

READER'S GUIDE TO THE BUDGET

The Leon County budget document is intended to provide information in such a manner that the lay reader can understand the operations of Leon County. The budget document is also intended to serve as a policy document, financial plan, and operating guide for county programs. The following is a brief description of the information included in each section of this document.

OVERVIEW

This section includes the County Administrator's Message, which summarizes the recommendations made to the Board during the budget process and provides an overview for the implementation plan of Board policy. It also contains a Reader's Guide to the Budget that provides basic budgeting information. Included in this section is a layout of what the budget document consists of as well as an explanation of forms that the reader will encounter while reading the budget document. Additionally, this section summarizes the County's financial standings by its service area expenditures, its funding source revenues, as well as by program/department budgets.

ANALYSIS OF THE BUDGET

This section includes analysis of trends, finances, staffing, and other analysis. The analysis of trends evaluates the community's economic profile and compares Leon County to like-sized and surrounding counties. The financial analysis examines the financial indicators and major revenues. It also provides an illustration of revenue and expenditures, plus it categorizes expenditures by function and revenues by source. Other analysis examines the County's estimated fund balance, long term debt structure, and schedule of transfers.

BOARD OF COUNTY COMMISSIONERS

The Board of County Commissioners appoints the County Administrator, to manage and supervise all County departments. The departments are:

Legislative/Administration
Public Services
Growth & Environmental Management
Management Services
Public Works

The following information is included for each program/department area:

Mission Statement
Advisory Board
Summary of Services Provided
Accomplishments
Current Year Notes
Out-Year Notes

ELECTED OFFICIALS

All elected officials, including the Board of County Commissioners administer a specific function of County government and are directly accountable to the public for its proper operation. The Board funds all or, in some cases, a portion of the operating budget of the other elected officials. The elected officials are:

Constitutional Officers
Clerk of Courts
Property Appraiser
Sheriff
Supervisor of Elections
Tax Collector
Judicial Officers

OTHER BUDGETS

This section summarizes the funding of county programs that are not unique to one department but generally benefit the entire community.

DEBT PROFILE

This section includes summary information on the County's debt status.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program represents a five-year plan designed to meet the capital improvement needs of Leon County. This section includes a summary and a five-year plan for capital projects by fund and functional type. Further detail can be reviewed in the detail plan in the accompanying FY 2005/2006 thru FY 2009/2010 Capital Improvement Program document.

APPENDIX

This section includes important County documents, such as The County Charter Ordinance and County Policies that provide guidance and restrictions to the County's operation. As well as a Glossary that provides the reader with definitions of commonly used budget terms. A Statistical Summary of Leon County and a copy of the Budget Calendar is also included in this section.

HOW TO READ BUDGET FORMS

Figure 1.1- Department Organizational Chart

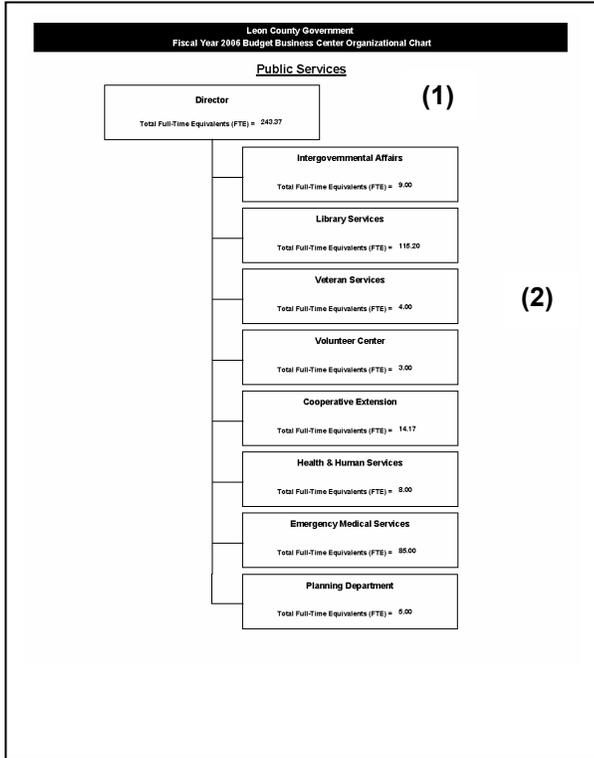


Figure 1.1 shows the organizational structure of each department at each of the reporting levels.

(1) Director Level - County staff is divided between four major department levels: Office of Growth & Environmental Management, Public Services, Public Works and Management Services. Each of these departments is under the direction of the County Administrator.

(2) Division Director - Division Directors report directly to the Director. Division Directors provide supervision to staff within the respected program area.

