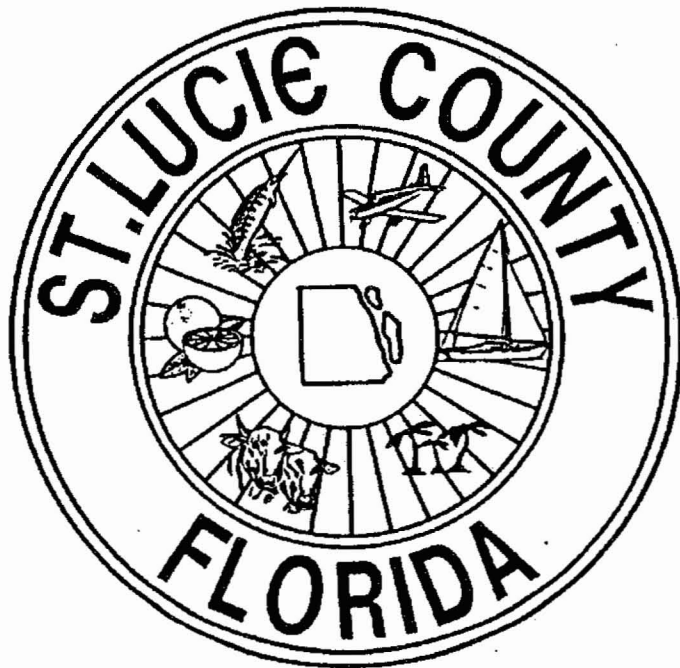


# **1994-95 FISCAL YEAR BUDGET**



## **ADMINISTRATIVE SERVICES**

*Management & Budget*  
*Purchasing Department*  
*Personnel Department*

**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**

**DEPARTMENT/DIVISION DESCRIPTION AND GOALS & OBJECTIVES FOR FISCAL YEAR 1994-95**

**DEPARTMENT:** Administrative Services :

**DIVISION:** Management & Budget

**DESCRIPTION:**

All governmental units must prepare a budget each year in order to plan for the needs of the citizens of the respective areas. The Office of Management & Budget's tasks include the preparation of a budget, calculate the millage necessary to support such budget and present it to the elected officials for review. Upon approval of the budget, the office must monitor the revenues and expenditures of the departments to make sure the budget is not exceeded.

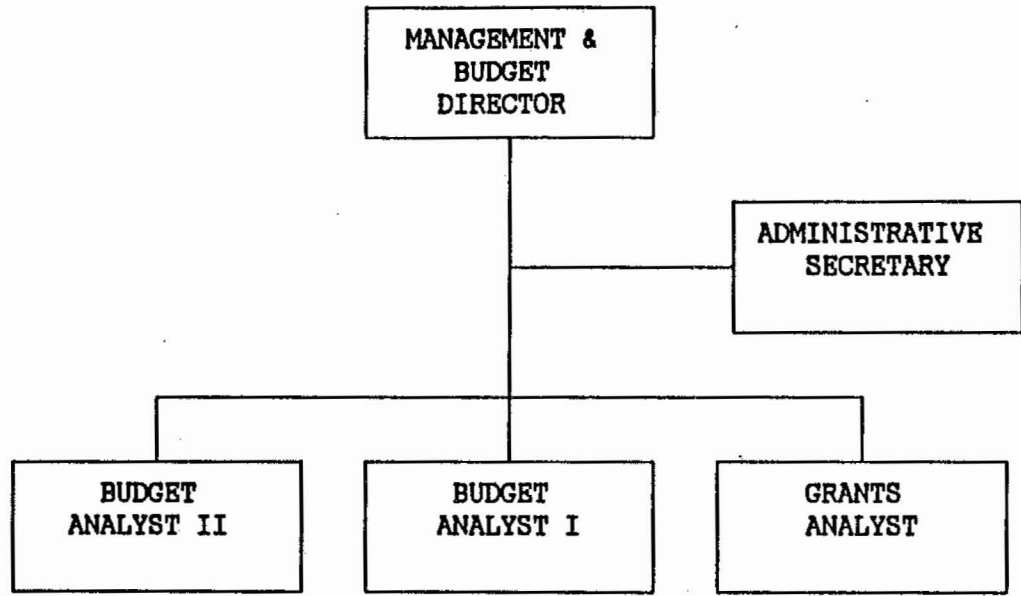
**GOALS AND OBJECTIVES:**

**The overall goal of the office is to prepare a budget document that can easily be interpreted by staff and the public.**

