

**BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA  
AUGUST 2, 2004  
REGULAR MEETING                      9:30 A.M.  
BUDGET WORKSHOP**

The Bradford County Board of County Commissioners met August 2, 2004 to conduct their regular scheduled meeting and a fiscal year 2004-2005 budget workshop. Attending the regular meeting: Commissioner Mann, Commissioner Thomas, Chairman Johnson, Commissioner Hersey, Commissioner Cooper, Clerk Norman, Jim Farrell, Marlene Stafford, Terry Brown, Sheriff Milner, Ron Lilly, Nora Thompson, Phalbe Henriksen, Angela Macey, D.Z. Griffis, Bill Dampier, Terry McCarthy, Percy Sullivan, Mark Crawford, David Dinkins, Ernest Triest and Nelson Green.

(A copy of all documentation presented at this meeting is located in Supplement File No. 08-02-04.)

Chairman Johnson called the meeting to order at 9:30 a.m. Commissioner Hersey gave the invocation and led the Pledge of Allegiance.

**PUBLIC HEARING CONCERNING PURCHASE OF REAL PROPERTY BY THE BOARD OF COUNTY COMMISSIONERS:**

- A. APPROVE CONTRACT BETWEEN BOARD OF COUNTY COMMISSIONERS AND PLUM CREEK TIMBER LANDS FOR PURCHASE OF PROPERTY ON CR229—TERRY BROWN:** Mr. Brown presented the contract for approval. The tentative closing date is set for August 18, 2004.

Chairman Johnson opened the public hearing.

Mr. Malcolm Hill asked what the property is going to be used for. Commissioner Thomas said that there is a need to enlarge the solid waste collection site on CR 229.

There being no further comment, the public hearing was closed.

**Comm. Thomas MOVED** to approve the contract as presented. **Comm. Cooper SECONDED** and the **MOTION CARRIED 5-0.**

**PUBLIC COMMENTS:**

--Sgt. McIntyre, Sheriff Milner and Ms. Terri Wilson made special presentations to Deputy Brian Waldorf for his display of valor and commitment, and whose actions saved the life of Mr. Larry Cochran on June 24, 2004. Ms. Wilson, the daughter of Mr. Cochran, also thanked others who were involved in the rescue and care of her father.

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**Mr. Paul still commented on the following:**

--As part of the budget process, he urged the Commission to consider funding a county manager position and a public works director position.

--Asked the Commission to approve the \$10,000.00 funding request submitted by Episcopal Children's Services to support literacy and child care for working poor families.

**Mr. Malcolm Hill commented on the following:**

--Asked the Commission to wait and see what the legislature is going to do before funding budget requests.

--Urged the Commission to reconsider a \$2 million loan to build a new library when there are several existing buildings in the county that could be remodeled to meet that need.

--Requested Board support for the additional \$25,000.00 homestead exemption being considered by the legislature.

**Chief Gordon Smith commented on the following:**

--Expressed his opposition to the proposed \$15.00 surcharge on traffic violations.

**Ms. Michelle Barth with Senator Bill Nelson's Office commented on the following:**

--Introduced herself and advised that she will be available to provide assistance for a couple of hours in the County Administrator Offices.

**Mrs. Edythe Hill commented on the following:**

--Advised that the YMCA is in the area and is offering an after school program that will be starting this semester in the grade schools, the renaissance center and possibly the middle school. There is an enrollment fee, however, YMCA is offering scholarships/grants to those who cannot afford the fee.

Ms. Hill distributed informational packets to the Commissioners.

