## Leon County Board of County Commissioners

Notes for Agenda Item #21

# Leon County Board of County Commissioners

## **Cover Sheet for Agenda #21**

### July 8, 2014

1

То:	Honorable Chairman and Members of the Board
From:	Vincent S. Long, County Administrator

 Title:
 Ratification of Board Actions Taken at the June 10, 2014 FY2015 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:	Timothy Barden, Principal Management and Budget Analyst

#### **Fiscal Impact:**

This agenda item has a fiscal impact. It establishes Board direction for the FY 2015 Tentative Budget. The Board preliminarily approved a \$228 million operating and capital budget, which is 2.7% more than the previous year's budget, while maintaining the countywide millage rate at 8.3144.

#### **Staff Recommendation:**

Option #1: Ratify the Board actions taken at the June 10, 2014 FY 2015 Budget Workshop and the additional budget adjustments recommended subsequent to the workshop.
Option #2: Establish the maximum countywide millage rate at 8.3144 mills.
Option #3: Establish the maximum Emergency Medical Services (EMS) Municipal Services Unit (MSTU) at 0.5 mills.

Title: Ratification of Board Actions Taken at the June 10, 2014 FY2015 Budget Workshop July 8, 2014 Page 2

#### **Report and Discussion**

#### **Background:**

Pursuant to the Board adopted budget calendar, a workshop was conducted on June 10, 2014. The purpose of the workshop was to provide staff direction regarding the development of the FY 2015 tentative budget.

#### Analysis:

In accordance with the actions taken during the June 10, 2014 budget workshop, the Board approved the following:

- 1. Approved the Strategic Initiatives Status Report as presented by the County Administrator.
- 2. Approved staff's status report on the FY 2015 preliminary budget, a capital fund sweep of \$8.8 million, which included \$800,000 in funding for the Supervisor of Elections purchase of electronic poll books, and the necessary Resolution and Budget Amendment (Attachment #1).
- 3. Approved the proposed staffing enhancements at the Department of Development Support and Environmental Management and the necessary Resolution and Budget Amendment (Attachment #2). Four positions funded entirely by permitting revenue will be added to the department.
- 4. Approved the reallocation of tourism funds to account for costs associated with the creation of two new full-time positions under the Division of Tourism Development for FY2015 to handle implementing and monitoring social media, and directed staff to negotiate the advertising contract for FY2015 accordingly. This action will save the tourism fund approximately \$20,000 in FY 2015.
- 5. Approved increasing the funding of Entrepreneur Month sponsorships by \$2,500 from \$5,000 to \$7,500.
- 6. Ratified the membership dues increase to the Apalachee Regional Planning Council from \$5,000 to \$23,000, an increase of \$18,000.
- 7. Approved funding in the amount of \$10,000 for Sustainable Tallahassee to partner in the Community Carbon Fund. The \$10,000 will serve as matching funds to assist in reducing the community's carbon foot print.
- 8. Approved a \$630,000 Resolution and Budget Amendment to subsidize the projected revenue/user fee shortfall in the Rural Waste Collection Center Program for the current fiscal year (Attachment #3).

- 9. Directed staff to implement a modified operational schedule (reduced hours to Friday, Saturday and Sunday) for the RWSC beginning in FY 2015, and authorized the transfer of \$465,000 in general revenue to support the rural waste collection centers. This action will save \$135,000 in general revenue support from the programmed \$600,000 transfer that would be necessary to maintain the centers current hours of operation.
- 10. Approved an increase of \$180,000 for Emergency Medical Services Professional Career Path Development. In addition the Board approved an additional \$38,000 for EMS SWAT team training and equipment.
- 11. Approved adding an additional ambulance and ambulance crew in FY2015 at a cost of \$920,477.
- 12. Approved the utilization of EMS Fund Balance for the costs associated with implementing the Professional Development Career Path and adding ambulance and crews until such a time that the drawdown of funds approaches a level acceptable by the Board.
- 13. Approved the adoption of Policy creating the "I<sup>2</sup> (Innovation/Inspirator) Award Program" (Attachment #4).
- 14. Approved the adoption of the revised Leon County Personnel Policies and Procedures, Section 6.12, "Employee Awards Program" (Attachment #5).
- 15. Approved rescinding Leon County Policy No. 98-29, "Employee Innovation Program."
- 16. Approved the inclusion of \$20,000 for an Employee Awards Program in the tentative FY 2015 budget.
- 17. Approved beginning the design to implement project 6.3.4 of the Lake Jackson Town Center, at Huntington "Sense of Place" Initiative for the Highway 27 Lake Jackson Boat Landing. Improvement will include amenities such as picnic tables and grills, a deck, and an observation pier into the fringes of Lake Jackson, improved parking, construct a bathroom, and improved landscaping at Highway 27 Lake Jackson Boat Landing.
- 18. Approved rebranding the Highway 27 Lake Jackson Boat Landing and Jackson View Park through signage and public relations as complementary facilities serving the Lake Jackson community area.
- 19. Accepted the Sheriff's report on providing sheriff deputy services at the new Comprehensive Emergency Service Center and took no further action.
- 20. Directed that the Summer Youth Program budget remain at \$74,265, and instructed staff to prepare an agenda item that reviewed programming options prior to starting next year's summer youth program.
- 21. Established the tentative maximum countywide millage rate at 8.3144.

