

Budget Workshop

School Board Meeting Room
328 SE Hwy 349, Old Town, FL 32680
June 16, 2022 – 3:00-5:00 PM

While adhering to the CDC Guidelines and following State of Florida Executive Orders: 20-51 Establishing Response Protocol, 20-52 declaring a Public Health Emergency, 20-69 regarding Local Government Public Meetings and the Dixie County Emergency Declaration 2020-29. The Board will meet and limit access by staff and the public to the meeting room. The Board meetings are audio recorded. The public can hear and participate in the meeting via conference call by dialing 1(917)900-1022 and enter code 32628.

COMMISSIONERS

Mark Hatch, District 3
Jamie Storey, District 4, Chairman
James Valentine, District 5

STAFF

Duane Cannon, County Manager
Paul Gainey, Asst. County Manager
Martha McCaskill, Administrative Asst/Grant Coordinator
Barbie Higginbotham, Clerk of Court
Della Rhymes, Asst. Chief Deputy Clerk
Jacki Johnson, Chief Financial Officer

CALL TO ORDER

The Board Meeting/Workshop was called to order at 3:00 PM by Commissioner Storey.

INVOCATION AND PLEDGE TO THE AMERICAN FLAG

The Invocation was led by Commissioner Valentine and the Pledge to the American Flag was led by Commissioner Hatch.

County Manager Duane Cannon appeared before the Board to present Budget information. Everyone received a packet to review. He said they are planning the Budget for FY 2023 of the Board of County Commissioners. He said this is an overview of where things stand so far.

See Item 1 on Page 1, Constitutional Officers

Manager Cannon said the Constitutional Officers had submitted their budget, by June 01, 2022, as required by state statute. He said these are preliminary numbers and can be discussed further.

See Page 4, Budget Requests

Manager Cannon said this is the comparison of the actual submitted budget of 2022 and the proposed budget of 2023. He said the increase reflect salary and retirement contributions.

See Page 5 and 6, Sheriff Budget Requests

Manager Cannon informed the Board that the Sheriff's Office will get \$525,000.00 refunded from the state and \$340,101.95 from the school district for FY 2022-2023. He cautioned the Board that the state may pull funding at any time. He said if the Board approves this, and the state no longer funds that line item, the Board would then have to cover \$865,101.95.

Commissioner Hatch said he would like more information on this.

Asst. County Manager Paul Gainey said this money from the school district pays for the security officer at the school and has for three years now.

Commissioner Hatch said the Board did something similar with EMS a few years back with the SAFER grant. He said this grant is no longer available.

Manager Cannon clarified he will get more information on the longevity of the state funding for the Sheriff's Office.

Emergency Management Chief Scott Garner said the SAFER grant was for three years.

Commissioner Stephenson asked if everyone turned in line items in their budget. He asked if the information should have been more detailed.

Chief Financial Officer Jacki Johnson replied that is at the Board's discretion.

Commissioner Hatch said the information presented is customary. He said the Budget Committee will negotiate with the various Departments to get the numbers finalized.

See Page 7-25 Property Appraiser Budget Request

See Page 26-28 Tax Collector Budget Request

Manager Cannon said this covers the Tax Collector's total request. He said Page 27 breaks down the totals in detail. He said the Board can request more details if they choose.

Commissioner Stephenson asked if the Constitutional Officers are keeping money that has not been spent in their budget or returning it back to the Board.

Ms. Johnson said by October 30, at the end of each year, it would come back to the Board. She said there is usually not a lot from the Tax Collector or the Supervisor of Elections. She said the Property Appraiser returned \$100,000.00 to the Board last year because he was unable to purchase some equipment that he had budgeted for. She said the Constitutional Officers are statutorily bound to return any unused money back to the Board.

Manager Cannon said the Constitutional Officers have also asked the Board to allow them to keep the unused money or roll this over into their budget in the past.

Commissioner Hatch asked if there is a specific form to use for this "roll over" request.

Ms. Johnson reminded the Board that the Sheriff had also given money back to the Board from 2020 and then asked to amend his budget to pay off a debt.

See Page 29, 30 and 31 Clerk of Court and Sup. of Elections Budget Request

Manager Cannon said this reflects the Clerk of Court and Supervisor of Election budget items.

Commissioner Stephenson said he would like more detailed expenditures. He said the extra money can be used in other areas to help cover costs. He asked if there was any more pending revenue or grants from the state that the Board may have to cover.

Commissioner Hatch asked about ARPA funding.

Ms. Johnson replied they will request the second half of the ARPA money in August of 2022.

Manager Cannon cautioned the Board about non-re-occurring money and expenses.

See Item 2 on Page 1 Price Increases

Manager Cannon informed the Board that there has been a 25 percent increase in materials and fuel cost over this year. He said in July and August he will have more accurate numbers.

See Item 3 on Page 1 Health Ins.

Manager Cannon informed the Board that there is a 10 percent increase for health insurance. He said the Board changed plans last year to save money. He said this year it will be \$175,000.00 more for the premium.

