Review Committee</p>

Support Services (106-400-541)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	403,581	477,766	458,485	-	458,485	473,776
Operating	144,301	155,346	145,587	-	145,587	145,587
Total Budgetary Costs	547,883	633,112	604,072	-	604,072	619,363
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
106 Transportation Trust	547,883	633,112	604,072	-	604,072	619,363
Total Revenues	547,883	633,112	604,072	-	604,072	619,363
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director of Public Works	1.00	1.00	1.00	-	1.00	1.00
Assistant Public Works Director	-	0.50	-	-	-	-
Administrative Services Manager	1.00	1.00	1.00	-	1.00	1.00
Records Manager	1.00	1.00	1.00	-	1.00	1.00
Sr. Administrative Associate I	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	4.00	4.50	4.00	-	4.00	4.00

The major variances for the FY 2018 Support Services Budget are as follows:

Decreases to Program Funding:

1. Personnel cost reduction associated with the realignment of the Assistant Public Works Director position to the Office of Resource Stewardship. This cost reduction is offset by an increase in costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Contractual services in the amount of \$8,819 associated with the completion of American Public Works Association accreditation assessment.

Operations Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	6,500,325	7,186,888	7,545,768	118,166	7,663,934	7,905,296
Operating	1,728,931	2,288,463	2,308,683	194,430	2,503,113	2,552,847
Transportation	1,121,411	1,226,006	1,231,046	2,000	1,233,046	1,233,046
Capital Outlay	18,330	9,500	-	-	-	-
Total Budgetary Costs	9,368,998	10,710,857	11,085,497	314,596	11,400,093	11,691,189
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Mosquito Control (001-216-562)	725,670	681,861	695,852	150,714	846,566	858,223
Mosquito Control Grant (125-214-562)	45,156	32,521	31,540	-	31,540	31,540
Right-Of-Way Management (106-432-541)	2,229,068	2,655,690	2,788,387	75,000	2,863,387	2,941,597
Stormwater Maintenance (123-433-538)	2,446,533	3,078,652	3,227,090	38,282	3,265,372	3,372,720
Transportation Maintenance (106-431-541)	3,922,571	4,262,133	4,342,628	50,600	4,393,228	4,487,109
Total Budget	9,368,998	10,710,857	11,085,497	314,596	11,400,093	11,691,189
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	725,670	681,861	695,852	150,714	846,566	858,223
106 Transportation Trust	6,151,639	6,917,823	7,131,015	125,600	7,256,615	7,428,706
123 Stormwater Utility	2,446,533	3,078,652	3,227,090	38,282	3,265,372	3,372,720
125 Grants	45,156	32,521	31,540	-	31,540	31,540
Total Revenues	9,368,998	10,710,857	11,085,497	314,596	11,400,093	11,691,189
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Mosquito Control	5.20	5.20	5.20	1.00	6.20	6.20
Transportation Maintenance	53.00	54.00	54.00	-	54.00	54.00
Right-Of-Way Management	35.00	35.00	35.00	-	35.00	35.00
Stormwater Maintenance	36.80	42.80	42.80	-	42.80	42.80
Total Full-Time Equivalentents (FTE)	130.00	137.00	137.00	1.00	138.00	138.00
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Mosquito Control	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalentents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Operations – Transportation Maintenance (106-431-541)

Goal	The goal of the Public Works, Division of Operations Transportation Program is to provide for the safety, comfort, and convenience of the public by creating, maintaining, and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance. This is accomplished through cost effective, environmentally sensitive, and aesthetically pleasing products and services.
Core Objectives	<ol style="list-style-type: none"> 1. Responsible for the creation, maintenance, management, and preservation of functional, safe, and effective transportation systems for the citizens of Leon County and its visitors. 2. Provide pothole patching and major asphalt repairs. 3. Provide dirt road grading, stabilization, and ditch maintenance. 4. Provide street sign installation and repair. 5. Provide supervision of contract services for various activities on over 660 miles of County roadways. 6. Provide repairs on private roads to citizens through Leon County’s Private Road Preventative Maintenance and Repair Program. 7. Provide bridge and guardrail maintenance. 8. Provide pavement marking installations. 9. Provide Open Grade Mix resurfacing. 10. Provide Open Grade Mix pothole patching and major repairs. 11. Respond to service requests from citizens and internal customers. 12. Provide major and minor roadway shoulder repair. 13. Provide maintenance, repairs and inventory of sidewalks.
Statutory Responsibilities	Florida Statute, Chapter 125.01(1)(m) "Streets and Roads", Chapter 334.03(7), 336.01 "County Road System"; Leon County Code of Laws, Chapter 16 "Streets, Roads, and Public Ways" and Comprehensive Plan; Section II "Transportation", Section III "Utilities", Section IV "Conservation", Section V "Recreation", Section IX "Capital Improvements"
Advisory Board	None

Benchmarking			
Priorities	Benchmark Data	Leon County FY16 Actual Production MH/Unit	Benchmark (FDOT 4 Year Average Production)
Q2	Pavement Symbols (Plastic)	0.059 man hours/sq ft	0.055 man hours/sq ft
Q2	Plant Mix Patching (Manual) ¹	14.11 man hrs/ton	12.17 man hours/ton
Q2	Major Plant Mix Patching (Mechanical) ²	3.617 man hrs/ton	2.928 man hours/ton
Q2	Signs (ground signs 30 sq. ft. or less) ³	0.445 man hrs/sign	0.880 man hours/sign

Source: Florida Department of Transportation 2016

1. Leon County’s man hours per unit ratio were slightly higher in FY 2016 than that of FDOT due to equipment failures during the year resulting in crews being combined for part of the year.
2. Leon County’s man hours per unit production exceeds FDOT due to additional travel time required to move crews and equipment to multiple small projects, as compared to FDOT’s typical large projects.
3. Leon County’s man hours per unit production is less than FDOT due to the close proximity, density and size of Leon County signs compared to those of FDOT.

Operations – Transportation Maintenance (106-431-541)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 ¹ Actuals	FY 2017 Estimate	FY 2018 Estimate
Q2	Perform 600 tons/year of major asphalt repairs ² .	573	519	600	600
Q2	Perform 400 tons/year asphalt/pothole patching ³ .	456	345	400	400
Q2	Install and repair 7,000 sign panels annually ⁴ .	6,121	5,152	7,000	7,000
Q2	Wash and clean 9,000 sign panels annually ⁵ .	13,790	7,208	9,000	9,000
Q2	Install and refurbish 90,000 sq. ft. of pavement markings and symbols with plastic ⁶ .	98,717	78,926	90,000	90,000
G1	Respond to 90% of work orders within three weeks ⁷ .	83%	94%	90%	90%
G2	Maintain an 80% satisfactory rating of completed work orders as randomly selected by the INFOR survey program ⁸ .	N/A	N/A	80%	80%
Q2	Grade County maintained dirt roads on a 14 day cycle ⁹ .	17 Days	17 Days	14 Days	14 Days
Q2	Perform resurfacing on five miles of Open-Grade Mix roads annually ¹⁰ .	0	12.3	5.00	5.00
Q2	Repair 130 miles/year of shoulders ¹¹ .	136	98.34	130	130

- Notes:
1. Projection in the Division monitored activities were negatively impacted by crews having to be diverted for the response and recovery to Hurricane Hermine. This event alone resulted in more than a 10% reduction in productivity of many of the Divisions monitored activities.
 2. The Division used 519 tons of asphalt for major roadway repairs in FY 2016, a reduction from 573 in FY 2015. The reduction is due primarily to the response to Hurricane Hermine diverting staff time from asphalt repairs to storm recovery. Projections are expected to return to normal levels in FY 2017 and FY 2018.
 3. In FY 2016, the Division used 345 tons of asphalt for pothole patching, just short of the FY 2016 estimate of 350. The higher FY 2015 use of asphalt is due primarily to several unanticipated projects that increased patching needs. The amount of asphalt/pothole patching has been trending down over the past several years in part due to Operations doing a better job of identifying needs earlier; when potholes are identified earlier, they require less asphalt because the pothole is smaller.
 4. The Division installed and repaired 5,152 sign panels in FY 2016, short of the FY 2016 estimate of 7,000. This was due primarily to employee vacancies and the response to Hurricane Hermine diverting staff time from sign maintenance to storm recovery. Projections are expected to return to normal levels in FY 2017 and FY 2018.
 5. In FY 2016, the Division cleaned 7,208 sign panels, just short of the FY 2016 estimate of 8,000. The reduction in sign panel cleaning compared to FY 2015 was due primarily to the response to Hurricane Hermine diverting staff time from sign maintenance to storm recovery. Projections are expected to return to normal levels in FY 2017 and FY 2018.
 6. The Division installed and refurbished 78,926 square feet of pavement markings and symbols in FY 2016. The reduction from FY 2015 was due primarily to the response to Hurricane Hermine diverting staff time from marker maintenance to storm recovery. Projections are expected to return to normal levels in FY 2017 and FY 2018.
 7. In FY 2016, the Division responded to 94% of work orders within three weeks, exceeding the FY 2016 estimate of 90%.
 8. The customer service survey is a new performance measure for FY17. The measure will survey customer satisfaction through an automated random sampling of closed work orders within the INFOR database.
 9. While the Division maintained its performance in FY 2016 compared to FY 2015, it fell short of its goal in grading County maintained dirt roads on a 14 day cycle. This was due primarily to Hurricane Hermine and extensive equipment downtime.
 10. The Division resurfaced 12.3 miles of Open-Grade Mix roads in FY 2016. Open-Grade Mix roads were not resurfaced in FY 2015 due to County's Open-Grade Hot Mixture contractor having logistical issues throughout the year, along with inclement weather. These projects (7.025 miles) were completed during the first part of FY 2016, contributing to the significant increase in production for the year.
 11. The Division repaired 98.34 miles of shoulders in FY 2016. The reduction in shoulder miles was due primarily to equipment and staff diversion in response to Hurricane Hermine. Projections are expected to return to normal levels in FY 2017 and FY 2018.

Operations - Transportation Maintenance (106-431-541)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	2,754,473	2,887,095	2,971,076	-	2,971,076	3,068,557
Operating	721,540	894,539	896,786	50,600	947,386	943,786
Transportation	446,558	470,999	474,766	-	474,766	474,766
Capital Outlay	-	9,500	-	-	-	-
Total Budgetary Costs	3,922,571	4,262,133	4,342,628	50,600	4,393,228	4,487,109
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
106 Transportation Trust	3,922,571	4,262,133	4,342,628	50,600	4,393,228	4,487,109
Total Revenues	3,922,571	4,262,133	4,342,628	50,600	4,393,228	4,487,109
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director of Operations	1.00	1.00	1.00	-	1.00	1.00
Transportation Superintendent	1.00	1.00	1.00	-	1.00	1.00
Work Control Coordinator	1.00	1.00	1.00	-	1.00	1.00
Maintenance & Construction Supervisor	2.00	2.00	2.00	-	2.00	2.00
Crew Chief II	2.00	2.00	2.00	-	2.00	2.00
Traffic Sign Technician	6.00	6.00	6.00	-	6.00	6.00
In-Mate Supervisor	1.00	1.00	1.00	-	1.00	1.00
Traffic Services Supervisor	1.00	1.00	1.00	-	1.00	1.00
Traffic Sign Crew Chief	1.00	1.00	1.00	-	1.00	1.00
Equipment Operator	7.00	7.00	7.00	-	7.00	7.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Crew Chief I	4.00	4.00	4.00	-	4.00	4.00
Heavy Equipment Operator	6.00	6.00	6.00	-	6.00	6.00
Service Worker	3.00	3.00	3.00	-	3.00	3.00
Maintenance Technician	7.00	8.00	8.00	-	8.00	8.00
Maintenance Repair Technician	7.00	7.00	7.00	-	7.00	7.00
Sr. Administrative Associate I	1.00	1.00	1.00	-	1.00	1.00
Crew Chief	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	53.00	54.00	54.00	-	54.00	54.00

The major variances for the FY 2018 Transportation Maintenance 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% 5% based on a 3% average.
2. Contractual services in the amount of \$16,000 associated with an increase in sidewalk maintenance from new sidewalks and the installation of "Facility Guide Signs" within Florida Department of Transportation (FDOT) and Leon County rights-of-way, as well as \$11,762 associated with annual contractual increases.
3. Operating supplies in the amount of \$18,600 associated with replacing sign shop equipment and maintaining an additional 8.18 miles of road in the National Forest per the Cooperative Forest Road Agreement with the US Department of Agriculture approved on April 4, 2017.
4. Road Materials in the amount of \$16,000 associated with maintaining an additional 8.18 miles of road in the National Forest. This is partially offset by a \$10,454 reduction in anticipated asphalt needs.
4. Fuel costs in the amount of \$28,096 associated with an anticipated increase in fuel consumption.

Decreases to Program Funding:

1. Vehicle Coverage decreased in the amount of \$22,979 associated with lower insurance premiums.

Additionally, the Director of Operations position was re-classed from a PG 59 to a PG 59SR - with no financial impact, reflecting the changing nature of the position with an Engineer now in the position.

Operations – Right-Of-Way Management (106-432-541)

Goal	The goal of the Public Works, Division of Operations Right-of-Way Management Program is to provide for the safety, comfort, and convenience of the public by managing programs that support transportation, roadside beautification and stormwater maintenance.
Core Objectives	<ol style="list-style-type: none"> 1. Provide roadside maintenance on over 660 miles of County roadways. 2. Meet the objectives and goals set forth in the Canopy Road Management Plan. 3. Review tree removal requests and prune or remove high risk trees and noxious plants. 4. Manage the Roadside Beautification Program, including the Adopt-A-Tree, Adopt-A-Road, and Tree Bank programs. 5. Perform litter control and roadside mowing to enhance the functionality, safety, and effectiveness of the roadside environment for vehicular and pedestrian traffic. 6. Perform Clear Zone maintenance to provide a safe recovery area along roadways. 7. Respond to service requests from citizens and internal customers. 8. Perform finish cut mowing, edging, mulching, irrigation maintenance, herbiciding, fertilizing, and shrub/tree pruning in landscaped areas of County right-of-ways.
Statutory Responsibilities	Florida Statute, Chapter 125.01(1)(m) "General Authority Over Streets, Roads, etc."; Chapter 334.03(7), 336.01 et seq. "County Road System", Comprehensive Plan, Policy 3.3.2 "Implementation of Urban Forest Management Goals" & "Canopy Roads Management Plan Development and Implementation"
Advisory Board	Canopy Roads Citizen Committee; Tree and Wildlife Committee

Strategic Plan Bold Goals and Five-Year Targets

Reference	Measure	FY 2017 Estimate	FY 2018 Estimate
T5	Strategic Target: Plant 15,000 trees between FY17 – FY21¹	361	600
T5	Strategic Target: Plant 1,000 trees in Canopy Roads between FY17 – FY21²	0	250

- Notes:
1. This only reflects the number of trees planted by the Operations Divisions Division, including the 251 trees planted through the Adopt-A-Tree Program. The Engineering and Parks & Recreation Division also plants trees every year. The aggregate number of trees planted is reflected in the Reporting Results section after the 2017-2022 Strategic Plan.
 2. The planting season for FY 2017 is over. The Division did not plant any trees on canopy roads in FY 2017. The FY 2018 estimate has been set at 250 trees to achieve 1,000 trees over the next four years.

Benchmarking

Priorities	Benchmark Data	Leon County FY16 Actual MH/Unit	Benchmark (FDOT 4 Year Average Production)
Q2	Roadside Litter Removal ¹	0.67 man hours/acre	0.78 man hours/acre
Q2	Right-of-Way Mowing ¹	0.13 man hours/acre	0.66 man hours/acre
Q2	Finish Cut Mowing ²	7.43 man hours/acre	3.21 man hours/acre

Source: Florida Department of Transportation 2016

1. Man-hours per unit ratios are lower than FDOT due to County right-of-ways being narrower and in closer proximity.
2. FDOT man-hours per unit is lower than Leon County's due to FDOT landscape areas being larger and more expansive than Leon County, which results in less FDOT time lost due to mobilization and travel.

Operations – Right-Of-Way Management (106-432-541)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals ¹	FY 2017 Estimate	FY 2018 Estimate
Q1, EN2	Increase the number of Adopt-a-Road litter control groups by 2% over the prior year.	2%	10%	2%	2%
Q1, EN2	Inspect and remove high risk wood on 58 miles of Canopy Roads every three years with an annual average of 19.3 miles ² .	12.5	24.5	19	19
Q1, EN2	Perform clear zone maintenance on 15 shoulder miles ³ .	18.96	8.3	40	15
Q1, EN2	Pick up litter on 1,000 miles of roads annually ⁴ .	1,556	1,019	2,076	1,000
Q1, EN2	Maintain 208.26 acres of landscaped area 9 times per year (Goal: 1,875 acres) ⁵ .	858	1,319	1,862	1,875
G2	Respond to 90% of work orders within three weeks.	99%	99%	90%	90%
G2	Maintain an 80% satisfactory rating of completed work orders as randomly selected by the INFOR survey program ⁶ .	N/A	N/A	80%	80%
Q1, EN2	Mow 519 miles, five times during the mowing season (Goal: 2,595 miles).	2,256	2,787	2,595	2,595

- Notes:
- In FY 2016, projection in the Division monitored activities were negatively impacted by crews having to be diverted for the response and recovery to Hurricane Hermine. This event alone resulted in more than a 10% reduction in productivity of many of the Divisions monitored activities. Projections are expected to return to normal levels in FY 2017 and FY 2018.
 - The Division inspected and removed high risk wood from 24.5 miles of Canopy Roads in FY 2016. The high number of large trees in the dead and critical condition classes from the 2015 Canopy Roads Tree Inventory led to an increase in the number of miles requiring maintenance.
 - Resources for clear zone maintenance have been diverted to controlling invasive vines along canopy roads. Slope mowing and vine control are contributing to the roadside clear zone being measured under different activities. New measures may be developed at a future date.
 - Litter control is solely dependent on the availability of Work Program clients. For various reasons the availability of Work Program clients has been declining in recent years resulting in less production. Staffing realignments and contract mowing that includes removing litter are anticipated to improve litter control.
 - The number of acres of landscaped area increased slightly from 206.26 to 208.26 for FY 2018. New sidewalks along existing County roads, the new Orchard Pond Toll Road and the new Capital Circle Northwest/Southwest project contributed to the increase in acreage for this activity.
 - The customer service survey is a new performance measure for FY17. The measure will survey customer satisfaction through an automated random sampling of closed work orders within the INFOR database.

Operations - Right-Of-Way Management (106-432-541)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,660,647	1,749,715	1,857,969	-	1,857,969	1,916,235
Operating	295,384	643,508	655,792	75,000	730,792	750,736
Transportation	273,037	262,467	274,626	-	274,626	274,626
Total Budgetary Costs	2,229,068	2,655,690	2,788,387	75,000	2,863,387	2,941,597
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
106 Transportation Trust	2,229,068	2,655,690	2,788,387	75,000	2,863,387	2,941,597
Total Revenues	2,229,068	2,655,690	2,788,387	75,000	2,863,387	2,941,597
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
R-O-W Mgmt. Superintendent	1.00	1.00	1.00	-	1.00	1.00
In-Mate Supervisor	2.00	2.00	2.00	-	2.00	2.00
R-O-W Management Supervisor	2.00	2.00	2.00	-	2.00	2.00
Equipment Operator	4.00	4.00	4.00	-	4.00	4.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Crew Chief I	5.00	5.00	5.00	-	5.00	5.00
Heavy Equipment Operator	2.00	2.00	2.00	-	2.00	2.00
Service Worker	2.00	2.00	2.00	-	2.00	2.00
Maintenance Technician	12.00	12.00	12.00	-	12.00	12.00
Crew Chief	2.00	2.00	2.00	-	2.00	2.00
Work Program Crew Chief	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	35.00	35.00	35.00	-	35.00	35.00

The major variances for the FY 2018 Right of Way 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Contractual services in the amount of \$75,000 for planting additional trees along canopy roads in accordance to the County's Bold Target to plant 15,000 trees, including 1,000 on canopy roads, over five years.
3. Vehicle repair and maintenance costs in the amount of \$25,895 associated with an anticipated increase in the amount of vehicle maintenance needed, based on previous years.
4. Fuel costs in the amount of \$13,746 associated with an anticipated increase in fuel consumption.

Decreases to Program Funding:

1. Vehicle Coverage in the amount of \$27,482 associated with lower insurance premiums.

Operations - Stormwater Maintenance (123-433-538)

Goal	The goal of the Public Works, Division of Operations Stormwater Maintenance Program is to provide for the safety, comfort and convenience of the public by creating, maintaining and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance.
Core Objectives	<ol style="list-style-type: none"> 1. Maintain and retrofit open and enclosed County owned drainage systems providing for water quality and rate control. 2. Protect citizens against personal injury and private property loss, as well as Leon County from financial loss associated with stormwater runoff. 3. Provide silt removal from open ditches and enclosed stormwater pipe maintenance (mechanically and by hand labor). 4. Sod, hydromulch, seed and hay shoulders, front slopes, back slopes and ditches to prevent erosion. 5. Respond to service requests from citizens and internal customers. 6. Construct and repair concrete structures (i.e. concrete ditch block, concrete ditch pavement, inlets, curbs, and head walls). 7. Conduct routine maintenance such as mowing, tree trimming, and fence repair on stormwater ponds and conveyances. 8. Remove silt from ponds and replace stormwater pond filter systems to ensure proper treatment of stormwater. 9. Repair and stabilize stormwater ponds and conveyances to prevent erosion and future damage to the facility. 10. Conduct inspections of stormwater ponds and conveyance systems to ensure compliance with environmental permits. 11. Maintain vegetation in all County maintained stormwater facilities.
Statutory Responsibilities	Comprehensive Plan: Section II - Transportation; Section III - Utilities; Section IX - Capital Improvements; Federal Non-Point Discharge Elimination System (NPDES) regulations set forth in Section 40 CFR 122.26; State Water Policy: Florida Administrative Code Chapter 62; Rule 62-40.432(2)(c), FAC; Leon County Code of Ordinances, Chapter 10, Article VII, City of Tallahassee Land Development Code, Chapter 5, Section 5-57
Advisory Board	None

Benchmarking			
Priorities	Benchmark Data	Leon County FY16 Actual Production MH/Unit	Benchmark (FDOT 4 Year Average Production)
Q2,EN1	Cleaning of Drainage Pipes (Mechanical) ¹	0.148 man hrs./linear ft.	0.105 man hrs./linear ft.
Q2,EN1	Cleaning and Reshaping Roadside Ditches	0.090 man hrs./linear ft.	0.087 man hrs./linear ft.

Source: Florida Department of Transportation 2016

1. Leon County man-hour production is slightly higher than FDOT due to FDOT having longer runs of enclosed conveyances resulting in higher production per project.

Operations - Stormwater Maintenance (123-433-538)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals ¹	FY 2017 Estimate	FY 2018 Estimate
G1	Complete 90% of work order requests, excluding major construction projects, within six weeks ² .	77%	89%	90%	90%
G2	Maintain an 80% satisfactory rating of completed work orders as randomly selected by the INFOR survey program ³ .	N/A	N/A	80%	80%
Q2,EN1	Clean and reshape 225,000 feet/year of roadside ditches annually ⁴ .	131,144	96,444	150,000	225,000
Q2,EN1	Clean 9,500 feet of drainage pipes annually (Mechanical) ⁵ .	8,470	4,291	9,500	9,500
Q2,EN1	% of ponds and associated conveyances mowed two times annually per County Operating Permit requirements.	98%	97%	90%	90%
Q2,EN1	% of County conveyance systems, not associated with County Operating Permits, mowed one time annually.	13%	18%	25%	25%

- Notes:
1. Projection in the Division monitored activities were negatively impacted by crews having to be diverted for the response and recovery to Hurricane Hermine. This event alone resulted in more than a 10% reduction in productivity of many of the Divisions monitored activities.
 2. The reimplementation of a stormwater crew in FY 2017 should allow this performance measure to reach the performance measure goal.
 3. The customer service survey is a new performance measure for FY 2017. The measure will survey customer satisfaction through an automated random sampling of closed work orders within the INFOR database.
 4. The increase in the number of linear feet to clean and reshape roadside ditches has increased to reflect the addition of the new excavation crew which was added in FY 2017.
 5. The decrease in FY 2016 compared to FY 2015 is the result of several factors which include equipment down time and Hurricane Hermine response.

Operations - Stormwater Maintenance (123-433-538)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,702,520	2,150,290	2,310,770	-	2,310,770	2,384,728
Operating	395,669	485,318	493,493	38,282	531,775	565,165
Transportation	348,344	443,044	422,827	-	422,827	422,827
Total Budgetary Costs	2,446,533	3,078,652	3,227,090	38,282	3,265,372	3,372,720
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
123 Stormwater Utility	2,446,533	3,078,652	3,227,090	38,282	3,265,372	3,372,720
Total Revenues	2,446,533	3,078,652	3,227,090	38,282	3,265,372	3,372,720
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Stormwater Superintendent	0.80	0.80	0.80	-	0.80	0.80
Sr. Construction Inspector	1.00	-	-	-	-	-
Work Control Coordinator	-	1.00	1.00	-	1.00	1.00
Maintenance & Construction Supervisor	2.00	2.00	2.00	-	2.00	2.00
Crew Chief II	5.00	6.00	6.00	-	6.00	6.00
In-Mate Supervisor	4.00	4.00	4.00	-	4.00	4.00
Equipment Operator	9.00	12.00	12.00	-	12.00	12.00
Crew Chief I	-	1.00	1.00	-	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00	-	1.00	1.00
Maintenance Technician	13.00	14.00	14.00	-	14.00	14.00
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	36.80	42.80	42.80	-	42.80	42.80

The major variances for the FY 2018 Stormwater Maintenance 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Contractual services in the amount of \$37,482 associated with higher contract costs for sod and street sweeping.
3. Operating Supplies in the amount of \$4,188 and Road Materials (pipe, cement, road base, etc.) in the amount of \$10,500 associated with additional work being done by the stormwater excavation crew added in FY 2017.
4. Vehicle repair and maintenance costs in the amount of \$12,715 associated with an anticipated increase/decrease in the amount of vehicle maintenance needed, based on previous years.
5. Anticipated annual maintenance and permitting costs in the amount of \$800 associated with building a stormwater pond at Serenity Cemetery.

Decreases to Program Funding:

1. Other Current Charges and Obligations in the amount of \$8,920 associated with three-year stormwater operating permits paid for in FY 2017 not needing to be paid for in FY 2018.
2. Vehicle Coverage in the amount of \$33,776 associated with lower insurance premiums.

Operations – Mosquito Control (001-216-562/125-214-562)

Goal	The goal of the Public Works, Division of Operations Mosquito Control Program is to provide Leon County residents and visitors with effective and environmentally sound mosquito control services. Services and educational programs are provided to protect public health and reduce human discomfort associated with large mosquito populations.
Core Objectives	<ol style="list-style-type: none"> 1. Conduct fog truck spraying services during the early evening hours to target active mosquitoes. 2. Provide hand-fogging service to control daytime mosquitoes which cannot be controlled using night time truck spraying. 3. Provide inspections of citizens’ properties, provide educational literature, and make practical recommendations to the residents. 4. Conduct inspections of ponds and pools to determine if they are suitable for introduction of mosquitofish. 5. Provide outreach through the Community Education program by conducting educational presentations to schools, civic organizations, homeowner associations, or other groups interested in learning more about mosquitoes and mosquito control. 6. Inspect wetlands, ponds, ditches, or other areas that may harbor larval mosquitoes and treat small and medium-sized areas immediately with appropriate control materials. For larger areas, an aerial application is scheduled. 7. Conduct aerial larviciding in cooperation with the Leon County Sheriff’s Office Aviation Unit. The Division provides the application and navigation equipment, control materials, and support staff. The Leon County Sheriff’s Office provides the helicopter, pilot, and aviation support services. 8. Map all mosquito control surveillance and requests to identify mosquito activity clusters that may require additional efforts. 9. Monitor for mosquito-borne diseases using sentinel chicken flocks. Collect blood samples and send to the Florida Department of Health for testing. 10. Collect discarded tires from neighborhoods and dispose of through Leon County Solid Waste Management Division.
Statutory Responsibilities	Florida Statutes, Chapter 388 and Florida Administrative Code, Chapter 5E-13; Generic Permit, DEP Document 62-621.300(8)(e), Florida Administrative Code (F.A.C.)
Advisory Board	None

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q2,G1	% of mosquito larva requests responded to in three days ^{1,2} .	92%	77%	75%	75%
Q2,G1	% of adult mosquito spraying requests responded to in three days ^{1,2} .	77%	62%	75%	75%
Q2,G1	% of domestic mosquito requests responded to in three days ^{1,2} .	91%	76%	75%	75%
G2	Maintain an 80% satisfactory rating of completed work orders as randomly selected by the INFOR survey program ³ .	N/A	N/A	80%	80%

- Notes:
1. In FY 2016, Mosquito Control experienced a 62% increase overall in service requests over the previous year, in part due to the Zika response. This significant influx in service requests impacted Mosquito Control’s ability to respond within the three day goal.
 2. Projection in the Division monitored activities were negatively impacted by crews having to be diverted for the response and recovery to Hurricane Hermine. This event alone resulted in more than a 10% reduction in productivity of many of the Public Works Divisions’ monitored activities.
 3. The customer service survey is a new performance measure for FY17. The measure will survey customer satisfaction through an automated random sampling of closed work orders within the INFOR database.

Operations - Mosquito Control (001-216-562)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	382,686	399,788	405,953	118,166	524,119	535,776
Operating	289,512	232,577	231,072	30,548	261,620	261,620
Transportation	53,472	49,496	58,827	2,000	60,827	60,827
Total Budgetary Costs	725,670	681,861	695,852	150,714	846,566	858,223
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	725,670	681,861	695,852	150,714	846,566	858,223
Total Revenues	725,670	681,861	695,852	150,714	846,566	858,223
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Stormwater Superintendent	0.20	0.20	0.20	-	0.20	0.20
Mosquito Control Supervisor	1.00	1.00	1.00	-	1.00	1.00
Sr. Mosquito Control Technician	1.00	1.00	-	-	-	-
Mosquito Control Technician	2.00	2.00	2.00	-	2.00	2.00
Crew Chief II	-	-	1.00	1.00	2.00	2.00
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	5.20	5.20	5.20	1.00	6.20	6.20
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Mosquito Control Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

The major variances for the FY 2018 Mosquito Control 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average. Personnel costs also increased due to the reclassification of a Senior Mosquito Control Technician position to a Crew Chief II position and the creation of an additional Crew Chief II position. Additional personnel costs increases are associated with the establishment of the Living Wage at a minimum of \$12.00 per hour for County employees, as approved by the Board at the April 25, 2017 Budget Workshop.
2. \$75,000 to enhance the larviciding program, as approved by the Board at the June 20, 2017 Budget Workshop. This includes \$25,000 for OPS salaries, \$25,000 for Overtime, \$23,000 for Operating Supplies, and \$2,000 for Fuel.
3. Contractual services in the amount of \$6,210 and Postage in the amount of \$640 associated with mosquito alert and identification services to monitor for mosquito transmitted diseases.
4. Operating supplies in the amount of \$698 associated with a proposed new Crew Chief II position.
5. Vehicle repair in the amount of \$12,270 associated with increased vehicle usage in response to more calls for mosquito control services over the past year.

Decreases to Program Funding:

1. Aviation Insurance in the amount of \$1,698 and Vehicle Coverage in the amount of \$4,218 associated with lower insurance premiums.

Operations - Mosquito Control Grant (125-214-562)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	26,826	32,521	31,540	-	31,540	31,540
Capital Outlay	18,330	-	-	-	-	-
Total Budgetary Costs	45,156	32,521	31,540	-	31,540	31,540

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
125 Grants	45,156	32,521	31,540	-	31,540	31,540
Total Revenues	45,156	32,521	31,540	-	31,540	31,540

The major variances for the FY 2018 budget are as follows:

Decreases to Program Funding:

1. Decrease in program funding is due to a moderate decrease in the grant amount received from the State.

Engineering Services – Engineering Service (106-414-541)

<p>Goal</p>	<p>The goal of the Department of Public Works Engineering Services is to provide the public with professional services for the construction and maintenance of cost-effective infrastructure to enhance our community's quality of life.</p>
<p>Core Objectives</p>	<ol style="list-style-type: none"> 1. In-house design using County staff and resources to design projects for construction, either for Capital Improvement Projects or for smaller identified projects; engineering support for activities such as maintenance of existing facilities and repairs or construction of infrastructure for the Operations Division, Fleet Management Division, Solid Waste Management Division, Office of Resource Stewardship, and Office of Public Safety. Also, evaluates, performs design reviews, manages, inspects, and performs quality control of new subdivision construction and other projects creating infrastructure for County ownership and maintenance. Also, processes subdivision plats for recording in the public records, reviewing with developers and their consultants, as well as preparing agendas to present plat and associated agreements to the Board of County Commissioners. 2. Representation of the County at meetings of County interests, such as utility coordination, construction coordination, sidewalk and pedestrian infrastructure coordination. Also, responsible for Interagency Coordination including: representing Leon County’s Stormwater interests with BluePrint 2000 Program administration and capital project implementation, participating in the annual review of tax deeds, representing Leon County Public Works with citizen committees (Science Advisory & Water Resources Committees), coordinating with state, federal, and local agencies regarding water resource priorities and public health concerns, and providing technical support for permitting and litigation actions. 3. Responds to requests from other departments/divisions for delineation of County property and easements, which also includes: preparing and/or reviewing legal descriptions, sketches, and maps for the acquisition or disposition of property; easements, or other real estate interest. In addition, the preparation and/or review of legal descriptions, sketches and maps for the County Attorney’s Office and other departments; responding to the Board for information regarding land ownership issues; and, assists with the new County-owned property inventory list. 4. Responsible for the administration of the Stormwater Utility Program, the Water Quality Monitoring/Total Maximum Daily Load (TMDL) Program and implementation of the National Pollutant Discharge Elimination Systems (NPDES) standards for public drainage systems. Provide technical support for implementing the management strategies outlined in the Wakulla Springs BMAP. 5. Responsible for Infrastructure Operations including: review of drainage complaints with field staff; responding to citizens, administration, and commission staff; developing operational corrections or scope of required capital project to address complaints, and identification of problem areas. 6. Provides support to the Development Review Division of Development Support & Environmental Management, including; review of drainage and treatment designs for public subdivisions, recommendations of plan modifications to comply with maintenance requirements, ensurance of traffic safety and pedestrian accessibility, identification of drainage problem areas potentially affected by design, coordination with Stormwater Maintenance staff when standards cannot be achieved, and representing Leon County Public Works in review of regional development plans. 7. Responsible for Capital Project Development which includes: identifying planning needs to define project scope to correct flooding or water quality concerns, improve roadway levels of services, and enhance pedestrian safety. Prepares grant applications to support capital projects, and provides technical assistance to design staff regarding wetland and water resource protection/restoration, public outreach and coordination. 8. Provides significant public support in response to citizen requests for roadway and traffic issues including, but not limited to; speed studies, stop sign evaluations, striping, warning or advisory sign placement or safety markings and administering the traffic calming program. 9. Manages the Fire Hydrant Installation Program. 10. Provides pavement management evaluation and maintains relative priorities for pavement restoration methodology within the available budget. Significant interaction coordination is provided to assure that underlying infrastructure is repaired prior to resurfacing. 11. Develops and manages Capital Improvement Projects for County owned facilities and facilities utilized by the Constitutional Offices. 12. Provides professional assistance to Facilities Maintenance with in-house force or consultants.

Engineering Services – Engineering Service (106-414-541)

Statutory Responsibilities	Florida Statutes, Chapter 316 "State Uniform Traffic Control", Chapter 336 "County Road System", Chapter 337 "Contracting, Acquisition and Disposal of Property", Chapter 472 "Land Surveying", Chapter 177 "Land Boundaries" ; Leon County Code of Laws, Chapter 10 "Land Development Code", Chapter 13 "Parks and Recreation", Chapter 16 "Streets, Roads, and Public Ways", Chapter 18 "Utilities", Chapter 341 "Public Transit", Chapter 373 "Water Resources", Chapter 471 "Engineering"; Leon County Code of Laws, Chapter 14 "Drainage", Federal Statutes 1972 "Federal Water Pollution Control Act (NPDES: 40 CFR, parts 9, 122, 123,124)", Florida Constitution Article 12(9)(c)(5), Florida Statute 206.47(7), Florida Statute 206.875, Florida Statute 206.60, Florida Statute 336.021, Florida Statute 336.025, Policy 2.2.6 of the Conservation Element of the Comprehensive Plan, Federal Statute 33 U.S.C. Section 1342(p) and Florida Statute Section 403.0885
Advisory Board	Blueprint 2000 Technical Coordinating Committee, Parks & Recreation Advisory Team, Community Traffic Safety Team, Bicycle/Pedestrian Advisory Committee, Capital Region Transportation Planning Agency Technical Coordinating Committee, Capital Region Transportation Planning Agency, Transportation Alternatives subcommittee, FDEP OSTDS committee for the Wakulla BMAP.

Strategic Plan Bold Goals and Five-Year Targets			
Reference	Measure	FY 2017 Estimate	FY 2018 Estimate
BG2	Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone between FY17-FY21.	3	150
T5	Plant 15,000 trees between FY17-FY21¹.	100	150
T6	Ensure 100% of new County building construction, renovation and repair utilize sustainable design¹.	100%	100%
T8	Construct 30 miles of sidewalks, greenways and trails between FY17-FY21³.	5	6
T10	Construct 100 fire hydrants between FY17-FY21⁴.	17	35

- Notes:
- This only reflects the number of trees planted and authorized by the Engineering Division. The Operations division and other Departments also plant trees every year. The aggregate number of trees planted is reflected in the Reporting Results section after the FY 2017-FY 2021 Strategic Plan.
 - Staff seeks every opportunity to use sustainable design practices. Such work is required by the County's Professional Services Guidelines and the Facilities Design Guidelines, which are referenced in design consultant contracts. The specific measures taken vary widely due to the nature of each project; however measures typically include items such as reducing the size of County buildings, energy conservation by utilizing advanced systems and materials, and conserving water with low volume fixtures. It is anticipated that by FY 2021, all County building projects will utilize sustainable design.
 - This target will be accomplished through the continued implementation of the County's Sidewalk Program and other transportation capital projects.
 - The increase in FY 2018 is associated with the County increasing fire hydrant funding as part of the budget process. Budgeted outyears tentatively allocate \$150,000 annually for the construction of new fire hydrants. Of this, \$50,000 is dedicated for a matching program which allows a HOA or citizen and the County to evenly share in the cost of hydrant installations. Based on available funding, staff estimates approximately 30 hydrants can be installed per year to meet the target.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G1	Manage staff so that not less than 30% of staff time is spent on Capital Improvement Project activities. ¹	22%	27%	30%	31%
EN2,Q2	Review, permit, and inspect for completion of all projects assigned to ensure compliance with County standards.	100%	100%	100%	100%
G1	Maintain subdivision plat review time by Engineering Services to an average of 6 days or less after receipt of complete submittals.	4	5	5	5
G1	Maintain number of Leon County water bodies sampled annually.	42	42	42	42

- Notes:
- In FY 2016, significant rainfall events including Hurricane Hermine diverted staff from capital improvement project activities in addition to the time spent responding to non-capital improvement project-related citizen requests for service. Staffing adjustments have been made to include one Customer Support Engineer focusing on citizen issues and one new Construction Engineer position to focus on capital improvement project activities.

Engineering Services (106-414-541)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	2,666,293	3,165,952	3,210,331	-	3,210,331	3,317,855
Operating	238,369	488,455	488,514	-	488,514	488,514
Transportation	35,628	39,083	41,429	-	41,429	41,429
Total Budgetary Costs	2,940,289	3,693,490	3,740,274	-	3,740,274	3,847,798
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
106 Transportation Trust	2,940,289	3,693,490	3,740,274	-	3,740,274	3,847,798
Total Revenues	2,940,289	3,693,490	3,740,274	-	3,740,274	3,847,798
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director of Engineering Services	1.00	1.00	1.00	-	1.00	1.00
Water Resource Scientist	1.00	1.00	1.00	-	1.00	1.00
Construction Manager II	-	1.00	1.00	-	1.00	1.00
Chief of Engineering Coordination	1.00	1.00	1.00	-	1.00	1.00
Chief of Building Engineering	-	1.00	1.00	-	1.00	1.00
Chief of Engineering Design	1.00	1.00	1.00	-	1.00	1.00
Stormwater Management Coordinator	1.00	1.00	1.00	-	1.00	1.00
Customer Support Engineer	-	1.00	1.00	-	1.00	1.00
Sr. Design Engineer	3.00	3.00	3.00	-	3.00	3.00
Chief of Construction Management	1.00	1.00	1.00	-	1.00	1.00
County Surveyor	1.00	1.00	1.00	-	1.00	1.00
CAD Technician	4.00	3.00	3.00	-	3.00	3.00
Design Analyst	2.00	2.00	2.00	-	2.00	2.00
Survey Technician II	1.00	1.00	1.00	-	1.00	1.00
Sr. Construction Inspector	2.00	2.00	2.00	-	2.00	2.00
Facilities Planner	-	1.00	1.00	-	1.00	1.00
Engineer Intern	1.00	1.00	1.00	-	1.00	1.00
Sr. Engineering Design Specialist	2.00	1.00	1.00	-	1.00	1.00
Water Resource Specialist	1.00	1.00	1.00	-	1.00	1.00
Survey Technician I	1.00	1.00	1.00	-	1.00	1.00
Water Resource Limnologist	1.00	1.00	1.00	-	1.00	1.00
Project Engineer	-	1.00	1.00	-	1.00	1.00
Survey Party Chief	1.00	1.00	1.00	-	1.00	1.00
Construction Inspector	2.00	2.00	2.00	-	2.00	2.00
Administrative Associate VI	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Construction Inspection Aide	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	32.00	35.00	35.00	-	35.00	35.00

Engineering Services (106-414-541)

The major variances for the FY 2018 Engineering Services 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Vehicle repair and maintenance costs in the amount of \$4,078 associated with an anticipated increase/decrease in the amount of vehicle maintenance needed, based on previous years.

Decreases to Program Funding:

1. Vehicle Coverage in the amount of \$3,577 associated with lower insurance premiums.

Fleet Maintenance (505-425-591)

Goal	The goal of the Department of Public Works Fleet Maintenance is to provide the best quality maintenance and repair at the most economical cost to taxpayers of Leon County.
Core Objectives	<ol style="list-style-type: none"> 1. Repair and maintain more than 728 vehicles and equipment for the Board and the Health Department. Additionally, repair and maintenance is provided on 30 vehicles by request on vehicles owned by the Constitutional Officers excluding the Sheriff's Department. 2. Perform preventative maintenance services on light, heavy, and miscellaneous equipment. 3. Procure parts and supplies needed for repairs. 4. Provide road and field service repairs on stationary equipment and disabled vehicles. 5. Repair and maintain computerized Mosquito Control fogging units. 6. Coordinate tire repairs for field service vehicles and normal replacement due to wear and/or damage. 7. Procure, store and distribute more than 550,000 gallons of fuel and more than 4,500 gallons of motor oil annually for Board, Constitutional Offices, and Florida Department of Law Enforcement vehicles. 8. Provide total in house management of fuel reporting system. 9. Coordinate collision repairs as well as vandalism, theft and wrecker service. 10. Develop, implement, and maintain six annual vehicle/equipment Capital Improvement Programs according to County Green Fleet Policy. 11. Implement and maintain total cost concept buying on heavy equipment. 12. Coordinate, maintain, and repair Emergency Medical Services fleet including all ambulances.
Statutory Responsibilities	<p>Code of Federal Regulations (CFR) Chapter 40, Part 279 "Used Oil and Filters" F.S. Chapter 316.2935 "Air Pollution Control Equipment; Tampering Prohibited; Penalty" F.S. Chapter 316.2937 "Motor Vehicle Emission Standards" F.S. Chapter 403.717 "Environmental Control – Waste Tire and Lead-Acid Battery Requirements" F.S. Chapter 403.751 and 403.760 "Environmental Control – Resource Recovery and Management" Florida Department of State Rules 62-710 "Used Oil Management" and 62-711 "Waste Tire Rule"</p>
Advisory Board	None

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark
G1	Hourly Shop Rate	\$80.00	\$116.67 ¹
G1	Mechanic productivity (based on 2,080 hours annually)	75%	66% to 72% ²

Benchmark Sources:

1. Based on March 2017 survey of Local Vendor Hourly Labor Cost: Tallahassee Lincoln Ford \$130; Beard Equipment \$100; Ring Power \$105; Dale Earnhardt Chevrolet \$130; Dale Earnhardt GMC \$130, and Great Southern \$105
2. The Mechanic Productivity rate is based on data from Beard Equipment and Ring Power, 2017.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G1	Number of chargeable hours.	5,675	4,739	6,600	6,700
G1	Number of preventative maintenance services performed.	970	976	1,000	1,000
EN4	Number of alternative fuel vehicles purchased.	4	2	3	2
EN4	Number of average miles per gallon ¹ .	28.80	N/A	29.1	29.1

- Notes:
1. Due to an issue with the fuel Master system that tracks fuel usage, the FY 2016 Fleet average miles per gallon measure was unavailable. A recalibration of the system in FY 2016 alerted the Division of the issue and the Division will work toward a resolution during FY 2017.

Fleet Maintenance (505-425-591)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	477,098	648,227	608,184	-	608,184	630,308
Operating	1,847,426	2,146,111	2,126,141	185,019	2,311,160	2,316,160
Transportation	12,448	13,139	13,562	-	13,562	13,562
Total Budgetary Costs	2,336,972	2,807,477	2,747,887	185,019	2,932,906	2,960,030
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
505 Motor Pool	2,336,972	2,807,477	2,747,887	185,019	2,932,906	2,960,030
Total Revenues	2,336,972	2,807,477	2,747,887	185,019	2,932,906	2,960,030
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Assistant Public Works Director	-	0.25	-	-	-	-
Director of Fleet Management	1.00	1.00	1.00	-	1.00	1.00
Shop Supervisor	1.00	1.00	1.00	-	1.00	1.00
Equipment Mechanic	2.00	2.00	2.00	-	2.00	2.00
Sr. Equipment Mechanic	3.00	3.00	3.00	-	3.00	3.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Fleet Analyst	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	9.00	9.25	9.00	-	9.00	9.00

The major variances for the FY 2018 Fleet Management Budget are as follows:

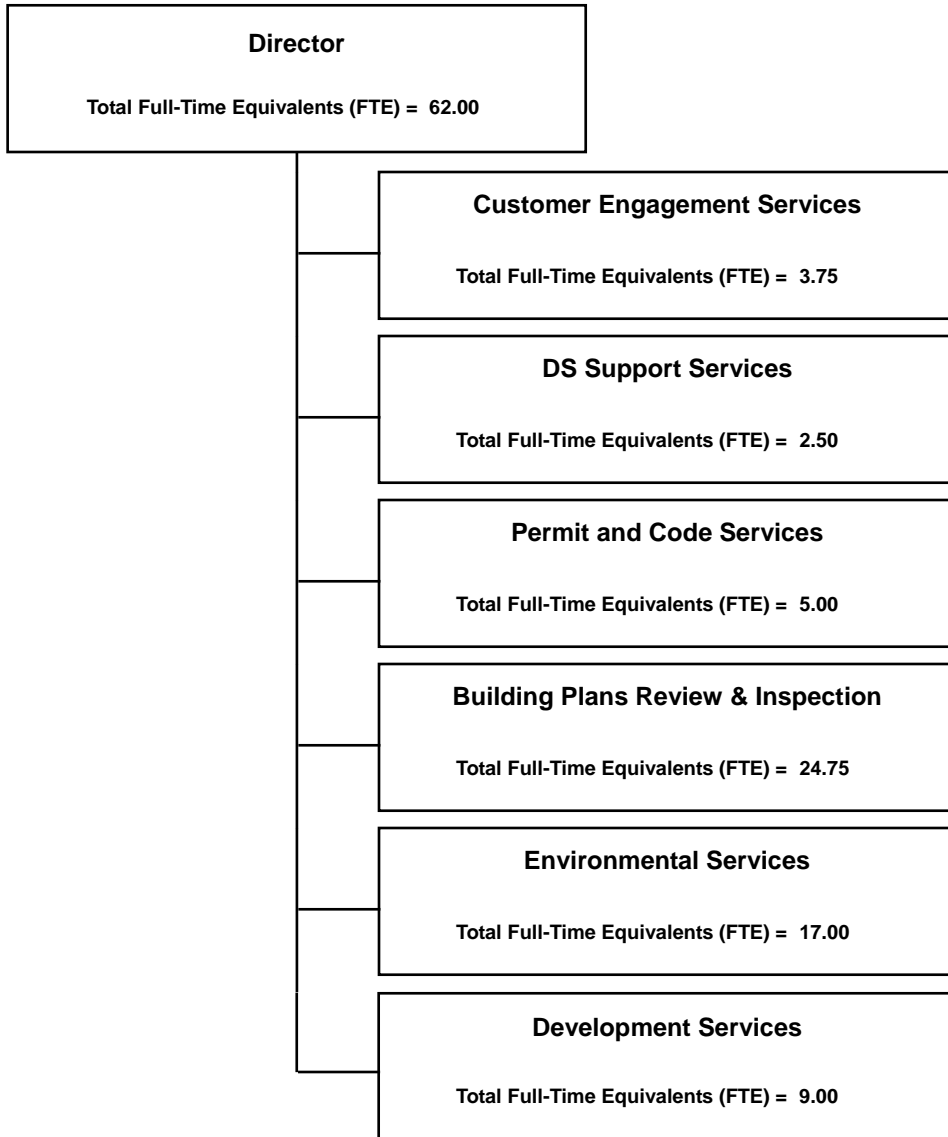
Increases to Program Funding:

1. Operating Supplies in the amount of \$185,019 associated with purchasing fuel for the Fleet and projected higher fuel prices. This is partially offset by a reduction in the projected fuel consumption across a number of departments.

Decreases to Program Funding:

1. Personnel cost reduction associated with the realignment of the Assistant Public Works Director position to the Office of Resource Stewardship. This cost reduction is offset by an increase in costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average.
2. Repairs and Maintenance in the amount of \$5,000 related to lower projected costs for tires and repairs on heavy equipment.
2. Vehicle Coverage in the amount of \$1,487 associated with lower insurance premiums.

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Executive Summary

The Department of Development Support and Environmental Management (DSEM) section of the Leon County FY 2018 Annual Budget is comprised of Permit & Code Services, Customer Engagement Services, Support Services, Building Plans Review & Inspection, Environmental Services, Development Services, and Florida Department of Environmental Protection (FDEP) Storage Tank Program.

Permit & Code Services coordinates and administers licensing code compliance, permit intake and processing services, and citizen review board services. Customer Engagement Services facilitates process improvements to assist customers through the development review and approval process and reflects the updated service model set forth in the new customer value proposition for DSEM. Building Plans Review & Inspection ensures compliance with construction codes through building permit application review and inspections. Development Services ensures land development proposals are approved consistent with adopted standards and regulations. Environmental Services provides technical and scientific permitting and review services, and disseminates environmental information to the public. The Department's Storage Tank program implements the FDEP Storage Tank Contract.

On January 24, 2017, the Board formally adopted the FY2017-FY2021 Strategic Plan. 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, DSEM's 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

Development Services:

The Development Services Division staff coordinated with the County Attorney's Office to amend the Land Development Code to allow medical marijuana dispensaries within Leon County consistent with state statutes. To provide more certainty regarding parking and loading surface standards for proposed developments within the Urban Service Area, staff coordinated with Public Works on an ordinance amending the Land Development Code. In coordination with urban agriculture stakeholders, staff is drafting an ordinance allowing urban agriculture activities within subdivisions inside the Urban Service Area. As a result of a Supreme Court decision impacting the County's sign regulatory framework, staff initiated a review of the sign code. Staff also coordinated with the Buck Lake Alliance on the review of the Arbor Crossing apartment complex, completed review of a condominium complex on Blountstown Highway, coordinated with neighborhood representatives regarding an application for the proposed Brookside Subdivision on Ox Bottom Road, received additional applications for development in the Bannerman Crossing development and for property located on the north side of Bannerman Road.

Customer Engagement Services:

Customer Engagement Services was developed to better promote and perform process and service improvements with realignments to the permit intake process, providing a more thorough and "hands on" approach to customer service. These services include significant changes and enhancements to better facilitate both highest quality service to customers and development for the community.

Environmental Services:

Staff continued a seamless transition of driveway permitting functions transferred from Public Works last year and has transitioned public subdivision inspection responsibilities to Public Works. The Board adopted Canopy road protection ordinance changes clarifying the Canopy Road Citizen Committee's advisory role in the review process and established more objective criteria in the evaluation of projects impacting the Canopy Road Protection Zone. A "brown bag" lunch and learn session with the Tallahassee Builder's Association (TBA) was conducted in an effort to provide clarification and to answer questions regarding environmental permitting issues and solutions. The session was well attended and staff received positive feedback from the TBA. Staff is coordinating with the Science Advisory Committee to develop recommendations for improving water quality of Lake Munson and protection of the community's natural features. Staff has reviewed and approved 50 Natural Features Inventories, 80 site plans, 24 stormwater management facility (SWMF) operating permits, 806 single-family environmental permits, 186 SWMF operating permit renewals, and 86 environmental management permits. Staff also assisted 1,350 walk-in and telephone clients, and performed more than 7,488 environmental inspections.

Building Plans Review and Inspection:

Division of Building Plans Review and Inspection staff fully implemented the ProjectDox electronic submittal program for all building permit applications, including single family homes, additions/alterations, swimming pools and commercial buildings. In addition, due to the increases in development activity and permitting, combination inspector and plans examiner positions were added during FY 2015 and FY 2016 and reviewed the applications and supporting plans for the 5,163 building permits that were issued during the past fiscal year. To ensure building safety within unincorporated Leon County, division staff performed 18,611 building, electrical, plumbing and mechanical inspections.

Permit and Code Services:

Division of Permit and Code Services implemented the Board-approved Compliance Certification Letter Fee, which provides for recovery of costs associated with research and processing of open code violations, lien research requests, and the issuance of Compliance Certification Letters by the Code Compliance Program. Over the past year, Division staff provided exceptional customer service by assisting 10,206 walk-in customers, processing 3,229 applications, investigating 4,402 code compliance inquiries, and responding to 27,295 telephone inquiries.

Development Support & Environmental Management Business Plan

Mission Statement

The mission of the Leon County Department of Development Support & Environmental Management is to support the development of a sustainable community and its built environment, while protecting and preserving our natural resources to maintain the quality of life for all citizens, while building positive relationships through exceptional customer service.

Strategic Priorities

Environment

- Protect the quality and supply of our water. (EN1)
- Conserve and protect environmentally sensitive lands and our natural ecosystems. (EN2)
- Promote orderly growth and sustainable practices. (EN3)
- Reduce our carbon footprint. (EN4)

Quality of Life

- Promote livability, health, and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people. (Q6)

Governance

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

Strategic Initiatives

October 1, 2017– December 31, 2021

- | | |
|---|----------|
| 1. Implement Department of Development Support & Environmental Management Project Manager (EC2, G2) | Ongoing |
| 2. Implement Department of Development Support & Environmental Management dual track review and approval process. (EC2, G2) | Ongoing |
| 3. Provide Greenspace Reservation Area Credit Exchange (GRACE) (EN1, EN3) | Ongoing |
| 4. Implement fertilizer ordinance. (EN1) | Complete |

Development Support & Environmental Management

Actions

- | | |
|--|---|
| 1. Implement the expanded Project Manager concept for site and development plan and environmental applications, and explore opportunities to expand the concept for building plans review processes. | Building Plans Review and Inspection |
| 2. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. | Development Services/Env. Services/Bldg Plans Review and Inspection |
| 3. Continue to encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes. | Environmental Services |
| 4. Continue to develop strategies to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters. | Environmental Services |

Five Year Targets and Bold Goals

Strategic Target 13: Reduce by at least 30% the average time it takes to approve a single family building permit. (T13)

	FY 2017 ¹	FY 2018	FY 2019 through FY2021	Total
% Approval Time ²	10%	10%	TBD	20%

Notes:

- The reporting for FY 2017 are estimates only. At the time this document was published, the fiscal year for 2017 was not yet complete, so actual reporting was unavailable. This will be updated in the FY 2019 Budget.
- At the Board's most recent retreat in December 2016, facilitating the development review and approval process was again a high priority. As such, the County established a five-year bold goal to reduce the average permitting time for single family homes by 30% from 11 business days to eight. Over the past two fiscal years, single family permits have accounted for 94% of the new construction permits issued in unincorporated Leon County. The County's average approval time is 11 business days for single family new construction permits. This is the baseline figure for which the Target was contemplated when staff proposed the measurable Target for the Governance section of the updated Strategic Plan to reduce the County's average review time for single family new construction permits by 30% to eight business days. In working with the Florida Association of Building Inspectors and counterparts across the state, the Building Plans Review and Inspection Division finds the County's 11 day approval time to be very competitive statewide; however, through improvements the number of days for approval can be reduced further.

Leon County Fiscal Year 2018 Adopted Budget

Department of Development Support & Environmental Management

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	4,176,832	4,552,893	5,008,195	-	5,008,195	5,178,514
Operating	128,395	291,286	291,216	10,200	301,416	301,416
Transportation	71,439	71,184	74,266	-	74,266	74,266
Capital Outlay	-	3,000	-	-	-	-
Total Budgetary Costs	4,376,667	4,918,363	5,373,677	10,200	5,383,877	5,554,196
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Customer Engagement Services	-	-	251,920	-	251,920	260,494
DS Support Services	282,100	330,592	281,357	-	281,357	289,646
Permit and Code Services	510,048	481,525	418,727	2,600	421,327	433,042
Building Plans Review & Inspection	1,268,831	1,629,003	1,902,799	-	1,902,799	1,963,603
Environmental Services	1,561,113	1,677,192	1,718,351	7,600	1,725,951	1,780,933
Development Services	754,574	800,051	800,523	-	800,523	826,478
Total Budget	4,376,667	4,918,363	5,373,677	10,200	5,383,877	5,554,196
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
120 Building Inspection	1,268,831	1,629,003	1,902,799	-	1,902,799	1,963,603
121 Development Services & Environmental Management	2,952,753	3,123,313	3,304,156	10,200	3,314,356	3,419,159
125 Grants	155,082	166,047	166,722	-	166,722	171,434
Total Revenues	4,376,667	4,918,363	5,373,677	10,200	5,383,877	5,554,196
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Building Plans Review & Inspection	18.72	21.39	24.75	-	24.75	24.75
Customer Engagement Services	-	-	3.75	-	3.75	3.75
Development Services	10.00	10.00	9.00	-	9.00	9.00
DS Support Services	3.81	3.36	2.50	-	2.50	2.50
Environmental Services	17.00	17.00	17.00	-	17.00	17.00
Permit and Code Services	6.47	6.25	5.00	-	5.00	5.00
Total Full-Time Equivalents (FTE)	56.00	58.00	62.00	-	62.00	62.00
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Building Plans Review & Inspection	1.00	-	-	-	-	-
Development Services	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	2.00	1.00	1.00	-	1.00	1.00

Customer Engagement Services (121-426-537)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	-	-	251,920	-	251,920	260,494
Total Budgetary Costs	-	-	251,920	-	251,920	260,494
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
121 Development Services & Environmental Management Fund	-	-	251,920	-	251,920	260,494
Total Revenues	-	-	251,920	-	251,920	260,494
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Chief Development Resource Officer	-	-	0.25	-	0.25	0.25
Addressing Customer Service Technician	-	-	1.00	-	1.00	1.00
Addressing Program Supervisor	-	-	1.00	-	1.00	1.00
Permit Processing Supervisor	-	-	0.25	-	0.25	0.25
Permit Technician	-	-	0.75	-	0.75	0.75
Administrative Associate V	-	-	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	-	-	3.75	-	3.75	3.75

The Customer Engagement Services division was created as part of the County Administrator's Department of Development Support and Environmental Management Customer Service Upgrade approved at the April 4, 2017 Board meeting. This included the creation of the Chief Development Resources Officer position and the realignment of full and partial positions from the Development Services and Permit & Code Services divisions to the Customer Engagement Services division.

Permit & Code Services (121-423-537)

Goal	The goal of the Division of Permit and Code Services is to administer, centralize, coordinate and facilitate licensing code compliance, citizen review boards, and growth and environmental management services to residents, property owners and land development professionals served by the Department of Development Support and Environmental Management, in order to achieve compliance with adopted ordinances and policies.
Core Objectives	<ol style="list-style-type: none"> 1. Provide administrative support for the Code Enforcement Board; Contractor’s Licensing and Examination Board; and Nuisance Abatement Board. 2. Coordinate Code processing through the Code Compliance Program. 3. Coordinate and promote Code compliance through educational efforts. 4. Provide an initial point of contact to customers for all matters regarding growth & environmental management. 5. Ensure applications are quickly and accurately processed in accordance with the direction of the County Commission and the Florida Building Code. 6. Coordinate the issuance of building and environmental permits in a timely and efficient manner. 7. Provide assistance in the completion of building and environmental permit applications, which may include Certificate of Occupancy, Certificate of Completion and Notice of Commencement documents. 8. Coordinate compliance activities for the Abandoned Property Registration Ordinance, Refueling Assistance for Persons with Disabilities Ordinance; and Signs on the Right-of-Way Ordinance. 9. Coordinate activities for the Compliance Certification Letter Fee Resolution to research and process open code violations and lien research requests. 10. Coordinate the streamlined Nuisance Abatement Process and the Reorganized Chapter 14 consistent with Florida Law.
Statutory Responsibilities	Leon County Code of Laws; Chapter 5 “Minimum Housing Code”; “Chapter 10 "Environmental Management Act"; Chapter 10 “Land Development Code”; Chapter 11 “Refueling Assistance for Persons with Disabilities”, Chapter 14 "Property Safety and Maintenance Code"; Chapter 6 and Florida Statutes, Chapter 162 "Code Enforcement Board"
Advisory Board	County's Contractor Licensing and Examination Board; Code Enforcement Board; Nuisance Abatement Board

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark*
Q6	Code compliance cases brought into compliance as a % of open cases (714 cases)	56%	55.6%
Q6	Code compliance cases brought into compliance as a % of all cases (1271 total)	81%	73.1%

*International City/County Management Association Comparable Performance Measurement

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G2	Number of permit applications received and processed.	3,122	3,229	3,500	3,500
Q6	Percentage of Code Enforcement Board orders prepared and executed within 10 working days.	76/100%	105/100%	80/100%	90/100%
G2	Number of walk-in customers.	10,475	10,206	14,000	14,000
G2	Number of permits issued or approved.	2,172	2,048	3,300	3,300
G2	Number of calls processed. ¹	26,550	27,295	40,000	40,000
G2	Total fees received (millions).	\$2.8	\$3.4	\$2.8	\$2.9

Notes:
 1. The consistent amount in estimated telephone calls processed in FY2017 and FY2018 is reflective of an improved economy, which has caused an increased level of development activity and permits issued via the County’s automated processes.

Permit and Code Services - Permit & Code Services (121-423-537)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	482,449	396,170	332,685	-	332,685	344,400
Operating	22,846	81,037	81,423	2,600	84,023	84,023
Transportation	4,754	4,318	4,619	-	4,619	4,619
Total Budgetary Costs	510,048	481,525	418,727	2,600	421,327	433,042
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
121 Development Services & Environmental Management Fund	510,048	481,525	418,727	2,600	421,327	433,042
Total Revenues	510,048	481,525	418,727	2,600	421,327	433,042
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Code Compliance Supervisor	0.75	0.75	0.75	-	0.75	0.75
Director of Permit & Code Services	0.75	0.75	0.75	-	0.75	0.75
Senior Compliance Specialist	2.00	2.00	2.25	-	2.25	2.25
Compliance Board Coordinator	0.50	0.25	0.25	-	0.25	0.25
Permit Processing Supervisor	0.25	0.25	-	-	-	-
Permit Technician	0.50	0.75	-	-	-	-
Administrative Associate V	0.61	0.50	-	-	-	-
Administrative Associate III	0.50	0.50	0.50	-	0.50	0.50
Administrative Associate IV	0.61	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	6.47	6.25	5.00	-	5.00	5.00

The major variances for the FY 2018 Permit & Code Services budget are as follows:

Increases to Program Funding:

1. To more efficiently intake and issue permits, allocation of work divided among three Senior Compliance Specialist positions. With the realignment and allocation of work (.75), a more thorough approach to customer service will be provided by combining the administrative pool, records, and intake staff.
2. Increase in phone system and communication costs in the amount of \$2,986 associated with number of phones, internet usage and maintenance costs of the system.
3. Fuel costs increased in the amount of \$301 associated with an anticipated increase in fuel consumption.

Decreases to Program Funding:

1. As part of the Department of Development Support and Environmental Management 2017 Service Upgrade, the intake staff from Permit and Code Services division were realigned to the Customer Engagement Services division. This is partially offset by an increase in costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

DS Support Services (121-424-537)

<p>Goal</p>	<p>The goal of the Division of Support Services is to provide the administrative direction and support necessary to enable the Department to serve the public, governmental entities, and the development and environmental communities by managing growth and protecting the natural environment through public information and assistance, development review and permitting activities, and other compliance related services consistent with all applicable County and State plans, regulations, and policies.</p>
<p>Core Objectives</p>	<ol style="list-style-type: none"> 1. Provide department-wide direction, coordination, and support to divisions and programs. 2. Provide administrative coordination and support for agenda, budget, personnel, training, property, and other such reports. 3. Act as liaison between the public and Department staff regarding scheduling, meetings, correspondence, public records requests, etc. 4. Provide the initial point of contact for the public and other governmental entities in their requests for information and reservation of the Renaissance Center’s 2nd floor meeting room. 5. Provide the initial point of contact for the public, Department staff, and other governmental staff in their request for building, code compliance, development review, or environmental records. 6. Provide staffing for DSEM related Board-appointed citizen’s committees, including recording the proceedings, taking minutes, and maintaining files. 7. Act as liaison between the public and the Clerk of Courts Office regarding electronic recording of DSEM documents.
<p>Statutory Responsibilities</p>	<p>Chapter 119, Florida Statutes (Florida Public Records Law); Leon County Code of Laws Chapter 10 (Land Development Code), Chapter 6 (Code Enforcement), Chapter 14 (Public Nuisances); Countywide Minimum Environmental Standards Regulations (Environmental Management Act); Florida Statutes Chapter 162 (Code Enforcement Board); Florida Building Code; and other BCC-adopted plans and implementing policy and procedures manuals.</p>
<p>Advisory Board</p>	<p>County's Contractor Licensing and Examination Board; Code Enforcement Board; Board of Adjustment and Appeals; Development Review Committee; Development Support and Environmental Management Citizens' User Group; Tallahassee-Leon County Planning Commission; Science Advisory Committee.</p>

DS Support Services (121-424-537)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	271,516	299,897	250,662	-	250,662	258,951
Operating	10,584	30,695	30,695	-	30,695	30,695
Total Budgetary Costs	282,100	330,592	281,357	-	281,357	289,646
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
121 Development Services & Environmental Management Fund	282,100	330,592	281,357	-	281,357	289,646
Total Revenues	282,100	330,592	281,357	-	281,357	289,646
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director, Development Support & Environmental Management	0.85	0.75	0.75	-	0.75	0.75
Customer Experience Liaison	-	-	0.25	-	0.25	0.25
Records Manager	0.50	0.50	0.25	-	0.25	0.25
Administrative Associate V	1.61	1.36	1.25	-	1.25	1.25
Senior Administrative Associate II	0.85	0.75	-	-	-	-
Total Full-Time Equivalents (FTE)	3.81	3.36	2.50	-	2.50	2.50

The major variances for the FY 2018 DS Support Services budget are as follows:

Decreases to Program Funding:

1. As part of the Department of Development Support and Environmental Management 2017 Service Upgrade, a Senior Administrative Associate II position was reclassified to a Customer Experience Liaison and partially realigned to the Customer Engagement Services division. This is partially offset by an increase in costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Building Plans Review & Inspection (120-220-524)

Goal	The goal of the Building Plans Review and Inspections Division is to ensure that built environments are safe, accessible and energy efficient through compliance with all applicable construction codes, plans review, inspections, the use of automated technologies and continuing staff development.
Core Objectives	<ol style="list-style-type: none"> 1. Review building plans and permit applications for all proposed new construction, renovated or altered structures, both public and private, to ensure compliance with the Florida Building Codes, all state-mandated construction laws, and the County's Floodplain Management Ordinance. 2. Review building foundation plans for all proposed manufactured housing permits to ensure compliance with the State Department of Motor Vehicles requirements. 3. Inspection of all new construction, renovated or altered structures, both public and private, to ensure compliance with the Florida Building Codes, all state-mandated construction laws and the County's Floodplain Management Ordinance. 4. Inspect building foundation systems of all manufactured housing to ensure compliance with the State Department of Motor Vehicles requirements. 5. Provide daily, on demand building plans review and inspection service advisor assistance to the public. 6. Provide the Board upon request with recommendations and professional assistance regarding all matters relating to building plans review and approval, construction regulation and building inspection. 7. Provide staffing to the Leon County Code Enforcement, Contractors' Licensing, and Examination Board, and the Board of Adjustment and Appeals. 8. Division Director participates on the COOP Planning Team and serves as Facilities Manager.
Statutory Responsibilities	101 Life Safety Code - F.S., Chapter 633.025; Florida Mechanical Code - Leon County Code of Laws, Section 5-(151 - 153); Florida Plumbing Code; & F.S., Chapter 553.01 - 553.14; National Electrical Code; & F.S., Chapter 553.15 - 553.23; Florida Gas Code; Florida Building Code: & F.S., Chapter 553.73; Florida Energy Code - F.S., Chapter 553.900 - 553.975; Florida Americans With Disabilities Act - F.S., Chapter 553.45 - 553.495; Zoning Code - (LCCOL), Section 10-(836 - 837); Contractor Licensing; Swimming Pool Code; Florida/County Mobile Homes Installation - (LCCOL), Section 5-(166 - 175); F.S., Administrative Rule, Chapter 15C-1.10; Floodplain Management; Sign Code - (LCCOL), Section 10-(1801 - 1830); Florida Fire Code; F.S., Chapter 633.025; Section 10-362; Florida Construction Lien Laws - F.S., Chapter 713.135; Funding of the Building Code Administrators and Inspectors Board, F.S. Chapter 468.631; Funding of the Florida Building Commission, F.S. Chapter 553.721; Mandatory Building Inspector Certification - F.S., Chapter 468.601-468.633, Carbon Monoxide Detection by Occupancy- F.S., Chapter 509.211
Advisory Board	Leon County Contractor Licensing and Examination Board; Code Enforcement Board; Board of Adjustment and Appeals

Benchmarking							
Priorities	Permit Review & Time Frames ¹	Single Family			Commercial		
		Total Days	Applicant	Staff	Total Days	Applicant	Staff
G2	2014 Actual	21	12	9	32	14	18
G2	2015 Actual	28	21	7	44	33	11
G2	2016 Actual	27	16 ²	11 ²	45	24 ²	21 ²
G2	2017 Estimate	28	17 ²	11 ²	44	23 ²	21 ²
G2	2018 Estimate	26 ²	16 ²	10 ²	43 ²	23 ²	20 ²

Notes:

1. Review items are based on calendar days and include both staff and applicant/consultant holding periods. Building, Environmental and septic permit applications are reviewed concurrently.
2. These figures were adjusted to reflect more accurate numbers, as it was determined there were reporting inconsistencies between ProjectDox and PETS. It is anticipated the implementation of the new Accela permitting software will resolve these issues.

Building Plans Review & Inspection (120-220-524)

Strategic Plan Bold Goals and Five-Year Targets			
Reference	Measure	FY 2017 ¹ Estimate	FY 2018 Estimate
T13	Reduce by at least 30% the average time it takes to approve a single family building permit. ²	10%	10%

- Notes:
- The reporting for FY 2017 are estimates only. At the time this document was published, the fiscal year for 2017 was not yet complete, so actual reporting was unavailable. This will be updated in the FY 2019 Budget.
 - At the Board's most recent retreat in December 2016, facilitating the development review and approval process was again a high priority. As such, the County established a five-year bold goal to reduce the average permitting time for single family homes by 30% from 11 business days to eight. Over the past two fiscal years, single family permits have accounted for 94% of the new construction permits issued in unincorporated Leon County. The County's average approval time is 11 business days for single family new construction permits. This is the baseline figure for which the Target was contemplated when staff proposed the measurable Target for the Governance section of the updated Strategic Plan to reduce the County's average review time for single family new construction permits by 30% to eight business days. In working with the Florida Association of Building Inspectors and counterparts across the state, the Building Plans Review and Inspection Division finds the County's 11 day approval time to be very competitive statewide, however, through improvements the number of days for approval can be reduced further.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimates ¹	FY 2018 Estimates
G2	Number of building inspections performed.	15,274	16,670	16,700 ²	17,864
G2	Number of miles between each inspection site.	12	12	12	12
G2	Average minutes per inspection on construction site.	23	20	25	20
G2	Percentage of inspections completed on time.	100%	100%	100%	100%
G2	Percentage of permit requests completed within 30 days.	100%	100%	100%	100%
G2	Building inspections per day per inspector.	9	11	11	9
G2	Plan reviews per plans examiner per day.	21	10	11	12 ³

- Notes:
- FY 2017 estimates based on actuals through first three months of fiscal year 2016.
 - The increase in this figure compared to the FY 2016 estimate is the result of estimating the actuals through the first three months of FY 2016.
 - Plan review per plans examiner is based on working days. The slight increase in the FY 2018 estimate is due to additional staffing and internal policies to meet the goal of reducing the timeframe for approvals.

Building Plans Review & Inspection - Building Plans Review and Inspection (120-220-524)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,208,701	1,528,530	1,799,564	-	1,799,564	1,860,368
Operating	26,237	66,586	66,693	-	66,693	66,693
Transportation	33,893	30,887	36,542	-	36,542	36,542
Capital Outlay	-	3,000	-	-	-	-
Total Budgetary Costs	1,268,831	1,629,003	1,902,799	-	1,902,799	1,963,603
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
120 Building Inspection	1,268,831	1,629,003	1,902,799	-	1,902,799	1,963,603
Total Revenues	1,268,831	1,629,003	1,902,799	-	1,902,799	1,963,603
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director, Development Support & Environmental Management	0.15	0.25	0.25	-	0.25	0.25
Director of Building Plans Review & Inspection	1.00	1.00	1.00	-	1.00	1.00
Building Plans Review Administrator	1.00	1.00	1.00	-	1.00	1.00
Customer Experience Liaison	-	-	0.75	-	0.75	0.75
Chief Development Resource Officer	-	-	0.75	-	0.75	0.75
Code Compliance Supervisor	0.25	0.25	0.25	-	0.25	0.25
Plans Examiner	3.00	2.00	3.00	-	3.00	3.00
Senior Plans Examiner	-	1.00	-	-	-	-
Director of Permit & Code Services	0.25	0.25	0.25	-	0.25	0.25
Records Manager	0.50	0.50	0.75	-	0.75	0.75
Senior Compliance Specialist	-	-	0.75	-	0.75	0.75
Senior Combination Inspector	3.00	2.00	1.00	-	1.00	1.00
Combination Inspector	3.00	5.00	6.00	-	6.00	6.00
Building Inspection Supervisor	1.00	1.00	1.00	-	1.00	1.00
Compliance Board Coordinator	0.50	0.75	0.75	-	0.75	0.75
Records Technician	1.00	1.00	1.00	-	1.00	1.00
Permit Processing Supervisor	0.75	0.75	0.75	-	0.75	0.75
Permit Technician	1.50	2.25	2.25	-	2.25	2.25
Administrative Associate V	0.78	1.14	1.25	-	1.25	1.25
Administrative Associate III	0.50	0.50	1.50	-	1.50	1.50
Administrative Associate IV	0.39	0.50	0.50	-	0.50	0.50
Senior Administrative Associate II	0.15	0.25	-	-	-	-
Total Full-Time Equivalentents (FTE)	18.72	21.39	24.75	-	24.75	24.75
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Building Inspection OPS	1.00	-	-	-	-	-
Total OPS Full-Time Equivalentents (FTE)	1.00	-	-	-	-	-

Building Plans Review & Inspection - Building Plans Review and Inspection (120-220-524)

The major variances for the FY 2018 Building Plans Review and Inspection 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. At the April 25, 2017 Budget Workshop, the Board approved funding for a new Administrative Associate III position. This position will alleviate workload issues associated with increased development permitting, especially building permitting that is returning to post recession levels.
3. To more efficiently intake and issue permits in FY17, the Senior Compliance Specialist position is split funded between Permit and Code Services.
4. Increase in phone system and communication costs in the amount of \$107 associated with number of phones, internet usage and maintenance costs of the system.
5. Fuel costs increased in the amount of \$3,980 associated with an anticipated increase in fuel consumption.
6. Vehicle repair and maintenance increased in the amount of \$3,980 associated with an anticipated increase in the amount of vehicle maintenance needed, based on previous years offset by slight decrease of \$1,395 in Vehicle Coverage.

Decreases to Program Funding:

1. Decrease in Capital Outlay of \$3,000 for computer equipment for inspector's vehicles and for computing operating supplies.

Environmental Services Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,507,543	1,601,380	1,643,500	-	1,643,500	1,698,482
Operating	25,765	44,424	44,592	7,600	52,192	52,192
Transportation	27,805	31,388	30,259	-	30,259	30,259
Total Budgetary Costs	1,561,113	1,677,192	1,718,351	7,600	1,725,951	1,780,933
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
DEP Storage Tank (125-866-524)	155,082	166,047	166,722	-	166,722	171,434
Environmental Services (121-420-537)	1,406,031	1,511,145	1,551,629	7,600	1,559,229	1,609,499
Total Budget	1,561,113	1,677,192	1,718,351	7,600	1,725,951	1,780,933
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
121 Development Services & Environmental Management	1,406,031	1,511,145	1,551,629	7,600	1,559,229	1,609,499
125 Grants	155,082	166,047	166,722	-	166,722	171,434
Total Revenues	1,561,113	1,677,192	1,718,351	7,600	1,725,951	1,780,933
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Environmental Services	15.00	15.00	15.00	-	15.00	15.00
DEP Storage Tank	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalentents (FTE)	17.00	17.00	17.00	-	17.00	17.00

Environmental Services (121-420-537)

Goal	The goal of the Division of Environmental Services is to provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.
Core Objectives	<ol style="list-style-type: none"> 1. Review development proposals, including permit applications, site and development plans and pre-application requests for compliance with the Environmental Management Act and sound environmental management practices. 2. Conduct environmental analysis for rezoning, subdivisions, site plans, and other proposed activities to ensure identification and mitigation of environmentally sensitive areas (ESA) and other regulatory constraints. 3. Provide technical support and recommendations on environmental policy, land use, permitting, and related management decisions to the Planning Commission, Board of Adjustment and Appeals, the Board of County Commissioners, and other County, City and State agencies. 4. Inspect permitted new construction and development activity for code compliance and consistency with permitted plans. 5. Implement the stormwater facility maintenance and operating permit program. 6. Provide walk-in client assistance through the environmental service advisor rotation in the research, interpretation, information gathering, or generally directing the client to the appropriate resource or agency. 7. Implement single family permit reviews, including flood letter review, Board mandated flood indemnification declaration, compliance with master permit and plat, tree protection, erosion and sedimentation control, protection of features and lot-to-lot drainage issues. 8. Perform inspections and resolution of code violations with possible Code Enforcement Board involvement, such as non-permitted development activities, junk and mowing ordinance violations.
Statutory Responsibilities	Florida Statutes, Chapter 163; the Comprehensive Plan; Florida Statutes, 403.0885(NPDES); Florida Statutes 403.0891; Environmental Management - Leon County Code of Laws; Chapter 10 "Environmental Management Act"; Leon County Code of Laws; Chapter 14 "Junk and Litter"; Leon County Code of Laws; Chapter 6 and Florida Statutes, Chapter 162 "Code Enforcement Board"; Leon County Driveway and Street Connection Guidelines and Procedures Manual
Advisory Board	Tallahassee-Leon County Planning Commission; Board of Adjustment and Appeals; Code Enforcement Board; Science Advisory Committee; Water Resources Committee; Canopy Road Citizen's Committee

Benchmarking							
Priorities	Permit Review Time Frames ¹	Natural Feature Inventory			Environmental Permits		
		Total Days	Applicant	Staff	Total Days	Applicant	Staff
G2	FY 2014 Actual	31	19	12	88	74	14
G2	FY 2015 Actual	31	16	15	28	19	9
G2	FY 2016 Actual	27	14	13	28	19	9
G2	FY 2017 Estimate	32	18	14	29	21	8
G2	FY 2018 Estimate	30	18	12	30	21	9

Notes:

1. Review times are based on calendar days and include both staff and applicant/consultant holding periods.

Environmental Services (121-420-537)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
EN2	Number of Natural Features Inventory application reviews.	64	54	50	50
EN2	Number of site plan reviews (environmental impacts).	124	118	122	80 ¹
EN1	Number of stormwater operating permits reviews.	25	26	28	24
G2	Number of environmental service advisor clients.	1,609	1,603	1,470	1,350 ²
EN2	Number of single family lot Environmental Permit Application reviews.	588	780	784	806 ³
EN1	Number of stormwater operating permit renewals completed within the 3-year renewal cycle.	234	212	228	186 ⁴
EN1	Number of environmental compliance inspections completed on an annual basis consistent with established guidelines.	8,070	7,311	7,875	7,488
EN2	Number of Environmental Management Act permits issued within the time frame designated by Ordinance.	99	96	91	86 ⁵
EN1	Number of Science Advisory Committee meetings administered.	9	9	9	9

Notes:

1. FY 2017 estimate is based on current market conditions.
2. FY 2017 estimate is lower, due to the public's using of online GIS data and online permitting services provided by DSEM.
3. FY 2017 estimate is slightly higher due to steadily improving economic conditions.
4. Operating permit renewals are a function of the three-year renewal cycle and are uneven from year to year.
5. FY 2017 and FY 2018 estimates are based on actual totals through February of FY 2017.

Environmental Services - Environmental Services (121-420-537)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,359,293	1,446,136	1,489,053	-	1,489,053	1,539,323
Operating	22,876	38,335	38,503	7,600	46,103	46,103
Transportation	23,862	26,674	24,073	-	24,073	24,073
Total Budgetary Costs	1,406,031	1,511,145	1,551,629	7,600	1,559,229	1,609,499
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
121 Development Services & Environmental Management Fund	1,406,031	1,511,145	1,551,629	7,600	1,559,229	1,609,499
Total Revenues	1,406,031	1,511,145	1,551,629	7,600	1,559,229	1,609,499
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director of Environmental Services	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Engineer	2.00	3.00	3.00	-	3.00	3.00
Environmental Inspection Supervisor	1.00	1.00	1.00	-	1.00	1.00
Environmental Review Supervisor	1.00	1.00	1.00	-	1.00	1.00
Environmental Compliance Specialist	5.00	5.00	5.00	-	5.00	5.00
Stormwater Senior Design Analyst	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Compliance Specialist	1.00	1.00	1.00	-	1.00	1.00
Environmental Review Specialist	1.00	-	-	-	-	-
Environmental Review Biologist	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Review Biologist	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	15.00	15.00	15.00	-	15.00	15.00

The major variances for the FY 2018 Environmental Services 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Increase of \$7,600 in Communications to offset additional charges for new tablets and smartphones, and the associated Data services.

Decreases to Program Funding:

1. Transportation costs related to vehicle insurance, maintenance, decreased by \$2,601 associated with lower vehicle insurance premiums.

DEP Storage Tank (125-866-524)

Goal	The goal of the Department of Environmental Protection Storage Tank Program is to effectively and efficiently implement the Florida Department of Environmental Protection's Storage Tank Contract in a customer sensitive manner.
Core Objectives	<ol style="list-style-type: none"> 1. Perform compliance inspections of registered petroleum storage tank facilities annually in Leon County, and every other year in Gadsden and Wakulla Counties. 2. Perform installation inspections of new petroleum equipment at new and existing facilities. 3. Perform site inspections for tank removals and abandonments. 4. Investigate and report on petroleum discharges, leaks, non-registered tanks and other code violations, and initiate enforcement actions as appropriate. 5. Provide assistance to citizens and consultants concerning petroleum storage tanks. 6. Orientate new DEP/Office of General Counsel Storage Tank employees on tank inspections, closures, and installations in Leon, Gadsden and Wakulla Counties.
Statutory Responsibilities	Florida Statutes, Chapter 376.3071 "Petroleum Storage Tank Section"; Florida Administrative Code, Chapters 62-761 & 62-762; Aquifer Recharge Element of Comp Plan, Policy: 1.1.5
Advisory Board	N/A

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimates	FY 2018 Estimates
EN1	Percent of regulated facilities inspected with Leon County.	100%	100%	100%	100%
G2	Percent of requests for customer assistance responded to within contract guidelines.	100%	100%	100%	100%
EN1	Percent of regulated facilities inspected ¹ .	50%	50%	50%	50%

Notes:
 1. The regional program includes Gadsden and Wakulla counties and was expanded in May 2017 to include Jefferson County. The program began in FY 2012 with contractual obligations that require these facilities to be inspected once every two years.

Environmental Services - DEP Storage Tank (125-866-524)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	148,250	155,244	154,447	-	154,447	159,159
Operating	2,889	6,089	6,089	-	6,089	6,089
Transportation	3,943	4,714	6,186	-	6,186	6,186
Total Budgetary Costs	155,082	166,047	166,722	-	166,722	171,434
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
125 Grants	155,082	166,047	166,722	-	166,722	171,434
Total Revenues	155,082	166,047	166,722	-	166,722	171,434
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Environmental Compliance Specialist	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Compliance Specialist	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

The major variances for the FY 2018 DEP Storage Tank budget are as follows:

Increases to Program Funding:

1. Transportation costs increased in the amount of \$1,472 associated with an anticipated increase in vehicle repairs and fuel and oil consumption.

Decreases to Program Funding:

1. Changes in Life and Health Insurance Coverage offset by costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Development Services (121-422-537)

Goal	To guide and support the development of sustainable communities through the adopted policies of the Comprehensive Plan and development standards of the Land Development Code, while ensuring and promoting the quality of life for all citizens of Leon County Florida.
Core Objectives	<ol style="list-style-type: none"> 1. Continue to provide address assignments, including street naming and renaming, to new construction as well as address verification to redevelopment activities. 2. Provide comprehensive and timely analysis of new development and redevelopment activities requiring site and development plan review. 3. Complete the review of exempt subdivisions and other exempt processes within established minimum time-frames. 4. Issue zoning letters, Permitted Use Verifications and Residential Compliance Certificates in a timely manner providing guidance and notification to property owners and the development community for proposed development activities. 5. Review all new construction permits to ensure compliance with the applicable zoning and development standards. 6. Provide assistance to the Board of Adjustment and Appeals in review of requests for variances to development standards or appeals of determinations made by DSEM. 7. Enhance customer service delivery by streamlining procedural requirements and revising or updating the applicable provisions of the Leon County Land Development Code.
Statutory Responsibilities	Florida Statutes, Chapters 163 and 380; Florida Administrative Codes 73C-40, 73C-41 and 28-24, the Tallahassee-Leon County Comprehensive Plan; Leon County Code of Laws, Chapter 10 (Land Development Code); Bradfordville Sector Plan; and other BCC-Tentative plans and implementing policy and procedures manuals
Advisory Board	Board of Adjustment and Appeals; Development Review Committee; Development Support and Environmental Management Citizens' User Group; Code Enforcement Board; Parking Standards Committee; Leon County/City of Tallahassee Addressing Steering Committee; Tallahassee-Leon County Planning Commission

Benchmarking				
Priorities	Site Plans Types→	Mean time for review of ASAP ¹ , Limited Partition, and Type A, B, C, D applications		
	Fiscal Year↓	Total Days ²	Applicant ²	Staff ²
G2	2014 Actual	142	105	37
G2	2015 Actual	138	101	37
G2	2016 Actual	75	45	30 ³
G2	2017 Estimate	185 ⁴	150	35
G2	2018 Estimate	110 ⁴	75	35

- Notes:
1. Administrative Streamlined Process (ASAP) was a process implemented in FY2010. This review process includes minor site plan reviews that require significantly fewer days to complete, resulting in a lower combined mean time for review. ASAP applications represented a majority of the total number of site plans approved during FY 2016.
 2. Review times are based on calendar days. "Applicant" refers to # of days that the applicant was responsible for making corrections to the plan; "Staff" refers to # of days that staff spent reviewing the plan.
 3. The decrease in time in 2016 was likely the result of significantly more ASAP submittals which require less processing time thus impacting the overall benchmark times
 4. Data was only available from 10/1/16 through 12/31/16. The increase in estimated time for 2017 is the result of a limited # of applications during this period along with three applications containing multiple resubmittals resulting in a significant impact to the average review times. FY 2018 is expected to be lower; however, it is anticipated to be higher than FY16 actuals as the result of anticipated higher intensity/density development applications which require more public meetings.

Development Services (121-422-537)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q6, G2	Number of all construction address assignments and verifications completed within the permitting and review process as established by County Code ¹ .	1,861	1,963	2,078	2,100
Q6, EN1-4, G2	Number of site and development plan reviews (Limited Partition, ASAP, Type A-D).	39	37	38	37
Q6, EN1-4, G2	Number of subdivisions & exempt determinations completed by staff within the applicable time frames as established by Code.	69	50	35	40
Q6, EN1-4, G2	Number of Permitted Use Verifications (PUV), Residential Compliance Certificates (RCC) and zoning letters issued within 15 days.	164	141	145	150
EN1-4, Q6	Number of zoning compliance determinations issued for residential development.	946	1,080	914	950
EN1-2, Q6, G2	Number of Board and Adjustment and Appeals Requests.	5	3	3	3
Q6, G2	Number of Concurrency Management Certificates issued, small and large projects ² .	19	28	25	24
EC2, EN1-4, G2, Q6	Number of Development Agreements & DRI applications reviewed with recommendations provided to the Board.	2	1	2	2
EN1-4, Q6, G2	Number of Land Development Code amendments by section recommended to the Board for approval ³ .	16	24	54	25

- Notes:
1. The increase in the number of projected address assignments compared to the FY17 estimate is the result of the continued economic growth and related increase in building permits.
 2. Small = development that would generate less than 100 P.M. peak hour auto trips; Large = development that would generate 100 more P.M. peak hour trips.
 3. The increase in the FY17 estimate represents the average number of amendments completed through FY15-16, with the addition of forthcoming changes that are anticipated relating to the sign code and other land use related updates in FY17. FY18 is not anticipated to have the same level of amendments.

Development Services (121-422-537)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	706,624	726,916	729,864	-	729,864	755,819
Operating	42,964	68,544	67,813	-	67,813	67,813
Transportation	4,987	4,591	2,846	-	2,846	2,846
Total Budgetary Costs	754,574	800,051	800,523	-	800,523	826,478
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
121 Development Services & Environmental Management Fund	754,574	800,051	800,523	-	800,523	826,478
Total Revenues	754,574	800,051	800,523	-	800,523	826,478
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director of Development Services	1.00	1.00	1.00	-	1.00	1.00
Development Services Admin.	1.00	1.00	1.00	-	1.00	1.00
Planner II	2.00	2.00	2.00	-	2.00	2.00
Addressing Customer Service Technician	1.00	1.00	-	-	-	-
Senior Planner	2.00	2.00	2.00	-	2.00	2.00
Planner I	1.00	1.00	1.00	-	1.00	1.00
Concurrency Mgmt. Planner	1.00	1.00	1.00	-	1.00	1.00
Addressing Program Supervisor	1.00	1.00	-	-	-	-
Principal Planner	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	10.00	10.00	9.00	-	9.00	9.00
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Part-Time OPS Planning Intern	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

The major variances for the FY 2018 Development Services budget are as follows:

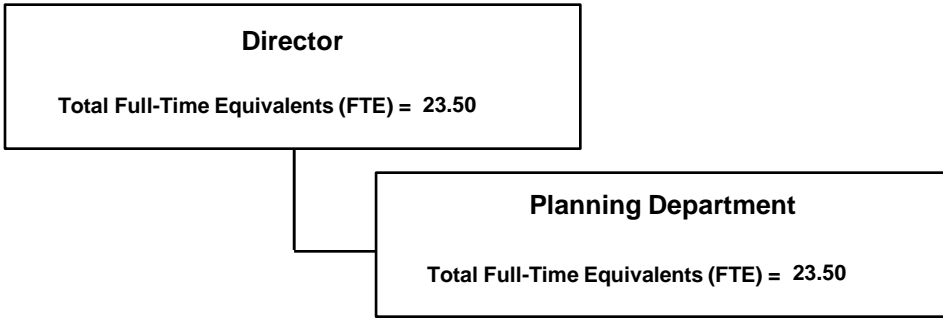
Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average. Principal Planner position added as part of staff enhancements and increased permitting activity. Position was approved by the Board earlier in the fiscal year on 10/18/16.

Decreases to Program Funding:

- Increase in phone system and communication costs in the amount of \$731 associated with number of phones, internet usage and maintenance costs of the system.
- Operating supplies expenses offset by printing, binding, and other contractual expenses totaling \$1,644.
- Vehicle transportation costs decreased in the amount of \$1,745 associated with an anticipated lower vehicle insurance premiums and an anticipated decrease in fuel & oil consumption.

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Executive Summary

The Department of Planning, Land Management and Community Enhancement (PLACE) section of the Leon County FY 2018 Annual Budget is comprised of the Planning Department. The Planning Department provides expertise and recommendation in the areas of land use and environmental and transportation planning.

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 Department of PLACE 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 Planning Department continues to provide technical and administrative support for the Comprehensive Plan amendment process particularly in the areas of long-range land use, environmental and transportation planning, land use administration, as well as the administration of Blueprint 2000.

The Planning Department is in the midst of a multi-year project to update the Land Use Element of the Comprehensive Plan, which is the County and City's blueprint for growth for the next 20 years. This plan is intended to guide economic, social, physical, environmental and fiscal development of the community. To ensure a unified vision, the Comprehensive Plan is a joint document adopted by both the City of Tallahassee and Leon County. The goal for the first year is to clarify community values and principles that will guide more detailed policy. To do this, the Planning Department is seeking input from the community via community surveys.

In FY 2017, the Planning Department began working with the Tallahassee Trust for Historic Preservation to execute a combined City/County contract for historic preservation services to assist in staffing and maintaining the Tallahassee-Leon County Architectural Review Board, meeting the requirements of the federal Certified Local Government program and to provide comprehensive historic preservation services to the local government and citizens of Leon County.

In the first 6 months of 2017, over 75,000 cyclists and pedestrians have used the bridge over Monroe Street from Cascades Park. The Planning Department developed the Bike Route System Plan that the Blueprint IA will construct starting in 2020. Additionally, the Planning Department coordinated the Frenchtown Better Block event, which used temporary structures to set up pop-up vendor shops, a band stage, bike lane and landscaping at the corner of Brevard and Macomb Streets. This was a weekend filled with shopping and music which led to additional community led events, such as Artwalk, and also helped the neighborhood decide what future infrastructure investments are desirable.

As part of the FY 2017-2021 Strategic Plan, the Planning Department will support the strategic target of planting 15,000 trees including 1,000 in canopy roads. Beginning in FY2017 and continuing into FY 2018, the budget includes funds for the new position of the Urban County Forester II.

Department of PLACE Business Plan

Mission Statement	<p>The mission of the Department of PLACE (Planning, Land Management, and Community Enhancement) is to serve the citizens of Tallahassee and Leon County by providing the City and County Commissions, the Planning Commission, numerous boards, committees, residents and businesses with accurate information, creative solutions, effective planning recommendations and expertise in the areas of long range, land use, environmental and transportation planning.</p>	
Strategic Priorities	<p>Environment</p> <ul style="list-style-type: none"> EN3 - Promote orderly growth and sustainable practices. <p>Quality of Life</p> <ul style="list-style-type: none"> Q5 - Support strong neighborhoods. Q6 - Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people. <p>Governance</p> <ul style="list-style-type: none"> G1 - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service. 	
Strategic Initiatives October 1, 2017– September 30, 2021	<ol style="list-style-type: none"> In partnership with the Canopy Roads Committee, update the long term management plan for the Canopy Roads including an active tree planting program. (EN3) Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (EN3) Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (Q5) 	<p>In Progress</p> <p>In Progress</p> <p>In Progress</p>
Actions	<ol style="list-style-type: none"> In coordination with Public Works and the Canopy Road Citizen Committee, establish goals for the update of the Canopy Road Management Plan, including identification of target areas for replanting within the Canopy Road Protection Zones. Conduct a Request for Proposals to select a consultant to conduct stakeholder outreach and recommend a methodology to replace or revise the existing concurrency management system. For the Land Use Element review, conduct a community survey on draft community values. Based on results of the Land Use Element outreach, develop revised draft Goals for the Land Use Element. 	<p>Planning</p> <p>Planning</p> <p>Planning</p> <p>Planning</p>

Leon County Fiscal Year 2018 Adopted Budget

Department of PLACE

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	154,030	181,802	200,432	-	200,432	204,489
Operating	-	25,000	25,000	-	25,000	25,000
Grants-in-Aid	780,490	849,125	761,560	-	761,560	776,791
Total Budgetary Costs	934,521	1,055,927	986,992	-	986,992	1,006,280
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Planning Department	934,521	1,055,927	986,992	-	986,992	1,006,280
Total Budget	934,521	1,055,927	986,992	-	986,992	1,006,280
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	934,521	1,055,927	986,992	-	986,992	1,006,280
Total Revenues	934,521	1,055,927	986,992	-	986,992	1,006,280
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Planning Department	26.00	23.50	23.50	-	23.50	23.50
Total Full-Time Equivalents (FTE)	26.00	23.50	23.50	-	23.50	23.50

Planning Department (001-817-515)

<p>Goal</p>	<p>The goal of the Tallahassee-Leon County Planning Department is to provide accurate information, creative and effective planning recommendations, and expertise in the areas of long-range land use, environmental, and transportation planning for the orderly growth of the Leon County and Tallahassee community.</p>
<p>Objectives</p>	<p>Management</p> <ol style="list-style-type: none"> 1. Provides coordination and oversight of all planning functions. 2. Ensures administration of the department budget; ensures expenditure levels conform to approved resources. 3. Monitors federal and state legislation impacting municipal government planning activities. 4. Provides timely and effective planning information and recommendations for the orderly growth of the Tallahassee and Leon County community. <p>Administrative Services</p> <p>Promotes the efficient and effective administrative services support for the entire department; provides additional resources in understaffed areas; improves use of existing staff and fiscal resources; and promotes effective division and external department coordination.</p> <p>Land Use Administration</p> <ol style="list-style-type: none"> 1. Reviews applications for rezonings, Planned Unit Developments (PUD), Developments of Regional Impact (DRI), and other large-scale developments; 2. Processes and reviews site plan development applications, and provides customer service by developing code-compliant design concepts. 3. Assists other divisions and departments with the creation and processing of land development regulations for special study areas. 4. Reviews County and City development plans. <p>Comprehensive Planning and Urban Design</p> <ol style="list-style-type: none"> 1. Researches and prepares reports and recommendations for special planning initiatives and urban design studies as directed by the County Commission, City Commission, or State statutes. 2. Promotes implementation of the Tallahassee-Leon County Comprehensive Plan through the review of and participation in a variety of projects and through staffing the annual Plan amendment cycle and public participation process. 3. Develops and implements long range plans for special study areas, hazard mitigation planning, land acquisition, and transportation and mobility projects, including bike routes and greenway plans. 4. Provides coordination for long-range planning projects and issues. 5. Prepares and implements special design projects and sense of place action plans.
<p>Statutory Responsibilities</p>	<p>Florida Statutes: Chapter 163 “Comprehensive Planning”, Chapter 163 “Development Agreements”, Chapter 125, Title 11, Chapter 164 “Municipal Annexations & Contractions”, Chapter 339 “Transportation Planning”, Chapter 427 “Land Acquisition”; Local: Chapter 10, Article II “Local Planning Agency”, Article V “Comprehensive Planning”, Article VI “Concurrency Management”, Article VII “Environmental Management”</p>
<p>Advisory Board</p>	<p>Planning Commission; Local Planning Agency; Canopy Roads Citizens Advisory Board; Water Resources Committee; Local Mitigation Strategy Committee; Joint City/County Bicycle Work Group</p>

Planning Department (001-817-515)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
EN3	Number of Land Use Applications Processed, including Site Plans, Text Amendments, Subdivisions, Plats, etc. (City and County)	219	230	136	150
EN3	Number of Rezoning, PUDs Reviewed (County & City)	22	25	36	25
EN3	Number of Comp Plan Amendments Analyzed and Processed (County & City)	7	10	11	10
EN3	Number of new dwelling units reviewed and/or approved (City and County)	1,032	816	861	860
EN3	Number of Non-Residential sq. ft. reviewed or approved (City and County)	643,826	600,000	630,000	630,000
EN3	Number of Sense of Place projects and total staff hours worked. (projects/hours)	6/2,000	7/1,500	8/2,000	8/2,000
EN3	Number of special projects, including strategic initiatives, and staff hours worked (projects/hours) ¹	5/3,000	100 /12,000	105 /12,600	105 /12,600
EN3	Number of GIS Layers Actively Maintained	8	7	8	8
EN3,G1	Number of City and County Commission workshops, meetings or public hearings	30	45	45	45
Q5,Q6	Number of Planning Commission Public Hearings	12	12	12	12
Q5,Q6	Number of public workshops/Listening sessions/Neighborhood meetings	35	35	36	36
Q5,Q6	Number of committee meetings (Ex: Canopy Road, Water Resources, etc.)	19	28	25	25
Q5,Q6	Number of CONA Meetings	4	6	6	6
EN3,G1	Number of direct mail notices	4,719	9,200	9,660	10,000
EN3,G1	Number of web postings or updates	147	120	126	130
EN3,G1	Number of Newspaper Ads (Average 3 – 5 per month)	52	50	52	50

- Notes:
1. Associated with number of recent County and County Commission priorities, i.e., the focus to enhance connectivity in the Multimodal District and the update of the Land Use Element.

Planning Department - Planning Department (001-817-515)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	154,030	181,802	200,432	-	200,432	204,489
Operating	-	25,000	25,000	-	25,000	25,000
Grants-in-Aid	780,490	849,125	761,560	-	761,560	776,791
Total Budgetary Costs	934,521	1,055,927	986,992	-	986,992	1,006,280
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	934,521	1,055,927	986,992	-	986,992	1,006,280
Total Revenues	934,521	1,055,927	986,992	-	986,992	1,006,280
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Planner II	8.00	6.00	6.00	-	6.00	6.00
Urban County Forester II	-	1.00	1.00	-	1.00	1.00
Planner I	1.00	1.00	1.00	-	1.00	1.00
GIS Coordinator (City)	1.00	1.00	1.00	-	1.00	1.00
Executive Secretary	1.00	1.00	1.00	-	1.00	1.00
Transportation Planner	1.00	1.00	1.00	-	1.00	1.00
Director of PLACE	1.00	0.50	0.50	-	0.50	0.50
Graphics & Mapping Specialist	2.00	2.00	2.00	-	2.00	2.00
Planning Research Supervisor	1.00	-	-	-	-	-
Administrative Supervisor	1.00	1.00	1.00	-	1.00	1.00
Secretary IV	3.00	3.00	3.00	-	3.00	3.00
Land Use Planning Administrator	1.00	1.00	1.00	-	1.00	1.00
Community Involvement Planner	1.00	1.00	1.00	-	1.00	1.00
Principal Planner	2.00	2.00	2.00	-	2.00	2.00
Planning Manager	1.00	1.00	1.00	-	1.00	1.00
Comprehensive Planning Administrator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalent (FTE)	26.00	23.50	23.50	-	23.50	23.50

The Planning Department budget represents the County's share of the Planning Department costs. For budgeting purposes, Planning Department employees may choose either County or City benefits. The personnel budget was established for 1.5 full time equivalent employees opting for County benefits. The operating budget reflects the County's share of rent for the Planning Department office space. The grants-in-aid portion of the budget includes the County's share of the Planning Department's operating budget. As part of the interlocal agreement for the joint County City Planning Department, the County's share of the Planning Department's budget is 34.2%. This is based on the percentage of Leon County residents living in the unincorporated portions of the County.

The major variances for the FY2018 Planning Department budget are as follows:

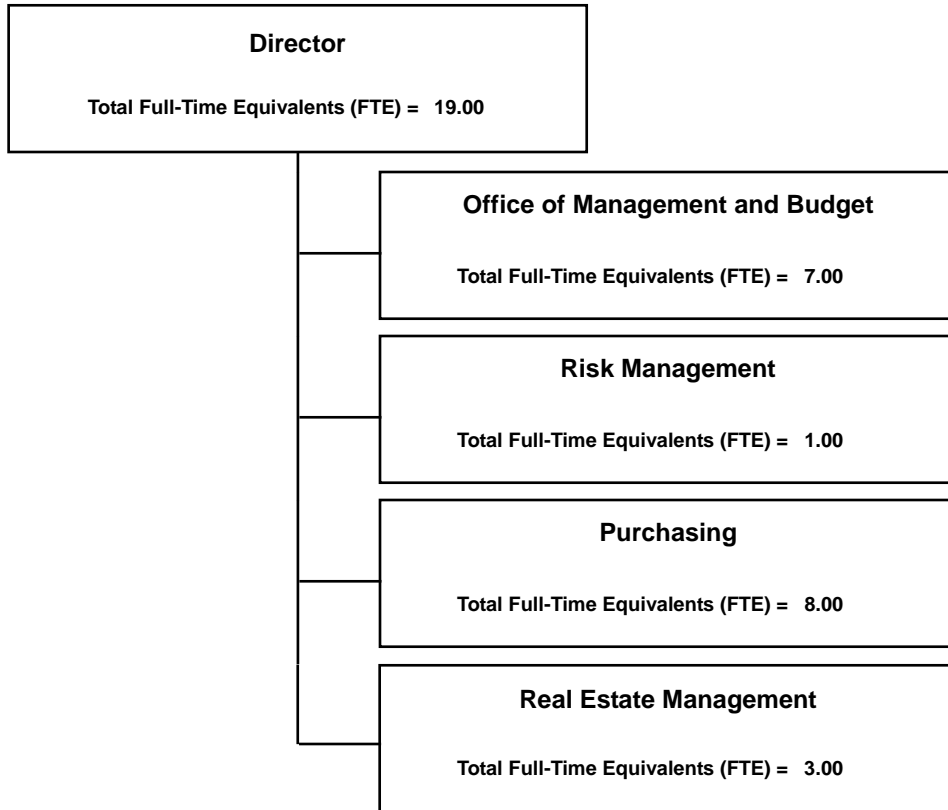
Increase to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Decreases to Program Funding:

1. Decrease is due to one-time funding of the mobility study in FY2017 in the amount of \$162,500, offset by an increase to the base budget in the amount of \$74,935.

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Executive Summary

The Office of Financial Stewardship section of the Leon County FY 2018 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 under the Board. Real Estate provides the management of acquisition and disposition of real property.

On December 12, 2016, the Board approved transitioning its strategic planning to a five-year planning cycle that spans from FY 2017 through FY 2021, as reflected in the LEADS/Strategic Plan Section. As part of the Leon LEADS Strategic Planning process, County Administration as well as the offices therein, created Business Plans communicating the continued alignment of the Board's strategic priorities and initiatives with the office'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 office 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. OMB received the Government Finance Officers Association of the U.S. and Canada's Distinguished Budget Award for the 27th 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, E-Payables and Purchasing Card programs.

Real Estate Management continues to lease vacant space in County-owned buildings. They also manage the inventory of County-owned property, process tax deeds, and identify appropriate properties of 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 an integrated county-wide safety program. Reduced accident and injury rates have a direct correlation to insurance premiums paid to protect the County's resources.

Office of Financial Stewardship Business Plan

Mission Statement

The mission of the 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

Governance

- 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
October 1, 2017–
September 30, 2021

1. Evaluate establishing a living wage for County employees and continue to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional, and technician positions. (G4) On-Going

Actions

1. As part of the FY 2018 budget process, the County implemented an \$12.00/hour minimum living wage for County employees. OMB

Bold Goals and Five-Year Targets

Strategic Target: *Reduce by 60% the outstanding debt of the County. (T15)*

	FY 2017 ¹	FY 2018 ²	FY 2019 through FY 2021 ³	Total
Percentage of Outstanding Debt Reduced	19%	17%	37%	73%

Notes:

1. In FY 2017, the County reduced its debt by 19%, leaving an outstanding balance of \$39,544,440. Based on the current debt service schedule and recent refinancing, the County is on pace to meet this target.
2. The County will pay \$754,576 worth of interest and make principal payments totaling \$7,298,239 in FY 2018.
3. Bonds issued to acquire Leon County Office Annex Building will be paid off in this period, significantly reducing the amount of remaining debt.

Leon County Fiscal Year 2018 Adopted Budget

Office of Financial Stewardship

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,421,933	1,404,803	1,483,127	-	1,483,127	1,527,972
Operating	359,952	417,206	383,338	-	383,338	384,636
Transportation	3,054	2,516	2,980	-	2,980	2,980
Grants-in-Aid	63,175	88,175	88,175	-	88,175	63,175
Total Budgetary Costs	1,848,114	1,912,700	1,957,620	-	1,957,620	1,978,763
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Office of Management and Budget	668,966	721,574	768,095	-	768,095	785,551
Risk Management	193,953	240,442	210,511	-	210,511	214,333
Purchasing	595,879	610,599	631,950	-	631,950	651,127
Real Estate Management	389,316	340,085	347,064	-	347,064	327,752
Total Budget	1,848,114	1,912,700	1,957,620	-	1,957,620	1,978,763
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,654,161	1,672,258	1,747,109	-	1,747,109	1,764,430
501 Insurance Service	193,953	240,442	210,511	-	210,511	214,333
Total Revenues	1,848,114	1,912,700	1,957,620	-	1,957,620	1,978,763
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Office of Management and Budget	7.00	7.00	7.00	-	7.00	7.00
Purchasing	7.25	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)	18.25	19.00	19.00	-	19.00	19.00

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

Goal	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.
Core Objectives	<ol style="list-style-type: none"> 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			
Priorities	Benchmark Data	Leon County	Benchmark
G5	Net Budget Per Countywide Resident*	1:\$788	1:\$1,139*

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

Strategic Plan Bold Goals and Five-Year Targets			
Reference	Measure	FY 2017 Estimate	FY 2018 Estimate
T15	Strategic Target: Reduce by 60% the outstanding debt of the County	19%	17%

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G5	Meet all requirements of Florida Statutes 129 and 200 Truth-in-Millage (TRIM)	Yes	Yes	Yes	Yes
G5	Forecast actual major revenue source within 5% of the budget (actual collections as a % of budget)	97.4%	97%	98%	98%
G2	Process budget amendment requests within 2 business days of the next scheduled Board meeting (% is an estimate)	96.1%	95%	100%	100%
G5	Develop 2 semi-annual performance reports by May 30 and November 30	2	2	2	2
G2	Review all agenda items in less than 2 days 95% of the time	93%	94%	98%	98%
G2	Percentage of departmental performance measures reviewed	100%	100%	100%	100%
G2	Number of program management analyses performed	0	0	1	1

Office of Management & Budget (001-130-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	543,994	572,003	617,536	-	617,536	633,694
Operating	61,797	86,396	87,384	-	87,384	88,682
Grants-in-Aid	63,175	63,175	63,175	-	63,175	63,175
Total Budgetary Costs	668,966	721,574	768,095	-	768,095	785,551
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	668,966	721,574	768,095	-	768,095	785,551
Total Revenues	668,966	721,574	768,095	-	768,095	785,551
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Budget Manager	-	1.00	1.00	-	1.00	1.00
Principal Mgmt & Budget Analyst	2.00	1.00	-	-	-	-
Sr. Mgmt & Budget Analyst	-	-	1.00	-	1.00	1.00
Dir. Office of Fin. Stewardship	1.00	1.00	1.00	-	1.00	1.00
Mgmt & Budget Analyst	3.00	3.00	3.00	-	3.00	3.00
Management Analyst	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	7.00	7.00	7.00	-	7.00	7.00

The major variances for the FY 2018 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 are at 7% and funding for performance raises in a range of 0% - 5% based on a 3% average; offset by decreases in workers compensation rates.
2. Professional Services in the amount of \$1,260 for the licensing software agreement with Govmax, the County's budgeting software.

Risk Management (501-132-513)

Goal	The goal of Risk Management is to provide our customers with courteous and professional services in the risk management area.
Core Objectives	<ol style="list-style-type: none"> 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.
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 "Suspension, Dismissals, Reduction in Pay, Demotions, Transfers, and Layoffs"; Florida Statute, Chapter 112.313, Code of Ethics, Chapter 440 "Workers' Compensation."
Advisory Board	Board President of the North Florida Safety Council; Leon County Safety Committee; Courthouse Emergency Management Group

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G5	Number of Workers' compensation claims filed.	141	111	142	135
G5	Number of Safety/Loss prevention training courses conducted.	16	10	8	8
G5	Number of auto accidents investigated.	20	15	15	15
G5	Number of Safety Committee meetings.	12	12	12	12

Risk Management (501-132-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	106,784	107,288	112,288	-	112,288	116,110
Operating	87,170	133,154	98,223	-	98,223	98,223
Total Budgetary Costs	193,953	240,442	210,511	-	210,511	214,333
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
501 Insurance Service	193,953	240,442	210,511	-	210,511	214,333
Total Revenues	193,953	240,442	210,511	-	210,511	214,333
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
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 2018 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 are at 7% and funding for performance raises in a range of 0% - 5% based on a 3% average; offset by decreases in workers compensation rates.

Decreases to Program Funding:

1. Decrease in professional services in order to align budget with recent expenditure trends including a \$15,000 decrease in insurance broker services.

Purchasing Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	570,152	579,579	600,406	-	600,406	619,583
Operating	22,672	28,504	28,564	-	28,564	28,564
Transportation	3,054	2,516	2,980	-	2,980	2,980
Total Budgetary Costs	595,879	610,599	631,950	-	631,950	651,127
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Procurement (001-140-513)	489,563	501,991	520,148	-	520,148	535,690
Warehouse (001-141-513)	106,315	108,608	111,802	-	111,802	115,437
Total Budget	595,879	610,599	631,950	-	631,950	651,127
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	595,879	610,599	631,950	-	631,950	651,127
Total Revenues	595,879	610,599	631,950	-	631,950	651,127
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Procurement	5.25	6.00	6.00	-	6.00	6.00
Warehouse	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	7.25	8.00	8.00	-	8.00	8.00

Purchasing – Procurement (001-140-513)

Goal	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; 2) provide contract management and compliance services; and 3) an exemplary records and management control program for the tangible personal property of Leon County.
Core Objectives	<ol style="list-style-type: none"> 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. 8. Administer the County property control program: maintain property control records, perform and reconcile property inventory, and provide technical assistance to Property Custodians.
Statutory Responsibilities	Leon County Board of County Commissioners Purchasing Policy (revised 06/20/2017), Purchasing Card Policy (revised 2/12/13), and Tangible Personal Property 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				
Priorities	Benchmark Data	Leon County	ICMA Mean	ICMA Median
G2	Amount of central purchasing purchases per central purchasing FTE (millions)	\$17.1	\$20.5	\$13.0
G2	Percent of purchasing conducted with purchasing card	8.12%	5.87%	2.56%

International City/County Management Association Comparable Performance Measurement 2010

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G2, G5	Percent of completed requisitions for purchase orders processed within two days of receipt.	100%	100%	100%	100%
G2, G5	Percent of bids/RFPs processed within 45 work days of receipt of request.	96%	100%	100%	100%
G2, G5	Number of Purchase Orders issued.	2,389	2,069	2230	2300
G2, G5	Volume of Purchase Orders Issued (millions).	\$58.7	\$52.9	\$60	\$62
G2	Amount of Central Purchasing Office purchases per Central Purchasing FTE (3.35 FTE allocated) (*3.5 for FY17/FY18) (millions)	\$16.8	\$15.8	\$17.1*	\$17.7*
G2, G5	Number of bids issued.	52	48	55	55
G2, G5	Purchasing card volume.	\$5,642,732	\$5,617,756	\$6,000,000	\$6,000,000
G5	Purchasing card rebate.	\$79,000	\$78,600	\$87,400	\$88,000
G2, G5	Number of assets at year-end.	7,472	7,275	7,750	7,750
G2, G5	Year-end total asset value (millions).	\$58.1	\$57	\$57.5	\$60
G2, G5	Number of surplus auctions (**online auctions started in FY 2016).	27	92**	90**	75**
G2, G5	Value of auction proceeds.	\$419,453	\$212,891	\$175,000	\$200,000
G2,G5	Number of pre-bid meetings held to provide information on County projects to vendors.	29	19	30	30
G2,G5	Ratio of bid protests to total solicited bids.	0:52	2:48	0:55	0:55

Purchasing - Procurement (001-140-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	467,107	474,822	493,011	-	493,011	508,553
Operating	19,884	25,648	25,707	-	25,707	25,707
Transportation	2,573	1,521	1,430	-	1,430	1,430
Total Budgetary Costs	489,563	501,991	520,148	-	520,148	535,690
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	489,563	501,991	520,148	-	520,148	535,690
Total Revenues	489,563	501,991	520,148	-	520,148	535,690
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Dir of Purchasing	1.00	1.00	1.00	-	1.00	1.00
Purchasing Specialist	0.50	1.00	1.00	-	1.00	1.00
Purchasing & Contract Admin	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
Administrative Associate V	0.75	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	5.25	6.00	6.00	-	6.00	6.00

The major variances for the FY 2018 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 are at 7% and funding for performance raises in a range of 0% - 5% based on a 3% average; offset by decreases in workers compensation rates.

