

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
SPECIAL MEETING – BUDGET  
JULY 24, 2018**

**PRESENT AND ACTING:**

**DANNY RAY WISE, CHAIRMAN  
GENE BAILEY, VICE-CHAIRMAN  
DARRELL MCDUGALD  
JERAL HALL  
DENNIS JONES (arrived late to the meeting)**

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

Chairman Wise called the meeting held in the regular Board meeting room to order at 1:00 P.M., CT.

Clerk Hand stated in the proposed budget the millage rate is currently 9.90 mills, which generates \$4,058,367 before the less 5%. Clerk Hand stated .1 mill generates \$38,943 after the less 5%. Clerk Hand stated the proposed budget uses reserves of \$960,632. Clerk Hand directed the Board to their budget book, and stated the proposed budget is also available on the Clerk of Court website. Clerk Hand stated pages two (2) through thirty (30) provide a comparison of the current year budget as amended and the proposed Fiscal Year 2018/2019 budget for each fund. In addition, pages thirty-three (33) through fifty-one (51) provide a comparison of the current year budget as amended and the proposed Fiscal Year 2018/2019 budget for the General Fund. Clerk Hand stated other funds begin on page 119. Clerk Hand stated there is a budget increase of \$269,507 for inmate housing and inmate care.

Clerk Hand directed the Board to page thirty-two (32) of their budget book to begin discussion of the proposed budget. Clerk Hand stated these listed items are either non-recurring or items that were not budgeted in the prior year. Clerk Hand stated this list is not all-inclusive, and asked the Board to review the complete budget packet. Clerk Hand stated there is a new department in the budget - Code Enforcement for \$45,875, and another new department - Animal Control for \$43,931. Clerk Hand stated included in the budget is \$20,000 for asbestos removal from the old jail and \$20,000 to repave the Health Department parking lot, which Mr. Jenks may be able to complete in 2017/2018 out of his current budget, and \$10,000 for repairs to the Health Department HVAC system. Clerk Hand stated there is \$5,000 included in the budget for the Riparian County Stakeholder Coalition, which was not funded in the previous budget. Clerk Hand stated the Board indicated they would be interested in Smartboards or other IT for the Boardroom, and there is \$7,000 included in the budget for these items. Clerk Hand stated \$50,000 has been budgeted for Professional Services in the Grants budget for application type services. Clerk Hand stated Chemical Addictions Recovery Effort, Inc. has requested a budget of \$10,000, which was not funded in the previous budget cycle. Clerk Hand stated there is \$100,000 included in the budget for park improvements. Clerk Hand stated there is a total of \$311,806 in non-recurring or new items in the proposed budget.

Clerk Hand stated in the County Transportation Fund there is a transfer from the General Fund to the Road Department of \$85,513. Clerk Hand stated that after discussions with Road Superintendent Edenfield, he has adequate funds in the County Transportation Fund I and II current year budget to fund

a couple equipment purchases. Clerk Hand stated if the Board approves these purchases in the current year the Road Department budget for FY 18/19 could be reduced by the \$85,513 budget transfer.

Clerk Hand stated when the proposed budget was prepared, the State Revenue Sharing estimate was not available, and has come in higher than expected by \$19,319. Clerk Hand stated in the Maintenance Department budget for equipment there is \$25,000 budgeted for an air handler for the EOC. Clerk Hand stated if a third position in Emergency Management was not filled, it is possible the funds for the air handler could be paid from Emergency Management funds if allowable by the grant.

