

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS****August 20, 2015 Workshop - Commission Board Room****1331 South Blvd., Chipley, FL 32428**

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Alan Bush	Charles Kent	Charles Brock	Todd Abbott	Lynn Gothard
Chairman				Vice-Chair

Present at the meeting were Chairman Bush, Commissioner Brock, Kent, Abbott, and Gothard. Also attending the meeting were County Attorney Goodman, Clerk Bell, County Coordinator Corbin, Deputy Clerk Odom and Brantley.

- I. CLERK BUDGET – Keith Adkison addressed the Board in reference to the Clerk’s budget. There are (7) employees in the Board Finance and Recording. There are (3) employees in Board Finance, (2) in Recording, and (2) in Research and Records Retention. The split location of the Clerk employees limits using the employees in other areas, which would allow for different funds to be used.

Commissioner Kent questioned if the court documents being scanned is a court side function, which would mean different funds should be applied.

Clerk Bell addressed the Board, the records that are being scanned were retained through the Recording Department, which is the records division.

Even though some of the records are court records, they are considered public records, which are processed by the Recording Department.

Commissioner Abbott and Gothard questioned the funding of the public records being scanned.

Commissioner Gothard asked if there is a statute that directs the Board to cover the cost for the records.

Clerk Bell advised yes.

The Board and Clerk Bell held additional discussion on explaining the Clerk's budget in reference to records and record preparation.

Commissioner Abbott expressed concern about the increase in the Clerk's budget of \$166,000.00.

Keith Adkison advised the Board, the expenditures from 2014-2015 on the recording operations decreased \$2,110.00. The Board Finance operation increased \$52,787.00, which \$50,000.00 of is the quote for a server.

The reason for the budget increase is due to an over budget in revenue in the Recording Department the previous budget year. There was \$160,000.00 estimated for recording fees, when \$90,000.00 was received. The 2015-2016 budget request includes estimated revenue of \$90,000.00.

Clerk Bell advised it is her intent to move forward providing actual revenue figures.

1/3 of the Clerk's salary was included on the Board side, which should have been 1/2.

Clerk Bell advised the Board there are statutes that support the Board covering the cost of equipment.

Keith advised the server included in the budget was advised by the Clerk's IT Department.

Commissioner Abbott advised that he does not question that (1) is needed but is not certain where the funds should come from.

Clerk Bell advised the Clerk technology funds covers IT services, as well as FCCC services. There are not any additional funds in this account.

Commissioner Brock clarified with Clerk Bell there are more items covered in the records other than court records, such as documentation of land and transactions.

Clerk Bell advised the Board, funds that are left are returned to the Board.

Chairman Bush addressed County Attorney Goodman a significant portion of the courthouse funding is going to IT. In that respect, it is part of the facility. In the (2) funds the grant and court facility funds; what flexibility does the Board have to use those funds to pay for the server.

County Attorney Goodman suggested the funds be used for bricks and mortar than technology.

Clerk Bell advised the estimate on the server is in excess of \$30,000.00 and the additional funds will be used toward labor.

Commissioner Gothard asked Keith what the probation funds could be used for. The budget reflects a contingency of \$130,000.00.

Clerk Bell advised the County Judge handles probation.

Previously there were (2) employees. There is currently (1), but when the new courthouse is built he may see the need to hire an additional employee.

Commissioner Gothard suggested the funds could be used for the server because it is court related.

Commissioner Abbott advised he does not have any further questions.

Keith advised the Board it is the intent of the Clerk's Office to be open.

- Wage Increase Options – Commissioner Abbott addressed the Board in reference to wage increase options such as the slide in reference to the pay study, 3%, 2%, or an incentive, which he request to be looked at separately.

Commissioner Brock advised he would like to ensure it is reoccurring funds.

Marla Hayes addressed the Board in reference to the scenarios that have been requested by the Human Resource Department.

The cost to fulfill the pay study is out of reach. A \$2.00 benchmark was set as an option to work toward the study. The cost to cover the classification study up to \$2.00 would be \$58,529.06.

Several departments have advised they could cover the increase in their budget. These departments include Emergency Management, Ag Center, Library, and Public Works can handle

up to \$35,000.00.

The funds unaccounted are \$16,063.58.

If this option is chosen, the Board will be provided a plan on what would be needed to cover the additional amount.

The other options include 1%, 2%, or 3% across the board.

3% across the Board, including benefits would cost \$68,919.63. The cost including the departments that could cover their own is \$18,973.13. This option does not include the pay stud or the constitutional officers, who are awaiting the Boards decision.

Marla Hayes advised 1% is, \$22,669.90. 1% across the board would be \$6,324.37, and 2% would be \$12,648.74.

1% across the board included the pay study up to \$2.00 would be \$71,115.24. After you remove the departments that can cover their own, the cost is \$20,833.05.

2% across the Board with a \$2.00 max is \$87,143.87, \$31,362.50 with departments that could cover their own.

3% across the Board with a \$2.00 max, the cost is \$44,849.46.

Commissioner Abbott clarified there is a contingency of \$30,000.00.

Commissioner Abbott addressed the Board the request to consider include a \$25,000.00 increase from the Supervisor of Elections.

Deputy Clerk Odom advised there is \$42,000.00 from Bobby Haddock on retirement and asked if the \$37,000.00 from court facility would be used in the general budget?