Decreases to Program Funding:

1. Decrease in Vehicle Coverage in the amount of \$276.

Purchasing – Warehouse (001-141-513)

Goal	The goal of the Warehouse Program is to procure, stock, and issue high turnover type items to facilitate the work routines of County departments.
Core Objectives	<ol style="list-style-type: none"> 1. Issue supplies and materials from the Warehouse. 2. Procure materials and supplies for the Warehouse and County customers. 3. Provide forklift services for other departments. 4. Process purchase requisitions for Fleet Management and Operations Divisions and provide back-up to Procurement as needed. 5. Assist County staff with identifying vendors and sourcing needed items.
Statutory Responsibilities	Leon County Board of County Commissioners Purchasing Policy (revised 6/20/17) and Tangible Personal Property Policy (revised 6/13/06); Florida Statute, Chapter 274 "Tangible Personal Property"; Florida Statute, Chapter 287 "Public Procurement."
Advisory Board	None

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark
G2, G5	Inventory Turnover Rate (sales / inventory value)	2.44	Greater than or equal to 1.5
G2, G5	Annual inventory loss/gain (to measure operational accuracy)	0.5%	Less than 1.5% +/-

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

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G2, G5	Cost per issuance.	\$6.44	\$7.17	\$7.05	\$7.10
G2, G5	Operational cost % of total dollar value of issuances (expenses / \$ value of issuances).	16.5%	17.8%	18%	20%
G2, G5	Number of issuances.	15,340	14,831	15,400	15,500
G2, G5	Dollar volume of issuances.	\$598,705	\$597,495	\$550,000	\$550,000

Purchasing - Warehouse (001-141-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	103,046	104,757	107,395	-	107,395	111,030
Operating	2,789	2,856	2,857	-	2,857	2,857
Transportation	481	995	1,550	-	1,550	1,550
Total Budgetary Costs	106,315	108,608	111,802	-	111,802	115,437
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	106,315	108,608	111,802	-	111,802	115,437
Total Revenues	106,315	108,608	111,802	-	111,802	115,437
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
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 2018 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 are at 7% and funding for performance raises in a range of 0% - 5% based on a 3% average; offset by decreases in workers compensation rates.
2. Vehicle Repair in the amount of \$555.

Real Estate Management Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	201,003	145,933	152,897	-	152,897	158,585
Operating	188,313	169,152	169,167	-	169,167	169,167
Grants-in-Aid	-	25,000	25,000	-	25,000	-
Total Budgetary Costs	389,316	340,085	347,064	-	347,064	327,752
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Real Estate Management (001-156-519)	284,982	295,085	302,064	-	302,064	282,752
Tax Deed Applications (001-831-513)	104,334	45,000	45,000	-	45,000	45,000
Total Budget	389,316	340,085	347,064	-	347,064	327,752
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	389,316	340,085	347,064	-	347,064	327,752
Total Revenues	389,316	340,085	347,064	-	347,064	327,752
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
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

Real Estate (001-156-519)

Goal	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.
Core Objectives	<ol style="list-style-type: none"> 1. Develop and maintain a comprehensive inventory of the County’s real estate by the utilization of the existing TLC GIS database. 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 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. 4. Work with County staff in recommending and negotiating the most efficient use of space. 5. Regularly interact with the assigned County attorney to assists in resolving land use issues related to projects. 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. 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. 8. Work in tandem with Public Works to acquire property rights for capital improvement projects. 9. Coordinate with the County’s Tax Collector and the Clerk of the Court 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. 10. Work with the county staff, affordable housing and assigned attorney 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 as soon as possible. 11. Acquire property rights through donations, direct purchases and eminent domain. 12. Manage all County owned lease property; prepare and execute all leases for Leon County.
Statutory Responsibilities	<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>
Advisory Board	None

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q2	Total leasable square footage occupied ¹	174,275	153,868	159,000	160,000
Q2	% of total leasable square footage occupied ¹	85.2%	75.3%	77%	80%

Notes:

1. Total leasable square footage of space fluctuates from year-to-year and is currently 204,316.

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

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	201,003	145,933	152,897	-	152,897	158,585
Operating	83,979	124,152	124,167	-	124,167	124,167
Grants-in-Aid	-	25,000	25,000	-	25,000	-
Total Budgetary Costs	284,982	295,085	302,064	-	302,064	282,752
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	284,982	295,085	302,064	-	302,064	282,752
Total Revenues	284,982	295,085	302,064	-	302,064	282,752
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
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

Note: The Real Estate Manager position is being held vacant and is unfunded. Leon County is currently contracting with a private leasing company to perform this function.

The major variances for the FY 2018 Real Estate Management budget are as follows:

Increases to Program Funding:

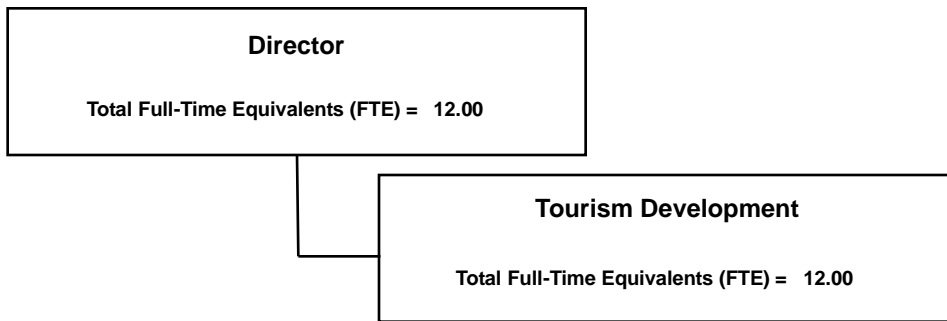
1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates are at 7% and funding for performance raises in a range of 0% - 5% based on a 3% average; offset by decreases in workers compensation rates.

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

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	104,334	45,000	45,000	-	45,000	45,000
Total Budgetary Costs	104,334	45,000	45,000	-	45,000	45,000
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	104,334	45,000	45,000	-	45,000	45,000
Total Revenues	104,334	45,000	45,000	-	45,000	45,000

For FY18 this budget is recommended at the same level as FY17.

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Executive Summary

The Office of Tourism Development section of the Leon County FY 2018 Annual Budget is comprised of the Tourism Development Office.

Tourism Development promotes the Tallahassee-Leon County area through tourism advertising, public relations, direct sales, visitor service functions, and marketing research. This office is fully supported by the Tourist Development Tax, also known as the “bed tax”.

On December 9, 2013, the Board approved transitioning its strategic planning to a five-year planning cycle that spans from FY 2012 through FY 2016, as reflected in the LEADS/Strategic Plan Section. As part of the Leon LEADS Strategic Planning process, the Office of Tourist Development 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 Office in measuring outcomes of the Strategic Plan.

HIGHLIGHTS

Tourism Development continued their momentum with its sixth consecutive year of growth in producing economic benefit while promoting Leon County as a visitor destination. This office again set records for bed tax collections and saw record traffic to its redesigned web site. Due to the outstanding success of Apalachee Regional Park and its continued growth as one of the Nation's top cross country venues, the Office of Tourism Development increased its sports bid pool by \$174,000 due to the numerous cross country events scheduled at Apalachee Regional Park in FY17. In FY 17, Tourism Development increased the Signature Event Grant Program for multi-day festivals and events by \$175,000. This increase is to ensure historically successful events continue to receive funding and to address an increased number of new applicants requesting signature event grant funding. During the FY18 budget process, an increase of \$50,000 was allocated to support “Emerging” Signature Events to reach Signature Event status.

The FY18 budget also provides an increase in the amount of \$175,000 for advertising and marketing for fully integrated marketing activities in two major target market areas in Atlanta and Tampa.

The Office of Tourist Development also provided the Council on Culture & Arts (COCA) with a historical amount of funding by dedicating 1 cent of the Tourist Development Tax directly to COCA to support their mission of developing arts and culture in Florida's capital region. Additionally, FY17 was the second year that Tourism Development provided ¼ cent of the Tourist Development Tax to support COCA's Capital Improvement Matching Grant Program.

Tourism Development Business Plan

Mission Statement

The mission of the Leon County Office of Tourism Development is to spearhead and coordinate the tourism related marketing and management of the destination through the coordination of the hospitality industry, local governments and the business community to sustain and grow visitor spending and job creation in the Tallahassee region.

Strategic Priorities

Economy

- EC1 - Do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits.
- EC4 - Grow our tourism economy, its diversity, competitiveness and economic impact.

Quality of Life

- Q4 - Support and promote access to basic health and welfare services to our community members most in need.

Strategic Initiatives
October 1, 2017 – September 30, 2021

- | | |
|---|-------------|
| 1. Continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park (ARP). (EC4) | In Progress |
| 2. Enhance sports tourism through the exploration of an NFL Preseason game and other possible events at Doak Campbell Stadium. (EC4) | In Progress |
| 3. Further enhance our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park (ARP). (EC1, EC4) | In Progress |
| 4. To continue to support Choose Tallahassee’s efforts to market our community as a retirement destination. (Q4 , EC4) | In Progress |
| 5. Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Capital City Amphitheater stage, inclusive of potential sound mitigation elements (EC4) | In Progress |
| 6. Continue to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County’s financial and programming roles and participation for future Board consideration. (EC1, EC4) | In Progress |
| 7. Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in order to levy a sixth cent to support the convention center and arena district. (EC4) | In Progress |

Actions

- | | |
|---|---|
| 1. Staff partnered with Florida State Athletics in assembling the bid to host NCAA cross country Regional and National Championships and was awarded the 2021 National Collegiate Athletic Association Division One Cross County National Championships at Apalachee Regional Park. | FSU Athletics, NCAA, Hotel partners, Parks Department |
| 2. Staff partnering with Florida State Athletics to identify potential NFL teams to participate in a Pre-Season NFL Game. | FSU, NFL, Florida Sports Foundation |
| 3. Constructed the Apalachee Regional Park Access Road and anticipate approval of Preliminary Master Plan. Leon County BOCC Workshop scheduled for September 26, 2017 regarding closure of landfill and report from Wood+Partners Inc. | Parks Department, FSU, various community interests |
| 4. Continuing to coordinate with the Choose Tallahassee executive committee and full board. | Choose Tallahassee, Zimmerman Agency |

Tourism Development

Actions	5. Worked with community agencies to develop cost analysis for weatherization of the Capital City Amphitheater stage while considering options to advance sound mitigation.	Blueprint IA, City of Tallahassee			
	6. Continuing to communicate with FSU staff and Leon County Office of Financial Stewardship relating to Civic Center District development.	FSU, Financial Stewardship			
	7. Monitored legislation with industry lobbyists while working with community partners to advance legislation in support of levying sixth cent.	FSU, FADMO, County Lobbyist, Hotel partners			
Bold Goals and Five-Year Targets	<u>Bold Goal:</u> Grow the five-year tourism economy to \$5 billion. (BG1)				
		FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
	Tourism Economic Growth ²	\$.89 billion	\$.92 billion	TBD	\$1.8 billion
	<u>Strategic Target:</u> Attract 80 state, regional, or national championships across all sports. (T1)				
		FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
	Championships Attracted ³	15	17	TBD	32
	<u>Strategic Target:</u> Host 100,000 residents and visitors as part of the Amphitheater County Concert Series. (T4)				
		FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
	Concert Series Attendance ⁴	4,789	15,000	TBD	19,789
	Notes:				
<ol style="list-style-type: none"> The reporting for FY 2017 are estimates only. At the time this document was published, the fiscal year for 2017 was not yet complete, so actual reporting was unavailable. This will be updated in the FY 2019 Budget. Staff anticipates year-round visitation will continue to increase through aggressive marketing, sales and promotional activities that are guided by research and focused toward targeted, high value audience segments. Staff anticipates attracting additional championships to Leon County by capitalizing on past successes, relationships with prominent event organizers and national associations, and the strength of tremendous facilities like Apalachee Regional Park to assure future progression and growing national prominence for sports tourism. Staff anticipates attracting more concert attendees by enhancing the County's growing reputation for live entertainment among travelers by offering high profile, quality performances at Capital City Amphitheater. Staff will work closer with the County's contractor to find high quality acts that will fill the Amphitheater rather than small frequent shows. 					

Leon County Fiscal Year 2018 Adopted Budget

Office of Tourism Development

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	885,874	973,508	946,889	-	946,889	977,406
Operating	1,730,593	2,073,829	2,069,626	380,800	2,450,426	2,461,841
Transportation	1,412	1,710	1,438	-	1,438	1,438
Grants-in-Aid	1,821,912	1,908,000	2,003,356	50,000	2,053,356	2,079,735
Total Budgetary Costs	4,439,791	4,957,047	5,021,309	430,800	5,452,109	5,520,420
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Tourism Development	4,439,791	4,957,047	5,021,309	430,800	5,452,109	5,520,420
Total Budget	4,439,791	4,957,047	5,021,309	430,800	5,452,109	5,520,420
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	150,000	150,000	150,000	-	150,000	150,000
160 Tourism Development	4,289,791	4,807,047	4,871,309	430,800	5,302,109	5,370,420
Total Revenues	4,439,791	4,957,047	5,021,309	430,800	5,452,109	5,520,420
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Tourism Development	12.00	12.00	12.00	-	12.00	12.00
Total Full-Time Equivalents (FTE)	12.00	12.00	12.00	-	12.00	12.00
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Tourism Development	-	-	0.50	-	0.50	0.50
Total OPS Full-Time Equivalents (FTE)	-	-	0.50	-	0.50	0.50

Tourism Development Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	885,874	973,508	946,889	-	946,889	977,406
Operating	1,730,593	2,073,829	2,069,626	380,800	2,450,426	2,461,841
Transportation	1,412	1,710	1,438	-	1,438	1,438
Grants-in-Aid	1,821,912	1,908,000	2,003,356	50,000	2,053,356	2,079,735
Total Budgetary Costs	4,439,791	4,957,047	5,021,309	430,800	5,452,109	5,520,420
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Administration (160-301-552)	498,894	525,530	498,596	-	498,596	509,589
Advertising (160-302-552)	979,289	1,141,473	1,141,473	175,000	1,316,473	1,327,888
Council on Culture & Arts (COCA) (160-888-573)	1,110,915	1,226,900	1,318,956	-	1,318,956	1,345,335
Line Item - COCA Contract (001-888-573)	150,000	150,000	150,000	-	150,000	150,000
Line Item - Special Events (160-888-574)	90,000	-	-	-	-	-
Marketing (160-303-552)	1,145,828	1,398,144	1,397,284	205,800	1,603,084	1,622,608
Special Projects (160-304-552)	464,863	515,000	515,000	50,000	565,000	565,000
Total Budget	4,439,791	4,957,047	5,021,309	430,800	5,452,109	5,520,420
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	150,000	150,000	150,000	-	150,000	150,000
160 Tourism Development	4,289,791	4,807,047	4,871,309	430,800	5,302,109	5,370,420
Total Revenues	4,439,791	4,957,047	5,021,309	430,800	5,452,109	5,520,420
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Administration	3.50	3.50	3.50	-	3.50	3.50
Marketing	8.50	8.50	8.50	-	8.50	8.50
Total Full-Time Equivalents (FTE)	12.00	12.00	12.00	-	12.00	12.00
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Administration	-	-	0.25	-	0.25	0.25
Marketing	-	-	0.25	-	0.25	0.25
Total OPS Full-Time Equivalents (FTE)	-	-	0.50	-	0.50	0.50

Tourism Development – (160-301,302,303,304,305-552)

Goal	The goal of Tourism Development is to enhance the local economy and quality of life through the benefits associated with a strong visitor industry by maximizing the number of visitors, length of stay of visitors, and the economic impact of visitors to Leon County.
Core Objectives	<ol style="list-style-type: none"> 1. Maximize dollars available to market the destination. 2. Support programs and facilities that draw overnight visitors and maximize the return on investment. 3. Increase visitation during times of the year when there is low or decreased activities. 4. Provide effective and efficient visitor services programs. 5. Increase the awareness of the importance of the tourism industry to local residents.
Statutory Responsibilities	Florida Statute, Chapter 125.0104 "Procedure for Levying Tourist Development Tax, Authorized Uses for the Tax, and Enforcement of Collection"; Leon County Code of Laws, Chapter 11, Article III "Tourist Development Tax".
Advisory Board	Tourist Development Council

Strategic Plan Bold Goals and Five-Year Targets

Reference	Measure	FY 2017 Estimate	FY 2018 Estimate
BG1	Grow the five-year tourism economy to \$5 billion.¹	\$.89 billion	\$.92 billion
T1	Attract 80 state, regional, or national championships across all sports.²	15	17
T4	Host 100,000 residents and visitors as part of the Amphitheater County Concert Series.³	4,789	15,000

1. Staff anticipates year-round visitation will continue to increase through aggressive marketing, sales and promotional activities that are guided by research and focused toward targeted, high value audience segments.
2. Staff anticipates attracting additional championships to Leon County by capitalizing on past successes, relationships with prominent event organizers and national associations, and the strength of tremendous facilities like Apalachee Regional Park to assure future progression and growing national prominence for sports tourism.
3. Staff anticipates attracting more concert attendees by enhancing the County's growing reputation for live entertainment among travelers by offering high profile, quality performances at Capital City Amphitheater. Staff will work closer with the County's contractor to find high quality acts that will fill the Amphitheater rather than small frequent shows.

Performance Measures

Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimates ¹	FY 2018 Estimates
EC4	Tourist Development Tax per penny	\$1,028,285	\$1,047,376	\$1,115,000	\$1,150,000
EC4	Percent Change in Tourist Development Tax	11%	2%	7%	3%
EC4	Number of total visitors to Leon County ²	2,326,769	2,312,120	2,395,000	2,460,000
EC4	Percent Change in number of total visitors to Leon County	12%	-1%	4%	3%
EC4	Total Direct Visitor Economic Impact (billions) ²	\$0.84	\$0.84	\$0.89	\$0.92
EC4	Percent Change in Direct Visitor Economic Impact	13%	0%	6%	3%
EC4	Number of Direct Tourism Related Jobs ²	13,659	13,702	14,500	14,900
EC4	Percent Change in the number of Direct Tourism Related Jobs	14%	0%	6%	3%
EC4	Hotel Occupancy ³	62%	63%	65%	66%
EC4	Hotel Revenue (millions) ³	\$120	\$124	\$126	\$128
EC4	Percent Change in Hotel Revenue	7%	5%	2%	2%

- Notes:**
1. FY 2017 estimations represent a rebound in the upward trend in local growth over the past 6 years after a minimal year of growth in FY2016. This projection is due to a return to Spring Session for the Florida Legislature as well as growth of events in Leon County. Hotel revenue is anticipated to see a slight increase as the economy has a positive effect on room rates.
 2. Downs & St. Germain recalculated FY 2015 visitors after a review of previously received reports from Bonn Marketing Research allowing for consistent reporting when comparing historical figures to estimates.
 3. Data provided by Smith Travel Research.

Tourism Development - Administration (160-301-552)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	343,364	344,669	317,968	-	317,968	328,961
Operating	154,118	179,151	179,190	-	179,190	179,190
Transportation	1,412	1,710	1,438	-	1,438	1,438
Total Budgetary Costs	498,894	525,530	498,596	-	498,596	509,589
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
160 Tourism Development	498,894	525,530	498,596	-	498,596	509,589
Total Revenues	498,894	525,530	498,596	-	498,596	509,589
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director Tourism Development	1.00	1.00	1.00	-	1.00	1.00
Assistant to the Executive Director	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Visitor Services Representative	0.50	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	3.50	3.50	3.50	-	3.50	3.50
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
TDC Consolidated OPS	-	-	0.25	-	0.25	0.25
Total OPS Full-Time Equivalents (FTE)	-	-	0.25	-	0.25	0.25

The major variances for the FY 2018 Tourism Development Administration Budget are as follows:

Decreases to Program Funding:

1. Decrease in personnel costs in the amount of \$26,986 is associated with the attrition of a long-term employee compensated at the higher end of the salary range and due to the realignment of Administration personnel salaries for OPS positions in Administration and Marketing to maintain coverage for the Visitor Services Representative position when the current part-time employees are unable to fulfill the hours needed. This would limit the current demand on Senior Management to staff the desk when it is vacant.

Tourism Development - Advertising (160-302-552)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	979,289	1,141,473	1,141,473	175,000	1,316,473	1,327,888
Total Budgetary Costs	979,289	1,141,473	1,141,473	175,000	1,316,473	1,327,888
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
160 Tourism Development	979,289	1,141,473	1,141,473	175,000	1,316,473	1,327,888
Total Revenues	979,289	1,141,473	1,141,473	175,000	1,316,473	1,327,888

The major variances for the FY 2018 Tourism Development Advertising Budget are as follows:

Increase to Program Funding:

1. A budget proposal increase in the amount of \$175,000 for Target DMA (Designated Market Area) Activation Marketing. This funding will allow for the activation of fully integrated marketing activities in two major target DMA markets (Atlanta and Tampa) with focused, intensified activities to generate increased visibility and visitation from each geographic area.

Tourism Development - Marketing (160-303-552)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	542,509	628,839	628,921	-	628,921	648,445
Operating	597,186	753,205	748,963	205,800	954,763	954,763
Grants-in-Aid	6,133	16,100	19,400	-	19,400	19,400
Total Budgetary Costs	1,145,828	1,398,144	1,397,284	205,800	1,603,084	1,622,608
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
160 Tourism Development	1,145,828	1,398,144	1,397,284	205,800	1,603,084	1,622,608
Total Revenues	1,145,828	1,398,144	1,397,284	205,800	1,603,084	1,622,608
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Senior Sports Sales Manager	1.00	1.00	1.00	-	1.00	1.00
Marketing Communications Manager	1.00	1.00	1.00	-	1.00	1.00
Sports Sales Manager	1.00	1.00	1.00	-	1.00	1.00
Leisure Travel Sales Manager	1.00	1.00	1.00	-	1.00	1.00
Visitor Services Manager	1.00	1.00	1.00	-	1.00	1.00
Senior Marketing Manager	1.00	1.00	1.00	-	1.00	1.00
Meetings & Convention Sales Manager	1.00	1.00	1.00	-	1.00	1.00
Public Relations Marketing Specialist	1.00	1.00	1.00	-	1.00	1.00
Visitor Services Representative	0.50	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalentents (FTE)	8.50	8.50	8.50	-	8.50	8.50
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
TDC Consolidated OPS	-	-	0.25	-	0.25	0.25
Total OPS Full-Time Equivalentents (FTE)	-	-	0.25	-	0.25	0.25

The major variances for the FY 2018 Tourism Development Marketing 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Budget proposal request of \$17,800 for additional distribution of visitor guides throughout the Florida Turnpike, contracts for bloggers and costs related to event photography.
3. Increase in the amount of \$188,000 for the sports bid pool marketing and funding for the Transportation Assistance program. The program encourages meeting planners to choose Tallahassee as the host city for meetings and conventions by providing funding to assist in transporting meeting attendees between lodging sites and public meeting venues, or between accommodations and an area attraction for an off-site function.

Decreases to Program Funding:

1. The change in Visitor Services Representative's duties, which consist of less travel and training, caused a reduction in operating expenses in the amount of \$3,341.
2. Decrease in the amount of \$14,435 related to postage and shipping costs and decrease in TDC direct sales promotions related to the realignment of Visitor Services Representative's duties.

Tourism Development - Special Projects (160-304-552)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	464,863	515,000	515,000	50,000	565,000	565,000
Total Budgetary Costs	<u>464,863</u>	<u>515,000</u>	<u>515,000</u>	<u>50,000</u>	<u>565,000</u>	<u>565,000</u>
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
160 Tourism Development	464,863	515,000	515,000	50,000	565,000	565,000
Total Revenues	<u>464,863</u>	<u>515,000</u>	<u>515,000</u>	<u>50,000</u>	<u>565,000</u>	<u>565,000</u>

The major variances for the FY 2018 Tourism Development Special Projects Budget are as follows:

Increase to Program Funding:

1. An increase of \$50,000 approved by the Board at the April 25, 2017 Budget Workshop to support "Emerging" Signature Events to reach Signature Event status.

Tourism Development - Line Item - COCA Contract (001-888-573)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	150,000	150,000	150,000	-	150,000	150,000
Total Budgetary Costs	150,000	150,000	150,000	-	150,000	150,000
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	150,000	150,000	150,000	-	150,000	150,000
Total Revenues	150,000	150,000	150,000	-	150,000	150,000

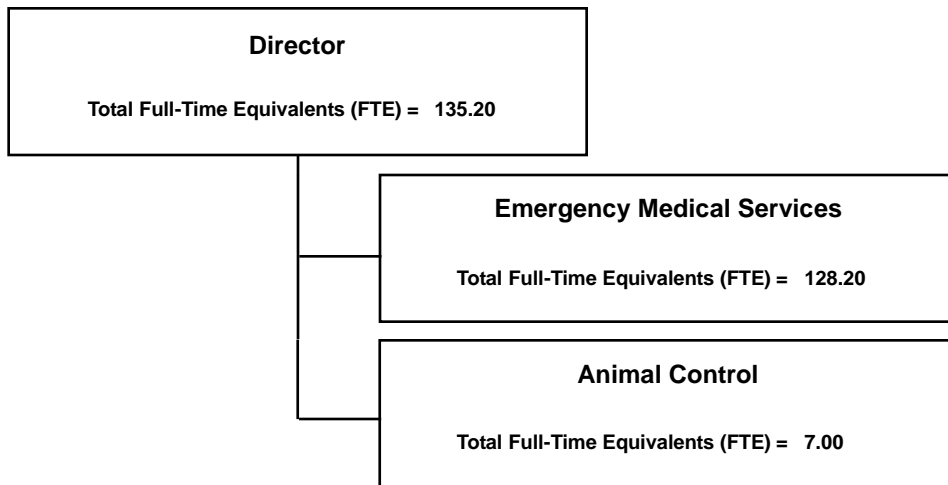
The FY18 Budget is at the same level funding as the previous year.

Tourism Development - Council on Culture & Arts (COCA) (160-888-573)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	1,110,915	1,226,900	1,318,956	-	1,318,956	1,345,335
Total Budgetary Costs	1,110,915	1,226,900	1,318,956	-	1,318,956	1,345,335
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
160 Tourism Development	1,110,915	1,226,900	1,318,956	-	1,318,956	1,345,335
Total Revenues	1,110,915	1,226,900	1,318,956	-	1,318,956	1,345,335

The FY 2018 budget reflects the anticipated grant level funding to support the Council on Culture & Arts (COCA) per the interlocal agreement with the City. This agreement redirects the previous Performing Arts Center 1 cent, plus allocating an additional ¼ cent, for a total of 1 ¼ of the 5 cent tourist development bed tax to support COCA re granting. The additional ¼ cent is dedicated towards a capital grant program, administered by COCA, and is only funded for 5 years.

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Executive Summary

The Office of Public Safety section of the Leon County FY 2018 Annual Budget is comprised of Emergency Medical Services and Animal Control.

Emergency Medical Services provides emergency medical services to all residents of Leon County. Animal Control provides humane education, prevention, and enforcement programs for the citizens and domestic animals of Leon County.

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 Public Safety 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

Emergency Medical Services (EMS) continues to provide award-winning services through the delivery of cost-effective emergency treatment and transportation of the sick and injured. In February 2016, EMS was conferred another three-year accreditation from the Commission on Accreditation of Ambulance Services (CAAS). CAAS accreditation requires meeting strict national standards of excellence that signify EMS has met the "gold standard" for the ambulance industry. Meeting CAAS standards results in strengthened community confidence in the quality and safety of care, treatment and services provided by EMS. In FY 2017, EMS continued its public education and risk reduction campaign which provides cardiopulmonary resuscitation (CPR) with automated external defibrillation (AED) training to citizens. The EMS Division's annual "Press the Chest" CPR community training event drew over 500 citizens. In addition, CPR training was provided for 100 women and families of infants and young children at Capital Area Healthy Start to assist with outreach in educating the community on the life saving efforts for infants and children.

During the FY 2018 budget process, EMS was allocated an additional \$420,000, for a half crew and \$300,000 for a new ambulance to help address the increase in call volume.

Animal Control is responsible for enforcing state and local ordinances concerning matters such as stray animals, rabies control, animal cruelty, and dangerous animals. Animal Services also provides training through the conduction of the animal bite prevention and safety program and advocates for the altering of animals to decrease pet overpopulation through educational programs and the distribution of vouchers for free or low cost spay and neutering of animals. Animal Control is also responsible for administering the \$71,250 contract for St. Francis Wildlife services. St. Francis Wildlife Association works to locate, capture, remove and rehabilitate injured wildlife in the unincorporated areas of Leon County.

Office of Public Safety Business Plan

Mission Statement

The mission of the Leon County Office of Public safety is to enrich, preserve and improve the lives of citizens and visitors to Leon County by: 1. Promoting safety through clinically superior and compassionate pre-hospital care and life safety education through the Division of Emergency Medical Services Division, and 2. Provide education, prevention, and enforcement programs and humane animal care and control services through the Division of Animal Control.

Strategic Priorities

Quality of Life

- Q3 - Provide essential public safety infrastructure and services.
- Q4 - Support and promote access to basic health and welfare services to our community members most in need.

Governance

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

Strategic Initiatives
October 1, 2017 –
September 30, 2021

- | | | |
|----|--|---------|
| 1. | Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (Q3) | Ongoing |
| 2. | Improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies.(Q3, Q4) | Ongoing |

Actions

- | | | |
|----|--|----------------|
| 1. | Implementing additional data sharing systems with TMH & CRMC and completing comprehensive medical protocol update. | EMS |
| 2. | Implemented neighborhood sweeps to provide education and voucher disbursements of low/no cost spay and neutering vouchers. | Animal Control |

Bold Goals and Five-Year Targets

Strategic Target: Train 8,500 citizens in CPR/AEDs. (T5)

	FY 2017 ¹	FY 2018	FY 2019 - 2021	Total
Citizens trained in CPR/AED ²	1,700	1,700	TBD	3,400

Notes:

1. The reporting for FY 2017 are estimates only. At the time this document was published, the fiscal year for 2017 was not yet complete, so actual reporting was unavailable. This will be updated in the FY 2019 Budget.
2. In order to train 8,500 citizens in CPR and AED use over the next five years, EMS will continue to partner with businesses, organizations, churches and schools to reach this goal. Additionally, EMS will host several larger events such as "Press the Chest" to reach out to the entire community.

Leon County Fiscal Year 2018 Adopted Budget

Office of Public Safety

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	10,490,179	10,839,590	11,075,454	497,640	11,573,094	11,892,961
Operating	5,826,635	6,155,776	6,034,465	129,723	6,164,188	6,215,606
Transportation	873,895	933,816	1,113,257	3,209	1,116,466	1,116,466
Capital Outlay	37,421	-	38,000	-	38,000	38,000
Grants-in-Aid	71,250	71,250	71,250	-	71,250	71,250
Total Budgetary Costs	17,299,381	18,000,432	18,332,426	630,572	18,962,998	19,334,283
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Emergency Medical Services	15,839,623	16,473,669	16,838,083	627,363	17,465,446	17,782,701
Animal Control	1,459,758	1,526,763	1,494,343	3,209	1,497,552	1,551,582
Total Budget	17,299,381	18,000,432	18,332,426	630,572	18,962,998	19,334,283
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
135 Emergency Medical Services MSTU	15,839,623	16,473,669	16,838,083	627,363	17,465,446	17,782,701
140 Municipal Service	1,459,758	1,526,763	1,494,343	3,209	1,497,552	1,551,582
Total Revenues	17,299,381	18,000,432	18,332,426	630,572	18,962,998	19,334,283
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Animal Control	7.00	7.00	7.00	-	7.00	7.00
Emergency Medical Services	121.20	122.20	122.20	6.00	128.20	128.20
Total Full-Time Equivalents (FTE)	128.20	129.20	129.20	6.00	135.20	135.20
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Emergency Medical Services	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Emergency Medical Services (135-185-526)

Goal	The goal of Leon County EMS Division is to provide clinically superior, compassionate, cost-effective emergency medical services to all citizens and visitors of Leon County; regardless of social economic status, utilizing the latest technologies and medical care standards, within the bounds of available resources.
Core Objectives	<ol style="list-style-type: none"> 1. Provide basic and advanced life support emergency medical services to the citizens and visitors of Leon County. 2. Provide medically necessary inter-facility and critical care emergency medical services to the citizens and visitors of Leon County. 3. Provide medical coverage at special event venues. 4. Provide injury and disease prevention and community risk reduction training programs to citizens. 5. Provide bystander care educational programs to citizens. 6. Maintain the County's Heart Ready initiative through the further development of the public access automated external defibrillator (AED) program and by training citizens in cardio-pulmonary resuscitation (CPR) and AED use. 7. Maintain a constant state of readiness to respond to major disasters, both man-made and natural. 8. Provide administrative oversight of the six volunteer fire departments.
Statutory Responsibilities	Article III Leon County Code of Law Chapter 401 Florida Statute Chapter 64J-1 Florida Administrative Code
Advisory Board	Emergency Medical Services Advisory Council

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark
Q3	Percent of cardiac arrest patients that experience Return of Spontaneous Circulation (ROSC) upon arrival at the Emergency Room.	41%	7% ¹
Q3	Percent of requests for services that result in a patient transport	68%	65% ²
Q3	EMS responses per 1,000 residents	132.768	76.786 ³

Benchmark source:

1. American Heart Association, 2012
2. Florida EMSTARS Database, 2012
3. International City/County Management Association FY15 Benchmark Data for Jurisdictions with 250,000-499,000 population

Strategic Plan Bold Goals and Five-Year Targets			
Reference	Measure	FY 2017 Estimate	FY 2018 Estimate
T11	Strategic Target: Train 8,500 citizens in CPR/AEDs between FY17-FY21¹	1,700	1,700

1. In order to train 8,500 citizens in CPR and AED use over the next five years, EMS will continue to partner with businesses, organizations, churches and schools to reach this goal. Additionally, EMS will host several larger events such as "Press the Chest" to reach out to the entire community.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q3	Number of calls for service responded to.	37,765	40,181	42,190	43,877
Q3	Number of transports made.	25,550	27,610	28,578	29,292
Q3, Q4	Number of public education events conducted annually.	140	160	160	160
Q3, Q4	Number of public access Automated External Defibrillators (AEDs) registered with the Division.	827	855	880	905
Q3,	Percent of trauma alert patients correctly identified by paramedics annually.	98%	97%	90%	90%
Q3	Percent of stroke alert patients correctly identified by paramedics annually.	84%	84%	90%	86%
Q3	Percent of STEMI patients correctly identified by paramedics annually. ¹	82%	96%	90%	90%
Q3	Percent of STEMI EKGs transmitted to receiving hospital by paramedics annually. ¹	84%	100%	90%	90%

1. ST-Elevation Myocardial Infarction (STEMI) is a serious type of heart attack during which one of the heart's major arteries is blocked.

Emergency Medical Services (135-185-526)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	10,077,197	10,404,985	10,626,865	497,640	11,124,505	11,429,338
Operating	4,899,824	5,183,791	5,116,340	129,723	5,246,063	5,258,485
Transportation	825,182	884,893	1,056,878	-	1,056,878	1,056,878
Capital Outlay	37,421	-	38,000	-	38,000	38,000
Total Budgetary Costs	15,839,623	16,473,669	16,838,083	627,363	17,465,446	17,782,701
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
135 Emergency Medical Services MSTU	15,839,623	16,473,669	16,838,083	627,363	17,465,446	17,782,701
Total Revenues	15,839,623	16,473,669	16,838,083	627,363	17,465,446	17,782,701
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
EMS Billing & Collection Technician	-	1.00	1.00	-	1.00	1.00
Medical Director	1.00	1.00	1.00	-	1.00	1.00
Director, Office of Public Safety & EMS Chief	1.00	1.00	1.00	-	1.00	1.00
EMS Division Manager	2.00	2.00	2.00	-	2.00	2.00
EMS Quality Improvement & Education Manager	1.00	1.00	1.00	-	1.00	1.00
EMS Field Operations Supervisor	7.00	6.00	6.00	-	6.00	6.00
EMS Billing Coordinator	1.00	1.00	1.00	-	1.00	1.00
Charge Paramedic	15.00	13.00	13.00	-	13.00	13.00
Administrative Associate V	2.00	2.00	2.00	-	2.00	2.00
Paramedic II (Level 1) - SS	6.00	12.00	12.00	-	12.00	12.00
Paramedic I	9.00	8.00	7.00	4.00	11.00	11.00
EMT I	9.00	-	1.00	2.00	3.00	3.00
EMS Supply Technician	2.00	2.00	2.00	-	2.00	2.00
Paramedic I - Part Time	5.40	4.80	4.80	-	4.80	4.80
EMT I - Part-Time	1.20	0.60	-	-	-	-
EMS Financial Analyst	1.00	1.00	1.00	-	1.00	1.00
EMT I - System Status	16.00	9.00	9.00	-	9.00	9.00
Paramedic I - System Status	36.00	34.00	32.00	-	32.00	32.00
Paramedic II (Level I) - PT	0.60	0.60	1.80	-	1.80	1.80
Paramedic - System Status	5.00	4.00	4.00	-	4.00	4.00
Paramedic II (Level 2) - SS	-	3.00	2.00	-	2.00	2.00
EMT II - System Status	-	4.00	6.00	-	6.00	6.00
Paramedic II (Level I)	-	1.00	2.00	-	2.00	2.00
EMT II	-	8.00	8.00	-	8.00	8.00
EMT II - Part-Time	-	1.20	0.60	-	0.60	0.60
Financial Compliance Manager	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	121.20	122.20	122.20	6.00	128.20	128.20
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
EMS Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Emergency Medical Services (135-185-526)

The major variances for the FY 2018 Emergency Medical Services 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average. Additional personnel costs associated with the establishment of the Living Wage at a minimum of \$12.00 per hour for County employees, as approved by the Board at the April 25, 2017 Budget Workshop.
2. Budget proposal of \$720,000 reflects, \$420,000 associated with the salaries, benefits and overtime for a half crew and the remaining \$300,000 for a new ambulance is included in the EMS capital project fund. The increase of an ambulance and crew will help address the increase in call volume.
3. Other contractual services in the amount of \$113,990, associated with the Advanced Life Support agreement with the City of Tallahassee and new documentation management software.
4. Machinery and equipment costs in the amount of \$38,000. This increase reflects the costs for ambulance replacement equipment.
5. Vehicle repair and maintenance increased in the amount of \$75,185 associated with an anticipated increase in the amount of vehicle maintenance needed, based on previous years.
6. Fuel costs increased in the amount of \$151,205 associated with an anticipated increase in fuel consumption.
7. Increase in operating supplies such as disposables, medical supplies, and bariatric tarp lifting systems for all ambulances is anticipated in the amount of \$12,233.

Decreases to Program Funding:

1. Decrease in phone system and communication costs in the amount of \$3,510 associated with number of phones, internet usage and maintenance costs of the system.
2. Vehicle coverage decreased in the amount of \$54,405 associated with lower insurance premiums.

Animal Control (140-201-562)

Goal	The goal of the Division of Animal Control is to improve the well-being of citizens and animals through humane education, prevention, and enforcement programs for the citizens and domestic animals of Leon County.
Core Objectives	<ol style="list-style-type: none"> 1. Assist the Health Department with Rabies prevention and control in the county's unincorporated and incorporated areas. 2. Patrol for stray, nuisance, or dangerous animals including humane trapping. 3. Investigate allegations of neglect or cruelty to animals and resolve complaints. 4. State designated agency for coordination of local Animal Disaster Relief/Recovery Plan. 5. 24 hour emergency rescue and medical care of sick, diseased and/or injured domestic animals. 6. Conducts Animal Bite Prevention Program and other community outreach programs for children and adults in the county's unincorporated and incorporated areas.
Statutory Responsibilities	Leon County Code of Laws, Chapter 4 "Animals"; *Florida Statute Chapter 828 "Animals; Cruelty; Sales; Animal Enterprise Protection" *Florida Administrative Code, Chapter 64D-3 "Control of Communicable Diseases and Conditions Which May Significantly Affect Public Health" *Florida Statute, Chapter 767 "Damage by Dogs" *Florida Statute, Chapter 585 "Animal Industry" *Florida Statute, Chapter 588 "Legal Fences and Livestock At Large"
Advisory Board	Dangerous Animal Classification Committee (Leon County Code of Laws, Chapter 4, Section 4-93 (g)) Leon County Advisory Committee (Leon County Code of Laws, Chapter 4, Section 4-32)

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark
Q3,Q4	Field deployed staff to population ¹	1 : 19,599 ¹	1:15,000 to 18,000 ²

1. Calculation based on unincorporated area population (97,996).
2. Florida Animal Control Association 2013 policy statement on recommended staffing.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q3,Q4	Maintain customer complaint rate at 5 per 1,000 calls received.	1.7	1.8	5.0	5.0
Q3,Q4	Number of citations issued.	174	106	250	250
Q3,Q4	Number of field service calls (bite and service calls including follow-ups) ¹	5,726	6,286	6,250	6,250
Q3,Q4	Return 7% of lost pets to their owners annually.	5%	4.5%	7%	7%
Q3,Q4	Reduce field impounds at the Animal Shelter by 3% annually.	3%	8.5%	3%	3%

- Notes:
1. From FY 2014, Leon County established a partnership with the Florida Department of Health (DOH), where the DOH is releasing animals from rabies quarantine, decreasing the number of follow-up incidents officers are handling from prior years.

Animal Control (140-201-562)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	412,983	434,605	448,589	-	448,589	463,623
Operating	926,811	971,985	918,125	-	918,125	957,121
Transportation	48,714	48,923	56,379	3,209	59,588	59,588
Grants-in-Aid	71,250	71,250	71,250	-	71,250	71,250
Total Budgetary Costs	1,459,758	1,526,763	1,494,343	3,209	1,497,552	1,551,582
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
140 Municipal Service	1,459,758	1,526,763	1,494,343	3,209	1,497,552	1,551,582
Total Revenues	1,459,758	1,526,763	1,494,343	3,209	1,497,552	1,551,582
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director of Animal Control	1.00	1.00	1.00	-	1.00	1.00
Senior Animal Control Officer	3.00	1.00	1.00	-	1.00	1.00
Animal Control Officer	2.00	4.00	4.00	-	4.00	4.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalentents (FTE)	7.00	7.00	7.00	-	7.00	7.00

The major variances for the FY 2018 Animal Control budget are as follows:

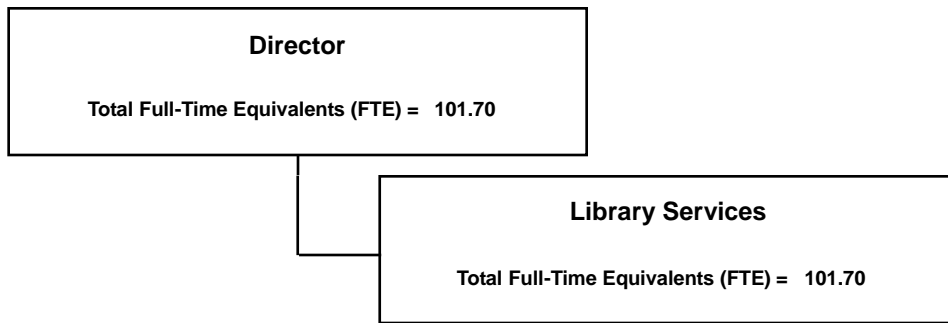
Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Fuel costs increased in the amount of \$14,827 associated with an anticipated increase in fuel consumption.

Decreases to Program Funding:

1. A decrease of \$53,575 in contractual services due the final payment to the City of Tallahassee for the completion of the HVAC capital project at the Animal Shelter in FY 2017.
2. Decrease in phone system and communication costs in the amount of \$285 associated with number of phones, internet usage and maintenance costs of the system.
3. Vehicle repair and maintenance decreased in the amount of \$1,102 associated with an anticipated increase/decrease in the amount of vehicle maintenance needed, based on previous years.
4. Vehicle coverage decreased in the amount of \$3,060 associated with higher/lower insurance premiums.

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Executive Summary

The Office of Library Services section of the Leon County FY 2018 Annual Budget includes the Divisions of Library Policy, Planning & Operations, Library Public Services, and Library Collection Services. In FY 2016, the Divisions of Library Public Services and Library Extension Services were combined into one, Library Public Services, to more efficiently manage staff at the main and branch libraries. Library staff members offer services to library users and the public throughout the library system, with specialized services available at the Main Library.

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 Library Services' 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

To continue expanding its offerings, the Library increased its contract with the Online Computer Library Center, which offers the interlibrary loan program, cataloging, and access to a number of resource-rich databases. In recognition of the many resources the Library offers, the Library became an affiliate of CareerSource Capital Region, emphasizing the library's training and workforce development online and print materials. The Library also continues to offer community gathering places and provides programs that attract a diverse array of citizens.

Some of the notable programs held at the Main Library and its branch locations include the Summer Reading program (promotes reading for youth and adults over the summer) and the Literacy program (teaches adults reading skills). Capping off the 25th anniversary celebration of the opening the Main Library, the Friends of the Library donated \$100,000 to the library. The Library launched a new online service called Author Alerts where library users choose current authors in the library catalog and are notified by text or email when the library purchases the next book by that author. During the FY18 budget process the library was allocated \$13,250 to purchase mobile hotspots to establish a Pilot Mobile Hotspots Library Lending Program for library users without internet access at home.

Office of Library Services Business Plan

Mission Statement

The mission of the Leon County Office of Library Services is to enrich the community by Inspiring a love of reading, providing a dynamic resource for intellectual, creative and recreational pursuits, and enabling residents to live a life of learning.

Strategic Priorities

Quality of Life

- Q2 - Provide relevant library offerings which promote literacy, life-long learning and social equity.

Governance

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

Strategic Initiatives
October 1, 2017 – September 30, 2021

1. Explore opportunities to increase high speed internet access through a “mobile hot spot” Ongoing lending program. (Q2, G1)

Actions

1. Received approval from the Board and funding through the FY 2018 Budget process to establish a Pilot Mobile Hostspots Library Lending Program that will allow citizens without internet access at home to check out mobile hotspots. Library

Bold Goals and Five-Year Targets

Strategic Target: *Double the number of downloadable books at the library. (Q3)*

	FY 2017 ¹	FY 2018	FY 2019 through FY 2021	Total
Downloadable E-books ²	866	1,100	TBD	1,966

Notes:

1. The reporting for FY 2017 are estimates only. At the time this document was published, the fiscal year for 2017 was not yet complete, so actual reporting was unavailable. This will be updated in the FY 2019 Budget.
2. To achieve the five-year goal of doubling the number of downloadable ebooks from just over 6,000 to over 12,000, the Library has calculated the number of downloadable books to purchase and add to the collection each month, at the same time, taking into consideration the number of books that are taken off the platform as licenses expire.

Leon County Fiscal Year 2018 Adopted Budget

Office of Library Services

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	4,936,285	5,451,089	5,568,401	-	5,568,401	5,750,936
Operating	647,700	771,719	774,680	20,050	794,730	783,950
Transportation	10,957	18,326	14,652	-	14,652	14,652
Capital Outlay	639,726	622,505	622,505	4,500	627,005	659,505
Grants-in-Aid	3,000	3,000	3,000	-	3,000	-
Total Budgetary Costs	6,237,669	6,866,639	6,983,238	24,550	7,007,788	7,209,043
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Library Services	6,237,669	6,866,639	6,983,238	24,550	7,007,788	7,209,043
Total Budget	6,237,669	6,866,639	6,983,238	24,550	7,007,788	7,209,043
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	6,237,669	6,866,639	6,983,238	24,550	7,007,788	7,209,043
Total Revenues	6,237,669	6,866,639	6,983,238	24,550	7,007,788	7,209,043
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Library Services	101.70	101.70	101.70	-	101.70	101.70
Total Full-Time Equivalents (FTE)	101.70	101.70	101.70	-	101.70	101.70
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Library Services	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Library Services – (001-240,241,242-571)

Goal	The goal of the LeRoy Collins Leon County Public Library System is to enrich the community by inspiring a love of reading, providing a dynamic resource for intellectual, creative and recreational pursuits, and enabling residents to live a life of learning.
Core Objectives	<ol style="list-style-type: none"> 1. Provide library materials circulation services, including check-out, check-in, reserves, patron registration, and collection for overdue and damaged materials. 2. Provide reference, information and technology assistance and readers' advisory service in person, by telephone, online and by mail. 3. Provide programs and learning opportunities for all ages, including literacy services, Baby Time, Story Time, Summer Reading Program, book groups, and author presentations. 4. Offer online services, including online catalog, requests and reserves, subscription online resources, patron account management, events calendar, and information for library users. 5. Provide public access to internet computers, printers, typewriters, basic instruction and Wifi. 6. Offer voter registration, space for free income tax forms and assistance, and meeting rooms available for public usage. 7. Order, receive, catalog, and process all library collection materials. 8. Maintain integrity of system catalog and participate in the national library catalog database. 9. Maintain the public interface to the library system's catalog. 10. Maintain a library system-wide courier service.
Statutory Responsibilities	Leon County Code, Appendix C-Special Acts, Chapter 10 "Library"; Florida Statutes, Chapter 257 "Public Libraries and State Archives"; Florida Administrative Code, Chapter 1B-2 "State Aid to Libraries Grant Program."
Advisory Board	Library Advisory Board

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark
Q2	Cost Per Capita	\$22.10	13 th of 31
Q2	Materials Expenditures Per Capita	\$2.21	14 th of 31
Q2	Circulation Items Per Capita	6.11	11 th out of 31
Q2	Square feet Per Capita (State Standard 0.6 sf) [FY12]	.56	8 th out of 31
Q2	FTE per 1,000 population [same as Brevard County]	.37/1,000	4 th out of 31
Q2	Internet terminals Use per 1,000 population	1.23/1,000	5 th out of 31
Q2	Number of Individual Registered Users (% of total population) [FY12]	59%	13 th out of 31

Benchmark Source:

1. State Library of Florida, Annual Public Library Statistics and Ranking Tables 2014 (most current vetted information) for libraries with service population 100,001-750,000.

Strategic Plan Bold Goals and Five-Year Targets			
Reference	Measure	FY 2017 ¹ Estimate	FY 2018 Estimate
T9	Strategic Target: Double the number of downloadable books at the library²	866	1,100

Notes:

1. The reporting for FY 2017 are estimates only. At the time this document was published, the fiscal year for 2017 was not yet complete, so actual reporting was unavailable. This will be updated in the FY 2019 Budget.
2. To achieve the five-year goal of doubling the number of downloadable ebooks from a collection of just over 6,000 to over 12,000, the Library has calculated the number of downloadable books to purchase and add to the collection each month, at the same time, taking into consideration the number of books that are taken off the platform as licenses expire.

Library Services – (001-240,241,242-571)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q2	Number of total Library visits	975,334	979,658	1,000,000	950,000
Q2	Number of items in Library Collection ¹	790,134	810,605	795,000	825,000
Q2	Number of total Material Circulation	1,683,916	1,581,547	1,650,000	1,300,000
Q2	Number of total computer uses ²	2,114,343	1,679,897	2,300,000	1,700,000
Q2	Number of new volumes cataloged	44,810	42,615	40,000	40,000
Q2	Number of Library programs held	933	1,013	800	900
Q2	Number of Library program attendance	30,805	31,482	31,000	30,000
Q2	Track implementation of RDA and the number of entries that the library develops as the first record of a particular item for the shared international cataloging database. ³	103	109	100	100
G1	Daily average number by month of Engaged Facebook users.	85	76	95	80
G1	Number of Facebook likes.	4,083	4,774	5,200	5,500

- Notes:
1. The Library Collection will increase over the next five years as it adds additional materials to reach the strategic plan bold goal of doubling the number of downloadable ebooks.
 2. While computer uses have decreased due to decrease in database use, advances in mobile technology with internet access, and free WIFI available throughout the public library system, in FY 2018 the Library will begin offering a pilot program for mobile hotspot lending for library users without internet access at home.
 3. Resource Description and Access (RDA) is a cataloging standard for descriptive cataloging, providing instructions and guidelines on formulating bibliographic data.

Library Services Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	4,936,285	5,451,089	5,568,401	-	5,568,401	5,750,936
Operating	647,700	771,719	774,680	20,050	794,730	783,950
Transportation	10,957	18,326	14,652	-	14,652	14,652
Capital Outlay	639,726	622,505	622,505	4,500	627,005	659,505
Grants-in-Aid	3,000	3,000	3,000	-	3,000	-
Total Budgetary Costs	6,237,669	6,866,639	6,983,238	24,550	7,007,788	7,209,043
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Lib - Policy, Planning, & Operations (001-240-571)	749,976	847,469	864,350	-	864,350	875,499
Library Collection Services (001-242-571)	1,506,286	1,525,808	1,552,913	-	1,552,913	1,584,177
Library Public Services (001-241-571)	3,981,407	4,493,362	4,565,975	24,550	4,590,525	4,749,367
Total Budget	6,237,669	6,866,639	6,983,238	24,550	7,007,788	7,209,043
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	6,237,669	6,866,639	6,983,238	24,550	7,007,788	7,209,043
Total Revenues	6,237,669	6,866,639	6,983,238	24,550	7,007,788	7,209,043
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Lib - Policy, Planning, & Operations	6.00	6.00	6.00	-	6.00	6.00
Library Public Services	82.70	82.70	82.70	-	82.70	82.70
Library Collection Services	13.00	13.00	13.00	-	13.00	13.00
Total Full-Time Equivalents (FTE)	101.70	101.70	101.70	-	101.70	101.70
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Library Public Services	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Library Services - Lib - Policy, Planning, & Operations (001-240-571)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	386,448	413,655	430,146	-	430,146	444,295
Operating	360,528	430,814	431,204	-	431,204	431,204
Grants-in-Aid	3,000	3,000	3,000	-	3,000	-
Total Budgetary Costs	749,976	847,469	864,350	-	864,350	875,499
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	749,976	847,469	864,350	-	864,350	875,499
Total Revenues	749,976	847,469	864,350	-	864,350	875,499
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Library Director	1.00	1.00	1.00	-	1.00	1.00
Administration & Operations Manager	1.00	1.00	1.00	-	1.00	1.00
Library Budget & Collection Development Manager	1.00	1.00	1.00	-	1.00	1.00
Library Services Specialist	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate VI	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 2018 Library Public Services 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average. Additional personnel costs associated with the establishment of the Living Wage at a minimum of \$12.00 per hour for County employees, as approved by the Board at the April 25, 2017 Budget Workshop.

Library Services - Library Public Services (001-241-571)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	3,849,626	4,299,480	4,372,852	-	4,372,852	4,512,308
Operating	131,701	178,471	178,471	20,050	198,521	185,407
Transportation	80	15,411	14,652	-	14,652	14,652
Capital Outlay	-	-	-	4,500	4,500	37,000
Total Budgetary Costs	3,981,407	4,493,362	4,565,975	24,550	4,590,525	4,749,367
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	3,981,407	4,493,362	4,565,975	24,550	4,590,525	4,749,367
Total Revenues	3,981,407	4,493,362	4,565,975	24,550	4,590,525	4,749,367
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Literacy Project Coordinator	1.00	1.00	1.00	-	1.00	1.00
Library Special Services Coordinator	3.00	3.00	3.00	-	3.00	3.00
Library Services Coordinator	9.00	10.00	10.00	-	10.00	10.00
Senior Library Services Specialist	1.00	1.00	1.00	-	1.00	1.00
Applications Systems Analyst I	1.00	1.00	-	-	-	-
Applications Systems Analyst II	-	-	1.00	-	1.00	1.00
Senior Library Assistant	15.00	14.00	16.00	-	16.00	16.00
Library Assistant	1.00	1.00	1.00	-	1.00	1.00
Information Professional	16.00	16.00	16.00	-	16.00	16.00
Senior Library Services Specialist	3.00	3.00	3.00	-	3.00	3.00
Library Services Specialist	8.00	8.00	8.00	-	8.00	8.00
Library Services Manager	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	-	-	1.00	-	1.00	1.00
Administrative Associate IV	1.00	1.00	-	-	-	-
Computer Support Technician	1.00	1.00	1.00	-	1.00	1.00
Information Professional-Part Time	2.50	2.50	2.50	-	2.50	2.50
Library Services Specialist-Part Time	0.50	0.50	0.50	-	0.50	0.50
Senior Library Assistant-Part Time	6.20	7.20	5.20	-	5.20	5.20
Library Assistant-Part Time	12.50	11.50	11.50	-	11.50	11.50
Total Full-Time Equivalents (FTE)	82.70	82.70	82.70	-	82.70	82.70
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Library Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Library Services - Library Public Services (001-241-571)

The major variances for the FY 2018 Library Public Services 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average. Additional personnel costs associated with the establishment of the Living Wage at a minimum of \$12.00 per hour for County employees, as approved by the Board at the April 25, 2017 Budget Workshop.
2. Repairs and maintenance increase due to increase in cost of service agreement for security. The total for the FY18 security service agreement is approximately \$34,000, an increase of \$6,800.
3. Increase of \$13,250 to machinery and equipment to purchase mobile hotspots to establish a Pilot Mobile Hotspots Library Lending Program as approved by the Board at the April 25, 2017 Budget Workshop. An additional increase of \$4,500 is for the replacement of one bookcheck resensitizer/desensitizer for library security at B.L. Perry Library.
4. Fuel costs increased in the amount of \$2,440 associated with an anticipated increase in fuel consumption. This cost is offset by a decrease in vehicle coverage, repair and maintenance costs.

Decreases to Program Funding:

1. Vehicle coverage decreased in the amount of \$1,419 associated with lower insurance premiums.
2. Vehicle repair and maintenance decreased in the amount of \$1,780 associated with an anticipated decrease in the amount of vehicle maintenance needed, based on previous years.

Library Services - Library Collection Services (001-242-571)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	700,211	737,954	765,403	-	765,403	794,333
Operating	155,472	162,434	165,005	-	165,005	167,339
Transportation	10,877	2,915	-	-	-	-
Capital Outlay	639,726	622,505	622,505	-	622,505	622,505
Total Budgetary Costs	1,506,286	1,525,808	1,552,913	-	1,552,913	1,584,177
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,506,286	1,525,808	1,552,913	-	1,552,913	1,584,177
Total Revenues	1,506,286	1,525,808	1,552,913	-	1,552,913	1,584,177
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Senior Library Assistant	1.00	1.00	1.00	-	1.00	1.00
Courier	1.00	1.00	1.00	-	1.00	1.00
Information Professional	1.00	1.00	1.00	-	1.00	1.00
Library Services Specialist	8.00	8.00	8.00	-	8.00	8.00
Library Services Manager	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	13.00	13.00	13.00	-	13.00	13.00

The major variances for the FY 2018 Library Public Services budget are as follows:

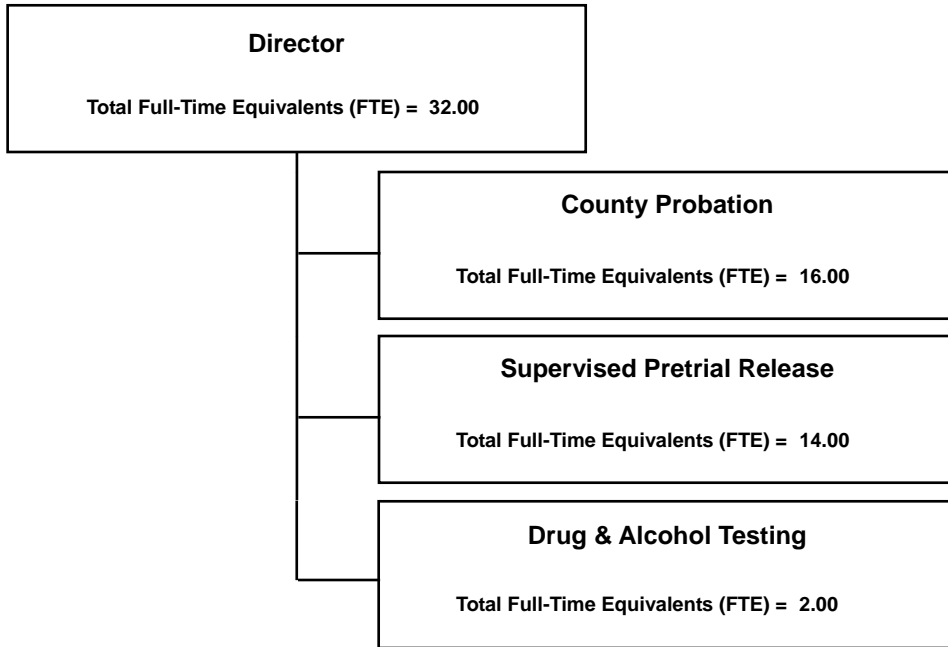
Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average. Additional personnel costs associated with the establishment of the Living Wage at a minimum of \$12.00 per hour for County employees, as approved by the Board at the April 25, 2017 Budget Workshop.
2. Increase in media pre-processing fees and OCLC (Online Computer Library Center) cataloguing and resource sharing and interlibrary loan charges by \$3,826.

Decreases to Program Funding:

1. Contractual expenses decreased in the amount of \$1,800 to offset increase in promotional activities for social media.
2. Postage cost reductions in the amount of \$918.
3. Fuel costs decreased in the amount of \$540 associated with an anticipated decrease in fuel consumption.
4. Vehicle repair and maintenance decreased in the amount of \$1,365 associated with an anticipated decrease in the amount of vehicle maintenance needed, based on previous years.
5. Vehicle coverage decreased in the amount of \$1,010 associated with lower insurance premiums.

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Executive Summary

The Office of Intervention & Detention Alternatives section of the Leon County FY 2018 Annual Budget is comprised of County Probation, Supervised Pretrial Release (SPTR), Drug and Alcohol Testing, and managing the funding contract in the Juvenile Assessment Center and other related division contracts.

The Office of Intervention & Detention Alternatives (IDA) assists in jail population management and court ordered monitoring activities. Probation supervises and monitors offenders' compliance with court ordered sentencing conditions. Supervised Pretrial Release provides defendant monitoring and enforcement of court-ordered conditions of jail release. Drug & Alcohol Testing administers court-ordered urinalysis and alcohol testing to County Probation offenders and SPTR defendants.

On January 24, 2017, the Board formally adopted the FY2017-FY2021 Strategic Plan. 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 Intervention & Detention Alternatives 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 Intervention & Detention Alternatives provides staff support to the Public Safety Coordinating Council, which focuses on jail population management and recidivism issues. In addition, this Office is responsible for the County functions related to the "Dori Slosberg Driver Education Safety Act," The Juvenile Civil Citation Program, and liaison functions with the State Attorney, Public Defender, law enforcement, and the Courts.

The Office of Intervention and Detention Alternatives participated in Court hearings held during the fourth annual Veterans Stand Down event by providing pretrial and probation services for homeless veterans. During the 2015 State Legislative session, \$125,000 in annual recurring funds was allocated to Leon County for the establishment of a Veteran's Court. This funding supports the Veterans Pretrial Intervention Officer position within the Office of IDA to assist in coordinating mental health, substance abuse treatment, and services for veterans. Staff continues to participate in educational outreach activities by speaking to university students in the classroom about professional careers in criminal justice as probation and pretrial release officers.

As a prevention/intervention measure, the Public Safety Coordinating Council supported the Domestic Violence Coalition Committee's campaign to prevent domestic violence among high school students. With continued funding provided by the Board of County Commissioners, the campaign will be expanded next year to include behavior management and conflict resolution skills for middle school students. The re-entry program, also known as Leveraging Interventions for Transition (LIFT) continues to further assist in minimizing recidivism by providing life and job skills training for inmates nearing the end of the jail sentence. As of March 2016, the LIFT Program has served 254 people. Of those that have been released from the jail, 85% are gainfully employed, enrolled in school or both.

With funds allocated through the Dori Slosberg Fund, a total of 635 students from five public high schools received road driving experience from a certified driver's education instructor.

In an effort to further assist offenders in completing their conditions and not return to the criminal justice system, the Office of IDA began collecting data to determine what resources offenders believed they needed to assist them in successful completion of their court ordered conditions. Offenders were asked about housing, health education, employment and transportation needs. Employment, transportation and education were identified as the greatest areas of need among those supervised. The Office of IDA is participating in the SPIRIT (Suppression-Prevention-Intervention-Referral-Intelligence-Tool) Project with the Leon County Sheriff's Office to provide a comprehensive web based catalog of community services partners. This portal will electronically connect IDA staff, and offenders with community service partners. The SPIRIT application provides data to analyze measurable outcomes. The Office of IDA will continue work with Court Administration to develop a formal process so that judges may give consideration of these needs during violation hearings.

Intervention & Detention Alternatives Business Plan

Mission Statement

The mission of the Leon County Office of Intervention and Detention Alternatives is to provide information to the courts, which support judicial custody release decisions, and provide alternatives to incarceration to persons accused of crimes and offenders, which hold them accountable, improve their ability to live lawfully and productively in the community, enhance the overall administration of justice, and support community safety and well-being.

Strategic Priorities

Governance

- Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County’s core practices. (G4)

Quality of Life

- Support and promote access to basic health and welfare services to our community members most in need. (Q4)

Strategic Initiatives

October 1, 2017 –
September 30, 2021

1. Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders through regional partnerships and state and national efforts, including data-driven justice initiatives. (Q4) Ongoing

Actions

- | | | |
|-----|---|--|
| 1a. | Continued participation in Data Driven Justice biweekly telephone conferences. (Q4) | Pretrial Release
Probation |
| 1b. | Further staff development through training with community agencies to assist in identifying health and well-being needs of offenders to connect them with community resources. (Q4) | Pretrial Release,
Probation, Drug and
Alcohol Testing
Division (DATD) |
| 1c. | Continued participation in problem-solving courts to provide intensive supervision and treatment as an alternative to incarceration. (Q4) | Pretrial Release,
Probation |
| 1d. | Evaluation strategies to implement job readiness programs with community partners for pre and post-sentence offenders. (Q4) | Pretrial Release,
Probation |

Leon County Fiscal Year 2018 Adopted Budget

Office of Intervention & Detention Alternatives

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	2,009,853	2,079,907	2,143,875	-	2,143,875	2,220,063
Operating	498,798	499,519	500,081	-	500,081	500,081
Grants-in-Aid	335,759	247,759	247,759	-	247,759	247,759
Total Budgetary Costs	2,844,410	2,827,185	2,891,715	-	2,891,715	2,967,903
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Probation	1,539,291	1,475,318	1,510,904	-	1,510,904	1,552,076
Supervised Pretrial Release	1,168,720	1,183,133	1,226,589	-	1,226,589	1,257,803
Drug & Alcohol Testing	136,399	168,734	154,222	-	154,222	158,024
Total Budget	2,844,410	2,827,185	2,891,715	-	2,891,715	2,967,903
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	335,759	247,759	247,759	-	247,759	247,759
110 Fine and Forfeiture	100,000	100,000	100,000	-	100,000	100,000
111 Probation Services	2,360,433	2,439,426	2,503,956	-	2,503,956	2,580,144
125 Grants	48,218	40,000	40,000	-	40,000	40,000
Total Revenues	2,844,410	2,827,185	2,891,715	-	2,891,715	2,967,903
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Probation	16.00	16.00	16.00	-	16.00	16.00
Drug & Alcohol Testing	2.00	2.00	2.00	-	2.00	2.00
Supervised Pretrial Release	14.00	14.00	14.00	-	14.00	14.00
Total Full-Time Equivalents (FTE)	32.00	32.00	32.00	-	32.00	32.00

County Probation Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,073,545	1,085,128	1,120,705	-	1,120,705	1,161,877
Operating	129,987	142,431	142,440	-	142,440	142,440
Grants-in-Aid	335,759	247,759	247,759	-	247,759	247,759
Total Budgetary Costs	1,539,291	1,475,318	1,510,904	-	1,510,904	1,552,076
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Probation (111-542-523)	1,103,532	1,127,559	1,163,145	-	1,163,145	1,204,317
Diversionsary Programs (110-508-569)	100,000	100,000	100,000	-	100,000	100,000
Line Item - Detention/Correction (001-888-523)	335,759	247,759	247,759	-	247,759	247,759
Total Budget	1,539,291	1,475,318	1,510,904	-	1,510,904	1,552,076
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	335,759	247,759	247,759	-	247,759	247,759
110 Fine and Forfeiture	100,000	100,000	100,000	-	100,000	100,000
111 Probation Services	1,103,532	1,127,559	1,163,145	-	1,163,145	1,204,317
Total Revenues	1,539,291	1,475,318	1,510,904	-	1,510,904	1,552,076
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Probation	16.00	16.00	16.00	-	16.00	16.00
Total Full-Time Equivalentents (FTE)	16.00	16.00	16.00	-	16.00	16.00

County Probation (111-542-523)

Goal	The goal of the Leon County Probation Division is to hold defendants accountable, improve their ability to live lawfully and productively in the community, and enhance the overall administration of justice and support community safety and well being.
Core Objectives	<ol style="list-style-type: none"> 1. Supervise and monitor offenders' compliance with court ordered sentencing conditions, such as random drug and alcohol testing, participation in behavior modification programs, meetings with probation officers, not re-offending, and payment of restitution, fees and other court imposed costs. Offenders may be sentenced to County Probation for misdemeanor, traffic and some felony offenses. 2. Execute affidavits of conditions violated to notify the courts when offenders violate court-ordered conditions. 3. Attend court hearings and make recommendations to judges regarding sanctions to be imposed upon offenders who violate court-ordered conditions. 4. Administer Community Service and County Probation work programs, which provide sentencing alternatives and reduce jail population. 5. Administer random alcohol testing to defendants with court orders to abstain. 6. Notify the Sheriff's Bailiffs to execute in-office arrests of offenders with outstanding warrants when they are in the Probation Office. 7. Send more than 2,000 letters annually to notify offenders of their probation status to assist them in successfully completing their sentences. 8. Maintain new cases as assigned by the courts with no loss of jurisdiction. 9. Notify the Clerk of Courts when offenders complete their terms of probation so case records may be closed.
Statutory Responsibilities	Second Circuit Court Administrative Order, 86-60; Florida Statute, Chapter 948; Assist in meeting County responsibilities for prisoners under Florida Statute, Chapter 951 (County and Municipal Prisoners) through probation and supervised pretrial release services, which are lower cost alternatives to incarceration.
Advisory Board	Criminal Justice Coordinating Council; Public Safety Coordinating Council; Domestic Violence Coordinating Council; Mental Health Advisory Board; Florida Association of Community Corrections

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark
G4, Q4	Annual average workload hours per Probation Officer per month, per case based upon offender risk factors and blended caseload	1.14	2.33

Benchmark Source: The American Probation and Parole Association (APPA), recommends that officers not exceed an average workload of 120 hours per month or 2.33 hours per case based on a blended caseload of low, medium and high risk cases. This APPA benchmark includes a number of tasks that Leon County either does not perform (i.e. home visits, drug testing and other administrative functions) or has automated these processes to improve efficiencies in case management. This produces a lower number of hours needed by Leon County Probation staff for caseload management.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G4, Q4	Average End of Month number of hours per case, per Probation Officer ¹	0.80	1.14	0.83	1.14
G4, Q4	Utilize intervention strategies to minimize technical violations to no more than 20% of the total supervised. ²	20%	22%	20%	23%
Q4	Schedule Work Program participants to defer Division of Operations labor costs by no less than \$300K annually (based upon min. wage only). ³	\$261,182	\$221,883	\$277,508	\$218,007
Q4	Monitor participants to ensure they complete no less than 70% of the court ordered Work Program days assigned. ⁴	74%	74%	74%	76%
Q4	Schedule community service participants to ensure the equivalent of no less than 20 FTE's available to Non-Profit Agencies.	22	23	20	23

- Notes:
1. The Division continues to utilize automation to perform case management tasks below the APPA benchmark for monthly hours allocated per blended caseload.
 2. Pre-arrest programs have successfully diverted the low risk population leaving probation with offenders who engage in high risk behaviors, which increases the likelihood of technical violations.
 3. A decline in Work Program labor participants and cost savings is anticipated due to current trend of fewer offenders sentenced to this condition.
 4. The number of Work Program days missed decreased by 36% which resulted in a greater percentage of days completed.

County Probation - County Probation (111-542-523)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,073,545	1,085,128	1,120,705	-	1,120,705	1,161,877
Operating	29,987	42,431	42,440	-	42,440	42,440
Total Budgetary Costs	1,103,532	1,127,559	1,163,145	-	1,163,145	1,204,317
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
111 Probation Services	1,103,532	1,127,559	1,163,145	-	1,163,145	1,204,317
Total Revenues	1,103,532	1,127,559	1,163,145	-	1,163,145	1,204,317
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director Office of Intervention & Detention Alternatives	1.00	1.00	1.00	-	1.00	1.00
Probation/Pretrial Officer I	3.00	3.00	3.00	-	3.00	3.00
Community Services Coordinator	1.00	1.00	1.00	-	1.00	1.00
Prob./Pre-trial Off II (GPS)	4.00	4.00	-	-	-	-
Probation/Pretrial Officer II	-	-	4.00	-	4.00	4.00
Senior Probation/Pretrial Officer	2.00	2.00	2.00	-	2.00	2.00
Probation Supervisor	1.00	1.00	1.00	-	1.00	1.00
Intervention & Det. Alternatives Coordinator	1.00	1.00	1.00	-	1.00	1.00
Probation Technician	3.00	3.00	3.00	-	3.00	3.00
Total Full-Time Equivalents (FTE)	16.00	16.00	16.00	-	16.00	16.00

The major variances for the FY 2018 County Probation 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Increase in Rentals and Leases and Communication-Phone System totaling \$1,119 offset by decrease in printing and binding of \$1,210 and due to reallocation based on anticipated expenditures.
3. Slight increase in Operating expenses due to realignment of funds within line-item for Security Monitoring services from Sonitrol.

County Probation - Line Item - Detention/Correction (001-888-523)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	335,759	247,759	247,759	-	247,759	247,759
Total Budgetary Costs	335,759	247,759	247,759	-	247,759	247,759
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	335,759	247,759	247,759	-	247,759	247,759
Total Revenues	335,759	247,759	247,759	-	247,759	247,759

The FY 2018 Detention/Correction budget is recommended at the same funding level as the previous year.

County Probation - Diversionary Programs (110-508-569)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	100,000	100,000	100,000	-	100,000	100,000
Total Budgetary Costs	100,000	100,000	100,000	-	100,000	100,000
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	100,000	100,000	100,000	-	100,000	100,000
Total Revenues	100,000	100,000	100,000	-	100,000	100,000

The FY 2018 Diversionary Program budget is recommended at the same funding level as the previous fiscal year. The PSCC (Public Safety Coordinating Council) recommends the allocation to the Board for approval.

Supervised Pretrial Release Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	816,405	872,620	915,638	-	915,638	946,852
Operating	352,315	310,513	310,951	-	310,951	310,951
Total Budgetary Costs	1,168,720	1,183,133	1,226,589	-	1,226,589	1,257,803
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
FDLE JAG Grant (125-982060-521)	12,096	-	-	-	-	-
FDLE JAG Grant (125-982061-521)	36,122	40,000	40,000	-	40,000	40,000
Pretrial Release (111-544-523)	1,120,502	1,143,133	1,186,589	-	1,186,589	1,217,803
Total Budget	1,168,720	1,183,133	1,226,589	-	1,226,589	1,257,803
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
111 Probation Services	1,120,502	1,143,133	1,186,589	-	1,186,589	1,217,803
125 Grants	48,218	40,000	40,000	-	40,000	40,000
Total Revenues	1,168,720	1,183,133	1,226,589	-	1,226,589	1,257,803
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Pretrial Release	14.00	14.00	14.00	-	14.00	14.00
Total Full-Time Equivalents (FTE)	14.00	14.00	14.00	-	14.00	14.00

Supervised Pretrial Release – Pretrial Release (111-544-523)

Goal	The goal of the Supervised Pretrial Release Division (SPTR) is to hold defendants accountable, improve their ability to live lawfully and productively in the community, and enhance the overall administration of justice and support community safety and well-being.
Core Objectives	<ol style="list-style-type: none"> 1. Screen and interview defendants booked in the Leon County jail on a 24/7 basis to assess whether defendants are eligible for release or must be held for First Appearance. Prepare information for the court’s consideration at defendants’ First Appearance hearings. 2. Supervise and monitor SPTR defendants’ compliance with court ordered conditions; meet weekly on average with each defendant assigned to Secured Continuous Random Alcohol Monitoring (SCRAM). Provide oversight of private vendors managing Global Positioning Satellite (GPS); complete weekly phone contacts with defendants residing more than 50 miles outside of Leon County; and meet monthly on average with all other defendants. Defendants charged with misdemeanor, traffic and felony offenses may be ordered to SPTR. 3. Assist private vendor in monitoring defendants’ GPS units. Respond to alerts when the system detects possible equipment tampering, zone or curfew violations for active GPS, or other equipment issues. Advise the defendant, if warranted, to take corrective action. 4. Contact law enforcement if the defendant cannot be contacted or fails to comply with staff instructions. 5. Monitor defendants’ SCRAM units and take appropriate actions when notified that a defendant tests positive for alcohol. 6. Administer random alcohol tests to offenders ordered by the courts to abstain. 7. Notify the Sheriff’s Warrant Officers to execute in-office arrests of defendants with outstanding warrants when they are in the SPTR office. 8. Notify the courts of violations of imposed conditions. 9. Attend First Appearance and motion hearings and make recommendations to judges regarding a defendant’s release. Notify Circuit probation when a Violation of Probation Warrant is issued by the First Appearance Judge and notify the jail’s releasing staff of defendants ordered to SPTR at First Appearance. 10. Provide the Clerk of Courts with Probable Cause Affidavits, Florida Crime Information Center (FCIC)/ National Crime Information Center (NCIC) criminal histories, Pretrial Intake interviews, misdemeanor violation of conditions affidavits, and Order to Show Cause Affidavits for the First Appearance Judge, State Attorney’s Office, Public Defender’s Office or private attorneys.
Statutory Responsibilities	Florida Constitution, Section 14; Florida Statute, Chapter 907.041(3)(a); Florida Statute, Chapter 907.041(3)(b); Administrative Order 2006-02-Uniform Bond Schedule and Pretrial Release Procedures Second Judicial Circuit, Florida; Florida Statute, Chapter 097.043 Citizens’ Right-to-Know. Assist in meeting County responsibilities for prisoners under Florida Statute, Chapter 951 (County and Municipal Prisoners) through probation and supervised pretrial release services, which are lower cost alternatives to incarceration.
Advisory Board	Public Safety Coordinating Council; Criminal Justice Coordinating Committee; Justice Information Systems Users Group; Association of Pretrial Professionals of Florida; National Association of Pretrial Service Agencies

Benchmarking

Priorities	Benchmark Data	Leon County	Benchmark
G4, Q4	Annual average workload hours per Pretrial Officer, per case, per month based upon defendant risk factors and blended caseloads.	1.04	2.33

Benchmark Source: The American Probation and Parole Association (APPA), recommends that officers not exceed an average workload of 120 hours per month or 2.33 hours per case based on a blended caseload of low, medium and high risk cases. This APPA benchmark includes a number of tasks that Leon County either does not perform (i.e. home visits, drug testing and other administrative functions) or has automated these processes to improve efficiencies in case management. This produces a lower number of hours needed by Leon County Pretrial staff for caseload management.

Supervised Pretrial Release – Pretrial Release (111-544-523)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G4, Q4	Average End of Month number of hours per case, per Pretrial Officer ¹	1.06	1.04	0.98	1.04
G4,Q4	Utilize intervention strategies to minimize technical violations (OTSC) to no more than 10% of the total supervised.	12%	8%	12%	9%
G4,Q4	Utilize intervention strategies to ensure no fewer than 80% of defendants supervised successfully complete pretrial. ²	78%	79%	78%	75%
Q4	Divert jail operating costs by no less than \$10 million by promoting and utilizing supervised pretrial alternatives.	\$11.7	\$11.4	\$10.7	\$12.6

Notes:

1. The Division continues to utilize automation to perform case management tasks below the APPA benchmark for monthly hours allocated per blended caseload.
2. The Program is experiencing a nominal increase in technical violations above 2016 actuals. This may be attributable to the supervision of low level offenses by defendants engaging in high risk behaviors which increases the likelihood of technical violations.

Supervised Pretrial Release - Pretrial Release (111-544-523)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	789,080	832,620	875,638	-	875,638	906,852
Operating	331,423	310,513	310,951	-	310,951	310,951
Total Budgetary Costs	1,120,502	1,143,133	1,186,589	-	1,186,589	1,217,803
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
111 Probation Services	1,120,502	1,143,133	1,186,589	-	1,186,589	1,217,803
Total Revenues	1,120,502	1,143,133	1,186,589	-	1,186,589	1,217,803
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Pre-Trial Supervisor	1.00	1.00	1.00	-	1.00	1.00
Probation/Pre-trial Officer II (GPS)	8.00	8.00	1.00	-	1.00	1.00
Probation/Pretrial Officer II	-	-	7.00	-	7.00	7.00
Senior Probation/Pretrial Officer	1.00	1.00	1.00	-	1.00	1.00
Drug Screening Technician	1.00	1.00	1.00	-	1.00	1.00
Assistant Drug Screening Coordinator	1.00	1.00	1.00	-	1.00	1.00
Pre-Trial Technician	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	14.00	14.00	14.00	-	14.00	14.00

The major variances for the FY 2018 Pretrial Release 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Increase in phone system and communication costs in the amount of \$438 associated with number of phones, internet usage, and maintenance costs of the system.

Supervised Pretrial Release - FDLE JAG Grant (125-982061-521)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	27,325	40,000	40,000	-	40,000	40,000
Operating	8,796	-	-	-	-	-
Total Budgetary Costs	36,122	40,000	40,000	-	40,000	40,000

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
125 Grants	36,122	40,000	40,000	-	40,000	40,000
Total Revenues	36,122	40,000	40,000	-	40,000	40,000

Level Funding for the FY2018 FDLE JAG Grant Budget is as follows:

FY 2018 FDLE JAG Grant is anticipated in the amount of \$40,000, and it is contributing to partially offset the personnel costs of one Drug Screening Technician and one Probation/Pretrial Officer II. The two grant positions have been realigned to the Pretrial Release organization to provide more efficient management and operation. The personnel costs are captured in the Supervised Pretrial Release Division and charged back to the grant program for grant accounting purposes. Final grant amount in FY17 came in lower than the previous year's budget.

Drug & Alcohol Testing (111-599-523)

Goal	The goal of the Leon County Drug and Alcohol Testing Division is to assist county departments, the judicial system and other agencies in creating a safe and secure environment free from the adverse effects caused by abuse or misuse of alcohol and drugs.
Core Objectives	<ol style="list-style-type: none"> 1. Administer random urinalysis and alcohol breath tests to defendants and offenders with court-ordered conditions to abstain. 2. Provide urinalysis and alcohol breath test results to all court-ordered defendants. 3. Administer Department of Transportation (DOT) urinalysis collection and alcohol breath tests to County employees for Commercial Drivers' License (CDL), post-accident, return to duty, and reasonable suspicion referrals. 4. Ensure that staff are trained and certified to perform DOT urinalysis collection and alcohol breath tests. 5. Administer urinalysis tests to individuals referred by Leon County Department of Human Resources in accordance with established guidelines. 6. Administer drug and alcohol tests to individuals referred by outside agencies. 7. Submit all pre-employment, reasonable suspicion, and post-accident tests to a certified laboratory for confirmation results within 24 hours of collection. 8. Provide pre-employment, reasonable suspicion, return to duty and post-accident test results to referring agency within 48 hours of receipt. 9. Maintain records for all court-ordered urinalysis and alcohol testing.
Statutory Responsibilities	Florida Statute, Chapter 948; Assist in meeting County responsibilities for prisoners under Florida Statute, Florida Department of Transportation Drug-Free Work Place and Testing Policy, Florida Statute, Chapter 440, Section 440.102, Chapter 112, Section 112.0455. U.S. Department of Transportation and Regulation, Section 49CFR Part 40.33.
Advisory Board	Criminal Justice Coordinating Council; Public Safety Coordinating Council

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q4	# of alcohol tests administered annually to court ordered defendants ¹	14,714	14,023	13,560	13,914
Q4	# of urinalysis tests administered annually to court ordered defendants ²	9,927	8,963	9,384	11,127
G4, Q4	# of urinalysis collections performed annually for other agencies ³	704	462	512	414
G4, Q4	# of DOT alcohol tests administered annually ⁴	6	12	6	10
Q4	Fees collected for alcohol tests ⁵	\$136,568	\$117,851	\$119,182	\$111,355
Q4	Fees Collected for urinalysis tests ⁶	\$176,620	\$136,679	\$155,918	\$144,554

- Notes:
1. The Division expects a nominal decrease in the number of tests from FY 16 actuals due to fewer court assignments of post-sentenced offenders.
 2. An increase in urinalysis testing for both FY 16 actuals and FY 17 estimates are due to an upward trend in testing, commencing with the Veterans Treatment Court in FY 15/16.
 3. The decrease in the estimate for urinalysis tests performed for other agencies is based on Board policy change in 2016 regarding pre-employment testing; in addition to the availability of private vendors serving the courts in surrounding counties.
 4. Random DOT (Department of Transportation) alcohol tests are administered at the discretion of the Risk Manager.
 5. The Division experienced a 44% decrease in the number of defendants assigned to SCRAM (Secured Continuous Random Alcohol Monitoring) monitoring by the court in comparison to the same period in FY 15/16 this resulted in an estimated reduction in collections.
 6. As a result of fewer court assignments of post sentenced offenders there was a reduction in urinalysis testing resulting in an estimated 7% decrease in fee collections for FY 2018.

Drug & Alcohol Testing (111-599-523)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	119,903	122,159	107,532	-	107,532	111,334
Operating	16,497	46,575	46,690	-	46,690	46,690
Total Budgetary Costs	136,399	168,734	154,222	-	154,222	158,024
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
111 Probation Services	136,399	168,734	154,222	-	154,222	158,024
Total Revenues	136,399	168,734	154,222	-	154,222	158,024
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Drug Screening Technician	1.00	1.00	1.00	-	1.00	1.00
Drug Screening Coordinator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

The major variances for the FY 2018 Drug & Alcohol Testing budget are as follows:

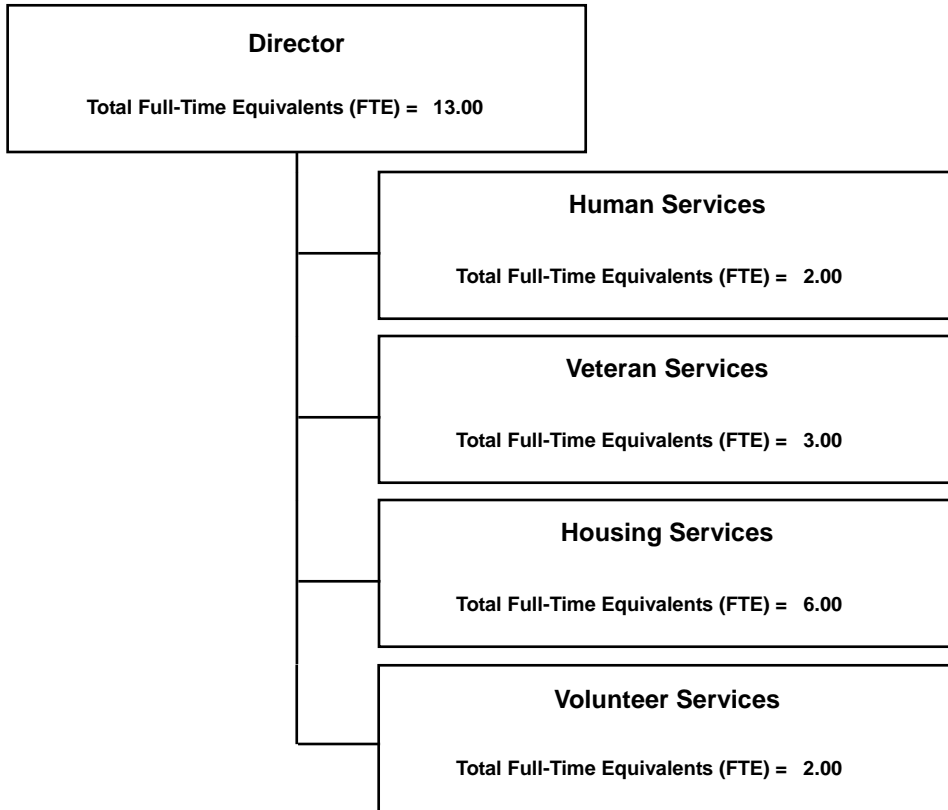
Increases to Program Funding:

- Increase in phone system and communication costs in the amount of \$115 associated with number of phones, internet usage and maintenance costs of the system.
- Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
- Phone system costs in the amount of \$115.

Decreases to Program Funding:

- Change in personnel hired at a lower salary rate offset by costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average offset by personnel changes.

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Volunteer Services	19 -25



Executive Summary

The Office of Human Services and Community Partnerships section of the Leon County FY 2016 Annual Budget is comprised of Housing Services, Human Services, Primary Healthcare, and the Veteran Services.

The Office of Human Services and Community Partnerships promotes and maintains the health, safety, and welfare of all Leon County citizens. The Housing Services Division provides assistance to very low to moderate income residents of the unincorporated areas of Leon County through its rehabilitation, homeownership counseling, foreclosure assistance, and down payment assistance programs. Human Services administers the funding associated with human services activities consistent with State mandates, Board policies, and Leon County's mission. The Primary Healthcare Program administers the funding and provides contractual oversight of the CareNet providers serving the uninsured residents of Leon County. Veteran Services assists veterans and their dependents with processing benefit claims.

On January 24, 2017, the Board formally adopted the FY2017-FY2021 Strategic Plan. 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 Department of Human Services and Community Partnerships 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

Housing Services continues to provide home rehabilitation, home replacement, down payment assistance, home counseling, and disaster mitigation services to the citizens of Leon County. Beginning FY 2017 the Housing Services office will begin to implement the SHIP Foreclosure Prevention Program. Additionally, the budget includes the reclassification of the Senior Housing Service Specialist to a Housing Service Coordinator.

Human Services administers the funding and provides oversight to the human services activities provided to Leon County residents consistent with State mandates, Board policies, and Leon County's mission. Human Services administers the funding for Medicaid, Child Protection Exams, Baker Act, Marchman Act, tubercular care, direct emergency assistance, and indigent burial programs. Human Services is the division responsible for overseeing the County's participation in the Community Human Service Partnership (CHSP). The Board established maximum discretionary funding levels and maintained the Community Human Service Partnership funding at \$1.2 million. The Board approved restructuring the Housing Finance Authority. The HFA's budget and expenditures will be independent of the County effective October 1, 2017.

The Primary Healthcare Program serves the residents of Leon County through the provision of primary healthcare services to low income and uninsured Leon County residents in an efficient and cost effective manner. This is accomplished through the administration of primary healthcare funding. In addition, the Primary Healthcare Program manages the contracts of local healthcare providers (CareNet) participating in the Primary Healthcare Program. The local healthcare providers are: Bond Community Health Center, Neighborhood Medical Center, Capital Medical Society Foundation's We Care Network, FAMU Pharmacy, and Apalachee Center. Starting in FY 2016, a new funding method for those CareNet agencies was implemented who are reimbursed on a per patient visit rate. Rather than independently contracting with multiple providers for a predetermined number of patient reimbursements, a competitive provider model pooled the available County funds for primary and mental healthcare services on a first-come, first-served basis.

Veteran Services expects a continued demand for services as veterans return from current military campaigns. Veteran Services is responsible for administering the County Military Grant Program, providing counseling and assistance to Veterans and their dependents, processing benefit claims and also serves as the Veteran Liaison for the local community. The National Association of Counties (NACo) presented Achievement Awards to Leon County in various categories. One of the seven awards was in Human Services for Operation Thank You! This year, Leon County in partnership with the American Legion Sauls-Bridges Post 13 hosted an Operation Thank You Veterans day Breakfast honoring our Veterans.

Office of Human Services & Community Partnerships Business Plan

Mission Statement

The mission of the Leon County Office of Human Services and Community Partnerships is to build a stronger, healthier community by providing a safety net of resources, services, and solutions for citizens in need, in partnership with our community.

Strategic Priorities

Quality of Life

- Q4 - Support and promote access to basic health and welfare services to our community members most in need.
- Q5 - Support strong neighborhoods.
- Q7 - Assist local veterans and their dependents with securing entitled benefits and advocating their interests.

Strategic Initiatives
October 1, 2017 – September 30, 2021

- | | | |
|----|--|-------------|
| 1. | Work with the City of Tallahassee to develop a new CHSP process in-light of the United Way’s decision to conduct a separate funds distribution process. (Q4) | In Progress |
| 2. | Support the Joint County-City Affordable Housing Work Group’s efforts to develop a holistic plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships. (Q4, Q5) | In Progress |
| 3. | Work with community partners to expand appreciation of local veterans including recognition of National Pearl Harbor Remembrance Day. (Q7) | In Progress |
| 4. | Continue County support of primary healthcare through participation in CareNet in order to increase access to affordable healthcare for those in need. (Q4) | In Progress |

Actions

- | | | |
|----|--|--------------------|
| 1. | Work with the City of Tallahassee to draft a new Memorandum of Understanding for the allocation of CHSP funds. | Human Services |
| 2. | Work with the City of Tallahassee to facilitate the collaboration of the Joint Affordable Housing Workgroup in developing a plan to address affordable housing in Tallahassee-Leon County. | Housing Services |
| 3. | Continue the Operation Thank You Initiative to provide enhanced programs and services to Leon County Veterans. | Veteran Services |
| 4. | Continue to analyze the use of Healthcare Competitive Provider Reimbursement Pool funding to monitor Leon County citizens’ access to the Healthcare Program (CareNet). | Primary Healthcare |

Five-Year Targets and Bold Goals

Bold Goal: Secure more than \$100 million in Veteran Affairs (VA) benefits for Leon County veterans and their families. (BG3)

	FY 2017 Estimate	FY 2018 Estimate	FY 2019 through FY 2021	Total
Veteran Affairs Benefits	\$21,233,727 ¹	\$22,122,888	TBD	\$43,356,615

Notes:

1. Veteran benefits are reported annually. This “actual” number will be released by the VA during the first half of 2018. The numbers are based on the projected amount of Veterans Compensation & Pension as well as Medical Care Expenditure reported by the VA for Leon County and adjusted for the unique clients served by the Leon County Veterans Office. The final numbers will be provided by the VA in April 2018.

Leon County Fiscal Year 2018 Adopted Budget

Office of Human Services & Community Partnerships

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	836,182	896,682	952,535	15,000	967,535	983,892
Operating	2,426,503	2,605,108	2,463,667	88,024	2,551,691	2,579,475
Transportation	3,785	3,210	2,613	-	2,613	2,613
Capital Outlay	73,695	-	-	5,000	5,000	-
Grants-in-Aid	5,103,211	5,970,010	5,689,417	55,676	5,745,093	5,268,256
Total Budgetary Costs	8,443,376	9,475,010	9,108,232	163,700	9,271,932	8,834,236
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Human Services	7,309,228	7,756,708	7,677,790	81,602	7,759,392	7,749,531
Veteran Services	282,655	327,763	344,129	7,098	351,227	357,010
Housing Services	665,235	1,197,822	887,448	75,000	962,448	522,713
Volunteer Services	186,259	192,717	198,865	-	198,865	204,982
Total Budget	8,443,376	9,475,010	9,108,232	163,700	9,271,932	8,834,236
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	8,156,541	8,545,625	8,523,871	163,700	8,687,571	8,634,236
124 SHIP Trust	161,729	636,425	384,361	-	384,361	-
140 Municipal Service	-	200,000	200,000	-	200,000	200,000
161 Housing Finance Authority	125,107	92,960	-	-	-	-
Total Revenues	8,443,376	9,475,010	9,108,232	163,700	9,271,932	8,834,236
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Housing Services	6.00	6.00	6.00	-	6.00	6.00
Human Services	2.00	2.00	2.00	-	2.00	2.00
Veteran Services	3.00	3.00	3.00	-	3.00	3.00
Volunteer Services	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	13.00	13.00	13.00	-	13.00	13.00

Veteran Services (001-390-553)

Goal	The goal of the Leon County Veteran Services Division is to assist Veterans and their dependents in securing all entitled benefits earned through honorable military service and to advocate for Veterans’ interests in the community.
Core Objectives	<ol style="list-style-type: none"> 1. Counsel and assist Veterans and their dependents with processing benefit claims entitled to them through the United States Department of Veterans Affairs and other government agencies. 2. Assist Veterans and their dependents with VA health care, home loan guaranty, VA life insurance, burial benefits, and military medals/records. 3. Maintain Veterans Resource Center (VRC) to provide employment and educational resources to Veterans, focusing on those Veterans making the transition from military to civilian life. 4. Maintain strong relationships with community partners by attending United Vets monthly coordinating meetings. 5. Manage the annual Leon County Military Grant Program. 6. Serve as the Leon County Veteran Liaison for all Veteran issues in the local community. 7. Assist the VET, Inc. organization with the annual Veterans Day Parade. 8. Establish procedures to allocate direct emergency assistance funds to Veterans. 9. Hold “Operation Thank You” celebration annually for Veterans and service members.
Statutory Responsibilities	<p>F.S. 292.11 County and City Veteran Service Officer.</p> <p>(1) Each board of county commissioners may employ a county Veteran service officer; provide office space, clerical assistance, and the necessary supplies incidental to providing and maintaining a county service office; and pay said expenses and salaries from the moneys hereinafter provided for.</p> <p>(2) The Department of Veterans Affairs is directed to establish a training program for county and city veteran service officers. Every county or city veteran service officer employed under this chapter shall attend the training program established by the department and successfully complete a test administered by the department prior to assuming any responsibilities as a county or city veteran service officer.</p> <p>The department shall further establish periodic training refresher courses, which each county or city veteran service officer must attend and complete as a condition of remaining in employment as a county or city veteran service officer. County and city veteran service officers shall be reimbursed for travel expenses, as provided in s. 112.061.</p>
Advisory Board	Member of the County Veteran Service Officers Association of Florida; Board member of Tallahassee-Leon County Transportation Disadvantaged Coordinating Board; Veterans Events of Tallahassee (VET, Inc.) Executive Board. Tallahassee National Cemetery Committee member, Hospice-Veterans Partnership Committee Board member, Veteran Treatment Court Committee member.

Strategic Plan Bold Goals and Five-Year Targets

Reference	Measure	FY 2017 Estimate	FY 2018 Estimate
BG3	Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans and their families.¹	\$21,233,727	\$22,122,888

Notes:

1. Veteran benefits are reported annually. This actual number will be released by the VA during the first half of 2018. The numbers are based on the projected amount of Veterans Compensation & Pension as well as Medical Care Expenditure reported by the VA for Leon County and adjusted for the unique clients served by the Leon County Veterans Office. The final actual numbers will be provided by the VA in April 2018.

Veteran Services (001-390-553)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimates	FY 2018 Estimates
Q7	Number of clients served ¹ .	4,371	4,723	4,500	4,800
Q7	Number of outreach events attended.	180	157	150	150
Q7	Number of clients served in the Veterans Resource Center ² .	105	242	250	250
Q7	Annual Veteran Affairs (VA) benefit payments made to Leon County Veterans ³ .	N/A	N/A	\$21,233,727	\$22,122,188
Q7	Dollar amount disbursed through the Military Grant Program ⁴ .	\$5,400	\$0	\$5,000	\$5,000
Q7	Dollar amount of Veterans Emergency Assistance Program (VEAP) disbursed ⁵ .	\$50,000	\$59,444	\$50,000	\$50,000
Q7	Number of Veterans Emergency Assistance Program (VEAP) Requests ⁵ .	154	277	250	300
Q7	95% rate on Veterans Services Client Satisfaction Survey ⁶ .	N/A	N/A	N/A	95%

- Notes:
1. The opening of the Veterans National Cemetery, expanded VA outpatient clinic and the influx of Veterans relocated to Leon County by the supportive housing programs is anticipated to increase the number of Veterans seeking assistance.
 2. Increased Veterans awareness that more job and benefit applications is available online. The Veterans Resource center is mostly utilized by the homeless Veteran population.
 3. Beginning in FY 2017, figures are based on new metrics specific to Leon County for services rendered. Recurring benefits fluctuate due to a multitude of factors including eligibility, changes in the Veteran population, etc. This number is released by the Veteran Administration during the first half of the calendar year following the reporting period.
 4. The decreased dollar amount of the Military Grant program in the Fiscal Year 2016 is the result of a dramatic decrease in Leon County National Guard and Reserve units deployed overseas eligible to claim the grant benefit. Due to the lack of Leon County National Guard and Reserve units deployed this amount is expected to remain low for 2018.
 5. The increased number of Veterans requesting assistance through the Veterans Emergency Assistance Program (VEAP) is due to an influx of new Veterans to Leon County seeking support from agencies such as Housing and Urban Development (HUD)/Veteran Affairs Supportive Housing (VASH) and the Veterans Supportive Housing Assistance Program.
 6. This is a new metric to monitor the County's efforts on Veterans Services Client Satisfaction. Figures for FY 2015 Actuals, FY 2016 Actuals and FY 2017 Estimates are not applicable.

Veteran Services (001-390-553)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	145,026	169,533	180,156	-	180,156	185,939
Operating	28,096	15,730	18,073	2,098	20,171	20,171
Grants-in-Aid	109,533	142,500	145,900	5,000	150,900	150,900
Total Budgetary Costs	282,655	327,763	344,129	7,098	351,227	357,010
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	282,655	327,763	344,129	7,098	351,227	357,010
Total Revenues	282,655	327,763	344,129	7,098	351,227	357,010
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Veterans Services Manager	1.00	1.00	1.00	-	1.00	1.00
Veterans Services Counselor	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalentents (FTE)	3.00	3.00	3.00	-	3.00	3.00

The major variances for the FY 2018 Veteran Services 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Increase of \$2,098 associated with the Annual User Fee for the VetraSpec System. VetraSpec System is a secure online Veterans Claims management software system allowing data to be accessed from any computer with internet access where data is stored in one centralized secure location.
3. Expenses totaling \$5,000 to provide Programs and Services associated with the Veteran Emergency Assistance Program and the Active Duty Grant Program and for printing pamphlets and brochures for various Veteran-related events, such as Pearl Harbor Day, and Veteran-related activities held throughout the year.

Housing Services Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	353,493	431,888	466,309	15,000	481,309	480,935
Operating	85,786	123,299	34,165	55,000	89,165	39,165
Transportation	3,785	3,210	2,613	-	2,613	2,613
Capital Outlay	-	-	-	5,000	5,000	-
Grants-in-Aid	222,170	639,425	384,361	-	384,361	-
Total Budgetary Costs	665,235	1,197,822	887,448	75,000	962,448	522,713
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Housing Finance Authority (161-808-554)	125,107	92,960	-	-	-	-
Housing Services (001-371-569)	378,399	468,437	503,087	75,000	578,087	522,713
SHIP 2014-2017 (124-932047-554)	500	-	-	-	-	-
SHIP 2016-2019 (124-932049-554)	161,229	636,425	-	-	-	-
SHIP 2017-2020 (124-932052-554)	-	-	384,361	-	384,361	-
Total Budget	665,235	1,197,822	887,448	75,000	962,448	522,713
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	378,399	468,437	503,087	75,000	578,087	522,713
124 SHIP Trust	161,729	636,425	384,361	-	384,361	-
161 Housing Finance Authority	125,107	92,960	-	-	-	-
Total Revenues	665,235	1,197,822	887,448	75,000	962,448	522,713
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Housing Services	6.00	6.00	6.00	-	6.00	6.00
Total Full-Time Equivalentents (FTE)	6.00	6.00	6.00	-	6.00	6.00

Housing Services (001-371-569)

Goal	To promote safe, sanitary and affordable housing through homeowner education, counseling, down payment assistance, foreclosure prevention, and home rehabilitation in the unincorporated areas of Leon County.
Core Objectives	<ol style="list-style-type: none"> 1. Administer and provide oversight for all Affordable Housing Programs: Home Rehabilitation; Home Replacement; Down Payment & Closing Costs Assistance; Foreclosure Prevention; Unemployment Mortgage Assistance Programs; Mortgage Loan Reinstatement Program; Green Rehabilitation; and Barrier Free Rehabilitation. Design, implement, and administer community-wide affordable housing education through events such as Home Expos and Home Buyer Counseling Workshops. 2. Seek to continually improve methodologies and efficiencies in serving citizens of Leon County with regard to affordable housing programs. 3. Provide staff support and administer the activities of the Community Development Block Grant (CDBG) Citizen Task Force Advisory Committee, and the Affordable Housing Advisory Committee (AHAC). AHAC's mission is to provide affordable housing policy improvement and enhancement recommendations to the BOCC. Recommendations were presented to the Board on May 23, 2017. 4. Provide quarterly grant reports and annual reports detailing Affordable Housing Programs and Fair Housing Activities; and, receive and report fair housing complaints. 5. Attend local Housing events, trainings and conferences to ensure Leon County is aware and in compliance with local, state and federal guidelines.
Statutory Responsibilities	Leon County Code, Chapter 8 Article V/Policy 96-11 "Direct Implementation of State Housing Initiative Program (SHIP)"; Local Housing Assistance Plans (LHAP); Florida Statute Chapter 420 "Housing"; Leon County Code, Chapter 2, Section 2-71 & 2-120 "Implementation"; Florida Statute Chapter 159 "Bond Financing"; Florida Statute Chapter 760.20 "Fair Housing Act"
Advisory Board	Affordable Housing Advisory Committee; Community Development Block Grant (CDBG) Citizens Task Force Advisory Committee.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimates	FY 2018 Estimates
Q5	Number of clients receiving Purchase Assistance ¹ .	59	59	65	2
Q5	Number of clients receiving Foreclosure Prevention Assistance ² .	70	25	5	4
Q5	Dollar amount of property value retained by foreclosure prevention (SHIP).	\$553,547	\$642,381	\$625,000	\$650,000
Q5	Number of housing units receiving Home Rehabilitation.	39	40	50	40
Q5	Number of housing units receiving Home Replacement ³ .	3	5	10	10
Q5	Total funding received to support the Affordable Housing Program ⁴ .	\$1,280,038	\$2,069,000	\$1,720,000	\$2,062,800
Q5	Number of clients receiving Emergency Housing Repair Assistance ^{5,6} .	N/A	N/A	N/A	14
Q5	Number of clients receiving Housing Rental Assistance ^{5,6} .	N/A	N/A	N/A	4
Q5	Percent of SHIP funding used to assist persons with special needs ⁶ .	N/A	N/A	N/A	20%
Q5	95% of clients satisfied with application process and other processes in obtaining assistance through the Affordable Housing Program ⁶ .	N/A	N/A	N/A	95%

Housing Services (001-371-569)

Notes:

1. FY 2018 estimates includes only Down Payment Assistance (DPA) from Leon County instead of all of Florida as in accordance with the Leon County HFA Inter-Local Agreement with Escambia County. For FY 2017 estimates, the projected number of 65 clients receiving DPA Assistance was based on the Leon County HFA Inter-Local Agreement with Escambia County that was successfully marketed through the Division of Housing Services and was expected to slightly surpass previous performance due to an expanded marketing approach.
2. The Hardest Hit Fund Foreclosure Prevention Program was sunset on August 31, 2016. FY 2018 estimates are based upon the beginning of the SHIP Foreclosure Prevention Program.
3. FY 2018 estimates reflects the new home replacement goal submitted as part of the revised SHIP LHAP (Local Housing Assistance Plan).
4. FY 2018 SHIP funding: FY 2016 - \$490,000; FY 2017 - \$614,000; FY 2018 - \$642,900 (estimated allocation); Disaster Fund - \$302,000; Housing Counseling - \$13,900. SHIP funding has a three (3) year expending time line, e.g., FY 2016 allocation can be expended from FY 2016 to FY 2018.
5. New Affordable Housing Strategy goals included in the revised SHIP LHAP. This is a new metric, therefore information for FY 2015 Actuals, FY 2016 Actuals and FY 2017 Estimates is not applicable.
6. New metric to monitor the County's efforts to meet the required 20% Special Needs set-aside goal for SHIP funding allocation. Information for FY 2015 Actuals, FY 2016 Actuals and FY 2017 Estimates is not applicable.

Housing Services - SHIP 2017-2020 (124-932052-554)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	-	-	384,361	-	384,361	-
Total Budgetary Costs	-	-	384,361	-	384,361	-
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
124 SHIP Trust	-	-	384,361	-	384,361	-
Total Revenues	-	-	384,361	-	384,361	-

The FY 2018 SHIP 2017-2020 Grants is anticipated in the amount of \$426,361. A total of \$42,000 was transferred to the General Fund Balance from Grants-in-Aid for SHIP 2017-2020 to cover allowable administrative costs associated with the program.

Human Services Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	174,300	125,160	129,616	-	129,616	134,447
Operating	2,289,725	2,443,463	2,389,018	30,926	2,419,944	2,497,728
Capital Outlay	73,695	-	-	-	-	-
Grants-in-Aid	4,771,509	5,188,085	5,159,156	50,676	5,209,832	5,117,356
Total Budgetary Costs	7,309,228	7,756,708	7,677,790	81,602	7,759,392	7,749,531
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Baker Act & Marchman Act (001-370-563)	583,710	692,601	638,156	-	638,156	638,156
CHSP & Emergency Assistance (001-370-569)	1,280,450	1,358,816	1,360,720	5,000	1,365,720	1,367,702
Health Department (001-190-562)	192,367	237,345	237,345	-	237,345	237,345
Medicaid & Indigent Burials (001-370-564)	2,745,827	2,876,195	2,881,641	30,000	2,911,641	2,911,641
Medical Examiner (001-370-527)	513,126	511,795	477,420	46,602	524,022	509,330
Primary Health Care (001-971-562)	1,969,749	1,818,956	1,821,508	-	1,821,508	1,824,357
Primary Health Care-Trauma Center (140-971-562)	-	200,000	200,000	-	200,000	200,000
Tubercular Care & Child Protection Exams (001-370-562)	24,000	61,000	61,000	-	61,000	61,000
Total Budget	7,309,228	7,756,708	7,677,790	81,602	7,759,392	7,749,531
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	7,309,228	7,556,708	7,477,790	81,602	7,559,392	7,549,531
140 Municipal Service	-	200,000	200,000	-	200,000	200,000
Total Revenues	7,309,228	7,756,708	7,677,790	81,602	7,759,392	7,749,531
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
CHSP & Emergency Assistance	1.00	1.00	1.00	-	1.00	1.00
Primary Health Care	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

Human Services (001-370-527,562,563,564,569)

Goal	To serve as a safety net to enhance the quality of life for residents by providing resources, access to social services, and short term financial assistance.
Core Objectives	<ol style="list-style-type: none"> 1. Ensure compliance with the following mandated programs and services through the provision of administrative and fiscal oversight: <ul style="list-style-type: none"> ▪ Medicaid, which covers nursing home and hospital stays for eligible residents; ▪ Health Care Responsibility Act, which funds care for indigent Leon County residents treated for emergency health care in another Florida county; ▪ Baker Act, which funds Leon County's match for the stabilization, temporary detention, and evaluation services for short-term mental health inpatient programs; ▪ Mental Health, Substance Abuse and Alcohol, which funds Leon County's match for the Community Mental Health Act and substance abuse programs related to the Marchman Act; ▪ Indigent Burial, which covers the costs of burial for unclaimed bodies and indigent persons; ▪ Child Protection Exams, which provides funding for alleged victims of abuse or neglect; and ▪ Tubercular Care, which funds transportation costs for tuberculosis patients to the State's tuberculosis hospital. ▪ Medical Examiner's Office. 2. Reduce homelessness and hunger; and enhance health and safety through the provision of financial support from the Direct Emergency Assistance Program. 3. Administer the Community Human Service Partnership Program (CHSP) which is an innovative collaboration between Leon County, the City of Tallahassee, and the United Way of the Big Bend to effectively distribute community funds for human services throughout Leon County.
Statutory Responsibilities	<p>Florida Statute 409.915 requires county governments to fund a portion of inpatient hospital stays and nursing home expenses incurred by county resident Medicaid recipients.</p> <p>Florida Statute 154.301-331 (HCRA) requires counties reimburse out-of-county hospitals at the Medicaid per diem rate for emergency care provided to the county's indigent residents.</p> <p>Florida Statute 394.76 requires that state funds expended for mental health, alcohol, and drug abuse be matched on a 75 to 25 state to local basis.</p> <p>Florida Statute 406.50 mandates that Leon County is responsible for the burial of any dead human body that is unclaimed or indigent.</p> <p>Florida Statute 39.304(5) requires county governments to pay exam costs for children who are alleged to have been abused, abandoned, or neglected.</p> <p>Florida Statute 392 mandates that to protect the citizenry from infection of tuberculosis (TB), the county is obligated to finance transportation of residents to a TB treatment facility.</p>
Advisory Board	Human Services Grants Review Committee

Human Services (001-370-527,562,563,564,569)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimates	FY 2018 Estimates
Q4	Amount reimbursed for Medicaid County Match and HCRA for hospital and nursing home services provided to citizens enrolled in Medicaid.	\$2,364,863	\$2,717,667	\$2,536,000	\$2,750,000
Q4	Number of Residents admitted to the publicly funded Baker Act Unit.	798	1,105	900	1,100
Q4	Number of Residents admitted to the publicly funded Marchman Act Unit.	485	404	650	500
Q4	Number of Disposition services provided for indigent, unclaimed, or unidentified persons through the Indigent Burial Program.	34	30	45	45
Q4	Number of Child Protection Exams Paid.	173	211	190	190
Q4	Number of families served by the Direct Emergency Assistance Program (DEAP).	5	4	50	50
Q4	Number of CHSP training sessions for applicant agencies.	10	10	10	10
Q4	Number of CHSP site visits conducted.	75	75	76	76

Human Services - Health Department (001-190-562)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Capital Outlay	73,695	-	-	-	-	-
Grants-in-Aid	118,672	237,345	237,345	-	237,345	237,345
Total Budgetary Costs	<u>192,367</u>	<u>237,345</u>	<u>237,345</u>	<u>-</u>	<u>237,345</u>	<u>237,345</u>
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	192,367	237,345	237,345	-	237,345	237,345
Total Revenues	<u>192,367</u>	<u>237,345</u>	<u>237,345</u>	<u>-</u>	<u>237,345</u>	<u>237,345</u>

The FY 2018 Health Department budget is recommended at the same funding level as the previous fiscal year.

Human Services - Medical Examiner (001-370-527)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	-	-	-	25,926	25,926	103,710
Grants-in-Aid	513,126	511,795	477,420	20,676	498,096	405,620
Total Budgetary Costs	513,126	511,795	477,420	46,602	524,022	509,330
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	513,126	511,795	477,420	46,602	524,022	509,330
Total Revenues	513,126	511,795	477,420	46,602	524,022	509,330

The major variances for the FY 2018 Medical Examiner budget are as follows:

Increase in costs are associated with the opening of the Medical Examiner Facility in the last quarter of FY2018, offset by a reduction in the Medical Examiner contract related to a reduction in billing.

Human Services - Tubercular Care & Child Protection Exams (001-370-562)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	24,000	61,000	61,000	-	61,000	61,000
Total Budgetary Costs	24,000	61,000	61,000	-	61,000	61,000
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	24,000	61,000	61,000	-	61,000	61,000
Total Revenues	24,000	61,000	61,000	-	61,000	61,000

The FY 2018 Tubercular Care & Child Protection Exams budget is recommended at the same funding level as the previous year.

Human Services - Baker Act & Marchman Act (001-370-563)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	583,710	692,601	638,156	-	638,156	638,156
Total Budgetary Costs	583,710	692,601	638,156	-	638,156	638,156
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	583,710	692,601	638,156	-	638,156	638,156
Total Revenues	583,710	692,601	638,156	-	638,156	638,156

The major variances for the FY 2018 Baker Act & Marchman Act budget are as follows:

Decreases to Program Funding:

1. Decrease of \$54,445 is due to a reconciliation of actual payments for the required services.

Human Services - Medicaid & Indigent Burials (001-370-564)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	3,700	-	-	-	-	-
Grants-in-Aid	2,742,127	2,876,195	2,881,641	30,000	2,911,641	2,911,641
Total Budgetary Costs	<u>2,745,827</u>	<u>2,876,195</u>	<u>2,881,641</u>	<u>30,000</u>	<u>2,911,641</u>	<u>2,911,641</u>
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	2,745,827	2,876,195	2,881,641	30,000	2,911,641	2,911,641
Total Revenues	<u>2,745,827</u>	<u>2,876,195</u>	<u>2,881,641</u>	<u>30,000</u>	<u>2,911,641</u>	<u>2,911,641</u>

Level Funding is provided for the FY 2018 Medicaid & Indigent Burials budget as follows:

1. Program costs for Medicaid are anticipated to increase by \$5,451.
2. Increase in \$30,000 for transportation expenses for the Indigent burial program.

Human Services - CHSP & Emergency Assistance (001-370-569)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	106,866	54,566	56,470	-	56,470	58,452
Operating	-	2,500	2,500	5,000	7,500	7,500
Grants-in-Aid	1,173,584	1,301,750	1,301,750	-	1,301,750	1,301,750
Total Budgetary Costs	1,280,450	1,358,816	1,360,720	5,000	1,365,720	1,367,702
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,280,450	1,358,816	1,360,720	5,000	1,365,720	1,367,702
Total Revenues	1,280,450	1,358,816	1,360,720	5,000	1,365,720	1,367,702
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Human Services Analyst	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 2018 Community Human Services Partnership & Emergency Assistance 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Increase of \$5,000 is for the County's share of maintenance costs for the Community Human Service Partnership (CHSP) Portal system.

Primary Healthcare (001-971-562)

Goal	To improve the health of citizens by providing quality and cost effective health services through collaborative community partnerships.
Core Objectives	<ol style="list-style-type: none"> 1. Collaborate with CareNet partners for the provision of healthcare services for uninsured and financially indigent residents. 2. Partner with CareNet and other community agencies to pursue opportunities to leverage county funding and resources to expand access to healthcare. 3. Provide administrative and fiduciary oversight to ensure program and contract compliance. 4. Collaborate with CareNet partners and the Community Health Coordinating Committee to achieve program goals.
Statutory Responsibilities	Florida Statute 154.011
Advisory Board	None

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimates	FY 2018 Estimates
Q4	Number of Residents receiving primary healthcare through CareNet providers.	13,843	11,047	20,000	11,000
Q4	Value of prescriptions filled by CareNet providers.	\$1,450,499	\$2,371,163	\$2,000,000	\$2,500,000
Q4	Value of specialty medical and dental care provided through We Care	\$2,970,888	\$3,258,975	\$3,000,000	\$3,500,000
Q4	Number of Residents receiving specialty medical and dental care provided through We Care.	821	829	1,500	840
Q4	Perform three (3) agency contract compliance review of patient visits annually.	N/A	N/A	N/A	3

Human Services - Primary Health Care (001-971-562)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	67,434	70,594	73,146	-	73,146	75,995
Operating	1,702,315	1,748,362	1,748,362	-	1,748,362	1,748,362
Grants-in-Aid	200,000	-	-	-	-	-
Total Budgetary Costs	1,969,749	1,818,956	1,821,508	-	1,821,508	1,824,357
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,969,749	1,818,956	1,821,508	-	1,821,508	1,824,357
Total Revenues	1,969,749	1,818,956	1,821,508	-	1,821,508	1,824,357
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Healthcare Serv. Coordinator	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 2018 Primary Health Care budget are as follows:

The FY 2018 Primary Health Care budget is at level funding with a slight increase in personnel expenses of \$2,552 for costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Human Services - Primary Health Care-Trauma Center (140-971-562)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	-	200,000	200,000	-	200,000	200,000
Total Budgetary Costs	-	200,000	200,000	-	200,000	200,000
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
140 Municipal Service	-	200,000	200,000	-	200,000	200,000
Total Revenues	-	200,000	200,000	-	200,000	200,000

The FY 2018 Tallahassee Memorial Healthcare Trauma Center budget is recommended at the same funding level as the previous fiscal year. Previously funded in the General fund.

