

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA
REGULAR BOARD MEETING
MAY 21, 2019
5:00 P.M.**

(ESTIMATED TIMES)

5:00PM – CALL MEETING TO ORDER

5:02PM – PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

5:03PM – APPROVAL OF THE MAY 7, 2019 REGULAR MEETING MINUTES AND THE MAY 9, 2019 BUDGET WORKSHOP MINUTES; VOUCHERS FOR WARRANTS: ACCOUNTS PAYABLE WARRANTS – 1905-GR, 1905-2G, 1905-2RD, 1905-2E, 1905-2L, 1905-UT2, 1905-2S AND PAYROLL WARRANTS – (NONE). (A CHECK REGISTER IS ON FILE IN THE CLERK’S DEPARTMENT OF FINANCE AND ACCOUNTING TO THE BOARD FOR ALL CHECKS AND WARRANTS APPROVED BY THE BOARD AT THIS MEETING)

5:05PM – Connie Barton, Road Abandonment

5:08PM – Victor M. Cora – Resolution 2019-26 (Creating a Census 2020 Complete County Committee, etc.)

5:11PM – County Extension Request

5:14PM – County Local Participation – HMGP Troy McCroan Rd.

5:17PM – Bid Opening – Damaged Sign Replacement

5:20PM – Bid Opening – Damaged Guardrail Replacement

5:23PM – Bid Opening – Airport Lighting (runway & taxiway) & Windsock Replacement

5:26PM – Chelsea Ranew, Projects and Grants Coordinator

5:31PM – CLERK TIME

5:41PM – ATTORNEY TIME

5:51PM – COMMISSIONER TIME: HUNT, MONLYN, WISE, HALL, CHAIRMAN

6:01PM – MEETING ADJOURN

Anyone who may wish to appeal any decision which may be made at this meeting will need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal will be based.

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING MINUTES
MAY 7, 2019**

PRESENT AND ACTING:

**GENE BAILEY, CHAIRMAN
SCOTT MONLYN, VICE-CHAIRMAN
DANNY RAY WISE
EARL HUNT
JERAL HALL**

**MATT FUQUA, ATTORNEY
CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER
BUFFY PYBUS, DEPUTY CLERK**

Chairman Bailey called the meeting (held in the regular Board meeting room) to order at 2:00 P.M.; CT. Commissioner Monlyn led the Prayer and Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES AND VOUCHERS

❖ A motion to approve the minutes and vouchers as published on the May 7, 2019 Regular Meeting Agenda (April 8, 2019 Special Meeting Minutes, April 16, 2019 Regular Meeting Minutes, April 22, 2019 Special Meeting Minutes and the May 1, 2019 Special Meeting Minutes; vouchers for warrants: accounts payable warrants – 1904-UT3, 1904-2S, 1904-VFD, 1905-1G, 1905-1E, 1905-1RD, 1905-1L, 1905-MED, 1905-1S, 1905-UTL, and 1905-VFD and payroll warrants PR19-B11, PR19-B13, PR041819, and PR050219) was made by Commissioner Hall and seconded by Commissioner Hunt. The motion passed unanimously 5-0. (A check register is on file in the Clerk's Department of Finance and Accounting to the Board for all checks and warrants approved by the Board at this meeting.)

COLEY ROAD PROPOSAL – ROGER POPE, JERRY PITTS, AND PHILIP QUAGLINO

Mr. Roger Pope spoke on behalf of the group and presented the Clerk with a Petition for the Closing of SW Coley Road, (Kinard, Florida) from three landowners with property located on SW Coley Road. Mr. Pope reviewed the basis for the Petition as follows:

1. Due to the high volume of poachers and trespassers that drive through and use SW Coley Road on a monthly basis.
2. On a weekly basis, there is drug activity on the road. Local and out of town people meet and deal drugs on SW Coley Road.
3. The petitioners have equipment to maintain the road.
4. The petitioners would like to place a pipe gate at the halfway point on SW Coley Road.

Mr. Pope also noted the road has expanded in width over time. Attorney Fuqua stated all costs of advertising the public hearing would be borne by the Petitioner(s) and mentioned the cost is approximately \$500-\$750. Chairman Bailey said two landowners on SW Coley Road who are opposed to closing of the road contacted him. Mr. Bailey stated the landowners are Doyle Daniels and Keith Rex. Commissioner Wise stated the Road closure might not be approved after the expense of the advertised public hearing.

