

# Office of Management & Budget

OMB's mission is to continuously enhance the quality of County Services by optimizing the use of County financial resources through the effective provision of planning, policy analysis, budget development, budget implementation and program evaluation services to benefit citizens, elected officials and staff.

## PROGRAM HIGHLIGHTS

1. Developed a balanced operating and capital budget on behalf of the County Administrator as adopted by the Board.
2. Presented to the Board a three-year compensatory plan for the Sheriff's Office.
3. Performed contract review of the Economic Development Council.
4. Developed the first stand-alone Capital Improvement Program (CIP) document, inclusive of project maps.
5. Provided the county budget and CIPs on the internet for better access by the public.
6. Performed workload and staffing review study of the Tallahassee-Leon County Planning Department.
7. Partnered with the special projects coordinator on analysis and reporting to the Board on Healthcare for the uninsured.
6. Received Government Finance Officers Association of the United States and Canada's Distinguished Budget Award for the tenth consecutive year.

## ADVISORY BOARD

Financial Investment Advisory Committee, Investment Oversight Committee, Blueprint 2000 Finance Committee

## SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Statute, Chapter 125 "County Government"  
 Florida Statute, Chapter 129 "County Annual Budget"  
 Florida Statute, Chapter 200 "Determination of Millage"

## SUMMARY OF KEY SERVICE FUNCTIONS

1. Provide financial management assistance to the County Administrator and other departments.
2. Responsible for the development, monitoring and control of the annual operating budget and capital improvement program.
3. Forecasts and monitors county revenues.
4. Responsible for the County's annual Truth-in-Millage (TRIM) process.
5. Conduct research and fiscal policy analysis for special projects as requested by the County Administrator and Board.

## PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) Submit two (2) semi-annual performance reports by May 30 and November 30.	1	2	2	2
2) Publish a "Popular" or "Citizen Friendly" budget-in-brief	1	1	1	1
3) Process budget amendment requests within two business days or next scheduled Board meeting (% is estimate)	N/A	98%	98%	98%
4) Forecast actual major revenue sources within 5% of budget (Actual Collections as a % of budget)	101.7%	102.6%	100%	100%
5) Continue to streamline the budget development process to reduce overtime	N/A	N/A	Yes	Yes

# Office of Management and Budget

ACCOUNT NUMBER: 001-130-513

## FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>OPERATING</u>							
Personnel	\$344,320	\$397,467	\$432,610	\$445,588	\$458,956	\$472,725	\$486,906
Operating	31,179	31,325	35,650	35,650	35,650	35,650	35,650
Capital Outlay	2,019						
Grants & Aid							
<b>TOTAL</b>	<b>\$377,518</b>	<b>\$428,792</b>	<b>\$468,260</b>	<b>\$481,238</b>	<b>\$494,606</b>	<b>\$508,375</b>	<b>\$522,556</b>
<u>STAFFING</u>							
Full Time	7.00	7.00	7.00	7.00	7.00	7.00	7.00
O.P.S.	4.00	4.00	4.00	4.00	4.00	4.00	4.00

### FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at an increased funding level. These recommendations are:

1. Routine salary and wage adjustments.
2. Increased printing and binding to enhance the Annual *Budget-In-Brief* document. \$2,000
3. As approved by the Board at the June 11, 2002 workshop, funding is provided for reclassifications as a result of the Senior Management and Protective Service Study. \$8,870

### FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments..

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ACCOUNT NUMBER: 001-130-513

## PROGRAM EXPENDITURE DETAIL

Object Code	Account Description	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		
		Actual	Adopted	NIT	Change	Total	NIT	Change	ARB
51200	Salaries & Wages	\$256,966	\$275,477	\$295,768		\$295,768	\$295,768	\$7,540	\$303,308
51300	Other Salaries	16,954	34,070	36,440		36,440	36,440		36,440
51400	Overtime	302	2,000	2,000		2,000	2,000		2,000
52100	FICA Taxes	20,656	23,917	25,415		25,415	25,415	621	26,036
52200	Retirement	22,982	21,927	17,276		17,276	17,276	621	17,897
52300	L & H Insurance	25,369	38,834	45,469		45,469	45,469	88	45,557
52400	Workers' Comp	1,091	1,242	1,372		1,372	1,372		1,372
TOTAL PERSONAL SERVICES		\$344,320	\$397,467	\$423,740		\$423,740	\$423,740	\$8,870	\$432,610
54000	Travel & Per Diem	1,831	2,970	2,970		2,970	2,970		2,970
54100	Communication	1,649	2,300	1,600		1,600	1,600		1,600
54200	Postage	376	400	400		400	400		400
54700	Printing & Binding	14,252	14,450	16,150	2,000	18,150	16,150	2,000	18,150
55100	Office Supplies	4,475	5,375	5,000		5,000	5,000		5,000
55200	Operating Supplies	5,506	2,700	4,400		4,400	4,400		4,400
55400	Bks, Pubs, & Memb.	788	1,600	1,600		1,600	1,600		1,600
55401	Training	2,302	1,530	1,530		1,530	1,530		1,530
TOTAL OPERATING EXPENSES		\$31,179	\$31,325	\$33,650	\$2,000	\$35,650	\$33,650	\$2,000	\$35,650
56400	Mach. & Equip.	2,019							
TOTAL CAPITAL OUTLAY		\$2,019		\$1		\$1			
PROGRAM TOTAL		\$377,518	\$428,792	\$457,391	\$2,000	\$459,391	\$457,390	\$10,870	\$468,260

## PROGRAM STAFFING DETAIL

Mgt & Budget Analyst	3.00	2.00	2.00		2.00	2.00		2.00
Mgt & Budget Director	1.00	1.00	1.00		1.00	1.00		1.00
Mgt & Budget Technician	1.00	1.00	1.00		1.00	1.00		1.00
Sr Mgt & Budget Analyst	2.00	3.00	3.00		3.00	3.00		3.00
Total	7.00	7.00	7.00		7.00	7.00		7.00

### OPS STAFFING TABLE

Mgt & Budget Intern	4.00	4.00	4.00		4.00	4.00		4.00
Total	4.00	4.00	4.00		4.00	4.00		4.00