

JULY 9/12, 2001 – BUDGET WORKSHOP

The Board of County Commissioners, Walton County, Florida, held a Budget Workshop on Monday, July 9, and Thursday, July 12, 2001 at 9:00 a.m. in the Boardroom of the Walton County Courthouse.

The following Board members were present: Commissioner Tim Pauls, Commissioner Larry D. Jones, Vice-Chairman Lane Rees and Commissioner Gene Ryan. Ms. Martha Ingle, Clerk of Courts, was also present.

Commissioner Pauls led with prayer following the Pledge of Allegiance to the American Flag which was led by Commissioner Ryan.

Vice-Chairman Rees called the meeting to order and announced that Chairman Walker is in Pensacola in court.

Mr. William Imfeld, Financial Director, presented a brief overview of the budget and stated that the county is looking at using \$16 million from reserve funds for expansion projects. He explained that each department presented their budget requests and he then scrubbed the numbers to get closer to actual costs.

Mr. Imfeld reviewed the Board's budget noting the significant decrease. The scrub amount presented by the Budget Office was \$3,798,823.00. The Commissioners questioned the possibility of dividing the costs for insurance and workers compensation between each department instead of showing it all in one budget. They also requested a listing of personnel and which department they are being paid from. Mr. Gary Mattison, Human Resource Director, explained where each employee is assigned. Discussion followed regarding the allocation of these funds into each department for better accountability by department heads. The Commissioners agreed to divide the cost of

health insurance between each department. Commissioner Ryan felt there would be better control by leaving it in one budget. They also agreed to allocate the expenditures for workers compensation insurance between the departments.

Discussion was held regarding the amount budgeted for travel expenditures. The Commissioners requested that the budgeted travel expenditure in the County Transportation Trust fund be placed in the Board of County Commissioner's (BCC) budget for better oversight.

The Commissioners requested that the line item labeled "other current charges" be changed to read "community outreach" to better enable them to track the amount of revenues given to non-governmental/non-profit agencies.

Mr. Imfeld reviewed the Circuit and County Court budgets. Circuit Court's budget is \$274,502.00 and County Court is \$47,776.00. Guardian Ad Litem received \$100.00, which Commissioner Ryan advised would increase due to an increase in mail outs. The State Attorney's budget is set for \$89,100.00. The Commissioners agreed with these budgets.

Mr. Imfeld submitted a budget request for the Court Reporter in the amount of \$41,689.00, a 2% decrease from last year. The Board requested Mr. Mattison follow up on the Court Reporters annual evaluation.

The Public Defender's budget was presented for a scrub amount of \$38,318.00. The Commissioners agreed.

Commissioner Ryan pointed out that the budgeted amount might not be enough to cover the Co-conflict Attorneys because of past history and the amount of increase in case load. Mr. Imfeld advised that he increased their budget by 50%.

Mr. Imfeld presented the budget for County Administration showing a 5% decrease in the overall budgeted amount from last year. The decrease reflects the removal of the Grants Department. The Board agreed to the budgeted amount of \$238,047.00

Mr. Imfeld explained that the Public Information Officer is a new department with a budget of \$37,854.00. However, increases were made to Travel & Per Diem, Transportation & Postage, and Promotional Activities increasing the total budget for a total of \$43,054.00. The Commissioners agreed to proceed with the purchase of needed equipment for this department during the current budget year. They also agreed that this position is to be provided a pool car.

Mr. Ronnie Bell, Emergency Response Director, appeared before the Commissioners to present the budget for the Emergency Services Division in the amount of \$159,946.00. He stated that he and his Administrative Assistant are the only two employees in this department. The Board approved this budget.

Mr. Bell explained the budgeted amount of \$2,624,020.00 for the Emergency Medical Services Division. He gave an overview of the number of employees in this department and his plans to provide better coverage in the Mossy Head area. He also stated that he has considered adding a non-emergency 7-day crew for transfers. He stated that he would also be continuing the rotation method currently being used. Six months into the next budget Mr. Bell will provide numbers from the CAD system showing where quick response time is needed. Mr. Bell explained the reason for the amount of overtime. Vice-Chairman Rees suggested looking at ways to increase the pool of employees to reduce the amount of overtime.