CAPITAL AREA COMMUNITY ACTION AGENCY – ANNE ROBINSON, FAMILY SUPPORT SERVICES
PROGRAM MANAGER

Ms. Robinson provided a handout to the Board and reviewed the different types of assistance provided to the citizens of Calhoun, Gulf, and Liberty Counties by the Agency. Ms. Robinson also explained since there are now two employees performing client intake in the third floor courthouse office there is a need for more office space and for more privacy. There was further discussion between the Board, the County Maintenance Superintendent, the Clerk, the Property Appraiser and Ms. Robinson regarding whether or not there is any additional space on the third floor with no determination. The Chairman informed Ms. Robinson he would continue looking for a way to provide either additional space or more privacy.

SHIP

Attorney Fuqua opened and read aloud the sealed State Housing Initiatives Partnership Program (SHIP) bids:

	HOME REHABILITATIVE BIDS		SEPTIC TANK BID
CLIENT NAMES	GULF COAST HOME SOLUTIONS, LLC	CHARIOT CONSTRUCTION, LLC	YODER SEPTIC SERVICES
DORIS TRAYLOR, \$18,888 maximum	\$16,450.00	\$17,800.00	N/A
NELA WILSON, \$19,680 maximum	\$16,750.00	\$15,200.00	N/A
MICHAEL NORRIS, \$20,292 maximum	\$20,500.00	\$21,750.00	N/A
THOMAS MELVIN, \$18,000 maximum	\$14,050.00	\$12,650.00	N/A
PENNIE DUDLEY, \$9,000 maximum	\$10,800.00	\$ 9,200.00	N/A
LINDA HUNT \$4,800 maximum	N/A	N/A	\$ 3,700.00

- ❖ Commissioner Wise made a motion to award the low bid for each project if within the set maximum amount and to negotiate with the lowest bidder down to the set maximum amount if the bid was in excess of the maximum amount. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

The Chairman read an email to Michael Chaney with Mr. Chaney's response regarding a change to the Local Housing Assistance Plan (LHAP) strategy. "Mr. Chaney this is the first we have received Disaster Strategy funding. It will be the first time we will be using the Disaster strategy. There is a requirement in our (LHAP) Disaster Strategy for the 3-year period ending in 2018 that states Proof of insurance. If we apply it this will eliminate 90% of the people that need housing assistance. In our new LHAP agreement, we changed it per the template to read if homeowner is insured, proceeds from the insurance must be used first before SHIP funds, except for the payment of the deductible. How can the County address this to help the citizens of Calhoun County in this dire time of need?" Mr. Chaney's response was, "Yes, you should add this text to your old LHAP, just as it is in your new LHAP...These are considered technical

revisions to an existing LHAP strategy. It may be adopted at any time by your county commission but must be emailed to Robert Dearduff, SHIP Program Administrator, before it is adopted locally. The Chairman recommended the Board adopt the language as recommended by Mr. Chaney.

- ❖ Commissioner Wise made a motion to adopt the language recommended by Mr. Chaney, amend the present LHAP accordingly, and email the technical revision to Mr. Robert Dearduff, SHIP Program Administrator. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

TRANSFER OF ASSETS TO SHERIFF – 911 MAPPING AND ADDRESSING

The Chairman read a list of assets recently transferred to the Sheriff for 911 Mapping and Addressing as the Sheriff assumed the duties previously held with the Board. The items transferred are:

1. Asset # 1137 – Optiplex GX620 Minitower Pentium
2. Asset # 1536 – Dell T1600 Computer
3. Asset # 1579 – Dell Latitude E6430 ATG Computer
4. Asset # 1662 – Cannon Plotter IPF765
5. Asset # 1763 – Optiplex 7040 Mini Tower XCTO
6. Asset # 1825 – Microsoft Surface Book 13.5 51

- ❖ Commissioner Hunt made a motion to approve the transfer of the items to the Sheriff and 911 Mapping and Addressing. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

TIM JENKS – MAINTENANCE DEPARTMENT MONTHLY REPORT

Mr. Jenks updated the Board on the work being performed in the County by the Maintenance Department and stated the fencing will be removed after ball season is over so Bracewell Fencing and Flooring, Inc. can begin installing the new fencing at Sam Atkins Park. Mr. Jenks informed the Board the Park was satisfactorily cleaned and recommended returning the deposit to Ellen Watson for the recent tournament held at Sam Atkins Park.

