



Jefferson County Board of County Commissioners

Thursday, June 22, 2023 at 5:00 pm

BUDGET WORKSHOP

Courthouse Annex, 435 W. Walnut Street, Monticello, FL 32344

1. 5 PM CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE

2. Clerk of Courts

Attachments:

- **Budget Request** (0622-ClerkofCourt.jpg)

3. Courthouse

Attachments:

- **Budget Request** (0622-Courthouse.jpg)

4. Judicial Services

Attachments:

- **Budget Request-Circuit Court & County Court** (0622-RevisedJudicial.jpg)
- **Budget Request-State Attny & Public Defender** (0622-JudicialCont._.jpg)

5. Road Department

Attachments:

- **Budget Request** (0622-RoadDept.xlsx)

6. Capital Projects

Attachments:

- **Budget Request** (0622-RevisedCapitalProjects.xlsx)

7. ADJOURN

From the manual "Government in the Sunshine", page 40: Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon

which the appeal is to be based.

PARTICIPATING IN A COUNTY COMMISSION MEETING: A CITIZEN'S GUIDE

The Jefferson County Commission is pleased to have you at our Commission meeting. We appreciate your presence, welcome your participation, and want your visit to be interesting and informative. The following is a brief summary of the Commission's Meeting Rules of Procedure that apply to citizen participation.

See the meeting agenda so that you can follow each item of business the Commission will be discussing.

SPEAKING BEFORE THE COMMISSION: WHEN CAN I TALK?

If you want to address the Commission about an issue that's not on the agenda, notice there is a place to do this. To reserve a time to speak for up to 3 minutes, please sign a speaker request form usually found near the speaker's rostrum.

The first place to speak is soon after the meeting begins. This time is reserved for citizens who want to make a request or provide input that doesn't require discussion. The spot is frequently used by citizens who don't want to stay for the entire meeting and don't need an immediate response from the Commission.

Citizens may also have a chance to address the Commission about items of interest during the General Business part of the agenda. After the Commissioners have had a chance to discuss a general business item, the Chair usually asks if there are any comments from the audience. Again, if you wish to speak, please limit remarks to no more than 3 minutes.

For the record, always give your name and address before you begin speaking. If you're representing a particular group or organization, state that, too. Always address remarks to the Chair or the Commission as a whole, never to an individual commissioner or the audience. Speakers may speak only once on an issue and may not yield their time to another person.

THE COMMON COURTESY RULE: PLEASE BE BRIEF, RELEVANT, AND ALWAYS CIVIL

Commission meetings can be long. Our Commission works hard to keep meetings moving along in a productive and civil manner. Please plan your remarks so that you can make your point clearly and quickly. Always be courteous and civil.

The Chair may call down speakers (or members of the audience) who violate the Commission's rules of decorum. Here are some "no-no's": personal attacks or threats, booing, heckling, cheering, inappropriate clapping, verbal outbursts, and distracting private conversations during proceedings. Also, signs are okay outside of the meeting room but are not allowed in it.

Commission Meeting Rules of Procedure (available at jeffersoncountyfl.gov) give the Chair control of the meeting, much like a judge controls his courtroom. These same rules also give the Chair a lot of flexibility to use his or her judgment in running an efficient and orderly meeting. So if you think you need help or more time, let the Chair know. If time allows, the Chair will usually grant reasonable requests.

Again, thanks for your interest. We're glad you're here!

NOTE: *Except for Common Courtesy rules, slightly different guidelines may apply to public hearings and workshops.*

