

# **WAKULLA COUNTY**

## **FISCAL YEAR 2011-12 FINAL BUDGET**

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### **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 2011**

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 2012**

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 decreased by 2% from FY2010-11. This decrease is directly related to an increase in employee contribution to retirement.

#### **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 2011-12 FINAL BUDGET**

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**Board of County Commissioners**

*Department Code: 001-0100*

<b>Budgetary Costs</b>	<b>FY2010 Actual</b>	<b>FY2011 Budget</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
Personal Services and Benefits	200,373	212,414	211,492	208,101
Operating Expenses	19,377	7,456	6,960	6,960
Capital Outlay	0	0	0	0
Total Budgetary Costs	<u>219,749</u>	<u>219,870</u>	<u>218,452</u>	<u>215,061</u>

<b>Funding Sources</b>	<b>FY2010 Actual</b>	<b>FY2011 Budget</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
001-General Fund	219,749	219,870	218,452	215,061
Total Revenues	<u>219,749</u>	<u>219,870</u>	<u>218,452</u>	<u>215,061</u>

<b>Staffing Summary</b>	<b>FY2010 Actual</b>	<b>FY2011 Budget</b>	<b>FY2011 Budget</b>	<b>FY2012 Budget</b>
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 Equivalents (FTE)	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

# WAKULLA COUNTY

## FISCAL YEAR 2011-12 FINAL BUDGET

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### 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 2011**

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 2012**

- 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 15% from the previous fiscal year. This decrease is attributed to increased employee contribution to retirement costs, reduced County Administrator Salary and adjustments to the operating budget.

<b>KEY PROGRAM ACTIVITY MEASURES</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>	<b>% Change</b>
	<b>2010</b>	<b>2011</b>	<b>2012</b>	
Respond to citizen requests	100	110	105	5%
Meet with County employees	29	38	34	16%
Facilitate annual Board retreat	1	1	1	0%
Agenda Items Reviewed	425	450	438	3%

**WAKULLA COUNTY**  
**FISCAL YEAR 2011-12 FINAL BUDGET**

**County Administrator**

*Department Code: 001-0102-512*

<b>Budgetary Costs</b>	<b>FY2010 Actual</b>	<b>FY2011 Adopted</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
Personal Services and Benefits	385,466	400,297	332,906	335,500
Operating Expenses	72,050	39,650	30,920	38,572
Capital Outlay	0	1,500	0	0
Total Budgetary Costs	<u>457,516</u>	<u>441,447</u>	<u>363,826</u>	<u>374,072</u>

<b>Funding Sources</b>	<b>FY2010 Actual</b>	<b>FY2011 Adopted</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
001-General Fund	457,516	441,447	363,826	374,072
Total Revenues	<u>457,516</u>	<u>441,447</u>	<u>363,826</u>	<u>374,072</u>

<b>Staffing Summary</b>	<b>FY2010 Actual</b>	<b>FY2011 Adopted</b>	<b>FY2011 Budget</b>	<b>FY2012 Budget</b>
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 Equivalents (FTE)	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

# **WAKULLA COUNTY**

## **FISCAL YEAR 2011-12 FINAL BUDGET**

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### **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 2011**

Developed a balanced budget, on behalf of the County Administrator as adopted by the Board of Commissioners.  
 Worked closely with the Clerk of Court Finance Department implementing Board directed budget cuts during the past fiscal year.  
 Updated Financial Procurement and Purchasing Policies.  
 Created and implemented new Non-Profit Policies and Procedures.  
 Processed over 500 hardship applications to the solid waste assesment implimented by the BOCC and responded to several thousand inquiries as to the qualification process.

**MAJOR PROGRAM GOALS 2012**

Review budget amendments and transfers; perform related financial and budget analysis.  
 Prepare, negotiate and coordinate all the County's insurance programs.  
 Develop a preferred vendor database with web-access applications.  
 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 FY2011-12 budget by 32% from FY2010-11. This decrease reflects mandatory changes implemented by the Board, loss of one position through attrition and reductions to operating budget.

<b>KEY PROGRAM ACTIVITY MEASURES</b>	<b>Actual 2010</b>	<b>Estimated 2011</b>	<b>Projected 2012</b>	<b>% Change</b>
New Policies and Procedures Prepared	10	12	11	10%
Agenda Items Prepared	30	33	32	5%
Budget Amendments and Resolutions Processed	16	58	37	131%
Public Record Request Responses	255	288	272	6%
Grants Managed	42	45	44	4%

**WAKULLA COUNTY**  
**FISCAL YEAR 2011-12 FINAL BUDGET**

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**Management and Budget**

*Department Code: 001-2500*

<b>Budgetary Costs</b>	<b>FY2010 Actual</b>	<b>FY2011 Adopted</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
Personal Services and Benefits	178,439	177,105	176,271	121,454
Operating Expenses	16,704	9,107	4,452	5,454
Capital Outlay	1,954	0	0	0
Total Budgetary Costs	<u>197,097</u>	<u>186,212</u>	<u>180,723</u>	<u>126,908</u>

