FY 2012 – 2013
BUDGET WORKSHOP

DEPARTMENT FUNDING OPTIONS
(NOT INCLUDED IN FY 12-13 FLOOR BUDGET)

CATEGORY	ATTACHMENT

PERSONAL SERVICES:

1.) Building Department –
Promote Building Official II to Assistant
Building and Zoning Coordinator
($12,000 + benefits)   A

2.) County Recreation –
Promote Secretary Specialist to Administrative
Secretary
($2,225.20 + benefits)   B

3.) County Recreation –
Increase Part Time Recreation Aide Hours
368 Hours Annually
($3,400.32 + benefits)   B

4.) County Recreation –
Increase Part Time Recreation Aid Hours
160 Hours Annually
($1,321.60 + benefits)   B

5.) Information Technology –
Add 1 additional staff
($31,262.00 + benefits)
(***NOTE*** - Option w/CCSO Available –
$30,000.00)   C

6.) Operations –
Create Landscape and Parks Supervisor
($40,341 including benefits)

7.) County Manager –
Division Managers Salary Adjustments/
Addition to Senior Management Retirement Class
($50,000)
(***NOTE*** The amount requested is not to exceed
allocation. Specific allocations will depend on salary surveys)

OPERATING EXPENSE:

1.) Employee Health Insurance –
   Additional Allocation ($55,828)   D

2.) Library –
   Close the West Branch Library
   ($156,512 Savings)   E

3.) Economic Development
   Provide Funding for "Local Incentive Program"
   (***NOTE*** Funding would come from ED Reserves)

4.) County Recreation –
   Annie Mattox Park R&M
   ($4,500)   I

CAPITAL OUTLAY:

1.) Extension –
   Request for Vehicle ($20,000)
   Request for Vehicle Expense ($4,000)   F

2.) Fire Department
   Extrication Equipment ($46,000)
   Replacement of Doors ($5,100)
   Electric Door Installation ($6,400)   G

3.) Operations –
   Equipment Purchases ($450,000)
   (***NOTE*** Advised to amend Cash
   Balance Forward to provide funding)   H

4.) County Recreation –
   Bleacher Replacement – Richardson Gym
   ($48,675)   I

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Option

June 29, 2012

MEMORANDUM

TO: Dale Williams, County Manager

FR: Randy Jones, Building & Zoning Coordinator

RE: Budget Fiscal Year 2013

PERSONAL SERVICES:

Personal Services line items show a total increase of $54,280 previously approved on January 5, 2012 from Year End 2011-2012 Non-allocated Revenue by the Board of County Commissioners for the Building & Zoning Inspector position. The Budget Amendment number is 12-67.

PERSONAL SERVICES:

Troy Crews has successfully completed the testing and licensing process and holds a Standard License in all trades of plan review and inspections. He also holds a Standard Building Code Administrator license. There are not many people, especially in our area, who hold this many Standard Licenses'. In fact it's becoming increasingly difficult for one person to become multi-certified as the state licensing board is moving towards allowing one person to only hold a standard license in only one trade.

This request is to promote Troy Crews, Building Official II to Assistant Building & Zoning Coordinator with a salary increase of $12000.00. Future plans include Troy Crews becoming the acting Building Official for the county and Randy Jones, who currently holds a Provisional Building Official license, would continue his present duties and remain as the Building & Zoning Coordinator.

The salary increase is reasonable with all the added responsibilities gained by becoming the Assistant Building & Zoning Coordinator and the County Building Official.

BOARD MEETS FIRST THURSDAY AT 7:00 P.M.
AND THIRD THURSDAY AT 7:00 P.M.

P. O. BOX 1529 ▼ LAKE CITY, FLORIDA 32056-1529 ▼ PHONE (386) 755-4100

A

Option

_B_

To: Lisa Roberts, Division Chief

From: Mario A. Coppock, Recreation Director

Re: Nicole Smith Promotion*

Date: July 11, 2012

I'm requesting to promote Nicole Smith from Secretary Specialist to an Administrative Secretary. I feel Nicole is deserving of this position because of her dedication and commitment to the county and the recreation department. She consistently demonstrates the required leadership abilities in the areas of staff management and decision making during my absence from the office. I have met and discussed this matter with Ben Scott. He developed the attached worksheet to show how this promotion would not negatively impact (increase) the Recreation Department's personal services budget for the upcoming fiscal year. The attached worksheet reflects the increase and the impact it has on our budget.