**CONSENT AGENDA:**

- A. APPROVE MINUTES FROM PUBLIC HEARING FOR DESIGNATION OF BROWNFIELD AREA AND REGULAR SCHEDULE MEETING OF MAY 20, 2004**
- B. APPROVE MINUTES FROM EMERGENCY MEETING OF JUNE 2, 2004**
- C. APPROVE MINUTES FROM REGULAR SCHEDULED MEETING OF JUNE 7, 2004**
- D. APPROVE INVOICE IN THE AMOUNT OF \$790 REIMBURSEMENT FROM TDC TO NORTH FLORIDA REGIONAL CHAMBER OF COMMERCE FOR THE FLORIDA ASSOCIATION OF CONVENTION AND VISITORS BUREAUS DESTINATION MARKETING SUMMIT**
- E. REAPPOINTMENT OF NELSON GREEN TO THE BOARD OF DIRECTORS OF THE NORTH CENTRAL FLORIDA HEALTH PLANNING COUNCIL**
- F. SATISFACTION OF MORTGAGE ON SHIP FOR LIZZIE SULLIVAN**

There being no items removed, **Comm. Thomas MOVED** to approve the consent agenda in its entirety. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0.**

**ORDINANCES—TERRY BROWN:**

- A. APPROVE AN ORDINANCE AUTHORIZING THE CLERK OF COURTS TO COLLECT A SURCHARGE ON NON-CRIMINAL TRAFFIC INFRACTIONS AND SELECT CRIMINAL TRAFFIC OFFENSES:**

Mr. Brown presented the ordinance for adoption. He read the title into the record as follows:

**“AN ORDINANCE IMPOSING A \$15.00 SURCHARGE ON NON-CRIMINAL TRAFFIC INFRACTIONS AND SELECT CRIMINAL TRAFFIC INFRACTIONS; PURPOSE OF THE SURCHARGE; AMOUNT OF THE SURCHARGE; AND PROVIDING AN EFFECTIVE DATE.”**

Chairman Johnson opened the public hearing. There was no response.

Commissioner Thomas asked how the fee was established. Mr. Brown said that this is part of the funding mechanism for Article V established by the state legislature.

Commissioner Cooper said that as part of the Article V process, the state is now paying for the large majority of the costs of the courts. The state is paying for those court systems by taking from the counties, the traffic fine revenue we used to get, or at least most of it. There are some court related costs under Article V that we are still responsible for as a Board. This surcharge was a result of negotiations to give the counties a revenue source it used to have to pay those court costs we are still obligated to pay. He is a fan of Article V in that at the end of the day the net effect to the County is positive. We have gotten rid of more expense that we have lost

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revenue. At the same time, we have to be very careful of those items that the legislature, in its infinite wisdom, says we still have to pay. If a revenue source is offered, then the source should be imposed.

He agrees with Chief Smith that traffic citations have gotten more expensive, however, he also agrees with the concept that those people who use the system should be the people paying for the system. He is an advocate of reducing the ad valorem tax rate to have less of a burden on the local property owner and this is one of the mechanism by which that can be done.

**Comm. Cooper MOVED** to adopt the ordinance as presented. **Comm. Mann SECONDED** the motion.

Commissioner Thomas asked how much of the \$15.00 will come to the County. Clerk Norman said that the entire \$15.00 stays in the County, which will be about equal to the revenue that was previously collected.

There being no further discussion, the **MOTION CARRIED 5-0**. (The Ordinance was assigned No. 04-25.)

**RESOLUTIONS—TERRY BROWN:**

**A. APPROVE A RESOLUTION OPPOSING A PROPOSED CONSTITUTIONAL INITIATIVE PETITION TO INCREASE THE HOMESTEAD EXEMPTION BY \$25,000.00:**

Mr. Brown presented the resolution for adoption. He read the title into the record as follows:

**“A RESOLUTION OF THE BRADFORD COUNTY BOARD OF COUNTY COMMISSIONERS, OPPOSING A PROPOSED CONSTITUTIONAL INITIATIVE PETITION TO INCREASE THE HOMESTEAD EXEMPTION BY \$25,000.00; AND PROVIDING AN EFFECTIVE DATE.”**

**Comm. Cooper MOVED** to adopt the resolution as presented. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0**. (The Resolution was assigned No. 04-24.)

**DISCUSS AND APPROVE INTERLOCAL AGREEMENT CONCERNING**

**BROWNFIELD—TERRY BROWN:** Mr. Brown said that the intent of the proposed agreement between the County and the City of Starke is to extend the Brownfields Community Redevelopment Program into the City of Starke. Under the terms of the agreement, the County will be responsible for administering the proposed program within the City of Starke, although the City of Starke Commission retains ultimate authority to approve or disapprove proposed programs.

