

ST. LUCIE COUNTY B.O.C.C.

***ADMINISTRATIVE SERVICES
OFFICE OF MANAGEMENT
& BUDGET***

**ADOPTED BUDGET FOR
FISCAL YEAR 1995-96**

ADMINISTRATIVE SERVICES - OFFICE OF MANAGEMENT AND BUDGET

DESCRIPTION

The Office of Management & Budget prepares and manages the annual budget for the Board of County Commissioners. The office assists departments in developing their operating & capital budgets; and provides information to the Board, Administration, departments, and citizens concerning budget & related issues.

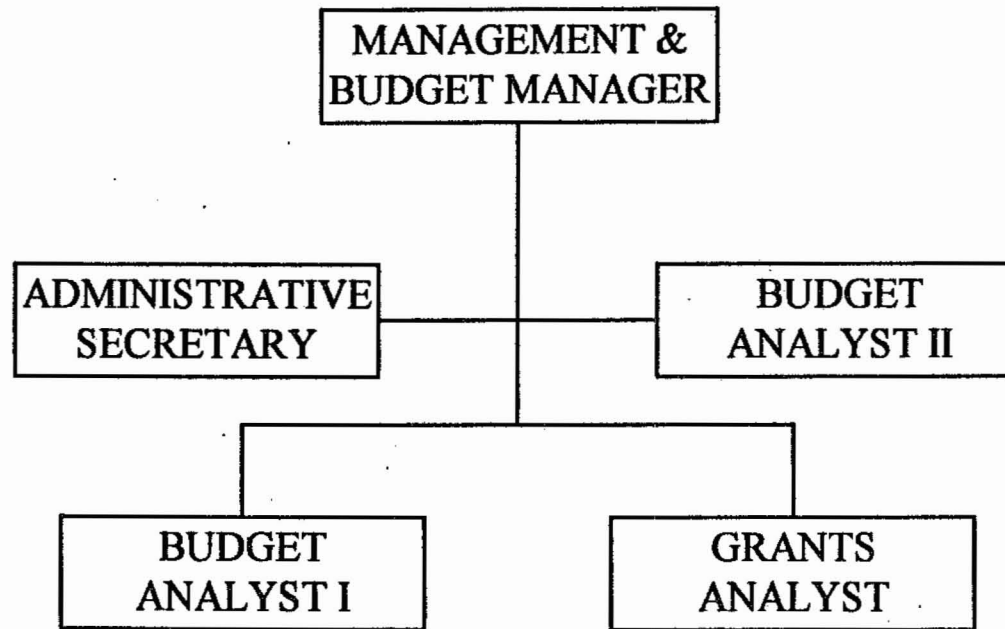
1994-95 FY ACHIEVEMENTS

- 1. Completed and published the first annual Budget Report for the 1994-95 fiscal year.*
- 2. Developed policies and procedures for budget development and inter-departmental financial matters.*
- 3. Initiated monthly meetings with departments regarding budetary matters.*
- 4. Initiated the budget preparation for 1995-96 in January, earlier with more coordination*
- 5. Initiated a training program for departments in budgetary; administrative; financial system and software application matters.*
- 6. Worked closely with Citizen Budget Advisory Committee and provided information in better formats and on a more timely basis.*

1995-96 GOALS AND OBJECTIVES

1. *To improve the annual Budget Report for the 1995-96 FY.*
2. *To improve upon the Budget Book and presentation submitted to the Board.*
3. *Continue to write procedures regarding budgetary matters for departments.*
4. *Prepare intra-departmental procedures for OMB.*
5. *Provide more extensive training programs for departments.*
6. *Improve upon the budget development to reduce the amount of budget amendments.*
7. *Provide periodic reports to the Board and Administrator on the financial status of the county budget.*