Volunteer Services (001-113-513)

Goal	To empower citizens to answer local needs through volunteerism and community engagement.
Core Objectives	<ol style="list-style-type: none"> 1. Promote volunteerism, build the capacity of local volunteer programs and participate in strategic initiatives that mobilize volunteers from all sectors. 2. Screen, interview, and place volunteers, interns, and court-ordered workers by matching their skills, talents, and interests with Leon County departmental needs. 3. Administrate Leon CARES matching system portal to connect local volunteers with local volunteer opportunities. 4. Coordinate Leon County’s internal employee volunteer program in which employees are allowed up to four hours of administrative leave per month to volunteer in community based organizations. 5. Coordinate the following programs: County Government Internship and Service Learning Program, County Library Volunteer Program, Director of Volunteers Association Membership, Disaster Planning Response, National Volunteer Week and National Days of Service, Project Leon Employees are Dedicated (LEAD), and Summer Youth Training Program.
Statutory Responsibilities	Florida Statute 252.38 (1)(b) requires each county to develop a county emergency management plan and program coordinated and consistent with the State Comprehensive Emergency Management Plan and Program requiring the coordination of volunteers and donations.
Advisory Board	None

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimates	FY 2018 Estimates
Q4	Number of citizen volunteers coordinated ¹ .	5,200	6,074	5,300	5,300
Q4	Number of county departments utilizing volunteers annually.	27	15	30	20
Q4	Number of volunteer hours.	N/A	104,665	105,000	105,000
Q4	Dollar value of volunteer time ² .	N/A	\$2,448,292	\$2,500,000	\$2,500,000

Notes:

1. FY 2016 increase reflects volunteer associated with Hurricane Hermine 2016.
2. The mean dollar value of \$23.86 is used for skilled labor and \$8.05 (minimum wage) dollar value for unskilled labor.

Volunteer Services (001-113-513)

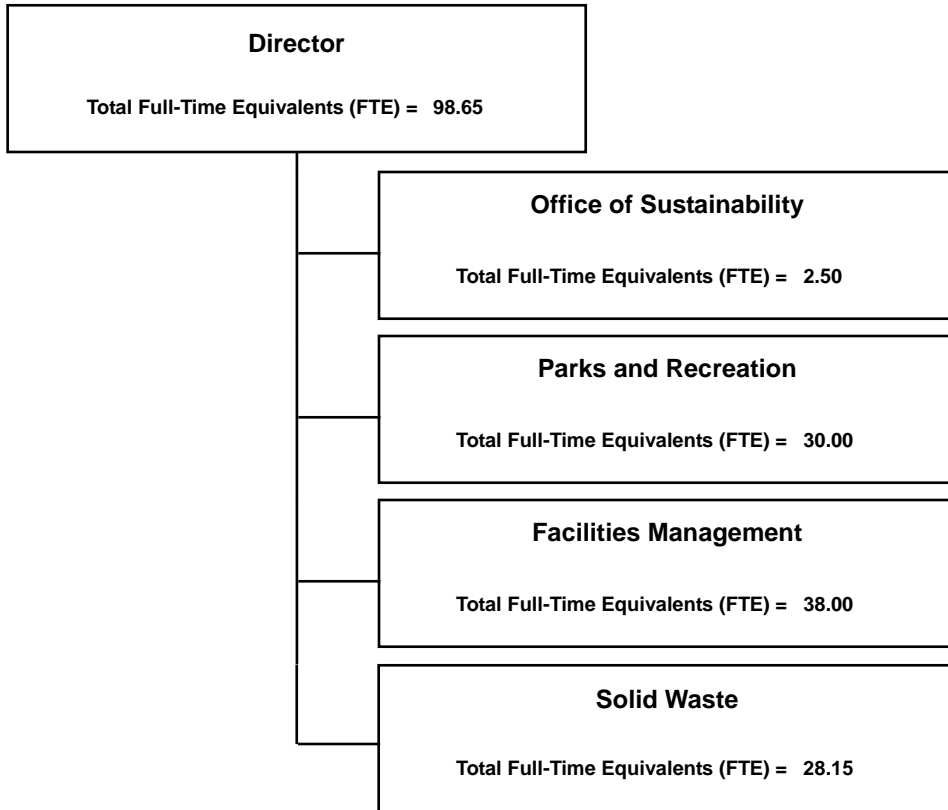
Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	163,364	170,101	176,454	-	176,454	182,571
Operating	22,895	22,616	22,411	-	22,411	22,411
Total Budgetary Costs	186,259	192,717	198,865	-	198,865	204,982
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	186,259	192,717	198,865	-	198,865	204,982
Total Revenues	186,259	192,717	198,865	-	198,865	204,982
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director of Volunteer Services	1.00	1.00	1.00	-	1.00	1.00
Volunteer Services Coordinator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

The major variances for the FY 2018 Volunteer Center 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

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Executive Summary

The Office of Resource Stewardship section of the Leon County FY 2018 Annual Budget is comprised of the Office of Sustainability, Cooperative Extension, Parks & Recreation, Solid Waste, and Facilities Management.

The Office of Resource Stewardship manages the sustainability of County resources. Cooperative Extension provides information and conducts educational programs on various issues including energy conservation, food safety, and child and family development. Parks and Recreation creates, maintains, and manages infrastructure and programs supporting recreation, parks, and open space. Facilities Management provides professional maintenance and operating services. The Solid Waste Division consists of the Solid Waste Management Facility, the Rural Waste Services Centers, the Transfer Station Operations, Hazardous Waste, and Solid Waste/Recycling Collection/Yard Waste.

On January 24, 2017, the Board formally adopted the FY 2017 - FY 2021 Strategic Plan. 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 Department of Resource Stewardship 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

A County reorganization during FY 2017 resulted in a realignment of the Division of Solid Waste being moved under the Office of Resource Stewardship from the Department of Public Works.

Leon County revised its agreement with the University of Florida (UF) for providing the educational Extension Program to a contract for services. The agreement revised the partnership whereby all Cooperative Extension staff is now University of Florida employees, with the County maintaining the same level of financial support for personnel and operating costs, but on a reimbursement basis.

Facilities Management and the Office of Sustainability successfully implemented a building utility bill consolidation project. This consolidation will allow for more efficient tracking of utility consumption at County buildings and identify opportunities for efficiency upgrades. The Office of Sustainability hosted the 2017 Leon County Sustainability Communities Summit at the Turnbull Conference Center. The Summit promoted stewardship of the community's natural and economic resources, while highlighting the County's investments in parks, green spaces, and other outdoor amenities.

During FY 2017, Parks and Recreation celebrated the grand opening of the Jackson View Landing which allows citizens to enjoy an observation pier to view wildlife, a rehabilitated boat ramp, space for boat trailers, improved parking, an aluminum floating dock, and information kiosk featuring news and events.

Office of Resource Stewardship Business Plan

Mission Statement

The mission of the Leon County Office of Resource Stewardship is to provide leadership and coordination of services through the Office of Sustainability, the Cooperative Extension program, the Division of Facilities Management, Solid Waste, and the Division of Parks & Recreation, in order to identify opportunities for synergy and added efficiencies between each work group to effectively promote stewardship of the community’s natural, societal, and economic resources.

Strategic Priorities

Economy

- Do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits. (EC1)
- Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation. (EC2)

Environment

- Conserve and protect environmentally sensitive lands and our natural ecosystems. (EN2)
- Promote orderly growth and sustainable practices. (EN3)
- Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including solar. (EN4)

Quality of Life

- Maintain and enhance our parks and recreational offerings and green spaces. (Q1)
- Provide essential public safety infrastructure and services, (Q3)
- Promote livability, health and sense of community by enhancing human scale development, and creating public spaces for people. (Q6)

Governance

- Sustain a culture of performance, and deliver effective, efficient service that exceed expectations and demonstrate value. (G2)
- Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County’s core practices. (G4)
- 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. (G5)

Strategic Initiatives
October 1, 2017– December 31, 2021

1. Develop strategies to increase recycling and reuse rates. (EN4)	In Progress
2. Convene the Leon County Sustainable Communities Summit on a bi-annual basis. (EN3)	Ongoing
3. Add environmental education kiosks, trail markings/ mapping at Greenways and Parks. (EN2)	In Progress
4. Explore new opportunities for solar on County facilities. (EN4)	In Progress
5. Develop a master plan for the Apalachee Regional Park. (Q1)	In Progress
6. Develop a Program to establish a signature landscaping feature with regular blooming season. (Q6)	Complete-Ongoing
7. Evaluate additional trail expansion opportunities. (Q6)	In Progress
8. Identify opportunities to create dog parks in the unincorporated area. (Q6)	In Progress
9. Exploring opportunities to address fraud/ scams targeted towards seniors. (Q4)	In Progress
10. Implement the Tallahassee-Leon County Greenways Master Plan. (Q1, Q6)	In Progress

Office of Resource Stewardship

Strategic Initiatives	11. Successfully launch a commercial and residential Property Assessed Clean Energy (PACE) program and identify opportunities, including the Leon County Spring Home Expo, to train industry professionals on sustainable building practices for participation in the PACE program. (EN4)	In Progress
	12. Implement Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site. (EN3)	In Progress
Actions	1. Conducting an updated waste composition study and developing outreach and education to touch all unincorporated commercial properties which do not currently have a recycling account.	Facilities, Sustainability/ Solid Waste
	2. Hosted the 2017 Summit themed “Exploring our Backyard.”	Sustainability
	3. Inventoried all existing kiosks and established priority for new kiosks, funding needs, and implementation sequence.	Parks & Recreation
	4. Conducted solar study to identify locations for potential solar improvements.	Sustainability
	5. Presented preliminary Master Plan to Board.	Facilities, Parks & Recreation, Sustainability
	6. Identified opportunity for Crap-apple tree planting at Pedrick Park. Planting anticipated to take place during FY 2018.	Facilities, Parks & Recreation
	7. Construction of trail head for Northeast Park in progress.	Parks & Recreation
	8. Presented a status report to the Board identifying potential sites and opportunities for dog parks in the unincorporated area.	Parks & Recreation
	9. Established opportunity for routine shredding of sensitive documents in conjunction with senior programming at community centers.	Parks & Recreation
	10. Installed signage for Lake Jackson Blueway.	Parks & Recreation Facilities, Sustainability
	11. Anticipated launch of Florida Resiliency & Energy District PACE program enabling FDFC to operate a PACE program.	Sustainability
	12. Bidded out Landfill Closure Construction Contract.	Facilities, Solid Waste

Office of Resource Stewardship

Five Year Targets and Bold Goals

Strategic Target 5: 75% community recycling rate. (T7)

	FY 2017 ¹	FY 2018	FY 2019 – FY 2021	Total
Total Trees ²	45	10,250	TBD	10,295

Strategic Target 7: 75% community recycling rate. (T7)

	FY 2017 ¹	FY 2018	FY 2019 – FY 2021	Total
Recycling Rate	54%	57%	TBD	55.5%

Strategic Target 8: Construct 30 miles of sidewalks, greenways, and trails. (T8)

	FY 2017 ¹	FY 2018	FY 2019 – FY 2021	Total
Trail(s) miles ³	2	5	TBD	7

Strategic Target 12: Open 1,000 new acres of park land to the public. (T12)

	FY 2017 ¹	FY 2018	FY 2019 – FY 2021	Total
Acres of Park Land ⁴	0	191	TBD	191

Notes:

1. The reporting for FY 2017 are estimates only. At the time this document was published, the fiscal year for 2017 was not yet complete, so actual reporting was unavailable. This will be updated in the 2019 budget.
2. This number only reflects the trees planted by Parks and Recreation. Parks and Recreation estimates planning approximately 10,295 trees over the next five years. Additionally, the Blueprint Intergovernmental Agency plants trees its portion of local state tax dollars. The significant increase of trees planted in FY 2018 compared to FY 2017 accounts for 9,750 trees anticipated to be planted at the J.R. Alford Greenway as part of its 30-acre reforestation effort (10-year Land Management Plan).
3. The estimate for FY 2017 reflects the two (2) miles of improvements/stabilization that was completed to the Miccosukee Greenway trails that will be established at St. Marks Headwaters Greenway and NE Park. Both projects are anticipated to be completed by the end of 2017.
4. The 2018 estimate is comprised of opening a portion of the St. Marks Headwaters Greenway (161 acres) and a portion of the NE Park (30 acres).

Leon County Fiscal Year 2018 Adopted Budget

Office of Resource Stewardship

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	6,130,034	5,782,258	6,052,724	67,171	6,119,895	6,325,707
Operating	13,874,723	14,986,810	14,478,009	960,033	15,438,042	15,564,541
Transportation	623,082	639,222	664,920	7,028	671,948	671,948
Capital Outlay	52,009	50,000	132,765	-	132,765	132,765
Grants-in-Aid	450,076	643,822	628,720	-	628,720	669,902
Total Budgetary Costs	21,129,923	22,102,112	21,957,138	1,034,232	22,991,370	23,364,863
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Office of Sustainability	172,118	303,010	307,686	-	307,686	332,893
Cooperative Extension	361,620	470,954	455,990	-	455,990	497,172
Parks and Recreation	2,810,976	2,884,890	2,931,517	144,543	3,076,060	3,129,655
Facilities Management	8,591,865	9,405,509	9,238,318	183,193	9,421,511	9,593,035
Solid Waste	9,193,345	9,037,749	9,023,627	706,496	9,730,123	9,812,108
Total Budget	21,129,923	22,102,112	21,957,138	1,034,232	22,991,370	23,364,863
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	8,455,888	9,617,438	9,509,022	140,685	9,649,707	9,882,324
140 Municipal Service	2,810,976	2,884,890	2,931,517	144,543	3,076,060	3,129,655
165 County Government Annex	587,834	427,510	408,927	40,008	448,935	454,231
166 Huntington Oaks Plaza	81,881	134,525	84,045	2,500	86,545	86,545
401 Solid Waste	9,193,345	9,037,749	9,023,627	706,496	9,730,123	9,812,108
Total Revenues	21,129,923	22,102,112	21,957,138	1,034,232	22,991,370	23,364,863
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Cooperative Extension	13.00	-	-	-	-	-
Facilities Management	39.00	37.00	38.00	-	38.00	38.00
Office of Sustainability	1.20	2.50	2.50	-	2.50	2.50
Parks and Recreation	29.00	29.00	29.00	1.00	30.00	30.00
Solid Waste	34.45	27.40	28.15	-	28.15	28.15
Total Full-Time Equivalents (FTE)	116.65	95.90	97.65	1.00	98.65	98.65
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Office of Sustainability	1.00	1.00	1.00	-	1.00	1.00
Solid Waste	2.00	2.00	2.00	-	2.00	2.00
Total OPS Full-Time Equivalents (FTE)	3.00	3.00	3.00	-	3.00	3.00

Office of Sustainability/Recycling Education (001-127-513)

Goal	The mission of the Leon County Office of Sustainability/Recycling Education is to promote adoption of practices that improve our quality of life, protect our natural environment, and strengthen our economy including providing recycling education to residents both within County government and the community at large.
Core Objectives	<ol style="list-style-type: none"> 1. Spearhead and assist County divisions and departments in efforts to save energy and water, reduce waste, and increase recycling within County buildings and operations. 2. Research and analyze trends, emerging technologies, and best practices. 3. Oversee the documentation, measurement, and evaluation of program performance data. 4. Establish policies and programs necessary to achieve resource reduction and savings in County operations and to carry out programs that serve the wider community. 5. Providing communications about County sustainability initiatives, hosting sustainability programs, and working with community partners to carry out community-based sustainability projects. 6. Participate in special events related to sustainability, recycling, and community wellbeing. 7. Organize and provide education services to County facilities, schools, and other organizations. 8. Provide sustainability, recycling and public education consulting services.
Statutory Responsibilities	<p>Leon County Resolution R08-64 supporting participation in the local government Green Jobs Pledge; HB 7135, affecting F.S 255, 286.28</p> <p>The Florida Solid Waste Management Act of 1988 established that each county has the power to provide for the operation of solid waste facilities to meet the needs of all incorporated and unincorporated areas of their respective county. Florida Administrative Code, Chapter 62 701 "Operating Restrictions and Practices for Solid Waste Facilities" and The Energy, Climate Change, and Economic Security Act of 2008 (House Bill 7135) established a new statewide recycling goal of 75% to be achieved by the year 2020.</p>
Advisory Board	Sharing TREE; Capital Area Sustainability Council; Community Carbon Fund Advisory Committee; Extension Advisory Committee for Climate Change and Sustainable Living Education; Extension Advisory for Agriculture/Horticulture

Benchmarking

Priorities	Benchmark Data	Leon County	Statewide Goal
G1	% of waste tonnage recycled	54%	60%

Note: Statewide recycling goal: 40% by 12/31/12, 50% by 12/31/14, 60% by 12/31/16, 70% by 12/31/18 and 75% by 12/31/20

Strategic Plan Bold Goals and Five-Year Targets

Reference	Measure	FY 2017 Estimate	FY 2018 Estimate
T7	Strategic Target: 75% community recycling rate¹	54%	57%

Notes:

1. Percent of Waste Tonnage Recycled – (FY 2015 Actuals-54%; FY 2016 Actuals-54%; FY 2017 Estimate-60%)

Performance Measures

Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
EN4	Estimated energy savings from conservation projects.	\$815,000	\$1,004,406	\$850,000	\$1,200,000
EN4	Number of people who follow ORS on social media.	1,108	1,345	2,000	2,300
EN4	County Schools Recycling tonnage.	88	93	80	85
EN4	County Curbside Recycling tonnage.	5,432	5,701	5,800	6,000
EN3	Number of participating community-wide recycling & sustainability related events.	6	8	6	7
EN3, Q1	Number of waste reduction/sustainability/recycling community education presentations/tours ² .	81	56	50	50
EN3, Q1	Number of citizens participating in sustainability & recycling educational presentations.	3,280	1684	4,500	2,000
EN4	Number of educational publications written.	3	6	11	13

Notes:

2. FY 2017 estimates reflect a reduction in tours related to the approved closure of the County landfill. The estimates also reflect the reduction of classroom presentations as a result of staff's development of a more effective recycling education curriculum for school age children.

Office of Sustainability - Office of Sustainability/Recycling Education (001-127-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	123,724	141,933	166,700	-	166,700	171,907
Operating	26,206	158,982	139,144	-	139,144	159,144
Transportation	813	2,095	1,842	-	1,842	1,842
Grants-in-Aid	21,375	-	-	-	-	-
Total Budgetary Costs	172,118	303,010	307,686	-	307,686	332,893
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	172,118	303,010	307,686	-	307,686	332,893
Total Revenues	172,118	303,010	307,686	-	307,686	332,893
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Recycle & Sustainability Manager	1.00	1.00	1.00	-	1.00	1.00
Communication & Outreach Coordinator	-	1.00	1.00	-	1.00	1.00
Director, Office of Resource Stewardship	0.20	-	-	-	-	-
Digital Community Engagement Specialist	-	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	1.20	2.50	2.50	-	2.50	2.50
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Sustainability Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

The major variances for the FY 2018 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Increases in personnel costs reflect organizational realignment.

Decreases to Program Funding:

1. Reduced Operating expenses in the amount of \$19,838 including a decrease in phone system and communication costs in the amount of \$161 associated with the number of phones, internet usage, and maintenance costs of the system.
2. Vehicle repair and maintenance decreased in the amount of \$2,500 associated with an anticipated decrease in the amount of vehicle maintenance needed, based on previous years.
3. Transportation cost reductions in the amount of \$253 associated with anticipated decrease in fuel consumption.

Cooperative Extension (001-361-537)

<p>Goal</p>	<p>The goal of the Cooperative Extension Division is to provide researched based educational programs and information on horticulture, agriculture, natural resources, family & consumer sciences, and 4-H youth development empowering citizens of Leon County to make decisions and behavior changes that contribute to an improved quality of life and a more sustainable community.</p>
<p>Core Objectives</p>	<p>Horticulture, Agriculture, and Natural Resources:</p> <ol style="list-style-type: none"> 1. Increase citizen awareness of sustainable food systems and the environment. Teach citizens about energy, water and natural resource conservation. Help citizens to adopt sustainable lifestyles and best management practices. Provide demonstrations in schools and community gardens. 2. Enhance stewardship of water quality, quantity and supply by teaching target audiences how to implement agriculture, and Green Industries best management practices, Florida-Friendly Landscaping principles, and low impact development standards. These programs help keep Leon County’s Stormwater Division in compliance with the National Pollutant Discharge Elimination System (NPDES) permit requirements. 3. Increase the sustainability, profitability, and competitiveness of agricultural and horticultural enterprises. Maintain and enhance production systems by improving knowledge and adoption of production efficiencies and effectiveness, new technologies, integrated pest management, food safety and environmental stewardship. Provide continuing education units and certification classes for pesticide applicators, landscape professionals, and other professionals ensuring compliance with state laws and supporting local jobs and workforce. 4. Use volunteers to extend community education and outreach. Train and manage Master Gardener and Sustainable Floridian volunteers to help other citizens adopt sustainable lifestyles and best management practices. <p>Family and Consumer Sciences:</p> <ol style="list-style-type: none"> 1. Empower individuals and families to build healthy lives and achieve social and economic success by providing educational programs in the areas of nutrition and health, financial management, human development, and parent education. 2. Improve the quality of nutrition for limited-resource families through administration of the USDA Family Nutrition Program (FNP). Two full-time FNP paraprofessionals teach comprehensive interactive classes helping families improve diet quality, physical activity, food resource management, food safety practices and food security. 3. Teach consumers, families and food handlers to improve food choices and safe food handling practices. Provide wellness education programs addressing nutrition and healthy lifestyle behaviors to reduce the risk of obesity-related chronic diseases. 4. Improve financial stability. Teach individuals and families skills they need to reduce debt, create spending plans, and save for the future. <p>4-H and Other Youth Programs:</p> <ol style="list-style-type: none"> 1. Through a variety of delivery methods (clubs, camps, field days, workshops) 4-H uses a learn-by-doing approach to help youth gain knowledge and skills to be productive citizens. 2. Recruit, screen, and train teen and adult volunteers to be successful club leaders, teach subject matter and life skills, judge events and serve in an advisory capacity, all while providing safe environments for youth. 3. Provide opportunities for youth to develop science, technology, engineering and math (STEM) literacy through clubs, camps and special interest programs. 4. Plan, implement, and evaluate 4-H/Tropicana public speaking contest for Leon County 4th, 5th and 6th grade students.

Cooperative Extension (001-361-537)

Statutory Responsibilities	Florida Statute, Chapter 1004 Public Postsecondary Education; 1004.37 "County or area extension programs; cooperation between counties and University of Florida and Florida Agricultural and Mechanical University"; Federal legislation – Smith-Lever Act and Morrill Act - N/A
Advisory Board	Overall Extension Advisory Committee and Program Advisory Committees - N/A

In November 2015, Leon County and the University of Florida enacted a new Memorandum of Understanding (MOU) that changed the nature of the partnership between the two organizations in regards to Leon County UF/IFAS Cooperative Extension. The MOU set forth a new structure in the relationship where in the University of Florida serves as a contractor for Leon County. Under the agreement Leon County is invoiced quarterly for a predetermined portion of personnel and operating expenses. The MOU requires the University to provide reports on a quarterly basis to the County regarding the progress of the Extension programs and services. Metrics for these services are currently being developed.

Cooperative Extension (001-361-537)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	96,774	-	-	-	-	-
Operating	12,555	2,325	2,416	-	2,416	2,416
Transportation	2,590	3,807	3,854	-	3,854	3,854
Grants-in-Aid	249,701	464,822	449,720	-	449,720	490,902
Total Budgetary Costs	361,620	470,954	455,990	-	455,990	497,172
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	361,620	470,954	455,990	-	455,990	497,172
Total Revenues	361,620	470,954	455,990	-	455,990	497,172
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director of County Extension	1.00	-	-	-	-	-
Extension Agent II - Home Economics	1.00	-	-	-	-	-
Extension Agent II Natural Resource	1.00	-	-	-	-	-
Extension Agent 4-H Youth	2.00	-	-	-	-	-
Urban County Forester II	1.00	-	-	-	-	-
Extension Agent - Agriculture	1.00	-	-	-	-	-
Extension Agent - Family & Consumer Service	1.00	-	-	-	-	-
Extension Agent - Horticulture	1.00	-	-	-	-	-
Cooperative Extension Program Assistant	1.00	-	-	-	-	-
Administrative Associate III	1.00	-	-	-	-	-
Administrative Associate IV	2.00	-	-	-	-	-
Total Full-Time Equivalents (FTE)	13.00	-	-	-	-	-

Leon County revised its agreement with the University of Florida (UF) in November 2015 for providing educational Extension Program. The agreement revised the partnership whereby all Cooperative Extension staff are now University of Florida employees, with the County maintaining the same level of financial support for personnel and operating costs, but on a reimbursement basis. As specified in the contract, the University of Florida Institute of Food & Agricultural Sciences (UF IFAS) provides 70% of the salary and all benefits for each Extension Agent and the Director, the County pays the remaining 30% of the salary. The County provides 100% of the funding for four support staff and 5% for one UF support staff.

The major variances for the FY 2018 Cooperative Extension budget are as follows:

Increases to program Funding:

1. Operating costs increased by \$91 related to increase in Communication - Phone System costs.
2. Fuel and Oil costs increased in the amount of \$285 associated with an anticipated increase in fuel consumption.

Parks and Recreational Services (140-436-572)

Goal	The goal of the division of Parks & Recreation Services is to provide for the safety, comfort, and convenience of the public by creating, maintaining, and managing infrastructure and programs supporting recreation, parks and open space. This is accomplished through cost effective, environmentally sensitive and aesthetically pleasing products and efficient services.
Core Objectives	<ol style="list-style-type: none"> 1. Responsible for the development, preservation and management of functional, safe and aesthetically pleasing parks and recreation facilities across Leon County for its citizens and visitors. 2. Responsible for the maintenance of all county park facilities, including: ball fields, boat landings, nature trails, greenways, and open spaces. 3. Provides passive recreation activities through access to fishing, camping, picnicking, and nature trails. 4. Develops and maintains active recreation facilities, including: ball fields, tennis, and basketball courts. 5. Facilitates the organization, promotion, and implementation of recreation programs and activities through community based recreation providers. 6. Pursues outside funding for facilities and services through grants, partnerships, and other programs to complement existing budgets. 7. Operate six multi-purpose community centers. 8. Prepare facilities and fields for state and local tournaments.
Statutory Responsibilities	Leon County Code of Laws, Chapter 13 "Parks and Recreation", Leon County Code of Laws 92 – 12, Leon County Comprehensive Plan, Section V "Parks and Recreation"
Advisory Board	None

Strategic Plan Bold Goals and Five-Year Targets

Reference	Measure	FY 2017 Estimate	FY 2018 Estimate
T5	Strategic Target: Plant 15,000 trees between FY17-21¹.	45	10,250
T8	Strategic Target: Construct 30 miles of sidewalks, greenways, and trails².	2	5
T12	Strategic Target: Open 1,000 new acres of park land to the public³.	0	191

Notes:

1. This number only reflects trees planted by Parks and Recreation. Parks and Recreation estimates planting approximately 10,295 trees over the next five years. Additionally, the Blueprint Intergovernmental Agency plants trees with their portion of the local sales tax. The significant increase of trees planted in FY 2018 compared to FY 2017 accounts for 9,750 trees anticipated to be planted at the J.R. Alford Greenway as part of its 10-year Land Management Plan. Also included is a signature landscape feature at Pedrick Pond Park.
2. The estimate for FY 2017 reflects the 2 miles of improvements/stabilization that was completed to the Miccosukee Greenway trail. FY 2018 contemplates the trails that will be established at St. Marks Headwaters Greenway and NE Park. Both projects are anticipated to be complete by the end of 2017.
3. The FY 2018 estimate is comprised of opening a portion of the St. Marks Headwaters Greenway (161 acres) and a portion of the NE Park (30 acres).

Benchmarking

Priorities	Benchmark Data	Leon County	Benchmark
Q1	Total Park Acres per 1,000 Population	13.52	9.9
Q1,G4,G5	Total Park Acres Maintained per FTE	132.66	46.1
Q1,G5	Total Operating Expenditures per Capita	\$9.83	\$33.98

Benchmark Sources: National Recreation and Park Association (NRPA) 2015 Field Report, a Parks and Recreation National Database Analysis. Benchmarks reflect the median of the data set for like-sized jurisdictions.

Parks and Recreational Services (140-436-572)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q1	Number of acres of invasive exotic plants removed from greenways/open spaces ¹ .	1,430	1,857	1,250	1,250
Q1,EN2,EC4	Number of greenway acres maintained ² .	2,852	2,852	2,902	2,852
Q1	Number of youths participating in sport activities ³ .	1,824	2,323	2,500	2,500
EC4	Host 3 economically significant events at the Apalachee Regional Park annually ⁴ .	3	5	5	5

Notes:

1. The Greenway program is now fully staffed and several prescribed burns are planned for FY 2018. In addition, herbicide applications to address invasive plants have also been budgeted.
2. This number reflects parcels that are solely considered Greenways and not a mix of Greenways and passive parklands. The additional 50 acres of property, a trail corridor within Fallschase, estimated in FY 2017 has yet to be purchased by the State and is not anticipated for FY 2018.
3. The estimate reflects participation levels in football and baseball, including opportunities the second year of reinstating flag football and a 13-16 year old Little League baseball division.
4. The estimate to retain a minimum of five economically significant events at Apalachee Regional Park is based on its continued national recognition and exposure to a wide variety of cross country runners and organizations.

Parks and Recreation Services (140-436-572)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,507,495	1,586,610	1,635,722	64,215	1,699,937	1,755,332
Operating	932,838	905,017	880,051	73,300	953,351	951,551
Transportation	164,793	174,263	196,744	7,028	203,772	203,772
Capital Outlay	26,850	40,000	40,000	-	40,000	40,000
Grants-in-Aid	179,000	179,000	179,000	-	179,000	179,000
Total Budgetary Costs	2,810,976	2,884,890	2,931,517	144,543	3,076,060	3,129,655
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
140 Municipal Service	2,810,976	2,884,890	2,931,517	144,543	3,076,060	3,129,655
Total Revenues	2,810,976	2,884,890	2,931,517	144,543	3,076,060	3,129,655
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Parks & Recreation Director	1.00	1.00	1.00	-	1.00	1.00
Parks & Community Centers Supervisor	1.00	1.00	1.00	-	1.00	1.00
Greenways & Environmental Lands Supervisor	1.00	1.00	1.00	-	1.00	1.00
Parks Supervisor	1.00	1.00	1.00	-	1.00	1.00
Crew Chief II	1.00	1.00	1.00	-	1.00	1.00
In-Mate Supervisor	2.00	2.00	2.00	-	2.00	2.00
Park Attendant	15.00	15.00	15.00	1.00	16.00	16.00
Community Center Attendant	2.00	2.00	2.00	-	2.00	2.00
Crew Chief I	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate IV	1.00	1.00	1.00	-	1.00	1.00
Park Facilities Technician	2.00	2.00	2.00	-	2.00	2.00
Irrigation Tech Crew Chief	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	29.00	29.00	29.00	1.00	30.00	30.00

The major variances for the FY 2018 Parks and Recreation 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Personnel costs of a new Park Attendant position associated with the opening of the St. Marks Headwaters Greenway.
3. Overtime costs in the amount of \$15,000 associated with coverage for community centers and weekend events at County parks and greenways.
4. Transportation/Vehicle coverage increase in the amount of \$22,481 offset by vehicle insurance premiums.
5. Expenses associated with "new" parks vehicles with \$7,028 for vehicle repair, fuel & oil, and vehicle coverage.
6. Operating Expenses in the amount of \$73,300 consisting of Invasive Plant Control costs, port-a-let costs, and funding for utility costs associated with irrigation, lights, and concession stand expenses. Expenses were offset by \$103,300 for Contract Mowing for new park properties acquired, floor waxing for five community centers, port-a-let rentals, greenways, uniforms, radio equipment.

Decreases to Program Funding:

1. Decrease in Operating Supplies in the amount of \$18,900 associated with a decrease in other contractual services.
2. Decrease in phone system and communication costs in the amount of \$66 associated with number of phones, internet usage and maintenance costs of the system.

Facilities Management Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	2,663,221	2,426,447	2,536,848	-	2,536,848	2,629,457
Operating	5,822,902	6,865,912	6,513,290	183,193	6,696,483	6,775,398
Transportation	95,742	103,150	95,415	-	95,415	95,415
Capital Outlay	10,000	10,000	92,765	-	92,765	92,765
Total Budgetary Costs	8,591,865	9,405,509	9,238,318	183,193	9,421,511	9,593,035
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
County Government Annex (165-154-519)	587,834	427,510	408,927	40,008	448,935	454,231
Facilities Management (001-150-519)	6,613,059	7,315,418	7,277,595	140,685	7,418,280	7,574,938
Huntington Oaks Plaza Operating (166-155-519)	81,881	134,525	84,045	2,500	86,545	86,545
Public Safety Complex Facilities (001-410-529)	1,309,090	1,528,056	1,467,751	-	1,467,751	1,477,321
Total Budget	8,591,865	9,405,509	9,238,318	183,193	9,421,511	9,593,035
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	7,922,149	8,843,474	8,745,346	140,685	8,886,031	9,052,259
165 County Government Annex	587,834	427,510	408,927	40,008	448,935	454,231
166 Huntington Oaks Plaza	81,881	134,525	84,045	2,500	86,545	86,545
Total Revenues	8,591,865	9,405,509	9,238,318	183,193	9,421,511	9,593,035
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Facilities Management	35.00	33.00	34.00	-	34.00	34.00
Public Safety Complex Facilities	3.00	3.00	3.00	-	3.00	3.00
County Government Annex	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	39.00	37.00	38.00	-	38.00	38.00

Facilities Management – Facilities Management (001-150-519)

<p>Goal</p>	<p>The goal of the Division of Facilities Management is to serve the citizens of Leon County and occupants of County facilities through the provision of professional maintenance, minor construction, operating services; in order to provide clean, safe and fully functional County facilities.</p>
<p>Objectives</p>	<ol style="list-style-type: none"> 1. Provide and maintain facilities for the Board, Property Appraiser, Supervisor of Elections, Tax Collector (main office) and Article V agencies (Courts, Clerk, State Attorney, Public Defender and Guardian Ad Litem). Additionally, provide support for the Sheriff (including the jail). 2. Provide minor construction support services for all County buildings. 3. Coordinate facility accessibility and indoor air quality surveys and respond appropriately. 4. Maintain County buildings’ (including the health departments and dental clinic) structural, mechanical, plumbing, electrical, roofing, emergency generators, heating/air conditioning and other building systems. Administer a preventative maintenance program for the various building systems. 5. Install and repair or replace doors, windows, cabinetry, sealants, lighting, and building finishes (including flooring, carpentry, ceiling tiles, paint and caulk). 6. Manage parking in the Courthouse, Courthouse Annex, Gadsden Street lot and Main Library; maintain parking access gates, readers, striping and signage; manage parking waiting lists for Courthouse and Courthouse Annex employees; administer employee parking contracts; and manage parking revenue. 7. Administer grounds keeping, custodial, mail equipment, parking equipment, pest control, generators, elevators, chillers, security, fire and integrated HVAC contracts. 8. Manage security access control systems, including generating access cards, modifying and terminating employee authorized access levels, coordinating the installation, maintenance and replacement of card readers, replacing keys and changing or adding hardware. 9. Maintain fire protection systems, including monitoring panels and automated sprinklers. 10. Design and remodel interior office space, such as wall and modular system removals and installations, cabinetry and shelving construction, installation of plumbing fixtures and ductwork. 11. Research energy conservation and sustainable building opportunities and take appropriate action. 12. Raise and lower the flags, hang plaques and pictures, put up and take down decorations, transfer surplus property to the warehouse, and surplus auctions. 13. Provide internal mail services for all Leon County Departments. 14. Manage the central records warehouse, including security, property deliveries and transfers, storage and destruction. 15. Design and construct various items for special projects. 16. Provide assistance in moves within departments. 17. Participate in the set-up and break-down of chairs, tables, tents, etc., for special events/functions.
<p>Statutory Responsibilities</p>	<p>Constitution of the State of Florida, Article V, Section 14 (facilities for the trial courts, Public Defender, State Attorney and Court functions of the Clerk); Florida Statute, Section 125.35; Florida Statute, Chapter 255, "Public Property and Publicly Owned Buildings"</p>
<p>Advisory Board</p>	<p>Courthouse Security Committee, Safety Committee, Renaissance Property Committee, and Public Safety Management Committee.</p>

Facilities Management – Facilities Management (001-150-519)

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark
G5	Repair and Maintenance cost per Square Foot – In-house	\$2.08 sq. ft.	\$2.02 sq. ft.
G5	Repair and Maintenance cost per Square Foot – Contracted	0.98 sq. ft.	.78 sq. ft.
G2, G5	% Internal Customers rating Facilities Management responding promptly to needs	95%	95% mean 97% median

Benchmark Sources: International Facilities Management Association (IFMA); International City Management Association (ICMA) Center for Performance Management. Ratios are based on (RSF) rentable square ft.

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Q3, EC2	Dollar (\$) volume of capital projects managed in millions ¹ .	\$4.3	\$4.1	\$9.1	\$4.6
Q3, Q6	Number of work orders opened ² .	16,450	14,496	19,740	15,600
Q3	Percent of work orders opened for preventative maintenance.	71%	66%	80%	75%
Q3, Q6	Number of work orders opened for set-ups/take-down and special events/projects ³ .	81	92	95	93
G2, G4	Percent of field workforce converted to mobile technology interface ⁴ .	17%	25%	75%	75%
Q3, EC2	Total square footage of County facilities maintained ⁵ .	1,568,567	1,573,274	1,573,762	1,587,228

- Notes:
1. FY 2018 estimates reflect the realignment of capital project management from Facilities Management to Engineering as a result of the FY 2016 County reorganization.
 2. In a continued effort to provide more accurate data, Facilities Management is in the process of “scrubbing data” which also includes, updating equipment information and streamlining workflow processes.
 3. Facilities Management has been providing services for special events, special projects, and set-ups and take-downs.
 4. In a continued effort to improve customer service, Facilities will implement Mobile Technology for approximately 75% of the field staff by 2017.
 5. The FY 2018 sq ft. increase reflects the additional space for the Supervisor of Elections.

Facilities Management - Facilities Management (001-150-519)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	2,335,394	2,115,460	2,281,900	-	2,281,900	2,365,575
Operating	4,171,923	5,086,808	4,890,280	140,685	5,030,965	5,103,948
Transportation	95,742	103,150	95,415	-	95,415	95,415
Capital Outlay	10,000	10,000	10,000	-	10,000	10,000
Total Budgetary Costs	6,613,059	7,315,418	7,277,595	140,685	7,418,280	7,574,938
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	6,613,059	7,315,418	7,277,595	140,685	7,418,280	7,574,938
Total Revenues	6,613,059	7,315,418	7,277,595	140,685	7,418,280	7,574,938
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Director of Facilities Management	1.00	-	-	-	-	-
Director, Office of Resource Stewardship	-	1.00	1.00	-	1.00	1.00
Facilities Senior Operations Manager	1.00	1.00	1.00	-	1.00	1.00
Construction/PSC Operations Manager II	1.50	0.50	-	-	-	-
Facilities Planner	1.00	-	-	-	-	-
Customer Services Technician	1.00	1.00	1.00	-	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	-	1.00	1.00
Facilities Maintenance Superintendent	2.50	2.50	2.50	-	2.50	2.50
Facilities Support Technician II	15.00	15.00	15.00	-	15.00	15.00
Facilities Operations Supervisor I	2.00	2.00	2.00	-	2.00	2.00
Facilities Operations Technician I	2.00	2.00	2.00	-	2.00	2.00
Facilities Operations Technician II	2.00	2.00	2.00	-	2.00	2.00
PSC Operations Manager	-	-	0.50	-	0.50	0.50
Facilities Support Technician III	2.00	2.00	2.00	-	2.00	2.00
Facilities Manager	-	-	1.00	-	1.00	1.00
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate IV	2.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	35.00	33.00	34.00	-	34.00	34.00

FY18 Notes: Reclassification of Director of Resource Stewardship. No dollars are included with this reclass.

The major variances for the FY 2018 Facilities 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Decreases to Program Funding:

1. Decrease in Operating costs of \$196,528 offset by costs of \$140,685 for Carpet Tile and Flooring Services, Fire Extinguisher inspections, a continuing service contract for full maintenance (Everite), costs associated with Serenity Cemetery mowing and maintenance.

2. Decrease in transportation costs of \$7,735 associated with an anticipated decrease in the amount of vehicle repair, maintenance and coverage needed, based on previous years.

Facilities Management - Public Safety Complex Facilities (001-410-529)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	277,669	269,246	210,728	-	210,728	218,063
Operating	1,031,421	1,258,810	1,174,258	-	1,174,258	1,176,493
Capital Outlay	-	-	82,765	-	82,765	82,765
Total Budgetary Costs	1,309,090	1,528,056	1,467,751	-	1,467,751	1,477,321
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,309,090	1,528,056	1,467,751	-	1,467,751	1,477,321
Total Revenues	1,309,090	1,528,056	1,467,751	-	1,467,751	1,477,321
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Construction Manager II	0.50	0.50	-	-	-	-
Facility Maintenance Superintendent	0.50	0.50	0.50	-	0.50	0.50
PSC Operations Manager	-	-	0.50	-	0.50	0.50
PSC Facilities Support Technician III	2.00	2.00	1.00	-	1.00	1.00
Facilities Support Technician IV	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	3.00	3.00	3.00	-	3.00	3.00

The Public Safety Complex (PSC) officially opened in July 2013. The PSC budget is jointly funded 50/50 with the City of Tallahassee. The budget presented here shows 100% of the costs of the PSC; the City's share is reflected as a revenue.

The major variances for the FY18 Public Safety Complex Facilities budget are as follows:

Increases in Program Funding:

1. Capital Outlay costs of \$82,765 consisting of \$65,234 Operating Supplies and \$7,531 from Other Contractual Services, for modular construction and office furniture for various agencies, such as Emergency Medical Services/Animal Control space reconfiguration, Emergency Operations Center space reconfiguration, and Consolidated Dispatch Agency space reconfiguration. The average estimated cost for a (1) person modular workstation is \$2,500. Estimate does not include chairs and cabinetry.

Decrease to Program Funding:

- Personnel reduction of \$58,518 associated with the organizational realignment of a Construction Manager II position to the Facilities Management division offset by costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
- Shift from Operating to Capital expenses associated with a building services agreement for engineering assistance for the Public Safety Complex.

Facilities Management - County Government Annex (165-154-519)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	50,158	41,741	44,220	-	44,220	45,819
Operating	537,676	385,769	364,707	40,008	404,715	408,412
Total Budgetary Costs	587,834	427,510	408,927	40,008	448,935	454,231
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
165 County Government Annex	587,834	427,510	408,927	40,008	448,935	454,231
Total Revenues	587,834	427,510	408,927	40,008	448,935	454,231
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Facilities Support Technician II	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 2018 budget are as follows:

Increases to Program Funding:

1. Contractual services in the amount of \$40,008 related to replacement of flooring and pneumatic controls.

Decreases to Program Funding:

1. Postage in the amount of \$1,000.
2. Utility Services in the amount of \$6,750 associated with transferring utility billing to Facilities Management.

Facilities Management - Huntington Oaks Plaza Operating (166-155-519)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	81,881	134,525	84,045	2,500	86,545	86,545
Total Budgetary Costs	81,881	134,525	84,045	2,500	86,545	86,545
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
166 Huntington Oaks Plaza	81,881	134,525	84,045	2,500	86,545	86,545
Total Revenues	81,881	134,525	84,045	2,500	86,545	86,545

The major variances for the FY 2018 budget are as follows:

Increases to Program Funding:

1. Contractual services in the amount of \$2,500 related to replacement of flooring, as well as \$1,620 in miscellaneous contractual increases.

Decreases to Program Funding:

1. Professional Services in the amount of \$23,000 associated with a reduction in: architectural and engineering services; attorney fees; broker fees; and miscellaneous professional services.
2. Repairs and Maintenance in the amount of \$18,500 associated with an anticipated reduction in exterior, roof, plumbing, and HVAC repair costs.
3. Operating supplies in the amount of \$5,375.
4. Promotional activities in the amount of \$5,000.

Solid Waste Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,738,821	1,627,268	1,713,454	2,956	1,716,410	1,769,011
Operating	7,080,221	7,054,574	6,943,108	703,540	7,646,648	7,676,032
Transportation	359,144	355,907	367,065	-	367,065	367,065
Capital Outlay	15,159	-	-	-	-	-
Total Budgetary Costs	9,193,345	9,037,749	9,023,627	706,496	9,730,123	9,812,108
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Hazardous Waste (401-443-534)	663,813	661,782	672,730	9,500	682,230	693,655
Landfill Closure (401-435-534)	394,684	-	-	-	-	-
Recycling Services & Education (401-471-534)	102,033	-	-	-	-	-
Rural Waste Service Centers (401-437-534)	695,527	654,736	668,257	7,956	676,213	688,255
Solid Waste Management Facility (401-442-534)	908,748	1,140,682	608,231	40,000	648,231	679,530
Transfer Station Operations (401-441-534)	6,428,540	6,580,549	6,622,015	492,540	7,114,555	7,138,837
Yard Waste (401-416-534)	-	-	452,394	156,500	608,894	611,831
Total Budget	9,193,345	9,037,749	9,023,627	706,496	9,730,123	9,812,108
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
401 Solid Waste	9,193,345	9,037,749	9,023,627	706,496	9,730,123	9,812,108
Total Revenues	9,193,345	9,037,749	9,023,627	706,496	9,730,123	9,812,108
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Yard Waste	-	-	1.30	-	1.30	1.30
Rural Waste Service Centers	7.15	8.65	8.40	-	8.40	8.40
Transfer Station Operations	12.45	11.90	12.65	-	12.65	12.65
Solid Waste Management Facility	8.60	3.60	2.55	-	2.55	2.55
Hazardous Waste	3.25	3.25	3.25	-	3.25	3.25
Recycling Services & Education	3.00	-	-	-	-	-
Total Full-Time Equivalents (FTE)	34.45	27.40	28.15	-	28.15	28.15
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Rural Waste Service Centers	1.00	1.00	1.00	-	1.00	1.00
Hazardous Waste	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

Solid Waste - Yard Waste (401-416-534)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	-	-	77,517	-	77,517	80,454
Operating	-	-	349,030	156,500	505,530	505,530
Transportation	-	-	25,847	-	25,847	25,847
Total Budgetary Costs	-	-	452,394	156,500	608,894	611,831
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
401 Solid Waste	-	-	452,394	156,500	608,894	611,831
Total Revenues	-	-	452,394	156,500	608,894	611,831
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Solid Waste Supervisor	-	-	0.15	-	0.15	0.15
Crew Chief II	-	-	0.25	-	0.25	0.25
Solid Waste Operator	-	-	0.90	-	0.90	0.90
Total Full-Time Equivalents (FTE)	-	-	1.30	-	1.30	1.30

Beginning in FY 2018, the Yard Waste program is budgeted separately from the Solid Waste Management Facility to better account for yard debris recycling costs.

The major variances for the FY 2018 budget are as follows:

Increases to Program Funding:

1. \$156,506 for contractual services associated with an increase for the yard debris processing/disposal contract and the paradigm scale software contract.

Solid Waste - Landfill Closure (401-435-534)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	394,684	-	-	-	-	-
Total Budgetary Costs	394,684	-	-	-	-	-
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
401 Solid Waste	394,684	-	-	-	-	-
Total Revenues	394,684	-	-	-	-	-

The Board approved closing the landfill at the April 28, 2015 FY 2016 Budget Workshop.

Solid Waste – Rural Waste Service Centers (401-437-534)

Goal	The Rural Waste Service Centers serve as part of an integrated solid waste management system dedicated to excellent customer service and responsible fiscal and environmental stewardship.
Core Objectives	<ol style="list-style-type: none"> 1. Provide solid waste drop-off services for residents in unincorporated Leon County. 2. Provide drop-off for garbage, appliances, tires, yard debris, recyclables, electronics, automotive batteries, fluorescent tubes and used motor oil. 3. Conduct safe hauling and transportation of collected waste to the appropriate Solid Waste Management Facility. 4. Provide waste screening. 5. Provide community information kiosks.
Statutory Responsibilities	Chapter 403.702(2)(c)(i) Florida Statutes requires counties to plan and provide efficient, environmentally acceptable solid waste management; Article V, Section 18-136, Leon County Code of Ordinances (Solid Waste Ordinance) authorizes the county to operate and maintain solid waste collection, removing, transferring, sorting, reclaiming, and disposal systems; Chapter 62-701 Florida Administrative Code regulates solid waste management facilities; and the Leon County Comprehensive Plan, Solid Waste Element.
Advisory Board	None

Performance Measures					
Priorities	Performance Measures	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
G1	Number of random load inspections per site per month.	10	10	10	10
G2	Annual customer satisfaction survey score (1=very poor, 5=excellent) ¹ .	4.88	4.89	4.5	4.99
G5	Number of chargeable accidents for roll-off truck drivers.	0	0	0	0
G5	Number of traffic violations for roll-off truck drivers.	0	0	0	0
G2	Average customer turnaround time from gate to gate ² .	8 minutes	8 minutes	8 minutes	8 minutes
G2	Average truck turnaround time from gate to gate ³ .	90 minutes	90 minutes	90 minutes	90 minutes
EN1	Tons of rural waste collected ⁴ .	2,048	2,071	2,587	2,500

Notes:

1. The annual customer survey estimate for FY 2018 is expected to remain high with the continued focus on customer service.
2. Rural Waste continues to operate at the optimal turnaround time from gate to gate of eight minutes at all sites and expect this to continue for FY 2018.
3. Rural Waste drivers continue to maintain a ninety-minute turn-around time, matching the previous year's average and the estimate for FY 2018. Ninety minutes is estimated to be the optimal turn-around time with the ongoing road construction on Capital Circle Southwest. However, construction is close to completion and turnaround times should improve.
4. The collected waste Estimate for FY 2018 is expected to hold close to FY 2017 estimates with the economy continuing to perform at its current pace.

Solid Waste - Rural Waste Service Centers (401-437-534)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	402,532	409,519	418,000	2,956	420,956	432,907
Operating	191,129	142,575	142,458	5,000	147,458	147,549
Transportation	94,286	102,642	107,799	-	107,799	107,799
Capital Outlay	7,580	-	-	-	-	-
Total Budgetary Costs	695,527	654,736	668,257	7,956	676,213	688,255
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
401 Solid Waste	695,527	654,736	668,257	7,956	676,213	688,255
Total Revenues	695,527	654,736	668,257	7,956	676,213	688,255
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Solid Waste Operator	2.00	3.00	3.00	-	3.00	3.00
In-Mate Supervisor	-	0.50	0.25	-	0.25	0.25
Rural Collection Center Supervisor	1.00	1.00	1.00	-	1.00	1.00
Rural Waste Site Attendant	1.00	1.00	1.00	-	1.00	1.00
Rural Waste Service Center Attendant	3.15	3.15	3.15	-	3.15	3.15
Total Full-Time Equivalents (FTE)	7.15	8.65	8.40	-	8.40	8.40
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Rural Waste Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

The major variances for the FY 2018 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average. Additional personnel costs are associated with the establishment of the Living Wage at a minimum of \$12.00 per hour for County employees, as approved by the Board at the April 25, 2017 Budget Workshop.
2. Repairs and Maintenance in the amount of \$5,000 for software and repairs to the equipment associated with the fee program components.
3. Vehicle repair and maintenance increased in the amount of \$2,580 associated with an anticipated increase in the amount of vehicle maintenance needed, based on previous years.
4. Fuel costs increased in the amount of \$17,970 associated with an anticipated increase in fuel consumption.

Decreases to Program Funding:

1. Vehicle Coverage in the amount of \$15,393 associated with lower insurance premiums.

Solid Waste – Transfer Station Operations (401-441-534)

Goal	The Transfer Station is an essential component of an integrated solid waste management system dedicated to excellent public service and responsible fiscal and environmental stewardship.
Core Objectives	<ol style="list-style-type: none"> 1. Provide a management facility for residential and commercial Class I solid waste for all Leon County. 2. Conduct screening of delivered waste for prohibited materials. 3. Provide transportation and disposal of accepted waste to a regional landfill, by agreement with contracted waste disposal company. 4. Provide a facility for County’s Continuity of Operations Plan (COOP) in case of disaster. 5. Provide public weights at the facility scalehouse. 6. Provide litter control on Gum Road and portions of Capital Circle NW.
Statutory Responsibilities	Chapter 403.706(1), Florida Statutes requires counties to provide for the operation of solid waste disposal facilities to meet the needs of all incorporated and unincorporated areas of the county; Chapter 62-701, Florida Administrative Code regulates permitting and operation of solid waste management facilities, including transfer stations; Article V, Section 18-136, Leon County Code of Ordinances authorizes the County to own, operate and maintain solid waste transferring systems and to levy a charge or assessment on the users of such systems; and Leon County Comprehensive Plan, Solid Waste Element.
Advisory Board	None

Benchmarking			
Priorities	Benchmark Data	Leon County	State Average ¹
G1	Tipping Fee	\$37.80 ¹	\$43.65 ²

Note:

1. Effective October 1, 2017, the fee will be \$37.80. The decline from \$38.09 is due to an adjustment in the fuel service charge.
2. Average State of Florida Tipping Fee (Source: Green Power Inc.)

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G2	Percent of operating days with waste left on the floor overnight.	0	0	0	0
G2	Average loading time for transport trailers (minutes).	12	12	12	12
G4	Percent of employees satisfying FDEP certification requirements.	100%	100%	100%	100%
G1	Percent of FDEP quarterly inspections found in compliance.	100%	100%	100%	100%
EN1	Average net outbound load weight (tons) ¹ .	24	26.26	26.27	26.50
EN1	Tons of Class I waste processed.	177,891	198,880	180,000	190,000

Note:

1. Contractor obtained an Agriculture permit from DEP that allow trucks to carry heavier loads.

Solid Waste - Transfer Station Operations (401-441-534)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	750,073	706,210	756,562	-	756,562	780,844
Operating	5,519,430	5,765,675	5,700,670	492,540	6,193,210	6,193,210
Transportation	159,037	108,664	164,783	-	164,783	164,783
Total Budgetary Costs	6,428,540	6,580,549	6,622,015	492,540	7,114,555	7,138,837
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
401 Solid Waste	6,428,540	6,580,549	6,622,015	492,540	7,114,555	7,138,837
Total Revenues	6,428,540	6,580,549	6,622,015	492,540	7,114,555	7,138,837
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Assistant Public Works Director	-	0.25	-	-	-	-
Solid Waste Superintendent	1.00	1.00	1.00	-	1.00	1.00
Financial Compliance Manager	-	-	0.60	-	0.60	0.60
Solid Waste Supervisor	1.00	1.00	1.00	-	1.00	1.00
Solid Waste Financial Specialist	0.80	0.80	0.80	-	0.80	0.80
Solid Waste Operator	4.00	5.00	5.00	-	5.00	5.00
Contract Compliance Specialist	-	-	1.00	-	1.00	1.00
Senior. Solid Waste Operator	1.00	1.00	1.00	-	1.00	1.00
In-Mate Supervisor	0.25	0.25	0.25	-	0.25	0.25
Weighmaster	2.00	2.00	2.00	-	2.00	2.00
Director, Office of Resource Stewardship	0.80	-	-	-	-	-
Administrative Associate V	0.60	0.60	-	-	-	-
Service Worker	1.00	-	-	-	-	-
Total Full-Time Equivalents (FTE)	12.45	11.90	12.65	-	12.65	12.65

The major variances for the FY 2018 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average. Additionally, an Administrative Associate V position (split funded with Solid Waste Management Facility) was reclassified to a Financial Compliance Manager.
2. Contractual Services in the amount of \$492,540 associated with an increase in the hauling & disposal contract cost due to an anticipated increase in waste tonnage being processed.
3. Vehicle repair and maintenance increased in the amount of \$9,225 associated with an anticipated increase/decrease in the amount of vehicle maintenance needed, based on previous years.
4. Fuel costs increased in the amount of \$46,880 associated with an anticipated increase in fuel consumption.

Decreases to Program Funding:

1. Professional Services in the amount of \$65,000 associated with a one-time waste composition study in FY 2017 not being budgeted in FY 2018.

Solid Waste – Solid Waste Management Facility

Goal	The Solid Waste Management Facility is an essential component of an integrated solid waste management system dedicated to excellent public service and responsible fiscal and environmental stewardship. The goals of the Facility are to comply with the Florida Department of Environmental Protection Operating Permit and to ensure that existing solid waste is properly contained by maintaining the surfaces of the inactive cells to reduce erosion and landfill gas emissions.
Core Objectives	<ol style="list-style-type: none"> 1. Manage a cost effective, convenient, and environmentally safe Solid Waste Management Facility. 2. Recycle yard debris and waste tires. 3. Provide environmental monitoring of air, groundwater, and surface water. 4. Provide free coarse and fine mulch to residents and businesses. 5. Maintain all-weather, safe access to all areas of the Solid Waste Management Facility. 6. Maintain and provide erosion control of closed and inactive landfill cells. 7. Provide stormwater management and treatment. 8. Provide litter control within the facility and along portions of Apalachee Parkway. 9. Properly dispose of asbestos. 10. Maintain existing closed cells of the landfill that contain Class I solid waste as required by Florida Department of Environmental Protection permit. 11. Install necessary lining material and sod to prevent landfill waste from damaging the surrounding environment.
Statutory Responsibilities	Chapter 403.706(1), Florida Statutes requires counties to provide for the operation of solid waste disposal facilities to meet the needs of all incorporated and unincorporated areas of the county; Chapter 62-701, Florida Administrative Code regulates permitting and operation of solid waste management facilities, including landfills; Chapter 62-701.600, Florida Administrative Code governs landfill closure and long-term care; Article V, Section 18-136, Leon County Code of Ordinances authorizes the County to own, operate and maintain solid waste disposal systems and to levy a charge or assessment on the users of such systems; and the Leon County Comprehensive Plan, Solid Waste Element
Advisory Board	None

Benchmarking			
Priorities	Benchmark Data	Leon County	Benchmark ¹
G1	Tipping Fee (Yard Debris)	\$42.92/Ton	\$39/Ton

1. Includes average yard debris tipping fees for eight Florida counties with operations similar to Leon County.

Solid Waste – Solid Waste Management Facility

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
G1	Percent of Florida Department of Environmental quarterly inspections found in compliance.	100%	100%	100%	100%
G4	Percent of employees satisfying Florida Department of Environmental certification requirements.	100%	100%	100%	100%
EN4	Tons of tire waste processed ¹ .	254	254	220	240
EN4	Tons of wood waste processed ² .	17,115	25,010	14,000	20,000

Notes:

1. The estimated tire waste tonnage is based on previous years' averages.
2. Yard Debris processing is based on average tonnage per year of Clean and Bagged material.

Solid Waste - Solid Waste Management Facility (401-442-534)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	229,085	239,591	181,488	-	181,488	187,787
Operating	580,275	764,301	366,158	40,000	406,158	431,158
Transportation	99,388	136,790	60,585	-	60,585	60,585
Total Budgetary Costs	908,748	1,140,682	608,231	40,000	648,231	679,530
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
401 Solid Waste	908,748	1,140,682	608,231	40,000	648,231	679,530
Total Revenues	908,748	1,140,682	608,231	40,000	648,231	679,530
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Financial Compliance Manager	-	-	0.40	-	0.40	0.40
Solid Waste Supervisor	1.00	1.00	0.85	-	0.85	0.85
Crew Chief II	1.00	1.00	0.75	-	0.75	0.75
Solid Waste Financial Specialist	0.20	0.20	0.20	-	0.20	0.20
Contract Compliance Technician	1.00	-	-	-	-	-
Solid Waste Operator	3.00	1.00	0.10	-	0.10	0.10
In-Mate Supervisor	-	-	0.25	-	0.25	0.25
Weighmaster	1.00	-	-	-	-	-
Administrative Associate V	0.40	0.40	-	-	-	-
Maintenance Technician	1.00	-	-	-	-	-
Total Full-Time Equivalents (FTE)	8.60	3.60	2.55	-	2.55	2.55

On May 12, 2015, the Board approved the closure of the Landfill. The major variances for the FY 2018 budget are as follows:

Increases to Program Funding:

1. Contractual services in the amount of \$40,000 associated with increased costs for curbside pickup of bulky items delivered to Marpan Recycling.

Decreases to Program Funding:

1. Budgeting the Yard Waste program separately from the Solid Waste Management Facility in FY 2018 to better account for yard debris recycling costs. This is partially offset by costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average. Additionally, an Administrative Associate V position (split funded with Transfer Station) was reclassified to a Financial Compliance Manager.

Solid Waste – Hazardous Waste (401-443-534)

Goal	The goal of the Hazardous Waste Management Program is to ensure that hazardous waste materials are properly managed and legally disposed in an environmentally sound manner.
Core Objectives	<ol style="list-style-type: none"> 1. Accept hazardous waste from households and conditionally exempt small quantity generators. 2. Respond to requests for information and for assistance with hazardous waste disposal. 3. Recycle, treat or ship hazardous waste collected at the Hazardous Waste Center. 4. Operate "Swap Shop" to recycle items and materials for use by County residents. 5. Perform local hazardous waste assessments. 6. Oversee limited hazardous waste collection at Rural Waste Service Centers. 7. Conduct monthly remote collection events at the Public Works Operations Center. 8. Provide hazardous waste disposal for the City of Tallahassee "Cash for Trash" program. 9. Consolidate and lab pack hazardous materials by type to reduce disposal cost. 10. Provide hazardous waste safety training for Solid Waste Division staff. 11. Inspect random loads for hazardous materials. 12. Provide hazardous materials management educational services. 13. Provide recycling services for electronic scrap.
Statutory Responsibilities	<p><i>Federal:</i> The Resource Conservation and Recovery Act; Code of Federal Regulations Title 40, Chapter 1, Part 61 Subpart M, National Emission Standard for Asbestos; Code of Federal Regulations Title 40, Chapter 1, Parts 258, 259, 260, 261, 264, 268, 273, 279, Protection of Environment</p> <p><i>State:</i> Florida Statutes Chapter 376, Pollution Discharge Prevention And Removal; Florida Statutes Chapter 403, Environmental Control; Florida Administrative Code (FAC) Chapter 62-701, Solid Waste Management Facilities; FAC Chapter 62-730, The Hazardous Waste Rule; FAC Chapter 62-731, County and Regional Hazardous Waste Management Programs; FAC Chapter 62-710, Used Oil Program; FAC Chapter 62-257, The Asbestos Program; FAC Chapter 62-737, The Management of Spent Mercury Containing Lamps and Devices Destined for Recycling</p>
Advisory Board	None

Performance Measures					
Priorities	Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
EN1	Number of residents using household hazardous waste disposal service ¹ .	10,784	15,078	10,500	15,000
EN1	Number of conditionally exempt agencies and small businesses household hazardous waste disposal services provided to.	173	231	160	200
EN1	Number of participants at off-site household hazardous waste collection events.	3,680	2,725	3,200	3,000
EN1	Number of tons of potentially hazardous material processed.	387	399	425	425
EN1	Number of tons of potentially hazardous material reused or recycled.	206	234	250	250
EN1	Number of tons of electronics waste processed.	284	347	300	325

Notes:
1. The increase in the number of residents is a result of more participation in areas such as e-scrap and better tracking to more accurately capture total visits.

Solid Waste - Hazardous Waste (401-443-534)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	284,339	271,948	279,887	-	279,887	287,019
Operating	366,426	382,023	384,792	9,500	394,292	398,585
Transportation	5,469	7,811	8,051	-	8,051	8,051
Capital Outlay	7,580	-	-	-	-	-
Total Budgetary Costs	663,813	661,782	672,730	9,500	682,230	693,655
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
401 Solid Waste	663,813	661,782	672,730	9,500	682,230	693,655
Total Revenues	663,813	661,782	672,730	9,500	682,230	693,655
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Hazardous Waste Manager	1.00	1.00	1.00	-	1.00	1.00
Hazardous Materials Technician	2.00	2.00	2.00	-	2.00	2.00
In-Mate Supervisor	0.25	0.25	0.25	-	0.25	0.25
Total Full-Time Equivalents (FTE)	3.25	3.25	3.25	-	3.25	3.25
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Hazardous Waste Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

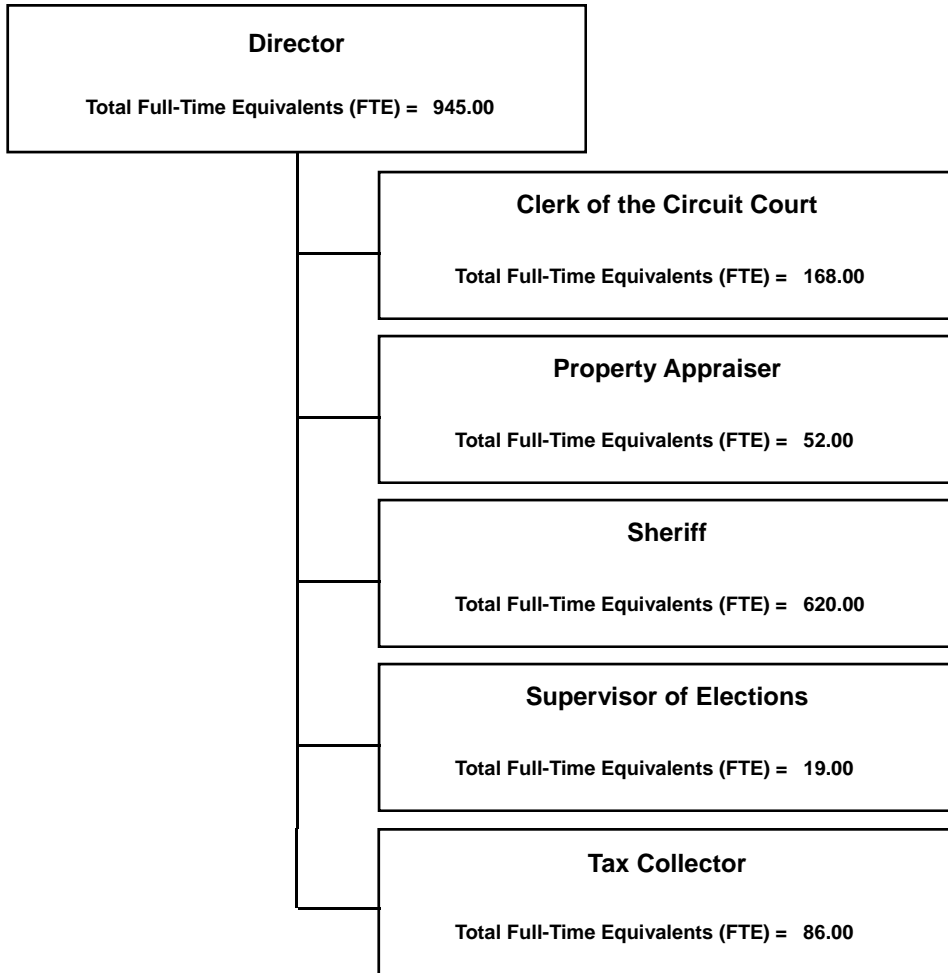
The major variances for the FY 2018 budget are as follows:

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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Contractual Services in the amount of \$9,500 associated with increases in the contracts to recycle and dispose of electronics, oil, and antifreeze.

Constitutional

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Executive Summary

The Constitutional section of the Leon County FY 2017/2018 Annual Budget is comprised of the Clerk of County Courts, the Property Appraiser, the Sheriff's Office, the Supervisor of Elections, and the Tax Collector.

The Leon County Clerk's Office serves as the Clerk of the Circuit Court, the Treasurer and Custodian of County funds, and the Clerk to the Board of County Commissioners. The Property Appraiser assesses all property located within Leon County to ensure property is assessed as required by state statute. The Leon County Sheriff's Office provides law enforcement services, detention and correctional services, coordination of public safety programs and provides Enhanced 9-1-1, and emergency management services. The Supervisor of Elections is responsible for the registration of citizens to vote, processing and maintaining voter records, and conducts all elections for the community. The Tax Collector's Office provides tax collection and distribution services to taxpayers, business and taxing authorities.

HIGHLIGHTS

The Clerk's Office continues to provide staffing for the County Courts (Small Claims, Traffic, and Misdemeanor); provide accounting services for the Board of County Commissioners, records management, Clerk and County Court accounting, cash management and payroll services; keep minutes of the Board's meetings and workshops; and provide treasury, custodian, and accounting functions for the Supervisor of Elections. The Clerk's Office continues to use technology to enhance the efficiency and effectiveness of the services it offers to its customers.

The Property Appraiser's Office manages and certifies property values and exemptions for more than 108,000 parcel currently totaling \$25.9 billion in Just Value and \$15.6 billion in Taxable Value. These services are provided to the Board of Commissioners, School Board, City of Tallahassee, Downtown Improvement Authority and the Northwest Water Management District. The Leon County Property Appraiser's office was awarded the prestigious International Association of Assessing Officers (IAAO) Certificate of Excellence in Assessment Administration for utilizing best appraisal and assessment practices. The Property Appraiser and the Board of County Commissioners have moved to e-TRIM for the Truth-In-Millage (TRIM) statutory reporting requirements. This electronic process has increased efficiencies in both agencies in reporting county property valuations and ad valorem taxes to the State of Florida.

The Sheriff's Office continues to provide the highest professional level of effective and efficient law enforcement services to the residents of Leon County. In FY2017, as recommended in the Hurricane Hermine After Action Report, the Emergency Management function was transferred from the Sheriff's Office to Leon County, which includes E-911. For FY 2018, the Sheriff's office added four new road deputy positions, one bailiff deputy and two crime analysts for Law Enforcement, and four new correctional officer positions in Corrections. Additionally, funding is included for the third year of the Salary Step Pay Plan for the Leon County Sheriff's Office sworn law enforcement and non-sworn corrections personnel. The purpose of the study was to implement a step pay plan and ensure that deputy and correctional officer wages are competitive with other law enforcement agencies. The total adjustment to the pay plan over three years is \$2.4 million.

The Supervisor of Elections continues to provide quality voter registration and election services to the citizens of Leon County. The Supervisor of Elections budget varies year to year depending on the election cycles. Funding for the Supervisor of Elections increases for Presidential Primary and general elections cycles and decreases in off-year election cycles. The upcoming FY 2018 cycle is a general election. For FY 2018, the Supervisor of Elections budget increased in the amount of \$73,358. In addition, with the completion of the expansion of the Voting Operations Center, the Supervisor of Elections consolidated all offices that were in the Leon County Annex into Voting Operations Center.

The Tax Collector continues to provide efficient, accurate, and convenient tax collection to taxpayers, businesses, and taxing authorities in a fair, friendly, courteous and professional manner. The County is also responsible for paying commission on the ad valorem assessment from the Leon School Board due to increased property valuations, ad valorem collections will increase causing an increase in commission payments to this office.

Leon County Fiscal Year 2018 Adopted Budget

Constitutional

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	54,893,460	55,624,879	57,647,731	538,813	58,186,544	60,674,602
Operating	16,517,240	17,440,091	18,570,380	-	18,570,380	18,381,559
Transportation	57,756	6,984	5,810	-	5,810	5,810
Capital Outlay	453,905	1,093,112	622,495	-	622,495	618,025
Grants-in-Aid	2,423,150	2,418,747	2,482,569	-	2,482,569	2,482,569
Interfund Transfers	463,977	-	-	-	-	-
Constitutional Payments	11,958,204	11,779,147	11,976,617	-	11,976,617	12,383,301
Sheriff Offset	-	(1,222,896)	(1,247,759)	-	(1,247,759)	(1,247,759)
Total Budgetary Costs	86,767,691	87,140,064	90,057,843	538,813	90,596,656	93,298,107
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Clerk of the Circuit Court	1,940,579	2,016,674	2,095,843	-	2,095,843	2,154,466
Property Appraiser	4,737,694	5,159,673	5,094,412	-	5,094,412	5,247,244
Sheriff	70,197,526	70,766,102	73,396,273	538,813	73,935,086	76,555,267
Supervisor of Elections	5,082,773	4,187,358	4,259,755	-	4,259,755	3,925,837
Tax Collector	4,809,119	5,010,257	5,211,560	-	5,211,560	5,415,293
Total Budget	86,767,691	87,140,064	90,057,843	538,813	90,596,656	93,298,107
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	10,787,250	11,486,648	11,671,525	-	11,671,525	12,070,735
060 Supervisor of Elections	5,082,773	4,187,358	4,259,755	-	4,259,755	3,925,837
110 Fine and Forfeiture	70,619,631	71,173,559	73,821,471	538,813	74,360,284	76,988,969
123 Stormwater Utility	68,020	65,920	65,920	-	65,920	65,920
135 Emergency Medical Services MSTU	138,816	144,369	150,144	-	150,144	156,149
145 Fire Services Fee	31,071	39,090	45,908	-	45,908	47,377
162 County Accepted Roadways and Drainage Systems	5,503	5,500	5,500	-	5,500	5,500
164 Special Assessment - Killlearn Lakes Units I and II Sewer	4,574	5,000	5,000	-	5,000	5,000
401 Solid Waste	30,053	32,620	32,620	-	32,620	32,620
Total Revenues	86,767,691	87,140,064	90,057,843	538,813	90,596,656	93,298,107
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Clerk of the Circuit Court	168.00	168.00	168.00	-	168.00	168.00
Property Appraiser	52.00	52.00	52.00	-	52.00	52.00
Sheriff	601.00	609.00	608.00	12.00	620.00	620.00
Supervisor of Elections	19.00	19.00	19.00	-	19.00	19.00
Tax Collector	86.00	86.00	86.00	-	86.00	86.00
Total Full-Time Equivalents (FTE)	926.00	934.00	933.00	12.00	945.00	945.00
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Supervisor of Elections	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Clerk of the Circuit Court Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	422,105	407,457	425,198	-	425,198	433,702
Constitutional Payments	1,518,474	1,609,217	1,670,645	-	1,670,645	1,720,764
Total Budgetary Costs	1,940,579	2,016,674	2,095,843	-	2,095,843	2,154,466
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Clerk - Article V Expenses (110-537-614)	422,105	407,457	425,198	-	425,198	433,702
Clerk - Finance Administration (001-132-586)	1,518,474	1,609,217	1,670,645	-	1,670,645	1,720,764
Total Budget	1,940,579	2,016,674	2,095,843	-	2,095,843	2,154,466
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,518,474	1,609,217	1,670,645	-	1,670,645	1,720,764
110 Fine and Forfeiture	422,105	407,457	425,198	-	425,198	433,702
Total Revenues	1,940,579	2,016,674	2,095,843	-	2,095,843	2,154,466
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Clerk - Finance Administration	25.00	25.00	25.00	-	25.00	25.00
Clerk - Article V Expenses	143.00	143.00	143.00	-	143.00	143.00
Total Full-Time Equivalents (FTE)	168.00	168.00	168.00	-	168.00	168.00

Clerk of the Circuit Court & Comptroller – Clerk – Finance Administration

Mission	The goal of the Leon County Clerk of the Circuit Court and Comptroller’s (Clerk) Office is to efficiently and effectively perform the responsibilities of Clerk of the Circuit and County Courts, Clerk to the Board of County Commissioners, Recorder, Guardian of Public Records, Treasurer, and Auditor.
Core Objectives	<ol style="list-style-type: none"> 1. As Clerk to the Courts, provides support to the judiciary in all civil and criminal cases; schedules and staffs circuit and county court events; collects and distributes fines, fees, service charges and court costs as mandated by statute and city and county ordinances; keeps and provides access to court-related records; opens, assigns, reopens and reassigns all cases pursuant to statute and administrative order; conducts data entry and case maintenance for court records; summons jurors and pays juror and witness related expenses; and collects and reports court-related data as required by law. 2. Provides accounting services for the Board of County Commissioners, records management, Clerk and County Court accounting, cash management and payroll services. 3. Keeps minutes of the Board's meetings and workshops. 4. Provides treasury, custodian, and accounting functions for the Supervisor of Elections.
Statutory Responsibilities	Florida Statutes Chapter 28 Clerks of the Circuit Courts; Chapter 29 Court System Funding; Chapter 34 County Courts; Chapter 43 Courts: General Provisions; Chapter 218 Financial Matters Pertaining to Political Subdivisions; and Chapter 938 Court Costs
Advisory Board	Investment Oversight Committee and Audit Advisory Committee

Benchmarking		
Benchmark Data	FY16 Leon County Range	Benchmark
All case categories used for benchmarking are listed below – Criminal & Civil	97.0% - 100%	80%

Note: 80% Benchmark established by the Clerks of Courts Operations Corporation created by the Florida Legislature as part of Article V

Performance Measures					
Performance Measure		FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Annual Projected % of Cases opened within x business days after initial documents are clocked					
Criminal Cases	Cases opened for Circuit Court defendants within 2 business days	100	100	99	100
	Cases opened for County Court defendants within 3 business days	100	100	99	100
	Cases opened for Juvenile Delinquency within 3 business days	100	100	100	100
	Traffic (UTC) cases opened within 3 business days	97	97	98	97
Civil Cases	Court Circuit cases opened within 2 business days	100	100	100	100
	County cases opened within 2 business days	100	100	100	100
	Traffic (UTC) cases opened within 4 business days	100	100	100	100
	Probate cases opened within 2 business days	100	100	100	100
	Family cases opened within 3 business days	100	100	100	100
	Juvenile Delinquency cases opened within 2 business days	100	100	100	100
Criminal Cases	Circuit defendants docket entries entered within 2 business days	100	100	100	100
	County defendants docket entries entered within 3 business days	100	100	100	100
	Juvenile Delinquency docket entries entered within 2 business days	99	99	100	99
	Traffic (UTC) docket entries entered within 3 business days	99	99	100	99
Civil Cases	Circuit cases entered within 3 business days	100	99	100	100
	County cases entered within 3 business days	100	100	100	100
	Traffic (UTC) cases entered within 4 business days	99	99	100	99
	Probate cases entered within 3 business days	100	100	100	100
	Family cases entered within 3 business days	100	100	100	100
	Juvenile Delinquency cases entered within 3 business days	100	100	100	100

Clerk of the Circuit Court - Clerk - Finance Administration (001-132-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	1,518,474	1,609,217	1,670,645	-	1,670,645	1,720,764
Total Budgetary Costs	1,518,474	1,609,217	1,670,645	-	1,670,645	1,720,764
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	1,518,474	1,609,217	1,670,645	-	1,670,645	1,720,764
Total Revenues	1,518,474	1,609,217	1,670,645	-	1,670,645	1,720,764
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Clerk - Finance Division	25.00	25.00	25.00	-	25.00	25.00
Total Full-Time Equivalents (FTE)	25.00	25.00	25.00	-	25.00	25.00

The major variances for the FY 2018 Clerk Finance 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 7%, increases in worker's compensation rates and funding for a salary adjustment to be determined by the Clerk.

Clerk of the Circuit Court - Clerk - Article V Expenses (110-537-614)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	422,105	407,457	425,198	-	425,198	433,702
Total Budgetary Costs	422,105	407,457	425,198	-	425,198	433,702
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	422,105	407,457	425,198	-	425,198	433,702
Total Revenues	422,105	407,457	425,198	-	425,198	433,702
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Clerk - Courts	101.50	101.50	101.50	-	101.50	101.50
Clerk - Information Services	10.00	10.00	10.00	-	10.00	10.00
Clerk - Administration	31.50	31.50	31.50	-	31.50	31.50
Total Full-Time Equivalentents (FTE)	143.00	143.00	143.00	-	143.00	143.00

Clerk's Article V expenses relate to Article V of the Florida Constitution. In FY08 new reporting requirements for Article V entities were implemented. Effective July 1, 2004, Article V of the Florida Constitution required counties provide funding for certain costs incurred by the state court system. As defined in s. 29.008, F.S., counties must fund the following: (1) Communications services, including telephone expenses, computer equipment/networks, courier/subpoena services, and auxiliary aids; (2) Existing radio systems; (3) Existing multi agency criminal justice information systems; (4) Facilities costs including construction or lease of facilities for court functions, maintenance of these facilities, utility costs, security; and (5) Local Requirements including Legal Aid.

Increases to Program Funding:

1. FY 2018 budget reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates, and funding for a salary adjustment to be determined by the Clerk.

Property Appraiser (001-512-586)

Mission	The mission of the Property Appraiser is to locate, appraise and assess all property within Leon County according to the laws of the State of Florida, thereby assuring all property owners with a fair and equitable taxing structure.
Core Objectives	<ol style="list-style-type: none"> 1. Assess all property located within Leon County. 2. Provide effective and efficient service to the citizens of Leon County. 3. Administer all exemptions and classifications. 4. Provide Tax Roll for all taxing authorities. 5. Administer the Truth In Millage (TRIM) process.
Statutory Responsibilities	Florida Statute, Chapter 192.091 and Florida Statute, Chapter 195.087, Chapters 193, 194, 196, 197, 200.
Advisory Board	None

Performance Measures				
Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Number of Homestead Exemptions.	54,745	54,965	55,500	55,900
Number of Senior Exemptions.	1,528	1,544	1,550	1,570

Property Appraiser (001-512-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	4,737,694	5,159,673	5,094,412	-	5,094,412	5,247,244
Total Budgetary Costs	<u>4,737,694</u>	<u>5,159,673</u>	<u>5,094,412</u>	<u>-</u>	<u>5,094,412</u>	<u>5,247,244</u>
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	4,737,694	5,159,673	5,094,412	-	5,094,412	5,247,244
Total Revenues	<u>4,737,694</u>	<u>5,159,673</u>	<u>5,094,412</u>	<u>-</u>	<u>5,094,412</u>	<u>5,247,244</u>
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Property Appraiser	1.00	1.00	1.00	-	1.00	1.00
Financial Officer	1.00	1.00	1.00	-	1.00	1.00
Administrative Supervisor/Secretary/Telephone Operator	1.00	1.00	1.00	-	1.00	1.00
Assistant Property Appraiser	1.00	1.00	1.00	-	1.00	1.00
Chief Deputy of Appraisals	1.00	1.00	1.00	-	1.00	1.00
Commercial Analyst	3.00	3.00	3.00	-	3.00	3.00
Exemption/Customer Service Supervisor	1.00	1.00	1.00	-	1.00	1.00
Data Entry Operator	2.00	2.00	2.00	-	2.00	2.00
Chief Information Officer	1.00	1.00	1.00	-	1.00	1.00
Director of Management Services	1.00	1.00	1.00	-	1.00	1.00
Director of Real Estate	1.00	1.00	1.00	-	1.00	1.00
Exempt/Customer Service Technicians	6.00	6.00	6.00	-	6.00	6.00
GIS Coordinator	1.00	1.00	1.00	-	1.00	1.00
GIS/IT Specialist	4.00	4.00	4.00	-	4.00	4.00
Land Appraisers/Sales	3.00	3.00	3.00	-	3.00	3.00
Land Supervisor	1.00	1.00	1.00	-	1.00	1.00
NAL Supervisor	1.00	1.00	1.00	-	1.00	1.00
TPP Supervisor	1.00	1.00	1.00	-	1.00	1.00
Network System Administrator	1.00	1.00	1.00	-	1.00	1.00
Residential Appraisal/Specialist	11.00	11.00	11.00	-	11.00	11.00
RE Title/NAL Technician	4.00	4.00	4.00	-	4.00	4.00
Supervisor/Administrator Field Operations	1.00	1.00	1.00	-	1.00	1.00
TPP Appraiser/Auditor	3.00	3.00	3.00	-	3.00	3.00
Tax Roll Administrator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalentents (FTE)	<u>52.00</u>	<u>52.00</u>	<u>52.00</u>	<u>-</u>	<u>52.00</u>	<u>52.00</u>

The major variances for the FY 2018 Property Appraiser budget are as follows:

Decreases to Program Funding:

1. Requested budget reduction of \$65,261 is due to one-time technology enhancements and leave payout for retirees. This is offset by increased costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, increases in worker's compensation rates, and funding for a salary adjustment to be determined by the Property Appraiser.

Sheriff Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	52,634,922	53,416,823	55,264,028	538,813	55,802,841	58,423,022
Operating	14,173,421	15,139,616	16,284,910	-	16,284,910	16,284,910
Transportation	52,192	-	-	-	-	-
Capital Outlay	449,864	1,013,812	612,525	-	612,525	612,525
Grants-in-Aid	2,423,150	2,418,747	2,482,569	-	2,482,569	2,482,569
Interfund Transfers	463,977	-	-	-	-	-
Sheriff Offset	-	(1,222,896)	(1,247,759)	-	(1,247,759)	(1,247,759)
Total Budgetary Costs	70,197,526	70,766,102	73,396,273	538,813	73,935,086	76,555,267
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Corrections (110-511-586)	32,931,271	34,549,212	35,361,830	176,172	35,538,002	36,773,455
Law Enforcement (110-510-586)	37,266,255	36,216,890	38,034,443	362,641	38,397,084	39,781,812
Total Budget	70,197,526	70,766,102	73,396,273	538,813	73,935,086	76,555,267
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	70,197,526	70,766,102	73,396,273	538,813	73,935,086	76,555,267
Total Revenues	70,197,526	70,766,102	73,396,273	538,813	73,935,086	76,555,267
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Law Enforcement	308.00	312.00	319.00	8.00	327.00	327.00
Corrections	293.00	297.00	289.00	4.00	293.00	293.00
Total Full-Time Equivalentents (FTE)	601.00	609.00	608.00	12.00	620.00	620.00

Sheriff – Law Enforcement (110-510-586)

Mission	The mission of the Leon County Sheriff’s Office – Law Enforcement is to provide the highest professional level of effective and efficient law enforcement services to the residents of Leon County.
Core Objectives	<ol style="list-style-type: none"> 1. Provide a uniformed deputy to respond to all emergency and non-emergency calls for service. 2. Investigate crimes and diligently pursue those persons who violate the law. 3. Provide School Resource Officers at all high schools and middle schools. 4. Execute all processes of the Supreme Court, Circuit Court, County Court, and Board of County Commissioners. 5. Provide Leon County courthouse and courtroom security. 6. Provide the citizens of Leon County with informational publications and programs for crime prevention. 7. Involved in practicing community oriented policing activities and by creating partnerships with local charity agencies.
Statutory Responsibilities	F.S. Article V, Chapter 30 – Sheriffs
Advisory Board	Public Safety Communications Board

Performance Measures				
Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Number of civil processes served ¹ .	32,051	31,021	31,000	31,200
Number of uniform patrol primary/secondary calls for service ² .	86,123	118,270	93,000	113,500
Number of warrants served.	4,122	4,934	4,000	4,600
Number visitors checked at Courthouse entrances.	278,807	295,573	280,000	300,000

Notes:

1. Value does not include attempts for service.
2. Values reflect only calls for Uniform Patrol.

Sheriff - Law Enforcement (110-510-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	29,817,099	29,757,142	30,891,205	362,641	31,253,846	32,638,574
Operating	4,166,360	4,577,431	5,465,911	-	5,465,911	5,465,911
Capital Outlay	404,059	786,466	542,517	-	542,517	542,517
Grants-in-Aid	2,423,150	2,418,747	2,482,569	-	2,482,569	2,482,569
Interfund Transfers	455,587	-	-	-	-	-
Sheriff Offset	-	(1,322,896)	(1,347,759)	-	(1,347,759)	(1,347,759)
Total Budgetary Costs	37,266,255	36,216,890	38,034,443	362,641	38,397,084	39,781,812
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	37,266,255	36,216,890	38,034,443	362,641	38,397,084	39,781,812
Total Revenues	37,266,255	36,216,890	38,034,443	362,641	38,397,084	39,781,812

Sheriff - Law Enforcement (110-510-586)

Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Administrative Associate V	-	-	4.00	-	4.00	4.00
Aircraft Mechanic	1.00	1.00	1.00	-	1.00	1.00
Bailiff Security Technician	1.00	1.00	1.00	-	1.00	1.00
Captain	8.00	8.00	4.00	-	4.00	4.00
Clerk Specialist	1.00	1.00	1.00	-	1.00	1.00
Communications Officer	1.00	1.00	1.00	-	1.00	1.00
Deputy	188.00	192.00	191.00	5.00	196.00	196.00
Evidence Custodian	2.00	2.00	2.00	1.00	3.00	3.00
Finance Operations Manager	1.00	1.00	1.00	-	1.00	1.00
Fiscal Accounts Payable	1.00	1.00	1.00	-	1.00	1.00
Fleet Maintenance Manager	1.00	1.00	1.00	-	1.00	1.00
Lieutenant	13.00	13.00	15.00	-	15.00	15.00
Sergeant Accreditation	1.00	1.00	1.00	-	1.00	1.00
Major	3.00	3.00	-	-	-	-
Process Server	7.00	7.00	7.00	-	7.00	7.00
Records Clerk	2.00	2.00	5.00	-	5.00	5.00
Records Manager	1.00	1.00	1.00	-	1.00	1.00
Secretary	2.00	2.00	2.00	-	2.00	2.00
Sergeant	29.00	29.00	32.00	-	32.00	32.00
Sheriff	1.00	1.00	1.00	-	1.00	1.00
Victim Advocate	1.00	1.00	1.00	-	1.00	1.00
IT Technician	3.00	3.00	3.00	-	3.00	3.00
Administrative Assistant	1.00	1.00	1.00	-	1.00	1.00
Civil Enforcement Supervisor	1.00	1.00	1.00	-	1.00	1.00
Crime Analyst	3.00	3.00	3.00	2.00	5.00	5.00
Fingerprint Clerk	1.00	1.00	1.00	-	1.00	1.00
Fiscal Operations Purch/Prop	2.00	2.00	2.00	-	2.00	2.00
Fleet Maintenance Mechanic	3.00	3.00	3.00	-	3.00	3.00
Human Resources Generalist	4.00	4.00	4.00	-	4.00	4.00
Payroll Specialist	1.00	1.00	1.00	-	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	-	1.00	1.00
IT Manager	1.00	1.00	1.00	-	1.00	1.00
Publication Specialist	1.00	1.00	1.00	-	1.00	1.00
Records Custodian	1.00	1.00	1.00	-	1.00	1.00
Records Specialist	2.00	2.00	-	-	-	-
Latent Fingerprint Examiner	1.00	1.00	1.00	-	1.00	1.00
Paralegal	1.00	1.00	1.00	-	1.00	1.00
Public Information Officer	1.00	1.00	1.00	-	1.00	1.00
Fiscal Operations Coordinator	1.00	1.00	1.00	-	1.00	1.00
Warrants Clerk	2.00	2.00	2.00	-	2.00	2.00
Judicial Services Specialist	3.00	3.00	3.00	-	3.00	3.00
Chief Administrative Officer	1.00	1.00	-	-	-	-
Records Technician	4.00	4.00	4.00	-	4.00	4.00
IT Administrator	2.00	2.00	2.00	-	2.00	2.00
Fiscal Clerk II	1.00	1.00	1.00	-	1.00	1.00
Traffic Support Specialist	1.00	1.00	1.00	-	1.00	1.00
Chief	-	-	6.00	-	6.00	6.00
Total Full-Time Equivalents (FTE)	308.00	312.00	319.00	8.00	327.00	327.00

Sheriff - Law Enforcement (110-510-586)

The major variances for the FY 2018 Sheriff Law Enforcement budget are as follows:

The changes in the position totals between Law Enforcement and Corrections are related to a realignment of positions within the Sheriff's department in the current fiscal year.

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 7%, increases in worker's compensation rates and funding for a salary adjustment to be determined by the Sheriff. Additionally, in FY 2016, the Board approved a market analysis salary study for all sworn positions in Law Enforcement and Corrections for the Sheriff's office. Personnel cost increases reflect the final year of the three year salary adjustments of a Salary Step Pay Plan. Additional personnel increases reflect the costs associated with the addition of four new uniform patrol deputy positions, one bailiff, two crime analyst, and one evidence custodian position for Law Enforcement for a total of \$362,641. The Sheriff's budget increased by a total of 4.48%. Increases to the Law Enforcement portion of the Sheriff's budget include:
2. \$181,817 for repair and maintenance of vehicles and equipment.
3. \$371,600 for Fleet maintenance related to replacing vehicles in addition to vehicles for the four new deputy positions.
4. \$247,653 for operating supplies, including uniforms, fuel, and ammunition.
5. \$36,243 for training.
6. \$6,700 for travel and per diem.
7. \$74,875 for communications
8. \$26,073 for various insurance coverages.
9. \$202,225 for other current charges for auto maintenance.
10. \$51,300 for data processing supplies
11. \$63,822 for the County's Share of the operation of the Consolidated Dispatch Agency.

Increases in capital outlay funding:

1. \$58,392 for information technology equipment including: mobile data computers, hand held devices, desktop computers, laptops, network switches, replacement scanner, and wireless access points.
2. \$13,200 for radios for the four new deputy vehicles.
3. \$46,250 for aviation related to radio upgrade, fuel tank, and equipment replacement.
4. \$10,875 for equipment replacement for the forestry patrol.
5. \$15,070 for investigations equipment including replacement equipment for the narcotics unit, lights for the crime scene unit, and a computer for the evidence warehouse.
6. \$4,500 for kiosks for community relations and awareness and to increase agency responsiveness.
7. \$22,630 for specialty teams equipment including a diver recall system, high threat headset for the SWAT Team, and equipment replacement for the Hazardous Devices team.

Sheriff - Corrections (110-511-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	22,817,823	23,659,681	24,372,823	176,172	24,548,995	25,784,448
Operating	10,007,061	10,562,185	10,818,999	-	10,818,999	10,818,999
Transportation	52,192	-	-	-	-	-
Capital Outlay	45,805	227,346	70,008	-	70,008	70,008
Interfund Transfers	8,390	-	-	-	-	-
Sheriff Offset	-	100,000	100,000	-	100,000	100,000
Total Budgetary Costs	32,931,271	34,549,212	35,361,830	176,172	35,538,002	36,773,455
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	32,931,271	34,549,212	35,361,830	176,172	35,538,002	36,773,455
Total Revenues	32,931,271	34,549,212	35,361,830	176,172	35,538,002	36,773,455
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Major	1.00	1.00	-	-	-	-
Captain	3.00	3.00	3.00	-	3.00	3.00
Lieutenant	9.00	9.00	10.00	-	10.00	10.00
Sergeant	23.00	23.00	28.00	-	28.00	28.00
Correctional Officer	206.00	206.00	202.00	4.00	206.00	206.00
Correctional Technician	31.00	33.00	31.00	-	31.00	31.00
Administrative Assistant	2.00	2.00	2.00	-	2.00	2.00
Inmate Records Clerk	4.00	4.00	1.00	-	1.00	1.00
Facilities Maintenance Manager	1.00	1.00	1.00	-	1.00	1.00
Maintenance II	-	1.00	1.00	-	1.00	1.00
IT Support Staff	1.00	1.00	1.00	-	1.00	1.00
Fiscal OPS Coordinator	1.00	1.00	1.00	-	1.00	1.00
Facilities Maintenance - Electrician	2.00	2.00	1.00	-	1.00	1.00
Facilities Maintenance - General	3.00	3.00	1.00	-	1.00	1.00
Facilities Maintenance - HVAC	1.00	1.00	1.00	-	1.00	1.00
Facilities Maintenance - Plumber	1.00	1.00	1.00	-	1.00	1.00
Inmate Records Specialist	2.00	2.00	1.00	-	1.00	1.00
Correctional Detective	1.00	1.00	-	-	-	-
IT Support Supervisor	1.00	1.00	1.00	-	1.00	1.00
Chief	-	-	1.00	-	1.00	1.00
Property Manager	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	293.00	297.00	289.00	4.00	293.00	293.00

Sheriff - Corrections (110-511-586)

Mission	The mission of the Leon County Sheriff's Office – Corrections is to provide the highest professional level of effective and efficient detention and correctional services to the residents of Leon County.
Core Objectives	<ol style="list-style-type: none"> 1. Provide care, custody, and control of inmates. 2. Provide medical care for inmates. 3. Administer financial responsibility for medical expenses. 4. Provide transportation of inmates. 5. Provide educational and treatment programs for inmates. 6. Manage inmate work crew programs.
Statutory Responsibilities	F.S. Article V, Chapter 30 – Sheriffs
Advisory Board	Public Safety Coordinating Council

Performance Measures				
Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Number of inmates on average.	1,063	1,070	1,077	1,084
Number of work crew labor hours.	140,980	151,360	162,500	174,460

Sheriff - Corrections (110-511-586)

The major variances for the FY 2018 Sheriff Corrections budget are as follows:

The changes in the position totals between Law Enforcement and Corrections are related to a realignment of positions within the Sheriff's department in the current fiscal year.

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 7%, increases in worker's compensation rates and funding for a salary adjustment to be determined by the Sheriff. Additionally, on March 10, 2015, the Board approved a market analysis salary study for all sworn positions in Law Enforcement and Corrections for the Sheriff's office. Personnel cost increases reflects the final year of the three year salary adjustments of a Salary Step Pay Plan. Additional personnel costs are associated with the addition of four Correctional Officers for the jail for total cost of \$176,172.

The Sheriff's budget increased by a total of 4.48%. Increases to the Corrections portion of the Sheriff's budget include

3. \$162,873 for contractual services.
4. \$30,945 for insurance coverages.
5. \$124,369 for software maintenance, and repairs and maintenance of vehicles and equipment.
6. \$6,500 for other current charges and obligations.
7. \$64,790 for operating supplies for the jail including clothing, bedding, and fuel.
8. \$10,128 for training.

Increases in capital outlay funding including:

1. \$29,000 for information technology including expansion of existing video management system storage as well as replacement printers and monitors.
2. \$41,008 to replace jail equipment including medication carts, a convection oven, office furniture, and radios.

Supervisor of Elections Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	2,258,538	2,208,056	2,383,703	-	2,383,703	2,251,580
Operating	1,921,714	1,893,018	1,860,272	-	1,860,272	1,662,947
Transportation	5,564	6,984	5,810	-	5,810	5,810
Capital Outlay	4,041	79,300	9,970	-	9,970	5,500
Constitutional Payments	892,917	-	-	-	-	-
Total Budgetary Costs	5,082,773	4,187,358	4,259,755	-	4,259,755	3,925,837
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Elections (060-520-586)	419,671	-	-	-	-	-
Elections (060-521-513)	2,204,848	1,580,223	1,633,231	-	1,633,231	1,214,792
Elections (060-521-586)	473,246	-	-	-	-	-
SOE Grants (060-525-513)	36,969	-	-	-	-	-
Voter Registration (060-520-513)	1,948,039	2,607,135	2,626,524	-	2,626,524	2,711,045
Total Budget	5,082,773	4,187,358	4,259,755	-	4,259,755	3,925,837
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
060 Supervisor of Elections	5,082,773	4,187,358	4,259,755	-	4,259,755	3,925,837
Total Revenues	5,082,773	4,187,358	4,259,755	-	4,259,755	3,925,837
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Voter Registration	19.00	19.00	19.00	-	19.00	19.00
Total Full-Time Equivalents (FTE)	19.00	19.00	19.00	-	19.00	19.00
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Elections	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Supervisor of Elections (060-520/521-513)

Mission	The mission of the Supervisor of Elections office is to conduct elections within Leon County with integrity, transparency and accuracy. The Supervisor of Elections office is responsible for providing accessible elections, opportunities for voter registration and maintaining voter records in a professional manner.
Core Objectives	<ol style="list-style-type: none"> 1. Conduct all regularly scheduled federal, state, county and municipal elections as well as any special elections as required by the State of Florida, Leon County, City of Tallahassee or special district. 2. Maintain registration records in physical and electronic form via statewide voter registration data base. 3. Perform annual address confirmation maintenance via verification of addresses through the national clearing house for postal change of addresses. 4. Perform voter outreach in Leon County at local events and approximately 80 library, school and branch sites by providing access to voter registration material and educating the public on registration, voting and elections. 5. Qualify all candidates for county, municipal or special district office within Leon County. 6. Provide candidates, parties and committees with information on voters including name and address, registration status, demographics and voting history, maps and information such as precinct street maps and lists. 7. Publish election related material and advertising as required by state statute notifying citizens, candidates, political parties and committees of dates of events relating to all elections. 8. Train poll workers for each election as required by state statute. 9. Verification of signatures on candidate and initiative petitions with certification to the State of Florida. 10. Manage voter precinct assignments in response to population changes, legislative redistricting or changes in local jurisdictions including annexations by the City of Tallahassee or the creation of special districts.
Statutory Responsibilities	Florida Constitution; Florida Statutes 97-106 Elections Code; Florida Statute 129.201-129.202; Florida Statutes 189; Florida Statutes 190; The National Voter Registration Act; The Voting Rights Act; The Help America Voter Act of 2002; The Leon County Charter and The City of Tallahassee Charter
Advisory Board	County Canvassing Board

Performance Measures							
Performance Measures	2014 Election Cycle Actual		2016 Election Cycle Estimates			2018 Election Cycle Estimates	
	Primary	General	PPP	Primary	General	Primary	General
Number of Registered Voters.	186,782	191,780	192,000	197,000	203,000	205,000	207,000
Number of Voters Who Voted.	45,319	109,286	79,000	88,650	166,500	77,900	144,900
Voter Turnout Percentage.	24.6%	56.9%	50%*	45%	82%	38%	70%
Number of Early Voters.	8,751	27,885	14,220	15,957	48,273	14,022	43,470
Number of Precinct Poll Workers Deployed.	957	1,112	775	775	775	780	780
Number of Absentee Ballots Mailed.	19,407	30,198	23,621	25,354	45,444	22,279	39,558
Number of Absentee Ballots Processed.	11,057	23,059	18,170	19,503	34,957	17,138	30,429
Number of Provisional Ballots Cast.	135	295	180	200	300	200	200
Number of Provisional Ballots Accepted.	116	177	150	150	250	150	150

*Percentage is based on number of eligible voters who vote. Due to a closed primary, only REPS and DEMS were eligible to vote in this election.

Supervisor of Elections - Voter Registration (060-520-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	1,731,364	1,914,044	1,926,657	-	1,926,657	2,012,280
Operating	214,664	643,982	692,517	-	692,517	697,015
Transportation	-	4,309	750	-	750	750
Capital Outlay	2,012	44,800	6,600	-	6,600	1,000
Total Budgetary Costs	1,948,039	2,607,135	2,626,524	-	2,626,524	2,711,045
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
060 Supervisor of Elections	1,948,039	2,607,135	2,626,524	-	2,626,524	2,711,045
Total Revenues	1,948,039	2,607,135	2,626,524	-	2,626,524	2,711,045
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Supervisor of Elections	1.00	1.00	1.00	-	1.00	1.00
Assistant Supervisor of Elections	1.00	1.00	1.00	-	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	-	1.00	1.00
Election Systems Manager	1.00	1.00	1.00	-	1.00	1.00
Voting Systems Manager	1.00	1.00	1.00	-	1.00	1.00
Outreach Coordinator	1.00	1.00	1.00	-	1.00	1.00
Elections Coordinator	1.00	1.00	1.00	-	1.00	1.00
Election Records Manager	1.00	1.00	1.00	-	1.00	1.00
Voting Systems Technician	2.00	2.00	2.00	-	2.00	2.00
Demographics/GIS Manager	1.00	1.00	1.00	-	1.00	1.00
Elections Records Specialist	4.00	3.00	3.00	-	3.00	3.00
Election Records Clerk	-	1.00	1.00	-	1.00	1.00
Election Records Specialist II	1.00	1.00	1.00	-	1.00	1.00
Voting Systems Technician II	1.00	1.00	1.00	-	1.00	1.00
Outreach Specialist	1.00	1.00	1.00	-	1.00	1.00
Election Systems Specialist	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	19.00	19.00	19.00	-	19.00	19.00

The Supervisor of Elections budget varies year to year depending on the election cycles. Funding for the Supervisor of Elections increases for Presidential Primary and general elections cycles and decreases in off-year election cycles. The upcoming FY2018 cycle is a general election.

The major variances for the FY 2018 Supervisor of Election Voter Registration 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 7%, increases in worker's compensation rates and funding for a salary adjustment to be determined by the Supervisor of Elections. The increases are offset by decreases in salaries from the retirement of some longtime employees.
2. \$189,933 for rentals and leases associated with the consolidation of work space and the increased square footage of leased space at the Voting Operations Center.
3. \$31,245 for promotional activities.
4. \$5,500 for office supplies.
5. \$3,735 for publications, subscriptions, and memberships.

Decreases in Program Funding:

1. \$46,950 for postage.
2. \$22,850 for printing and binding.
3. \$23,150 for other current charges and obligations.

Supervisor of Elections - Elections (060-520-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	419,671	-	-	-	-	-
Total Budgetary Costs	419,671	-	-	-	-	-
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
060 Supervisor of Elections	419,671	-	-	-	-	-
Total Revenues	419,671	-	-	-	-	-

Supervisor of Elections - Elections (060-521-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	527,174	294,012	457,046	-	457,046	239,300
Operating	1,670,081	1,249,036	1,167,755	-	1,167,755	965,932
Transportation	5,564	2,675	5,060	-	5,060	5,060
Capital Outlay	2,029	34,500	3,370	-	3,370	4,500
Total Budgetary Costs	2,204,848	1,580,223	1,633,231	-	1,633,231	1,214,792
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
060 Supervisor of Elections	2,204,848	1,580,223	1,633,231	-	1,633,231	1,214,792
Total Revenues	2,204,848	1,580,223	1,633,231	-	1,633,231	1,214,792
OPS Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Elections Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

The Supervisor of Elections budget varies year to year depending on the election cycles. Funding for the Supervisor of Elections increases for Presidential Primary and general elections cycles and decrease in off-year election cycles. The upcoming FY2018 cycle is a general election.

The major variances for the FY 2018 Supervisor of Election Elections 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 7%, increases in worker's compensation rates and funding for a salary adjustment to be determined by the Supervisor of Elections. Additional personnel increases are related to OPS funding.
2. \$39,578 for printing and binding.
3. \$33,350 for promotional activities.
4. \$49,125 for office supplies.
5. \$6,458 for operating supplies.
6. \$2,385 for transportation costs

Decreases to Program Funding:

1. \$9,050 for professional services.
2. \$3,090 for contractual services.
3. \$5,504 for communications.
4. \$56,275 for postage.
5. \$19,825 for other current charges and obligations.

Supervisor of Elections - Elections (060-521-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	473,246	-	-	-	-	-
Total Budgetary Costs	473,246	-	-	-	-	-
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
060 Supervisor of Elections	473,246	-	-	-	-	-
Total Revenues	473,246	-	-	-	-	-

Supervisor of Elections - SOE Grants (060-525-513)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	36,969	-	-	-	-	-
Total Budgetary Costs	36,969	-	-	-	-	-
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
060 Supervisor of Elections	36,969	-	-	-	-	-
Total Revenues	36,969	-	-	-	-	-

Tax Collector Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	4,809,119	5,010,257	5,211,560	-	5,211,560	5,415,293
Total Budgetary Costs	4,809,119	5,010,257	5,211,560	-	5,211,560	5,415,293
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Tax Collector (001-513-586)	4,531,082	4,717,758	4,906,468	-	4,906,468	5,102,727
Tax Collector (123-513-586)	68,020	65,920	65,920	-	65,920	65,920
Tax Collector (135-513-586)	138,816	144,369	150,144	-	150,144	156,149
Tax Collector (145-513-586)	31,071	39,090	45,908	-	45,908	47,377
Tax Collector (162-513-586)	5,503	5,500	5,500	-	5,500	5,500
Tax Collector (164-513-586)	4,574	5,000	5,000	-	5,000	5,000
Tax Collector (401-513-586)	30,053	32,620	32,620	-	32,620	32,620
Total Budget	4,809,119	5,010,257	5,211,560	-	5,211,560	5,415,293
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	4,531,082	4,717,758	4,906,468	-	4,906,468	5,102,727
123 Stormwater Utility	68,020	65,920	65,920	-	65,920	65,920
135 Emergency Medical Services MSTU	138,816	144,369	150,144	-	150,144	156,149
145 Fire Services Fee	31,071	39,090	45,908	-	45,908	47,377
162 County Accepted Roadways and Drainage Systems	5,503	5,500	5,500	-	5,500	5,500
164 Special Assessment - Killlearn Lakes Units I and II Sewer	4,574	5,000	5,000	-	5,000	5,000
401 Solid Waste	30,053	32,620	32,620	-	32,620	32,620
Total Revenues	4,809,119	5,010,257	5,211,560	-	5,211,560	5,415,293
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Tax Collector	86.00	86.00	86.00	-	86.00	86.00
Total Full-Time Equivalentents (FTE)	86.00	86.00	86.00	-	86.00	86.00

Tax Collector (001-513-586)

Mission	1. The Leon County Tax Collector’s Office informs the public of tax obligations and available services; collects authorized taxes and fees from people and businesses in a fair and professional manner; and efficiently distributes the proceeds in accordance with law to the taxing authorities.
Core Objectives	<ol style="list-style-type: none"> 1. Collect all authorized property taxes and fees within Leon County. 2. Efficiently distribute the collected taxes and fees to the appropriate authorities in accordance with law. 3. Perform responsibilities and provide services to people and businesses in a fair, efficient and courteous fashion. 4. Effectively perform as agents of the Florida Department of Highway Safety and Motor Vehicles and the Florida Fish and Wildlife Conservation Commission. 5. Conveniently serve the public through the provision of duplicate Birth Certificates on behalf of the Florida Department of Health.
Statutory Responsibilities	Florida Statutes, Chapters 192, 197, 218, 319, 320 and 322
Advisory Board	None

Tax Collector - Tax Collector (001-513-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	4,531,082	4,717,758	4,906,468	-	4,906,468	5,102,727
Total Budgetary Costs	4,531,082	4,717,758	4,906,468	-	4,906,468	5,102,727
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	4,531,082	4,717,758	4,906,468	-	4,906,468	5,102,727
Total Revenues	4,531,082	4,717,758	4,906,468	-	4,906,468	5,102,727
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Tax Collector	86.00	86.00	86.00	-	86.00	86.00
Total Full-Time Equivalents (FTE)	86.00	86.00	86.00	-	86.00	86.00

Notes:

The County budget allocation is not the entire Tax Collector's budget, but only the portion relative to statutorily charged commissions paid by the County.

This budget reflects estimated commission payments based on an increase in property values associated with the collection of ad valorem taxes. In addition to property taxes levied by the County, according to Florida Statutes, the County is also responsible for all commissions with regard to the School Board ad valorem taxes.

Tax Collector - Tax Collector (123-513-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	68,020	65,920	65,920	-	65,920	65,920
Total Budgetary Costs	68,020	65,920	65,920	-	65,920	65,920
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
123 Stormwater Utility	68,020	65,920	65,920	-	65,920	65,920
Total Revenues	68,020	65,920	65,920	-	65,920	65,920

Notes:

The budget reflects estimated commission payments associated with the collection of the non ad valorem stormwater assessment.

Tax Collector - Tax Collector (135-513-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	138,816	144,369	150,144	-	150,144	156,149
Total Budgetary Costs	138,816	144,369	150,144	-	150,144	156,149

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
135 Emergency Medical Services MSTU	138,816	144,369	150,144	-	150,144	156,149
Total Revenues	138,816	144,369	150,144	-	150,144	156,149

Notes:

This budget reflects estimated commission payments associated with the collection of Emergency Medical Services MSTU ad valorem taxes.

Tax Collector - Tax Collector (145-513-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	31,071	39,090	45,908	-	45,908	47,377
Total Budgetary Costs	<u>31,071</u>	<u>39,090</u>	<u>45,908</u>	<u>-</u>	<u>45,908</u>	<u>47,377</u>
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
145 Fire Services Fee	31,071	39,090	45,908	-	45,908	47,377
Total Revenues	<u>31,071</u>	<u>39,090</u>	<u>45,908</u>	<u>-</u>	<u>45,908</u>	<u>47,377</u>

Notes:

This budget reflects estimated commission payments associated with the collection of the non ad valorem fire service assessment.

Tax Collector - Tax Collector (162-513-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	5,503	5,500	5,500	-	5,500	5,500
Total Budgetary Costs	5,503	5,500	5,500	-	5,500	5,500
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
162 County Accepted Roadways and Drainage Systems Program (CARDS) (162)	5,503	5,500	5,500	-	5,500	5,500
Total Revenues	5,503	5,500	5,500	-	5,500	5,500

Notes:

The budget reflects estimated commission payments associated with the collection of the special assessments on subdivision lots associated with County infrastructure improvements, primarily roadway and associated stormwater improvements.

Tax Collector - Tax Collector (164-513-586)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	4,574	5,000	5,000	-	5,000	5,000
Total Budgetary Costs	<u>4,574</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
164 Special Assessment - Killlearn Lakes Units I and II Sewer	4,574	5,000	5,000	-	5,000	5,000
Total Revenues	<u>4,574</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>

Notes:

The budget reflects estimated commission payments associated with the collection of the special assessments on subdivision lots associated with County infrastructure improvements, specifically the sewer system in Killlearn Lakes Unit I & II.

Tax Collector - Tax Collector (401-513-586)

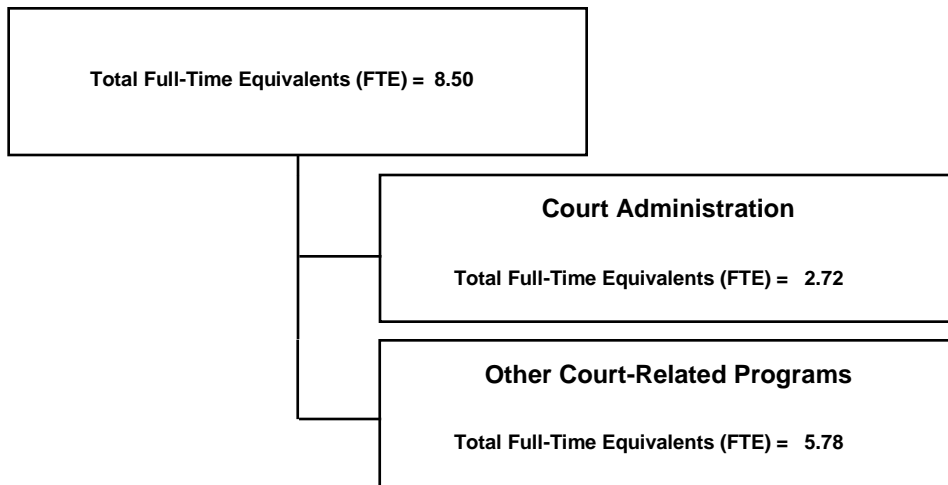
Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Constitutional Payments	30,053	32,620	32,620	-	32,620	32,620
Total Budgetary Costs	30,053	32,620	32,620	-	32,620	32,620
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
401 Solid Waste	30,053	32,620	32,620	-	32,620	32,620
Total Revenues	30,053	32,620	32,620	-	32,620	32,620

Notes:

This budget reflects estimated commission payments associated with the collection of the unincorporated area solid waste disposal non ad valorem assessment.

Judicial

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Executive Summary

The Judicial section of the Leon County FY 2018 Annual Budget is comprised of Court Administration and Other Court Related Programs, the State Attorney, the Public Defender, and Guardian Ad Litem.

Court Administration protects rights and liberties, upholds and interprets the law, and provides for the peaceful resolution of disputes for citizens of Leon County and other surrounding counties in the 2nd Judicial Circuit. Additionally, Court Administration is responsible for court reporting, the law library, family law assistance program, family visitation program, mediation, teen court, non-conflict attorney, detention review coordination, mental health coordination, and indigent probate services. The State Attorney prosecutes all criminal cases in the 2nd Judicial Circuit for the punishment of crimes and the safety and protection of the public. The Public Defender's office provides quality legal representation to all indigents charged with criminal offenses. Guardian Ad Litem advocates for the best interest of children who are abused, neglected, or abandoned, and who are involved in court proceedings.

HIGHLIGHTS

The Mental Health Coordinator continues to provide case management services for all mentally ill defendants with criminal charges pending in Leon County. It's estimated that 37,178 jail beds and \$2.7 million in costs will be avoided in FY 2018 due to Mental Health Coordinator intervention.

Teen Court continues to be one of the most successful and cost effective juvenile diversion programs. The recidivism rate, a key indicator of the program's success, is reported on graduates that re-offend within one year of completing the program. It is estimated that only 1% of graduates will re-offend in FY 2018.

Beginning in FY16, at the request of the Court Administration, the Board approved the creation of the Veteran's Court, which will be funded annually by the State of Florida. The Veteran's Court provides felony and/or misdemeanor pretrial or post-adjudicatory veterans' treatment intervention programs to address the substance abuse and/or mental health treatment needs of veterans and service members charged with, on probation or community control for criminal offenses. An estimated 26 defendants will be served by the Veteran's Court in FY18.

The State Attorney's Office will receive and handle approximately 5,000 felony referrals, 10,000 misdemeanor referrals and 1,000 juvenile referrals in FY 2018. The State Attorney Office continues to provide efficient and effective prosecution and dispositions of all felony, misdemeanor, and Juvenile criminal cases referred. The County continues to provide additional funding support in the amount of \$37,000 for first appearance attorneys to assist in reducing the jail population.

The Public Defender's Office estimates a total of approximately 11,500 cases to be closed in FY 2018. The Public Defender's office continues to provide quality legal representation to all indigents charged with criminal offenses. The County continues to provide additional funding support in the amount of \$37,000 for first appearance attorneys to assist in reducing the jail population.

Guardian Ad Litem continues to provide children with legal representation and advocacy services. In FY 2018, Guardian Ad Litem will represent approximately 500 children who are residents of Leon County.