<b>Funding Sources</b>	<b>FY2010 Actual</b>	<b>FY2011 Adopted</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
001-General Fund	197,097	186,212	180,723	126,908
Total Revenues	<u>197,097</u>	<u>186,212</u>	<u>180,723</u>	<u>126,908</u>

<b>Staffing Summary</b>	<b>FY2010 Actual</b>	<b>FY2011 Adopted</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
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	0.00
Total Full-Time Equivalentents (FTE)	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>3.00</u>

# **WAKULLA COUNTY**

## **FISCAL YEAR 2011-12 FINAL BUDGET**

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### **Facilities Management**

*Division Code: 0100-2300*

**PROGRAM DESCRIPTION**

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

**MAJOR PROGRAM ACCOMPLISHMENTS 2011**

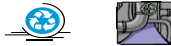
Facilities Management has been able to maintain a high level of service for the County in spite of limited personnel and funding. Accomplishments include refurbishing Newport showers, electrical servicing to Woolley Park and Hudson Park. Painted Board Complex buildings. Provided facilities repair estimates for VFD stations. Shell Point water line replacement and facilities upgrades. Commissioners' Offices, BOCC reception area remodeling, County Administrator's Office remodeling. Welcome Center upgrades, BOCC Chambers remodeling, Drivers' License refurbishing and relocating to the Tax Collector's office. Watering of new tree additions via Board approved Tree Grant implementation. Re-roofing of the Panacea Women's club. Repair water damage to Supervisor of Elections Office. Remodeling of County annex buildings to accommodate Housing departments.

**MAJOR PROGRAM GOALS 2012**

Continue to provide quality maintenance service to all Board facilities. Major goals include cooperative planning with the Board appointed Energy Conservation Committee including energy improvements to the Board Complex, Extension Office and identifying all County controlled electrical service meter boxes to establish a continuing monitoring of energy usage.

**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 budget shows a 26% decrease from FY2010-11 and a 46% decrease since FY2009-10. To help offset the decrease in funding to this department, a separate fund has been established within Fund 300 Capital Projects which can provide funding for emergency repairs and major facility upgrades.

<b>KEY PROGRAM ACTIVITY MEASURES</b>	<b>Actual 2010</b>	<b>Estimated 2011</b>	<b>Projected 2012</b>	<b>% Change</b>
Number of facilities managed daily	15	18	20	20%
Number of work orders	4,330	5,500	4,915	27%

**WAKULLA COUNTY**  
**FISCAL YEAR 2011-12 FINAL BUDGET**

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**Facilities Management**

*Division Code: 0100-2300*

<b>Budgetary Costs</b>	<b>FY2010 Actual</b>	<b>FY2011 Adopted</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
Personal Services and Benefits	97,088	75,766	67,968	53,958
Operating Expenses	54,312	32,800	26,535	26,535
Capital Outlay	1,703	0	0	0
Total Budgetary Costs	<u>151,400</u>	<u>108,566</u>	<u>94,503</u>	<u>80,493</u>

<b>Funding Sources</b>	<b>FY2010 Actual</b>	<b>FY2011 Adopted</b>	<b>FY2011 Budget</b>	<b>FY2012 Budget</b>
General Fund	151,400	108,566	94,503	80,493
Total Revenues	<u>151,400</u>	<u>108,566</u>	<u>94,503</u>	<u>80,493</u>

<b>Staffing Summary</b>	<b>FY2010 Actual</b>	<b>FY2011 Adopted</b>	<b>FY2011 Budget</b>	<b>FY2012 Budget</b>
Facilities Management Coordinator	1.00	0.00	0.00	0.00
Maintenance I	1.00	1.00	1.00	1.00
Maintenance	1.00	1.00	1.00	1.00
Total Full-Time Equivalentents (FTE)	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

**WAKULLA COUNTY**  
**FISCAL YEAR 2011-12 FINAL BUDGET**

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**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 2011**

Not Applicable

**MAJOR PROGRAM GOALS 2012**

Not Applicable

**INFORMATION RELATIVE TO REQUESTED BUDGET**

There is a 15% increase in General Administration attributed to an increase to reserve accounts.

**WAKULLA COUNTY**  
**FISCAL YEAR 2011-12 FINAL BUDGET**

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**General Administration**

*Division Code: 001- 0202*

<b>Budgetary Costs</b>	<b>FY2010 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
Personal Services and Benefits	0	0	0	0
Operating Expenses	2,471,587	1,763,380	2,184,468	2,022,321
Capital Outlay	4,208	3,000	2,925	2,925
Total Budgetary Costs	<u>2,475,795</u>	<u>1,766,380</u>	<u>2,187,393</u>	<u>2,025,246</u>

<b>Funding Sources</b>	<b>FY2010 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
001-General Fund	2,475,795	1,766,380	2,187,393	2,025,246
Total Revenues	<u>2,475,795</u>	<u>1,766,380</u>	<u>2,187,393</u>	<u>2,025,246</u>

<b>Staffing Summary</b>	<b>FY2010 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2011 Adjusted</b>	<b>FY2012 Budget</b>
Not Applicable	0.00	0.00	0.00	0.00
Total Full-Time Equivalentents (FTE)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>