	(CFY 22-23) County Budget	(CFY 23-24) County Budget Request	Increase or decrease		(CFY 22-23) State Budget	(CFY 23-24) State Budget Request	Increase or decrease
<u>Clerk Revenue/Budget:</u>							
Article V Court Related State Budget	\$ -	\$ -	\$ -		\$ 513,902.00	\$ 539,881.00	\$ 25,979.00
CCOC Pandemic appropriation	\$ -	\$ -	\$ -		\$ 4,304.00	\$ 4,304.00	\$ -
JAC Juror Program	\$ -	\$ -	\$ -		\$ 47,654.00	\$ 47,654.00	\$ -
\$1.50 Records Mod.	\$ -	\$ -	\$ -		\$ 9,000.00	\$ 9,000.00	\$ -
\$1.90 Records Mod.	\$ -	\$ -	\$ -		\$ 27,000.00	\$ 27,000.00	\$ -
BCC Budget Appropriation	\$ 432,000.00	\$ 455,357.01	\$ 23,357.01				
Clerk Recording	\$ -	\$ -	\$ -		\$ 104,000.00	\$ 110,912.00	\$ 6,912.00
Title IV-D Child Support Program	\$ -	\$ -	\$ -		\$ 45,707.00	\$ 57,133.75	\$ 11,426.75
Total:	\$ 432,000.00	\$ 455,357.01	\$ 23,357.01		\$ 751,567.00	\$ 795,884.75	\$ 44,317.75
<u>Personell Expenses:</u>							
Salary - Official	\$ 53,813.00	\$ 57,548.50	\$ 3,735.50		\$ 53,813.00	\$ 57,548.50	\$ 3,735.50
Salary - Other Employees	\$ 216,988.00	\$ 223,497.64	\$ 6,509.64		\$ 395,956.00	\$ 407,834.68	\$ 11,878.68
Payroll Expenses - Official	\$ 23,317.47	\$ 24,936.17	\$ 1,618.70		\$ 23,317.47	\$ 24,936.17	\$ 1,618.70
Payroll Expenses - Employees	\$ 30,300.00	\$ 31,209.00	\$ 909.00		\$ 53,508.52	\$ 55,113.78	\$ 1,605.26
Retirement-Official	\$ 27,670.65	\$ 33,769.46	\$ 6,098.81		\$ 27,670.65	\$ 33,769.46	\$ 6,098.81
Retirement-Employee's	\$ 25,843.27	\$ 30,328.63	\$ 4,485.36		\$ 47,158.36	\$ 55,343.17	\$ 8,184.81
<u>Operating Expenses:</u>							
Maintenance & Equipment	\$ 4,500.00	\$ 4,500.00	\$ -		\$ 2,500.00	\$ 2,500.00	\$ -
Office Supplies	\$ 5,500.00	\$ 5,500.00	\$ -		\$ 8,500.00	\$ 8,500.00	\$ -
Postage	\$ 1,500.00	\$ 1,500.00	\$ -		\$ 1,500.00	\$ 1,500.00	\$ -
IT Expenses/Communication	\$ 5,000.00	\$ 5,000.00	\$ -		\$ 29,000.00	\$ 19,000.00	\$ (10,000.00)
Contractual Services	\$ 36,567.61	\$ 36,567.61	\$ -		\$ 102,643.00	\$ 91,034.91	\$ (11,608.09)
Legal Advertising	\$ 1,000.00	\$ 1,000.00	\$ -		\$ -	\$ -	\$ -
rent or leases	\$ -	\$ -	\$ -		\$ 1,500.00	\$ 1,500.00	\$ -
Health Insurance Reimbursement	\$ -	\$ -	\$ -		\$ -	\$ 32,804.09	\$ 32,804.09
Education & Training	\$ -	\$ -	\$ -		\$ 1,500.00	\$ 1,500.00	\$ -
Travel	\$ -	\$ -	\$ -		\$ 3,000.00	\$ 3,000.00	\$ -
Total Expense:	\$ 432,000.00	\$ 455,357.01	\$ 23,357.01		\$ 751,567.00	\$ 795,884.75	\$ 44,317.75

Notes:

1. The increase to the Clerk's CFY 23-24 County Budget request is for the Legislatively mandated salary increase for Constitutional Officials, the mandated FRS increase and a potential 3% countywide COLA.