Leon County Fiscal Year 2018 Adopted Budget

Judicial

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	446,738	461,578	482,063	-	482,063	493,732
Operating	258,511	254,763	257,667	-	257,667	257,667
Capital Outlay	-	55,480	57,855	-	57,855	58,434
Grants-in-Aid	301,293	315,394	317,769	-	317,769	318,348
Total Budgetary Costs	1,006,542	1,087,215	1,115,354	-	1,115,354	1,128,181
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Court Administration	235,208	225,425	235,233	-	235,233	242,383
Other Court-Related Programs	509,550	597,013	609,924	-	609,924	615,601
State Attorney	107,100	109,955	111,734	-	111,734	111,734
Public Defender	136,024	133,195	136,008	-	136,008	136,008
Guardian Ad Litem	18,659	21,627	22,455	-	22,455	22,455
Total Budget	1,006,542	1,087,215	1,115,354	-	1,115,354	1,128,181
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	253,868	247,052	257,688	-	257,688	264,838
110 Fine and Forfeiture	500,417	503,064	507,656	-	507,656	507,656
114 Family Law Legal Services	105,908	115,179	75,554	-	75,554	121,609
117 Judicial Programs	146,349	221,920	274,456	-	274,456	234,078
Total Revenues	1,006,542	1,087,215	1,115,354	-	1,115,354	1,128,181
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Court Administration	2.72	2.72	2.72	-	2.72	2.72
Other Court-Related Programs	5.78	5.78	5.78	-	5.78	5.78
Total Full-Time Equivalents (FTE)	8.50	8.50	8.50	-	8.50	8.50

Court Administration Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	175,490	181,260	193,584	-	193,584	200,734
Operating	59,718	44,165	41,649	-	41,649	41,649
Total Budgetary Costs	235,208	225,425	235,233	-	235,233	242,383
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Court Administration (001-540-601)	227,773	210,630	222,954	-	222,954	230,104
Court Information Systems (001-540-713)	7,435	14,795	12,279	-	12,279	12,279
Total Budget	235,208	225,425	235,233	-	235,233	242,383
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	235,208	225,425	235,233	-	235,233	242,383
Total Revenues	235,208	225,425	235,233	-	235,233	242,383
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Court Administration	2.72	2.72	2.72	-	2.72	2.72
Total Full-Time Equivalents (FTE)	2.72	2.72	2.72	-	2.72	2.72

Court Administration (001-540-601)

Goal	The goal of the Office of Court Administration's Criminal Court Case Management Unit is to provide case management and intervention in the case processing of defendants in the Leon County Jail and other facilities in order to reduce delays in case disposition and/or defendant release.
Objectives	<p>Criminal Case Management:</p> <ol style="list-style-type: none"> 1. Oversight and supervision of Mental Health Court, Veterans Treatment Court and Felony Drug Court. 2. Performs early identification; screening of all persons arrested and booked into the Leon County Jail. 3. Provides case management services for all identified mentally ill defendants with criminal charges pending in Leon County. 4. Reviews, enhances and coordinates court processes for cases involving mentally ill defendants and acts as court liaison for mental health issues with all outside vendors. 5. Attends the Criminal Justice Coordinating Committee (CJCC) and the Public Safety Coordinating Council (PSCC).
Statutory Responsibilities	Florida Constitution; Florida Statutes, Chapters 29 "Court System Funding" *Chapter 34 "County Courts" *Chapter 38 "Judges: General Provisions" *Chapter 39 "Judicial: Proceedings Relating to Children" *Chapter 40 "Jurors & Payment of Jurors & Witnesses" *Chapter 43 "General Provisions: Courts"
Advisory Board	Forensic Mental Health Workgroup; Baker Act Screening Committee; Partners in Crisis and Mental Health Workgroup; Criminal Justice Coordinating Committee; Public Safety Coordinating Council; Justice Information System Users Group, and attendant Mental Health Advisory Board

Performance Measures				
Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Number of Jail Beds Avoided Due to Criminal Case Management Unit Intervention. ¹	21,831	40,388	28,653	37,178
Estimated Cost Avoidance Due to Criminal Case Management Unit Intervention. ¹	\$1.6 million	\$3.01 million	\$2.1 million	\$2.7 million
Number of Defendants Ordered to a Psychiatric Facility for Stabilization.	41	63	61	58
Number of Defendants Found to be Incompetent to Proceed.	95	125	180	102
Number of Defendants served by Veterans Treatment Court (VTC).	N/A	48	24	26
Number of Defendants served by Felony Drug Court (FDC).	N/A	66	48	92

Notes:

¹ Cost per day for the jail used in calculations is \$74.75. The previous FY 2017 estimate did not include the addition of Veterans Treatment Court and Felony Drug Court.

Court Administration - Court Administration (001-540-601)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	175,490	181,260	193,584	-	193,584	200,734
Operating	52,283	29,370	29,370	-	29,370	29,370
Total Budgetary Costs	227,773	210,630	222,954	-	222,954	230,104
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	227,773	210,630	222,954	-	222,954	230,104
Total Revenues	227,773	210,630	222,954	-	222,954	230,104
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Criminal Court Manager	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Trial Court Marshal	0.72	0.72	0.72	-	0.72	0.72
Total Full-Time Equivalents (FTE)	2.72	2.72	2.72	-	2.72	2.72

The major variances for the FY 2018 Court Administration 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Court Administration - Court Information Systems (001-540-713)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	7,435	14,795	12,279	-	12,279	12,279
Total Budgetary Costs	7,435	14,795	12,279	-	12,279	12,279

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	7,435	14,795	12,279	-	12,279	12,279
Total Revenues	7,435	14,795	12,279	-	12,279	12,279

Effective July 1, 2004 Article V of the Florida Constitution required counties provide funding for certain costs incurred by the state court system. In FY 2008 new reporting requirements for Article V entities were implemented. As defined in s. 29.008, F.S., counties must fund the following: (1) Communications services, including telephone expenses, computer equipment/networks, courier/subpoena services, and auxiliary aids; (2) Existing radio systems; (3) Existing multi-agency criminal justice information systems; (4) Facilities costs including construction or lease of facilities for court-functions, maintenance of these facilities, utility costs, security; and (5) Local Requirements including Legal Aid.

The major variances for the FY 2018 Court Information Systems budget are as follows:

Decreases to Program Funding:

1. Decrease in phone system and communication costs in the amount of \$2,516 associated with number of phones, internet usage and maintenance costs of the system.

Other Court-Related Programs Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	197,248	206,318	214,479	-	214,479	218,998
Operating	11,009	19,821	19,821	-	19,821	19,821
Capital Outlay	-	55,480	57,855	-	57,855	58,434
Grants-in-Aid	301,293	315,394	317,769	-	317,769	318,348
Total Budgetary Costs	509,550	597,013	609,924	-	609,924	615,601
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Alternative Juvenile Programs (117-509-569)	50,511	55,480	58,578	-	58,578	57,058
Court Administration - Teen Court (114-586-662)	105,908	115,179	75,554	-	75,554	121,609
Judicial Programs/Article V (117-548-662)	51,838	55,480	100,168	-	100,168	60,152
Law Library (117-546-714)	-	55,480	57,855	-	57,855	58,434
Legal Aid - Court (117-555-715)	44,000	55,480	57,855	-	57,855	58,434
Legal Aid (110-555-715)	257,293	259,914	259,914	-	259,914	259,914
Total Budget	509,550	597,013	609,924	-	609,924	615,601
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	257,293	259,914	259,914	-	259,914	259,914
114 Family Law Legal Services	105,908	115,179	75,554	-	75,554	121,609
117 Judicial Programs	146,349	221,920	274,456	-	274,456	234,078
Total Revenues	509,550	597,013	609,924	-	609,924	615,601
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Court Administration - Teen Court	3.00	3.00	2.22	-	2.22	3.00
Alternative Juvenile Programs	1.00	1.00	1.00	-	1.00	1.00
Judicial Programs/Article V	1.78	1.78	2.56	-	2.56	1.78
Total Full-Time Equivalentents (FTE)	5.78	5.78	5.78	-	5.78	5.78

Other Court-Related Programs - Legal Aid (110-555-715)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	257,293	259,914	259,914	-	259,914	259,914
Total Budgetary Costs	257,293	259,914	259,914	-	259,914	259,914

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	257,293	259,914	259,914	-	259,914	259,914
Total Revenues	257,293	259,914	259,914	-	259,914	259,914

The major variances for the FY 2018 Other Court Related Programs – Legal Aid budget are as follows:

Increases to Program Funding:

1. Cost reflects the increase approved by the Board in FY 2016 to provide additional funding for Legal Services of North Florida for an attorney and an administrative assistant in the amount of \$125,000 for a maximum of four years due to funding decreases from federal and state resources.

Court Administration – Teen Court (114-586-662)

Goal	The goal of Teen Court is to have clients face a jury of their peers, receive a fair and just sentence for their crime, complete the educational sanctions imposed by the Teen Court jury, learn from their mistakes, set goals for themselves, and make better decisions in the future.
Objectives	<ol style="list-style-type: none"> 1. Provide a forum whereby youthful offenders are "sentenced" by a court of their peers. 2. Provide sanctions to offenders through sentencing hearings. 3. Provide professional, educational, and counseling services and/or referrals to clients of the program. 4. Provide training for teens to serve as prosecution and defense attorneys, as well as bailiffs, clerks and videographers. 5. Provide educational/crime prevention/victim's awareness components to clients.
Statutory Responsibilities	Florida Statutes, Chapter 938.19. Assessment of additional court costs; Leon County Ordinance Sec. 7-28(c).
Advisory Board	Teen Court is a member of the Florida Association of Teen Courts, as well as a participant in the National Youth Court Association. Collectively, program staff participates with the Integrated Juvenile Services Staffing team at the Juvenile Assessment Center (JAC) and The Youth Development Council.

Performance Measures				
Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Number of Cases Referred to Teen Court.	66	64	80	70
Number of Hours Active Officers Have Served. ¹	1,101	1,197	1,066	1,200
Number of Hours Teen Volunteers Have Served as Jurors.	2,612	2,704	2,969	2,800
Number of Volunteer Service Hours Contributed. ²	4,058	4,655	4,463	4,700
Number of Successful Completions.	69	53	63	65
Percentage of Re-Offenders (Recidivism). ³	6%	0.53%	4%	1%

Notes:
 1. Officers refers to Teens (students) volunteering from Leon County School district high schools serving as officers (e.g. attorneys, clerks, and bailiff positions) in actual teen court proceedings.
 2. The number of volunteer service hours contributed reflects both the number of hours a youth participates and the number of adult volunteer hours.
 3. Teen Court recidivism rates will be reported on graduates that re-offend within one year of completing the program. Projections for a reduced percentage is not being realized for FY2016, resulting in an increase in the estimate for percentage of recidivism for FY2017.

Other Court-Related Programs - Court Administration - Teen Court (114-586-662)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	101,743	104,418	64,793	-	64,793	110,848
Operating	4,165	10,761	10,761	-	10,761	10,761
Total Budgetary Costs	105,908	115,179	75,554	-	75,554	121,609
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
114 Family Law Legal Services	105,908	115,179	75,554	-	75,554	121,609
Total Revenues	105,908	115,179	75,554	-	75,554	121,609
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Case Coordinator	1.00	1.00	1.00	-	1.00	1.00
Teen Court Director/Volunteer Coordinator	1.00	1.00	0.59	-	0.59	1.00
Teen Court Education Coordinator	1.00	1.00	0.63	-	0.63	1.00
Total Full-Time Equivalent (FTE)	3.00	3.00	2.22	-	2.22	3.00

The major variances for the FY 2018 Teen Court budget are as follows:

Decreases to Program Funding:

1. Due to a decline in Teen Court revenues associated with a reduction in traffic citations, the courts requested that some Teen Court personnel cost be shifted to the Court Innovation fund (Fund 117). The total amount realigned is \$39,625.

Other Court-Related Programs - Alternative Juvenile Programs (117-509-569)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	50,511	52,178	55,276	-	55,276	53,756
Operating	-	3,302	3,302	-	3,302	3,302
Total Budgetary Costs	50,511	55,480	58,578	-	58,578	57,058
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
117 Judicial Programs	50,511	55,480	58,578	-	58,578	57,058
Total Revenues	50,511	55,480	58,578	-	58,578	57,058
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Juvenile Alternative Sanction Coordinator	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

On June 8, 2004 the Board of County Commissioners authorized the imposition of a \$65 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the \$65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be spent in subsequent fiscal years for the funding of either State or local requirements. For FY 2018, the budget reflects a slight increase in anticipated revenue.

The major variances for the FY 2018 Alternative Juvenile Programs 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.

Other Court-Related Programs - Law Library (117-546-714)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Capital Outlay	-	55,480	57,855	-	57,855	58,434
Total Budgetary Costs	-	55,480	57,855	-	57,855	58,434
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
117 Judicial Programs	-	55,480	57,855	-	57,855	58,434
Total Revenues	-	55,480	57,855	-	57,855	58,434

On June 8, 2004 the Board of County Commissioners authorized the imposition of a \$65 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the \$65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be spent in subsequent fiscal years for the funding of either State or local requirements. For FY 2018, the budget reflects a slight increase in anticipated revenue.

Other Court-Related Programs - Judicial Programs/Article V (117-548-662)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	44,993	49,722	94,410	-	94,410	54,394
Operating	6,845	5,758	5,758	-	5,758	5,758
Total Budgetary Costs	51,838	55,480	100,168	-	100,168	60,152
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
117 Judicial Programs	51,838	55,480	100,168	-	100,168	60,152
Total Revenues	51,838	55,480	100,168	-	100,168	60,152
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Teen Court Director/Volunteer Coordinator	-	-	0.41	-	0.41	-
Teen Court Education Coordinator	-	-	0.37	-	0.37	-
Trial Court Marshal	0.28	0.28	0.28	-	0.28	0.28
Court Liaison Officer	0.50	0.50	0.50	-	0.50	0.50
Integrated Computer Systems Interface Developer	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	1.78	1.78	2.56	-	2.56	1.78

On June 8, 2004 the Board of County Commissioners authorized the imposition of a \$65 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the \$65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be spent in subsequent fiscal years for the funding of either State or local requirements. For FY 2018, the budget reflects a slight increase in anticipated revenue.

The major variances for the FY 2018 Judicial Programs/Article V 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 7%, increases in worker's compensation rates and funding for performance raises in a range of 0%-5% based on a 3% average.
2. Personnel expenses increase by \$39,625 due to realignment of position costs from Teen Court (Fund 114) to Judicial Programs/Article V. Due to decreases in revenues for Teen Court, a portion of the expenses needed to be transferred to the Judicial Programs fund in order to maintain the program.

Other Court-Related Programs - Legal Aid - Court (117-555-715)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	44,000	55,480	57,855	-	57,855	58,434
Total Budgetary Costs	44,000	55,480	57,855	-	57,855	58,434
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
117 Judicial Programs	44,000	55,480	57,855	-	57,855	58,434
Total Revenues	44,000	55,480	57,855	-	57,855	58,434

On June 8, 2004 the Board of County Commissioners authorized the imposition of a \$65 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the \$65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be utilized in subsequent fiscal years for the funding of either State or local requirements. For FY 2018, the budget increase reflects a slight increase in anticipated revenue.

State Attorney Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	37,000	37,000	37,000	-	37,000	37,000
Operating	70,100	72,955	74,734	-	74,734	74,734
Total Budgetary Costs	107,100	109,955	111,734	-	111,734	111,734
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
State Attorney (110-532-602)	107,100	98,600	98,600	-	98,600	98,600
State Attorney (110-532-713)	-	11,355	13,134	-	13,134	13,134
Total Budget	107,100	109,955	111,734	-	111,734	111,734
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	107,100	109,955	111,734	-	111,734	111,734
Total Revenues	107,100	109,955	111,734	-	111,734	111,734

State Attorney (110-532-602)

Goal	The Mission of the State Attorney’s Office for the Second Judicial Circuit is to serve the community through reducing crime and helping to mitigate the catastrophic impact that crime has on victims and offenders, their families, and society as a whole. This includes proactively addressing the causes of criminal behavior, working to achieve justice after a crime has been committed, and using creative strategies to lower recidivism.
Objectives	<ol style="list-style-type: none"> 1. Provide personnel and procedures to perform all duties and functions for intake, investigation, and prosecution of felony, misdemeanor, juvenile criminal cases as well as other statutory obligations such as motions to which the State is a party. 2. Facilitating the function of the Grand Jury and serving as legal advisor to the Grand Jury. 3. Assist all law enforcement agencies with legal and investigative assistance upon request. 4. Represent the State of Florida in all suits, applications, civil, and criminal motions made within this circuit to which the State of Florida is a party. 5. Collaborate with community partners in order to make referrals for support services and to provide diversion programs.
Statutory Responsibilities	Florida Statutes 27 and 29.008
Advisory Board	None

Performance Measures				
Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Number of Felony Cases filed.	4,633	4,316	5,000	5,000
Number of Juvenile Cases filed.	1,232	914	1,000	1,000
Number of Misdemeanor Cases filed.	9,838	5,711	10,000	10,000
Number of Worthless Check Cases filed.	106	140	150	150

State Attorney - State Attorney (110-532-602)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	37,000	37,000	37,000	-	37,000	37,000
Operating	70,100	61,600	61,600	-	61,600	61,600
Total Budgetary Costs	107,100	98,600	98,600	-	98,600	98,600
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	107,100	98,600	98,600	-	98,600	98,600
Total Revenues	107,100	98,600	98,600	-	98,600	98,600

The FY 2018 State Attorney's budget is recommended at the same funding level as the previous fiscal year.

State Attorney - State Attorney (110-532-713)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	-	11,355	13,134	-	13,134	13,134
Total Budgetary Costs	-	11,355	13,134	-	13,134	13,134

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	-	11,355	13,134	-	13,134	13,134
Total Revenues	-	11,355	13,134	-	13,134	13,134

Notes:

In FY 2008 new reporting for Article V entities were implemented. In previous years, communication costs associated with the phone system were reported in the State Attorney's operating budget. These expenses are currently budgeted in State Attorney Information Systems and the actual expenses will be reported separately each year.

The major variances of the FY 2018 State Attorney budget are as follows:

Increases to Program Funding:

1. Increase in phone system and communication costs in the amount of \$1,779 associated with number of phones, internet usage and maintenance costs of the system.

Public Defender Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	37,000	37,000	37,000	-	37,000	37,000
Operating	99,024	96,195	99,008	-	99,008	99,008
Total Budgetary Costs	136,024	133,195	136,008	-	136,008	136,008
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Public Defender (110-533-603)	136,024	118,525	118,525	-	118,525	118,525
Public Defender (110-533-713)	-	14,670	17,483	-	17,483	17,483
Total Budget	136,024	133,195	136,008	-	136,008	136,008
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	136,024	133,195	136,008	-	136,008	136,008
Total Revenues	136,024	133,195	136,008	-	136,008	136,008

Public Defender (110-533-603)

Goal	The Public Defender protects the constitutional and statutory rights of all citizens through the effective criminal legal representation of court appointed clients.
Objectives	<ol style="list-style-type: none"> 1. Represent indigent clients charged with criminal offenses filed in Circuit, County, Juvenile, and Traffic Court. 2. Represent indigent clients with cases on appeal to the First District Court of Appeal, Florida Supreme Court, and the United States Supreme Court. 3. Represent indigent clients in civil commitment proceedings under the Jimmy Ryce Act and the Baker Act.
Statutory Responsibilities	Florida Statute, Chapter 27.51 and Florida Statute 29.008
Advisory Board	None

Performance Measures				
Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Number of Total Appointed/Reopened Cases.	10,989	10,566	11,000	11,500
Number of Cases Pled.	5,572	5,375	5,875	6,000
Number of Nolle Prossed/Dismissed Cases.	408	103	500	550
Number of Total Cases Closed.	9,124	10,473	9,650	11,000
Number of Substantiated Bar Grievances.	0	0	0	0
Number of Appellate Clients Represented.	1,257	1,136	1,300	1,500
Number of Appellate Briefs Filed.	1,236	1,190	1,250	1,500

Public Defender - Public Defender (110-533-603)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	37,000	37,000	37,000	-	37,000	37,000
Operating	99,024	81,525	81,525	-	81,525	81,525
Total Budgetary Costs	136,024	118,525	118,525	-	118,525	118,525
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	136,024	118,525	118,525	-	118,525	118,525
Total Revenues	136,024	118,525	118,525	-	118,525	118,525

Notes:

The FY 2018 Public Defender's budget is recommended at the same funding level as the previous fiscal year.

Public Defender - Public Defender (110-533-713)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	-	14,670	17,483	-	17,483	17,483
Total Budgetary Costs	-	14,670	17,483	-	17,483	17,483

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
110 Fine and Forfeiture	-	14,670	17,483	-	17,483	17,483
Total Revenues	-	14,670	17,483	-	17,483	17,483

Notes:

In FY 2008 new reporting for Article V entities were implemented. In previous years, communication costs associated with the phone system were reported in the Public Defender's operating budget. These expenses are currently budgeted in Public Defender's Information Systems and the actual expenses will be reported separately each year.

The major variances for the FY 2018 Public Defender communications budget are as follows:

Increases to Program Funding:

1. Increase in phone system and communication costs in the amount of \$2,813 associated with number of phones, internet usage and maintenance costs of the system.

Guardian Ad Litem Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	18,659	21,627	22,455	-	22,455	22,455
Total Budgetary Costs	18,659	21,627	22,455	-	22,455	22,455
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
GAL Information Systems (001-547-713)	161	1,685	2,513	-	2,513	2,513
Guardian Ad Litem (001-547-685)	18,498	19,942	19,942	-	19,942	19,942
Total Budget	18,659	21,627	22,455	-	22,455	22,455
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	18,659	21,627	22,455	-	22,455	22,455
Total Revenues	18,659	21,627	22,455	-	22,455	22,455

Guardian Ad Litem (001-547-685)

Goal	The mission of the Guardian ad Litem Program is to advocate for the best interests of children who are alleged to be abused, neglected or abandoned, and who are involved in court proceedings.
Objectives	<ol style="list-style-type: none"> 1. Provide children with legal representation and advocacy services. 2. Preserve children's physical safety and emotional well-being and protect children from further harm. 3. Make verbal and written recommendations for children's permanent placement in a stable and nurturing home environment. 4. Attend trials, hearings, staffings, and mediations.
Statutory Responsibilities	Florida Statutes, Chapter 39.402(8) (c)(1) "Placement of Child in Shelter"; Chapter 39.802(2)(a) "Petition for Termination of Parental Rights"; Chapter 39.822 "Appointment of Guardian Ad Litem"; Chapter 39.407(5) "Dependency Case Referral to Mediation".
Advisory Board	None

Performance Measures				
Performance Measures	FY 2015 Actuals	FY 2016 Actuals	FY 2017 Estimate	FY 2018 Estimate
Number of Leon County Cases.	276	265	280	267
Number of Leon County Children Served. ¹	522	496	532	500
Number of Volunteers. ²	413	430	420	438

Notes:

1. The Department of Children and Families currently performs more in-home services eliminating the need for cases to appear in front of a judge reducing the number of children served. Anticipates reducing the case and children served estimated percentage from 2% to 1%.
2. The number of volunteers represents the 2nd circuit, which includes Leon County. Volunteers may be assigned to more than one case simultaneously. The number of volunteers estimated is based on a 2% increase.

Guardian Ad Litem - Guardian Ad Litem (001-547-685)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	18,498	19,942	19,942	-	19,942	19,942
Total Budgetary Costs	18,498	19,942	19,942	-	19,942	19,942

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	18,498	19,942	19,942	-	19,942	19,942
Total Revenues	18,498	19,942	19,942	-	19,942	19,942

The major variances for the FY 2018 Guardian Ad Litem budget are as follows:

Increase to Program Funding:

1. Contractual services increase of \$1,300 due to increase in rental parking costs.

Decreases to Program Funding:

1. Postage decreased by \$1,300 to offset parking increase.

Guardian Ad Litem - GAL Information Systems (001-547-713)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	161	1,685	2,513	-	2,513	2,513
Total Budgetary Costs	161	1,685	2,513	-	2,513	2,513
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	161	1,685	2,513	-	2,513	2,513
Total Revenues	161	1,685	2,513	-	2,513	2,513

Notes:

The major variances for the FY 2018 Guardian Ad Litem - GAL Information Systems are as follows:

Increases to Program Funding:

1. Increase in phone system and communication costs in the amount of \$828 associated with number of phones, internet usage and maintenance costs of the system.

Non-Operating

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Non-Operating Business Plan

Mission Statement

Non-Operating is provided by the Leon County Board of County Commissioners for activities for which costs do not apply solely to any specific County department's function, but are either applicable to the operation of County government as a whole, or are provided for the public good. The Non-Operating budget covers such functions as: Fire Control Services; Communications; Budgeted Reserves; Risk Allocations; the County's annual dues; Summer Youth Employment; Reimbursement of Administrative Costs; State Juvenile Detention Payments; 800 MHZ System Maintenance; Grant Match Funds; payments to the City of Tallahassee for Parks & Recreation; and payments to PLACE which reflect a portion of the cost of the Economic Vitality contract and support the operations of Economic Vitality and MWSBE.

Strategic Priorities

Economy

- EC2 - Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneur, and job creation.

Strategic Initiatives

October 1, 2017 – September 30, 2021

- | | | |
|----|---|-------------|
| 1. | Implement the Economic Development Strategic Plan as adopted and may be revised by the Intergovernmental Agency (EC2). | In progress |
| 2. | Complete the joint County/City disparity study and enhancements to the MWSBE program (EC2). | In progress |
| 3. | To address issues of economic segregation and diversity, evaluate establishing a micro-lending program for small, minority and women-owned businesses. (EC2). | In progress |

Actions

- | | | |
|----|---|-------------|
| 1. | The Blueprint Intergovernmental Agency Board of Directors adopted the work plan with an associated timeline and metrics for evaluation. | PLACE (OEV) |
| 2. | Staff held successful negotiation and entered into a contract with MGT America for the disparity study with a 25% reduction in cost as well as revised the timeline from 18 months to 15 months. MGT America contract period began May 1, 2017. | PLACE (OEV) |
| 3. | The MWSBE Division will study this opportunity as a part of the disparity study and will finalize in Year 2 of the OEV Work Plan. | PLACE (OEV) |

Leon County Fiscal Year 2018 Adopted Budget

Non-Operating

Non-operating is provided by the Leon County Board of County Commissioners for activities for which costs do not apply solely to any specific County department's function, but are either applicable to the operation of County government as a whole, or are provided for the public good. The County employees that are responsible for the administration of these programs are included in the specific County Administrator department budgets.

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	585,240	562,319	571,011	-	571,011	580,015
Operating	18,710,122	19,418,293	19,614,601	5,500	19,620,101	20,014,164
Transportation	271,246	262,395	206,300	-	206,300	208,363
Capital Outlay	-	-	-	352,000	352,000	-
Grants-in-Aid	3,771,037	1,603,983	1,545,965	-	1,545,965	1,563,519
Budgeted Reserves	-	487,573	566,437	-	566,437	490,197
Total Budgetary Costs	23,337,645	22,334,563	22,504,314	357,500	22,861,814	22,856,258
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Line Item Funding	125,000	100,000	100,000	-	100,000	100,000
Fire Control	8,422,375	8,230,385	7,906,017	-	7,906,017	7,979,279
Cost Allocations	-	-	-	-	-	-
Risk Allocations	1,110,716	1,113,517	1,131,707	-	1,131,707	1,131,707
Risk Financing & Workers Comp	3,111,040	3,296,292	3,089,158	5,500	3,094,658	3,123,805
Communications	1,091,665	1,392,807	1,464,634	-	1,464,634	1,464,634
Budgeted Reserves	2,210,948	487,573	566,437	-	566,437	490,197
Other Non-Operating	7,265,902	7,713,989	8,246,361	352,000	8,598,361	8,566,636
Total Budget	23,337,645	22,334,563	22,504,314	357,500	22,861,814	22,856,258
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	291,072	(1,533,318)	(857,363)	-	(857,363)	(853,384)
060 Supervisor of Elections	16,542	30,584	31,545	-	31,545	31,545
106 Transportation Trust	1,589,132	1,592,745	1,492,019	-	1,492,019	1,492,019
110 Fine and Forfeiture	1,464,227	1,263,968	1,200,277	-	1,200,277	1,217,831
111 Probation Services	548,898	666,113	677,225	-	677,225	677,225
114 Family Law Legal Services	9,634	10,582	10,590	-	10,590	10,590
116 Drug Abuse Trust	43,783	61,370	104,136	-	104,136	105,178
117 Judicial Programs	3,169	3,302	4,182	-	4,182	4,182
120 Building Inspection	241,099	323,547	424,224	-	424,224	435,940
121 Development Services & Environmental Management Fund	685,107	788,986	632,530	-	632,530	746,029
123 Stormwater Utility	409,535	477,628	425,731	-	425,731	425,731
125 Grants	1,710	91,690	91,702	-	91,702	91,702
130 9-1-1 Emergency Communications	6,000	7,000	5,000	-	5,000	5,000
131 Radio Communication Systems	1,270,889	1,342,826	1,337,926	352,000	1,689,926	1,377,944
135 Emergency Medical Services MSTU	1,432,226	1,469,525	1,554,431	-	1,554,431	1,554,431
140 Municipal Service	1,847,160	1,986,497	2,064,254	-	2,064,254	2,119,671
145 Fire Services Fee	8,442,375	8,280,315	7,956,883	-	7,956,883	8,030,145
160 Tourism Development	204,580	304,323	341,476	-	341,476	341,476
164 Special Assessment - Killearn Lakes Units I and II Sewer	222,085	232,500	232,500	-	232,500	232,500
165 County Government Annex	60,524	62,528	64,092	-	64,092	64,092
166 Huntington Oaks Plaza	17,235	16,671	17,622	-	17,622	17,622
401 Solid Waste	564,236	569,381	533,465	-	533,465	533,465
501 Insurance Service	3,130,040	3,321,069	3,135,252	5,500	3,140,752	3,170,709
502 Communications Trust	825,935	953,689	1,013,727	-	1,013,727	1,013,727
505 Motor Pool	10,453	11,042	10,888	-	10,888	10,888
Total Revenues	23,337,645	22,334,563	22,504,314	357,500	22,861,814	22,856,258

Line Item Funding Summary

Annually during the budget process (by March 31), the Board determines the amount of funding available for specific outside agencies. For FY18, the Board approved the allocation of line item funding as follows:

Homeless Shelter Relocation (Capital Costs) \$100,000 (Year 4 of 5 year commitment)

Agencies previously budgeted in this budget were evaluated and, based on the reviews, the remaining agencies were realigned to the respective departments for the administration of contracts:

Office of Human Services and Community Partnerships
 United Partners for Human Services - \$23,750
 Whole Child Leon Project - \$38,000
 Tallahassee Memorial Trauma Center - \$200,000

Office of Strategic Initiatives
 Oasis Center/Commission on Status for Women - \$20,000

Office of Management and Budget
 Tallahassee Trust for Historic Preservation - \$63,175

Office of Sustainability
 Sustainable Tallahassee - \$8,800
 The Sharing Tree - \$20,000

Office of Intervention and Detention Alternatives
 DISC Village/Juvenile Assessment Center - \$222,759
 Domestic Violence Coordinating Council - \$25,000

Parks and Recreation
 Tallahassee Senior Citizens Foundation - \$179,000

Animal Control
 St. Francis Wildlife Association - \$71,250

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	125,000	100,000	100,000	-	100,000	100,000
Total Budgetary Costs	125,000	100,000	100,000	-	100,000	100,000
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Line Item - Human Service Agencies (001-888-569)	125,000	100,000	100,000	-	100,000	100,000
Total Budget	125,000	100,000	100,000	-	100,000	100,000
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	125,000	100,000	100,000	-	100,000	100,000
Total Revenues	125,000	100,000	100,000	-	100,000	100,000

Line Item Funding - Line Item - Human Service Agencies (001-888-569)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	125,000	100,000	100,000	-	100,000	100,000
Total Budgetary Costs	125,000	100,000	100,000	-	100,000	100,000
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	125,000	100,000	100,000	-	100,000	100,000
Total Revenues	125,000	100,000	100,000	-	100,000	100,000

Funding associated with the County's commitment to fund a portion of the capital costs associated with the relocation of the homeless shelter are recommended at the previous year's level. This is the fourth year out of a five-year commitment, which will total \$500,000 in capital construction assistance.

Fire Control Summary

During FY 2009, the County entered into an interlocal agreement for a functionally consolidated Fire and Emergency Medical Services program with the City of Tallahassee. In FY 2010, the Board approved placing the fire service on the tax bill for property owners who did not pay the fee via the established billing system. Direct billing by the City of Tallahassee is still the primary source for the collection of this fee. The original fire service fee was adopted by resolution on June 9, 2009. A new fire service fee, based upon a contracted fire service fee study, was adopted by the Board on May 26, 2015. In order to maintain the fee at the 2009 levels, the Board reduced the fees for the unincorporated area by 15% for FY 2016 and FY 2017. The Board approved \$1.2 million from unincorporated area general revenue fund balances be used for this reduction. The full rate becomes effective at the start of FY 2018.

Billing for these services in the unincorporated area will be through the City electric bill, or quarterly direct billing for properties not served by City utilities. Property owners who do not respond to direct billing will have the fee placed on their tax bill in subsequent years. Approximately 11,159 or 54% of property owners in Leon County pay the fire service fee through their property tax bill. The decrease in payments is based on billing estimates provided by the City of Tallahassee.

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	8,422,375	8,230,385	7,906,017	-	7,906,017	7,979,279
Total Budgetary Costs	8,422,375	8,230,385	7,906,017	-	7,906,017	7,979,279
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Fire Services Payment (145-838-522)	7,939,926	7,747,906	7,423,538	-	7,423,538	7,496,800
Volunteer Fire Department (145-843-522)	482,449	482,479	482,479	-	482,479	482,479
Total Budget	8,422,375	8,230,385	7,906,017	-	7,906,017	7,979,279
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
145 Fire Services Fee	8,422,375	8,230,385	7,906,017	-	7,906,017	7,979,279
Total Revenues	8,422,375	8,230,385	7,906,017	-	7,906,017	7,979,279

Cost Allocations Summary

Cost allocations are a method for the County to distribute general and administrative costs throughout the organization. On an annual basis, the County engages a cost plan consultant to determine the appropriate distribution of costs. These are costs incurred by the General Fund on behalf of the entire organization. Costs include such items as Purchasing, Facilities Management, Human Resources, Office of Management & Budget, the County Attorney's Office, Management Information Systems and other non-departmental costs.

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	-	-	-	--	-	-
Total Budgetary Costs	-	-	-	-	-	-
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Indirect Costs - Building Inspections (120-499-524)	233,000	244,000	305,000	-	305,000	305,000
Indirect Costs - County Government Annex (165-499-519)	22,000	24,000	24,000	-	24,000	24,000
Indirect Costs - Emergency 911 (130-499-525)	6,000	7,000	5,000	-	5,000	5,000
Indirect Costs - EMS (135-499-526)	1,367,000	1,400,000	1,481,000	-	1,481,000	1,481,000
Indirect Costs - Fire Services (145-499-522)	20,000	25,000	28,000	-	28,000	28,000
Indirect Costs - General Fund (001-499-519)	(6,339,100)	(6,784,200)	(6,684,501)	-	(6,684,501)	(6,798,000)
Indirect Costs - Growth Management (121-499-537)	662,000	757,000	601,501	-	601,501	715,000
Indirect Costs - Huntington Oaks Plaza (166-499-519)	3,000	4,000	5,000	-	5,000	5,000
Indirect Costs - Insurance Service (501-499-596)	19,000	24,000	30,000	-	30,000	30,000
Indirect Costs - Judicial Programs (117-499-601)	2,100	2,200	3,000	-	3,000	3,000
Indirect Costs - Municipal Services (Animal Control) (140-499-562)	92,000	115,000	144,000	-	144,000	144,000
Indirect Costs - Municipal Services (Parks & Rec.) (140-499-572)	497,000	520,000	525,000	-	525,000	525,000
Indirect Costs - Probation Services (111-499-523)	510,000	638,000	638,000	-	638,000	638,000
Indirect Costs - Radio Communications (131-499-519)	3,000	4,000	4,000	-	4,000	4,000
Indirect Costs - Solid Waste (401-499-534)	523,000	523,000	489,000	-	489,000	489,000
Indirect Costs - Stormwater Utility (123-499-538)	392,000	442,000	390,000	-	390,000	390,000
Indirect Costs - Teen Court (114-499-662)	8,000	9,000	9,000	-	9,000	9,000
Indirect Costs - Tourism Development (160-499-552)	189,000	236,000	273,000	-	273,000	273,000
Indirect Costs - Transportation Trust (106-499-541)	1,791,000	1,810,000	1,730,000	-	1,730,000	1,730,000
Total Budget	-	-	-	-	-	-

Leon County Fiscal Year 2018 Adopted Budget

Non-Operating

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	(6,339,100)	(6,784,200)	(6,684,501)	-	(6,684,501)	(6,798,000)
106 Transportation Trust	1,791,000	1,810,000	1,730,000	-	1,730,000	1,730,000
111 Probation Services	510,000	638,000	638,000	-	638,000	638,000
114 Family Law Legal Services	8,000	9,000	9,000	-	9,000	9,000
117 Judicial Programs	2,100	2,200	3,000	-	3,000	3,000
120 Building Inspection	233,000	244,000	305,000	-	305,000	305,000
121 Development Services & Environmental Management Fund	662,000	757,000	601,501	-	601,501	715,000
123 Stormwater Utility	392,000	442,000	390,000	-	390,000	390,000
130 9-1-1 Emergency Communications	6,000	7,000	5,000	-	5,000	5,000
131 Radio Communication Systems	3,000	4,000	4,000	-	4,000	4,000
135 Emergency Medical Services MSTU	1,367,000	1,400,000	1,481,000	-	1,481,000	1,481,000
140 Municipal Service	589,000	635,000	669,000	-	669,000	669,000
145 Fire Services Fee	20,000	25,000	28,000	-	28,000	28,000
160 Tourism Development	189,000	236,000	273,000	-	273,000	273,000
165 County Government Annex	22,000	24,000	24,000	-	24,000	24,000
166 Huntington Oaks Plaza	3,000	4,000	5,000	-	5,000	5,000
401 Solid Waste	523,000	523,000	489,000	-	489,000	489,000
501 Insurance Service	19,000	24,000	30,000	-	30,000	30,000
Total Revenues	-	-	-	-	-	-

Risk Allocations Summary

The County maintains an internal services fund for risk management. The fund derives its revenue from workers' compensation contributions and allocations from various funds based on liability allocations (i.e. property insurance).

The amounts reflected below are the allocations for property and liability. Workers' Compensation is charged directly to each department's Personnel Services budget.

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	1,110,716	1,113,517	1,131,707	-	1,131,707	1,131,707
Total Budgetary Costs	1,110,716	1,113,517	1,131,707	-	1,131,707	1,131,707
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Building Inspection (120-495-524)	6,199	7,049	8,170	-	8,170	8,170
County Government Annex - Risk (165-495-519)	38,524	38,528	40,092	-	40,092	40,092
EMS - Risk (135-495-526)	56,306	55,725	60,286	-	60,286	60,286
Fine & Forfeiture - Risk (110-495-689)	300,378	285,199	231,502	-	231,502	231,502
Fleet Maintenance - Risk (505-495-591)	9,883	9,172	9,178	-	9,178	9,178
General Fund - Risk (001-495-519)	469,752	482,884	536,622	-	536,622	536,622
Grants - Risk (125-495-595)	1,710	1,690	1,702	-	1,702	1,702
Growth Management - Risk (121-495-537)	15,957	16,361	16,244	-	16,244	16,244
Huntington Oaks - Risk (166-495-519)	14,235	12,671	12,622	-	12,622	12,622
Insurance Service - Risk (501-495-596)	-	422	425	-	425	425
Judicial Programs - Risk (117-495-569)	1,069	1,102	1,182	-	1,182	1,182
Municipal Services - Risk (140-495-572)	32,813	31,593	33,945	-	33,945	33,945
Probation Services - Risk (111-495-523)	32,308	16,003	27,310	-	27,310	27,310
Solid Waste - Risk (401-495-534)	21,836	23,061	21,625	-	21,625	21,625
Stormwater Utility - Risk (123-495-538)	17,535	15,628	15,656	-	15,656	15,656
Supervisor of Elections - Risk (060-495-513)	16,542	16,104	16,105	-	16,105	16,105
Teen Court - Risk (114-495-662)	1,634	1,582	1,590	-	1,590	1,590
Tourism Development - Risk (160-495-552)	6,760	6,858	7,306	-	7,306	7,306
Transportation Trust - Risk (106-495-541)	67,275	66,955	67,279	-	67,279	67,279
VFD Fire Services - Risk (145-495-552)	-	24,930	22,866	-	22,866	22,866
Total Budget	1,110,716	1,113,517	1,131,707	-	1,131,707	1,131,707

Leon County Fiscal Year 2018 Adopted Budget

Non-Operating

Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	469,752	482,884	536,622	-	536,622	536,622
060 Supervisor of Elections	16,542	16,104	16,105	-	16,105	16,105
106 Transportation Trust	67,275	66,955	67,279	-	67,279	67,279
110 Fine and Forfeiture	300,378	285,199	231,502	-	231,502	231,502
111 Probation Services	32,308	16,003	27,310	-	27,310	27,310
114 Family Law Legal Services	1,634	1,582	1,590	-	1,590	1,590
117 Judicial Programs	1,069	1,102	1,182	-	1,182	1,182
120 Building Inspection	6,199	7,049	8,170	-	8,170	8,170
121 Development Services & Environmental Management Fund	15,957	16,361	16,244	-	16,244	16,244
123 Stormwater Utility	17,535	15,628	15,656	-	15,656	15,656
125 Grants	1,710	1,690	1,702	-	1,702	1,702
135 Emergency Medical Services MSTU	56,306	55,725	60,286	-	60,286	60,286
140 Municipal Service	32,813	31,593	33,945	-	33,945	33,945
145 Fire Services Fee	-	24,930	22,866	-	22,866	22,866
160 Tourism Development	6,760	6,858	7,306	-	7,306	7,306
165 County Government Annex	38,524	38,528	40,092	-	40,092	40,092
166 Huntington Oaks Plaza	14,235	12,671	12,622	-	12,622	12,622
401 Solid Waste	21,836	23,061	21,625	-	21,625	21,625
501 Insurance Service	-	422	425	-	425	425
505 Motor Pool	9,883	9,172	9,178	-	9,178	9,178
Total Revenues	1,110,716	1,113,517	1,131,707	-	1,131,707	1,131,707

Workers' Comp Risk Management (501-821-596)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	2,839,794	3,033,897	2,882,858	5,500	2,888,358	2,915,442
Transportation	271,246	262,395	206,300	-	206,300	208,363
Total Budgetary Costs	3,111,040	3,296,292	3,089,158	5,500	3,094,658	3,123,805
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
501 Insurance Service	3,111,040	3,296,292	3,089,158	5,500	3,094,658	3,123,805
Total Revenues	3,111,040	3,296,292	3,089,158	5,500	3,094,658	3,123,805

The major variances for the FY 2018 budget are as follows:

Increases to Program Funding:

1. Medical Examiner Facility Increase to Insurance in the amount of \$5,500.

Decreases to Program Funding:

1. The budget for Worker's Comp Risk Management decreased due to lower insurance premiums. This decrease is partially offset by new insurance for the Medical Examiner's facility anticipated to open in the last quarter of FY 2018.

Communications Summary

The Communications Trust Fund accounts for the resources and expenditures associated with the County's centralized telecommunications network, which includes the telephone and internet systems. The individual departments and agencies are assessed based on the number of internet connections, data lines, and telephone usage within their individual areas. The increase in funding is due to the expansion of the phone system to other Leon County government offices, specifically the Clerk of the Circuit Court & Comptroller, offset by a slight decline in the provider's rates.

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	1,091,665	1,392,807	1,464,634	-	1,464,634	1,464,634
Total Budgetary Costs	1,091,665	1,392,807	1,464,634	-	1,464,634	1,464,634
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Communications Trust (502-900-590)	825,935	953,689	1,013,727	-	1,013,727	1,013,727
MIS Automation - Animal Control (140-470-562)	710	3,077	2,882	-	2,882	2,882
MIS Automation - Building Inspection (120-470-524)	1,900	2,900	2,770	-	2,770	2,770
MIS Automation - EMS Fund (135-470-526)	8,920	13,800	13,145	-	13,145	13,145
MIS Automation - General Fund (001-470-519)	160,540	252,850	264,295	-	264,295	264,295
MIS Automation - Growth Management (121-470-537)	7,150	15,625	14,785	-	14,785	14,785
MIS Automation - Motor Pool Fund (505-470-519)	570	1,870	1,710	-	1,710	1,710
MIS Automation - Parks and Recreation (140-470-572)	2,940	3,207	3,850	-	3,850	3,850
MIS Automation - Probation Services (111-470-523)	6,590	12,110	11,915	-	11,915	11,915
MIS Automation - Public Defender (110-470-603)	21,520	43,203	41,885	-	41,885	41,885
MIS Automation - Solid Waste Fund (401-470-534)	19,400	23,320	22,840	-	22,840	22,840
MIS Automation - State Attorney (110-470-602)	14,140	25,066	24,180	-	24,180	24,180
MIS Automation - Stormwater (123-470-538)	-	-	75	-	75	75
MIS Automation - Tourism Development (160-470-552)	8,820	11,465	11,170	-	11,170	11,170
MIS Automation - Transportation Trust (106-470-541)	12,530	15,790	19,740	-	19,740	19,740
MIS Automation-Risk Fund (501-470-513)	-	355	225	-	225	225
MIS Automation-SOE (060-470-513)	-	14,480	15,440	-	15,440	15,440
Total Budget	1,091,665	1,392,807	1,464,634	-	1,464,634	1,464,634
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	160,540	252,850	264,295	-	264,295	264,295
060 Supervisor of Elections	-	14,480	15,440	-	15,440	15,440
106 Transportation Trust	12,530	15,790	19,740	-	19,740	19,740
110 Fine and Forfeiture	35,660	68,269	66,065	-	66,065	66,065
111 Probation Services	6,590	12,110	11,915	-	11,915	11,915
120 Building Inspection	1,900	2,900	2,770	-	2,770	2,770
121 Development Services & Environmental Management Fund	7,150	15,625	14,785	-	14,785	14,785
123 Stormwater Utility	-	-	75	-	75	75
135 Emergency Medical Services MSTU	8,920	13,800	13,145	-	13,145	13,145
140 Municipal Service	3,650	6,284	6,732	-	6,732	6,732
160 Tourism Development	8,820	11,465	11,170	-	11,170	11,170
401 Solid Waste	19,400	23,320	22,840	-	22,840	22,840
501 Insurance Service	-	355	225	-	225	225
502 Communications Trust	825,935	953,689	1,013,727	-	1,013,727	1,013,727
505 Motor Pool	570	1,870	1,710	-	1,710	1,710
Total Revenues	1,091,665	1,392,807	1,464,634	-	1,464,634	1,464,634

Budgeted Reserves Summary

Each year the County sets aside, budgeted reserves and contingency funds. This is an integral part of the budgeting process allowing the Board to allocate funds for unforeseeable events or market conditions such as rising fuel and energy costs. Any budgeted reserve utilized during the year must be approved by the Board of County Commissioners.

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Grants-in-Aid	2,210,948	-	-	-	-	-
Budgeted Reserves	-	487,573	566,437	-	566,437	490,197
Total Budgetary Costs	2,210,948	487,573	566,437	-	566,437	490,197
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Budgeted Contingency-Crime Prevention (001-991-599)*	-	-	87,783	-	87,783	-
Budgeted Reserves - Building Inspection (120-990-599)	-	69,598	108,284	-	108,284	120,000
Budgeted Reserves - Drug Court (116-990-599)	-	7,975	8,098	-	8,098	8,127
Budgeted Reserves - Fine and Forfeiture (110-990-599)	-	50,000	25,000	-	25,000	25,000
Budgeted Reserves - General Fund (001-990-599)	-	200,000	200,000	-	200,000	200,000
Budgeted Reserves - Insurance Service (501-990-599)	-	-	15,444	-	15,444	16,254
Budgeted Reserves - Municipal Service (140-990-599)	-	40,000	26,828	-	26,828	25,816
Budgeted Reserves - Stormwater Utility (123-990-599)	-	20,000	20,000	-	20,000	20,000
Budgeted Reserves - Tourism Development (160-990-599)	-	50,000	50,000	-	50,000	50,000
Budgeted Reserves - Transport. Trust (106-990-599)	-	50,000	25,000	-	25,000	25,000
Budgeted Reserves -General Fund (001-990-519)	2,210,948	-	-	-	-	-
Total Budget	2,210,948	487,573	566,437	-	566,437	490,197
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	2,210,948	200,000	287,783	-	287,783	200,000
106 Transportation Trust	-	50,000	25,000	-	25,000	25,000
110 Fine and Forfeiture	-	50,000	25,000	-	25,000	25,000
116 Drug Abuse Trust	-	7,975	8,098	-	8,098	8,127
120 Building Inspection	-	69,598	108,284	-	108,284	120,000
123 Stormwater Utility	-	20,000	20,000	-	20,000	20,000
140 Municipal Service	-	40,000	26,828	-	26,828	25,816
160 Tourism Development	-	50,000	50,000	-	50,000	50,000
501 Insurance Service	-	-	15,444	-	15,444	16,254
Total Revenues	2,210,948	487,573	566,437	-	566,437	490,197

*At the July 11, 2017 Board meeting, additional contingency in the amount of \$87,783 was set aside to fund future crime prevention programs.

Leon County Fiscal Year 2018 Adopted Budget

Non-Operating

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-990-519 Budgeted Reserves -General Fund				
586002 Catastrophe Reserves	2,210,948	0	0	0
001-990-519 Totals	<u>2,210,948</u>	<u>0</u>	<u>0</u>	<u>0</u>
001-990-599 Budgeted Reserves - General Fund				
59900 Budgeted Contingency	0	200,000	200,000	200,000
001-990-599 Totals	<u>0</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
001-991-599 Budgeted Contingency-Crime Prevention				
59904 Budgeted Contingency-Crime Prevention	0	0	87,783	0
001-991-599 Totals	<u>0</u>	<u>0</u>	<u>87,783</u>	<u>0</u>
106-990-599 Budgeted Reserves - Transport. Trust				
59900 Budgeted Contingency	0	50,000	25,000	25,000
106-990-599 Totals	<u>0</u>	<u>50,000</u>	<u>25,000</u>	<u>25,000</u>
110-990-599 Budgeted Reserves - Fine and Forfeiture				
59900 Budgeted Contingency	0	25,000	0	0
59930 Reserve For Article V	0	25,000	25,000	25,000
110-990-599 Totals	<u>0</u>	<u>50,000</u>	<u>25,000</u>	<u>25,000</u>
116-990-599 Budgeted Reserves - Drug Court				
59930 Reserve For Article V	0	7,975	8,098	8,127
116-990-599 Totals	<u>0</u>	<u>7,975</u>	<u>8,098</u>	<u>8,127</u>
120-990-599 Budgeted Reserves - Building Inspection				
59900 Budgeted Contingency	0	69,598	108,284	120,000
120-990-599 Totals	<u>0</u>	<u>69,598</u>	<u>108,284</u>	<u>120,000</u>
123-990-599 Budgeted Reserves - Stormwater Utility				
59900 Budgeted Contingency	0	20,000	20,000	20,000
123-990-599 Totals	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
140-990-599 Budgeted Reserves - Municipal Service				
59900 Budgeted Contingency	0	40,000	26,828	25,816
140-990-599 Totals	<u>0</u>	<u>40,000</u>	<u>26,828</u>	<u>25,816</u>
160-990-599 Budgeted Reserves - Tourism Development				
59900 Budgeted Contingency	0	50,000	50,000	50,000
160-990-599 Totals	<u>0</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
501-990-599 Budgeted Reserves - Insurance Service				
59926 Reserve For Future Liability	0	0	15,444	16,254
501-990-599 Totals	<u>0</u>	<u>0</u>	<u>15,444</u>	<u>16,254</u>
Budgeted Reserves Totals	<u>2,210,948</u>	<u>487,573</u>	<u>566,437</u>	<u>490,197</u>

Budgeted Capital Reserves Summary

Budgeted reserves reflect anticipated collection of interest in the E-911 System Capital Project Fund.

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Budgeted Reserves	-	12,540	62,130	-	62,130	62,130
Total Budgetary Costs	-	12,540	62,130	-	62,130	62,130
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
911 Capital Projects (330-990-599)	-	12,540	62,130	-	62,130	62,130
Total Budget	-	12,540	62,130	-	62,130	62,130
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
330 9-1-1 Capital Projects	-	12,540	62,130	-	62,130	62,130
Total Revenues	-	12,540	62,130	-	62,130	62,130

Other Non-Operating Summary

These expenses relate to costs that are not associated with a specific County Department. A detailed description regarding for these costs is provided below.

Non-Operating Expenditures General Fund

These expenses include: County's annual dues (i.e. National Association of Counties, Florida Association of Counties), unemployment compensation payments, licensing (ASCAP), state fire service payments, pre-employment drug tests, payment for legal notices, annual audit expenses, and bank charges.

Summer Youth Employment

The Summer Youth Employment Program is funded by the County out of general revenue. The participants in this program are Leon County students between the ages of 14 and 21. As part of the FY 2018 budget process, the County's Summer Youth Training Program was aligned with CareerSource Capital Region's (CSCR) Dynamic Futures Program. Under the alignment, the County's Summer Youth Training Program would be administered through CSCR's Dynamic Futures Program which is federally-funded, and approximately 40 of the County's 63 Summer Youth positions would be funded by CSCR, resulting in a reduction to the budget of \$40,425. For FY 2018, \$40,000 is allocated for the program.

Other Non-Operating Expenses

Non-operating expenditures include payments to the City of Tallahassee, the Community Redevelopment Area (CRA) / Tax Increment Financing (TIF) districts, and for mid-year grant matches. This fiscal year \$2.8 million is budgeted for CRA/TIF payments. Payments are estimated to increase by \$486,012. Since FY 2016, payments to the CRAs have increased by \$790,556.

Reimbursement of Administrative Costs

Reimbursements of administrative costs are associated with the chargeback of Public Works operations and engineering staff to various capital projects.

State Juvenile Detention Payments

The Juvenile Detention payment is a mandate authorized by the legislature in 2004. The mandate requires counties to pay the State for the predisposition of juveniles at detention facilities. Historically, costs for this program have steadily increased. During the 2016 legislative session, the disagreement between the State and Counties regarding the cost of detention sharing for juveniles was resolved, causing Leon County's share of costs to decline significantly in FY 2017. For FY 2018, the aid amount is set at \$877,710, a slight increase from FY 2017.

Drug Abuse Trust

Expenditures associated with the support of drug intervention programs overseen by Court Administration.

800 MHZ System Maintenance

The Moving Violation Surcharge Fund is used to account for resources and expenditures associated with Leon County's participation in an intergovernmental radio communications programs previously approved by the Florida Department of Management Services. The actual expenditure is an annual payment to the City of Tallahassee and the contracted vendor for ongoing maintenance associated with the Leon County 800 MHZ radio system. In FY 2008, Leon County entered into a new maintenance contract for the system involving an upgrade from analog to digital technology. For FY 2018, the support level is \$1,685,926, which includes \$352,000 in capital expenditures for the replacement of the microwave component of the system, and replacement radio parts.

Killearn Lakes Units I and II Sewer Services

This expenditure is a payment to the City of Tallahassee for the construction of a sewer system in these two subdivisions. Revenue for the payment is derived by a non-ad valorem assessment charge to individual lots. The County collects the assessments for remittance to the city.

Grant Match Funds

Matching funds are provided for contingent grants that require a certain percent of the funding required to implement or operate a program. The pledged match is contingent on the grant being awarded. For FY18, this funding will remain level.

Department of PLACE: To establish a joint Economic Development office prior to the 2020 sales tax extension, which dedicates 12% of collections to Economic Development, the County and City, through the Blueprint 2000 Interlocal Agreement, agreed to merge their respective Economic Development and MWSBE offices. The payment to PLACE reflects a portion of the cost of the Economic Vitality contract and supports the operations of Economic Vitality and MWSBE.

Payment to the City of Tallahassee for Parks & Recreation

In 2005, the County and the City entered into a 15 year agreement to make City parks, recreational facilities and programs fully accessible to the residents of the unincorporated area of Leon County. For FY 2018, this payment will be \$1,327,749, an increase of \$54,129 over the FY 2017 payment.

Leon County Fiscal Year 2018 Adopted Budget

Non-Operating

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	585,240	562,319	571,011	-	571,011	580,015
Operating	5,245,573	5,647,687	6,229,385	-	6,229,385	6,523,102
Capital Outlay	-	-	-	352,000	352,000	-
Grants-in-Aid	1,435,089	1,503,983	1,445,965	-	1,445,965	1,463,519
Total Budgetary Costs	7,265,902	7,713,989	8,246,361	352,000	8,598,361	8,566,636
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
800 Mhz System Maintenance (131-529-519)	1,267,889	1,338,826	1,333,926	352,000	1,685,926	1,373,944
Blueprint 2000 (001-403-515)	203,735	331,846	377,817	-	377,817	382,959
Capital Regional Transportation Planning Agency (001-402-515)	143,600	119,523	122,669	-	122,669	126,531
CRA-Payment (001-972-559)	2,091,547	2,396,091	2,880,365	-	2,880,365	3,076,622
Drug Abuse (116-800-562)	43,783	53,395	96,038	-	96,038	97,051
Grant Match Funds (125-991-595)	-	90,000	90,000	-	90,000	90,000
Juvenile Detention Payment - State (110-620-689)	1,128,189	860,500	877,710	-	877,710	895,264
Minority/Women Small Business Enterprise (001-112-513)	119,216	-	-	-	-	-
Non-Operating General Fund (001-820-519)	895,890	982,280	912,604	-	912,604	912,604
Payment to City- Parks & Recreation (140-838-572)	1,221,697	1,273,620	1,327,749	-	1,327,749	1,384,178
PLACE - Economic Development (001-114-512)	157,204	304,983	304,983	-	304,983	304,983
Public Works Admin Chargebacks (106-978-541)	(281,673)	(350,000)	(350,000)	-	(350,000)	(350,000)
Sewer Services Killearn Lakes Units I and II (164-838-535)	222,085	232,500	232,500	-	232,500	232,500
Summer Youth Employment (001-278-551)	52,741	80,425	40,000	-	40,000	40,000
Total Budget	7,265,902	7,713,989	8,246,361	352,000	8,598,361	8,566,636
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	3,663,932	4,215,148	4,638,438	-	4,638,438	4,843,699
106 Transportation Trust	(281,673)	(350,000)	(350,000)	-	(350,000)	(350,000)
110 Fine and Forfeiture	1,128,189	860,500	877,710	-	877,710	895,264
116 Drug Abuse Trust	43,783	53,395	96,038	-	96,038	97,051
125 Grants	-	90,000	90,000	-	90,000	90,000
131 Radio Communication Systems	1,267,889	1,338,826	1,333,926	352,000	1,685,926	1,373,944
140 Municipal Service	1,221,697	1,273,620	1,327,749	-	1,327,749	1,384,178
164 Special Assessment - Killearn Lakes Units I and II Sewer	222,085	232,500	232,500	-	232,500	232,500
Total Revenues	7,265,902	7,713,989	8,246,361	352,000	8,598,361	8,566,636
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Capital Regional Transportation Planning Agency	2.00	1.00	1.00	-	1.00	1.00
Blueprint 2000	1.00	3.50	3.50	-	3.50	3.50
Total Full-Time Equivalents (FTE)	3.00	4.50	4.50	-	4.50	4.50

Other Non-Operating - Capital Regional Transportation Planning Agency (001-402-515)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	143,600	104,523	107,669	-	107,669	111,531
Operating	-	15,000	15,000	-	15,000	15,000
Total Budgetary Costs	143,600	119,523	122,669	-	122,669	126,531
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	143,600	119,523	122,669	-	122,669	126,531
Total Revenues	143,600	119,523	122,669	-	122,669	126,531
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
CRTPA Executive Director	1.00	-	-	-	-	-
Sr. Transportation Planner	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	2.00	1.00	1.00	-	1.00	1.00

Capital Regional Transportation Planning Agency personnel expenses were established for employees opting for County benefits as allowed by the interlocal agreement. These expenses are added to the annual true up with the CRTPA and are reimbursed. Budgeting for these employees is done for accounting purposes only.

The major variances for the FY18 Capital Regional Transportation Planning Agency budget are as follows:

Increases to Program Costs:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates are at 7% and funding for performance raises in a range of 0%-5% based on a 3% average; offset by decreases in workers compensation rates.

Other Non-Operating - Blueprint 2000 (001-403-515)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Personnel Services	203,735	331,846	377,817	-	377,817	382,959
Total Budgetary Costs	<u>203,735</u>	<u>331,846</u>	<u>377,817</u>	<u>-</u>	<u>377,817</u>	<u>382,959</u>
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	203,735	331,846	377,817	-	377,817	382,959
Total Revenues	<u>203,735</u>	<u>331,846</u>	<u>377,817</u>	<u>-</u>	<u>377,817</u>	<u>382,959</u>
Staffing Summary	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Legal Assistant	1.00	1.00	1.00	-	1.00	1.00
Director of PLACE	-	0.50	0.50	-	0.50	0.50
MWBE Coordinator	-	1.00	1.00	-	1.00	1.00
Deputy Director of Engagement and Operations	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>1.00</u>	<u>3.50</u>	<u>3.50</u>	<u>-</u>	<u>3.50</u>	<u>3.50</u>

Budget was established for Blueprint 2000 employees opting for County benefits as allowed by the interlocal agreement establishing the agency. Blueprint 2000 reimburses the personnel costs of the Legal Assistant and Director of Place positions to the County on an annual basis. This is done for accounting purposes only.

The MWBE Coordinator and Deputy Director of Engagement and Operations positions are part of the Office of Economic Vitality (OEV), which is jointly funded by the County and the City. OEV positions contribute to the County's share of funding for OEV, as specified in the interlocal agreement.

The major variances for the FY 2018 Blueprint 2000 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 are at 7%, and funding for performance raises in a range of 0%-5% based on a 3% average; offset by decreases in workers compensation rates.

Other Non-Operating - CRA-Payment (001-972-559)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Operating	2,091,547	2,396,091	2,880,365	-	2,880,365	3,076,622
Total Budgetary Costs	2,091,547	2,396,091	2,880,365	-	2,880,365	3,076,622
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
001 General Fund	2,091,547	2,396,091	2,880,365	-	2,880,365	3,076,622
Total Revenues	2,091,547	2,396,091	2,880,365	-	2,880,365	3,076,622

The major variances for the FY 2018 budget are as follows:

Increases to Program Funding:

1. Other Current Charges & Obligations in the amount of \$486,012. This represents a 20.21% increase to the CRA.

Debt Service

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Debt Service Schedule

General Obligation Bonds
No outstanding issues.

Non Self-Supporting Revenue Debt

Description	Purpose	Pledge/ Security	Original Principal Amount	Outstanding Principal Amount	Outstanding Interest Amount	FY17/18 Principal Payment	FY17/18 Interest Payment	Remaining Principal	Final Maturity Date
Series 2012A: Tax Exempt & Series 2012B: Taxable	These bonds were issued to fund the acquisition of the Bank of America (BOA) building and for major repairs and renovations to the existing County Courthouse facility.	The pledged revenues for these bonds include guaranteed entitlement revenue, Local Government Half Cent Sales Tax, State Revenue Sharing, Race Track funds and other non-ad valorem revenue sources.	\$21,061,000	\$20,449,000	\$780,535	\$6,668,000	\$406,846	\$13,781,000	2020
Series 2017	In FY 2017, the bank loan obtained to refund the non-taxable portion of Bond Series 2005 was refinanced.	The energy efficiency improvements will offset the cost of the lease.	\$15,851,000	\$15,851,000	\$1,979,391	\$159,000	\$334,456	\$15,692,000	2025
ESCO Lease	This lease was entered into to fund the acquisition of various facility improvement measures including lighting upgrades, HVAC systems, an energy management system and water/sewer improvements.		\$4,466,238	\$471,239	\$13,275	\$471,239	\$13,275	\$0	2018
TOTAL			\$41,378,238	\$36,771,239	\$2,773,201	\$7,298,239	\$754,576	\$29,473,000	

Note: Payments reflect only Principal and Interest and do not include bank fees

Leon County Fiscal Year 2018 Adopted Budget

Debt Service

The various Debt Service Funds account for the debt service, including the accumulation of resources and payment of principal and interest, associated with the existing bonds issued and/or bank loans obtained by the County and an Energy Performance Contract with Energy Systems Group.

The bonds or loans are secured by Non Ad Valorem Revenue sources. None of the financing is through General Obligation Bonds. These bonds or loans have been structured to have overall level annual payments until all dates of expiration occur in 2025. This level payment structure for debt service will result in the reduction of the debt service burden to the County over time as the percentage of monies spent on debt service in the budget reduces in the out years.

Leon County currently services four bank loans and one lease. Due to favorable interest rates, previous bonds were refinanced with bank loans. The original bonds were issued to fund the following County projects:

1. Construction of Public Libraries, the County Jail, and the Northeast Fire Station
2. Acquisition of the Tourist Development Council Building and the Bank of America Building
3. Renovations to the County Courthouse, the Fleet Management Facility, and the Public Works Building
4. Improvements to Stormwater Facilities, the County Landfill, and Parks & Recreation
5. Relocation of the Growth & Environmental Management Facility

The Energy Performance Contract is a lease to fund the acquisition of equipment to improve energy efficiency in various County facilities. The energy cost savings will offset the cost of the lease. Energy Systems Group will pay any balance on the lease not offset by the savings.

On July 8, 2014, the Board approved a bank loan to refund the remaining Capital Improvement Revenue Refunding Bonds, Series 2005 for an estimated \$1.7 million in net present value of the life of the loan. At its June 20, 2017 meeting, the Board approved the refinancing of this bank loan. The refinancing during FY 17 will provide additional saving in the amount of \$63,877 in FY 18 and \$489,076 in savings over the life of the loan.

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Debt Service	8,564,986	8,570,548	8,057,345	-	8,057,345	7,576,225
Total Budgetary Costs	<u>8,564,986</u>	<u>8,570,548</u>	<u>8,057,345</u>	<u>-</u>	<u>8,057,345</u>	<u>7,576,225</u>
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Debt Service	8,564,986	8,570,548	8,057,345	-	8,057,345	7,576,225
Total Budget	<u>8,564,986</u>	<u>8,570,548</u>	<u>8,057,345</u>	<u>-</u>	<u>8,057,345</u>	<u>7,576,225</u>
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
211 Bond Series 2012A & 2012B	580,253	580,798	7,076,046	-	7,076,046	7,079,017
220 Bond Series 2005	6,941,750	6,943,954	-	-	-	-
221 ESCO Lease	484,514	484,514	484,514	-	484,514	-
222 Debt Series 2014	558,469	561,282	496,785	-	496,785	497,208
Total Revenues	<u>8,564,986</u>	<u>8,570,548</u>	<u>8,057,345</u>	<u>-</u>	<u>8,057,345</u>	<u>7,576,225</u>

Debt Service

Debt Service Summary

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Debt Service	8,564,986	8,570,548	8,057,345	-	8,057,345	7,576,225
Total Budgetary Costs	8,564,986	8,570,548	8,057,345	-	8,057,345	7,576,225
Appropriations	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
2014 Debt Series (222-979-582)	558,469	561,282	496,785	-	496,785	497,208
Bond Series 2005 (220-958-582)	6,941,750	6,943,954	-	-	-	-
Bond Series 2012A (Tax Exempt) (211-975-582)	136,406	136,706	136,706	-	136,706	1,441,706
Bond Series 2012B (Taxable) (211-976-582)	443,847	444,092	6,939,340	-	6,939,340	5,637,311
ESCO Lease (221-977-582)	484,514	484,514	484,514	-	484,514	-
Total Budget	8,564,986	8,570,548	8,057,345	-	8,057,345	7,576,225
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
211 Bond Series 2012A & 2012B	580,253	580,798	7,076,046	-	7,076,046	7,079,017
220 Bond Series 2005	6,941,750	6,943,954	-	-	-	-
221 ESCO Lease	484,514	484,514	484,514	-	484,514	-
222 Debt Series 2014	558,469	561,282	496,785	-	496,785	497,208
Total Revenues	8,564,986	8,570,548	8,057,345	-	8,057,345	7,576,225

Debt Service

Debt Service - Bond Series 2012A (Tax Exempt) (211-975-582)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Debt Service	136,406	136,706	136,706	-	136,706	1,441,706
Total Budgetary Costs	136,406	136,706	136,706	-	136,706	1,441,706
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
211 Bond Series 2012A & 2012B	136,406	136,706	136,706	-	136,706	1,441,706
Total Revenues	136,406	136,706	136,706	-	136,706	1,441,706

This fund accounts for the debt service associated with the Capital Improvement Revenue Bond Series 2003A (Tax Exempt). This bond was issued to fund the acquisition of the Bank of America building and for major repairs and renovations to the existing County courthouse facility.

Debt Service

Debt Service - Bond Series 2012B (Taxable) (211-976-582)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Debt Service	443,847	444,092	6,939,340	-	6,939,340	5,637,311
Total Budgetary Costs	443,847	444,092	6,939,340	-	6,939,340	5,637,311
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
211 Bond Series 2012A & 2012B	443,847	444,092	6,939,340	-	6,939,340	5,637,311
Total Revenues	443,847	444,092	6,939,340	-	6,939,340	5,637,311

This fund accounts for the debt service associated with the Capital Improvement Revenue Bond Series 2003B (Taxable). This bond was issued to fund the acquisition of the Bank of America building and for major repairs and renovations to the existing County courthouse facility.

Debt Service - Bond Series 2005 (220-958-582)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Debt Service	6,941,750	6,943,954	-	-	-	-
Total Budgetary Costs	6,941,750	6,943,954	-	-	-	-
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
220 Bond Series 2005	6,941,750	6,943,954	-	-	-	-
Total Revenues	6,941,750	6,943,954	-	-	-	-

This fund accounts is for the debt service associated with the Capital Improvement Revenue Refunding Bond Series 2005. This bond was issued to fully refund the Parks and Recreation Bond Series 1998A and to refund a portion of the Stormwater Bond Series 1997 and a portion of the Capital Improvement Revenue Bond Series 1999. This bond was also issued to fund the relocation of the growth and environmental management facility, the construction of a public library, and renovations to the County courthouse building.

On June 23, 2015, the Board approved financing to refund the remaining Capital Improvement Revenue Refunding Bonds, Series 2015 for an estimated \$595,000 in net present value of the life of the loan. The bonds will mature October 1, 2017, providing \$448,402 in annual savings in FY 2018. During FY 2014, the Board approved refunding the non-taxable portion (Fund 222 Bond Series 2014) of the Capital Improvement Revenue Bond, Series 2005 for a total estimated \$1.7 million in net present value over a period of eleven years beginning in FY 2014.

Debt Service

Debt Service - ESCO Lease (221-977-582)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Debt Service	484,514	484,514	484,514	-	484,514	-
Total Budgetary Costs	484,514	484,514	484,514	-	484,514	-
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
221 ESCO Lease	484,514	484,514	484,514	-	484,514	-
Total Revenues	484,514	484,514	484,514	-	484,514	-

This fund accounts for the debt service associated with the obligations relating to the County's Energy Performance Contract with Energy Systems Group. This lease was entered into to fund the acquisition of various facility improvement measures including lighting upgrades, HVAC systems, an energy management system and water/sewer improvements. These energy efficiency improvements will offset the cost of the lease. Energy Systems Group will pay any balance on the lease not offset by these energy cost savings. The net savings will total approximately \$850,000.

Debt Service

Debt Service - 2017 Debt Series (222-979-582)

Budgetary Costs	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
Debt Service	558,469	561,282	496,785	-	496,785	497,208
Total Budgetary Costs	558,469	561,282	496,785	-	496,785	497,208
Funding Sources	FY 2016 Actual	FY 2017 Adopted	FY 2018 Continuation	FY 2018 Issues	FY 2018 Budget	FY 2019 Budget
222 Debt Series 2014	558,469	561,282	496,785	-	496,785	497,208
Total Revenues	558,469	561,282	496,785	-	496,785	497,208

At the April 26, 2017 Budget Workshop the Board approved the refinancing of this bank loan. The refinancing during FY 17 will provide additional saving in the amount of \$63,877 in FY18 and \$489,076 in savings over the life of the loan.

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Capital Improvement Program

The capital improvement program is a resource that helps Leon County government ensure that decisions on projects and funding are made wisely and in a well planned manner. The quality of life for a Leon County resident depends on the reliability of transportation, the quality of stormwater system, the efficiency of waste disposal, the accessibility of culture and recreation, and many other essential public services.

High quality service levels can be achieved through the proper planning and provision of the replacement, maintenance and enhancement of the County’s capital assets. In accordance with Florida Statute Chapter 125.74 (1) (d), the County Administrator is annually responsible to prepare and submit a capital budget and capital improvement program to the Board.

Capital Assets

A capital asset is a new or rehabilitated physical asset that is nonrecurring and has a useful life of more than three years and costs at least \$10,000.

Capital Project

A capital project is undertaken to acquire a capital asset. Examples include the construction, maintenance, and/or renovations to public buildings as well as improvements to stormwater systems and transportation.

Capital Improvement Program

Capital infrastructure is essential to the Leon County community. Leon County’s capital improvement program is a multi-year program that identifies capital projects to be funded during a five year period. It specifies each capital project to be undertaken, the year it will begin, the anticipated expenses for each year and the method of financing.

Projects and financing sources in the capital improvement program for years other than the current budget year (commonly called “out-years” or “planned years”) are not authorized until the annual budget for those years is legally adopted. The out-years serve only as a guide for future planning and are subject to further review and modification.

Annual Capital Budget

The annual capital budget represents the first year of a capital improvement program. It is the appropriation of capital spending legally adopted by the Board. The annual capital budget is adopted in conjunction with Leon County’s annual operating budget and provides legal authority to proceed with specific projects.

Program Preparation

Each fiscal year, the Office of Management and Budget facilitates the preparation of a capital improvement program. Officials, administrators, and staff of Leon County government all assist in this process. The preparation process includes the following:

- I. Assessment of Capital Needs
(Department/Division Staff)
 - Prepare an inventory
 - Evaluate whether to repair or replace facilities and/or equipment
 - Identify future needs
- II. Identification of Capital Projects
(Commission, Administration, Department/Division Staff)
 - Review status of current projects
 - Develop information for new projects
 - Submit project requests
- III. Financial Analysis
(Administration and OMB)
 - Evaluate financial conditions
 - Forecast financial trends
 - Evaluate funding options
- IV. Evaluation & Planning of Capital Projects
(Administration and OMB)
 - Review and prioritize project requests
 - Select projects and project schedules
 - Determine project funding sources
- V. Adoption of Capital Improvement Program & Annual Capital Budget
(Commission, Administration, and OMB)
 - Prepare and submit tentative program and budget to Commission
 - Hold public hearings
 - Revise and prepare final program and budget for adoption
- VI. Implementation & Monitoring of Annual Capital Budget
 - October 1 through September 30
 - Departmental Biannual Project Status Reports

The following is a brief description of the information contained in the Capital Improvement Program. A Project Index can be found on page 25-2.

The remainder of this section contains information, analysis and summaries about Leon County's capital budget and capital improvement program.

- Capital Improvement Program Analysis:
Brief analysis of the FY 2018 - FY 2022 capital improvement program.
- Capital Projects By Managing Department:
Summary table of all capital improvement projects organized by managing department.
- FY 2017 Anticipated Carryforward Projects:
Summary table of all capital improvement projects that are anticipated to be carryforward from one fiscal year into the next.
- Operating Budget Impacts:
General description and summary table of estimated impacts capital projects are anticipated to have on the operating budget.

Capital Project Sections

Each section represents the service type of the capital projects it contains. The Capital Improvement Program consists of five service types: Culture & Recreation, General Government, Health & Safety, Physical Environment, and Transportation. Included in each section is an overview with a brief analysis, an index of the projects and a detail sheet for any project with planned activity in any fiscal year from FY 2018 to FY 2022. The project detail sheets each provide the following:

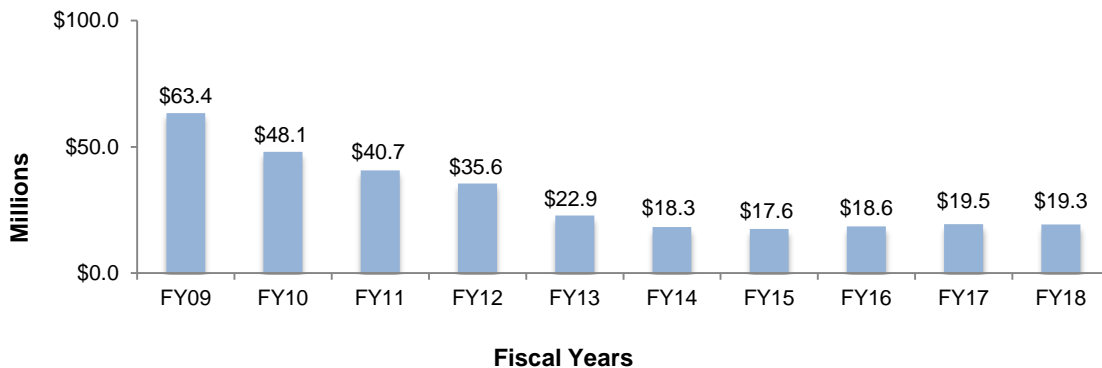
- General Information:
Includes project title, managing department, project number, service type, project status, description/justification and, if applicable, project location map and photo.
- Strategic Plan Information
Each project identifies what Strategic Priority(s) it works toward. If applicable, each project notes if it works toward fulfilling one or more of the Board's Strategic Initiatives. The Leon County Board of County Commissioner's Strategic Priorities and Initiatives are further explained in the LEADS/ Strategic Plan section.
- Policy/Comprehensive Plan Information
Non-comprehensive Plan Related Projects - relevant policy, law, mandate, ordinance, master plan, initiative, etc.
- Comprehensive Plan Related Projects:
Identifies whether the project is in the capital improvement element of the comprehensive plan, the improvements (stormwater, parks & recreation, roads), level of service standard for the improvement, current level of service, level of service upon completion of the improvement, etc.
- Financial Information:
Includes funding sources, past expenditures through FY 2016, FY 2017 adjusted budget and FY 2017 year-to-date expenditures, FY 2018 budget, FY 2018 – FY 2022 planned budget, FY 2018 – FY 2022 total, total project cost, and estimates of any anticipated impacts on the operating budget.

FY 2018 Capital Budget

Chart 25.1 shows the capital funding for each fiscal year from FY 2009 through FY 2018. The total FY 2018 capital budget is **\$19,422,331 (\$19,360,201 in capital projects and \$62,130 in budgeted reserves)**. Including the budgeted reserves, this is a 0.97% decrease over the adopted FY 2017 capital budget of \$19,550,083. The decrease in capital funding reflects the County’s realignment of its building maintenance program for increased efficiencies. To mitigate the significant cost associated with infrastructure and equipment replacement, staff developed an alternative approach to the existing building maintenance program producing costs savings of \$3.1 million over the five year planning horizon.

The Chart below also illustrates the Capital Improvement Program is below FY 2009 funding levels.

**Chart 25.1
FY 2009 – FY 2018 Capital Funding**



The capital projects planned for FY 2018 include transportation and stormwater maintenance, sidewalk construction, general county maintenance and improvements, technology upgrades, and parks and recreation maintenance and improvements. In developing the proposed five year capital improvement program, staff continues to focus the limited resources of the County towards maintaining our aging infrastructure. A large portion of the projected maintenance budget supports aging facilities. In particular, the County has a number of older large buildings (Jail, Sheriff’s Administration, Courthouse, Main Library and the Public Works Operation Center) that are operating with original equipment.

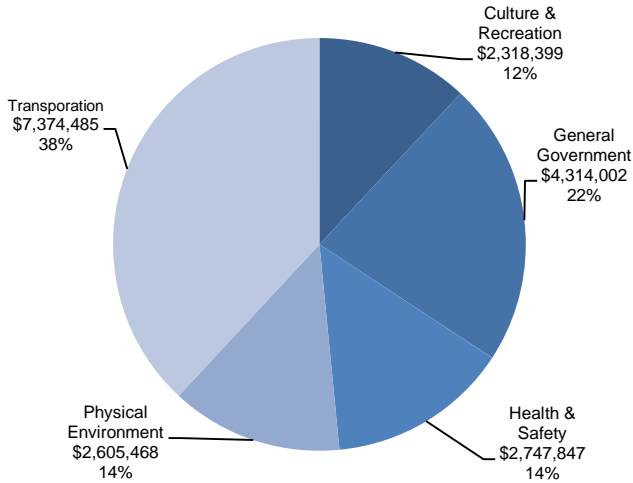
Historically, a separate capital project was developed for each individual facility and the anticipated costs for equipment replacement was included as part of the five year CIP. Beginning with the FY 2018 budget, instead of individual facility budgets (Main Library, Courthouse etc.), projects were developed for building roofing, mechanical systems (e.g. HVAC), infrastructure (e.g. restrooms), and general maintenance and repairs. This is similar to how the transportation road resurfacing capital improvement program is currently managed.

Funding for the new maintenance projects is prioritized based upon which component(s) are in most need of replacement. Whereas previously in following standard industry practices working equipment may have been primarily replaced strictly based on age, Facilities Management will now take a more pro-active approach to extend the useful life and move to a more “just in time” approach to equipment replacement. This approach requires Facilities Management to continue practicing aggressive preventive maintenance and to actively manage when roofs, mechanical equipment and infrastructure will be replaced. This is a risk-based approach, acknowledging that when extending the life of some components, there may be some failures that occur prematurely. If this occurs, funding and projects will be reprioritized to address these issues. Presently, premature failure may occur on mechanical components prior to them reaching their technical replacement age, and staff manages this within the existing CIPs. Also, by extending the life of equipment, the County may be able to take advantage of improved equipment technologies that may be available in the future by extending the life of older equipment. In all circumstances, public safety will continue to remain the highest priority in helping determining project prioritization.

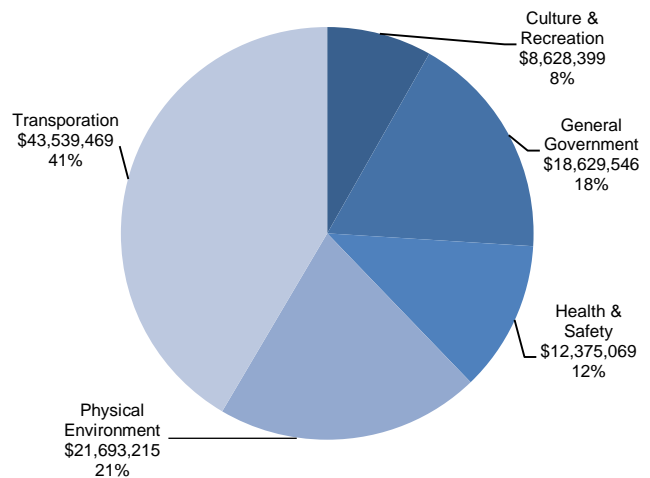
Service Types

Chart 25.2 illustrates the service types of the projects in the FY 2018 capital budget. In FY 2018, 38% or \$7,374,485 of the capital budget will fund transportation related projects. Chart 25.3 shows the service types of the projects in the FY 2018 - FY 2022 Capital Improvement Program. The Capital Improvement Program continues to spend the majority of funds on transportation projects. Budgeted reserves are not reflected below.

**Chart 25.2
FY 2018 Service Types**



**Chart 25.3
FY 2018 – FY 2022 Service Types**



Project Funding Sources

Table 25.1 shows the project funding sources for the FY 2018 capital budget and the FY 2018 - FY 2022 capital improvement program. Capital Improvements (Fund 305) and Sales Tax Extension (Fund 309) are the primary sources of funding for the FY 2018 capital budget, with \$8,540,878 (44.1%) and \$5,425,000 (28.0%) respectively. Capital Improvements (Fund 305) is the primary source of funding for FY 2018 - FY 2022, totaling \$36,827,514 (35.6%). The table does not reflect budgeted reserves.

**Table 25.1
FY 2018 – FY 2022 Project Funding Sources**

Funding Source	FY 2018 Budget	%	FY 2018 - FY 2022 Program	%
EMS MSTU (Fund 135)	1,345,250	6.95%	5,941,100	5.67%
Tourist Development (Fund 160)	45,000	0.23%	45,000	0.04%
Bank of America (Fund 165)	745,000	3.85%	2,367,500	2.26%
Capital Improvements (Fund 305)	8,540,878	44.12%	38,377,514	36.60%
Transportation Improvements (Fund 306)	2,674,485	13.81%	16,609,449	15.84%
Sales Tax Extension (Fund 309)	5,425,000	28.02%	11,750,420	11.21%
Sales Tax Extension 2020 (Fund 351)	-	0.00%	13,421,600	12.80%
Sales Tax Extension 2020 JPA (Fund 352)	-	0.00%	12,147,600	11.58%
Solid Waste (Fund 401)	584,588	3.02%	4,205,515	4.01%
Total	19,360,201	100%	104,865,698	100%

In November 2014, Leon County residents approved a referendum providing a second extension of the 1-Cent Local Option Sales Tax beginning in FY 2020 for 20 years. The extension commits 80% of the revenues for Blueprint 2020 infrastructure projects, Blueprint 2020 Economic Development programs, and Livable Infrastructure

for Everyone (LIFE) projects and will be jointly administered and funded by Leon county and the City of Tallahassee. The Blueprint 2020 Joint Participation Agreement (BP 2020 JPA) revenue supports County projects funded through the County’s share of the sales tax extension. The BP2020 JPA revenue, accounted for in Fund 352, will be used for water quality and stormwater, sidewalks, and Livable Infrastructure for Everyone (L.I.F.E.) projects). The remaining 20% of the sales tax extension will be split evenly between the County and the City. The County’s 10% share, accounted for in Fund 351 (Sales Tax Extension 2020), will be used for transportation resurfacing and intersection improvement projects and other statutorily authorized uses approved by the County Commission.

The current Sales Tax Extension 2000, which will expire in year 2019, is accounted for in Fund 309, Sales Tax Extension.

Reserves for Capital Projects

As part of the annual budget process, the County evaluates the resources necessary to support the five-year capital improvement program. Depending upon the level of reserves, additional general revenue is contemplated for transferring to the capital projects to maintain a five-year funded program. This approach began during the FY 2008 budget process to support the funding of maintenance and essential capital projects. The goal was to provide funding to maintain the existing infrastructure of the County.

At its June 20, 2017 Budget Workshop, the Board approved an increase in the recurring transfer to the County capital program from \$3.0 million in FY 2017 to \$3.9 million for FY2018. The \$900,000 increase is supported by planned debt service reductions and property values increasing more than anticipated.

Long-term analysis indicates recurring transfers of \$5.0 to \$6.0 million in recurring revenue are needed to adequately support the capital program. In FY 2015, the budget included increasing the recurring revenue transfer to \$1.0 million. In FY 2016 and FY 2017, the transfer was increased to \$2.0 million and \$3.0 million respectively. The FY 2018 preliminary budget includes an additional \$900,000 bringing the recurring transfer to the \$3.9 million level. The \$900,000 increase is supported by planned debt service reductions and property values increasing more than anticipated.

New and Revised Capital Projects

Table 25.2 indicates the new and revised projects for the FY 2018 capital budget and the FY 2018 - FY 2022 capital improvement program. Eight projects totaling \$2,364,837 will be funded in FY 2018. For the five-year period, a total of \$10,075,874 is budgeted for nine new and revised projects.

**Table 25.2
FY 2018 - FY 2022 New and Revised Projects**

New and Revised Projects	FY 2018 Budget	%	FY 2018- FY 2022 Program	%
Building General Maintenance and Renovations*	110,000	4.7%	120,000	1.19%
Building Infrastructure and Improvements*	308,655	13.1%	971,260	9.64%
Building Mechanical Repairs and Improvements*	1,019,642	43.1%	4,838,074	48.02%
Building roofing Repairs and Replacements*	75,740	3.2%	895,740	8.89%
County Compute Infrastructure*	550,000	23.3%	2,750,000	27.29%
Faulk Drive Pond Sediment Removal	250,000	10.6%	250,000	2.48%
Mobile Devices*	25,000	1.1%	125,000	1.24%
New General Vehicle & Equipment	25,800	1.1%	25,800	0.26%
Serenity Cemetery Expansion	-	0.0%	100,000	0.99%
Total	2,364,837	100%	10,075,874	100.00%

*Represents new or revised projects that are the result of consolidating multiple projects.

Management of Capital Projects

Table 25.3 shows the managing divisions of the FY 2018 capital budget and FY 2018 - FY 2022 capital improvement program. The listed divisions manage a total of 96 projects, but only 63 projects will receive additional funding in the FY 2018 Capital Improvement Program; the remainder are funded through the carry forward process. Budgeted reserves and carryforward projects are not reflected below.

Table 25.3
FY 2018 – FY 2022 Managing Divisions

Managing Division	FY 2018 Number of Projects	FY 2018	%	FY 2018 – FY 2022 Program	%
Engineering Services	34	8,435,382	43.57%	54,905,038	52.36%
Facilities Management	12	2,689,852	13.89%	10,484,396	10.00%
Fleet Management	12	2,788,387	14.40%	15,718,764	14.99%
Management Information Services	15	2,104,130	10.87%	9,869,250	9.41%
Parks & Recreation	12	1,987,250	10.26%	8,047,250	7.67%
Public Works - Operations	4	1,085,200	5.61%	4,426,000	4.22%
Solid Waste	5	270,000	1.39%	1,315,000	1.25%
Miscellaneous	2	-	0.00%	100,000	0.10%
TOTAL	96	19,360,201	100%	104,865,698	100%

Leon County Fiscal Year 2018 - 2022 Capital Improvement Program

Capital Projects By Managing Divisions

Project	Project #	Life to Date FY 2016	Adj Budget FY 2017	FY 2018 Planned	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY18 - FY22 Total	Project Cost Total
Engineering Services										
Architectural & Engineering Services	086011	454,475	60,000	60,000	60,000	60,000	60,000	60,000	300,000	814,475
Arterial/Collector and Local Road Resurfacing	056001	34,812,962	5,858,067	3,375,000	3,000,000	3,096,070	3,758,300	3,976,800	17,206,170	57,877,199
Baum Road Drainage Improvement	054011	1,240	73,760	-	155,000	750,000	-	-	905,000	980,000
Blueprint 2000 Water Quality Enhancements	067002	4,042,924	309,361	-	-	-	-	-	-	4,352,285
Blueprint 2020 LIFE Projects	067004	-	-	-	-	748,400	1,037,800	1,079,400	2,865,600	2,865,600
Blueprint 2020 Water Quality & Stormwater	067003	-	-	-	-	1,594,000	2,125,000	2,125,000	5,844,000	5,844,000
Community Safety & Mobility	056005	8,015,813	1,486,404	600,000	425,000	195,000	-	-	1,220,000	10,722,217
Crump Road Drainage Improvements	055011	9,326	415,674	-	-	-	-	-	-	425,000
Fords Arm	063005	1,881,524	3,652,442	-	-	-	-	-	-	5,533,966
Intersection and Safety Improvements	057001	8,320,841	5,179,044	-	750,000	595,850	500,000	500,000	2,345,850	15,845,735
Jail Complex Maintenance	086031	3,940,743	2,991,486	1,020,000	1,544,282	1,160,000	1,100,000	1,027,090	5,851,372	12,783,601
Killearn Acres Flood Mitigation	064001	3,088,546	497,677	-	-	-	-	-	-	3,586,223
Killearn Lakes Plantation Stormwater	064006	2,165,519	2,027,960	-	-	-	-	-	-	4,193,479
Lake Henrietta Renovations	061001	100,732	472,554	350,000	350,000	200,000	-	-	900,000	1,473,286
Lake Munson Restoration	062001	2,573,031	227,599	-	-	-	-	-	-	2,800,630
Longwood Outfall Retrofit	062004	2,046	223,345	-	-	-	-	-	-	225,391
Magnolia Drive Multi-Use Trail	055010	1,966,546	6,539,721	-	-	-	-	-	-	8,506,267
Medical Examiner Facility	086067	74,219	2,342,365	332,597	-	-	-	-	332,597	2,749,181
Old Bainbridge Road Safety Improvements	053007	-	322,000	-	1,374,000	-	-	-	1,374,000	1,696,000
Pedrick Pond Stormwater Improvements	045007	204,597	43,320	-	-	-	-	-	-	247,917
Public Works Design and Engineering Services	056011	247,739	100,000	100,000	100,000	100,000	100,000	100,000	500,000	847,739
Serenity Cemetery Expansion	091002	-	-	-	-	100,000	-	-	100,000	100,000
Sidewalk Program	056013	2,233,118	2,286,544	1,472,785	1,487,510	2,440,378	2,767,388	2,767,388	10,935,449	15,455,111
Springhill Road Bridge Rehabilitation	051008	-	350,500	-	-	-	-	-	-	350,500
SR 20 / Geddie Road Project	057008	-	225,000	-	-	-	-	-	-	225,000
Stormwater Infrastructure Preventative Maintenance	067006	-	550,000	500,000	500,000	-	-	-	1,000,000	1,550,000
Stormwater Structure Inventory and Mapping	066003	311,889	611,720	-	-	-	-	-	-	923,609
Street Lights Program - Unincorporated Areas	057013	-	125,000	125,000	125,000	125,000	125,000	125,000	625,000	750,000
TMDL Compliance Activities	066004	-	350,000	-	100,000	-	-	-	100,000	450,000
Transportation and Stormwater Improvements	056010	9,720,560	3,075,028	500,000	500,000	500,000	500,000	500,000	2,500,000	15,295,588
Volunteer Fire Departments	096002	328,189	51,661	-	-	-	-	-	-	379,850
Westside Stormwater	062005	12,962	400,000	-	-	-	-	-	-	412,962
Woodside Heights Sewer Project	061002	-	4,949,678	-	-	-	-	-	-	4,949,678
Woodville Sewer Project	062003	-	3,000,000	-	-	-	-	-	-	3,000,000
Engineering Subtotal		84,509,541	48,797,910	8,435,382	10,470,792	11,664,698	12,073,488	12,260,678	54,905,038	188,212,489
Public Works - Operations										
Arterial/Collector Roads Pavement Markings	026015	781,243	135,200	135,200	135,200	135,200	135,200	135,200	676,000	1,592,443
Faulk Drive Pond Sediment Removal	063010	-	-	250,000	-	-	-	-	250,000	250,000
Open Graded Cold Mix Maintenance/Resurfacing	026006	13,193,419	963,441	600,000	600,000	600,000	600,000	600,000	3,000,000	17,156,860
Stormwater Pond Repairs	066026	1,155,520	110,659	100,000	100,000	100,000	100,000	100,000	500,000	1,766,179
Public Works - Operations Subtotal		15,130,182	1,209,300	1,085,200	835,200	835,200	835,200	835,200	4,426,000	20,765,482
Fleet Management										
EMS Vehicle & Equipment Replacement	026014	7,312,184	1,174,961	1,020,250	1,071,300	1,174,850	1,124,850	1,124,850	5,516,100	14,003,245
Fleet Management Shop Equipment	026010	177,893	50,000	50,000	-	-	-	-	50,000	277,893
General Vehicle/Equipment Replacement	026003	4,117,438	849,892	169,000	301,000	293,000	239,000	530,000	1,532,000	6,499,330
Hazardous Waste Vehicle/Equipment Replacement	036042	-	186,000	32,500	32,500	-	-	48,000	113,000	299,000
New EMS Vehicle & Equipment	026021	-	-	300,000	-	-	-	-	300,000	300,000
New General Vehicle & Equipment	026018	49,872	66,000	25,800	-	-	-	-	25,800	141,672
New Parks/Greenways Vehicles and Equipment	046007	561,900	174,366	258,149	50,000	-	-	-	308,149	1,044,415
Public Works Vehicle/Equipment Replacement	026005	9,970,234	1,136,563	466,500	743,500	658,000	414,000	875,000	3,157,000	14,263,797
Rural Waste Vehicle and Equipment Replacement	036033	882,902	432,809	139,488	-	-	-	-	139,488	1,455,199
Solid Waste Heavy Equipment/Vehicle Replacement	036003	6,641,353	544,032	103,000	95,000	82,000	450,100	791,000	1,521,100	8,706,485
Stormwater Vehicle/Equipment Replacement	026004	13,209,886	557,897	184,100	180,100	305,000	435,000	835,000	1,939,200	15,706,983
Transfer Station Heavy Equipment Replacement	036010	5,522,452	434,800	39,600	478,125	434,202	-	165,000	1,116,927	7,074,179
Fleet Management Subtotal		48,446,114	5,607,320	2,788,387	2,951,525	2,947,052	2,662,950	4,368,850	15,718,764	69,772,198
Solid Waste										
Household Hazardous Waste Improvements	036019	489,172	85,650	-	-	-	-	-	-	574,822
Landfill Improvements	036002	1,449,113	186,029	100,000	100,000	100,000	100,000	100,000	500,000	2,135,142
Solid Waste Master Plan	036028	-	100,000	-	-	-	-	-	-	100,000
Solid Waste Pre-Fabricated Buildings	036041	23,843	55,274	20,000	45,000	-	-	-	65,000	144,117
Transfer Station Improvements	036023	1,072,396	297,219	150,000	150,000	150,000	150,000	150,000	750,000	2,119,615
Solid Waste Subtotal		3,034,524	724,172	270,000	295,000	250,000	250,000	250,000	1,315,000	5,073,696

The Capital Improvement projects highlighted are fully funded. It is anticipated that these projects will be carryforward into the next fiscal year.

Leon County Fiscal Year 2018 – 2022 Capital Improvement Program

Capital Projects By Managing Divisions

Project	Project #	Life to Date FY 2016	Adj Budget FY 2017	FY 2018 Planned	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY18 - FY22 Total	Project Cost Total
Management Information Services										
County Compute Infrastructure	076008	2,951,986	513,687	550,000	550,000	550,000	550,000	550,000	2,750,000	6,215,673
Courtroom Technology	076023	1,475,540	335,666	132,000	132,000	132,000	132,000	132,000	660,000	2,471,206
E-Filing System for Court Documents	076063	20,492	249,813	-	125,000	-	125,000	-	250,000	520,305
Emergency Medical Services Technology	076058	537,100	37,128	25,000	25,000	25,000	25,000	25,000	125,000	699,228
Financial Hardware and Software	076001	356,028	240,378	125,000	25,000	25,000	25,000	25,000	225,000	821,406
Geographic Information Systems	076009	10,525,382	459,680	188,280	188,280	188,280	188,280	188,280	941,400	11,926,462
GIS Incremental Basemap Update	076060	5,803,080	298,500	298,500	298,500	298,500	298,500	298,500	1,492,500	7,594,080
Library Services Technology	076011	397,511	174,000	73,000	50,000	50,000	50,000	50,000	273,000	844,511
Mobile Devices	076042	833,384	43,477	25,000	25,000	25,000	25,000	25,000	125,000	1,001,861
Permit & Enforcement Tracking System	076015	936,322	215,450	150,000	150,000	150,000	150,000	150,000	750,000	1,901,772
Public Defender Technology	076051	594,436	87,679	50,000	30,000	30,000	30,000	30,000	170,000	852,115
Records Management	076061	230,487	144,909	50,000	50,000	50,000	50,000	50,000	250,000	625,396
State Attorney Technology	076047	450,634	30,000	70,000	30,000	30,000	30,000	30,000	190,000	670,634
Supervisor of Elections Technology	076005	718,499	102,526	67,350	25,000	25,000	25,000	25,000	167,350	988,375
User Computer Upgrades	076024	8,051,829	319,303	300,000	300,000	300,000	300,000	300,000	1,500,000	9,871,132
Management Information Services Subtotal		33,882,710	3,252,196	2,104,130	2,003,780	1,878,780	2,003,780	1,878,780	9,869,250	47,004,156
Parks & Recreation										
Apalachee Parkway Regional Park	045001	2,743,997	1,897,093	-	850,000	1,250,000	-	250,000	2,350,000	6,991,090
Boat Landing Improvements and Renovations	047002	1,816	123,184	125,000	125,000	125,000	125,000	125,000	625,000	750,000
Fred George Park	043007	8,658,244	500,000	500,000	-	-	-	-	500,000	9,658,244
Greenways Capital Maintenance	046009	1,487,502	441,159	350,000	350,000	350,000	350,000	350,000	1,750,000	3,678,661
J. Lee Vause Park Improvements	043001	68,783	122,550	241,800	-	-	-	-	241,800	433,133
J.R. Alford Greenway	045004	135,186	140,000	-	-	-	-	-	-	275,186
Northeast Community Park	044001	799,464	250,000	-	-	-	-	-	-	1,049,464
Okeehoopkee Prairie Park	043008	682,470	342,461	-	-	-	-	-	-	1,024,931
Parks Capital Maintenance	046001	2,787,877	2,501,184	560,000	360,000	360,000	360,000	360,000	2,000,000	7,289,061
Playground Equipment Replacement	046006	591,061	136,250	130,000	-	130,000	-	130,000	390,000	1,117,311
St. Marks Headwaters Greenway	047001	487,025	1,458,816	-	-	-	-	-	-	1,945,841
Woodville Community Park	041002	428,335	513,146	80,450	110,000	-	-	-	190,450	1,131,931
Parks and Recreation Subtotal		18,871,760	8,425,843	1,987,250	1,795,000	2,215,000	835,000	1,215,000	8,047,250	35,344,853
Facilities Management										
Building General Maintenance and Renovations	086079	-	-	110,000	-	10,000	-	-	120,000	120,000
Building Infrastructure and Improvements	086078	-	-	308,655	20,000	320,000	132,605	190,000	971,260	971,260
Building Mechanical Repairs and Improvements	086077	-	-	1,007,992	968,554	835,551	1,151,289	863,038	4,826,424	4,826,424
Building Roofing Repairs and Replacements	086076	-	-	75,740	400,000	-	420,000	-	895,740	895,740
Common Area Furnishings	086017	404,804	30,000	30,000	30,000	30,000	30,000	30,000	150,000	584,804
Courthouse Renovations	086027	8,753,766	429,627	225,815	101,007	40,000	40,000	40,000	446,822	9,630,215
Courthouse Security	086016	400,944	20,000	20,000	20,000	20,000	20,000	20,000	100,000	520,944
Courtroom Minor Renovations	086007	620,326	60,000	60,000	60,000	60,000	60,000	60,000	300,000	980,326
Lake Jackson Town Center*	083002	543,800	242,775	11,650	-	-	-	-	11,650	798,225
Leon County Government Annex	086025	25,198,869	776,567	745,000	417,500	285,000	535,000	385,000	2,367,500	28,342,936
Public Safety Complex	096016	16,812,843	490,110	50,000	50,000	50,000	50,000	50,000	250,000	17,552,953
Welcome Center Improvements	086065	92,812	41,300	45,000	-	-	-	-	45,000	179,112
Facilities Management Subtotal		52,828,164	2,090,379	2,689,852	2,067,061	1,650,551	2,438,894	1,638,038	10,484,396	65,402,939
Miscellaneous										
Capital Grant Match Program	096019	-	81,205	-	-	-	-	-	-	81,205
Voting Equipment Replacement	096028	12,000	94,000	-	50,000	-	50,000	-	100,000	206,000
Miscellaneous Subtotal		12,000	175,205	-	50,000	-	50,000	-	100,000	287,205
Total Capital Improvement Program		256,714,995	70,282,325	19,360,201	20,468,358	21,441,281	21,149,312	22,446,546	104,865,698	431,863,018

The Capital Improvement projects highlighted are fully funded. It is anticipated that these projects will be carryforward into the next fiscal year.

Leon County Fiscal Year 2018 – 2022 Capital Improvement Program

Anticipated FY 2017 Carryforward Projects

Table 25.4 is a schedule of the anticipated FY 2017 carryforward projects. All projects are currently fully funded, with the exception of those that may require future funding, which are indicated in **bold**. It is anticipated that the funding for these projects will be carryforward from FY 2017 into FY 2018 in order to complete the project.

Table 25.4
FY 2017 Anticipated Carryforward Projects

Project Title	Life to Date 2016	FY 2017 Adjusted Budget	FY 2017 YTD Activity
Culture & Recreation			
J.R. Alford Greenway	135,186	140,000	-
Northeast Community Park	799,464	250,000	9,285
Okeeheepkee Prairie Park	682,470	342,461	-
St. Marks Headwaters Greenway	487,025	1,458,816	21,575
Culture & Recreation Total	2,104,145	2,191,277	21,880
General Government			
Capital Grant Match Program	-	81,205	-
General Government Total	-	81,205	-
Health & Safety			
Volunteer Fire Departments	328,189	51,661	-
Subtotal	328,189	51,661	-
Physical Environment			
Blueprint 2000 Water Quality Enhancements	4,042,924	309,361	-
Crump Road Drainage Improvements	9,326	415,674	-
Fords Arm	1,881,524	3,652,442	722,435
Household Hazardous Waste Improvements	489,172	85,650	-
Killearn Acres Flood Mitigation	3,088,546	497,677	-
Killearn Lakes Plantation Stormwater	2,165,519	2,027,960	121,973
Lake Munson Restoration	2,573,031	227,599	-
Longwood Outfall Retrofit	2,046	223,345	-
Pedrick Pond Stormwater Improvements	204,597	43,320	-
Solid Waste Master Plan	-	100,000	-
Stormwater Structure Inventory and Mapping	311,889	611,720	-
Westside Stormwater	12,962	400,000	-
Woodside Heights Sewer Project	-	4,949,678	2,673
Woodville Sewer Project	-	3,000,000	-
Physical Environment Total	14,781,536	16,544,426	847,081
Transportation			
Magnolia Drive Multi-Use Trail	1,966,546	6,539,721	574,639
Springhill Road Bridge Rehabilitation	-	350,500	-
SR 20/ Geddie Road Project	-	225,000	-
Transportation Total	1,966,546	7,115,221	574,639
Grand Total	19,180,416	25,983,790	1,443,600

The following is a general description of some of the impacts that different types of projects can have on the operating budget.

Facilities

The construction or acquisition of a new facility that increases the square footage that the County is required to maintain. This increase results in additional expenses including utilities, maintenance and custodial contracts, and repairs. New community centers and libraries are typically service enhancements and also require additional staffing, operating supplies, library materials and machinery and equipment. A new facility may also involve the cancellation of a lease on an existing facility to help offset the increased costs.

Renovations or upgrades to an existing facility are often completed in order to improve efficiency and avoid total replacement. An increase in efficiency often results in a reallocation of staff time and a decrease in costs such as maintenance, utilities and repairs.

Parks/Greenways & Trails

The development of a new park or greenway and trail space increases the acreage that the County is required to maintain. This increase results in additional expenses including maintenance staff, maintenance vehicles and equipment, operating supplies and utilities.

Roadways

The improvement of roadways generally requires ongoing maintenance costs such as pot hole patching, lane and crosswalk re-stripping, sign and traffic signal replacement, and roadside right-of-way mowing and maintenance.

Stormwater

The improvements of existing stormwater ponds or drainage systems and construction of new ponds or drainage systems are often completed to correct a deficiency. These corrections typically result in decreases in maintenance and repair costs.

Technology

The implementation of new technology often requires an increase for maintenance contracts once the warranty period has expired. Upgrades to existing technology do not usually have any additional costs. The upgrades can result in a decrease in maintenance costs and a reallocation of staff time due to the increased efficiency.

Vehicles/Equipment

The purchase of a new vehicle or piece of equipment results in additional expenses including vehicle insurance coverage, preventative maintenance, fuel and oil, and operating supplies. The purchase of a new vehicle or piece of equipment may also require additional staffing for operation. Replacement vehicles or equipment do not usually impact the operating budget.

Operating Budget Impacts

Table 25.5 outlines the estimated impacts that some projects may have on the operating budget. Impacts are shown in the fiscal year in which they are anticipated to begin and the out-years that will be affected by additional operating costs. The impacts shown in this table are only estimates and include projects that will reduce the operating budgets of some divisions. These impact estimates are subject to change.

Table 25.5 – Operating Budget Impacts by Project

Project	#	FY 2018 Estimated	FY 2019 Estimated	FY 2020 Estimated	FY 2021 Estimated	FY 2022 Estimated
Boat Landing Improvements and Renovations	047002	3,900	3,900	3,900	3,900	3,900
Building General Maintenance and Renovations	086079	3,500	3,500	3,500	3,500	3,500
Building Roofing Repairs and Replacements	086076	500	500	500	500	500
County Compute Infrastructure	076008	38,000	38,000	38,000	38,000	38,000
J.R. Alford Greenway	045004	3,500	3,500	3,500	3,500	3,500
Killearn Lakes Plantation Stormwater	064006	10,000	10,000	10,000	10,000	10,000
Mobile Devices	076042	10,800	21,600	32,400	43,200	54,000
New General Vehicle & Equipment	026018	3,209	3,209	3,209	3,209	3,209
New Parks/Greenways Vehicles and Equipment	046007	7,028	7,028	7,028	7,028	7,028
Serenity Cemetery Expansion	091002	2,300	2,000	2,000	2,300	2,000
St. Marks Headwaters Greenway	047001	64,215	65,227	66,309	67,467	68,706
Street Lights Programs - Unincorporated Areas	057013	10,000	10,000	10,000	10,000	10,000
Total Estimated Operating Budget Impacts		156,952	168,464	180,346	192,604	204,343

Table 25.6 outlines the estimated operating budget impacts by Division. Impacts are shown in the fiscal year in which they are anticipated to begin and the out-years that will be affected by additional operating costs. The impacts shown in this table are only estimates and are subject to change. In addition, divisions may share the operating impacts of one project. For example, Facilities Management is responsible for the utilities and maintenance of the libraries while the Library Department is responsible for personnel and operating supplies.

Table 25.6 – Operating Budget Impacts by Division

Division	FY 2018 Estimated	FY 2019 Estimated	FY 2020 Estimated	FY 2021 Estimated	FY 2022 Estimated
Animal Control	3,209	3,209	3,209	3,209	3,209
Facilities Management	5,500	5,500	5,500	5,500	5,500
Management Information Services	48,800	59,600	70,400	81,200	92,000
Public Works – Operations	20,800	20,500	20,500	20,800	20,500
Parks and Recreation	78,643	79,655	80,737	81,895	83,134
Total Estimated Operating Budget Impacts	156,952	168,464	180,346	192,604	204,343

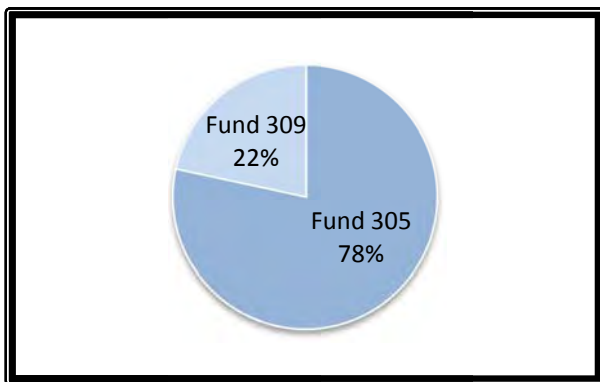
Overview

The Culture and Recreation section contains capital improvement projects designed to facilitate the provision, maintenance, and operation of culture and recreation facilities and activities. Major culture and recreation capital projects funded in FY 2018 include Fred George Park, Parks Capital Maintenance, Greenways Capital Maintenance, and New Parks/Greenways Vehicles and Equipment.

Funding Sources

Chart 25.4 illustrates that 78% (\$1.81 million) of culture and recreation projects are funded in FY 2018 by general revenue, or the Capital Improvements Fund (Fund 305), and the remaining 22% (\$500,000) by BP 2000 Sales Tax Extension (Fund 309).

**Chart 25.4
FY 2018 Culture & Recreation Projects
By Funding Source**



Managing Divisions

Table 25.7 shows Parks and Recreation will manage 12 projects, or 86% of the FY 2018 Culture and Recreation capital improvement projects. Fleet Management and Management Information Systems each will manage one project for the remaining 14% of the Culture and Recreation capital improvement projects for FY 2018.

**Table 25.7
FY 2018 Culture & Recreation Projects
By Managing Division**

Managing Division	# of Projects	FY 2018 Budget
Fleet Management	1	258,149
Management Information Services	1	73,000
Parks and Recreation	12	1,987,250
Total	14	\$2,318,399

Operating Budget Impacts

Table 25.8 shows the estimated impacts that some Culture and Recreation projects have on the operating budget. Impacts are shown in the fiscal year which they are anticipated to begin as well as the out-years that are affected by additional operating costs. These impacts are only estimates and are subject to change.

**Table 25.8
Culture & Recreation Operating Budget Impacts**

Project	Project #	FY 2018 Estimate	FY 2019 Estimate	FY 2020 Estimate	FY 2021 Estimate	FY 2022 Estimate
J.R. Alford Greenway	045004	3,500	3,500	3,500	3,500	3,500
New Parks/Greenways Vehicles and Equipment	046007	7,028	7,028	7,028	7,028	7,028
St. Marks Headwaters Greenway	047001	64,215	65,227	66,309	67,467	68,706
Total		\$74,743	\$75,755	\$76,837	\$77,995	\$79,234

Leon County Fiscal Year 2018 – 2022 Capital Improvement Program

Culture and Recreation Index

Page	Project	#	Life to Date FY 2016	Adj Bud FY 2017	FY 2018 Budget	FY18 – FY22 Total	Project Total
25-19	Apalachee Parkway Regional Park	045001	2,743,997	1,897,093	-	2,350,000	6,991,090
25-20	Boat Landing Improvements and Renovations	047002	1,816	123,184	125,000	625,000	750,000
25-21	Fred George Park	043007	8,658,244	500,000	500,000	500,000	9,658,244
25-22	Greenways Capital Maintenance	046009	1,487,502	441,159	350,000	1,750,000	3,678,661
25-23	J. Lee Vause Park Improvements	043001	68,783	122,550	241,800	241,800	433,133
25-24	J.R. Alford Greenway	045004	135,186	140,000	-	-	275,186
25-25	Library Services Technology	076011	397,511	174,000	73,000	273,000	844,511
25-26	New Parks/Greenways Vehicles and Equipment	046007	561,900	174,366	258,149	308,149	1,044,415
25-27	Northeast Community Park	044001	799,464	250,000	-	-	1,049,464
25-28	Okeehoopkee Prairie Park	043008	682,470	342,461	-	-	1,024,931
25-29	Parks Capital Maintenance	046001	2,787,877	2,501,184	560,000	2,000,000	7,289,061
25-30	Playground Equipment Replacement	046006	591,061	136,250	130,000	390,000	1,117,311
25-31	St. Marks Headwaters Greenway	047001	487,025	1,458,816	-	-	1,945,841
25-32	Woodville Community Park	041002	428,335	513,146	80,450	190,450	1,131,931
Culture and Recreation Total:			19,831,171	8,774,209	2,318,399	8,628,399	37,233,779

The Capital Improvement projects highlighted are fully funded in FY 2017. It is anticipated that these projects will be carryforward into the next fiscal year.

Apalachee Parkway Regional Park

Dept/Div: **Parks & Recreation** Comp Plan CIE Project: **N/A**
 Project #: **045001** Capital Improvement: **N/A**
 Service Type: **Culture & Recreation** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **EC4, Q1**

Project Description/Justification

This project is for ongoing park improvements associated with creating a positive economic impact for the community. Improvement activities contemplated for the cross country course area include the addition of a permanent restroom facility. Improvements to the most western entrance of the park, including new pavement, was accelerated and completed FY17. Construction for the water infrastructure and restroom will occur with approval of the Master Plan presented to the Board on September 26, 2017. Both are now programmed to occur in FY18/FY19.

Tourism Development tax dollars will be used to help fund the new restroom facility and other amenities such as the New Pavillion associated with the cross country track in preparation for the 2020 NCAA tournament

Remaining funds will be used in FY2019 to implement improvements identified in the preliminary master plan.

Strategic Initiative

Continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park in 2020. (2016-5)

Develop a master plan for the Apalachee Regional Park. (2016-24A)

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	1,410,758	1,897,093	107,568	0	850,000	1,250,000	0	250,000	2,350,000	5,657,851
309 Sales Tax - Extension	839,751	0	0	0	0	0	0	0	0	839,751
401 Solid Waste	493,488	0	0	0	0	0	0	0	0	493,488
	2,743,997	1,897,093	107,568	0	850,000	1,250,000	0	250,000	2,350,000	6,991,090

Policy/Comprehensive Plan Information

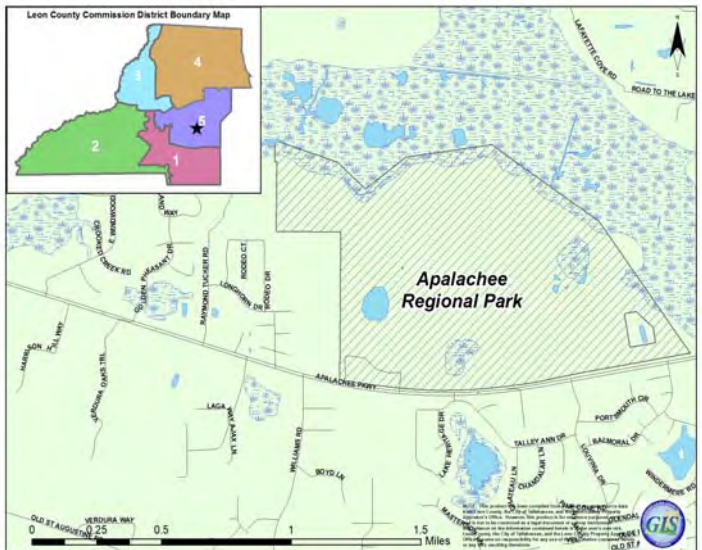
Parks & Recreation Master Plan (1997)
 Parks & Recreation Element of the Comprehensive Plan, Policy 1.1.3, 1.2.1 and 1.2.5

Operating Budget Impact

This project will have some impact on the Parks and Recreation operating budget beginning in FY 2018.



Cross Country Event at Apalachee Regional Park



Boat Landing Improvements and Renovations

Dept/Div: **Parks & Recreation** Comp Plan CIE Project: **N/A**
 Project #: **047002** Capital Improvement: **N/A**
 Service Type: **Culture & Recreation** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **Q1**

Project Description/Justification

This project addresses County boat landing improvements and renovations. The County maintains 25 boat landings located on seven water bodies (Carr Lake, Lake Iamonia, Lake Jackson, Lake Miccosukee, Lake Munson, Lake Talquin and Ochlocknee River). These facilities range from very minimal (i.e. solely dirt ramp) to the more full-service-type landing with concrete ramps, floating docks, fish cleaning stations, fishing piers and adjacent campgrounds. The report identified specific, significant improvements for Crowder (FY18) and Williams Landings (FY20).

In February 2017, a Boat Landing Inspection Report was completed for seven of the County's most highly utilized landings. Improvements include enhancements to aging infrastructure such as retaining walls, ramp and stormwater conveyance. Funding in the amount of \$125,000 is provided annually and improvements are made when adequate funds are accumulated.

