

DEPARTMENT:	ADMINISTRATIVE SERVICES		DIVISION:	OMB			
	1998-1999 <u>ACTUAL</u>	1999-2000 <u>ACTUAL</u>	2000-2001 <u>BUDGET</u>	2001-2002 <u>BUDGET</u>	% <u>CHANGE</u>		
<b>REVENUES:</b>							
General Fund	361,376	334,055	483,711	636,147	32%		
Enterprise/Internal Service Fund	0	0	0	0	n/a		
Other Funds	0	0	0	0	n/a		
Departmental Revenues	0	0	0	0	n/a		
Grants and Other Revenues	0	0	0	0	n/a		
<b>TOTAL:</b>	<b>361,376</b>	<b>334,055</b>	<b>483,711</b>	<b>636,147</b>	<b>32%</b>		
<b>APPROPRIATIONS:</b>							
Personnel	324,437	298,126	420,754	579,310	38%		
Operating Expenses	32,619	34,337	62,957	52,937	-16%		
<b>SUB-TOTAL:</b>	<b>357,056</b>	<b>332,463</b>	<b>483,711</b>	<b>632,247</b>	<b>31%</b>		
Capital Outlay	4,320	1,592	0	3,900	n/a		
Non-operating	0	0	0	0	n/a		
<b>TOTAL:</b>	<b>361,376</b>	<b>334,055</b>	<b>483,711</b>	<b>636,147</b>	<b>32%</b>		
<b>FTE POSITIONS</b>	7	7	8	9			
<b>MISSION:</b>							
<p>The mission of the Office of Management and Budget is to provide information, analysis, and staff support sufficient for the County Administrator and Board of County Commissioners to make well informed financial, program and management decisions; to provide support, assistance and guidance to departments in effectively developing, managing and implementing their budgets; to manage the budgetary affairs of the County in an efficient and effective manner; and to encourage policy and procedures necessary for the County to enjoy sound fiscal health.</p>							
<b>FUNCTION:</b>							
<p>The Office of Management and Budget prepares and manages the County's annual budget. It is responsible for setting the budget schedule and procedures; estimating revenues for each fund; reviewing departmental budget requests; and recommending actions to the County Administrator. The office is also responsible for publishing and monitoring the budget; processing line-to-line transfers, budget amendments, and resolutions; coordinating grants management and assisting in the proper administration of grant programs; administering designated leases and contracts, preparing financial analyses, reviewing financing options, and providing budget information to the Board and public.</p>							
<b>2001-2002 GOALS &amp; OBJECTIVES:</b>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>1 Develop a "Budget in Brief" document.</li> <li>2 Further develop the capital improvement program and document</li> <li>3 Expand the grant management section.</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>4 Establish a budget web page.</li> <li>5 Pursue the development of multi-year financial projections.</li> <li>6 Further develop training program on county financial procedures.</li> </ul> </td> </tr> </table>						<ul style="list-style-type: none"> <li>1 Develop a "Budget in Brief" document.</li> <li>2 Further develop the capital improvement program and document</li> <li>3 Expand the grant management section.</li> </ul>	<ul style="list-style-type: none"> <li>4 Establish a budget web page.</li> <li>5 Pursue the development of multi-year financial projections.</li> <li>6 Further develop training program on county financial procedures.</li> </ul>
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**DEPARTMENT:**