**ADMINISTRATIVE SERVICES
OFFICE OF MANAGEMENT & BUDGET
FISCAL YEAR 1995-96**



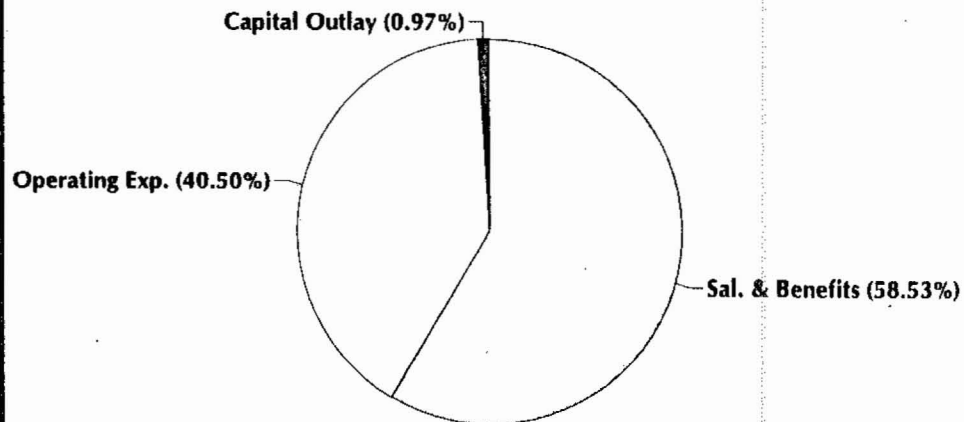
**ADMINISTRATIVE SERVICES
BUDGET SUMMARY
FOR FISCAL YEAR 1995-96**

MANAGEMENT & BUDGET	1993-94 ACTUAL	1994-95 BUDGET	1995-96 BUDGET	AMOUNT OF DIFFERENCE	% DIFF
Salaries & Benefits	186,609	263,331	253,344	(9,987)	-4%
Operating Expenses	175,859	175,000	175,300	300	0%
Capital Outlay	1,584	0	4,200	4,200	n/a
Other	0	0	0	0	n/a
Total:	364,052	438,331	432,844	(5,487)	-1%
Personnel (FTE):	5	5	5	0	0%

PERSONNEL (Full Time Equivalent):

Management & Budget Manager	1
Budget Analyst II	1
Budget Analyst I	1
Grants Analyst	1
Administrative Secretary	1

DEPARTMENTAL ALLOCATIONS



Total Personnel (FTE): 5

ST. LUCIE COUNTY B.O.C.C.

***ADMINISTRATIVE SERVICES
PURCHASING***

**ADOPTED BUDGET FOR
FISCAL YEAR 1995-96**

ADMINISTRATIVE SERVICES - PURCHASING

DESCRIPTION

The Purchasing Department provides a centralized procurement system by which all departments under the Board of County Commissioners, Constitutional Officers and other Judicial organizations may obtain the best quality goods and services at the best price. Additionally, Purchasing maintains records of the County's tangible personal property, maintain a Central Stores Warehouse and Duplicating facility.

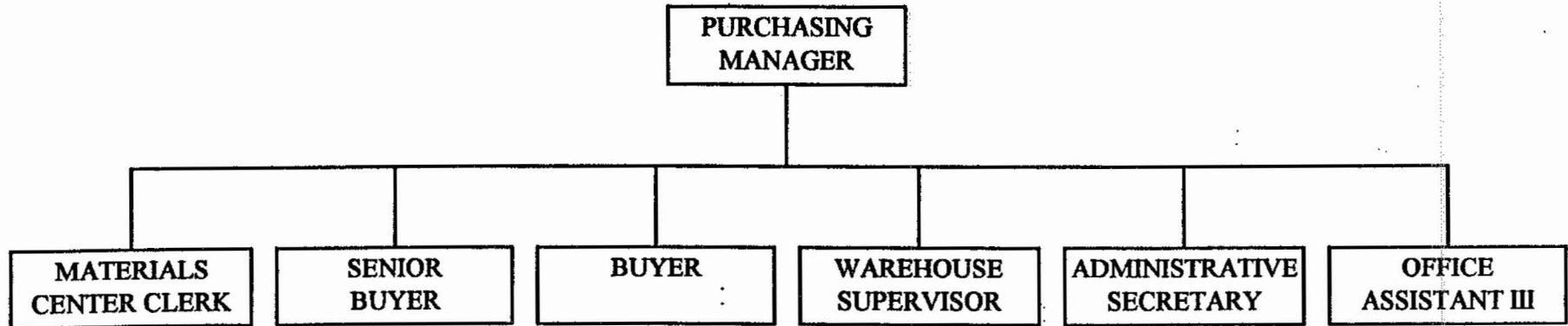
1994-95 FY ACHIEVEMENTS

- 1. Started bar coding the fixed asset inventory and Central Stores Warehouse.*
- 2. Promoted and developed the Materials Reproduction Center.*

1995-96 GOALS AND OBJECTIVES

1. *Streamline the bidding procedures to expedite the approval process and assist the departments in the development of the specifications.*
2. *Develop co-operative buying with other governmental agencies.*
3. *Automate and consolidate the stock items Warehouse.*
4. *Streamline and develop new methods for the fixed asset inventory system.*
5. *Continue with training and certification of the Purchasing personnel.*
6. *Research and develop color reproduction for the Materials Center.*