Crowder Landing - FY18
 Williams Landing – FY19 and FY20
 Blount Landing and Hall Landing Improvements - FY21
 Rhoden Cove Landing - FY22

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	1,816	123,184	1,790	125,000	125,000	125,000	125,000	125,000	625,000	750,000
	1,816	123,184	1,790	125,000	125,000	125,000	125,000	125,000	625,000	750,000

Policy/Comprehensive Plan Information

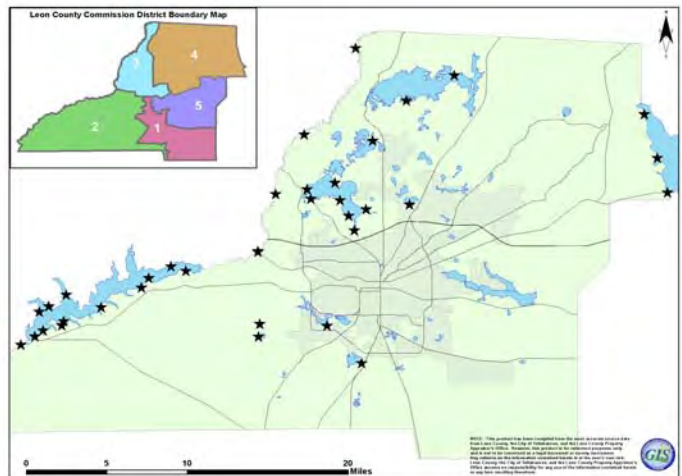
N/A

Operating Budget Impact

N/A



Williams Landing



Fred George Park

Dept/Div: **Parks & Recreation**
 Project #: **043007**
 Service Type: **Culture & Recreation**
 Status: **Existing Revised Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN2, Q1**

Project Description/Justification

This project is for the development of the Fred George Greenway and Park. The active recreation phase greenway and park opened in February 2016. Additional phases of the park's development will include wetland restoration (for which grant applications have been submitted). A Construction agreement to replace the roadway drainage box culvert with serviceable trash rack screening devices (located at Fred George and Keystone Court), was approved by the Board on May 23, 2017. The FY 2018 funding is for the addition of additional trash racks in the basin/stormwater at Keystone Court. Trash racks provide safe and clarified water transport. Two future phases of development include the construction of boardwalks and two observation decks, and the extension of water and sewer lines to the museum, for which funding has not been formally identified.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
125 Grants	5,198,731	0	0	0	0	0	0	0	0	5,198,731
305 Capital Improvements	720,739	0	0	0	0	0	0	0	0	720,739
309 Sales Tax - Extension	2,738,774	500,000	0	500,000	0	0	0	0	500,000	3,738,774
	8,658,244	500,000	0	500,000	0	0	0	0	500,000	9,658,244

Policy/Comprehensive Plan Information

Parks & Recreation Element of the Comprehensive Plan, Policy 1.1.3; 1.2.1 and 1.2.
 Fred George Basin Greenway Management Master Plan (August 2009)
 Fred George Basin FCT Grant Agreement #07-102-FF7 (requires what amenities must be constructed on the property)

Operating Budget Impact

N/A



Fred George Park and Greenway



Greenways Capital Maintenance

Dept/Div: **Parks & Recreation** Comp Plan CIE Project: **N/A**
 Project #: **046009** Capital Improvement: **N/A**
 Service Type: **Culture & Recreation** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **EN2, Q1**

Project Description/Justification

This project is for maintenance (mowing, tree trimming, fence repair, etc.) of greenways and green spaces within the County's Parks and Recreation system. This project will address maintenance issues that arise within the J.R. Alford, Miccosukee, Fred George, and St. Marks Greenways, as well as control invasive plant species. The budget plans for maintenance funding for greenway acreage to be open to the public as follows:

Future Maintenance Activity will include 754 acres at St. Marks Greenway (Phase I - Baum Rd Trail Head); 40 acres of passive area at Northeast Park (Phase I - construction of small trail head and approximately 2 miles of trails) and an anticipated 50 acres of Fallschase/State Acquisition land of which the County committed to manage.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
125 Grants	100,295	0		0 0	0		0 0		0 0	100,295
305 Capital Improvements	1,387,207	441,159	27,480	350,000	350,000	350,000	350,000	350,000	1,750,000	3,578,366
	1,487,502	441,159	27,480	350,000	350,000	350,000	350,000	350,000	1,750,000	3,678,661

Policy/Comprehensive Plan Information

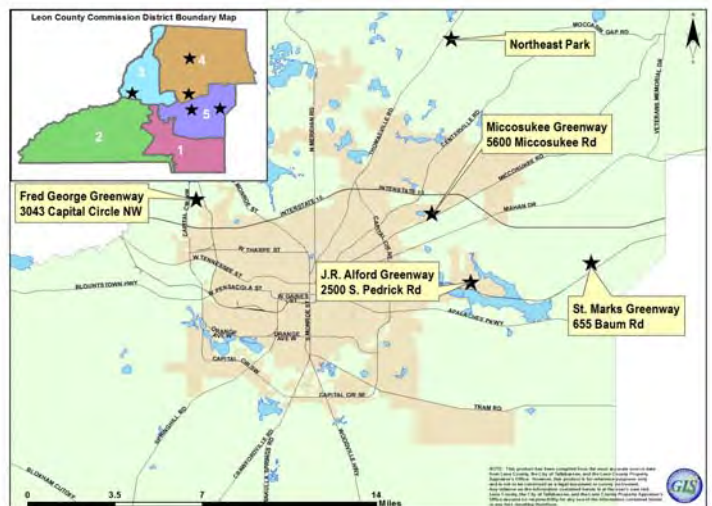
Lease Agreements between Leon County and the DEP for the sublease of lands
 J.R. Alford Greenway Management Plan (December 18, 2013)
 Miccosukee Canopy Road Greenway Management Plan (April 22, 2013)
 Fred George Greenway and Park Land Management Plan
 St. Marks Headwaters Land Management Plan
 Florida Community Trust Grant Agreements #01-152-FF1 (St. Marks - Booth I); #05-011-FF5 (St. Marks - Booth II), #04-067-FF4 (St. Marks - Copeland Sink) and #07-102-FF7 (Fred George Greenway and Park)
 Parks & Recreation Element of the Comprehensive Plan, Policy 1.1.3 and 1.1.4

Operating Budget Impact

N/A



Greenway located at J.R. Alford



J. Lee Vause Park Improvements

Dept/Div: **Parks & Recreation** Comp Plan CIE Project: **N/A**
 Project #: **043001** Capital Improvement: **N/A**
 Service Type: **Culture & Recreation** Level of Service Standard: **N/A**
 Status: **Existing Project - Carryforward** Strategic Priority: **EN2, Q1**

Project Description/Justification

This project is for staff work space and additional storage at the J. Lee Vause Park on Old Bainbridge Road. Staff is currently using a 18 x 32 pole barn that has been enclosed for storage and work space. The building has surpassed its useful life-span and the storage space is now inadequate. With the overall improvements to the park and the surrounding area, it is important to have a safe, secure location for all equipment, tools and an adequate work environment for staff to perform administrative work. Project planning and design costs were funded in FY 2016. Project permitting and construction will occur FY 2017 - FY 2018.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	122,550	0	241,800	0	0	0	0	241,800	364,350
318 Bond Series 1999 Construction	68,783	0	0	0	0	0	0	0	0	68,783
	68,783	122,550	0	241,800	0	0	0	0	241,800	433,133

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

Parks may incur an increase in utilities.



J. Lee Vause Park



J.R. Alford Greenway

Dept/Div: **Parks & Recreation**
 Project #: **045004**
 Service Type: **Culture & Recreation**
 Status: **Existing Revised Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN2, Q1**

Project Description/Justification

This project is for a trail assessment of the J.R. Alford Greenway. The purpose of the trail assessment is to determine best use and layout of existing and potential new trails and was specifically identified as Activity 6.1.3 in the adopted, 2013 J. R. Alford Greenway Land Management Plan. In addition, the County is required to develop design, access, construction, and maintenance criteria for existing and new maintained trails (Activity 6.1.4) and install location, directional, and mileage markers and other identifying signage on all trails where not currently present (Activity 6.3.3). The assessment will guide future activities and funding efforts to create a sustainable trail system that is properly signed, maintainable by the county, and is located on the land in a manner that is environmentally responsible, and serves a variety of user groups.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	110,185	140,000	0	0	0	0	0	0	0	250,185
309 Sales Tax - Extension	25,000	0	0	0	0	0	0	0	0	25,000
	135,186	140,000	0	0	0	0	0	0	0	275,186

Policy/Comprehensive Plan Information

J.R. Alford Greenway Land Management Plan, Activity 6.1.3; 6.1.4; and 6.6.3 (2013)

Operating Budget Impact

\$3,500 in annual general maintenance and repairs.

Parks may incur an increase in utilities.



J.R. Alford Greenway



Library Services Technology

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076011** Capital Improvement: **N/A**
 Service Type: **Culture & Recreation** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **Q2**

Project Description/Justification

This project is for technology improvements for Library Services. The FY 2018 budget funds several projects. The replacement of the Library's security system providing for a single solution for the main library and all branch libraries. The out year budgets contemplate general technology improvements.

Projects Include:

- \$25,000 Fort Braden Security
- \$18,000 Digitize Library Cards
- \$30,000 Digital Signage for Main Library and Branches

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	397,511	174,000	40,220	73,000	50,000	50,000	50,000	50,000	273,000	844,511
	397,511	174,000	40,220	73,000	50,000	50,000	50,000	50,000	273,000	844,511

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A

Northeast Community Park

Dept/Div: **Parks & Recreation** Comp Plan CIE Project: **N/A**
 Project #: **044001** Capital Improvement: **N/A**
 Service Type: **Culture & Recreation** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **EN2, Q1**

Project Description/Justification

This project is for the development of a community park in the northeast area of the County. Currently, there is not a County-owned park in this section of the county. The acquisition of this property was finalized in FY 2014. The project has been approved as a Tier 1 project for the proposed sales tax extension dollars funding \$10 million of the project.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	782,594	250,000	305	0	0	0	0	0	0	1,032,594
325 Bond Series 1998A Construction	16,870	0	0	0	0	0	0	0	0	16,870
	799,464	250,000	305	0	0	0	0	0	0	1,049,464

Policy/Comprehensive Plan Information

Parks & Recreation Master Plan (1997)
 Parks & Recreation Element of the Comprehensive Plan, Policy 1.1.3, 1.1.5 and 1.2.1

Operating Budget Impact

N/A



Okeeheepkee Prairie Park

Dept/Div: **Parks & Recreation**
 Project #: **043008**
 Service Type: **Culture & Recreation**
 Status: **Existing Revised Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN2, Q1**

Project Description/Justification

This project is for the construction of recreational facilities in the Okeeheepkee Prairie Park. Phase I of the park opened in November 2015. Phase II of the park consists of the design and construction of a wildlife viewing amenity and the installation of a playground.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	156,338	342,461	0	0	0	0	0	0	0	498,799
318 Bond Series 1999 Construction	526,132	0	0	0	0	0	0	0	0	526,132
	682,470	342,461	0	0	0	0	0	0	0	1,024,931

Policy/Comprehensive Plan Information

Okeeheepkee Prairie Land Management Plan (March 1999)
 Parks & Recreation Element of the Comprehensive Plan, Policy 1.1.3 and 1.1.4 and Objective 1.2

Operating Budget Impact

Phase II construction of a playground would have minimal to no additional operating costs.



Okeeheepkee Prairie Park



Parks Capital Maintenance

Dept/Div:	Parks & Recreation	Comp Plan CIE Project:	N/A
Project #:	046001	Capital Improvement:	N/A
Service Type:	Culture & Recreation	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	EN2, Q1

Project Description/Justification

This project includes \$360,000 per year for the maintenance and replacement of equipment at all countywide parks including, but not limited to fencing, safety corrections on equipment, paving and parking lot improvements, facility signs, maintenance, irrigation, turf management, as well as tennis and basketball court maintenance. This project allows Parks and Recreation staff to quickly address unexpected safety issues as they are identified.

Two additional projects were identified in the FY 2012 active parks needs analysis; a baseball field at the Daniel B. Chaires Park and a concession/comfort station at Canopy Oaks Park. \$560,000 budgeted for FY 2018 is a combination of \$325,000 for standard, larger-scale maintenance projects including, but not limited to sidewalk projects, signage, lighting, and score boards; \$35,000 for a signature landscape feature at Pedrick Pond Park; another \$200,000 is for the Chaires baseball field.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	2,787,877	2,501,184	60,489	560,000	360,000	360,000	360,000	360,000	2,000,000	7,289,061
	2,787,877	2,501,184	60,489	560,000	360,000	360,000	360,000	360,000	2,000,000	7,289,061

Policy/Comprehensive Plan Information

Parks & Recreation Master Plan (1997)
 Parks & Recreation Element of the Comprehensive Plan, Policy 1.1.3

Operating Budget Impact

N/A

St. Marks Headwaters Greenway

Dept/Div: **Parks & Recreation**
 Project #: **047001**
 Service Type: **Culture & Recreation**
 Status: **Existing Revised Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN2, Q1**

Project Description/Justification

This project is for the construction of a parking lot, trail systems (including those conducive to equestrian use), boardwalks, viewing areas, and shelters to comply with the State Management Plan and Florida Communities Trust grant requirements.

In FY 2012, \$1,510,954 in funding was provided from the Blueprint 2000 80% share of the Sales Tax Extension to complete this project.

Phase I, the trail head on Baum Road and about 3 miles of trail was completed in FY17. Phase II, consists of the larger trail head on Buck Lake Road, three spans of boardwalk with observation platforms, a permanent restroom facility, playground, and trails. Adequate funding exists for Phase I, and additional funding is currently being considered by the BP 2000 Intergovernmental Agency (IA) for Phases II and III.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
125 Grants	150,685	1,355,482	6,530	0	0	0	0	0	0	1,506,167
305 Capital Improvements	286,340	103,334	15,045	0	0	0	0	0	0	389,674
309 Sales Tax - Extension	50,000	0	0	0	0	0	0	0	0	50,000
	487,025	1,458,816	21,575	0	0	0	0	0	0	1,945,841

Policy/Comprehensive Plan Information

St. Marks Headwaters Greenway Management Plan approved by the Florida Communities Trust.

Florida Communities Trust Grant Agreements: #01-152-FF1 (St. Marks - Booth I), #05-011-FF5 (St. Marks - Booth II), #04-067-FF4 (St. Marks - Copeland Sink)
 Parks and Recreation Element of the Comp Plan Policy 1.1.3, 1.1.4.

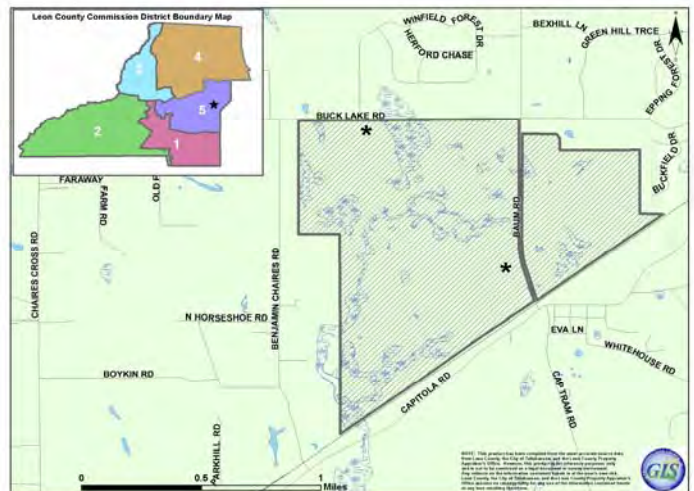
Operating Budget Impact

Funding Source	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned
140 Municipal Service	15,000	15,000	15,000	15,000	15,000
	15,000	15,000	15,000	15,000	15,000

When the facility comes on-line, it will have a \$15,000 annual impact on the Parks and Recreation operating budget related contractual services for invasive plant control and port-a-let rentals. An additional impact is related to a Park Attendant position estimated at \$49,215. The funding and operating impacts for vehicles associated with this position are contemplated under the New Parks/Greenways Vehicles and Equipment CIP.



St. Marks Headwaters Greenway



Woodville Community Park

Dept/Div: **Parks & Recreation**
 Project #: **041002**
 Service Type: **Culture & Recreation**
 Status: **Existing Revised Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN2, Q1**

Project Description/Justification

This project is for the addition of a restroom/concession facility and the renovation/expansion of the existing restroom and concession stands at J. Lewis Hall, Sr., Woodville Park, and Recreation Complex; and for construction of the basketball courts.

Renovations to the existing restroom were completed in FY 2017. In FY 2018, funds allocated are for refurbishing the basketball courts. The courts were resurfaced in 2011, but extreme cracking has again occurred. The basketball courts need full reconstruction.

Strategic Initiative

N/A

Financial Summary

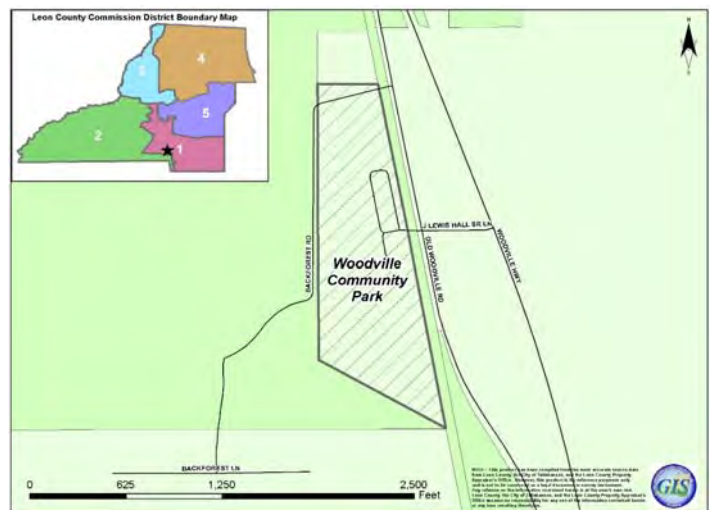
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
125 Grants	112,500	0	0	0	0	0	0	0	0	112,500
305 Capital Improvements	123,194	513,146	126,876	80,450	110,000	0	0	0	190,450	826,790
309 Sales Tax - Extension	159,402	0	0	0	0	0	0	0	0	159,402
325 Bond Series 1998A Construction	33,238	0	0	0	0	0	0	0	0	33,238
	428,335	513,146	126,876	80,450	110,000	0	0	0	190,450	1,131,931

Policy/Comprehensive Plan Information

Parks & Recreation Master Plan (May 1997)
 Parks & Recreation Element of the Comprehensive Plan, Policy, 1.1.3



Woodville Community Park



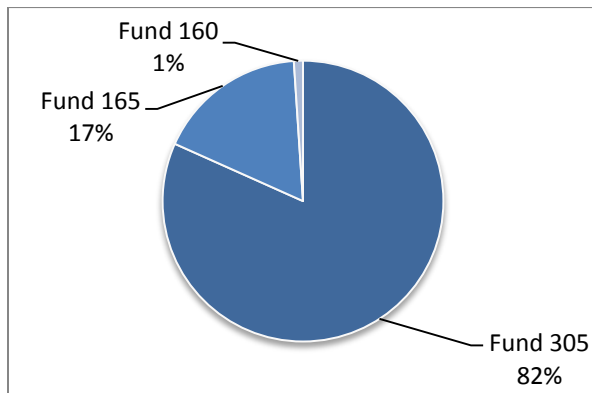
Overview

The General Government section contains capital improvement projects designed to facilitate the provision of services by the legislative and administrative branches of Leon County government. Major General Government capital projects funded in FY 2017 include Leon County Courthouse Annex, General Vehicles and Equipment Replacements, and Courthouse Repairs.

Funding Sources

Chart 25.5 illustrates that 82% (\$3,524,002) of the FY 2018 General Government capital improvement budget is funded by the Capital Improvements Fund (Fund 305). The County Government Annex Fund (Fund 165) is funding 17% (\$745,000) of the General Government budget for improvements of that facility. The Tourism Development Fund (Fund 160) will fund 1% (\$45,000) for improvements to the Welcome Center.

**Chart 25.5
FY 2018 General Government Projects
By Funding Source**



Managing Divisions

Table 25.9 shows Facilities Management and Management Information will both manage 36% of the general government capital improvement projects for FY 2018. Engineering, Fleet Management, and various other departments will manage the remaining 29% of the FY 2018 general government projects.

**Table 25.9
FY 2018 General Government Projects
By Managing Division**

Managing Division	# of Projects	FY 2018 Budget
Engineering	3	285,815
Facilities Management	10	2,414,037
Fleet Management	3	244,800
Management Information	10	1,369,350
Miscellaneous	2	0
Total	28	4,314,002

Operating Budget Impacts

Table 25.10 shows the estimated impacts that some General Government projects have on the operating budget. Impacts are shown in the fiscal year that they are anticipated to begin as well as the out-years that are affected by additional operating costs. These impacts are only estimates and are subject to change.

**Table 25.10
General Government Operating Budget Impacts**

Project	Project #	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate	FY 2020 Estimate	FY 2021 Estimate
Building General Maintenance and Renovations	086079	3,500	3,500	3,500	3,500	3,500
Building Roofing Repairs and Replacements	086076	500	500	500	500	500
County Compute Infrastructure	076008	38,000	38,000	38,000	38,000	38,000
Mobile Devices	076042	10,800	21,600	32,400	43,200	54,000
New General Vehicle & Equipment	026018	3,209	3,209	3,209	3,209	3,209
Serenity Cemetery Expansion	091002	-	-	2,000	2,300	2,000
Total		\$56,009	\$66,809	\$79,609	\$90,709	\$101,209

Leon County Fiscal Year 2018 – 2022 Capital Improvement Program

General Government Index

Page	Project	#	Life to Date FY 2016	Adj Bud FY 2017	FY 2018 Budget	FY18 - FY22 Total	Project Total
25-35	Architectural & Engineering Services	086011	454,475	60,000	60,000	300,000	814,475
25-36	Building General Maintenance and Renovations	086079	-	-	110,000	120,000	120,000
25-37	Building Infrastructure and Improvements	086078	-	-	308,655	971,260	971,260
25-38	Building Mechanical Repairs and Improvements	086077	-	-	1,019,642	4,788,074	4,788,074
25-39	Building Roofing Repairs and Replacements	086076	-	-	75,740	895,740	895,740
25-40	Capital Grant Match Program	096019	-	81,205	-	-	81,205
25-41	Common Area Furnishings	086017	404,804	30,000	30,000	150,000	584,804
25-42	County Compute Infrastructure	076008	2,951,986	513,687	550,000	2,750,000	6,215,673
25-43	Courthouse Renovations	086027	8,753,766	429,627	225,815	446,822	9,630,215
25-44	Courthouse Security	086016	400,944	20,000	20,000	100,000	520,944
25-45	Courtroom Minor Renovations	086007	620,326	60,000	60,000	300,000	980,326
25-46	Courtroom Technology	076023	1,475,540	335,666	132,000	660,000	2,471,206
25-47	E-Filing System for Court Documents	076063	20,492	249,813	-	250,000	520,305
25-48	Financial Hardware and Software	076001	356,028	240,378	125,000	225,000	821,406
25-49	Fleet Management Shop Equipment	026010	177,893	50,000	50,000	50,000	277,893
25-50	General Vehicle/Equipment Replacement*	026003	4,117,438	849,892	169,000	1,532,000	6,499,330
25-51	Lake Jackson Town Center	083002	543,801	242,775	-	50,000	836,576
25-52	Leon County Government Annex	086025	25,198,869	776,567	745,000	2,367,500	28,342,936
25-53	Mobile Devices	076042	833,384	43,477	25,000	125,000	1,001,861
25-54	New General Vehicle & Equipment	026018	49,872	66,000	25,800	25,800	141,672
25-55	Public Defender Technology	076051	594,436	87,679	50,000	170,000	852,115
25-56	Records Management	076061	230,487	144,909	50,000	250,000	625,396
25-57	Serenity Cemetery Expansion	091002	-	-	-	100,000	100,000
25-58	State Attorney Technology	076047	450,634	30,000	70,000	190,000	670,634
25-59	Supervisor of Elections Technology	076005	718,499	102,526	67,350	167,350	988,375
25-60	User Computer Upgrades	076024	8,051,829	319,303	300,000	1,500,000	9,871,132
25-61	Voting Equipment Replacement	096028	12,000	94,000	-	100,000	206,000
25-62	Welcome Center Improvements	086065	92,812	41,300	45,000	45,000	179,112
General Government Total			56,510,315	4,868,804	4,314,002	18,629,546	80,008,665

The Capital Improvement projects highlighted are fully funded in FY 2017. It is anticipated that these projects will be carryforward into the next fiscal year.

Architectural & Engineering Services

Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A
Project #:	086011	Capital Improvement:	N/A
Service Type:	General Government	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	G2, G5

Project Description/Justification

This project is for architectural and engineering services that occur routinely throughout the year and are necessary to insure the safety and consistency of operations in County buildings. Routine operating maintenance of County buildings occasionally involves the discovery of structural deterioration and mechanical or electrical failures that warrant an immediate investigative action and proposed course to solution.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	454,475	60,000	6,937	60,000	60,000	60,000	60,000	60,000	300,000	814,475
	454,475	60,000	6,937	60,000	60,000	60,000	60,000	60,000	300,000	814,475

Policy/Comprehensive Plan Information

Florida Statutes 479, 480, 481 and 489 - compliance with licensing requirements for certain classes of planning and design activity.

Operating Budget Impact

N/A

Building General Maintenance and Renovations

Dept/Div: **Facilities Management** Comp Plan CIE Project: **N/A**
 Project #: **086079** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **New Project** Strategic Priority: **G2**

Project Description/Justification

As part of the FY 2018 budget process and to provide for greater project efficiencies, this new project consolidates several General Maintenance and Renovations projects into one project. Funding will be used to proactively mitigate any potential deterioration of County buildings. Historically, a separate capital project was developed for each individual facility and the anticipated costs for equipment replacement was included as part of the five year CIP. Funding for these new projects is prioritized based upon which component(s) are in most need of replacement.

FY 2018: \$110,000 - Office of Resource Stewardship (ORS) Retaining Wall; Roberts & Stevens Health Department Retaining Wall
 FY 2020: \$ 10,000 - Agriculture Co-op Center Auditorium.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	0	0	110,000	0	10,000	0	0	120,000	120,000
	0	0	0	110,000	0	10,000	0	0	120,000	120,000

Policy/Comprehensive Plan Information

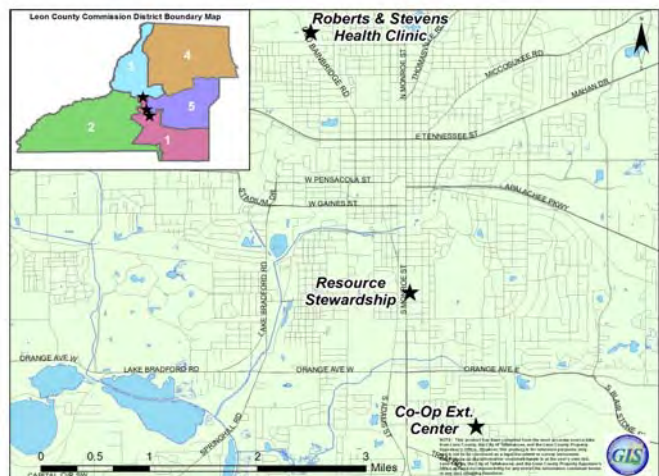
Operating Budget Impact

Funding Source	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned
001 General Fund	3,500	3,500	3,500	3,500	3,500
	3,500	3,500	3,500	3,500	3,500

This Operating impact of \$3,500 annually is for a potential increase in maintenance and repairs for various incidentals associated with Facilities Management's 5-year replacement plan for Public Works mechanical equipment which was installed in 1988 and is nearing its useful life.



Building General Maintenance



Building Infrastructure and Improvements

Dept/Div: **Facilities Management**
 Project #: **086078**
 Service Type: **General Government**
 Status: **New Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **G2**

Project Description/Justification

As part of the FY 2018 budget process and to provide for greater cost savings and project efficiencies, this new project consolidates Infrastructure and Maintenance Improvements into one project. Historically, a separate capital project was developed for each individual facility and the anticipated costs for equipment replacement was included as part of the five year CIP. Funding for these new projects is prioritized based upon which component(s) are in most need of replacement.

FY 2018: Amtrak Renovations; Pre-Fab Restrooms (Ben Stoutamire); Tharpe Street Storage Facility Sprinkler System; Parking Lot Stripping, Repairs, Gates and Ticket Readers.

Other projects scheduled for FY 2019 – FY 2022 include: Courthouse ADA Restrooms; Pre-Fab Restrooms (Lake Munson); Cooperative Extension; Kate Ireland Park; and Miccosukee Community Center.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	0	0	308,655	20,000	320,000	132,605	190,000	971,260	971,260
	0	0	0	308,655	20,000	320,000	132,605	190,000	971,260	971,260

Policy/Comprehensive Plan Information

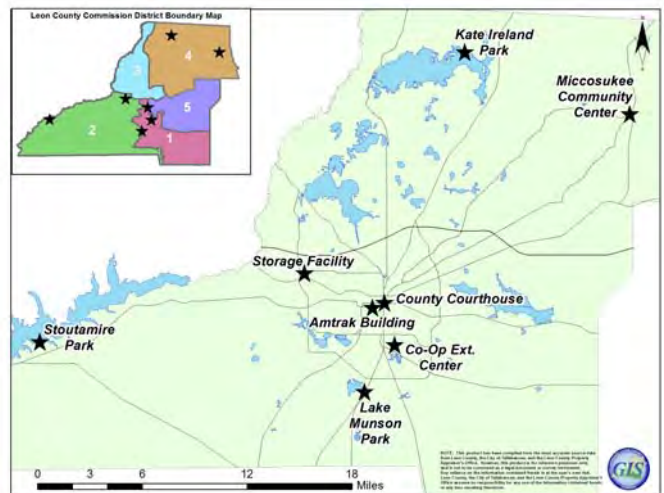
N/A

Operating Budget Impact

N/A



Building Infrastructure and Improvements



Building Mechanical Repairs and Improvements

Dept/Div: **Facilities Management**
 Project #: **086077**
 Service Type: **General Government**
 Status: **New Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **G2**

Project Description/Justification

As part of the FY 2018 budget process and to provide for greater project efficiencies, this new project consolidates all Mechanical Related Repairs and Improvements into one project consisting of the following:

FY 2018: Courthouse Switchgears; Courthouse Air Handling Unit (AHU) 1, Courthouse Variable Air Volume (VAV) Boxes; Courthouse Prisoner Elevator; Unanticipated Direct Expansion (DX) Units (used to cool air located inside a building using a condensed refrigerant); Main Library Air Handling Unit (AHU) 1, 5, 6 and 7; Main Library Variable Air Volume; and the Main Library Outdoor Elevator.

FY 2019 – FY 2022: Other Projects include, Main Library Chiller; Main Library AHU 2, 3, 4; Courthouse AHU 2, 3, 4, 5, Remote Terminal Units (RTU) 1 and 2; Main Health Department A/H-18 Units; Main Library Back Elevator; and Public Works Elevator.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	0	0	1,007,992	968,554	835,551	1,151,289	863,038	4,826,424	4,826,424
	0	0	0	1,007,922	968,554	835,551	1,151,289	863,038	4,826,424	4,838,424

Policy/Comprehensive Plan Information

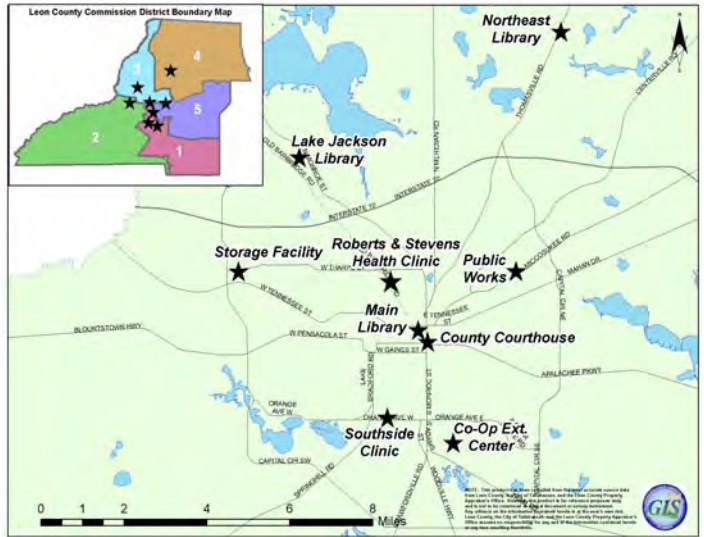
N/A

Operating Budget Impact

N/A



Building Mechanical Repairs and Improvements



Building Roofing Repairs and Replacements

Dept/Div: **Facilities Management** Comp Plan CIE Project: **N/A**
 Project #: **086076** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **New Project** Strategic Priority: **G2**

Project Description/Justification

As part of the FY 2018 budget process and to provide for greater project efficiencies, this new project consolidates all roofing related repairs for the County into one project. Roofing Repairs and Replacements will mitigate any potential deterioration of the building infrastructure.

FY 2018: \$75,740 - Chaires Community Center Roof; Northeast Library Gutters; Eastside Library Roof and Gutters
 FY 2019: \$400,000 - Courthouse Main Roof
 FY 2021: \$420,000 - Southside Health Department Clinic Roof; Courthouse Main Roof

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	0	0	75,740	400,000	0	420,000	0	895,740	895,740
	0	0	0	75,740	400,000	0	420,000	0	895,740	895,740

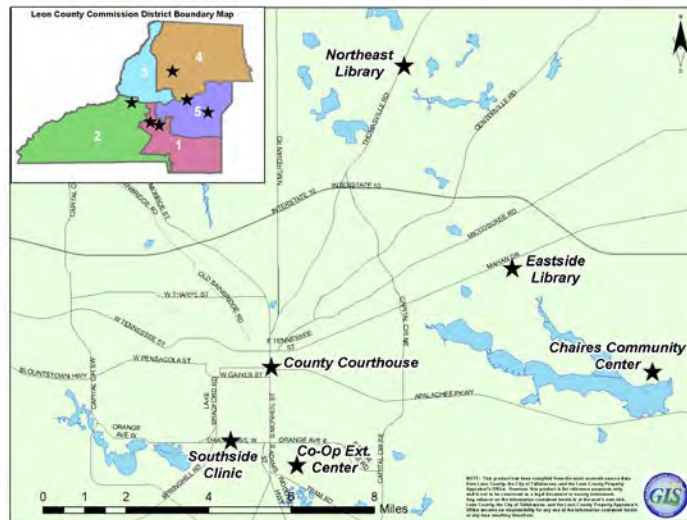
Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

Funding Source	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned
001 General Fund	500	500	500	500	500
	500	500	500	500	500

This project contemplates a \$500 annual operating impact for repairs and maintenance associated with inspecting and maintaining roofs after major repairs or replacements.



Capital Grant Match Program

Dept/Div:	Miscellaneous	Comp Plan CIE Project:	N/A
Project #:	096019	Capital Improvement:	N/A
Service Type:	General Government	Level of Service Standard:	N/A
Status:	Existing Project - Carryforward	Strategic Priority:	G5

Project Description/Justification

This project originally provided matching grant funds for the American Recovery and Reinvestment Act (ARRA) of 2009. The County actively monitored the ARRA, as well as coordinated with regional partners to identify possible projects for funding consideration. On April 21, 2009, the Board accepted a status report on the ARRA and provided funding for additional lobbying efforts to gain grant funding.

Subsequently, this project was amended during the June 22, 2010 budget workshop to fund capital projects such as Transportation and Stormwater Improvements and equipment for the Public Works Department. Initially, \$355,600 was appropriated to strengthen the County's position when trying to leverage state and federal funds. The funds have since been drawn down for grant matches. Any remaining funds available at the end of FY 2017 will be carried forward for future grants needing match funding.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	81,205	0	0	0	0	0	0	0	81,205
	0	81,205	0	0	0	0	0	0	0	81,205

Policy/Comprehensive Plan Information

American Recovery and Reinvestment Act of 2009: Matching grant funds

Operating Budget Impact

N/A

Common Area Furnishings

Dept/Div: **Facilities Management** Comp Plan CIE Project: **N/A**
 Project #: **086017** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **G2, G5**

Project Description/Justification

This project is for the renewal and replacement of common area furnishings at all major County buildings which include but will not be limited to freestanding and modular components with coordinating tables. In FY18 this project will update the common furnishings in the main corridor in the jury pool area.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	404,804	30,000	8,462	30,000	30,000	30,000	30,000	30,000	150,000	584,804
	404,804	30,000	8,462	30,000	30,000	30,000	30,000	30,000	150,000	584,804

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A



Common Area Furnishings at the newly renovated Department of Development Support & Environmental Management (DSEM) lobby

County Compute Infrastructure

Dept/Div:	Management Information Services	Comp Plan CIE Project:	N/A
Project #:	076008	Capital Improvement:	N/A
Service Type:	General Government	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	G2

Project Description/Justification

As part of the FY 2018 budget process, projects #076004 (Digital Phone System), #076008 (File Serve Maintenance), and #076018 (Network Backbone Upgrade) were combined and re-titled to County Compute Infrastructure to provide for greater project efficiencies. The combined project scope for these projects is as follows:

File Server Maintenance: Replacement of file servers for planned obsolescence and standardization. Consolidation and upgrading of servers is an ongoing process to sustain desktop and communication functionalities and specialized applications for County staff and services. Upgrading of servers improves performance and reliability of systems and backup solutions. In addition, a virtualization solution for file servers is used to improve support of applications, test environments, and maintenance, as previously described. The virtualization minimizes space requirements and reduces energy costs in the data center, maximizes technical staff resources, and provides for disaster recovery and business continuity of services.

Digital Phone System: Incidental replacements of phones for the enterprise phone system supporting the Board and Constitutinals.

Network Backbone Upgrade: Continual maintenance and upgrading of the network connectivity of County offices to provide uninterrupted service with high speed and increased bandwidth to support existing and growing applications requiring graphics and document images. Redundant links to critical offices will continue to be implemented each year to prepare for disaster recovery and business continuity needs. The addition of security audit and managed services for security breaches and remediation will provide a proactive and comprehensive plan to defend against and respond to cyber threats.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	2,951,986	513,687	505,223	550,000	550,000	550,000	550,000	550,000	2,750,000	6,215,673
	2,951,986	513,687	505,223	550,000	550,000	550,000	550,000	550,000	2,750,000	6,215,673

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

Digital Phone System: The Clerk's Office will have an annual \$38,000 maintenance and usage cost FY 2018 - FY 2022.

Courthouse Renovations

Dept/Div: **Facilities Management** Comp Plan CIE Project: **N/A**
 Project #: **086027** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **Existing Project - Carryforward** Strategic Priority: **G2**

Project Description/Justification

This project funds renovations in the Leon County Courthouse building. This project includes minor renovations to the former Office of Intervention & Detention Alternatives space to accommodate additional space and personnel needs for the State Attorney's Office, and to the Refuge House area to provide better accessibility for employees and citizens.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	1,914,890	429,627	2,400	225,815	101,007	40,000	40,000	40,000	446,822	2,791,339
311 Bond Series 2003A & 2003B Construction	436,166	0	0	0	0	0	0	0	0	436,166
320 Bond Series 2005 Construction	6,402,710	0	0	0	0	0	0	0	0	6,402,710
	8,753,766	429,627	2,400	225,815	101,007	40,000	40,000	40,000	446,822	9,630,215

Policy/Comprehensive Plan Information

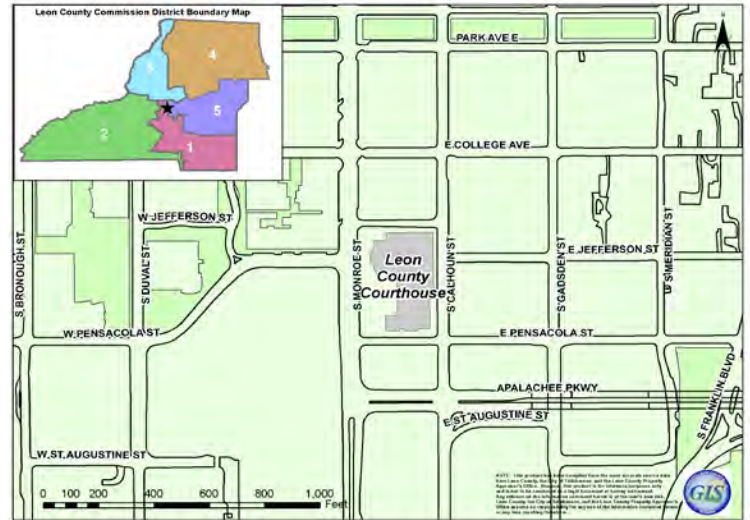
N/A

Operating Budget Impact

N/A



Leon County Courthouse



Courthouse Security

Dept/Div: **Facilities Management**
 Project #: **086016**
 Service Type: **General Government**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **Q3**

Project Description/Justification

This project is for the repair and replacement of the security system throughout the Courthouse. The current security system was installed in February 2001, and some of the equipment, such as DVRs, cameras, monitors and x-ray machines are showing signs of needing to be replaced. The anticipated life expectancy of the equipment is varied as some pieces have been replaced sporadically and others are starting to show signs of wear and tear, such as images burned into monitors and camera displaying unclear pictures. This project also includes the addition of any new equipment, such as cameras, panic buttons, DVRs, etc.

FY 2018 this project will update and replace two antiquated x-ray machines at both main entrances to the Courthouse.

Strategic Initiative

N/A

Financial Summary

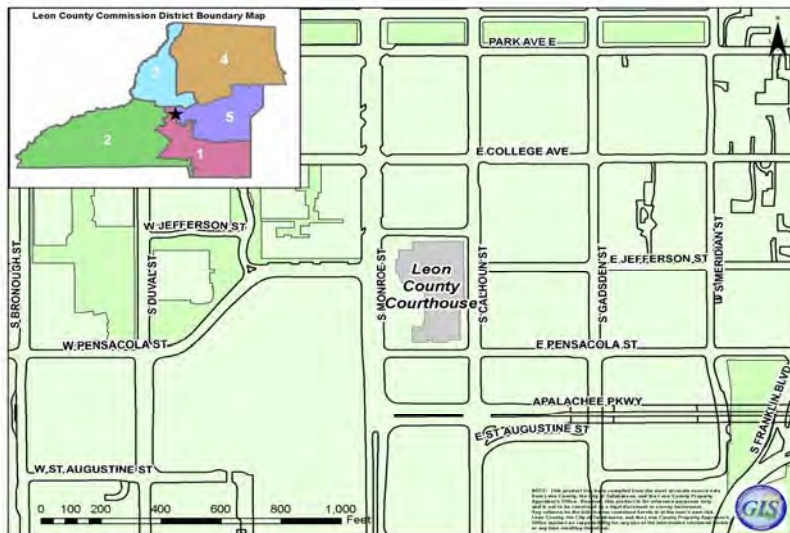
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
110 Fine and Forfeiture	17,144	0	0	0	0	0	0	0	0	17,144
305 Capital Improvements	383,800	20,000	12,372	20,000	20,000	20,000	20,000	20,000	100,000	503,800
	400,944	20,000	12,372	20,000	20,000	20,000	20,000	20,000	100,000	520,944

Policy/Comprehensive Plan Information

Florida Statute 29.008; Section 14, Article V of the State Constitution - Counties are required to fund the cost of security of facilities for the circuit and county courts, public defenders' offices, state attorneys' offices, guardian ad litem offices, and the offices of the clerks of the circuit and county courts performing court-related functions.

Operating Budget Impact

N/A



Courtroom Minor Renovations

Dept/Div: **Facilities Management**
 Project #: **086007**
 Service Type: **General Government**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **G2, G5**

Project Description/Justification

This project is a five year plan for items such as: bench replacements, cosmetic upgrades, reupholstering of jury chairs, new attorney tables, witness stands, minor office renovations and restroom alterations for courtrooms on the second and third floor northwest wing of the Courthouse.

Project Schedule:

The FY 2018 budget is for Courtroom 2E and 2F - furnishings, paint, carpet, and jury chairs. It also includes furnishings for three ante rooms and other minor renovations.

The FY 2019 budget is for Courtroom 3F - furnishings, paint, carpet, and jury chairs. It also includes furnishings for four ante-rooms, and other minor renovations.

The FY 2020 thru FY 2022 budgets are scheduled for various courtrooms and other minor renovations.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	620,326	60,000	30,534	60,000	60,000	60,000	60,000	60,000	300,000	980,326
	620,326	60,000	30,534	60,000	60,000	60,000	60,000	60,000	300,000	980,326

Policy/Comprehensive Plan Information

Florida Statutes, Chapter 29.08. County funding of court-related functions. Counties are required by s. 14, Article V of the State Constitution to fund facility, maintenance, and equipment & furnishings costs.

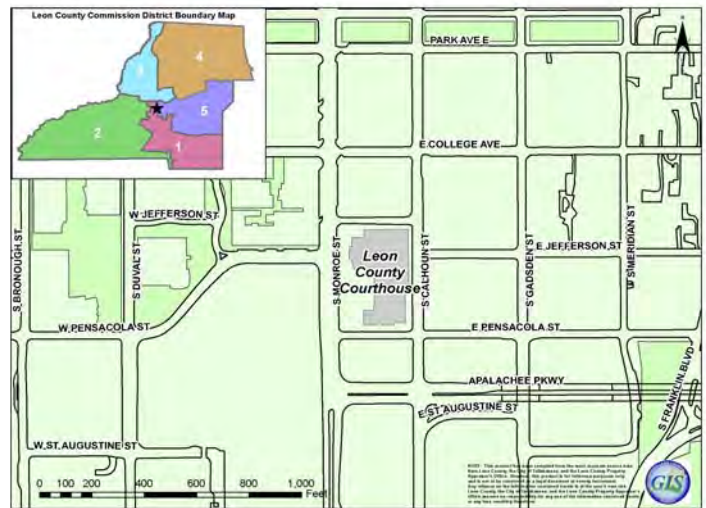
Article V (HB 113A of the 2003 legislation and SB 2960 of the 2004 session) - designation of courtroom space as a County responsibility.

Operating Budget Impact

N/A



Courtroom Minor Renovations



Courtroom Technology

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076023** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **G2**

Project Description/Justification

This project is for technology needs for the courtrooms such as sound system replacements, computers, and other technology needs of the Judiciary and Court Administration. The FY 2018 budget also includes copy equipment, as Article V now requires counties to cover the costs of copier expenses. The FY 2018 and the out-year budgets (FY 2019 - FY 2022) include funding for the maintenance of technology equipment and refreshes of sound equipment in the courtrooms.

Strategic Initiative

N/A

Financial Summary

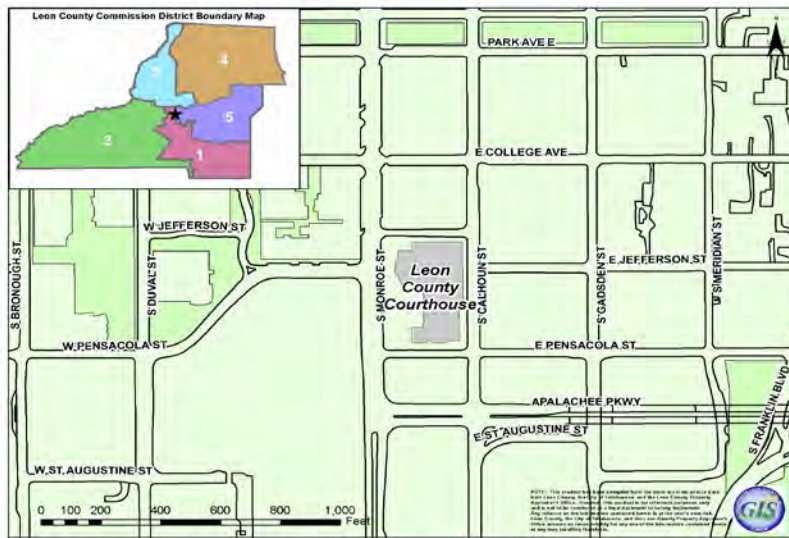
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	1,355,559	335,666	8,850	132,000	132,000	132,000	132,000	132,000	660,000	2,351,225
318 Bond Series 1999 Construction	119,981	0	0	0	0	0	0	0	0	119,981
	<u>1,475,540</u>	<u>335,666</u>	<u>8,850</u>	<u>132,000</u>	<u>132,000</u>	<u>132,000</u>	<u>132,000</u>	<u>132,000</u>	<u>660,000</u>	<u>2,471,206</u>

Policy/Comprehensive Plan Information

Florida Statute 29.008 - designates courtroom space and associated technology as a county responsibility

Operating Budget Impact

N/A



E-Filing System for Court Documents

Dept/Div:	Management Information Services	Comp Plan CIE Project:	N/A
Project #:	076063	Capital Improvement:	N/A
Service Type:	General Government	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	G1

Project Description/Justification

This project is for the electronic filing (e-filing) system for Court Administration, State Attorney, and Public Defender. According to legislative mandate, each office is to develop and implement a process by which the e-filing of court documents can be administered.

The project cost consists of systematic software updates in FY 2019 and FY 2021.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	20,492	249,813	0	0	125,000	0	125,000	0	250,000	520,305
	20,492	249,813	0	0	125,000	0	125,000	0	250,000	520,305

Policy/Comprehensive Plan Information

During the 2011 Legislative Session, the House and Senate passed SB170 which requires the State Attorney and Public Defender to electronically file court documents with the Clerk of Court. Article V of the Florida Constitution requires counties to fund technology needs for the State Attorney, Public Defender, and offices of the Clerk of the Circuit and County Courts performing court-related functions.

Operating Budget Impact

N/A

Financial Hardware and Software

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076001** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **G2**

Project Description/Justification

This project is for the purchase of financial hardware, training, and software technology. The FY 2018 budget funds consulting services for refreshment of the County Enterprise Resource Planning System (Banner), the purchase of an enterprise i-payables solution to be integrated into Banner, and a security solution for access to Banner. This funding also includes services for Affordable Care Act (ACA) reporting.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	356,028	240,378	21,512	125,000	25,000	25,000	25,000	25,000	225,000	821,406
	356,028	240,378	21,512	125,000	25,000	25,000	25,000	25,000	225,000	821,406

Policy/Comprehensive Plan Information

Leon County Policy No. 92-4: Accounting and Reporting
 Leon County Policy No. 93-44: Fiscal Planning

Operating Budget Impact

N/A

Fleet Management Shop Equipment

Dept/Div: **Fleet Management**
 Project #: **026010**
 Service Type: **General Government**
 Status: **Existing Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **G2**

Project Description/Justification

This project is for the replacement of Fleet Management Shop equipment as needed. Funding for FY 2018 will be used for replacement of fuel pumps.

Strategic Initiative

N/A

Financial Summary

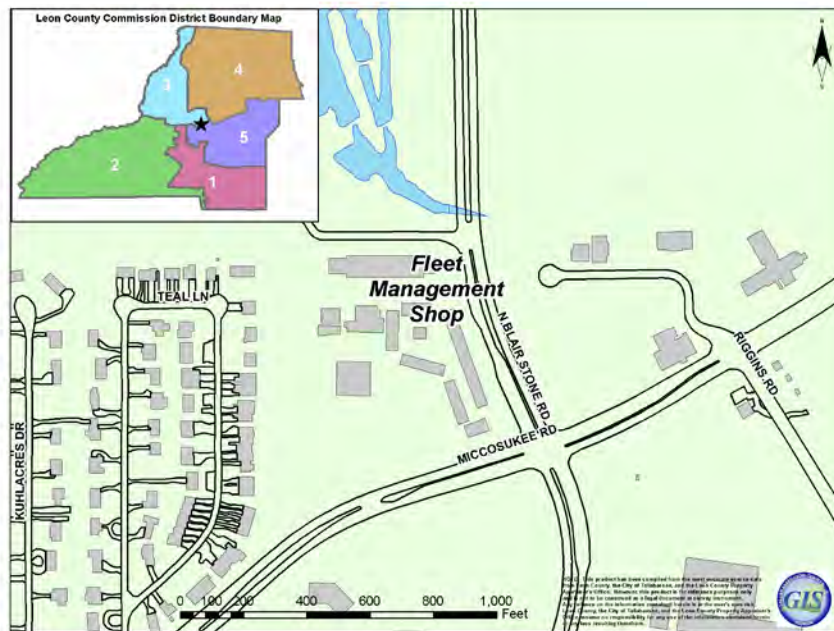
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	177,893	50,000	42,071	50,000	0	0	0	0	50,000	277,893
	177,893	50,000	42,071	50,000	0	0	0	0	50,000	277,893

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A



Lake Jackson Town Center

Dept/Div: **Facilities Management**
 Project #: **083002**
 Service Type: **General Government**
 Status: **Existing Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **Q5, Q6**

Project Description/Justification

As part of the FY 2018 budget process, Project #083002 (Lake Jackson Town Center) will be consolidated under Project#086077 (Building Mechanical Repairs and Replacements) for greater project efficiencies. FY 2018 funding is for the Lake Jackson Differential Pressure Switch. This project is for minor tenant improvements.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
166 Huntington Oaks Plaza	536,925	174,650	0	11,650	0	0	0	0	11,650	723,225
305 Capital Improvements	6,875	68,125	0	0	0	0	0	0	0	75,000
	543,800	242,775	0	11,650	0	0	0	0	11,650	798,225

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A



Leon County Government Annex

Dept/Div: **Facilities Management** Comp Plan CIE Project: **N/A**
 Project #: **086025** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **Existing Project - Carryforward** Strategic Priority: **EC1**

Project Description/Justification

This project is for renovations, mechanical and electrical upgrades, and safety improvements to the Leon County Government Annex building on Calhoun Street. These major maintenance and repair projects and building improvements will assist the County in potentially drawing new tenants to the vacant spaces within the building. Scheduled improvements are as follows:

FY 2018

Replace air handlers on 5th floor, renovate restrooms on 4th floor, minor refresh and update of the landscaping of the property, additional switchgears, reconfiguration of space, and general building maintenance and repairs.

FY 2019

Renovate restrooms on 5th floor, replace an antiquated boiler system with a more energy efficient boiler system, major refresh and update of the landscaping of the property, and general building maintenance and repairs.

FY 2020

Replace the second antiquated boiler system with a more energy efficient boiler system and general building maintenance and repairs.

FY 2021

Replace air handler on 6th floor and general building maintenance and repairs.

FY 2022

Update freight elevator and general building maintenance and repairs.

Strategic Initiative

N/A

Financial Summary

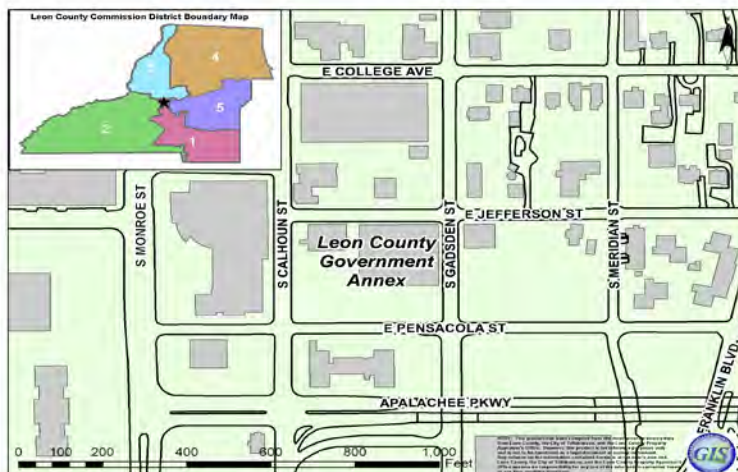
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
165 County Government Annex	5,032,906	776,567	97,683	745,000	417,500	285,000	535,000	385,000	2,367,500	8,176,973
305 Capital Improvements	622,134	0	0	0	0	0	0	0	0	622,134
311 Bond Series 2003A & 2003B Construction	16,924,203	0	0	0	0	0	0	0	0	16,924,203
318 Bond Series 1999 Construction	2,619,626	0	0	0	0	0	0	0	0	2,619,626
	25,198,869	776,567	97,683	745,000	417,500	285,000	535,000	385,000	2,367,500	28,342,936

Policy/Comprehensive Plan Information

Florida Statute 29.008(A) - designation of facilities for all Court related functions as a county responsibility

Operating Budget Impact

N/A



Mobile Devices

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076042** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **G2**

Project Description/Justification

As part of the FY 2018 budget process, projects #076042 (Work Order Management) and #076055 (Growth & Environmental Management Technology) were combined and re-titled to Mobile Devices.

This project funds mobile access to County worker order systems. For the next several years, field operations will adopt mobile access to their work order systems allowing for data entry and access in the field for efficiency and process improvements. Anticipated schedule for the rollouts of hand held devices:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Facilities Management	2	0 0 0			0
Public Works	5	5 5 5			5
Animal Control	6	0 0 0			0
Other Departments as Required	7	15	15	15	15
Total	20	20	20	20	20

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	586,636	43,477	26,186	25,000	25,000	25,000	25,000	25,000	125,000	755,113
306 Transportation Improvements	246,747	0		0 0	0		0 0		0 0	246,747
	833,384	43,477	26,186	25,000	25,000	25,000	25,000	25,000	125,000	1,001,861

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

This project has an annual impact on the Management Information Services division's budget related to data plans for the mobile devices. These impacts are subsequently charged to the applicable department's operating impact related to communications. The estimated cost for each additional 20 mobile devices is \$10,800. The following are the estimated new impacts anticipated to begin in FY 2018:

An additional \$10,800 each year in internet connectivity plan fees for 20 additional users for a total of \$54,000 in FY 2022.

Public Defender Technology

Dept/Div:	Management Information Services	Comp Plan CIE Project:	N/A
Project #:	076051	Capital Improvement:	N/A
Service Type:	General Government	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	G2

Project Description/Justification

This project is for technology needs for the Public Defender's Office. FY 2018 budget includes additional \$20,000 funding for services to integrate their case management software to JIS/STAC and annual allocation for technology needs. STAC is the State Attorney's case management software. Integration to JIS, which is the criminal case management system for Leon County, allows for case information to auto-populate within STAC and allow updates within STAC to flow back to JIS so that others in the justice community have access to shared information in one place.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	182,466	87,679	77,490	50,000	30,000	30,000	30,000	30,000	170,000	440,145
	182,466	87,679	77,490	50,000	30,000	30,000	30,000	30,000	170,000	440,145

Policy/Comprehensive Plan Information

Article V - legislation requiring counties to fund technology needs for the Public Defender's Office.

Operating Budget Impact

N/A

Records Management

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076061** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **Closed Project** Strategic Priority: **G1**

Project Description/Justification

This project was for the development of a records management strategy and implementation plan for information storage, management, and recovery for County departments. As of FY 2018, this project will be used for Microsoft Office (MS) 365 productivity software and service implementation.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	230,487	144,909	0	50,000	50,000	50,000	50,000	50,000	250,000	625,396
	230,487	144,909	0	50,000	50,000	50,000	50,000	50,000	250,000	625,396

Policy/Comprehensive Plan Information

The State of Florida dictates the retention of records and requires the transparency of data through the Sunshine Law. Establishment of a records management strategy and implementation plan will support the County government in complying with the State requirements.

Operating Budget Impact

N/A

Serenity Cemetery Expansion

Dept/Div: **Engineering Services**
 Project #: **091002**
 Service Type: **General Government**
 Status: **New Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **Q4**

Project Description/Justification

The number of burial plots available at the Leon County Serenity Cemetery is anticipated to soon be exhausted if no improvements are made. Additional plots, access and stormwater improvements will need to be constructed on site to provide the same level of service in future years. This project entails site clearing, road construction, fencing, and stormwater conveyance at the cemetery.

Approximately 2.0 acres of the 8.7 acres of the Serenity Cemetery is currently being used, the remaining 6.7 acres consists of undeveloped land, wetlands and drainage easements. The proposal for the remaining 6.7 acres will construct two access points, internal roadway for traffic circulation, stormwater conveyance for the added impervious area and provide enough cleared land to establish an additional 1,142 burial plots. Construction Plans and permits for this project have been secured. Funding is allocated in the amount of \$100,000 for FY 2020 to complete this project.

Strategic Initiative

N/A

Financial Summary

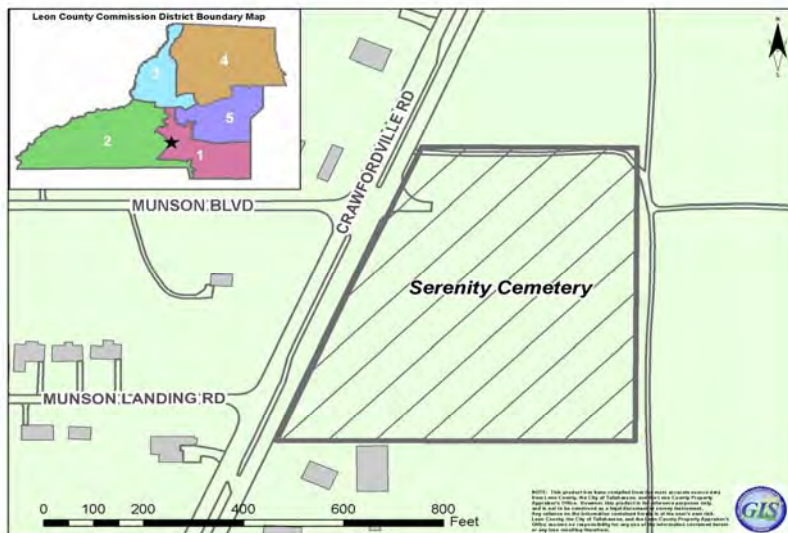
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	0	0	0	0	100,000	0	0	100,000	100,000
	0	0	0	0	0	100,000	0	0	100,000	100,000

Policy/Comprehensive Plan Information

Operating Budget Impact

Funding Source	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned
123 Stormwater Utility	0	0	500	800	500
001 General Fund	0	0	1,500	1,500	1,500
	0	0	2,000	2,300	2,000

This project has operating impacts for the Stormwater Management program of Operations related to maintenance and permitting for the stormwater pond. There are annual operating impacts for the Facilities Management division related to mowing and miscellaneous maintenance.



State Attorney Technology

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076047** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **G2**

Project Description/Justification

This project is for technology needs for the State Attorney's Office. FY 2018 will include a life cycle replacement of a number of computers.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	450,634	30,000	7,993	70,000	30,000	30,000	30,000	30,000	190,000	670,634
	450,634	30,000	7,993	70,000	30,000	30,000	30,000	30,000	190,000	670,634

Policy/Comprehensive Plan Information

Article V - legislation requiring counties to fund technology needs for the State Attorney's Office

Operating Budget Impact

N/A

Supervisor of Elections Technology

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076005** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **G3**

Project Description/Justification

This project is for technology improvements for the Supervisor of Elections (SOE). FY 2018 budget provides increased funding for technology improvements as part of the consolidation of the SOE office to its new location at the Voting Operations Center. The out-year budgets contemplate general technology improvements.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	718,499	102,526	62,910	67,350	25,000	25,000	25,000	25,000	167,350	988,375
	718,499	102,526	62,910	67,350	25,000	25,000	25,000	25,000	167,350	988,375

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A

User Computer Upgrades

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076024** Capital Improvement: **N/A**
 Service Type: **General Government** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **G2**

Project Description/Justification

This project is for the replacement of old user computers, printers, and peripherals. A replacement schedule is extremely important due to advances in software, deterioration of hardware, the inability to obtain replacement parts for old equipment and the increased cost of maintenance of old equipment. Currently, computers are on a five-year replacement cycle plan. However, users with specialty software needs, such as engineers and GIS staff, are in a three-year replacement cycle. The computers that are replaced every three years are recycled to County users with standardized needs. Pursuant to County Policy, older machines are recycled to the Goodwill's electronics store.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	8,051,829	319,303	303,024	300,000	300,000	300,000	300,000	300,000	1,500,000	9,871,132
	8,051,829	319,303	303,024	300,000	300,000	300,000	300,000	300,000	1,500,000	9,871,132

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A

Voting Equipment Replacement

Dept/Div:	Miscellaneous	Comp Plan CIE Project:	N/A
Project #:	096028	Capital Improvement:	N/A
Service Type:	General Government	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	G3

Project Description/Justification

This project is for the Supervisor of Elections non-voting machine equipment needs. This projects funds the purchase or replacement of voting equipment including privacy booths, precinct signage, ballot tabulators, audit and absentee ballot scanners, electronic pollbooks, and ballot demand printers. With the system heavily dependent on technology, it is important to anticipate equipment needs to assure smooth continuation of operations. This includes replacing equipment that have reached the end of its useful life, as well as expanding inventory as the number of registered voters in Leon County continues to grow. Funding is allocated for FY 2019 and FY 2021 to coincide with the Presidential and General Election cycles.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	12,000	94,000	0	0	50,000	0	50,000	0	100,000	206,000
	12,000	94,000	0	0	50,000	0	50,000	0	100,000	206,000

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A

Welcome Center Improvements

Dept/Div: **Facilities Management**
 Project #: **086065**
 Service Type: **General Government**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EC4**

Project Description/Justification

This project will replace office furniture for eleven employees in FY 2018. This furniture has outlived its expected life-cycle.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
160 Tourism Development	92,812	41,300	0	45,000	0	0	0	0	45,000	179,112
	92,812	41,300	0	45,000	0	0	0	0	45,000	179,112

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A



Leon County Welcome Center



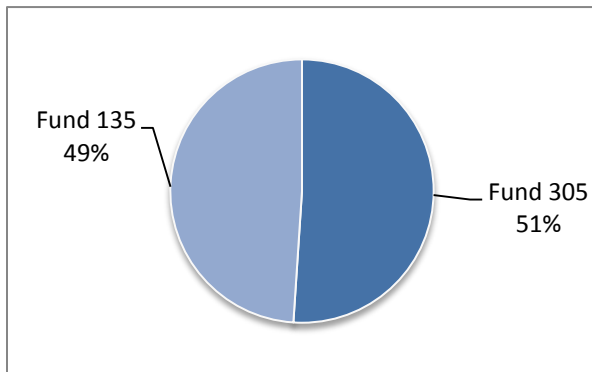
Overview

The Health and Safety Section contains capital improvement projects designed to facilitate the provision of emergency medical and other public safety services provided by Leon County government. Major Health and Safety capital projects funded in FY 2018 include the Jail Complex Maintenance, Emergency Medical Services Vehicle and Equipment, and Medical Examiner Facility.

Funding Sources

Chart 25.6 illustrates that Capital Improvement (Fund 305) funds 51% (\$1,402,597) and Emergency Medical Services MSTU (Fund 135) funds 49% (\$1,345,250) of the Health and Safety capital improvement budget in FY 2018.

**Chart 25.6
FY 2018 Health and Safety Projects
By Funding Source**



Managing Departments

Table 25.11 shows Engineering will manage three, or 43%, of the Health and Safety projects. Fleet Management is managing two projects, or 29% of the Health and Safety projects. Facilities Management and Management Information Services are both managing a single project, which accounts for the remaining 28% of the Health and Safety projects.

**Table 25.11
FY 2018 Health and Safety Projects
By Managing Department**

Managing Department	# of Projects	FY 2018 Budget
Engineering	3	1,352,597
Fleet Management	2	1,320,250
Facilities Management	1	50,000
Management Information Services	1	25,000
Total	7	2,747,847

Operating Budget Impacts

Table 25.12 shows the estimated impacts that some Health and Safety projects have on the operating budget. Impacts are shown in the fiscal year which they are anticipated to begin as well as the out-years that are affected by additional operating costs. These impacts are only estimates and are subject to change.

**Table 25.12
FY 2018 Health and Safety Operating Budget Impacts**

Project	Project #	FY 2018 Estimate	FY 2019 Estimate	FY 2020 Estimate	FY 2021 Estimate	FY 2022 Estimate
New Emergency Medical Services Vehicle & Equipment	026021	420,000	420,000	420,000	420,000	420,000
Total		\$420,000	\$420,000	\$420,000	\$420,000	\$420,000

Leon County Fiscal Year 2018 – 2022 Capital Improvement Program

Health & Safety Index

Page	Project	#	Life to Date FY 2016	Adj Bud FY 2017	FY 2018 Budget	FY18-FY22 Total	Project Cost Total
25-65	Emergency Medical Services Technology	076058	537,100	37,128	25,000	125,000	699,228
25-66	EMS Vehicle & Equipment Replacement	026014	7,312,184	1,174,961	1,020,250	5,516,100	14,003,245
25-67	Jail Complex Maintenance	086031	3,940,743	2,991,486	1,020,000	5,851,372	12,783,601
25-68	Medical Examiner Facility	086067	74,219	2,342,365	332,597	332,597	2,749,181
25-69	New EMS Vehicle & Equipment	026021	-	-	300,000	300,000	300,000
25-70	Public Safety Complex	096016	16,812,843	490,110	50,000	250,000	17,552,953
25-71	Volunteer Fire Departments	096002	328,189	51,661	-	-	379,850
Health and Safety Total			29,005,278	7,087,711	2,747,847	12,375,069	48,468,058

The Capital Improvement projects highlighted are fully funded in FY 2017. It is anticipated that these projects will be carryforward into the next fiscal year.

Emergency Medical Services Technology

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076058** Capital Improvement: **N/A**
 Service Type: **Health & Safety** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **Q3**

Project Description/Justification

This project is for the technological needs of Leon County's Emergency Medical Services Division. FY 2018 funding is provided for the replacement of five radios per year over the next five years and the banking of funds for a computer refresh in the ambulances.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
135 Emergency Medical Services MSTU	537,100	37,128	16,385	25,000	25,000	25,000	25,000	25,000	125,000	699,228
	537,100	37,128	16,385	25,000	25,000	25,000	25,000	25,000	125,000	699,228

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A

Jail Complex Maintenance

Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A
Project #:	086031	Capital Improvement:	N/A
Service Type:	Health & Safety	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	Q3

Project Description/Justification

This project is for repair and maintenance of structures at the Leon County Jail Complex.

FY 2018 budget of \$1,020,000 includes:
 \$ 350,000 - Records Management Software
 \$ 95,000 - Administrative Building Renovations
 \$ 225,000 - Surveillance Cameras/Infrastructure
 \$ 350,000 - Intercom System

FY 2018: Jail Elevator Upgrade, Phase 1; Jail Roof, Phase 2; Building Automation System, Phase 3

FY 2019: Jail Air Handler Replacement; Jail Elevator Upgrade, Phase 2

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	215,276	2,991,486	87,016	1,020,000	1,544,282	1,160,000	1,100,000	1,027,090	5,851,372	9,058,134
308 Sales Tax	3,725,467	0	0	0	0	0	0	0	0	3,725,467
	3,940,743	2,991,486	87,016	1,020,000	1,544,282	1,160,000	1,100,000	1,027,090	5,851,372	12,783,601

Policy/Comprehensive Plan Information

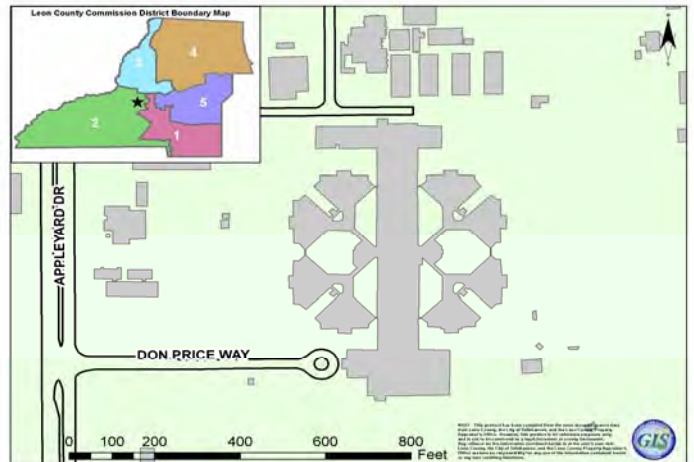
N/A

Operating Budget Impact

N/A



Leon County Jail Complex



Medical Examiner Facility

Dept/Div: **Engineering Services** Comp Plan CIE Project: **N/A**
 Project #: **086067** Capital Improvement: **N/A**
 Service Type: **Health & Safety** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **Q4**

Project Description/Justification

This project renovates the former Mosquito Control/Animal Control building on Municipal Way for use as a Medical Examiner facility. This project addresses a long-term solution for providing a permanent space for the Medical Examiner. Pursuant to Florida Statutes, Florida Counties are responsible for the funding of medical examiners. Since 1977, the District 2 medical examiner has utilized cooler space and autopsy facility space provided by Tallahassee Memorial Hospital (TMH); TMH charges a nominal fee for this service. TMH staff met with County Administration to express a desire to have the morgue and autopsy facility removed from the hospital. Florida Statutes state, "Autopsy and laboratory facilities utilized by the district medical examiner or his or her associates may be provided on a permanent or contractual basis by the counties within the district."

A preliminary program analysis was performed to determine the basic requirements for the facility. Funding for final design services and permitting was funded in FY 2015. Construction for the project will occur in FY 2017, with the installation of telecommunications and building furnishing to follow in FY 2018.

Strategic Initiative

N/A

Financial Summary

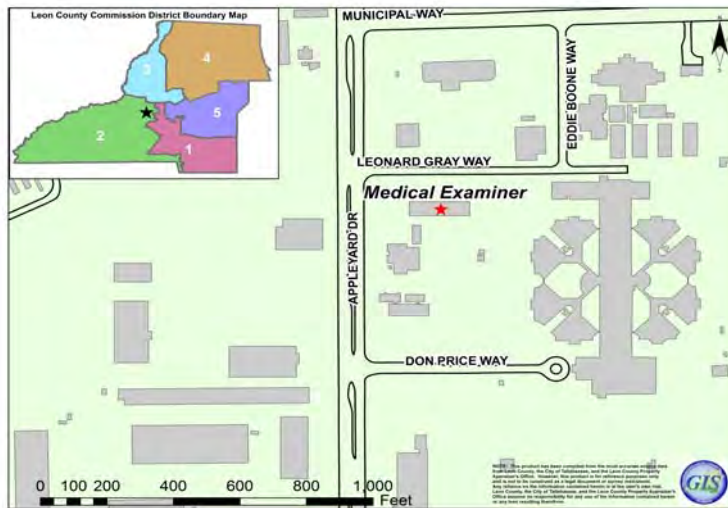
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	74,219	2,342,365	0	332,597	0	0	0	0	332,597	2,749,181
	74,219	2,342,365	0	332,597	0	0	0	0	332,597	2,749,181

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A



Public Safety Complex

Dept/Div: **Facilities Management** Comp Plan CIE Project: **N/A**
 Project #: **096016** Capital Improvement: **N/A**
 Service Type: **Health & Safety** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **Q3**

Project Description/Justification

This project is for facility maintenance and technology needs of the Public Safety Complex. The FY 2018 – FY 2022 budget provides (\$50,000) annually for technology needs and supports a sinking fund for future technology upgrades, including the current replacement and refresh of the audio/visual systems and hardware in the Data Center (\$50,000). These costs are split 50/50 with the City of Tallahassee.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	16,812,843	490,110	28,151	50,000	50,000	50,000	50,000	50,000	250,000	17,552,953
	16,812,843	490,110	28,151	50,000	50,000	50,000	50,000	50,000	250,000	17,552,953

Policy/Comprehensive Plan Information

May 14, 2013 - Interlocal Agreement for the joint management and use of the Public Safety Complex; Interlocal Agreement for the telecommunications and technology for the Public Safety Complex.

Operating Budget Impact



Public Safety Complex



Volunteer Fire Departments

Dept/Div: **Engineering Services**
 Project #: **096002**
 Service Type: **Health & Safety**
 Status: **Held Open**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **Q3**

Project Description/Justification

This project has remaining funding that is for the construction of the Lake Iamonia Volunteer Fire Department (#28).

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
140 Municipal Services	71,185	51,661	0	0	0	0	0	0	0	122,846
145 Fire Rescue Services	257,005	0		0	0		0	0	0	257,005
	328,189	51,661	0	0	0	0	0	0	0	379,850

Policy/Comprehensive Plan Information

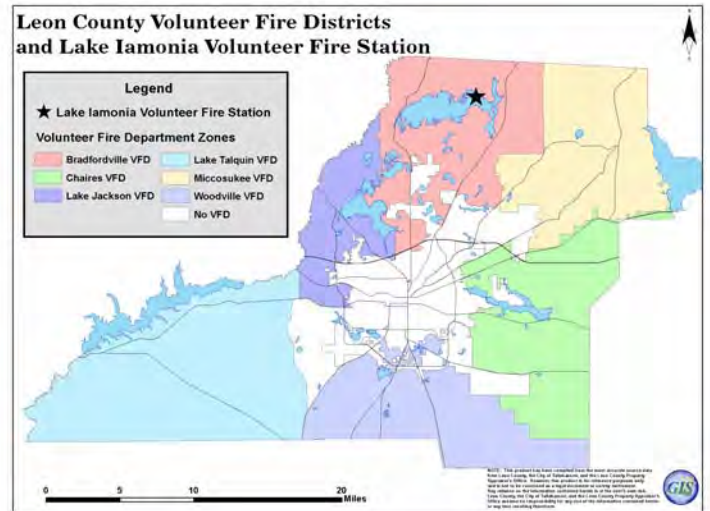
N/A

Operating Budget Impact

N/A



Volunteer Fire Department



Physical Environment

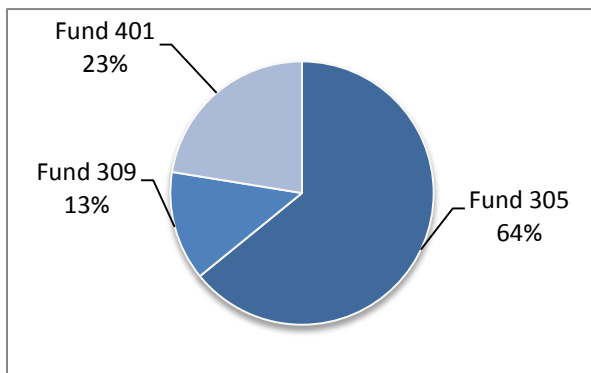
Overview

The Physical Environment Section contains capital improvement projects designed to facilitate the provision of services by the different branches of Leon County government with regards to stormwater management, water quality improvement and solid waste management. Major Physical Environment capital projects funded in FY 2018 include Stormwater Infrastructure Preventative Maintenance, GIS Incremental Basemap Update, Lake Henrietta Renovation, and Faulk Pond Sediment Removal.

Funding Sources

Chart 25.7 illustrates that Solid Waste Management (Fund 401) funds 23% (\$584,588) of the Physical Environment projects funded in FY 2018. Capital Improvement (Fund 305) funds 64% (\$1,670,880) and Sales Tax Extension (Fund 309) accounts for 13% (\$350,000) of Physical Environment funding.

Chart 25.7
FY 2018 Physical Environment Projects
By Funding Source



Managing Departments

Table 25.13 shows Engineering will manage the majority (53%) of the Physical Environment Projects. Solid Waste and Fleet Management will both manage five projects, for a total of 31%. Management Information Services and Public Works – Operations will manage three and two projects, respectively, or the remaining 16% of the Physical Environment Projects.

Table 25.13
FY 2018 Physical Environment Projects
By Managing Department

Managing Department	# of Projects	FY 2018 Budget
Engineering Services	17	850,000
Fleet Management	5	498,688
Management Information Services	3	636,780
Public Works – Operations	2	350,000
Solid Waste	5	270,000
Total	32	\$2,605,468

Operating Budget Impacts

Table 25.14 shows the estimated impacts that some Physical Environment projects have on the operating budget. Impacts are shown in the fiscal year which they are anticipated to begin as well as the out-years that are affected by additional operating costs. These impacts are only estimates and are subject to change.

Table 25.14
Physical Environment Operating Budget Impacts

Project	Project #	FY 2018 Estimate	FY 2019 Estimate	FY 2020 Estimate	FY 2021 Estimate	FY 2022 Estimate
Killearn Lake Plantation Stormwater	064006	10,000	10,000	10,000	10,000	10,000
Total		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Leon County Fiscal Year 2018 – 2022 Capital Improvement Program

Physical Environment Index

Page	Project	#	Life to Date FY 2016	Adj Bud FY 2017	FY 2018 Budget	FY18-FY22 Total	Project Total
25-74	Baum Road Drainage Improvement	054011	1,240	73,760	-	905,000	980,000
25-75	Blueprint 2000 Water Quality Enhancements	067002	4,042,924	309,361	-	-	4,352,285
25-76	Blueprint 2020 LIFE Projects	067004	-	-	-	2,865,600	2,865,600
25-77	Blueprint 2020 Water Quality & Stormwater	067003	-	-	-	5,844,000	5,844,000
25-78	Crump Road Drainage Improvements	055011	9,326	415,674	-	-	425,000
25-79	Faulk Drive Pond Sediment Removal	063010	-	-	250,000	250,000	250,000
25-80	Fords Arm	063005	1,881,524	3,652,442	-	-	5,533,966
25-81	Geographic Information Systems	076009	10,525,382	459,680	188,280	941,400	11,926,462
25-82	GIS Incremental Basemap Update	076060	5,803,080	298,500	298,500	1,492,500	7,594,080
25-83	Hazardous Waste Vehicle/Equipment Replacement	036042	-	186,000	32,500	113,000	299,000
25-84	Household Hazardous Waste Improvements	036019	489,172	85,650	-	-	574,822
25-85	Killearn Acres Flood Mitigation	064001	3,088,546	497,677	-	-	3,586,223
25-86	Killearn Lakes Plantation Stormwater	064006	2,165,519	2,027,960	-	-	4,193,479
25-87	Lake Henrietta Renovations	061001	100,732	472,554	350,000	900,000	1,473,286
25-88	Lake Munson Restoration	062001	2,573,031	227,599	-	-	2,800,630
25-89	Landfill Improvements	036002	1,449,113	186,029	100,000	500,000	2,135,142
25-90	Longwood Outfall Retrofit	062004	2,046	223,345	-	-	225,391
25-91	Pedrick Pond Stormwater Improvements	045007	204,597	43,320	-	-	247,917
25-92	Permit & Enforcement Tracking System	076015	936,322	215,450	150,000	750,000	1,901,772
25-93	Rural Waste Vehicle and Equipment Replacement	036033	882,902	432,809	139,488	139,488	1,455,199
25-94	Solid Waste Heavy Equipment/Vehicle Replacement	036003	6,641,353	544,032	103,000	1,521,100	8,706,485
25-95	Solid Waste Master Plan	036028	-	100,000	-	-	100,000
25-96	Solid Waste Pre-Fabricated Buildings	036041	23,843	55,274	20,000	65,000	144,117
25-97	Stormwater Infrastructure Preventative Maintenance	067006	-	550,000	500,000	1,000,000	1,550,000
25-98	Stormwater Pond Repairs	066026	1,155,520	110,659	100,000	500,000	1,766,179
25-99	Stormwater Structure Inventory and Mapping	066003	311,889	611,720	-	-	923,609
25-100	Stormwater Vehicle/Equipment Replacement	026004	13,209,886	557,897	184,100	1,939,200	15,706,983
25-101	TMDL Compliance Activities	066004	-	350,000	-	100,000	450,000
25-102	Transfer Station Heavy Equipment Replacement	036010	5,522,452	434,800	39,600	1,116,927	7,074,179
25-103	Transfer Station Improvements	036023	1,072,396	297,219	150,000	750,000	2,119,615
25-104	Westside Stormwater	062005	12,962	400,000	-	-	412,962
25-105	Woodside Heights Sewer Project	061002	-	4,949,678	-	-	4,949,678
25-106	Woodville Sewer Project	062003	-	3,000,000	-	-	3,000,000
Physical Environment Index			62,105,757	21,769,089	2,605,468	21,693,215	105,568,061

The Capital Improvement projects highlighted were fully funded in FY 2017. It is anticipated that these projects will be carryforward into the next fiscal year.

Baum Road Drainage Improvements

Dept/Div: **Engineering Services**
 Project #: **054011**
 Service Type: **Physical Environment**
 Status: **Existing Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **Q3**

Project Description/Justification

This project is for drainage improvements and wetland mitigation to reduce the flooding of Baum Road and associated stream erosion. The drainage way through Winfield Forest subdivision remained natural during the subdivision development. Uphill development north of Winfield Forest on both sides of Baum Road, including I-10, generates increased flows, which overwhelm the Baum Road cross-drain during heavy storms. The feasibility analysis will identify drainage structural improvements from Buck Lake Road north through Winfield Forest and Baum Road. Associated wetland mitigation requirements will be determined.

This project is funded in three stages that include:
 (1) a feasibility study with community input (FY 2015);
 (2) design and permitting to occur in FY 2019; followed by
 (3) construction to occur in FY 2020.

Strategic Initiative

N/A

Financial Summary

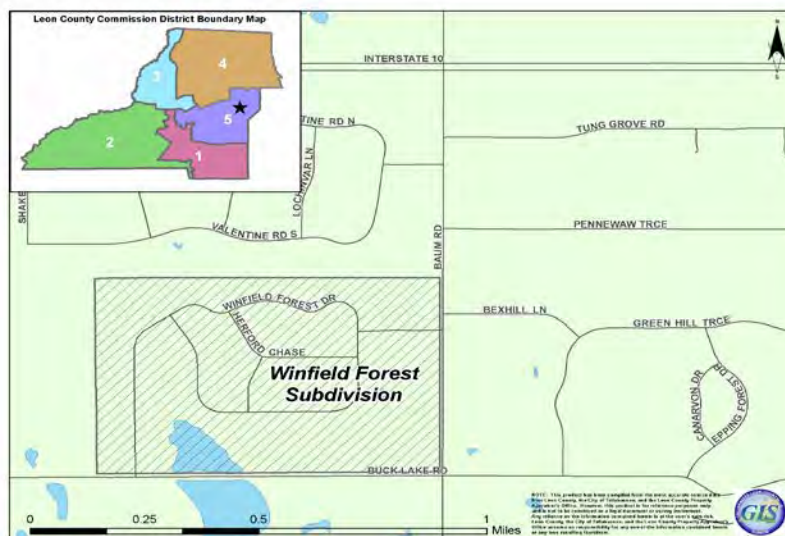
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
306 Transportation Improvements	1,240	73,760	0	0	155,000	750,000	0	0	905,000	980,000
	1,240	73,760	0	0	155,000	750,000	0	0	905,000	980,000

Policy/Comprehensive Plan Information

Improving the conveyance will allow compliance with Stormwater Management Policy 1.5.2: No floodwater in the driving lanes of any roadways for a 5-year storm. The analysis has been initiated. Staff is currently developing a Base Map of the Study Area to locate critical drainage features.

Operating Budget Impact

Division of Operations operating budget savings from decreased roadway repair will be offset by wetland area maintenance.



Blueprint 2000 Water Quality Enhancements

Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A
Project #:	067002	Capital Improvement:	N/A
Service Type:	Physical Environment	Level of Service Standard:	N/A
Status:	Existing Project - Carryforward	Strategic Priority:	EN1

Project Description/Justification

Blueprint 2000 set aside \$50 million (split 50/50 between the City and the County) of its 80% share of the Sales Tax Extension for stormwater and water quality retrofits. A total of \$5 million of the County's \$25 million is set-aside to retrofit existing County stormwater facilities and enhance their function.

Current Project:

Lake Heritage Outfall - this project addresses the replacement of the lake outfall structure to discharge directly into the main channel rather than the emergency flow way through the subdivision. The lake berm will be stabilized to protect downstream structures. Final design, easement acquisition, and permit issuance were completed at the end of 2014. The project was bid and awarded on June 9, 2015. The construction was completed and accepted on July 25, 2016. The completed project is currently under FEMA's review to revise the Flood Insurance Rate Map for Leon County.

Completed Projects:

Lake Munson Dam Rehabilitation - this project addressed rehabilitation of the dam structure at an adjacent County-owned location in order to address structural weaknesses and foundation instabilities at the existing dam that were currently being monitored. The rehabilitated dam maintained the existing hydraulic conditions so that no change occurs in lake level or downstream discharge.

Sharer Road Outfall Stabilization - this project addressed the significant erosion of the outfall channel from Sharer Road to the Brandon Woods Pond. Unsafe conditions and lack of maintenance access were addressed by concrete lining approximately 600 linear feet of the channel. The drainage easement was eroded to greater than 7 feet in portions of the channel. Steep sides and heavy tree growth limited access for maintenance and prevented use of standard stabilization methods.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
309 Sales Tax - Extension	4,042,924	309,361	0	0	0	0	0	0	0	4,352,285
	4,042,924	309,361	0	0	0	0	0	0	0	4,352,285

Policy/Comprehensive Plan Information

Sales Tax Extension Referendum, Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Goal 1: Provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality.

Operating Budget Impact

These projects do not result in new operating impacts. They are corrections to conditions that have required maintenance in the past and will alleviate some future maintenance needs.

Blueprint 2020 LIFE Projects

Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A
Project #:	067004	Capital Improvement:	N/A
Service Type:	Physical Environment	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	EN1, Q3

Project Description/Justification

In November 2014, Leon County residents approved a referendum providing a second extension of the 1-Cent Local Option Sales Tax beginning in FY 2020 for 20 years. This Blueprint 2020 project funds Livable Infrastructure for Everyone (LIFE). The LIFE projects are allocated 2% of Blueprint 2020 Sales Tax Extension funding. LIFE projects address Leon County rural area basic infrastructure needs. The projects include culvert enlargements, upgrading stormwater treatment facilities for water quality, shoulder pavement, and intersection realignments.

The County adopted a Livable Infrastructure for Everyone (LIFE) Program policy on July 12, 2016. The Board directed staff to bring back the initial five-year Capital plan for the LIFE program for consideration during the FY 2019 budget process.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
352 Sales Tax - Extension 2020 JPA Agreement	0	0	0	0	0	748,400	1,037,800	1,079,400	2,865,600	2,865,600
	0	0	0	0	0	748,400	1,037,800	1,079,400	2,865,600	2,865,600

Policy/Comprehensive Plan Information

Livable Infrastructure for Everyone (LIFE) Program policy.

Board Strategic Plan Initiative: Economy - Ensure projects being considered for funding associated with the infrastructure Sales Tax extension address core infrastructure deficiencies in rural areas.

Operating Budget Impact

N/A

Blueprint 2020 Water Quality & Stormwater

Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A
Project #:	067003	Capital Improvement:	N/A
Service Type:	Physical Environment	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	EN1

Project Description/Justification

In November 2014, Leon County residents approved a referendum providing a second extension of the 1 Cent Local Option Sales Tax beginning in FY 2020 for 20 years. This allocation of \$85 million is for water quality and stormwater funding (split 50/50 between the City and the County) of its 80% share of the Sales Tax Extension. A total of \$42.5 million is set-aside for water quality protection and stormwater mitigation in Leon County.

On May 10, 2016, the Board authorized staff to finalize the Primary Springs Protection Grant submission for the Woodville Sewer Design utilizing \$1.5 million in unallocated fund balance to be repaid from the County's share of the Blueprint 2020 Water Quality allocation. The Board also directed staff to continue to seek future Springs Restoration grant funds for the Northeast Lake Munson (\$2.75 million match) and the Annawood/Belair areas (\$1.75 million match), utilizing unallocated fund balance for the initial match requirements, a State Revolving Loan, also to be repaid from Blueprint 2020 Water Quality allocation.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
352 Sales Tax - Extension 2020 JPA Agreement	0	0	0	0	0	1,594,000	2,125,000	2,125,000	5,844,000	5,844,000
	0	0	0	0	0	1,594,000	2,125,000	2,125,000	5,844,000	5,844,000

Policy/Comprehensive Plan Information

Sales Tax Extension Referendum; Board Strategic Initiative: Environmental - Bring central sewer to Woodville consistent with the Water and Sewer Master Plan including consideration for funding through the Sales Tax Extension; and Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Goal 1: Provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality.

Operating Budget Impact

N/A

Crump Road Drainage Improvement

Dept/Div: **Engineering Services**
 Project #: **055011**
 Service Type: **Physical Environment**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **Q3**

Project Description/Justification

This project is for drainage improvements on Crump Road. The existing drainage system is inadequate to convey runoff from heavy storms, causing damage to three private properties and creating unsafe driving conditions on a major collector roadway. One of the properties lie at the southern end of the S-curve leaving the Miccosukee Road intersection, exacerbating the problem. The property owner experiences frequent flooding of the septic system and general damage to the yard. Conveying the runoff south to the stream will protect the private property and improve safety on this collector road. Approximately 700 linear feet of the east roadside ditch will be enclosed with inlets and pipes and approximately 1,000 linear feet of the west roadside ditch will be enlarged.

Strategic Initiative

N/A

Financial Summary

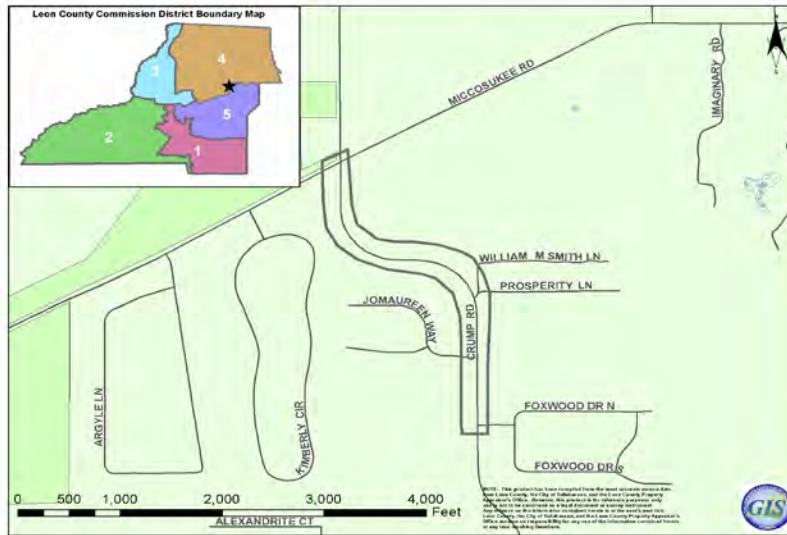
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
306 Transportation Improvements	9,326	415,674	0	0	0	0	0	0	0	425,000
	9,326	415,674	0	0	0	0	0	0	0	425,000

Policy/Comprehensive Plan Information

The roadside drainage system is not sufficient to meet Utilities Policy 1.5.2. Stormwater runoff currently overtops the roadway, leaves the east drainage ditch and damages private property.

Operating Budget Impact

N/A



Faulk Drive Pond Sediment Removal

Dept/Div: **Public Works - Operations** Comp Plan CIE Project: **N/A**
 Project #: **063010** Capital Improvement: **N/A**
 Service Type: **Physical Environment** Level of Service Standard: **N/A**
 Status: **New Project** Strategic Priority: **EN1**

Project Description/Justification

Over the past 20 years the deposition of sediments in Faulk Drive Pond has resulted in a loss of storage capacity and a decrease in water quality. Estimates are that approximately 2,100 cubic yards of sediments will need to be removed to restore the pond to its original permitted design. Removal of the sediments will allow the pond to remain in compliance with its Stormwater Operating Permit as well as the MS4 Permit. In addition, following sediment removal, perimeter planting will be installed to aid in improving water quality.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	0	0	250,000	0	0	0	0	250,000	250,000
	0	0	0	250,000	0	0	0	0	250,000	250,000

Policy/Comprehensive Plan Information

Operating Budget Impact

N/A



Fords Arm

Dept/Div: **Engineering Services**
 Project #: **063005**
 Service Type: **Physical Environment**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN1, EN2**

Project Description/Justification

This project is for water quality treatment and flow attenuation for stormwater entering Ford's Arm of Lake Jackson from the Lexington Branch. The funds will be used to provide a possible combination of attenuation, water quality treatment and flow way improvements in the contributing basin to the south and east of Fords Arm. This project will include drainage improvements at Meridian Road, Timberlane Road and Cloverdale Drive. Additional ditch stabilization proposed from Lakeshore Drive to the wetland for the tributaries entering at Nautilus Circle, Ivernia Loop, Dreadnaught Court and Hawkbill Court.

The pond and dam in Linene Woods will be evaluated for reconstruction. The outfall from Pine Tip Hills on the north arm will be assessed and a stabilization project will be developed. Future costs are estimated at \$1.25M for land, engineering services and construction.

This project is funded by the \$50 million (split 50/50 between the City and the County) set aside by Blueprint 2000 for stormwater and water quality retrofits. Funding is provided by Blueprint's 80% share of the Sales Tax Extension dedicated to the agency.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
125 Grants	200,000	0	0	0	0	0	0	0	0	200,000
309 Sales Tax - Extension	1,681,524	3,652,442	722,435	0	0	0	0	0	0	5,333,966
	1,881,524	3,652,442	722,435	0	0	0	0	0	0	5,533,966

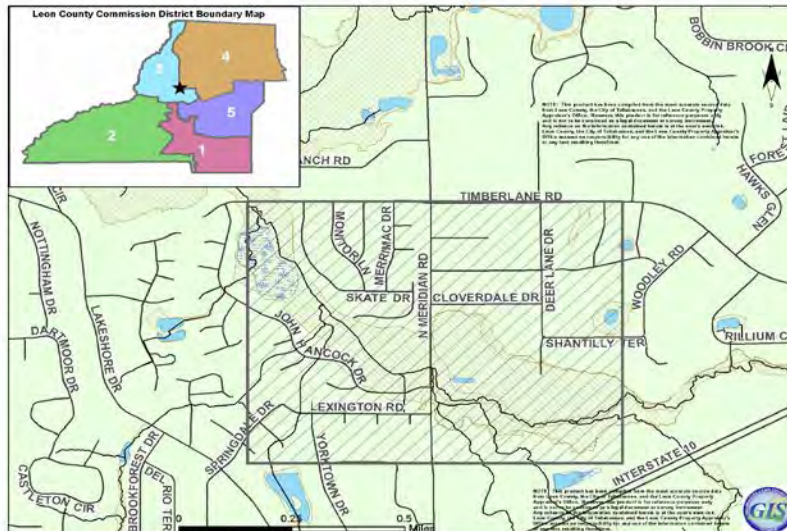
Policy/Comprehensive Plan Information

Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Policy 2.7.7:[C](Leon County) Local government shall develop a program for retrofitting developed areas which lack adequate facilities for treating stormwater runoff by defining and implementing a sequence of intermediate milestones necessary to achieve the retrofit objective. Local government shall fund and initiate a work program to quantify water quality problems, costs and mitigation methods. Using this information it shall develop more specific retrofit objectives with due consideration to costs, methodology and the community's willingness to financially support implementation. Policies shall be adopted into the comprehensive plan that reflects these objectives including program funding targets. Local government shall then develop, fund, and initiate a water quality enhancement program which will achieve the retrofit goals on the established schedule.

Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Goal 1: provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality.

Operating Budget Impact

Resolving roadway flooding at Meridian and Timberlane Roads will reduce Operations emergency response efforts to close road during heavy storms.



Geographic Information Systems

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076009** Capital Improvement: **N/A**
 Service Type: **Physical Environment** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **G2**

Project Description/Justification

This project is for the funding of the City of Tallahassee and Leon County Geographic Information System Interlocal Project. Tallahassee-Leon County Geographic Information System (TLC GIS) was created in May, 1990 when the City of Tallahassee, Leon County, and the Property Appraiser's Office entered into an Interlocal Agreement. The mission of TLC GIS is to:

- Develop a common base map
- Promote the sharing of resources
- Reduce redundancy of data collection and creation
- Provide a mechanism to maintain the base map and other data layers
- Encourage enterprise information management solutions
- Enhance decision making for public officials.

This project includes the following items, of which 50% is reimbursed by the City of Tallahassee:

\$52,000 for Virtualization & Disaster Recovery: This funding is utilized to support the ongoing costs of the shared infrastructure environment with Management Information Systems (approximately 50% of these funds). It has also been set aside to assist in setting up the necessary infrastructure for disaster recovery specific to GIS.

\$81,000 for Environmental Systems Research Institute, Inc. cloud computing environment, (ESRI) Enterprise Licensing Agreement (ELA): ESRI is the primary software provider for GIS software. The license covers web servers, the cloud computing environment and desktop licensing. Annual analysis has shown that the enterprise license saves money over the alternative of buying individual licenses. This overall cost for the enterprise license is split between the CIP and operating funds.

\$58,548 for Infrastructure Improvements: The Infrastructure improvements account is used to purchase GIS PCs, Plotters and other hardware and software needs. Annual allocations are used to level infrastructure costs over multiple years. TLC GIS has set up a rotation of infrastructure needs that can be supported on a level funding basis.

\$46,732 for ESRI Enterprise Advantage Program (EEAP) & Geodatabase Support: The ESRI EEAP covers premium support services that includes an assigned technical advisor and account manager who provide technical support, that can reach out to product experts within ESRI. They also provide industry best practices and yearly on-site planning sessions.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	10,525,382	459,680	86,000	188,280	188,280	188,280	188,280	188,280	941,400	11,926,462
	10,525,382	459,680	86,000	188,280	188,280	188,280	188,280	188,280	941,400	11,926,462

Policy/Comprehensive Plan Information

Geographic Information System City of Tallahassee/Leon County Interlocal Agreement (1990)

The Comprehensive Plan mandates that a series of map layers be compiled and maintained for use in Comprehensive Plan implementation.

The environmental component of both the City and County land development ordinances contain clauses mandating that protected natural features be mapped pursuant to applications for development.

The Florida Department of Revenue requires that all property appraisers' offices in the State of Florida compile and maintain digital Cadastres (a register of property showing the extent, value, and ownership of land for taxation) that meet specific guidelines governing methodologies to be used and the layers to be compiled. Required layers include platted lots, tax parcels, rights-of-way and legal dimensions.

Operating Budget Impact

N/A

GIS Incremental Basemap Update

Dept/Div:	Management Information Services	Comp Plan CIE Project:	N/A
Project #:	076060	Capital Improvement:	N/A
Service Type:	Physical Environment	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	G2

Project Description/Justification

This project is for the incremental update of the Tallahassee-Leon County Geographic Information System, TLC GIS, basemap. The basemap includes orthophotography, planimetrics and a digital elevation model with contours. These elements are essential in providing timely and accurate basemap information which provides positional control for other critical Geographic Information System information and the analysis opportunities they support. They are the foundation for geo-referencing (tying to coincident geographic features for accurate and reliable referencing) many of the Geographic Information System data layers.

In June 2008, the Florida Department of Revenue, FDOR, was directed under Chapter 195.002 Florida Statutes, to provide each County Property Appraiser's Officer with digital orthophotography every three years and charge each county office for the cost of that service and product delivery. The City also contributes funds to this project. In working with the vendor and leveraging the latest technology, TLC GIS was successful in developing a new methodology for collecting, compiling and releasing the basemap data in compliance with Chapter 195.002 Florida Statutes. TLC GIS also obtains additional oblique and satellite imagery to support efforts related to public safety, property assessment and non ad-valorem assessments which this funding covers.

The basemap data acquisition is captured and delivered on a rolling three-year basis, where certain products are captured, compiled, and delivered each year over that three year period. Aerial imagery of some type is designed to be provided each year. This ensures the ability for change detection which vital to many business activities throughout the County. Methodology and products are planned and reviewed each year to take advantage of new technology and efficiencies. This ensures the best basemap products and value to end users.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	5,803,080	298,500	15,732	298,500	298,500	298,500	298,500	298,500	1,492,500	7,594,080
	5,803,080	298,500	15,732	298,500	298,500	298,500	298,500	298,500	1,492,500	7,594,080

Policy/Comprehensive Plan Information

Geographic Information System City of Tallahassee/Leon County Interlocal Agreement (1990); Permit Enforcement & Tracking System City of Tallahassee/Leon County Interlocal Agreement (1993)

The Comprehensive Plan mandates that a series of map layers be compiled and maintained for use in Comprehensive Plan implementation. The environmental component of both the City and County land development ordinances contain clauses mandating that protected natural features be mapped pursuant to applications for development.

Florida Department of Revenue requires that all property appraisers' offices in the State of Florida compile and maintain digital Cadastres that meet specific guidelines governing methodologies to be used and the layers to be compiled. Required layers include platted lots, tax parcels, right-of-ways, and legal dimensions.

Operating Budget Impact

N/A

Hazardous Waste Vehicle and Equipment Replacement

Dept/Div:	Fleet Management	Comp Plan CIE Project:	N/A
Project #:	036042	Capital Improvement:	N/A
Service Type:	Physical Environment	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	EN3

Project Description/Justification

This project is for the replacement of Hazardous Waste vehicles and equipment. It is estimated that the vehicles/equipment being replaced will generate \$5,000 in surplus sales. The following is the FY18 replacement schedule:

Division	Year/Make Description	Mileage/Hour	Original Cost	Repair Cost to Date	Estimated Replace Cost
SW – Hazardous Waste	2010 CATERPILLAR FORKLIFT	1,845	\$25,360	\$3,801	\$32,500

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
401 Solid Waste	0	186,000	0	32,500	32,500	0	0	48,000	113,000	299,000
	0	186,000	0	32,500	32,500	0	0	48,000	113,000	299,000

Policy/Comprehensive Plan Information

In accordance with the Green Fleet Policy, each vehicle and equipment replacement will be evaluated to make every effort to purchase and use the lowest emission vehicle or equipment item possible, while taking into account the vehicle's life cycle costs, miles per gallon, life cycle environmental impacts, and ability to support Leon County's operation and services. All vehicles will be replaced with smaller, more efficient vehicles, as well as alternative fuels (such as compressed natural gas, CNG), hybrids, or other "clean" vehicles when appropriate.

Operating Budget Impact

There are no new operating costs associated with replacing vehicles and equipment. The applicable fuel, maintenance, and insurance costs have already been budgeted.

Household Hazardous Waste Improvements

Dept/Div: **Solid Waste**
 Project #: **036019**
 Service Type: **Physical Environment**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN3**

Project Description/Justification

This project provides funds for ongoing maintenance, repairs and improvement of the Household Hazardous Waste Center at the Solid Waste Management Facility.

On May 12, 2015, the Board approved closing the landfill at the Solid Waste Management Facility on Apalachee Parkway in order to complete the master plan for Apalachee Regional Park.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
401 Solid Waste	489,172	85,650	0	0	0	0	0	0	0	574,822
	489,172	85,650	0	0	0	0	0	0	0	574,822

Policy/Comprehensive Plan Information

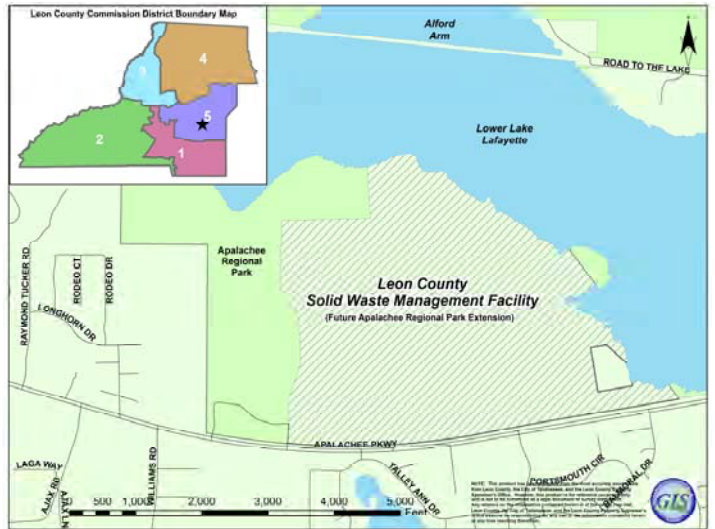
N/A

Operating Budget Impact

N/A



Leon County Hazardous Waste Center



Killearn Acres Flood Mitigation

Dept/Div: **Engineering Services**
 Project #: **064001**
 Service Type: **Physical Environment**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **Yes**
 Capital Improvement: **Stormwater**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN1**

Project Description/Justification

The project updated the adopted FEMA Flood Insurance Rate Maps for the Killearn Acres Tributary between Bradfordville Road and Pimlico Drive. Creating a single floodway will comply with the Comprehensive Plan requirement to map the primary drainage system. In addition, establishing a Base Flood Elevation along the Tributary reduced the federal flood insurance cost for approximately 250 residential properties. The preliminary map will be reviewed in-house, and a public meeting scheduled to address the map results and comments.

This project also includes the Apollo Trail drainage improvements that address localized flooding in the Lake Saratoga contributing area. The primary conveyance through Killearn Acres was upgraded with recent capital projects. The localized drainage issues remaining which affect residential structures will be evaluated for roadside conveyance improvements. The results of the feasibility analysis will determine whether funds can be reprogrammed from acquisition to construction. This project will occur in two stages, with the feasibility study to evaluate conveyance improvements for localized residential flooding to occur in FY 2017 and property acquisition or construction to occur in FY 2018.

This project is funded by the 10% share of the Sales Tax Extension dedicated to Leon County.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
309 Sales Tax - Extension	2,629,045	497,677	0	0	0	0	0	0	0	3,126,722
314 Bond Series 1997 Construction	50,000	0	0	0	0	0	0	0	0	50,000
318 Bond Series 1999 Construction	409,501	0	0	0	0	0	0	0	0	409,501
	3,088,546	497,677	0	0	0	0	0	0	0	3,586,223

Policy/Comprehensive Plan Information

Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Goal 1: Provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality. Comprehensive Plan Levels of Service for Stormwater conveyance requires that no floodwaters enter a residence in a 100-year storm.

Comprehensive Plan Conservation Element Policy 1.3.1, which requires that floodplains, floodways, and improved elements of the primary drainage system be mapped and included in the conservation overlay.

Operating Budget Impact

Operating impacts are anticipated to be covered by the existing Operations Division operating budget.



Killearn Lakes Plantation Stormwater

Dept/Div:	Engineering Services	Comp Plan CIE Project:	Yes
Project #:	064006	Capital Improvement:	N/A
Service Type:	Physical Environment	Level of Service Standard:	N/A
Status:	Existing Project - Carryforward	Strategic Priority:	EN1

Project Description/Justification

This project is for the detailed analysis, design, and construction of a stormwater system to serve Killearn Lakes Plantation Units 1, 2, and 3. The stormwater system will identify stormwater outfalls primarily located within existing green spaces that convey stormwater from residential properties. This project will also provide for enhanced redirection of stormwater from densely developed residential areas to the outfalls in the green spaces. Design will focus on using available resources and facilities, such as the utilization of roadways as conveyances for stormwater, and protection of residential properties where roads must be used as stormwater conveyances. During FY 2015, the Board approved \$1,000,000 for continued stormwater system improvements for this project.

This project is partially funded by the 10% share of the Sales Tax Extension dedicated to Leon County and the \$50 million (split 50/50 between the City and the County) set aside by Blueprint 2000 for stormwater and water quality retrofits from its 80% share of the Sales Tax Extension dedicated to this agency. Additional funding required to complete this project (Unit 1, Phases 1 & 2; Unit 2, Phase 2; and Unit 3, Phases 2 & 3) has not been identified. An estimated \$7 million is needed to complete the project. Phase 1 in Units 2 & 3 has been completed and Phase 1 of Unit 1 is scheduled to be completed in the summer 2017. Any remaining funding after construction of Phase 1 Unit 1 will be utilized to begin the design of Phase 2 in Units 1-3.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	161,913	38,086	0	0	0	0	0	0	0	199,999
309 Sales Tax - Extension	2,003,606	1,989,874	121,973	0	0	0	0	0	0	3,993,480
	2,165,519	2,027,960	121,973	0	0	0	0	0	0	4,193,479

Policy/Comprehensive Plan Information

Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Goal 1: provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality.

Operating Budget Impact

Successful completion of this project will result in a reduction of Engineering and Operations complaint-resolution man-hours. Unscheduled call-outs and repairs for Operations staff will also be significantly reduced. However, 12.1 miles of new routine ditch mowing will be added to keep the new stormwater conveyance system functioning as designed. Operations' budget was increased by \$10,000 in FY 2017 to address the additional mowing.



Lake Henrietta Renovation

Dept/Div: **Engineering Services**
 Project #: **061001**
 Service Type: **Physical Environment**
 Status: **Existing Project**

Comp Plan CIE Project: **Yes**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN1**

Project Description/Justification

This project involves the major restoration of the 16 year old Lake Henrietta stormwater facility on Springhill Road. The pond was constructed with its northern five acres excavated as a sump to capture and concentrate the sediment from the west, central and east drainage ditches. An original projection of 8,000 cubic yards of sediment removal was expected at this juncture in the ponds service life. However, during the initial design phase, the actual amount found is approximately 53,000 cubic yards. The amount of sediment captured in this sump far exceeds the estimates, which is believed to be largely due to the delay of planned implementation of restoration projects in the contributing area. Due to the much larger than expected sediment quantity, hydraulic dredging is the best long-term solution. This requires property acquisition for storage and processing of dredge material.

The project is divided into five phases: Property acquisition (funded in FY 2016), design and permitting of a adjacent spoil handling site (FY 2017), hydraulic dredging (FY 2018-2019), and design and installation of a trash rack (FY 2020). After this initial intensive restoration cycle, dredging would need to be done in approximate 5-year increments or less, if the upstream projects are completed.

This project is funded by the \$50 million (split 50/50 between the City and the County) set aside by Blueprint 2000 for stormwater and water quality retrofits. Funding is provided by Blueprint's 80% share of the Sales Tax Extension dedicated to the agency.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
309 Sales Tax - Extension	100,732	472,554	0	350,000	350,000	200,000	0	0	900,000	1,473,286
	100,732	472,554	0	350,000	350,000	200,000	0	0	900,000	1,473,286

Policy/Comprehensive Plan Information

Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Goal 1: Provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality. Comprehensive Plan Levels of Service for Stormwater conveyance requires that no floodwaters enter a residence in a 100-year storm.

Operating Budget Impact

Removal of the sediment will reduce Division of Operations efforts to maintain flows into the facility and is necessary for permit compliance and enhance water quality within the Lake Munson basin.



Lake Henrietta



Lake Munson Restoration

Dept/Div: **Engineering Services**
 Project #: **062001**
 Service Type: **Physical Environment**
 Status: **Existing Revised Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN1, EN3**

Project Description/Justification

Exotic and invasive plants were removed from over 100 acres along Munson Slough from Lake Munson to Lake Henrietta. Information kiosks at Lake Munson and Lake Henrietta will explain the function of stormwater facilities and wetlands in protecting Lake Munson. Sediment sampling by the Florida Geologic Survey will look for potential contamination and determine potential disposal of contaminated material or recommend alternatives in lake restoration activities. This will be used to develop remediation plans for the lake to meet the TMDL and is in support of the Board's Science Advisory Committee's recommendation to update the Lake Munson Action Plan.

This project is funded by the 10% share of the Sales Tax Extension dedicated to Leon County.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	507,114	0	0	0	0	0	0	0	0	507,114
309 Sales Tax - Extension	150,917	227,599	0	0	0	0	0	0	0	378,516
314 Bond Series 1997 Construction	1,899,874	0	0	0	0	0	0	0	0	1,899,874
318 Bond Series 1999 Construction	15,126	0	0	0	0	0	0	0	0	15,126
	2,573,031	227,599	0	0	0	0	0	0	0	2,800,630

Policy/Comprehensive Plan Information

Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Goal 1: Provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality.

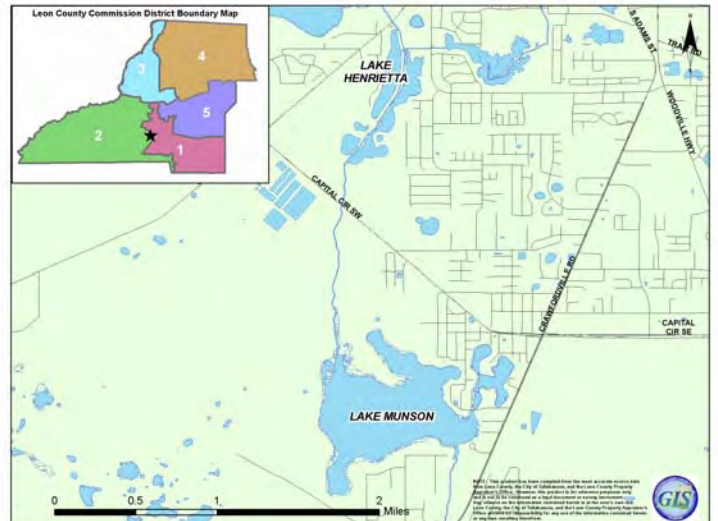
Lake Munson Action Plan

Operating Budget Impact

N/A



Lake Munson



Landfill Improvements

Dept/Div: **Solid Waste**
 Project #: **036002**
 Service Type: **Physical Environment**
 Status: **Existing Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN3**

Project Description/Justification

This project is for the ongoing improvements to the Apalachee Parkway Solid Waste Management Facility. This funding is for general improvements to the facility.

On May 12, 2015, the Board approved the closure of the Solid Waste Landfill on Apalachee Parkway. However, the hazardous waste, yard waste and other activities will continue at the location. Once the landfill is closed, the County will maintain and monitor the site for 30 years. A separate project for the closure will be created once the closure requirements have been determined and the project bid and awarded. The project activities will be supported from landfill closure funding accumulated in a separate escrow account.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
401 Solid Waste	1,449,113	186,029	0	100,000	100,000	100,000	100,000	100,000	500,000	2,135,142
	1,449,113	186,029	0	100,000	100,000	100,000	100,000	100,000	500,000	2,135,142

Policy/Comprehensive Plan Information

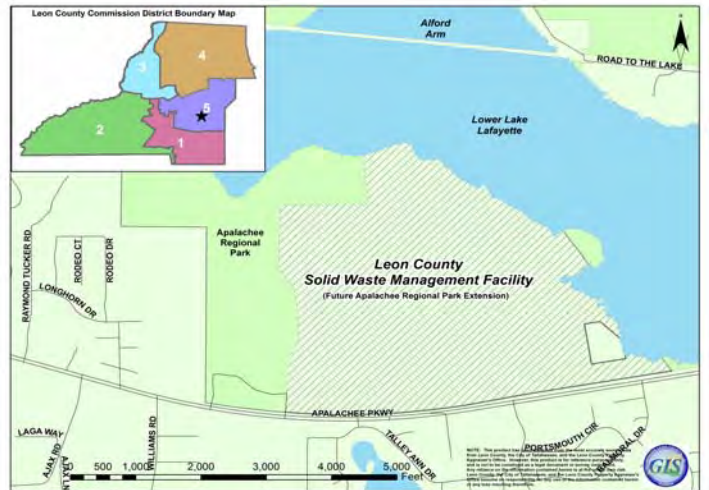
Florida Statutes Chapter 403.706 - governs closure and post closure of landfills
 Florida Administrative Code Chapter 62-701 - governs closure and post closure of landfills Florida Department of Environmental Protection Operating Permit - mandates maintenance of the closed landfill cell
 Post closure rules require subsidence areas of the Phase I Landfill to be filled to prevent ponding and allow for routine mowing

Operating Budget Impact

N/A



Apalachee Parkway Solid Waste Management Facility



Longwood Outfall Retrofit

Dept/Div: **Engineering Services**
 Project #: **062004**
 Service Type: **Physical Environment**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN1, Q3**

Project Description/Justification

This project is for the improvement of erosion and localized flooding downstream in the Longwood Subdivision in west Leon County. The flow way will be graded to increase stormwater flow attenuation, stabilized to reduce erosion from peak flows and planted with vegetation to improve water quality treatment and enhance the natural channel.

