

AUGUST 1, 2011

PORT ST. JOE, FLORIDA

SPECIAL BUDGET MEETING

The Gulf County Board of County Commissioners met this date in a special budget meeting with the following members present: Chairman Warren J. Yeager, Jr., Vice Chairman Bill Williams, and Commissioners Carmen L. McLemore, Ward McDaniel, and Tan Smiley.

Others present were: County Attorney Jeremy Novak, Clerk of Court Rebecca L. Norris, Clerk Finance Director Carla Hand, Deputy Clerk Kari Summers, Chief Administrator Don Butler, Deputy Administrator Lynn Lanier, Gulf County E.M.S. Director Houston Whitfield, Grant Writer Towan Kopinsky, Mosquito Control Director Mark Cothran, Public Works Director Joe Danford, Assistant Public Works Director Bobby Knee, Sheriff's Office Captain Ricky Tolbert, Sheriff's Office Investigator Greg Skipper, Sheriff's Office Investigator Shane Lee, Sheriff's Office Major Bobby Plair, and T.D.C. Director Tim Kerigan.

Chairman Yeager called the meeting to order at 5:00 p.m., E.T.

2011-2012 PROPOSED BUDGET

Upon request by Chairman Yeager, Clerk Norris reported the millage rate is 5.7541 County Wide, which is less than the current operating millage rate. She discussed some additional changes (housekeeping items and requests from departments) for the Board to consider (1) T.D.C. Cash Carry Forward was overstated because of additional expenditures in the 2010-2011 budget that were not budgeted/accounted for, (2) E9-1-1 Cash Carry Forward (\$16,000.00) was overstated due to the Boards action on July 26th to purchase a recorder, (3) St. Joe Fire Control District Cash Carry Forward (\$50,000.00) is overstated due to the Board action on July 26th to purchase a brush truck for the Beaches Fire Department, (4) General Fund (\$6,800.00) decrease in the Infrastructure Reserve due to a pending Budget Amendment #6, which will be in the next Agenda packet, (5) General Fund (\$16,500.00) to repay the State S.H.I.P. Program for the Williamsburg lots which was approved at the July 26th meeting, and (6) General Fund line items changes requested by Emergency Management secretary Stephanie Richardson on July 28th in the E.M.P.G/E.M.P.A. grants, stating that none of these budget changes will affect the ad valorem taxes, and recommended the Board approve. Commissioner Smiley motioned to approve this recommendation. Commissioner Williams seconded the motion, and it passed unanimously.

RESOLUTION #2011-17

Clerk Norris recommended the Board adopt proposed Resolution #2011-17, due to changes necessitated as a result of Washington Gym expenses, and a request from the Overstreet Fire Department to carry forward additional cash. Clerk Finance Officer Hand reported this resolution will increase the ad valorem taxes by \$1,864.00 due to approved expenses for the Washington Gym. Commissioner McLemore motioned to adopt the proposed resolution. Commissioner Smiley seconded the motion, and it passed unanimously.

RESOLUTION #2011-17

WHEREAS, the Gulf County Board of County Commissioners of Gulf County, Florida, anticipates additional ad valorem taxes in the General Fund and additional cash carry forward in the Overstreet Fire District Fund for the 2011-2012 fiscal year that was not included in the proposed budget dated 07-15-2011; and

WHEREAS, said additional revenue will be used for expenditures in fiscal year 2011-2012;

NOW, THEREFORE, BE IT RESOLVED as follows:

That the 2011-2012 proposed budget be increased as follows:

GENERAL FUND

REVENUE:

00111-10000 Current Ad Valorem Taxes	\$ 1,864.00
00198-99000 Balance Brt. Forward:Cash	\$ (10,000.00)
Less 5%:	
00197-98000 Less 5%	\$ (93.00)

EXPENDITURES:

Reserves:	
99984-97000 Restricted Reserves	\$ (8,229.00)

OVERSTREET FIRE DISTRICT FUND

REVENUE:

BALANCE BROUGHT FORWARD:	
10898-99000 Balance Brt. Forward:Cash	\$ 4,500.00

EXPENDITURES:

Overstreet Fire Department:	
32622-64000 Equipment	\$ 4,500.00

THIS RESOLUTION ADOPTED by the Gulf County Board of County Commissioners, this 1st day of August, 2011.

