

AGENDA
WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL MEETING
July 28, 2015 9: 00 a.m. - Commission Board Room
1331 South Blvd., Chipley, FL 32428

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

Present at the meeting were Chairman Bush, Commissioners Abbott, Gothard, and Kent. Also present, Clerk Bell, Deputy Clerk Brantley and Odom, County Attorney Goodman, and County Coordinator Corbin. Commissioner Brock was available via polycom.

I. PROCLAMATION - Deputy Woolover

A. Call to Order – Chairman Bush

B. Invocation/Pledge – County Coordinator Corbin/Chairman Bush

II. ADOPT THE AGENDA – Commissioner Kent offered a motion, seconded by Commissioner Abbott and carried to adopt the agenda.

III. NON-AGENDA AUDIENCE – Effective October 1, 2013, Florida Statute 286.014 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the Board.

IV. AGENDA ITEMS

A. ELECTED OFFICIALS -

- Executive Budget, Clerk Bell advised the Board the Clerk’s budget reflects an increase. \$164,353.00 was the projected revenue for budget year 2013-2014 for the recording office, however the actual amount was \$90,000.00. The inflated revenue caused a large deficit in which assistance was provided from Judge Peel per the request of the Clerk.

Moving forward, Clerk Bell advised the Board it is her intent to provide actual figures.

The difference in the projected amount and actual revenues is \$74,353.00.

The actual increase is \$156,407.00 from last year.

The Clerk’s IT staff has advised the Clerk’s Office needs a new server,

which is \$50,000.00.

There is \$31,956.00 in salary adjustments, which is how the salaries are funded. The Clerk's salary is paid 1/2 by the Board and the other 1/2 by the State. Last year the budget reflected 1/3 of the Clerk's salary on the Board side.

The Assistant to the Clerk is split 1/3 Board and the other State. The Board covers (7) seven full time staff, which are (3) three in Board Finance, (2) two Research Staff located at the Ag Center, and (2) two that are Recording/Tax Deed staff.

There was discussion on the Clerk's budget.

Chairman Bush advised Clerk Bell that he was under the impression there were (3) three Clerk employees covered by the Board instead of (7) seven.

He asked if any of the server cost was figured in on the State side.

Clerk Bell advised Chairman Bush she submitted that proposal to the State but it was declined. It is the Counties responsibility to fund the equipment.

The Recording Department has always been funded by the Board. There might have been a lack of clarification in years past. Anything that is not funded by the revenues the County is responsible for because it is not court related.

Keith Adkison advised the Board the employees split locations in the Recording Department has affected the way the funding is split.

Commissioner Abbott requested the \$50,000.00 be broken out as well as a copy of the Clerk's State budget.

Chairman Bush advised he would like clarification on how the court facility funds could be used.

The Board would like to see if the purchase of the server could be covered by other funding.

Clerk Bell advised the Board it is her intent to be actual.

Deputy Clerk Odom advised the Board Bill Bogan's salary was not included in the 2014 budget.

- Property Appraiser – The budget for the Property Appraiser, Gil Carter increased an estimated \$500.00.

- Tax Collector – The Tax Collector’s, Ken Naker budget remained the same.
- Supervisor of Elections – Chairman Bush advised there was an initial concern in the other salaries line item.

Deputy Clerk Odom advised the Board Mrs. Rudd requested \$60,000.00 in the other salaries line item.

Mrs. Rudd advised the Board Florida has predicted the upcoming election to be the largest ever in the State. There are (2) two presidential candidates from the State and a 3rd with a large pool in the South part of the State.

She requested the Board to think closely about making changes to her budget.

The Board and the Supervisor of Elections discussed her budget.

The Board did not make any changes to the Supervisor of Elections budget as the Budget Committee presented it.

- Law Enforcement – The increase in the projected Sheriff’s budget is \$36,377.00, which is to cover the new bailiff located at the County Annex.

B. GENERAL BUDGETS

- Planning Department - Michael J. DeRuntz requests that \$5,000.00 - \$10,000.00 be put in his budget as he requested for items such as mapping updates, mailings, and public notices advertised in the paper.

The original request is \$10,000.00, which was listed for contractual.

Commissioner Abbott questioned the increase in travel.

County Coordinator Corbin advised the increase in travel is for Planning Commission members ethics training.

