

Leon County Board of County Commissioners

Cover Sheet for Agenda #25

July 10, 2012

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Ratification of the July 9, 2012 Fiscal Year 2013 Budget Workshop

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator, Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Felisa Barnes, Principal Management & Budget Analyst Roshaunda Bradley, Senior Management & Budget Analyst

Fiscal Impact:

This agenda item has a fiscal impact and establishes Board direction for the development of the FY 2013 Tentative Budget.

Staff Recommendation:

- Option #1: Ratify Board actions taken at the July 9, 2012 Fiscal Year 2013 Budget Workshop as reflected in the options specified in budget discussion items.
- Option #2: Establish the maximum countywide millage rate at the rolled back rate of 8.3144 mills.
- Option #3: Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) at 0.5 mills.
- Option #4: Approve the Resolution and associated budget amendment to appropriate \$13.1 million in unreserved fund balance to support the five-year capital improvement plan.
- Option #5: Approve the Resolution and associated budget amendment to appropriate \$1.5 million in unreserved Transportation Trust fund balance to complete transportation and stormwater improvement projects.

Report and Discussion

Background:

Pursuant to the Board adopted budget calendar, a workshop was conducted on July 9, 2012 to provide staff with direction regarding the development of the tentative FY 2013 budget.

Analysis:

In accordance with Board actions taken during the July 9, 2012 budget workshop, the Board approved the following:

1. Workshop Item #1: July 9, 2012 Budget Workshop Overview

The Board approved Option #1: Accept staff's overview of the July 9, 2012 FY 2013 Budget Workshop.

2. Workshop Item #2: Fiscal Year 2013 Preliminary Budget and Balancing Strategies

The Board approved Option #1: Accept staff's report on the preliminary budget.

3. Workshop Item #3: Capital Improvement Program Fund Balance Sweep

The Board approved Options #1 and #2:

1. Approve the Resolution and associated budget amendment to appropriate \$13.1 million in unreserved fund balance to support the five-year capital improvement plan (Attachment #1)
2. Approve the Resolution and associated budget amendment to appropriate \$1.5 million in unreserved Transportation Trust fund balance to complete transportation and stormwater improvement projects (Attachment #2).

4. Workshop Item #4: Analysis of Active Parks & Recreation Facilities and Needs within the Unincorporated Area

The Board approved Options #1 and #2:

1. Accept staff's report on active parks and recreation facilities and improvement needs within the unincorporated area.
2. Approve the \$125,000 allocation from the Tourist Development tax to support the improvement and widening of the cross-country track at Apalachee Regional Park.

5. Workshop Item #5: Consideration of Privatizing Probation, Pretrial Release and Drug and Alcohol Testing Services and the Fiscal Impacts

The Board approved Option #1: Accept staff's report and take no further action.

6. Workshop Item #6: Approval of the Primary Healthcare Program Allocations for Fiscal Year 2012/13

The Board approved Options #1 and #3:

1. Accept staff's report on FY 2013 Primary Healthcare funding allocations and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13.
3. Authorize the County Administrator to execute corresponding contracts in a form approved by the County Attorney.

Additionally, the Board requested staff provide a status report on Neighborhood Health Services' plan to seek a Federally Qualified Health Center Look-a-Like designation.

7. Workshop Item #7: Consideration Regarding the Future Direction of the Development Support and Environmental Management Contracted Storage Tank Program

The Board approved Options #1 and #2:

1. Authorize the acceptance of \$118,192 in program contract funds from FDEP and approve \$36,235 in the FY 2013 budget to maintain the Storage Tank Program at the current level of 100% facility inspections per year in Leon County and authorize expansion of the program into Wakulla and Gadsden Counties at a facility inspection level of 50% per year.
2. Authorize the County Administrator or designee to enter into a revised contract with FDEP that outlines the expansion of the County's Storage Tank Program into Wakulla and Gadsden Counties and establishes associated task assignments.

8. Workshop Item #8: Discretionary Funding Levels for Outside Agencies

The Board approved Options #1 and #2:

1. Accept staff's report on funding for outside agencies for FY 2013 and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13.
2. Maintain the \$150,000 previously earmarked for the Mary Brogan Museum in the Tourist Development Fund Balance. This would provide COCA with \$354,000 for regranteeing.

Additionally, the Board requested the Mary Brogan Museum and COCA submit proposals in October on the utilization of the \$150,000.