2023-2024 BUDGET WORKSHEET

Courthouse

		2022-2023		2023-2024		
Fund	Account Number	REVENUES	Approved 22-23 Budget	Actual thru 5/16	Requested 23-24 Budget	Increase or (Decrease)
			\$ -	\$ -	\$ -	
		Total Revenues	\$ -	\$ -	\$ -	\$ -
		EXPENSES	Approved 22-23 Budget	Actual thru 5/16	Requested 23-24 Budget	Increase or (Decrease)
	01-2670-519.340	Courthouse Janitorial Ser	\$ 16,500	\$ 10,755	\$ 16,500	\$ -
	01-2670-519.410	Communications	\$ 19,000	\$ 8,486	\$ 13,000	\$ (6,000)
	01-2670-519.430	Utilities	\$ 16,500	\$ 10,920	\$ 17,500	\$ 1,000
	01-2670-519.441	Rents & Leases	\$ 10,000	\$ 8,508	\$ 12,500	\$ 2,500
	01-2670-519.460	Building Maintenance	\$ 30,000	\$ 23,756	\$ 32,500	\$ 2,500
	01-2670-519.461	Office Equipment Maint	\$ 1,000	\$ 1,877	\$ 2,500	\$ 1,500
	01-2670-519.491	Miscellaneous Expenditure	\$ 1,000	\$ 3,543	\$ 5,000	\$ 4,000
	01-2670-519.520	Operating Supplies	\$ 10,000	\$ 2,737	\$ 4,500	\$ (5,500)
	01-2670-519.640	Equipment	\$ -	\$ -	\$ -	\$ -
		Total Expenses	\$ 104,000	\$ 70,581	\$ 104,000	\$ -
Funds Required from the General Fund					\$ 104,000	

2023-2024 BUDGET WORKSHEET

Judicial Services - Office of Court Administration

Circuit Court				
EXPENSES	Approved 22-23 Budget	Actual thru 5/16	Requested 23-24 Budget	Increase or (Decrease)
Circuit Employees/Co Exp	\$ 4,057	\$ 3,935	\$ 4,057	\$ -
Sheriffs Ser./Ch Support	\$ 3,000	\$ (5,566)	\$ 3,000	\$ -
Circuit Fil Fees	\$ 15,000	\$ -	\$ 15,000	\$ -
Communications	\$ 7,655	\$ 611	\$ 7,655	\$ -
Trial Courts Marshall	\$ 2,148	\$ 912	\$ 2,148	\$ -
Office Supplies	\$ 1,200	\$ 36	\$ 1,200	\$ -
Capital Outlay	\$ 8,000	\$ -	\$ 8,000	\$ -
Total Expenses	\$ 41,060	\$ (73)	\$ 41,060	\$ -

County Court				
EXPENSES	Approved 22-23 Budget	Actual thru 5/16	Requested 23-24 Budget	Increase or (Decrease)
Communications	\$ 2,000	\$ 502	\$ 2,000	\$ -
Equipment Leases	\$ 300	\$ 152	\$ 300	\$ -
Equipment Maintenance	\$ 100	\$ -	\$ 100	\$ -
Office Supplies	\$ 250	\$ -	\$ 250	\$ -
Total Expenses	\$ 2,650	\$ 654	\$ 2,650	\$ -

Judicial Circuit Court - Share Costs				
EXPENSES	Approved 22-23 Budget	Actual thru 5/16	Requested 23-24 Budget	Increase or (Decrease)
Communications	\$ 1,220	\$ -	\$ 1,220	\$ -
JASC PRO RATA Share (Leon/Wakulla/ICSID)	\$ 11,283	\$ 10,976	\$ 10,976	\$ (307)
Total Expenses	\$ 12,503	\$ 10,976	\$ 12,196	\$ (307)

Funds Required from the General Fund \$ 55,906

**Additional Requests -
None**

2023-2024 BUDGET WORKSHEET
Judicial Services - State Attorney & Public Defender

State Attorney

EXPENSES	Approved 22-23 Budget	Actual thru 5/16	Requested 23-24 Budget	Increase or (Decrease)
Janitorial Services	\$ 7,000	\$ 5,082	\$ 9,000	\$ 2,000
IT Training	\$ 1,000	\$ 3,212	\$ -	\$ (1,000)
Communications	\$ 7,300	\$ 224	\$ 10,000	\$ 2,700
Office Equipment Maint	\$ 6,500	\$ (599)	\$ 5,500	\$ (1,000)
Contractual Services			\$ 11,000	\$ 11,000
Investigative Costs	\$ 2,000	\$ -	\$ -	\$ (2,000)
IT Supplies	\$ 3,000	\$ 1,625	\$ -	\$ (3,000)
Operating Supplies	\$ 5,500	\$ 204	\$ -	\$ (5,500)
Capital Outlay	\$ 2,000	\$ 1,498	\$ 3,000	\$ 1,000
Total Expenses	\$ 34,300	\$ 11,247	\$ 38,500	\$ 4,200