If you need additional information in support of this request, please let me know. If possible, I'd like to schedule a meeting with you at your convenience to discuss my budget proposal for fiscal year 2012-13. Your cooperation in this matter is greatly appreciated.

CC: Dale Williams, County Manager
       Ben Scott, Board Finance Director

Revised on July 13, 2012 per Lisa Roberts

To: Lisa Roberts, Division Chief

From: Mario A. Coppock, Recreation Director

Re: Adee Farmer Additional Hour Justification**

Date: July 18, 2012

Adee Farmer is a part-time recreation aide at the Columbia County Recreation Department. During the summer months for an 8-week period it is necessary for Mr. Farmer to work a 40 hour work week to handle the increased attendance and extended hours. This will result in an additional 160 hours for the summer.

Mr. Farmer is also responsible for weekend maintenance at Annie Mattox Park. It is necessary for the park to be maintained due to the volume of people that utilize it during the weekend. Adee works two hours each on Saturday and Sunday every week. This will result in approximately 208 additional hours each year. There is money in personal services left over from the vacant recreation aide position to cover these additional hours. The attached worksheet reflects the increase and the impact it has on our budget.

CC: Dale Williams, County Manager
        Ben Scott, Board Finance Director

B

To: Lisa Roberts, Division Chief

From: Mario A. Coppock, Recreation Director

Re: Lynda Elliott Additional Hours Justification ***

Date: July 18, 2012

Lynda Elliott is a part-time recreation aide at the Columbia County Recreation Department. During the summer months for an 8-week period it is necessary for Mrs. Elliott to work a 40 hour work week to handle the increased attendance and extended hours. This will result in an additional 160 hours for the summer. The attached worksheet reflects the increase and the impact it has on our budget.

CC: Dale Williams, County Manager
        Ben Scott, Board Finance Director

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		Annual Salary	Salary Increase	Proposed Salary	Fica	Retirement
RECREATION CENTERS	001-7200-572.10-12					
CUSTODIAN	BURCH, JERMON	$16,369.60	$0.00	$16,369.60	$1,252.27	5.18
DIRECTOR	COPPOCK, MARIO	$54,405.90	$0.00	$54,405.90	$4,162.05	5.18
***RECREATION AIDE**	**ELLIOTT, LYNDA**	**$9,272.00**	**$1,321.60**	**$10,593.60**	**$810.41**	**5.18**
****RECREATION AIDE**	**FARMER, ADEE**	**$10,292.50**	**$3,400.32**	**$13,692.82**	**$1,047.50**	**5.18**
RECREATION AIDE	JERNIGAN, TIMMY	$4,976.56	$0.00	$4,976.56	$380.71	5.18
***SEC. SPECIALIST**	**SMITH, NICOLE**	**$21,882.00**	**$2,225.20**	**$24,107.20**	**$1,844.20**	**5.18**
7 Employees		**$117,198.56**	**$6,947.12**	**$124,145.68**	**$9,497.14**	

Personal	167995	-12000	155995
Contractual	10000	12000	22000

Revised 07/20/12

Retireme nt	Health Insurance	Workers Comp	Workers Comp	Total
$847.95	$5,274.00	0.045424	$743.57	$24,487.39
$2,818.23	$5,274.00	0.002172	$118.17	$66,778.35
$548.75		**0.002172**	**$23.01**	**$11,975.77**
$709.29		**0.002172**	**$29.74**	**$15,479.35**
$257.79		0.002172 ·	$10.81	$5,625.86
$1,248.75	**$5,274.00**	**0.002172**	**$52.36**	**$32,526.51**
$6,430.75	**$15,822.00**		**$977.66**	**$156,873.23**

Shows budget shortfall of $878.23

Executive Summary for IT Staffing Requirements

Information technology has evolved over the last few decades just as every other business process has. Many IT systems and services were valued as extra benefits to any business process, but in today's environment information technology has become an integral part of any organization. As such, efficiency has been based on the use of IT services in the business models. Today every entity relies on the use of services such as email, Internet services, fax services, video conferencing, document sharing, data retention, and data restoration, and the sharing of information. Because information technologies have become integral to business processes, the true value of these services is not appreciated until there is an outage of one of these services, or a loss of data essential to the business models.

