

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
SPECIAL MEETING MINUTES  
2014-2015 BUDGET  
EMERGENCY OPERATIONS CENTER (EOC) – 5:30 PM CT  
August 12, 2014**

**PRESENT AND ACTING:**

**COMMISSIONERS:**

**THOMAS G. FLOWERS, CHAIRMAN  
WOODROW "LEE" SHELTON, VICE-CHAIRMAN  
WILLIE T. GRANT  
DARRELL MCDUGALD  
MARION "LEE LEE" BROWN**

**KATHY STEWART, CLERK ACCOUNTING MANAGER/BUDGET AND FINANCE DIRECTOR  
TRACY SCOTT, CLERK GRANTS ACCOUNTANT  
CARLA HAND, CLERK OF COURT AND COUNTY COMPROLLER**

The meeting was called to order by Chairman Flowers at 5:30 p.m., CT. Commissioner Brown led the Prayer and Pledge of Allegiance to the Flag.

The Chairman reminded the audience to have their cell phones on silent or off and reminded the audience about the Public Participation Policy adopted by the County noting public comment will only be allowed prior to a vote at this meeting.

**2014-2015 BUDGET**

The Chairman provided the Commissioners with a worksheet of his suggested reductions and increases to the 2014-2015 proposed budget. (Reductions needed to balance the 2014-2015 proposed budget at 9.90 mills are \$488,479.)

The Commissioners reviewed the Chairman's worksheet which was followed by discussion. Items discussed were the HVAC system included in the current proposed budget and a suggestion the system could be replaced in stages, initially using the Court Facility funds for Floor two (2); paying off the outstanding debt with Centennial Bank by advancing unrestricted funds from General Fund to County Transportation Trust Fund II (CTTF) for payoff and structuring the advance (loan) by General Fund whereby the County could extend the repayment period, lower the annual payments and have a zero interest rate and possibly using the annual interest savings to stripe roads and the reduction in the loan payment for road project grant matches. It was noted the interest payments budgeted in CTTF II for 2014-2015 is \$14,411. Commissioner McDougald inquired about the past FEMA disasters and the closeout status. The Emergency Management Director (Angie Smith) stated there are three (3) closeouts remaining. Commissioner McDougald stated he does not have a problem paying off the existing debt by borrowing from reserves and reducing the annual loan repayment.

The Chairman also mentioned allocating \$200,000 to Reserve for Contingencies which would provide limited access to reserves by Board vote.

It was noted that Keep Calhoun County Beautiful is included in the 2014-2015 proposed budget at \$2,500; their request of \$5,000 was received after the 2014-2015 proposed budget was prepared and provided to the BOCC.

There was discussion regarding the budget for roadside spraying chemicals and the Director of Operations, Joe Wood, stated this budget could be reduced because there are unused chemicals from 2013-2014 available for use in 2014-2015.

Commissioner McDougald stated he would like to fill two vacancies in the Road Department. It was further discussed it has not yet been determined if one of the employees at the Road Department will be medically released for returning to work and it will be sometime in September before this is known, if this employee is released to work there will only be one vacancy to fill.

There was discussion about hiring two positions through Workforce Development; they have grant funds to reimburse the County for the first six months of new employment. It was concluded more information needs to be gathered before making a decision to hire positions through Workforce Development because the County could be liable for unemployment even if hired on a temporary basis.

The Chairman presented line item changes to the Board for their approval. These changes are within departments and do not change the overall budget. (Handout provided to the Board - the changes were in the Waste Management Grant Fund and General Fund's Emergency Management department.)

- ❖ Commissioner McDougald made the motion to approve the line items changes in the handout. Commissioner Brown seconded the motion. The Chairman called for public comment. There was no public comment. The motion passed unanimously 5-0.

The Chairman stated the Personnel Policy allows for a maximum of 40 hours of sick leave to be donated annually by an individual to other employees as long as the donor has a sick leave balance of at least 80 hours prior to the donation(s). It was further explained there has been a request by an employee with less than 80 hours to donate 40 hours; this request does not comply with the Personnel Policy and requires approval by the Board.

