



BOARD OF COUNTY COMMISSIONERS

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Tallahassee, Florida 32301

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At Large

PARWEZ ALAM
County Administrator
(850) 488-9962

HERBERT W.A.
THIELE
County Attorney
(850) 487-1008

July 15, 2004

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

The Honorable Chairman and Commissioners:

I am pleased to present the tentative Fiscal Year 2004/05 Operating Budget and Five Year Capital Improvement Program. The total proposed budget is \$191,184,639 or a 4% decrease from last fiscal year. The total budget is comprised of operating appropriation equaling \$167,779,711 and capital equaling \$23,404,928.

The FY04/05 Budget provides funding to continue high levels of services to the citizens of Leon County while reducing the general millage rate from 8.55 to 8.54. The ability to reduce the rate is the result of a higher taxable value being reported by the Property Appraiser on July 1st as opposed to the tentative values provided on June 1st. I discuss this more fully later in the message. This is the 13th consecutive year the countywide rate has either been reduced or held constant.

This proposed budget fully reflects the direction given by the Board at the June 8th budget workshop.

Article V/Revision 7

The FY2004/2005 budget reflects the first full year of implementation of Revision 7 to Article V of the Florida Constitution. This revision revised the method by which the judicial system is funded by specifying the costs to be paid by the state, the counties or by other sources. County staff has worked closely with all effected parties in establishing next year's budget. All entities, including the Judiciary, State Attorney, Public Defender and Clerk of the Circuit Court concur with the implementation plan funded in this budget. With this acknowledgment, there are always unforeseen issues that occur when a transition of this magnitude happens and we are prepared to continue to work with all the parties in making the transition a smooth one.

Salary Recommendations

Included in this budget is the necessary funding to provide the maximum of a 5%, or \$1,000, cost of living adjustment for all full-time career service employees on October 1, 2004. This is in addition to the potential merit awards (\$400 - \$600) career service employees are eligible for during the next fiscal year. The pay adjustment reserve also includes funding for a merit adjustment for senior management.

How We Compare

Leon County continues to provide services to the community in an efficient manner. As shown in the charts in the budget analysis section, we rank lowest in expenditures per capita and total budget and near the lowest in number of employees per capita versus other counties of similar size.

When compared to the 57 Counties responding to our survey, Leon County has the 9th lowest budget per capita and the 21stth lowest staff per capita.

Policy Guidance and Process

The Board provided policy guidance at the February 24 Board meeting and the June 8th budget workshop:

- ▶ No increase to Countywide millage rate
- ▶ No increase in the Stormwater Utility Non-Ad Valorem Assessment
- ▶ Fully fund the Primary Healthcare Program through the MSTU and increase the millage from 0.12 to 0.22 with additional funds being used for funding of a Women's Healthcare Center
- ▶ Fund Emergency Medical Services through patient billing revenue and an MSTU

In September, the County will conduct two statutory public hearings to finalize the adoption of the budget and millage rates. If necessary, a workshop with the Constitutional Officers and Other Elected Officials will be conducted on the day of the first budget public hearing.

The budget is balanced given the estimated resources available. All of the funds are balanced over the five year financial plan, with the exception of the Building Department. The projected outyear shortfall has been anticipated and will be addressed in subsequent fiscal years by evaluating the building department's fee structure.

The budget includes increases in both the Florida Retirement System (FRS) contributions and the employer contributions for employer health care costs. The total additional funding is estimated at \$880,000 for retirement and \$1.2 million for health care.

Property Values and Countywide Milage Rates

The June 2004 workshop presented information to the Board based on preliminary

taxable value information. Subsequent to the workshop, the Property Appraiser has certified the taxable values for FY04/05. The certified values reflect an increase from the tentative information. The increase would generate \$342,217. Of this increase, I am recommending that the Countywide millage rate be reduced from 8.55 to 8.54 mills and the balance of the funds, \$239,524, be placed in a capital projects contingency reserve fund.