- 22. Established the maximum Emergency Medical Services Municipal Services Taxing Unit (MSTU) at 0.5 mills.
- 23. Approved adding \$25,000 to the FY 2015 tentative budget for the Domestic Violence Coordinating Council.
- 24. Approved adding \$25,000 to the FY 2015 tentative budget for the Knight Creative Communities Initiative.

Subsequent to the June 10, 2014 workshop, final valuations have been provided by the Property Appraiser's Office, final health insurance rates have been submitted by the County's health insurance vendor Capital Health Plan, and the Property Appraiser's Office submitted their FY 2015 budget request. Table 1 shows the recommended changes to make to the preliminary budget.

Reduce Rural Waste Center Hours	\$135,000
КССІ	(25,000)
Domestic Violence Cord. Council	(25,000)
Sustainable Tallahassee Carbon Fund	(10,000)
Entrepreneur Month	(2,500)
Subtotal Workshop Changes	\$72,500
Additional Ad Valorem Revenue	\$423,000
Health Care Savings	112,000
Additional Debt Service Savings	25,000
Increase in Tax Collector Commissions	(85,000)
Increase in CRA Payment	(60,000)
Property Appraiser Final DOR Budget	(54,000)
Subtotal Additional Changes	\$361,000
Total Changes (\$72,500 plus \$361,000)	\$433,500
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 Table 1: Budget Adjustments after Board June 10, 2014 Budget Workshop

As reflected in the top portion of the table, the Board reduced total expenditures \$72,500 at the workshop. The bottom portion of the table reflects budget changes since the workshop.

As discussed during the meeting, the proposed budget was developed with preliminary property valuations and health insurance rates estimated at a 4.5% increase.

Since the workshop, three items provided the Board additional resources for the FY 2015.

- Final valuations provided by the Property Appraiser increased \$53.5 million providing an additional \$423,000 in revenue
- Capital Health Plan increased health insurance rates at a 4.1%, which saved \$112,000 over the initial estimate
- The debt service refinancing bid, provided additional savings of \$25,000

Three additional increases in expenditures also occurred.

- Tax Collector commissions increased by \$85,000 due to the increase in ad valorem taxes
- Community Redevelopment District property values rose, increasing the CRA payment by \$60,000
- The final Property Appraiser budget submitted to the Department of Revenue changed by \$54,000

The net changes since the workshop provide the Board with an additional \$361,000 in revenue. Combined with the \$72,500 in workshop savings, an additional \$433,500 in resources are available for the budget. In keeping with Board direction from the workshop, the near term goal is to continue to increase recurring funds to ensure adequate funding for capital projects, the additional funds were budgeted to support the general capital program. A corresponding reduction in the use of capital project fund balance was made for next year.

The total general fund support for capital projects is now \$1.0 million. As discussed at the workshop, over the past several years during the economic decline and to support balancing the budget, no recurring general revenue has been utilized to support the capital program. The increase to \$1.0 million is a significant increase and moves the County towards establishing normal (\$2.5 to \$3.5 million) funding levels in the future.