Figure 1.2- Department Introduction

Leon County Government
Fiscal Year 2006 Executive Summary

Public Services

Executive Summary (3)

The Public Services section of the Leon County FY 2005/2006 Annual Budget is comprised of Intergovernmental Affairs, Library Services, Veteran Services, the Volunteer Center, Cooperative Extension, Health & Human Services, Emergency Medical Services, and the Planning Department.

Intergovernmental Affairs provides leadership, coordination, and assistance to the Board and all Leon County departments. Library Services provides the public with open access to reading and information materials. Veteran Services assists veterans and their dependents with processing benefit claims. The Volunteer Center promotes volunteerism within Leon County and performs placement services for several Leon County departments. Cooperative Extension provides information and conducts educational programs on various issues including energy conservation, food safety, and child and family development. Health & Human Services promotes and maintains the health, safety, and welfare of all Leon County citizens. Emergency medical services provides emergency medical services to all residents of Leon County. The Planning Department provides expertise and recommendations in the areas of land use and environmental and transportation planning.

HIGHLIGHTS (4)

Intergovernmental Affairs will continue to develop an annual Federal and State legislative priority package for Board approval and coordinate and implement special projects as required by the Board.

In FY2005, Library Services created a Small Business Resource Center located at the main library.

Veteran Services is expecting an increase in demand for services as veterans return from current military campaigns and is responsible for administering the County's military grant program.

In FY2005, the Volunteer Center assisted with the set-up and management of the Governor's Volunteer and Donations Hotline activated as a result of Hurricane Charley.

Cooperative Extension will continue to provide numerous services to the Leon County area including environmental education classes, nutrition and wellness education programs, the 4-H/Tropicana public speaking program, babysitting training, the water quality improvement certificate program, and various camps for youths.

In FY2005, the Health Department increased the number of chairs at the new dental clinic from six to twelve and the Primary Health Care division increased the number of patients receiving care by 58%.

Emergency medical services will begin the process of putting an additional ambulance in operation.

In FY2005, the Planning Department obtained Board approval of an ordinance to preserve environmental resources and open space.

Figure 1.2 introduces the department and division, in addition to providing division highlights.

(3) Introduction- This section introduces the department, noting each division, and describing their main function.

(4) Highlights- This section presents accomplished or anticipated highlights that each division achieved during the previous or current fiscal year.

**Leon County Government
Fiscal Year 2006 Budget**

Figure 1.3- Department Summary

Leon County Government Fiscal Year 2006 Budget							
<u>Public Services</u>							
Budgetary Costs (5)	FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2007	
	Actual	Adopted	Continuation	Issues	Budget	Budget	
Personal Services	9,385,262	10,661,573	11,738,646	571,832	12,310,478	13,199,115	
Operating	5,869,537	7,566,532	8,019,219	122,085	8,141,304	7,211,566	
Capital Outlay	2,362,399	619,066	614,505	17,500	632,005	632,005	
Grants-in-Aid	3,179,983	3,310,045	3,345,947	1,000	3,346,947	3,346,947	
Total Budgetary Costs	20,797,181	22,196,215	23,718,317	712,417	24,430,734	24,389,632	
Funding Sources							
(6)		FY 2004	FY 2005	FY 2006	FY 2006	FY 2007	
		Actual	Adopted	Continuation	Issues	Budget	
	001 General Fund	11,597,301	11,849,169	12,480,611	13,062,061	13,062,061	
	133 Emergency Medical Services MSTU	7,046,547	8,004,940	9,459,973	9,934,496	9,934,496	
161 Housing Finance Authority	34,110	21,375	21,375	21,375	21,375		
163 Primary Health Care MSTU	2,119,123	2,310,731	2,468,775	1,371,691	1,371,691		
Total Revenues	20,797,181	22,196,215	22,196,215	24,430,734	24,389,632		
Staffing Summary							
(7)		FY 2004	FY 2005	FY 2006	FY 2006	FY 2007	
		Actual	Adopted	Continuation	Issues	Budget	
	Cooperative Extension	14.17	14.17	13.17	1.00	14.17	14.17
	Emergency Medical Services	77.00	77.00	77.00	8.00	85.00	85.00
	Health & Human Services	8.00	8.00	8.00	0.00	8.00	8.00
	Intra-governmental Affairs	8.75	8.75	8.00	0.00	9.00	9.00
	Library Services	115.20	115.20	115.20	0.00	115.20	120.70
	Planning Department	5.00	5.00	5.00	0.00	5.00	5.00
	Veteran Services	4.00	4.00	4.00	0.00	4.00	4.00
	Volunteer Center	3.00	3.00	3.00	0.00	3.00	3.00
Total Full-Time Equivalents (FTE)	235.12	235.12	234.37	9.00	243.37	249.97	
OPS Staffing							
	FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2007	
	Actual	Adopted	Continuation	Issues	Budget	Budget	
Emergency Medical Services	1.00	1.00	1.00	1.00	2.00	2.00	
Health & Human Services	0.00	0.00	1.00	0.00	1.00	1.00	
Library Services	1.00	1.00	1.00	0.00	1.00	1.00	
Total Full-Time Equivalents (FTE)	2.00	2.00	3.00	1.00	4.00	4.00	