Chairman Bush advised that currently is not known.

Commissioner Brock addressed the Board the previous impression was the budget was going to be tight. The Board approved to obtain the study for informational purposes but did not approve to implement the study.

Commissioner Brock advised he is about equality and supports the 3% across the board.

Chairman Bush advised 1% would not be worth it.

Commissioner Gothard advised Commissioner Brock some of the funding is from lowering legal \$50,000.00 as well as some other items that were cut.

The consensus of the Board is to include the 3% with the \$2.00 max.

Commissioner Abbott asked if the Board plans to address the addition of \$25,000.00 from Carol Rudd.

Chairman Bush clarified, she asked for \$60,000.00, of which \$35,000.00 was included in the budget. In 2014, not even \$12,000.00 was spent.

Commissioner Abbott advised the Board, Carol Rudd had been advised the election was going to be the largest in the county's history and would like to be prepared.

Commissioner Gothard suggested there may be funding available in printing and binding based on past history.

Commissioner Brock asked the Board their feelings on early voting in the central portion of the county.

Chairman Bush expressed support and if there is an increase he would like to see the (2) tied together.

Commissioner Abbott advised that is not a decision he feels he should make.

Commissioner Gothard advised that she would not tell Mrs. Rudd to do it but does support it.

Commissioner Abbott advised that he would support it.

Chairman Bush addressed the Board, at this point the \$25,000.00 could be another potential cost the Board has.

Chairman Bush advised the Board he clarified in a previous board meeting with Carol Rudd the increase is strictly for poll workers and Mrs. Rudd advised yes.

Deputy Clerk Odom advised if the Board uses the court facility funds for the bailiff, the request from the Sheriff is \$5,041.00. This is the difference in \$42,052.00 for retirement but what will

be put back in the general budget is \$37,011.00 for the bailiff from court facility.

This is the projection that includes the step pay. He did not provide a scenario across the board of 3%.

*Clerk Bell was not present after 2:22 p.m.*

Commissioner Gothard suggested the Board receive the Sheriff's scenario in writing.

Commissioner Gothard and Commissioner Abbott discussed the reason the funds were put in the contingency the prior year.

Commissioner Abbott felt the funds were set aside for the Sheriff.

Commissioner Gothard felt the audio reflects the funds would be put in the general contingency of the board, used the funds for the pay study, and readdress the issue the following year.

Commissioner Abbott suggested the Board give the Sheriff \$63,000.00 of the funds that were put in the previous year contingency.

Deputy Clerk Odom advised the Board \$37,000.00 was previously included in the projected 2015-2016 budget for the bailiff.

Commissioner Gothard suggested the Sheriff present the Board with a 3% scenario.

County Attorney Goodman addressed the Board in respect to the courthouse facility funds. The statute 318.18.13(a) allows the Board to impose an ordinance above the \$30.00 for any infraction to fund state court facilities.

Florida Statute 29.008, sub section (1), Counties are required by section 14, article V of the state constitution to fund the cost of communications services, existing radio systems, existing multi-agency criminal justice information systems, and the cost or construction or lease of information systems, maintenance, utilities and security of facilities of the circuit and county court Public Defenders Offices, State Attorney, Guardian Ad Litem, and the office of the Clerks of Circuit and County Court performing court related functions.

For purposes of this section, the term circuit and county court includes the offices and staffing of the guardian ad litem program. The term public defenders offices includes the offices of criminal conflict and civil regional counsel.

318.18.13 (a), the ordinance directs the funds have to be used for court facilities.

County Attorney Goodman provided the Board the definition of the term facility per statute 29.008(a).

The Board needs to ensure the funds are used for facilities only as defined in the statute.

County Attorney Goodman suggested the Board ensure that the expense for the bailiff is tied to facility per the statute definition.

Chairman Bush advised the position is tied to the facility based

on the location of the employees.

The Board discussed the use of the court facility funds.

Deputy Clerk Odom advised Chairman Bush, the \$240,000.00 grant funds include security.

Chairman Bush suggested obtaining clarification on the grant.

Commissioner Abbott suggested using cash carried forward of \$63,000.00 to transfer to the Sheriff, which are from funds put in the Board's contingency the prior year.

The Board discussed budget options.

Chairman Bush suggested using cash carried forward on non-reoccurring expenses, such as the cost for the server of \$50,000.00.

Deputy Clerk Odom suggested purchasing the server out of the current year funds.

The Board agreed to purchase the server out of the current year funds.

Chairman Bush suggested funding the additional request for the Supervisor of Elections out of the current budget as well.

The Board agreed to include the \$25,000.00 in contingency. If this amount is needed in the future by the Supervisor of Elections, it can be transferred.

Deputy Clerk Brantley advised the estimated difference to balance the budget is \$9,700.00.

Commissioner Abbott clarified this amount did not include the Sheriff.

Chairman Bush clarified with the Board they would like to have figures from the Sheriff.

Keith Adkison, clarified with the Board the information needed from the Sheriff is if he plans to implement what he proposed in additional to 3% or stay with what he has proposed.

Deputy Clerk Brantley suggested meeting 8/25 to further discuss the budget.

Chairman Bush approved of a special meeting 8/25 at 9:00 a.m.

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Deputy Clerk Brantley

Date Board Approved