- ❖ Commissioner Monlyn made a motion to approve the deposit refund to Ellen Watson. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

CLIFF EDENFIELD – ROAD DEPARTMENT

Mr. Edenfield updated the Board on the work being performed in the County by the Road Department. Mr. Edenfield informed the Board a contract was not executed after awarding the bid for lime rock last August. The company management has changed and they will not honor the bid of \$7.25/ton since there is no contract. The Road Department has recently procured lime rock and was billed \$7.50/ton. Mr. Edenfield asked the Board to approve the invoice at \$7.50/ton. Mr. Edenfield asked the Board if they would like to advertise for sealed bids for the annual procurement of lime rock.

- ❖ Commissioner Monlyn made the motion to advertise for the annual procurement of lime rock. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Bailey made the motion to pay the invoice for lime rock procured by the Road Department at \$7.50/ton. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

Commissioner Bailey stated the procurement policy should be followed for all purchases.

RITA MAUPIN – DIRECTOR OF LIBRARY SERVICES

Ms. Maupin updated the Board on activities at each of the Libraries specifically mentioning the Altha Branch is anticipated to re-open May 15 including the Children's Program.

DOWLING PARRISH – BUILDING OFFICIAL

Mr. Parrish updated the Board on building permits issued in April and requested approval to refund a permit fee to Jessica Connelly since her project was cancelled.

- ❖ Chairman Bailey made a motion to approve the building permit refund. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

The Board discussed and agreed by consensus to charge 100% of the permit fee from this date forward.

ADAM JOHNSON – INTERIM EMERGENCY MANAGEMENT DIRECTOR

Mr. Johnson discussed his conversation with the State Housing Coordinator in regards to possible housing units for Calhoun County residents still in need of housing. Mr. Johnson stated he has not received anything in writing setting forth the requirements for accepting these units. There was discussion and additional questions by the Board regarding maintenance, term of use, and cost of setup. Mr. Johnson stated a Memorandum of Agreement between the State and the County is currently being drafted.

Mr. Johnson also informed the Board of the necessary repairs needed on the Mossy Pond Generator. Ring Power provided a quote of \$6,939.50 for these repairs. Other quotes were solicited but not received.

- ❖ Chairman Bailey made a motion to set aside the procurement policy. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Hall made a motion to approve Ring Power as the vendor to perform repairs to the Mossy Pond Generator for \$6,939.50. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

Mr. Johnson updated the Board on the success of Amnesty Day noting 98 vehicles participated in dropping off allowable items.

Commissioner Wise asked further questions regarding individuals still in need of housing assistance and with the Board's consensus tasked Mr. Johnson and his temporary employees with determining who is still in need of temporary housing assistance that may be available through a State and County agreement.

DEWBERRY ENGINEERS, INC. – BRANDON PURVIS

Mr. Purvis presented Hazard Mitigation Grant Program (HMGP) Black Bottom Road Change Order #1, a quantity deduction of \$7,937.50.

- ❖ Commissioner Hunt made the motion to approve the change order for a reduction of \$7,937.50. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Purvis presented a task order (Dewberry Engineers Inc.) to provide the design and surveying for FDOT Small County Road Assistance Program (SCRAP) resurfacing of CR 287A for a fee of \$80,500.

- ❖ Commissioner Hall made the motion to approve the task order with Dewberry Engineers Inc. to provide the design and surveying for SCRAP resurfacing of CR 287A for a fee of \$80,500. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

PANHANDLE ENGINEERING, INC. – CHRIS FOREHAND, PE

Mr. Forehand presented a task order (Panhandle Engineering, Inc.) to provide the engineering services for FDOT Small County Outreach Program (SCOP) resurfacing of Bodiford Road for a fee of \$57,130.

- ❖ Commissioner Monlyn made the motion to approve the task order with Panhandle Engineering Inc. to provide the design and surveying for SCOP resurfacing of Bodiford Road for a fee of \$57,130. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

CLERK OF COURT AND COUNTY COMPTROLLER – CARLA A HAND

The Clerk presented to the Board an FDOT Public Transportation Grant Agreement (\$1,092,000 Design and Construction of Terminal) for the Calhoun County Airport, with corresponding Resolution 2019-25 authorizing the Chairman to enter into and execute the grant agreement.