This project is funded by the 10% share of the Sales Tax Extension dedicated to Leon County.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
309 Sales Tax - Extension	2,046	223,345	0	0	0	0	0	0	0	225,391
	2,046	223,345	0	0	0	0	0	0	0	225,391

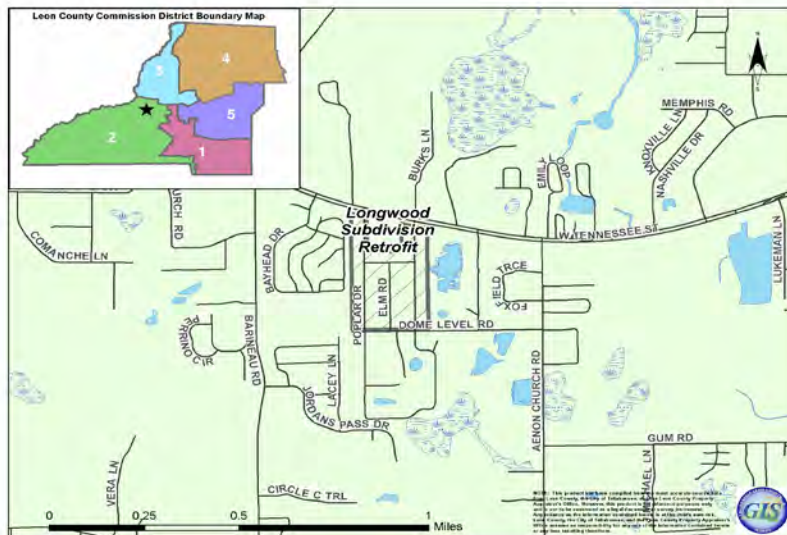
Policy/Comprehensive Plan Information

Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Policy 2.7.7:[C](Leon County) Local government shall develop a program for retrofitting developed areas which lack adequate facilities for treating stormwater runoff by defining and implementing a sequence of intermediate milestones necessary to achieve the retrofit objective. Local government shall fund and initiate a work program to quantify water quality problems, costs and mitigation methods. Using this information it shall develop more specific retrofit objectives with due consideration to costs, methodology and the community's willingness to financially support implementation. Policies shall be adopted into the comprehensive plan that reflects these objectives including program funding targets. Local government shall then develop, fund, and initiate a water quality enhancement program which will achieve the retrofit goals on the established schedule.

Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Goal 1: provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality.

Operating Budget Impact

N/A



Pedrick Pond Stormwater Improvements

Dept/Div: **Engineering Services** Comp Plan CIE Project: **N/A**
 Project #: **045007** Capital Improvement: **N/A**
 Service Type: **Physical Environment** Level of Service Standard: **N/A**
 Status: **Existing Project - Carryforward** Strategic Priority: **EN2, Q1**

Project Description/Justification

This project is for elevating two portions of the existing walking trail that are inundated by higher pond stages. The high water level prevents citizens from walking around the entire perimeter of the facility, and a portion of sidewalk along Pedrick Road is also rendered unusable. The boardwalk has been raised to prevent the walking trail from flooding during higher pond stages.

This project also includes planting wetland vegetation to prevent silt accumulation and to enhance percolation on the pond littoral shelf.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	204,597	43,320	0	0	0	0	0	0	0	247,917
	204,597	43,320	0	0	0	0	0	0	0	247,917

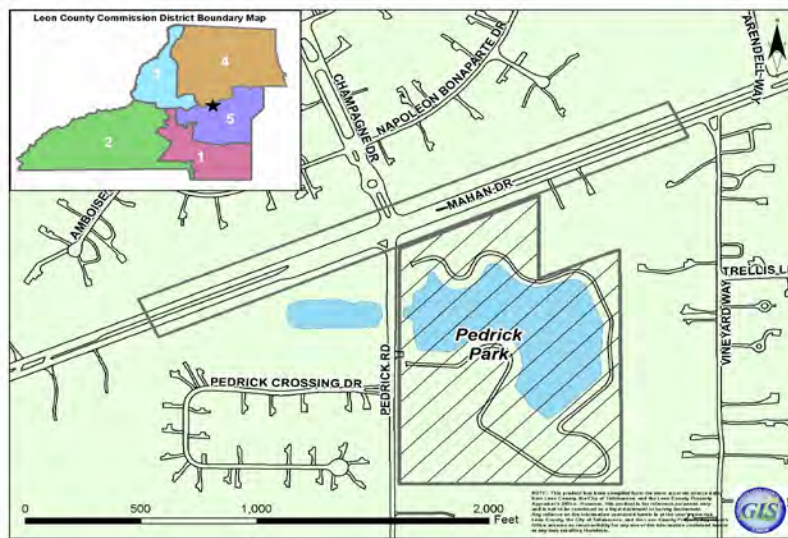
Policy/Comprehensive Plan Information

Supports Strategic Priority Environment by promoting sustainable practices and reusing stormwater runoff in lieu of potable or well water for irrigation.

Supports Conservation Element of the Comprehensive Plan Groundwater Protection Objectives 4.1 and 4.2.1

Operating Budget Impact

Operating impacts are anticipated to be covered by the existing Facilities Management operating budget.



Permit & Enforcement Tracking System

Dept/Div: **Management Information Services** Comp Plan CIE Project: **N/A**
 Project #: **076015** Capital Improvement: **N/A**
 Service Type: **Physical Environment** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **G2**

Project Description/Justification

This project is for the County's funding for the joint City of Tallahassee and Leon County Interlocal Project involving the Permit Enforcement & Tracking System (PETS). Beginning in FY 2017, these funds replaced the County's portion of the system with the new web-based permitting system.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	936,322	215,450	22,446	150,000	150,000	150,000	150,000	150,000	750,000	1,901,722
	936,322	215,450	22,446	150,000	150,000	150,000	150,000	150,000	750,000	1,901,722

Policy/Comprehensive Plan Information

Interlocal Agreement with City of Tallahassee (Amended October 17, 2003 and May 29, 2015)

Permit Enforcement and Tracking System Interlocal Agreement with the City (1993)

Operating Budget Impact

N/A

Rural Waste Vehicle and Equipment Replacement

Dept/Div: **Fleet Management** Comp Plan CIE Project: **N/A**
 Project #: **036033** Capital Improvement: **N/A**
 Service Type: **Physical Environment** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **EN3**

Project Description/Justification

This project is for the replacement of Rural Waste Services Center vehicles and equipment. It is estimated that the vehicles/equipment being replaced will generate \$15,000 in surplus sales. The following is the FY 2018 replacement schedule:

Division	Year/Make Description	Mileage/Hour	Original Cost	Repair Cost to Date	Estimated Replacement Cost
SW – Rural Waste Service Centers	2011 FORD F-750	80,320	\$88,754	\$33,719	\$110,000

Additionally, six 40 yard roll-off containers will be purchased for \$29,488 (\$4,914 each).

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
401 Solid Waste	882,902	432,809	176,732	139,488	0	0	0	0	139,488	1,455,199
	882,902	432,809	176,732	139,488	0	0	0	0	139,488	1,455,199

Policy/Comprehensive Plan Information

Florida Statutes Chapter 62-701.500(11): Requires Landfill operators to have sufficient equipment to ensure proper operation including sufficient reserve equipment for breakdowns.

In accordance with the Green Fleet Policy, each vehicle and equipment replacement will be evaluated to make every effort to purchase and use the lowest emission vehicle or equipment item possible, while taking into account the vehicle's life cycle costs, miles per gallon, life cycle environmental impacts, and ability to support Leon County's operation and services. All vehicles will be replaced with smaller, more efficient vehicles, as well as alternative fuels (such as compressed natural gas, CNG), hybrids, or other "clean" vehicles when appropriate.

Operating Budget Impact

There are no new operating costs associated with replacing vehicles and equipment. The applicable fuel, maintenance, and insurance costs have already been budgeted.



Solid Waste Facility Heavy Equipment & Vehicle Replacement

Dept/Div: **Fleet Management** Comp Plan CIE Project: **N/A**
 Project #: **036003** Capital Improvement: **N/A**
 Service Type: **Physical Environment** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **EN3**

Project Description/Justification

This project is for the replacement of landfill vehicles and equipment. On May 12, 2015, the Board approved the landfill closure. Once the final closure plan is adopted, the future vehicle needs will be determined and the out years adjusted accordingly. It is estimated that the vehicles/equipment being replaced will generate \$8,300 in surplus sales. The following is the FY 2018 replacement schedule:

Division	Year/Make Description	Mileage/Hour	Original Cost	Repair Cost to Date	Estimated Replacement Cost
SW – SW Management Facility	2005 JOHN DEER MOWER	4,859	\$7,200	\$8,419	\$15,000
SW – SW Management Facility	2008 FORD F-350	15,815	\$31,225	\$24,237	\$48,000
SW – SW Management Facility	2013 POLARIS RANGER	361	\$11,640	\$3,562	\$19,000
SW – SW Management Facility	2006 VER-MAC MESSAGE BOARD	N/A	\$10,500	\$3,272	\$21,000

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
401 Solid Waste	6,641,353	544,032	348,190	103,000	95,000	82,000	450,100	791,000	1,521,100	8,706,485
	6,641,353	544,032	348,190	103,000	95,000	82,000	450,100	791,000	1,521,100	8,706,485

Policy/Comprehensive Plan Information

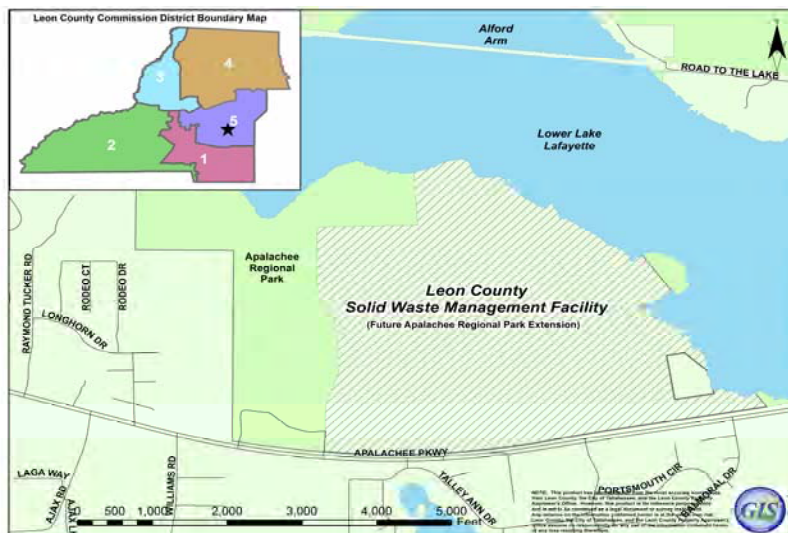
Florida Statutes Chapter 62-701.500(11) - requires landfill operators to have sufficient equipment to ensure proper operation including sufficient reserve equipment for breakdowns

In accordance with the Green Fleet Policy, each vehicle and equipment replacement will be evaluated to make every effort to purchase and use the lowest emission vehicle or equipment item possible, while taking into account the vehicle's life cycle costs, miles per gallon, life cycle environmental impacts, and ability to support Leon County's operation and services. All vehicles will be replaced with smaller, more efficient vehicles, as well as alternative fuels (such as compressed natural gas, CNG), hybrids, or other "clean" vehicles when appropriate.

*Will be replaced with Hybrid, Alternative Fuel, or Other "Clean" Vehicle

Operating Budget Impact

There are no new operating costs associated with replacing vehicles and equipment. The applicable fuel, maintenance, and insurance costs have already been budgeted.



Solid Waste Master Plan

Dept/Div: **Solid Waste**
 Project #: **036028**
 Service Type: **Physical Environment**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN3**

Project Description/Justification

This project is for the development of a master plan for the Solid Waste Management Facility.

On May 12, 2015 the Board approved closing the landfill at the Solid Waste Management Facility on Apalachee Parkway and for staff to begin the long-term master plan for the site.

Strategic Initiative

Implement the Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site. (2016-15)

Financial Summary

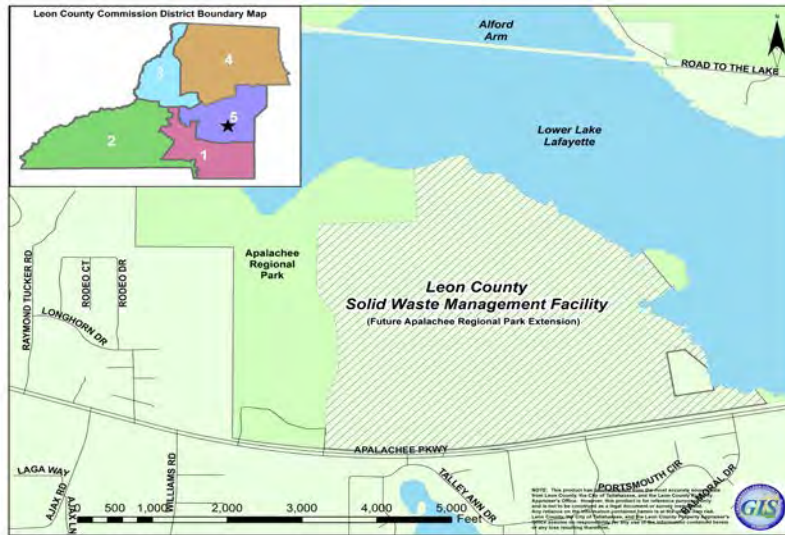
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
401 Solid Waste	0	100,000	0	0	0	0	0	0	0	100,000
	0	100,000	0	0	0	0	0	0	0	100,000

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A



Stormwater Infrastructure Preventative Maintenance

Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A
Project #:	067006	Capital Improvement:	N/A
Service Type:	Physical Environment	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	EN1

Project Description/Justification

This project provides a means for replacement of major cross drains that are beyond the realm of maintenance activity due to size, location and cost. As part of the stormwater requirements for the County's Non-Point Discharge Elimination System (NPDES) permit, an inventory and inspection of the major stormwater systems in the unincorporated county is being conducted to proactively prioritize and schedule the replacement of more than 1,000 major culverts before failure. An annual budget of \$500,000 is established for this repair program.

During heavy rain events in April 2016, open metal culverts failed on Tram Road, west of the Leon/Jefferson counties line, causing a section of the road to collapse. The road was closed to citizens while temporary repairs were made, however, due to these culverts having reached their life expectancy of more than 30 years, it is recommended that they be replaced. The estimated project cost is \$500,000.

The next priority will be to address failing culverts under Old Plank Road at the Chicken Branch Crossing, Veterans Memorial Drive, and Kinhega Drive.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	550,000	0	500,000	500,000	0	0	0	1,000,000	1,550,000
	0	550,000	0	500,000	500,000	0	0	0	1,000,000	1,550,000

Policy/Comprehensive Plan Information

Stormwater Management Goal 1- Provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protect surface water and groundwater quality.

Operating Budget Impact

N/A

Stormwater Pond Repairs

Dept/Div:	Public Works - Operations	Comp Plan CIE Project:	N/A
Project #:	066026	Capital Improvement:	N/A
Service Type:	Physical Environment	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	EN1

Project Description/Justification

This project provides funding for the emergency repair and replacement of stormwater structures including filters associated with County-owned stormwater facilities and roadways. The County has a large number of aging stormwater systems which have deteriorated and may not function at optimal levels during large rainfall events.

These repairs are essential to provide for public safety and ensure that stormwater facilities continue to meet environmental and operating permit requirements. Poorly functioning systems can suffer from reduced storage capacity causing an increased potential for flooding. Funding in the amount of \$100,000 is programmed for the next five years for these repairs.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	1,155,520	110,659	2,318	100,000	100,000	100,000	100,000	100,000	500,000	1,766,179
	1,155,520	110,659	2,318	100,000	100,000	100,000	100,000	100,000	500,000	1,766,179

Policy/Comprehensive Plan Information

Federal Non-Point Discharge Elimination System (NPDES), Section 40 CFR 122.26
 State Water Policy, Florida Administrative Code Chapter 62, Rule 62-40.432(2)(c)
 Leon County Code of Ordinances, Chapter 10, Article VII

Operating Budget Impact

N/A

Stormwater Structure Inventory and Mapping

Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A
Project #:	066003	Capital Improvement:	N/A
Service Type:	Physical Environment	Level of Service Standard:	N/A
Status:	Existing Project - Carryforward	Strategic Priority:	EN1

Project Description/Justification

This project is for the continued mapping of Leon County's stormwater structure inventory. The National Pollutant Discharge Elimination System (NPDES) permit for Leon County's Municipal Separate Storm Sewer System (MS4) was renewed November 2011. This permit requires the mapping of known stormwater structural controls within the first year of the 5-year permit. The map will be maintained by staff using as-built surveys as projects are completed. The map will be integrated with the Operations Division work-order system to document compliance with inspection and maintenance requirements of the MS4 permit.

Phase 1 is complete including major culverts that have been inventoried. Stormwater ponds and ditches remain to be completed.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	311,889	611,720	0	0	0	0	0	0	0	923,609
	311,889	611,720	0	0	0	0	0	0	0	923,609

Policy/Comprehensive Plan Information

The Federal Clean Water Act requires local communities to remain in compliance with the federal NPDES program regarding stormwater management of municipal systems.

Operating Budget Impact

N/A

TMDL Compliance Activities

Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A
Project #:	066004	Capital Improvement:	N/A
Service Type:	Physical Environment	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	EN1

Project Description/Justification

This project addresses the Florida Department of Environmental Protection (FDEP) and the U.S. Environmental Protection Agency (USEPA) assigned Total Maximum Daily Load (TMDL) limits to pollution entering local surface waters. The project funds activities for water bodies and watercourses where a TMDL has been adopted. Examples of proposed activities are sampling to determine load reduction or support of recommended restoration activities, and public education regarding septic tank impacts.

This project also includes the development of Basin Management Action Plans (BMAP). The TMDLs for the Upper Wakulla River, Munson Slough, Lake Munson, and the Harbinwood Estates Drain require BMAPs be developed among stakeholders to accomplish the necessary reductions. The stakeholders include Leon County, Florida Department of Transportation (FDOT), City of Tallahassee, Wakulla County, Florida State University, and Florida A&M University. County staff has had discussions with the City of Tallahassee, a key primary stakeholder, early in the BMAP process in an effort to narrow potential differences in allocations and foster cooperation and/or develop joint projects that benefit the environment. The BMAPs will culminate with Interlocal agreements committing each party to actions to achieve their allocated reduction. The County's Non-Point Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit will be amended to include the BMAP commitments. To provide data for project selection, sampling of Lake Munson and Munson Slough will be conducted with future years dependent on BMAP requirements.

The initial phase includes evaluating and allocating the pollutant load reductions. The BMAP interlocal agreements are anticipated to require additional monitoring of water quality and construction of additional stormwater management facilities, all of which will require some years to complete.

The County continues to pursue grant funding to address TMDL, such as the Northwest Florida Management District (NFWFMD) "Septic to Sewer" grant. The NFWFMD awarded the County a \$1,950,000 50% matching grant to eliminate septic tanks in Woodside Heights, the Lake Munson Target Area, by connecting the subdivision to the City of Tallahassee's Advanced Wastewater Treatment Facility. Additionally, the county is seeking a total of \$6.0 million in grant funds, requiring \$6.0 million in local matching funds, for the Woodville Sewer project. Staff anticipates meeting the local match requirement using a combination of existing fund balances and pursuing a low interest loan from the Florida Department of Environmental Management Clean Water State Revolving Loan Fund that can be paid back utilizing Blueprint 2020 Water Quality funding.

Strategic Initiative

Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment. (2016-13)

Reduce nitrogen impacts in the Primary Springs Protection Zone by identifying cost effective and financially feasible ways including, develop a septic tank replacement program. (2016-23A)

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	350,000	0	0	100,000	0	0	0	100,000	450,000
	0	350,000	0	0	100,000	0	0	0	100,000	450,000

Policy/Comprehensive Plan Information

The federal NPDES MS4 permit will incorporate the terms of the BMAP Interlocal agreements.

Operating Budget Impact

N/A

Transfer Station Heavy Equipment Replacement

Dept/Div: **Fleet Management**
 Project #: **036010**
 Service Type: **Physical Environment**
 Status: **Existing Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN3**

Project Description/Justification

This project is for the replacement of transfer station equipment. It is estimated that the vehicles/equipment being replaced will generate \$5,600 in surplus sales. The following is the FY18 replacement schedule:

Division	Year/Make Description	Mileage/Hour	Original Cost	Repair Cost to Date	Estimated Replace Cost
SW – Transfer Station	2007 FORD F-150	71,620	\$19,529	\$4,200	\$30,100
SW – Transfer Station	JOHN DEERE ZTRAK MOWER	605	\$8,138	\$1,509	\$9,500

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
401 Solid Waste	5,522,452	434,800	376,281	39,600	478,125	434,202	0	165,000	1,116,927	7,074,179
	5,522,452	434,800	376,281	39,600	478,125	434,202	0	165,000	1,116,927	7,074,179

Policy/Comprehensive Plan Information

Florida Statutes Chapter 403

Florida Administrative Code Rule 62-701

Florida Department of Environmental Protection Operating Permit - requires sufficient equipment, including backup equipment, to promptly remove the waste from the tip floor each day, on a first in, first out basis. No waste is allowed on the tip floor overnight.

In accordance with the Green Fleet Policy, each vehicle and equipment replacement will be evaluated to make every effort to purchase and use the lowest emission vehicle or equipment item possible, while taking into account the vehicle's life cycle costs, miles per gallon, life cycle environmental impacts, and ability to support Leon County's operation and services.

Operating Budget Impact

There are no new operating costs associated with replacing vehicles and equipment. The applicable fuel, maintenance, and insurance costs have already been budgeted.



Transfer Station Heavy Equipment Replacement



Transfer Station Improvements

Dept/Div: **Solid Waste**
 Project #: **036023**
 Service Type: **Physical Environment**
 Status: **Existing Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN3**

Project Description/Justification

This project provides funds for ongoing maintenance and repairs of the buildings and grounds at the Gum Road Transfer Station. Transfer station improvements will be designed by Public Works Engineering or the Division's environmental compliance consultant as appropriate. This funding is for general improvements to the facility.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
401 Solid Waste	1,072,396	297,219	11,928	150,000	150,000	150,000	150,000	150,000	750,000	2,119,615
	1,072,396	297,219	11,928	150,000	150,000	150,000	150,000	150,000	750,000	2,119,615

Policy/Comprehensive Plan Information

This project allows the county to meet the Objectives and Level of Service Standard in the Solid Waste sub-element of the comp plan; Goals & Objectives: Objective 1.4 meets the requirements of Rule 9J-5.011. LOS is defined in Policy 1.5.1 [SW].

Operating Budget Impact

N/A



Westside Stormwater

Dept/Div: **Engineering Services**
 Project #: **062005**
 Service Type: **Physical Environment**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **Yes**
 Strategic Priority: **EN2**

Project Description/Justification

This project is for remapping the Federal Emergency Management Flood Insurance Rate Maps for the Target Planning Area. The Board opted to eliminate the construction portion of this project at the March 10, 2015 meeting. The remapping requires completion of the Capital Circle NW project due to its substantial influence on drainage.

This project is funded by the \$50 million (split 50/50 between the City and the County) set aside by Blueprint 2000 for stormwater and water quality retrofits. Funding is provided by Blueprint's 80% share of the Sales Tax Extension dedicated to the agency.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
309 Sales Tax - Extension	12,962	400,000	0	0	0	0	0	0	0	412,962
	12,962	400,000	0	0	0	0	0	0	0	412,962

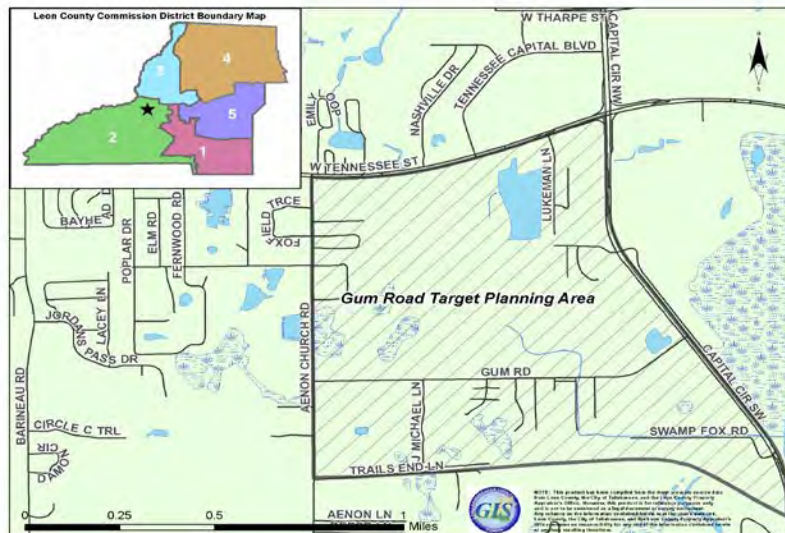
Policy/Comprehensive Plan Information

Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Policy 2.7.7:[C](Leon County) Local government shall develop a program for retrofitting developed areas which lack adequate facilities for treating stormwater runoff by defining and implementing a sequence of intermediate milestones necessary to achieve the retrofit objective. Local government shall fund and initiate a work program to quantify water quality problems, costs and mitigation methods. Using this information, local government shall develop more specific retrofit objectives with due consideration to costs, methodology and the community's willingness to financially support implementation. Policies shall be adopted into the comprehensive plan that reflects these objectives including program funding targets. Local government shall then develop, fund, and initiate a water quality enhancement program, which will achieve the retrofit goals on the established schedule.

Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Goal 1: provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality.

Operating Budget Impact

N/A



Woodside Heights Sewer Project

Dept/Div: **Engineering Services**
 Project #: **061002**
 Service Type: **Physical Environment**
 Status: **Existing Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN1, EN2**

Project Description/Justification

This project funds the septic tank to sewer conversion in the Woodside Heights subdivision of the Lake Munson Target Area. Woodside Heights is the Primary Focus Area #1 in the Wakulla Springs Basin Management Action Plan, a key area for septic tank phase-out to assist in the Wakulla Springs recovery. This project is funded by a \$2,450,000 grant from the Northwest Florida Water Management District (NFWFMD), as part of the Florida Department of Environmental Protection Springs Restoration program, and matching funds from the County. The total \$4,900,000 in grant and matching funds will fund the design and construction of central sewer lines, connection of homes to the lines, and removal of septic tanks from the homes.

A portion of the grant match for this project \$1,950,000 is funded by the \$50 million (split 50/50 between the City and the County) set aside by Blueprint 2000 for stormwater and water quality retrofits from its 80% share of the Sales Tax Extension dedicated to the agency.

Strategic Initiative

Implement the adopted Basin Management Action Plan for Wakulla Springs (...). (2016-13)

Reduce nitrogen impacts in the Primary Springs Protection Zone by identifying cost effective and financially feasible ways including, develop a septic tank replacement program. (2016-23A)

Financial Summary

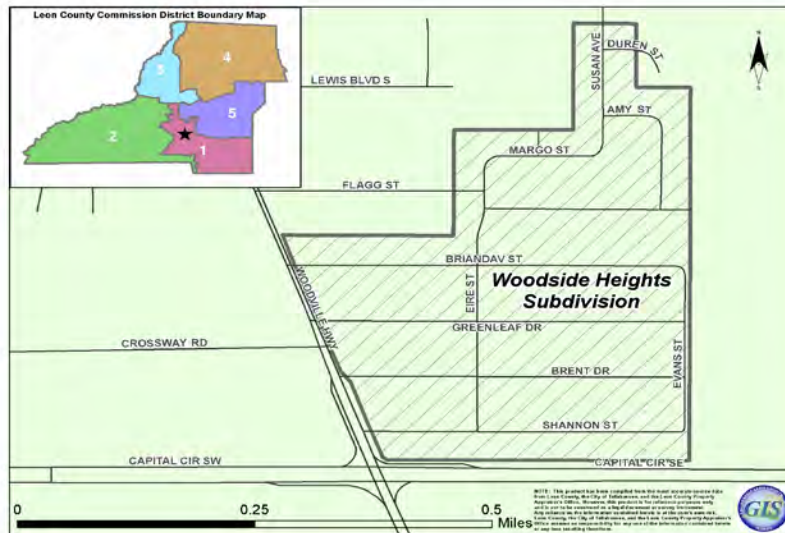
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
125 Grants	0	2,950,000	2,673	0	0	0	0	0	0	2,950,000
309 Sales Tax - Extension	0	1,999,678	0	0	0	0	0	0	0	1,999,678
	0	4,949,678	2,673	0	0	0	0	0	0	4,949,678

Policy/Comprehensive Plan Information

Comprehensive Plan Reference: SANITARY SEWER GOALS, OBJECTIVES AND POLICIES: Goal 1: Provide efficient wastewater treatment that meets the demands of the community while maintaining public health and environmental standards. Goal 2: Sanitary sewer facilities and service shall be provided to meet existing and projected demands identified in the Plan.

Operating Budget Impact

N/A



Woodville Sewer Project

Dept/Div: **Engineering Services**
 Project #: **062003**
 Service Type: **Physical Environment**
 Status: **New Project**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **EN1, EN2**

Project Description/ Justification

This project will provide the design of the central sanitary sewer collection system in the Woodville Rural Community and the transmission system connecting to the City of Tallahassee's system, and purchase of the required lift station sites. The project implements the Upper Wakulla River Basin Management Action Plan to reduce nitrogen loadings to Wakulla Springs by designing central sewer for the Woodville Rural Community. This is a grant-funded project and design of the project will be initiated with consultant procurement. Subsequent funding will be pursued for construction of the collection and transmission system being designed under this Phase of the Woodville Septic to Sewer Project.

Strategic Initiative

Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment. (2016-13)

Reduce nitrogen impacts in the Primary Springs Protection Zone by identifying cost effective and financially feasible ways including, develop a septic tank replacement program. (2016-23A)

Financial Summary

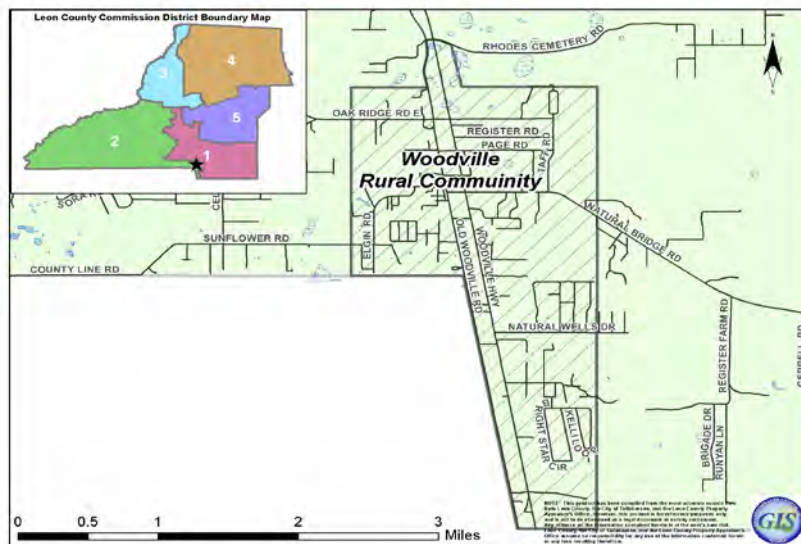
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
125 Grants	0	1,500,000	0	0	0	0	0	0	0	1,500,000
305 Capital Improvements	0	1,500,000	0	0	0	0	0	0	0	1,500,000
	0	3,000,000	0	0	0	0	0	0	0	3,000,000

Policy/Comprehensive Plan Information

Comprehensive Plan Land Use Policy 1.1.4 states "Central water and sewer may be provided in areas designated as Rural Community, Woodville Rural Community" Land Use Policy 1.1.3 limits capital infrastructure designed to support urban density outside the Urban Service Area to instances such as the Woodville Rural Community where there is the potential of severe environmental degradation if no improvements are made, such as the high nitrogen loads from septic tanks.

Operating Budget Impact

N/A



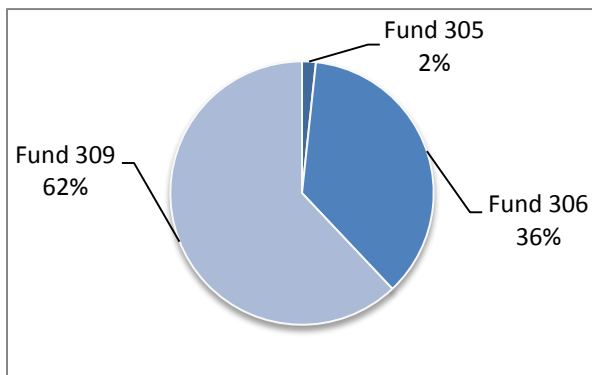
Overview

The Transportation section contains capital improvement projects designed to facilitate the provision of services in the Leon County Transportation Program. Major Transportation Capital Projects funded in FY 2018 include Arterial/Collector and Local Road Resurfacing, Sidewalk Program, Community Safety & Mobility, and Open Graded Cold Mix Maintenance & Resurfacing.

Funding Sources

Chart 24.8 illustrates 62% or (\$4,575,000) of the Sales Tax Extension (Fund 309) funds the FY 2018 transportation budget. The Gas Tax (Fund 306) funds 36% (\$2,674,485) and Capital Improvement (Fund 305) funds the remaining 2% (\$125,000).

**Chart 24.8
FY 2018 Transportation Projects
By Funding Source**



Managing Departments

Table 24.15 shows Engineering Services will manage 79% of the FY 2018 Transportation capital improvement projects. Fleet Management will manage 1 project and Public Works - Operations will manage 2 projects, or the remaining 21% of the FY 2018 transportation projects.

**Table 24.15
FY 2018 Transportation Projects
By Managing Department**

Managing Department	# of Projects	FY 2018 Budget
Engineering Services	11	6,172,785
Fleet Management	1	466,500
Public Works Operations	2	735,200
Total	14	\$7,374,485

Operating Budget Impacts

Table 25.14 shows the estimated impacts that some Transportation projects have on the operating budget. Impacts are shown in the fiscal year which they are anticipated to begin as well as the out-years that are affected by additional operating costs. These impacts are only estimates and are subject to change.

**Table 25.16
FY 2018 Transportation Operating Budget Impacts**

Project	Project #	FY 2018 Estimate	FY 2019 Estimate	FY 2020 Estimate	FY 2021 Estimate	FY 2022 Estimate
Street Lights Programs	057013	10,000	10,000	10,000	10,000	10,000
Total		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Leon County Fiscal Year 2018 – 2022 Capital Improvement Program

Transportation Index

Page	Project	#	Life to Date FY 2016	Adj Bud FY 2017	FY 2018 Budget	FY18-FY22 Total	Project Total
25-109	Arterial & Collector Roads Pavement Markings	026015	781,243	135,200	135,200	676,000	1,592,443
25-110	Arterial/Collector and Local Road Resurfacing	056001	34,812,962	5,858,067	3,375,000	17,206,170	57,877,199
25-111	Community Safety & Mobility	056005	8,015,813	1,486,404	600,000	1,220,000	10,722,217
25-112	Intersection and Safety Improvements	057001	8,320,841	5,179,044	-	2,345,850	15,845,735
25-113	Magnolia Drive Multi-Use Trail	055010	1,966,546	6,539,721	-	-	8,506,267
25-114	Old Bainbridge Road Safety Improvements	053007	-	322,000	-	1,374,000	1,696,000
25-115	Open Graded Cold Mix Maintenance/Resurfacing	026006	13,193,419	963,441	600,000	3,000,000	17,156,860
25-116	Public Works Design and Engineering Services	056011	247,739	100,000	100,000	500,000	847,739
25-117	Public Works Vehicle/Equipment Replacement	026005	9,970,234	1,136,563	466,500	3,157,000	14,263,797
25-118	Sidewalk Program	056013	2,233,118	2,286,544	1,472,785	10,935,449	15,455,111
25-119	Springhill Road Bridge Rehabilitation	051008	-	350,500	-	-	350,500
25-120	SR 20 / Geddie Road Project	057008	-	225,000	-	-	225,000
25-121	Street Lights Program - Unincorporated Areas	057013	-	125,000	125,000	625,000	750,000
25-122	Transportation and Stormwater Improvements	056010	9,720,560	3,075,028	500,000	2,500,000	15,295,588
Transportation Total			89,262,475	27,782,512	7,374,485	43,539,469	160,584,456

The Capital Improvement projects highlighted are fully funded in FY 2017. It is anticipated that these projects will be carryforward into the next fiscal year.

Arterial & Collector Roads Pavement Markings

Dept/Div:	Public Works - Operations	Comp Plan CIE Project:	N/A
Project #:	026015	Capital Improvement:	N/A
Service Type:	Transportation	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	G2

Project Description/Justification

This project allows for the refurbishing of long line thermoplastic on the County's Arterial and Collector Road System. In 1997, Public Works Engineering began a phase-in approach to upgrading pavement markings during resurfacing from traffic paint to thermoplastic. This change has resulted in much brighter and safer pavement markings on the County's Arterial and Collector Roads.

Due to the long life of thermoplastic (approximately five to six years) and the limited number of roads with thermoplastic markings at the time, this project was originally scheduled to occur every five years. However, due to annual resurfacing and reconstruction projects, the number of roads with thermoplastic markings has increased substantially.

To keep pace with these changes, Public Works has increased refurbishing pavement markings on approximately 10 miles of arterial and collector roads annually. This change allows for refurbishing of aging thermoplastic markings in a more timely manner and improves the coordination between asphalt resurfacing and thermoplastic refurbishing activities.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
306 Transportation Improvements	781,243	135,200	0	135,200	135,200	135,200	135,200	135,200	676,000	1,592,443
	781,243	135,200	0	135,200	135,200	135,200	135,200	135,200	676,000	1,592,443

Policy/Comprehensive Plan Information

Florida Statute 336 - requires that local governments maintain infrastructures within their jurisdictions

Operating Budget Impact

N/A

Magnolia Drive Multi-Use Trail

Dept/Div: **Engineering Services**
 Project #: **055010**
 Service Type: **Transportation**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **Q5, Q6**

Project Description/Justification

This project is for the implementation of the Magnolia Drive Multiuse Trail. Magnolia Drive is a County-maintained major collector roadway, which the County is responsible for construction of sidewalk improvements. The roadway is also a key pedestrian and bicycle corridor listed in the Regional Mobility Plan as well as the Safe Routes to School document. This project will be completed in seven phases.

- Phase 1 - South Meridian Road to Pontiac Drive (Completed January 2017)
- Phase 2A - Pontiac Drive to east of Alban Avenue (includes Traffic Signal installation at Jim Lee Road and Magnolia Drive)
- Phase 2B - East of Alban Avenue to Diamond Street
- Phase 3 - Diamond Street to Apalachee Parkway
- Phase 4 - Multiuse Trail from South Meridian Road to South Monroe Street
- Phase 5 - (combined with Phase 3) Continuation of Multiuse Trail from Chowkeebin Nene to Apalachee Parkway
- Phase 6 - Streetscape from South Monroe to South Adams - sidewalks on both sides.

This project is estimated at a total cost of \$8,483,300, with BluePrint 2000 to budget the estimated balance (\$2,333,300) in the out years, as needed. At its January 27, 2015 meeting, the Board approved the initial funding for Phase 1, including FDOT's reimbursement and the City's portion for a water and wastewater utility upgrade for a total of \$2,200,000.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
125 Grants	1,906,084	6,339,397	574,510	0	0	0	0	0	0	8,245,481
309 Sales Tax - Extension	60,462	200,324	129	0	0	0	0	0	0	260,786
	1,966,546	6,539,721	574,639	0	0	0	0	0	0	8,506,267

Policy/Comprehensive Plan Information

Sidewalk Policy

Operating Budget Impact

N/A



Magnolia Drive Multi-Use Trail



Old Bainbridge Road Safety Improvements

Dept/Div: **Engineering Services** Comp Plan CIE Project: **N/A**
 Project #: **053007** Capital Improvement: **N/A**
 Service Type: **Transportation** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **EC1**

Project Description/Justification

This project addresses Lane Departure type crashes along Old Bainbridge Road in the vicinity of Knots Lane, while considering the canopy protection zone limitations. The existing roadway is a 2-lane, 2-way paved County collector road and has two 11' lanes with minimum or no shoulders in some areas. The roadway has no sidewalks, median, bike lanes, or street lighting.

The Tharpe Street to Capital Circle NW segment of the roadway is approximately 4.1-miles long and is inside the Canopy Road Protection Zone. The wet conditions associated with flooding after storms, increase the hazardous conditions of this section of roadway. Proposed countermeasures include minor shoulder pavement, limited piping of steep ditches directly adjacent to edge of pavement, new signage, upgraded pavement markings, delineators, and shielding of obstructions in limited circumstances. A total of \$154,000 was budgeted during FY 2015 for project management and planning. Right-a-way acquisition and construction will occur in FY 2019.

The US 27 to County Line segment of the roadway is approximately 3.6-miles long and is outside the Canopy Road Protection Zone. Proposed countermeasures include limited piping of steep ditches at selected sharp curves, new signage, upgraded pavement markings, delineators, and shielding of obstructions in limited circumstances. Design is anticipated to begin in FY 2018, followed by construction in FY 2019. The costs for this segment of the project will be offset by funding from the Florida Department of Transportation (FDOT).

Strategic Initiative

N/A

Financial Summary

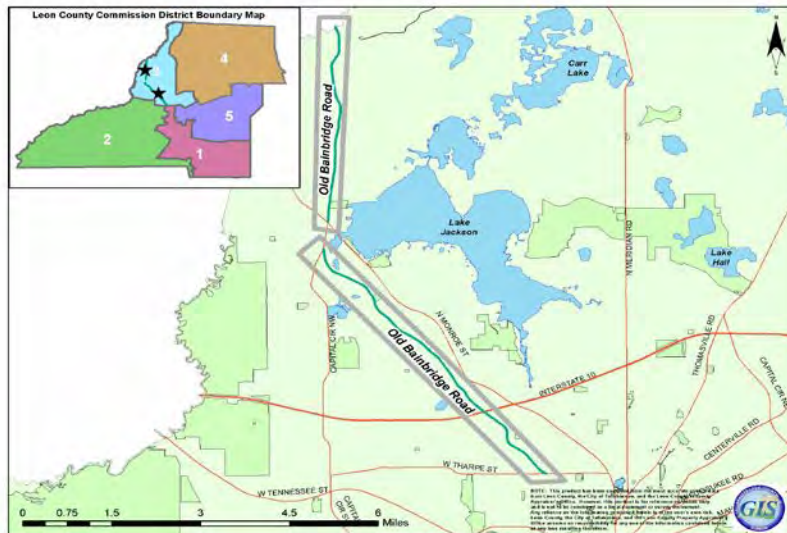
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
306 Transportation Improvements	0	322,000	0	0	1,374,000	0	0	0	1,374,000	1,696,000
	0	322,000	0	0	1,374,000	0	0	0	1,374,000	1,696,000

Policy/Comprehensive Plan Information

Comprehensive Plan Reference: GOAL 1: [M] (Effective 12/15/11) MOTORIZED, BICYCLE, AND PEDESTRIAN CIRCULATION Establish and maintain a safe, convenient, energy efficient, and environmentally sound automobile, transit, bicycle and pedestrian transportation system, capable of moving people of all ages and abilities as well as goods.

Operating Budget Impact

N/A



Open Graded Cold Mix Maintenance and Resurfacing

Dept/Div:	Public Works - Operations	Comp Plan CIE Project:	N/A
Project #:	026006	Capital Improvement:	N/A
Service Type:	Transportation	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	G2

Project Description/Justification

This project provides funding for materials and contract services associated with asphalt maintenance on Leon County's Open Grade Mix roadways. Prior to its sunset, the Alternative Stabilization Program was successful in stabilizing approximately 50 miles of County maintained dirt roads. Since the sunset of the Alternative Stabilization Program, maintenance on these roads is performed by the Division of Operations' Transportation Program.

As Open Grade Mix roads age, it can be anticipated that these older roads will require a higher degree of maintenance (i.e. patching and rejuvenation) than in recent years. It can further be anticipated that some of these roads will require resurfacing. Additionally, permitting requirements on the County's Open Grade Mix roads require that porosity within the Open Grade may be maintained by either hydro-cleaning or other maintenance methods. To meet these needs, funding is required for both routine maintenance and scheduled resurfacing of Open Grade Mix roads.

This project is funded by the 10% share of the Sales Tax Extension dedicated to Leon County. The funding will shift to the County's 10% share of the 2nd Sales Tax Extension (Blueprint 2020) in January 2020.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
306 Transportation Improvements	415,987	0	0	0	0	0	0	0	0	415,987
308 Sales Tax	12,314,221	0	0	0	0	0	0	0	0	12,314,221
309 Sales Tax - Extension	463,212	963,441	0	600,000	600,000	0	0	0	1,200,000	2,626,653
351 Sales Tax - Extension 2020	0	0	0	0	0	600,000	600,000	600,000	1,800,000	1,800,000
	<u>13,193,419</u>	<u>963,441</u>	<u>0</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>3,000,000</u>	<u>17,156,860</u>

Policy/Comprehensive Plan Information

Florida Statute 336 - requires that local governments maintain infrastructures within their jurisdictions

Operating Budget Impact

N/A

Public Works Design and Engineering Services

Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A
Project #:	056011	Capital Improvement:	N/A
Service Type:	Transportation	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	EC1, EN1

Project Description/Justification

This project is for the design and engineering services that occur routinely throughout the year for transportation and stormwater projects.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
306 Transportation Improvements	247,739	100,000	17,100	100,000	100,000	100,000	100,000	100,000	500,000	847,739
	247,739	100,000	17,100	100,000	100,000	100,000	100,000	100,000	500,000	847,739

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A

Sidewalk Program

Dept/Div: **Engineering Services** Comp Plan CIE Project: **N/A**
 Project #: **056013** Capital Improvement: **N/A**
 Service Type: **Transportation** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **EN4, Q6**

Project Description/Justification

This project is for the planning, design, and construction of sidewalks. The sidewalk network is to safely and conveniently connect individual residences to schools, shopping and recreations, as well as to the collector and arterial where transit is provided. The sidewalks are identified in the County priority list.

At the July 8, 2013 FY 2014 Budget Workshop, the Board approved levying the additional five-cent gas tax. Subsequently, during the September 10, 2013 meeting, the Board directed staff to allocate the FY 2014 gas tax revenue 50/50 between transportation operating expenditures and capital expenditures. Currently, the Sidewalk Program is the highest priority transportation capital project, comparing the project scale to projected gas tax revenue.

In November 2014, Leon County residents approved a referendum providing a second extension of the 1-Cent Local Option Sales Tax beginning in FY 2020 for 20 years. Blueprint 2020 set aside \$50 million (50/50 County and City) of sales tax extension revenue for County/City Sidewalk Projects funding.

On May 12, 2015, the Board approved the Safe Routes to Schools and Community Sidewalk Enhancements Tier Prioritization Lists. This project is jointly funded with the additional five-cents gas tax and the Blueprint 2020 2nd sales tax extension, which will shift to the 2nd sales tax extension that will take effect January 2020.

The Community Safety and Mobility capital project on page 25-111 funds some sidewalk projects as well as bikeways and traffic calming devices.

Strategic Initiative

N/A

Financial Summary

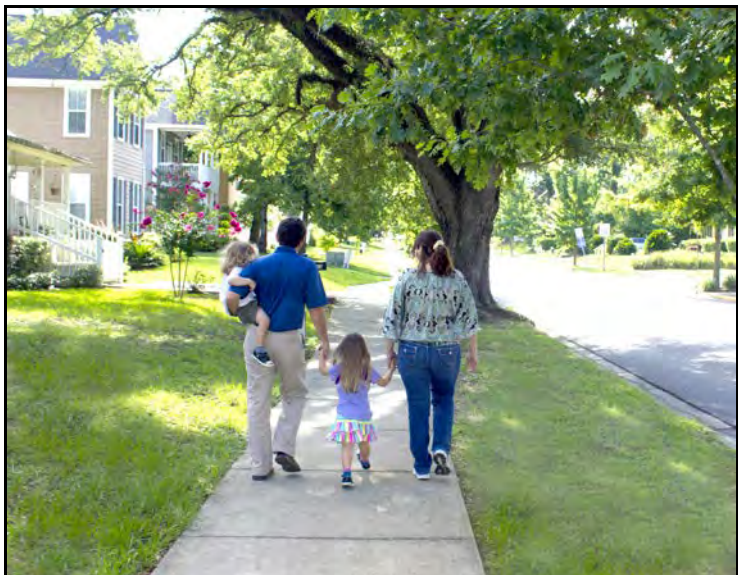
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
306 Transportation Improvements	2,233,118	2,286,544	7,396	1,472,785	1,487,510	1,502,378	1,517,388	1,517,388	7,497,449	12,017,111
352 Sales Tax - Extension 2020 JPA Agreement	0	0	0	0	0	938,000	1,250,000	1,250,000	3,438,000	3,438,000
	<u>2,233,118</u>	<u>2,286,544</u>	<u>7,396</u>	<u>1,472,785</u>	<u>1,487,510</u>	<u>2,440,378</u>	<u>2,767,388</u>	<u>2,767,388</u>	<u>10,935,449</u>	<u>15,455,111</u>

Policy/Comprehensive Plan Information

Sidewalk Policy

Operating Budget Impact

N/A



Sidewalk

Springhill Road Bridge Rehabilitation

Dept/Div: **Engineering Services** Comp Plan CIE Project: **N/A**
 Project #: **051008** Capital Improvement: **N/A**
 Service Type: **Transportation** Level of Service Standard: **N/A**
 Status: **Existing Project - Carryforward** Strategic Priority: **EC1**

Project Description/Justification

This project provides rehabilitative repair to Springhill Road Bridge over Munson Slough to ensure the long-term safety of this facility. This project will address the noted conditions in the Florida Department of Transportation (FDOT) Bi-Annual Bridge Inspection and provide a permanent solution to the deteriorating approaches that have required several emergency repairs in the past two years. Springhill Road Bridge was built in 1949 using timber piles, concrete bents, steel and a concrete superstructure. The bridge spans Munson Slough at the outfall into Lake Henrietta. Currently, the bridge's timber piles are showing some deterioration. Additionally, Munson Slough experiences extreme fluctuation of stream elevation. This continual fluctuation has caused weakening of the approaches. The substructure and superstructure are in need of repair to maintain longevity. The replacement of the bridge is contemplated as part of the BluePrint 2020 Southside Gateway project. It is critical that the repairs are done to extend the useful life of the bridge until it is replaced.

Strategic Initiative

N/A

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
306 Transportation Improvements	0	350,500	0	0	0	0	0	0	0	350,500
	0	350,500	0	0	0	0	0	0	0	350,500

Policy/Comprehensive Plan Information

N/A

Operating Budget Impact

N/A



SR 20 / Geddie Road Project

Dept/Div: **Engineering Services**
 Project #: **057008**
 Service Type: **Transportation**
 Status: **Existing Project - Carryforward**

Comp Plan CIE Project: **N/A**
 Capital Improvement: **N/A**
 Level of Service Standard: **N/A**
 Strategic Priority: **Q3**

Project Description/Justification

The budget amendment budgets \$225,000 in funding from the Florida Department of Transportation for a Joint Project Agreement with the County for the design and construction of the turn lane improvements on Geddie Road and the installation of a traffic signal at the State Road 20/Geddie Road Intersection.

Strategic Initiative

N/A

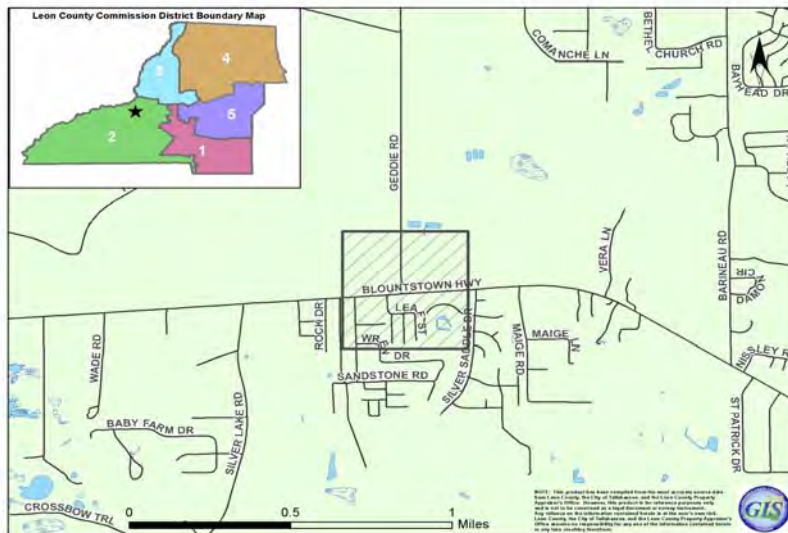
Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
125 Grants	0	225,000	0	0	0	0	0	0	0	225,000
	0	225,000	0	0	0	0	0	0	0	225,000

Policy/Comprehensive Plan Information

Operating Budget Impact

N/A



Street Lights Program - Unincorporated Areas

Dept/Div:	Engineering Services	Comp Plan CIE Project:	N/A
Project #:	057013	Capital Improvement:	N/A
Service Type:	Transportation	Level of Service Standard:	N/A
Status:	Existing Project	Strategic Priority:	Q3

Project Description/Justification

This project is for the placement of street lights in the unincorporated areas on County roads and intersections. To ensure the timely progress of this project, on July 12, 2016, \$125,000 was appropriated in FY 2016 to fund street lights placement.

On February 7, 2017, the County adopted the Street Lighting Eligibility Criteria and Implementation Policy and approved a list of projects for implementation. An annual budget of \$125,000 was established for an estimated three to four projects per year for various types of roadways that may warrant the placement of street lights by the County.

Strategic Initiative

Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage. (2016-33)

Financial Summary

Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	0	125,000	0	125,000	125,000	125,000	125,000	125,000	625,000	750,000
	0	125,000	0	125,000	125,000	125,000	125,000	125,000	625,000	750,000

Policy/Comprehensive Plan Information

Street Lights Programs ordinance and policy.

Operating Budget Impact

Funding Source	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned
106 Transportation Trust	10,000	10,000	10,000	10,000	10,000
	10,000	10,000	10,000	10,000	10,000

Operations' budget was increased by \$10,000 in FY 2017 to address the increased utility and maintenance costs for new street lights.

Transportation and Stormwater Improvements

Dept/Div: **Engineering Services** Comp Plan CIE Project: **No**
 Project #: **056010** Capital Improvement: **Stormwater**
 Service Type: **Transportation** Level of Service Standard: **N/A**
 Status: **Existing Project** Strategic Priority: **EC1, EN1**

Project Description/Justification

On January 29, 2009, the Board conducted a Workshop to address the need for Transportation and/or Stormwater projects to mitigate or alleviate community impacts during and after major storm events. The following is a combination of the Tropical Storm Faye projects (most of which are complete) and stormwater needs identified by citizens and regulatory agencies to alleviate flooding and/or enhance the environment.

Projects Under Construction
 Okeeheepkee Road Drainage Improvements

Scheduled Improvement Projects
 Maylor and Taylor Roads, Raymond Tucker Road, Ben Boulevard Phase 2, Frontier Estates Drainage Improvements (under stormwater analysis), Miccosukee Road Drainage Improvements (under final design), Centerville Trace Pond Repair, Chadwick Way Culvert Upgrade, Fred George Culvert Replacement and Trash Rack, Miccosukee at Georgia Intersection Drainage, and Keystone Court Trash Rack

Completed Projects
 Alexandrite Court, Edenfield/Barfield roads, Park Hill, Lakeside Drive, Lawndale Drive, Ben Boulevard Phase 2, Rhodes Cemetery Road, Salamanca/Palencia, Bannerman Road Outfall Facility, Edinburgh Estates, Portsmouth Circle, Timberlake LOMR, Killearn Lakes Unit 3, Autumn Woods, Crump Road Cross Drain Replacement, Southbrook (vegetation monitoring continues)/Otter Creek/Chadwick Way, Linene Woods Culvert, and Killearn Lakes Units 1, 2 & 3.

Strategic Initiative

N/A

Financial Summary

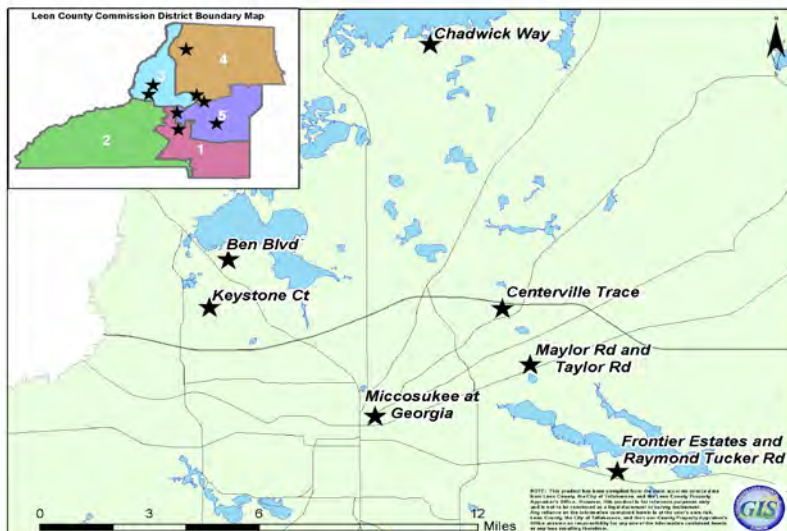
Funding Source	Life To Date FY 2016	Adjusted Budget FY 2017	Year To Date FY 2017	FY 2018 Budget	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	5 Year Total	Total Project Cost
305 Capital Improvements	9,138,858	305,536	112,715	0	0	0	0	0	0	9,444,394
306 Transportation Improvements	581,702	2,769,492	103,195	500,000	500,000	500,000	500,000	500,000	2,500,000	5,851,194
	9,720,560	3,075,028	215,910	500,000	500,000	500,000	500,000	500,000	2,500,000	15,295,588

Policy/Comprehensive Plan Information

Comprehensive Plan Reference: STORMWATER MANAGEMENT GOALS, OBJECTIVES AND POLICIES: Goal 1: Provide a stormwater management system which protects the health, welfare and safety of the general public by reducing damage and inconvenience from flooding and protects surface water and groundwater quality. Comprehensive Plan Levels of Service for Stormwater conveyance requires that no floodwaters enter a residence in a 100-year storm.

Operating Budget Impact

N/A



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SECTION 1. HOME RULE CHARTER.

The proposed Home Rule Charter of Leon County, Florida, shall read as follows:

PREAMBLE

We, the citizens of Leon County, Florida, united in the belief that governmental decisions affecting local interests should be made locally, rather than by the State, and that County government should be reflective of the people of the County and should serve them in achieving a more responsive and efficient form of government and in order to empower the people of this County to make changes in their own government, do ordain and establish this Home Rule Charter for Leon County, Florida.

ARTICLE I. CREATION, POWERS AND ORDINANCES OF HOME RULE CHARTER GOVERNMENT

Sec. 1.1. Creation and general powers of Home Rule Charter government.

The County shall have all powers of self-government not inconsistent with general law, with special law approved by vote of the electors, or with this Charter. The County shall have all county and municipal powers of self-government granted now or in the future by the Constitution and laws of the State of Florida.

Sec. 1.2. Body corporate, name, and boundaries.

Leon County shall be a body corporate and politic. The corporate name shall be Leon County, Florida. The County seat and boundaries shall be those designated by law on the effective date of this Home Rule Charter.

Sec. 1.3. Construction.

The powers granted by this Home Rule Charter shall be construed broadly in favor of the charter government. The specified powers in this Charter shall not be construed as limiting, in any way, the general or specific power of the government as stated in this article. It is the intent of this article to grant to the charter government full power and authority to exercise all governmental powers necessary for the effective operation and conduct of the affairs of the charter government.

Sec. 1.4. County Purposes.

The County, operating under this Charter, shall have all special powers and duties which are not inconsistent with this Charter, heretofore granted by law to the Board of County Commissioners, and shall have such additional county and municipal powers as may be

required to fulfill the intent of this Charter.

Sec. 1.5. Municipal Purposes.

The County shall have all necessary municipal powers to accomplish municipal purposes within the County.

In the event the Board of County Commissioners levies the Municipal Public Services Tax on utilities, any additional recurring or non-recurring fee or charge imposed on a utility relating to the use or occupation of the public rights-of-way shall not exceed what is reasonably necessary to properly monitor and enforce compliance with the County's rules and regulations concerning placement and maintenance of utility facilities in the public rights-of-way.

Sec. 1.6. Relation to Municipal Ordinances.

(1) Except as otherwise provided by law or this Charter, municipal ordinances shall prevail over County ordinances to the extent of any conflict within the boundaries of the municipality. To the extent that a county ordinance and a municipal ordinance shall cover the same subject without conflict, then both the municipal ordinance and the county ordinance shall be effective, each being deemed supplemental to the other.

(2) *Minimum Environmental Regulations.* County ordinances shall establish minimum standards, procedures, requirements and regulations for the protection of the environment and shall be effective within the unincorporated and incorporated areas of the County. Such standards, procedures, requirements and regulations shall include, but shall not be limited to, tree protection, landscaping, aquifer protection, stormwater, protection of conservation and preservation features, and such other environmental standards as the Board of County Commissioners determines to be necessary for the protection of the public health, safety, and welfare of the citizens throughout Leon County. Standards shall be designed to place emphasis on supporting healthy natural systems occurring in the environment. However, nothing contained herein shall prohibit a municipality from adopting ordinances, standards, procedures, requirements or regulations establishing a more stringent level of environmental protection within the incorporated areas of the County. (Ord. No. 2010-22, § 8-17-10)

Sec. 1.7. Transfer of Power.

Whenever a municipality, special district or agency shall request by a majority vote of the governing body the performance or transfer of a function to the County, the County is so authorized by a majority vote of the Board of County Commissioners to have the power and authority to assume and perform such functions and obligations. This section does not authorize a transfer in violation of Article VIII, § 4 of the

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Constitution of Florida.

Sec. 1.8. Division of Powers.

This Charter establishes the separation between legislative and administrative functions of this government. The establishment and adoption of policy shall be the responsibility of the Board of County Commissioners and the execution of that policy shall be the responsibility of the County Administrator.

Sec. 1.9. Relation to State Law.

Special laws of the state legislature relating to or affecting Leon County and general laws of local application which apply only to Leon County, except those laws relating exclusively to a municipality, the school board, or a special district, shall be subject to approval by local referendum to the extent that they are not in conflict with this Charter. All special laws so approved shall become ordinances, and may be subject to amendment or repeal by the Board of County Commissioners.

ARTICLE II. ORGANIZATION OF COUNTY GOVERNMENT

Sec. 2.1. Elected Commission and appointed County Administrator form of government.

Leon County shall operate under an elected County Commission and an appointed County Administrator form of government with separation of legislative and executive functions in accordance with the provisions of this Home Rule Charter. The legislative responsibilities and powers of the County shall be assigned to, and vested in, the Board of County Commissioners. The executive responsibilities and power of the County shall be assigned to, and vested in, the County Administrator, who shall carry out the directives and policies of the Board of County Commissioners and enforce all orders, resolutions, ordinances and regulations of the Board, the Charter and all applicable general law to assure that they be faithfully executed.

Sec. 2.2. Legislative Branch.

(1) The County Commission.

The governing body of the County shall be a Board of County Commissioners composed of seven (7) Members serving staggered terms of four (4) years. There shall be one (1) Commissioner elected for each of the five (5) County Commission districts, established pursuant to general law or by ordinance, and they shall be elected by the electors of that district. There shall be two (2) At-large Commissioners elected on a countywide basis by the electors of the County. Elections for all seven (7) members of the County Commission shall be non-partisan. Each candidate for the office of district County Commissioner shall reside

within the district from which such candidate seeks election at the time of qualifying to run for that office, and during the term of office each Commissioner shall reside in the district from which such Commissioner ran for office, provided that any Commissioner whose residence is removed from a district by redistricting may continue to serve during the balance of the term of office.

(2) Redistricting.

Redistricting of County Commission district boundaries shall be in accordance with general law, changed only after notice and a public hearing as provided by general law.

(3) Salaries and Other Compensation.

Salaries and other compensation of the County Commissioners shall be established by ordinance, and salary shall not be lowered during an officer's term in office.

(4) Authority.

The Board of County Commissioners shall exercise all legislative authority provided by this Home Rule Charter in addition to all other powers and duties authorized by general law or special law approved by a vote of the electorate.

(5) Vacancies.

A vacancy in the office of County Commissioner shall be defined and filled as provided by general law.

(6) Administrative Code.

The County Commission shall adopt an administrative code in accordance with general law.

(7) Limitation on Campaign Contributions.

No candidate for any County office for which compensation is paid shall accept any contribution from any contributor, including a political committee, as defined by state law, in cash or in kind, in an amount in excess of \$250 per election. (Ord. No. 2010-21, § 1, 8-17-10)

Sec. 2.3. Executive Branch.

(1) The County Administrator.

(A) The County Administrator shall be appointed by an affirmative vote of a majority plus one (1) of the entire membership of the Board of County Commissioners. The County Administrator shall serve at the pleasure of the Board of County Commissioners until such time as the County Administrator shall be removed by a vote for removal of a majority plus one (1) of the entire membership of the Board of County Commissioners voting during the first regularly scheduled meeting occurring after a meeting of the Board at which a motion expressing the intent of the

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Board to remove the County Administrator was adopted by majority vote of those present and voting. The County Administrator shall be the chief executive officer of the County and all executive responsibilities and powers shall be assigned to, and vested in, the County Administrator. The County Administrator shall exercise all executive authority provided by this Home Rule Charter and all other powers and duties authorized by general or special law.

(B) The County Administrator shall be chosen on the basis of his/her professional qualifications, administrative and executive experience, and ability to serve as the chief administrator of the County. The County Administrator shall reside within the County during his/her tenure as County Administrator.

(C) The compensation of the County Administrator shall be fixed by the Board of County Commissioners at a level commensurate with the responsibilities of the position, with performance appraisals conducted by the Board of County Commissioners at least annually.

(D) A vacancy in the office shall be filled in the same manner as the original appointment. The County Administrator may appoint an Acting County Administrator in the case of his/her temporary vacancy.

(2) Senior Management.

The County's senior management employees, with the exception of the County Attorney's staff, shall serve at the pleasure of the County Administrator, who may suspend or discharge senior management personnel with or without cause.

(3) Non-interference by Board of County Commissioners.

Except for the purpose of inquiry and information, members of the Board of County Commissioners are expressly prohibited from interfering with the performance of the duties of any employee of the county government who is under the direct or indirect supervision of the County Administrator or County Attorney by giving said employees instructions or directives. Such action shall constitute malfeasance within the meaning of Article IV, Section 79a0 of the Florida Constitution. However, nothing contained herein shall prevent a County Commissioner from discussing any county policy or program with a citizen or referring a citizen complaint or request for information to the County Administrator or County Attorney.

(Ord. No. 2010-23, § 1, 8-17-10; Ord. No. 2010-24, § 1, 8-17-10; Ord. No. 2010-25, § 1, 8-17-10)

Sec. 2.4. County Attorney.

(1) There shall be a County Attorney selected by the Board of County Commissioners who shall serve at the pleasure of, and report directly to, the Board of County Commissioners, and shall reside within

the County during his/her tenure as County Attorney.

(A) The County Attorney shall provide legal services to the Board of County Commissioners, the County Administrator, and County departments, boards and agencies organized under the Board of County Commissioners.

(B) The compensation of the County Attorney shall be fixed by the Board of County Commissioners at a level commensurate with the responsibilities of the position with performance appraisals conducted by the Board of County Commissioners at least annually.

ARTICLE III. ELECTED COUNTY CONSTITUTIONAL OFFICERS

Sec. 3.1. Preservation of Constitutional Offices.

The offices of the Sheriff, Property Appraiser, Tax Collector, Clerk of the Circuit Court and Supervisor of Elections shall remain as independently elected constitutional offices, and the status, powers, duties and functions of such offices, shall not be altered by this Home Rule Charter, or any revisions or amendments hereto, except as provided in Section 5.2 below. The constitutional officers shall perform their executive and administrative functions as provided by law.

Sec. 3.2. Non-Partisan Elections.

(1) Non-Partisan Offices.

The Supervisor of Elections shall be non-partisan.

(A) Non-Partisan Election Procedures.

If three or more candidates, none of whom is a write-in candidate, qualify for such office, the names of those candidates shall be placed on a non-partisan ballot at the first primary election. If no candidate for such office receives a majority of the votes cast for such office in the first primary election, the names of the two candidates receiving the highest number of votes for such office shall be placed on the general election ballot.

(B) Qualification by Petition.

A candidate for non-partisan office may qualify for election to such office by means of the petitioning process provided in general law.

Sec. 3.3. Clerk Auditor.

(1) The Leon County Clerk of the Court shall serve as the Auditor to the Commission as specified by law. The Clerk shall employ a Certified Internal Auditor, Certified Public Accountant, or such other person qualified by education or experience in governmental accounting, internal auditing practices and fiscal

controls, which shall include at least five (5) years experience in professional accounting, auditing, governmental fiscal administration or related experience, unless the Clerk holds such qualifications. The Board of County Commissioners shall fund the audit function of the Clerk.

(2) Audit Committee.

There shall be a five member Audit Committee of which two members shall be appointed by the County Commission and three by the Clerk. The Audit Committee shall adopt an annual plan of work for the Auditor and shall oversee the work of the Auditor. The Audit Committee members shall be residents of Leon County, none of whom may be an employee or officer of County government, and who have experience as a public accountant, internal auditor, or as a financial manager for a public, private or not for profit institution. The purpose of the Committee is to promote, maintain, and enhance the independence and objectivity of the internal audit function by ensuring broad audit coverage, adequate consideration of audit reports, and appropriate action on recommendations. Clerk shall provide for the organization and duties of the audit committee, including membership terms, voting procedures, officers, sub-committees, meeting schedules and staff support.

Sec. 3.4. Limitations on campaign contributions.

No candidate for any County office for which compensation is paid shall accept any contribution from any contributor, including a political committee, as defined by state law, in cash or in kind, in an amount in excess of \$250 per election. (Ord. No. 2010-21, § 1, 8-17-10)

ARTICLE IV. POWERS RESERVED TO THE PEOPLE: INITIATIVE AND RECALL

Sec. 4.1. Citizen Initiative.

(1) Right to Initiate.

The electors of Leon County shall have the right to initiate County ordinances in order to establish new ordinances and to amend or repeal existing ordinances, not in conflict with the Florida Constitution, general law or this Charter, upon petition signed by at least ten percent (10%) of the total number of electors qualified to vote in the County reflecting ten percent (10%) of the total number of electors qualified to vote within each of the five (5) commission districts. The total number of electors qualified shall mean the total number of electors qualified to vote in the last preceding general election.

(2) Procedure for Petition.

The sponsor of an initiative shall, prior to obtaining any signatures, submit the text of a proposed

ordinance to the Supervisor of Elections, with the proposed ballot summary and the form on which signatures will be affixed and obtain a dated receipt therefore. Any such ordinances shall embrace but one (1) subject and matter directly connected therewith. The sponsor shall cause a notice of such submission to be published within fourteen (14) days thereof in a newspaper of general circulation in the County. The allowable period for obtaining signatures on the petition shall be completed not later than one (1) year after initial receipt of the petition by the Supervisor of Elections. The sponsor shall comply with all requirements of general law for political committees, and shall file quarterly reports with the Supervisor of Elections stating, to the best of the sponsor's information and belief, the number of signatures procured. The time and form of such reports may be prescribed by ordinance. When a sufficient number of signatures are obtained, the sponsor shall thereupon submit signed and dated forms to the Supervisor of Elections, and upon submission, shall pay all fees required by general law. The Supervisor of Elections shall, within sixty (60) days after submission of signatures, verify the signatures thereon, or specify a reason for the invalidity of each rejected signature, if the petition is rejected for insufficiency of the number of valid signatures. If the petition is rejected for insufficiency of the number of signatures, the sponsor shall have an additional thirty (30) days within which to submit additional signatures for verification. The Supervisor of Elections shall, within thirty (30) days of submission of additional signatures, verify the additional signatures. In the event sufficient signatures are still not acquired, the Supervisor of Elections shall declare the petition null and void and none of the signatures may be carried over onto another identical or similar petition.

(3) Consideration by Board of County Commissioners.

Within sixty (60) days after the requisite number of signatures has been verified by the Supervisor of Elections and reported to the Board of County Commissioners, the Board of County Commissioners shall give notice and hold public hearing(s) as required by general law on the proposed ordinance and vote on it. If the Board fails to enact the proposed ordinance it shall, by resolution, call a referendum on the question of the adoption of the proposed ordinance to be held at the next general election occurring at least forty-five (45) days after the adoption of such resolution. If the question of the adoption of the proposed ordinance is approved by a majority of those registered electors voting on the question, the proposed ordinance shall be declared, by resolution of the Board of County Commissioners, to be enacted and shall become effective on the date specified in the ordinance, or if not so specified, on January 1 of the succeeding year. The Board of County Commissioners shall not amend or

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repeal an ordinance adopted by initiative prior to the next succeeding general election, without the approval of a majority of the electors voting at a referendum called for that purpose.

(4) Limitation on Ordinances by Initiative.

The power to enact, amend or repeal an ordinance by initiative shall not include ordinances or provisions related to County budget, debt obligations, capital improvement programs, salaries of County officers and employees, the assessment or collection of taxes, or the zoning of land.

Sec. 4.2. Recall.

All members of the Board of County Commissioners shall be subject to recall as provided by general law.

**ARTICLE V. HOME RULE CHARTER
TRANSITION, AMENDMENTS, REVIEW,
SEVERANCE, EFFECTIVE DATE**

Sec. 5.1. Home Rule Charter Transition.

(1) General Provisions.

Unless expressly provided otherwise in this Home Rule Charter, the adoption of this Charter shall not affect any existing contracts or obligations of Leon County; the validity of any of its laws, ordinances, regulations, and resolutions; or the term of office of any elected County officer, whose term shall continue as if this charter had not been adopted.

(2) Initial County Commissioners.

The persons comprising the Leon County Board of County Commissioners on the effective date of this Charter shall become the initial members of the Board of County Commissioners of the Charter government and shall perform the functions thereof until the normal expiration of their terms or until the election and qualification of their successors as provided by law.

(3) Outstanding Bonds.

All outstanding bonds, revenue certificates, and other financial obligations of the County outstanding on the effective date of this Charter shall be obligations of the Charter government. All actions taken by the former government relating to the issuance of such obligations are hereby ratified and confirmed. Payment of such obligations and the interest thereon shall be made solely from, and charged solely against, funds derived from the same sources from which such payment would have been made had this Charter not taken effect.

(4) Employees Continuation.

All employees of the former County government shall, on the effective date of this Charter, become

employees of the County government created by this Charter. All existing wages, benefits, and agreements, and conditions of employment shall continue, until modified by lawful action of the County Commission.

Sec. 5.2. Home Rule Charter Amendments.

(1) Amendments Proposed by Petition.

(A) The electors of Leon County shall have the right to amend this Home Rule Charter in accordance with Sec. 4.1 of this Charter.

(B) Each proposed amendment shall embrace but one (1) subject and matter directly connected therewith. Each Charter amendment proposed by petition shall be placed on the ballot by resolution of the Board of County Commissioners for the general election occurring in excess of ninety (90) days from the certification by the Supervisor of Elections that the requisite number of signatures has been verified. If approved by a majority of those electors voting on the amendment at the general election, the amendment shall become effective on the date specified in the amendment, or, if not so specified, on January 1 of the succeeding year.

(2) Amendments and Revisions by Citizen Charter Review Committee.

(A) A Citizen Charter Review Committee shall be appointed by the Board of County Commissioners at least twelve (12) months before the general election occurring every eight (8) years thereafter, to be composed and organized in a manner to be determined by the Board of County Commissioners, to review the Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot. Public hearings shall be conducted as provided by Section 125.63, Florida Statutes.

(B) No later than ninety (90) days prior to the general election, the Citizen Charter Review Committee shall deliver to the Board of County Commissioners the proposed amendments or revisions, if any, to the Home Rule Charter, and the Board of County Commissioners shall consider such amendments or revisions to be placed on the general election ballot, in accordance with Section 125.64, Florida Statutes.

(C) If the Citizen Charter Review Committee does not submit any proposed Charter amendments or revisions to the Board of County Commissioners at least ninety (90) days prior to the general election, the Citizen Charter Review Committee shall be automatically dissolved.

(3) Amendments Proposed by the Board of County Commissioners.

(A) Amendments to this Home Rule Charter may be proposed by ordinance adopted by the

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Board of County Commissioners by an affirmative vote of a majority plus one (1) of the memberships of the Board. Each proposed amendment shall embrace but one (1) subject and matter directly connected therewith.

Each proposed amendment shall only become effective upon approval by a majority of the electors of Leon County voting in a referendum at the next general election. The Board of County Commissioners shall give public notice of such referendum election at least ninety (90) days prior to the general election referendum date.

(B) If approved by a majority of those electors voting on the amendment at the general election, the amendment shall become effective on the date specified in the amendment, or, if not so specified, on January 1 of the succeeding year.

Sec. 5.3. Severance.

If any provision of this Charter or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Charter which can be given effect without the invalid provision or application, and to this end the provisions of the Charter are declared severable.

Sec. 5.4. Home Rule Charter effective date.

This Charter shall become effective November 12, 2002.

1. The Board of County Commissioners upholds the importance of the Leon County Home Rule Charter allowing citizen involvement and flexibility in shaping government to best meet the County's unique and changing needs.
2. The County budget will always be balanced, with available revenues equal to appropriations.
3. The County will strive to maintain the lowest dollars spent per County resident, as compared to like-size counties, while retaining the maximum level of service possible.
4. Through citizen input and Commission deliberation, core functions for County government will be identified and the dollars will be allocated accordingly during the budget process.
5. The County will continue to explore opportunities with its governmental counterparts for functional consolidation and/or shared efficiencies.
6. The County will continue to enhance our cooperation and coordination with our Universities and Community College to promote, strengthen, and sustain our community's intellectual capital.
7. The County Administrator will require Program Managers to conduct an annual review and scrutiny of their base budgets when preparing budgets for future years.
8. Consistent with best practices and the Florida Statutes, Leon County will retain an emergency reserve fund of not less than 5%, but not more than 10% of the general operating budget (Policy No. 07-2).
9. Consistent with best practices and the Florida Statutes, Leon County will retain an operating cash reserve fund of not less than 10% but not more than 20% of the general operating budget (Policy No. 07-2).
10. Cash reserves in excess of reserve policies will be utilized to support one time capital projects and/or other one-time expenditures to address unforeseen revenue shortfalls (Policy No. 07-2).
11. Leon County will continue to ensure the useable and safe life of existing infrastructure by providing funding for proper maintenance (Policy No. 93-44).
12. Provide that fees charged in enterprise operations will be calculated at a level which will support all direct and indirect costs of the enterprise (Policy No. 92-5).
13. Ensure that capital projects financed through the issuance of bonds will not be financed for a period that exceeds the useful life of the project or the life of the supporting revenue source (Policy No. 93-47), and support conduit financing to promote the economic health of the community.
14. Maintain accounting and reporting practices in conformance with the Uniform Accounting System of the State of Florida and Generally Accepted Accounting Principles (GAAP) (Policy No. 92-4).
15. Ensure that the annual financial and compliance audit of the County's financial records is conducted by an independent firm of certified public accountants whose findings and opinions are published and available for public review (Policy No. 92-4).
16. Will optimize return on investments within the constraints of safety and liquidity through an adopted Investment Policy.
17. Shall establish formal policies and procedures to address amending the budget while allowing the organization to function and react to changing conditions (Policy No. 97-11).
18. The County shall provide a meaningful public input process during the annual budget review which shall, at a minimum, include at least one Board Workshop and two Public Hearings.
19. The County will fully research and employ technology to improve the personal and collective efficiency of county employees.
20. The County will continue to enhance our culture of performance, as we maintain a very low employee per 1,000 population and a "flat" organizational structure, and hold individual employees to high expectations and performance standards. Employees are entrusted with broad authority in their functional areas, expected to respond quickly to requests for service, explore and pursue alternatives to assist the citizenry, attempt to deliver more than what is expected, and are empowered to use professional discretion on the spot to resolve issues and reduce "bureaucracy." These employees are valued and compensation and benefits are commensurate with their responsibilities and competitive in the industry.
21. The County will continue to improve efforts to promote employee innovation, through incentives, recognition and rewards for identifying and implementing program and process improvements that add value to services while producing cost savings.
22. The County will continue to leverage Leon County tax payer dollars to attract federal and state appropriations, reimbursements, and matching grants to realize revenue maximization for the purpose of funding priority projects and programs.

Industrial Development Revenue Bond Financing Policy, No. 81-1

This policy establishes a means for the expansion of local businesses as well as the attraction of new prospective businesses, allowing for diversification and expansion of the local economy.

Accounting and Reporting Policy, No. 92-4

This policy establishes accounting and reporting systems that maintain accounting and reporting practices that conform to the Uniform Accounting System of Generally Accepted Accounting Principles (GAAP). The policy also ensures that the accounting and reporting systems are consistent with the standards set for local governments according to Governmental Accounting and Financial Reporting (GAFR), the National Council on Governmental Accounting (NCGA), and the Governmental Accounting Standards Board (GASB).

Revenues Policy, No. 92-5

This policy establishes revenue practices that: provide for the establishment and maintenance of a diversified revenue system to protect it from fluctuations in any one revenue source; ensure fees charged in enterprise operations will be calculated at a level which will support all direct and indirect costs of the enterprise; and ensure that the County does not accept any revenue source whose terms of acceptance or collection may negatively affect the County.

Fiscal Planning Policy, No. 93-44

This policy establishes fiscal planning practices that provide for:

- The annual operating and capital budget to be developed in conformity with the Tallahassee-Leon County Comprehensive Plan.
- The development and review of a Capital Improvement Project budget, containing a 5-year plan for acquisition and improvement of capital investments that is also coordinated with the annual operating budget.

Dues and Memberships Policy, No. 93-46

This policy requires that any dues or memberships paid by Leon County on behalf of an employee shall be detailed in a department/division's annual budget request submission to the Office of Management and Budget. The request will be reviewed for appropriateness with final denial/approval being given by the County Administrator or his/her designee during the development of the tentative budget.

Debt Management and Other Investments Policy, No. 93-47

This policy establishes that debt management and investment practices are established to:

- Ensure that capital projects financed by capital bonds will not be financed for a period that exceeds the useful life of the supporting revenue source.
- Ensure that interest, operating or maintenance expenses will be capitalized only for facilities or enterprise activities and limited to expenses encumbered prior to the operation or improvement of the facility.
- Provide that Leon County's debt will be limited to an amount that will not hinder the County from maintaining sources of available revenues for service of debt at 135% of annual debt service.
- Provide that the County will limit its investments to only the safest types of securities (including the U.S. government or its agencies) and those which provide insurance or the legally required backing of the invested principal.
- Provide that, unless required by market conditions, not more than fifteen percent of the County's investment portfolio will be placed in any one institution other than those securities issued or guaranteed by the US Government or its agencies or the State Board of Administration of the State of Florida.

Amending the Budget Policy, No. 97-11

This policy establishes that for the operation of amending the annual budget, all amendments/transfers will be reviewed by the director of the requesting department/division, followed by the Office of Management and Budget, prior to submission and subsequent approval/denial by the County Administrator and/or the Board of County Commissioners as set forth below:

- Allows program managers to amend their operating budgets and personal services budgets up to 10 percent of the total on an aggregate basis between line items within programs with a \$50,000 cap, upon County Administrator approval.
- Designates the Office of Management and Budget the responsibility for monitoring and enforcing the provisions for amending the budget based upon policies adopted by the Board.

Amending the Budget Policy, No. 97-11(Cont.)

- Allows the County Administrator to authorize intrafund transfers up to \$250,000. Intrafund transfers exceeding \$250,000 and all interfund transfers must be approved by a majority vote of the Board.
- Requests for use of reserves for contingency must be approved by a majority vote of the Board.

Carry Forward Program Policy, No. 98-16

This policy establishes that the Carry Forward Program will provide budget incentives to managers to improve financial management effectiveness and accountability. It allows managers to carry forward a portion or all unexpected end-of-year funds for identifiable projects which will result in increased productivity, cost savings, and/or increased efficiency. Department managers submitting a request to OMB for review, must clearly indicate how the County will realize an increase in productivity, save money, and/or increase efficiency, if approved. Managers of projects funded by the Board in the current fiscal year, which are incomplete, must submit a "Carry Forward Request" requesting the funds be added to the budget of the following fiscal year for the sole purpose of completing the project for which the funds were appropriated. All carry forward requests are presented to the Board prior to November 1 of each year and are based upon the prior approval of the County Administrator.

Revenues - Financial Advisory Committee Policy, No. 00-1

This policy establishes the Financial Advisory Committee which ensures that financial matters which come before the Board have been appropriately and thoroughly reviewed. This committee will make recommendations on financial matters related to the Board and all County boards. Such financial matters may include, but not be limited to, issuance of debt, selection of bond counsel, financial advisory services, bond underwriter services, underwriter counsel, and arbitrage rebate compliance services.

Leon County Investment Policy, No. 17-4

This policy establishes that Leon County's Investment Policy within the context of the County's Investment Ordinance is intended to set the framework within which the County's investment activities will be conducted. It establishes the parameters for investment activity, which may be further, restricted by the Investment Oversight Committee or by investment staff, and provides parameters to limit risk and ensure a broadly diversified portfolio.

Landfill Rate Stabilization Reserve Policy, No. 03-08

This policy establishes the Solid Waste Stabilization Reserve Fund to provide funding for: planned future capital project expenditures, temporary and nonrecurring unexpected capital projects, accommodation of unexpected program mandates from other governmental bodies, extraordinary operating expenses, and operating expenses in order to stabilize rates. All requests for the use of these funds are limited to the operation of the County's landfill and transfer station and must be Board approved.

Discretionary Funding Guidelines Ordinance No. 06-34

This ordinance governs the allocation of discretionary funds and provides the Board a maximum amount of annual funding available in each of the following categories: (a) Community Human Services Partnership Fund (CHSP); (b) Community Human Services Partnership-Emergency Fund; (c) Commissioner District Budget Fund; (d) Mid-Year Fund; (e) Non-Departmental Fund; and (f) Youth Sports Teams Fund. The funding for the purposes set forth in this ordinance shall be subject to an annual appropriation by the Board in accordance with this Ordinance.

Reserves Policy, No. 07-2

This policy establishes funding for: general revenue emergency reserves, un-appropriated reserve for cash balance, minimum and maximum amounts of fund balance, funding for authorized mid-year increases, unexpected increases in the cost of existing levels of service, temporary and nonrecurring funding for unexpected projects, local match for public or private grants, offset losses, and unexpected program mandates. It establishes authorized forms and procedures to be used by outside agencies or individuals, set forth procedures and evaluation criteria of funding.

**Policy for Industrial Development Revenue Bond Financing:
Policy No. 81-1**

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Industrial Development Revenue Bond (IDRB) financing will be considered as an inducement to local and new prospective business expansion and relocation as a means to promote the diversification and expansion of the local economy, subject to the following conditions:

1. Information and application requirements of the County are completely and accurately met.
2. All fees and charges are paid, if and when assessed.
3. The project, consisting of land acquisition, construction, renovation and/or equipment purchases, has not begun prior to IDRFB financing approval.
4. The project complies with all federal, state and local laws with regard to industrial development revenue bond financing eligibility.
5. Except in unusual circumstances, the Board will give priority consideration for IDRFB financing to an industrial or manufacturing plant.

**Policy for Accounting and Reporting:
Policy No. 92-4**

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that: The County will establish accounting and reporting systems to:

1. Maintain accounting and reporting practices in conformance with the Uniform Accounting System of the State of Florida and Generally Accepted Accounting Principles (GAAP).
2. Maintain accounting system records on a basis consistent with the accepted standards for local government accounting according to Governmental Accounting and Financial Reporting (GAFR), the National Council on Governmental Accounting (NCGA), and the Governmental Accounting Standards Board (GASB).
3. Provide regular monthly financial reports that include a summary of activity for all funds.
4. Provide regular monthly trial balances of line item financial activity by type of revenue and expenditure.
5. Ensure that an annual financial and compliance audit of the County's financial records is conducted by an independent firm of certified public accountants whose findings and opinions are published and available for public review.
6. Provide that the Office of Management and Budget (OMB) will submit to the County Commission quarterly reports on the operating condition of the County and, where applicable, to identify possible trends and, where necessary, to recommend options for corrective action.
7. Seek, annually, the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting and the GFOA's annual budget award.

**Policy for Revenues:
Policy No. 92-5**

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

The County will establish revenue practices to:

1. Provide that the County seek out and maintain a diversified revenue system to protect it from fluctuations in any one revenue source.
2. Provide that fees charged in enterprise operations will be calculated at a level which will support all direct and indirect costs of the enterprise.
3. Ensure that the County does not accept any revenue source whose terms of acceptance or collection may negatively affect the County.

**Policy for Fiscal Planning:
Policy No. 93-44**

It shall be the policy of the Board of County Commissioners of Leon County, Florida that: Policy No. 93-44, amended by the Board of County Commissioners on March 11, 2014, is hereby further amended as follows: The County will establish fiscal planning practices to:

1. Provide that the annual operating and capital budget for Leon County shall be developed in conformity with the Tallahassee-Leon County Comprehensive Plan by the Office of Management and Budget, under the advisement of the County Administrator and adopted as provided in State law by a majority vote of the Board of County Commissioners presiding in a public hearing.
2. Provide for the development and annual review of a capital improvement budget. This budget shall contain a 5-year plan for acquisition and improvement of capital investments in the areas of facilities, transportation, equipment and drainage. This budget shall be coordinated with the annual operating budget.
3. Provide that the Board of County Commissioners will continue to reflect fiscal restraint through the development of the annual budget. In instances of forthcoming deficits, the Board will either decrease appropriations or increase revenues.
4. Provide that the County will strive to better utilize its resources through the use of productivity and efficiency enhancements while at the same time noting that the costs of such enhancements should not exceed the expected benefits.
5. Provide that expenditures which support existing capital investments and mandated service programs will be prioritized over those other supporting activities or non-mandated service programs.
6. Provide that the County Administrator shall be designated Budget Officer for Leon County and will carry out the duties as set forth in Ch. 129, F.S.
7. Provide that the responsibility for the establishment and daily monitoring of the County's accounting system(s) shall lie with the Finance Division of the Clerk of the Circuit Court, and that the oversight of investment and debt management for the government of Leon County shall lie with the Board of County Commissioners.
8. Annually, prior to March 31, the Board of County Commissioners will:
 - A. Establish a budget calendar for the annual budget cycle.
 - B. Confirm the list of permanent line item funded agencies that can submit applications for funding during the current budget cycle.
 - C. Establish the amount of funding to sponsor community partner/table events in an account to be managed by the County Administrator.
 - D. Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.
9. Provide that this policy shall be reviewed annually by the Board of County Commissioners to ensure its consistency and viability with respect to the objectives of the Board and its applicability to current state law and financial trends.
10. Annually, as part of the annual budget process, staff will prepare a budget discussion item providing a mid-year performance report for all outside agency contracts and include funding recommendations for the following fiscal year.

Policy for Dues and Memberships:

Policy No. 93-46

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that: Policy No. 77-7, adopted by the Board of County Commissioners on June 21, 1977, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

Organizations to which dues and memberships are paid for a County employee by Leon County shall be listed in a department's/division's annual budget request submission to the Office of Management and Budget and reviewed for their appropriateness to the employee's job responsibilities with final denial/approval of such membership(s) by the County Administrator or his/her designee during the development phase of the tentative budget. Any request for County-paid employee memberships made during the fiscal year shall be submitted to the Office of Management and Budget for review with final denial/approval by the County Administrator. All memberships paid by the County for its departments/divisions shall follow the same review and approval process as that of a County Employee as outlined in this policy.

Policy for Debt Management and Other Investments:

Policy No. 93-47

It shall be the policy of the Board of County Commissioners of Leon County, Florida that: Policy No. 92-6, adopted by the Board of County Commissioners on March 10, 1992, is hereby superseded and repealed, and a new policy is hereby adopted in its place, to wit: Debt management and investment practices are established to:

1. Ensure that capital projects financed through the issuance of bonds will not be financed for a period that exceeds the useful life of the project or the life of the supporting revenue source.

2. Ensure that interest, operating or maintenance expenses will be capitalized only for facilities or enterprise activities and will be limited to those expenses encumbered prior to the actual operation of the facility or its improvement.
3. Provide that debt for Leon County, Florida shall be limited to an amount which will not prevent the County from maintaining sources of available revenues for service of debt at 135% of annual debt service. The State of Florida does not mandate legal debt limitation for local governments.
4. Provide that the County will limit its investments to only the safest types of securities, to include those backed by the U.S. Government or its agencies and those which provide insurance or the legally required backing of the invested principal.
5. Provide that, unless market conditions otherwise require, not more than fifteen (15) percent of the County's investment portfolio shall be placed in any one institution other than those securities issued or guaranteed by the U.S. Government or its agencies or the State Board of Administration of the State of Florida.
6. Provide that the investment portfolio of Leon County, Florida must be structured in such a manner to provide sufficient liquidity to pay obligations as they become due. The investment portfolio shall be diversified by type of investment, issuer, and dates of maturity in order to protect against fluctuations in the market economy. At least fifteen percent (15%) of the County's portfolio shall be kept in liquid investments which are available on a daily basis, without loss of principal.
7. Provide that the clear title to principal and collateral backing for all investments shall be maintained by Leon County, in the County's own bank, or a third party agent under agreement to the County.
8. Provide that the Board of County Commissioners seeks to optimize return on investments within the constraints of safety and liquidity. The purchase and sale of securities shall be at competitive prices based on market conditions.
9. Provide that Leon County will use only major banks, brokers or dealers which have been selected after review of their qualifications, size, capitalization, inventories handling and reputation.
10. Provide that Leon County will not place funds with any institution which is less than three (3) years old.
11. Provide that the Board shall adopt a plan by October 1 of each year to govern the policies and procedures for the investment of surplus funds of the County based on the criteria as set forth in the County's Investment Ordinance for Surplus Funds, No. 93-3.
12. Provide that collateral shall be required for any re-purchase agreement, not covered under Chapter 280, Florida Statutes. Collateral placed for any re-purchase agreement will be governed by the same terms as those defined in the County's Investment Ordinance for Surplus Funds, No. 93-3.
13. Provide that the County shall establish a County Investment Oversight Committee whose membership and duties shall be governed by the provisions as set forth in the County's Investment Ordinance for Surplus Funds, Policy No. 93-3.

Policy for Amending the Budget

Policy No. 97-11

The County will establish practices for the operation and amending of the annual budget to:

1. Provide that all amendments/transfers of funds will first be reviewed by the director(s) of the requesting department/division, followed by a second review by the Office of Management and Budget, prior to submission and subsequent approval/denial by the County Administrator and/or the Board of County Commissioners, as set forth by the following provisions of this policy.
2. Provide that:
 - A. Notwithstanding the provisions of paragraph 1, program managers shall have the flexibility to amend their operating expenditure budgets and personnel services budgets by up to 10 percent of the total on an aggregate basis between line items within programs with a \$50,000 cap, contingent upon approval by the County Administrator;
 - B. The County Administrator delegates to the Office of Management and Budget the responsibility for monitoring and enforcing the provisions of this paragraph based on policies adopted by the Board of County Commissioners.
3. Provide that, in addition to the provisions of paragraph 2, the County Administrator may authorize intrafund transfers up to \$250,000.
4. Provide that intrafund transfers greater than \$250,000, and all interfund transfers, must be approved by a majority vote of the Board of County Commissioners.
5. Provide that all requests for use of reserves for contingency must be approved by a majority vote of the Board of County Commissioners.

**Policy for Carry Forward Program:
Policy No. 98-16**

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 94-8, entitled "Carry Forward Program" and adopted by the Board of County Commissioners on December 13, 1994, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

The Carry Forward Program provides budget incentives to managers to improve financial management effectiveness and accountability. The program allows managers to carry forward into the ensuing fiscal year a portion of, or all, of the unexpected end-of-year funds for identifiable projects which will result in increased productivity, cost savings and/or increased efficiency. Those projects which receive the County Administrator's approval will be presented to the Board of County Commissioners prior to November 1 of each year.

A. Eligibility Requirements

The department manager must submit the program proposal to the Office of Management & Budget (OMB) no later than the deadline established by OMB. The proposal must include financial savings estimated based on the most recent financial data available. The department manager must clearly indicate in the Carry Forward Program how the County will realize an increase in productivity, save money or increase efficiency by approving the proposal.

Any request that was denied during the budget review process will be forwarded directly to the County Administrator for special review. The County Administrator will provide further direction to OMB.

Note: Those projects which were funded by the Board in the current fiscal year, and which were not completed, are not affected by this program. In such case, the manager must submit a "Carry Forward Request Form" to the Office of Management & Budget requesting that these funds be added to the budget of the ensuing fiscal year for the sole purpose of completing the projects for which the funds were appropriated in the previous fiscal year. The program must state on the "Carry Forward Request Form" why the project was not completed within the current fiscal year and the anticipated completion date.

B. OMB Responsibilities

The Office of Management & Budget shall review all proposals from department managers. The Office of Management & Budget will be responsible for the program activities listed below.

Verify the total amount of funds eligible to be carried forward into the ensuing fiscal year with the Finance Department.

Review an analysis of the proposed project to determine if it will increase productivity, save tax dollars and/or increase efficiency.

Make a recommendation of approval or denial to the County Administrator.

Notify the program manager in writing of whether the project was accepted or denied within two (2) working days of the County Administrator's final decision.

**Policy for Revenues:
Financial Advisory Committee:
Policy No. 00-1**

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

In order to ensure that financial matters which come before the Board of County Commissioners have been appropriately and thoroughly reviewed, a Finance Advisory Committee is hereby established which shall be comprised of the Leon County Administrator, the Leon County Attorney, the Director of Public Services, the Office of Management and Budget and the Clerk of Courts' Finance Director.

The Finance Advisory Committee shall review and make recommendations to the Board of County Commissioners on financial matters related to the Board of County Commissioners and all County boards and authorities. Such financial matters may include, but not be limited to, issuance of debt, selection of bond counsel, financial advisory services, bond underwriter services, underwriter counsel and arbitrage rebate compliance services.

**Leon County Investment Policy:
Policy No. 17-4**

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 02-12, "Leon County Investment Policy", revised February 25, 2014, is hereby superseded, and replaced in its entirety, and a new Policy No. 17-3 entitled "Leon County Investment Policy" is hereby adopted in its place, effective July 11, 2017, to wit:

I. SCOPE

This Policy was adopted using Florida Statutes Section 218.415 as a guideline and applies to all funds held by the County in excess of those required to meet current expenses.

II. INVESTMENT OBJECTIVES

The primary objectives of all investment activities for the County should be safety of principal, maintenance of adequate liquidity, and finally, return maximization.

- A. Safety of Principal. This is the foremost investment objective. Investment transactions should seek to keep capital losses to a minimum, whether the result of security defaults or erosion of market value. This is best insured by establishing minimum acceptable credit ratings, limiting overall portfolio duration, setting maximum exposures by sector, defining appropriate levels of diversification, and limiting exceptions.
- B. Maintenance of Liquidity. To meet the day-to-day operating needs of the County and to provide the ready cash to meet unforeseen temporary cash requirements, a liquidity base of approximately at least two months of anticipated disbursements will be kept in relatively short term investments. These would include investments in government pools with daily liquidity such as the Local Government Surplus Trust Fund or money markets.
- C. Return Maximization. Return is of least importance compared to the safety and liquidity objectives above. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

III. STANDARDS OF CARE

- A. Standards of Prudence. The "Prudent Person" Rule shall be applied in the management of the overall investment portfolio. The "Prudent Person" Rule states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The Clerk and Finance Department employees performing the investment functions, acting as a "prudent person" in accordance with established procedures and this Policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that appropriate monitoring efforts are performed.
- B. Ethical Standards. Officers, employees and external investment advisors of the Clerk's Office who are involved in the investment process shall refrain from personal business activity that could conflict with State Statutes, County ordinances, proper management of the investment portfolio or which could impair their ability to make impartial investment decisions. Investment officials and employees, including members of the Investment Oversight Committee, shall disclose any material financial interests in any investment firms, or financial institutions that conduct business with the County and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County. Limits of Liability. Other than by an action of the County, the County shall provide for the defense and indemnification of any Committee member who is made a party to any suit or proceeding or against whom a claim is asserted by reason of their actions taken within the scope of their service as an appointed member of this committee. Such indemnity shall extend to judgments, fines, and amounts paid in settlement of such claim suit, or proceeding, including any appeal thereof. This protection shall extend only to members who have acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interest of the County.

IV. AUTHORITY

Responsibility for the administration of the investment program is vested in the Clerk of the Circuit Court (Clerk), as provided in Section 28.33, Florida Statutes. The Clerk shall exercise this authority to invest surplus funds in accordance with Section 218.415, Florida Statutes. The Clerk hereby delegates the day-to-day responsibility for the administration of the investment program to the Finance Director. The Finance Director shall maintain an Investment Procedures and Internal Controls Manual based on this Policy.

V. INVESTMENT OVERSIGHT COMMITTEE

The Board is responsible for setting guidelines for the investment of the portfolio through the adoption of this Investment Policy. The Board recognizes that there is an expertise required both for setting the guidelines and the review of performance, which may exceed the technical background of individual commissioners and has, therefore, created the Investment Oversight Committee. This Committee is charged with the responsibility to review this Policy on a regular basis and to recommend changes. The Clerk will provide sufficiently detailed reports to the Committee in order for the Committee to review portfolio performance. The Committee will establish portfolio benchmarks in order to judge the performance of the portfolio with respect to the market and other portfolios of similar size and limitations. The Committee will provide the Board a report as of the close of the fiscal year recapping the performance of the portfolio and any external managers. The Board or the Committee may request additional meetings to discuss issues of concern or direction.

VI. PROCUREMENT OF EXTERNAL INVESTMENT MANAGERS

The County may utilize external investment managers to assist with management of the portfolio. External management may be employed in situations where, due to limitations in the areas of staff time or expertise, such outside resources would be in a better position to overcome such limitations. Securities purchased by the external manager on behalf of the County and other investments held by the fund must be in compliance with the constraints identified by this Policy. The average duration of the funds managed by any one external manager on behalf of the County as part of the portfolio shall not exceed three years. The Clerk in her capacity as Chief Financial Officer of Leon County oversees the selection of external managers through a competitive selection process (an RFP). The RFP committee will include county and clerk staff along with investment experts from other governments or the community. In making this selection, consideration will be given to past investment performance, fees, assets under management, experience of the firm and the individuals managing portfolios of similar size, complexity and investment restrictions. Upon selection of an external manager, the Clerk will execute a contract with the firm. External managers will be evaluated and retained based upon their investment performance.

VII. THIRD-PARTY CUSTODIAL AGREEMENTS

The Clerk will execute a Third Party Custodial Safekeeping Agreement with a depository chartered by the United States Government or the State of Florida. All securities purchased, and/or collateral obtained by the Clerk shall be properly designated as an asset of the County and held in an account separate from other assets held by the depository. No withdrawal of such securities, in whole or in part, shall be made from safekeeping except by authorized staff. The Clerk will enter into a formal agreement with an institution of such size and expertise as is necessary to provide the services needed to protect and secure the investment assets of the County.

Securities transactions between a broker-dealer and the custodian involving purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. The Third Party Custodial Safekeeping Agreement shall include letters of authority from the Clerk and details as to responsibilities of each party. These responsibilities include notification of security transactions, repurchase agreements, wire transfers, safekeeping and transactions costs, procedures in case of wire failure and other unforeseen mishaps, including the liability of each party.

VIII. INTERNAL CONTROLS

The Treasury Manager shall establish and monitor a set of written internal controls designed to protect the County's funds and ensure proper accounting and reporting of the securities transactions. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and recordkeeping, wire transfer agreements, banking service contracts, collateral/depository agreements, and "delivery-vs-payment" procedures. No person may engage in an investment transaction except as authorized under the terms of this policy. All daily investment activity is performed by the Treasury Manager under supervision of the Finance Director. Pursuant to Section 218.415 (13), Florida Statutes, independent auditors as a normal part of the annual financial audit to the County shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

IX. CONTINUING EDUCATION

The Clerk staff responsible for making investment decisions must annually complete eight hours of continuing education in subjects or courses of study related to investment practices and products.

X. POLICY REVIEW AND AMENDMENT

This Policy shall be reviewed annually by the Investment Oversight Committee and any recommended changes will be presented to the Board of County Commissioners for adoption.

XI. AUDITS

Certified public accountants conducting audits of units of local government pursuant to Section 218.39, Florida Statutes shall report, as part of the audit, whether or not the local government has complied with Section 218.415, Florida Statutes.

XII. MASTER REPURCHASE AGREEMENT

The County will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the Master Repurchase Agreement.

XIII. INVESTMENT PERFORMANCE AND REPORTING

A quarterly investment report shall be prepared by the Finance Office and provided to the County Administrator and the Investment Oversight Committee. The report shall include an analysis of the portfolio by sector, maturity, yield, as well as its overall performance during that period with sufficient detail for a comprehensive review of investment activity and performance. An annual report will be presented to the Board of County Commissioners ("Board"), which shall include securities in the portfolio by sector, book value, income earned, market value and yield. Investment performance shall measure risk characteristics, portfolio size, sector allocations, and year-to-date earnings to an appropriate benchmark. The County Administrator shall be notified immediately of deviations from currently approved investment policies. In the event of a ratings agency downgrade to below the A or better requirement, a written notification and investment plan from the external manager must be submitted to the County Administrator. A forced or immediate sale of the downgraded asset is not required.

XIV. RISK DIVERSIFICATION AND PORTFOLIO COMPOSITION

The County recognizes that investment risks can result from issuer defaults, market price changes, change in credit ratings, reinvestment of principal and interest, or various technical complications leading to temporary illiquidity. For purposes of this Policy, the top nationally recognized statistical ratings organizations (NRSROs) for all credit-sensitive securities are Moody's, Standard and Poor's, and Fitch. Portfolio diversification and maturity limitations are employed as primary methods of controlling risk. Market value shall be the basis for determining portfolio percentages and compliance with this Policy. The average range of duration for the County's overall portfolio, inclusive of internally and externally managed

investments, is defined as 0.5 years to 2.5 years. Unusual market or economic conditions may mandate moving the portfolio outside of this range. The Investment Oversight Committee will be convened and will approve any portfolio duration outside of the range specified above.

XV. AUTHORIZED INVESTMENTS

This section lists the authorized investments for the internal and external county portfolios. Details of key limitations on authorized investments are provided in Exhibit A. Investments not listed in this policy are prohibited.

Internal Investment Portfolio

- A. The Local Government Surplus Trust Fund (Florida Prime), Florida Treasury Special Purpose Investment Account (SPIA), or any intergovernmental investment pools authorized pursuant to the Florida Interlocal Cooperation Act of 1969 as provided in Section 163.01 Florida Statutes.
- B. Investments may be made in SEC qualified constant net asset value fixed income money market mutual funds rated AAAM or AAAG comprised of only those investment instruments as authorized in this Policy, provided that such funds do not allow derivatives.
- C. Interest-bearing time deposits or savings accounts in qualified public depositories as defined in Section 280.02 Florida Statutes. This includes, but is not limited to, time deposit accounts, demand deposit accounts, and non-negotiable certificates of deposit.

External Investment Portfolio

- D. Direct obligations of the United States Treasury. Investments may be made in negotiable direct obligations or obligations the principal and interest of which are unconditionally guaranteed by the United States Government.
- E. Federal agencies and instrumentalities. United States Government Agencies and sponsored agencies which are non-full faith and credit.
- F. Corporate Debt Securities. Investments may be made in securities issued by any U.S. corporation provided that such instrument is rated A or better by at least two NRSROs.
- G. Municipal Bonds. Investments may be made in securities issued by governmental entities or territorial boundaries of the United States provided that such instrument is rated A or better by at least two NRSROs.
- H. Mortgage-Backed Securities (MBS). Only agency collateralized (FNMA, FHLMC and GNMA) MBS, including collateralized mortgage obligations (CMOs), may be purchased.
- I. Asset-Backed Securities (ABS). Only ABS collateralized by traditional consumer receivables such as automobile, equipment, utility, and credit card loans may be purchased. The minimum credit rating for ABS must be AAA by at least two NRSRO at the time of purchase.
- J. Commercial Mortgage-Backed Securities (CMBS). Only agency collateralized CMBS may be purchased.
- K. Repurchase Agreements. Investments whose underlying purchased securities consist of United States Treasury, Federal agencies and/or Instrumentalities and based on the requirements set forth in the Clerk's Master Repurchase Agreement.
- L. Banker's Acceptances. Investments may be made in bankers' acceptances which are inventory based and issued by a bank, which has at the time of purchase, an unsecured, uninsured and un-guaranteed obligation rating of at least "Prime-1" and "A" by Moody's and "A-1" and "A" by Standard & Poor's.

- M. Commercial Paper. Investments may be made in commercial paper of any United States company, which is rated at the time of purchase, "Prime-1" by Moody's and "A-1" by Standard & Poor's (prime commercial paper). Asset backed commercial paper is prohibited.

XVI. SUMMARY OF KEY LIMITATIONS ON AUTHORIZED INVESTMENTS

The detail guidelines for investments and limits on security issues, issuers, maturities, and credit quality as established by the Clerk are provided in Exhibit A. The Clerk or the Clerk's designee (Finance Director) shall have the option to further restrict or increase investment percentages from time to time based on market conditions. Exceeding percentage limits due to changes in portfolio balance will not require liquidation of any asset, but will restrict further investing. Any changes to the portfolio composition guidelines or limits must be in writing from the Finance Director, directed to the appropriate parties and discussed at each quarterly Investment Oversight Committee meeting.

Additional Portfolio Limitations

- A. The limits for the Internally Managed portfolio apply to the combined internal and external portfolios.
- B. The External Manager's limits apply to external portfolio.
- C. The maximum combined portfolio allocation to MBS, CMBS and ABS securities is 45% at time of purchase.
- D. The maximum combined portfolio allocation to corporate debt and municipal securities is 45% at time of purchase.
- E. Portfolio securities may be purchased in either fixed or floating-rate form.
- F. All investments must be denominated in U.S. Dollars.
- G. Investments rated BBB and below are not permitted at the time of purchase. The lower rating shall apply in instances of split-rated securities.

LEON COUNTY INVESTMENT POLICY EXHIBIT A

IP Section	Authorized	Security Type	Portfolio Sector Maximum	Subsector Maximum	Per Issuer Maximum	Maximum Maturity/ WAL Limit	Quality Minimum
XVI.A.	IM	State of Florida Treasury Special Purpose Investment Account (SPIA);	100%	NA	NA	NA	NA
XVI. A.	IM	Local Government Surplus Funds Trust Fund (Prime) FL Local Government Investment Trust (FLGIT); FL Municipal Investment Trust (FMLvT)	15% each Pool	NA	NA	NA	NA
XIV. B.	IM	Constant Net Asset Value Money Market Mutual Funds	100%	NA	NA	NA	SEC-qualified, must hold investments allowed by this Policy
XVI. C.	IM	Financial Instruments Deposit	30%	NA	NA	2-Year Mat; 1 Year Avg Maturity	Florida Security for Public Dep. Act
XVI. D.	EM	United States Government Securities	100%	NA	NA	10-Year Maturity	NA
XVI. E.	EM	United States Federal Agencies (full faith and credit)	100%	NA	20.0%	5-Year Maturity	NA
XVI. E.	EM	Federal Instrumentalities (Non- full full faith and credit)	45%	NA	15.0%	5-Year Maturity	NA

County Financial Policies & Ordinances

XVI. F.	EM	Corporate Debt Securities	25%	NA	3.0%	5-Year Maturity	A3/A- by 2 NRSRO
XVI. G.	EM	Municipal Bonds	35%	NA	3.0%	5-Year Maturity	A3/A- by 2 NRSRO
XVI. H.	EM	Mortgage-Backed Securities (MBS), including CMOs	35%	Agency- only	5.0%	5-Year WAL	Agency
XVI. I.	EM	Asset-Backed Securities (ABS)	10%	NA	3.0%	5-Year WAL	Aaa/AAA by 2 NRSRO
XVI. J.	EM	Commercial Mortgage-Backed Securities (CMBS)	8%	Agency- only	3.0%	5-Year WAL	Agency
XVI. K.	EM	Repurchase Agreements	15%, if longer than 1-Day	NA	5.0%	60-Days	Requires Master Repo Agreement
XVI. L.	EM	Bankers' Acceptances	15%	NA	5.0%	270-Days	A1/P1 by 2 NRSRO
XVI. M.	EM	Commercial Paper	20%	No ABCP	5.0%	270-Days	A1/P1 by 2 NRSRO

EM. External Managers where limits apply to external portfolio.

IM. Internal Management where limits apply to combined internal and external portfolios.

WAL. Weighted Average Life.

The maximum combined portfolio allocation to MBS, CMBS and ABS securities is 45% at time of purchase.

The maximum combined portfolio allocation to corporate debt and municipal securities is 45% at time of purchase.

Portfolio securities may be purchased in either fixed or floating-rate form.

**Policy for Landfill Rate Stabilization Reserve:
Policy No. 03-08**

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 94-1, "Policy for Landfill Rate Stabilization Reserve," adopted by the Board of County Commissioners on February 8, 1994 is hereby repealed and superseded, and a new policy entitled "Solid Waste Rate Stabilization Reserve Fund" is hereby adopted in its place. It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

1. The Solid Waste Rate Stabilization Reserve Fund is established to provide the following:
 - a. To accumulate funding for planned future capital project expenditures;
 - b. Funding for temporary and nonrecurring unexpected capital projects;
 - c. Funding to accommodate unexpected program mandates from other governmental bodies;
 - d. Funding for extraordinary operating expenses.
 - e. Funding for operating expenses in order to stabilize rates.
2. Use of funds from the Solid Waste Rate Stabilization Reserve Fund will be limited to operation of the landfill and transfer station.
3. The Board of County Commissioners must approve requests for use of Rate Stabilization Reserve Fund. The Board will use the procedures and evaluation criteria set forth in this policy. Such requests will be evaluated in insure consistency with other Board policy; the urgency of the request; the scope of services to be provided; the short- and long-term fiscal impact of the request; a review of alternative methods of funding or providing the services; a review for duplication of services with other agencies; a review of efforts to secure non-County funding; a discussion of why funding was not sought during the normal budget cycle; and a review of the impact of not funding or delaying funding to the next fiscal year.
4. The Rate Stabilization Reserve Fund will be budgeted at the excess of revenues over expenditures after the requirements of the balance needed in the Contingency Reserve and Closure Reserve are met. The Rate Stabilization Reserve Fund shall be separate from the Contingency Reserve and Closure Reserve.
5. The County's budget will be amended at such time as the County Commission, by majority vote, authorizes

the use of reserves. All requests to the County Commission for the use of Rate Stabilization Reserve Fund shall be accompanied by an addendum prepared by OMB showing the year-to-date activity on the reserves account as well as the current account balance and the net effect on the account of approving the use of reserves.

6. As used in this document, the term "Fund" does not require the establishment of a self-balancing set of accounts, but rather indicates a separate account established within the Solid Waste Enterprise Fund.

Ordinance for Discretionary Funding Guidelines:

Ordinance No. 06-34

Section 2-600 Application of Article

This article shall govern the allocation of discretionary funds and provide the Board a maximum amount of annual funding available in each of the following fund categories: Community Human Services Partnership Fund, Community Human Services Partnership – Emergency Fund, Commissioner District Budget Fund, Midyear Fund, Non-Departmental Fund, and Youth Sports Teams Fund.

Section 2-601 Annual Appropriation

Funding for the purposes set forth in this article shall be subject to an annual appropriation by the Board in accordance with this article.

Section 2-602 Definitions

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

- *Community Human Services Partnership Fund* shall mean funds eligible for allocation to social service programs.
- *Community Human Services Partnership – Emergency Fund* shall mean funds eligible for allocation for one time funding to meet an emergency situation.
- *Commissioner District Budget Fund* shall mean funds eligible for allocation to each Commissioner for activities relating to his or her district or the County at large.
- *Emergency Situation* shall mean those exigent circumstances that would prohibit or severely impact the ability of a currently funded Community Human Services Partnership (CHSP) agency to provide services.
- *Midyear Fund* shall mean funds eligible for allocation for requests that occur outside of the regular budget process.
- *Non-Departmental Fund* shall mean funds eligible for allocation for non-profit entities that are included, by direction of the Board, as part of the regular adopted budget.
- *Non-Profit* shall mean an entity that has been designated as a 501(c)(3) eligible by the U.S. Internal Revenue Services and/or registered as a non-profit entity with the Florida Department of State.
- *Youth Sports Teams Fund* shall mean funds eligible for allocation for temporary and nonrecurring youth sporting events such as tournaments and playoffs, and events recognizing their accomplishments.

Section 2-603

- (a) The County Administrator or his designee is authorized to develop forms and procedures to be used by a non-profit, group or individual when submitting a request for funding consistent with the provisions herein.
- (b) The County Administrator or his designee shall establish a process for evaluating request for funding made pursuant to this article.

