

WAKULLA COUNTY

FISCAL YEAR 2010-11 FINAL BUDGET

Board of County Commissioners

Department Code: 001-0100

PROGRAM DESCRIPTION

The Board of County Commissioners serves as elected officers and fiscal representatives of the County and also serve as the legislative and governing body of County government.

MAJOR PROGRAM ACCOMPLISHMENTS 2010

Provided leadership and direction to all county departments. Safeguard the citizens tax dollars through the funding of necessary and effective programs that serve to improve and enhance the quality of life in Wakulla County. Set goals and priorities for the County during annual retreat.

MAJOR PROGRAM GOALS 2011

Comprehensive Plan and Update of Land Development Code to Promote Smart Growth



Energy Conservation and Improve Energy Efficiency



Improvements to Public Safety & Expansion of Public Services



Youth Enrichment Activities



Water Quality/Infrastructure Improvements



Transportation Improvements



INFORMATION RELATIVE TO REQUESTED BUDGET

The Board of Commissioners budget has increased by 2% from FY2009-10. This increase is directly related to an increase in retirement rates.

KEY PROGRAM ACTIVITY MEASURES

There are no activity measures that can be quantified to accurately measure the activity of the Board of Commissioners. They are measured in how well they safeguard the citizens tax dollars through the funding of necessary and effective programs that serve to improve and enhance the quality of life for the citizens of Wakulla County.

WAKULLA COUNTY
FISCAL YEAR 2010-11 FINAL BUDGET

Board of County Commissioners

Department Code: 001-0100

| <u>Budgetary Costs</u> | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|--------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| Personal Services and Benefits | 195,262 | 206,304 | 206,304 | 212,414 |
| Operating Expenses | 21,000 | 8,706 | 8,706 | 7,456 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Total Budgetary Costs | <u>216,262</u> | <u>215,010</u> | <u>215,010</u> | <u>219,870</u> |

| <u>Funding Sources</u> | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|-------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| 001-General Fund | 216,262 | 215,010 | 215,010 | 219,870 |
| Total Revenues | <u>216,262</u> | <u>215,010</u> | <u>215,010</u> | <u>219,870</u> |

| <u>Staffing Summary</u> | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|--------------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| Commissioner | 1.00 | 1.00 | 1.00 | 1.00 |
| Commissioner | 1.00 | 1.00 | 1.00 | 1.00 |
| Commissioner | 1.00 | 1.00 | 1.00 | 1.00 |
| Commissioner | 1.00 | 1.00 | 1.00 | 1.00 |
| Commissioner | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalentents (FTE) | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> |

WAKULLA COUNTY

FISCAL YEAR 2010-11 FINAL BUDGET

County Administrator

Department Code: 001-0102-512

PROGRAM DESCRIPTION

The County Administrator provides leadership and direction to all County departments and 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.

MAJOR PROGRAM ACCOMPLISHMENTS 2010

Provided leadership, coordination and direction to County departments to facilitate the effective and efficient delivery of services consistent with Board priorities and policies. Updated several internal Board policies to facilitate increased professionalism, openness and intergovernmental focus of Wakulla County government. Updated and revised several Board policies (personnel, purchasing, financial, travel, public records, etc.) to ensure streamlined approach to county operations. Continued enhancements to website and internal office protocol to promote increased public participation in government through access to information. Enhanced the budget development process. Increased citizens participation in government by encouraging active input in meetings, increasing the County Administrator's presence at community-forums, planning sessions and community functions.

MAJOR PROGRAM GOALS 2011

Manage high priority large projects.
 Explore ways and means to fund needed infrastructure improvements in the County's historic subdivisions.
 Implement Policies and Procedures as directed by the Board.
 Increase ways for all departments to cut costs without affecting levels of service.

PROGRAM GOAL LINK TO BOARD PRIORITIES

Infrastructure improvements, energy conservation, implementing policies and procedures and project management coincides with all Board Priorities.