Chairman Bush clarified the budget is down 15%.

The Board agreed to include \$5,000.00 in the line item 54901 (other current charges).

- Code Enforcement – Cheryl Pingatore requests that her fuel line item be increased from \$1000.00 to \$1,400.00.

County Coordinator Corbin advised the Board that Code Enforcement is currently responding to complaints.

The current position is temporary.

The Board agreed to increase the fuel line item from \$1,000.00 to \$1,400.00.

- Departments – Allow any departments in the general fund that have expressed concern about their budget to speak during this section

Library - Ruth Brooks addressed the Board in reference to the library budget. The budget includes a part-time permanent custodian for 20 hours per week.

Chairman Bush clarified the 21.5% increase is for additional part-time.

Deputy Clerk Odom advised there are some temporary individuals included. There was \$39,000.00 in contingency for temporary employees. She has actually budgeted under salary, which is the reason for the 21.5%.

Ruth advised benefits will not be included.

- General
Travel – Commissioner Abbott advised the Board, in a prior year travel was voted to come out of Public Works.

Deputy Clerk Odom advised the travel was taken out of Public Works only (1) one year.

Commissioner Abbott expressed concern about the computer line item license for \$4,000.00 and supplies for \$4,000.00.

Deputy Clerk Odom advised Billy Brock provided the amount for license.

Deputy Clerk Brantley advised currently \$4,300.00 has been spent.

Deputy Clerk Odom advised the amount will be taken from the \$30,000.00 in contractual. The purchases are made by Billy Brock.

Commissioner Abbott questioned what is included in the Board other

current charges, and why is it overspent in the current year.

Deputy Clerk Odom advised Commissioner Abbott advertisements, and tax deeds were charged to other current charges.

Commissioner Abbott advised his concern is the line item is over spent in the current budget.

Deputy Clerk Odom advised Commissioner Abbott that is due to the Board's approval of tax deeds after the budget.

Commissioner Gothard asked if David Corbin and Dallas Carter's buyout is included in the 2015-2016 budget.

Deputy Clerk Odom advised yes. \$35,000.00 was included for a County Administrator.

Commissioner Abbott asked County Attorney Goodman if the line item for other legal could be lowered.

County Attorney Goodman advised he felt comfortable with it being lowered to \$60,000.00.

Commissioner Abbott asked was there an increase in insurance.

Deputy Clerk Brantley advised last year was under budget due to the insurance year changing from January thru December to October thru September.

Commissioner Abbott advised the Board agreed to budget Fire Control for (1) one year. The projected budget contains a Fire Budget for \$58,573.00. Does the Board want to continue to fund this?

Commissioner Kent addressed the Board he thought it was to be funded from an outside source/find additional funding.

Commissioner Gothard addressed the Board it was funded for (1) one year, in turn seeing if it could fund on its own. There is a grant that has been applied for in the amount of \$1,000,000,000.00.

Commissioner Abbott expressed concern about The Board being familiar with the terms of the grant.

Karen Shaw advised the Board if approved, the grant would fund the Fire Coordinator salary as well as stipends for the fire fighters.

In reference to Commissioner Abbott's question on keeping the Fire Control fund in the 2015-2016 budget, Commissioner Gothard advised she would like to keep it.

Commissioner Kent advised the Board he does not see any benefit in it.

Commissioner Brock supports the Fire Control budget.

Chairman Bush suggested to address the issue at a later time.

Commissioner Abbott asked what Solid Waste Control is.

Deputy Clerk Odom advised that is the landfill.

Deputy Clerk Odom, advised the Board per County Engineer Knauer that \$15,000.00 would be an accurate amount to include in the budget.

Commissioner Abbott questioned Pollution Control.

Deputy Clerk Odom advised it is water well testing.

Commissioner Abbott addressed the Board in reference to the Industry Development budget for \$96,000.00. The Board discussed the funding being used to purchase the property back as the first priority. The property referenced is Project Pipe.

There are also funds that the Board collected from the State that have to be paid back.

Deputy Clerk Brantley advised Commissioner Abbott the agreement does not reference project pipe. She recalled Chairman Bush did not want project pipe listed in the agreement.

Chairman Bush advised he did not want to be tied to project.

Commissioner Gothard advised the direction of the Board was the funding would be given to EDC and they would come before the Board with a plan.

Ted Everett advised the Board, the language referencing project pipe was not to be included in the agreement but it was understood by the Board that the focus/intent of obligating the funds was to give County Attorney Goodman the ability to negotiate to purchase the land back.

Lynne Abel asked the Board for a \$2.00 increase for the Animal Control

Officer, which would be \$4,784.06. The request is not based on the salary study, as she has not seen the study.

Commissioner Abbott advised he could not approve it, although he supports her efforts. There are employees that are not in the slide yet, therefore he cannot approve this.

Lynne Abel, advised the Board she understands but wanted it brought to the Boards attention that Mr. Roney has worked as the Animal Control Officer for (13) years and she is embarrassed by his salary.

Commissioner Abbott suggested the Board follow the pay study.

Lynne Abel, requested an employee classification change from Emergency Management Clerk I to a Clerical II position. The difference in the money would be \$2,000.00 annually. The Emergency Management budget would be able to absorb the increase without asking for any additional money.

Commissioner Abbott advised Mrs. Abel being the fact she is asking for the same budget as the year before he does not have any question with her request.

Chairman Bush clarified that it fits in the pay scale and advised that he does not problem.

In those areas where there is budget to fund the deficiencies without adjusting the budget, that should be done.

There was not opposition by the Board.

Chairman Bush called a break.

Chairman Bush asked if the insurance refund had been absorbed in the budget.

Does the budget reflect the cut in the grants hours, per the grants employee's request.

Chairman Bush called the meeting back to order.

Commissioner Abbott asked why there is a decreases in salary in the Grants budget.

County Coordinator Corbin advised that includes a (32) thirty two hour work week for the grants employee.

County Coordinator Corbin advised the Board, Karen Shaw, Grants Coordinator assured him that she could complete her work a (32) thirty two hour work week.

Chairman Bush advised it is good savings.

Commissioner Abbott addressed the Board in reference to \$0.00 being budgeted for the airport stating that \$2,000.00 was budget for year 2015-2016.

Deputy Clerk Odom advised that was the first year they were budgeted anything.

Commissioner Abbott suggested including \$2,000.00 in the budget for the airport. Commissioner Kent agreed.

There was no opposition from the Board.

Commissioner Abbott questioned the budget reduction for baker act.

Chairman Bush advised after Commissioner Gothard met with them, Washington County's cost have been drastically reduced.

Commissioner Abbott asked if the fuel under Parks and Recreation was over inflated.

The Board agreed to lower the Parks and Recreation fuel line item from \$4,500.00 to \$2,000.00.

Commissioner Abbott asked what is being done with the Sod Farm.

County Coordinator Corbin advised Board he requested that Sod Farm be moved under the Transportation budget.

Commissioner Abbott asked about the equipment line items under the Transportation budget.

Deputy Clerk Odom and Commissioner Gothard explained the line items are broken down per cost of purchase, which starts at \$0.00 to \$1,000.00.

Commissioner Abbott referenced the increase of 20.5% in the Public Works budget.

Chairman Bush asked Dallas Carter what the \$258,134.00 is budgeted for.

County Coordinator Corbin advised the funding is for the request of (2) two backhoes.

Commissioner Abbott advised that he does not want the equipment specified.

Dallas Carter advised they did not want to show an increase without specifying what it is for.

Commissioner Gothard asked how many employees are included in the budget.

Dallas Carter advised (32) thirty-two, which does not include the (3) three in the shop.

Commissioner Gothard clarified the budget includes (4) four temporary positions.

Commissioner Gothard asked if (32) thirty-two, along with (4) four more would have all the trucks running so the mower does not have to be shut down when dirt has to be hauled.

Johnny Evans advised they are in need of a patch truck driver along with an inmate crew.

Commissioner Abbott asked for an explanation of the increase in shop tools; He does realize the filters and additives have increased in cost.

Johnny Evans advised there are not after-market filters available for the new trucks that were purchased.

Chairman Bush asked if there needed to be another employee added to the Public Works budget in order to keep the patch truck running.

Johnny Evans advised (1) one employee along with an inmate crew.

Commissioner Brock advised they need permanent employees, instead of temporary employees.

Johnny Evans advised the current temporary employees were hired to do

FEMA work and can only do that work.

Chairman Bush explained a portion of the increase in Public Works reflects FEMA monies included to cover the purchase of equipment requested.

Deputy Clerk Brantley advised the FEMA monies would be used to purchase equipment.

Chairman Bush asked if Public Works was lacking as far as employees.

Johnny Evans suggested a patch truck driver.

Commissioner Gothard suggested Public Works reallocating some of the equipment money to cover the employee.

Dallas Carter and Johnny Evans advised the money is not reoccurring.

Commissioner Gothard advised the employee is temporary.

Commissioner Gothard asked if funding for a Public Works Director was included in the budget.

Deputy Clerk Odom and Clerk Bell confirmed.

Deputy Clerk Odom advised the Board, included in the budget is (6) six months at \$35,000.00, which would cover a patch truck employee.

Commissioner Brock asked what is the projected over run of Public Works fuel budget, \$600,000.00.

Commissioner Abbott advised \$616,000.00.

Chairman Bush asked what is included in the increase in Public Works salary line item.

Deputy Clerk Odom advised a Public Works Director, (4) four temporary employees, and Dallas Carter's payout for leave time.

Chairman Bush asked if Board action would be required to include a Public Works Director.

Marla Hayes, Human Resource advised that position was eliminated.

Commissioner Abbott advised it would take Board action.

Chairman Bush clarified the Board approving the salary in the budget would automatically approve the position.

Chairman Bush asked where the salary amount came from.

Deputy Clerk Odom advised Deputy Clerk Brantley contacted Human Resource for the salary amount.

Marla Hayes advised the Board an old salary was used.

Chairman Bush asked if it is the Board's desire to leave a Public Works Director in the budget.

Deputy Clerk Brantley advised there will be 1(one) Public Works Supervisor and a Public Works Director.

Chairman Bush advised if it is passed in the Budget it would reflect an organizational change.

Chairman Bush requested the role of a Public Works Director.

Commissioner Brock advised there has always been (2) two supervisors.

Commissioner Abbott requested an additional recycling bin in Chipley.

County Coordinator Corbin advised the public takes advantage and they use the bins for garbage instead of recycling. This causes the employees to have to clean out the garbage and separate the items.

Chairman Bush advised Commissioner Brock both Public Works Supervisor positions are included in the budget as well as a Public Works Director.

The Board confirmed an additional \$24,000.00 added to the Public Works budget for a patch truck driver.

Commissioner Abbott questioned the increase in Tourist Development's budget for insurance.

Commissioner Abbott was advised there was not enough previously budgeted.

Commissioner Abbott questioned Tourist Development including (3) three travel line items in their budget.

Deputy Clerk Odom advised that is how the employee at Tourist Development breaks it down.

Ted Everett advised the employee goes to colleges and to the Florida conferences. All expenses are paid out of bedtax.

Commissioner Abbott questioned the line item TDC website under Tourist Development.

Ted Everett advised the opportunity was available after the budget was approved.

Deputy Clerk Brantley advised Chairman Bush, Public Works requested the revenue that was moved from Public Works budget to the general fund the prior year be moved back.

Chairman Bush clarified it is the racing and mobile home revenue.

There was no consensus of the Board to move the funding back to Public Works.

Commissioner Abbott questioned court services line item other current charges increase of \$25,000.00.

Deputy Clerk Odom advised the budget is provided by Court Administration. The fees are from traffic.

This is funding that is set aside for the courthouse.

County Attorney Goodman suggested the increase is the amount that was taken out of that fund to pay for anything that has been done in reference to the annex located at the Sheriff's Office.

Deputy Clerk suggested the funds are for the addition at the Sheriff's Office for the annex.

Chairman Bush asked where \$240,000.00 grant funds reflected in the budget. Is there a copy of the grant?

There was discussion about the funds.

Commissioner Abbott addressed the Board in reference to \$75,000.00 insurance refund that was received.

Deputy Clerk Odom advised the check was for \$62,000.00; \$75,000.00 is what was budgeted.

Commissioner Abbott advised he would like to take the portion or all of the \$62,000.00 and give it back to the employees through additional premium payment.

He suggested reducing what the employees are paying by using the \$62,000.00.

Deputy Clerk Odom advised it would be reflected as cash carried forward because it was received in the current year budget.

Chairman Bush suggested funding should be used to assist the employees when there is an increase, because there is not (1) one in the upcoming budget.