**ADMINISTRATIVE SERVICES
PURCHASING
FISCAL YEAR 1995-96**



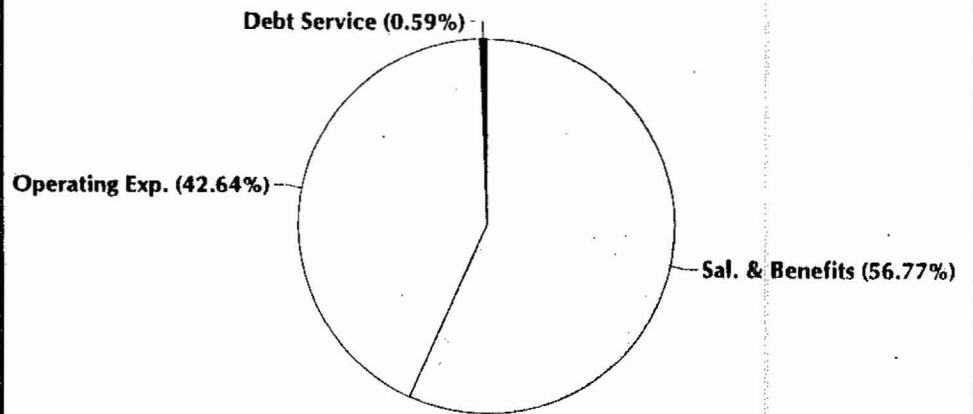
**ADMINISTRATIVE SERVICES
BUDGET SUMMARY
FOR FISCAL YEAR 1995-96**

PURCHASING	1993-94 ACTUAL	1994-95 BUDGET	1995-96 BUDGET	AMOUNT OF DIFFERENCE	% DIFF
Salaries & Benefits	200,555	233,508	223,064	(10,444)	-4%
Operating Expenses	149,031	178,040	167,550	(10,490)	-6%
Inventory Supplies	40,489	0	0	0	n/a
Capital Outlay	11,294	15,750	0	(15,750)	-100%
Debt Service		2,309	2,309	0	0%
Total:	401,370	429,607	392,923	(36,684)	-9%
Personnel (FTE):	6	7	7	0	0%

PERSONNEL (Full Time Equivalent):

Purchasing Manager	1
Senior Buyer	1
Buyer	1
Materials Center Clerk	1
Administrative Secretary	1
Office Assistant III	1
Warehouse Supervisor	1

DEPARTMENTAL ALLOCATIONS



Total Personnel (FTE): 7

ST. LUCIE COUNTY B.O.C.C.

***ADMINISTRATIVE SERVICES
PERSONNEL***

**ADOPTED BUDGET FOR
FISCAL YEAR 1995-96**

ADMINISTRATIVE SERVICES - PERSONNEL

DESCRIPTION

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, group insurances, Employee Assistance Program, establish, monitor and review the County safety program; coordinate and administer the County Workers' Compensation program, property and general liability insurances.