#### **Options:**

- 1. Ratify the Board actions taken at the June 10, 2014 FY 2015 Budget Workshop and the additional budget adjustments recommended subsequent to the workshop.
- 2. Establish the maximum countywide millage rate at 8.3144 mills.
- 3. Establish the maximum Emergency Medical Services (EMS) Municipal Services Unit (MSTU) at 0.5 mills.
- 4. Board direction.

#### **Recommendation:**

Options #1, #2, and #3.

#### Attachments:

- 1. Resolution and Associated Budget Amendment for the \$8.8 million fund sweep
- 2. Resolution and Associated Budget Amendment for staffing enhancements at the Development Services and Environmental Management Department
- 3. Resolution and Associated Budget Amendment transferring \$630,000 in general revenue to the Solid Waste Fund to make up for the shortfall in fee revenue at the rural waste service centers
- 4. Policy I<sup>2</sup> (Innovation/Inspirator) Award Program"
- 5. Revised Leon County Personnel Policies and Procedures, Section 6.12, "Employee Awards Program"

#### **RESOLUTION NO.**

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2013/2014; 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 8<sup>th</sup> day of July, 2014.

#### LEON COUNTY, FLORIDA

BY: \_\_\_\_\_

Kristin Dozier, Chairman Board of County Commissioners

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

BY: \_\_\_\_\_

Approved as to Form: Leon County Attorney's Office

BY: \_\_\_\_\_ Herbert W. A. Thiele, Esq. County Attorney

								Attachment #1 Page 2 of 3
				FIS	SCAL YEAR 201	3/2014		0
				BUDGE	T AMENDMEN	T REQUEST		
No:	RΔR	14027				Agenda Item No:		
Date:		/2014				Agenda Item Date:		7/8/2014
County	Admin	istrator				Deputy County Ad	ninistrator	
Vincent	t S. Lor	ng				Alan Rosenzweig		
					Request Detai	il:		
					Revenues			
			Account	Information	<u></u>	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog		Title			
106	000	399900	000	Appropriat	ted Fund Balance	503,000	2,000,000	2,503,000
			Nooouni	Information	<b>Expenditures</b>		Change	Adjusted Budget
Fund	Org	Acct	Prog	mormation	Title	Current Budget	Change	Adjusted Budget
106	950	591305	581	Transfe	er To Fund 305	-	2,000,000	2,000,000
					<u>Revenues</u>			
	•			Information	<b></b>	Current Budget	Change	Adjusted Budget
<i>Fund</i> 110	<b>Org</b> 000	<b>Acct</b> 399900	<b>Prog</b> 000	Appropria	<i>Title</i> ted Fund Balance	40,033	1,000,000	1,040,033
110	000	399900	000	Арргорна	Expenditures		1,000,000	1,040,033
			Account	Information		Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog		Title	_	_	
110	950	591305	581	Transfe	er To Fund 305	-	1,000,000	1,000,000
			Account	Information	<u>Revenues</u>	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	mornation	Title	Current Budget	Change	Aujusteu Buuget
126	000	399900	-	Appropria	ted Fund Balance	-	4,500,000	4,500,000
					<b>Expenditures</b>			
	•			Information	<b></b>	Current Budget	Change	Adjusted Budget
<i>Fund</i> 126	<b>Org</b> 950	<b>Acct</b> 591305	<b>Prog</b> 581	Transfe	<b>Title</b> er To Fund 305	_	4,500,000	4,500,000
120	000	001000	001	Tranore	Revenues		1,000,000	1,000,000
			Account	Information		Current Budget	Change	Adjusted Budget
Fund	Org		Prog		Title			
140	000	399900	000	Appropriat	ted Fund Balance	51,661	300,000	351,661
			Account	Information	<b>Expenditures</b>	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog		Title	ourrent Duuget	Ununge	Aujusteu Buuget
140	950	591305	581	Transfe	er To Fund 305	-	300,000	300,000
			_		<u>Revenues</u>			
Fund	Ora	Acct	Account Prog	Information	Title	Current Budget	Change	Adjusted Budget
162	<b>Org</b> 000	399900	-	Appropria	ted Fund Balance	-	1,000,000	1,000,000
	-			11 1	Expenditures	<u>6</u>		,, <del>-</del>
				Information		Current Budget	Change	Adjusted Budget
Fund	<b>Org</b>	Acct	Prog	Tana (	Title	400.000	1 000 000	4 400 000
162	950	591305	581	i ranste	er To Fund 305	182,800	1,000,000	1,182,800