**MANAGEMENT & BUDGET**

**DIVISION:**

**N/A**

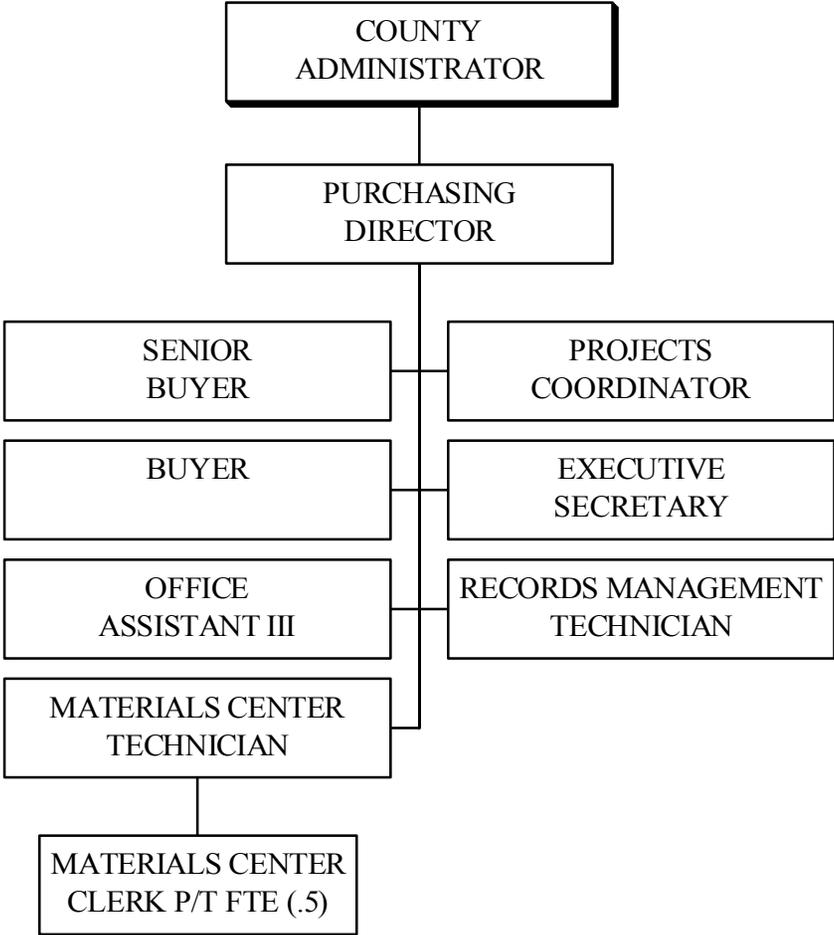
**KEY INDICATORS:**

	<b><u>1999-2000 ACTUAL</u></b>	<b><u>2000-2001 BUDGET</u></b>	<b><u>2001-2002 PLANNED</u></b>
1. <i>General/Fines and Forfeiture Budgeted Taxes.</i>	\$61,310,474	\$62,052,663	\$63,293,716
2. <i>Total County budget.</i>	\$261,332,385	\$236,302,922	\$250,000,000
3. <i>Number of budget amendments processed.</i>	79	40	40
4. <i>Number of line item transfers processed.</i>	2,556	1,200	1,000
5. <i>Number of grant applications reviewed.</i>	55	50	65
6. <i>Number of active grants.</i>	99	135	150
7. <i>Dollar amount of grant funds awarded.</i>	\$18,523,000	\$19,000,000	\$21,000,000

**COMMENTS:**

*The Grants Writer position is being transferred from the Office of Management and Budget to Administration.*

**PURCHASING  
FISCAL YEAR 2001-2002**



<b>DEPARTMENT: PURCHASING</b>		<b>DIVISION:</b>			
	<b>1998-99 ACTUAL</b>	<b>1999-2000 ACTUAL</b>	<b>2000-2001 BUDGET</b>	<b>2001-2002 BUDGET</b>	<b>% CHANGE</b>
<b>REVENUES:</b>					
General Fund	434,382	455,928	496,666	542,693	9%
Enterprise/Internal Service Fund	0	0	0	0	n/a
Other Funds	0	0	0	0	n/a
Departmental Revenues	0	0	0	0	n/a
Grants and Other Revenues	122,739	0	0	0	n/a
<b>TOTAL:</b>	<b>557,121</b>	<b>455,928</b>	<b>496,666</b>	<b>542,693</b>	<b>9%</b>
<b>APPROPRIATIONS:</b>					
Personnel	280,873	293,691	337,040	367,500	9%
Operating Expenses	137,667	144,344	150,126	163,193	9%
<b>SUB-TOTAL:</b>	<b>418,540</b>	<b>438,035</b>	<b>487,166</b>	<b>530,693</b>	<b>9%</b>
Capital Outlay	127,083	5,769	0	3,000	n/a
Non-operating	11,498	12,124	9,500	9,000	n/a
<b>TOTAL:</b>	<b>557,121</b>	<b>455,928</b>	<b>496,666</b>	<b>542,693</b>	<b>9%</b>
<b>FTE POSITIONS</b>	8.00	8.50	8.50	8.50	