See Item 4 on Page 1 HSA versus FSA

Manager Cannon informed the Board of an option to help cover the \$175,000.00. He said they could change the Health Savings Account for employees to a Flex Spending Account. He said the Board would have administrative control over this account and any unused money remains in the Board's possession. He said the Board currently gives \$1,000.00 to each employee annually in the HSA. He said this was originally implemented to help the employees offset the health insurance deductible. He said this totaled \$187,000.00 this year.

Ms. Johnson said this \$1,000.00 in the HSA is shown a taxable benefit on the employees W2. She said the employee is responsible for paying taxes on the money.

See Item 5 on Page 1 Employee Salary Increase

Manager Cannon said they have been looking at a \$1.00 increase for 96 full time employees plus another \$.50 per dollar per employee for taxes which totals \$300,000.00.

See Item 6 on Page 1 Dept. Heads and Admin. Salary Increase

Manager Cannon said they have been looking at a \$2.00 increase plus another \$.50 per dollar per employee which translates to \$3.00 for Department Heads and Administration which totals \$99,840.00.

See Item 7 on Page 1 Part Time Employee

Manager Cannon informed the Board that there has been a discrepancy on the definition of a part time employee. He said that FRS has informed them the county must also contribute to the retirement for part time people. He said the county has not been doing this at all. He said the Solid Waste Department will be impacted the most because they have the most part time employees. He said this will be another budget increase. He said this must be done to be in compliance with FRS.

Ms. Johnson said the Board must catch this up.

Manager Cannon said from the preliminary numbers, they can determine there is a 1.2 million budget increase this year. He said other revenues will come in in July. He said after that he can have better numbers to present to the Board.

Commissioner Hatch said the overall increase is not bad.

See Page 2, Solid Waste Dept.

Manager Cannon said this department has been reviewed over several years. He said this department is not self-sufficient and that the General Fund has always had to help support it.

Manager Cannon said although; the Special Assessment increase should help; Dixie County is still cheaper than what other counties charge for garbage.

Manager Cannon stated the Solid Waste Department is funded through the Special Assessment, Tipping Fees, Sales and Recyclables, the Aucilla Transportation Disadvantage and Co-Op Membership.

Manager Cannon informed the Board that Taylor County pays \$44,000.00 and Jefferson County pays \$25,000.00 for a total of \$69,000.00 to the County because Dixie must drive further to reach the Aucilla landfill. He said the county had recently received \$90,000.00 for multiple years of non-payment. He said that payment will be requested annually from now on.

Manager Cannon recommended the county plan and start budgeting for funding to meet the DEP requirements for the local landfill. He said that Mr. Jeff Shore is retiring from DEP. Mr. Shore has informed them they are grandfathered in for the transfer station and the hill until the contract expires. He said the county may have to update the facility and that could cost four million dollars.

Commissioner Hatch asked how the Board can save money for this when the county is short on funds. Ms. Johnson said you need to start planning for ways to create more revenue.

Commissioner Stephenson said the roll off sites are a problem and must be policed and the rules must be enforced. He said they are taking in more garbage than the county produces. Ms. Johnson said most counties only accept household garbage at the roll off sites. She said anything else must go to their transfer station. She said they also pay the assessments.

Commissioner Storey asked about the camper Special Assessment and how much this cost annually.

Manager Cannon said the campers have not been paying this fee at all.

Commissioner Hatch said the Special Assessment fee will be added to the Special Exception fee on an annual basis.

Manager Cannon said the campers will begin paying \$300.00 annually for the special exception renewal fee plus the special assessment of \$180.00 for solid waste, and \$125.00 for fire, and \$5.00 for mosquito.

Commissioner Storey asked about the land taxes for campers.

Manager Cannon said they are assessed property taxes.

Manager Cannon stated this implementation of the campers having to pay the assessment fee will be around \$200,000.00 in un-realized capital.

Manager Cannon informed the Board another revenue source for the Solid Waste Dept. is the dumpster rentals to residential and commercial customers. He said this program is not working and it is not beneficial to the county.

Mr. Tim Johnson informed the Board that the people don't pay the bills for the rental cans.

Commissioner Stephenson said they need to raise the rental rate.

Manager Cannon said the county would need three more employees and another dedicated truck for this program to work. He recommends the Board terminate this program. He said the county is losing money on this program. He said this is also taking away from the regular maintenance of the roll off sites.

Commissioner Stephenson said they will be losing the revenue from the people that do pay the bill. He suggested having the welding class students build the cans to save on labor.

Commissioner Hatch said these are non-certified welders which could create a potential liability to the county.

Manager Cannon stated to continue this program they would need to purchase more cans totaling \$100,000.00 for various sizes.

Manager Cannon said the Finance Department has put together a list of unpaid bills from this rental program.

Mr. Tim Johnson said they cannot keep staff in the Solid Waste Dept. He said the starting pay, \$10.00 per hour, doesn't justify the workload.

Commissioner Hatch agreed they need to hire more people to implement a rolling schedule for the Solid Waste Dept. employees.

Commissioner Stephenson said they need a tractor with a boom to compact the trash in the cans at the roll off sites.

Mr. Michael Latson said this would damage the cans.

Manager Cannon said he will request the Board decide tonight on the rental can program.