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**Comm. Thomas MOVED** to authorize the Chairman and the Clerk to execute the interlocal agreement on behalf of the County. **Comm. Hersey SECONDED** and the **MOTION CARRIED 5-0.**

**DISCUSSION CONCERNING ZONING, SHIP AND GUARDIAN AD-LITEM SPACE—**

**COMM. COOPER:** Commissioner Cooper said that regardless of who moves into what space, it is going to take money to renovate, especially in the annex. Preliminary rough estimates bring the cost somewhere between 11 and \$15,000. That cost may be reduced if inmate labor can be used. The estimated cost to upgrade the computer and telephone lines to tie the annex into the County's system is between 8 and \$10,000. This brings the overall cost between 20 and \$25,000.

There are space issues in the north wing and the Guardian Ad-Litem has walked through that wing and it would be acceptable to them with some minor changes. There are funds available through the most recent small county courthouse grant to fund the renovations.

Commissioner Cooper recommended putting the Guardian-Ad-Litem in the north wing where the existing Building and Zoning, SHIP and Solid Waste offices are located. Move those offices back over to the annex and create a space in the annex for the Facility Maintenance Department.

Commissioner Thomas said that if the Board approves the move, he would like each department to be responsible for their own renovations, which should reduce the estimated costs. He does not feel that Facility Maintenance should be moved to the annex.

Following considerable discussion, Chairman Johnson said that he feels the issue needs further study and would like to address it further during the budget workshop following this meeting.

**REQUEST PERMISSION TO ADVERTISE RFP ON WORKERS' COMPENSATION—**

**CHAIRMAN JOHNSON:** Chairman Johnson requested permission to advertise an RFP for Workers' Compensation Insurance.

Clerk Norman advised that the RFP is not yet in final form. In order to meet the deadlines to be considered in the budget process, permission to advertise the RFP once it is completed is needed.

**Comm. Cooper MOVED** that upon presentment of an RFP to the Chairman and with the Chairman's approval, that the RFP be advertised. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

**REQUEST PERMISSION TO ADVERTISE RFP ON LIBRARY FINANCING—**

**CHAIRMAN JOHNSON:** Chairman Johnson requested permission to advertise an RFP for financing of the new library.

Clerk Norman said that the RFP is complete but there was not time to get a copy in the Commission packets.

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**Comm. Cooper MOVED** that upon presentment of an RFP to the Chairman and with the Chairman's approval, that the RFP be advertised. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

**APPROVE PAYMENT OF BILLS: Comm. Thomas MOVED** to pay the bills as reviewed. **Comm. Cooper SECONDED** and the **MOTION CARRIED 5-0.**

**PERSONNEL MATTERS:** None.

**COUNTY ATTORNEY REPORTS:** None.

**CLERK REPORTS: Clerk Norman reported the following:**

--Presented the fiscal year 02-03 audit to the Commission for acceptance, which is in final form. Clerk Norman said that the County is in good fiscal condition. This is one of the best audits the County has received.

**Comm. Hersey MOVED** to accept the audit as presented. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

Clerk Norman said that the County met all of the GASB requirements, which is a big part of the audit and will be from now on. Also, the auditing firm has extended an invitation to the Commission to either call or request to meet with them to answer any questions there may be concerning the audit.

**CHAIRMAN COMMENTS:** None.

**COMMISSIONERS' COMMENTS:**

**Commissioner Thomas commented on the following:**

--Expressed his appreciation to all the agencies involved in the rescue and care of Larry Cochran.

There being no further business, the regular scheduled meeting adjourned at 10:24 a.m.

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**FISCAL YEAR 2004-2005  
BUDGET WORKSHOP**

Attending the workshop were: Commissioner Mann, Commissioner Thomas, Chairman Johnson, Commissioner Hersey, Commissioner Cooper, Clerk Norman, Jim Farrell, Marlene Stafford, Lisa Hall, Sheriff Milner, Randall Zipperer, Percy Sullivan, Nelson Green, Mark Crawford, Bill Dampier and Phalbe Henriksen.

Chairman Johnson called the workshop to order at 10:39 a.m.

