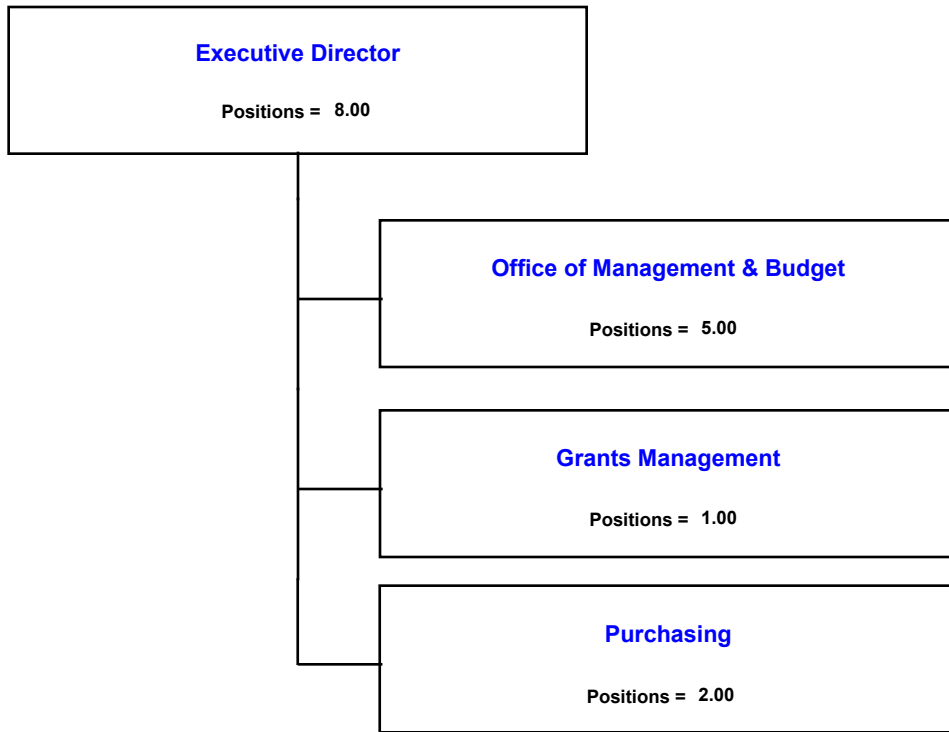


Budget & Finance Business Center



Monroe County Board of County Commissioners
Fiscal Year 2008 Tentatively Adpoted September 12, 2007 Proposed Budget

Budget & Finance Business Center

Business Center Vision

Provide administrative tools, techniques and consultation to county departments to optimize performance in all areas of the county budget. Preparation and oversight of the county's budget during the three phases of budget implementation. Implement, monitor and revise the county's purchasing policy in order to ensure goods and services are secured in the most economical and efficient manner. Identify, apply for and monitor grant applications and implementation.

Mission Statement

To provide all county departments support with the budget, grant and purchasing needs in accordance with policies determined by the Board of County Commissioners and the Florida Statutes.

Summary of Services Provided

- Provide financial guidance in the preparation and implementation of operating and capital budgets.
- Provide procurement services to county departments with the least economic impact to the taxpayers.
- Provide all aspects of grant acquisition and administration for internal grants and outside funding by federal and state agencies.

Budgetary Costs	FY 2006 Actual	FY 2007 Adopted	FY 2008 Continuation	FY 2008 Issues	FY 2008 Proposed	FY 2008 Variance
Personnel Expenditures	548,893	653,413	600,597	0	600,597	-52,816
Operating Expenditures	555,101	445,328	125,326	0	125,326	-320,002
Capital Outlay Expenditures	1,214	1,000	0	0	0	-1,000
Total Net Operating Budget	1,105,208	1,099,741	725,923	0	725,923	-373,818
Total Budgetary Costs	1,105,208	1,099,741	725,923	0	725,923	-373,818

Funding Sources	FY 2006 Actual	FY 2007 Adopted	FY 2008 Proposed	FY 2008 Variance
General Fund	751,831	913,339	725,923	-187,416
Governmental Fund Type Grant	353,377	186,402	0	-186,402
Total Revenues	1,105,208	1,099,741	725,923	-373,818

Staffing Summary	FY 2006 Actual	FY 2007 Adopted	FY 2008 Continuation	FY 2008 Issues	FY 2008 Proposed	FY 2008 Variance
Grants Management	3.00	2.00	1.00	0.00	1.00	-1.00
Office of Management & Budget	6.00	5.00	5.00	0.00	5.00	0.00
Purchasing	0.00	2.00	2.00	0.00	2.00	0.00
Total Full-Time Equivalentents (FTE)	9.00	9.00	8.00	0.00	8.00	-1.00
Total Authorized Positions	9.00	9.00	8.00	0.00	8.00	-1.00

**Monroe County Board of County Commissioners
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Office of Management & Budget

Mission Statement

Provide strategic planning and support to Monroe County government, which will promote efficient management practices, sound financial budgeting, and competitive procurement county-wide, while maintaining the highest standards of ethics, integrity and prudent expenditure of public funds.

Summary of Services Provided

- Develop, implement, and monitor annual capital and operating budgets.
- Implement the Board's purchasing policy for all RFP's and contracts for goods and services.