Commissioner Hatch asked if the recommendation is for the Board to terminate the rental of 4-yard and 20-yard cans. He asked if this creates liability for the county and if the customer has been charged twice for garbage.

Ms. Johnson said the assessment is paying for the Transfer Station and hauling garbage to Aucilla.

Commissioner Storey clarified that a C & D can cost \$35.00 per ton to dump.

Manager Cannon said they are charging a \$300.00 flat rate and losing money.

Manager Cannon discussed the \$50.00 per ton Tipping Fee at the Transfer Station. He said this has been established by the Board, but the county has not been charging for this. He recommended they start charging the Tipping Fee.

Ms. Johnson said the county has grown over the past two years and will continue to grow.

Commissioner Hatch said the county has always tried to help everyone. However, the Board must now change the way they operate.

Ms. Sarah Ross spoke to the Board about RV Special Exceptions. She said the 600 people on the list are vacation people and not permanent residents and they should pay the fees.

Manager Cannon said in the more rural areas of the county, people are living in their campers' full time and the county still provides services to them.

Ms. Johnson said there needs to be an expiration date for the RV Special Exceptions.

Mr. Latson said the Solid Waste Department is suffering for trying to help people.

Commissioner Hatch said they also compared campground fees to county parks fees in 2009 or 2010 and raised the rates at the county parks in order to help local businesses. He said the public was not happy with the change.

Ms. Johnson said the people are not paying their rental can bills.

Clerk Higginbotham presented a list to the Board of all the people who have not paid for their rental cans.

Commissioner Storey said there are some people on the list that owe \$300.00 and \$900.00 and more.

Manager Cannon said the list totals \$12,000.00.

See Page 3 Transportation Dept.

Manager Cannon said the Transportation Fund reflects unrealized Gas Taxes in 2022 of \$380,000.00. He said the \$.09 gas tax and \$.06 local option fuel taxes can be increased.

Ms. Johnson said only certain things can fund Transportation. She said the Gas Tax is one option and the General Fund is the other. She said the Toll Road could impact the county revenue because people will need to get gas along the way.

Manager Cannon said the state grants do help with road projects. He said the county pays upfront from the General Fund and is reimbursed from the state. He said the county needs to look for other options to fund road improvements.

Commissioner Hatch said that Road 808 was paid for with impact fees, but this is the only time that was done.

Manager Cannon said the Driveway Permits also provide some revenue.

Manager Cannon said the county needs a new dump truck and he recommended they lease another motor grader for \$2,000.00 per month. He said with the lease option, they are only responsible for fuel, tires and blades.

Commissioner Hatch said they need to sell the old grader.

Commissioner Storey asked if they could lease other equipment too.

Manager Cannon said they also need a grapple, a mowing tractor, and need to cover salary increases for 28 employees.

Manager Cannon said the county has spent \$120,000.00 to replace culverts within the county, due to flooding, which falls under the cost to roads and bridges. He said this will be a budget increase.

Manager Cannon said they also need another employee for trash pick-up.

Commissioner Storey said he thinks the no littering signs have helped.

Manager Cannon said the Repairs and Maintenance Budget for Solid Waste and the Road Department is almost as much as their operational budgets.

Manager Cannon recommended the Board put their wish list together so that items can be budgeted for and there will be no surprise purchases.

Ms. Johnson said this is a management tool, to have a five-year or ten-year plan, and know the needs of each department. She said this can change in the future as needed.

Commissioner Hatch said that having the Budget Committee Meetings with the department heads has helped make everyone more aware and the communication is better.

Ms. Johnson said the Finance Department also needs to know what is going on in various departments.

Manager Cannon recommended the Board come up with some ideas for special projects.

Commissioner Stephenson said new equipment will help.

Commissioner Storey instructed staff to collect the funds due from the rental can list.

Manager Cannon said the county will receive more revenue in July and he will come to the Board again with better numbers. He informed the Board that the Budget Committee has 20 plus hours in meetings so far.

Ms. Johnson informed the Board that the proposed Millage Rate and Tentative Budget must be done by July 21, 2022.

Commissioner Hatch requested a Workshop to be scheduled for July 21, 2022 at 3:00 PM.

ADJOURN

Commissioner Hatch made the motion to adjourn at 5:00 PM. Commissioner Stephenson seconded. Board approved.




ATTEST:

BOARD OF COUNTY COMMISSIONERS
DIXIE COUNTY, FLORIDA



Jami Storey, Chairman


Barbie Higginbotham, Clerk-Auditor

PLEASE BE ADVISED that if a person decided to appeal any decision made by the Board with respect to any matter considered at such meeting or hearings, he/ she will need a record of the proceedings, and for such purpose, he/ she will 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.

“Persons with disabilities requesting reasonable accommodations to participate in this proceeding should contact (352) 486-4931 (Voice & TDD) or via Florida Relay Service at (800) 955-8771.”

The Board meets the first Thursday of each month at 10:00 AM and the third Thursday of each month at 6:00 PM. Individuals that would like to be placed on the agenda should call Barbie Higginbotham, Clerk of Court, by 4:00 PM on the Friday Preceding the Board meeting, at (352) 498-1200.