**Fine & Forfeiture Fund Budget:**

Sheriff Milner addressed the Commission concerning his budget request which was not limited to but included; state mandated expenses, salaries and raises, number of positions, operating expenses, the need for additional vehicles, loss of correctional officers and deputies to the state and Clay county, health insurance premiums and the turn-over rate at the jail.

Commissioner Cooper said that he is appreciative that the Sheriff's budget request does not include any new positions and he is sympathetic to the salary levels. However, he is not at a point where he can make any firm recommendations to the Board.

Sheriff Milner said that he is willing to meet with Commissioner Cooper again and bring something back to the Board at the next workshop.

**Community Development Budget:**

Chairman Johnson said that Ms. Macey has assured him that there is nowhere to cut this budget. The majority of the revenues come from grant funds.

Commissioner Cooper inquired as to the Board's contribution to this department. Mr. Farrell said that last year it was \$21,000.00, this year it is \$24,182.00, which is primarily employee related costs.

**Library Budget:**

Chairman Johnson said that Ms. Henriksen has also stated that there is nowhere to cut this budget.

Ms. Henriksen said three years ago when the library's state aid was cut in half, the Commission gave the library more money so the state aid could be restored. This coming year is the first year of that restored money and will be more money than has ever been received before. In fact, she will probably be able to spend about \$100,000.00 of that state aid on the new building. The 04-05 budget request does not ask for any extra money from the Board except for the 3% raise.

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Mr. Farrell said that the County's contribution last year was \$217,719.00, this year it is \$225,659.00, which is an increase of \$7,940.00 and is also primarily employee related costs. The County's portion has to be considerable in order to generate the state aid revenue.

There was consensus to approve the budget.

**Facility Maintenance Budget:**

Chairman Johnson said that Mr. Griffis agreed to cut the new employee he requested. The only increase to this budget is the 3% raise.

There was consensus to approve the budget with the deletion of the new employee.

**Agricultural Service Budget:**

Mr. Farrell said that Mr. Dinkins has reduced the budget by \$2,684.00.

Commissioner Cooper said that last years' budget was \$122,000.00, this budget request is for \$152,000.00.

Chairman Johnson said that Mr. Dinkins was out of the office last week and therefore he was not able to get with him on the budget. Commissioner Cooper recommended leaving it as is until someone has a chance to confer with Mr. Dinkins.

**Veteran Services Budget:**

Chairman Johnson said that the additional day requested has been deleted, bringing the total budget request down to \$20,873.00.

**Volunteer Fire Department Budget:**

Commissioner Hersey said that thus far, the budget request has been reduced from \$259,780.00 to \$183,415.00. The availability of grant funds for the department is looking very promising. Mr. Sullivan said that it looks like they will be receiving \$160,000.00 in grant funds, which has a 10% match. The budget request new equipment line item was increased by \$16,000.00, which is the match amount.

Mr. Sullivan said that when CDBG funds become available, he would like the Commission to keep them in mind for needed renovation at some of the stations. He then reviewed the increases and reductions made to the budget.

Discussion ensued which was not limited to but included new training requirements, repairs and maintenance on vehicles and the renovation of stations.

Chairman Johnson recommended coming back to this budget during a later workshop.

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Commissioner Cooper excused himself and Clerk Norman to attend a meeting with the Chief Judge regarding the most recent allocation of courthouse funding.

**Emergency Services Fund Budget:**

Mr. Farrell advised that new budget items were reduced from \$532,984.00 to \$61,831.

Commissioner Hersey inquired about the \$18,000.00 for a new clerical position. Mr. Green said that this position would assist with the audit requirement for separation of duties within the billing department and will increase collection rates.

At the request of Commissioner Hersey, Mr. Green addressed the need for a 24-hour truck. Mr. Green said that Mondays, Tuesdays and Fridays are the heavy call days. With \$42,000.00, the current 12-hour truck could be increased to provide 24-hour service two of the three peak days. He would have to wait until some time into the fiscal year to back it up, but he feels this will help reduce the overtime and allow him to add a third 24-hour day, if the Board chooses.