Mr. Bell presented the Emergency 911 Budget in the amount of \$837,000.00. He explained that much of the equipment is obsolete and needs updating.

Mr. Bell presented the budget for the Emergency Operations Center in the amount of \$306,366.00. This is a first time budget for this department under the Board of County Commissioners since being transferred from the Sheriff's Department. Mr. Bell explained that the biggest portion of the budget is for buildings. He requested to construct 5,000 square feet of the metal buildings to be used for additional space for personnel and storage due to overcrowding. Commissioner Pauls suggested constructing more than 5,000 feet for future needs. Commissioner Ryan also agreed. The Board instructed Mr. Bell to research the cost of constructing 10,000 square feet.

Mr. Bell also presented the following proposed budgets:

Emergency Management Trust	\$125,000.00
Walton County Fire Board	42,100.00
Tri-Village Fire Dept.	56,000.00
United Fire Dept.	50,000.00
Mossy Head/Oakwood Hills Volunteer Fire Dept.	89,175.00
Glendale Volunteer Fire Department	62,000.00
Darlington/Gaskin Fire Rescue District	66,700.00
Liberty Volunteer Fire Dept.	82,000.00
Red Bay Volunteer Fire Dept.	65,675.00
Animal Control	223,920.00

Discussion was held regarding the needs of the fire department and equipment that has recently been purchased. Commissioner Pauls requested an inventory list of all equipment be prepared. Mr. Imfeld advised that he provided a 25% increase for Animal Control to cover the outcome of the RFP's and stated that it may need adjusted further.

Mr. Gary Mattison, Human Resource Director, explained the functions of his department as relates to his seven employees. He commented that the Workers Compensation Clerk is also being relocated to his department. He further explained the

increases in his budget and stated that he is developing a new policy and procedures manual separate from the safety manual.

Mr. Ken Little, Citizen Service Director, presented the following budgets for the nine departments under his division.

Citizen's Services	\$ 106,953.00
Section 8 Housing	1,698,063.00
Library	606,334.00
State Aid Grant	144,000.00
LSTA Grant w/county match	140,979.00
Beach Activities	55,912.00
Veteran's Service	105,845.00
W.Co. Health Dept.	454,131.00
Extension Service/Ag. Center	193,004.00
Soil Conservation	64,448.00
Probation	160,530.00

The Commissioners requested an additional \$1,000.00 be added to the Citizen's Services budget for travel and training. Mr. Little explained that Section 8 Housing is funded from sources other than ad-valorem taxes. The Board discussed removing the Rental & Leases line item due to the county constructing their own facility. They also discussed a request that was submitted to the City of DeFuniak Springs and Freeport for funding support in the amount of \$25,000.00. The Cities previously assisted with financial support for the libraries, however, they recently terminated their assistance and the County is again requesting help. The Board questioned if it would be more beneficial to pay for the county's Internet service out of the MIS Department rather than the Library. Mr. Little will research this issue. The Beach Activities Department is a newly created department. Commissioner Pauls felt that this department should be under the direction of Growth Management to coordinate with Code Enforcement ordinances that relate to beach activities. The Board was advised that the funds were previously

designated to the Sheriff for beach patrol and now being diverted back to the Beach Activities account. Mr. Little presented and reviewed the budgets for the Veteran's Service and the Health Department. He explained that all of the employees at the health department are State employees.

Mr. Little presented the budget for the Extension Service/Agricultural Center. Mr. Bruce Ward, County Agent, appeared to discuss his budget scrubs. He disagreed with the budget scrub for Travel and Books/Publications. He stated that he has four additional people this year and last year's staff did not claim all of their travel, therefore not reflecting an accurate figure. Commissioner Jones suggested that Mr. Little meet with Mr. Ward to further substantiate the need for additional funds and report back on Thursday. Mr. Ward also explained to the Commissioners what types of services the Soil Conservation Office provides, such as assistance to farmers, soil stabilization, watershed projects and other assistance to the county. Mr. Little explained that County Probation and SHIP are self-supported from revenue sources other than ad-valorem taxes.