When determining Information Technology Staffing requirements for an organization or entity, several factors need to be identified and understood in order to determine the proper staffing level. These factors are for the most part tangible, such as: number of servers; types of server operating systems; types of services to be deployed; the number of services which are utilized; the number of customers that those services will provide for; the number of desktop units; disaster recovery requirements; and finally the technical competency of the staff members themselves. The value of these systems and services which the entity or organization receives will always be measured using intangible factors, and the most critical is the value of the information that these systems provide. Without a thorough understanding of these factors an organization will not be able to determine a proper staffing level for their Information Technology systems, and poor performance and recovery efforts will result. These intangible factors are as diverse and broad as the differences between organizations themselves. Where one entity may value quantity more than others, the same services can be valued by a separate organization for its quality measures.

Different organizations have made several attempts in determining what exactly the proper IT staffing level should be for any organization. Most notable is the Mitre Group (http://www.mitre.org/work/tech_papers/tech_papers_00/gowen_predicting/gowen_predicting.pdf). They made efforts in trying to determine a quantifiable ratio of support staff to users known as a User-Support ratio. In their efforts they determined that in most computer network infrastructures typically the user support ratio is 1:42, or one (1) support staff for every 42 users in the system. If you use this ratio as a determining factor to hire sufficient staff for Columbia BoCC network, then you would hire 6.6 FTE to staff your network based on a user county of 280 users (see attached Excel). This ratio relates to only support staff and does not include the administrative personnel required for the organization.

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PHYSICAL ASSETS SUPPORT REQUIREMENTS

An organization often determines its Information Technology staffing level by comparing its own systems and services with other organizations which are similar in size and operation. By evaluating the IT staffing levels of these other entities, organizations can develop a baseline value to utilize for their own services. When Columbia BOCC is compared to other similar organizations, namely the City of Lake City; Highlands, Levy, Monroe, Nassau, Sumter, and Suwannee counties, an average user support ratio can be determined as 104.9:1. In Columbia BoCC you have a ratio of 186.1:1. In order for Columbia BoCC to match the averages of these other organizations you would need to have 2.67 support personnel.

When comparisons are made to determine a feasible support ratio for desktop, server, and VOIP (Voice over Internet Protocol) phone systems, analysis shows the following ratios:

> Desktop:Support ratio average (other organizations): 99.3:1
> Desktop:Support ratio average (Columbia BoCC): 155.3:1
> Server:Support ratio average (other organizations): 10.6:1
> Server:Support ratio average (Columbia BoCC): 24:1
> VOIP:Support ratio average (other organizations)*: 99.3:1
> VOIP:Support ratio average (Columbia BoCC)*: 155.3:1
>
> Desktop:Support ratio staff requirements for Columbia**: 2.34
> Server:Support ratio staff requirements for Columbia**: 3.38
>
> * - it is assumed that there is one VOIP phone handset at each location where a desktop resides
> ** - additional staff requirements for Columbia BoCC to have the same desktop & server support ratios as other organizations

When taking an average of all three sets of ratios (user, desktop, and server) and determining the required staff levels for Columbia BoCC to be on equal ratios, it is shown that an additional 5.35 support staff would be needed.

SERVICE ASSETS REQUIREMENTS

Analysis of the provided services and their benefits would have to be enumerated in order to determine staffing requirements. Once this analysis has been completed, a detailed report can be created explaining the staffing levels needed.

In theoretical practice, each Software-as-a-Service (SAAS) utilized on the network would require one (1) FTE. This is for the setup and maintenance requirements of the software itself, and to

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ensure that one (1) FTE is available during business hours and after-hours for emergency repair. These SAAS software implementations would include services such as:

Web Services – DNS, IIS
Email – Exchange, POP, IMAP
Security – Firewall, Intrusion Detection, Antivirus
Fire - Custom Fire incident reporting application
Police - Smart cop computer aided dispatch application

Real-world scenarios have shown that the staffing requirements for these services can become overlapping in regards to FTE requirements. One (1) FTE can be utilized to provide efficient FTE responsibility for multiple services. The benefit of this scenario is instead of requiring one (1) FTE per service (1:1 ratio), an organization can hire technically skilled staff to support multiple services and have a higher server:support ratio (3:1, 4:1).

Comparisons of Columbia BoCC to similar county organizations shows there is an average server:support ratio of 10.6:1 FTE. Columbia BoCC currently has a 24:1 server:support ratio. If additional staff is hired to bring Columbia BoCC to the same ratio as the average, an additional 3.38 FTE would need to be hired.