Public Defender

EXPENSES	Approved 22-23 Budget	Actual thru 5/16	Requested 23-24 Budget	Increase or (Decrease)
Janitorial Services	\$ 4,716	\$ 2,966	\$ 4,716	\$ -
Contractual Services	\$ 3,000	\$ 4,071	\$ 6,000	\$ 3,000
Communications	\$ 3,337	\$ 2,707	\$ 4,337	\$ 1,000
Building Materials	\$ 1,039	\$ 660	\$ 1,039	\$ -
Office Supplies	\$ 6,180	\$ -	\$ 3,180	\$ (3,000)
Equipment <\$750	\$ 2,999	\$ -	\$ 2,999	\$ -
Subscriptions (Only.Inv.)	\$ 2,994	\$ -	\$ 1,994	\$ (1,000)
Total Expenses	\$ 24,265	\$ 10,405	\$ 24,265	\$ -

Funds Required from the General Fund \$ 62,765

**Additional Requests -
None**

2023-2024 BUDGET WORKSHEET
COUNTY TRANSPORTATION TRUST FUND

REVENUES	2022-2023		2023-2024	
	Approved 22-23 Budget	Actual Rev thru 5/31	23/24 Budget Req.	Increase or (Decrease)
LOCAL OPTION FUEL TAX	\$ 700,679	\$ 418,282	\$ 718,196	\$ 17,517
9TH CENT FUEL TAX	\$ 138,794	\$ 110,153	\$ 165,230	\$ 26,436
NEW LOCAL OPTIONS GAS TAX/5TH	\$ 381,437	\$ 223,317	\$ 390,973	\$ 9,536
RACING TAX	\$ 111,625	\$ 111,625	\$ 111,625	\$ -
MOTOR FUEL TAX REBATE	\$ 10,000	\$ 12,724	\$ 16,965	\$ 6,965
COUNTY FUEL TAX(7th cent)	\$ 334,926	\$ 227,536	\$ 341,304	\$ 6,378
MOTOR FUEL USE TAX	\$ 1,000	\$ 910	\$ 1,364	\$ 364
5TH & 6TH CENT GAS TAX	\$ 759,938	\$ 504,993	\$ 778,936	\$ 18,998
NON-PUBLIC ROAD MTCE/REPAIRS	\$ 10,000	\$ -	\$ 10,000	\$ -
INTEREST	\$ -	\$ 4,908	\$ -	\$ -
SALE SURPLUS EQUIP/MISC REV	\$ 25,000	\$ -	\$ 25,000	\$ -
TOTAL CO. TRANS TF REVENUES	\$ 2,473,399	\$ 1,614,448	\$ 2,559,594	\$ 86,195

TRANSFER FROM GENERAL FUND	\$ 39,858	\$ -	\$ -	\$ (39,858)
Total Revenues	\$ 2,513,257	\$ 1,614,448	\$ 2,559,594	\$ 46,337

