

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/Administrative
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 2004/2005 thru FY 2008/2009 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. It also includes a Glossary that provides the reader with definitions of commonly used budget terms. A Statistical Summary of Leon County features and a copy of the Budget Calendar is also included in this section.

HOW TO READ BUDGET FORMS

Figure 1.1- Department Organizational Chart

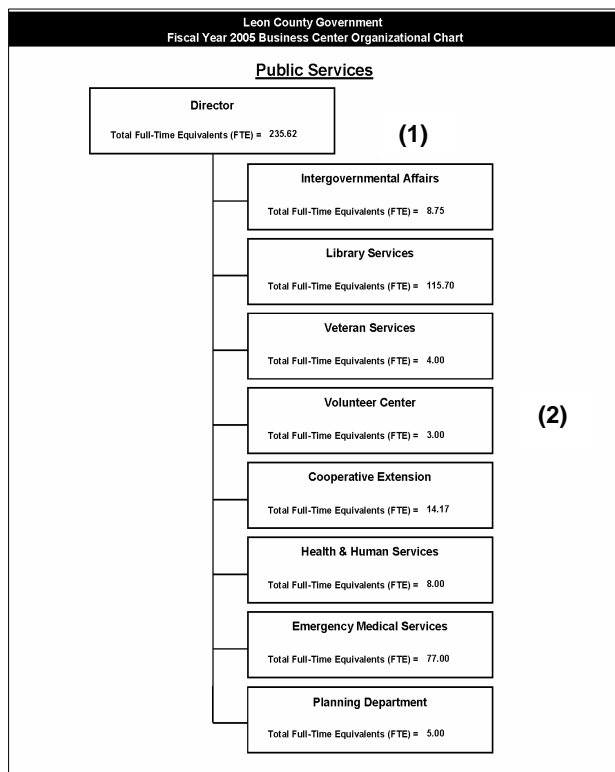


Figure 1.1 shows the organizational structure of each department at each of the reporting levels.

(1) Director Level - County staff is divided between four major department/program 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 department/program Director. Division Directors also provide supervision to staff within the respected program area.

Figure 1.2- Department Introduction

Leon County Government
Fiscal Year 2005 Executive Summary

(3) Public Services

The Public Services section of the Leon County FY 2003/2004 Annual Budget is comprised of Intergovernmental Affairs, Cooperative Extension, Library Services, Health & Human Services, the Planning Department, Veteran Services and the Volunteer Center.

Intergovernmental Affairs provides leadership, coordination and assistance to the Board and County departments. Cooperative Extension provides information and conducts educational programs on various issues including energy conservation, food safety, and child and family development. Library Services provides the public with open access to reading and information materials. Health & Human Services promotes and maintains the health, safety and welfare of all Leon County citizens. The Planning Department provides expertise and recommendations in the areas of land use, environmental, and transportation planning. 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.

(4) HIGHLIGHTS

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

Due to reorganization, **Health & Human Services** will see many changes. One significant change includes the creation and implementation of Emergency Medical Services (EMS) division. It is a goal of the new County EMS division to provide first response emergency medical advanced life support transport to all residents of Leon County.

Library Services is scheduled to begin operations in the new Fort Braden Branch Library (Summer 2003) and will continue to strive to increase customer satisfaction and circulation, which is currently at an all time high.

In FY 2003/2004 the **Tallahassee / Leon County Planning Department** will continue to serve as the lead agency for implementing Comprehensive Plan Southern Strategy policies, and will continue to provide leadership and coordination for the comprehensive plan reform effort.

Cooperative Extension will continue to provide numerous services to the Leon County area including the 4-H/Tropicana Public Speaking Program, babysitting training, worksite health and wellness programs, water quality improvement certificate program and nutrition education program.

In FY 2003/2004 the **Veteran Services** division is expecting an increase in demand for services as veterans return from current military campaigns.

The **Volunteer Center** will continue to implement programs that will help to foster civic engagement amongst the youth of Leon County through service learning, group and individual volunteerism.