**RESOLUTION OF CALHOUN COUNTY, FLORIDA
RESOLUTION NO. 2019-25**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN
COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE BOARD OF
COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO THE “STATE OF
FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION
GRANT AGREEMENT”**

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the Design and Construct Terminal Development; and,

WHEREAS, the State of Florida, Department of Transportation has agreed to participate up to the amount of One Million Ninety-Two Thousand Dollars (\$1,092,000); and,

WHEREAS, the “The State of Florida, Department of Transportation, Public Transportation Grant Agreement” requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the “State of Florida, Department of Transportation, Public Transportation Grant Agreement”, attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calhoun County, Florida, as follows:

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the “State of Florida, Department of Transportation, Public Transportation Grant Agreement” attached hereto as EXHIBIT “A”.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this 7th day of May, 2019.

- ❖ Commissioner Wise made a motion to approve the Public Transportation Grant Agreement and Resolution 2019-25. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

Clerk Hand presented Resolution 2019-24 to the Board for approval and provided detailed explanation of the unanticipated grant revenue in the General Fund, County Transportation Trust Fund I, County Transportation Trust Fund II, Waste Management Grant Fund, and the State Housing Initiative Program (SHIP) Fund.

RESOLUTION 2019 - 24
OF THE BOARD OF COUNTY COMMISSIONERS
OF CALHOUN COUNTY, FLORIDA

WHEREAS, the Calhoun County Board of County Commissioners of Calhoun County, Florida has unanticipated revenue in fiscal year 2018-2019 in the General Fund, County Transportation Trust Fund II, the Waste Management Grants Fund and the State Housing Initiative Program (SHIP) Fund . As well as reallocated expenditures between line items in the General Fund and the County Transportation Trust Fund I.

WHEREAS, said revenue is needed to help pay certain expenditures incurred in fiscal year 2018-2019,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The fiscal year 2018-2019 budget be amended as follows:

		<u>Current Budget</u>	<u>Increase Decrease</u>	<u>Revised Budget</u>
<u>General Fund</u>				
Revenues:				
01331433-02000	DR4377 FEMA Federal Revenue (Hurricane Irma)	\$ -	4,096	4,096
0136900-00000	Miscellaneous Revenue	-	12,561	12,561
		-	16,657	16,657
Expenditures:				
General Government				
Financial & Admin				
01513-49000	Other Current Charges	\$ 58,200	(5,202)	52,998
Public Safety				
01525IRB-81000	DR4377 Local Assistance (Hurricane Irma)	-	4,096	4,096
01526-64000	Equipment (Ambulance)	8,550	17,763	26,313

Economic Environment

		<u>Current</u> <u>Budget</u>	<u>Increase</u> <u>Decrease</u>	<u>Revised</u> <u>Budget</u>
SHIP Program Administration:				
01554S-05000	SHIP Administration Funds	(46,000)	(42,513)	(88,513)
01554S-51112	Salaries	27,053	32,708	59,761
01554S-51121	FICA/Medicare Payroll Taxes	2,070	2,502	4,572
01554S-51122	Retirement	2,235	2,703	4,938
01554S-51123	Health Insurance	5,551	3,100	8,651
01554S-51000	Office Supplies	1,350	1,500	2,850
		59,009	16,657	75,666

County Transportation Trust Fund I**Expenditures:**

11541-63CDBG	CDBG Match Provision	\$ -	75,000	75,000
11984-95000	Reserve for Contingencies	80,000	(75,000)	5,000
		80,000	0	80,000

County Transportation Trust Fund II**Revenues:**

12334-49C549	State Grant: SCRAP CR549	\$ 768,050	57,524	825,574
12334-49287A	State Grant: SCRAP CR 287A	-	80,711	80,711
12334CGP-49ALLI	State Grant: CIGP Alliance Road	475,000	36,026	511,026
12334-49BOD	State Grant: SCOP Bodiford Road	-	57,130	57,130
12334-49SIL2	State Grant: SCOP Silas Green Road	-	621,094	621,094
12334-493922	State Grant: SCOP CR 392	-	15,046	15,046
		1,243,050	867,531	2,110,581

Expenditures:

12541-63C549	SCRAP - CR 549 (John G. Bryant Road)	\$ 768,050	57,524	825,574
12541-31287A	Engineering CR 287 A	-	80,711	80,711
12541CGP-63ALLI	State Grant: CIGP Alliance Road	475,000	36,026	511,026
12541-31BOD	SCOP - Engineering Bodiford Road	-	57,130	57,130
12541-63SIL2	SCOP - Silas Green Road Paving	-	621,094	621,094
12541-633922	SCOP - CR 392	-	15,046	15,046
		1,243,050	867,531	2,110,581

Waste Management Grants**Revenues:**

51369-00000	Miscellaneous Revenue	\$ -	7,795	7,795
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Expenditures:

Recycling Non-Grant:

5153900-64000	Equipment	\$ -	7,795	7,795
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State Housing Initiative Program (SHIP) Fund

Revenues:

		<u>Current Budget</u>	<u>Increase Decrease</u>	<u>Revised Budget</u>
60334HM-05000	Disaster Funds - Hurricane Michael	\$ -	425,125	425,125

Expenditures:

60554HM - Disaster Funding Hurricane Michael:

60554MICH-31519	Administration	\$ -	42,513	42,513
60554MICH-571LOW	Home Rehabilitation - Low	-	114,784	114,784
60554MICH-571MOD	Home Rehabilitation - Mod	-	114,784	114,784
60554MICH-571VL	Home Rehabilitation - Very Low	-	141,044	141,044
60554MICH-575LOW	Client Write-Up - Low	-	4,000	4,000
60554MICH-575MOD	Client Write-Up - Med	-	4,000	4,000
60554MICH-575VL	Client Write-Up - Very Low	-	4,000	4,000
		-	425,125	425,125

THIS RESOLUTION ADOPTED by the Calhoun County Board of County Commissioners at their regular meeting this 7th day of May, 2019

- ❖ Commissioner Monlyn made a motion to approve Resolution 2019-24 (Resolution amending the budget for unanticipated grant revenue in various funds). Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand asked the Board for direction to the County Departments and outside agencies for their 2019-2020 budget requests. The Chairman scheduled a budget workshop for Thursday May 9, 2019 at 8:00 AM CT.

ATTORNEY TIME

Attorney Fuqua had no items to present to the Board.

COMMISSIONER TIME

COMMISSIONER MONLYN

Commissioner Monlyn asked what the waiting period is for receiving SHIP funds a second time. Chairman Bailey stated the 2019-2020 Local Housing Assistance Plan (LHAP) rule is ten years.

COMMISSIONER HUNT

Commissioner Hunt said he would like the Commissioners to have a secured room in the Courthouse. Commissioner Hunt also stated people are still placing debris along the roadside. There was discussion regarding debris and the deadline of May 1 for placing debris along the roadside for pickup. Commissioner Hunt asked the Road Superintendent to remove the debris at Ocheesee Landing including removal of a stump and a pine tree beside the dumpster. Road Superintendent Edenfield said he would remove the debris as requested.

COMMISSIONER WISE

Commissioner Wise did not have anything to discuss at this time.

COMMISSIONER HALL

Commissioner Hall yielded his time to the Mossy Pond Fire Department. Tony Mazzaresse with Mossy Pond Fire Department brought a drawing of the proposed floorplan prepared by Dewberry Engineers Inc.; the Chairman asked if there is a cost estimate to build the Mossy Pond Volunteer Fire Department. Justin Ford, Dewberry Engineer, said he would complete the cost estimate by the end of the week. Mr. Mazzaresse stated the VFD would like to begin the project in the summer.

CHAIRMAN BAILEY

Chairman Bailey stated Deborah Roumelis Belcher, CDBG Administrator, stated she thinks the Calhoun County Community Development Block Grant application will be approved for funding.

Chairman Bailey discussed the Hurricane Michael Long-Term Recovery Survey he received by email on May 3, 2019 and polled the Board for their responses to each question so he could answer the survey collectively.

SANDRA LAWSON – SBA PUBLIC AFFAIRS SPECIALIST

Ms. Lawson provided the Board with information for the citizens of Calhoun County regarding application for disaster loans. Ms. Lawson stated disaster loans could still be applied for if there were unforeseen reasons the deadline was missed.

There being no further business, the meeting adjourned at 3:58 p.m., CT.