									Attachment #1 Page 3 of 3
					Reve	nues			
	Account Information					Current Budget	Change	Adjusted Budget	
Fund	Org	Acct	Prog		Title				
305	950	381106	000	Transfe	r From Fund 10	6	-	2,000,000	2,000,000
305		381110	000	Transfe	r From Fund 11	0	-	1,000,000	1,000,000
		381126	000	Transfe	r From Fund 12	6	-	4,500,000	4,500,000
305	950	381140	000	Transfe	r From Fund 14	0	-	300,000	300,000
305	950	381162	000	Transfe	r From Fund 16	2	182,800	1,000,000	1,182,800
							Subtotal:	8,800,000	
					Expend	litures			
		Α	ccount	Information			Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog		Title				
305	990	59902	599	Reserve F	For Future Proje	cts	-	8,000,000	8,000,000
305 0	96015	56400	513	Machine	ry and Equipme	nt	2,496,161	800,000	3,296,161
							Subtotal:	8,800,000	11,296,161
Purpose of Request:									
This budg	get ame	ndment a	appropr	iates \$8.8 mill	ion in unreserve	ed fund ba	alance above the a	dopted policy	minimum to
-	-						naintain its existing		
years and	d mainta	in a suff	icient a	mount of conti	ngency without	having to	annually transfer	arge amounts	s of recurring
general re	evenue	to the ca	apital pr	ogram. This ar	mendment also	allows th	e purchase of elec	tronic poll boo	oks for the
Superviso	or of Ele	ections' 1	02 votir	ng locations.	The electronic p	oll books	will automate a nu	mber of funct	tions that will
eliminate	the prov	visional I	ballots o	ast in Leon C	ounty due to ou	t-of-count	y address change	s mainly attrib	outable to the
sizable st	udent p	opulatio	n.						
Group/Pr	rogram	Directo	r			-			
Senior Analyst									
					Sc	ott Ross	, Director, Office	of Financial	Stewardship
A				Desclution	_	Matics	_		
Approved	а ву:			Resolution	x	Motion		Administrat	or 📋

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Adopted this 8<sup>th</sup> day of July, 2014.

#### LEON COUNTY, FLORIDA

BY: \_\_\_\_\_

Kristin Dozier, Chairman Board of County Commissioners

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

BY: \_\_\_\_\_

Approved as to Form: Leon County Attorney's Office

BY: \_\_\_\_\_ Herbert W. A. Thiele, Esq. County Attorney

								Attachment #2 Page 2 of 2
				SCAL YE				
			BUDGE	ET AMEN	DMENT	REQUEST		
No:	BAB14029	_				Agenda Item No:		3
Date:	6/24/2014	-				Agenda Item Date:	:	7/8/2014
County	Administrator					Deputy County Ad	ministrator	
Vincen	t S. Long					Alan Rosenzweig		
				-	est Detail <u>/enues</u>	:		
Fund	Org Acct		t Information	Title		Current Budget	Change	Adjusted Budget
121	000 36990	5 000	Abandon Pro	perty Regist	ration Fee	71,250	14,750	86,000
						Subtotal:	14,750	
				Expe	<u>nditures</u>			
Fund	Ora Acot		t Information	Title		Current Budget	Change	Adjusted Budget
121	Org         Acct           423         51200	•	Regular S	Salaries and V	Wages	307,280	14,750	322,030
						Subtotal:	14,750	
				Purpose	of Requ	est:		
						for the remainder of		udgeted amounts to
Group/	Program Direc	tor				Senior Analyst		
					Scott Ros	s, Director, Office	of Financia	I Stewardship
Approv	ved By:		Resolution	x	Motio	n 🗌	Administra	ntor

