

# **WAKULLA COUNTY**

## **FISCAL YEAR 2011 TENTATIVE 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 2010**

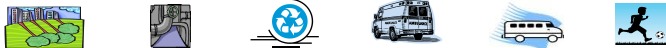
Developed a balanced budget, on behalf of the County Administrator as adopted by the Board of Commissioners. Worked closely with the Finance Department and developed the 2009 operating and capital improvement budget. Updated Financial Procurement and Purchasing Policies. Created and implemented new Non-Profit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

<b>KEY PROGRAM ACTIVITY MEASURES</b>	<b>Actual 2009</b>	<b>Estimated 2010</b>	<b>Projected 2011</b>	<b>% Change</b>
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%

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**Management and Budget**

*Department Code: 001-2500*

<b>Budgetary Costs</b>	<b>FY2009 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2010 Adjusted</b>	<b>FY2011 Budget</b>
Personal Services and Benefits	165,695	177,467	177,467	175,980
Operating Expenses	16,550	16,050	16,050	10,107
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>186,087</u>

<b>Funding Sources</b>	<b>FY2009 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2010 Adjusted</b>	<b>FY2011 Budget</b>
001-General Fund	186,245	197,517	197,517	186,087
Total Revenues	<u>186,245</u>	<u>197,517</u>	<u>197,517</u>	<u>186,087</u>

<b>Staffing Summary</b>	<b>FY2009 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2010 Adjusted</b>	<b>FY2011 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	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 2011 TENTATIVE BUDGET**

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### **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.

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

**WAKULLA COUNTY**  
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**Facilities Management**

*Division Code: 0100-2300*

<b>Budgetary Costs</b>	<b>FY2009 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2010 Adjusted</b>	<b>FY2011 Budget</b>
Personal Services and Benefits	72,157	92,671	92,671	74,686
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>107,486</u>

<b>Funding Sources</b>	<b>FY2009 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2010 Adjusted</b>	<b>FY2011 Budget</b>
General Fund	271,949	160,177	160,177	107,486
Total Revenues	<u>271,949</u>	<u>160,177</u>	<u>160,177</u>	<u>107,486</u>

<b>Staffing Summary</b>	<b>FY2009 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2010 Adjusted</b>	<b>FY2011 Budget</b>
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>

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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 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.

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**General Administration**

*Division Code: 001- 0202*

<b>Budgetary Costs</b>	<b>FY2009 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2010 Adjusted</b>	<b>FY2011 Budget</b>
Personal Services and Benefits	0	0	0	0
Operating Expenses	2,461,407	2,241,579	2,241,579	1,811,817
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>1,814,817</u>

<b>Funding Sources</b>	<b>FY2009 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2010 Adjusted</b>	<b>FY2011 Budget</b>
001-General Fund	2,488,407	2,244,579	2,244,579	1,814,817
Total Revenues	<u>2,488,407</u>	<u>2,244,579</u>	<u>2,244,579</u>	<u>1,814,817</u>

<b>Staffing Summary</b>	<b>FY2009 Actual</b>	<b>FY2010 Adopted</b>	<b>FY2010 Adjusted</b>	<b>FY2011 Budget</b>
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>