INFORMATION RELATIVE TO REQUESTED BUDGET

The County Administrator's budget decreased by 3.5% from the previous fiscal year. This decrease is attributed to increased employee contribution to health care costs and adjustments to the operating budget.

| KEY PROGRAM ACTIVITY MEASURES | Actual 2009 | Estimated 2010 | Projected 2011 | % Change |
|--------------------------------------|------------------------|---------------------------|---------------------------|-----------------|
| Respond to citizen requests | 90 | 100 | 110 | 10% |
| Meet with County employees | 20 | 29 | 38 | 31% |
| Public Record Request Responses | 70 | 200 | 330 | 65% |
| Facilitate annual Board retreat | 1 | 1 | 1 | 0% |
| Agenda Items Reviewed | 400 | 425 | 450 | 6% |

WAKULLA COUNTY
FISCAL YEAR 2010-11 FINAL BUDGET

County Administrator

Department Code: 001-0102-512

| Budgetary Costs | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|--------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| Personal Services and Benefits | 385,466 | 385,466 | 396,241 | 400,297 |
| Operating Expenses | 72,050 | 72,050 | 60,500 | 39,650 |
| Capital Outlay | 0 | 0 | 0 | 1,500 |
| Total Budgetary Costs | <u>457,516</u> | <u>457,516</u> | <u>456,741</u> | <u>441,447</u> |

| Funding Sources | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| 001-General Fund | 457,516 | 457,516 | 456,741 | 441,447 |
| Total Revenues | <u>457,516</u> | <u>457,516</u> | <u>456,741</u> | <u>441,447</u> |

| Staffing Summary | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|--------------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| County Administrator | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant County Administrator | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant | 1.00 | 1.00 | 1.00 | 1.00 |
| Special Projects Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Policy and Public Info Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| OPS Office Assistant | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Full-Time Equivalentents (FTE) | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> |

WAKULLA COUNTY

FISCAL YEAR 2010-11 FINAL BUDGET

Management and Budget

Department Code: 001-2500

PROGRAM DESCRIPTION

The Office of Management and Budget (OMB) is a county-level office, and an important conduit by which the OMB Director, County Administrator, and BOCC oversee the activities of the county. OMB is tasked with giving advice to departments on a range of topics relating to county management and fiscal government policy. The task of OMB staff is to monitor the adherence of county policies. OMB performs a coordination role by gathering, filtering, and promulgating the county's annual budget. OMB issues management procedures to all departments under the BOCC. The OMB staff has a dual responsibility, such as risk management, purchasing, internal program performance audits, fixed assets, county, state, and federal grants, budget development, budget implementation, and coordination of grants resources.

MAJOR PROGRAM ACCOMPLISHMENTS 2010

Developed a balanced budget, on behalf of the County Administrator as adopted by the Board of Commissioners. Worked closely with the Finance Department and developed the 2009 operating and capital improvement budget. Updated Financial Procurement and Purchasing Policies. Created and implemented new Non-Profit Policies and Procedures. Secure additional Grant Funding for the County

MAJOR PROGRAM GOALS 2011

Review budget amendments and transfers; perform related financial and budget analysis.
 Prepare, negotiate and coordinate all the County's insurance programs.
 Develop a data base of the county's grant contracts.
 Develop and Implement Training Program.

PROGRAM GOAL LINK TO BOARD PRIORITIES

Providing effective coordination of budget implementation and grant resources coincides with all Board priorities.



INFORMATION RELATIVE TO REQUESTED BUDGET

The Office of Management and Budget has decreased the FY2010-11 budget by 6% from FY2009-10. This decrease reflects mandatory changes implemented by the Board as well as reductions to operating budget.

| KEY PROGRAM ACTIVITY MEASURES | Actual 2009 | Estimated 2010 | Projected 2011 | % Change |
|---|------------------------|---------------------------|---------------------------|-----------------|
| New Policies and Procedures Prepared | 6 | 10 | 12 | 20% |
| Agenda Items Prepared | 25 | 30 | 33 | 10% |
| Budget Amendments and Resolutions Processed | 30 | 32 | 35 | 9% |
| Grants Managed | 40 | 42 | 45 | 7% |

WAKULLA COUNTY
FISCAL YEAR 2010-11 FINAL BUDGET

Management and Budget

Department Code: 001-2500

| Budgetary Costs | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|--------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| Personal Services and Benefits | 165,695 | 177,467 | 177,467 | 177,105 |
| Operating Expenses | 16,550 | 16,050 | 16,050 | 9,107 |
| Capital Outlay | 4,000 | 4,000 | 4,000 | 0 |
| Total Budgetary Costs | <u>186,245</u> | <u>197,517</u> | <u>197,517</u> | <u>186,212</u> |

| Funding Sources | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| 001-General Fund | 186,245 | 197,517 | 197,517 | 186,212 |
| Total Revenues | <u>186,245</u> | <u>197,517</u> | <u>197,517</u> | <u>186,212</u> |

| Staffing Summary | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|-----------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| OMB Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| OMB Analyst | 1.00 | 1.00 | 1.00 | 1.00 |
| OMB Analyst | 1.00 | 1.00 | 1.00 | 1.00 |
| OMB Analyst | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTE) | <u>4.00</u> | <u>4.00</u> | <u>4.00</u> | <u>4.00</u> |

WAKULLA COUNTY
FISCAL YEAR 2010-11 FINAL BUDGET

Facilities Management

Division Code: 0100-2300

PROGRAM DESCRIPTION

Facilities Management provides services to all county buildings which include maintenance, project development, construction, renovation, building operations, custodial and security services.