Section 2-604

- (a) *Community Human Services Partnership Program Fund*
 - (1) Non-profits eligible for Community Human Services Partnership (CHSP) funding are eligible to apply for funding for other programs or specific event categories as long as the organization does not receive multiple County awards for the same program or events, or when requesting funding for an activity that is not CHSP eligible, such as capital improvements.
 - (2) Annually, as part of the budget process, the Board shall confirm the allocation of funding set aside for the Community Human Services Program.
- (b) *Community Human Services Partnership Program – Emergency Fund.*

County Financial Policies & Ordinances

- (1) Non-profits that are funded through the CHSP process are eligible to apply for emergency, one time funding through the Community Human Services Partnership Program – Emergency Fund.
 - (2) Annually, as part of the budget process, the Board shall confirm the allocation of funding set aside for the Community Human Services Partnership Program – Emergency Fund.
 - (3) These funds are available to any agency that is currently funded through the CHSP process.
 - (4) The request for emergency funding shall be made at a regular meeting of the Board. If deemed appropriate, the request for emergency funding shall then go before a CHSP sub-committee consisting of members from the CHSP review boards of each of the partners (Leon County, the City of Tallahassee, and the United Way of the Big Bend.) The sub-committee shall determine if the situation would qualify as an Emergency Situation and what amount of financial support would be appropriate. The CHSP shall then make a recommendation to the County Administrator, who is authorized to approve the recommendation for funding.
 - (5) In the event the Board does not meet in a timely manner, as it relates to an agency's request, the County Administrator shall have the authority to appropriate expenditures from this account.
- (c) *Commissioner District Budget Fund*
- (1) Annually, as part of the budget process, the Board shall determine the allocation of funding set aside for the Commissioner District budget fund.
 - (2) Expenditures shall only be authorized from this account for approved travel, and office expenses.
- (d) *Midyear Fund*
- a. Non-profits, groups or individuals that do not fit into any of the other categories of discretionary funding as outlined in this article are eligible to apply for midyear funding.
 - b. Annually, as part of the budget process, the Board shall determine the allocation of funding set aside for the Midyear Fund.
 - c. In the event the Board does not meet in a timely manner, as it relates to a funding request, the County Administrator shall have the authority to appropriate expenditures from this account. Such action is thereafter required to be ratified by the Board.
- (e) *Non-Departmental Fund*
- (1) Non-profits eligible for non-departmental funding are eligible to apply for funding in any other program or specific event categories as long as the organization does not receive multiple County awards for the same program or event. Eligible funding activities in this category are festivals and events and outside service agencies.
 - (2) Annually, as part of the budget process, the Board shall determine the allocation of funding set aside for the Non-Departmental Fund.
 - (3) Non-profits eligible for funding through the Cultural Resources Commission (CRC) Leon County Grant Program (funded through the non-departmental process) are eligible for funding in other program or specific event categories as long as the organization does not receive multiple County awards for the same program or event.
- (f) *Youth Sports Teams Fund*
- (1) Non-profits or athletic teams of the Leon County school system that are eligible for the County's Youth Athletic Scholarship Program are not eligible for funding pursuant to this Article.
 - (2) Annually, as part of the budget process, the Board shall determine the amount of funding pursuant to this Article.
 - (3) The award for Youth Sports Teams shall not exceed \$500 per team.
 - (4) Youth Sports Teams requesting funding from the Board shall first submit their requests in writing to the County Administrator or his or her designee for review and evaluation the request must include certified documentation establishing the legitimacy of the organization.
 - (5) Funding will be allocated on a first-come, first-serve basis. In the event that more than one request is received concurrently when the fund's balance is reduced to \$500, the remaining \$500 will be divided equally among the applicants meeting the evaluation criteria.
 - (6) Applicants must have participated in a City, County, or school athletic program during the year in which funding is sought.
 - (7) Team participants must be 19 years of age or younger.
 - (8) The requested funding shall support post-season activity, e.g., tournaments, playoffs, or awards banquets associated with extraordinary performance.
 - (9) After the Youth Sports Team funding level is established by the Board during the budget process, the County Administrator shall have the authority to appropriate expenditures from this account.

(g) *Appropriation Process Annually, prior to March 31, the Board shall:*

- (1) Determine the amount of funding set aside for each funding category identified in this Article;
- (2) Determine the list of permanent line item funded entities that can submit applications for funding during the current budget cycle; and
- (3) Provide direction to staff on additional appropriation requested that should be considered as part of the tentative budget development process.

Section 2. Conflicts.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, whether in whole or in part, with the said Comprehensive Plan.

Section 3. Severability.

If any word, phrase, clause, section or portion of this ordinance shall be held invalid or unconstitutional by a court of competent jurisdictions, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Effective Date

This Ordinance shall have effect upon becoming law. DULY PASSED AND ADOPTED BY the Board of County Commissioners of Leon County, Florida, this 12th day of March, 2013.

**Reserve Policy:
Policy No. 07-2**

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 07-2, "Reserves", adopted by the Board of County Commissioners on July 10, 2007, is hereby superseded, and a revised policy is hereby adopted in its place, to wit:

1. Emergency Reserves

- a. The general revenue emergency reserves will be maintained at an amount not to be less than 3% and to not exceed 8% of projected general fund and fine and forfeitures fund operating expenditures for the ensuing fiscal year.
- b. A Catastrophe Reserve will be maintained at 2% of the general fund and fine and forfeiture fund operating expenditures for the ensuing fiscal year. The Catastrophe Reserve will provide immediate cash flow for staff overtime, equipment, contractual support and materials/supplies in the event of a natural disaster. In the event of a declared local state of emergency, the County Administrator is authorized to utilize the Catastrophe Reserve to pay Leon County solid waste and Leon County building/growth fees for eligible residents for the purpose of debris removal and home restoration/reconstruction. To be eligible, residents must demonstrate that all other means (including, but not limited to: FEMA Individual Assistance, property insurance) have been exhausted prior to seeking County assistance.
- c. The reserve for contingency is separate from the reserve for cash balances.
- d. Annually, the Board will determine an appropriate amount of reserve for contingency to be appropriated as part of the annual budget. Any funds not included in the budget under this category will be included as part of the unreserved fund balance.

2. Reserve for Cash Balances

- a. The County will maintain an annual unappropriated reserve for cash balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing.
- b. The unappropriated fund balance shall be no less than 10% and no greater than 20% of projected general fund and fine and forfeiture fund operating expenditures.

- c. The reserve for cash balance shall be separate from the emergency reserves.
- d. All major funds will retain sufficient cash balances to eliminate the need for short-term borrowing.

3. Utilization of Fund Balance

- a. As part of the annual budget process, a determination will be made of the minimum and maximum amounts of fund balance available based on the requirements set forth in Sections 1 and 2.
- b. Funds in excess of the minimums established can be utilized to support one time capital project funding and/or other one-time expenditures to address unforeseen revenue shortfalls.

4. Budgeted Contingency Reserve

Budgeted Reserve for Contingency reserves, are established to provide the following:

- a. Funding for authorized mid-year increases to adopted levels of service.
- b. Funding for unexpected increases in the cost of providing existing levels of service.
- c. Temporary and nonrecurring funding for unexpected projects.
- d. Funding of a local match for public or private grants.
- e. Funding to offset losses in revenue caused by actions of other governmental bodies.
- f. Funding to accommodate unexpected program mandates from other governmental bodies.

5. Procedures

- a. The County Administrator is authorized to develop forms and procedures to be used by outside agencies or individuals or County agencies in submitting their requests for use of contingency reserves.
- b. County agencies, including County departments and Constitutional Officers, requesting additional funding from the Board shall first submit their requests in writing to the County Administrator for full review and evaluation.
- c. After evaluation, all requests will be brought to the Board for consideration at a regularly scheduled meeting.
- d. Requests for use of reserves for contingency may be approved only by the Board of County Commissioners.
- e. The County's budget will be amended at such time the County Commission, by majority vote, authorizes reserves for contingency. All requests to the County Commission for the use of any reserves for contingency shall be accompanied by a "contingency statement" prepared by OMB showing the year-to-date activity on the reserves account as well as the current account balance and the net effect on the account of approving the use of reserves.

6. Evaluation Criteria

- a. The Board will use the procedures and evaluation criteria set forth in this policy. The evaluation of funding requests shall include, but not be limited to the following:
 - consistency with other Board policy;
 - the urgency of the request;
 - the scope of services to be provided;
 - the short-term and long-term fiscal impact of the request;
 - a review of alternative methods of funding or providing the services,
 - a review for duplication of services with other agencies;
 - a review of efforts to secure non-County funding;
 - a discussion of why funding was not sought during the normal budget cycle; and

- a review of the impact of not funding or delaying funding to the next fiscal year.

7. Exceptions

- a. This policy is not intended to limit regular mid-year salary adjustment transfers from the salary adjustment contingency account, which is reviewed separately by the Board of County Commissioners on an annual basis.

**Tallahassee-Leon County Comprehensive
Capital Improvement Element Goals, Objectives, and Policies**

Goal 1: [CI] (Effective 7/16/90)

To use sound fiscal policies to provide adequate public facilities concurrent with, or prior to development in order to achieve and maintain adopted standards for levels of service, and to exceed the adopted standards, when possible. 9J-5.016(3) (a)

PUBLIC FACILITY NEEDS

Objective 1.1: [CI] (Effective 7/16/90)

Define types of public facilities, establish standards for levels of service for each type of public facility, and determine what capital improvements are needed in order to achieve and maintain the standards for existing and future populations, and to repair or replace existing public facilities. 9J-5.016(3)(b)1

Policy 1.1.1: [CI] (Effective 7/16/90)

The following definitions apply throughout this Capital Improvements Element.

1. "Capital Improvement" means, improvements to land, structures (including design, permitting, and construction), initial furnishings and selected equipment (including ambulances, fire apparatus,). Capital improvements have an expected useful life of at least 3 years. Other "capital" costs, such as motor vehicles and motorized equipment, computers and office equipment, office furnishings, and small tools are considered in the local government's annual budgets, but such items are not "capital improvements" for the purposes of the Comprehensive Plan, or the issuance of development orders.
2. "Category of public facilities" means a specific group of public facilities, as follows:
 - a. Category A public facilities are arterial and collector roads, mass transit, stormwater management, potable water, sanitary sewer, solid waste, and parks and recreation facilities owned or operated by the local government, all of which are addressed in other elements of this Comprehensive Plan.
 - b. Category B public facilities are fire service, bikeway, sidewalk, airport and other government facilities owned or operated by the local government.
 - c. Category C public facilities are arterial and collector roads, mass transit, stormwater management, potable water, sanitary sewer, solid waste, and parks and recreation facilities owned or operated by Federal, and State governments, independent districts, and private organizations.
3. "Development order" for purposes of determining vested rights means any order granting, denying, or granting with conditions an application for a building permit, zoning permit, subdivision approval, rezoning, certification, special exception, variance, or any other official action of the local government having the effect of permitting the development of land. Development orders shall be categorized as:
 - a. "Final Development Orders" The following development order shall be considered to be final development orders for purposes of a determination of vested rights in a previously approved development:

- (1) Preliminary subdivision plat approval;
- (2) Final subdivision plat approval; Tallahassee-Leon County Comprehensive Plan
- (3) Final Site plan approval (pursuant to County Ordinance 88-16);
- (4) Approval of a PUD concept plan;
- (5) Approval of a PUD Final Development Plan;
- (6) Building permit;
- (7) Development agreement entered into pursuant to Florida Statutes, Section 163.3220, et seq.; and
- (8) Any other development order which approves the development of land for a particular use or uses at a specified intensity of use and which allows commencement of construction or physical development activity on the land for which the development order is issued.

a. "Preliminary development order" mean a DRI Development approval, zoning approval, preliminary development plan approval, conditional use approval, master plan approval, Board of Adjustment approval, and any other development order than a final development order.

4. "Local government" means the City of Tallahassee, Florida and Leon County, Florida.

5. "Public facility" means the capital improvements and systems of each of the following: arterial and collector roads, mass transit, stormwater management, potable water, sanitary sewer, solid waste, parks and recreation, library, corrections, emergency medical service, fire service, bikeway, sidewalk, airport, other local government buildings, public education and public health facilities.

Policy 1.1.2: [CI] (Rev. Effective 8/17/92)

The local government shall establish standards for levels of service for Categories A and C of public facilities, and shall apply the standards as follows:

1. Category A. The standards for levels of service of each type of public facility in Category A shall apply to development orders issued by the local government after January 31, 1991, or such earlier date as may be adopted by the local government, the local governments' annual budgets beginning with the 1990-91 fiscal year, the local governments' Capital Improvement Programs beginning with the 1990-91 fiscal year, and other elements of this Comprehensive Plan.

2. Category C. The standards for levels of service of each type of public facility in Category C shall apply to development orders issued by the local government after January 31, 1991, or such earlier date as may be adopted by the local government, and other elements of this Comprehensive Plan, but shall not apply to the local governments' annual budgets or the local governments' Capital Improvement Programs.

Policy 1.1.3: [CI] Levels of Service Required for Infrastructure, Facilities, and Utilities (Revised Effective 7/25/03; Revision Effective 7/20/05)

The following standards are hereby established as the minimum levels of service for various infrastructure, facilities, utilities and services required to support new development within the City of Tallahassee and Leon County.

1. Roadways

The peak hour roadway level of service for Tallahassee and Leon County is established as follows:

a. Outside the Urban Service Area:

Interstate, Intrastate, Limited Access Parkways: B

Principal Arterials: C

Minor Arterials: C
Major and Minor Collectors: C
Local Streets: D

Inside the Urban Service Area:

Interstate, Intrastate, Limited Access Parkways: C
Principal Arterials: D**
Minor Arterials: D / E*
Major and Minor Collectors: D / E*
Local Streets: D

*For Minor Arterials, and Major and Minor Collectors located inside the Urban Service Area and south of U.S. 90, the Level of Service shall be "D" for purposes of establishing priorities for programming transportation improvements, and "E" for meeting concurrency requirements, to support the Southern Strategy. Roads north of U.S. 90 shall be LOS D for both programming improvement and concurrency purposes.

**The Level of Service for Monroe Street from Gaines Street to Tennessee Street shall be "E". (*Revised Effective 12/10/02*)

b. Notwithstanding any of the above LOS standards in Policy 1.4.1 a. (above), in local government's review of a proposed development project, an optional LOS standard may be established that is equivalent to the currently adopted LOS standard plus 50% and may be applied in calculating the concurrency capacity for an impacted roadway segment that is not a Florida Intrastate Highway Facility (FIHS) as determined by the Florida Department of Transportation and that is located within the USA boundary provided that the following criteria is met:

- 1) The roadway segment is "capacity constrained" (as defined below), and;
- 2) The applicant or developer of the project being reviewed provides a "commensurate mitigation contribution" (as described below) to the local government for an alternative improvement.

For the purposes of this policy, the assumed roadway capacity that can be achieved under the adopted LOS standard plus 50% shall not exceed 150% of the maximum service flow at the adopted LOS. A "capacity constrained" roadway segment is one where the local government has determined that:

- 1) The improvement that will resolve the deficiency is not feasible due to environmental constraints, regulatory constraints or prohibitively costly right-of way demands, or;
- 2) The improvement that will resolve the deficiency is not desirable in that it is inconsistent with clearly defined community goals or long term plans, or;
- 3) The improvement that will resolve the deficiency is not desirable in that it clearly represents an economically inefficient measure that will address a public facility deficiency only on a temporary, limited basis.

The "commensurate mitigation contribution" must be equivalent to the costs of the public facility improvement(s) necessary to eliminate the capacity deficiency in order that the LOS standards in Policy 1.4.1 a. (above) would be maintained on the impacted roadway segment. The transportation facility improvement on which the contribution can

be expended by the local government may include public road capacity improvements, public road right-of-way acquisition, mass transit system implementation or facility improvements, or bike or pedestrian facility improvements. In addition, the transportation facility improvement on which the contribution can be expended must serve to enhance the transportation network within the defined traffic impact area of the proposed development.

2. Mass Transit

Tallahassee Mass Transit System (Category A):

- (1) Inside urban service area:
1% annual increase in system miles (odometer miles on buses).
- (2) Outside urban service area:

No service

3. Stormwater

a. Tallahassee and Leon County (Category A)

The design and water quality standards set forth in Florida Administrative Code Chapters 17-3 and 17-25, as the same may be amended from time to time, are hereby adopted by reference as the level of service for stormwater quality.

Local government may set higher minimum levels of treatment in watersheds where investigation and analysis indicate more stringent levels of service are required.

Stormwater management facilities shall be adequate to provide the following levels of service with regard to flood control:

100 Year Critical Storm Event

- No flood water in new buildings or existing buildings.
- Overland flow capacity available for all flow in excess of capacity of underground and open channel conveyance systems.

25 Year or Less Critical Storm Event

- No flood water more than six inches deep in local roads, parking lots, or other non-street vehicular use areas.
- No flood water in one driving lane each direction of collector streets.
- No flood water in two driving lanes each direction on arterial streets.
- Open channel conveyance capacity available for all flow in excess of capacity of underground conveyance system, or for full twenty-five year storm flow if no underground system exists.
- The rate of off-site discharge shall not exceed the predevelopment rate of discharge.

10 Year or Less Critical Storm Event

- No flood water in one driving lane of local roads.
- No flood water in the driving lanes of any road other than a local road.
- Underground conveyance not overflowing in business and commercial districts.

5 Year or Less Critical Storm Event

- No flood water in the driving lanes of any roadways.
- Underground conveyances not overflowing in residential districts.

These are the adopted levels of service and shall be used as the basis for determining the availability of facility capacity and the system demand generated by development. In instances where an off-site deficiency exists at the time of adoption of this policy, such deficiency shall not be increased as the result of any development or land use changes.

b. Federal and State lands stormwater management (Category C):

- (1) Inside urban service area: Same as local government
- (2) Outside urban service area: Same as local government

4. Potable Water

a. Tallahassee and Leon County water systems (Category A):

- (1) Inside urban service area: 160 gpcpd
- (2) Outside urban service area (Rural Community Land Use Category or Demonstrated Hardship): 100 gpcpd

b. Private water system (Category C):

- (1) Inside urban service area: 160 gpcpd
- (2) Outside urban service area: 100 gpcpd

5. Sanitary Sewer

a. Tallahassee and Leon County sewer systems (Category A):

- (1) Inside urban service area: 140 gpcpd
- (2) Outside urban service area: no service provided

b. Private sewer systems (not owned by City which serve public - Category C):

- (1) Inside urban service area: 140 gpcpd
- (2) Outside urban service area: no service provided

6. Parks and Recreation Facilities

a. Tallahassee parks and recreation facilities:

- (1) Countywide park land: 1.22 acres per 1,000 population (excluding boat ramps provided by Leon County). Includes City operation of County-owned Tom Brown Park.
- (2) Area park land:
 - (a) Inside Urban Service Area: 2.00 acres per 1,000 population of Urban Service Area.
 - (b) Outside urban service area: no area parks.
- (3) Recreation facilities are included in the cost of park land.

b. Leon County parks and recreation facilities:

- (1) Countywide park land: 0.18 acres per 1,000 population (boat ramps portion only)
- (2) Area Park: 2.00 Acres per 1,000 population within Urban Service Area (parks to be provided by City and located within City Limits). Per Policy 1.1.1.C of Parks and Recreation Element.
- (3) Recreation facilities are included in the cost of park land.

7. Solid Waste

a. Leon County solid waste facilities:

(1) Provide for:

Year Jan 1	LOS (Lbs/ Capita on Daily Basis)	Year	LOS	Year	LOS	Year	LOS
1990	5.65	1996	6.25	2001	6.70	2006	6.95
1991	5.75	1997	6.35	2002	6.75	2007	7.00
1992	5.85	1998	6.45	2003	6.80	2008	7.05
1993	5.95	1999	6.55	2004	6.85	2009	7.10
1994	6.05	2000	6.65	2005	6.90	2010	7.15
1995	6.15						

(2) One year of Class I landfill lined cell disposal capacity at present fill rates

(3) Five years of Class I landfill capacity with preliminary permit approval from the Florida Department of Environmental Regulation

(4) Ten years of properly zoned Class I landfill raw land capacity at present fill rates

b. Private solid waste disposal facilities: Same as local government

8. On-Site

Tallahassee and Leon County Category A Public Facilities Levels of service for on-site improvements, including local streets, water and sewer connection lines, stormwater management facilities, local parks and open space shall be as required of the developer in Tallahassee's and Leon County's land development regulations. Development approval shall be conditioned on the availability of services necessary to maintain all applicable level of service standards as adopted within the Comprehensive Plan.

Policy 1.1.4: [CI] (Effective 7/16/90)

The local governments shall determine the quantity of capital improvements that is needed as follows:

1. The quantity of capital improvements that is needed to eliminate existing deficiencies and to meet the needs of future growth shall be determined for each public facility by the following calculation: $Q = (S \times D) - I$.

Where Q is the quantity of capital improvements needed,
 S is the standard for level of service, D is the demand, such as the population, and
 I is the inventory of existing facilities.

The calculation will be used for existing demand in order to determine existing deficiencies. The calculation will be used for projected demand in order to determine needs of future growth. The estimates of projected demand will account for demand that is likely to occur from previously issued development orders as well as future growth. Public facilities to serve demand from previously issued development orders are assured by including such demand in "D" (demand) in the preceding calculation.

2. There are two circumstances in which the standards for levels of service are not the exclusive determinant of needs for a capital improvement:
 - a. Repair, remodeling, renovation, and replacement of obsolete or worn out facilities will be determined by the local government.

- b. Capital improvements that provide levels of service in excess of the standards adopted in this Comprehensive Plan may be constructed or acquired at any time as long as the following conditions are met:
- (1) the capital improvement does not make financially infeasible any capital improvement of the same type that is needed to achieve or maintain the standards for levels of service adopted in this Comprehensive Plan, and
 - (2) the capital improvement does not contradict, limit or substantially change the goals, objectives and policies of any element of this Comprehensive Plan, and
 - (3) one of the following additional conditions is met:
 - (a) the excess capacity is an integral part of a capital improvement that is needed to achieve or maintain standards for levels of service, or
 - (b) the excess capacity provides economies of scale making it less expensive than a comparable amount of capacity if acquired at a later date, or
 - (c) the asset acquired is land that is environmentally sensitive, or designated by the local government as necessary for conservation or recreation, or
 - (d) the excess capacity is part of a capital project financed by general obligation bonds approved by referendum.
3. Any capital improvement that is determined to be needed as a result of any of the factors listed in Policy 1.1.4.2 shall be included in the regular Schedule of Capital Improvements contained in this Capital Improvements Element. All such capital improvements shall be approved in the same manner as the capital improvements that are determined to be needed according to the quantitative analysis described in Policy 1.1.4.1. 9J-5.016(3)(b)2, (3)(c)1, (3)(c)1.b, (3)(c)1.e, (3)(c)3, (3)(c)5, (3)(c)9

Policy 1.1.5: [CI] (*Effective 7/16/90*)

The relative priorities among types of public facilities are as follows:

1. **Priorities Among Types of Public Facilities.** All public facility improvements that are based on achieving and maintaining a standard for levels of service adopted in this Comprehensive Plan are included in the financially feasible Schedule of Capital Improvements contained in this Capital Improvements Element. The relative priorities among types of public facilities (i.e., roads, potable water, sanitary sewer, etc.) were established by adjusting the standards for levels of service and the available revenues until the resulting public facilities needs became financially feasible.

Legal restrictions on the use of many revenue sources limit the extent to which types of facilities may be prioritized because they do not compete for the same revenues. During each annual prioritization process, no further prioritization among types of public facilities is necessary because all projects in the Schedule of Capital Improvements are financially feasible, programmed for improvement, and will be completed according to the Schedule. Each year, however, prioritization among types of facilities is re-determined by reaffirming or revising standards for levels of service within the constraints of available restricted revenues.
2. **Priorities of Capital Improvements Within a Type of Public Facility.** Capital improvements within a type of public facility are to be evaluated on the following criteria and considered in the order of priority listed below. The local government shall establish the final priority of all capital improvements using the following criteria as general guidelines. Any revenue source that cannot be used for a high priority facility will be used beginning with the highest priority for which the revenue can legally be expended.
 - a. Repair, remodeling, renovation, or replacement of obsolete or worn out facilities that contribute to achieving or maintaining standards for levels of service adopted in this Comprehensive Plan.

- b. New or expanded facilities that reduce or eliminate deficiencies in levels of service for existing demand.
 - c. New public facilities, and improvements to existing public facilities, that eliminate public hazards not otherwise eliminated by improvements prioritized according to Subsection a or b, above.
 - d. New or expanded facilities that provide the adopted levels of service for new development and redevelopment during the next five fiscal years, as updated by the annual review of this Capital Improvements Element. Tallahassee and Leon County may acquire land or right-of-way in advance of the need to develop a facility for new development. The location of facilities constructed pursuant to this Subsection shall conform to the Future Land Use Element, and specific project locations shall serve projected growth areas within the allowable land use categories. In the event that the planned capacity of public facilities is insufficient to serve all applicants for development orders, the capital improvements will be scheduled in accordance with criteria contained in the land development regulations.
 - e. Improvements to existing facilities, and new facilities that significantly reduce the operating cost of providing a service or facility, or otherwise mitigate impacts of public facilities on future operating budgets.
 - f. New facilities that exceed the adopted levels of service for new growth during the next five fiscal years by either;
 - (1) providing excess public facility capacity that is needed by future growth beyond the next five fiscal years, or
 - (2) providing higher quality public facilities than are contemplated in the local governments' normal design criteria for such facilities.
 - g. Facilities not described in Subsections a through f, above, but which the local government is obligated to complete, provided that such obligation is evidenced by a written agreement the local government executed prior to July 1, 1990.
3. All facilities scheduled for construction or improvement in accordance with this Policy shall be evaluated to identify any plans of State agencies or the Northwest Florida Water Management District that affect, or will be affected by, the proposed local government capital improvements.
4. Project evaluation may also involve additional criteria that are unique to each type of public facility, as described in other elements of this Comprehensive Plan. 9J-5.016(3)(c)1, (3)(c)3

Policy 1.1.6: [CI] (Effective 7/1/04)

All proposed capital projects in the City and County shall be consistent with the adopted Transportation Plan and designated future transportation corridors.

FINANCIAL FEASIBILITY

Objective 1.2: [CI] (Effective 7/16/90)

Provide needed public facilities that are within the ability of the local government to fund the facilities from local government revenues, development's proportionate share contributions, and grants or gifts from other sources. 9J-5.016(3)(b)5

Policy 1.2.1: [CI] (Effective 7/16/90)

The estimated costs of all needed capital improvements shall not exceed conservative estimates of revenues from sources that are available to the local government pursuant to current statutes, and which have not been rejected by referendum, if a referendum is required to enact a source of revenue. 9J-5.016(3)(c)1.f

Policy 1.2.2: [CI] (Revised Effective 12/8/98; Revision Adopted 4/21/05)

Existing and future development shall both pay for the costs of needed public facilities.

1. Future development
 - a. Future development shall pay for its proportional share of the capital improvements needed to address the impact of such development. Enterprise fund user charges, connection fees, and other user fees paid by new development shall be reviewed every two years to assure that provision of capital improvements needed to address the impact of future development will not increase ad valorem tax rates or rates of electric, gas, water or sewer utilities. Upon completion of construction, "future" development becomes "present" development, and shall contribute to paying the costs of the replacement of obsolete or worn out facilities as described in subsection 2, below.
 - b. Future development's payments may take the form of, but are not limited to, voluntary contributions for the benefit of any public facility, impact fees, capacity fees, dedications of land, provision of public facilities, and future payments of user fees, special assessments and taxes.
2. Existing development
 - a. Existing development shall pay for the capital improvements that reduce or eliminate existing deficiencies, and some or all of the replacement of obsolete or worn out facilities.
 - b. Existing development's payments may take the form of user fees, special assessments, and taxes. 9J-5.016(3)(b)4, (3)(c)8
3. Both existing and future development may have part of their costs paid by grants, entitlements or the provision of public facilities from other levels of government and independent districts.
4. The City will eliminate on-site refunds to property owners or their representatives except in those situations within the City limits which specifically support the City's goals of affordable housing, urban infill development, or the Southern Strategy goal of a more balanced growth pattern. In order to receive a rebate, a development must have an average net density of not less than two (2) units per acre.

For purposes of this paragraph, the following definitions shall apply:

- a. Affordable housing: Any residential development in which 7% or greater of the residential units are determined to be affordable housing as defined in Section XIII, Glossary, under the Housing Element.
- b. Urban infill development: A development located on a parcel of property bounded on two or more sides by existing urban development, or adjacent to existing water or sewer service. "Urban" development" is defined as densities or intensities of one unit per acre or greater.
- c. Southern Strategy: Any development located within the Southern Strategy Area, as defined in the Land Use Element. (Rev. Effective 4/18/02)

The amount of on-site water and sewer refunds, on a residential equivalent basis shall not exceed (for water) an amount calculated to be the average cost to extend water distribution lines across a lot having 80 feet of frontage and (for sewer) an amount calculated to be the average cost to extend sewer collection lines across a lot having 80 feet of frontage.

The City shall amend its water and sewer extension policies and ordinances within sixty (60) days of the effective date of this amendment in order to effectuate the intent of this amendment.

County Financial Policies & Ordinances

In any utility reimbursement agreement, urban services agreement, or any other agreement, which provides for on-site refunds, the agreement shall state the specific goal or goals of this plan, which are served or achieved by the provision of refunds.

Policy 1.2.3: [CI] (Rev. Effective 9/19/91)

Capital improvements shall be financed, and debt shall be managed as follows:

1. Public facilities financed by enterprise funds (i.e., potable water, sanitary sewer, solid waste, and airport) shall be financed by:
 - a. debt to be repaid by user fees and charges for enterprise services, or
 - b. current assets (i.e., reserves, surpluses and current revenue), or
 - c. a combination of debt and current assets.
2. Public facilities financed by non-enterprise funds (i.e., roads, stormwater management, parks, fire service, police protection, and other government buildings) shall be financed from current assets: revenue, equity and/or debt. Specific financing of specific capital projects shall consider which asset, or group of assets, will be most cost effective, consistent with prudent asset and liability management, appropriate to the useful life of the project(s) to be financed, and efficient use of the local governments' debt capacity.
3. Debt financing shall not be used to provide more capacity than is needed within the Schedule of Capital Improvements for non-enterprise public facilities unless:
 - a. the excess capacity is an integral part of a capital improvement that is needed to achieve or maintain standards for levels of service, or
 - b. the excess capacity provides economies of scale making it less expensive than a comparable amount of capacity if acquired at a later date, or
 - c. the asset acquired is land that is environmentally sensitive, or designated by the local government as necessary for conservation or recreation, or
 - d. the excess capacity is part of a capital project financed by general obligation bonds approved by referendum. 9J-5.016(3)(c)2
4. The aggregate net bonded indebtedness in the City's enterprise activities shall not exceed 70% of assets. The City's adjusted general government net bonded indebtedness per capita shall not exceed 135% of Moody's Investor Service published median for cities of comparable size.

Policy 1.2.4: [CI] (Effective 7/16/90)

Tallahassee and Leon County shall not provide a public facility, nor shall it accept the provision of a public facility by others if Tallahassee, Leon County or another provider is unable to pay for the subsequent annual operating and maintenance costs of the facility.

Policy 1.2.5: [CI] (Effective 7/16/90)

All development orders issued by the local government which require public facilities that will be financed by sources of revenue which have not been approved or implemented (such as future debt or referenda) shall be conditioned on the approval of implementation of the indicated revenue source, or the substitution of a comparable amount of revenue from existing sources.

Policy 1.2.6: [CI] (Effective 7/16/90)

The sources of revenue contain within the adopted Comprehensive Plan (July 16, 1991) require no local referendum. In the event that subsequent sources of revenue listed under "Projected Costs and Revenues" require voter approval in a local referendum that has not been held, and a referendum is not held, or is held and is not successful, the Comprehensive Plan shall be amended to adjust for the lack of such revenues, in any of the following ways:

1. Reduce the standard for levels of service for one or more public facilities, or
2. Increase the use of other sources of revenue, or
3. Decrease the cost, and therefore the quality, of some types of public facilities while retaining the quantity of the facilities that is inherent in the standard for levels of service, or
4. A combination of the above alternatives.

The analysis that supports this Capital Improvements Element shall contain an Alternative Recommendation setting forth the costs and sources of revenue that will be proposed in the Plan amendment in the event the referendum is not held, or is held and is not successful.

Policy 1.2.7: [CI]

(Effective 4/18/02; Revision Effective 12/29/05)

By 2001, utility providers for sanitary sewer, water and stormwater shall prepare long range improvement plans to the year 2020 for major facilities from which subsequent five year capital improvement programs shall be derived. These long range improvement plans shall be based upon a needs plan to serve the Future Land Use Plan and its expected population within the Urban Service Area by 2020, and shall also contain a cost feasible plan which prioritizes improvements based upon projected revenues. These long range utility improvement plans will be updated concurrently with updates to the Future Land Use Plan and Long Range Transportation Plan.

Objective 1.3: [CI] *(Effective 7/16/90)*

Provide needed capital improvements for repair or replacement of obsolete or worn out facilities, eliminating existing deficiencies, and meeting the needs of future development consistent with the adopted plan and depicted on the future land use map and redevelopment caused by previously issued and new development orders. The local governments' ability to provide needed improvements shall be demonstrated by maintaining a financially feasible Schedule of Capital Improvements, as documented by the summary "Costs and Revenues by Type of Public Facility" contained in this Capital Improvements Element. 9J-5.016(3)(b)1 and 5.

Policy 1.3.1: [CI] *(Rev. Effective 11-22-99)*

The local government shall provide, or arrange for others to provide, the public facilities listed in the Schedule of Capital Improvements in the "Requirements for Capital Improvements Implementation" section of this Capital Improvements element. The capital improvements listed for Leon County within this element are balanced pursuant to 9J-5 with available revenue sources. However, the County reserves the right to amend projects and funding sources consistent with the criteria set out in 9J-5 for the Capital Improvements Element. The Schedule of Capital Improvements may be modified as follows:

1. The Schedule of Capital Improvements shall be updated annually. The annual update process shall be initiated concurrently with the preparation and adoption of the local governments' capital budgets. The capital improvement element schedule update amendment to the Comprehensive Plan shall be based upon the local governments' draft capital budgets being considered for adoption. The capital improvement element schedule update shall reflect any changes in the construction initiation date, completion date, or estimated project cost as otherwise established in a previous year's capital improvement element schedule update. The update shall also indicate whether those projects included in the previous year's capital improvement element schedule update (but not included in the current year's capital improvement element schedule update), have been completed, are ongoing, or have been deleted. Thereafter, prior to the transmittal of the amendment revising the Schedule of Capital Improvements, the amendment shall be revised to reflect any corresponding changes in the adopted local government capital budgets.
2. Pursuant to Florida Statutes 163.3187, the Schedule of Capital Improvements may be amended two times during any calendar year, and as allowed for emergencies, developments of regional impact, and certain small scale development activities.

3. Pursuant to Florida Statutes 163.3177, the Schedule of Capital Improvements may be adjusted by ordinance not deemed to be an amendment to the Comprehensive Plan for corrections, updates, and modifications concerning costs; revenue sources; acceptance of facilities pursuant to dedications which are consistent with the plan; or the date of construction of any facility enumerated in the Schedule of Capital Improvements.
4. Any act, or failure to act, that causes any project listed in the Schedule of Capital Improvements of this Comprehensive Plan to be scheduled for completion in a fiscal year later than the fiscal year indicated in the Schedule of Capital Improvements shall be in effect only if the act causing the delay is subject to one of the following:
 - a. Projects providing capacity equal to, or greater than the delayed project are accelerated within, or added to the Schedule of Capital Improvements, in order to provide capacity of public facilities in the fiscal year at least equal to the capacity scheduled prior to the act which delayed the subject project.
 - b. Modification of development orders issued conditionally or subject to the concurrent availability of public facility capacity provided by the delayed project. Such modification shall restrict the allowable amount and schedule of development to that which can be served by the capacity of public facilities according to the revised schedule.
 - c. Amendment of the plan to reduce the adopted standard for the level of service for public facilities until the fiscal year in which the delayed project is scheduled to be completed. 9J-5.016(3)(c)7

Policy 1.3.2: [CI] (Effective 7/16/90)

The local government shall include in the capital appropriations of their annual budgets all the capital improvements projects listed in the Schedule of Capital Improvements for expenditure during the appropriate fiscal year, except that the local government omit from their budgets any capital improvements for which a binding agreements has been executed with another party to provide the same project in the same fiscal year. The local government may also include in the capital appropriations of their annual budgets additional public facility projects that conform to Policy 1.1.4.2.b.3 and Policy 1.2.3.3.9J-5.016(3)(c)7.

Policy 1.3.3: [CI] (Rev. Effective 8/17/92; Revision Effective 12/29/05)

The City Commission of Tallahassee and the Board of County Commissioners of Leon County find that the impacts of development on public facilities within Tallahassee and Leon County occur at the same time as development authorized by a final development order. The local government shall determine, prior to the issuance of development orders, whether or not there is sufficient capacity of Category A and Category C public facilities to meet the standards for levels of service for existing development and the proposed development concurrent with the impacts of proposed development. For the purpose of this policy, the City of Tallahassee shall define "concurrent with" as follows:

1. No final development order shall be issued by the local government after October 1, 1990 unless there shall be sufficient capacity of Category A and Category C public facilities to meet the standards for levels of service for the existing population and for the proposed development according to the following timeframes:
 - a. For the following public facilities, there must be: a) available capacity to serve the impacts of the proposed development prior to the issuance of the building permit; b) at the time a development order is issued, the necessary facilities and services are guaranteed in an enforceable development agreement, pursuant to Florida Statutes, or an agreement or development order is issued pursuant to Chapter 380, Florida Statutes to be in place and available to serve new development at the time of the issuance of a certificate of occupancy.
 - (1) Potable water.
 - (2) Sanitary sewer.
 - (3) Solid waste.
 - (4) Stormwater management.
 - b. For the following public facilities there must be available capacity to serve the impacts of the proposed development at the adopted level of service within 12 months of the issuance of the final development order:

- (1) Parks and recreation.
 - (2) Mass transit.
2. An applicant for a preliminary development order shall have a determination made as to the availability of Category A and Category C public facilities in accordance with subsection a or b:
 - a. The applicant may request a determination of available capacity as part of the review and approval of the preliminary development order provided that the determination of available capacity shall apply only to specific uses, densities and intensities based on information provided by the applicant and included in the development order,
 - b. The applicant may request the approval of a preliminary development order without a determination of capacity of Category A and Category C public facilities provided that any such order is issued subject to requirements in the applicable land development regulation or to specific conditions contained in the preliminary development order that:
 - (1) Final development orders for the subject property are subject to a determination of available capacity in Category A and Category C public facilities, as required by Policy 1.3.1, and;
 - (2) No rights to obtain final development order, nor any other rights to develop the subject property have been granted or implied by the local government's approval of the preliminary development order without determining that there is available capacity in Category A and Category C public facilities.
3. Except for an approved development of regional impact with specific phases of development, the determination of available capacity shall be valid for the term of a proposed project's development order. For development orders without specific terms of development, the determination and reservation of available capacity shall not exceed two years. For good faith development, extensions of the two year terms may be permitted in six month intervals.
4. A determination that there is available capacity in public works to serve the project shall run with the land; shall be assignable within adjacent portions of a project; and shall not be assignable to other projects. A determination that there is available capacity for a project shall apply only to specific land uses, densities, and intensities based upon information provided by the applicant. Any change in the density, intensity or land use is subject to review and approval or denial by the City of Tallahassee.
5. An applicant shall prepay all impact fees or other infrastructure costs to guarantee the applicant's pro rata share of the local governments' financial obligation for public facilities, which are constructed by the local government for the benefit of the subject property.
 - a. Whenever an applicant's pro rata share of a public facility is less than full cost of the facility, the local government shall contract with the applicant for the full cost of the facility including terms regarding reimbursement of the applicant for costs in excess of the applicant's pro rata share.
 - b. Upon expiration of the determination of capacity for the development pursuant to subsection 2.a.(2) all unused capacity shall be forfeited. The pro rata infrastructure costs (not impact fees) paid for said capacity now forfeited shall be held by the City as a credit unless excess capacity exists that will allow local government to extend the expiration date. Pro rata infrastructure costs held as a credit by local government and not used by a developer to offset future impacts on public facilities shall be rebated without interest to the developer after a period of one (1) year.
6. The standards for levels of service of Category A and Category C public facilities shall be applied to the issuance of development orders on the following geographical basis:
 - a. Public facilities which serve all of Leon County shall achieve and maintain the standard for levels of service on a Countywide basis. No development order shall be issued in any unincorporated part of Leon County if the standard for levels of service is not achieved and maintained throughout the County for the following public facilities:
 - (1) Solid Waste Disposal

(2) Countywide Parks

b. Public facilities which serve less than all of Leon County shall achieve and maintain the standard for levels of service within their assigned service area. No development order shall be issued in an assigned service area if the standard for levels of service is not achieved and maintained throughout the assigned service area for the following public facilities and assigned service areas:

- (1) Arterial and Collector Roads: All such roads throughout the county significantly affected by the proposed development
- (2) Stormwater Management Systems: Major Stormwater Basin
- (3) Potable Water Systems: Water System Service Area
- (4) Sanitary Sewer Systems: Treatment Plant Service Area
- (5) Area Parks: Urban Service Area
- (6) Mass Transit: Citywide

COORDINATE CAPITAL IMPROVEMENTS WITH LAND DEVELOPMENT

Objective 1.4: [CI] (Effective 7/16/90)

Manage the land development process to insure that all development receives public facility levels of service equal to, or greater than the standards adopted in Policy 1.1.3, subsections 1-3, and 6. 9J-5.016(3)(b)3 and 5 by implementing the Schedule of Capital Improvements (required by Objective 1.3) and produced in its entirety elsewhere in the Capital Improvements Element, and by using the fiscal resources provided for in Objective 1.2 and its supporting policies.

Policy 1.4.1: [CI] (Effective 7/16/90)

All Category A public facility capital improvements shall be consistent with the goals,, objectives and policies of the appropriate elements of this Comprehensive Plan. 9J-5.016(3)(b)5, (3)(c)9, and (4)(a)1.b

Policy 1.4.2: [CI] (Rev. Effective 11-22-99)

The local government shall integrate their land use planning and decisions with their plans for public facility capital improvements by developing and adopting the programs listed in the "Implementation Programs" section of this Capital Improvements Element. The location of, and level of service provided by projects in the Schedule of Capital Improvements shall maintain adopted standards for levels of service for existing and future development in a manner and location consistent with the Future Land Use Element of this Comprehensive Plan. Individual land use decision shall be consistent with the Comprehensive Plan. 9J-5.016(3)(b)3, (3)(c)9.

REQUIREMENTS FOR CAPITAL IMPROVEMENTS IMPLEMENTATION SCHEDULE OF CAPITAL IMPROVEMENTS, INCLUDING GENERAL LOCATION

The Schedule of Capital Improvements on the following pages will repair or replace obsolete or worn out facilities, eliminate existing deficiencies, and make available adequate facilities for future growth through no less than a five-year planning period, updated annually. The analysis of capacity requirements for deficiency and growth at the time of original plan adoption appears in a support document prepared for this Capital Improvements Element: "Public Facility Requirements 1988/89 - 1995/96 and to 2010."

The projects are listed according to the type of public facility. Within each list, projects are listed in sequence according to the fiscal year in which the initial project expenditures are scheduled. The capital improvement element schedule update shall provide the projected construction initiation date, completion date, and rough estimate of the total project cost for each project included therein. The capital improvement element schedule update shall include advance-funded State of Florida roadway projects, noting, however, that the local government bears no obligation in the funding or construction of these facilities. The capital improvement element schedule update shall include those local road projects reflected in the local government's adopted capital budget.

Each project is named, and briefly described. Most project locations are specified in the name or description of the project. The capacity of the project is shown, using the same measure of capacity that is used in the standard for the level of service (see Policy 1.1.3). Capacity increases may meet the needs of current deficiencies, or future

development, or both, as noted above. If no "added capacity" is shown, the project is limited to repair, renovation, remodeling or replacement of an existing facility, with no net increase in capacity.

The estimated cost of each project during each of the next five or six fiscal years is shown in thousands of dollars (\$1000s), and the total 5 or 6-year cost is also shown. Any costs incurred before or after the 5 or 6-year schedule are omitted from the project total. Such costs appear in the local governments' Capital Improvements Programs. All cost data is in current dollars; no inflation factor has been applied because the costs will be revised as part of the annual review and update of the Capital Improvements Element.

All projects contained in this Schedule of Capital Improvements are consistent with the other elements of this Comprehensive Plan. Consistency is determined and maintained by calculating that the total capacities of planned projects and existing facilities achieve or exceed the capacity of facilities that are required by the adopted standards for levels of service using the formula in Policy 1.1.4. 9J-5.016(4)(a)1

The Capital Improvements Element reflects the five year adopted Capital Improvement Plans (CIPs) of the City of Tallahassee and Leon County, and may not reflect other Capital Facilities documents that are concurrently being developed and yet to be adopted.

Rule 9J-5.016, F.A.C., concerning the Capital Improvements Element states, in part, "The Capital Improvements Element should include projects for which local government has fiscal responsibility."

Objective 1.5: [CI] (Effective 6/28/98)

Ensure that the City of Tallahassee and Leon County, their agents, and their assigns appropriate adequate funds and maintain an operational commitment sufficient to implement the various obligations of the Comprehensive Plan which are not addressed through the capital improvements planning requirements.

Policy 1.5.1: [CI] (Effective 6/28/98)

The City of Tallahassee and Leon County, either jointly or separately, shall, in conjunction with the Comprehensive Plan Evaluation and Appraisal Report process, undertake a periodic review of obligations set forth in the Comprehensive Plan for which they, or their agents or assigns, are responsible for implementing, and which are not otherwise addressed through the capital improvements planning process. Each obligation shall be evaluated; including: a) affirmation of the commitment to the obligation; b) demonstration of financial capacity and commitment to carry out the work necessary to fulfill the obligation; and c) an assessment as to the ability to perform, or have performed, required work within the specified period of time (as applicable).

Should the City of Tallahassee or Leon County determine, as an outcome of this review, that an obligation found in the Comprehensive Plan should be deleted or otherwise modified; the affected local government shall file, at the first available opportunity, an amendment to the Comprehensive Plan making corresponding appropriate revisions.

Objective [CI] 1.6: (Effective 12/8/98)

The City of Tallahassee and Leon County shall adopt and implement revised programs and/or policies which favor the funding and scheduling of their capital improvements programs and policies for the Central Core Area and Southern Strategy Area

Policy [CI] 1.6.1: (Effective 12/8/98)

The local governments shall commit to undertake needed repairs, replace obsolete infrastructure and facilities, and address existing infrastructure deficiencies within the Central Core Area and Southern Strategy Area. The identification of such projects shall be based on the Comprehensive Assessment of the Central Core Area; the

Comprehensive Assessment of the Southern Strategy Area; the Strategic Implementation Plan of the Central Core Area; the Strategic Implementation Plan of the Southern Strategy Area; and, any applicable Sector Plans.

Policy [CI] 1.6.2: (Effective 12/8/98)

By 1999, the local governments shall establish criteria for evaluation of projects proposed for inclusion within the 5 Year Capital Improvement Schedule. Among these criteria, there shall be criteria reflecting the commitment to needed improvements within the Central Core Area the Southern Strategy Area.

Policy [CI] 1.6.3: (Effective 12/8/98)

Funding approved to implement capital improvements necessary to address those needs identified by the Comprehensive Assessment of the Central Core Area and the Comprehensive Assessment of the Southern Strategy Area shall not be diverted to other projects without the expressed consent of the Commission.

PROGRAMS TO ENSURE IMPLEMENTATION

(Rev. Effective 9/19/91)

The following program descriptions are part of the adopted Comprehensive Plan. The following programs shall be implemented by January 31, 1991, or such earlier date as may be adopted by the local government, to ensure that the goals, objectives and policies established in the Capital Improvements Element will be achieved or exceeded. Each implementation program will be adopted by ordinance, resolution or executive order, as appropriate for each implementation program.

1. Review of Applications for Development Orders. The local government shall amend their land development regulations to provide for a system of review of various applications for the levels of service of Category A and Category C public facilities. Such system of review shall assure that no
2. Final development order shall be issued which results in a reduction in the levels of service below the standards adopted in Policy 1.1.3.a-c for Category A public
3. Facilities and Policy 1.1.3.f for Category C public facilities. The land development regulations shall include, at a minimum, the provisions of Policy 1.3.3.a and b in determining whether a development order can be issued.

The land development regulations shall also address the circumstances under which public facilities may be provided by applicants for development orders. Applicants for development orders may offer to provide public facilities at the applicant's own expense in order to insure sufficient capacity of Category A and Category C public facilities, as determined according to Paragraphs A and B, above. Development orders may be issued subject to the provision of public facilities by the applicant subject to the following requirements:

- a. The local government and the applicant enter into an enforceable development agreement which shall provide, at a minimum, a schedule for construction of the public facilities and mechanisms for monitoring to insure that the public facilities are completed concurrent with the impacts of the development, or the development will not be allowed to proceed.
 - b. The public facilities which are impacted by a subsequent Development Order are operating and will continue to operate at or above the adopted LOS consistent with the conditions outlined in Policy 1.3.3 of the CIE and that the public facilities are contained in the Schedule of Capital Improvements of the Comprehensive Plan.
1. **Impact Fees.** Impact fee ordinances shall require the same standard for the level of service as is required by Policy 1.1.3., and may include standards for other types of public facilities not addressed under Policy 1.1.3. All impact fee ordinances necessary to support the financial feasibility of this element shall be adopted, or amended to the required standard for the level of service by January 31, 1991.
 2. **Annual Budget.** The annual budget shall include in its capital appropriations all projects in the Schedule of Capital Improvements that are planned for expenditure during the next fiscal year.

3. **Capital Improvements Program.** The annual multi-year Capital Improvement Program (CIP) shall be prepared in conjunction with the annual review and update of the Capital Improvements Element. The CIP shall contain all of the projects listed in the Schedule of Capital Improvements of the updated version of the Capital Improvements Element.

4. **Semiannual Report.** The mandatory semiannual report to the Department of Community Affairs concerning amendments to the Comprehensive Plan due to emergencies, developments of regional impact and selected small developments shall report on changes, if any, to adopt goals, objectives and policies in the Capital Improvements Element.

5. **Update of Capital Improvements Element.** The Capital Improvements Element shall be reviewed and updated annually. The element shall be updated in conjunction with the budget process and the release of the official population estimates and projections by the Bureau of Economic and Business Research (BEBR) of the University of Florida. The update shall include:
 - a. Revision of population projections
 - b. Update of inventory of public facilities
 - c. Update of costs of public facilities
 - d. Update of Public Facilities Requirements analysis (actual levels of service compared to adopted (standards)
 - e. Update of revenue forecasts
 - f. Revise and develop capital improvements projects for the next five fiscal years
 - g. Update analysis of financial capacity

7. **Concurrency Implementation and Monitoring System.** The local government shall establish and maintain Concurrency Implementation and Monitoring Systems. The Systems shall consist of the following components:
 - a. Annual report on the capacity and levels of service of public facilities compared to the standards for levels of service adopted in Policy 1.1.3.a-c and f. The report shall summarize the actual capacity of public facilities, and forecast the capacity of public all be based on the most recently updated Schedule of Capital Improvements in this Capital Improvements Element. The annual report shall constitute prima facie evidence of the capacity and levels of service of public facilities for the purpose of issuing development orders during the 12 months following completion of the annual report. The annual report shall also summarize and forecast capacities and levels of service for comparison to the standards adopted in Policy 1.1.3.d and e, but such portion of the annual report shall be for information purposes only, and shall not pertain to the issuance of development orders by the local government.

 - b. Public facility capacity review. The City of Tallahassee and Leon County shall use the procedures specified in Implementation Program 1, above, to enforce the requirements of Policy 1.3.3.a. and b. and as such the impacts of proposed development will be analyzed in relation to the availability of capacity at the time of permitting. Records shall be maintained during each fiscal year to indicate the cumulative impacts of all development orders approved during the fiscal year-to-date on the capacity of public facilities as set forth in the most recent annual report on capacity and levels of service of public facilities. The land development regulations of the local government shall provide that applications for development orders that are denied because of insufficient capacity of public facilities may be resubmitted after a time period to be specified in the land development regulations. Such time period is in lieu of, and not in addition to, other minimum waiting periods imposed on applications for development orders that are denied for reasons other than lack of capacity of public facilities. Land development regulations shall require that development order commence within a specified time after a development order is issued, or the development order shall expire, subject to reasonable extensions of time based on Criteria included in the regulations.

 - c. Review of changes in planned capacity of public facilities. The local government shall review each amendment to this Capital Improvement Element, in particular any changes in standards for levels of service and changes in the Schedule of Capital Improvements, in order to enforce the requirements of Policy 1.3.1.d.

- d. Concurrency implementation strategies. The local government shall annually review the concurrency implementation strategies that are incorporated in this Capital Improvements Element:
- (1) Standards for levels of service that are phased to reflect the local governments financial ability to increase public facility capacity, and resulting levels of service, from year to year. Standards for levels of service may be phased to specific fiscal years in order to provide clear, unambiguous standards for issuance of development orders. (See Policy 1.1.3)
 - (2) Standards for levels of service that are applied within appropriate geographical areas of the local government. Standards for Countywide public facilities are applied to development orders based on levels of service throughout the County. Standards for public facilities that serve less than the entire County are applied to development orders on the basis of levels of service within assigned service areas. (See Policy 1.3.3.c)
 - (3) Standards for levels of service are applied according to the timing of the impacts of development on public facilities. Final development orders, which impact public facilities in a matter of months, are issued subject to the availability of water, sewer, and solid waste facilities prior to the issuance of the building permit, and other facilities (i.e., parks stormwater management and, mass transit) must be available within 12 months of the final development order. Preliminary development orders can be issued subject to public facility capacity, but the capacity determination expires in two years unless the applicant provides financial assurances to the local government. As an alternative, the determination of public facility capacity for preliminary development orders can be waived with in agreement that a capacity determination must be made prior to issuance of any final development order for the subject property. Such a waiver specifically precludes the acquisition of rights to a final development order as a result of the issuance of the preliminary development order. (See Policy 1.3.3.a and b)
 - (4) Levels of service are compared to adopted standards on an annual basis. Annual monitoring is used, rather than case-by-case monitoring, for the following reasons:
 - (a) annual monitoring corresponds to annual expenditures for capital improvements during the local governments' fiscal years;
 - (b) annual monitoring covers seasonal variations in levels of service; and
 - (c) case-by-case monitoring would require applicants for development orders or the local government to conduct costly, time-consuming research which would often be partially redundant of prior research, or involve disparate methodologies and produce inconsistent results. (See Concurrency Implementation and Monitoring System component A, above.)
 - (5) Public facility capital improvements are prioritized among competing applications for the same amount of facility capacity according to the criteria in Policy 1.1.5.b.4. If any applications have to be deferred to a future fiscal year because of insufficient capacity of public facilities during the current fiscal year, the applications to be deferred will be selected on the basis of rational criteria.
- e. Capacity of Public Facilities for Development Orders Issued Prior to Adoption of the Plan. The City of Tallahassee and Leon County will "reserve" capacity of public facilities for development orders, in addition to approved Developments of Regional Impact, that were issued by the local government prior to the adoption of this Comprehensive Plan under the following circumstances:
- (1) A representative of the property which is the subject of the development order has requested and received a determination of vested rights, and
 - (2) A representative of the property which is the subject of the development order has accepted in writing the applicable requirements of Policy 1.3.3.b, c of the Capital Improvements Element.

The local governments find that it is not necessary to automatically "reserve" capacity of public facilities for all development orders issued prior to the adoption of the plan because experience indicates that many such development orders are not used, or are not used to the maximum allowable uses, densities or intensities. The local governments find that the population forecasts that are the basis for this plan are a reasonable prediction of the absorption rate for development, and that the capital facilities which are planned to serve the forecast development are

available for that absorption rate. Reserving public facility capacity for previously issued development orders would deny new applicants access to public facilities, and would arbitrarily enhance the value of dormant development orders. The local governments intend to develop and pursue programs that will give persons with legitimate and substantial vested rights an opportunity to proceed with their plans without arbitrary interference by the new

Comprehensive Plan. However; the local governments intend to require such persons to "continue in good faith" in order to "reserve" capacity of public facilities which are provided by the local government. The City of Tallahassee and Leon County will not "reserve" capacity of public facility for previously issued development orders that have not been vested under the local government's vesting ordinance and which have not continued development in good faith.

- 8. **5-Year Evaluation.** The required 5-year evaluation and appraisal report shall address the implementation of the goals, objectives and policies of the Capital Improvements Element. The monitoring procedures necessary to enable the completion of the 5-year evaluation include:
 - a. Review of Annual Reports of the Concurrency Implementation and Monitoring System.
 - b. Review of Semiannual Reports to DCA concerning amendments to the Comprehensive Plan.
 - 1) Review of Annual Updates of this Capital Improvements Element, including updated supporting documents.

- 9. **Contractor Performance System.** The local government will develop a system of monitoring the actual performance of contractors who design and/or construct public facilities for the local government. The monitoring system shall track such items as actual vs. planned time schedule, and actual vs. bid cost. The performance of contractors shall be considered when the local government awards contracts for public facilities. 9J-5.016(3)(c)6 and (4)(b)

SCHEDULES OF CAPITAL IMPROVEMENTS

NOTE: Copies of the annual Schedules of Capital Improvements may be viewed in the printed version of the Tallahassee-Leon County Comprehensive Plan.

Abbreviations & Acronyms

AC	Advisory Committee	EMS	Emergency Medical Services
ADA	America Disabilities Act	EOC	Emergency Operations Center
AFS	Administrative Financial System	ESF	Emergency Support Function
AGI	Adjusted Gross Income	FAC	Florida Association of Counties
AMT	Alternative Minimum Tax	FASB	Financial Accounting Standards Board
BAR	Budget Amendment Request	FDOT	Florida Department of Transportation
BCP	Budget Change Proposal	FEMA	Federal Emergency Management Agency
BEA	Budget Enforcement Act	FICA	Federal Insurance Contributions Act
BEBR	Bureau of Economic and Business Research	FLUM	Future Land Use Map
BLS	Bureau of Labor Statistics	FNP	Florida Nutrition Program
BOCC	Board of County Commissioners	FS	Florida Statutes
CAFR	Comprehensive Annual Financial Report	FTE	Full-time Equivalency
CDAT	Cross Departmental Action Team	FY	Fiscal Year
CHSP	Community Human Services Partnership	GAAP	Generally Accepted Accounting Principles
CIP	Capital Improvement Program	GAL	Guardian Ad Litem
COLA	Cost of Living Adjustment	GAO	Government Accountability Office
CPI	Consumer Price Index	GASB	Governmental Accounting Standards Board
CRA	Community Redevelopment Act	GEM	Growth and Environmental Management
CRTPA	Capital Region Transportation Planning Agency	GFOA	Government Finance Officers Association
DEP	Department of Environmental Protection	GIS	Geographic Information Systems
DIA	Downtown Improvement Authority	GRPA	Government Performance & Results Act
DOR	Department of Revenue	HAB	Healthcare Advisory Board
DJJ	Department of Juvenile Justice		
DRI	Development of Regional Impact		
EDC	Economic Development Council		
EEO	Equal Employment Opportunity		

Abbreviations & Acronyms

HFA	Housing Finance Authority	OMB	Office of Management & Budget
HHS	Health & Human Services	OPS	Other Personnel Service
HIPAA	Health Insurance Portability and Accountability Act	ORG	Organization
HR	Human Resources	OSHA	Occupational Safety and Health Administration
HUD	Housing & Urban Development	PETS	Permit Enforcement Tracking System
ICLEI	International Council for Local Environmental Initiatives	PIO	Public Information Office
ICMA	International City/County Management Association	PSCB	Public Safety Communications Board
IDP	Individual Development Plan	PSCC	Public Safety Coordinating Council
IFAS	Integrated Fund Accounting System	PUB	Planned Unit Development
JAG	Justice Assistance Grant	RFP	Request for Proposals
JE	Journal Entry	RP	Real Property
JV	Journal Voucher	SAL	State Appropriations Limit
LCCOL	Leon County Code of Law	SCRAM	Secure Continuous Remote Alcohol Monitor
LCSO	Leon County Sheriff's Office	SHIP	State Housing Initiative Plan
LEADS	Listens, Engages, Aligns, Delivers, Strives	SLGS	State and Local Government Security
LOS	Level of Service	SPTR	Supervised Pre -Trial Release
LOST	Local Option Sales Tax	TDC	Tourist Development Council
MIS	Management Information Services	TFA	Transaction Function Activity Code
MOU	Memorandum of Understanding	TIF	Tax Increment Financing
MSTU	Municipal Services Taxing Unit	TIPS	Treasury Inflation Protected Securities
M/WSBE	Minority/Women Small Business Enterprise	TLCPD	Tallahassee-Leon County Planning Department
NA	Not Applicable, or Not Available	TMDL	Total Maximum Daily Load
NCGA	National Council on Governmental Accounting	TRIM	Truth In Millage
NCIC	National Crime Information Center	USA	Urban Services Area
NIPA	National Income and Product Accounts	USDA	United States Department of Agriculture
NPDES	Non-Point Discharge Elimination System	YTD	Year-to-Date
OGC	Office of General Council		

**Citizens' Guide to the Budget
Budget Terms**

-A-

Accrual Accounting:

A basis of accounting in which revenues are recorded when earned and expenses are recorded at the time they are incurred, instead of when cash is actually received or disbursed.

Actual:

Monies which have already been used or received.

Ad Valorem Tax:

A tax levied on the assessed value (net of any exemptions) of real or personal property. This is commonly referred to as property tax.

Adjusted Final Millage:

The actual tax rate levied by a local government when tax bills are issued. The rate is adjusted for corrected errors in property assessments for tax purposes and for changes in assessments made by property appraisal adjustment boards in each county. Usually, such changes are very slight and the adjusted millage sometimes does not change from the levy set by the taxing authority. State law provides for certain limitations.

Adopted Budget:

The financial plan of revenues and expenditures for a fiscal year as approved by the Leon County Board of Commission.

Aggregate Millage Rate:

The sum of all property tax levies imposed by the governing body of a county. State law limits the aggregate rate for a county or municipality to \$10.00 per \$ 1,000 of assessed taxable value.

Amendment:

A change to an adopted budget that may, or may not, increase or decrease a fund total. The change must be approved by the County Commission in certain instances.

Appropriated Fund Balance:

The fund balance is included as a revenue source in the annual budget.

Appropriated Income:

Florida Statute requires county governments to budget only ninety-five percent (95%) of the total revenue anticipated. Five (5%) percent of the total amount of revenues cannot be incorporated into the budget and made available for expenditure. Therefore, ninety-five percent (95%) of the one hundred percent (100%) of anticipated total revenues becomes the portion referred to as appropriated income.

Appropriations:

A specific amount of funds authorized to which financial obligations and expenditures may be made.

Assessed Value:

A value established by the County Property Appraiser for all real or personal property for use as a basis for levying property taxes.

-B-

Balanced Budget:

A budget in which revenues are equal to expenditures. Thus, neither a budget deficit nor a budget surplus exists.

Base Budget:

The amount programmed in the budget year for conducting the same program and performing the same services as are planned for the current year.

Board of County Commissioners (BOCC):

Elected Officials that make legislative decisions concerning Leon County policies.

Budget Terminology

Bond:

A written promise to pay a sum of money on a specific date at a specified interest rate as detailed in a bond ordinance.

Budget:

A fiscal plan for using financial and staff resources to accomplish specific goals and objectives within a definite time period.

Budget Amendment Request (BAR):

A proposal to change the dollar amount or scope of an activity or project after the budget has been approved by the Board of County Commissioners.

Budget Change Proposal:

A proposal to change the level of service or funding sources for activities authorized or to propose new program activities not currently authorized.

Budget Message:

A brief written statement presented by the County Administrator to explain principal budget issues and to identify policy-related issues to the Leon County Commission.

Budget Resolution:

The budget resolution establishes various budget totals, divides spending totals into functional categories and may include reconciliation instructions to designated departments.

Budget Split:

Allocation of salary across the Organizational Codes in an organization.

-C-

Capital Improvement Projects:

Physical assets, constructed or purchased, that have a minimum useful life of ten years and a minimum cost of \$10,000. These may include buildings, recreational facilities, road and drainage structures, and large pieces of equipment.

Capital Improvement Program (CIP):

A five-year plan for providing public physical improvements. The program provides the following information for each project: a time frame for completion, the location, description, an annual estimated expenditure and the proposed method of financing.

Capital Outlay:

Annual operating expenditures for the acquisition of, or addition to, fixed assets. These expenditures must cost more than \$750 and less than \$10,000 and will include construction projects, purchases of land, major renovations or repairs to existing grounds or facilities and acquisition of equipment.

Chart of Accounts:

A set of accounting codes characterizing transactions throughout the organization's financial systems. It facilitates the consistent coding of transactions for entry into the systems as well as computer manipulation of transaction data.

Constitutional Officer:

Positions established by Florida's Constitution. In Leon County there are five elected constitutional officers: Tax Collector, Sheriff, Property Appraiser, Supervisor of Elections, and Clerk of the Court.

Contingency:

A budgetary reserve to provide for emergency or unanticipated expenditures during the fiscal year.

Continuation Budget Request:

Includes funding required to continue the existing level of service in the service area.

County Administrator:

The Chief Executive Officer (CEO) of the County appointed by the Leon County Commission.

Customer:

Budget Terminology

The recipient of an output product or service. May be internal or external to the organization.

-D-

Debt Service:

The expense of retiring such debts as loans and bond issues. It includes principal and interest payments, payments for paying agents, registrars, and escrow agents.

Debt Service Fund:

A fund established to account for the accumulation of resources for the payment of interest and principal general long-term debt.

Deficit:

The excess of expenditures over revenues during a fiscal year.

Department:

A basic organizational unit of County government which is functionally unique in its service delivery and is comprised of more than one program.

Depreciation:

The periodic expiration of an asset's useful life. Depreciation is a requirement in proprietary type funds (such as enterprise and internal service funds).

Division:

A basic organizational unit of the County which is functionally unique in its service delivery.

-E-

Economic Indicators:

Economic information such as consumer price index, population, personal income, housing starts, wages, production, business activity, purchasing power, and unemployment.

Encumbrance:

The commitment of appropriated funds to purchase an item or service.

Enterprise Fund:

A governmental accounting fund for operations that function similarly to private business enterprises. The cost of providing these types of services is derived by user fees and other charges for service.

Exception Report:

A report that supplement information already available on regular reports by highlighting unusual situations which require the attention of management.

Exemption:

A portion of the total assessed valuation of property which is not subject to property taxes. An example is the homestead exemption which provides qualifying homeowners with a \$25,000 exemption on their personal residential property. In January 2008, an additional exemption for value that exceeds \$50,000, up to a total additional exemption of \$25,000 was approved by constitutional amendment.

Expenditure:

Decreases in fund financial resources for the procurement of assets or the cost of goods and/or services received.

-F-

Fiscal Year (FY):

Any twelve (12) month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The fiscal year for Leon County begins on October 1 and ends on September 30 of the following year.

Fiduciary Fund:

Used to account for assets held by a governmental entity for other parties (either as a trustee or as an agent) and that cannot be used to finance the governmental entity's own operating programs.

Budget Terminology

Franchise Fee:

A fee imposed by a government unit for a right/ license granted to an individual/ business to market a company's goods/services in a particular area.

Fund:

A group of appropriations treated as an entity to meet legal requirements or Generally Accepted Accounting Principles (GAAP).

Fund Balance:

The difference between fund assets and fund liabilities.

-G-

GAAP:

Uniform minimum standards and guidelines for financial accounting and reporting.

General Fund:

The fund used to account for all financial resources that are derived from ad valorem (property) taxes, licenses, permits, and other general revenues that will be used to support services that are provided on a countywide basis.

Governmental Fund:

Used to account for the sources, uses, and balances of current financial resources and often have a budgetary orientation. Are comprised of the following fund types: The General Fund, Special Revenue Funds, Capital Projects Funds, Debt Service Funds, and Permanent Funds.

Grant:

A contribution by a government or other organization to support a particular function. Grants may be classified as either operation or capital, depending upon the grantee.

-I-

Indirect Cost Reimbursement:

Payments made to the County's general fund by enterprise or grant-funded programs to cover administrative overhead costs incurred by the County.

Inflation:

Growth in a general measure of prices, usually expressed as an annual rate of change.

Intergovernmental Revenue:

Revenue collected by one government and distributed to another level of government(s).

Internal Service Fund:

A fund established for the purpose of accounting for the transactions between government agencies.

-L-

Line Item:

A sub-classification of expenditures based on the type of goods or services.

Long Term Debt:

All senior debt, including bonds, debentures, bank debt, mortgages, deferred portions of long-term debt, and capital lease obligations.

-M-

Master Lease Program:

The method used to finance the purchase of new equipment and refinance existing equipment leases.

Match:

Refers to a cost sharing ratio for a State or County program which requires a County General Fund Contribution of a certain amount or percentage to qualify.

Budget Terminology

Millage Rate:

The rate used to calculate taxes based upon the assessed value of real property, countywide. One mill of tax is equal to \$1.00 for each \$1,000 of taxable property value.

Mission Statement:

A succinct description of the scope and purpose of a County department.

Modified Accrual System:

Accounting basis that records revenues when they are earned (whether or not cash is received then) and expenditures when goods and services are received (whether or not cash payments are made then).

Municipal Services Taxing Unit (MSTU):

A district created by the county to place the burden of ad valorem taxes upon property in a geographic area to fund a particular service or services. In Leon County, MSTU's exist countywide to fund primary healthcare for the uninsured and emergency medical services.

-N-

Net Budget:

The legally adopted budget less all double counts required by fund accounting. For example, transfer between funds can appear in the budget of both funds and inflate the budget total. Other categories include internal service charge, reserves, debt proceeds, and other miscellaneous amounts.

-O-

Object Code:

An itemization of accounts within a fund that is used to identify and record the type and amount of expenditures. Some object codes are mandated by the State of Florida Uniform Accounting System.

Operating Budget:

A balanced fiscal plan for providing governmental programs and services for a single year.

Operating Expenses:

Fund expenses related directly to the fund=s primary activities for the current year and not defined as personal or capital outlays.

Operating Transfer:

Legally authorized transfer from a fund receiving revenue, to the fund through which the resources are to be expended.

Other Personnel Service (OPS):

A temporary position of specific duration not to exceed two years. The positions may be full-time or part-time.

-P-

Performance Objective:

A statement that describes in specific and measurable terms the results the program is expected to achieve within a certain time frame.

Personal Services Expense:

Expenses for salaries, wages, workers compensation, health/life insurance, and retirement contributions provided to County employees.

Program:

A broad function or area of responsibility of government services. It is a basic organizational unit of government that is composed of a group of specific activities and operations directed at attaining a common purpose or goal.

Projection:

Estimates of anticipated revenues, expenditures, or other budget amounts for specific time periods, usually in fiscal years.

Property Tax:

Taxes levied on all non-exempt real and personal property located within Leon County. Property taxes computed based on multiplying the millage rate by the assessed value of the property often referred to as *ad valorem tax*.

Proprietary Fund/Agency:

Commonly called “self-supporting” or “enterprise”, these funds/agencies pay for all or most of their cost of operations from user fees, and receive little or no general property tax support.

-R-

Real Property (RP):

Land and the structures that are attached to it.

Requisition:

Notification of pre-encumbrance of commitment of funds for goods and services.

Rescission:

The withdrawal of authority to incur financial obligations that were previously provided by law and has not yet expired.

Reserves:

Appropriations of funds set aside to cover unanticipated or contingent expenses and shortfalls in revenues.

Revenue:

Funds collected to finance ongoing County services. Examples are: taxes, licenses and permits; intergovernmental revenue; charges for service; fines and forfeits; miscellaneous; and other financing sources.

Rolled-Back Millage Rate:

The millage rate that will provide the same property tax levy as was levied during the previous fiscal year, except for levies on new construction, additions to structures, deletions, and property added due to geographic boundary changes.

-S-

Special Assessment:

A levy made against certain properties to defray all or part of the cost of a specific capital improvement which benefits the owners of the property.

Special Revenue Fund:

A fund used to account for the proceeds of specific revenue sources, other than expendable trusts or major capital projects that are legally restricted to be used for specific purposes.

State Shared Revenues:

Revenues collected by the state and proportionately share with counties and/or municipalities on the basis of specific formulas.

-T-

Tax Base: The total property valuations on which taxes are levied.

Tax Roll: The certification of assessed/taxable values prepared by the Property Appraiser and presented to the Board of County Commissioners by July 1 of each year.

Transfers: As reflected in fund condition statements, transfers reflect the movement of resources from one fund and other fiscal and personal data for the past, current and budget years.

Trust Fund: Funds used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

-U-

User Fee: The fee charged to individuals or groups that receive a direct benefit of a public service, facility, or good.

-W-

Workload Measure: A unit of measure to identify the amount of work or product generated from specific activities. They form the basis for determining the unit's success at reaching its performance objectives.

Statistical Summary

POPULATION

	Leon County	Unincorporated	Incorporated
Total Population	287,671	97,996	189,675
Median Age	31.1		
Total Leon County Registered Voters as of 7/13/17 <i>(Supervisor of Elections website)</i>	204,567		

LABOR FORCE *(Florida Research and Economic Information Database)*

	<u>2017</u> <i>(May 2017)</i>	<u>2016</u> <i>(Annual)</i>	<u>2015</u> <i>(Annual)</i>
Civilian Labor Force	153,316	149,890	150,251
Employment	147,798	143,044	141,909
Unemployment	5,518	6,846	8,342
Unemployment Rate (%)	3.6%	4.6%	5.6%

MEDIAN HOUSEHOLD INCOME *(Source: US Census Bureau)*

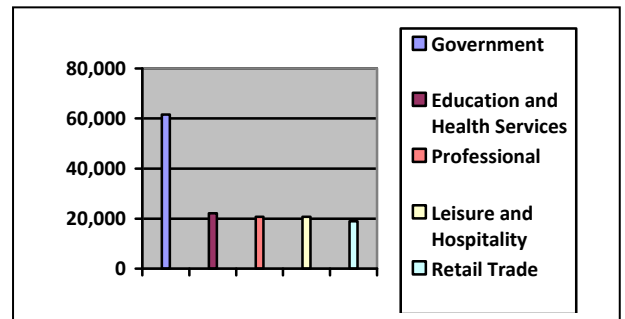
	<u>2016</u>	<u>2015</u>	<u>2014</u>
Leon County	\$46,745	\$46,620	\$46,369
Florida	\$47,507	\$47,212	\$44,956

TOP EMPLOYERS *(Source: Tallahassee-Leon County OEV March 2017)*

- State of Florida
- Florida State University
- Tallahassee Memorial Healthcare
- Leon County Schools
- City of Tallahassee

EMPLOYMENT BY INDUSTRY *(Source: Florida Department of Economic Opportunity 2017)*

Government	61,100
Education and Health Services	22,100
Professional & Business Services	20,800
Leisure and Hospitality	20,700
Retail Trade	19,000



EDUCATION

Leon County Public K-12 Schools *(www.leon.k12.fl.us)*

Elementary Schools	24
Middle Schools	8
High Schools	6
Special / Alternative Schools	7
Charter Schools	4

Universities/ Colleges/Junior Colleges

- Barry University
- Embry-Riddle Aeronautical University
- Florida Agricultural & Mechanical University (FAMU)
- Florida State University (FSU)
- Flagler College at TCC
- Keiser University (Tallahassee location)
- Tallahassee Community College (TCC)

Statistical Summary

Vocational/Technical Schools

Lively Technical Center
 North Florida Cosmetology Institute
 Aveda Institute

MUNICIPAL SERVICES

Libraries

Florida Agricultural & Mechanical University (FAMU)	5
Florida State University (FSU)	5
Legislative Library	1
Leon County Public Library System	7
State Library of Florida	1
Tallahassee Community College (TCC)	1

Branches

Law Enforcement

FAMU Police Department
 Florida Department of Law Enforcement Capital Police (FDLE)
 FSU Police Department
 Leon County Sheriff's Office (LCSO)
 TCC Campus Police Department
 Tallahassee Police Department (TPD)

Fire Department (*talgov.com*)

Tallahassee Fire Department	16
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Stations

Hospitals

Tallahassee Memorial Healthcare (TMH)	772
Capital Regional Medical Center	266

Beds

Convention/Conference Centers

Donald L. Tucker Civic Center	12,500
Florida State Conference Center	375

Seats

Utilities

Tallahassee City Limits
 Electric, Gas, Water, Sewer, Solid Waste, Stormwater
Outside City Limits
 Electric, Gas, Water, Sewer, Solid Waste, Stormwater

Franchise Agreements

Sewer
 Solid Waste
 Water

TRANSPORTATION

Tallahassee International Airport

Major Airlines

- American Airlines
- Delta Air Lines
- Silver Airways

Railroad Services

CSX Transportation

Bus Service

Greyhound
 StarMetro

Statistical Summary

Highways

Federal Highways	US 27, US 90, US 319
Federal Interstates	I-10
State Highways	SR-20, 59, 61, 155, 259, 263, 267, 363

STATE & LOCAL TAXATION (2017/2018)

Local

<u>Ad Valorem Millage Rates</u>	<u>City/DIA</u>	<u>City</u>	<u>Uninc.</u>
Countywide	8.3144	8.3144	8.3144
Healthcare MSTU	0.00	0.00	0.00
Emergency Medical Services (EMS) MSTU	0.50	0.50	0.50
City of Tallahassee	4.1000	4.1000	0.00
City of Tallahassee Downtown Improvement Authority (DIA)	1.00	0.00	0.00
Leon County School Board	6.573	6.573	6.573
Northwest FL Water Management District	0.0353	0.0353	0.0353
Total	20.523	19.523	15.423

Ad Valorem Tax Exemption Available	Yes	
General Homestead Exemption	25,000	
<i>Note:</i> (Effective January 1, 2008, there is an additional \$25,000 exemption on Non-School taxes for the values greater than \$50,000)		
Low Income Senior Citizen Homestead Exemption Available	Yes	
Discretionary Sales Surtax	1.5%	
Utility Service Tax (Public Service Tax)	10.0%	
Local Communications Services Tax (CST)	6.02% (Unincorporated)	6.9% (City)

State

Corporate Income Tax	5.5%	
Personal Income Tax	0.0%	
Retail Sales Tax	6.0%	
Motor Fuel (Gasoline) Tax	0.267	
State Enterprise Zone	Yes	EZ-3701
Federal Enterprise Zone	Yes	

RECREATION

Outdoors Activities

Boat Landings	25
Campgrounds	3

Galleries

- 621 Gallery
- The Dickerson Gallery
- Foster Tanner Fine Arts Gallery
- LeMoyne Gallery
- Marsh Orr Contemporary Fine Art
- Nomads Gallery
- Pelican Place
- Signature Gallery
- South of Soho Gallery
- Thomas Deans & Company
- 1020 Art LLC
- Railroad Square Art Park

Statistical Summary

Historic Points of Interest

- Brokaw-McDougal House
- DeSoto State Archeological Site
- Knott House
- Mission San Luis
- The Columns
- The Old Capital
- WWII, Korean and Vietnam War Memorial
- Lake Jackson Mounds

Museums

- Riley House Museum
- Goodwood-Museum & Gardens
- Historical Museum of Florida History
- Old Capital Museum
- Tallahassee Museum
- Black Archives (Historic Union Bank)
- Odyssey Science Center
- San Marcos Apalache Historic State Park
- Tallahassee Antique Car Museum
- Mission San Luis
- Knott House Museum
- Florida Association of Museums
- Meek-Eaton Black Archives Museum
- Florida Trust For Historic Preservation
- Call-Collins House at The Grove

Parks

- 61 City
- 35 County

LEON COUNTY CANOPY ROADS

Centerville Road/Moccasin Gap Road
Meridian Road
Miccosukee Road
Old Bainbridge Road
Old Centerville Road
Old St. Augustine Road
Pisgah Church Road
Sunny Hill Road

Statistical Summary

TRAVEL DISTANCE FROM TALLAHASSEE (in miles)

New York, New York	1,099	Melbourne, Florida	327
Atlanta, Georgia	261	Memphis, Tennessee	537
Austin, Texas	873	Miami, Florida	485
Birmingham, Alabama	302	Montgomery, Alabama	206
Boulder, Colorado	1,607	New Orleans, Louisiana	386
Chicago, Illinois	960	Orlando, Florida	259
Gainesville, Florida	156	Panama City, Florida	104
Jackson, Mississippi	431	Pensacola, Florida	197
Jacksonville, Florida	166	Portland, Oregon	2,839
Key West, Florida	641	San Diego, California	2,178
Louisville, Kentucky	665	Savannah, Georgia	302
Macon, Georgia	185	Tampa, Florida	276
		Washington, D.C.	870



Courtesy of Nations Online Project- www.nationsonline.org

Leon County Fiscal Year 2018 Adopted Budget

Budget Calendar

December 2016

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Monday, December 12, 2016	Board Retreat	Board of County Commissioners (BOCC) Executive Staff

December 2016

SU	M	T	W	T	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Friday, January 6, 2017	Internal Service Requests Matrix Distributed to Departments/Constitutional/Judicial Officers	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)
Friday, January 27, 2017	Departments/Constitutional/Judicial Officers submit Internal Service Requests	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)

January 2017

SU	M	T	W	T	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Wednesday, February 15, 2017 Thursday, February 16, 2017	GOVMAX Budget Training (GOVMAX opens 2/20/17)	OMB/ All Departments
Friday, February 24, 2017	Deadline for New Capital Project Requests	OMB/All Departments

February 2017

SU	M	T	W	T	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Tuesday, March 7, 2017	Establish maximum funding levels for outside agencies at Regular Meeting	Board of County Commissioners (BOCC)
Friday, March 17, 2017	Deadline for Departments to notify OMB for budget issues and submit requested Operating and Capital budgets	OMB/ All Departments

March 2017

SU	M	T	W	T	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Tuesday, April 25, 2017 9:00 am — 3:00 pm	Budget Policy Workshop	BOCC/County Administrator/ OMB/All Departments

<i>April 2017</i>						
SU	M	T	W	T	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Thursday, May 4, 2017	Executive Administrative Hearings with Departments	County Administrator/OMB/ All Departments
Thursday, May 11, 2017	Meetings with Constitutional Officers	County Administrator/OMB
Tuesday, May 23, 2017	Presentation of Mid-Year Financial Report	BOCC/County Administrator/ OMB/All Departments

<i>May 2017</i>						
SU	M	T	W	T	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Thursday, June 1, 2017	Receive Tentative Certified Values from Property Appraiser	Property Appraiser
Thursday, June 1, 2017	Notice to Property Appraisers regarding possible Non-Ad Valorem assessments for TRIM notice	Public Works/OMB/ Property Appraiser
Tuesday, June 20, 2017	Budget Workshop	BOCC/County Administrator/ OMB/All Departments

<i>June 2017</i>						
SU	M	T	W	T	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Saturday, July 1, 2017	Certified Taxable Values provided by Property Appraiser	Property Appraiser
Saturday, July 1, 2017	Non-Ad Valorem assessments to be included on TRIM due to Property Appraiser	BOCC/ County Administrator/ OMB/ Property Appraiser
Tuesday, July 11, 2017 9:00 am — 3:00 pm (if necessary)	FY18 Budget Workshop	BOCC/ County Administrator/ OMB/All Departments
Tuesday, July 11, 2017	Ratification of Budget Workshops and establishing the maximum millage rate for TRIM	County Administrator/ OMB

<i>July 2017</i>						
SU	M	T	W	T	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Leon County Fiscal Year 2018 Adopted Budget

Budget Calendar

August 2017

Friday, August 4, 2017	TRIM Maximum Millage Notice due to Property Appraiser and Department of Revenue	County Administrator/OMB/ Property Appraiser
Thursday, August 24, 2017	Last day for Property Appraiser to mail TRIM notices	Property Appraiser

<i>August 2017</i>						
SU	M	T	W	T	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

Tuesday, September 12, 2017	BOCC– 1st Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2017/2018	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Thursday, September 14, 2017	Certification of Non-Ad Valorem assessment roll due to Tax Collector	County Administrator/ OMB/Property Appraiser
Tuesday, September 26, 2017	BOCC 2nd Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2017/2018	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Friday, September 29, 2017	Submit Adopted Budget Resolutions to Property Appraiser and Tax Collector	County Administrator/OMB

<i>September 2017</i>						
SU	M	T	W	T	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2017

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Monday, October 1, 2017	Beginning of New Fiscal Year	OMB
Thursday, October 25, 2017	30 day deadline to publish the adopted budget online	OMB
Thursday, October 25, 2017	Final Day to Submit TRIM Compliance Certification to Department of Revenue (DOR)	County Administrator/ OMB

<i>October 2017</i>						
SU	M	T	W	T	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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Leon County Fiscal Year 2018 Adopted Budget

Total Expenditures by Account

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Budget
51100 Executive Salaries	831,986	703,219	850,916
51200 Regular Salaries And Wages	70,508,720	38,324,757	74,303,428
51250 Regular OPS Salaries	847,226	806,750	1,021,825
51300 Other Salaries & Wages	600,155	160,662	341,593
51400 Overtime	3,574,657	1,618,286	3,365,896
51500 Special Pay	260,472	-45,608	196,861
51520 Special Pay - Hurricane Hermine	74,653	0	0
52100 Fica Taxes	5,514,609	3,133,555	6,008,417
52200 Retirement Contribution	11,195,414	4,569,495	12,046,302
52205 Other Retirement Contributions	35,267	32,256	32,256
52210 Deferred Compensation Match	107,091	138,854	138,855
52300 Life & Health Insurance	12,810,674	8,339,366	17,629,699
52305 Disability Insurance	0	6,877	6,877
52400 Workers Compensation	1,723,349	852,107	1,654,651
52500 Unemployment Compensation	23,613	50,000	80,000
52600 Class C Travel	128	0	0
53100 Professional Services	1,544,770	3,680,452	1,732,840
53101 Baker Act Payments	319,078	397,727	366,462
53102 Mental Health & Alcohol	269,696	302,374	279,194
53143 Other Administrative / Professional	29,661	0	24,000
53144 Professional Services / Medical	133,975	0	65,005
53160 Bank Service Charges	172,898	166,000	166,000
53200 Accounting And Auditing	250,066	263,000	298,000
53300 Court Reporter Services	464	4,670	4,170
53400 Other Contractual Services	34,661,887	29,728,270	37,312,919
53441 Other Contractual / Poll Workers	322,671	0	0
53442 Other Cont / Elec Temp Agency Help	79,551	0	0
53443 Other Cont / Election Security	28,679	0	0
53444 Other Cont / Elec Equip Delivery	43,230	0	0
53450 Other Contractual Services - GPS	123,000	123,000	123,000
53500 Investigations	49,170	27,050	87,050
54000 Travel & Per Diem	297,405	405,959	440,481
54010 Travel-Local Mileage	351	0	200
54041 Travel and Per Diem	155,620	0	102,390
54042 Travel / Private Vehicle	3,189	0	200
54100 Communications	642,398	290,492	833,074
54101 Communication - Phone System	449,894	462,674	531,077
54110 Com-net Communications	854,894	651,589	902,185
54200 Postage	248,500	269,161	183,983
54300 Utility Services	3,454,659	2,785,357	3,887,204
54400 Rentals And Leases	589,867	659,714	798,948
54410 Rental and Leases / Polling Place St	23,380	0	0
54443 Rentals and Leases / Other	29,544	0	17,869
54500 Insurance	542,356	509,480	527,431
54502 A D & D Law Enforcement	29,365	36,200	32,958
54503 Public Official Liability	315,220	324,670	330,900
54504 Bonds	100	6,000	3,000
54505 Vehicle Coverage	731,741	769,658	531,713
54506 Property Insurance	1,603,569	1,458,350	1,728,026
54507 Aviation Insurance	41,184	44,768	46,435
54508 VFD - G/L Property, Equipment	98,177	23,205	22,500

Leon County Fiscal Year 2018 Adopted Budget

Total Expenditures by Account

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Budget
54509 Excess Deposit Premium	161,477	151,515	166,200
54510 Service Fee	56,175	58,695	57,000
54513 State Assessment	49,068	94,500	56,500
54514 Workers Comp Claims	1,204,840	1,200,000	1,200,000
54515 At Fault Vehicle Repair Claims	11,516	150,000	50,000
54516 General Liability Claims	84,613	100,000	100,000
54520 Insurance - Property	24,275	0	0
54541 Insurance / Auto	211,034	0	296,207
54542 Insurance / Professional Liability	395,832	0	518,957
54544 Insurance Prisoner/Medical	64,965	0	74,226
54545 Insurance / Aircraft	0	0	0
54600 Repairs And Maintenance	4,548,281	5,075,146	5,199,697
54601 Vehicle Repair	1,333,770	1,307,512	1,443,252
54610 Repairs And Maintenance-Fleet	0	0	500
54641 Repair and Maintenance / Autos	741,402	0	728,892
54643 Repair and Maintenance / Radios	5,508	0	23,337
54644 Repair and Maintenance / Office Equipment	571,145	0	886,996
54646 Repair and Maintenance / Facilities	537,655	0	815,779
54700 Printing And Binding	368,505	434,554	525,147
54711 Printing & Binding / School Elections	202	0	0
54712 Printing & Binding / Elections Ballots	114,011	0	0
54713 Printing & Binding / PW Training Mate	27,869	0	0
54714 Printing & Binding / Precinct Notices	1,885	0	0
54800 Promotional Activities	748,791	915,515	782,216
54801 Recruitment	61,703	69,425	69,425
54860 TDC Direct Sales Promotions	29,890	59,667	55,322
54861 TDC Community Relations	19,005	13,300	13,300
54862 TDC Merchandise	1,294	4,000	5,000
54900 Other Current Charges & Obligations	5,259,199	6,233,751	6,659,811
54901 Nuisance Abatement	0	50,000	50,000
54908 Other Current Charges & Obligations	18,005	26,788	26,200
54909 Employee Incentives	53,808	57,900	57,900
54913 Clerk Circuit Court Fees	422,105	407,457	425,198
54917 Employee Assistance Program	2,580	3,000	3,000
54918 Staff Development & Training	31,667	67,983	31,483
54942 Other Current Charges / Auto	82,984	0	283,675
54948 Other Current Charges / Other	179,304	101,430	192,666
54949 Uniform Cleaning	60,020	0	86,860
54950 Tuition Assistance	41,278	49,225	56,225
54961 Administrative Hearing	2,258	0	0
54962 Canvassing Board	1,050	0	0
54963 Election Notices	7,406	0	0
54964 Voter Registration Notices	2,256	0	0
54980 Reimb Of Admin Costs	-281,673	-350,000	-350,000
54990 Indirect Costs	0	0	0
55100 Office Supplies	227,949	245,394	337,238
55111 Office Supplies / Early Voting	1,903	0	0
55112 Office Supplies / Precincts	2,553	0	0
55113 Office Supplies / Canvassing Board	191	0	0
55200 Operating Supplies	3,386,254	3,427,813	3,766,513
55210 Fuel & Oil	1,028,671	1,150,743	1,428,264
55220 Aquatic Weed	14	0	0

Leon County Fiscal Year 2018 Adopted Budget

Total Expenditures by Account

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Budget
55240 Data Processing Supplies	37,561	0	167,800
55241 Operating Supplies / Fuel and Lubrication	542,193	0	847,381
55242 Operating Supplies / Ammo	78,491	0	107,000
55244 Operating Supplies / Investigative	26,197	0	35,680
55246 Operating Supplies / Other Jail Supplies	539,060	0	406,254
55248 Operating Supplies / Motorcycles and Boats	6,571	0	10,000
55249 Operating Supplies / Miscellaneous	0	0	222,948
55250 Operating Supplies / Uniforms	250,942	2,000	600,067
55261 Operating Supplies / Early Voting	629	0	0
55262 Operating Supplies / Precincts	714	0	0
55263 Operating Supplies / Canvassing Board	15	0	0
55275 Computer Software	15,470	0	0
55280 Computer Hardware <\$1000 unit	10,724	0	3,000
55299 Reimbursable Supplies	-37	0	0
55300 Road Materials And Supplies	432,908	773,097	547,624
55400 Publications, Subscriptions & Membe	295,304	243,050	285,404
55401 Training	302,096	321,140	491,142
56100 Land	860,894	4,462,480	0
56200 Building	1,398,607	9,122,818	914,105
56201 Building Improvements	1,194,375	2,943,015	985,815
56205 Technology Enhancements to Building	66,302	108,900	0
56293 Building - Architectual and Engineering	0	60,000	0
56294 Building - Construction	0	3,604,500	824,397
56300 Improvements Other Than Buildings	19,848,580	48,340,978	10,413,367
56393 Improvements: Architectural and Engineering	7,219	472,554	350,000
56394 Improvements: Construction	138,011	208,000	500,000
56400 Machinery And Equipment	6,071,106	11,717,977	6,019,782
56410 Machinery & Equipment <\$750	5,429	1,135,426	4,970
56441 Machinery and Equipment / Auto	119,322	0	382,475
56442 Machinery and Equipment - Jail	26,390	0	27,008
56443 Machinery and Equipment / Radio	27,486	0	54,200
56444 Machinery and Equipment / Office	0	0	87,392
56445 Machinery and Equipment / Investigation	0	0	15,070
56448 Machinery and Equipment / Other	0	0	46,380
56480 Machinery and Equipment - Other	59,993	0	0
56490 Capitalized Systems Costs	0	438,280	0
56600 Books, Publications & Libr Material	670,334	988,439	689,860
57100 Principal	7,535,538	7,639,077	7,272,239
57200 Interest	1,028,176	927,271	781,706
57300 Other Debt Service Costs	1,272	4,200	3,400
58100 Aids To Government Agencies	4,922,286	8,956,975	5,346,159
58160 TDC Local T&E	1,056	1,500	1,500
58200 Aids To Private Organizations	207,564	245,000	235,000
58214 Cultural Resource Grant Prog (837)	249,359	245,380	263,791
58215 Local Arts Agency Program (837)	1,011,556	1,131,520	1,205,165
58222 Economic Development Council (856)	56,251	180,748	0
58224 Legal Services Of North Fl (801)	301,293	315,394	317,769
58226 St Francis Wildlife Assn (851)	71,250	71,250	71,250
58229 Tall Trust For Historic Preservation	63,175	63,175	63,175
58230 Disc Village/JAC	185,759	222,759	222,759
58231 Keep Tall Leon County Beautiful	21,375	0	0

Leon County Fiscal Year 2018 Adopted Budget

Total Expenditures by Account

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Budget
58241 Friends of the LeRoy Collins Public Library	3,000	3,000	3,000
58246 United Partners for Human Services	23,749	23,750	23,750
58247 Whole Child Leon (Foundation for Leon County Schools)	44,147	38,000	38,000
58248 Commission on the Status of Women & Girls	20,000	20,000	20,000
58249 Trauma Center	200,000	200,000	200,000
58253 Domestic Violence Coordinating Council	25,000	25,000	25,000
58256 Veterans Day Parade	2,500	5,000	5,000
58257 Palmer Munroe Teen Center	150,000	0	0
58258 Operation Thank You!	4,533	12,500	15,900
58260 Culture and Recreation	90,000	0	0
58261 Honor Flight	15,000	15,000	20,000
58262 Homeless Shelter Relocation	100,000	100,000	100,000
58264 North Florida Homeless Veterans Stand Down	10,000	10,000	10,000
58300 Other Grants & Aids	552,168	821,329	649,835
58313 Housing Related Activities	1,981	3,000	0
58320 Sponsorships & Contributions	6,133	16,100	19,400
58340 Tubercular Care-transportation	0	2,000	2,000
58341 Indigent Burial	14,419	34,405	64,400
58342 Child Protection Exams	24,000	59,000	59,000
58343 Medicaid	2,724,458	2,841,790	2,847,241
58344 Human Service Grants	1,044,321	1,200,000	1,200,000
58345 Emergency Assistance	39,611	40,000	40,000
58346 Medical Examiner	513,126	511,795	498,096
58349 Military Personnel Grant Program	77,500	100,000	100,000
58351 Medical Examiner Facility Operating Costs	0	0	25,926
58365 Disadvantaged Youth Program	25,006	0	0
585000 Housing Grants & Aids	218,004	2,957,982	384,361
586002 Catastrophe Reserves	2,210,948	6,000,000	0
587000 Rental Housing	2,185	0	0
59000 Sheriff Contingency - Operating	0	0	200,000
59010 Sheriff - Less SRO Contract	0	0	-1,447,759
59100 Transfer	463,977	0	0
59302 Budget Transfers	1,518,474	1,609,217	1,670,645
59304 Budget Transfer	121,155	121,155	0
59306 Budget Transfer	4,737,694	5,159,673	5,094,412
59307 Budget Transfer	4,809,119	5,010,257	5,211,560
59308 SOE-BUDGET TRANSFER	892,917	0	0
59900 Budgeted Contingency	0	444,598	430,112
59902 Reserve For Future Projects	0	12,540	62,130
59903 Reserve for Future Programming	0	0	0
59904 Budgeted Contingency-Crime Prevention	0	0	87,783
59918 Reserve For Fund Balance	0	0	0
59926 Reserve For Future Liability	0	0	15,444
59930 Reserve For Article V	0	32,975	33,098
59990 Budgeted Contingency	0	0	12,457
Total	247,526,639	255,562,678	253,723,600

Leon County Fiscal Year 2018 Adopted Budget

County Commission

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-100-511 County Commission				
51100 Executive Salaries	572,043	566,825	569,023	569,023
51200 Regular Salaries And Wages	475,091	474,253	495,695	510,200
51300 Other Salaries & Wages	3,311	0	0	0
52100 Fica Taxes	76,108	80,163	81,609	82,718
52200 Retirement Contribution	236,827	227,807	244,988	246,134
52300 Life & Health Insurance	165,710	184,398	197,632	210,342
52400 Workers Compensation	2,737	1,627	1,793	1,819
001-100-511 Totals	<u>1,531,827</u>	<u>1,535,073</u>	<u>1,590,740</u>	<u>1,620,236</u>
001-101-511 Commission District 1				
54000 Travel & Per Diem	6,648	5,000	8,000	8,000
54100 Communications	0	100	100	100
54900 Other Current Charges & Obligations	2,149	3,400	3,400	3,400
55100 Office Supplies	199	400	400	400
55200 Operating Supplies	191	600	600	600
001-101-511 Totals	<u>9,187</u>	<u>9,500</u>	<u>12,500</u>	<u>12,500</u>
001-102-511 Commission District 2				
54000 Travel & Per Diem	1,642	5,200	8,200	8,200
54100 Communications	316	0	0	0
54700 Printing And Binding	0	200	200	200
54900 Other Current Charges & Obligations	0	2,929	2,929	2,929
55100 Office Supplies	148	700	700	700
55200 Operating Supplies	219	400	400	400
55400 Publications, Subscriptions & Membe	0	71	71	71
001-102-511 Totals	<u>2,326</u>	<u>9,500</u>	<u>12,500</u>	<u>12,500</u>
001-103-511 Commission District 3				
54000 Travel & Per Diem	3,803	5,000	8,000	8,000
54700 Printing And Binding	33	0	0	0
54900 Other Current Charges & Obligations	1,082	3,000	3,000	3,000
55100 Office Supplies	0	400	400	400
55200 Operating Supplies	978	1,100	1,100	1,100
001-103-511 Totals	<u>5,896</u>	<u>9,500</u>	<u>12,500</u>	<u>12,500</u>
001-104-511 Commission District 4				
54000 Travel & Per Diem	4,406	8,200	11,200	11,200
55100 Office Supplies	0	300	300	300
55200 Operating Supplies	527	1,000	1,000	1,000
56400 Machinery And Equipment	1,059	0	0	0
001-104-511 Totals	<u>5,992</u>	<u>9,500</u>	<u>12,500</u>	<u>12,500</u>
001-105-511 Commission District 5				
54000 Travel & Per Diem	7,838	7,700	10,700	10,700
55100 Office Supplies	176	300	300	300
55200 Operating Supplies	532	900	900	900
55400 Publications, Subscriptions & Membe	540	600	600	600
001-105-511 Totals	<u>9,087</u>	<u>9,500</u>	<u>12,500</u>	<u>12,500</u>

Leon County Fiscal Year 2018 Adopted Budget

County Commission

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-106-511 Commission At-Large (Group 1)				
54000 Travel & Per Diem	5,358	5,000	8,000	8,000
54100 Communications	126	0	0	0
54200 Postage	0	50	50	50
54700 Printing And Binding	0	100	100	100
54900 Other Current Charges & Obligations	53	1,350	1,350	1,350
55100 Office Supplies	56	1,000	1,000	1,000
55200 Operating Supplies	86	2,000	2,000	2,000
001-106-511 Totals	<u>5,680</u>	<u>9,500</u>	<u>12,500</u>	<u>12,500</u>
001-107-511 Commission At-Large (Group 2)				
54000 Travel & Per Diem	8,451	6,900	9,900	9,900
54700 Printing And Binding	311	400	400	400
54900 Other Current Charges & Obligations	125	1,200	1,200	1,200
55100 Office Supplies	101	500	500	500
55200 Operating Supplies	11	0	0	0
55400 Publications, Subscriptions & Membe	135	500	500	500
001-107-511 Totals	<u>9,133</u>	<u>9,500</u>	<u>12,500</u>	<u>12,500</u>
001-108-511 Commissioners' Account				
54100 Communications	4,326	4,650	4,650	4,650
54101 Communication - Phone System	1,206	1,180	1,053	1,053
54200 Postage	68	1,500	1,500	1,500
54400 Rentals And Leases	0	3,000	3,000	3,000
54700 Printing And Binding	0	500	500	500
54900 Other Current Charges & Obligations	85	1,000	1,000	1,000
55100 Office Supplies	69	700	700	700
55200 Operating Supplies	12,558	12,865	12,865	12,865
55400 Publications, Subscriptions & Membe	253	0	0	0
001-108-511 Totals	<u>18,566</u>	<u>25,395</u>	<u>25,268</u>	<u>25,268</u>
County Commission Totals	<u>1,597,694</u>	<u>1,626,968</u>	<u>1,703,508</u>	<u>1,733,004</u>

Leon County Fiscal Year 2018 Adopted Budget

County Administration

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-110-512 County Administration				
51200 Regular Salaries And Wages	657,824	708,277	740,367	762,085
52100 Fica Taxes	37,574	44,848	45,830	46,937
52200 Retirement Contribution	126,482	138,716	148,942	153,279
52205 Other Retirement Contributions	15,995	15,620	15,620	15,620
52300 Life & Health Insurance	42,866	65,537	69,667	73,458
52305 Disability Insurance	0	3,508	3,508	3,508
52400 Workers Compensation	1,710	1,157	1,314	1,351
54000 Travel & Per Diem	16,274	23,630	23,500	23,500
54100 Communications	1,333	923	923	923
54101 Communication - Phone System	4,201	2,800	3,691	3,691
54700 Printing And Binding	0	60	60	60
54900 Other Current Charges & Obligations	0	3,152	3,152	3,152
55200 Operating Supplies	2,358	1,800	1,800	1,800
55400 Publications, Subscriptions & Membe	3,818	3,733	3,733	3,733
55401 Training	469	0	0	0
001-110-512 Totals	<u>910,903</u>	<u>1,013,761</u>	<u>1,062,107</u>	<u>1,093,097</u>
County Administration Totals	<u>910,903</u>	<u>1,013,761</u>	<u>1,062,107</u>	<u>1,093,097</u>

Leon County Fiscal Year 2018 Adopted Budget

Strategic Initiatives

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-115-513 Strategic Initiatives				
51200 Regular Salaries And Wages	348,173	384,904	368,900	377,844
51400 Overtime	63	0	0	0
51500 Special Pay	100	0	0	0
52100 Fica Taxes	25,451	29,569	28,456	29,147
52200 Retirement Contribution	25,341	28,742	26,965	27,609
52210 Deferred Compensation Match	916	0	0	0
52300 Life & Health Insurance	59,201	74,460	77,285	82,521
52400 Workers Compensation	908	624	649	665
53400 Other Contractual Services	158,208	170,000	170,000	170,000
54000 Travel & Per Diem	15,119	10,400	10,400	10,400
54100 Communications	167	0	0	0
54101 Communication - Phone System	161	555	326	326
54601 Vehicle Repair	406	0	0	0
54800 Promotional Activities	100	0	0	0
54900 Other Current Charges & Obligations	26,500	36,700	72,700	72,700
55100 Office Supplies	2,426	1,080	1,080	1,080
55200 Operating Supplies	6,387	4,000	4,000	4,000
55210 Fuel & Oil	358	0	0	0
55400 Publications, Subscriptions & Membe	7,362	6,207	6,207	6,207
55401 Training	0	1,600	1,600	1,600
58248 Commission on the Status of Women & Girls	20,000	20,000	20,000	20,000
001-115-513 Totals	<u>697,348</u>	<u>768,841</u>	<u>788,568</u>	<u>804,099</u>
001-116-513 Community and Media Relations				
51200 Regular Salaries And Wages	222,696	231,900	267,059	273,708
52100 Fica Taxes	16,441	17,766	20,456	20,963
52200 Retirement Contribution	16,086	17,257	20,932	21,458
52300 Life & Health Insurance	34,641	39,428	58,696	62,660
52400 Workers Compensation	579	375	467	478
53100 Professional Services	12,297	30,684	30,684	30,684
53400 Other Contractual Services	100	0	0	0
54000 Travel & Per Diem	4,973	9,500	9,500	9,500
54100 Communications	1,175	972	1,620	1,620
54200 Postage	738	2,512	2,512	2,512
54505 Vehicle Coverage	0	776	493	493
54601 Vehicle Repair	0	400	675	675
54700 Printing And Binding	23,545	15,500	15,500	15,500
54800 Promotional Activities	137,422	99,400	111,900	111,900
54900 Other Current Charges & Obligations	2,336	63,000	56,500	56,500
55100 Office Supplies	1,639	1,180	1,180	1,180
55200 Operating Supplies	4,349	5,500	5,500	5,500
55210 Fuel & Oil	0	460	510	510
55400 Publications, Subscriptions & Membe	8,862	1,477	1,477	1,477
55401 Training	25	3,580	3,580	3,580
001-116-513 Totals	<u>487,905</u>	<u>541,667</u>	<u>609,241</u>	<u>620,898</u>
Strategic Initiatives Totals	<u>1,185,253</u>	<u>1,310,508</u>	<u>1,397,809</u>	<u>1,424,997</u>

Leon County Fiscal Year 2018 Adopted Budget

Human Resources

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-160-513 Human Resources				
51200 Regular Salaries And Wages	675,427	822,951	794,679	818,382
51400 Overtime	24	0	0	0
51500 Special Pay	400	0	0	0
52100 Fica Taxes	49,277	63,248	61,087	62,901
52200 Retirement Contribution	61,819	74,031	76,742	79,045
52210 Deferred Compensation Match	534	1,400	1,400	1,400
52300 Life & Health Insurance	101,797	146,754	138,535	147,666
52400 Workers Compensation	1,883	1,437	1,509	1,555
53100 Professional Services	4,941	20,000	25,000	25,000
53500 Investigations	8,854	9,400	9,400	9,400
54000 Travel & Per Diem	2,200	9,388	9,388	9,388
54100 Communications	0	1,215	1,215	1,215
54101 Communication - Phone System	1,575	1,280	1,810	1,810
54200 Postage	561	1,185	1,185	1,185
54400 Rentals And Leases	8,285	9,095	9,095	9,095
54700 Printing And Binding	1,286	3,850	3,850	3,850
54800 Promotional Activities	0	2,172	2,172	2,172
54801 Recruitment	61,308	67,925	67,925	67,925
54900 Other Current Charges & Obligations	40,355	50,864	50,864	50,864
54909 Employee Incentives	53,808	57,900	57,900	57,900
54917 Employee Assistance Program	2,580	3,000	3,000	3,000
54918 Staff Development & Training	31,667	37,983	31,483	31,483
54950 Tuition Assistance	36,628	49,225	49,225	49,225
55100 Office Supplies	4,391	4,440	4,440	4,440
55200 Operating Supplies	6,412	5,772	5,772	5,772
55400 Publications, Subscriptions & Membe	2,306	2,599	2,599	2,599
55401 Training	4,731	8,289	8,289	8,289
001-160-513 Totals	<u>1,163,048</u>	<u>1,455,403</u>	<u>1,418,564</u>	<u>1,455,561</u>
Human Resources Totals	<u>1,163,048</u>	<u>1,455,403</u>	<u>1,418,564</u>	<u>1,455,561</u>

Leon County Fiscal Year 2018 Adopted Budget

Management Information Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
120-076055-524 Growth & Environmental Management Technology				
56400 Machinery And Equipment	732	0	0	0
120-076055-524 Totals	732	0	0	0
135-076058-526 Emergency Medical Services Technology				
56400 Machinery And Equipment	47,734	25,000	25,000	25,000
135-076058-526 Totals	47,734	25,000	25,000	25,000
305-076001-519 Financial Hardware and Software				
56400 Machinery And Equipment	62,250	150,000	125,000	25,000
305-076001-519 Totals	62,250	150,000	125,000	25,000
305-076003-519 Data Wiring				
56400 Machinery And Equipment	23,170	0	0	0
56410 Machinery & Equipment <\$750	0	25,000	0	0
305-076003-519 Totals	23,170	25,000	0	0
305-076004-519 Digital Phone System				
56400 Machinery And Equipment	0	200,000	0	0
305-076004-519 Totals	0	200,000	0	0
305-076005-519 Supervisor of Elections Technology				
56400 Machinery And Equipment	42,385	50,500	67,350	25,000
56410 Machinery & Equipment <\$750	1,388	25,000	0	0
305-076005-519 Totals	43,774	75,500	67,350	25,000
305-076008-519 County Compute Infrastructure				
56400 Machinery And Equipment	407,796	0	550,000	550,000
56410 Machinery & Equipment <\$750	0	505,000	0	0
305-076008-519 Totals	407,796	505,000	550,000	550,000
305-076009-539 Geographic Information Systems				
56400 Machinery And Equipment	186,880	0	188,280	188,280
56490 Capitalized Systems Costs	0	238,280	0	0
305-076009-539 Totals	186,880	238,280	188,280	188,280
305-076011-571 Library Services Technology				
56400 Machinery And Equipment	0	79,000	73,000	50,000
305-076011-571 Totals	0	79,000	73,000	50,000
305-076015-537 Permit & Enforcement Tracking System				
56400 Machinery And Equipment	264,626	140,000	150,000	150,000
305-076015-537 Totals	264,626	140,000	150,000	150,000
305-076018-519 Network Backbone Upgrade				
56400 Machinery And Equipment	139,077	0	0	0
56490 Capitalized Systems Costs	0	150,000	0	0
305-076018-519 Totals	139,077	150,000	0	0
305-076022-519 Technology In Chambers				
56400 Machinery And Equipment	0	48,300	0	0
305-076022-519 Totals	0	48,300	0	0

Leon County Fiscal Year 2018 Adopted Budget

Management Information Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
305-076023-519 Courtroom Technology				
56400 Machinery And Equipment	48,994	132,000	132,000	132,000
305-076023-519 Totals	<u>48,994</u>	<u>132,000</u>	<u>132,000</u>	<u>132,000</u>
305-076024-519 User Computer Upgrades				
56400 Machinery And Equipment	280,697	300,000	300,000	300,000
305-076024-519 Totals	<u>280,697</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
305-076042-519 Mobile Devices				
56400 Machinery And Equipment	33,207	0	25,000	25,000
56490 Capitalized Systems Costs	0	20,000	0	0
305-076042-519 Totals	<u>33,207</u>	<u>20,000</u>	<u>25,000</u>	<u>25,000</u>
305-076047-519 State Attorney Technology				
56400 Machinery And Equipment	30,000	0	70,000	30,000
56410 Machinery & Equipment <\$750	0	30,000	0	0
305-076047-519 Totals	<u>30,000</u>	<u>30,000</u>	<u>70,000</u>	<u>30,000</u>
305-076051-519 Public Defender Technology				
56400 Machinery And Equipment	74,621	50,000	50,000	30,000
56490 Capitalized Systems Costs	0	30,000	0	0
305-076051-519 Totals	<u>74,621</u>	<u>80,000</u>	<u>50,000</u>	<u>30,000</u>
305-076060-539 Geographic Information Systems Incremental Basemap Update				
56400 Machinery And Equipment	298,500	298,500	298,500	298,500
305-076060-539 Totals	<u>298,500</u>	<u>298,500</u>	<u>298,500</u>	<u>298,500</u>
305-076061-519 Records Management				
56400 Machinery And Equipment	22,327	50,000	50,000	50,000
305-076061-519 Totals	<u>22,327</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
305-076063-519 E-Filing System for Court Documents				
56400 Machinery And Equipment	8,511	125,000	0	125,000
305-076063-519 Totals	<u>8,511</u>	<u>125,000</u>	<u>0</u>	<u>125,000</u>
306-076042-541 Mobile Devices				
56400 Machinery And Equipment	3,545	0	0	0
306-076042-541 Totals	<u>3,545</u>	<u>0</u>	<u>0</u>	<u>0</u>
Management Information Services Totals	<u>1,976,438</u>	<u>2,671,580</u>	<u>2,104,130</u>	<u>2,003,780</u>

Leon County Fiscal Year 2018 Adopted Budget

County Attorney

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-120-514 County Attorney				
51200 Regular Salaries And Wages	1,104,597	1,091,661	1,135,676	1,169,370
51400 Overtime	7	0	0	0
51500 Special Pay	25	0	0	0
52100 Fica Taxes	67,655	72,133	73,796	75,818
52200 Retirement Contribution	118,445	121,946	133,186	137,102
52205 Other Retirement Contributions	19,273	16,636	16,636	16,636
52210 Deferred Compensation Match	1,010	1,749	1,749	1,749
52300 Life & Health Insurance	102,879	123,370	142,069	150,760
52305 Disability Insurance	0	3,369	3,369	3,369
52400 Workers Compensation	1,982	1,483	1,709	1,760
53100 Professional Services	314,766	450,000	450,000	450,000
53300 Court Reporter Services	464	500	0	0
53400 Other Contractual Services	11,590	12,300	12,800	12,800
54000 Travel & Per Diem	34,643	25,200	25,200	25,200
54100 Communications	2,879	2,500	2,500	2,500
54101 Communication - Phone System	1,312	1,220	1,298	1,298
54200 Postage	621	475	475	475
54400 Rentals And Leases	3,968	4,250	4,250	4,250
54600 Repairs And Maintenance	0	100	100	100
54700 Printing And Binding	13,399	8,375	8,375	8,375
55100 Office Supplies	5,585	7,000	7,000	7,000
55200 Operating Supplies	3,983	5,000	5,000	5,000
55400 Publications, Subscriptions & Membe	60,683	59,250	59,250	59,250
55401 Training	1,078	100	100	100
001-120-514 Totals	<u>1,870,847</u>	<u>2,008,617</u>	<u>2,084,538</u>	<u>2,132,912</u>
County Attorney Totals	<u>1,870,847</u>	<u>2,008,617</u>	<u>2,084,538</u>	<u>2,132,912</u>

Leon County Fiscal Year 2018 Adopted Budget

Permit and Code Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
121-423-537 Permit & Code Services				
51200 Regular Salaries And Wages	354,697	280,025	235,951	243,016
52100 Fica Taxes	25,112	21,753	18,368	18,908
52200 Retirement Contribution	26,260	21,027	20,550	21,164
52210 Deferred Compensation Match	1,159	2,626	2,626	2,626
52300 Life & Health Insurance	74,299	70,283	54,774	58,256
52400 Workers Compensation	922	456	416	430
53100 Professional Services	0	1,120	1,120	1,120
54000 Travel & Per Diem	0	2,145	2,145	2,145
54100 Communications	35	480	3,080	3,080
54101 Communication - Phone System	3,389	3,160	3,546	3,546
54200 Postage	6,028	3,122	3,122	3,122
54400 Rentals And Leases	0	339	339	339
54505 Vehicle Coverage	1,983	1,858	1,179	1,179
54600 Repairs And Maintenance	0	636	636	636
54601 Vehicle Repair	1,458	1,195	1,790	1,790
54700 Printing And Binding	254	500	500	500
54900 Other Current Charges & Obligations	6,932	3,500	3,500	3,500
54901 Nuisance Abatement	0	50,000	50,000	50,000
55100 Office Supplies	1,935	2,911	2,911	2,911
55200 Operating Supplies	3,102	10,997	10,997	10,997
55210 Fuel & Oil	1,313	1,265	1,650	1,650
55400 Publications, Subscriptions & Membe	1,172	1,127	1,127	1,127
55401 Training	0	1,000	1,000	1,000
121-423-537 Totals	<u>510,048</u>	<u>481,525</u>	<u>421,327</u>	<u>433,042</u>
Permit and Code Services Totals	<u>510,048</u>	<u>481,525</u>	<u>421,327</u>	<u>433,042</u>

Leon County Fiscal Year 2018 Adopted Budget

DS Support Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
121-424-537 DS Support Services				
51200 Regular Salaries And Wages	205,361	217,367	189,088	194,668
52100 Fica Taxes	12,431	15,451	12,785	13,105
52200 Retirement Contribution	33,170	31,836	21,198	21,834
52210 Deferred Compensation Match	617	0	0	0
52300 Life & Health Insurance	19,404	34,892	27,263	29,005
52400 Workers Compensation	533	351	328	339
53400 Other Contractual Services	0	250	250	250
54000 Travel & Per Diem	402	4,515	4,515	4,515
54100 Communications	433	580	580	580
54200 Postage	14	720	720	720
54400 Rentals And Leases	6,508	6,300	6,300	6,300
54600 Repairs And Maintenance	0	3,246	3,246	3,246
54700 Printing And Binding	0	2,000	2,000	2,000
55100 Office Supplies	684	1,308	1,308	1,308
55200 Operating Supplies	1,040	8,194	8,194	8,194
55400 Publications, Subscriptions & Membe	1,248	1,682	1,682	1,682
55401 Training	255	1,900	1,900	1,900
121-424-537 Totals	<u>282,100</u>	<u>330,592</u>	<u>281,357</u>	<u>289,646</u>
DS Support Services Totals	<u>282,100</u>	<u>330,592</u>	<u>281,357</u>	<u>289,646</u>

Leon County Fiscal Year 2018 Adopted Budget

Building Plans Review & Inspection

Dangerous Animal Classification Committee (Leon County Code of Laws, Chapter 4); Animal Control Ordinance Review Committee (Leon County Code of Laws, Chapter 4)

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
120-220-524 Building Plans Review and Inspection				
51200 Regular Salaries And Wages	890,304	1,096,746	1,241,395	1,274,916
51400 Overtime	4,475	16,381	16,381	16,381
51500 Special Pay	151	0	0	0
52100 Fica Taxes	65,344	84,563	95,086	97,614
52200 Retirement Contribution	77,234	96,142	111,105	114,160
52210 Deferred Compensation Match	1,245	2,406	2,406	2,406
52300 Life & Health Insurance	154,021	221,292	317,820	339,056
52400 Workers Compensation	15,927	11,000	15,371	15,835
53400 Other Contractual Services	0	2,000	2,000	2,000
54000 Travel & Per Diem	0	1,232	1,232	1,232
54100 Communications	8,232	11,400	11,400	11,400
54101 Communication - Phone System	765	770	877	877
54200 Postage	45	3,000	3,000	3,000
54400 Rentals And Leases	2,598	4,994	4,994	4,994
54505 Vehicle Coverage	6,456	6,047	4,652	4,652
54600 Repairs And Maintenance	0	618	618	618
54601 Vehicle Repair	14,983	11,040	14,110	14,110
54700 Printing And Binding	114	7,500	7,500	7,500
54900 Other Current Charges & Obligations	0	1,820	1,820	1,820
55100 Office Supplies	855	3,784	3,784	3,784
55200 Operating Supplies	10,427	11,320	11,320	11,320
55210 Fuel & Oil	12,454	13,800	17,780	17,780
55400 Publications, Subscriptions & Membe	1,201	5,448	5,448	5,448
55401 Training	2,000	12,700	12,700	12,700
56400 Machinery And Equipment	0	3,000	0	0
120-220-524 Totals	<u>1,268,831</u>	<u>1,629,003</u>	<u>1,902,799</u>	<u>1,963,603</u>
Building Plans Review & Inspection Totals	<u>1,268,831</u>	<u>1,629,003</u>	<u>1,902,799</u>	<u>1,963,603</u>