Mrs. Kriss Titus, Executive Director of the South Walton Tourist Development Council (TDC), presented her budget to the Commissioners and stated that the revenues for TDC for FY2002 are estimated to be about \$11 million. She explained that she has established a contingency account in the event of a natural disaster. Commissioner Pauls requested additional documentation stating why \$1 million is needed in contingencies. Mrs. Titus explained that Florida Statute governs them on how to expend their monies and then the Commissioners set further guidelines. The TDC budget is set at \$4,019,978.00, Beach Area budget is \$1,539,183.00 and the Beach Renourishment budget is \$6,146,710.00.

The Commissioners recessed for lunch.

Attorney Jonathan Walker presented the proposed budget for the County Attorney's department in the amount of \$342,534.00. Mr. Walker stated that he met with Mr. Gary Vorbeck, Director of Legal Services, who also reviewed the budget. Discussion was held regarding fees for attorneys that represent various boards throughout the county. Mr. Imfeld explained that those amounts are budgeted under the Board's Professional Services account. The Commissioners requested this department title be changed to Director of Legal Services. The Board concurred with this budget.

Mr. Patrick Piltcher, Property Appraiser, presented his budget in the amount of \$1,031,766.00. Discussion with Mr. Piltcher centered on the development of the GIS System.

Mr. Rick Sutton and Sheriff Johnson appeared before the Board to discuss the proposed budget for the Sheriff's Department. Sheriff Johnson explained that he is attempting to raise the salary of his personnel to be more in-line with the State Prison system, therefore causing an increase. He also advised the Board that the salary of one individual was inadvertently omitted from the budget and should be added back in. The Sheriff also requested additional funds be added to the budget to allow him to hire additional deputies for better coverage on the midnight shift. The Sheriff informed the Commissioners that he would be increasing the auto insurance by adding collision and insurance on the inmates. Commissioner Pauls requested the Sheriff develop a policy on how to handle disposal of equipment. Commissioner Ryan pointed out the need for a fleet management software program at the County Shop. Sheriff Johnson explained that his department lost the DUI Grant and needs to rewrite it. Mr. Johnson also requested funds

to hire a full-time nurse and an additional full-time cook. The Board requested Mr. Johnson work with Mr. Imfeld and report back on Thursday.

Mr. William Pennington, Finance Director for the Clerk of Courts, appeared before the Board to explain the Clerks budget request. He presented a letter from the EOC requesting assistance from the Clerk's MIS Department. He explained that the EOC staff has requested 24 hour on call assistance due to the condition of their equipment. The Clerk requested additional funds to cover the after hours cost in the amount of \$2.00 per hour and any overtime, approximately \$25,000.00. Another option would be to contract the required services. Mr. Alex Alford, MIS Director for the Clerk of Courts, spoke about needed upgrades and also stated that he is willing to oversee the budget, computer equipment and Internet lines if transferred from the Library. The following amounts were submitted from the Clerk: County Comptroller: -\$869,000.00; Clerk of the Courts-\$537,020.00; and Clerk Fee Office-\$100,000.00.

Mrs. Melissa Beasley, Supervisor of Elections, appeared before the Commissioners to answer questions regarding her proposed budget. Mrs. Beasley advised the Board that her office would be reimbursed by the State for the purchase of new voting equipment. She requested funds in her budget for two additional part-time employees for the upcoming special election. Her budget request was for the amount of \$123,000.00 for Elections and \$273,680.00 for the Elections Office.

Mr. Imfeld explained the Tax Collector's budget (\$1,230,500.00) and stated that State Statute sets it. He also explained the Recreational Plat Fee Fund and the Local Option Gas Tax. He stated that Driftwood MSBU funds are collected from the residents and as a result of early payments the bonds should be paid off approximately three years

early. The projected amounts for Capital Projects were presented as follows: courthouse expansion & renovation-\$9,916,000.00; South Walton Government Building-\$3,424,000.00; and the new jail facilities-\$3,210,000.00. The capital projects are budgeted from Reserves. Commissioner Pauls stated that consideration needs to be given to possible funding sources for these projects.

Mr. Imfeld informed that the Board the company providing workers compensation went bankrupt. He therefore budgeted monies to cover the five pending cases.