Clerk Hand invited Ms. Vicki Montford with Panhandle Insurance and Deborah Sisk with Capital Health Plan to discuss with the Board insurance premiums. Ms. Montford provided the Board with a detailed insurance packet, and stated there has been a 6.2% increase in the Board's current plan. Ms. Montford stated the Board is currently paying \$573.70, and the new premium, if the Board went with the same plan, would be \$609.27. Ms. Montford stated there has been only one (1) change to the plan for the Emergency Room co-pay; the copay went from \$250 to \$300. Ms. Montford stated the Board has also been provided with an alternate choice that is similar to the current plan that is \$604.24, a 5.3% increase from the current rate. Ms. Montford stated the drug costs in this plan are different from the plan the Board currently holds. Ms. Montford stated she looked at some other options for the Board, and they are listed in the packet. Ms. Montford stated employee rates for Florida Blue Plan were over \$1000 per employee, and United Healthcare Plan quotes were in excess of \$700 for comparable plans to the current CHP Plan. Ms. Montford stated in addition to the health care plan employees can contribute to dental and vision plans through Ameritas, and their rates have not increased. Ms. Montford stated Ameritas has offered a plan add on to include Lasik and hearing care, which is only \$1.50 to \$3 additional to the current premium for the additional benefits. Ms. Montford stated there would need to be at least ten (10) employees enroll for Lasik or hearing care for the additional benefits to be available. There was further discussion about the health plans offered.

- ❖ Commissioner Bailey made a motion to enroll in the current plan, with a new premium of \$609.27. Commissioner Hall seconded the motion. Commissioner McDougald stated an option available to the Board, which has been looked into previously, would be for the Board to cap the amount they are willing to pay toward the insurance premium and the employee would pay the difference if additional savings were needed in the budget later. The motion passed unanimously 4-0.

Ms. Montford stated she would look at a date around the third week in August to hold open enrollment at the Courthouse. Clerk Hand stated the Board would have an estimated budget reduction in health insurance of \$65,000 based on the premium approved by the Board.

Clerk Hand stated the Board has had a chance to look over the proposed budget, and most of the department heads and elected officials are in attendance to the meeting if there are any questions. Clerk Hand stated the Supervisor of Elections was unable to attend as she was in a meeting with an IT consultant, but she was able to reduce her budget request by \$16,240 due to obtaining grant funding for cyber security.

Mr. Joe Wood, Director of Operations, stated there is \$26,000 currently budgeted for the Herbicide Spray Program, which seems to be a sufficient amount for the program. Mr. Wood stated Mr. Fred Tanner maintains the lawns for the volunteer fire departments, the Sheriff's hangar, the Historic Courthouse, assists the Recycling Department and helps Mr. Jenks clean up the parks and boat ramps. Mr. Wood stated the Inmate Maintenance Budget is running close this year; of the \$4,200 budgeted for

fuel and operating supplies, about \$3,200 has been spent thus far. Chairman Wise stated he noticed an increase in the mosquito control budget. Mr. Jace Ford stated he has requested \$39,856 for a new mosquito spray truck and sprayer. Chairman Wise stated he does not see why Mr. Ford's truck could not be fitted with a sprayer instead of buying a new truck. Clerk Hand stated Mr. Ford would be discussing it with the Board at a future meeting, but Liberty County has agreed to donate their old mosquito spray truck to Calhoun County, and the County could possibly get by with this truck.

- ❖ Commissioner Bailey made a motion to reduce the mosquito control budget by \$39,856. Chairman Wise seconded the motion. Commissioner McDougald asked if the mosquito control program would be able to get by with the donated truck and the truck they are currently using. Mr. Ford stated truck that would be donated is probably in worse condition than the truck they use now. Mr. Ford stated either money could be spent to maintain the current trucks or a new truck could be bought. Mr. Wood stated as the spray truck ages the amount of money spent on repairs increases. There was further discussion about the mosquito control budget. The motion passed unanimously 5-0.
- ❖ Commissioner Bailey made a motion to advertise for herbicide spray and open bids before the end of the fiscal year. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Cliff Edenfield, Road Department Superintendent, stated he provided the Board with two (2) price quotes on the items he had been planning to buy out of next year's budget. Mr. Edenfield stated he has saved enough money to purchase these pieces of equipment in the current year's budget and be able to cut his budget for next year. Mr. Edenfield stated he would like to request the Board set aside the procurement policy and allow him to purchase the two (2) pieces of equipment on State Contract pricing. Mr. Edenfield stated the rest of his budget is the same as last year except for the 3% raise for employees and the increase in insurance costs. Commissioner Bailey asked how the current budget would change by purchasing the two (2) pieces of equipment. Mr. Edenfield stated they would take \$100,000 from the Operating Supplies budget to purchase the equipment. Mr. Edenfield stated in County Transportation Trust Fund II they currently have \$99,815 for equipment; there was \$136,000 in this line item but they have deducted some funds that may or may not be spent by fiscal year end for match on the HMGP (Hazard Mitigation Grant Program) projects. Mr. Edenfield stated they would still have \$50,000 in operating supplies for two (2) months. There was further discussion about the Road Department budget.