**MISSION:**

*The Mission of the St. Lucie County Purchasing Department is to provide cost savings to our County citizens while ensuring integrity, quality and efficiency as we facilitate a pro-active, competitive procurement process. Our teamwork is based on friendly cooperation with our departments and effective, creative solutions with service oriented goals.*

**FUNCTION:**

*The Purchasing Department performs several functions to serve the departments of the Board of County Commissioners, Constitutional Officers and other governmental and taxing agencies within St. Lucie County. The prime function is to provide to the user departments goods and services at the best Quality and Price, and ensure all purchases follow current Laws and Regulations. Secondly, Purchasing maintains the inventory of the County's Capital Assets. Thirdly, Purchasing provides a Material Center to the Quantity Duplicating, Color Reproduction and Document preparation for the user departments and agencies. Purchasing provides Records management to reduce paper storage space and initiate document retention and disposition.*

**2001-2002 GOALS & OBJECTIVES:**

- |   |   |
|---|---|
| 1 Implement EDI (Electronic Data Interchange)   | 4 Investigate the implementation of online bidding.                 |
| 2 Implement the use of online quotations  | 5 Fine tune the Purchasing Manual and purchasing process.           |
| 3 Increase the service provided by the Purchasing Department to the Purchasing process. | 6 Develop a purchasing training program for the County Departments. |