(End)

RESOLUTION #2011-18

Clerk Norris recommended the Board adopt proposed Resolution #2011-18 for additional revenue in the General Fund, Tourist Development Fund and additional Cash Carry Forward in the St. Joe Fire District Fund for the 2011-2012 fiscal year, not included in the proposed budget dated July 15, 2011. Commissioner Smiley motioned to adopt the proposed resolution. Commissioner Williams seconded the motion, and it passed unanimously.

RESOLUTION #2011-18

WHEREAS, the Gulf County Board of County Commissioners of Gulf County, Florida, anticipates additional revenue in the General Fund, Tourist Development Fund and additional cash carry forward in the St Joe Fire District Fund for the 2011-2012 fiscal year that was not included in the proposed budget dated 07-15-2011; and

WHEREAS, said additional revenue will be used for expenditures in fiscal year 2011-2012.

NOW, THEREFORE, BE IT RESOLVED as follows:

That the 2011-2012 proposed budget be increased as follows:

GENERAL FUND

REVENUE:

00142-10000 Law Enforcement Services – City of Wewa	\$ 2,400.00
00115-00000 Communications Services Tax	\$ 39,833.00
00135-19002 Amendment 1 Reim from State	\$ 63,550.00
Reduction in Ad Valorem Taxes:	\$ (95,287.00)

EXPENDITURES:

Sheriff:

31021-91003 Budget Transfer – Law Enforcement Srvs	\$ 2,400.00
22652-83000 PSJ Downtown Redevelopment Agency	\$ 8,096.00

TOURIST DEVELOPMENT FUND

REVENUE:

60069-90000 BP3 Tourism Funds	\$ 187,178.00
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EXPENDITURES:

Tourist Development:

27452-48000 BP3 Promotion	\$ 150,000.00
27452-49200 BP3 Advertising	\$ 37,178.00

ST JOE FIRE DISTRICT FUND

REVENUE:

BALANCE BROUGHT FORWARD – WHITE CITY VFD:

10698-99000 Balance Brt. Forward:Cash \$ 390,000.00

EXPENDITURES:

White City Fire Department:

32322-64001 Equipment >\$5,000 \$ 390,000.00

THIS RESOLUTION ADOPTED by the Gulf County Board of County Commissioners, this 1st day of August, 2011.

(End)

TUPELO FIRE CONTROL

Commissioner McDaniel inquired about the disparity among the three (3) fire departments within the Tupelo Fire Control District (page 53) for office supplies (Wetappo Creek \$100.00/Dalkeith \$100.00/Stone Mill Creek \$5,003.00). At Chairman Yeager's request, Chief Administrator Butler explained the fire departments determine how much each one gets, in consultation with the Commissioner for that district; stating it is budgeted according to need, and possibly line items are mixed up, not always knowing the difference between office supplies and operating expenses. Chairman Yeager stated at some time the Board needs to take part of the Fire Control District funds and have a fire department head to review each fire department to determine their exact need. Assistant Administrator Hammond remarked they may have used this line item as a catch-all for equipment.

MISCELLANEOUS REVENUES/AMBULANCE FEES/COMMUNICATIONS SERVICE TAX

Commissioner McDaniel asked about miscellaneous revenue in the amount of \$216,980.00 (page 3). Clerk Finance Director Hand explained this is a combination of all funds, stating a good portion of this is the BP Deepwater Horizon Oil Spill money, and interest. Upon inquiry by Commissioner McDaniel concerning ambulance fees (page 10), Chairman Yeager and Clerk Norris explained the two units' revenues are now combined because the billing agency cannot separate the fees. Commissioner McDaniel asked about the communications service tax increase and Clerk Norris explained the State had revised their revenue estimates, resulting in an increase from \$50,000.00 to \$89,853.00.

ECONOMIC DEVELOPMENT COUNCIL/CHAMBER OF COMMERCE

Referring to page 19, Commissioner McDaniel asked why the 2010-2011 County Development combined amount for Aid to E.D.C. and the Chamber of Commerce jumped from \$39,700.00 to \$83,000.00. Chairman Yeager stated the E.D.C. and Chamber combined forces and submitted a budget proposal of \$83,000.00.