Specific goals for the budget year 1994-95 are as follows:

- \* It is a goal of the office to increase grant awards and improve the monitoring of all grants.
- \* The compilation of the department's requests for equipment, personnel and capital improvements be completed by mid-June of 1995.
- \* Improve the documentation used to submit budget requests.

ADMINISTRATIVE SERVICES DEPARTMENT/MGT & BUDGET DIVISION  
1994-95





**ST LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
BUDGET SUMMARY  
FOR FISCAL YEAR 1994-95**

<b>MANAGEMENT &amp; BUDGET</b>	<b>1992-93 ACTUAL</b>	<b>1993-94 BUDGET</b>	<b>1994-95 BUDGET</b>	<b>AMOUNT DIFFERENCE</b>	<b>PERCENT DIFFERENCE</b>
Salaries & Benefits	156,904	207,346	250,400	43,054	21%
Operating Expenses	144,678	173,825	175,000	1,175	1%
Capital Outlay	4,191	0	0	0	0%
<b>TOTAL EXPENDITURES:</b>	<b>305,773</b>	<b>381,171</b>	<b>425,400</b>	<b>44,229</b>	<b>12%</b>
<b>Staffing ( FTE ):</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0%</b>
<b>NEW POSITION:</b>					
NONE					
					<b>0</b>
<b>RECLASSIFICATION:</b>					
NONE					
					<b>0</b>
<b>NEW EQUIPMENT:</b>					
NONE					
					<b>0</b>
<b>CAPITAL PROJECTS:</b>					
NONE					
					<b>0</b>

**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**

**ADMINISTRATIVE SERVICES**

MANAGEMENT & BUDGET	1989-90		1990-91		1991-92		1992-93		1993-94	1994-95	PERCENT DIFFERENCE
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	
<i>Salaries and Benefits</i>	0	32,447	138,027	138,024	149,223	147,763	157,071	156,904	207,346	250,400	21%
<i>Operating Expenses</i>											
Professional Services	0	0	0	0	1,492	1,470	614	614	2,600	2,600	0%
Other Contractual Services	0	0	55	55	0	0	0	0	0	0	0%
Accounting & Auditing	0	0	0	0	0	0	130,660	129,450	150,000	145,000	-3%
Automated Services	0	0	0	0	5,700	5,700	5,700	5,700	5,700	5,700	0%
Travel	0	0	2,457	2,457	1,000	968	2,000	1,021	2,375	4,000	68%
Training & Education	0	0	930	930	500	500	900	100	512	1,000	95%
Communications	0	0	1,664	1,664	1,350	1,347	2,100	1,317	2,000	1,600	-20%
Postage	0	0	45	45	295	295	400	164	400	400	0%
Equipment Maintenance	0	0	512	512	699	698	1,320	1,257	2,800	2,800	0%
Printing & Binding	0	0	188	188	655	653	2,500	1,208	1,000	1,000	0%
Material Center	0	0	0	0	0	0	0	0	0	3,000	0%
Office Supplies	0	0	3,071	3,070	4,615	4,532	4,000	3,494	5,580	7,000	25%
Operating Supplies	0	0	0	0	0	0	1,005	81	0	0	0%
Dues & Membership	0	0	100	100	110	110	135	135	358	400	12%
Books & Subscription	0	0	1,050	1,037	210	202	675	139	500	500	0%
<i>Total Operating Expenses</i>	0	0	10,072	10,056	16,626	16,475	152,009	144,678	173,825	175,000	1%
<i>Total Personnel &amp; Operating</i>	0	32,447	148,099	148,080	165,849	164,237	309,080	301,583	381,171	425,400	12%
<i>Capital Outlay</i>											
Equipment	0	0	5,273	5,273	750	750	4,191	4,191	0	0	0%
<i>Total Capital Outlay</i>	0	0	5,273	5,273	750	750	4,191	4,191	0	0	0%
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>32,447</b>	<b>153,372</b>	<b>153,353</b>	<b>166,599</b>	<b>164,987</b>	<b>313,271</b>	<b>305,774</b>	<b>381,171</b>	<b>425,400</b>	<b>12%</b>

