

**Leon County Government
Fiscal Year 2007 Budget**

Summary of Office of Management and Budget

Budgetary Costs	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
001-130-513 Office of Management & Budget	561,751	659,735	727,846	-1,683	726,163	777,561
501-132-513 Office of Management & Budget - Risk	208,985	217,337	220,919	0	220,919	229,618
Total Budgetary Costs	<u>770,736</u>	<u>877,072</u>	<u>948,765</u>	<u>-1,683</u>	<u>947,082</u>	<u>1,007,179</u>

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2007 Budget	FY 2008 Budget
001 General Fund	561,751	659,735	726,163	777,561
501 Insurance Service	208,985	217,337	220,919	229,618
Total Revenues	<u>770,736</u>	<u>877,072</u>	<u>947,082</u>	<u>1,007,179</u>

Staffing Summary	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
001-130-513 Office of Management & Budget	9.00	8.80	8.80	0.00	8.80	8.80
501-132-513 Office of Management & Budget - Risk	1.50	1.20	1.20	0.00	1.20	1.20
Total Full-Time Equivalents (FTE)	<u>10.50</u>	<u>10.00</u>	<u>10.00</u>	<u>0.00</u>	<u>10.00</u>	<u>10.00</u>

OPS Staffing	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
001-130-513 Office of Management & Budget	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>

Office of Management & Budget

Organizational Code: 001-130-513

Mission Statement

The mission of the Office of Management & Budget 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.

Advisory Board

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

Summary of Services Provided

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. Forecast and monitor 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.

Accomplishments

1. Developed a balanced budget and capital budget, on behalf of the County Administrator as adopted by the Board.
2. Continued to provide the County's Operating Budget, Capital Improvement Program, and Budget-in-Brief on the Internet for better accessibility by the public.
3. Received the Government Finance Officers Association of the United States and Canada's Distinguished Budget Award for the 15th consecutive year.
4. Worked closely with the Commissioners, the County Administrator, the County Attorney, the Senior Assistant County Attorney, and Supervisor of Elections for the purchase of the Help America Vote Act (HAVA) Compliant Equipment.
5. Enhanced the Budget Amendment Requests routing process by notifying the requesting Departments once the routing process has been completed and the Budget Amendment Requests has been scanned and processed by the Finance Department.
6. Established the Solid Waste disposal fees for the next five years in accordance with a five-year pro forma.

Current Year Notes

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

1. Routine salary, wage and benefit adjustments.
2. Funding is provided for the reclassification of the Grants Coordinator position to Assistant to the County Administrator.
3. As approved by the Board at its September 19, 2006, final public hearing on the 2006/07 budget, operating expenses such as: travel; training; printing; operating supplies; and office supplies, are reduced by 5% for a fiscal impact of \$1,683.

Out-Year Notes

There are no Budget Issues requested in FY2008 through FY2011, with the exception of anticipated routine salary, wage and benefit adjustments.

Objectives / Performance Measures	Indicator	Units	FY 2005 Actual	FY 2006 Budget	FY 2007 Budget
001-130-513 OMB					
• Submit 2 semi-annual performance reports by May 30 and November 30	Input	#	2	2	2
• Publish a "Popular" or "Citizen Friendly" budget-in-brief	Input	#	1	1	1
• Process budget amendment requests within 2 business days or the next scheduled Board meeting (% is an estimate)	Input	%	95	96	96
• Forecast actual major revenue sources within 5% of the budget (actual collections as a % of budget)	Input	%	101	98	98
• Review all agenda items in less than 2 days 95% of the time	Input	%	96	98	98

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Office of Management & Budget

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Budgetary Costs	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
Personal Services	520,743	602,455	670,566	0	670,566	721,964
Operating	39,834	57,280	57,280	-1,683	55,597	55,597
Capital Outlay	1,174	0	0	0	0	0
Total Budgetary Costs	<u>561,751</u>	<u>659,735</u>	<u>727,846</u>	<u>-1,683</u>	<u>726,163</u>	<u>777,561</u>

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2007 Budget	FY 2008 Budget
001 General Fund	561,751	659,735	726,163	777,561
Total Revenues	<u>561,751</u>	<u>659,735</u>	<u>726,163</u>	<u>777,561</u>

