

**MINUTES OF A BUDGET WORKSHOP OF THE GILCHRIST COUNTY
BOARD OF COUNTY COMMISSIONERS HELD AUGUST 7, 2017**

The Gilchrist County Board of County Commissioners, in and for Gilchrist County Florida, convened in a **Budget Workshop** on **Monday, August 7, 2017** at **1:00 p.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 Marion Poitevint</i>
<i>District V</i>	<i>Commissioner Kenrick Thomas</i>

Others in Attendance

Todd Newton, Clerk of Court; Richard Romans, Director of Finance; Patty McCagh, Deputy Clerk/Board Secretary; Shelbie Hutto, Deputy Clerk/Finance; Sarah Eastman, Deputy Clerk/Clerk Financing; Bobby Crosby, County Administrator; Donna Creamer, Administrative Assistant; David Lang, County Attorney; John Ayers, Gilchrist County Journal; Jim Mash, VSO; Connie Sanchez, Supervisor of Elections; Sheriff Bobby Schultz, Jeannine Pfannschmidt, Administrative Assistant to the Sheriff, Chief Deputy Jeff Manning, Captain Sheryl Brown, Lt. Steven Cruze, Deputy Edwin Jenkins and Deputy Michelle Beach, GCSO; Ms. Robin Steele, District Aide for Rep. Chuck Clemons; Barbara Merritt, GC Tax Collector; Damon Leggett, GC Property Appraiser; and Marvin Weaver, County Extension Director.

Purpose

The purpose of this workshop was to discuss the FY 17/18 Proposed Budgets, for the following subjects: *(Department Heads were present for discussion)*

Jail Discussion
Supervisor of Elections
Tax Collector
Property Appraiser
Sheriff
Clerk of Court
County Extension
Guardian Ad Litem
Storm
Medical Examiner
Communication Tower
Soil & Water Conservation
Veterans Services
E911
Any Other Departments/Subjects

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

Call to Order

Chairman D. Ray Harrison, Jr., called the budget workshop to order at 1:02 p.m. Mr. Todd Newton, Clerk of Court delivered the invocation and Commissioner Sharon A. Langford led the pledge of allegiance.

Proposed Budget Presentations...

Mr. Todd Newton presented for discussion, the proposed budgets, for the following Departments. *If any changes were considered, with consensus of the Board, direction was given to the Clerk and Finance Director to move forward with correcting the proposed budget to reflect changes.*

Veterans Service – 5310: Mr. Newton presented the requested budget for Veterans Services, Fund 5310, in the amount of \$32,432, for FY 17/18. There was a slight decrease from last year's budget. Mr. Jim Mash, VSO stated that the decrease was a result of him cutting back his hours and savings on insurance and a few other items. *The Board accepted this proposed budget request as presented.*

The Board commended Mr. Mash on a job well done and thanked him for his services.

Moving on...

Gilchrist County Jail: Mr. Newton presented figures on what our *continuing costs* are and the *potential cost savings* from building a new jail. Mr. Newton discussed funding sources, time frame to obtain funding and the period of time for the actual construction on the new facility, as well as staffing for the new facility. Sheriff Bobby Schultz, Lt. Steven Cruze, and Staff from Gilchrist County Sheriff's Office, were present for discussion and shared their wants, concerns and opinions on the consideration of a new jail.

Discussion took place from all angles regarding a new jail.

Chairman Harrison stated that if everyone is in agreement, let's work on moving forward with obtaining facts and get that information to the State Legislature so they can determine if they will be able to help us out financially with this new jail project. Everyone was in agreement.

Moving on...

County Extension – 3730: Mr. Newton presented the proposed budget for County Extension. Mr. Marvin Weaver, County Extension Director was present for discussion. He stated that this budget reflects no changes since last year with the exception of including the Step Plan and needing to add approximately \$1,000-\$2,000 to Personal Services due to Jessica graduating.

The Board had asked if there was anything that may come up that they would need to be aware of. Mr. Weaver asked the Board to keep in mind that they would be needing a new van soon.

Moving on...

Mr. Newton presented the proposed budgets for the Supervisor of Elections, Tax Collector and the Property Appraiser. All three (3) Constitutional Officers were present for discussion.

Supervisor of Elections: The proposed budget for the Supervisor of Elections included an increase in Personnel Services, due to overtime to be paid during election year and the Purchase of Voting Equipment. The proposed budget also reflected an FRS increase; no insurance change needed.

Tax Collector: The proposed budget for the Tax Collector reflected an increase in Operating Expenses. The proposed budget also reflected an FRS increase; no insurance change needed.

Property Appraiser: The proposed budget for the Property Appraiser reflected an overall decrease because of other sources of revenues which cover some office expenditures. The proposed budget also reflected an FRS increase; no insurance change needed.

Moving on...

Mr. Newton presented the proposed budget for the Sheriff. Sheriff Schultz and Staff were present for discussion.

Sheriff: The proposed budget for the Sheriff reflected an overall increase. The proposed budget also reflected an FRS increase; no insurance change needed. Sheriff Schultz stated that his budget reflected a 4% pay increase and a Step Plan update is being considered at this time. Discussion took place.

The Board requested that the Sheriff resubmit his budget to reflect a 2% pay increase, just as everyone has; the Board is not in favor of a 4% pay increase.

Moving on...

Clerk: Mr. Newton presented the proposed budget for his office, Clerk of Court, with a slight increase. He explained the increase. The proposed budget also reflected an FRS increase; no change in health insurance this year.

Medical Examiner – 2710: Mr. Newton presented the proposed budget for the Medical Examiner, Fund 271 with no changes:

Soil & Water Conservation – 3720: Mr. Newton presented the proposed budget for Soil & Water Conservation – Fund 3720 which reflected an increase. Mr. Newton explained that these increases, in turn, are 100% reimbursed by Soil & Water.

E911 – 2917: Mr. Newton presented the proposed budget for E911 Fund 2917, which reflected an increase. Mr. Crosby, County Administrator explained the increases.

Moving on...

Budget Revenues and Expenditure Analysis and General Revenue Fund Balance Analysis: Mr. Newton presented and discussed the Budget Revenues and Expenditure Analysis for 2017-2018.

General Revenue – Discussion on Proposed Millage Rate and MSTU Millage Rate Changes for 2018: Mr. Newton addressed the issue of the Millage Rates for 2018. Discussion took place.

It was the consensus of the Board to move forward with the proposed Millage Rate of 9.5000 and a Roll-Back Rack of 9.1754 and the MSTU Millage rate of 1.0624 which was equal to the Roll-Back Rate.

Fund Balance Policy and Target Setting: Mr. Newton presented the Fund Balance Policy for the Boards review and consideration. He explained the importance and reasons for a Fund Balance Policy. Discussion took place.

Additional Workshop Dates: Mr. Newton reminded the Board that the next Budget Workshop is set for Thursday, August 17th at 3:00 p.m. and recommended Monday, August 21st at 3:00 p.m., right before regular meeting at 4:00 p.m.

The Board agreed to set August 21st at 3:00 p.m., for Budget Workshop.

Adjourn

With there being no further business Chairman Harrison adjourned the budget workshop at **3:22 p.m.**

Gilchrist County
Board of County Commissioners

Attest:

Todd Newton, Clerk of Court

D. Ray Harrison, Jr., Chairman