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BY: \_\_\_\_\_

Kristin Dozier, Chairman Board of County Commissioners

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

BY: \_\_\_\_\_

Approved as to Form: Leon County Attorney's Office

BY: \_\_\_\_\_ Herbert W. A. Thiele, Esq. County Attorney

_									Attachment #3 Page 2 of 2
						EAR 201			
				BUDGE	T AME	IDMENI	<b>FREQUEST</b>		
No: Date:		<u>314028</u> 4/2014					Agenda Item No: Agenda Item Date	~-	7/8/2014
Date.	0/24	/2014					Agenua item Date	2:	//0/2014
County	Admin	histrator					Deputy County A	dministrator	
Vincent	t S. Lor	າg					Alan Rosenzweig	l	
					Requ	iest Detail	l:		
					Re	evenues			
l	-			t Information			Current Budget	Change	Adjusted Budget
<i>Fund</i> 401	<b>Org</b> 950	<b>Acct</b> 343462	<b>Prog</b> 000	Rural Was	<i>Title</i> ste Services	Center	900,000	(630,000)	) 270,000
					<u>R</u> e	evenues			
				t Information	_		Current Budget	Change	Adjusted Budget
Fund	<b>Org</b>	<b>Acct</b>	Prog	Annropric	Title			COO 000	c20.000
126	000	399900	000	Appropria	ated Fund B	alance <b>enditures</b>	-	630,000	630,000
		1	Account	t Information		Elluiturea	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog		Title		<b>V</b> ui vii 2003-1	•	/
126	950	591401	581	Transfe	er To Fund	401	280,190	630,000	910,190
					Re	evenues			
		F		t Information			Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	<b>T</b>	Title		000 400	~~~~~~	040.400
401	950	381126	000	Transfer	r From Fund	1126	280,190	630,000	910,190
					Purpose	e of Requ	est:		
amount been a i	in Function	d 126 fund on in the u	d balance ise at the	e to support the RWSC sites.	e Solid Was . Staff antic	ste Rural Wa cipates an es	venue by \$630,000 aste Services Cente stimated \$630,000 operation of the RW	er program (R or 70% revenu	WSC). There has
Group/l	Prograi	m Directo	)r				Senior Analyst		
						Scott Ros	s, Director, Office	of Financial	Stewardship
Approv	ed By:			Resolution	X	Motio	n 🗌	Administrat	or

### **Board of County Commissioners** Leon County, Florida

#### Policy No. 14-\_

Title:	Employee I <sup>2</sup> (Innovator/Inspirator	) Award Program
Date Adopted:	June 10, 2014	
Effective Date:	June 10, 2014	
Reference:	N/A	
Policy Superseded:	N/A	

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a new policy, Policy No. 14-\_\_, "Employee  $I^2$  (Innovator/Inspirator) Award Program" is hereby adopted, to wit:

1. **Purpose.** To establish an employee award program to reinforce Leon County's focus upon continuous improvements, Leon County's Core Practices, and upon the importance of conveying relevance in the local community.

#### 2. Policy.

- a. Eligibility for Participation: In general, all full-time and part-time employees of the Leon County Board of County Commissioners are eligible for participation in the I<sup>2</sup> Award program, including persons who work for a combined City of Tallahassee/Leon County Agency, such as BluePrint 2000. Executive Team members, as identified by the County Administrator, are not eligible to participate as a nominee or as an awardee. The County Administrator may exclude additional employees from participating as a nominee or as an awardee to guard against conflicts of interest.
- b. Evaluation Process:
  - 1. Nominations must be submitted to an Executive Team member, who has knowledge of the event or process being nominated, for sponsorship.
  - 2. Prior to sponsoring a nomination, an Executive Team member who receives a nomination for sponsorship consideration will evaluate the nomination against the awards criteria and will additionally seek the Office of Management and Budget's (OMB's) review if the nomination claims to have resulted in cost savings, cost avoidances, or performance improvements.
  - 3. Executive Team members will submit the nominations they sponsor, with the requisite OMB review and approval if applicable, to Human Resources.
  - 4. Human Resources will coordinate consideration of properly sponsored nominations by the Leadership Team, membership of which will be identified by the County Administrator.
  - 5. **I**<sup>2</sup> Award A presentation of properly sponsored nominations will be made to the Leadership Team. The Leadership Team will be responsible for determining the I<sup>2</sup> Award prize category and amount, through a process established by the County Administrator. I<sup>2</sup> Award prize categories may include, but are not limited to, cash prizes for teams and individuals, within ranges established by the County

Administrator, as well as plaques and certifications. The Leadership Team will be empowered to question the nominees, and to seek additional information or assistance in order to evaluate the nomination against the awards criteria.

Leadership Team members are not excluded from participating as a nominee or as an awardee. However, when a Leadership Team member is either an individual or team nominee being evaluated by the Leadership Team, such Leadership Team member shall declare their nominee status to the Leadership Team in advance of the presentation, and abstain from the Leadership Team's evaluation and award process.

