

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Special Session Workshop

Courthouse Annex

July 24, 2018

6:00 P.M.

The Board met this date in special session. Present were Chairman Stephen Fulford and Commissioners Betsy Barfield, Gene Hall, JT Surlles and Stephen Walker. Also present were County Coordinator Parrish Barwick, Clerk of Court Tim Sanders, and Finance Director Charles Culp.

1. Chairman Fulford led the invocation and pledge of allegiance.
2. The Board by consensus agreed to postpone review and discussion of the Sheriff Office's proposed 2018-2019 fiscal year budget due to the fact that Sheriff McNeill was unable to attend because of a prior commitment at the Florida Sheriff's Association Annual Conference.
3. The Clerk presented a booklet entitled *BOARD OF COUNTY COMMISSIONERS-JEFFERSON COUNTY, FLORIDA-BUDGET WORKSHOP-July 24, 2018* that contained estimated revenues and proposed budget expenditures of departments and constitutional offices. Mr. Sanders referred to and reviewed a page entitled *Jefferson BOCC Operating Millage Rate Comparison (for) Fiscal Year 2018-2019* that included Certified Taxable Values from fiscal year 2011 to present and corresponding millage rates and budgeted proceeds. The Clerk also noted the Property Appraiser's estimated FY 2017-2018 Taxable Value at \$571,983,400 and adopted millage rate of 8.00 mills as compared to the FY 2018-2019 Estimated Taxable Value in the amount of \$578,251,619 and a corresponding current year rolled-back rate of 7.9133 mills, which would generate the prior year tax revenues in the amount of \$4,347,074 (@95% proceeds).
4. The Finance Director reviewed pages entitled *Estimated General Revenues* with estimated revenues in the amount of \$8,975,338 (based upon rolled-back millage rate of 7.9133) and *Summary of Budgeted General Revenue* with a positive "Balance After Adjustments" in the amount of \$66,064.
5. Mr. William F. "Bill" Douglas, NCARB of Elliott Marshal Innes PA (EMI Architects) presented EMI's estimated cost in the amount of \$161,240 to complete Final Construction Documents (Architectural, Structural, Mechanical, Plumbing, Electrical and miscellaneous data and security Design Work) for the Historic Jefferson County High School A-Building Restoration. He stated the estimated cost is based on Estimated Construction Cost (2018 dollars) in the amount of \$4,390,000, plus or minus 10%, or a range of \$3,951,000 to \$4,829,000. Mr. Douglas also gave the Board an update on an ongoing problem with the current underdrain system that uses pumps to ensure groundwater is removed from the building basements on the east and west ends. He recommended a gravity system to avoid the problem, but present grant funds are not allowed for this need. Mr. Douglas did say he will ask for help from the Department of

State. At the suggestion of Commissioner Barfield, the Board by consensus agreed to draft a letter to the County's Legislative Delegation for financial assistance to continue work on the building restoration. The Clerk was also asked to prepare a list of available County funds for said restoration funding.

6. The following proposed budgets of County Departments funded by the General Fund were reviewed:
 - a. Code Enforcement-Consensus to re-class "Spay & Neuter" \$4,000 expense from Grants to Animal Control line item with budget of \$5,000
 - b. County Coordinator
 - c. Planning
 - d. Veterans Affairs
 - e. Building
 - f. Mosquito Control
 - g. Emergency Medical Services (EMS)-County Coordinator explained the \$77,300 proposed increase for "Equipment" line item was for a lease payment. And upon a recommendation by the Clerk, the Board by consensus agreed to set up a stand-alone fund for EMS outside of the General Fund.
 - h. Recreation-Discussion followed regarding the maintenance of the County's public parks. Upon a recommendation by Mr. Barwick, the Board by consensus agreed to transfer \$50,000 from the General Fund to the Road Department to fund General Fund mowing purposes. The Clerk was also asked to look into FRDAP (Florida Recreation Development Assistance Program) restrictions on selling/transferring properties improved with grant funds.
 - i. Library-Mr. Barwick was asked to confirm the proposed budget with the Library Director.
 - j. Extension Service

The following proposed budgets outside of the General Fund were reviewed:

- a. Road Department
- b. Solid Waste
- c. Fire

Review of proposed budgets funded by the General Fund continued:

- k. County Commission-Clerk asked to provide current year-to-date "Travel" expenses.
- l. County Attorney
- m. Administrative Building Overhead-Discussion followed on proposed "Building Maintenance" line items in the amounts of \$75,000 and \$133,368. The County Coordinator explained the \$75,000 amount was earmarked for concession stand/restrooms improvements at the Recreation Park and funds from the \$133,368 are to be used for Planning & Building Department building improvements.

- n. County Administrative Expenses-The Clerk explained the \$14,600 increase in “Miscellaneous Expenditure” was for budgeting County employee Christmas bonus if the Board wished to fund that expenditure. Consensus to budget.
- o. Property Appraiser
- p. Clerk of Court Finance & Accounting
- q. Supervisor of Elections
- r. Economic & Tourist Development-Discussion followed on the proposed “Economic Development” line item in the amount of \$45,000. Chairman Fulford noted the County received its proportional reimbursement from the County/City Economic Development Committee in the amount of approximately \$10,000 and would like to agenda its designated revenue classification as well as the approximate \$70,000 proceeds of the recent sale of the old health department.

Regarding the “Chamber of Commerce” line item, the Clerk was asked to invite Chamber Director Katrina Richardson, to the next Budget Workshop to address the Chamber’s request.

The County Coordinator explained the increase in the “Fireworks: July 4th” line item from \$10,000 to \$12,500 was to fund not only the July 4th fireworks, but also fireworks for Christmas.

- 7. In closing, Chairman Fulford conveyed a request for funding assistance from the Senior Center in the amount of approximately \$25,000. And in response to a request from a previous meeting, Mr. Culp reported a 3% Cost of Living Adjustment (COLA) would cost about \$113,000 for Board Departments. He also advised the decision on the Tentative Millage Rate for the 2018-2019 fiscal year is scheduled for the next Budget Workshop on July 31st.
- 8. There being no other business, the Chair adjourned the meeting at 8:25 P.M.