**DEPARTMENT:**

**PURCHASING**

**DIVISION:**

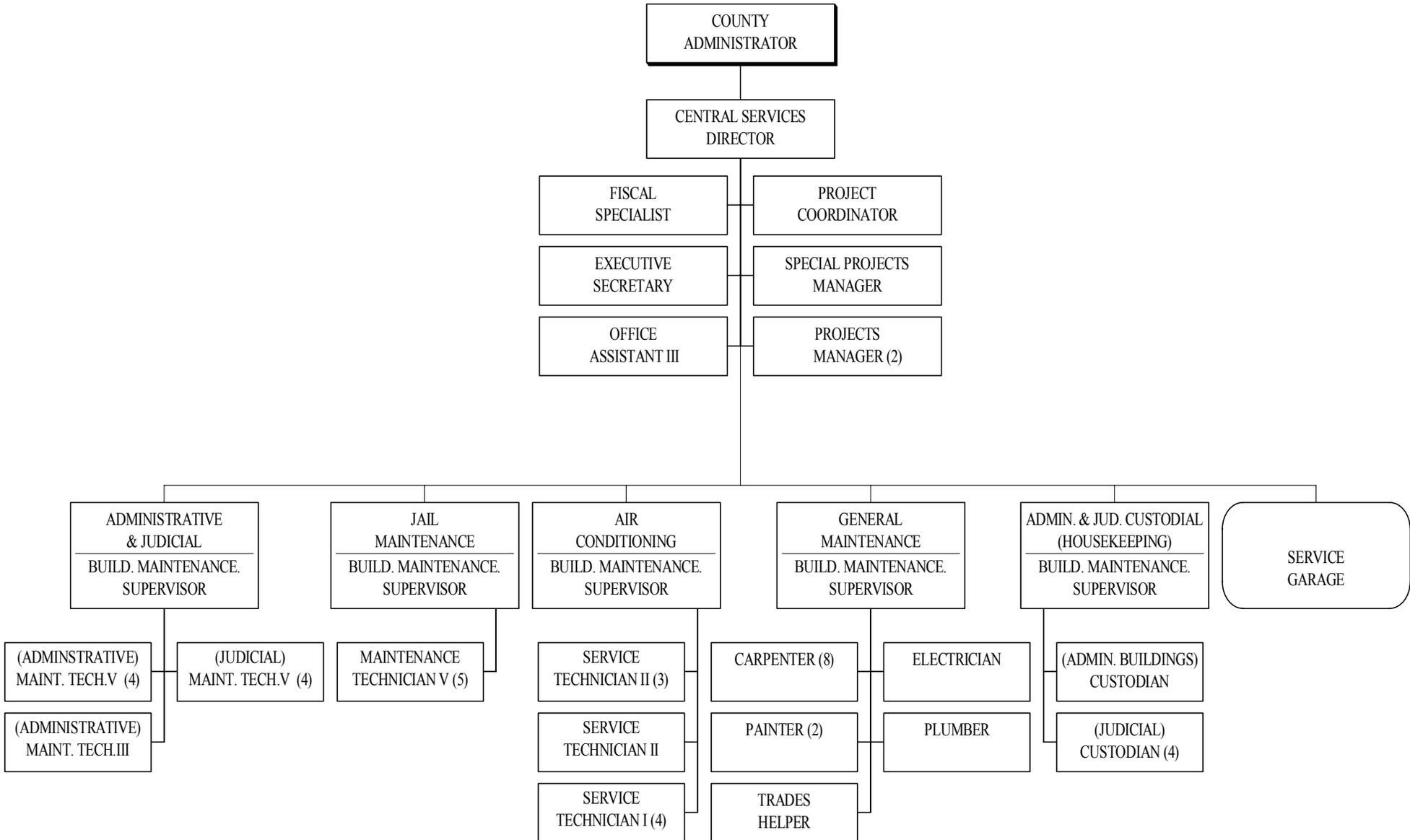
**KEY INDICATORS:**

	<b><u>1999-2000 ACTUAL</u></b>	<b><u>2000-2001 BUDGET</u></b>	<b><u>2001-2002 PLANNED</u></b>
1. Purchase Orders > \$10,000	383	400	500
2. Purchase Orders \$100 > \$10,000	3765	4000	5000
3. Purchase Orders < \$100	948	900	700
4. Materials Center Copies	2,844,866	2,900,000	3,000,000
5. Color Copies	50,739	51,000	55,000

**COMMENTS:**

*Capital Equipment 564000- The collator is for the color copier, this piece of equipment is badly needed in the Material Center. When more than 1 color copy is ordered (example: color booklets or color packets) this has to be hand collated by Material Center Staff which is very time consuming and makes production time longer. This will make turnaround time quicker and help eliminate the need to take multi-page color brochures, booklets and packets to outside printers.*

**CENTRAL SERVICES  
MAINTENANCE / CUSTODIAL  
FISCAL YEAR 2001-2002**



<b>DEPARTMENT:</b>		<b>CENTRAL SERVICES</b>		<b>DIVISION:</b>		<b>MAINTENANCE/CUSTODIAL</b>	
	<b>1998-1999</b>	<b>1999-2000</b>	<b>2000-2001</b>	<b>2001-2002</b>	<b>%</b>		
	<b><u>ACTUAL</u></b>	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>CHANGE</u></b>		
<b>REVENUES:</b>							
General Fund	1,825,524	1,988,193	2,430,034	2,989,639	23%		
Enterprise/Internal Service Fund	1,167,140	1,203,084	1,567,876	2,181,504	39%		
Other Funds	0	0	0	0	n/a		
Departmental Revenues	6,855	32,238	5,000	6,000	20%		
Grants and Other Revenues	0	0	0	0	n/a		
<b>TOTAL:</b>	<b>2,999,519</b>	<b>3,223,515</b>	<b>4,002,910</b>	<b>5,177,143</b>	<b>29%</b>		
<b>APPROPRIATIONS:</b>							
Personnel	1,460,799	1,428,528	2,032,033	2,711,170	33%		
Operating Expenses	1,510,252	1,762,076	1,920,705	2,250,169	17%		
<b>SUB-TOTAL:</b>	<b>2,971,051</b>	<b>3,190,604</b>	<b>3,952,738</b>	<b>4,961,339</b>	<b>26%</b>		
Capital Outlay	28,468	32,911	50,172	215,804	330%		
Non-operating	0	0	0	0	n/a		
<b>TOTAL:</b>	<b>2,999,519</b>	<b>3,223,515</b>	<b>4,002,910</b>	<b>5,177,143</b>	<b>29%</b>		
<b>FTE POSITIONS</b>	39	39	65	73			