**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**

**DEPARTMENT/DIVISION DESCRIPTION AND GOALS & OBJECTIVES FOR FISCAL YEAR 1994-95**

**DEPARTMENT:** Administrative Services

**DIVISION:** Purchasing

**DESCRIPTION:**

The Purchasing Department provides a centralized public procurement system by which all operating departments and divisions under the Board of County Commissioners may obtain the best goods and services for the best prices. Additionally, Purchasing maintains records of the county's tangible personal property, maintains a central stores warehouse, and duplicating facility.

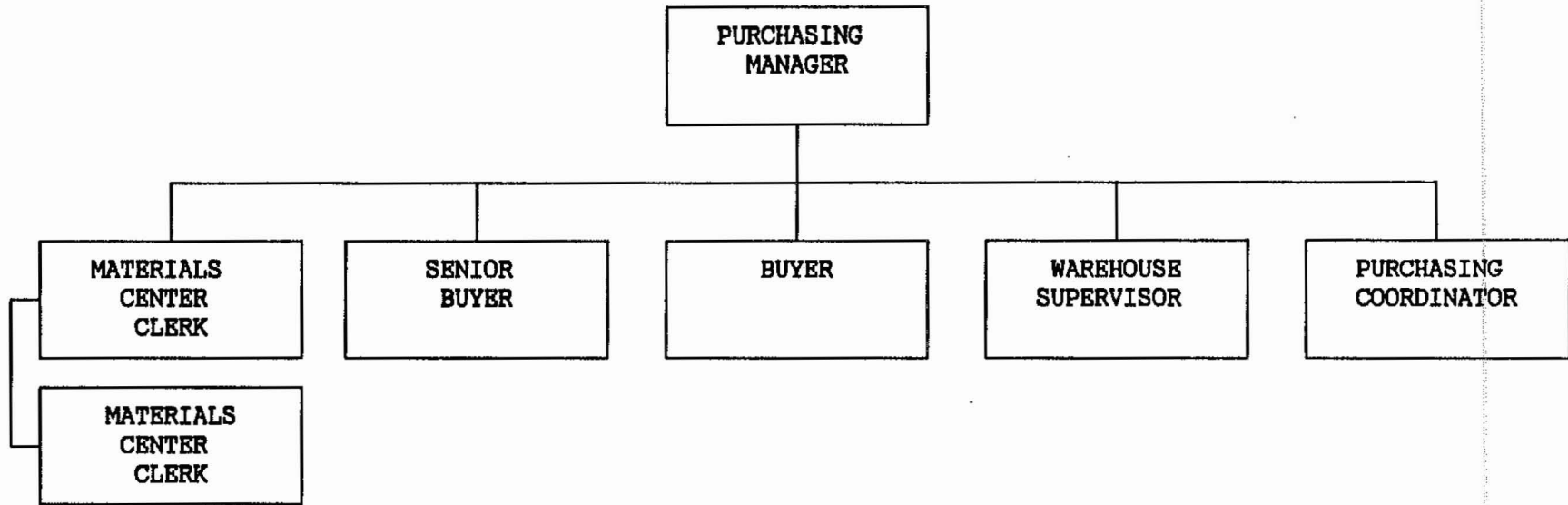
**GOALS AND OBJECTIVES:**

Purchasing endeavors to provide economy and efficiency by quantity purchasing and standardization of frequently used items, insure proper authorization and recording of all purchase transactions, and to maintain an accurate, up-to-date inventory of equipment at all county locations. As of this fiscal year, we will strive to meet the needs of user departments with regard to typesetting and duplicating needs.