SAFETY PROGRAM

Upon inquiry by Commissioner McDaniel concerning the safety program (page 17), Chairman Yeager noted the safety department and Human Resource/Risk Management department are now combined.

GRANTS

Commissioner McDaniel inquired about the multiple grants showing in the proposed budget and asked if they were already approved or just floating. Grant Writer Kopinsky stated some were already approved but some may be near completion and may be revised at the final budget hearing. She noted these grants were a “wash” and did not affect ad valorem taxes.

PROFESSIONAL SERVICES

Upon Commissioner McDaniel inquiry, Deputy Administrator Lanier explained the professional services line items throughout the budget are relative to contracts within each department and reported the professional services line item in the Board’s budget is for lobbyist and environmental work.

VOTING PRECINCT/ELECTIONS EQUIPMENT

Commissioner McLemore asked about the voting precincts, the library, and the Humane Society. Chairman Yeager noted there was no change in the library funding. Chairman Yeager stated he would like to see the Board go to one precinct per district and discussed the number of absentee and early votes (nearly 60%). Commissioner McLemore noted he disagreed to one precinct per district, and so moved to keep the precincts as they are now. Commissioner Williams seconded the motion. Chairman Yeager reminded the Board of the hit the County will take when the new State mandated equipment has to be purchased for all these precincts. Commissioner McDaniel noted he agreed with Commissioner McLemore; stating that policy changes may need to be addressed during the redistricting process. Upon inquiry by Commissioner Williams, Assistant Administrator Hammond reported the county will have to come up with \$150,000.00 for new equipment by the 2014 election. The motion then passed 4-1, with Chairman Yeager opposing.

HUMANE SOCIETY

Chairman Yeager confirmed, after Commissioner McLemore’s inquiry, the Humane Society budget was reduced by 15%. Commissioner McLemore commended the Humane Society for doing an invaluable job for the County. Commissioner McLemore motioned to increase Humane Society-Aid to Private Organizations by 15%, funding them at the same amount as fiscal year 2010-11. With Commissioner McDaniel’s second, the motion passed 5-0.

PARKS AND RECREATION DEPARTMENT

Commissioner McDaniel inquired about the T. L. James Park in Wewahitchka and the \$13,671.00 budgeted for Aid to Government Agencies-Wewa. Chairman Yeager stated the reason this was funded in the past was there was an acknowledgement that a lot of

people outside the city limits use this park. He further discussed the parks within the city limits of Port St. Joe; stating the County does not supplement the City of Port St. Joe for their parks. Chairman Yeager stated the County can help at T. L. James Park through inmate assistance. Commissioner Williams moved to decrease Parks and Recreation/Aid to Government Agencies-Wewa by \$13,671.00. Chairman Yeager passed the Chair to Commissioner McDaniel and seconded the motion. The motioned failed 3-2, with Chairman McDaniel, and Commissioners Smiley and McLemore opposing. Chairman McDaniel returned to Chair to Commissioner Yeager.

DOWNTOWN REDEVELOPMENT AGENCY

Upon inquiry by Commissioner McDaniel, Commissioner Williams stated the City of Wewahitchka is not included in the D.R.A. Chairman Yeager noted this is established by a Community Development Agency and is based on a "base-line" number. Clerk Norris stated that the P.S.J.D.R.A. obligation shows a decrease of \$7,693.00 (page 16).

COUNTY COMMISSIONERS-PROFESSIONAL SERVICES/RESERVES

Chairman Yeager discussed future lobbying efforts and then proposed reducing this line item by \$50,000.00. Commissioner McLemore motioned to decrease Board of County Commissioners-Professional Services by \$50,000.00, and increase General Fund-Reserve for Contingencies by \$25,000.00. Commissioner Smiley seconded the motion and it passed unanimously.