**MISSION:**

*Central Services mission is to maintain all County facilities and to perform or oversee remodeling and construction of new facilities. In all cases accomplish functions at the highest quality and the lowest cost.*

**FUNCTION:**

*Central Services function is to maintain approximately 1.4 million square feet of buildings and approximately 3.7 thousand tons of H.V.A.C. equipment. Prevent deterioration of facilities through upgrading, improvements and preventative maintenance.*

**2001-2002 GOALS & OBJECTIVES:**

- |   |   |
|---|---|
| 1 Continue efforts to provide accessibility to County facilities for impaired citizens and employees. | 4 Continue to develop preventative maintenance programs.              |
| 2 Continue efforts to provide quality indoor air to County facilities.                                | 5 Continue efforts to provide storm protection for County facilities. |
| 3 Continue efforts to provide water intrusion free buildings.   | 6 To set up and develop Performance Contracting.                      |

**DEPARTMENT:**

**CENTRAL SERVICES**

**DIVISION:**

**MAINTENANCE/CUSTODIAL**

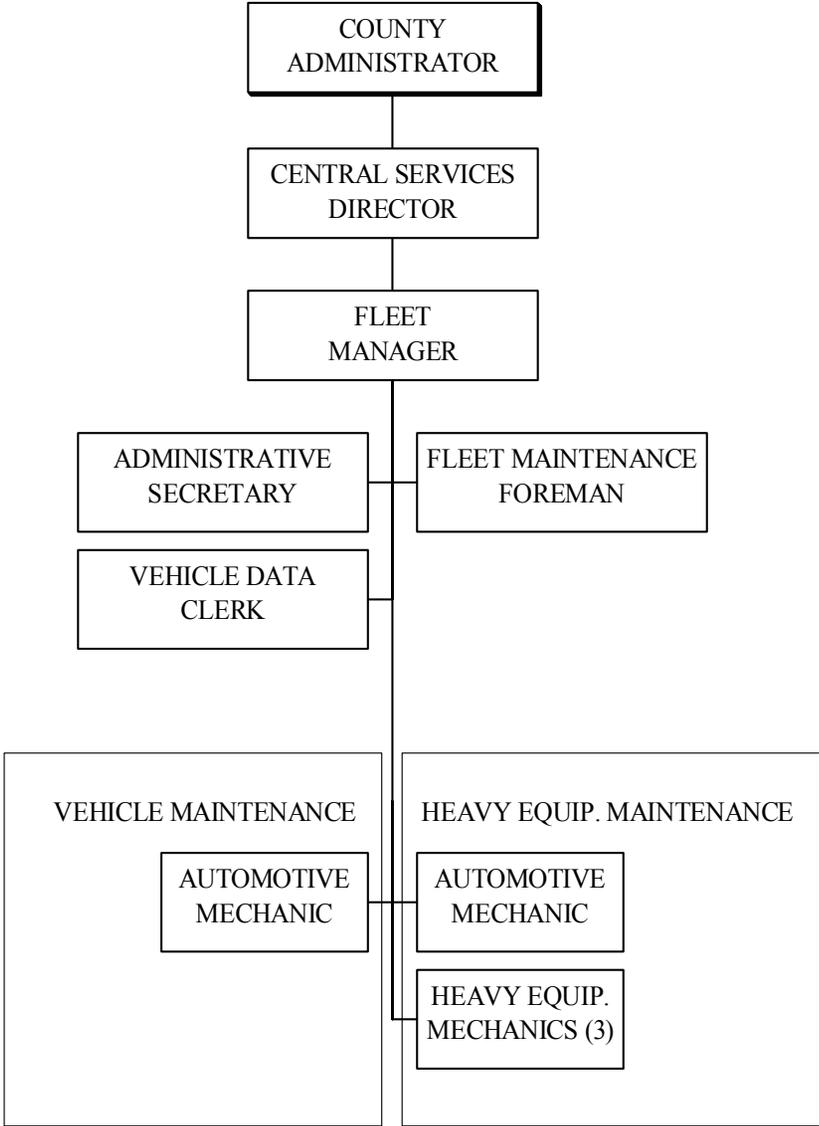
**KEY INDICATORS:**

	<b><u>1999-2000 ACTUAL</u></b>	<b><u>2000-2001 BUDGET</u></b>	<b><u>2001-2002 PLANNED</u></b>
1. <i>Square Foot/Buildings</i>	1,328,679	1,331,179	1,371,579
2. <i>Tons/HVAC Equipment</i>	3,300	3,575	3,675
3. <i>Work Orders</i>	4,049	4,500	4,700
4. <i>Capital Projects (funded)</i>	82	63	50
5. <i>Capital Projects (non-funded)</i>	9	18	20

**COMMENTS:**

1. *In Fiscal Year 1999 - 2000, out of 4,049 work orders 114 were not completed.*
2. *Fiscal Year 2001-2002 budget for Capital/Maintenance Projects is \$1,000,000.00*
3. *In Fiscal Year 1999-2000, out of 82 projects, 23 were rolled over into the 2000-2001 Fiscal Year.*
4. *In Fiscal Year 2001-2002, the square footage of buildings potential plan includes:*
  - 4A. *Village Green Annex @ 15,000 s.f.*
  - 4B. *Utilities @ 10,000 s.f.*
  - 4C. *USDA Bldg. @ 15,000 s.f.*