The Commissioners added \$120,000.00 to the \$215,630.00 in Aid to Volunteer Fire Departments for United Volunteer Fire Departments previously approved pumper truck. Aid to VFD included DeFuniak Springs, Paxton, Freeport, Argyle, and South Walton.

Mr. Imfeld presented the budgets for other county funded agencies. The budget for Walton County CFA project was set at \$3,000.00 and the Fire Control Assessment was \$10,998.00. Both of these are based upon an assessment and budgeted for the same amount as last year. The Medical Examiner's budget was reduced this year to \$104,807.00. He explained the budget for Health Care Responsibility Act (HCRA) and stated that a \$4.00 fee is assessed on the number of residents in the county including inmates and military personnel. The HCRA budget is set at \$162,404.00. Mr. Imfeld explained that the assessment could be waived and charges be submitted for payment by the hospital for services rendered. He recommended not waiving the fee. The budget for Medicaid Services is set at \$315,000.00 and is based on prior years and indigent burial. The Baker Act budget is set at \$25,000.00. OWCC Workfare is a pass through budget

from revenues received from other sources. Walton County receives revenue for administration of the program. Their budget is set at \$196,674.00. Boating Improvement Project-\$60,000.00; Artificial Reef Grant-\$25,000.00, Commissioner Pauls requested for Mrs. Biddle to work with the City of Freeport to assist them in writing a grant. Wee Care Park, Phase 2-\$199,516.00; Child Care Title XX-\$25,000.00.

The Commissioners recessed briefly.

Mrs. Dianna Vanhorn appeared before the Commissioners requesting \$5,000.00 for the American Red Cross. She stated that they have served Walton County for 83 years and they also assist in the private sector. The Board agreed to fund the requested amount.

The Board approved the requested budget amount of \$5,000.00 for the Chautauqua Festival. They also approved \$35,000.00 for the Chamber of Commerce and \$80,654.00 for Aid to C.O.P.E.

Ms. Sandra Preston, Executive Director for the Shelter House, appeared to explain their budget request in the amount of \$25,000.00. The Board approved.

A budget request in the amount of \$141,031.00 was submitted for Council on Aging. Mr. Imfeld recommended an amount of \$148,031.00 due to an increase in food costs and salaries. The Board approved the amount of \$148,031.00. Commissioner Ryan informed the Commissioners that the previous Board approved a contract with Council on Aging for the assisted living facility. Attorney Miller was directed to draft the contract leasing the old hospital for \$1.00 per year. Mrs. Kay Bradey, Fiscal Officer informed the Board that the Council on Aging received notification that they were awarded the grant for an assisted living facility in the amount of \$375,000.00. She stated

that the grant is site specific for the old hospital. Mr. Charles McMillian has viewed the facility for needed improvement. Mr. Joel Paul, former Commissioner, explained that he had met with representatives of the Health Care Agency about the facility. Representative Durell Peaden was contacted and requested to assist with obtaining funding and facilities in the surrounding areas were visited. He stated that site plans were not drawn up at that time because of the uncertainty of funding.

The Board approved a budget request in the amount of \$27,400.00 for the Canning Center. Mr. Joel Paul explained that these funds are used as matching funds to obtain approximately \$3 million in other funding.

The Retired Volunteer Sr. Citizens presented a budget request in the amount of \$4,000.00. Mr. Imfeld recommended only \$2,100.00. Ms. July Belinski, Director, explained the services they provide and stated that they received a 45% increase in their grant making their cash match higher. She therefore requested the Board reconsider their original request of \$4,000.00. The Board approved the original request of \$4,000.00.

Mr. Jim Welton, Association for Retarded Citizens, explained the need for their \$50,000.00 budget request. He gave an overview of the home programs and individualized services they provide. Mr. Welton spoke about the increased cost of workers compensation and the need to open a satellite office in south Walton. The Board approved their request.

Ms. Sandra Golden, Resources for Human Development, also explained their budget request of \$26,000.00 and gave an overview of the services provided by and to her clients. The Board approved the budget request of \$26,000.00.

