



**PUTNAM COUNTY
BOARD OF COUNTY COMMISSIONERS
SPECIAL CALLED WORKSHOP AGENDA**

Thursday, June 10, 2021 at 9:00 a.m.
2509 Crill Avenue, Suite 100, Palatka, FL 32177

AGENDA

1. **CALL TO ORDER** – Chairman Harvey
 Invocation
 Pledge of Allegiance
2. **PUBLIC COMMENT ON AGENDA ITEMS** - This portion of the agenda is designed to allow citizens an opportunity to bring matters to the attention of the Board. It is not reasonable to expect that the Board will engage in debate or deliberation about matters on which the Board has received no prior information as part of the agenda. Please limit to three minutes.

3. **BOCC WORKSHOP**

- | | | |
|------------|--|---------|
| 9:00 a.m. | A. Administration; FY22 Property Appraiser Budget Request - \$ 2,207,665.00 | 2 – 13 |
| 10:00 a.m. | B. Administration; FY22 Supervisor of Elections Budget Request - \$ 1,049,000.00 | 14 – 15 |

4. Commissioner Comments
5. County Attorney Comments
6. County Administrator Comments

7. **PUBLIC COMMENT ON MISCELLANEOUS ITEMS** - This portion of the agenda is designed to allow citizens an opportunity to bring matters to the attention of the Board. It is not reasonable to expect that the Board will engage in debate or deliberation about matters on which the Board has received no prior information as part of the agenda. Please limit to three minutes.

8. **ADJOURN**

NOTICE OF AGENDA

The items listed in the above agenda constitute topics of discussion known at the time the agenda was prepared for the meeting. The agenda may not constitute a complete list of topics that may be discussed at the meeting. Additional items may be added to the agenda between the time of publication of the agenda and the time of the meeting by the Board of County Commissioners and additional topics of discussion may be added at the request of members of the public during the meeting. While a workshop meeting is designed primarily to facilitate a fuller discussion of topics that may have previously been addressed at a regular meeting of the Board of County Commissioners or will be addressed at a future regular meeting of the Board of County Commissioners, votes by the Board of County Commissioners may be cast and official action may be undertaken thereby during the workshop. Additionally, times listed on the agenda for consideration of the particular items are approximate and designed for the convenience of members of the public wishing to attend and address those items. However, consideration of other items preceding an item for which a specific time is provided may delay the time that consideration of the time-specific item will occur.

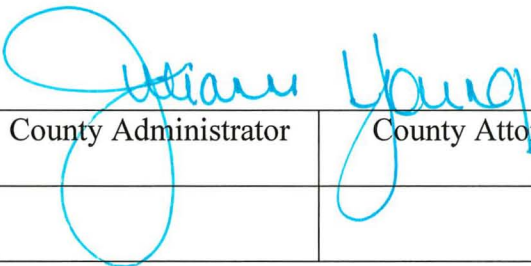

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.

Meetings may be recorded and if so, audio files may be requested from the clerk. Please silence your cell phone/ devices and keep talking within the audience to a minimum to allow the citizens surrounding you the opportunity to hear the discussion. Hearing Assistance Equipment is available in the audio room located at the entrance to the Commissioner Board Room.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: FY22 Property Appraiser Request	DEPARTMENT: Administration	
AGENDA SECTION: Workshop	AMOUNT: \$2,207,665	
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: 6/10/2021	
<p>SUMMARY HIGHLIGHTS: The Property Appraisers Office is requesting an increase to include the cost of a 3rd Party, ETCH, to host all GIS services on an external site to alleviate the routine failures experienced related to GIS services. Mr. Parker's proposed budget includes a cost of living / wage adjustment of 3%. As such, the only additional funding that could be needed is if the BOCC decided to do a cost of living / wage adjustment higher than 3%, the Clerk's office would ask for funding to increase their staff at the same level as the BOCC staff.</p>		
<p>PUBLIC PURPOSE: To request a FY22 budget for the operations of the Putnam County Property Appraiser's Office.</p>		
RECOMMENDED ACTION:		
DEPARTMENT HEAD:		
 County Administrator	 County Attorney	Deputy County Administrator Procurement / Budget

BUDGET REQUEST FOR PROPERTY APPRAISERS

I, Timothy E. Parker, the Property Appraiser of Putnam County, Florida, certify the proposed budget for the period of October 1, 2021, through September 30, 2022, contains information that is an accurate presentation of our work program during this period and expenditures during prior periods (section 195.087, F.S.).

Timothy E. Parker

Property Appraiser Signature

6/1/2021

Date

**BUDGET REQUEST FOR PROPERTY APPRAISERS
SUMMARY OF THE 2021-22 BUDGET BY APPROPRIATION CATEGORY**

PUTNAM

COUNTY

EXHIBIT A

APPROPRIATION CATEGORY	ACTUAL EXPENDITURES 2019-20	APPROVED BUDGET 2020-21	ACTUAL EXPENDITURES 3/31/21	REQUEST 2021-22	(INCREASE/DECREASE)		AMOUNT APPROVED 2021-22	(INCREASE/DECREASE)	
					AMOUNT	%		AMOUNT	%
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	(8)	(8a)
PERSONNEL SERVICES (Sch. 1-1A)	1,446,811	1,590,395	701,161	1,727,631	137,236	8.6%			
OPERATING EXPENSES (Sch. II)	276,161	251,971	53,848	381,276	129,305	51.3%			
OPERATING CAPITAL OUTLAY (Sch. III)	200,528	21,420	6,910	21,420					
NON-OPERATING (Sch. IV)		36,500		77,338	40,838	111.9%			
TOTAL EXPENDITURES	\$1,923,500	\$1,900,286	\$761,920	\$2,207,665	\$307,379	16.2%			
NUMBER OF POSITIONS		21		21					
					COL (5) - (3)		COL (6) / (3)		