  - 4D. *Indrio School Restrooms @400 s.f.*

**CENTRAL SERVICES  
SERVICE GARAGE  
FISCAL YEAR 2001-2002**



DEPARTMENT:	CENTRAL SERVICES		DIVISION:	SERVICE GARAGE	
	1998-1999 <u>ACTUAL</u>	1999-2000 <u>ACTUAL</u>	2000-2001 <u>BUDGET</u>	2001-2002 <u>BUDGET</u>	% <u>CHANGE</u>
<b>REVENUES:</b>					
General Fund	0	0	148,976	445,879	199%
Enterprise/Internal Service Fund	1,244,246	1,435,102	1,261,725	1,243,796	-1%
Other Funds	0	0	0	0	n/a
Departmental Revenues	0	0	0	0	n/a
Grants and Other Revenues	0	0	0	0	n/a
TOTAL:	<b>1,244,246</b>	<b>1,435,102</b>	<b>1,410,701</b>	<b>1,689,675</b>	<b>20%</b>
<b>APPROPRIATIONS:</b>					
Personnel	323,021	305,589	381,886	371,491	-3%
Operating Expenses	936,489	1,141,268	1,016,135	1,300,509	28%
SUB-TOTAL:	<b>1,259,510</b>	<b>1,446,857</b>	<b>1,398,021</b>	<b>1,672,000</b>	<b>20%</b>
Capital Outlay	0	0	12,680	17,675	39%
Non-operating	0	0	0	0	n/a
TOTAL:	<b>1,259,510</b>	<b>1,446,857</b>	<b>1,410,701</b>	<b>1,689,675</b>	<b>20%</b>
<b>FTE POSITIONS</b>	12	10	9	9	

**MISSION:**

*The Service Garage mission is to maintain the County's fleet of vehicles and equipment in a cost effective manner for the safety of employees and to reduce costly downtime. To provide top quality customer service to the various departments served by this division.*

**FUNCTION:**

*The Service Garage function is to establish a good working relationship with all departments. To ensure the proper utilization of all vehicles. To provide routine preventative maintenance on all fleet vehicles.*

**2001-2002 GOALS & OBJECTIVES:**

- 1 To continue standardization of all vehicles in the light fleet.
- 2 Oversee all new heavy equipment purchases to ensure appropriate equipment specifications and ability to maintain the fleet afterward.
- 3 Establish a heavy equipment replacement program.
- 4 Consolidate maintenance of all motorized County assets under one control to establish a true maintenance cost of all equipment.
- 5 Evaluate moving the heavy equipment to the Landfill facility.