

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
BUDGET WORKSHOP MINUTES  
JULY 21, 2015**

**PRESENT AND ACTING:**

**THOMAS G. FLOWERS, CHAIRMAN  
WOODROW "LEE" SHELTON  
DARRELL MCDUGALD  
DENNIS JONES**

**CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER  
KATHY STEWART, CLERK FINANCE AND ACCOUNTING MANAGER**

The meeting held in the Regular Meeting Room was called to order by Chairman Flowers at 5:00 p.m., CT. Commissioner McDougald led the Prayer and Pledge of Allegiance to the Flag.

**CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER**

The Clerk stated the proposed budget was prepared with the ad valorem millage levy of 9.90 and the proposed rate is a 2.04% increase of the rolled-back rate.

The Clerk discussed 2<sup>nd</sup> version 2015-2016 Proposed Budget increases in revenues in the General Fund, County Transportation Fund I (CTTF I), and County Transportation Fund II (CTTF II). The increases were included on a handout given to the Commissioners for inclusion in their budget book and resulted from a change in estimated revenues; a net increase of \$239,199 in the General Fund, \$16,505 in CTTF I, and \$34,485 in CTTF II.

The Clerk also conveyed a message to the Board from Chad Taylor with the Apalachicola River Riparian Stakeholder Coalition who was unable to attend this meeting due to a scheduling conflict. Mr. Taylor asked to give an 8-10 minute presentation to the Board at the next Budget Workshop or in a Regular Board Meeting.

The Clerk mentioned expenditures not included in the proposed budget: \$100,000 for special projects in Districts 1-5 (This will be presented to the Board at the July 28<sup>th</sup> Regular Meeting in a budget amendment,) and \$72,000 for a tractor and bush hog for the Airport. (Available funds are dependent on the final payment owed to the contractor for the unresolved change order for the most recent hangars constructed. Grant funds are not available for the change order.)

The Clerk referred to page 27 of the proposed budget which is a detail of expenditures included in: accounts # 01511-51154, 01513-51331, 01513-46000, and 01513-51349. The Clerk also mentioned the following requests not included in the proposed budget: Chemical Addictions Recovery Effort, Inc. \$10,000 (not funded previously), Early Learning Coalition of Northwest Florida \$3,000 (not funded previously), and Bay Cares, Inc. \$6,529.

The Clerk also mentioned there were four (4) positions included in the proposed budget at an amount greater than 3% and are explained as follows:

Ms. Ludlow, County Extension Agent, must be paid for rank promotions according to the Memorandum of Understanding between the Institute of Food and Agricultural Sciences (IFAS) and the Calhoun County Board of Commissioners. Ms. Ludlow should have received this increase two (2) years ago. Two (2) exempt status positions will be below the earnings threshold if the proposed Fair Labor Standards Act (FLSA) rules are adopted in January 2016. The budget includes increases for these two (2) positions that will be at or above the earnings threshold. The Court Administration salary request for the County Probation Officer is more than 3%. An overview of salaries by department is included on Page 30 of the 2015-2016 Budget Proposal showing the percent change from the 2014-2015 revised budget.

The Clerk referred the Commissioners to Page 28 of the 2015-2016 Budget Proposal with a comparison of the Constitutional Officer budgets to the 2014-2015 budget. The Clerk explained the increase in her budget request is for a 3% salary increase and for necessary computer equipment.

The Clerk referred the Commissioners to Page 29 of the 2015-2016 Budget Proposal for an overview of equipment requests by department.

The Chairman asked the Board members if they had any questions. There were no questions.

#### **BECKY SMITH – TAX COLLECTOR**

Ms. Smith thanked the Board for her current year budget; she will return some excess funds at fiscal year end. Ms. Smith explained she has not hired a current year budgeted position as Calhoun County may not have to process concealed weapon licenses at this time.

#### **MARGIE LARAMORE – SUPERVISOR OF ELECTIONS**

Ms. Laramore did not speak regarding her budget. She stated she explained the increase in her budget request to the Board in a previous meeting.

#### **CHRIS RIETOW- EXECUTIVE DIRECTOR– APALACHEE REGIONAL PLANNING COUNCIL**

Mr. Rietow spoke to the Board regarding the services provided to Calhoun County including:

- Administration of four small business loans to local businesses serving Calhoun County
- Update to the Calhoun County Hazards Analysis for facilities with extremely hazardous substances stored on site
- Update to the Small Quantity Generator assessment roll
- Annual program support, administration and monitoring and evaluation of the Calhoun County Community Transportation Coordinator
- Technical support to Calhoun County on the FDOT Work Program

Mr. Rietow also provided a letter to each Board Member.

#### **CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER**

The Clerk updated the Board regarding the June 30<sup>th</sup> storm damage to the 911 equipment noting the cost to repair/replace will be \$30,000 to \$50,000 in excess of insurance proceeds.

#### **JOE WOOD – DIRECTOR OF OPERATIONS**

Mr. Wood asked the Board if the County Planner could also be the County Flood Plain Manager for additional compensation. The Chairman directed Mr. Wood to report the additional cost for inclusion in the 2015-2016 Budget Proposal.

**CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER**

The Clerk advised the Board concerning budget cuts to the Clerk's Court Budget explaining the 2014-2015 Budget was reduced by \$22,000 (\$20,000,000 statewide budget shortfall) in the last three (3) months of the current fiscal year and it is estimated the 2015-2016 budget will be reduced by \$44,000 (\$40,000,000 statewide budget shortfall). The budget reductions are due to statewide reductions in fees, fines, and court costs collected by Clerks. The Clerk explained there are surplus Clerks and deficit Clerks and the deficit Clerks (Calhoun) are dependent upon the collections of the surplus Clerks.

The Clerk explained the Clerk's Office is funded by the Board, Child Support Fees for contracted services with the Florida Department of Revenue, and Court fees, fines, and costs. The Clerk also explained that in the past the Child Support contract revenue has helped fund the Clerk to the Board function. The Clerk also noted interest earnings have declined and are no longer available to help fund the Clerk to the Board function as in the past.

The Clerk stated last year the Board received excess Child Support fees from the Clerk's Office of \$44,000 and requested the Board consider allowing the Clerk to keep these fees to help fund the Clerk's Court Budget.

Commissioner Shelton asked why there has been a reduction in fees, fines, and court costs and the Clerk explained certain fees were redistributed to the State's General Revenue Fund that were originally Clerk fees. Also, there have been increased indigent cases filed with no fee assessed as well as changes to some toll road and red light camera traffic violations.

**CHAIRMAN FLOWERS**

Chairman Flowers asked the Board if they had any questions or comments. There were none.

There being no further business, the Chairman adjourned the workshop at 5:35 pm.

ATTEST:

  
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CARLA A. HAND, CLERK

  
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THOMAS G. FLOWERS, CHAIRMAN