Figure 1.3 serves as a summary of the entire **Department**. It presents the Budgetary Costs, Staffing Summary and Funding Sources report, which contains a summary of past, present and future financial, staffing, and funding information.

(5) Budgetary Costs - This section contains a summary of past, present, and future financial information related to personal services, operating expenses, capital outlay, and grant.

(6) Funding Sources- This contains summary of funding sources that provide resources to this department/program.

(7) Staffing Summary. This section serves as a summary of past, present, and future information related to department/program staffing.

Figure 1.4- Division Summary

Leon County Government Fiscal Year 2006 Budget						
<u>Summary of Library Services</u>						
(8) Budgetary Costs	FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2007
	Actual	Adopted	Continuation	Issues	Budget	Budget
001-240-571 Library Services - Policy, Planning, &	786,842	831,462	815,320	23,473	838,793	869,396
001-241-571 Library Services - Public Services	2,199,300	2,319,594	2,453,494	26,150	2,482,534	2,596,030
001-242-571 Library Services - Collection Services	1,264,615	716,134	774,808	19,942	794,750	837,846
001-243-571 Library Services - Extension Services	1,718,917	1,828,439	2,028,236	14,133	2,042,369	2,315,607
Total Budgetary Costs	5,967,754	5,695,619	6,071,848	86,698	6,158,546	6,618,881
Funding Sources						
(9)		FY 2004	FY 2005	FY 2006	FY 2006	FY 2007
		Actual	Adopted	Continuation	Issues	Budget
001 General Fund	5,967,754	5,695,619	5,695,619	6,158,546	6,158,546	
Total Revenues	5,967,754	5,695,619	5,695,619	6,158,546	6,158,881	
Staffing Summary						
(10)		FY 2004	FY 2005	FY 2006	FY 2006	FY 2007
		Actual	Adopted	Continuation	Issues	Budget
	001-240-571 Library Services - Policy, Planning, &	8.00	8.00	7.00	0.00	7.00
	001-241-571 Library Services - Public Services	41.70	41.70	42.70	0.00	42.70
	001-242-571 Library Services - Collection Services	15.50	15.50	15.50	0.00	15.50
001-243-571 Library Services - Extension Services	50.00	50.00	50.00	0.00	50.00	
Total Full-Time Equivalents (FTE)	115.20	115.20	115.20	0.00	115.20	
OPS Staffing						
	FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2007
	Actual	Adopted	Continuation	Issues	Budget	Budget
001-241-571 Library Services - Public Services	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	1.00	1.00	1.00	0.00	1.00	

Figure 1.4 serves as a financial summary of the entire **Division**. It presents the Budgetary Costs, Staffing Summary and Funding Sources report, which contains a summary of past, present and future financial, staffing, and funding information.

(8) Budgetary Costs - This section contains a summary of past, present, and future financial information related to personal services, operating expenses, capital outlay, and grant.

(9) Funding Sources- This contains summary of funding sources that provide resources to this department/program.

(10) Staffing Summary. This section serves as a summary of past, present, and future information related to department/program staffing.