Budget Overview

The total budget of \$191,184,639 includes \$167,779,711 for operating expenses and \$23,404,928 for capital expenditures. Depicted organizationally, the Budget reflects the following:

Department/Agency	Total FY04/05 Funding	% of Total Budget
Board of County Commissioners	\$69,795,982	36.5%
Constitutional Officers	\$60,379,461	31.6%
Non-Operating	\$28,553,877	14.9%
Capital	\$23,404,928	12.2%
Debt Service	\$8,316,152	4.4%
Judicial	\$734,239	0.4%
Total	\$191,184,639	100.0%

Board of County Commissioners

The Board of County Commissioners' portion of the budget is \$69,795,982 reflecting an increase of 6% over the FY03/04 adopted budget. There is a net recommended increase of 3 new positions; one position supported by new Electronics Recycling Tipping Fee, one position to support the required implementation of Article V and one part-time to full-time upgrade supported through the proposed mosquito control hand-fogging fee.

Legislative/Administration

The Legislative/Administration portion of the budget totals \$6,654,811 reflecting an increase of 28%. The significant increase is the direct result of the increased funding for anticipated professional service expenses associated with litigation. There are no new positions funded in this area for next fiscal year.

County Attorney - Based on Board direction received at the June 8th Budget Workshop, an additional \$1,042,500 has been included in the County Attorney's budget to support anticipated litigation related professional service expenses. These funds are available to support a number of on-going matters, such as the Environmental Protection Agency's

(EPA) permitting for Total Maximum Daily Loads (TMDLs), a number of environmental issues relating to cities in southern Georgia and their impacts on the Ochlocknee River and its tributaries, and other Board issues such as the siting of the Eastern Transmission Line, and the Wakulla County Comprehensive Plan.

Tourist Development - The Tourist Development budget has been developed based on anticipated revenues. As a result of continued strong growth in tourist tax collections, the budget contemplates additional funding for advertising and marketing.

Department of Public Services

The Department of Public Services portion of the budget totals \$22,581,843 reflecting a decrease of 1%. The decrease is directly attributable to the large initial capital outlay requirements for EMS being completed in FY03/04.

Emergency Medical Services - The FY04/05 Budget provides the first full year of funding for the County's EMS System. The system is being supported through patient billings and the County's EMS MSTU. The budget provides full funding for payment to the City for the Advanced Life Support (ALS) Interlocal Agreement.

Uninsured Primary Health Care MSTU - As directed by the Board at the June 8, 2004 workshop, this budget includes an increase of 0.10 mills for a total of 0.22 mill for Uninsured Primary Health Care. The additional 0.10 mill is anticipated to generate approximately \$1.0 million to support funding of a Women's Healthcare Clinic. The funds will be placed in a reserve until such time that the actual implementation plan is established. The MSTU funding will continue to be utilized to leverage approximately \$175,000 from a Federal/State matching program.

Library Services - To address the overwhelming success and demands at the Fort Braden Library, the budget contemplates consolidating 2 existing part-time positions within the Library Department to provide an additional full-time position at Fort Braden. The budget includes additional funding to enhance the Library Summer Reading Program which enables the department to provide additional weekly story times, book discussion groups, teen programming, and summer camp library visits. The budget also includes the continued funding of \$50,000 for the late night media program.

Management Services Department

The Management Services Department portion of the budget totals \$13,920,224 reflecting an increase of 8%. There is a net increase of 1 new position in this area.

MIS - In accordance with implementing Article V requirements, the MIS budget includes one new network systems administrator.

Facilities Management - Based on projected utility increases, the budget includes an additional \$148,000 or 14% increase for this purpose.

Growth and Environmental Management

The Growth and Environmental Management (GEM) portion of the budget totals \$4,371,170 reflecting an increase of 4%. There are no new positions recommended. The budget includes funding for a fee study. The fee study will help evaluate the appropriate allocation of costs between fee and non-fee supported work, as well as, establish the appropriate levels for the fees. Pursuant to Board direction given at the June 8th workshop, GEM is preparing a detailed review of proposals to streamline the existing permitting process. A workshop to review the proposals will be scheduled prior to the final budget adoption.

Public Works

The Public Works portion of the budget totals \$22,267,934 reflecting an increase of 6%. There is a net increase of two full time positions.

Stormwater Maintenance/Mosquito Control - The budget includes an increase of \$22,161 related to operating costs associated with combating West Nile Virus. In addition, pursuant to Board direction given at the June 8th workshop, the budget contemplates implementing a \$25 fee for service for all hand-fogging requests and the upgrade of a part-time administrative associate to a full-time position to support this program. The additional costs associated with the upgrade of the position will be absorbed within the anticipated fee revenue.

Parks and Recreation - Pursuant to Board direction given at the June 8th workshop, the budget includes \$32,000 for recreation councils and community center boards to assist in transitioning these organizations to independent 501(c)(3) organizations. The budget also includes additional funding of mowing of large tracts of county lands which supports the on-going maintenance requirements of various green space management plans.

Support Services - As directed by the Board at the June 8th workshop, the budget includes an additional \$70,000 to support the Transportation Disadvantaged Program. This brings the County's total support for the program to \$100,000 annually.

Solid Waste - As directed by the Board at the June 8th workshop, the budget anticipates the establishment of a \$75.00/per ton electronics recycling tipping for business and government which includes allowing residential customers one free component drop off per visit. This fee is necessary to replace the expiration of grants funds. Included in the budget is one new recycling assistant to support this program and will be funded completely through the new tipping fee.

Constitutional Officers

The overall Constitutional Officer's portion of the budget is \$60,379,461 reflecting an

increase of 1%. There is an increase of 12 positions.

Sheriff - The Sheriff's Law Enforcement and Corrections budget totals \$48,079,845 representing a 7.7% increase. The budget includes the funding necessary to implement the third and final year of the Board approved Sheriff Salary Compensation Study. The impact of the study means all sworn law enforcement officers at Deputy Grade will receive at least a 6% raise. Raises for the upper ranks are also included. \$500,000 in reserves previously set aside are allocated in the budget for this purpose.

The budget includes four new communication officers to further enhance Emergency Medical Service dispatch. Funding for these positions is being supported by EMS. As part of a prior grant commitment, a Speed Enforcement Officer will now require county funding with the expiration of the grant funding.

Supervisor of Elections - The Supervisor of Elections budget totals \$1,836,949 or an increase of 1%. The Supervisor will be responsible for administering the Presidential election in November 2004. The budget includes two new positions: the conversion of an OPS Elections Records Specialist to full time and a new voting systems technician.

Property Appraiser - The Property Appraiser's budget totals \$3,935,173 reflecting a 14% increase. The budget includes \$75,000 in County funds to match a Department of Revenue grant. The Property Appraiser has requested five new positions from the Department of Revenue to support increasing workload demands: two residential appraisers, one commercial analyst, one telephone operator and one GIS/IT Specialist.

Tax Collector - The budget reflected in this document for the Tax Collector represents the fees and commissions the County is obligated to pay for the collection of taxes and non-ad valorem assessments. These commissions are estimated at \$3,627,101 for FY04/05.

Clerk of the Court - The Clerk of the Court's budget totals \$1,569,962 reflecting a 73% decrease. As discussed earlier, the FY04/05 budget involves the first full year implementation of Revision 7. The County's funding obligations of the Clerk's budget changed significantly on July 1, 2004. On-going obligations will include, but not be limited to, funding for facilities, storage and management information systems. The County will continue to work with the Clerk to ensure a smooth transition to this new arrangement.