9. Workshop Item #9: Acceptance of Staff Report on the Proposed Small Business Lending Guarantee Program

The Board approved Options #1 and #2:

1. Accept staff report on the proposed Small Business Lending Guarantee Program.
2. Direct staff to bring back an item encumbering \$1 million for the Small Business Lending Guarantee Program upon concurrence by the City of Tallahassee.

10. Workshop Item #10: Consideration of Implementing Consultant Recommendations Regarding Improvements to the Solid Waste Management System

The Board approved Options #1, #2, #3 and #4:

1. Disposal - Authorize County staff to negotiate with Decatur County Landfill for potential disposal agreement.
2. Processing – Authorize County staff to proceed with the development and issuance of an RFP for processing/waste diversion.
3. Collection – Authorize staff to:
 - 3.1. Extend the current waste collection contract with Waste Management Inc. by six months.
 - 3.2. Proceed with the development of a draft waste collection RFP.

4. Authorize County staff to continue to secure Kessler Consulting's professional services in regards to strategic waste planning.

11. Workshop Item #11: Consideration of Funding for Mental Health Competency Restoration Services and the LIFT Program

The Board approved Options #1, #2, and #3:

1. Accept staff's report on Mental Health Competency Restoration Service and the LIFT program and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13.

During the May 22, 2012 budget workshop, ratified at the June 12, 2012 meeting, the Board provided the following direction: Direct staff to include a budget discussion item for the July budget workshop to consider the utilization of the current \$100,000 allocation for the Public Safety Coordinating Council (PSCC) to support competency restoration services for people with a persistent mental health issue. The Board addressed this issue with the approval of the following Option #2.

2. Take no further action on the existing \$100,000 carryforward available in the jail diversionary account and allow the appropriation to be returned to fund balance.
3. Provide direction regarding the inclusion of \$100,000 in the jail diversionary account as part of the FY2013 budget (Item #13) and if included, direct the PSCC to provide a recommendation on how the funds should be utilized.

12. Workshop Item #12: 2013 Plan Year CHP/BCBS Health Insurance Renewal Plan Design, Employee Contributions, and Establishing a Value Based Benefit Design Program

The Board approved Option #1: Accept staff's report on FY 2013 CHSP/BCBS plan designs and employee contribution strategies and provide final direction regarding funding as part of the balancing associated with Budget Discussion Item #13.

13. Workshop Item #13: Budget Reductions and Balancing Strategies

The Board approved the following:

- *Establish Primary Healthcare Funding Levels, Budget Discussion Item #6:*
The Board maintained funding for the Primary Healthcare Program at current level funding for a total of \$1,739,582 as follows: Bond Primary Care \$332,052; Bond Women & Children's Services \$245,588; Bond Pharmacy \$177,500; Bond Mental Health \$50,000; Neighborhood Health Services Primary Care \$416,740; Neighborhood Health Services Mental Health \$50,000; Apalachee Mental Health Services \$157,671; Capital Medical Society Foundation (We Care) \$130,043; Florida A&M University College of Pharmacy \$177,500; and Florida Healthy Kids/KidCare \$2,488.

- *Establish Discretionary Funding Levels for Outside Agencies, Budget Discussion Item #8:*

The Board maintained funding for Outside Agencies at current level funding, with the exception of direction provided in Item #8 which provides COCA \$354,000 for regranting. The FY 2013 levels are as follows: Community Human Service Partnerships (CHSP) \$825,000; Line Item Agency Funding \$996,559; Event Sponsorship (Special Event Funding) \$24,500; Youth Sports Teams \$4,750; Economic Development Council \$199,500; Tallahassee Memorial Trauma Center \$200,000.
- *Determine Funding for Mental Health Competency Restoration Services and the LIFT Program, Budget Discussion Item #11:*

The Board maintained the current \$100,000 funding level for the LIFT Program and voted to agenda the funding consideration for Mental Health Competency Restoration Services for the Board's August meeting.
- *Establish the 2013 Plan Year CHP/BCBS Health Insurance Renewal and Plan Design, Employee Contributions, and Establishing a Value Based Benefit Design Program, Budget Workshop Item #12:*
 - Plan Design for the 2013 Plan Year - The Board approved Plan B – CHP 5 Plan (City of Tallahassee)
 - Contribution Strategy - The Board approved the Standard Contribution Strategy #2 (with the Correlating Value Based Benefit Design), with an 85/15 Employer/Employee Split.
 - Value Based Benefit Design Program - The Board implemented the Value Based Benefit Design (VBD) program, which includes a 2.5% Incentive Reduction in the Contribution Strategy, establishing an 87.5/12.5 Employer/Employee split for program participants.
- *The Board provided the following direction to staff on budget reductions, the level of fund balance to utilize to support the operating budget, and establishing the maximum countywide millage rate:*
 - The Board approved Strategy #2, and established the maximum countywide millage rate at the rolled back rate of 8.3144 mills, as reflected in Attachment #3. This strategy contemplates the utilization of \$4,961,915 in fund balance for the FY 2013 tentative budget.