Staffing Summary	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
Assistant County Administrator	1.00	0.80	0.80	0.00	0.80	0.80
Assistant to the County Administrator	1.00	1.00	1.00	0.00	1.00	1.00
Budget Manager	1.00	1.00	1.00	0.00	1.00	1.00
Management & Budget Analyst	4.00	4.00	2.00	0.00	2.00	2.00
Management & Budget Technician	1.00	1.00	1.00	0.00	1.00	1.00
Sr Management & Budget Analyst	1.00	1.00	3.00	0.00	3.00	3.00
Total Full-Time Equivalents (FTE)	<u>9.00</u>	<u>8.80</u>	<u>8.80</u>	<u>0.00</u>	<u>8.80</u>	<u>8.80</u>

OPS Staffing	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
OMB Consolidated OPS	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>

Office of Management & Budget - Risk Management

Organizational Code: 501-132-513

Mission Statement

The mission of Risk Management is to provide our customers with courteous and professional services, in the risk management area.

Advisory Board

Executive Board Member of the North Florida Safety Council; Leon County Safety Committee

Summary of Services Provided

1. Plan, evaluate and identify insurable risks and loss potential, and reviews current insurance trends and legislation to modify risk coverage.
2. Prepare, negotiate and coordinate all the County's insurance programs.
3. Directly administer all insurance programs with the exception of employee health coverage.
4. Coordinate and participate in all investigations, accidents and injuries that involve County employees on County maintained, or owned facilities and/or properties. Review all reported workers compensation injuries, near accidents and/or misses, over utilization, abuses, the circumstances surrounding all claims and periodically visiting the employee to ascertain the status of the employee.
5. Maintain, process and record all insurance or damage claims filed against the County and liaisons with the appropriate insurance carriers.
6. Establish standard insurance and indemnification provisions for contracts, leases, and other special use agreements entered into by the participating government(s).

Accomplishments

1. Coordinate safety related training opportunities in: Robbery Prevention; CPR/First Aid; Blood Borne Pathogens; Save-A-Back; Smith System Driver Improvement; and Maintenance of Traffic Refresher.
2. Conduct monthly site inspections for early identification of potential safety concerns.
3. Initiate background checks on all new hires, volunteers, and employee promotions to reduce negligent hiring liability and protect existing workforces, customer and clients.
4. Maintain the random drug testing program in accordance with Department of Transportation requirements.
5. Monitor workers' compensation claims to ensure timely care and return to duty.
6. Comprehensive Review of County Property Values by Risk Management.

Current Year Notes

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

1. Routine salary, wage and benefit adjustments.

Out-Year Notes

There are no Budget Issues requested in FY2008 thru 2011, with the exception of anticipated routine salary, wage and benefit adjustments.

Objectives / Performance Measures	Indicator	Units	FY 2005 Actual	FY 2006 Budget	FY 2007 Budget
501-132-513 H.R. Risk Management					
<i>Risk management is the process of managing the County's activities in order to minimize the total long-term cost to the County of all accidental losses and their consequences. This is accomplished through risk identification, risk control and risk financing.</i>					
• Investigate worker's compensation accidents and report findings and corrective action	Input	#	103	175	185
• Provide one safety/loss control training quarterly as training needs are identified by program areas	Input	#	6	6	4
• Conduct risk assessment on Agenda Items that have a potential general liability or worker's compensation concern	Input	%	100	100	100
• Complete hazard assessments/safety reviews within two weeks of request and discuss corrective measures with Group/Division director	Input	#	3	5	5
• Coordinate Safety Committee monthly to identify accidents trends and recommend preventative training as appropriate	Input	#	12	12	12
• Investigate auto accidents and report findings and corrective action	Input	#	33	16	25

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Office of Management & Budget - Risk Management

Organizational Code: 501-132-513

Budgetary Costs	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
Personal Services	105,645	111,977	115,559	0	115,559	124,258
Operating	103,340	105,360	105,360	0	105,360	105,360
Total Budgetary Costs	<u>208,985</u>	<u>217,337</u>	<u>220,919</u>	<u>0</u>	<u>220,919</u>	<u>229,618</u>

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2007 Budget	FY 2008 Budget
501 Insurance Service	208,985	217,337	220,919	229,618
Total Revenues	<u>208,985</u>	<u>217,337</u>	<u>220,919</u>	<u>229,618</u>

Staffing Summary	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
Assistant County Administrator	0.00	0.20	0.20	0.00	0.20	0.20
Director of Human Resources	0.50	0.00	0.00	0.00	0.00	0.00
Risk Manager	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>1.50</u>	<u>1.20</u>	<u>1.20</u>	<u>0.00</u>	<u>1.20</u>	<u>1.20</u>