The **Emergency Management Service** Program, which start in January 2004 has provided basic and advanced life support transport service to the community

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.

Figure 1.3- Department Summary

| Leon County Government Fiscal Year 2005 Budget | | | | | | |
|---|-------------------|--------------------|-------------------------|-------------------|-------------------|-------------------|
| (5) Public Services | | | | | | |
| Budgetary Costs | FY 2003 Actual | FY 2004 Adopted | FY 2005 Continuation | FY 2005 Issues | FY 2005 Budget | FY 2006 Budget |
| Personal Services | 5,557,088 | 10,430,949 | 10,454,370 | 207,203 | 10,661,573 | 11,284,927 |
| Operating | 3,893,919 | 5,589,865 | 7,289,062 | 102,946 | 7,392,008 | 6,500,422 |
| Capital Outlay | 623,419 | 3,173,812 | 619,065 | 0 | 619,065 | 609,065 |
| Grants-in-Aid | 4,024,500 | 3,723,164 | 3,848,197 | 61,000 | 3,909,197 | 3,909,197 |
| Total Budgetary Costs | 14,098,906 | 22,917,790 | 22,210,694 | 371,149 | 22,581,843 | 22,283,611 |
| (6) Funding Sources | | | | | | |
| Funding Sources | FY 2003 Actual | FY 2004 Adopted | FY 2005 Budget | FY 2006 Budget | | |
| 001 General Fund | 11,373,024 | 11,016,113 | 11,645,645 | 12,004,943 | | |
| 124 SHIP Trust Fund | 529,397 | 599,909 | 599,152 | 599,152 | | |
| 135 Emergency Medical Services Fund | 0 | 9,078,564 | 8,004,940 | 8,403,582 | | |
| 161 Housing Finance Authority | 61,305 | 23,375 | 21,375 | 21,375 | | |
| 163 Primary Care MSTU | 2,135,180 | 2,199,829 | 2,310,731 | 1,254,559 | | |
| Total Revenues | 14,098,906 | 22,917,790 | 22,581,843 | 22,283,611 | | |
| (7) Staffing Summary | | | | | | |
| Staffing Summary | FY 2003 Actual | FY 2004 Adopted | FY 2005 Continuation | FY 2005 Issues | FY 2005 Budget | FY 2006 Budget |
| Cooperative Extension | 14.17 | 14.17 | 14.17 | 0.00 | 14.17 | 14.17 |
| Emergency Medical Services | 0.00 | 86.00 | 77.00 | 0.00 | 77.00 | 77.00 |
| Health & Human Services | 6.00 | 7.00 | 6.00 | 0.00 | 6.00 | 6.00 |
| Intergovernmental Affairs | 7.75 | 7.75 | 8.75 | 0.00 | 8.75 | 8.75 |
| Library Services | 113.20 | 115.20 | 115.20 | 0.50 | 115.70 | 115.70 |
| Planning Department | 6.00 | 6.00 | 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) | 154.12 | 243.12 | 235.12 | 0.50 | 235.62 | 235.62 |
| OPS Staffing | | | | | | |
| OPS Staffing | FY 2003 Actual | FY 2004 Adopted | FY 2005 Continuation | FY 2005 Issues | FY 2005 Budget | FY 2006 Budget |
| Library 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 | 1.00 |

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 expenditure information related to personal services, operating expenses, capital outlay, and grants.

(6) Funding Sources- This section provides a summary of sources that provide resources to this department/program.