- ❖ Commissioner Bailey made a motion to approve the purchase of the two (2) pieces of equipment from the current year budget. Commissioner Hall seconded the motion. There was further discussion about the budget. The motion passed unanimously 5-0.

Ms. Chelsea Snowden, Projects and Grants Coordinator, stated she placed a line item in her budget for contractual services for \$50,000 for discussion purposes and explained her request. There was further discussion regarding how to pay for pre-award services (non-reimbursable by grant) performed by County Engineers and other consultants. Ms. Snowden stated the only other new item added was advertising for \$1,000. Ms. Snowden stated there are advertising costs associated with some of the grants, and at times there is either no money left in the grant to cover advertising costs or advertising costs are not allowed to be charged to the grant. There was further discussion about the advertising costs line item.

Mr. Tim Jenks, Maintenance Supervisor, stated he has spoken with Clerk Hand and Ms. Stewart regarding his budget. Mr. Jenks stated he has been working on a couple projects, which include two (2)

new air handlers and controls at the Health Department, the air handler for the Extension Office, and paving the parking lot at the Health Department. Mr. Jenks stated the air handler in the EOC needs to be replaced as well, and he has been looking into pricing for all these projects. Mr. Jenks stated the Courthouse needs some work on the gutters, and the Kinard fire department and pavilion needs some work. Mr. Jenks stated in the repairs and maintenance budget there is \$52,535 left for this year, so it is a possibility the Extension Office air handler and the Health Department parking lot could be taken care of in this year's budget. Chairman Wise asked if there is a line item in the budget for park maintenance. Clerk Hand directed the Board to the page in the proposed budget where this information is located, and stated there is \$40,000 budgeted for park maintenance. Chairman Wise asked about the \$100,000 proposed for the parks. Clerk Hand stated this amount would be for equipment for park improvements, not maintenance. There was further discussion about the park maintenance budget and park improvements. Ms. Snowden stated there are two (2) FRDAP (Florida Recreation Development Assistance Program) application cycles coming open. Ms. Snowden stated the first opens from August 1 through August 15, and is for a park for children with unique abilities. Ms. Snowden stated the park would have to be handicap accessible for children under 12 years of age, ADA compliant, and have lighting. Ms. Snowden stated the grant funds for this cycle would require a 50% match by the County. Ms. Snowden stated the next application cycle opens on October 1, and the County could submit two (2) applications and there would be no match required. There was further discussion about the FRDAP grants.

- ❖ Commissioner Bailey made a motion to set aside the procurement policy and allow quotes for the purchase of an air handler for the Extension Office and for paving of the Health Department parking lot. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

Commissioner Bailey asked Ms. Kim Tanner with the Sheriff's Department about their special request to clear out their comp time liability for their employees. Commissioner Bailey asked how much this amount would be and where it is included in their budget. Ms. Tanner stated the amount is included in the salaries line item, and the total amount is \$15,780. Commissioner Bailey asked about the \$14,000 that is included for river detail. Ms. Tanner stated this amount is reimbursed through North West Florida Water Management District. Commissioner Bailey asked what the river detail entails. Ms. Tanner stated deputies monitor the fences, bathrooms, and activities.

Ms. Kristy Terry with the Chamber of Commerce stated their budget request has not changed from last year, and are requesting \$15,000.

Ms. Becky Smith, Tax Collector, stated the only changes to her budget were the 3% raises and the increased insurance costs requested by the Board. Ms. Smith stated her office is running out of storage on the third floor of the Courthouse, and would need to look into a commercial shredder or other alternatives to dispose of their old records. Clerk Hand stated her office utilizes a shredding service who comes to the Courthouse to dispose of records past the retention requirement. Clerk Hand stated this service has been cost effective. There was further discussion about disposing of old records.

Ms. Carla Peacock, Property Appraiser, stated she has had no increases in her budget other than the requested increase of 3% raises and the insurance costs. Ms. Peacock stated based on the new insurance rate received tonight, she will be able to reduce her budget by \$2,613.

Ms. Judy Biss with the Extension Office stated their budget has remained unchanged except for two (2) items. Ms. Biss stated they are again requesting a full time program assistant. Ms. Biss stated the

summer program assistant they have had for the past months was greatly helpful. Ms. Biss stated she would be retiring in February of next year, so there are some funds that have been added for leave accruals up to 200 hours. Commissioner Bailey stated he does not think the Board can afford to fund a full time position at this time, but would be willing to look into it further into the budget session. Ms. Biss stated a part time position would be helpful if a full time position could not be obtained.

Mr. Edenfield asked if the motion made in regards to the equipment he needs to purchase is sufficient, or if the Board would need to specifically vote to set aside the procurement policy in order for him to make the purchases.

- ❖ Commissioner McDougald made a motion to set aside the procurement policy for the purchase of the equipment. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated she placed the 3% raise and increased insurance costs in her budget, and an increase in operating expenses of \$3,000 for software maintenance. Clerk Hand stated based on the new insurance rate received tonight she could decrease her budget by \$2,400 from her request. Commissioner McDougald asked how much the Clerk budget changed from last year. Clerk Hand stated the budget increased by about \$18,000, or 5.6%. Clerk Hand stated this is due to increased retirement cost, health insurance, and the 3% raise in salary requested by the Board. Clerk Hand stated she would email the Board the total health insurance cost for all employees and the cost of the 3% salary increase.

Clerk Hand stated based on what has been discussed so far the Road Department budget will decrease by \$85,513, the State Revenue Sharing estimate would increase by \$19,319, the health insurance transfer to the Sheriff would decrease by approximately \$50,000, and the Clerk of Court budget would decrease by \$2,400. Clerk Hand stated they would get the information from all departments regarding the decrease in their insurance cost based on the new insurance rate received tonight. Clerk Hand stated she estimates about \$65,000 to \$70,000 of budget reduction. Clerk Hand stated the Mosquito Control budget was reduced by \$39,856 and the Supervisor of Elections budget decreased by \$16,240. Clerk Hand stated she estimates the total decrease between all these to be about \$226,000. Clerk Hand stated Mr. Jenks would be gathering quotes for the Extension Office air handler and the parking lot paving for the Health Department so if these items could be purchased from this year's budget, next year's budget could be further reduced by another \$20,000 if the Health Department paving is completed in the current year. Clerk Hand stated if the EOC could fund the purchase of a new air handler this would reduce the budget by \$25,000. Clerk Hand stated until it is known if these items could be completed in the current year budget, they would reduce the proposed budget only by the items that are known. Clerk Hand stated the Board is still at about a \$730,000 deficit.

Clerk Hand stated the Board must provide the Property Appraiser with the date and time of the 1<sup>st</sup> Budget Hearing for inclusion on the TRIM notice mailed to all property owners. Clerk Hand asked the Board to hold the first public hearing on September 4, 2018 at 5:01 pm, and hold the final TRIM hearing on September 24, 2018 at 5:01 pm.

- ❖ Commissioner McDougald made a motion to approve the scheduling of the TRIM hearings on the dates provided. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated they must approve the "DR 420 - Certification of Taxable Value" which includes the proposed millage rate. Clerk Hand stated they have prepared the tentative budget with the millage rate of 9.9, and asked if this is the millage rate the Board wishes to place in the TRIM notice.

- ❖ Commissioner Bailey made a motion to set the millage rate at 9.9 mills. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated both the millage rate of 9.9 mills and the meeting date would be included on the TRIM notices received by all taxpayers.

Clerk Hand stated they must also complete a "DR 420MM-P, Maximum Millage Levy Calculation – Preliminary Disclosure". Clerk Hand stated for informational purposes, the 9.9 mills only requires a majority vote of the governing Board.

Clerk Hand stated they would make the changes as noted, and provide the Board with an updated proposed budget. Clerk Hand asked if there were any other changes the Board would like to make to the budget. Commissioner Bailey asked the Board how they felt about Code Enforcement and Animal Control. Chairman Wise stated he feels these roles could be done in house with staff the Board already employs. Chairman Wise stated the Board does need an Ordinance for animal control and would need to help with providing a location for an animal shelter in collaborating with the Police Department. Commissioner Bailey stated he is not interested in funding Code Enforcement or Animal Control at this time. Chairman Wise stated he would like to leave the asbestos removal for the old jail in the budget so the building could possibly be useful in the future for housing female inmates. There was further discussion about asbestos removal and use of the old jail. Chairman Wise asked the Board their opinion about funding the Riparian Stakeholders Coalition. Commissioner McDougald stated the group is part of the lawsuit between Florida and Georgia, and just won in a Supreme Court case in favor of Florida, but this affects Apalachicola more than it does Calhoun County. Chairman Wise asked the Board about the \$7,000 for Smartboards or other IT for the Boardroom. Chairman Wise asked if the Board would like to leave the \$50,000 for professional services in the budget, reduce the amount, or remove it from the budget. Commissioner Bailey suggested setting the amount at \$5,000 today and re-visiting the line item later if needed. Chairman Wise asked about the \$10,000 budgeted for the Chemical Addictions Recovery Effort. Commissioner McDougald asked if this has been funded in the past. Clerk Hand stated this has not been funded in the past. Chairman Wise stated there has been an increase in opioid abuse, and may be something the Board should look at funding. Ms. Carrie Baker, the County representative to the CARE Board, stated the numbers of drug abusers are up not just in Calhoun County, but also all over the area. Ms. Baker stated this is the first time in a long time Calhoun County has had representation on the Board. Chairman Wise inquired about the \$100,000 budgeted for park improvements. Chairman Wise stated he feels there needs to be money set aside for all the parks for improvements. There was Board consensus to leave the amount as is for the time being, and readdress later if needed. Chairman Wise stated if the Riparian County Stakeholder Coalition was not funded in previous years, he did not see a reason to fund them in the upcoming budget cycle. There was Board consensus to leave out funding for the Riparian County Stakeholder Coalition. Commissioner McDougald stated he feels the Board could fund a smartboard for the Boardroom if there is ever any extra funding in the budget. There was Board consensus to leave out funding for smartboards for the Boardroom. There was further discussion about the budget.

- ❖ Commissioner Bailey made a motion to remove from the budget funding for code enforcement, animal control, Riparian County Stakeholder Coalition, smartboard equipment for the Boardroom, and to reduce the professional services line item to \$5,000. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated after the cuts made today to the Budget, the Board is still using about \$500,000 of their reserve funds for the proposed budget. There was further discussion about the budget.

There being no further business, the meeting adjourned at 2:55 p.m., CT.

  
DANNY RAY WISE, CHAIRMAN

ATTEST:

  
CARLA A. HAND, CLERK