Mr. Imfeld recommended \$178,144.00, the same amount for the YMCA as last year's budget. Mr. Joe Casal, Executive Director of the Emerald Coast YMCA, told the Commissioners about the services provided to the youth of Walton County. He stated that they serve area youth from Paxton to the beaches of south Walton. Mr. Casal also explained that they receive additional funds from user fees and local sponsors. The Board approved the recommended budget request.

Mr. Imfeld removed the budget request from Chautauqua Neighborhood Center in the amount of \$10,000.00. He explained that this had previously been approved to pay and it will be taken from the current operating budget.

Mr. Imfeld thanked Wanda Smith and Kim Mayo for their assistance with this year's budget preparation.

The Board approved a budget request in the amount of \$59,000.00 for the Walton County Economic Development Council. Commissioner Jones questioned what direction would be taken now with the EDC reporting directly to the Board of County Commissioners. Commissioner Pauls stated that he would like to set some goals. Mr. Tom Powell, Director, suggested holding a workshop for improved communications and stated that he is willing to discuss necessary changes or new direction. Vice-Chairman Rees addressed the need for accountability. Mr. Powell stated that he has drafted agreements in the past, however, the Board never acted on them.

Mr. Little appeared back before the Board and requested that the Web site not be moved under the direction of the Clerk's MIS Department at this time. He explained that grant funds were received for installation of the Web at the library. He will continue researching this issue.

The Board approved a budget request in the amount of \$69,935.00 for the Children's Advocacy Center and \$2,500.00 for Walton Youth Athletics. Commissioner Pauls recommended placing all youth activities under the direction of the Recreational Director for better coordination.

The following budgets were also approved: Junior Miss-\$1,000.00 for scholarship funding; Judge Ben Gordon, Jr. Center-\$12,600.00, up from the scrub amount of \$6,000.00. Ms. Patty Thompson, Assistant Director for the Center, explained that the purpose of the visitation center is to provide monitored exchanges of children between parents. Commissioner Pauls stated that he would like to see this placed under Citizen Services to monitor their needs. Little Miss did not present a request this year.

Grit & Grace presented a request in the amount of \$10,000.00. They previously received \$1,000.00 and Mr. Imfeld recommended denying their request due to not receiving a breakdown of their budget as requested. Ms. Robinson stated that she would provide the requested information during the budget workshop on Thursday. Mr. Imfeld also voiced concern with them receiving monies from both the Board and TDC. Commissioner Pauls felt that the county needs a separate budget for Arts. He stated that he would be in support of Grit & Grace in an amount up to \$8,000.00 if they would provide the requested documentation. Vice-Chairman Rees stated that he is in support of Grit & Grace and does not oppose the dual support, however, he felt that they should provide the budget information as requested. The Board agreed to support Grit & Grace in the amount of \$8,000.00 subject to receiving their financial statements.

Mr. John Lucia, South Walton Youth League, appeared before the Board to explain their request. He stated that last year's equipment cost \$8,000.00 and is need of

reconditioning, therefore requested the Board reconsider an amount of \$5,000.00. He also stated that they have spent their funds to help refurbish the Helen McCall Park. The Commissioner discussed the need to grant the same amount to all of the youth activity departments. Commissioner Pauls asked Mr. Lucia to provide receipts for the improvements in an attempt to get reimbursement for the improvements they made with their funds.

Mr. Imfeld advised that the D.B.P.A. submitted a request in the amount of \$4,800.00; however, his recommendation was to deny the request. Mrs. Ellen Mayfield explained that the D.B.P.A. is made up of volunteers who have implemented plans to benefit DeFuniak Springs and Walton County. She explained the numerous activities they fund including various scholarships, Victorian Ball, Halloween activities, Hometown Christmas and more. The Commissioners requested documentation of expenditures be provided to Mr. Imfeld. Mrs. Mayfield stated that one of their goals is to keep the downtown area thriving. The Board approved her request of \$4,800.00.

The Board recessed at 6:10 p.m. and reconvened at 9:00 a.m. on Thursday, July 12th.

The following Board members were present: Commissioner Tim Pauls, Commissioner Larry D. Jones, Chairman Herman L. Walker, Vice-Chairman Lane Rees and Commissioner Gene Ryan. Ms. Martha Ingle, Clerk of Courts, was also present.

