

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL MEETING MINUTES – BUDGET
JULY 24, 2017**

PRESENT AND ACTING:

**DANNY RAY WISE, CHAIRMAN
GENE BAILEY
DARRELL MCDUGALD
DENNIS JONES
JERAL HALL**

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

The meeting held in the Regular Meeting Room was called to order by Chairman Wise at 4:00 p.m., CT.

Chairman Wise opened Budget discussion.

Clerk Hand stated the Clerk's office presented the Board with the tentative budget approximately a week ago, and per the Board's instructions the Clerk's office requested all the department heads, constitutional officers, and any other entities requesting funds to attend this Special Budget Meeting. Clerk Hand stated the Board voted to spend approximately \$985,000 from reserves for the courthouse HVAC system; balancing the budget (excluding the HVAC system) with 2017-2018, budget year revenues require cutting expenditures by \$104,000. Clerk Hand stated notes in the proposed budget book (Pages 29-30) explain what comprises certain line items, and there is a detail list of items (Page 30) that have not been funded in the past totaling \$116,000.

Commissioner Bailey stated he would like to see the 2% raise divided equally between all the County employees instead of a percentage on each salary. Commissioner Bailey stated those who make less do not get the same increase as those who make more money, and groceries and gas cost the same amount for everyone. Commissioner Bailey stated dividing the 2% raise equally between all the employees would be fairer. Clerk Hand stated the library is different since they have many part time people. Commissioner Bailey stated Ms. Maupin could figure the amount given to her employees based on their hours. There was further discussion about dividing the 2% raise between all employees.

- ❖ Commissioner Bailey made a motion to divide the 2% raise equally between all employees (\$668). Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Chairman Wise asked if there were any increases in budgets for the department heads or the constitutional officers, or if they have held to the budget amount they had last year. Clerk Hand stated all have included the 2% raise and the health insurance increase, but if there were any further increases requested, they would need to justify these to the Board. Clerk Hand directed the Board to their tentative budget to view these requests. There was further discussion about the budget.

Commissioner Bailey asked Ms. Rachel Bryant from the Health Department to discuss their budget request. Ms. Bryant stated the Health Department originally requested \$70,088, but went back and reviewed all their expenditures. Ms. Bryant stated they reviewed the past several years, and they have reduced their budget by \$280,742.00. Ms. Bryant stated they have eliminated nine (9) positions during this time, going from 25 employees to 16 employees. Ms. Bryant stated they reviewed ways they could further reduce their expenditures, they were able to come up with additional cash savings, and their revised request to the Board is \$51,490.00. Commissioner Bailey asked if this included an increase in permit fees. Ms. Bryant stated the amount is not considering the increase in permit fees. Ms. Bryant stated if the Board wished to continue and proceed forward with the added County fee, this would provide the Health Department with an estimated \$10,530 in revenue, based on last year's permits. This would further reduce the funding requested by the Health Department. Commissioner Bailey asked how much Mosquito Control cost the Health Department to run. Commissioner Bailey stated the Board is funding \$64,102.00 for Mosquito Control this year. Clerk Hand stated the county is not funding the whole amount, there is a State grant for \$34,716.90, funding from the town of Altha for \$1,500.00 and the City of Blountstown for \$5,500, and there are advalorem taxes of approximately \$22,700.00 that fund the rest of Mosquito Control. Commissioner Bailey stated he was not sure if the Health Department was able to run the program for less than the county is able to run the program. Ms. Bryant stated Mosquito Control was not a self-sustainable program, so the Health Department had to cut the program. There was further discussion about Mosquito Control. Commissioner Bailey asked how the Health Department would feel about easing into the county fee for the permits. Ms. Bryant stated any time fees are increased there is a hardship placed on those who are already struggling to pay the permit fees, but she does not see any way to ease into the fees. Ms. Bryant stated it would be easier to implement the \$65 county fee for all permits at one time. Ms. Bryant stated most of the surrounding counties already implemented county fees. Bryant stated they do not want to place any barriers on anyone being able to get a permit, but they have to find a way to do permitting financially. Commissioner McDougald asked if there were any other fees other than the environmental service fees. Ms. Bryant stated they have clinical services fees, which are federally regulated. Ms. Bryant stated they reviewed some of the fees last year, and increased the fees they were able to increase. There was further discussion about the fee schedule. Commissioner Bailey asked how many septic tank permits the Health Department issued last year. Ms. Bryant stated there were about 162 total permits issued and Ms. Kelly King stated she thought there were about 75 septic tank permits. There was further discussion about the Health Department budget request. Chairman Wise asked if any outreach programs at the library branches were in the Health Department's plans at any time. Ms. Bryant stated with their current staffing level, it is hard to expand services for outreach programs at this time. Ms. Bryant stated they provide some outreach programs (flu shots). Chairman Wise asked if the Board funds the Health Department's budget request would this help them expand outreach programs. Ms. Bryant stated it definitely would help. Commissioner Bailey asked when the deadline for the budget would be. Clerk Hand stated the final budget hearing is on September 18. Commissioner Bailey stated the Board should take Ms. Bryant's revised budget request under advisement and asked Ms. Bryant to consider changes to their fee schedule. Ms. Bryant stated the Health Department appreciates anything the Board can do, and are always looking for other funding opportunities and grants to try to supplement their budget.