Specifically for 1994/95, the Purchasing Department's goals will include:

- \* Updating the Purchasing Manual.
- \* Train and educate users on revised procedures with regard to requisitioning procedures.
- \* Continually revise and update the Master Bidders List.
- \* Successfully integrate the Microfilming Division of the Materials Center within the description of services provided to county departments to achieve direct cost and space savings for easy and efficient document retrieval.
- \* Bar Code the Fixed Asset Inventory and Warehouse Inventory. (Held over from fiscal year 93-94 due to delay of software support from Automated Services as a result of Banner.)

ADMINISTRATIVE SERVICES DEPARTMENT/PURCHASING DIVISION  
1994-95







**ST LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
BUDGET SUMMARY  
FOR FISCAL YEAR 1994-95**

<b>PURCHASING</b>	<b>1992-93 ACTUAL</b>	<b>1993-94 BUDGET</b>	<b>1994-95 BUDGET</b>	<b>AMOUNT DIFFERENCE</b>	<b>PERCENT DIFFERENCE</b>
Salaries & Benefits	179,351	197,330	225,110	27,780	14%
Operating Expenses	97,827	164,782	241,040	76,258	46%
Capital Outlay	1,595	2,400	13,250	10,850	452%
Debt Service	0	0	2,309	2,309	100%
<b>TOTAL EXPENDITURES:</b>	<b>278,773</b>	<b>364,512</b>	<b>481,709</b>	<b>117,197</b>	<b>32%</b>
<b>Staffing ( FTE ):</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>1</b>	<b>17%</b>
<b>NEW POSITION:</b>					
MATERIALS CENTER CLERK					25,310
					<b>25,310</b>
<b>RECLASSIFICATIONS:</b>					
NONE					<b>0</b>
<b>EQUIPMENT:</b>					
PERSONAL COMPUTER					1,250
DOCUMENT FOLDER					2,500
PAPER CUTTER					2,000
ELECTRIC PALLET TRUCK					3,500
FILING SYSTEM					4,000
					<b>13,250</b>
<b>CAPITAL PROJECTS:</b>					
NONE					<b>0</b>

ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE SERVICES

PURCHASING	1989-90		1990-91		1991-92		1992-93		1993-94	1994-95	PERCENT DIFFERENCE
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	
<i>Salaries and Benefits</i>	207,520	203,884	254,327	252,853	245,211	231,420	195,463	179,351	197,330	225,110	14%
<i>Operating Expenses</i>											
Professional Services	0	0	0	0	0	0	1,141	729	0	0	0%
Other Contractual Services	0	0	8,439	8,383	34,350	29,839	30,750	30,478	33,000	33,000	0%
Automated Services	54,522	54,522	54,522	54,522	57,112	57,112	57,112	57,112	57,112	57,150	0%
Travel	3,500	2,797	3,625	3,068	3,200	2,741	2,000	1,099	2,000	3,000	50%
Training & Education	0	0	1,050	855	4,300	3,941	1,250	385	1,500	2,000	33%
Communications	4,586	4,773	6,564	6,564	4,329	4,315	4,400	4,368	3,000	3,000	0%
Postage	0	0	465	458	600	147	700	207	150	50	-67%
Utilities	25,000	25,438	17,812	17,811	19,500	15,996	29,500	10,458	0	0	0%
Equipment Rental	0	0	1,198	1,198	171	171	0	0	39,420	40,000	1%
Equipment Maintenance	6,000	4,252	6,786	6,603	4,812	3,601	6,594	6,204	5,950	7,000	18%
Central Garage	0	0	0	0	438	219	300	136	1,200	2,340	95%
Building Maintenance	11,000	6,726	8,827	8,458	8,000	1,262	82,550	10,028	0	0	0%
Advertising	900	1,034	1,600	1,064	5,710	834	2,506	2,506	2,500	4,000	60%
Printing & Binding	0	0	3,017	3,004	4,000	2,354	389	389	0	500	100%
Material Center	0	0	0	0	0	0	0	0	2,000	3,500	75%
Licenses & Fees	0	0	0	0	93	92	50	0	100	100	0%
Office Supplies	11,245	8,469	42,617	39,901	11,123	9,725	11,200	11,190	8,450	20,000	137%
Small Tools	500	428	350	124	200	19	100	0	50	50	0%
Operating Supplies	420,482	398,359	4,660	3,372	200	137	200	69	400	2,500	525%
Uniforms	200	198	335	322	175	92	150	73	100	100	0%
Dues & Membership	600	275	570	519	1,125	1,085	500	465	1,100	1,000	-9%
Books & Subscription	0	0	905	881	1,500	1,301	1,000	620	1,500	1,500	0%
Gas, Oil, Grease	2,000	1,521	2,006	1,852	1,500	882	500	384	250	250	0%
<i>Total Operating Expenses</i>	540,535	508,792	165,348	158,957	162,438	135,866	232,892	136,901	159,782	181,040	13%
<i>Total Personnel &amp; Operating</i>	748,055	712,676	419,675	411,810	407,649	367,286	428,355	316,251	357,112	406,150	14%
<i>Inventory Supplies</i>											
Stock Supplies	0	0	180,000	175,750	341,527	304,062	349,899	232,998	280,000	280,000	0%
Stock Supplies - Refund	(360,000)	(347,755)	(400,000)	(341,042)	(420,000)	(279,163)	(370,000)	(273,884)	(300,000)	(280,000)	-7%
Non- Stock Supplies	0	0	20,000	4,055	20,000	(15,312)	20,000	(960)	20,000	20,000	0%
Non- Stock Supplies-Refund	0	0	0	0	0	0	0	0	0	(20,000)	100%
Material Center Supplies	0	0	0	0	0	0	2,771	2,771	5,000	80,000	1500%
Material Center Supplies-Refund	0	0	0	0	0	0	0	0	0	(20,000)	100%
<i>Total Inventory Supplies</i>	(360,000)	(347,755)	(200,000)	(161,237)	(58,473)	9,587	2,670	(39,074)	5,000	60,000	1100%
<i>Capital Outlay</i>											
Equipment	4,560	4,547	35,784	35,784	14,766	14,766	1,650	1,595	2,400	13,250	452%
<i>Total Capital Outlay</i>	4,560	4,547	35,784	35,784	14,766	14,766	1,650	1,595	2,400	13,250	452%
<i>Debt Service</i>	0	0	0	0	0	0	0	0	0	2,309	100%
<b>TOTAL EXPENDITURES</b>	<b>392,615</b>	<b>369,467</b>	<b>255,459</b>	<b>286,357</b>	<b>363,942</b>	<b>391,640</b>	<b>432,675</b>	<b>278,773</b>	<b>364,512</b>	<b>481,709</b>	<b>32%</b>

