



# **Alachua County Government ACCESS Program**

Budget and Fiscal Services

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# Budget & Fiscal Services Overview

## ➤ Management and Budget

- Budget development and management
- Financial reporting, research and technical assistance
- Performance management and reporting

## ➤ Purchasing

- Competitive procurement bids
- Contract and grants management

## ➤ Risk Management

- Health insurance management
- Employee Clinic
- Safety and loss prevention
- Property, casualty, and worker's compensation coverage



# County Budget Process



# Why Prepare a Budget?

## ➤ Legal requirement

- Comply with regulations
- Specific governmental requirements in Florida Statutes

## ➤ Serves a variety of functions

- Accountability (fiscal control)
- Management tool (performance)
- Planning tool (policies and priorities)
- Transparency to stakeholders

<http://www.alachuacounty.us/Depts/OMB/Pages/OMB.aspx>



# Legal Requirements

## ➤ Florida Statute requirements

- Fiscal year (FY) - October 1st thru September 30th
- Required to have a balanced budget
- Truth-in-Millage (TRIM)
  - Required notifications to property owners and general public
  - Board is required to hold two public hearings every year to adopt millage rates and adopt the budget

## ➤ Alachua County Ordinances

- Sec 21.20 – Board of County Commissioners responsibilities
- Sec 21.30 – County Manager responsibilities



# FY 17 Budget Calendar and TRIM (Key Dates)

- April 4 – Department Budgets to Manager
- April 22 – County Manager “Looking Forward” Report
- May 2 – Constitutional Officers submit budgets
- May 17 – Constitutional Officers invited to present budgets
- June 1 – Preliminary Tax Roll received
- June 7 – County Manager Budget presentation
- July 1 – Certified Taxable Value received
- July 12 – Set Proposed Millage Rates
- September 13 and 27 – Public Hearings to set Final Millage Rates and Adopt Final Budget



# Unincorporated Taxpayers All Taxing Authorities

## How Your FY16 Property Taxes Are Divided

This is a representation of how each property tax dollar is divided for property owners in the unincorporated area.

All Alachua County property owners pay only 17.26¢ per property tax dollar for countywide programs provided by the County Commission. Property owners in the unincorporated area pay a Municipal Services Taxing Unit (MSTU) of only 9.69¢ per property tax dollar for municipal services provided by the County Commission. Property owners living within municipalities pay their city's property tax instead of the MSTU.



Scan the code to visit Alachua County's Facebook page.

16.99¢ to the Sheriff,  
& Other Constitutional  
& Judicial Offices



17.26¢ to County  
Commission Programs



1.28¢ to cities for  
Community Redevelopment



1.65¢ to Reserves



0.42¢ to Capital Projects



37.60¢  
to the County  
General Fund



6.21¢  
to  
Libraries



1.29¢  
to Water  
Management  
District



35.66¢  
to the School Board



19.24¢  
to the MSTU

8.51¢ to the Sheriff



6.65¢ to County  
Commission Provided  
Fire Services



3.04¢ to County  
Commission Provided  
Municipal Services



0.91¢ to Reserves



0.13¢ to Capital Projects





# Table Top Activity



# BoCC - Where It Comes From



**Property Tax**



**Gas Tax**



**Utility Tax**



**Comm. Tax**



**Sales Tax**



**State Shared**



**Fees**



**Other**

# BoCC - Where It Goes To



**Sheriff**



**Fire Rescue**



**Courts  
And  
Judicial**



**Transportation**



**CRAs**



**Tax Collector  
Property Appraiser  
Clerk – Accounting  
Elections Supervisor**



**Government  
Admin  
Technology  
Fiscal Services**



**Facilities**



**Community  
Support  
Services**



**EPD  
Growth  
Animal  
Parks**



# Purchasing



# Purchasing Services

- Procurement
- Contracts Management
- Competitive Bid Processes
  - Demand Star
  - Gainesville Sun



## Other Services Provided

- Review and process all grant and contract related documents
- Administer the Rental Car Program
- Administer the Purchasing Card Program
- Monitor the small business activity in the competitive bidding process



# Procurement Excellence

The Alachua County Purchasing division has received the “Achievement of Excellence in Procurement Award” for 5 of the past 6 years.





# Purchasing Volume

- Annually the Purchasing division:
  - Processes more than 1400 purchase orders
  - Completes over 70 bid solicitations or renewals
  - Monitor over 5200 P-card transactions
  - Manages more than 600 contracts
  - Conduct over 10 training and public outreach events



# Risk Management





# Risk Management Services

- Employee Benefits administration
- Employee Health & Wellness Center oversight
- Safety and Loss Control programs
- Property and Casualty Insurance administration
- Wellness program
- Claims administration
- Contract management – Risk transfer



# Risk Management Volume

- Managed more than 2500 active employees and family members enrolled in the health plan
- Implemented cost containment efforts for the Health Insurance Program
- Implemented case management for Worker's Comp program
  - Closed five (5) large worker's comp claims and several inactive claims
  - Investigated 61 new Worker's Comp claims
- Closed 19 liability cases
- Conducted 75 incident investigations and inspections



# Alachua County Health & Wellness Center

- Opened on January 11, 2016
- Provides care for covered employees and other health plan members
- Capacity – up to 12,000 visits annually
- Offers extended hours and walk-ins are accepted
- Target savings:
  - FY 16 - \$1,000,000
  - FY 17 - \$2,000,000



## Our Mission Statement:

Budget and Fiscal Services facilitates the optimal use of County government resources through budgeting, performance management, procurement and contract administration, risk management, and employee benefit services.



THANK  
YOU!!