Once these staff members are in place, additional efforts must be made to ensure that the number of staff currently is of adequate amounts to maintain the systems and services needed for the information that is being consumed by the organization and its customers. This process is accomplished by diligent reporting efforts of the number of issues handled each day by the IT staff. By maintaining issue tracking systems, trends can be developed to determine if more staff is needed, if there is too many staff currently in place, and where IT efforts should be aimed to address issues that are developing. This latter factor can generate pro-active efforts in developing issues, instead of the current re-active responses commonly found throughout IT.

As Columbia BoCC has an issue tracking service in place, it is not thoroughly used to provide an adequate number of issues being reported that need technical assistance. When county staff is asked to provide a daily number of requests, response is 10 – 15 requests per day. This amounts to 50 – 75 per week, or 200 – 300 per month. Assessing the required time on average for each response as 1 hour per request, it is estimated that 1.5 – 1.75 FTE be assigned incident response.

RECOMMENDATIONS

Comparisons of the staff allocation for the similar county organizations show an average of 6.85 FTE support staff. Columbia BoCC currently has 1.5 FTE support staff.

It is recommended that Columbia instate a multi-tier support system in which two (2) additional FTE be hired for first-tier support. The two staff would be responsible for incident response such as help desk functions and incident/request tracking. Their responsibilities would be to the end

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users and call support. Any requests requiring higher technical expertise would then be escalated to the second-tier support staff, consisting of the existing 1.5 FTE and two more server administrators. These support staff would be responsible for all server maintenance and repair, backup and retention of information, service outages, and emergency repairs. They would also be required to implement any federal, state, or local guidelines required of a county organization (such as Sunshine Laws, software/server Licensing, Code enforcement, HIPAA & FERPA). If these recommendations are adhered to, then Columbia BoCC would have the following support ratios:

Organization	Columbia BoCC	Other Organizations
User:Support ratio	51:1	104.9:1
Desktop:Support ratio	42.4:1	99.3:1
Server:Support ratio	6.5:1	10.6:1
# of Support staff (average)	5.5	6.85

In conclusion, it is recommended a total of four (4) FTE staff be hired to adequately support Columbia BoCC: two (2) desktop support technicians and two (2) server administrators.

Updated: July 9, 2012:

As we are unaware of specific contract agreements which Columbia has with known vendors (such as Microsoft, Dell, et. al.) it would behoove members to seek advice from the Columbia County IT Director for specific equipment and software for issue with any IT hire.
As a request for recommendations has been made, the consensus of UF-IFAS IT is that two desktop computers be used with the Tier-1 support technicians; and two laptops with docking stations be used with the network administrators, or in this case the Tier-2 support technicians. The reasoning behind these recommendations as follows:

1. Tier-1 technicians are desk-based and respond to general user IT requests.
2. Tier-1 technicians work directly on client computers when on-site.
3. Tier-2 technicians can install remote monitoring tools, system management tools on laptops and use at any county location.
4. Tier-2 technicians are expected to perform on-site and remote troubleshooting and repair in emergency situations and can use laptops to connect directly to networking equipment (routers, switches, etc.).

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Equipment types: All prices listed reflect UF contract pricing, and are not reflective of Columbia BOCC pricing. The price amounts were left as an example of possible costs for equipment.

Tier-1 Desktop

UF STANDARD Optiplex 990 Small Form Factor Chassis   Unit Price: $1,001.28

OptiPlex 990 Small Form Factor for up to 90 Percent Efficient PSU, Genuine Windows® 7 Professional, No Media, 64-bit, English

