

**MINUTES OF A BUDGET WORKSHOP OF THE GILCHRIST COUNTY  
BOARD OF COUNTY COMMISSIONERS HELD JULY 11, 2014**

The Gilchrist County Board of County Commissioners, in and for Gilchrist County Florida, convened in a **Budget Workshop** on **Friday, July 11, 2014** at **9:00 a.m.** in the Board of County Commissioners Meeting Room located at 210 South Main Street, Trenton, Florida, with the following member's present to-wit:

<i>District I</i>	<i>Commissioner Sharon A. Langford</i>
<i>District II</i>	<i>Commissioner D. Ray Harrison, Jr. Chairman</i>
<i>District III</i>	<i>Commissioner Todd Gray, Vice Chairman</i>
<i>District IV</i>	<i>Commissioner John Rance Thomas</i>
<i>District V</i>	<i>Commissioner Kenrick Thomas</i>

**Others in Attendance**

Todd Newton, Clerk of Court; Jacki Johnson, Director of Finance; Patty McCagh, Deputy Clerk/Board Secretary; Wesley Roberts, Deputy Clerk/Finance; Sarah Eastman, Deputy Clerk/Finance; Bobby Crosby, County Administrator; Terri Hilliard, Administrative Assistant; David Lang, County Attorney; Ericka Hudson, Animal Control Officer; Carrie Mizell, Gilchrist County Journal; Gerald Lanier, Maintenance Supervisor; Pat Fischer, Solid Waste Superintendent; and Anne Caraway, Library Manager.

**Call to Order**

Chairman D. Ray Harrison, Jr., called the budget workshop to order at 9:09 a.m.

**Budget Workshop**

The purpose of this workshop was to discuss the FY14/15 Proposed Budgets, for the following departments: (Department Heads were present for discussion)

General Government  
Courthouse Operations  
Other Building Operations  
Detention & Corrections  
Community Development  
Tourist Development  
Animal Control  
Library  
Rodeo Arena  
Solid Waste  
Fund Balance Discussion  
Millage Rate Analysis

All recommendations will be considered during the budgeting process and changes will be presented at future workshops, for the Boards' further consideration.

## **Budget Recap**

Mr. Newton presented a Budget Recap for FY2014-2015 and the changes made after the 7/07/14 Requested Budget, which reflected an increase in General Fund, in the amount \$84,592.

## **Proposed Budget Presentations...**

Mr. Newton addressed/presented, for discussion, the proposed budgets for the above noted departments; if there were no changes to be made he proceeded to the next one. If changes were considered a motion was then made so that the Finance Department could move forward correcting the proposed budget to reflect changes.

### Animal Control

- Mr. Newton stated that the proposed budget submitted for Animal Control was in the amount of \$134,238. Discussion took place on recommended changes to that budget.

***Motion made by Commissioner Sharon A. Langford, seconded by Commissioner John Thomas to remove the request for the Pickup Truck, \$25,000.00 and the Surgery Equipment request for \$3,000.00; and to create a line combining portable cat kennel/surgery equipment, \$3,500.00. Motion carried unanimously.***

### Other Building Operation – 1930

- Mr. Newton presented the proposed budget for Other Building Operations, in the amount of \$338,808. This proposal included the cost of a new roof for the Boardroom, new center section roof for the Courthouse and 50% for new maintenance position. Discussion took place.

**The Board agreed to leave the proposed budget for Other Building Operation, as presented, and directed the County Administrator/Clerk to get estimates for roof repairs.**

### Physical Environment – 3410 (Solid Waste)

- The proposed budget for Solid Waste was submitted in the amount of \$1,084,286. This budget is totally funded out of Special Assessments, nothing from General Revenue. Ms. Jacki Johnson, Finance Director, explained the Solid Waste Reserve. Discussion took place.

**The Board accepted the proposed budget for Solid Waste, as submitted.**

### General Government – 1110

- Mr. Newton presented the proposed budget for General Government, in the amount

of \$1,019,502. Mr. Newton stated that there have been changes made to Mr. Crosby's salary breakdown; he is paid from multiple from departments. The percentage in General Government was changed from 75% to 85%. Another change was moving Commissioners Travel from Road Department to General Government. No changes in the amount of funding just changing departments. Discussion took place.