**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**

**DEPARTMENT/DIVISION DESCRIPTION AND GOALS & OBJECTIVES FOR FISCAL YEAR 1994-95**

**DEPARTMENT:** Administrative Services

**DIVISION:** Personnel

**DESCRIPTION:**

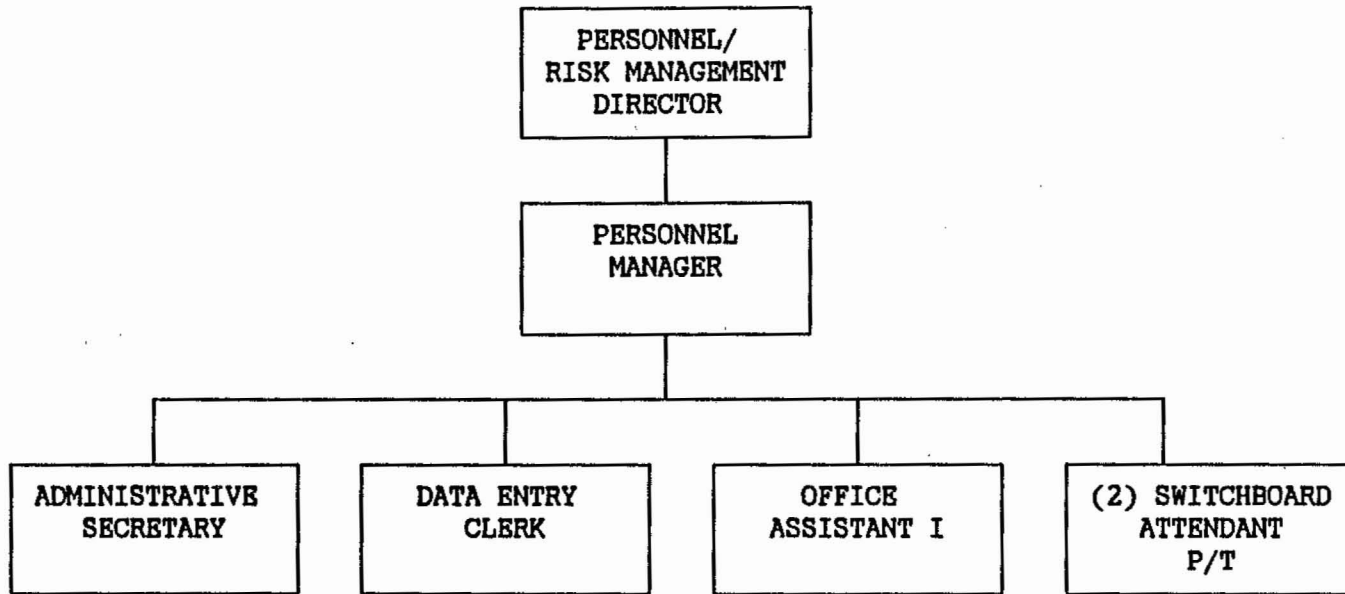
**The Personnel Department serves as a support for all County departments and divisions.**

Offers counseling and advice to directors and employees on personnel policy, past practice and the needs of the County and the employees to develop sound solutions to problems; proposal and drafting of new policies or policy revisions to cover recurring problems or prevent anticipated problems; handles recruiting, advertising, scheduling, physicals, training programs, new employee orientations, terminations (exit interviews), grievance hearings; establishes job requirements and updates job descriptions; participates in union negotiations; administers employee benefits i.e., sick pay, sick incentive, retirement, insurance and counsels employees on their use; keeps abreast of all new laws and regulations that concern personnel and advises department on compliance; maintains all records that apply to employees according to government regulations; coordinates with the attorney's office to answer all government inquiries; participates in various County boards which relate to personnel; assists in special projects as assigned by County Administrator; plans employee events i.e., award breakfast, picnic; and advises public on available positions within the County, distributes and evaluates applications for employment.

**GOALS AND OBJECTIVES:**

- \* Completely automate employee files.
- \* Automate the applicant tracking system.
- \* Training (in-house) for supervisors. Educate employees on dealing with the union and techniques of supervision.
- \* In-house seminars on various subjects. Eliminate the need for department heads, supervisors to travel and offer seminars at reduced rates.
- \* Formalize new employee orientation and follow-up meetings.

ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL DIVISION  
1994-95





**ST LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
BUDGET SUMMARY  
FOR FISCAL YEAR 1994-95**

<b>PERSONNEL</b>	<b>1992-93 ACTUAL</b>	<b>1993-94 BUDGET</b>	<b>1994-95 BUDGET</b>	<b>AMOUNT DIFFERENCE</b>	<b>PERCENT DIFFERENCE</b>
Salaries & Benefits	131,370	162,086	230,236	68,150	42%
Operating Expenses	48,402	112,100	146,640	34,540	31%
Capital Outlay	0	4,900	0	(4,900)	-100%
<b>TOTAL EXPENDITURES:</b>	<b>179,772</b>	<b>279,086</b>	<b>376,876</b>	<b>97,790</b>	<b>35%</b>
<b>Staffing ( FTE ):</b>	<b>5.2</b>	<b>5.2</b>	<b>6.2</b>	<b>1</b>	<b>19%</b>
<b>NEW POSITION:</b>					
PERSONNEL/RISK MANAGEMENT DIRECTOR					64,836
					<b>64,836</b>
<b>RECLASSIFICATION:</b>					
NONE					0
<b>EQUIPMENT:</b>					
NONE					0
<b>CAPITAL PROJECTS:</b>					
NONE					0



**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**

**ADMINISTRATIVE SERVICES**

PERSONNEL	1989-90		1990-91		1991-92		1992-93		1993-94	1994-95	PERCENT DIFFERENCE
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	
<i>Salaries and Benefits</i>	146,020	105,110	175,100	174,648	144,185	140,018	134,099	131,370	162,086	230,236	42%
<i>Operating Expenses</i>											
Professional Services	0	0	0	0	0	0	21,000	20,158	50,000	50,000	0%
Physical Exams	0	0	27,000	23,085	18,214	18,214	22,000	5,543	23,000	15,000	-35%
Other Contractual Services	29,400	28,700	5,000	3,655	7,634	5,511	4,500	3,000	6,200	6,500	5%
Staff Training	0	0	0	0	0	0	0	0	5,000	45,000	800%
Automated Services	0	0	0	0	0	0	0	0	0	1,240	100%
Operating Software	0	0	303	303	0	0	0	0	0	0	0%
Travel	900	772	2,200	1,855	500	240	500	323	500	500	0%
Training & Education	0	0	700	288	1,000	487	1,000	200	1,000	1,200	20%
Communications	2,350	1,132	3,141	3,140	2,000	1,939	2,000	1,734	2,000	2,000	0%
Postage	0	0	0	0	0	0	0	0	200	200	0%
Equipment Maintenance	2,000	973	2,000	1,743	2,000	829	2,000	1,155	2,000	2,000	0%
Advertising	8,500	5,371	30,794	29,544	9,064	3,278	7,500	6,813	7,500	8,000	7%
Printing & Binding	0	0	225	225	2,500	151	0	0	0	0	0%
Materials Center	0	0	0	0	0	0	0	0	500	500	0%
Office Supplies	4,367	3,482	4,827	4,826	4,600	3,552	4,600	4,563	4,600	4,600	0%
Operating Supplies	11,967	8,371	7,988	7,983	7,750	2,279	8,000	3,460	7,800	8,000	3%
Miscellaneous Expense	0	0	80	80	0	0	0	0	0	0	0%
Dues & Memberships	1,600	1,276	681	548	800	45	400	260	400	400	0%
Books & Subscriptions	0	0	1,054	1,053	1,150	1,028	1,350	1,194	1,400	1,500	7%
Gas, Oil, Grease	0	0	500	37	0	0	0	0	0	0	0%
<i>Total Operating Expenses</i>	61,084	50,077	86,493	78,364	57,212	37,553	74,850	48,402	112,100	146,640	31%
<i>Total Personnel &amp; Operating</i>	207,104	155,187	261,593	253,012	201,397	177,571	208,949	179,772	274,186	376,876	37%
<i>Capital Outlay</i>											
Equipment	0	0	5,645	5,136	0	0	0	0	4,900	0	0%
<i>Total Capital Outlay</i>	0	0	5,645	5,136	0	0	0	0	4,900	0	0%
<b>TOTAL EXPENDITURES</b>	<b>207,104</b>	<b>155,187</b>	<b>267,238</b>	<b>258,148</b>	<b>201,397</b>	<b>177,571</b>	<b>208,949</b>	<b>179,772</b>	<b>279,086</b>	<b>376,876</b>	<b>35%</b>