Gene Bailey, Chairman

ATTEST:

Carla A. Hand, Clerk

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
BUDGET WORKSHOP MINUTES
May 9, 2019

PRESENT AND ACTING:

COMMISSIONERS

GENE BAILEY, CHAIRMAN

EARL HUNT

JERAL HALL

KATHY STEWART, CLERK FINANCE AND ACCOUNTING MANAGER

SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT

Chairman Bailey called the budget workshop (held in the Regular Meeting Room) to order at 8:00 a.m.; CT. Chairman Bailey stated the purpose of the meeting is to give the Clerk's Office direction in preparing the 2019-2020 Budget. The Chairman discussed the impact of Hurricane Michael on the budget.

KATHY STEWART, CLERK FINANCE AND ACCOUNTING MANAGER

Ms. Stewart provided a handout to the Commissioners of the 2018-2019 adopted budget for use in this budget discussion.

Ms. Stewart stated that the 2018-2019 Adopted/Amended Budget includes a reduction in reserves (expenditures in excess of budgeted revenue): General Fund reduction of \$323,000 and County Transportation Trust Fund I (CTTF I) reduction of \$450,000. Ms. Stewart further explained the budgeted CTTF I reserve to carry over to 2019-2020 is \$332,000; in addition, if the budget for CTTF I were the same for 2019-2020 (without a CDBG Match) a transfer of \$42,832 from the General Fund would be required.

Ms. Stewart reviewed possible reductions in the 2019 ad valorem tax revenue resulting from a reduction in the property valuation due to damages caused by Hurricane Michael: a 10% reduction is \$405,837 less in ad valorem tax collections and a 15% reduction is \$608,755 less in ad valorem tax collections. With no changes in the General Fund Budget from 2018-2019, a reduction in reserves of \$771,455 would result from a 10% loss in ad valorem taxes and a reduction in reserves of \$971,373 would result from a 15% loss in ad valorem taxes.

Ms. Stewart also stated there are other mandatory increases to the budget such as retirement contributions, Medicaid, property/liability/auto/inland marine insurance premiums and offered that the \$70,000 available in the Grants Management & Executive budget may be enough to fund these mandatory increases. Ms. Stewart reminded them the current budget reduction of \$70,000 (job elimination) and was used to purchase vehicles and trailers for the inmate squads.

Ms. Stewart advised the Board that a 10% increase in County provided Health Insurance would increase Board expenditures and transfers to the Constitutional Officers by approximately \$65,000 and stated an

increase in other intergovernmental revenues or fees may be enough to fund or partially fund increases in health insurance.

Ms. Stewart stated the Constitutional Officers and County Department need direction for preparing their 2019-2020 Budget requests.

Chairman Bailey discussed the items presented by Ms. Stewart and said to date County Constitutional Fuel taxes are comparable to the prior year. The Chairman asked Ms. Stewart to give him a timeline of the budget cycle. She reminded everyone the budget requests are due to the Clerk's Office by June 1, the Clerk's Office would prepare a balanced budget for presentation to the Board by mid-July. The budget workshops and hearings would follow according to the Truth in Millage (TRIM) calendar. The Chairman asked the Property Appraiser, Carla Trickey Peacock, when the preliminary tax roll would be available and she stated July 1. Next, the Chairman discussed the legislative appropriation (awaiting the Governors approval) of approximately \$600,000 and stated we are not certain of the spending guidelines at this time.

Commissioner Hunt asked how often the County solicits health insurance quotes from various insurance carriers. Ms. Williams stated annually.

Commissioner Bailey stated he wants no raises or health insurance increases included in the budget requests saying he does not want employees to think they are receiving this and it would be easier to add these items later if funds are available.

The Commissioners polled the Constitutional Officers regarding the 2019-2020 budget and all stated they would follow the Board's direction. The Supervisor of Elections stated there would be two elections in the 2019-2020 fiscal year.

Each of the Department Supervisors spoke. Mr. Edenfield stated he could afford 3% raises and a \$50 increase in the employee monthly health insurance premium without increasing his budget. Mr. Jenks stated he does not anticipate expending budget funds for large equipment however, he would like to permanently employ one of the disaster relief employees assigned to the Maintenance Department. Mr. Johnson asked if the Board intended to fill the administration assistant position after the two disaster employees (assigned to Emergency Management) term is complete. Mr. Parrish stated permit fees should increase since the Board reinstated them at 100% therefore he would like to keep his disaster relief employee after her term is complete. The Chairman stated the Board might consider a part-time position depending on the increased fees generated. Chairman Bailey said the Airport might not generate enough fuel sales and hangar rent to fund the IDA Board operations. Ms. Cherry stated the incoming Extension Director might require additional funding for personnel costs depending on education and experience qualifications. Ms. Maupin mentioned she is the only 40 hour per week employee at the Library and she may cut hours but would not close Libraries or eliminate jobs. Ms. Maupin also mentioned her concerns should a shelter be required at Mossy Pond Library in the future.