BOCC COMMUNICATIONS/HUMAN RESOURCE-RISK MANAGEMENT/VACATION AND SICK LEAVE BUY BACK

Tom Semmes appeared before the Board and inquired about the difference in Board of County Commission-Communications line items by District, asking why Districts 2 & 3 are \$1,500.00 each. Deputy Administrator Lanier reported communications is based on usage of cell phones, internet use for Blackberry (smart phones), and some Commissioners have fax lines, others do not. Mr. Semmes asked about the Other Current Charges-Wellness Program line items in both the Board of County Commissioners and Human Resource departments. Deputy Administrator Lanier noted the \$4,000.00 under the Board of County Commissioner is not for wellness, but for drug screening and physicals for employees. Mr. Semmes discussed the \$22,421.00 budgeted for vacation buy-back. Chairman Yeager explained this is an industry standard and due to low staffing levels; the County is willing to buy back their vacation. Assistant Administrator Hammond explained it can save in overtime up to 50% in covering the shifts for E.M.S. and Jail. Chairman Yeager noted vacation buy-back is not spent for other things but is carried forward. Mr. Semmes inquired about the approximately \$30,000.00 budgeted for sick leave buy-back. Chief Administrator Butler reported the Board's policy is to allow employees to sell up to 2 weeks vacation per year. Assistant Administrator Hammond reported his department (jail) has \$16,000.00 budgeted for employees that use sick leave; stating he separates sick leave from regular salaries, unlike other departments.

PARKS AND RECREATION-AID TO GOVERNMENT AGENCIES(FIREWORKS)

Chairman Yeager brought to the Board's attention a request for the Municipalities, the County, and the T.D.C. each contribute \$5,000.00 toward the annual fireworks display. Commissioner McLemore motioned to approve. Commissioner McDaniel seconded the motion and it passed 5-0.

PARKS AND RECREATION

Chairman Yeager discussed \$20,000.00 in contractual services paid by the Board for park cleanup and recommended this expense be moved from the General Fund to the T.D.C. fund, and further recommended the Board increase Park and Recreation Facilities-Repair and Maintenance/Buildings and Grounds in the amount of \$22,000.00. Commissioner McLemore motioned to approve this recommendation, seconded by Commissioner McDaniel; the motion passed unanimously.

HUMAN RESOURCE/RISK MANAGEMENT WELLNESS PROGRAM

Deputy Administrator Lanier noted the wellness program had not been included in the tentative budget this year and inquired whether the Board would entertain a motion to increase this line item by \$3,000.00, requiring employees to pay one-half of the cost. Commissioner McLemore motioned to increase HR/RM-Other Current Charges/Wellness Program by \$3,000.00. Commissioner Smiley seconded the motion and it passed 4-0. Commissioner Williams abstained due to being an owner of the Coastal Fitness Center.

HONEYVILLE COMMUNITY EMERGENCY CENTER

At Chairman Yeager's recommendation, Commissioner McLemore motioned to increase Honeyville Community Emergency Center-Repair and Maintenance: Buildings and Grounds by \$2,200.00 for stripping and waxing the facility. Commissioner McDaniel seconded the motion and it passed 4-1, with Commissioner Williams opposing.

MEDICAL EXAMINER

At Deputy Administrator Lanier's recommendation, Commissioner Williams motioned to tentatively approve a decrease in Medical Examiner-Professional Services by \$4,932.00. Commissioner Smiley seconded the motion and it passed 5-0.

PARK AND RECREATION FACILITIES-RENTAL AND LEASES

Deputy Administrator Lanier recommended the increase to Park and Recreation Facilities-Rentals and Leases by \$100.00 due to an incorrect amount submitted in the first proposal. Commissioner McLemore so moved. With Commissioner Smiley's second, the motion passed 5-0.

RETIREMENT/INSURANCE: GRANTS/I.T./HUMAN RESOURCE DEPARTMENTS

Deputy Administrator Lanier brought to the Board's attention several retirement and insurance reductions for the Grants (\$4,219.00-retirement/\$768.00-health insurance), I.T. (\$114.00-health insurance) and Human Resource (\$80.00-retirement) departments.

Commissioner McLemore motioned to approve these reductions. Commissioner Williams seconded the motion and it passed unanimously.

I.T. DEPARTMENT/WORKER'S COMPENSATION INSURANCE

Upon motion by Commissioner McLemore, second by Commissioner Smiley, and unanimous vote, the Board approved a decrease of \$161.00 in worker's compensation for the I.T. department.