SYSTEM OPTIONS

Processors	Intel® Core™ i5 2500 Processor (3.3GHz, 6M)	edit
Operating System(s)	Genuine Windows® 7 Professional, No Media, 64-bit, English	edit
Productivity Software	No Productivity Software	edit
Memory	4GB DDR3,Non-ECC,1333MHz Dual Channel SDRAM,2x2GB	edit
Boot Hard Drives	250GB 3.5 6.0Gb/s SATA with 8MB DataBurst Cache™	edit
Hard Drive Mode	No RAID	edit
Removable Media Storage Device	8X Slimline DVD+/-RW Roxio Creator™ CyberlinkPowerDVD™	edit
Video Cards	1GB AMD RADEON HD 6450 (1 DP/ DVI), Low Profile	edit
Monitors	Dell Professional P2210 22in HAS Wide Monitor, VGA/ DVI/ DP	edit
Additional Monitors	None	edit
MISC. Cables & Display Accessories	None	edit
Systems Management Mode	Intel® vPro Technology Enabled	edit
Keyboard	Dell Multimedia Keyboard, English	edit
Mouse	Dell MS111 USB Optical Mouse	edit
Speakers	Dell AX510 Sound Bar for all UltraSharp Flat Panel Displays (Black)	edit
Energy Efficiency Options	Dell Energy Smart Power Management Settings Enabled	edit
Resource DVD	No Resource DVD	edit
Setup and Features Information Tech Sheet	No Tech Sheet	edit
Documentation	Documentation English and French	edit
Ship Packaging Options	Shipping Material for System, Small Form Factor	edit
Thermals	Heat Sink, Performance/Mainstream, Small Form Factor	edit

SECURITY OPTIONS

Security Hardware	Chassis Intrusion Switch Option	edit

OTHER OPTIONS

Power Supplies	OptiPlex 990 Small Form Factor Up to 90 Percent Efficient Power Supply	edit
Additional Non-System Options	None	edit

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Tier-2 Laptop

Latitude E6520 UF   Unit Price: $1,697.20

Latitude E6520, Genuine Windows® 7 Professional, Media, 64-bit, English

SYSTEM OPTIONS

Processor	Intel® Core™ i5-2520M Processor (2.50GHz, 3M cache,Upgradable to Intel® vPro™ technology)	edit
Operating Systems	Genuine Windows® 7 Professional, Media, 64-bit, English	edit
Latitude E6520	Latitude E6520	edit
Energy Star/E-PEAT Gold	Energy Star 5.0 Enabled / EPEAT Gold	edit
LCDs	15.6" HD+(1600x900) Wide View Anti-Glare LED-backlit with Premium Panel Guarantee	edit
Graphics	nVidia® NVS™ 4200M 512MB DDR3 Discrete Graphics for Dual Core	edit
Memory	8.0GB, DDR3-1333MHz SDRAM, 2 DIMMS	edit
Internal Keyboard	Internal English Backlit Dual Pointing Keyboard, Numpad	edit
Camera / Microphone	Light Sensitive Webcam and Noise Cancelling Digital Array Mic	edit
Systems Management	No Out-of-Band Systems Management	edit

STORAGE AND MEDIA OPTIONS

Primary Storage	500GB 7200rpm Hard Drive	edit
E-Modular Hard Drive	None	edit
Primary Optical Device	8X DVD+/-RW w/Roxio and Cyberlink Power DVD™	edit

POWER OPTIONS

Primary Battery	9-cell (97WH) Primary Lithium Ion Battery	edit
Extended Battery Service	None	edit
AC Adapter	90W A/C Adapter (3-pin)	edit
Additional Power Options	None	edit

DOCKING SOLUTIONS

Docking Solutions	E-Port, dock for charging, digital video, and USB / eSATA port support	edit

MONITORS AND MONITOR ACCESSORIES

External Monitor	Dell 22 inch E2210 Widescreen Flat Panel, VGA/DVI	edit

NETWORKING OPTIONS

Wireless LAN (802.11)	Intel® Centrino® Advanced-N 6205 802.11a/b/g/n Half Mini Card	edit
Mobile Broadband	None	edit

IT Staff Salary Recommendations:

As for salary requirements for these additional technicians, it is best if this information be

obtained from Columbia County BOCC IT Director, as costs-of-living expenses and county budgets are not known at this time. However, comparisons in salaries can be made between related IT groups and environments.

Within UF there is structured salary scales used for different department and services types. As listed on the UF Human Resources website, UF IT starting salaries range from $9.75/hr - $53,970.75/yr. For Tier-1 support, they would be paid hourly and work scheduled 40 hour work weeks. Tier-2 support would require salary-type pay as they would be required to provide 24-hour support. The chart below reflects both UF hourly rates and annual rates.