EXPENSES	Budget	Actual Exp thru 5/31	23/24 Budget Req.	Increase or (Decrease)
UNEMPLOYMENT COMPENSATION	\$ -	\$ -	\$ -	\$ -
ROAD DEPARTMENT - SALARIES	\$ 698,009	\$ 381,154	\$ 693,195	\$ (5,714)
OVERTIME	\$ 30,000	\$ 11,939	\$ 30,000	\$ -
FICA	\$ 59,447	\$ 28,732	\$ 55,324	\$ (4,123)
RETIREMENT	\$ 59,602	\$ 46,817	\$ 98,138	\$ 38,536
EMPLOYEE HEALTH INSURANCE	\$ 151,197	\$ 88,303	\$ 181,477	\$ 30,280
WORKERS COMPENSATION INS	\$ 68,000	\$ 36,241	\$ 68,000	\$ -
TECHNICAL SERVICES	\$ 5,000	\$ 14	\$ 2,500	\$ (2,500)
CONTRACTOR SERVICES	\$ 30,000	\$ 21,065	\$ 30,000	\$ -
TRAVEL & TRAINING	\$ 2,500	\$ -	\$ 2,500	\$ -
COMMUNICATIONS	\$ 6,500	\$ 6,111	\$ 9,250	\$ 2,750
POSTAGE	\$ 150	\$ -	\$ 150	\$ -
UTILITIES	\$ 15,000	\$ 17,443	\$ 29,500	\$ 14,500
EQUIPMENT/RENT	\$ 15,000	\$ 1,548	\$ 15,000	\$ -
EQUIPMENT/LEASE PURCHASE	\$ 295,937	\$ 219,448	\$ 387,508	\$ 91,571
BUILDING MAINTENANCE	\$ -	\$ -	\$ -	\$ -
OFFICE EQUIPMENT MAINT	\$ 2,500	\$ 397	\$ 1,500	\$ (1,000)
ROAD EQUIPMENT REPAIRS	\$ 50,000	\$ 50,539	\$ 80,000	\$ 30,000
ROAD EQUIPMENT/PARTS	\$ 45,000	\$ 26,811	\$ 45,000	\$ -
ADVERTISING	\$ 1,000	\$ 240	\$ 500	\$ (500)
MISCELLANEOUS EXPENDITURE	\$ -	\$ (840)	\$ -	\$ -
OFFICE SUPPLIES	\$ 500	\$ 514	\$ 1,000	\$ 500
OPERATING SUPPLIES	\$ 25,000	\$ 9,093	\$ 25,000	\$ -
FUEL	\$ 155,000	\$ 145,465	\$ 225,000	\$ 70,000
TOOLS & SUPPLIES	\$ -	\$ -	\$ -	\$ -
IT SUPPLIES	\$ 1,000	\$ 251	\$ 1,000	\$ -
ROAD MATERIALS	\$ 30,000	\$ 32,472	\$ 100,000	\$ 70,000
ROAD SIGNAGE	\$ 6,000	\$ 2,231	\$ 6,000	\$ -
SUBSCRIPTIONS/MEMBERSHIPS	\$ 200	\$ 60	\$ 200	\$ -
EDUCATION & TRAINING	\$ -	\$ -	\$ -	\$ -
NON-PUBLIC ROAD REPAIRS	\$ 10,000	\$ (2,288)	\$ 10,000	\$ -
TS DEBBIE	\$ -	\$ -	\$ -	\$ -
RURAL INFRA GRANT	\$ -	\$ -	\$ -	\$ -
EQUIPMENT/PURCHASE	\$ 50,000	\$ -	\$ 50,000	\$ -
EQUIPMENT < \$1000	\$ 5,000	\$ 872	\$ 5,000	\$ -
Total Road Maint./Const.:	\$ 1,818,442	\$ 1,124,632	\$ 2,152,742	\$ 334,300

TRANSFER TO DEBT SERVICES	\$ 694,815	\$ -	\$ 406,852	\$ (287,963)
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Total Road Department Expenses	\$ 2,513,257	\$ 1,124,632	\$ 2,559,594	
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Total Balance Solid Waste Fund Balance	\$ -
Funds Required from the General Fund	\$ -

FRS employer contribution rate increase - Legislative
 \$12 min wage effective 09/30/2023 - Mandatory increase
 Health Insurance - 9% increase (Projected)

Additional Requests -
 3% Cost of Living and \$15 min wage increase \$ 25,209 (Salaries, FICA, & Retirement)