BUILDING DEPARTMENT/PLANNING DEPARTMENT

Upon motion by Commissioner McLemore, second by Commissioner Smiley, and unanimous vote, the Board approved changes as follows: Building Department: Increase Communications (\$500.00) for a fax machine, and decrease Worker's Compensation (\$1,873.00). Planning Department: Increase Salaries (\$1,663.00), and decrease Retirement (\$3,080.00), Health Insurance (\$217.00), and Worker's Compensation \$47.00).

EXTENSION SERVICE

At Chairman Yeager's prompting, Chief Administrator Butler confirmed no changes were necessary to the extension agent budget; line item changes will be handled within the department.

PUBLIC WORKS-FLEET MAINTENANCE

Public Works Director Joe Danford explained the need to add \$2,400.00 back into this budget for freight costs. Deputy Administrator Lanier explained that all communications line items within the departments were reduced and combined under the Board's communications line item (resulting in a decrease of about \$50,000.00 overall). Upon motion by Commissioner McLemore, second by Commissioner Smiley, and unanimous vote, the Board approved an increase in Public Works Fleet Maintenance-Communications in the amount of \$2,400.00 for freight.

The Board recessed at 5:52 p.m., E.T.

The Board reconvened at 6:16 p.m., E.T.

TENTATIVE COUNTY-WIDE MILLAGE RATE

Clerk Norris reported a net reduction in ad valorem taxes by \$17,783.00 based on Board action tonight, leaving a County-Wide proposed millage rate of 5.7419. Upon inquiry by Commissioner McLemore, Clerk Norris confirmed this does not include a budgeted amount for the county-wide voting issue. Commissioner McLemore motioned to tentatively set the county-wide millage rate at 5.7419 mills. Commissioner Smiley seconded the motion and it passed 5-0. Upon inquiry by Chairman Yeager, Clerk Finance Director Carla Hand reported a reduction of \$615,162 in ad valorem taxes in the General Fund from the previous year.

COUNTY-WIDE VOTING

Chairman Yeager stated that at some time the Board will need to address the county-wide voting issue, reporting he has meetings scheduled in his district already and encouraged other Board members do the same in order to discuss this matter with their constituency.

TENTATIVE MILLAGE RATES/SPECIAL DEPENDENT FIRE CONTROL DISTRICTS

Upon motion by Commissioner Williams, second by Commissioner McDaniel, and unanimous vote, the Board set the tentative millage rates for the following Special Dependent Fire Control Districts.

St. Joseph Fire Control District	.4000
Tupelo Fire Control District	.5000
Overstreet Fire Control District	.5000
Howard Creek Fire Control District	.5000

TENTATIVE MILLAGE RATES/MUNICIPAL SERVICES TAXING UNIT VOTED DEBT SERVICE

Upon motion by Commissioner Williams, second by Commissioner McDaniel, and unanimous vote, the Board set the tentative millage rates for each M.S.T.U. as follows:

Gulf Front M.S.T.U.	10.0000
Gulf Interior M.S.T.U.	4.8449

FIRST PUBLIC HEARING

Upon motion by Commissioner McLemore, second by Commissioner Williams, and unanimous vote, the Board scheduled the first public hearing on the 2011-12 tentative budget to be heard in the Board’s meeting room located in the Robert M. Moore Administration building on Monday, September 12, 2011 at 5:01 p.m.

FIRE CONTROL DISTRICT

Upon inquiry by Commissioner McDaniel concerning whether all properties in Gulf County that can be reached now fall under a Fire Control District, Chief Administrator Butler reported that all property in the North West corner of the county is now in the Tupelo Fire Control District, stating it was split between Tupelo and Overstreet. He further reported the entire county does not fall under a Fire Control District (such as Lake Wimico), if it is not accessible by truck.

TENTATIVE MILLAGE RATE

Clerk Norris advised the Board that the tentative millage rates set tonight will be advertised on the TRIM Notices mailed by the Property Appraiser, and the Board cannot increase these rates.

There being no further business, and upon motion by Commissioner Williams, second by Commissioner Smiley, and unanimous vote, the meeting did then adjourn at 6:22 p.m., E.T.

WARREN J. YEAGER, JR.
CHAIRMAN

ATTEST:
REBECCA L. NORRIS
CLERK