Commissioner Brock advised the Board should not give to the employees and take it back.

Ted Everett addressed the Board in reference to the industry development budget. The budget for the chamber is \$25,000.00 and they requested \$35,000.00.

He asked the Board reconsider additional funding of \$5,000.00, which would be used for a new website.

There was discussion by the Board.

The Board agreed to increase the line item listed chamber from \$25,000.000 to \$30,000.00.

Deputy Clerk Odom addressed Commissioner Abbott and advised the committee brought a balanced budget before the Board and there were cuts made.

Chairman Bush called a recess from 12:00 to 1:30.

Chairman Bush called the meeting back to order at 1:34 p.m. At this point, Commissioner Brock was not present via polycom.

C. SPECIAL FUNDS –

D. BUDGET APPROVAL/ADJUSTMENTS – This process has been done throughout the budget

V. COUNTY COORDINATOR – Job Classification Study – County Coordinator Corbin asked the Board to help the employees. He suggested the Board look at getting salaries in line now or in the future.

County Coordinator Corbin advised the Board he has projections for a 2%, 3%, and \$500.00 incentive. 2% would be \$50,588.89, 3% \$75,883.34, and \$500.00 \$50,155.50.

County Attorney Goodman advised the Board if they plan to select option C., himself, Marla, and Ruth will need to expedite a plan to effectuate that properly.

Marla Hayes, Human Resource advised the Board she has a draft complete.

County Coordinator Corbin advised the cost to implement the salary study would be \$120,377.24.

Commissioner Abbott suggested a scenario in reference to implementing the salary study be done at different times.

County Coordinator Corbin advised Emergency Management, Ag Center, and the Library could absorb theirs.

Commissioner Gothard suggested capping a possible increase in reference to the salary study.

Deputy Clerk Odom advised the Board the funding is not there. The amount has to be considered for covering the Board as well as Sheriff employees.

E. CLERK – Clerk Bell offered to answer any question in reference to her budget.

Commissioner Abbott requested a breakdown of the Clerk's budget in reference to the County's funding.

Commissioner Brock was present at this portion via polycom.

Commissioner Brock requested a full-time loader position added to the budget.

Marla Hayes advised the Board currently there is (1) one permanent loader, and usually the same equipment operators on both sides. They rotate employees from one piece of equipment to put on a front end loader.

The consensus of the Board is to include an additional full-time position in the Public Works Department as long as the funding is available.

Commissioner Brock suggested the money that is left in the budget at the end of the year could be used to cover the position.

Commissioner Abbott advised that he would like to review the changes, look at the Clerk’s budget, review the raise scenarios, and at that time the Board will be in a better situation to set the millage.

Commissioner Brock suggested the Board consider a ½ cent sales tax.

Commissioner Gothard and Chairman Bush advised they do not want to increase the millage.

Renae Rountree addressed the Board as a citizen; she understands the importance of an increase in millage.

Commissioner Abbott offered a motion, seconded by Commissioner Kent to leave the millage at 9.2520.

County Attorney Goodman advised the Board once the millage is set as of August 4. It can go down or either remain the same, unless the Board pays to send out notices.

Deputy Clerk Brantley addressed the Board they had expressed interest in the salary study and with the millage being set at the current rate she doesn’t see that being done.

County Attorney Goodman advised Deputy Clerk Brantley if the Board sets it, it will be up to them to make those decision within that number.

Commissioner Brock referenced the sales tax he mentioned earlier.

Chairman Bush advised there is not any support by the Board.

Roll Call Vote –

Commissioner Gothard -	Yes
Commissioner Abbott -	Yes
Chairman Bush -	Yes
Commissioner Kent -	Yes
Commissioner Brock -	No

The motion to leave the millage at 9.2520 carried 4 to 1.

F. DEPUTY CLERK

A. Tentative Budget Hearing Date Change from September 2 to September 3

The meeting cannot be held before September 3
**Commissioner Kent offered the above motion, seconded by
Chairman Bush and carried to set change the tentative hearing date
from 9/2 to 9/3.**

The Board agreed to add discussion on budget at the August workshop.

G. COUNTY ATTORNEY

H. ADJOURN – **Commissioner Kent offered a motion, seconded by
Commissioner Abbott and carried to adjourn.**

Deputy Clerk Brantley

Date Approved