- 6. Employee or Team of the Year Award All nominees who are awarded a  $I^2$ Award cash prize by the Leadership Team will be forwarded to the Executive Team for consideration for the Employee or Team of the Year award. The Executive Team will be responsible for determining the Employee or Team of the Year award prize categories and amount, through a process established by the County Administrator. The Employee or Team of the Year awards prize categories may include, but are not limited to, cash prizes for teams and individuals, within ranges established by the County Administrator, as well as plaques and certifications. The Employee or Team of the Year will be named at the annual awards ceremony.
- c. Criteria for Winning Awards The criteria by which nominations will be evaluated will be established by the County Administrator. Evaluation criteria may include, but not be limited to, the following:
  - 1. Made significant contributions which reinforce Leon County's Core Practices in the workplace.
  - 2. Made significant contributions which raised the public's awareness of Leon County's community relevance.
  - 3. Measurably increased the quality, quantity, or timeliness of a service or product at the same or lower cost.
  - 4. Maintained the quality, quantity or timeliness of a service or product at a measurably reduced cost.
  - 5. Provided the same or increased quality, quantity or timeliness of a service or product during a period when the nominee took on significant additional responsibilities or performed such service or provided such product under unusually adverse conditions.
  - 6. Delivered an innovative application of technology or service delivery process that helped achieve one or more of the above.
  - 7. Delivered an exceptional service or product that was innovative, increased efficiency, and/or provided overall cost savings.
  - 8. Delivered other significant and measurable performance improvements, cost savings, cost avoidances or program enhancements.

d. Eligibility Time Period – Achievements eligible for nomination and recognition the first year would be those projects completed no sooner than January 1, 2014 (so that projects underway at the time of policy adoption could be considered). The County Administrator will establish the awards calendar and future eligibility time periods.

Adopted 6/10/2014

#### SECTION VI BENEFITS

#### 6.12 Employee Awards of Excellence Program

The Board of County Commissioners encourages employees individually, and in groups, to continuously review and improve Leon County services. achieve superior work results. The I<sup>2</sup> (Innovator/Inspirator) Award Program, administered by the County Administrator, In-supports of this philosophy, the Awards of Excellence Program by recognizing employee-led improvements, and awarding employees whose is designated to work has been determined to meet the criteria established by the County Administrator, which may include but need not be limited to the following: measurably increased efficiencies or cost savings, enhanced service delivery, reinforcement of Leon County's relevance in the community or of its Core Practices in the workplace, or delivery of Leon County services in a manner reflective of those Core Practices. attract, encourage, develop, and retain motivated employees by appropriately recognizing and rewarding individual and group performances and contributions to improve Leon County, within the organization and the community.

Additionally, the County Administrator may develop less formal opportunities to recognize employees, as part of a boarder employee awards program, as the County Administrator deems appropriate and in the best interest of the employees of Leon County.

#### 6.12.1 Procedure: Awards of Excellence Program

1. As a part of their normal job duties, managers and supervisors are responsible for nominating employees whose contributions merit special recognition.

2. Employees may, and are encouraged to, nominate other employees or group of employees whose contributions merit special recognition.

<u>3. These awards are competitive.</u>

4. A committee made up of six employees representing their respective departments (i.e. Public Services, Management Services, Public Works, Growth and Environmental Management, County Attorney and County Administration) and a HR staff person will be responsible for the reviewing of nominations and choosing a recipient(s) for the following awards: Notable Achievement Award (quarterly), Awards of Distinction (annually), Employee Innovation and Heroism (when necessary).

<u>5. All nominations must be submitted to the Human Resources department on the appropriate nomination form located on the Leon County Intranet (L-Net) under LCBCC Awards Programs (Awards of Excellence Program Description and Nomination Forms section).</u>

6. Specific information and factual data provided must show how the nominee(s) exceeded normal job requirements and made exceptional contributions to the overall improvements of the operation or assisted in meeting organizational goals.

7. Complete details of eligibility, criteria, process and procedures of the Leon County Awards of Excellence Program is outlined in the Leon County Awards of Excellence Program Description located on the Leon County Intranet (L-Net) under LCBCC Awards Programs (Awards of Excellence Program Description and Nomination Forms section).