As directed by the Board at the June 8th workshop, an additional \$25,000 is included in the Clerk's budget to support the Express Lane Enforcement Program (ELEP) which provides expedited child support hearings.

Judicial

The overall Judicial portion of the budget is \$734,239 reflecting a decrease of 77%. There is a net reduction of 18 positions in this area. As discussed previously, the judicial

portion of the budget is impacted by Article V/Revision 7 implemented July 1, 2004. The funding for Court Administration, the State Attorney, the Public Defender and Guardian Ad Litem is consistent with the County's statutory obligations.

Special Court Programs - A number of programs previously supported by separate fees which the County is no longer able to levy are not included for funding in the budget. Any existing fund balances collected to support these programs, such as Family Law Assistance, will be utilized until such time as the balances are depleted. At the June 8th meeting, the Board implemented an additional \$65 court fine to support funding Teen Court, Legal Aid, the Law Library and other court related obligations. The budget includes anticipated revenue from this fee to support these programs. Depending upon the actual collection, additional revenues may be available for allocation during the fiscal year.

Non-Operating

Non-Operating funding is provided by the Board of County Commissioners 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 good of the public. No County employees are associated with Non-Operating entities. The County employees responsible for the administration of these various programs are presented in the County Administrator departmental budgets. The overall Non-Operating portion of the budget is \$28,553,877 reflecting an increase of 10%.

The following are the highlights of the non-operating budget:

- \$313,240 increase in funding for a total allocation of \$693,740 for the Frenchtown/Southside Community Redevelopment Agency (CRA) and \$35,000 for the newly formed Downtown CRA. These amounts may differ depending upon the final valuations for the districts that are provided in the fall by the Property Appraiser.
- \$1,407,906 in new funding for the County's estimated payment to the state for the Department of Juvenile Justice. This funding requirement was authorized during the previous legislative session as part of the overall Article V funding transition.
- An additional \$25,000 for the County's Summer Youth Employment program, which brings the total commitment to \$75,000 annually.
- As directed by the Board at the June 8th Budget Workshop, there are a number of increases for permanent line-item funded agencies; the non-operating section of the budget document contains a list of all line-item funding included in the budget:

- ▶ \$40,000 increase for the Cultural Resources Commission (CRC) to support the implementation of the Cultural Plan
 - ▶ \$50,000 increase towards the CRC cultural grants program
 - ▶ \$32,000 increase for DISC Village's Juvenile Assessment Center
 - ▶ \$30,666 increase for the Tallahassee Senior Citizen's Foundation
 - ▶ \$7,500 increase for the Tallahassee Trust for Historic Preservation
- New funding for a number of agencies has been included in the budget:
 - ▶ \$45,000 for the Team Child program
 - ▶ \$200,000 to support the Laura Lee Boys and Girls Club
 - ▶ \$105,00 for the Riley House - Lake Hall project
 - ▶ \$5,000 for the annual Celtic Festival
 - ▶ \$12,500 for the Tallahassee Community College Economic Development/"Fortune 1,000" Program

Capital Improvement Program

The overall FY04/05 Capital Improvement Program (CIP) portion of the budget is \$23,404,928 reflecting a decrease of 18%. Included in this document is a summary of all capital projects for the next five years. Provided under separate cover is a CIP document with detail for all capital projects.

The highlights listed below reflect FY04/05 funding unless otherwise noted.

Transportation - total \$7.3 million, highlights include:

- Continued funding for Black Creek Restoration \$900,000; total CIP funding of \$2.8 million.
- Beechridge Trail Extension \$600,000.
- Continued funding for Bannerman Road (Thomasville to Meridian) \$350,000; total CIP funding of \$1.2 million.
- Continued funding for Community Safety and Mobility \$750,000 which includes the additional \$250,000 authorized by the Board at the June 8th budget workshop. Total FY2005 through FY2006 CIP funding of \$2.750 million.
- Heatherwood Road Improvements \$100,000.
- Arterial/Collector Resurfacing \$725,000.
- Intersection and Safety Improvements \$1,000,000.

