

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
BCC Budget Workshop
August 30, 2017, 9:00 a.m., – Commission Board Room
1331 South Blvd., Chipley, FL 32428

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Alan Bush	Charles Kent Chairman	Tray Hawkins	Todd Abbott Vice-Chairman	Steve Joyner

I. PROCLAMATION

- A. Call to Order – Chairman Kent
- B. Invocation/Pledge – Commissioner Hawkins/Chairman Kent

The Washington County Board of County Commissioners met on the above referenced date with the following members present: Chairman Kent, Commissioners Bush, Hawkins, Abbott, and Joyner.

Also attending the meeting are as follows:

Jeff Goodman, County Attorney, present at 9:10 a.m.

Jeff Massey, County Administrator

Lora C. Bell, Clerk of Court

Risha Brantley, Deputy Clerk

Johnnie Pettis, Finance Director

II. AGENDA ITEMS

- 2017-2018 Budget

Commissioner Abbott addressed the Board in reference to the Early Learning Coalition's budget request for \$5,000.00.

There was no opposition from the Board to include the \$5,000.00 request in the budget.

Commissioner Abbott addressed the Board in reference to the Orange Hill Soil and Water's budget request for \$5,000.00.

There was no opposition in including the budget request in the budget.

Commissioner Hawkins addressed the Board in reference to the Literacy Volunteers budget request. In past years the request was \$3,500.00. The current request is for \$5,000.00.

The Board approved to include the budget request as submitted in the budget.

Commissioner Abbott advised that he would like additional information on chemical addiction.

Commissioner Joyner requested the definition of Bay Care.

Commissioner Abbott addressed the Board in reference to Teen Court.

Donna Isenhour, Teen Court provided an overview of the program.

Commissioner Hawkins suggested to support the program with \$5,000.00, which would include continuous contact through a report in order to see how the funds are being applied.

The Board approved to include \$5,000.00 for Teen Court in the budget.

Commissioner Abbott clarified the changes thus far as, \$20,000.00 for parks and recreation, \$1,500.00 additional to literacy, \$5,000.00 Teen

Court, \$5,000.00 to Orange Hill Soil and Water, and \$5,000.00 to Learning Coalition School Readiness.

Chairman Kent advised the Board at this point \$36,500.00 changes have been made to the budget.

Chairman Kent addressed the Board in reference to baker act.

Jeff Massey, County Administrator advised that is an issue that he is currently looking into.

Commissioner Abbott expressed concern about the E-911 department requesting funding from general revenue for the first time in history. The budget includes a portion of a salary for a supervisor in the dispatch office.

He advised that he would like to remove the \$6,000.00 from the E-911 budget and send it directly to the sheriff's office.

Commissioner Abbott advised there is \$12,000.00 coming out of the general revenue.

Clint Erickson, E-911 addressed the Board. \$6,000.00 comes out of reoccurring, .40 fees that are attached to addressing.

Commissioner Hawkins advised that he does not want to affect funding if the \$6,000.00 can only be allocated to that department. There are funds that have to be spent specifically.

County Administrator Massey asked if the \$6,000.00 was removed from the budget, would that have future affects.

Clint Erickson advised, yes.

Commissioner Abbott asked how much of the dispatch salary is included in the budget.

Clint Erickson advised \$6,000.00.

Clint Erickson advised the Board the phone line expense in the E-911 budget for \$1,500.00 - \$1,800.00 are for the internet services, which is required to do the maintenance and updates on the \$250,000.00 911 system.

Commissioner Abbott suggested that an inaccurate accounting issue is being created by supplementing the E-911 from general revenue.

Commissioner Bush suggested to leave the funds where they are. Eventually there will be a funding source other than the general revenue, which will give a line item to transfer that to the call taker.

Commissioner Abbott withdrew his request, advising that he disagrees.

Commissioner Abbott asked if E-911 will continue to pay liability insurance that is budgeted for \$1,100.00.

Marla Hayes addressed Commissioner Abbott. They were including the \$1,200.00 for the cellphones. It is done two ways; some offices have their own and some are paid out of the general administration. That is

an option.

Clint Erickson advised they will drop to one phone.

Marla Hayes advised with all of those put together it was a savings of \$2,616.00.