Clerk Hand stated the Clerk's Office would amend the tentative budget to include the reduction in the Health Department's budget request of \$18,598; the revised budget request is \$51,490.

Chairman Wise asked Ms. Becky Smith, Tax Collector, to explain her budget and address any concerns she may have. Ms. Smith stated she did not increase her budget, other than the increases for the 2% raise and the health insurance increase. Ms. Smith stated the Tax Collector's office is in the process of being able to issue concealed weapons permits, which will bring in some additional revenue for the county. Ms. Smith stated they would not have the capability this year, but should start in 2018.

Chairman Wise asked Ms. Sharon Chason, Supervisor of Elections, to explain her budget. Ms. Chason stated she has reduced her budget by \$24,000, and her office received a \$13,000 grant for the new voting equipment. Chairman Wise asked Ms. Chason if she has reduced the staff working in her office. Ms. Chason stated she has decreased her staff, but has budgeted for a possible part time position in case it is needed. Ms. Chason stated the new voting equipment should be delivered in September.

Chairman Wise asked Ms. Carla Peacock, Property Appraiser, to explain her budget request. Ms. Peacock stated they are requesting \$28,681.00 over the current fiscal year budget. Ms. Peacock explained her office absorbed the estimated cost of a new server for \$30,000 this year, as the aerial mapping photos purchased in 2016 were not compatible with the current server or software. Ms. Peacock explained the 2017-2018 increase of \$28,681 that includes training and travel for certification, the 2% raise for employees, increase in health insurance costs, and the elected official retirement rate, which is an increase from the prior Property Appraiser who was in the DROP program. There was further discussion about the Property Appraiser's budget request.

Chairman Wise asked Clerk Hand to explain the Clerk's Office budget request. Clerk Hand directed the Board to the budget request on Page 78 of the tentative budget book; the request includes an increase from the current year budget. Clerk Hand stated the Clerk budget is unique, and explained most Clerk's offices do not fund their county budget with indirect cost reimbursements for providing child support services. Clerk Hand stated previously these indirect cost reimbursement have supplemented the Clerk to Board budget, and this year there has been a reduction in the indirect cost rate resulting in a decreased reimbursement of \$14,145.00. Clerk Hand stated there has also been a cost increase from software service providers of \$1,765. Clerk Hand stated her salary and most of her employees' salaries are allocated by service function and are paid partially from court related funding. Clerk Hand stated her office would also receive less court funding for the next fiscal year.

Chairman Wise asked Ms. Rita Maupin, Director of Library Services, to explain the Library's budget request. Ms. Maupin stated she is requesting an increase of \$25,493.83 over last year's budget. Ms. Maupin stated this includes the 2% raise, the increase in health insurance costs, and she is also negotiating with Fairpoint to get better connectivity for the branch libraries. There was further discussion about the Library's budget. Ms. Maupin stated she is expecting to add several grants to her budget, one for a rebate on universal services for connectivity, and a state aid grant. Ms. Maupin stated she has also asked for an increase in the Panhandle Public Library Cooperative System (PPLCS) appropriation, and they have tentatively approved the increase. There was further discussion about the budget.