MAJOR PROGRAM ACCOMPLISHMENTS 2009

Replaced the roof of the Building Department. Began the process of repaving and landscaping the parking lots and streets around the County Administrative Building.

MAJOR PROGRAM GOALS 2010

Replace the roof on the Property Appraiser and Supervisor of Elections Buildings. Oversee the Courthouse Renovation Expansion project.

PROGRAM GOAL LINK TO BOARD PRIORITIES

Providing supervision and implementation of building improvements facilitating smart growth and energy efficiency coincides with Board priorities.



INFORMATION RELATIVE TO REQUESTED BUDGET

Facilities Management shows an 33% decrease from FY2009-10.

| KEY PROGRAM ACTIVITY MEASURES | Actual 2009 | Estimated 2010 | Projected 2011 | % Change |
|--------------------------------------|------------------------|---------------------------|---------------------------|-----------------|
| Number of facilities managed daily | 15 | 15 | 18 | 20% |
| Number of work orders | 2,233 | 4,330 | 5,500 | 27% |

WAKULLA COUNTY
FISCAL YEAR 2010-11 FINAL BUDGET

Facilities Management

Division Code: 0100-2300

| Budgetary Costs | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|--------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| Personal Services and Benefits | 72,157 | 92,671 | 92,671 | 75,766 |
| Operating Expenses | 77,864 | 67,506 | 67,506 | 32,800 |
| Capital Outlay | 121,927 | 0 | 0 | 0 |
| Total Budgetary Costs | <u>271,949</u> | <u>160,177</u> | <u>160,177</u> | <u>108,566</u> |

| Funding Sources | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| General Fund | 271,949 | 160,177 | 160,177 | 108,566 |
| Total Revenues | <u>271,949</u> | <u>160,177</u> | <u>160,177</u> | <u>108,566</u> |

| Staffing Summary | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|-----------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| Facilities Management Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Maintenance I | 1.00 | 1.00 | 1.00 | 1.00 |
| Maintenance | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTE) | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> |

WAKULLA COUNTY
FISCAL YEAR 2010-11 FINAL BUDGET

General Administration

Division Code: 001- 0202

PROGRAM DESCRIPTION

The General Administration is a division of the Legislative/Administrative Department in Wakulla County. The expenditures are funded by the General Fund and are mostly for expenses that cannot be assigned to a particular department. Some of these expenditures include vehicle and property insurance, lobbyist fees, county contribution to outside organizations, and the county reserve line items. This division does not have staff positions, it is managed by the County Administrator's office.

MAJOR PROGRAM ACCOMPLISHMENTS 2010

Not Applicable

MAJOR PROGRAM GOALS 2011

Not Applicable

INFORMATION RELATIVE TO REQUESTED BUDGET

There is a 19% decrease in this division in FY10/11 over FY09/10 due to a decrease of \$200,000 in Legal Fees associated with the completion of the MSBU litigation, \$230,886 decrease in County Reserves and \$133,827 decrease in contingency reserve. Total decrease from FY09/10 in General Administration is \$425,762.

WAKULLA COUNTY
FISCAL YEAR 2010-11 FINAL BUDGET

General Administration

Division Code: 001- 0202

| Budgetary Costs | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|--------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| Personal Services and Benefits | 0 | 0 | 0 | 0 |
| Operating Expenses | 2,461,407 | 2,241,579 | 2,241,579 | 1,763,380 |
| Capital Outlay | 27,000 | 3,000 | 3,000 | 3,000 |
| Total Budgetary Costs | <u>2,488,407</u> | <u>2,244,579</u> | <u>2,244,579</u> | <u>1,766,380</u> |

| Funding Sources | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| 001-General Fund | 2,488,407 | 2,244,579 | 2,244,579 | 1,766,380 |
| Total Revenues | <u>2,488,407</u> | <u>2,244,579</u> | <u>2,244,579</u> | <u>1,766,380</u> |

| Staffing Summary | FY2009 Actual | FY2010 Adopted | FY2010 Adjusted | FY2011 Budget |
|-----------------------------------|--------------------------|---------------------------|----------------------------|--------------------------|
| Not Applicable | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Full-Time Equivalents (FTE) | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |