

MINUTES OF A BUDGET WORKSHOP OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD AUGUST 9, 2004.

The Gilchrist County Board of County Commissioners, in and for Gilchrist County Florida, convened in a budget workshop on Monday, August 9, 2004 at 5:00 p.m. in the Board of County Commissioners Meeting Room located at 210 South Main Street, Trenton, Florida, with the following members present to-wit:

Commissioner Randy Durden, Chair
Commissioner Wilbur Bush
Commissioner Mitchell Gentry, Vice-Chair
Commissioner Tommy Langford

(Absent: Commissioner Suggs)

Others in attendance were: Joseph W. Gilliam, Clerk of Court, Karen Heaton, Deputy Clerk, Ron McQueen, EMA/County Administrator, Sam Ferguson, Director of Finance, Jacki Johnson, Ron Mills, Julia Harrison, Mike Burnett, John Ayers, Jeff Jordan.

Call to Order:

Chairman Durden called the workshop to order at 5:05 p.m.

General Government (#1110):

(Budgeted, \$800,892; YTD Actual, \$660,757; Requested, \$832,204)

Referring to the budget request for General Government, Mr. Gilliam recommended decreasing #54401, Rentals & Leases, by \$18,000. He explained that the proposed budget initially included the purchase of a copy machine at a cost of \$18,000 but it was necessary to go ahead and purchase it in this fiscal year.

Mr. Gilliam advised that #5110, Executive Salaries, will remain at \$124,027 until the finalized salaries for Commissioners is received from DOR.

Mr. McQueen told the Board that the Safety Committee has requested that \$500 be budgeted for training materials. The Committee intends to provide 'first aid' pocket references to all employees.

Chairman Durden pointed out that this budget includes a line item for 'Other Current Charges,' a line item that was deleted in the other budgets. Mr. Ferguson said this is used for advertisements and notices. He stated that he would rename the line item.

Mr. McQueen asked the Board if a line item could be created for the Safety Committee's training expenses. Chairman Durden suggested those expenditures be paid from #55400, Dues, Memberships and Training. ***(The total request amended to \$814,204)***

Finance & Administrative (#1310):

(Budgeted, \$17,500; YTD Actual, \$4,503; Requested, \$19,000)

Mr. Gilliam stated that most of the expenditures from line item #54250 is for the printing, processing and mailing of the TRIM notices. Expenditures from #54800 is for the advertising associated with the TRIM process. No changes were recommended.

County Court (#1620):

(Budgeted, \$5,100; YTD Actual, \$4,065; Requested, \$6,100)

Mr. Gilliam told the Board that the budget request for County Court is provided to cover the County's obligations under Article V; machinery, equipment, facilities, communications for the judges office and the repair and maintenance of equipment. The total budget increase is \$1,000 over last year's budget. No changes were recommended.

Circuit Court (#1621):

(Budgeted, \$0; YTD Actual, \$0; Requested, \$26,856)

Mr. Gilliam explained that the budgeted amount and the year to date actual amounts are \$0 due to the fact this budget was previously included in the Fine & Forfeiture budget. As a result of Article V, the County is now responsible for this portion which covers technology.

The requested amount was submitted by the 8th Judicial Circuit and was projected by dividing the technology expenses by County population. Gilchrist County's obligation is 4% of the total population for the 8th Circuit. Mr. Gilliam advised that \$1 derived from each recorded document may be used toward funding this budget. There were no changes recommended.

Circuit Court DJJ (#1622):

(Budgeted, \$0; YTD Actual, \$0; Requested, \$40.956)

Chairman Durden referred to the budget for Circuit Court Department of Juvenile Justice and explained that this is a new budget which was not required in the past. Mr. Gilliam told the Board that there is a possibility that State funds may be received for this item in the future. There were no changes recommended.

Guardian Ad Litem (#1683):

(Budgeted, \$2,313; YTD Actual, \$2,313; Requested, \$3,700)

Mr. Gilliam advised that changes in this budget are also a result of Article V and reflects

the County's obligations to the Guardian ad Litem Office. No changes were recommended.

Storm (#1910):

(Budgeted, \$5,000; YTD Actual, \$0; Requested, \$5,000)

Mr. McQueen commented that this budget is used for the purchase of sand bags, equipment, etc. in the event of storm damages. Funds are carried forward each year for these expenses. The budget was initially created with excess funds in the amount of \$15,000 from disaster relief. No changes were recommended.

Courthouse Operations (#1920):

(Budgeted, \$99,344; YTD Actual, \$85,608; Requested, \$108,662)

Mr. Gilliam pointed out that the budget includes the salary increases and associated benefits for two (2) employees. There is also an increase in Utility Services, Repair & Maintenance and Operating Supplies. Mr. McQueen commented that the increases in Operating Supplies is indicative of the increase in court activity. No changes were recommended.

Other Buildings Operations (#1930):

(Budgeted, \$189,948; YTD Actual, \$149,616; Requested, \$186,473)

Mr. Ferguson advised that this budget is for all County owned buildings other than the courthouse. Mr. Gilliam pointed out a decrease in the line item for Repair and Maintenance. He explained the decrease is due to the fact that air conditioners were purchased out of last year's budget along with major roof repairs. He stated that he felt the requested amount will be adequate for this fiscal year. No changes were recommended.

Forestry (#2250):

(Budgeted, \$4,051; YTD Actual, \$4,051; Requested, \$4,051)

Mr. Gilliam stated that this budget has remained at the same amount for at least eight (8) years. The funds are provided to the Division of Forestry through an interlocal agreement. No changes were recommended.

Protective Inspections (#2410):

(Budgeted, \$184,934; YTD Actual, \$126,891; Requested, \$187,081)

Mr. McQueen presented the proposed budget for the Building Department and the

Planning and Zoning Department. Mr. Gilliam noted that expenditures for #53101, Professional Services, is considerably lower than budgeted this fiscal year. Mr. McQueen explained that this line item is used for services provided by Mills Engineering and that this fiscal year, there were not as many major subdivisions as in the past. After reviewing the expenditures from the previous fiscal year, Mr. Gilliam recommended leaving the request amount at \$15,000. The Board agreed.

Mr. McQueen mentioned that he is advertising for the vacant position in the department. He stated he also has interviews scheduled for the County Planner position. Chairman Durden told Mr. McQueen that these positions need to be filled as soon as possible because Ms. Strickland needs help with the front office.

Mr. McQueen suggested that the Board consider revising the current fees for 911 signs, Zoning Compliance and permit fees. He stated that he would inquire with other counties for a comparison and bring back a recommendation. No changes were recommended.

Code Enforcement (#2411):

(Budgeted, \$34,693; YTD Actual, \$27,234; Requested, \$36,763)

Mr. McQueen presented the proposed budget for Code Enforcement and pointed out an increase for fuel and for Personnel Services. He reminded the Board that Code Enforcement is under an interlocal agreement with the City of Trenton and with the City of Fanning Springs. He stated that in evaluating the services rendered this fiscal year, the City of Fanning Springs may need to pay more. Chairman Durden asked Mr. McQueen to schedule the item on the agenda for Fanning Springs to reevaluate the proportions. No changes were recommended.

Emergency Disaster Relief (#2510):

(Budgeted, \$230,915; YTD Actual, \$121,024; Requested, \$226,568)

Mr. McQueen explained that this budget includes the funds from the Emergency Management Grant and the Homeland Security Grant. Chairman Durden asked Mr. McQueen to explain the difference in Regular Salaries & Wages which decreased from \$47,892 to \$39,345. Mr. McQueen stated that this amount represents salaries for Beth Latner and Ron Mills. Mr. Ferguson advised that the budgeted amount for the two salaries is \$28,031. Ms. Latner is paid 26% from #2510 and 74% from #1110. Mr. McQueen stated that he would review the budget again and determine where to move the excess funds in this line item. No changes were recommended.

Medical Examiner (#2710):

(Budgeted, \$26,800; YTD Actual, \$22,548; Requested, \$21,000)

No. Changes Recommended.

Animal Control (#2720):

(Budgeted, \$43,950; YTD Actual, \$36,596; Requested, \$49,258)

Mr. McQueen advised that this budget includes an increase for a new vehicle. He recommended purchasing a smaller vehicle for the Animal Control Officer to use on daily calls and to use the large vehicle for transporting a number of animals to Alachua County. Chairman Durden stated that he had discussed this with Mr. McQueen and thought it necessary considering the large truck only gets nine (9) miles per gallon and because of the wear and tear on the older vehicle.

Chairman Durden pointed out that the amount in regular salaries did not seem to be correct. Mrs. Johnson stated that she had recalculated the line item and she recommends an additional \$1,165 be added (apportioned to regular salaries, FICA and Retirement). The Board agreed to the increase.

Mr. McQueen reported that to date, the animal control services have been 71.9% for the County, 23.6% for the City of Trenton and 4.5% for the Town of Bell. ***(The total request amended to \$50,423)***

County Extension (#3730):

(Budgeted, \$111,788; YTD Actual, \$89,805; Requested, \$116,416)

Mr. McQueen advised that Mr. Weaver could not be in attendance. Mr. Gilliam pointed out the only increases aside from the salary increases, is an increase in Travel & Per Diem and for Repair and Maintenance. After discussion it was suggested that Mr. Weaver bring the request back for discussion prior to approval. The Board agreed to adjust #54000, Travel & Per Diem to \$8,000 and #54600, Repair & Maintenance Services to \$3,000. ***(The total request amended to \$115,316)***

Aid to Other Government Agencies (#3740):

(Budgeted, \$3,000; YTD Actual, \$0; Requested, \$3,000)

Mr. Ferguson advised this budget is the County's share for the maintenance of the Forestry tower site. No changes recommended.

Veterans Service (#5310):

(Budgeted, \$19,928; YTD Actual, \$14,607; Requested, \$22,309)

Mr. McQueen advised that the line item for Life and Health Insurance is not needed for Mr. Stroupe and recommended #52300 be amended to \$0. He also recommended that #54000, Travel & Per Diem be increased to \$1,400 due to the fact Mr. Stroupe will be attending several classes throughout the year. The Board agreed. ***(The total request amended to \$19,909)***

Health Department (#6210):

(Budgeted, \$30,600; YTD Actual, \$30,250; Requested, \$30,600)

Mr. Gilliam advised that Ms. Sable Boling has requested that the Board continue to fund the Health Department at the current budget amount. No changes recommended.

Mental Health (#6310):

(Budgeted, \$21,028; YTD Actual, \$21,028; Requested, \$55,800)

This budget includes Meridian Behavioral Healthcare and Levy Association of Retarded Citizens (LARC). Chairman Durden recalled that the budget request for Meridian Behavioral Healthcare has been scheduled for the August 16th meeting. Mr. Gilliam pointed out that the contribution to LARC had been cut this fiscal year from \$1,000 to \$850. LARC has requested the amount be increased to \$1,000. The Board agreed to tentatively budget \$1,000 for LARC.

Welfare (#6410):

(Budgeted, \$3,280; YTD Actual, \$3,145; Requested, \$3,200)

Mr. Gilliam stated that this budget is for the Widow's Pensions which was established many years ago. The pension is \$15 per month.

County Health Care Subsidy (#6420):

(Budgeted, \$158,840; YTD Actual, \$69,121; Requested, \$158,840)

Mr. Gilliam explained that the budget amount for the Health Care Subsidy is determined by the State. It is based mainly on population and usage. The funds are used to pay a portion of hospital charges for indigent citizens. He stated that the final budget amount is not usually received until near the end of the budget process. No changes recommended.

Aid to Private Organizations (#6960):

(Budgeted, \$15,594; YTD Actual, \$10,055; Requested, \$45,854)

Mr. Gilliam pointed out that the request reflects a budgeted amount of \$0 for the Chamber of Commerce, Development Authority, and the Soil & Water Conservation because the line item was created for this fiscal year. In the past, these organizations were funded through different line item budgets. These budgets have been eliminated and a single line item represents the County's contribution which may be expended as needed. *This budget request has been scheduled for the August 16th workshop.*

Culture/Recreation (#7110):

(Budgeted, \$116,599; YTD Actual, \$96,701; Requested, \$122,199)

Mr. Ferguson stated that the Library has requested an increase in the amount of \$2,000 in #56600, Books, Publications & Library Materials.

Mr. Gilliam stated that he is currently serving on the Library Board along with Chairman Durden and Mr. Ferguson, representing Gilchrist County. He advised that the Library Board is in its own budget process and is facing the possibility of eliminating some of its services to the outlying counties. While the Library System's funding remains the same, the salaries, operating supplies, books, etc. are increasing. No Changes recommended.

Marine Improvement Trust Fund:

(Budgeted, \$0; YTD Actual, \$0; Requested, \$50,864)

Ms. Johnson advised this budget is for the Florida Boating Improvement Fund. Revenues are collected through the sale of license plates. No changes recommended.

Parks and Recreation (#7210010):

(Budgeted, \$164,836; YTD Actual, \$113,127; Requested, \$167,485)

Ms. Julie Harrison presented the proposed budget for Parks and Recreation. Chairman Durden pointed out that #51315, Other Salaries/No Retirement, had increased a considerable amount. Ms. Harrison explained that with the new campground and with the crowds, more staff is needed throughout the season. She suggested decreasing it from \$30,000 to \$25,000 and adding \$5,000 to #54600, Repair & Maintenance. The Board agreed.

The Board reviewed the proposed budget with Ms. Harrison and it was recommended that the following changes be made; (1) #55200, Operating Supplies, increase to \$4,000, (2) #55210, Operating Supplies/Fuel & Lube, increase to \$4,000, (3) #51315, Other Salaries/No Retirement, decreased to \$25,000 and (4) #54600, Repair & Maintenance, increase to \$10,000. ***(The total request amended to \$170,985)***

Interfund Transfer Out (#8120):

(Budgeted, \$462,217; YTD Actual, \$72,803; Requested, \$555,306)

No Changes recommended.

Other Business:

Mr. Gilliam reminded the Board that the next budget workshop has been scheduled for August 16th at 3:00 p.m.

There being no further business to discuss, Chairman Durden adjourned the meeting at 6:47 p.m.

APPROVED:

ATTEST:

Randy Durden, Chairman

Joseph W. Gilliam, Clerk