Commissioner Abbott recommended giving the county employees a 3% raise. The sheriff would need \$47,855.00. The supervisor of elections, clerk of court, transportation, property appraiser, and tax collector's offices have funding within their budget. The issues that are not included are general, \$40,445.18 and the sheriff for \$47,855.00.

Commissioner Hawkins suggested the raises should be based on the work effort that is put in. He suggested the Board should not mandate elected officials and supervisors on giving employees raises.

Commissioner Joyner requested the amount increased for ad valorem.

Johnnie Pettis, Finance Director advised \$50,000.00 was projected.

Commissioner Joyner expressed concern about adding to the budget when the funding is not coming in.

Sheriff Crews advised the Board that the goal of his office is to be measured on the absence of crime. It is expensive to turn an agency/jurisdiction around; to turn Washington County from being reactive on public safety to a proactive state.

The salary and benefits offered affect an employee's decision to stay on board.

Commissioner Joyner addressed the Board. The tax payer's should be aware that as crime rises, the sheriff's expenses rise. The Board controls the funding that the sheriff receives. The Board is trying to support the sheriff to do the job that he would like to do but yet the expenses are a concern.

Discussion was held by Commissioner Abbott, Joyner, and Hawkins.

Commissioner Abbott recommended including funds in the budget to allow for up to a 3% raise.

County Administrator Massey addressed the Board. Merit raises increase productivity. Supervisors would need to be properly trained to ensure that merit raises are done consistently in order to be fair. The process can be fixed.

Commissioners Hawkins and Bush advised Sheriff Crews that his budget is satisfactory.

Commissioner Bush advised that he is pleased with the budget and went on to commend the clerk and staff, chairman, county administrator, human resource staff, and any others that worked on the budget.

Commissioner Abbott brought the Board back to his last recommendation.

Commissioners Hawkins and Joyner questioned where would the funding come from.

Chairman Kent addressed the Board. The inmate supervisors have been relocated under road and bridge. There is funding in road and bridge to cover the expense of the transfer, which would allow an estimated \$204,000.00 that would not be taken out of general.

Commissioner Bush suggested that the Board not use all their contingency.

County Administrator Massey addressed the Board in reference to the funds in the budget for information technology services that have been previously supplemented by the sheriff's office.

Commissioner Abbott addressed the Board. The budget is \$38,000.00. \$4,000.00 is for supplies, \$4,000.00 for licensing, and a \$30,000.00 line item of which \$6,000.00 has been allocated within the sheriff's department to supplement the individual employees income. They will need an additional \$6,000.00.

Chairman Kent advised to transfer \$6,000.00 from the \$30,000.00 to the sheriff's budget.

Chairman Kent advised Sheriff Crews that his budget includes everything but the 3%.

Chairman Kent called a recess at 10:44 a.m. The meeting was called back to order at 11:00 a.m.

County Administrator Massey addressed the Board in reference to accufund software for the human resource, county payroll, etc.

Marla Hayes, Human Resource advised the Board they received three proposals, in which two could meet their needs. They have selected accufund services. The full suite, on premise is \$34,512.00, which is a one-time expense. Thereafter it would be \$2,820.00 annually, which is for enhancements and maintenance.

\$116,000.00 is available through insurance refunds.

The Board expressed approval of using the funds for the one-time expense.

Marla Hayes advised the Board the full function is estimated at 8-weeks.

The \$2,820.00 is included in the first years cost of \$34,512.00.

County Administrator Massey advised the Board that the new system will be able to improve on the budget process.

Clerk Bell advised the Board that her office appreciated the input from the Board's office this year.

Commissioner Kent addressed the Board in reference to the Supervisor of Elections budget. Included in the \$46,024.00 is a fee for \$16,677.00 which is included in the first year for information technology support, which goes with the new system.

In the old system, all of this was included in the monthly payment.

Does the rentals and leases line item include the \$59,166.00?

Johnny Pettis advised that it is included.

Commissioner Kent addressed the Board. The \$47,215.71; the old fee of \$59,166.00 is not included in it. The \$47,215.71 is included in it.

Commissioner Hawkins asked what \$71,316.00 include; which is located under rentals and leases. At the bottom there is an additional \$47,215.71.