Figure 1.5- Program Description

Leon County Government Fiscal Year 2006 Budget						
Library Services - Policy, Planning, & Operations Organizational Code: 091-240-571						
(11)	Mission Statement	The mission of the LeRoy Collins Leon County Public Library System is to enrich the community by inspiring a love of reading, providing a dynamic resource for creative and intellectual pursuits, and enabling residents to live a life of learning.				
(12)	Advisory Board	Library Advisory Board				
(13)	Summary of Services Provided	<ol style="list-style-type: none"> Plan, direct, and administer all phases of the library system within the general policies and core values set forth by the Board. Conduct daily operations of the library system and formulate and recommend organizational strategies, objectives, policies, and programs in support of the mission of Leon County and the library. Provide effective leadership and direction to a four-program division and ensure effective and efficient utilization of employees, funds, materials, facilities, and time. Implement policies and procedures and report on the progress of projects, goals, and decisions determined by County Administration and the Board. 				
(14)	Accomplishments	<ol style="list-style-type: none"> Designed interior, selected collection, and opened the Fort Braden branch library in March 2004, serving nearly 50,000 people in the first year. Positioned the library system to successfully enter the new age of library services by completing and implementing a new strategic plan with initiatives for 2005-2010. Managed the \$300,000 construction grant awarded for the Fort Braden branch library. Awarded a \$500,000 construction grant for the Lake Jackson branch library. Prepared and submitted the application for a \$600,000 State public library construction grant for the Southeast branch library. 				
(15)	Current Year Notes	<p>This program is recommended at an increased funding level. These recommendations include:</p> <ol style="list-style-type: none"> Routine salary, wage and benefit adjustments. Funding is provided for a base budget adjustment for the copy machine at the main library. Total fiscal impact is \$7,671. Funding is provided for an increase in the security contract with the Leon County Sheriff's Office for the main library. Total fiscal impact is \$12,677. In accordance with the recommendations from Human Resources' market salary study, funding is provided in the amount of \$3,125. 				
(16)	Out-Year Notes	<p>The following budget issues have been requested for FY2007 thru FY2010:</p> <ol style="list-style-type: none"> FY2007 request for funding to support annual subscription costs for a software package being purchased through the Capital Improvement Program. Total fiscal impact is \$5,000. <p>*Note: Although out-year requests are reflected in the 5 year plan, actual funding will be reviewed as part of the annual budget process.</p>				
(17)	Objectives / Performance Measures	Indicator	Units	FY 2004 Actual	FY 2005 Budget	FY 2006 Budget
	091-240-571 Library Services - Policy, Planning & Operations		#	3,072,609	3,228,239	0
	• # of library visits	Input	#			0
	• # of customer suggestions implemented that will significantly improve services, collection, or facilities	Input	#	3	3	0

Figure 1.5 describes the mission, notes the advisory boards that advise this program, summarizes the services provided by the program, names several accomplishments, and provides current year and out year notes. The data on this form illustrates the program's performance which indicates how efficiently and effectively services are projected to be provided..

(11) Mission Statement - The Mission Statement is a concise written statement of the desired end-result of the program's operation.

(12) Advisory Board - Outline advisory boards, standing committees, etc. staffed by the program.

(13) Summary of Services Provided – Describes the key responsibilities and services provided by the program.

(14) Accomplishments – Summarizes the significant undertakings of the program and gives attention to major achievements.

(15) Current Year Notes – This section gives a brief description of the major program changes that have been requested for the current fiscal year.

(16) Out Year Notes – This section lists major planned initiatives that can impact the 5 year budget plan. It includes personal services expenditure requests as well as operating expenditure and staffing requests

(17) Objectives/Performance Measures – Performance measures describe in specific and measurable terms the outcome which the program is expected to achieve within a certain time frame.

Figure 1.6-Program Summary

Leon County Government Fiscal Year 2006 Budget						
Library Services - Policy, Planning, & Operations Organizational Code: 091-240-571						
(18)	Budgetary Costs	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2007 Budget
	Personnel Services	416,965	450,437	429,009	3,125	432,133
	Operating	300,388	326,465	336,312	20,348	356,660
	Capital Outlay	19,499	4,500	0	0	0
	Grants-In-Aid	50,000	50,000	50,000	0	50,000
	Total Budgetary Costs	786,842	831,462	815,320	23,473	838,793
(19)	Funding Sources		FY 2004 Actual	FY 2005 Adopted	FY 2006 Budget	FY 2007 Budget
	001 General Fund		786,842	831,462	838,793	869,348
	Total Revenues		786,842	831,462	838,793	869,348
(20)	Staffing Summary	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget
	Administration & Operations Manager	1.00	1.00	1.00	0.00	1.00
	Administrative Associate III	1.00	1.00	1.00	0.00	1.00
	Administrative Associate V	2.00	2.00	2.00	0.00	2.00
	Art/Publishing Specialist	1.00	1.00	1.00	0.00	1.00
	Library Budget & Collection Development Manager	1.00	1.00	1.00	0.00	1.00
	Library Director	1.00	1.00	1.00	0.00	1.00
	Library Services Coordinator	1.00	1.00	0.00	0.00	0.00
	Total Full-Time Equivalents (FTE)	8.00	8.00	7.00	0.00	7.00

Figure 1.6 serves as a financial summary of the Division's **Programs**. It presents that Budgetary Costs, Staffing Summary and Funding Sources report, which contains summary of past, present and future financial, staffing, and funding information.

(18) Budgetary Costs - This section contains a summary of past, present, and future expenditure information related to personal services, operating expenses, capital outlay, and grants.

(19) Funding Sources – This section provides a summary of sources that provide resources to this program.

(20) Staffing Summary – This section services as a summary of past, present, and future information related to program staffing.