Chairman Walker commented on the number of questions that have been raised regarding the reorganization of the county. He stated that he feels more competent with the hiring of qualified individuals.

Chairman Walker called the meeting to order following the Pledge of Allegiance to the American Flag and prayer.

Mr. Little stated that he met with Mr. Ward concerning travel for the Agriculture Center's budget. Mr. Little recommended increasing travel to \$6,500.00. The Board agreed. Chairman Walker questioned if the State has any responsibility to help provide funding for travel. The Commissioners raised the line item for books, publications, and subscriptions from \$1,500.00 to \$2,350.00.

Mr. Russ Barry, Public Works Director, explained the proposed budget for his department and the need to upgrade equipment. He stated that they would begin focusing on paving. Mr. Barry stated that the amount budgeted for paving reflects the county's best year in paving. It is his goal to begin prioritizing roads countywide and to publish the list to inform the public. He will work aggressively to complete the plans and to inform the public. Vice-Chairman Rees stated that he would like to see the development of a five-year plan. Chairman Walker requested assurance that the expenditures are being cost effective. Mr. Barry stated that he will begin with improvements to the road and will then begin looking at bridge repairs and other infrastructure. Commissioner Pauls voiced concern that the materials line does not accurately reflect what work is being accomplished. He stated that a new method needs to be developed showing goals and accomplishments. Discussion also centered on the traffic situation in south Walton and not being able to get to the hospital. Commissioners Jones suggested analyzing the current paving plan to determine if new plans should be drafted. Evacuation needs should be considered a priority. Chairman Walker stated that consideration should be given whether roads are paved with ad-valorem taxes or grant funding. Commissioner Pauls

voiced concern with the amount scrubbed from salaries. He felt that it could defeat getting the job done if scrubbed too much. Mr. Barry stated that he would justify salaries at a later date if additional help were required. He informed the Board that he is looking at setting up three road maintenance areas. Discussion was held about inventory, equipment location and condition.

Ms. Nancy James and Ms. Dianna Tucker addressed the issue of bike paths. Ms. James felt that the bike path should have a separate line item for better control. Ms. Tucker requested a maintenance schedule for the bike path for safety reasons.

The Commissioners reviewed the Solid Waste Fund. There were no substantial changes to the N. W. Mosquito Control budget. The Commissioners added \$60,000.00 to the Maintenance Department for repair and maintenance. Any special projects would be budgeted separately. Vice-Chairman Rees questioned Mr. Arthur and Mr. Barry about the possibility of constructing an additional beach access to launch boats from. They agreed to discuss this issue further. The Commissioners placed the Agriculture Building under the Maintenance Department.

Mr. Barry presented a memorandum regarding support for Sacred Heart Hospital. He explained that he had spoken with the district road foremen and they could provide eight (8) trucks and one (1) loader to perform the work. The Board agreed to discuss this issue further at the next regular scheduled meeting. Mr. Barry stated that a lack of personnel is the concern, not equipment. The approximate cost to the county is estimated at \$175,000.00. Chairman Walker suggested allowing Sacred Heart to provide the trucks and drivers and the county would provide the dirt and loading of the trucks.

Sheriff Johnson appeared back before the Board appealing for an increase for personnel and pay raises. He stated that he currently has 149 employees. Mr. Rick Sutton of the Sheriff's Department explained the reduction that recently took place with salaried personnel thereby doubling the four employees demoted to eight additional road deputies. Chairman Walker questioned the Sheriff if he had any type of grading system to measure the level of service being performed. Mr. Sutton explained that he surveyed the number of personnel with surrounding counties compared with Walton County and sees the need to increase service. Mr. Johnson stated that he is in need of two additional positions on the beach. He pointed out that there has been an increase in tourists.

Vice-Chairman Rees commented on the need for the Sheriff to develop an organizational chart with his goals. The Board requested specific information from the Sheriff as to his goals and reasons for additional personnel. Commissioner Ryan stated that he would support the Sheriff's request for an additional cook and nurse, especially when the inmates will be transferred to a work camp. Chairman Walker suggested the Sheriff work with the Human Resource Department for hiring of qualified personnel. He also questioned the Sheriff about his policy on the disposal of surplus equipment. Sheriff Johnson responded that he would hold a public auction as done in the past.