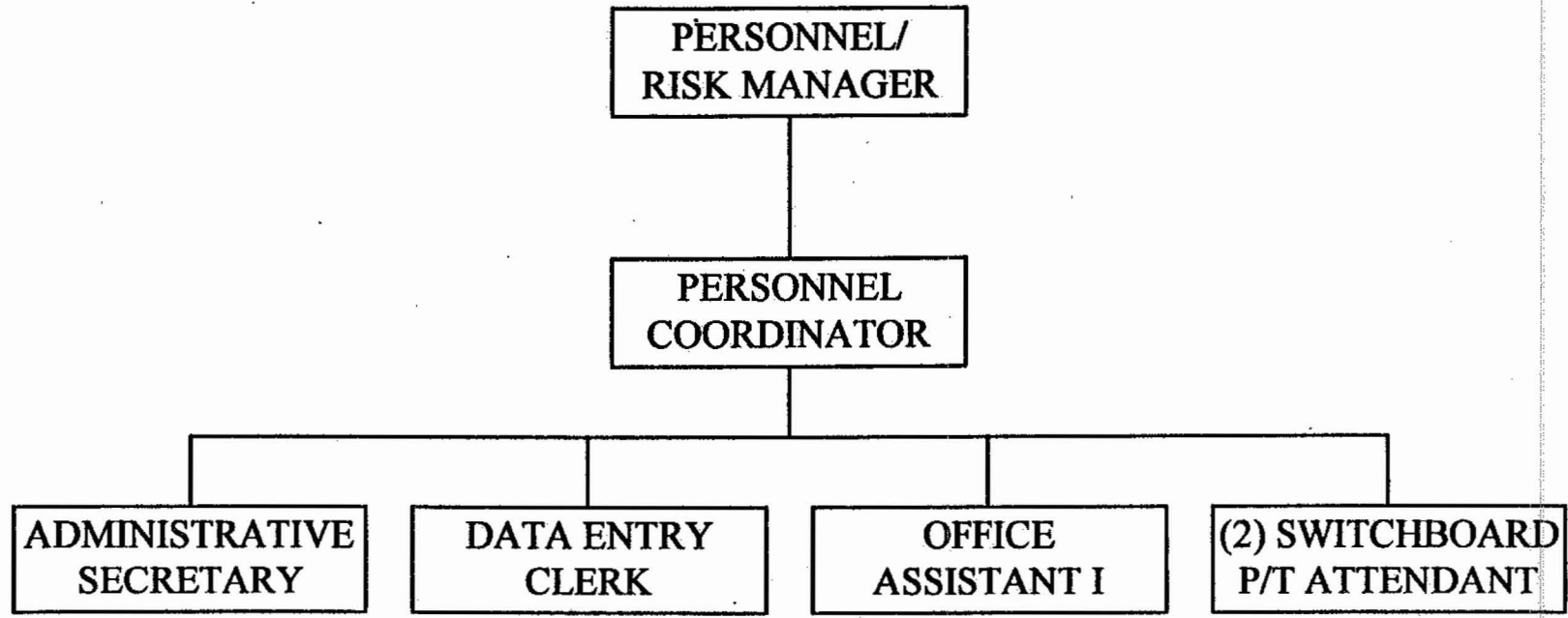
1994-95 FY ACHIEVEMENTS

- 1. All employee information has been entered on the Finance/Human Resource Banner system.*
- 2. The applicant tracking system is fully operational.*
- 3. Training for supervisory and management employees has been implemented and continues.*
- 4. A new orientation form has been developed to ensure all new employees receive uniform training.*
- 5. A safety program has been developed for all departments - posters and brochures have been ordered.*

1995-96 GOALS AND OBJECTIVES

1. *Continue safety awareness and reduce by 20% workplace accidents.*
2. *Participate in Wage and Salary Survey.*
3. *Continue the outreach program to increase protected class participation countywide.*
4. *Install the successful group insurance provider.*
5. *Continue in-house training for all employees.*

**ADMINISTRATIVE SERVICES
PERSONNEL
FISCAL YEAR 1995-96**



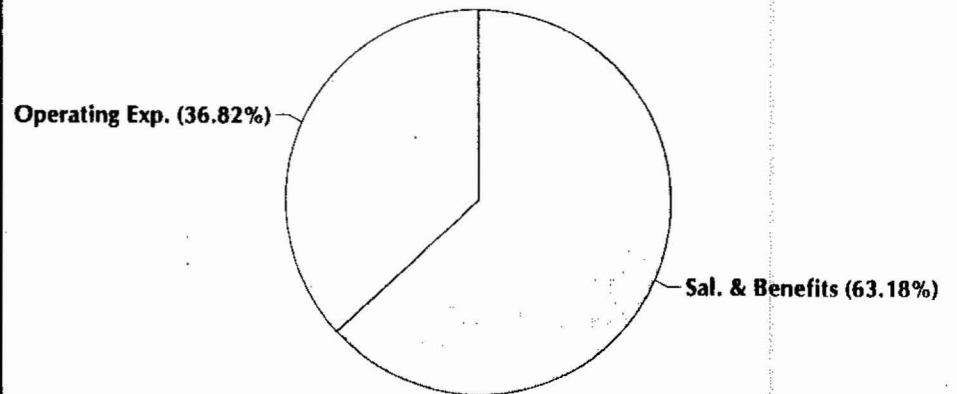
**ADMINISTRATIVE SERVICES
BUDGET SUMMARY
FOR FISCAL YEAR 1995-96**

PERSONNEL	1993-94 ACTUAL	1994-95 BUDGET	1995-96 BUDGET	AMOUNT OF DIFFERENCE	% DIFF
Salaries & Benefits	153,961	237,862	227,870	(9,992)	-4%
Operating Expenses	88,679	147,365	132,800	(14,565)	-10%
Capital Outlay	3,522	0	0	0	n/a
Other	0	0	0	0	n/a
Total:	246,162	385,227	360,670	(24,557)	-6%
Personnel (FTE):	6.2	6.2	6.2	0	0%

PERSONNEL (Full Time Equivalent):

Personnel/Risk Management Manager	1
Personnel Coordinator	1
Administrative Secretary	1
Office Assistant I	1
Data Entry Clerk I	1
Switchboard Operator (25hrs)	1.2

DEPARTMENTAL ALLOCATIONS



Total Personnel (FTE): 6.2