Cultural Resources: Libraries/Parks and Recreation - total \$4.58 million, highlights include:

- Continued funding for Lake Jackson Branch Library \$2,121,500; total CIP funding of \$2,996,500. Based on direction received from the Board, additional grant funds are being applied to support the Lake Jackson Branch Library. Depending upon the actual grant awards, funds may be reallocated from the Lake Jackson Branch Library to the Apalachee Branch Library.
- Continued funding for the Northeast Community Park \$1,000,000; total CIP funding of \$2.2 million.
- Continued funding for the Apalachee Regional Park \$1,000,000; total CIP funding of \$1.5 million.
- Continued funding for the Jackson View Park \$200,000; total CIP funding of \$300,000.
- Additional funding for the Ft. Braden Community Center \$25,000, Miccosukee Community Center \$110,000; St. Marks Headwaters \$50,000 and the Miccosukee Community Park \$30,000.

General Government - total \$5.66 million highlights include:

- Continued funding for the Justice Information System Data Warehouse - \$312,000 to develop a common platform for the sharing of data among the various members of the judicial community; total CIP funding of \$1.49 million.
- Continued funding for American with Disability Act (ADA) improvements at various County facilities \$459,000; total CIP funding of \$2.6 million.
- ADA Voting System Equipment \$425,000; total CIP funding of \$828,000. Approximately 50% of this acquisition is anticipated to be grant funded.
- Geographic Information Systems (GIS) - continued funding of \$319,000.
- Partial roof replacement at the jail \$1,024,056.
- Replacement of mobile data terminals for the Sheriff's patrol vehicles \$588,468.

Stormwater - total \$5.040 million highlights include:

- Projects to be funded through the County's share of the \$50 million in Blueprint

2000 Water Quality/Flooding funds:

- ▶ Harbinwood Estates Drainage \$1,000,000 in FY05 and an additional \$1,000,000 in FY06
 - ▶ Killlearn Lakes Sewer Project \$750,000; total CIP funding of \$5,000,000.
 - ▶ Okeeheepkee/Woodmont Pond \$1,000,000.
- Continued funding of the County's Flood Acquisition program \$1,000,000.

Board Retreat Priorities

The adopted budget provides fiscal support to a number of the Board Retreat Priorities discussed in December of 2003.

Water Quality/Total Maximum Daily Load (TMDL) Standards - The highest Board priority, this budget provides additional funding for the County Attorney's budget to address the TMDL issues if current negotiations between the effected parties is not resolved.

Economic Development - The budget provides \$210,000 for the Economic Development Council and \$12,500 in funding for the Tallahassee Community College Economic Development/"Fortune 1000" program.

Women's Health Center on Southside - The budget includes over \$1.0 million towards the development of a women's health center on the southside of Leon County.

Community/Teen Centers - The budget includes \$200,000 in funding to support the Laura Lee Boys and Girls Club.

Funding for 90 East (Mahan Drive) to I-10 - The budget includes out-year funding for this phase of Mahan Drive in the amount of \$13.058 million. The funds are clearly identified as advanced funding for a state road. The County would only commit these resources with an executed joint participation agreement with the state.

Conclusion

In closing, I believe this proposed budget implements the guidance given by the Board at the June 8th budget workshop. The budget represents a financial plan that continues to maintain a high level of service in support of Board priorities and other critical areas such as public safety, transportation, parks and recreation and library services.

I would like to express my personal thanks to the Constitutional and Judicial Officers for their cooperation during the budget process and to the Group Directors and department staff, for the considerable number of hours that they spent assisting me in formulating the budget.

An equal opportunity/affirmative action employer

I look forward to working closely with the Board through the remainder of the budget process.

Respectfully Submitted,

Parwez Alam /s/

Parwez Alam, County Administrator