Additionally, the Board requested staff provide information regarding grant costs to the City of Tallahassee to reestablish the Star Metro bus route to Bradfordville (Route 80x).

Options:

1. Ratify Board actions taken at the July 9, 2012 Fiscal Year 2013 Budget Workshop as reflected in the options specified in budget discussion items.
2. Establish the maximum countywide millage rate at the rolled back rate of 8.3144 mills.
3. Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) at 0.5 mills.
4. Approve the Resolution and associated budget amendment to appropriate \$13.1 million in unreserved fund balance to support the five-year capital improvement plan.
5. Approve the Resolution and associated budget amendment to appropriate \$1.5 million in unreserved Transportation Trust fund balance to complete transportation and stormwater improvement projects.
6. Board direction.

Recommendation:

Options # 1, #2, #3, #4, and #5.

Attachments:

1. Resolution and Associated Budget Amendment Request for General Capital Improvement Projects
2. Resolution and Associated Budget Amendment Request for Transportation and Stormwater Improvement Projects
3. Proposed Budget Balancing Strategy (Strategy #2)

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2011/2012; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adopted this 9th day of July, 2012

LEON COUNTY, FLORIDA

BY: _____
Akin S. Akinyemi, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney

**FISCAL YEAR 2011/2012
BUDGET AMENDMENT REQUEST**

No: BAB12034
Date: 6/27/2012

Agenda Item No:
Agenda Item Date: 7/9/2012

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues (001)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
001	000	399900	000	Appropriated Fund Balance	5,903,871	435,573	6,339,444
					Subtotal:	435,573	

Expenditures (001)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
001	950	591305	581	Transfer to 305	1,151,791	435,573	1,587,364
					Subtotal:	435,573	

Revenues (111)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
111	000	399900	000	Appropriated Fund Balance	17,000	361,516	378,516
					Subtotal:	361,516	

Expenditures (111)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
111	950	591305	581	Transfer to 305	-	361,516	361,516
					Subtotal:	361,516	

Revenues (122)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
122	000	399900	000	Appropriated Fund Balance	31,253	857,512	888,765
					Subtotal:	857,512	

Expenditures (122)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
122	950	591305	581	Transfer to 305	-	857,512	857,512
					Subtotal:	857,512	

Revenues (123)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
123	000	399900	000	Appropriated Fund Balance	390,000	1,690,377	2,080,377
					Subtotal:	1,690,377	

Expenditures (123)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
123	950	591305	581	Transfer to 305	-	1,690,377	1,690,377
					Subtotal:	1,690,377	

Revenues (126)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
126	000	399900	000	Appropriated Fund Balance	300,000	2,137,751	2,437,751
					Subtotal:	2,137,751	

Expenditures (126)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
126	950	591305	581	Transfer to 305	-	2,137,751	2,137,751
					Subtotal:	2,137,751	

Revenues (140)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
140	000	399900	000	Appropriated Fund Balance	411,661	2,199,696	2,611,357
					Subtotal:	2,199,696	

Expenditures (140)

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
140	950	591305	581	Transfer to 305	1,302,773	2,199,696	3,502,469
					Subtotal:	2,199,696	

<u>Revenues (501)</u>					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
501	000	399900	000	Appropriated Fund Balance	789,391	5,494,505	6,283,896
Subtotal:						5,494,505	
<u>Expenditures (501)</u>					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
501	950	591305	581	Transfer to 305	-	5,494,505	5,494,505
Subtotal:						5,494,505	
<u>Revenues (305)</u>					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
305	950	381001	000	Transfer from 001	1,151,791	435,573	1,587,364
305	950	381111	000	Transfer from 111	-	361,516	361,516
305	950	381122	000	Transfer from 122	-	857,512	857,512
305	950	381123	000	Transfer from 123	-	1,690,377	1,690,377
305	950	381126	000	Transfer from 126	-	2,137,751	2,137,751
305	950	381140	000	Transfer from 140	1,302,773	2,199,696	3,502,469
305	950	381501	000	Transfer from 501	-	5,494,505	5,494,505
Subtotal:						13,176,930	
<u>Expenditures (305)</u>					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
305	990	59902	599	Reserves for Future Projects	5,542,862	13,176,930	18,719,792
Subtotal:						13,176,930	
Purpose of Request:							
This budget amendment appropriates \$13.1 million in unreserved fund balance above the adopted policy minimum to replenish the general capital reserves. This action allows the Board to maintain its existing infrastructure for the next five years and maintain a sufficient amount of contingency without having to annually transfer large amounts of recurring general revenue to the capital program.							
Group/Program Director				Senior Analyst			
_____				_____			
				Scott Ross, Director, Office of Financial Stewardship			
Approved By:		Resolution	<input checked="" type="checkbox"/>	Motion	<input type="checkbox"/>	Administrator	<input type="checkbox"/>