Ms. Stewart asked the Board if they would like to send letters to the outside agencies included in the budget or would they like to set the budget for these agencies without input. All of the Board members

stated they would like a letter sent advising them the 2019-2020 budget request should be equal to or less than the 2018-2019 budget.

Commissioner Hunt asked the Chairman to set the next Budget workshop after a Regular Board Meeting so all Commissioners can participate. All Commissioners agreed that no raises or increased health insurance premiums would be included in the budget requests but asked the Clerk's Office to calculate the cost of a 1%, 2%, and 3% raise.

There being no further business, the meeting adjourned at 8:39 AM CT.

GENE BAILEY, CHAIRMAN

ATTEST:

CARLA A. HAND, CLERK

RESOLUTION #2019-26

A RESOLUTION CREATING A CENSUS 2020 COMPLETE COUNT COMMITTEE TO PLAN AND CONDUCT LOCAL EDUCATIONAL INITIATIVES, PUBLICITY AND PROMOTIONAL ACTIVITIES TO INCREASE COMMUNITY AWARENESS AND PARTICIPATION IN THE 2020 CENSUS

WHEREAS, the United States of America has performed a nationwide census every ten years since 1790, with the last census being in 2010; and

WHEREAS, an accurate census is essential for the allocation of representatives to serve in the legislative bodies of the U.S. House of Representatives, the Florida State Legislature, and within the City of Blountstown, Town of Altha, and Calhoun County voting districts; and

WHEREAS, accurate census information is critical to planning for future growth, development, and the social needs of Calhoun County; and

WHEREAS, the more informed that residents become about the 2020 census operations, the better their understanding of the census process becomes, thus increasing their willingness to the 2020 census; and

WHEREAS, the Census Bureau is not permitted to publicly release responses furnished by any individual, or on behalf of an individual, or release information to other governmental agencies, including the Internal Revenue Service, the Immigration and Naturalization Service, law enforcement agencies or welfare agencies. In addition, per the Federal Cybersecurity Enhancement Act of 2015, census data is protected from cybersecurity risks through screening of the systems that transmit this data; and

WHEREAS, the purpose of the Complete Count Committee will be to advise and assist Calhoun County, the City of Blountstown, and the Town of Altha in obtaining the most accurate and complete population count for Census 2020 by increasing the number of County responses through a focused, structured neighbor to neighbor program. The committee will also utilize the local knowledge, expertise and influence of each committee member to design and implement a census awareness campaign targeted to the Calhoun County community.

THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of Calhoun County, Florida that:

1. A Census 2020 Complete Count Committee is hereby established to advise and assist Calhoun County, the City of Blountstown, and the Town of Altha in obtaining the most accurate and complete population count for Census 2020.
2. The Committee shall discuss and formulate strategies and techniques, working with City and County staff and census bureau officials, to enhance and increase the response rate

to Census 2020. The Committee shall be responsible for planning and conducting local educational initiatives, and for preparing of obtaining posters, flyers and handouts for use by the media and others. The Committee will also prepare materials for public service announcements on radio and social media.

3. The Committee shall consist of representatives from the local media, Calhoun County Board of County Commission, Calhoun County Constitutional Officers, Calhoun County Schools, Calhoun Chamber of Commerce, the City of Blountstown, and the Town of Altha; each shall appoint a staff member to serve of said Committee.
4. The Committee members shall serve from March 2019 through and including June 2020 at which time the Committee, having completed its work, shall dissolve, unless extended by the Board of County Commission. No resolution dissolving or rescinding the committee is necessary.
5. Meetings. The Committee shall meet at least every three months (quarterly) but may meet more often as needed.

This Resolution passed, approved, and adopted this 21st day of May 2019.

**CALHOUN COUNTY BOARD
OF COUNTY COMMISSIONERS**

ATTEST:

Gene Bailey, Chairman

Carla A. Hand, Clerk