(7) Staffing Summary- This section is broken into two parts: Full time County employees and Other Personnel Services (OPS) staffing. It 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 2005 Budget | | | | | | |
|---|-------------------|--------------------|-------------------------|-------------------|-------------------|-------------------|
| Summary of Library Services | | | | | | |
| (8) Budgetary Costs | | | | | | |
| Budgetary Costs | FY 2003 Actual | FY 2004 Adopted | FY 2005 Continuation | FY 2005 Issues | FY 2005 Budget | FY 2006 Budget |
| 001-240-571 Lib- Policy, Planning and Operations | 674,468 | 813,670 | 831,005 | 457 | 831,462 | 846,939 |
| 001-241-571 Lib- Public Services | 1,955,905 | 2,069,008 | 2,236,282 | 83,302 | 2,319,584 | 2,421,847 |
| 001-242-571 Lib- Collection Services | 1,242,208 | 704,467 | 714,066 | 2,068 | 716,134 | 751,462 |
| 001-243-571 Lib- Extension Services | 1,481,764 | 1,694,642 | 1,759,557 | 68,882 | 1,828,439 | 1,934,222 |
| Total Budgetary Costs | 5,354,365 | 5,281,987 | 5,540,910 | 154,709 | 5,685,619 | 5,954,470 |
| (9) Funding Sources | | | | | | |
| Funding Sources | FY 2003 Actual | FY 2004 Adopted | FY 2005 Budget | FY 2006 Budget | | |
| 001 General Fund | 5,354,365 | 5,281,987 | 5,685,619 | 5,954,470 | | |
| Total Revenues | 5,354,365 | 5,281,987 | 5,685,619 | 5,954,470 | | |
| (10) Staffing Summary | | | | | | |
| Staffing Summary | FY 2003 Actual | FY 2004 Adopted | FY 2005 Continuation | FY 2005 Issues | FY 2005 Budget | FY 2006 Budget |
| 001-240-571 Lib- Policy, Planning and Operations | 7.00 | 8.00 | 8.00 | 0.00 | 8.00 | 8.00 |
| 001-241-571 Lib- Public Services | 41.70 | 41.70 | 41.70 | 0.00 | 41.70 | 41.70 |
| 001-242-571 Lib- Collection Services | 14.50 | 15.50 | 15.50 | 0.00 | 15.50 | 15.50 |
| 001-243-571 Lib- Extension Services | 50.00 | 50.00 | 50.00 | 0.50 | 50.50 | 50.50 |
| Total Full-Time Equivalents (FTE) | 113.20 | 115.20 | 115.20 | 0.50 | 115.70 | 115.70 |
| OPS Staffing | | | | | | |
| OPS Staffing | FY 2003 Actual | FY 2004 Adopted | FY 2005 Continuation | FY 2005 Issues | FY 2005 Budget | FY 2006 Budget |
| 001-241-571 Lib- 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 | 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 expenditure information related to personal services, operating expenses, capital outlay, and grants.

(9) Funding Sources- This section provides a summary of sources that provide resources to this division.

(10) Staffing Summary- This section is broken into two parts: Full time County employees and Other Personnel Services (OPS) staffing. It serves as a summary of past, present, and future information related to division staffing.