IT Positions
Salary Plans: TA12, TU2N

Grade	Class Title	Minimum	Maximum
15	IT Entry	$9.75	None
19	IT Intermediate	$10.37	None
23	IT Practitioner	$12.64	None
26	IT Specialist	$15.03	None
03	IT Expert	$37,619.82	None
03	IT Senior	$45,400.98	None
03	IT Principal	$53,970.75	None

31, 262.40

http://hr.ufl.edu/class_comp/compensation/SalaryRanges.pdf

For references outside of Columbia County, but similar in demographics, research can be performed at the website "Florida Has A Right To Know" (http://www.floridahasarighttoknow.com/) which was established at the request of Governor Rick Scott, FL. Here anyone can search any salary of any Florida employee.
The United States Department of Labor also publicizes occupational employment statistics by state. These statistics can be viewed at http://www.bls.gov/oes/current/oes_fl.htm, but specific IT-related positions can be viewed here: http://www.bls.gov/oes/current/oes150000.htm.
Also, several companies partake in annual salary reviews for IT workers. At present, ComputerWorld magazine published its 26th annual survey and the results can be seen at http://www.computerworld.com/s/article/9214739/Salary_Survey_2011.

So recommendations for staff salaries would best be provided by the Columbia County BOCC IT director, but supporting evidence can be found in various places. Review of the first two sites (http://www.floridahasarighttoknow.com/; http://www.bls.gov/oes/current/oes150000.htm) to determine starting salaries for each position.

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If there are additional questions or concerns please forward them to:

Benjamin Beach or Christian Leopold
IFAS Information Technology
University of Florida
(352)-392-5180

babeach@ufl.edu
cleopold@ufl.edu

FY 12-13
Budget

Sheriff Mark Hunter

COLUMBIA COUNTY SHERIFF'S OFFICE

4917 US Hwy. 90 East • Lake City, Florida 32055-6288
www.columbiasheriff.com

July 5, 2012

Honorable Scarlet Frisina, Chairwoman
Board of County Commissioners
P.O. Drawer 1529
Lake City, FL 32056

Dear Ms. Frisina,

I am requesting additional reoccurring funding of $30,000 to staff an Assistant Information Technology position at the Sheriff's Office. We are making this request in order to retain the services of Mr. Billy Hall so that he may continue to assist us and the Board with any 911 IT issues and relieve the County IT staff of some of this responsibility. It is believed that this solution would be amicable to both the Board and the Sheriff's Office. If approved, this request will increase the Sheriff's Office staff by one for a total of 187 funded positions.

I appreciate your favorable consideration of this request. I am available anytime should you have any questions.

Sincerely,

Mark Hunter
Sheriff, Columbia County

cc: Dale Williams, County Coordinator
        Accounting Department

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	Contribution	Enrollment	Monthly Cost	Annual Cost	Difference in Cost
Current	$439.50	453	$199,093.50	$2,389,122.00	
Renewal Plus Wellness Contribution	$453.30	453	$205,344.90	$2,464,138.80	$75,016.80
Renewal Plus Wellness Contribution and Increased Board Contribution	$463.57	453	$209,997.21	$2,519,966.52	$130,844.52
			Acutal Increase to Board:		$55,827.72

Memo

To: Dale Williams, County Manager

From: Debbie Paulson, Library Director

CC: Lisa Roberts, Division Manager

Date: 6/21/2012

Re: FY2012-2013 Budget Explanation

The major driving force behind the Library's 2012-2013 budget is the dramatic reduction in State Aid to Columbia County over the past two years. FY2011-2012 saw a 50% reduction in State Aid and the estimate for FY2012-2013 is another 34% reduction. A contributing cause for the reduction in State Aid is the $300,000 drop in the amount the Board of County Commissioners appropriated in the General Fund 7100 in FY2010-11. The complex formula used by the Florida State Library & Archives to determine State Aid amounts includes the local appropriations – when it is reduced, State Aid is then also reduced.

In FY2010-2011, with the $300,000 appropriation reduction in the General Fund 7100-Main Library, all but four employees in 7100 were moved to 7160 and $300,000 was taken from Library Reserves to fund these employees at the Main Library. Library Reserves have been reduced dramatically to about $730,000 due to making up the differences in less State Aid the past two years and moving the Main employees to 7160. Reserves also fund the Library's annual Technology needs of approximately $40,000 per year.

The decision to cease operation of the West Branch on September 30, 2012 has been a difficult one, albeit necessary due to the State Aid reduction. This will save $156,512. Closing the West Branch will greatly impact the Main Library by increasing demands from more library patrons who used the West Branch. Unfortunately, a number of the positions moved from the General Fund to 7160 will be the victim of reduction in force due to less State Aid to pay for them. We will not be able to maintain our current 59 hours/week open hours with so many layoffs and at a time when the demands on the Library will increase with the closing of the West Branch. The reduction in force would be 7.425FTE – 7 employees will lose their jobs, 2 will have their hours reduced, and 2 vacant positions will not be filled.