Desired Outcome / Performance Measures	Indicator	Units	FY 2006 Actual	FY 2007 Projected	FY 2008 Projected
Prepare Unanticipated, Transfer, Amending, & Recinding Resolutions to be approved by the BOCC.					
• Number of Resolutions Prepared.	Output	1	202	400	400
Receive, perform analysis of, and complete budget transfer requests for all county departments.					
• Number of budget transfers processed by the budget staff.	Output	1	465	1,600	1,600
Review all County contracts.					
• Verify that policy compliance and budgetary requirements are met.	Output	1	427	400	400

Budgetary Costs	FY 2006 Actual	FY 2007 Adopted	FY 2008 Continuation	FY 2008 Issues	FY 2008 Proposed	FY 2008 Variance
Personnel Expenditures	415,818	387,983	394,867	0	394,867	6,884
Operating Expenditures	506,650	291,416	27,766	0	27,766	-263,650
Capital Outlay Expenditures	1,214	0	0	0	0	0
Total Net Operating Budget	923,682	679,399	422,633	0	422,633	-256,766
Total Budgetary Costs	923,682	679,399	422,633	0	422,633	-256,766

Funding Sources	FY 2006 Actual	FY 2007 Adopted	FY 2008 Proposed	FY 2008 Variance
General Fund	570,305	492,997	422,633	-70,364
Governmental Fund Type Grant	353,377	186,402	0	-186,402
Total Revenues	923,682	679,399	422,633	-256,766

Staffing Summary	FY 2006 Actual	FY 2007 Adopted	FY 2008 Continuation	FY 2008 Issues	FY 2008 Proposed	FY 2008 Variance
Administrative Support	4.00	3.00	3.00	0.00	3.00	0.00
Officials & Administrators	0.00	2.00	1.00	0.00	1.00	-1.00
Other	1.00	0.00	0.00	0.00	0.00	0.00
Professionals	0.00	0.00	1.00	0.00	1.00	1.00
Technicians	1.00	0.00	0.00	0.00	0.00	0.00
Total Full-Time Equivalentents (FTE)	6.00	5.00	5.00	0.00	5.00	0.00
Total Authorized Positions	6.00	5.00	5.00	0.00	5.00	0.00

**Monroe County Board of County Commissioners
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Grants Management

Summary of Services Provided

- Monitor grant applications and implementation.

Advisory Board

- Human Service Advisory Board
- Substance Abuse Policy Advisory Board

Major Variances

- The seperation of Grants Administration in new for 2006, this business unit will show two new positions previously budgeted under the County Administrator and one position shifted from the Budget & Purchasing business unit.

Budgetary Costs	FY 2006 Actual	FY 2007 Adopted	FY 2008 Continuation	FY 2008 Issues	FY 2008 Proposed	FY 2008 Variance
Personnel Expenditures	133,075	146,186	82,450	0	82,450	-63,736
Operating Expenditures	48,451	73,200	10,800	0	10,800	-62,400
Total Net Operating Budget	181,526	219,386	93,250	0	93,250	-126,136
Total Budgetary Costs	181,526	219,386	93,250	0	93,250	-126,136

Funding Sources	FY 2006 Actual	FY 2007 Adopted	FY 2008 Proposed	FY 2008 Variance
General Fund	181,526	219,386	93,250	-126,136
Total Revenues	181,526	219,386	93,250	-126,136

Staffing Summary	FY 2006 Actual	FY 2007 Adopted	FY 2008 Continuation	FY 2008 Issues	FY 2008 Proposed	FY 2008 Variance
Administrative Support	1.00	1.00	0.00	0.00	0.00	-1.00
Professionals	2.00	1.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalentents (FTE)	3.00	2.00	1.00	0.00	1.00	-1.00
Total Authorized Positions	3.00	2.00	1.00	0.00	1.00	-1.00

**Monroe County Board of County Commissioners
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Purchasing

Mission Statement

To provide quality purchasing and contracting support to all county departments in a timely, cost effective and professional manner.
 -Follow a strict Code of Ethics, avoiding the appearance of and preventing the opportunity for favoritism.
 -Seek to maximize the purchasing power of public funds, while promoting fair and open competition.
 -Strive to create a work environment that demonstrates teamwork, respect, integrity and honest communication.

Summary of Services Provided

Implement the Board's Purchasing Policy for all RFP's and contracts for goods and services.
 Process all department's purchasing orders.
 When required, purchase supplies and materials for all departments.

Desired Outcome / Performance Measures	Indicator	Units	FY 2006 Actual	FY 2007 Projected	FY 2008 Projected
Process outgoing mail for Lower Keys County Offices					
• Process outgoing mail for Lower Keys County offices.	Output	1	8,297	15,000	15,000
Process all internal purchase orders.					
• County wide purchase requisitions processed per month.	Input	1	0	8,000	8,000

Budgetary Costs	FY 2006 Actual	FY 2007 Adopted	FY 2008 Continuation	FY 2008 Issues	FY 2008 Proposed	FY 2008 Variance
Personnel Expenditures	0	119,244	123,280	0	123,280	4,036
Operating Expenditures	0	80,712	86,760	0	86,760	6,048
Capital Outlay Expenditures	0	1,000	0	0	0	-1,000
Total Net Operating Budget	0	200,956	210,040	0	210,040	9,084
Total Budgetary Costs	0	200,956	210,040	0	210,040	9,084

Funding Sources	FY 2006 Actual	FY 2007 Adopted	FY 2008 Proposed	FY 2008 Variance
General Fund	0	200,956	210,040	9,084
Total Revenues	0	200,956	210,040	9,084

Staffing Summary	FY 2006 Actual	FY 2007 Adopted	FY 2008 Continuation	FY 2008 Issues	FY 2008 Proposed	FY 2008 Variance
Other	0.00	1.00	1.00	0.00	1.00	0.00
Technicians	0.00	1.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTE)	0.00	2.00	2.00	0.00	2.00	0.00
Total Authorized Positions	0.00	2.00	2.00	0.00	2.00	0.00