Mr. Green then addressed the increase in operational costs and repair and maintenance costs, and the possibility of raising the rates in January 1, 2005 in order to receive full Medicare reimbursement. This would increase revenues by 60 to \$70,000.00.

Commissioner Hersey recommended holding this budget where it is and to revisit it at a later workshop.

At 11:52 a.m., Chairman Johnson recessed the workshop.

Chairman Johnson called the workshop back to order at 1:00 p.m.

There was some discussion concerning overtime expenses and how the new budget items were reduced in the Emergency Services Budget.

Commissioner Cooper said that the Emergency Services Budget is still at a deficit of \$204,000.00, with no carry forward monies. Mr. Green said that he anticipates about an \$80,000.00 roll forward.

**Road Department Budget:**

Commissioner Cooper advised that approximately \$70,000.00 has been shaved off of regular budgeted line items. Also, the new equipment line item was reduced by about \$40,000.00. There are some new equipment items he would at least like the Board to consider, one of those being a bulldozer. There is about \$20,000.00 in the budget request for lease payments for a new bulldozer. Other needed items are: Dump truck, one pick-up truck and a mowing tractor. This budget is still out-of-balance by about \$200,000.00, which includes using \$382,000.00 of carry-forward monies, the same amount as last year.

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Discussion ensued which was not limited to but included priority of the new items requested and the need for a bucket truck.

Commissioner Cooper suggested leaving \$65,000.00 in the new items requested. The Florida Association of Counties is trying to implement a program wherein the larger counties will make their used equipment available to small counties.

Following the discussion there was Board consensus to leave \$65,000.00 in the budget for new equipment to be expended as follows: Lease purchase or used bulldozer, purchase a used bucket truck, purchase a dump truck with any remaining funds.

Commissioner Cooper said that brings the deficit down to \$100,000.00. He will go back and sit down with Mr. Waldron and Mr. Eberlin to work on balancing.

**Emergency Management Budget:**

Commissioner Cooper said that the County portion of this budget is the same as last years, with a 3% pay increase. There is also a \$3,000.00 new item relating to additional monies for an employee who does not utilize the County insurance, which is not a current policy of this Board, but it is an item that has been requested.

Following extensive discussion regarding the insurance issue, there was Board consensus to remove the \$3,000.00 from the new items requested list. Should the Board adopt a policy in this regard, the funds can be budgeted at that time. Since the \$3,000.00 was pulled out of grant monies, it will be placed into another line item, leaving the bottom line the same.

**Building and Zoning Budget:**

Commissioner Thomas said that the new items requested have been removed, which totaled \$8,877.00. The increase in the budget is attributed to fuel and advertising costs and the 3% raise.

There was Board consensus to approve the budget.

**Mosquito Control Budget:**

Commissioner Thomas asked Mr. Farrell to move the \$4,536.20 out of “new items requested” and into a “new equipment over \$750.00” line item and to leave the bottom line the same a last years’.

There was consensus to accept the budget.

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**New Road Construction Budget:**

Following discussion, there was Board consensus to leave the budget at \$800,000.00.

There was some discussion regarding the Supervisor of Elections budget and the Clerk of the Court budget.

**Agricultural Service Budget:**

Chairman Johnson said that the Board did not approve the proposed budget.

Mr. Dinkins said that he gave his budget to an advisory committee, who reviewed it line item by line item. The proposed budget is actually less than what the advisory committee recommended that it be.

Mr. Dinkins reviewed the approximately \$22,000.00 increase to the budget. He has cut about \$2,600.00 of that \$22,000.

There was Board consensus to approve the budget.

Chairman Johnson reminded the Board that there would be a walk-thru of the office spaces in the north wing following the workshop.

Clerk Norman then distributed copies of the proposed RFP for the Library financing.

(The next budget workshop was scheduled for Monday, August 9 at 10:00 a.m.)

There being no further business, the workshop adjourned at 2:28 p.m.

**BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA**

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**HERMAN JOHNSON, CHAIRMAN**

**ATTEST:** \_\_\_\_\_  
**RAY NORMAN, CLERK TO THE BOARD**

These minutes typed by:

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Marlene K. Stafford, Deputy Clerk