There are no new revenue sources for the Library. However, I am investigating the possibility of the Columbia County Public Library joining a multi-county library cooperative that would bring approximately $100,000 in state funding to the library, in addition to the State Aid the library receives annually. Levy-Alachua-Putnam Counties formed a cooperative several years ago and I recently met with one of the county library directors to learn more about it. I will continue to pursue the idea. The earliest it could take effect would be FY2013-14 due to the necessary approvals needed.

Approximately $244.623 will need to come from Library Reserves to add to the $168,536 from State Aid in order to fund the Adult Literacy Program (7140), the Main Library employees in 7160, and the materials budget in 7160.

Optiin

001.3700.537.30.50	Office Supplies	$7,000	$7,000

Justification: Have been informed that we will be receiving a new agent 100% paid by USDA grant. Will need to keep existing office supply amount for new FAMU agent.

001.3700.537.30.52	Operating Supplies	$4,600	$4,600

(Used for agent programmatic supplies)

001.3700.537.30.54	Training and Ed.	$1,000	$1,000

001.3700.537.30.56	Gas/oil	$ 0	$4,000

(****contingent upon purchase of department vehicle)

Operating Expenses		***$70,540***	***$74,940***

001.3700.537.60.64	Capital outlay/ Equip	$5,625	$7,625

Justification: Will need to replace 4 computers (3 year rotation). Have reallocated $2,000 from "other" to cover additional cost of replacing computers. If outdated computers are usable, we donate them to the library.

001.3700.537.60.64	Capital outlay/Vehicle	$0	$20,000

Justification: Requesting a county vehicle for agents to share to travel inside and outside the county for work. Agents utilizing the vehicle will have mileage lowered to reflect not driving personal vehicle. May have additional budgetary dollars from FY11-12 to offset the purchase of a 4 passenger vehicle.

Capital Outlay		**$5,625**	**$27,625**

Total		**$284,891**	**$311,291**

F

Optional Expenditure

102-2200-522.60-64 Capital   **$57,500**

2 sets of extrication tools	$23,000 per set
Replace 6 doors at fire stations	$ 5,100
Install electric doors at Stations 42 and 45	$ 6,400

G

Account # 101-8400—584-90-97

Request increase from $300,000 to $750,000. This represents a $400,000 increase. However, for FY 12/13, principal and interest payments will decrease from FY 11/12 by $294,191. Historically over the last four (4) years, between principal and interest payments and equipment replacement purchases, Public Works has averaged a total of $625,452 per year. Based on this data the increase is $125,000 over previous years. The increase is necessary to replace equipment that is becoming obsolete and too expensive to fix. Most of the Public Works fleet is ten (10) years or older and have at least 150,000 miles.

H

Columbia County Recreation Department
Budget Increase Explanations

001-7200-572.30-51
Requested increase of $600.00 to purchase Adobe Illustrator graphic program to save money on set-up and composition costs by creating our own documents.

001-7200-572.30-52
Requested increase of $250.00 to purchase new recreation equipment as the existing equipment is left over from the City of Lake City and needs to be replaced.

001-7200-572.30-34
Requested transfer of $15,040.00 from personal services into contractual services to cover the summer recreation staff. Monies will be used from existing vacant recreation aide position and excess funds from weekend recreation aide position. This does not reflect an increase in our budget, just a transfer of funds. This transfer was a recommendation from Division Chief Lisa Roberts.

001-7200-572.30-57
Requested increase of $150.00 due to the expected increase of copies due to the new printing program that will allow us to create more documents.

001-7200-572.30-40
Requested increase of $250.00 to cover conference costs for recreation director recertification through the National Association for Youth Sports Administration and the Florida Recreation and Parks Association.

*Additional Line Item Request
Our department would like to request a budgeted line item for Repair & Maintenance at Annie Mattox Park in the amount of $4,500.00. This request is based on the repairs and maintenance to the facility and recommendations from the Landscape and Parks department. The repairs to this facility have not been previously budgeted.

Capital Outlay
Request to replace the bleachers in the gymnasium at a cost of $48,675.40. The bleachers have been declared unsafe by the safety director and are currently out of code; non-compliance for no safety railings. The rotors of the retractable motors are worn out and estimated repairs are approximately $14,000.00.