RESOLUTION NO.

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LEON COUNTY, FLORIDA

BY: _____
Akin S. Akinyemi, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney

FISCAL YEAR 2011/2012 BUDGET AMENDMENT REQUEST

No: BAB12035
Date: 6/27/2012

Agenda Item No: _____
Agenda Item Date: 7/9/2012

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
106	000	399900	000	Appropriated Fund Balance	2,130,000	1,500,000	3,630,000
Subtotal:						1,500,000	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
106	950	591306	581	Transfer to Fund 306	2,087,700	1,500,000	3,587,700
Subtotal:						1,500,000	

Revenues

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
306	950	381106	000	Transfer from Fund 106	2,087,700	1,500,000	3,587,700
Subtotal:						1,500,000	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
306	056010	56300	541	Transportation & Stormwater Improvements	-	1,500,000	1,500,000
Subtotal:						1,500,000	

Purpose of Request:

This budget amendment appropriates \$1.5 million in unreserved Transportation Trust fund balance above the adopted reserve policy minimum to complete transportation and stormwater improvement projects established in response to Tropical Storm Fay. Projects have been identified that are in the later stages of design and/or permitting; however general revenue funding to move forward with these projects is not available. During the evaluation of fund balance levels, it was determined that there is an adequate amount of fund balance available in the Transportation Trust fund to support these projects.

Group/Program Director

Senior Analyst

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution Motion Administrator

Proposed Budget Balancing Strategy (Strategy #2)

Adjusted Shortfall (with current 7.85 millage rate) Health Care increase 5%, with 2% COLA, increases in retirement, contractual services and fuel, unfunded Medicaid mandate, \$4 million in fund balance, Public Safety Complex Operating expenses

Shortfall Equals \$10,152,726

	Strategy #2 Aggregate Rolled Back Rate (8.3144 mills)	Strategy #2 FTE Reduction
Additional Resources		
Additional Property Tax Revenue Rolled Back Rate (8.3144)	\$5,829,435	
Employee Benefits		
No increase in Healthcare savings from May 22 nd workshop	805,488	
Healthcare Shift 87.5/12.5 (City Plan Design) w/VBBD	806,000	
Modified COLA (1% October 1/1%April 1)	350,000	
Department/Division Reorganizations Cost Savings		
Public Works Engineering Reorganization	48,500	1.00
Purchasing Reorganization	60,625	1.00
Housing Services & Community Partnerships Reorganization	52,685	1.00
Probation Case Load Adjustment	45,906	1.00
Reduce Petroleum Storage Tank Program Operating Subsidy	35,030	
Planning Reorganization subsequent to repeal of SB360	22,000	1.00
Supervisor of Elections	75,000	
Property Appraiser	48,214	
Clerk of Court	36,658	
Centralized Printing/Copies	70,000	
Service Level Reductions		
RWCS from 50 to 40 hours a week – Matches Branch Libraries	40,000	1.00
Reduce Library Courier Services	12,075	0.50
County Attorney Outside Legal Expenses	90,000	
Remove Wildlife Food Plot Program at Greenways	30,000	
Reduce Courthouse and Annex Day Porter Services	17,732	
Reduce Main Library Day Porter Services	10,752	
Eliminate grounds mulch and plant fertilizing	10,710	
Eliminate Barkley Security After School Services Main Library	7,000	
Non Recurring Capital Savings		
Reduce GIS Capital 1 Year (Lidar Savings)	149,250	
Advance Fund Sheriff Capital Program	537,750	
Subtotal: Revenue and Expenditure Reductions		
	\$9,190,811	
Additional Fund Balance Used		
	\$961,915	
Total Revenue, Expenditure Reductions, & Additional Fund Balance		
	\$10,152,726	
Total Fund Balance Used (\$4 million contemplated in shortfall)		
	\$4,961,915	
Total Position Reductions		
		6.50