**The Board accepted the proposed budget for General Government, as submitted.**

Courthouse Operations – 1920

- Mr. Newton presented the proposed budget for Courthouse Operations, in the amount of \$230,806. Mr. Newton stated that the main highlight in this budget was the other half of the 50% for the Maintenance Position.

Mr. Crosby asked if the cost for the roof repair of the Courthouse could be funding from Courthouse Operations. Ms. Johnson replied yes, but it's still General Funds.

**The Board accepted the proposed budget for Courthouse Operations, as submitted.**

Detention & Correction – 2310

- Mr. Newton presented the proposed budget for Detention & Corrections, in the amount of \$392,000. He stated that the increase is due to the unknown cost for inmate housing and medical expenses. Discussion took place.

**The Board accepted the proposed budget for Detention & Correction, as submitted.**

Community Development – 2410

- Mr. Newton presented the proposed budget for Community Development, in the amount of \$255,283. Discussion took place.

**The Board requested that a change be made to the Building Inspectors hours from the *additional reserve hours* of 28hrs a week to 8hrs a week; Finance to bring back the change in numbers.**

Tourist Development – 5230

- Mr. Newton presented the proposed budget for Tourist Development, in the amount of \$119,013. Discussion took place.

**The Board accepted the proposed budget for Tourist Development, as submitted.**

Rodeo Arena – 7510

- Mr. Newton addressed the proposed budget for the Rodeo Arena.

Commissioner Sharon A. Langford questioned the “hook-ups”; recommends taking them out of the budget. Discussion took place.

**The Board accepted the proposed budget for the Rodeo Arena, as submitted, for the time being.**

### **Millage Rate Analysis**

- Mr. Newton presented, for the Boards consideration/discussion, the numbers for Ad Valorem – General Fund, MSTU-Emergency Medical Services and how they affect General Revenue and MSTU.

Mr. Newton stated that with the numbers presented that there is a definite ‘gap’ that needs to be filled. Discussion took place.

NO action was taken at this time.

### **Proposed Budget Presentation...**

#### Library

- Ms. Ann Caraway, Library Manager, presented the propose budget for Culture/Recreation (Library), in the amount of \$165,417. Discussion took place.

**The Board accepted the proposed budget for Culture/Recreation (Library), as submitted.**

### **Millage Rate Analysis...continues**

- Mr. Newton also presented for discussion purposes the TRIM Compliance Options for General Fund and EMS-MSTU. He also provided information relating to Property Value vs. Ad Valorem Taxes. Discussion took place; NO action taken at this time.

### **Fund Balance Discussion**

- Mr. Newton presented, for the Boards’ information and discussion, a General Revenue Fund Balance Analysis. This included numbers for Revenues/Transfers In, Expenditures/Transfers Out, and Fund Balances from 2010 to 2013 with estimates for 2014 and 2015. Fund balance estimated for FY2014 is \$666,790 less than the FY2013 fund balance. FY2015 estimates will reduce fund balance by \$2,349,640. These estimates will change as additional revenue and expenditures information is received. Discussion took place.

**It was direction of the Board, for ALL department to resubmit budgets using last year’s figures.**

### **Vacant Positions**

Discussion took place on hiring. Commissioner Sharon A. Langford suggested putting a freeze on hiring and that any considerations for hiring be brought back before the Board for the consideration. Commissioner Todd Gray agreed. Mr. Crosby didn't agree with freeze/hold on hiring in regards to the Fire and EMS Departments. Chairman Harrison clarified that it was said that hiring would be scrutinized and if an absolute necessity that it would not be an issue.

**Upon conclusion of the discussion regarding hiring to fill vacant positions, the Board agreed to direct the County Administrator to inform all Department Heads that all vacated positions are going to be scrutinized very carefully before they are filled.**

### **Budget Workshop Dates...**

Mr. Newton reminded the Board that the next budget workshop has been set for Thursday, July 17, 2014, at 1:00 p.m.

### **Adjourn**

With no further business/discussion a *motion was made by Commissioner Todd Gray, seconded by Commissioner John Thomas*, the Budget Workshop was adjourned at **11:31 a.m.**

Attest:

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Todd Newton, Clerk of Court

Gilchrist County  
Board of County Commissioners

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D. Ray Harrison, Jr., Chairman