- ❖ Commissioner Shelter made the motion to revise the Personnel Policy (Policies) to eliminate the 80 hour requirement. Commissioner Brown seconded the motion. The Chairman called for public comment. Elton McDaniel, Calhoun County Road Department, asked if this is the same for all employees (Union and non-union) and it was stated yes. There was no further comment. The motion passed unanimously 5-0.

The Chairman asked the Board to accept the Florida Department of Law Enforcement (FDLE) Justice Assistance Grant (JAG) of \$39,152 on behalf of the Sheriff and allow him authority to execute the grant contract; there is no match required for this grant.

- ❖ Commissioner Grant made the motion to accept the \$39,152 FDLE JAG Grant and allow the Chairman to execute the grant contract. Commissioner Brown seconded the motion. The Chairman called for Public Comment. There was no Public Comment. The motion passed unanimously 5-0.

Kristy Terry, RiverWay South Board Member

Ms. Terry provided the Board with a handout from RiverWay South and explained they are a nine county partnership (includes Calhoun County) with the purpose of promoting rural tourism. A budget request of \$5,000 is included in the 2014-2015 Proposed Budget for RiverWay South.

There was no further discussion regarding the 2014-2015 Proposed Budget.

Commissioner Shelton asked about the work being performed on J W Alexander Road reiterating there was no Board approval for this project and inquired as to who gave permission for this project. Commissioner McDougald stated this was normal routine maintenance. Director of Operations, Joe Wood, stated the work was not requested by a Commissioner but was performed after the Road Superintendent determined it was necessary. There was further discussion the Board (in a FY 2012-2013 meeting) determined there were not enough funds to place lime rock on J W Alexander Road. Commissioner Shelton stated all projects of this magnitude need to be approved by the Board. There were questions regarding the amount available in the Road Department line item budget for lime rock. It was determined the Clerk's Office would get with Elton McDaniel and Angie Smith and see if any of the items charged to the lime rock line item budget are eligible for reimbursement by a grant and would report the available remaining budget back to the Board.

The meeting adjourned.



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THOMAS G. FLOWERS, CHAIRMAN

ATTEST:



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CARLA A. HAND, CLERK

Calhoun County  
 Various Budget Matters  
 FY 2014/2015

Decrease in reserve per initial budget (at 10 mills)	438,920
7/22/14 BCC Special meeting (DR420 reduced millage to 9.9 mills)	37,384
	<u>476,304</u>

Adjustments to budget:	
7/22/14 Sheriff assumed 911 coordinator responsibilities	6,000

Possible Adjustments to budget:	
Search & Rescue	1,775
Tower Rental in excess of collections	4,400

**Reductions needed to balance budget** **488,479**

01511-51154	Small County Coalition	(3,813)
01511-51154	NACO-National Association of Counties	(400)
01513-51331	Lobbyist	(12,000)
01513-51331	Riparian County Stakeholders Coalition	(5,000)
01515-51531	ARPC - annual dues	(5,000)
01552003-55249	River Way South - annual contribution	(5,000)
01519-64000	HVAC - Courthouse	(375,000)
01541-52000	Roadside spraying - chemicals	(17,000)
01521-91000	Sheriff budget	(15,000)
01513-91SE	Supervisor of Elections- delete computer server	(6,000)

1 1/2% Reduction in raises - County:

General Fund	(6,591)	
Road department	(7,998)	
Library	(6,445)	(21,034)

1 1/2% Reduction in raises - Constitutional Officers:

Property Appraiser	(2,877)	
Supervisor of Elections	(1,289)	
Tax Collector	(2,365)	
Clerk of Court	(2,472)	
Sheriff:		
Law enforcement	(12,122)	
Corrections	(5,012)	
911 General Operating	(2,509)	(28,646)

Supervising State inmates \$1.00/hour - Maintenance	2,400
Supervising State inmates \$1.00/hour - Road dept.	2,400

(614)

## EMERGENCY MANAGEMENT BUDGET FY 2014-2015

	EMPA	EMPG	Local (County)
Insurance			1,200
Salaries	76,842		9,845
FICA	5,878		753
Retirement	12,146		726
Health Insurance	10,940		1,505
Operating Supplies/Fuel		5,000	
Other Contr. Services		10,000	
Travel		4,000	
Tower Lease			10,406
Communications		5,000	
Utilites			
Repair/Maintenance			2,000
Other Current Charges			941
Office Supplies		4,000	
BKS/Pubs/Memberships		750	
EM Training and/or Exercises		2,000	
Equipment		12,905	16,279
<b>TOTALS</b>	<b>\$ 105,806</b>	<b>\$ 43,655</b>	<b>\$ 43,655</b>