Leon County Fiscal Year 2018 Adopted Budget

Environmental Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
121-420-537 Environmental Services				
51200 Regular Salaries And Wages	1,013,188	1,058,863	1,079,007	1,111,256
51400 Overtime	82	3,000	3,000	3,000
51500 Special Pay	301	0	0	0
52100 Fica Taxes	73,433	81,842	82,858	85,221
52200 Retirement Contribution	102,180	108,314	115,627	119,097
52210 Deferred Compensation Match	343	5,359	5,359	5,359
52300 Life & Health Insurance	148,735	176,331	190,351	202,152
52400 Workers Compensation	21,030	12,427	12,851	13,238
54000 Travel & Per Diem	1,146	4,400	4,400	4,400
54100 Communications	5,912	9,768	17,368	17,368
54101 Communication - Phone System	1,191	1,100	1,268	1,268
54200 Postage	870	1,970	1,970	1,970
54400 Rentals And Leases	0	339	339	339
54505 Vehicle Coverage	7,674	7,190	4,563	4,563
54601 Vehicle Repair	9,902	8,800	8,220	8,220
54700 Printing And Binding	76	1,205	1,205	1,205
54900 Other Current Charges & Obligations	0	1,050	1,050	1,050
55100 Office Supplies	1,986	3,162	3,162	3,162
55200 Operating Supplies	8,586	6,176	6,176	6,176
55210 Fuel & Oil	6,286	10,684	11,290	11,290
55400 Publications, Subscriptions & Membe	1,239	1,165	1,165	1,165
55401 Training	1,870	8,000	8,000	8,000
121-420-537 Totals	<u>1,406,031</u>	<u>1,511,145</u>	<u>1,559,229</u>	<u>1,609,499</u>
125-866-524 DEP Storage Tank				
51200 Regular Salaries And Wages	116,247	114,769	119,084	122,656
51400 Overtime	0	3,000	3,000	3,000
52100 Fica Taxes	8,605	9,081	9,386	9,658
52200 Retirement Contribution	8,230	8,631	9,420	9,702
52300 Life & Health Insurance	11,925	17,897	11,428	11,951
52400 Workers Compensation	3,243	1,866	2,129	2,192
54000 Travel & Per Diem	1,454	2,341	2,341	2,341
54200 Postage	0	400	400	400
54505 Vehicle Coverage	0	1,199	761	761
54601 Vehicle Repair	2,256	1,445	3,175	3,175
55200 Operating Supplies	1,235	2,188	2,188	2,188
55210 Fuel & Oil	1,687	2,070	2,250	2,250
55400 Publications, Subscriptions & Membe	0	60	60	60
55401 Training	200	1,100	1,100	1,100
125-866-524 Totals	<u>155,082</u>	<u>166,047</u>	<u>166,722</u>	<u>171,434</u>
Environmental Services Totals	<u>1,561,113</u>	<u>1,677,192</u>	<u>1,725,951</u>	<u>1,780,933</u>

Leon County Fiscal Year 2018 Adopted Budget

Development Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
121-422-537 Development Services				
51200 Regular Salaries And Wages	517,304	517,023	499,747	514,619
51250 Regular OPS Salaries	5,280	0	12,480	12,480
51520 Special Pay - Hurricane Hermine	84	0	0	0
52100 Fica Taxes	36,973	40,446	39,755	40,893
52200 Retirement Contribution	36,740	38,576	39,211	40,385
52210 Deferred Compensation Match	262	2,844	2,844	2,844
52300 Life & Health Insurance	106,740	126,155	133,756	142,465
52400 Workers Compensation	3,240	1,872	2,071	2,133
54000 Travel & Per Diem	763	8,300	8,300	8,300
54100 Communications	251	1,224	1,224	1,224
54101 Communication - Phone System	1,105	1,035	1,504	1,504
54200 Postage	882	3,882	3,882	3,882
54400 Rentals And Leases	0	339	339	339
54505 Vehicle Coverage	3,395	3,181	1,716	1,716
54601 Vehicle Repair	66	720	750	750
54700 Printing And Binding	217	4,025	2,381	2,381
54900 Other Current Charges & Obligations	27,016	31,092	29,892	29,892
55100 Office Supplies	1,404	3,996	3,996	3,996
55200 Operating Supplies	6,016	5,071	6,715	6,715
55210 Fuel & Oil	1,526	690	380	380
55400 Publications, Subscriptions & Membe	2,397	4,105	4,105	4,105
55401 Training	2,913	5,475	5,475	5,475
121-422-537 Totals	<u>754,574</u>	<u>800,051</u>	<u>800,523</u>	<u>826,478</u>
Development Services Totals	<u>754,574</u>	<u>800,051</u>	<u>800,523</u>	<u>826,478</u>

Leon County Fiscal Year 2018 Adopted Budget

PW Support Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
106-400-541 Support Services				
51200 Regular Salaries And Wages	302,511	376,590	340,255	350,305
52100 Fica Taxes	22,323	26,728	23,781	24,410
52200 Retirement Contribution	33,154	15,908	42,279	43,547
52210 Deferred Compensation Match	1,019	766	766	766
52300 Life & Health Insurance	43,283	56,422	50,812	54,138
52400 Workers Compensation	1,291	1,352	592	610
53400 Other Contractual Services	137,658	137,929	129,110	129,110
54000 Travel & Per Diem	761	3,260	3,215	3,215
54101 Communication - Phone System	625	585	526	526
54200 Postage	6	220	220	220
54400 Rentals And Leases	147	0	0	0
54600 Repairs And Maintenance	0	300	300	300
54700 Printing And Binding	0	164	165	165
55100 Office Supplies	303	2,730	2,530	2,530
55200 Operating Supplies	1,866	5,773	5,034	5,034
55400 Publications, Subscriptions & Membe	2,072	2,995	3,097	3,097
55401 Training	864	1,390	1,390	1,390
106-400-541 Totals	<u>547,883</u>	<u>633,112</u>	<u>604,072</u>	<u>619,363</u>
PW Support Services Totals	<u>547,883</u>	<u>633,112</u>	<u>604,072</u>	<u>619,363</u>

Leon County Fiscal Year 2018 Adopted Budget

Operations

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-216-562 Mosquito Control				
51200 Regular Salaries And Wages	140,882	195,614	219,134	224,956
51250 Regular OPS Salaries	93,323	84,705	121,642	121,642
51400 Overtime	51,777	11,000	36,000	36,000
51520 Special Pay - Hurricane Hermine	1,794	0	0	0
52100 Fica Taxes	21,256	21,547	23,716	24,164
52200 Retirement Contribution	20,560	21,071	23,109	23,541
52210 Deferred Compensation Match	487	655	655	655
52300 Life & Health Insurance	40,754	47,869	69,766	74,250
52400 Workers Compensation	11,853	17,327	30,097	30,568
53400 Other Contractual Services	31,934	29,916	36,126	36,126
54100 Communications	8,955	7,128	7,128	7,128
54101 Communication - Phone System	209	205	253	253
54200 Postage	1,885	2,000	2,640	2,640
54300 Utility Services	1,561	4,800	4,800	4,800
54505 Vehicle Coverage	9,963	11,548	7,330	7,330
54507 Aviation Insurance	5,891	8,333	6,635	6,635
54600 Repairs And Maintenance	2,598	3,228	3,228	3,228
54601 Vehicle Repair	26,482	14,590	26,860	26,860
54700 Printing And Binding	849	2,335	2,335	2,335
54800 Promotional Activities	0	7,400	7,400	7,400
55100 Office Supplies	1,228	1,326	1,471	1,471
55200 Operating Supplies	231,151	162,200	185,898	185,898
55210 Fuel & Oil	17,026	23,358	26,637	26,637
55400 Publications, Subscriptions & Membe	125	300	300	300
55401 Training	3,127	3,406	3,406	3,406
001-216-562 Totals	<u>725,670</u>	<u>681,861</u>	<u>846,566</u>	<u>858,223</u>
106-431-541 Transportation Maintenance				
51200 Regular Salaries And Wages	1,744,130	1,833,568	1,878,598	1,926,685
51400 Overtime	97,549	42,590	42,590	42,590
51500 Special Pay	350	0	0	0
51520 Special Pay - Hurricane Hermine	19,601	0	0	0
52100 Fica Taxes	131,486	143,649	148,039	151,729
52200 Retirement Contribution	157,455	143,363	153,912	157,902
52210 Deferred Compensation Match	13,502	10,058	10,058	10,058
52300 Life & Health Insurance	471,606	602,829	611,623	650,187
52400 Workers Compensation	118,793	111,038	126,256	129,406
53400 Other Contractual Services	257,678	379,531	407,293	407,293
54100 Communications	4,646	10,255	11,335	11,335
54101 Communication - Phone System	2,557	2,510	2,357	2,357
54200 Postage	95	210	210	210
54300 Utility Services	80,557	66,099	66,711	66,711
54400 Rentals And Leases	4,341	4,864	4,864	4,864
54505 Vehicle Coverage	65,897	62,909	39,930	39,930
54600 Repairs And Maintenance	6,659	3,720	3,120	3,120
54601 Vehicle Repair	236,282	225,905	224,555	224,555
54900 Other Current Charges & Obligations	1,488	8,220	8,220	8,220
55100 Office Supplies	3,820	4,305	4,305	4,305
55200 Operating Supplies	48,520	43,541	62,141	58,541
55210 Fuel & Oil	144,379	182,185	210,281	210,281
55300 Road Materials And Supplies	307,744	363,289	368,835	368,835
55400 Publications, Subscriptions & Membe	1,984	1,695	1,695	1,695
55401 Training	1,451	6,300	6,300	6,300
56400 Machinery And Equipment	0	9,500	0	0
106-431-541 Totals	<u>3,922,571</u>	<u>4,262,133</u>	<u>4,393,228</u>	<u>4,487,109</u>

Leon County Fiscal Year 2018 Adopted Budget

Operations

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
106-432-541 Right-Of-Way Management				
51200 Regular Salaries And Wages	1,004,381	1,052,819	1,095,183	1,119,696
51400 Overtime	96,207	72,814	72,814	72,814
51500 Special Pay	50	0	0	0
51520 Special Pay - Hurricane Hermine	11,662	0	0	0
52100 Fica Taxes	78,313	82,449	85,475	87,354
52200 Retirement Contribution	85,969	85,020	92,462	94,577
52210 Deferred Compensation Match	5,594	4,482	4,482	4,482
52300 Life & Health Insurance	302,465	382,519	425,729	453,698
52400 Workers Compensation	76,006	69,612	81,824	83,614
53400 Other Contractual Services	217,740	513,703	600,987	620,931
54100 Communications	5	0	0	0
54300 Utility Services	4,162	11,435	11,435	11,435
54400 Rentals And Leases	0	553	553	553
54505 Vehicle Coverage	27,992	31,854	4,372	4,372
54600 Repairs And Maintenance	10,145	17,700	17,700	17,700
54601 Vehicle Repair	166,769	134,940	160,835	160,835
54900 Other Current Charges & Obligations	1,279	3,265	3,265	3,265
55100 Office Supplies	1,829	2,825	2,825	2,825
55200 Operating Supplies	38,067	50,976	50,976	50,976
55210 Fuel & Oil	78,276	95,673	109,419	109,419
55300 Road Materials And Supplies	18,733	35,840	35,840	35,840
55400 Publications, Subscriptions & Membe	533	931	931	931
55401 Training	2,891	6,280	6,280	6,280
106-432-541 Totals	<u>2,229,068</u>	<u>2,655,690</u>	<u>2,863,387</u>	<u>2,941,597</u>
123-433-538 Stormwater Maintenance				
51200 Regular Salaries And Wages	1,145,209	1,391,333	1,460,098	1,497,883
51400 Overtime	72,854	46,506	46,506	46,506
51500 Special Pay	151	0	0	0
51520 Special Pay - Hurricane Hermine	11,308	0	0	0
52100 Fica Taxes	89,227	109,658	114,776	117,674
52200 Retirement Contribution	101,074	119,787	121,985	125,199
52210 Deferred Compensation Match	9,520	15,418	15,418	15,418
52300 Life & Health Insurance	204,564	363,730	428,461	455,379
52400 Workers Compensation	68,611	103,858	123,526	126,669
53400 Other Contractual Services	249,406	312,385	352,567	352,567
54000 Travel & Per Diem	321	0	0	0
54100 Communications	984	4,020	4,020	4,020
54101 Communication - Phone System	0	0	7	7
54200 Postage	0	25	25	25
54300 Utility Services	2,341	11,660	11,660	11,660
54400 Rentals And Leases	1,032	10,848	10,848	10,848
54505 Vehicle Coverage	78,567	89,226	55,450	55,450
54600 Repairs And Maintenance	3,362	12,250	12,750	12,750
54601 Vehicle Repair	168,560	196,535	209,250	209,250
54900 Other Current Charges & Obligations	42,011	23,585	14,665	48,055
55100 Office Supplies	560	930	930	930
55200 Operating Supplies	46,623	39,933	44,121	44,121
55210 Fuel & Oil	101,217	157,283	158,127	158,127
55220 Aquatic Weed	14	0	0	0
55300 Road Materials And Supplies	47,498	63,584	74,084	74,084
55400 Publications, Subscriptions & Membe	425	645	645	645
55401 Training	1,092	5,453	5,453	5,453
123-433-538 Totals	<u>2,446,533</u>	<u>3,078,652</u>	<u>3,265,372</u>	<u>3,372,720</u>

Leon County Fiscal Year 2018 Adopted Budget

Operations

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
125-214-562 Mosquito Control Grant				
54800 Promotional Activities	862	0	0	0
55200 Operating Supplies	25,090	29,971	27,990	27,990
55401 Training	874	2,550	3,550	3,550
56400 Machinery And Equipment	18,330	0	0	0
125-214-562 Totals	<u>45,156</u>	<u>32,521</u>	<u>31,540</u>	<u>31,540</u>
Operations Totals	<u>9,368,998</u>	<u>10,710,857</u>	<u>11,400,093</u>	<u>11,691,189</u>

Leon County Fiscal Year 2018 Adopted Budget

Engineering Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
106-414-541 Engineering Services				
51200 Regular Salaries And Wages	2,011,250	2,305,780	2,322,705	2,391,317
51400 Overtime	9,511	25,000	25,000	25,000
51500 Special Pay	1,001	0	0	0
52100 Fica Taxes	147,682	177,945	179,026	184,085
52200 Retirement Contribution	171,260	214,118	213,988	220,348
52210 Deferred Compensation Match	4,345	11,589	11,589	11,589
52300 Life & Health Insurance	288,719	400,034	430,026	456,684
52400 Workers Compensation	32,525	31,486	27,997	28,832
53100 Professional Services	118,678	319,261	319,261	319,261
53400 Other Contractual Services	53,117	59,240	59,240	59,240
54000 Travel & Per Diem	6,224	4,760	4,760	4,760
54100 Communications	8,239	12,600	12,600	12,600
54101 Communication - Phone System	1,294	1,210	1,269	1,269
54200 Postage	160	900	900	900
54505 Vehicle Coverage	11,739	11,050	7,473	7,473
54600 Repairs And Maintenance	648	2,753	2,753	2,753
54601 Vehicle Repair	9,598	10,527	14,605	14,605
54700 Printing And Binding	132	1,000	1,000	1,000
54900 Other Current Charges & Obligations	121	3,200	3,200	3,200
55100 Office Supplies	11,829	21,465	21,465	21,465
55200 Operating Supplies	28,868	36,204	36,204	36,204
55210 Fuel & Oil	14,291	17,506	19,351	19,351
55400 Publications, Subscriptions & Membe	3,633	9,632	9,632	9,632
55401 Training	5,426	16,230	16,230	16,230
106-414-541 Totals	<u>2,940,289</u>	<u>3,693,490</u>	<u>3,740,274</u>	<u>3,847,798</u>
Engineering Services Totals	<u>2,940,289</u>	<u>3,693,490</u>	<u>3,740,274</u>	<u>3,847,798</u>

Leon County Fiscal Year 2018 Adopted Budget

Fleet Management

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
505-425-591 Fleet Maintenance				
51200 Regular Salaries And Wages	329,061	437,748	421,539	434,169
51400 Overtime	2,021	3,000	3,000	3,000
51500 Special Pay	100	0	0	0
51520 Special Pay - Hurricane Hermine	2,300	0	0	0
52100 Fica Taxes	27,122	33,713	32,824	33,803
52200 Retirement Contribution	27,879	32,867	31,797	32,751
52210 Deferred Compensation Match	2,390	3,171	3,171	3,171
52300 Life & Health Insurance	79,326	131,658	109,417	116,786
52400 Workers Compensation	6,900	6,070	6,436	6,628
53400 Other Contractual Services	29,205	8,730	8,730	8,730
54000 Travel & Per Diem	1,727	500	500	500
54101 Communication - Phone System	635	600	640	640
54200 Postage	0	150	150	150
54300 Utility Services	19,551	5,000	5,000	5,000
54400 Rentals And Leases	2,197	3,500	3,500	3,500
54505 Vehicle Coverage	5,737	5,374	3,887	3,887
54600 Repairs And Maintenance	837,857	691,956	686,956	691,956
54601 Vehicle Repair	4,008	5,085	5,905	5,905
54700 Printing And Binding	0	500	500	500
55100 Office Supplies	2,326	1,355	1,355	1,355
55200 Operating Supplies	952,948	1,427,010	1,597,019	1,597,019
55210 Fuel & Oil	2,703	2,680	3,770	3,770
55400 Publications, Subscriptions & Membe	281	1,000	1,000	1,000
55401 Training	700	5,810	5,810	5,810
505-425-591 Totals	<u>2,336,972</u>	<u>2,807,477</u>	<u>2,932,906</u>	<u>2,960,030</u>
Fleet Management Totals	<u>2,336,972</u>	<u>2,807,477</u>	<u>2,932,906</u>	<u>2,960,030</u>

Leon County Fiscal Year 2018 Adopted Budget

Parks and Recreation

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
140-436-572 Parks and Recreation Services				
51200 Regular Salaries And Wages	992,058	1,005,051	1,052,252	1,078,435
51250 Regular OPS Salaries	26,173	30,000	30,000	30,000
51400 Overtime	22,384	45,120	45,120	45,120
51500 Special Pay	342	0	0	0
51520 Special Pay - Hurricane Hermine	3,822	0	0	0
52100 Fica Taxes	74,071	78,454	82,073	84,070
52200 Retirement Contribution	76,512	75,457	83,104	85,173
52210 Deferred Compensation Match	3,054	3,499	3,499	3,499
52300 Life & Health Insurance	277,722	321,054	372,717	397,082
52400 Workers Compensation	31,358	27,975	31,172	31,953
53100 Professional Services	5,074	13,390	13,390	13,390
53400 Other Contractual Services	456,055	472,343	486,793	486,793
54000 Travel & Per Diem	312	500	500	500
54100 Communications	21,737	22,064	23,864	22,064
54101 Communication - Phone System	3,157	2,820	2,754	2,754
54200 Postage	233	350	350	350
54300 Utility Services	167,745	90,928	116,928	116,928
54400 Rentals And Leases	11,776	12,489	12,489	12,489
54505 Vehicle Coverage	16,146	15,282	12,367	12,367
54600 Repairs And Maintenance	5,200	3,800	3,500	3,500
54601 Vehicle Repair	86,610	88,130	112,238	112,238
54700 Printing And Binding	765	1,000	1,000	1,000
54800 Promotional Activities	1,021	2,250	1,950	1,950
54900 Other Current Charges & Obligations	1,145	3,620	4,380	4,380
55100 Office Supplies	1,264	2,250	2,250	2,250
55200 Operating Supplies	198,822	199,965	205,115	205,115
55210 Fuel & Oil	62,037	70,851	79,167	79,167
55300 Road Materials And Supplies	53,770	68,025	68,865	68,865
55400 Publications, Subscriptions & Membe	1,110	1,200	1,200	1,200
55401 Training	3,651	8,023	8,023	8,023
56400 Machinery And Equipment	26,850	40,000	40,000	40,000
58200 Aids To Private Organizations	179,000	179,000	179,000	179,000
140-436-572 Totals	2,810,976	2,884,890	3,076,060	3,129,655
Parks and Recreation Totals	2,810,976	2,884,890	3,076,060	3,129,655

Leon County Fiscal Year 2018 Adopted Budget

Facilities Management

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-150-519 Facilities Management				
51200 Regular Salaries And Wages	1,557,810	1,372,636	1,470,829	1,514,773
51400 Overtime	62,344	53,000	53,000	53,000
51500 Special Pay	200	0	0	0
51520 Special Pay - Hurricane Hermine	5,708	0	0	0
52100 Fica Taxes	114,077	106,476	114,064	117,427
52200 Retirement Contribution	141,222	110,481	120,519	124,136
52210 Deferred Compensation Match	8,159	7,655	7,655	7,655
52300 Life & Health Insurance	400,130	431,115	477,278	508,876
52400 Workers Compensation	45,744	34,097	38,555	39,708
53100 Professional Services	3,056	0	0	0
53400 Other Contractual Services	1,698,018	1,968,020	2,054,171	2,085,828
54000 Travel & Per Diem	199	1,146	5,644	5,644
54100 Communications	9,483	16,569	16,569	16,569
54101 Communication - Phone System	7,561	7,815	7,944	7,944
54200 Postage	-336	200	200	200
54300 Utility Services	1,559,813	2,097,964	2,081,200	2,081,200
54400 Rentals And Leases	24,822	32,408	34,276	34,776
54505 Vehicle Coverage	20,643	20,120	13,900	13,900
54600 Repairs And Maintenance	694,428	817,639	700,076	740,902
54601 Vehicle Repair	36,232	43,585	35,090	35,090
54700 Printing And Binding	643	2,100	2,100	2,100
55100 Office Supplies	5,343	13,119	13,119	13,119
55200 Operating Supplies	164,317	110,258	103,460	103,460
55210 Fuel & Oil	38,867	39,445	46,425	46,425
55400 Publications, Subscriptions & Membe	3,361	6,745	4,856	4,856
55401 Training	1,216	12,825	7,350	7,350
56400 Machinery And Equipment	10,000	10,000	10,000	10,000
001-150-519 Totals	<u>6,613,059</u>	<u>7,315,418</u>	<u>7,418,280</u>	<u>7,574,938</u>
001-410-529 Public Safety Complex Facilities				
51200 Regular Salaries And Wages	189,128	170,433	125,848	129,615
51400 Overtime	4,928	15,000	15,000	15,000
51520 Special Pay - Hurricane Hermine	886	0	0	0
52100 Fica Taxes	14,064	13,223	9,937	10,226
52200 Retirement Contribution	20,353	18,173	11,225	11,562
52210 Deferred Compensation Match	1,415	0	0	0
52300 Life & Health Insurance	40,762	47,490	45,107	47,940
52400 Workers Compensation	6,134	4,927	3,611	3,720
53100 Professional Services	0	0	10,000	10,000
53400 Other Contractual Services	387,271	573,667	531,212	533,447
54000 Travel & Per Diem	186	0	1,000	1,000
54100 Communications	4,694	6,400	6,400	6,400
54200 Postage	0	250	250	250
54300 Utility Services	302,891	351,171	351,171	351,171
54400 Rentals And Leases	0	5,002	1,000	1,000
54500 Insurance	0	2,138	2,138	2,138
54506 Property Insurance	104,498	104,498	104,498	104,498
54600 Repairs And Maintenance	126,548	98,000	118,000	118,000
54900 Other Current Charges & Obligations	0	800	0	0
55100 Office Supplies	1,107	3,150	660	660
55200 Operating Supplies	103,528	107,234	42,000	42,000
55400 Publications, Subscriptions & Membe	595	2,000	1,429	1,429
55401 Training	103	4,500	4,500	4,500
56400 Machinery And Equipment	0	0	82,765	82,765
001-410-529 Totals	<u>1,309,090</u>	<u>1,528,056</u>	<u>1,467,751</u>	<u>1,477,321</u>

Leon County Fiscal Year 2018 Adopted Budget

Facilities Management

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
165-154-519 County Government Annex				
51200 Regular Salaries And Wages	36,316	29,443	30,939	31,851
51400 Overtime	546	0	0	0
52100 Fica Taxes	2,736	2,252	2,367	2,437
52200 Retirement Contribution	2,628	2,214	2,405	2,477
52210 Deferred Compensation Match	360	0	0	0
52300 Life & Health Insurance	6,163	6,822	7,367	7,877
52400 Workers Compensation	1,409	1,010	1,142	1,177
53100 Professional Services	99,978	60,000	60,000	60,000
53400 Other Contractual Services	185,333	207,509	234,679	235,179
54100 Communications	1,891	500	500	500
54200 Postage	0	1,000	0	0
54300 Utility Services	167,584	6,750	0	0
54600 Repairs And Maintenance	80,184	103,934	102,960	105,960
55200 Operating Supplies	2,707	6,076	6,576	6,773
165-154-519 Totals	<u>587,834</u>	<u>427,510</u>	<u>448,935</u>	<u>454,231</u>
166-155-519 Huntington Oaks Plaza Operating				
53100 Professional Services	6,732	31,000	8,000	8,000
53400 Other Contractual Services	17,886	24,000	28,120	28,120
54200 Postage	62	225	0	0
54600 Repairs And Maintenance	56,303	63,950	45,450	45,450
54700 Printing And Binding	0	200	200	200
54800 Promotional Activities	0	5,000	0	0
55200 Operating Supplies	898	10,150	4,775	4,775
166-155-519 Totals	<u>81,881</u>	<u>134,525</u>	<u>86,545</u>	<u>86,545</u>
Facilities Management Totals	<u>8,591,865</u>	<u>9,405,509</u>	<u>9,421,511</u>	<u>9,593,035</u>

Leon County Fiscal Year 2018 Adopted Budget

Real Estate Management

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-156-519 Real Estate Management				
51200 Regular Salaries And Wages	148,152	102,344	106,122	109,273
51400 Overtime	155	0	0	0
51500 Special Pay	25	0	0	0
51520 Special Pay - Hurricane Hermine	677	0	0	0
52100 Fica Taxes	10,713	7,881	8,169	8,411
52200 Retirement Contribution	10,576	7,615	8,309	8,558
52300 Life & Health Insurance	30,318	27,927	30,112	32,152
52400 Workers Compensation	387	166	185	191
53100 Professional Services	13,704	13,500	13,500	13,500
53400 Other Contractual Services	0	40,000	40,000	40,000
54000 Travel & Per Diem	450	0	0	0
54100 Communications	325	432	432	432
54101 Communication - Phone System	20	20	35	35
54200 Postage	31	2,000	2,000	2,000
54700 Printing And Binding	0	2,500	2,500	2,500
54900 Other Current Charges & Obligations	61,110	61,600	61,600	61,600
55100 Office Supplies	636	500	500	500
55200 Operating Supplies	6,884	2,400	2,400	2,400
55400 Publications, Subscriptions & Membe	719	200	200	200
55401 Training	100	1,000	1,000	1,000
58200 Aids To Private Organizations	0	25,000	25,000	0
001-156-519 Totals	<u>284,982</u>	<u>295,085</u>	<u>302,064</u>	<u>282,752</u>
001-831-513 Tax Deed Applications				
54900 Other Current Charges & Obligations	104,334	45,000	45,000	45,000
001-831-513 Totals	<u>104,334</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
Real Estate Management Totals	<u>389,316</u>	<u>340,085</u>	<u>347,064</u>	<u>327,752</u>

Leon County Fiscal Year 2018 Adopted Budget

Planning Department

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-817-515 Planning Department				
51200 Regular Salaries And Wages	113,542	138,502	143,452	145,480
52100 Fica Taxes	8,392	9,990	10,240	10,474
52200 Retirement Contribution	13,442	10,264	22,032	22,193
52300 Life & Health Insurance	18,359	22,823	24,589	26,219
52400 Workers Compensation	295	223	119	123
54400 Rentals And Leases	0	25,000	25,000	25,000
58100 Aids To Government Agencies	780,490	849,125	761,560	776,791
001-817-515 Totals	<u>934,521</u>	<u>1,055,927</u>	<u>986,992</u>	<u>1,006,280</u>
Planning Department Totals	<u>934,521</u>	<u>1,055,927</u>	<u>986,992</u>	<u>1,006,280</u>

Leon County Fiscal Year 2018 Adopted Budget

Office of Management and Budget

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-130-513 Office of Management & Budget				
51200 Regular Salaries And Wages	421,081	439,065	447,705	456,855
52100 Fica Taxes	31,731	33,888	34,648	35,349
52200 Retirement Contribution	40,478	32,935	52,408	53,644
52210 Deferred Compensation Match	157	1,293	1,293	1,293
52300 Life & Health Insurance	49,453	64,107	80,693	85,747
52400 Workers Compensation	1,094	715	789	806
53100 Professional Services	41,700	64,004	65,264	66,562
54000 Travel & Per Diem	3,669	4,018	4,018	4,018
54100 Communications	411	380	380	380
54101 Communication - Phone System	492	455	783	783
54200 Postage	15	200	200	200
54400 Rentals And Leases	2,552	4,947	4,947	4,947
54700 Printing And Binding	3,635	4,380	4,380	4,380
54900 Other Current Charges & Obligations	1,806	0	0	0
55100 Office Supplies	3,230	2,649	2,649	2,649
55200 Operating Supplies	1,845	1,480	1,480	1,480
55400 Publications, Subscriptions & Membe	1,519	1,505	905	905
55401 Training	925	2,378	2,378	2,378
58229 Tall Trust For Historic Preservation	63,175	63,175	63,175	63,175
001-130-513 Totals	<u>668,966</u>	<u>721,574</u>	<u>768,095</u>	<u>785,551</u>
Office of Management and Budget Totals	<u>668,966</u>	<u>721,574</u>	<u>768,095</u>	<u>785,551</u>

Leon County Fiscal Year 2018 Adopted Budget

Purchasing

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-140-513 Procurement				
51200 Regular Salaries And Wages	378,018	368,699	377,993	389,316
52100 Fica Taxes	28,351	29,058	29,768	30,634
52200 Retirement Contribution	33,710	34,637	40,522	41,739
52210 Deferred Compensation Match	1,159	878	878	878
52300 Life & Health Insurance	24,886	40,948	43,183	45,299
52400 Workers Compensation	983	602	667	687
53400 Other Contractual Services	338	796	796	796
54000 Travel & Per Diem	2,887	5,630	5,630	5,630
54101 Communication - Phone System	788	770	829	829
54200 Postage	264	767	767	767
54400 Rentals And Leases	4,068	3,436	3,436	3,436
54505 Vehicle Coverage	2,012	756	480	480
54600 Repairs And Maintenance	1,468	1,412	1,412	1,412
54601 Vehicle Repair	156	420	440	440
54700 Printing And Binding	90	255	255	255
54900 Other Current Charges & Obligations	3,878	4,179	4,179	4,179
55100 Office Supplies	1,342	1,550	1,550	1,550
55200 Operating Supplies	1,420	2,180	2,180	2,180
55210 Fuel & Oil	405	345	510	510
55400 Publications, Subscriptions & Membe	1,160	1,160	1,160	1,160
55401 Training	2,181	3,513	3,513	3,513
001-140-513 Totals	<u>489,563</u>	<u>501,991</u>	<u>520,148</u>	<u>535,690</u>
001-141-513 Warehouse				
51200 Regular Salaries And Wages	75,752	72,092	72,957	75,146
51400 Overtime	122	0	0	0
52100 Fica Taxes	5,520	5,790	5,857	6,024
52200 Retirement Contribution	5,295	5,422	5,771	5,944
52210 Deferred Compensation Match	982	1,641	1,641	1,641
52300 Life & Health Insurance	12,435	17,340	18,428	19,451
52400 Workers Compensation	2,939	2,472	2,741	2,824
53400 Other Contractual Services	1,611	884	884	884
54100 Communications	0	456	456	456
54101 Communication - Phone System	161	175	176	176
54600 Repairs And Maintenance	372	426	426	426
54601 Vehicle Repair	481	995	1,550	1,550
55100 Office Supplies	82	300	300	300
55200 Operating Supplies	599	615	615	615
55299 Reimbursable Supplies	-37	0	0	0
001-141-513 Totals	<u>106,315</u>	<u>108,608</u>	<u>111,802</u>	<u>115,437</u>
Purchasing Totals	<u>595,879</u>	<u>610,599</u>	<u>631,950</u>	<u>651,127</u>

Leon County Fiscal Year 2018 Adopted Budget

Risk Management

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
501-132-513 Risk Management				
51200 Regular Salaries And Wages	80,207	80,661	83,748	86,155
52100 Fica Taxes	5,840	6,196	6,432	6,616
52200 Retirement Contribution	5,559	5,803	6,348	6,538
52300 Life & Health Insurance	14,970	14,502	15,618	16,655
52400 Workers Compensation	208	126	142	146
53100 Professional Services	85,443	127,344	92,344	92,344
54000 Travel & Per Diem	0	1,900	1,900	1,900
54100 Communications	20	360	360	360
54101 Communication - Phone System	227	215	284	284
54200 Postage	36	160	160	160
55100 Office Supplies	303	300	300	300
55200 Operating Supplies	171	950	950	950
55400 Publications, Subscriptions & Membe	821	1,025	1,025	1,025
55401 Training	149	900	900	900
501-132-513 Totals	193,953	240,442	210,511	214,333
Risk Management Totals	193,953	240,442	210,511	214,333

Leon County Fiscal Year 2018 Adopted Budget

Tourism Development

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-888-573 Line Item - COCA Contract				
58215 Local Arts Agency Program (837)	150,000	150,000	150,000	150,000
001-888-573 Totals	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
160-301-552 Administration				
51200 Regular Salaries And Wages	236,445	243,542	201,939	208,091
51250 Regular OPS Salaries	15,478	0	15,980	16,085
52100 Fica Taxes	17,863	18,406	16,950	17,428
52200 Retirement Contribution	35,982	35,403	34,546	35,553
52210 Deferred Compensation Match	115	766	766	766
52300 Life & Health Insurance	36,826	46,155	47,397	50,636
52400 Workers Compensation	655	397	390	402
53400 Other Contractual Services	115,380	115,500	115,500	115,500
54000 Travel & Per Diem	3,201	7,500	7,500	7,500
54101 Communication - Phone System	1,293	1,380	1,419	1,419
54300 Utility Services	7,192	0	0	0
54400 Rentals And Leases	10,187	9,500	9,500	9,500
54505 Vehicle Coverage	779	730	463	463
54600 Repairs And Maintenance	8,187	34,000	34,000	34,000
54601 Vehicle Repair	326	520	465	465
54860 TDC Direct Sales Promotions	245	0	0	0
54900 Other Current Charges & Obligations	1,283	1,971	1,971	1,971
55100 Office Supplies	454	1,000	1,000	1,000
55200 Operating Supplies	3,836	3,000	3,000	3,000
55210 Fuel & Oil	307	460	510	510
55250 Operating Supplies / Uniforms	527	0	0	0
55400 Publications, Subscriptions & Membe	1,934	2,300	2,300	2,300
55401 Training	400	3,000	3,000	3,000
160-301-552 Totals	<u>498,894</u>	<u>525,530</u>	<u>498,596</u>	<u>509,589</u>
160-302-552 Advertising				
53400 Other Contractual Services	979,289	1,141,473	1,316,473	1,327,888
160-302-552 Totals	<u>979,289</u>	<u>1,141,473</u>	<u>1,316,473</u>	<u>1,327,888</u>

Leon County Fiscal Year 2018 Adopted Budget

Tourism Development

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
160-303-552 Marketing				
51200 Regular Salaries And Wages	428,081	488,689	471,654	485,913
51250 Regular OPS Salaries	15,479	0	15,980	16,085
52100 Fica Taxes	33,209	38,765	38,959	40,059
52200 Retirement Contribution	31,432	35,252	38,863	39,998
52210 Deferred Compensation Match	795	0	0	0
52300 Life & Health Insurance	31,722	64,766	61,978	64,859
52400 Workers Compensation	1,791	1,367	1,487	1,531
53400 Other Contractual Services	77,250	87,700	105,500	105,500
54000 Travel & Per Diem	43,374	70,890	68,549	68,549
54100 Communications	4,840	7,823	7,823	7,823
54101 Communication - Phone System	1,094	1,015	1,054	1,054
54200 Postage	32,203	48,000	38,000	38,000
54400 Rentals And Leases	2,647	3,347	3,347	3,347
54700 Printing And Binding	4,701	5,400	6,400	6,400
54800 Promotional Activities	48,696	29,500	34,500	34,500
54860 TDC Direct Sales Promotions	29,645	59,667	55,322	55,322
54861 TDC Community Relations	19,005	13,300	13,300	13,300
54862 TDC Merchandise	1,294	4,000	5,000	5,000
54900 Other Current Charges & Obligations	205,540	285,000	473,000	473,000
54948 Other Current Charges / Other	92,939	100,000	100,000	100,000
55100 Office Supplies	3,626	3,700	3,700	3,700
55200 Operating Supplies	2,644	5,000	5,000	5,000
55250 Operating Supplies / Uniforms	862	2,000	4,000	4,000
55400 Publications, Subscriptions & Membe	21,331	17,363	21,768	21,768
55401 Training	4,438	8,000	7,000	7,000
58160 TDC Local T&E	1,056	1,500	1,500	1,500
58320 Sponsorships & Contributions	6,133	16,100	19,400	19,400
160-303-552 Totals	<u>1,145,828</u>	<u>1,398,144</u>	<u>1,603,084</u>	<u>1,622,608</u>
160-304-552 Special Projects				
58300 Other Grants & Aids	464,863	515,000	565,000	565,000
160-304-552 Totals	<u>464,863</u>	<u>515,000</u>	<u>565,000</u>	<u>565,000</u>
160-888-573 Council on Culture & Arts (COCA)				
58214 Cultural Resource Grant Prog (837)	249,359	245,380	263,791	269,067
58215 Local Arts Agency Program (837)	861,556	981,520	1,055,165	1,076,268
160-888-573 Totals	<u>1,110,915</u>	<u>1,226,900</u>	<u>1,318,956</u>	<u>1,345,335</u>
160-888-574 Line Item - Special Events				
58260 Culture and Recreation	90,000	0	0	0
160-888-574 Totals	<u>90,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tourism Development Totals	<u>4,439,791</u>	<u>4,957,047</u>	<u>5,452,109</u>	<u>5,520,420</u>

Leon County Fiscal Year 2018 Adopted Budget

Library Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-240-571 Lib - Policy, Planning, & Operations				
51200 Regular Salaries And Wages	299,083	306,457	315,721	325,175
51500 Special Pay	36	0	0	0
52100 Fica Taxes	22,071	23,993	24,703	25,427
52200 Retirement Contribution	34,804	36,090	39,783	40,976
52210 Deferred Compensation Match	910	1,203	1,203	1,203
52300 Life & Health Insurance	28,767	45,412	48,180	50,941
52400 Workers Compensation	778	500	556	573
53100 Professional Services	230,039	295,279	295,279	295,279
53400 Other Contractual Services	2,803	5,750	3,950	3,950
54000 Travel & Per Diem	469	1,500	1,500	1,500
54100 Communications	1,227	2,280	2,280	2,280
54101 Communication - Phone System	12,119	12,325	12,715	12,715
54200 Postage	14,013	19,659	18,659	17,659
54400 Rentals And Leases	34,137	30,481	30,481	30,481
54600 Repairs And Maintenance	472	600	600	600
54700 Printing And Binding	3,699	500	500	500
54800 Promotional Activities	380	400	2,200	2,200
55100 Office Supplies	13,679	15,540	15,540	15,540
55200 Operating Supplies	36,821	38,062	38,062	38,062
55400 Publications, Subscriptions & Membe	5,939	3,490	4,490	5,490
55401 Training	4,731	4,948	4,948	4,948
58241 Friends of the LeRoy Collins Public Library	3,000	3,000	3,000	0
001-240-571 Totals	<u>749,976</u>	<u>847,469</u>	<u>864,350</u>	<u>875,499</u>
001-241-571 Library Public Services				
51200 Regular Salaries And Wages	2,873,432	3,105,797	3,109,606	3,189,132
51250 Regular OPS Salaries	25,964	24,717	24,717	25,459
51400 Overtime	353	0	0	0
51500 Special Pay	125	0	0	0
51520 Special Pay - Hurricane Hermine	4,151	0	0	0
52100 Fica Taxes	211,572	243,448	243,559	249,703
52200 Retirement Contribution	215,503	244,483	253,528	260,036
52210 Deferred Compensation Match	12,920	13,450	13,450	13,450
52300 Life & Health Insurance	496,085	660,473	720,133	766,454
52400 Workers Compensation	9,437	7,112	7,859	8,074
52600 Class C Travel	85	0	0	0
53400 Other Contractual Services	45,174	47,983	47,983	47,983
54000 Travel & Per Diem	1,121	3,397	3,397	3,397
54100 Communications	577	1,200	1,200	1,200
54200 Postage	558	0	0	0
54400 Rentals And Leases	0	6,232	6,232	6,232
54505 Vehicle Coverage	0	5,641	4,222	4,222
54600 Repairs And Maintenance	11,124	39,328	46,128	46,264
54601 Vehicle Repair	0	6,310	4,530	4,530
54700 Printing And Binding	2,612	7,500	7,500	7,500
54800 Promotional Activities	1,116	850	850	850
54900 Other Current Charges & Obligations	528	1,695	1,695	1,695
55100 Office Supplies	26,188	33,073	33,073	33,073
55200 Operating Supplies	35,022	31,132	44,382	31,132
55210 Fuel & Oil	80	3,460	5,900	5,900
55400 Publications, Subscriptions & Membe	3,658	2,495	2,495	2,495
55401 Training	4,023	3,586	3,586	3,586
56400 Machinery And Equipment	0	0	4,500	37,000
001-241-571 Totals	<u>3,981,407</u>	<u>4,493,362</u>	<u>4,590,525</u>	<u>4,749,367</u>

Leon County Fiscal Year 2018 Adopted Budget

Library Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-242-571 Library Collection Services				
51200 Regular Salaries And Wages	489,258	497,771	512,551	527,928
51520 Special Pay - Hurricane Hermine	373	0	0	0
52100 Fica Taxes	34,752	38,620	39,681	40,857
52200 Retirement Contribution	37,596	39,387	42,490	43,764
52210 Deferred Compensation Match	1,902	2,626	2,626	2,626
52300 Life & Health Insurance	133,472	157,214	165,352	176,374
52400 Workers Compensation	2,857	2,336	2,703	2,784
53400 Other Contractual Services	112,301	103,506	107,332	109,666
54000 Travel & Per Diem	0	90	90	90
54200 Postage	3,056	2,918	2,000	2,000
54300 Utility Services	32	0	0	0
54505 Vehicle Coverage	4,100	1,010	0	0
54600 Repairs And Maintenance	0	1,645	1,100	1,100
54601 Vehicle Repair	3,587	1,365	0	0
54700 Printing And Binding	4,845	5,550	5,550	5,550
55100 Office Supplies	2,181	4,133	4,133	4,133
55200 Operating Supplies	27,625	36,482	36,482	36,482
55210 Fuel & Oil	3,190	540	0	0
55400 Publications, Subscriptions & Membe	1,117	3,795	3,795	3,795
55401 Training	4,315	4,315	4,523	4,523
56400 Machinery And Equipment	43	0	0	0
56600 Books, Publications & Libr Material	639,683	622,505	622,505	622,505
001-242-571 Totals	<u>1,506,286</u>	<u>1,525,808</u>	<u>1,552,913</u>	<u>1,584,177</u>
Library Services Totals	<u>6,237,669</u>	<u>6,866,639</u>	<u>7,007,788</u>	<u>7,209,043</u>

Leon County Fiscal Year 2018 Adopted Budget

Emergency Medical Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
135-185-526 Emergency Medical Services				
51200 Regular Salaries And Wages	5,765,617	5,420,735	5,721,480	5,871,950
51250 Regular OPS Salaries	378,060	366,421	375,001	385,994
51400 Overtime	842,355	1,135,928	1,196,408	1,196,408
51500 Special Pay	11,800	0	0	0
52100 Fica Taxes	513,615	523,427	545,013	556,820
52200 Retirement Contribution	1,328,308	1,457,777	1,539,088	1,573,664
52210 Deferred Compensation Match	18,603	16,620	16,620	16,620
52300 Life & Health Insurance	918,285	1,204,818	1,425,238	1,515,907
52400 Workers Compensation	300,555	279,259	305,657	311,975
53100 Professional Services	10,421	56,580	56,580	56,580
53400 Other Contractual Services	4,059,224	4,196,508	4,254,120	4,266,542
54000 Travel & Per Diem	1,593	14,800	14,800	14,800
54100 Communications	70,956	57,200	57,200	57,200
54101 Communication - Phone System	5,440	5,280	6,207	6,207
54200 Postage	974	2,000	2,000	2,000
54300 Utility Services	52,063	60,000	60,000	60,000
54400 Rentals And Leases	8,426	9,532	9,532	9,532
54505 Vehicle Coverage	151,409	182,953	128,548	128,548
54600 Repairs And Maintenance	18,369	88,722	88,722	88,722
54601 Vehicle Repair	404,059	354,400	429,585	429,585
54700 Printing And Binding	4,119	10,000	10,000	10,000
54800 Promotional Activities	18,853	23,500	23,500	23,500
55100 Office Supplies	3,209	8,015	8,015	8,015
55200 Operating Supplies	577,678	586,629	586,862	586,862
55210 Fuel & Oil	269,714	347,540	498,745	498,745
55400 Publications, Subscriptions & Membe	7,326	7,925	7,925	7,925
55401 Training	61,174	57,100	60,600	60,600
56400 Machinery And Equipment	37,421	0	38,000	38,000
135-185-526 Totals	<u>15,839,623</u>	<u>16,473,669</u>	<u>17,465,446</u>	<u>17,782,701</u>
Emergency Medical Services Totals	<u>15,839,623</u>	<u>16,473,669</u>	<u>17,465,446</u>	<u>17,782,701</u>

Leon County Fiscal Year 2018 Adopted Budget

Animal Control

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
140-201-562 Animal Control				
51200 Regular Salaries And Wages	288,488	270,307	278,551	286,801
51400 Overtime	6,953	24,479	24,479	24,479
51500 Special Pay	0	8,800	8,800	8,800
51520 Special Pay - Hurricane Hermine	592	0	0	0
52100 Fica Taxes	20,882	21,149	22,056	22,688
52200 Retirement Contribution	20,027	20,064	21,756	22,408
52210 Deferred Compensation Match	1,132	1,312	1,312	1,312
52300 Life & Health Insurance	70,207	85,017	87,715	93,099
52400 Workers Compensation	4,701	3,477	3,920	4,036
53300 Court Reporter Services	0	4,170	4,170	4,170
53400 Other Contractual Services	895,034	932,571	878,996	917,992
54000 Travel & Per Diem	687	342	342	342
54100 Communications	4,117	4,200	4,200	4,200
54101 Communication - Phone System	1,361	1,260	975	975
54200 Postage	6	300	300	300
54505 Vehicle Coverage	9,046	10,033	6,973	6,973
54600 Repairs And Maintenance	275	400	400	400
54601 Vehicle Repair	16,148	16,535	15,433	15,433
54700 Printing And Binding	869	1,800	1,800	1,800
54800 Promotional Activities	2,047	3,500	3,500	3,500
54908 Other Current Charges & Obligations	0	1,200	1,200	1,200
55100 Office Supplies	578	1,397	1,397	1,397
55200 Operating Supplies	14,127	10,392	10,392	10,392
55210 Fuel & Oil	23,520	22,355	37,182	37,182
55400 Publications, Subscriptions & Membe	140	733	733	733
55401 Training	7,571	9,720	9,720	9,720
58226 St Francis Wildlife Assn (851)	71,250	71,250	71,250	71,250
140-201-562 Totals	<u>1,459,758</u>	<u>1,526,763</u>	<u>1,497,552</u>	<u>1,551,582</u>
Animal Control Totals	<u>1,459,758</u>	<u>1,526,763</u>	<u>1,497,552</u>	<u>1,551,582</u>

Leon County Fiscal Year 2018 Adopted Budget

County Probation

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-888-523 Line Item - Detention/Correction				
58230 Disc Village/JAC	185,759	222,759	222,759	222,759
58253 Domestic Violence Coordinating Council	0	25,000	25,000	25,000
58257 Palmer Munroe Teen Center	150,000	0	0	0
001-888-523 Totals	<u>335,759</u>	<u>247,759</u>	<u>247,759</u>	<u>247,759</u>
110-508-569 Diversionary Programs				
53400 Other Contractual Services	100,000	100,000	100,000	100,000
110-508-569 Totals	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
111-542-523 County Probation				
51200 Regular Salaries And Wages	757,629	759,221	764,191	787,099
51400 Overtime	2	0	0	0
51500 Special Pay	100	0	0	0
52100 Fica Taxes	53,455	58,826	59,000	60,754
52200 Retirement Contribution	65,461	59,005	62,394	64,267
52210 Deferred Compensation Match	2,321	3,169	3,169	3,169
52300 Life & Health Insurance	169,844	184,102	209,172	223,127
52400 Workers Compensation	24,734	20,805	22,779	23,461
53400 Other Contractual Services	4,177	4,220	4,220	4,220
54000 Travel & Per Diem	1,128	3,158	3,158	3,158
54100 Communications	397	636	636	636
54101 Communication - Phone System	6,259	5,795	5,804	5,804
54200 Postage	567	2,359	2,359	2,359
54400 Rentals And Leases	4,275	4,902	6,012	6,012
54600 Repairs And Maintenance	996	1,000	1,100	1,100
54700 Printing And Binding	690	2,000	790	790
54948 Other Current Charges / Other	363	480	480	480
55100 Office Supplies	5,908	6,131	6,131	6,131
55200 Operating Supplies	4,751	9,345	9,345	9,345
55400 Publications, Subscriptions & Membe	300	400	400	400
55401 Training	174	2,005	2,005	2,005
111-542-523 Totals	<u>1,103,532</u>	<u>1,127,559</u>	<u>1,163,145</u>	<u>1,204,317</u>
County Probation Totals	<u>1,539,291</u>	<u>1,475,318</u>	<u>1,510,904</u>	<u>1,552,076</u>

Leon County Fiscal Year 2018 Adopted Budget

Supervised Pretrial Release

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
111-544-523 Pretrial Release				
51200 Regular Salaries And Wages	572,504	597,309	622,939	641,628
51400 Overtime	7,591	0	0	0
51520 Special Pay - Hurricane Hermine	82	0	0	0
52100 Fica Taxes	41,673	46,119	48,213	49,644
52200 Retirement Contribution	41,771	44,877	47,940	49,379
52210 Deferred Compensation Match	624	654	654	654
52300 Life & Health Insurance	108,213	129,108	137,565	146,669
52400 Workers Compensation	16,622	14,553	18,327	18,878
53400 Other Contractual Services	48,322	64,000	64,000	64,000
53450 Other Contractual Services - GPS	123,000	123,000	123,000	123,000
54000 Travel & Per Diem	2,755	3,099	3,099	3,099
54100 Communications	125	1,500	1,500	1,500
54101 Communication - Phone System	2,581	2,475	2,913	2,913
54200 Postage	79	2,000	2,000	2,000
54400 Rentals And Leases	6,017	3,236	3,917	3,917
54700 Printing And Binding	377	1,140	459	459
54900 Other Current Charges & Obligations	139,919	99,857	99,857	99,857
54948 Other Current Charges / Other	507	950	950	950
55100 Office Supplies	1,834	2,100	2,100	2,100
55200 Operating Supplies	5,783	7,016	7,016	7,016
55400 Publications, Subscriptions & Membe	125	140	140	140
111-544-523 Totals	<u>1,120,502</u>	<u>1,143,133</u>	<u>1,186,589</u>	<u>1,217,803</u>
125-982060-521 FDLE JAG Grant				
55200 Operating Supplies	12,096	0	0	0
125-982060-521 Totals	<u>12,096</u>	<u>0</u>	<u>0</u>	<u>0</u>
125-982061-521 FDLE JAG Grant				
51200 Regular Salaries And Wages	20,669	40,000	40,000	40,000
52100 Fica Taxes	1,762	0	0	0
52200 Retirement Contribution	1,495	0	0	0
52300 Life & Health Insurance	2,589	0	0	0
52400 Workers Compensation	811	0	0	0
55200 Operating Supplies	8,796	0	0	0
125-982061-521 Totals	<u>36,122</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Supervised Pretrial Release Totals	<u>1,168,720</u>	<u>1,183,133</u>	<u>1,226,589</u>	<u>1,257,803</u>

Leon County Fiscal Year 2018 Adopted Budget

Veteran Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-390-553 Veteran Services				
51200 Regular Salaries And Wages	115,137	128,864	130,732	134,653
51400 Overtime	263	1,200	1,200	1,200
52100 Fica Taxes	8,568	10,133	10,551	10,851
52200 Retirement Contribution	8,077	9,691	10,341	10,651
52210 Deferred Compensation Match	0	1,531	1,531	1,531
52300 Life & Health Insurance	12,682	17,903	25,570	26,815
52400 Workers Compensation	299	211	231	238
54000 Travel & Per Diem	4,263	7,542	7,550	7,550
54100 Communications	528	0	0	0
54101 Communication - Phone System	818	765	891	891
54200 Postage	111	767	750	750
54400 Rentals And Leases	4,527	2,400	4,600	4,600
54600 Repairs And Maintenance	0	160	160	160
54700 Printing And Binding	0	102	1,000	1,000
54800 Promotional Activities	16,249	774	800	800
54900 Other Current Charges & Obligations	0	0	1,200	1,200
55100 Office Supplies	512	1,940	1,940	1,940
55200 Operating Supplies	187	250	250	250
55400 Publications, Subscriptions & Membe	0	330	330	330
55401 Training	900	700	700	700
58256 Veterans Day Parade	2,500	5,000	5,000	5,000
58258 Operation Thank You!	4,533	12,500	15,900	15,900
58261 Honor Flight	15,000	15,000	20,000	20,000
58264 North Florida Homeless Veterans Stand Down	10,000	10,000	10,000	10,000
58349 Military Personnel Grant Program	77,500	100,000	100,000	100,000
001-390-553 Totals	<u>282,655</u>	<u>327,763</u>	<u>351,227</u>	<u>357,010</u>
Veteran Services Totals	<u>282,655</u>	<u>327,763</u>	<u>351,227</u>	<u>357,010</u>

Leon County Fiscal Year 2018 Adopted Budget

Housing Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-371-569 Housing Services				
51200 Regular Salaries And Wages	267,414	307,769	349,247	358,666
51250 Regular OPS Salaries	0	0	15,000	0
51400 Overtime	284	2,000	2,000	2,000
52100 Fica Taxes	19,621	23,994	27,020	27,738
52200 Retirement Contribution	20,140	25,344	27,496	28,241
52210 Deferred Compensation Match	240	985	985	985
52300 Life & Health Insurance	45,099	71,295	58,946	62,674
52400 Workers Compensation	695	501	615	631
53400 Other Contractual Services	0	652	50,652	652
54000 Travel & Per Diem	1,872	6,600	3,600	3,600
54100 Communications	289	301	301	301
54101 Communication - Phone System	2,194	2,150	1,854	1,854
54200 Postage	115	800	800	800
54400 Rentals And Leases	6,416	4,428	6,450	6,450
54505 Vehicle Coverage	1,576	1,115	708	708
54600 Repairs And Maintenance	0	200	200	200
54601 Vehicle Repair	1,404	945	825	825
54700 Printing And Binding	468	1,000	2,500	2,500
54800 Promotional Activities	1,331	2,402	3,000	3,000
54900 Other Current Charges & Obligations	671	1,473	6,475	6,475
55100 Office Supplies	3,848	4,700	4,700	4,700
55200 Operating Supplies	2,380	4,283	4,283	4,283
55210 Fuel & Oil	805	1,150	1,080	1,080
55400 Publications, Subscriptions & Membe	6	800	800	800
55401 Training	1,532	3,550	3,550	3,550
56400 Machinery And Equipment	0	0	5,000	0
001-371-569 Totals	<u>378,399</u>	<u>468,437</u>	<u>578,087</u>	<u>522,713</u>
124-932047-554 SHIP 2014-2017				
587000 Rental Housing	500	0	0	0
124-932047-554 Totals	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>
124-932049-554 SHIP 2016-2019				
585000 Housing Grants & Aids	161,229	636,425	0	0
124-932049-554 Totals	<u>161,229</u>	<u>636,425</u>	<u>0</u>	<u>0</u>
124-932052-554 SHIP 2017-2020				
585000 Housing Grants & Aids	0	0	384,361	0
124-932052-554 Totals	<u>0</u>	<u>0</u>	<u>384,361</u>	<u>0</u>
161-808-554 Housing Finance Authority				
53100 Professional Services	43,565	49,000	0	0
54000 Travel & Per Diem	8,349	15,000	0	0
54200 Postage	148	2,150	0	0
54700 Printing And Binding	2,131	2,150	0	0
54800 Promotional Activities	5,522	10,000	0	0
54900 Other Current Charges & Obligations	2,855	6,350	0	0
55100 Office Supplies	0	1,110	0	0
55200 Operating Supplies	1,596	3,000	0	0
55400 Publications, Subscriptions & Membe	500	1,200	0	0
58313 Housing Related Activities	1,981	3,000	0	0
585000 Housing Grants & Aids	56,775	0	0	0
587000 Rental Housing	1,685	0	0	0
161-808-554 Totals	<u>125,107</u>	<u>92,960</u>	<u>0</u>	<u>0</u>
Housing Services Totals	<u>665,235</u>	<u>1,197,822</u>	<u>962,448</u>	<u>522,713</u>

Leon County Fiscal Year 2018 Adopted Budget

Human Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-190-562 Health Department				
56400 Machinery And Equipment	73,695	0	0	0
58100 Aids To Government Agencies	118,672	237,345	237,345	237,345
001-190-562 Totals	<u>192,367</u>	<u>237,345</u>	<u>237,345</u>	<u>237,345</u>
001-370-527 Medical Examiner				
58346 Medical Examiner	513,126	511,795	498,096	405,620
58351 Medical Examiner Facility Operating Costs	0	0	25,926	103,710
001-370-527 Totals	<u>513,126</u>	<u>511,795</u>	<u>524,022</u>	<u>509,330</u>
001-370-562 Tubercular Care & Child Protection Exams				
58340 Tubercular Care-transportation	0	2,000	2,000	2,000
58342 Child Protection Exams	24,000	59,000	59,000	59,000
001-370-562 Totals	<u>24,000</u>	<u>61,000</u>	<u>61,000</u>	<u>61,000</u>
001-370-563 Baker Act & Marchman Act				
53101 Baker Act Payments	319,078	397,727	366,462	366,462
53102 Mental Health & Alcohol	264,632	294,874	271,694	271,694
001-370-563 Totals	<u>583,710</u>	<u>692,601</u>	<u>638,156</u>	<u>638,156</u>
001-370-564 Medicaid & Indigent Burials				
53400 Other Contractual Services	3,700	0	0	0
58341 Indigent Burial	17,669	34,405	64,400	64,400
58343 Medicaid	2,724,458	2,841,790	2,847,241	2,847,241
001-370-564 Totals	<u>2,745,827</u>	<u>2,876,195</u>	<u>2,911,641</u>	<u>2,911,641</u>
001-370-569 CHSP & Emergency Assistance				
51200 Regular Salaries And Wages	40,173	41,062	42,089	43,352
51300 Other Salaries & Wages	49,672	0	0	0
52100 Fica Taxes	6,642	3,141	3,219	3,317
52200 Retirement Contribution	3,624	3,088	3,329	3,429
52210 Deferred Compensation Match	0	112	112	112
52300 Life & Health Insurance	6,521	7,096	7,647	8,165
52400 Workers Compensation	234	67	74	77
54600 Repairs And Maintenance	0	0	5,000	5,000
55200 Operating Supplies	0	2,500	2,500	2,500
58246 United Partners for Human Services	23,749	23,750	23,750	23,750
58247 Whole Child Leon (Foundation for Leon County Schools)	44,147	38,000	38,000	38,000
58341 Indigent Burial	-3,250	0	0	0
58344 Human Service Grants	1,044,321	1,200,000	1,200,000	1,200,000
58345 Emergency Assistance	39,611	40,000	40,000	40,000
58365 Disadvantaged Youth Program	25,006	0	0	0
001-370-569 Totals	<u>1,280,450</u>	<u>1,358,816</u>	<u>1,365,720</u>	<u>1,367,702</u>

Leon County Fiscal Year 2018 Adopted Budget

Human Services

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-971-562 Primary Health Care				
51200 Regular Salaries And Wages	45,964	45,663	46,576	47,973
52100 Fica Taxes	3,013	3,591	3,661	3,768
52200 Retirement Contribution	3,274	3,434	3,684	3,795
52300 Life & Health Insurance	15,063	17,831	19,143	20,374
52400 Workers Compensation	119	75	82	85
53144 Professional Services / Medical	86,203	0	0	0
53400 Other Contractual Services	0	6,000	6,000	6,000
54200 Postage	25	250	250	250
54800 Promotional Activities	0	500	500	500
54900 Other Current Charges & Obligations	1,614,980	1,739,582	1,739,582	1,739,582
55100 Office Supplies	0	780	780	780
55200 Operating Supplies	1,107	500	500	500
55400 Publications, Subscriptions & Membe	0	250	250	250
55401 Training	0	500	500	500
58249 Trauma Center	200,000	0	0	0
001-971-562 Totals	<u>1,969,749</u>	<u>1,818,956</u>	<u>1,821,508</u>	<u>1,824,357</u>
140-971-562 Primary Health Care-Trauma Center				
58249 Trauma Center	0	200,000	200,000	200,000
140-971-562 Totals	<u>0</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
Human Services Totals	<u>7,309,228</u>	<u>7,756,708</u>	<u>7,759,392</u>	<u>7,749,531</u>

Leon County Fiscal Year 2018 Adopted Budget

Cooperative Extension

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-361-537 Cooperative Extension				
51200 Regular Salaries And Wages	81,743	0	0	0
52100 Fica Taxes	6,242	0	0	0
52200 Retirement Contribution	5,354	0	0	0
52210 Deferred Compensation Match	69	0	0	0
52300 Life & Health Insurance	3,129	0	0	0
52400 Workers Compensation	236	0	0	0
54000 Travel & Per Diem	4,599	0	0	0
54100 Communications	227	0	0	0
54101 Communication - Phone System	2,383	2,325	2,416	2,416
54200 Postage	6	0	0	0
54300 Utility Services	3,735	0	0	0
54505 Vehicle Coverage	867	812	964	964
54601 Vehicle Repair	1,157	2,185	1,795	1,795
55100 Office Supplies	226	0	0	0
55200 Operating Supplies	90	0	0	0
55210 Fuel & Oil	566	810	1,095	1,095
55400 Publications, Subscriptions & Membe	1,289	0	0	0
58100 Aids To Government Agencies	249,701	464,822	449,720	490,902
001-361-537 Totals	<u>361,620</u>	<u>470,954</u>	<u>455,990</u>	<u>497,172</u>
Cooperative Extension Totals	<u>361,620</u>	<u>470,954</u>	<u>455,990</u>	<u>497,172</u>

Leon County Fiscal Year 2018 Adopted Budget

Office of Sustainability

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-127-513 Office of Sustainability				
51200 Regular Salaries And Wages	88,523	107,830	113,673	117,059
51250 Regular OPS Salaries	8,040	0	15,000	15,000
52100 Fica Taxes	7,195	8,248	9,844	10,102
52200 Retirement Contribution	7,034	8,048	8,928	9,195
52210 Deferred Compensation Match	6	0	0	0
52300 Life & Health Insurance	12,357	17,632	19,028	20,319
52400 Workers Compensation	569	175	227	232
53100 Professional Services	0	23,480	23,480	23,480
53400 Other Contractual Services	0	41,375	41,375	41,375
54000 Travel & Per Diem	2,125	3,550	4,025	4,025
54101 Communication - Phone System	80	175	14	14
54300 Utility Services	378	500	500	500
54505 Vehicle Coverage	813	762	484	484
54600 Repairs And Maintenance	0	8,000	5,500	5,500
54601 Vehicle Repair	0	1,220	1,270	1,270
54700 Printing And Binding	0	2,500	1,500	1,500
54800 Promotional Activities	5,577	31,507	29,670	29,670
54900 Other Current Charges & Obligations	9,060	23,500	3,500	23,500
55100 Office Supplies	53	250	250	250
55200 Operating Supplies	6,909	18,220	23,995	23,995
55210 Fuel & Oil	0	113	88	88
55400 Publications, Subscriptions & Membe	1,845	3,925	3,135	3,135
55401 Training	180	2,000	2,200	2,200
58231 Keep Tall Leon County Beautiful	21,375	0	0	0
001-127-513 Totals	<u>172,118</u>	<u>303,010</u>	<u>307,686</u>	<u>332,893</u>
Office of Sustainability Totals	<u>172,118</u>	<u>303,010</u>	<u>307,686</u>	<u>332,893</u>

Leon County Fiscal Year 2018 Adopted Budget

Solid Waste

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
401-416-534 Yard Waste				
51200 Regular Salaries And Wages	0	0	42,685	43,964
51400 Overtime	0	0	3,900	3,900
52100 Fica Taxes	0	0	3,316	3,414
52200 Retirement Contribution	0	0	3,376	3,478
52210 Deferred Compensation Match	0	0	997	997
52300 Life & Health Insurance	0	0	20,409	21,782
52400 Workers Compensation	0	0	2,834	2,919
53400 Other Contractual Services	0	0	493,280	493,280
54400 Rentals And Leases	0	0	1,650	1,650
54505 Vehicle Coverage	0	0	3,967	3,967
54600 Repairs And Maintenance	0	0	8,700	8,700
54601 Vehicle Repair	0	0	19,670	19,670
54900 Other Current Charges & Obligations	0	0	200	200
55200 Operating Supplies	0	0	1,400	1,400
55210 Fuel & Oil	0	0	2,210	2,210
55401 Training	0	0	300	300
401-416-534 Totals	<u>0</u>	<u>0</u>	<u>608,894</u>	<u>611,831</u>
401-435-534 Landfill Closure				
53100 Professional Services	394,684	0	0	0
401-435-534 Totals	<u>394,684</u>	<u>0</u>	<u>0</u>	<u>0</u>
401-437-534 Rural Waste Service Centers				
51200 Regular Salaries And Wages	255,073	225,557	234,083	238,859
51250 Regular OPS Salaries	11,040	9,901	12,857	12,857
51400 Overtime	13,112	25,000	25,000	25,000
51520 Special Pay - Hurricane Hermine	2,068	0	0	0
52100 Fica Taxes	19,592	18,041	19,138	19,503
52200 Retirement Contribution	19,830	17,706	18,515	18,892
52210 Deferred Compensation Match	700	1,093	1,093	1,093
52300 Life & Health Insurance	53,368	97,902	94,142	100,258
52400 Workers Compensation	27,748	14,319	16,128	16,445
53400 Other Contractual Services	165,476	76,891	76,931	77,022
54000 Travel & Per Diem	0	300	150	150
54100 Communications	186	2,100	2,100	2,100
54200 Postage	0	1,775	1,775	1,775
54300 Utility Services	6,079	2,787	2,780	2,780
54505 Vehicle Coverage	17,037	20,537	5,144	5,144
54600 Repairs And Maintenance	13,310	47,500	52,500	52,500
54601 Vehicle Repair	40,276	41,900	44,480	44,480
54700 Printing And Binding	331	2,300	2,300	2,300
54900 Other Current Charges & Obligations	0	140	140	140
55100 Office Supplies	24	682	682	682
55200 Operating Supplies	5,724	8,100	8,100	8,100
55210 Fuel & Oil	36,974	40,205	58,175	58,175
56400 Machinery And Equipment	7,580	0	0	0
401-437-534 Totals	<u>695,527</u>	<u>654,736</u>	<u>676,213</u>	<u>688,255</u>

Leon County Fiscal Year 2018 Adopted Budget

Solid Waste

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
401-441-534 Transfer Station Operations				
51200 Regular Salaries And Wages	517,238	468,082	493,541	507,136
51400 Overtime	12,324	20,000	20,000	20,000
51500 Special Pay	100	0	0	0
51520 Special Pay - Hurricane Hermine	570	0	0	0
52100 Fica Taxes	39,298	34,991	39,121	40,161
52200 Retirement Contribution	41,693	37,504	41,332	42,479
52210 Deferred Compensation Match	2,351	3,734	3,734	3,734
52300 Life & Health Insurance	87,931	118,131	129,669	137,371
52400 Workers Compensation	48,568	23,768	29,165	29,963
53100 Professional Services	0	65,000	0	0
53400 Other Contractual Services	5,463,164	5,548,042	6,040,582	6,040,582
54100 Communications	298	535	535	535
54101 Communication - Phone System	405	385	380	380
54300 Utility Services	20,520	5,168	5,168	5,168
54400 Rentals And Leases	3,206	3,260	3,260	3,260
54505 Vehicle Coverage	1,232	1,089	1,103	1,103
54600 Repairs And Maintenance	23,137	121,035	121,035	121,035
54601 Vehicle Repair	46,826	37,940	47,165	47,165
54700 Printing And Binding	0	200	200	200
54900 Other Current Charges & Obligations	400	450	450	450
55100 Office Supplies	330	1,070	1,070	1,070
55200 Operating Supplies	7,970	19,280	19,280	19,280
55210 Fuel & Oil	110,979	69,635	116,515	116,515
55400 Publications, Subscriptions & Membe	0	200	200	200
55401 Training	0	1,050	1,050	1,050
401-441-534 Totals	6,428,540	6,580,549	7,114,555	7,138,837
401-442-534 Solid Waste Management Facility				
51200 Regular Salaries And Wages	141,135	143,206	112,710	116,092
51400 Overtime	10,397	13,000	9,100	9,100
51520 Special Pay - Hurricane Hermine	219	0	0	0
52100 Fica Taxes	10,791	9,862	8,951	9,209
52200 Retirement Contribution	10,815	10,769	8,915	9,182
52210 Deferred Compensation Match	5	2,953	1,956	1,956
52300 Life & Health Insurance	41,613	52,650	34,040	36,259
52400 Workers Compensation	14,111	7,151	5,816	5,989
53100 Professional Services	33,785	69,500	53,000	53,000
53400 Other Contractual Services	500,786	374,800	78,020	78,020
54000 Travel & Per Diem	11	500	500	500
54100 Communications	1,451	1,260	1,260	1,260
54101 Communication - Phone System	9,392	9,045	2,782	2,782
54200 Postage	176	500	500	500
54300 Utility Services	-247	69,683	69,683	69,683
54400 Rentals And Leases	8,271	14,883	13,233	13,233
54505 Vehicle Coverage	7,358	6,785	9,257	9,257
54600 Repairs And Maintenance	9,847	58,980	50,280	75,280
54601 Vehicle Repair	48,950	88,250	45,896	45,896
54700 Printing And Binding	0	500	350	350
54800 Promotional Activities	63	25,000	0	0
54900 Other Current Charges & Obligations	175	118,950	118,750	118,750
55100 Office Supplies	582	1,000	1,000	1,000
55200 Operating Supplies	12,120	15,500	14,100	14,100
55210 Fuel & Oil	43,079	41,755	5,432	5,432
55300 Road Materials And Supplies	2,465	0	0	0
55400 Publications, Subscriptions & Membe	1,140	200	200	200
55401 Training	257	4,000	2,500	2,500
401-442-534 Totals	908,748	1,140,682	648,231	679,530

Leon County Fiscal Year 2018 Adopted Budget

Solid Waste

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
401-443-534 Hazardous Waste				
51200 Regular Salaries And Wages	167,992	154,605	159,709	164,485
51250 Regular OPS Salaries	0	16,030	16,030	16,030
51400 Overtime	41,431	36,000	36,000	36,000
51520 Special Pay - Hurricane Hermine	445	0	0	0
52100 Fica Taxes	15,449	13,630	14,020	14,386
52200 Retirement Contribution	18,588	16,772	16,620	17,117
52210 Deferred Compensation Match	1,308	985	985	985
52300 Life & Health Insurance	21,270	23,748	25,008	26,184
52400 Workers Compensation	17,856	10,178	11,515	11,832
53400 Other Contractual Services	306,077	315,580	327,823	332,116
54000 Travel & Per Diem	716	2,600	2,600	2,600
54100 Communications	1	0	0	0
54101 Communication - Phone System	191	185	213	213
54200 Postage	0	25	25	25
54300 Utility Services	5,842	1,412	1,410	1,410
54505 Vehicle Coverage	1,423	1,946	1,836	1,836
54600 Repairs And Maintenance	1,643	8,000	8,000	8,000
54601 Vehicle Repair	2,932	4,895	5,085	5,085
54700 Printing And Binding	76	1,370	1,370	1,370
54800 Promotional Activities	4,500	4,500	4,300	4,300
54900 Other Current Charges & Obligations	1,599	1,800	2,000	2,000
55100 Office Supplies	699	450	450	450
55200 Operating Supplies	44,495	45,300	45,300	45,300
55210 Fuel & Oil	1,114	970	1,130	1,130
55400 Publications, Subscriptions & Membe	368	601	601	601
55401 Training	220	200	200	200
56400 Machinery And Equipment	7,580	0	0	0
401-443-534 Totals	<u>663,813</u>	<u>661,782</u>	<u>682,230</u>	<u>693,655</u>
401-471-534 Recycling Services & Education				
51200 Regular Salaries And Wages	46,462	0	0	0
51400 Overtime	2,224	0	0	0
51520 Special Pay - Hurricane Hermine	157	0	0	0
52100 Fica Taxes	4,131	0	0	0
52200 Retirement Contribution	4,072	0	0	0
52210 Deferred Compensation Match	320	0	0	0
52300 Life & Health Insurance	12,793	0	0	0
52400 Workers Compensation	2,632	0	0	0
53100 Professional Services	20,000	0	0	0
54000 Travel & Per Diem	1,334	0	0	0
54100 Communications	0	0	0	0
54101 Communication - Phone System	111	0	0	0
54200 Postage	1	0	0	0
54300 Utility Services	249	0	0	0
54505 Vehicle Coverage	802	0	0	0
54601 Vehicle Repair	161	0	0	0
54700 Printing And Binding	62	0	0	0
54800 Promotional Activities	5,332	0	0	0
55100 Office Supplies	66	0	0	0
55200 Operating Supplies	898	0	0	0
55400 Publications, Subscriptions & Membe	225	0	0	0
401-471-534 Totals	<u>102,033</u>	<u>0</u>	<u>0</u>	<u>0</u>
Solid Waste Totals	<u>9,193,345</u>	<u>9,037,749</u>	<u>9,730,123</u>	<u>9,812,108</u>

Leon County Fiscal Year 2018 Adopted Budget

Clerk of the Circuit Court

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-132-586 Clerk - Finance Administration				
59302 Budget Transfers	1,518,474	1,609,217	1,670,645	1,720,764
001-132-586 Totals	<u>1,518,474</u>	<u>1,609,217</u>	<u>1,670,645</u>	<u>1,720,764</u>
110-537-614 Clerk - Article V Expenses				
54913 Clerk Circuit Court Fees	422,105	407,457	425,198	433,702
110-537-614 Totals	<u>422,105</u>	<u>407,457</u>	<u>425,198</u>	<u>433,702</u>
Clerk of the Circuit Court Totals	<u>1,940,579</u>	<u>2,016,674</u>	<u>2,095,843</u>	<u>2,154,466</u>

Leon County Fiscal Year 2018 Adopted Budget

Property Appraiser

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-512-586 Property Appraiser				
59306 Budget Transfer	4,737,694	5,159,673	5,094,412	5,247,244
001-512-586 Totals	<u>4,737,694</u>	<u>5,159,673</u>	<u>5,094,412</u>	<u>5,247,244</u>
Property Appraiser Totals	<u>4,737,694</u>	<u>5,159,673</u>	<u>5,094,412</u>	<u>5,247,244</u>

Leon County Fiscal Year 2018 Adopted Budget

Sheriff

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
110-510-586 Law Enforcement				
51100 Executive Salaries	71,551	71,502	72,714	72,714
51200 Regular Salaries And Wages	18,979,419	18,756,175	19,612,801	20,503,729
51300 Other Salaries & Wages	252,297	296,741	218,786	218,786
51400 Overtime	1,212,491	865,418	867,432	876,106
51500 Special Pay	186,053	181,900	182,040	187,501
52100 Fica Taxes	1,487,301	1,510,901	1,562,728	1,617,423
52200 Retirement Contribution	3,842,671	3,671,444	3,970,302	4,089,411
52300 Life & Health Insurance	3,355,352	3,992,713	4,369,439	4,675,300
52400 Workers Compensation	429,964	400,348	387,604	387,604
52500 Unemployment Compensation	0	10,000	10,000	10,000
53143 Other Administrative / Professional	29,661	24,000	24,000	24,000
53144 Professional Services / Medical	33,728	47,055	47,205	47,205
53400 Other Contractual Services	87,550	105,600	142,712	142,712
53500 Investigations	28,500	60,000	60,000	60,000
54041 Travel and Per Diem	137,915	82,450	89,150	89,150
54042 Travel / Private Vehicle	3,189	100	200	200
54100 Communications	292,554	344,305	416,180	416,180
54200 Postage	16,863	22,790	31,590	31,590
54300 Utility Services	136,452	174,908	176,108	176,108
54400 Rentals And Leases	91,350	85,911	97,532	97,532
54506 Property Insurance	0	25,489	26,763	26,763
54520 Insurance - Property	24,275	0	0	0
54541 Insurance / Auto	197,341	208,080	279,407	279,407
54542 Insurance / Professional Liability	227,663	264,958	287,482	287,482
54545 Insurance / Aircraft	0	67,778	0	0
54600 Repairs And Maintenance	18,518	0	0	0
54641 Repair and Maintenance / Autos	714,988	595,484	695,524	695,524
54643 Repair and Maintenance / Radios	5,508	10,356	21,693	21,693
54644 Repair and Maintenance / Office Equipment	301,279	457,210	497,577	497,577
54646 Repair and Maintenance / Facilities	107,368	197,238	227,311	227,311
54700 Printing And Binding	33,200	56,898	56,798	56,798
54942 Other Current Charges / Auto	82,984	115,675	283,675	283,675
54948 Other Current Charges / Other	85,495	42,011	76,236	76,236
54949 Uniform Cleaning	25,152	46,060	46,060	46,060
54950 Tuition Assistance	1,650	5,500	5,500	5,500
55100 Office Supplies	34,713	33,668	35,868	35,868
55200 Operating Supplies	423,396	0	0	0
55240 Data Processing Supplies	15,254	60,000	111,300	111,300
55241 Operating Supplies / Fuel and Lubrication	542,193	687,871	811,471	811,471
55242 Operating Supplies / Ammo	78,491	107,000	107,000	107,000
55244 Operating Supplies / Investigative	26,197	34,228	35,680	35,680
55248 Operating Supplies / Motorcycles and Boats	6,571	10,000	10,000	10,000
55249 Operating Supplies / Miscellaneous	0	219,113	222,948	222,948
55250 Operating Supplies / Uniforms	188,324	273,357	392,123	392,123
55275 Computer Software	14,489	0	0	0
55280 Computer Hardware <\$1000 unit	9,771	0	0	0
55400 Publications, Subscriptions & Membe	61,946	29,918	32,155	32,155
55401 Training	81,832	82,420	118,663	118,663
56400 Machinery And Equipment	197,258	0	0	0
56441 Machinery and Equipment / Auto	119,322	345,500	382,475	382,475
56443 Machinery and Equipment / Radio	27,486	27,000	40,200	40,200
56444 Machinery and Equipment / Office	0	322,282	58,392	58,392
56445 Machinery and Equipment / Investigation	0	58,450	15,070	15,070
56448 Machinery and Equipment / Other	0	0	46,380	46,380
56480 Machinery and Equipment - Other	59,993	33,234	0	0
58100 Aids To Government Agencies	2,423,150	2,418,747	2,482,569	2,482,569
59000 Sheriff Contingency - Operating	0	100,000	100,000	100,000
59010 Sheriff - Less SRO Contract	0	-1,422,896	-1,447,759	-1,447,759
59100 Transfer	455,587	0	0	0

Leon County Fiscal Year 2018 Adopted Budget

Sheriff

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
110-510-586 Totals	37,266,255	36,216,890	38,397,084	39,781,812
110-511-586 Corrections				
51100 Executive Salaries	71,551	71,502	72,714	72,714
51200 Regular Salaries And Wages	14,338,671	14,748,200	15,110,816	15,931,179
51300 Other Salaries & Wages	7,206	4,555	0	0
51400 Overtime	993,397	728,450	728,450	735,735
51500 Special Pay	58,209	62,220	56,940	56,940
52100 Fica Taxes	1,113,267	1,169,290	1,203,637	1,239,746
52200 Retirement Contribution	2,938,565	2,903,878	3,057,861	3,149,597
52300 Life & Health Insurance	2,963,477	3,628,205	3,999,433	4,279,393
52400 Workers Compensation	329,937	323,381	299,144	299,144
52500 Unemployment Compensation	3,543	20,000	20,000	20,000
53144 Professional Services / Medical	14,044	17,800	17,800	17,800
53400 Other Contractual Services	7,083,225	7,134,248	7,297,121	7,297,121
54010 Travel-Local Mileage	351	0	200	200
54041 Travel and Per Diem	17,705	14,140	13,240	13,240
54042 Travel / Private Vehicle	0	200	0	0
54100 Communications	76,158	79,758	79,758	79,758
54200 Postage	2,567	2,090	2,090	2,090
54300 Utility Services	916,158	921,650	922,650	922,650
54443 Rentals and Leases / Other	29,544	17,869	17,869	17,869
54506 Property Insurance	205,291	226,334	237,651	237,651
54541 Insurance / Auto	13,693	13,996	15,000	15,000
54542 Insurance / Professional Liability	167,094	213,151	230,320	230,320
54544 Insurance Prisoner/Medical	64,965	72,771	74,226	74,226
54600 Repairs And Maintenance	15,000	0	0	0
54641 Repair and Maintenance / Autos	26,414	33,368	33,368	33,368
54643 Repair and Maintenance / Radios	0	1,644	1,644	1,644
54644 Repair and Maintenance / Office Equipment	192,596	174,414	298,219	298,219
54646 Repair and Maintenance / Facilities	430,287	587,904	588,468	588,468
54700 Printing And Binding	28,056	12,500	12,500	12,500
54900 Other Current Charges & Obligations	-2,477	0	0	0
54948 Other Current Charges / Other	0	8,500	15,000	15,000
54949 Uniform Cleaning	34,868	40,800	40,800	40,800
54950 Tuition Assistance	3,000	1,500	1,500	1,500
55100 Office Supplies	14,895	26,288	25,738	25,738
55200 Operating Supplies	36,119	175,003	172,662	172,662
55210 Fuel & Oil	52,192	0	0	0
55240 Data Processing Supplies	21,309	195,000	55,000	55,000
55241 Operating Supplies / Fuel and Lubrication	0	31,107	35,910	35,910
55246 Operating Supplies / Other Jail Supplies	539,060	371,254	406,254	406,254
55250 Operating Supplies / Uniforms	61,230	178,957	203,944	203,944
55275 Computer Software	981	0	0	0
55400 Publications, Subscriptions & Membe	2,596	4,939	4,939	4,939
55401 Training	12,332	5,000	15,128	15,128
56400 Machinery And Equipment	19,415	0	0	0
56442 Machinery and Equipment - Jail	26,390	115,158	27,008	27,008
56443 Machinery and Equipment / Radio	0	0	14,000	14,000
56444 Machinery and Equipment / Office	0	112,188	29,000	29,000
59000 Sheriff Contingency - Operating	0	100,000	100,000	100,000
59100 Transfer	8,390	0	0	0
110-511-586 Totals	32,931,271	34,549,212	35,538,002	36,773,455
Sheriff Totals	70,197,526	70,766,102	73,935,086	76,555,267

Leon County Fiscal Year 2018 Adopted Budget

Supervisor of Elections

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
060-520-513 Voter Registration				
51100 Executive Salaries	116,841	136,394	136,465	137,830
51200 Regular Salaries And Wages	1,185,721	1,298,966	1,215,130	1,280,387
52100 Fica Taxes	94,999	109,955	106,049	111,153
52200 Retirement Contribution	188,571	175,111	251,385	251,914
52210 Deferred Compensation Match	1,848	3,500	3,500	3,500
52300 Life & Health Insurance	136,962	185,596	209,797	223,048
52400 Workers Compensation	6,422	4,522	4,331	4,448
53100 Professional Services	691	16,300	3,750	3,500
53400 Other Contractual Services	10,454	19,100	20,050	13,950
53442 Other Cont / Elec Temp Agency Help	624	0	0	0
54000 Travel & Per Diem	10,653	32,850	26,000	28,400
54100 Communications	2,749	6,700	3,550	4,200
54101 Communication - Phone System	1,087	915	2,280	2,280
54200 Postage	3,653	58,550	11,600	45,300
54400 Rentals And Leases	36,573	202,478	392,411	395,021
54505 Vehicle Coverage	0	1,634	750	750
54600 Repairs And Maintenance	71,946	172,799	112,571	113,579
54601 Vehicle Repair	0	1,825	0	0
54700 Printing And Binding	46,064	51,500	28,650	16,650
54711 Printing & Binding / School Elections	202	0	0	0
54714 Printing & Binding / Precinct Notices	1,885	0	0	0
54800 Promotional Activities	0	0	31,245	18,500
54900 Other Current Charges & Obligations	6,015	35,600	12,450	10,650
54961 Administrative Hearing	2,114	0	0	0
54964 Voter Registration Notices	650	0	0	0
55100 Office Supplies	5,034	7,000	12,500	8,500
55200 Operating Supplies	912	7,940	5,400	5,200
55210 Fuel & Oil	0	850	0	0
55400 Publications, Subscriptions & Membe	6,273	7,850	11,585	11,585
55401 Training	7,085	24,400	18,475	19,700
56400 Machinery And Equipment	0	30,500	5,000	1,000
56410 Machinery & Equipment <\$750	2,012	14,300	1,600	0
060-520-513 Totals	<u>1,948,039</u>	<u>2,607,135</u>	<u>2,626,524</u>	<u>2,711,045</u>
060-520-586 Elections				
59308 SOE-BUDGET TRANSFER	419,671	0	0	0
060-520-586 Totals	<u>419,671</u>	<u>0</u>	<u>0</u>	<u>0</u>

Leon County Fiscal Year 2018 Adopted Budget

Supervisor of Elections

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
060-521-513 Elections				
51250 Regular OPS Salaries	265,803	250,000	367,138	200,000
51300 Other Salaries & Wages	173,000	0	0	0
52100 Fica Taxes	33,175	21,383	28,086	15,300
52200 Retirement Contribution	18,827	6,500	23,580	13,000
52300 Life & Health Insurance	34,184	15,000	37,324	10,000
52400 Workers Compensation	2,185	1,129	918	1,000
53100 Professional Services	1,000	17,800	8,750	5,000
53400 Other Contractual Services	28,261	317,400	314,310	265,700
53441 Other Contractual / Poll Workers	322,671	0	0	0
53442 Other Cont / Elec Temp Agency Help	78,927	0	0	0
53443 Other Cont / Election Security	28,679	0	0	0
53444 Other Cont / Elec Equip Delivery	43,230	0	0	0
54000 Travel & Per Diem	5,516	5,000	7,000	5,500
54100 Communications	11,207	17,000	11,496	8,300
54101 Communication - Phone System	12,617	14,730	15,756	15,756
54200 Postage	149,659	90,900	34,625	56,500
54400 Rentals And Leases	236,769	179,448	22,200	22,500
54410 Rental and Leases / Polling Place St	23,380	0	0	0
54505 Vehicle Coverage	1,744	0	0	0
54600 Repairs And Maintenance	344,842	266,115	302,889	307,451
54601 Vehicle Repair	1,688	1,825	2,960	2,960
54700 Printing And Binding	163,626	272,646	312,224	201,375
54712 Printing & Binding / Elections Ballots	114,011	0	0	0
54713 Printing & Binding / PW Training Mate	27,869	0	0	0
54800 Promotional Activities	0	0	33,350	35,200
54900 Other Current Charges & Obligations	23,654	40,675	20,850	10,750
54961 Administrative Hearing	144	0	0	0
54962 Canvassing Board	1,050	0	0	0
54963 Election Notices	7,406	0	0	0
54964 Voter Registration Notices	1,606	0	0	0
55100 Office Supplies	32,479	18,561	67,686	27,500
55111 Office Supplies / Early Voting	1,903	0	0	0
55112 Office Supplies / Precincts	2,553	0	0	0
55113 Office Supplies / Canvassing Board	191	0	0	0
55200 Operating Supplies	5,193	8,761	15,219	4,400
55210 Fuel & Oil	2,132	850	2,100	2,100
55261 Operating Supplies / Early Voting	629	0	0	0
55262 Operating Supplies / Precincts	714	0	0	0
55263 Operating Supplies / Canvassing Board	15	0	0	0
55401 Training	281	0	1,400	0
56400 Machinery And Equipment	0	30,400	0	0
56410 Machinery & Equipment <\$750	2,029	4,100	3,370	4,500
060-521-513 Totals	<u>2,204,848</u>	<u>1,580,223</u>	<u>1,633,231</u>	<u>1,214,792</u>
060-521-586 Elections				
59308 SOE-BUDGET TRANSFER	473,246	0	0	0
060-521-586 Totals	<u>473,246</u>	<u>0</u>	<u>0</u>	<u>0</u>
060-525-513 SOE Grants				
53400 Other Contractual Services	4,822	0	0	0
54200 Postage	7,174	0	0	0
54700 Printing And Binding	24,973	0	0	0
060-525-513 Totals	<u>36,969</u>	<u>0</u>	<u>0</u>	<u>0</u>
Supervisor of Elections Totals	<u>5,082,773</u>	<u>4,187,358</u>	<u>4,259,755</u>	<u>3,925,837</u>

Leon County Fiscal Year 2018 Adopted Budget

Tax Collector

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-513-586 Tax Collector				
59307 Budget Transfer	4,531,082	4,717,758	4,906,468	5,102,727
001-513-586 Totals	<u>4,531,082</u>	<u>4,717,758</u>	<u>4,906,468</u>	<u>5,102,727</u>
123-513-586 Tax Collector				
59307 Budget Transfer	68,020	65,920	65,920	65,920
123-513-586 Totals	<u>68,020</u>	<u>65,920</u>	<u>65,920</u>	<u>65,920</u>
135-513-586 Tax Collector				
59307 Budget Transfer	138,816	144,369	150,144	156,149
135-513-586 Totals	<u>138,816</u>	<u>144,369</u>	<u>150,144</u>	<u>156,149</u>
145-513-586 Tax Collector				
59307 Budget Transfer	31,071	39,090	45,908	47,849
145-513-586 Totals	<u>31,071</u>	<u>39,090</u>	<u>45,908</u>	<u>47,849</u>
162-513-586 Tax Collector				
59307 Budget Transfer	5,503	5,500	5,500	5,500
162-513-586 Totals	<u>5,503</u>	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
164-513-586 Tax Collector				
59307 Budget Transfer	4,574	5,000	5,000	5,000
164-513-586 Totals	<u>4,574</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
401-513-586 Tax Collector				
59307 Budget Transfer	30,053	32,620	32,620	32,620
401-513-586 Totals	<u>30,053</u>	<u>32,620</u>	<u>32,620</u>	<u>32,620</u>
Tax Collector Totals	<u>4,809,119</u>	<u>5,010,257</u>	<u>5,211,560</u>	<u>5,415,765</u>

Leon County Fiscal Year 2018 Adopted Budget

Court Administration

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-540-601 Court Administration				
51200 Regular Salaries And Wages	128,350	127,279	135,194	139,250
52100 Fica Taxes	9,252	9,854	10,458	10,768
52200 Retirement Contribution	9,250	9,572	10,694	11,015
52300 Life & Health Insurance	28,341	34,360	37,013	39,469
52400 Workers Compensation	296	195	225	232
53400 Other Contractual Services	0	9,900	9,900	9,900
54000 Travel & Per Diem	265	198	198	198
54100 Communications	2,256	4,329	4,329	4,329
54101 Communication - Phone System	26,231	0	0	0
54200 Postage	40	200	200	200
54400 Rentals And Leases	9,050	0	0	0
54700 Printing And Binding	0	200	200	200
54900 Other Current Charges & Obligations	33	1,401	1,401	1,401
55100 Office Supplies	2,333	450	450	450
55200 Operating Supplies	12,075	10,892	10,892	10,892
55401 Training	0	1,800	1,800	1,800
001-540-601 Totals	<u>227,773</u>	<u>210,630</u>	<u>222,954</u>	<u>230,104</u>
001-540-713 Court Information Systems				
54101 Communication - Phone System	7,435	14,795	12,279	12,279
001-540-713 Totals	<u>7,435</u>	<u>14,795</u>	<u>12,279</u>	<u>12,279</u>
Court Administration Totals	<u>235,208</u>	<u>225,425</u>	<u>235,233</u>	<u>242,383</u>

Leon County Fiscal Year 2018 Adopted Budget

State Attorney

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
110-532-602 State Attorney				
51300 Other Salaries & Wages	37,000	37,000	37,000	37,000
53500 Investigations	1,471	1,500	1,500	1,500
54000 Travel & Per Diem	1,194	1,900	1,900	1,900
54100 Communications	5,265	5,000	5,000	5,000
54101 Communication - Phone System	20,441	0	0	0
54600 Repairs And Maintenance	0	2,000	2,000	2,000
54900 Other Current Charges & Obligations	22,393	15,000	15,000	15,000
55200 Operating Supplies	19,335	36,200	36,200	36,200
110-532-602 Totals	<u>107,100</u>	<u>98,600</u>	<u>98,600</u>	<u>98,600</u>
110-532-713 State Attorney				
54101 Communication - Phone System	0	11,355	13,134	13,134
110-532-713 Totals	<u>0</u>	<u>11,355</u>	<u>13,134</u>	<u>13,134</u>
State Attorney Totals	<u>107,100</u>	<u>109,955</u>	<u>111,734</u>	<u>111,734</u>

Leon County Fiscal Year 2018 Adopted Budget

Public Defender

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
110-533-603 Public Defender				
51300 Other Salaries & Wages	37,000	37,000	37,000	37,000
53100 Professional Services	0	10,438	10,438	10,438
53500 Investigations	10,345	16,150	16,150	16,150
54100 Communications	6,762	12,240	12,240	12,240
54101 Communication - Phone System	32,125	0	0	0
54200 Postage	532	1,291	1,291	1,291
54400 Rentals And Leases	10,713	11,640	11,640	11,640
54900 Other Current Charges & Obligations	610	7,000	7,000	7,000
55100 Office Supplies	0	210	210	210
55200 Operating Supplies	37,937	22,556	22,556	22,556
110-533-603 Totals	<u>136,024</u>	<u>118,525</u>	<u>118,525</u>	<u>118,525</u>
110-533-713 Public Defender				
54101 Communication - Phone System	0	14,670	17,483	17,483
110-533-713 Totals	<u>0</u>	<u>14,670</u>	<u>17,483</u>	<u>17,483</u>
Public Defender Totals	<u>136,024</u>	<u>133,195</u>	<u>136,008</u>	<u>136,008</u>

Leon County Fiscal Year 2018 Adopted Budget

Other Court-Related Programs

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
110-555-715 Legal Aid				
58224 Legal Services Of North FI (801)	257,293	259,914	259,914	259,914
110-555-715 Totals	<u>257,293</u>	<u>259,914</u>	<u>259,914</u>	<u>259,914</u>
114-586-662 Court Administration - Teen Court				
51200 Regular Salaries And Wages	67,940	68,125	41,506	70,169
52100 Fica Taxes	4,755	5,309	3,233	5,466
52200 Retirement Contribution	4,885	5,123	3,283	5,551
52300 Life & Health Insurance	23,987	25,749	16,698	29,538
52400 Workers Compensation	177	112	73	124
53400 Other Contractual Services	2,265	2,300	2,300	2,300
54000 Travel & Per Diem	727	1,325	1,325	1,325
54200 Postage	92	250	250	250
54400 Rentals And Leases	0	1,401	1,401	1,401
54700 Printing And Binding	0	400	400	400
54900 Other Current Charges & Obligations	0	750	750	750
55100 Office Supplies	0	700	700	700
55200 Operating Supplies	691	1,650	1,650	1,650
55400 Publications, Subscriptions & Membe	0	200	200	200
55401 Training	390	1,785	1,785	1,785
114-586-662 Totals	<u>105,908</u>	<u>115,179</u>	<u>75,554</u>	<u>121,609</u>
117-509-569 Alternative Juvenile Programs				
51200 Regular Salaries And Wages	40,564	57,572	59,306	61,085
51500 Special Pay	0	-21,189	-20,880	-24,974
52100 Fica Taxes	3,028	4,404	4,537	4,673
52200 Retirement Contribution	3,058	4,329	4,691	4,832
52300 Life & Health Insurance	3,755	6,968	7,517	8,032
52400 Workers Compensation	107	94	105	108
55200 Operating Supplies	0	3,302	3,302	3,302
117-509-569 Totals	<u>50,511</u>	<u>55,480</u>	<u>58,578</u>	<u>57,058</u>
117-546-714 Law Library				
56600 Books, Publications & Libr Material	0	55,480	57,855	58,434
117-546-714 Totals	<u>0</u>	<u>55,480</u>	<u>57,855</u>	<u>58,434</u>
117-548-662 Judicial Programs/Article V				
51200 Regular Salaries And Wages	38,374	51,540	81,190	56,207
51300 Other Salaries & Wages	0	16,420	16,077	15,760
51500 Special Pay	0	-33,219	-30,039	-30,039
52100 Fica Taxes	2,921	4,341	6,378	4,430
52200 Retirement Contribution	2,128	2,857	5,239	3,227
52300 Life & Health Insurance	1,484	7,704	15,427	4,715
52400 Workers Compensation	87	79	138	94
53400 Other Contractual Services	7,178	0	0	0
55200 Operating Supplies	-333	5,758	5,758	5,758
117-548-662 Totals	<u>51,838</u>	<u>55,480</u>	<u>100,168</u>	<u>60,152</u>
117-555-715 Legal Aid - Court				
58224 Legal Services Of North FI (801)	44,000	55,480	57,855	58,434
117-555-715 Totals	<u>44,000</u>	<u>55,480</u>	<u>57,855</u>	<u>58,434</u>
Other Court-Related Programs Totals	<u>509,550</u>	<u>597,013</u>	<u>609,924</u>	<u>615,601</u>

Leon County Fiscal Year 2018 Adopted Budget

Guardian Ad Litem

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-547-685 Guardian Ad Litem				
53400 Other Contractual Services	5,589	3,618	4,918	4,918
54100 Communications	8,427	13,824	13,824	13,824
54101 Communication - Phone System	3,726	0	0	0
54200 Postage	752	2,500	1,200	1,200
55100 Office Supplies	4	0	0	0
001-547-685 Totals	<u>18,498</u>	<u>19,942</u>	<u>19,942</u>	<u>19,942</u>
001-547-713 GAL Information Systems				
54101 Communication - Phone System	161	1,685	2,513	2,513
001-547-713 Totals	<u>161</u>	<u>1,685</u>	<u>2,513</u>	<u>2,513</u>
Guardian Ad Litem Totals	<u>18,659</u>	<u>21,627</u>	<u>22,455</u>	<u>22,455</u>

Leon County Fiscal Year 2018 Adopted Budget

Fire Control

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
145-838-522 Fire Services Payment				
53400 Other Contractual Services	7,939,926	7,747,906	7,423,538	7,496,800
145-838-522 Totals	<u>7,939,926</u>	<u>7,747,906</u>	<u>7,423,538</u>	<u>7,496,800</u>
145-843-522 Volunteer Fire Department				
54800 Promotional Activities	482,449	482,479	482,479	482,479
145-843-522 Totals	<u>482,449</u>	<u>482,479</u>	<u>482,479</u>	<u>482,479</u>
Fire Control Totals	<u>8,422,375</u>	<u>8,230,385</u>	<u>7,906,017</u>	<u>7,979,279</u>

Leon County Fiscal Year 2018 Adopted Budget

Other Non-Operating

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-112-513 Minority/Women Small Business Enterprise				
51200 Regular Salaries And Wages	63,343	0	0	0
52100 Fica Taxes	4,676	0	0	0
52200 Retirement Contribution	4,957	0	0	0
52210 Deferred Compensation Match	104	0	0	0
52300 Life & Health Insurance	7,009	0	0	0
52400 Workers Compensation	165	0	0	0
53400 Other Contractual Services	24,695	0	0	0
54000 Travel & Per Diem	2,223	0	0	0
54101 Communication - Phone System	243	0	0	0
54200 Postage	40	0	0	0
54700 Printing And Binding	461	0	0	0
54800 Promotional Activities	6,170	0	0	0
54900 Other Current Charges & Obligations	3,561	0	0	0
55100 Office Supplies	98	0	0	0
55200 Operating Supplies	98	0	0	0
55400 Publications, Subscriptions & Membe	100	0	0	0
55401 Training	1,274	0	0	0
001-112-513 Totals	<u>119,216</u>	<u>0</u>	<u>0</u>	<u>0</u>
001-114-512 PLACE - Economic Development				
51200 Regular Salaries And Wages	74,800	0	0	0
52100 Fica Taxes	5,579	0	0	0
52200 Retirement Contribution	5,278	0	0	0
52210 Deferred Compensation Match	5	0	0	0
52300 Life & Health Insurance	7,839	0	0	0
52400 Workers Compensation	194	0	0	0
54000 Travel & Per Diem	3,298	0	0	0
54101 Communication - Phone System	196	0	228	228
54200 Postage	157	0	0	0
54800 Promotional Activities	799	0	0	0
55100 Office Supplies	849	0	0	0
55200 Operating Supplies	1,643	0	0	0
55400 Publications, Subscriptions & Membe	315	0	0	0
58100 Aids To Government Agencies	0	304,983	304,755	304,755
58222 Economic Development Council (856)	56,251	0	0	0
001-114-512 Totals	<u>157,204</u>	<u>304,983</u>	<u>304,983</u>	<u>304,983</u>
001-278-551 Summer Youth Employment				
51300 Other Salaries & Wages	40,669	70,242	32,730	32,730
52100 Fica Taxes	3,111	5,371	2,458	2,458
52400 Workers Compensation	106	337	337	337
54200 Postage	370	100	100	100
54700 Printing And Binding	0	500	500	500
55200 Operating Supplies	8,485	3,875	3,875	3,875
001-278-551 Totals	<u>52,741</u>	<u>80,425</u>	<u>40,000</u>	<u>40,000</u>
001-402-515 Capital Regional Transportation Planning Agency				
51200 Regular Salaries And Wages	108,958	71,766	73,561	75,768
52100 Fica Taxes	7,951	5,588	5,725	5,894
52200 Retirement Contribution	11,353	9,323	9,754	10,047
52300 Life & Health Insurance	15,056	17,729	18,499	19,688
52400 Workers Compensation	283	117	130	134
54900 Other Current Charges & Obligations	0	15,000	15,000	15,000
001-402-515 Totals	<u>143,600</u>	<u>119,523</u>	<u>122,669</u>	<u>126,531</u>

Leon County Fiscal Year 2018 Adopted Budget

Other Non-Operating

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-403-515 Blueprint 2000				
51200 Regular Salaries And Wages	149,339	258,351	274,559	276,042
52100 Fica Taxes	10,881	19,435	20,269	20,462
52200 Retirement Contribution	16,223	19,236	32,360	32,477
52300 Life & Health Insurance	26,942	34,420	50,629	53,978
52400 Workers Compensation	350	404	0	0
001-403-515 Totals	<u>203,735</u>	<u>331,846</u>	<u>377,817</u>	<u>382,959</u>
001-820-519 Non-Operating General Fund				
52500 Unemployment Compensation	20,070	50,000	50,000	50,000
53100 Professional Services	104,217	153,000	153,000	153,000
53102 Mental Health & Alcohol	5,064	7,500	7,500	7,500
53160 Bank Service Charges	172,898	166,000	166,000	166,000
53200 Accounting And Auditing	250,066	263,000	298,000	298,000
53400 Other Contractual Services	120,107	54,289	24,613	24,613
54000 Travel & Per Diem	3,109	5,000	5,000	5,000
54400 Rentals And Leases	20,448	20,218	20,218	20,218
54900 Other Current Charges & Obligations	91,014	68,519	68,519	68,519
54908 Other Current Charges & Obligations	17,842	25,000	25,000	25,000
55200 Operating Supplies	563	0	0	0
55400 Publications, Subscriptions & Membe	61,928	63,754	63,754	63,754
58100 Aids To Government Agencies	0	75,000	0	0
58200 Aids To Private Organizations	28,564	31,000	31,000	31,000
001-820-519 Totals	<u>895,890</u>	<u>982,280</u>	<u>912,604</u>	<u>912,604</u>
001-972-559 CRA-Payment				
54900 Other Current Charges & Obligations	2,091,547	2,396,091	2,880,365	3,076,622
001-972-559 Totals	<u>2,091,547</u>	<u>2,396,091</u>	<u>2,880,365</u>	<u>3,076,622</u>
106-978-541 Public Works Admin Chargebacks				
54980 Reimb Of Admin Costs	-281,673	-350,000	-350,000	-350,000
106-978-541 Totals	<u>-281,673</u>	<u>-350,000</u>	<u>-350,000</u>	<u>-350,000</u>
110-620-689 Juvenile Detention Payment - State				
58100 Aids To Government Agencies	1,128,189	860,500	877,710	895,264
110-620-689 Totals	<u>1,128,189</u>	<u>860,500</u>	<u>877,710</u>	<u>895,264</u>
116-800-562 Drug Abuse				
53400 Other Contractual Services	43,783	53,395	96,038	97,051
116-800-562 Totals	<u>43,783</u>	<u>53,395</u>	<u>96,038</u>	<u>97,051</u>
125-991-595 Grant Match Funds				
54900 Other Current Charges & Obligations	0	90,000	90,000	90,000
125-991-595 Totals	<u>0</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
131-529-519 800 Mhz System Maintenance				
53400 Other Contractual Services	618,989	649,937	673,136	693,330
54900 Other Current Charges & Obligations	648,900	688,889	660,790	680,614
56400 Machinery And Equipment	0	0	352,000	0
131-529-519 Totals	<u>1,267,889</u>	<u>1,338,826</u>	<u>1,685,926</u>	<u>1,373,944</u>
140-838-572 Payment to City- Parks & Recreation				
53400 Other Contractual Services	1,221,697	1,273,620	1,327,749	1,384,178
140-838-572 Totals	<u>1,221,697</u>	<u>1,273,620</u>	<u>1,327,749</u>	<u>1,384,178</u>

Leon County Fiscal Year 2018 Adopted Budget

Other Non-Operating

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
164-838-535 Sewer Services Killearn Lakes Units I and II				
58100 Aids To Government Agencies	222,085	232,500	232,500	232,500
164-838-535 Totals	<u>222,085</u>	<u>232,500</u>	<u>232,500</u>	<u>232,500</u>
Other Non-Operating Totals	<u>7,265,902</u>	<u>7,713,989</u>	<u>8,598,361</u>	<u>8,566,636</u>

Leon County Fiscal Year 2018 Adopted Budget

Risk Financing & Workers Comp

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
501-821-596 Workers' Comp Risk Management				
54502 A D & D Law Enforcement	29,365	36,200	32,958	33,288
54503 Public Official Liability	315,220	324,670	330,900	334,209
54504 Bonds	100	6,000	3,000	3,030
54505 Vehicle Coverage	271,246	262,395	206,300	208,363
54506 Property Insurance	725,420	747,677	749,500	756,995
54507 Aviation Insurance	35,293	36,435	39,800	40,198
54508 VFD - G/L Property, Equipment	98,177	23,205	22,500	22,725
54509 Excess Deposit Premium	161,477	151,515	166,200	167,862
54510 Service Fee	56,175	58,695	57,000	57,570
54513 State Assessment	49,068	94,500	56,500	57,065
54514 Workers Comp Claims	1,204,840	1,200,000	1,200,000	1,212,000
54515 At Fault Vehicle Repair Claims	11,516	150,000	50,000	50,500
54516 General Liability Claims	84,613	100,000	100,000	100,000
54600 Repairs And Maintenance	40,579	75,000	50,000	50,000
54900 Other Current Charges & Obligations	27,952	30,000	30,000	30,000
501-821-596 Totals	<u>3,111,040</u>	<u>3,296,292</u>	<u>3,094,658</u>	<u>3,123,805</u>
Risk Financing & Workers Comp Totals	<u>3,111,040</u>	<u>3,296,292</u>	<u>3,094,658</u>	<u>3,123,805</u>

Leon County Fiscal Year 2018 Adopted Budget

Communications

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
001-470-519 MIS Automation - General Fund				
54110 Com-net Communications	160,540	163,910	162,120	162,120
54600 Repairs And Maintenance	0	88,940	102,175	102,175
001-470-519 Totals	160,540	252,850	264,295	264,295
060-470-513 MIS Automation-SOE				
54600 Repairs And Maintenance	0	14,480	15,440	15,440
060-470-513 Totals	0	14,480	15,440	15,440
106-470-541 MIS Automation - Transportation Trust				
54110 Com-net Communications	12,530	8,420	12,880	12,880
54600 Repairs And Maintenance	0	7,370	6,860	6,860
106-470-541 Totals	12,530	15,790	19,740	19,740
110-470-602 MIS Automation - State Attorney				
54110 Com-net Communications	14,140	14,140	14,560	14,560
54600 Repairs And Maintenance	0	10,926	9,620	9,620
110-470-602 Totals	14,140	25,066	24,180	24,180
110-470-603 MIS Automation - Public Defender				
54110 Com-net Communications	21,520	21,520	22,120	22,120
54600 Repairs And Maintenance	0	21,683	19,765	19,765
110-470-603 Totals	21,520	43,203	41,885	41,885
111-470-523 MIS Automation - Probation Services				
54110 Com-net Communications	6,590	6,860	6,770	6,770
54600 Repairs And Maintenance	0	5,250	5,145	5,145
111-470-523 Totals	6,590	12,110	11,915	11,915
120-470-524 MIS Automation - Building Inspection				
54110 Com-net Communications	1,900	1,970	1,950	1,950
54600 Repairs And Maintenance	0	930	820	820
120-470-524 Totals	1,900	2,900	2,770	2,770
121-470-537 MIS Automation - Growth Management				
54110 Com-net Communications	7,150	7,410	7,330	7,330
54600 Repairs And Maintenance	0	8,215	7,455	7,455
121-470-537 Totals	7,150	15,625	14,785	14,785
123-470-538 MIS Automation - Stormwater				
54600 Repairs And Maintenance	0	0	75	75
123-470-538 Totals	0	0	75	75
135-470-526 MIS Automation - EMS Fund				
54110 Com-net Communications	8,920	9,310	9,190	9,190
54600 Repairs And Maintenance	0	4,490	3,955	3,955
135-470-526 Totals	8,920	13,800	13,145	13,145
140-470-562 MIS Automation - Animal Control				
54110 Com-net Communications	710	792	792	792
54600 Repairs And Maintenance	0	2,285	2,090	2,090
140-470-562 Totals	710	3,077	2,882	2,882

Leon County Fiscal Year 2018 Adopted Budget

Communications

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
140-470-572 MIS Automation - Parks and Recreation				
54110 Com-net Communications	2,940	2,277	3,030	3,030
54600 Repairs And Maintenance	0	930	820	820
140-470-572 Totals	<u>2,940</u>	<u>3,207</u>	<u>3,850</u>	<u>3,850</u>
160-470-552 MIS Automation - Tourism Development				
54110 Com-net Communications	8,820	8,590	8,560	8,560
54600 Repairs And Maintenance	0	2,875	2,610	2,610
160-470-552 Totals	<u>8,820</u>	<u>11,465</u>	<u>11,170</u>	<u>11,170</u>
401-470-534 MIS Automation - Solid Waste Fund				
54110 Com-net Communications	19,400	19,510	19,480	19,480
54600 Repairs And Maintenance	0	3,810	3,360	3,360
401-470-534 Totals	<u>19,400</u>	<u>23,320</u>	<u>22,840</u>	<u>22,840</u>
501-470-513 MIS Automation-Risk Fund				
54600 Repairs And Maintenance	0	355	225	225
501-470-513 Totals	<u>0</u>	<u>355</u>	<u>225</u>	<u>225</u>
502-900-590 Communications Trust				
54100 Communications	127	0	0	0
54101 Communication - Phone System	249,845	293,209	346,914	346,914
54110 Com-net Communications	370,381	381,480	387,813	387,813
54600 Repairs And Maintenance	205,582	279,000	279,000	279,000
502-900-590 Totals	<u>825,935</u>	<u>953,689</u>	<u>1,013,727</u>	<u>1,013,727</u>
505-470-519 MIS Automation - Motor Pool Fund				
54110 Com-net Communications	570	600	590	590
54600 Repairs And Maintenance	0	1,270	1,120	1,120
505-470-519 Totals	<u>570</u>	<u>1,870</u>	<u>1,710</u>	<u>1,710</u>
Communications Totals	<u>1,091,665</u>	<u>1,392,807</u>	<u>1,464,634</u>	<u>1,464,634</u>

Leon County Fiscal Year 2018 Adopted Budget

Emergency Management

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
125-864-525 Emergency Management				
53400 Other Contractual Services	0	0	25,000	25,000
54000 Travel & Per Diem	0	0	7,000	7,000
54100 Communications	0	0	10,286	10,286
54200 Postage	0	0	1,000	1,000
54500 Insurance	0	0	3,200	3,200
54600 Repairs And Maintenance	0	0	10,000	10,000
54700 Printing And Binding	0	0	10,000	10,000
54800 Promotional Activities	0	0	5,000	5,000
54900 Other Current Charges & Obligations	0	0	2,000	2,000
55200 Operating Supplies	0	0	8,000	8,000
55210 Fuel & Oil	0	0	9,000	9,000
55401 Training	0	0	10,669	10,669
56400 Machinery And Equipment	0	0	20,000	20,000
125-864-525 Totals	<u>0</u>	<u>0</u>	<u>121,155</u>	<u>121,155</u>
125-864-586 Emergency Management- Base Grant				
59304 Budget Transfer	121,155	121,155	0	0
125-864-586 Totals	<u>121,155</u>	<u>121,155</u>	<u>0</u>	<u>0</u>
125-952001-525 Emergency Mgmt.-(EMPG) Base Grant-Federal				
51200 Regular Salaries And Wages	0	0	88,064	90,670
52100 Fica Taxes	0	0	6,737	6,937
52200 Retirement Contribution	0	0	6,871	7,077
52300 Life & Health Insurance	0	0	18,282	19,525
52400 Workers Compensation	0	0	1,552	1,599
125-952001-525 Totals	<u>0</u>	<u>0</u>	<u>121,506</u>	<u>125,808</u>
125-952002-525 Emergency Mgmt.-(EMPA) Base Grant-State				
51200 Regular Salaries And Wages	0	0	58,635	60,378
52100 Fica Taxes	0	0	4,485	4,618
52200 Retirement Contribution	0	0	4,595	4,733
52300 Life & Health Insurance	0	0	17,983	19,217
52400 Workers Compensation	0	0	103	106
125-952002-525 Totals	<u>0</u>	<u>0</u>	<u>85,801</u>	<u>89,052</u>

Leon County Fiscal Year 2018 Adopted Budget

Emergency Management

Organizational Code / Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Projected
130-180-525 Enhanced E-911-Administration				
51200 Regular Salaries And Wages	0	0	197,392	203,313
51400 Overtime	0	0	76,156	78,441
52100 Fica Taxes	0	0	19,789	20,383
52200 Retirement Contribution	0	0	21,637	22,288
52300 Life & Health Insurance	0	0	66,428	71,023
52400 Workers Compensation	0	0	483	498
54000 Travel & Per Diem	0	0	26,410	26,410
54100 Communications	0	0	31,284	31,284
54110 Com-net Communications	0	0	240,000	240,000
54200 Postage	0	0	20	20
54400 Rentals And Leases	0	0	4,800	4,800
54541 Insurance / Auto	0	0	1,800	1,800
54542 Insurance / Professional Liability	0	0	1,155	1,155
54600 Repairs And Maintenance	0	0	307,311	307,311
54610 Repairs And Maintenance-Fleet	0	0	500	500
54644 Repair and Maintenance / Office Equipment	0	0	91,200	91,200
54700 Printing And Binding	0	0	500	500
54900 Other Current Charges & Obligations	0	0	30,000	30,000
55100 Office Supplies	0	0	2,500	2,500
55200 Operating Supplies	0	0	5,000	5,000
55240 Data Processing Supplies	0	0	1,500	1,500
55280 Computer Hardware <\$1000 unit	0	0	3,000	3,000
55400 Publications, Subscriptions & Membe	0	0	885	885
55401 Training	0	0	34,343	34,343
56400 Machinery And Equipment	0	0	5,000	5,000
59990 Budgeted Contingency	0	0	12,457	14,546
130-180-525 Totals	0	0	1,181,550	1,197,700
130-180-586 Enhanced 9-1-1				
51200 Regular Salaries And Wages	213,085	249,127	0	0
51400 Overtime	4,413	8,000	0	0
52100 Fica Taxes	16,019	21,649	0	0
52200 Retirement Contribution	24,025	27,672	0	0
52300 Life & Health Insurance	20,072	41,606	0	0
52400 Workers Compensation	552	327	0	0
53400 Other Contractual Services	0	30,000	0	0
54000 Travel & Per Diem	9,646	9,875	0	0
54100 Communications	28,486	53,328	0	0
54110 Com-net Communications	218,783	360,000	0	0
54200 Postage	31	450	0	0
54400 Rentals And Leases	2,021	6,000	0	0
54542 Insurance / Professional Liability	1,075	1,155	0	0
54600 Repairs And Maintenance	368,270	280,000	0	0
54644 Repair and Maintenance / Office Equipment	77,270	50,363	0	0
54700 Printing And Binding	150	60	0	0
54900 Other Current Charges & Obligations	1,040	0	0	0
55100 Office Supplies	1,956	665	0	0
55200 Operating Supplies	8,962	5,000	0	0
55210 Fuel & Oil	257	0	0	0
55240 Data Processing Supplies	998	2,000	0	0
55280 Computer Hardware <\$1000 unit	953	0	0	0
55400 Publications, Subscriptions & Membe	574	755	0	0
55401 Training	31,773	12,596	0	0
56400 Machinery And Equipment	10,621	0	0	0
59900 Budgeted Contingency	0	194,672	0	0
130-180-586 Totals	1,041,032	1,355,300	0	0
Emergency Management Totals	1,162,187	1,476,455	1,510,012	1,533,715