Figure 1.5- Program Description

| Leon County Government Fiscal Year 2005 Budget | | | | | |
|---|--|--|--|--|--|
| (11) Lib- Policy, Planning and Operations | | | | | |
| Organizational Code: 001-240-571 | | | | | |
| Mission Statement | | | | | |
| The mission of the LeRoy Collins Leon County Public Library System is to provide lifelong learning opportunities; to instill a love of reading in citizens of all ages; to provide quality, efficient and timely services; and to provide free, unlimited access to information, using the latest technologies that will enrich the whole community and the enjoyment of our patrons. | | | | | |
| Advisory Board (12) | | | | | |
| Library Advisory Board | | | | | |
| Summary of Services Provided (13) | | | | | |
| 1. Responsible for overall library management (including financial, human resources and risk) and oversight of daily operations. 2. Plan short and long term strategic services, library system expansion and facilities development. 3. Develop and implement policy. 4. Conduct surveys and research. 5. Serve as the liaison to Friends of the Library, various advisory organizations and the State library. | | | | | |
| Accomplishments (14) | | | | | |
| 1. Broke ground for the new Fort Braden Branch Library. 2. Circulated over 2 million items (an increase of 11% over previous year). 3. Enhanced website services for better remote access by patrons. 4. Began migration to the new automated integrated library system. 5. Added Amazon.com type content (book jackets, reviews, abstracts, notes about the author, etc.) to the library's WebCatalog. | | | | | |
| Current Year Notes (15) | | | | | |
| Overall, this program is recommended at an increased funding level. The increase in the Operating Budget is a result of increased security contract costs. The decrease in the Capital Outlay Budget is due to the discontinuation of Freetnet. Further recommendations include: 1. Routine salary, wage and benefit adjustments. 2. Funding is provided in accordance with the County's Personnel Policies and Procedures 4.0.5 Maintenance of the Classification Plan in the amount of \$457. 3. Not Recommended. Twenty new tables for the program room - \$10,000. This request will be funded out of the existing Operating Budget. | | | | | |
| Out-Year Notes (16) | | | | | |
| There are no Budget Issues requested in FY2006 t exception of anticipated routine salary, wage and benefit adjustments. | | | | | |
| (17) | | | | | |
| Objectives / Performance Measures | | | | | |
| Indicator | | | | | |
| Units | | | | | |
| FY 2003 Actual | | | | | |
| FY 2004 Budget | | | | | |
| FY 2005 Budget | | | | | |
| 001-240-571 Library PPO | | | | | |
| * # of library visits | | | | | |
| Input | | | | | |
| # | | | | | |
| 2,023,032 | | | | | |
| 2,144,414 | | | | | |
| 0 | | | | | |
| * # of customer suggestions implemented that will significantly improve services, collection or facilities | | | | | |
| Input | | | | | |
| # | | | | | |
| 6 | | | | | |
| 3 | | | | | |
| 3 | | | | | |

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 goal 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 significant undertakings of the program and gives attention to major achievements.

(15) Current Year Notes - This section gives a brief description of 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 2005 Budget | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| Lib- Policy, Planning and Operations | | | | | | |
| Organizational Code: 001-240-571 | | | | | | |
| (18) | | | | | | |
| Budgetary Costs | | | | | | |
| | FY 2003 | FY 2004 | FY 2005 | FY 2005 | FY 2005 | FY 2006 |
| | Actual | Adopted | Continuation | Issues | Budget | Budget |
| Personal Services | 305,365 | 432,701 | 449,980 | 457 | 450,437 | 475,914 |
| Operating | 263,627 | 309,831 | 326,465 | 0 | 326,465 | 326,465 |
| Capital Outlay | 25,476 | 21,338 | 4,560 | 0 | 4,560 | -5,440 |
| Grants-in-Aid | 50,000 | 50,000 | 50,000 | 0 | 50,000 | 50,000 |
| Total Budgetary Costs | 674,468 | 813,870 | 831,005 | 457 | 831,462 | 846,939 |
| (19) | | | | | | |
| Funding Sources | | | | | | |
| | | | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| | | | Actual | Adopted | Budget | Budget |
| 001 General Fund | | | 674,468 | 813,870 | 831,462 | 846,939 |
| Total Revenues | | | 674,468 | 813,870 | 831,462 | 846,939 |
| (20) | | | | | | |
| Staffing Summary | | | | | | |
| | FY 2003 | FY 2004 | FY 2005 | FY 2005 | FY 2005 | FY 2006 |
| | Actual | Adopted | Continuation | Issues | Budget | Budget |
| Adm. & Operations Mngr. | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 | 1.00 |
| Administrative Associate III | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 | 1.00 |
| Administrative Associate V | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 | 2.00 |
| Art/Publication Specialist | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 | 1.00 |
| Lib. Edgt. & Collection Dev. Mngr. | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 | 1.00 |
| Library Director | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 | 1.00 |
| Library Services Coordinator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTE) | 7.00 | 8.00 | 8.00 | 0.00 | 8.00 | 8.00 |

Figure 1.6 serves as a financial summary of the Division's **Programs**. It presents the 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 serves as a summary of past, present, and future information related to program staffing.