FY 2024-25 & 2025-26 - Purchases & Projects Outlook

2023-2024 BUDGET WORKSHEET
CAPITAL PROJECTS TRUST FUND

REVENUES	2022-2023		2023-2024	
	Approved 22-23 Budget	Actual Rev thru 5/16	23/24 Budget Req.	Increase or (Decrease)
Bond Interest Income	\$ -	\$ -	\$ -	\$ -
Leg Reimb Sher Comm Sys	\$ -	\$ -	\$ -	\$ -
Amer Resc Plan Reimb	\$ 3,000,000.00	\$ -	\$ -	\$ (3,000,000)
Restore Act Reimb	\$ 1,500,000.00	\$ 1,433,559	\$ -	\$ (1,500,000)
Next Era Projects Reim	\$ 1,000,000.00	\$ 500,000	\$ -	\$ (1,000,000)
Valley View Non Ad Valor	\$ 15,000.00	\$ 11,419	\$ -	\$ (15,000)
Ridge Rd Non Ad Valor	\$ 300,000.00	\$ 7,365	\$ -	\$ (300,000)
Scrap-Small Co Rd Ast Prg	\$ 750,000.00	\$ -	\$ 806,012	\$ 56,012
SCOP-Small Co Outreach PR	\$ 7,145,000.00	\$ 194,139	\$ 3,006,687	\$ (4,138,313)
Aucilla Shore Non Ad Valor	\$ 200,000.00	\$ 43,425	\$ 60,000	\$ (140,000)
Road Bond Proceeds - Carryforward	\$ 3,500,000.00	\$ -	\$ 2,000,000	\$ (1,500,000)
CAPITAL PROJECTS REVENUE	\$ 17,410,000	\$ 2,189,906	\$ 5,872,699	\$ (11,537,301)
Transfer from General Fund	\$ -	\$ -	\$ 84,000	\$ 84,000
TOTAL REVENUES	\$ 17,410,000	\$ 4,379,813	\$ 5,956,699	

EXPENSES	Budget	Actual Exp thru 5/16	23/24 Budget Req.	Increase or (Decrease)
Bond Issue Cost	\$ -	\$ 521,000	\$ -	\$ -
Road Const-Const Services	\$ 3,500,000.00	\$ 219,380	\$ -	\$ (3,500,000)
Sheriff Comm System	\$ -	\$ -	\$ -	\$ -
American Rescue Plan	\$ 3,000,000.00	\$ 475	\$ -	\$ (3,000,000)
Restore Act	\$ 1,500,000.00	\$ -	\$ -	\$ (1,500,000)
Next Era Projects	\$ 1,000,000.00	\$ 1,257	\$ -	\$ (1,000,000)
Valley View Road Constr	\$ 15,000.00	\$ 106	\$ -	\$ (15,000)
Ridge Road Construction	\$ 300,000.00	\$ 64	\$ -	\$ (300,000)
Aucilla Shores MTCE	\$ 200,000.00	\$ 443	\$ 60,000	\$ (140,000)
SCOP Projects Expense	\$ 7,145,000.00	\$ -	\$ 3,006,687	\$ (4,138,313)
SCRAP Projects Expense	\$ 750,000.00	\$ -	\$ 806,012	\$ 56,012
2022 Road Bond Expense	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000
BOCC Projects	\$ -	\$ -	\$ 84,000	\$ 84,000
TOTALS	\$ 17,410,000	\$ 742,723	\$ 5,956,699	\$ (11,453,301)

Capital Projects Fund Balance	\$ -
Funds Required from the General Fund	\$ 84,000

Project List	Expense
2022 Road Bond Expense	\$ 2,000,000

SCOP - Projects	Expense
Waukeelah Hwy	\$ 2,618,320
CR 259 - Railroad Bridge	\$ 203,268
Wolf Creek Bridge	\$ 185,099
Total	\$ 3,006,687

SCRAP - Projects	Expense
CR 257- Government Farm Rd	\$ 743,712
CR 158A - Old Lloyd	\$ 62,300
Total	\$ 806,012

BOCC Projects (General Revenue Funded)	Expense
County Complex - Public Restroom Repair	\$ 15,000
Extension Office - ADA Ramp	\$ 20,000
Extension Office Workshop Roof	\$ 9,000
Removal of Thompson - Fuel Tanks	\$ 40,000
Total	\$ 84,000

Additional Requests -	
Old Jail Building - Homeschool Site	\$ 41,000

FY 2024-25 & 2025-26 - Purchases & Projects Outlook	
Mosquito Control Building	\$ 300,000