Chairman Wise asked the Sheriff's Office to explain their budget. Ms. Kim Tanner with the Sheriff's Department stated Sheriff Kimbrel is out of town for a conference, so she is attending the meeting on his behalf. Ms. Tanner stated they have included the 2% raise in their budget along with the increase in health insurance costs. Ms. Tanner stated the Sheriff's Office has about 35 employees, most of which are classified as special risk for retirement, and they make up most of the increase on retirement. Ms. Tanner stated their budget for Code Red has been reduced since Everbridge is being furnished by the state. There was further discussion about the Sheriff's Office budget.

Chairman Wise asked the Extension Office to explain their budget request. Ms. Judy Biss stated the Extension Office budget is essentially the same as last year's budget, but they are asking for additional funding of \$29,000 for a new program assistant position. Ms. Biss stated this position would assist primarily with the 4-H program, but would also help the office as a whole. Ms. Biss stated this position would allow them to expand their programs, and do more community clubs and after school programs. There was further discussion about the proposed new position. Ms. Biss stated her office would be open to a part-time option as well.

Chairman Wise asked Tim Jenks, Maintenance Department Supervisor, to explain his budget. Mr. Jenks stated the Clerk's Office helps him with his budget, but he has not requested anything beyond the 2% increase in salaries and the increase in health insurance costs. Ms. Kathy Stewart stated the only other increase is a \$15,000 equipment budget for a mower. Mr. Jenks stated he puts some funding in the budget each year for equipment if needed. There was further discussion about the Maintenance Department budget.

Chairman Wise asked Ms. Angie Smith, Emergency Management Director, to explain her budget. Ms. Smith stated she has reduced her budget slightly for the next fiscal year, which includes the 2% increase in salaries and the increase in health insurance costs. There was further discussion about the Emergency Management budget.

Chairman Wise asked about the Fire Control budget. Chairman Wise stated there has been an increase in \$2,500.00 per department and \$20,000.00 has been budgeted for matching grants.

Chairman Wise asked if there was anyone representing the Building Department present. Commissioner Bailey asked if Mr. Parrish's salary had changed. Clerk Hand stated it had changed by the 2% increase requested by the Board, the health insurance cost had increased, and his retirement. Commissioner Bailey asked what the contractual services line item of the Building Department would be. Clerk Hand stated this is probably the lease for the copier.

Chairman Wise asked if there was anyone representing the Ambulance Service present. Clerk Hand stated the contract is still the same amount, but Search and Rescue has asked for less money for the next fiscal year.

Chairman Wise asked about the Medical Examiner budget. Clerk Hand stated the county is contracted for Medical Examiner services. Clerk Hand stated there are six (6) counties who participate in the

contract, and Calhoun County's share of the cost is based on population. Clerk Hand stated the amount is usually about the same, but this year there has been a small increase.

Chairman Wise stated 911 Mapping has a decrease in their budget for the next fiscal year. Mr. Jace Ford stated he put together his budget based on current year actual and projected expenditures.

Commissioner Bailey asked if the 911-Mapping budget is funded only from ad valorem taxes or if there were grant funds as well. After discussion it was determined the 911-Mapping budget is not funded with grants. There was further discussion about the 911 Mapping budget.

Chairman Wise asked about the Soil and Water Conservation budget. Clerk Hand stated four (4) counties, Gulf, Franklin, Liberty, and Calhoun Counties fund personnel costs for this budget.

Chairman Wise asked about the Transportation Roadside Spraying budget. Mr. Joe Wood stated this budget is the same as the current fiscal year.

Chairman Wise stated the Chamber of Commerce and the Veteran's Service Office have only increased their budgets only by the 2% salary increase and the increase in health insurance costs.

Chairman Wise asked about the increase to the SHIP program budget. Clerk Hand stated part of the SHIP grant is used for salaries and personnel costs. The budget includes 50% of Ms. Sandy Kelly's salary, and 25% of the Grant Coordinator's salary.

Chairman Wise asked Mr. Ford to explain the Mosquito Control budget. Mr. Ford stated he asked for an increase of \$2,056.58. Mr. Ford stated he increased the chemicals line item from \$10,000 to \$20,000, but has cut other line items in an effort to offset the increase in chemical costs. Mr. Ford stated Mosquito control is serving more areas of the county that previously were not served as often, and there is a routine route instead of an every other week route. Mr. Ford stated he has increased the chemical ratio output, so more chemicals are being used. There was further discussion about the Mosquito Control budget.

There was further discussion about the budget and what organizations must be funded.

Ms. Robin Estes, the executive director of Bay Cares addressed the Board, and thanked them for the past funding to Bay Cares. Ms. Estes stated Bay Cares is still very active in Calhoun County and surrounding counties. Ms. Estes stated there are six (6) Calhoun County residents currently served through Bay Cares. Ms. Estes stated Bay Cares provides critical, chronic, emergent care for uninsured patients who do not have the financial resources to pay for their medical care. Ms. Estes stated they are physician referred only, and are the connecting agent to the physician willing to take the case under the Volunteer Healthcare Provider program with the state. Ms. Estes stated they find physicians who will treat their patients free, and most of the patients they have currently are cancer patients. Ms. Estes stated there are two (2) employees with Bay Cares, and they are under the umbrella of PanCare Community Services. Ms. Estes stated Bay Cares is a 501c non-profit organization and are strictly funded by grants.

Chairman Wise stated the Parks and Recreation budget has decreased from last year. Clerk Hand stated this is because there are no grants included in the budget in the next fiscal year. Commissioner Bailey stated FRDAP was not funded this year. There was further discussion about the Parks and Recreation budget.

Ms. Joann Roberson addressed the Board regarding Keep Calhoun County Beautiful (KCCB), and stated the organization appreciates the support the Board has shown them since their founding. Ms. Roberson explained their mission is to be a volunteer organization to create a more beautiful environment and promote litter control. Ms. Roberson stated KCCB has several projects in mind for the upcoming year. Ms. Roberson stated they would appreciate any funding the Board could give them this year.

There was further discussion about the tentative budget.

Mr. Joe Crozier with the Riparian County Stakeholders Coalition (RCSC) presented the Board with some handouts regarding the RCSC. (Handouts were not provided to the Clerk) Mr. Crozier stated RCSC is made up of the six (6) counties that border the Apalachicola River, and his job is to interpret what is happening with litigation, be a liaison between the three (3) states affected by the litigation, and keep the counties informed on what is taking place. Mr. Crozier stated the other counties in the Coalition have been able to fund them over the past few years, and anything the Board would be able to supplement would be very helpful to their budget. Mr. Crozier outlined some of his accomplishments with the RCSC over the past year, and explained some projects in the upcoming year. Commissioner McDougald asked if any progress has been made in increasing water flow from Atlanta. Mr. Crozier stated there is currently a restriction on water flow, and they are assisting with the lawsuit against the US Army Corps of Engineers. Mr. Crozier stated the Corps sent out a biological opinion that has not been reviewed since 1959, and the RCSC along with other groups are facilitating the lawsuit against the Corps. Commissioner McDougald asked if there was anything that could be done to prevent growth of industry along the river that uses a lot of water. Mr. Crozier stated recently 40,000 acres and 80 miles of frontage along the river were purchased and this land has been offered to the state as a conservation easement. Mr. Crozier stated this alone would ensure no development would happen along those areas of the river. There was further discussion about the land along the river. Mr. Crozier stated he is hopeful the Board will be able to give some funding to the Riparian County Stakeholders Coalition, and if funding cannot be given, a letter of support would be appreciated.

Mr. Chris Rietow, the executive director for the Apalachee Regional Planning Council, addressed the Board regarding their budget request. Mr. Rietow stated the ARPC is an association of local governments that provides technical assistance to the associated nine (9) counties, and provide services at cost. Mr. Rietow stated their budget request is the same as it was the previous year. Mr. Rietow stated the budget letter sent to the Board a couple months ago outlines the services provided to Calhoun County over the past 12 months, and in addition to that, some information on other projects they are working on. Mr. Rietow discussed some of the projects they will be working on over the next few years. There was further discussion about the ARPC.

Chairman Wise asked Mr. Cliff Edenfield, Road Department Superintendent, to discuss the Road Department budget. Mr. Edenfield stated he has asked for a decrease in his budget this year by

\$78,841.00. Mr. Edenfield asked the Board if there is any way to cancel the radio tower rental they pay for each year. Mr. Edenfield stated he noticed that \$11,487.00 was expended from the Road Department budget on the rental for the past two (2) years, and before that, Emergency Management paid for the rental. Clerk Hand stated she thought in the past Emergency Management and the Road Department alternated annual payments for the tower rental. Ms. Angie Smith stated it is hard for her to justify paying for the tower rental when the radio system is not used. Mr. Edenfield stated they rarely use the service either. Ms. Smith stated the rate goes up each year by 2%. There was further discussion about the tower agreement. Chairman Wise stated he would like this followed up on before any action is taken, and see if the Road Department could stop payment on the tower rental. Clerk Hand stated they have budgeted for equipment in the County Transportation Trust Fund II in the amount of \$136,372.00. There was further discussion about the Road Department budget.

Ms. Chelsea Snowden, Projects and Grants Coordinator, stated she has no changes to her budget, only the increase in health insurance and the 2% increase in salaries. There was further discussion about the Projects and Grants budget. Ms. Snowden stated she did assist with the IDA Board budget, and they have some projections for more hangar rent as well as increased fuel sales. Ms. Snowden stated she has been speaking with Mr. John Morgan Davis, IDA Board Chairman, and they are interested in potentially purchasing a courtesy vehicle for use by individuals who may be visiting the county through the airport. Ms. Snowden stated there is a budget of \$26,000.00 for the courtesy vehicle.

Clerk Hand directed the Board to the Special Revenue funds in the tentative budget and explained these funds are restricted to expenditures for specified purposes. There was further discussion about the tentative budget.

Clerk Hand directed the Board's attention to the Waste Management fund, and stated they receive grant funding and sell recyclables. Clerk Hand stated recently that there were many recyclables sold. Commissioner Bailey asked why there were no sellable recyclables budgeted for the next fiscal year. Mr. Wood explained they have a big warehouse where they keep the baled cardboard, newspaper, and other recyclables, and the warehouse gets full around every two years. Mr. Wood stated they start watching the market when the warehouse is about $\frac{3}{4}$ full so they can catch the market on a high and get the best price when they sell the recyclables. Mr. Wood stated this is why some years they do not sell any recyclables. There was further discussion about the Waste Management fund.

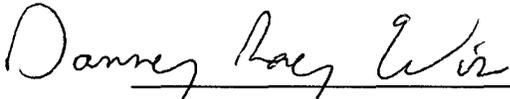
Superintendent of Schools, Mr. Ralph Yoder, addressed the Board regarding the School Board budget. Mr. Yoder stated the school district receives safe school funding from the state, and they have been subsidizing the school resource officer program in the amount of \$44,000.00 annually above what they are allocated. Mr. Yoder stated this year the City of Blountstown, as well as the Sheriff's Office, has asked for an increase of the School Board's contribution to the school resource officer program, which will in turn force them to subsidize the program in the amount of \$66,000.00 because there has been a reduction from the state in the safe school funding. Mr. Yoder stated there are five (5) schools and only three (3) resource officers. Mr. Yoder stated he knows the Board's budget is already tight, but asked that some of the allocations be reprioritized so funding can be given to the school resource officer program. Mr. Yoder stated they want to look out for the safety and wellbeing of the students and staff, and asked the Board to consider funding an additional school resource officer through the Sheriff's Office so at

least four (4) of the five (5) schools would be covered all day every day when students are present. There was further discussion about resource officers at the schools.

Chairman Wise stated he would like to set a date for another budget meeting at tomorrow night's regular Board meeting.

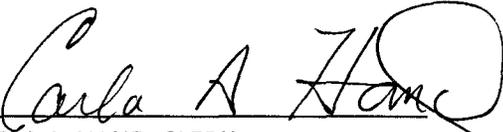
Commissioner Bailey inquired about the inmate medical and inmate housing budget line items. Clerk Hand and Ms. Stewart explained these items for Commissioner Bailey.

There being no further business, the meeting adjourned at 6:40 p.m., CT.



DANNY RAY WISE, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK