

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
July 22, 2014 Budget Workshop - Commission Board Room
1331 South Blvd., Chipley, FL 32428

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

Chairman Bush, Commissioner Pate, Commissioner Brock, Commissioner Abbott, and Commissioner Gothard were present at the meeting. Also attending were County Attorney Goodman, County Coordinator Corbin, Clerk Bazzel, Deputy Clerk Brantley, and Deputy Clerk Odom. Deputy Clerk Brantley was not present for discussion after Human Resource.

I. PROCLAMATION

- A. Call to Order - Chairman Bush
- B. Invocation/Pledge - County Coordinator Corbin/Chairman Bush

Interim Clerk Bazzel addressed the Board on the need to make the budget process transparent for the Board.

II. AGENDA ITEMS

- Audit Presentation - Sara Applewhite, County Auditor defined the purpose of an audit to the Board. It is the auditor's responsibilities to give an opinion and to make sure things are materially accurate and match with accounting procedures.

Sara Applewhite, County Auditor went over profit and loss, ongoing financial comments, post employment benefits, capital assets, segregation of duties for controls, documenting policy and procedures, deficiency of financial recording, complex accounting transaction, and EMS Accounts Receivables among other issues.

Board Members expressed thanks to Sara Applewhite for coming before the Board.

Ad Interim Clerk Bazzel spoke on the budget and introduced Bill Bogan, Bogan Public Management.

Bill Bogan went over the budget process that was used for year 2014-2015. The Clerk's Office has prepared a balanced budget. He expressed concern about how the fire services are funded. Looking at the numbers for Washington County reflects that the County is treading water. The Board is accountable for how the county money is spent.

Commissioner Brock spoke on the previous budget process, and the current budget process.

Ad Interim Clerk Bazzel spoke on the reason for changing the process and culture of the way things are done.

Chairman Bush spoke on the budget process.

Commissioner Gothard questioned if numbers were negotiated.

Bill Bogan, Bogan Public Management Co. spoke. Everything that was asked for was mainly worked out.

Commissioner Gothard clarified with Mr. Bogan the process was the Department Heads met with him, figures were discussed, and after they left, the final numbers were put together by himself, David, and Johnnie.

Bill Bogan, Bogan Public Management continued with an overview of the budget process.

-Emergency Management/Animal Control - Lynne Abel

Items discussed in reference to the Emergency Management Budget are as follows: Breakdown of salary and benefits among the Emergency

Management funds, clarification of cash carried forward, cash carried forward listed as a line item named emergency mitigation, funds transferred from general revenue for the match, restriction of funds after they are transferred, and one contingency established.

Bill Bogan suggested the Board set up a contingency policy.

- Animal Control - Lynne Abel advised the Board the truck that is used for Animal Control needs an engine replacement. The best quote to repair is estimated at \$2,500.00.

Commissioner Brock questioned the \$10,000.00 budgeted for communication and freight, when the three year average is \$6,400.00.

Lynne Abel advised actual amounts would increase. The communication and freight includes cell phone service, T1 lines (\$600.00), and business phone lines.

- Library - Renae Rountree advised the Board her budget does not reflect any increases. She did submit a letter to show how the Board could increase state funding.
Commissioner Brock requested an increase in hours at the Vernon Library and extended past 3:00 p.m.

Chairman Bush clarified with Renae Rountree, if the Board would provide \$68,000.00 additional; the match money from the state would increase from \$92,000.00 to \$212,000.00.

The consensus of the Board is to increase the library budget by \$39,000.00.

- Ag Center - Julie Dillard advised the Board there is an increase in the salary and communication's line items (increase bandwidth).

The salary line item increase is for an employee salary increase that has been doing the duties of an office manager, oversight of all fiscal year for the office, managing grant funds, and 4-H association.

The consensus of the Board is to look at putting the employee in line with office manager salary and not a 10% increase.

Marla Hayes advised she would review the salary chart and bring it back before the board.

Commissioner Abbott asked Julie Dillard to come back before the Board after she speaks with Human Resource in reference to salary.

- Building Maintenance - Robert Pettis (not present) David Corbin, County Coordinator addressed the Board in reference to the Building Maintenance budget.

Commissioner Gothard expressed concern as to why the Board is paying the light bills on county buildings that are owned by the county but are leased to other government agencies.

Each department should look over their utility bill instead of all utilities being located under building maintenance. This way the departments can manage their bills.

Bill Bogan advised that is a policy decision.

Julie Dillard advised the Board the Ag Center light bill is not only affected by them but by renters as well.

Commissioner Gothard expressed concern about the Probation and Parole contract that is coming up for negotiation 2015, which the

Board collects \$583.00 rent. The light bill is around \$450.00 monthly. The Board is actually clearing around \$100.00.

Commissioner Gothard advised the Board the documents have been sent for renegotiation and she would like the price renegotiated. The contract states the Board will provide all cleaning supplies, building maintenance, and electricity.

- Veteran Services - Christopher Hyatt advised the Board he has nothing to add or remove. Over the last four years, the budget has decreased \$14,000.00.

The Board did not have any questions on the Veterans budget.

- Computer - David Corbin - Bill Bogan advised the Board there is a \$12,000.00 decrease in the computer budget, which was taken out of communications and freight and computer maintenance.
- Human Resource - David Corbin, County Coordinator advised the Board the Human Resource is vital. They are currently budgeted to work 25 hours per week, but actually work more than that. Included in the tentative budget is up to 30 hours per week.

Commissioner Abbott asked what is being done with Human Resource.

David Corbin, County Coordinator advised he is unsure why retirement is included in Human Resource.

Bill Bogan spoke on retirement having to be paid for OPS positions as well as contractual employees.

Commissioner Gothard expressed concern about safety funds.

David Corbin, County Coordinator suggested safety funds be included in the budget.

- Parks and Recreation - David Corbin - The consensus of the Board is to remove the Administrative Secretary out of the budget. The funding that was included for the Administrative Secretary should be moved to the library.

Commissioner Gothard questioned what was charged to rental, leases, and other contractual.

Deputy Clerk Odom advised the rental, leases line items includes charges for the vans that are leased for Parks and Recreation.

- Recycling - David Corbin advised the Board recycling should receive \$17,000.00 in additional funding but it is not reflected in the budget because he was waiting on confirmation.

David Corbin advised the Board that an employee was relocated from Animal Control to the Recycling Department.

The Board discussed Amnesty Day.

Commissioner Gothard asked about the contingency located in Recycling.

Bill Bogan spoke on cash carried forward.

Commissioner Gothard asked why the budget is not being used to support recycling expenses.

Deputy Clerk Odom advised \$57,000.00 is transferred to small counties.

Commissioner Gothard suggested combining the Recycling funds.

- Planning/Building - Michael DeRuntz -
- Code Enforcement - Code Enforcement was included in a line item under Planning.

David Corbin, County Coordinator is taking oversight of the Grants.

The Board discussed the increase in Planning's budget, which includes \$5,000.00 for code enforcement, increase in retirement, \$500.00 for repair and maintenance, and training.

Michael DeRuntz, Senior Planning Director and the Board discussed the suggested Planning Budget, and Code Enforcement.

The consensus of the Board is to leave the \$5,000.00 in the Planning Budget for Code Enforcement and for the training.

Michael DeRuntz, Senior Planning Director asked the Board to consider the policy about roll over money to be moved into contingency.

Commissioner Abbott requested Michael DeRuntz, Planning Director come back before the Board before the budget is finalized and present the Board with figures in order to start Code Enforcement.

Building Department - Michael DeRuntz, Senior Planning Director advised the Board he approves of the suggested budget for the Building Department.

Michael DeRuntz advised the Board updated software for the Building Department is critical. The cost is estimated at \$5,000.00.

Grants - David Corbin, County Coordinator advised the Board there is a decrease in salary from \$41,767.00 to \$33,000.00. The

position has been currently advertised. \$33,000.00 is an entry-level salary as compared with other counties.

Bill Bogan suggested the Board review the counties current travel policy.

The Board discussed the suggested salary for the Grants position.

Commissioner Brock suggested the county pay be evaluated.

Marla Hayes, Human Resource advised the Board that she has talked to Cody & Associates, and a salary survey would cost an estimate of \$7,500.00.

- Public Works - Dallas Carter advised the Board that he submitted the same budget as last year. Today is the first time that he has seen the adjustments that were made.

Bill Bogan advised the Board the budget that was submitted by Public Works was \$3.4 million with some being related to FEMA grants. The grants were broken out from the regular part of the budget. In addition, racing tax and mobile home license have nothing to do with transportation. The budget was not cut. There is a difference of \$227,000.00 from what Public Works asked for.

He advised FEMA funds are separated.

Bill Bogan advised the Board over all the Public Works budget was reduced by \$157,000.00. The Board has the option to fund it at the level requested by Public Works. If that is the case, the recommendation is for the Board to take it out the \$2 million cash carried forward versus taking cash carried forward out of general because it reduces the flexibility of how it can be

spent.

The discussed ELMS Nickel is not included in the budget.

Dallas Carter advised the Board of the aging equipment at Public Works.

Bill Bogan talked on the fund balance that has accumulated.

Commissioner Gothard clarified the fund balance is currently \$1.9 million.

Deputy Clerk Odom advised that she would have to look to tell the Board the exact amount currently. The fund balance that has accumulated is what is used to fall back on during a disaster.

Commissioner Gothard spoke on the funds budgeted for overtime and temporary overtime. She suggested leasing trucks with those funds that would be reimbursed.

Bill Bogan suggested a vehicle replacement schedule.

There was discussion about FEMA funds reimbursement and redistributing.

Commissioner Brock spoke on a budget consisting of reoccurring funds.

There was continued discussion about Public Works budget.

Interim Clerk Bazzel advised he received confirmation the Tax Collector and Property Appraiser will not be at the meeting scheduled for 7/23/2014.

III. ADJOURN - Commissioner Abbott offered a motion, seconded by
Commissioner Pate and carried to adjourn.

Deputy Clerk Brantley

Board Approval Date