Chairman Kent addressed the Board. Printing and binding went up \$13,500.00 because that was not included. The fee was all included in the \$59,166.00. You will add the \$16,677.00, \$13,500.00, and \$47,215.00 to get the total price of the new equipment.

Johnnie Pettis, Finance Director and Commissioner Joyner asked what is included in the \$71,000.00.

Chairman Kent advised the \$71,000.00 includes the \$47,215.00.

The \$24,077.00 is a one-time fee, which is mandatory.

If three precincts are removed the cost is lowered.

Commissioner Hawkins advised that is not the Board's decision to make.

The Board held discussion on the Supervisor of Elections budget.

Clerk Bell advised the Board the clerk's office needs direction at the end of the day.

Marla Hayes clarified that the Supervisor of Elections would like to monitor her budget.

Johnnie Pettis advised that is correct.

Johnnie Pettis advised the Board that she did not include the \$24,000.00 in the current budget projection.

Commissioner Hawkins asked if the Board's direction is for the clerk to budget \$494,580.00.

Chairman Kent addressed the Board in reference to budgeting for an information technology employee.

There is \$24,000.00 in the computer budget, and \$11,000.00 from the clerk.

Renaë Rountree provided the Board scenarios rearranging staff for the first quarter to provide options for hours of operations at the Sunny Hills Library per previous Board direction.

Chairman Kent advised to add \$3,000.00 to the library budget.

The Board agreed on option 1, which is the following:

Monday – 9:00 a.m. – 3 p.m.

Tuesday - 9:00 a.m. – 6:00 p.m.; closed 12:00 p.m. – 1:00 p.m. for lunch

Wednesday – 9:00 a.m. – 6:00 p.m.; closed 12:00 p.m. – 1:00 p.m. for lunch

Thursday - 9:00 a.m. – 6:00 p.m.; closed 12:00 p.m. – 1:00 p.m. for lunch

Friday – 9:00 a.m. – 3:00 p.m.

Commissioner Joyner asked if there has been an increase since the internet has been fixed.

Rena Rountree advised no. The library is currently open all day Wednesday.

The schedule change will start October 1, which she advised the Board she will promote. If the funding is put in contingency the expense can easily be tracked.

Commissioner Hawkins advised the Board that a full-time fire station has been put in at Vernon and at this time there is no additional revenue from the county.

Marla Hayes, Human Resource advised the Board that the SAFER grant does not cover everything; some of the extras such as the internet and items like that. It does not cover the additional fuel cost.

Discussion was held in reference to the Supervisor of Elections budget by Commissioners Hawkins, and Kent, as well as Johnnie Pettis, and Clerk Bell.

Clerk Bell advised the Board that the clerk's office is being cut \$17,000.00 on the state side budget. In the past couple of years the court side health insurance expense has been requested to be funded. There is \$37,000.00 that was funded, which will be coming back. The recording numbers are up. There is \$17,000.00 currently that will be coming back to the Board. The budget will need to be amended for the \$17,000.00.

If the 3% is done, those funds would be covered as well. An amended budget will wait upon the Board's direction regarding the 3%.

8,500 documents have been recorded this year as opposed to last year's numbers of 7,300.

Commissioner Abbott addressed the Board in reference to the 3%. The amount needed is \$87,000.00.

Chairman Kent discussed splitting the \$204,000.00 in the budget to transfer from general to transportation for inmate crews.

Chairman Kent clarified with the Board in regards to the Supervisor of Elections budget that the \$47,000.00 is included in the \$71,316.00 but the \$24,077.00 is not.

Marla Hayes, Human Resource advised the Board per discussion with the Supervisor of Elections that their office is falling under homeland security and there will likely be revisions to the budget requesting additional funding.

Chairman Kent advised to include the \$407,000.00 in addition to the

\$25,000.00.

Chairman Kent advised to run the number with the full figure and if later it is clarified about the \$16,000.00, changes can be made.

Commissioner Abbott advised the Board, with the changes the contingency is currently \$23,423.00.

III. ADJOURN – **Commissioner Bush offered a motion, seconded by Commissioner Hawkins and carried to adjourn.**

Deputy Clerk Brantley

Date Board Approved