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PROJECTION: 2015 FY 2015

FOR PERIOD 12

ACCOUNTS FOR:

RECYCLING EDUCATION GRANT	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 1	PCT CHANGE
51300 CASH BALANCE FORWARD							
51300 00000 CASH FWD	.00	.00	.00	.00	-146,000.00	-120,764.00	-17.3%
TOTAL CASH BALANCE FORWARD	.00	.00	.00	.00	-146,000.00	-120,764.00	-17.3%
51301 REVENUE							
51301 33137 SALES/MISC	-41,190.55	-1,524.60	-43,786.16	.00	.00	.00	.0%
TOTAL REVENUE	-41,190.55	-1,524.60	-43,786.16	.00	.00	.00	.0%
51334SC SMALL COUNTY GRANT							
51334SC 03400 GARBAGE	-68,016.00	-70,588.00	-66,415.28	-30,956.82	-90,909.00	-90,909.00	.0%
TOTAL SMALL COUNTY GRANT	-68,016.00	-70,588.00	-66,415.28	-30,956.82	-90,909.00	-90,909.00	.0%
51539 RECYCLING ED							
51539 34000 OTHER CONT	.00	.00	.00	.00	3,500.00	3,500.00	.0%
51539 41000 COMM EXP	362.65	356.53	320.07	275.13	360.00	360.00	.0%
51539 43000 UTILITIES	1,346.42	1,339.55	1,170.06	1,133.26	1,500.00	1,500.00	.0%
51539 46000 R & M	5,653.86	6,760.90	2,727.69	3,512.30	5,000.00	6,000.00	20.0%
51539 49000 OCC	3,491.05	4,548.74	4,404.91	2,324.98	6,000.00	6,000.00	.0%
51539 51111 ALLOCATION	.00	-9,810.50	.00	.00	.00	.00	.0%
51539 51112 SALARIES	26,834.64	45,213.33	41,452.79	26,868.90	36,240.00	36,392.00	.4%
51539 51121 539.21 FIC	1,965.49	3,335.54	3,040.42	2,048.94	2,772.00	2,784.00	.4%
51539 51122 511.22 RET	2,437.21	2,262.19	2,323.79	1,999.26	2,778.00	3,670.00	32.1% 2683
51539 51123 511.23 HEA	4,015.88	7,368.19	7,382.20	4,899.32	7,618.00	6,914.00	-9.2%
51539 52000 OP SUPPLIE	7,742.94	10,850.54	8,978.94	5,487.12	8,000.00	8,000.00	.0%
51539 53450 LANDFILL C	13,058.99	18,320.51	7,110.65	.00	.00	.00	.0%
51539 64000 EQUIP	11,622.00	4,800.00	.00	.00	17,141.00	15,789.00	-7.9% 16776
TOTAL RECYCLING ED	78,531.13	95,345.52	78,911.52	48,549.21	90,909.00	90,909.00	.0%
5153900 RECYCLING - NON-GRANT							
5153900 25000 UNEMPLOYMT	.00	.00	.00	374.00	.00	.00	.0%
5153900 45000 INSURANCE	.00	.00	.00	1,157.61	.00	1,200.00	.0%
5153900 46000 R & M	.00	.00	956.48	309.47	.00	1,000.00	.0%
5153900 49000 OCC	.00	.00	409.80	549.66	.00	700.00	.0%
5153900 52000 OP SUPPLIE	.00	.00	469.24	2,525.53	5,000.00	3,500.00	-30.0%
5153900 53942 RECYCLING E	.00	.00	103.87	65.75	.00	120.00	.0%
5153900 64000 EQUIP	.00	.00	42,658.78	2,600.00	.00	2,980.00	.0%
TOTAL RECYCLING - NON-GRANT	.00	.00	44,598.17	7,582.02	5,000.00	9,500.00	90.0%
51581 INTERFUND TRANSFERS							

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Revised Fund #51