Discussion was held regarding Walton County being a training ground for individuals. The Sheriff stated that he increased starting salaries in order to hire better qualified people. Sheriff Johnson also informed the Board that two individuals were left off and need added back in.

The Board agreed to support the request to hire a nurse, a full-time cook, and to add two positions that were inadvertently omitted. They agreed to consider further

adjustments at a later time pending proper justification. The Commissioners requested the Sheriff to work with Mr. Mattison regarding a salary study.

The Commissioners recessed briefly.

Commissioner Jones did not return after the break.

Ms. Williams presented the budget for Growth Management. She stated that this budget includes a Director and an Environmental Planner. The Board approved the budget of \$140,277.00.

The Board reviewed the proposed budget for the Planning Department. Discussion was held regarding needs of the Planning Department and the need for updated language in the Comp Plan. The Board desired to budget sufficient funds to cover projected future planning. Mr. Imfeld suggested adding a set amount to a contingencies fund for future needs. The Commissioners agreed to add \$100,000.00 to Professional Services in the Planning Department and to establish a contingencies fund.

Ms. Williams presented the Code Enforcement budget in the amount of \$186,688.00. Two additional Code Enforcement Officers were requested, but Mr. Imfeld could only justify one additional position. The Board approved the scrub amount.

A scrub amount of \$356,306.00 was submitted for the Building Department. Ms. Williams recommended adding back in another Inspector and vehicle. The Board approved to add the requested position and vehicle due to growth in the county and need for additional personnel.

The Board approved the scrub figures for the Parks & Recreation Department in the amount of \$60,504.00. Parks is a newly created department.

Mr. Imfeld presented the budget for OMB in the amount of \$157,297.00, which is a 14% decrease over last year's budget. Discussion was held regarding his salary increase. Mr. Mattison explained that the increase is in line and adequate for the position, scope of work and additional duties Mr. Imfeld has been given. Vice-Chairman Rees stated that policy needs to be followed when giving raises and wants assurance that staff is involved when implementing raises. The Board granted their support of the OMB budget.

Chairman Walker stepped out for a prior scheduled meeting.

The Board approved the proposed budget for the Purchasing Department in the amount of \$323,542.00, which was reduced by \$80,000.00.

Ambulance Billing is a newly created department with a budget proposal of \$31,938.00. This department was transferred under the supervision of the OMB Director. The Board approved the budget.

Mr. Imfeld presented the budget for the Grants Department in the amount of \$47,835.00. This department was recently transferred from under the County Administration budget. The Commissioners agreed to add an additional position to the budgeted amount due to the amount of grant work. The grant work Ms. Tousignant, District 5 Administrative Secretary, is currently performing will be transferred to the Grants Department.

A new department for Contracts was created with a budget in the amount of \$32,416.00. This position will oversee all county contracts. The Board approved.

Mr. Imfeld stated that an additional \$3,850.00 would be received for the SHIP Program and amended into the budget. Mrs. Beasley advised that \$18,000.00 in revenues

would be received from a Voter's Registration Grant, no match required. He is expecting \$150,000.00 for the Portland Ag. Center with no match required and \$1.9 million for the Geo-bike trail with no match. The Board approved for these revenues and expenditures to be budgeted.

Vice-Chairman Rees questioned the Court Reporter's budget, who she reports to and questioned if these services could be contracted out. He was advised that she is a full-time county employee and reports to the Judge. State funds are received to fund her position.

Mr. Imfeld presented a handout showing projected revenues.

Mr. Eddie Farris, Sheriff's Department, presented a firm number of 143 for employees at the Sheriff's Department, 146 including the bailiff's.

Mr. Imfeld stated that the final budget would be presented on July 24th during the regular meeting after all changes have been made.

There being no further business, the meeting was adjourned at 12:35 p.m.

APPROVED: _____
Herman L. Walker, Chairman

ATTEST: _____
Martha Ingle, Clerk of Courts