DETAIL OF PERSONNEL SERVICES

SCHEDULE IA

PUTNAM

OBJECT CODE	ACTUAL EXPENDITURES 2019-20	APPROVED BUDGET 2020-21	ACTUAL EXPENDITURES 3/31/21	REQUEST 2021-22	INCREASE/(DECREASE)		AMOUNT APPROVED 2021-22
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
PERSONNEL SERVICES:							
11 OFFICIAL	118,035	122,982	61,491	122,982			
12 EMPLOYEES (REGULAR)	908,355	990,387	438,877	1,096,104	105,717	10.7%	
13 EMPLOYEES (TEMPORARY)	9,725	9,801	4,975	10,160	359	3.7%	
14 OVERTIME	227	750	216	750			
15 SPECIAL PAY	10,219	18,950	1,816	6,650	(12,300)	-64.9%	
21 FICA							
2152 REGULAR	75,179	87,429	36,842	94,603	7,174	8.2%	
2153 OTHER						----	
22 RETIREMENT							
2251 OFFICIAL	17,989	20,882	10,441	22,555	1,673	8.0%	
2252 EMPLOYEE	54,453	64,690	30,401	73,292	8,602	13.3%	
2253 SMS/SES	72,099	81,993	32,416	108,004	26,011	31.7%	
2254 DROP						----	
23 LIFE & HEALTH INSURANCE	180,529	192,531	83,686	192,531			
24 WORKER'S COMPENSATION						----	
25 UNEMPLOYMENT COMP.						----	
TOTAL PERSONNEL SERVICES	\$1,446,811	\$1,590,395	\$701,161	\$1,727,631	\$137,236	8.6%	

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Col. (6) / (3)

DETAIL OF OPERATING EXPENSES

PUTNAM

SCHEDULE II

OBJECT CODE	ACTUAL EXPENDITURES 2019-20	APPROVED BUDGET 2020-21	ACTUAL EXPENDITURES 3/31/21	REQUEST 2021-22	INCREASE/(DECREASE)		AMOUNT APPROVED 2021-22
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
OPERATING EXPENSES:							
31 PROFESSIONAL SERVICES							
3151 E.D.P.	155,540	37,981		196,146	158165	416%	
3152 APPRAISAL						----	
3153 MAPPING						----	
3154 LEGAL	6,200	50,000	5,391	30,000	(20000)	-40%	
3159 OTHER	10,653	16,000	303	16,000			
32 ACCOUNTING & AUDITING	9,600	10,200		11,400	1200	12%	
33 COURT REPORTER						----	
34 OTHER CONTRACTUAL						----	
40 TRAVEL	30,222	24,860	2,691	20,000	(4860)	-20%	
41 COMMUNICATIONS	7,084	6,000	3,523	6,000			
42 TRANSPORTATION							
4251 POSTAGE	8,821	19,000	14,523	19,000			
4252 FREIGHT						----	
43 UTILITIES						----	
44 RENTALS & LEASES							
4451 OFFICE EQUIPMENT	1,271	3,000	869	3,000			
4452 VEHICLES						----	
4453 OFFICE SPACE						----	
4454 E.D.P.						----	
45 INSURANCE & SURETY		90	169	90			

DETAIL OF OPERATING EXPENSES

PUTNAM

SCHEDULE II

OBJECT CODE	ACTUAL EXPENDITURES 2019-20	APPROVED BUDGET 2020-21	ACTUAL EXPENDITURES 3/31/21	REQUEST 2021-22	INCREASE/(DECREASE)		AMOUNT APPROVED 2021-22
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
46 REPAIR & MAINTENANCE							
4651 OFFICE EQUIPMENT	1,841	3,000	2,526	3,000			
4652 VEHICLES	2,259	17,000	2,539	17,000			
4653 OFFICE SPACE						----	
4654 E.D.P.		2,000			(2,000)	-100%	
47 PRINTING & BINDING	10,283	18,200	8,728	15,000	(3,200)	-18%	
49 OTHER CURRENT CHARGES							
4951 LEGAL ADVERTISEMENTS	11,246	12,000	5,206	12,000			
4952 AERIAL PHOTOS						----	
4959 OTHER						----	
51 OFFICE SUPPLIES	10,448	13,000	3,262	13,000			
52 OPERATING SUPPLIES						----	
54 BOOKS & PUBLICATIONS							
5451 BOOKS	52	400		400			
5452 SUBSCRIPTIONS	1,004	3,240	1,342	3,240			
5453 EDUCATION	3,431	10,000	727	10,000			
5454 DUES/MEMBERSHIPS	6,207	6,000	2,049	6,000			
TOTAL OPERATING EXPENSES	\$276,161	\$251,971	\$53,848	\$381,276	\$129,305	51%	

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Col. (6) / (3)

DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

PUTNAM

OBJECT CODE	ACTUAL EXPENDITURES 2019-20	APPROVED BUDGET 2020-21	ACTUAL EXPENDITURES 3/31/21	REQUEST 2021-22	INCREASE/(DECREASE)		AMOUNT APPROVED 2021-22
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
CAPITAL OUTLAY:							
64 MACHINERY & EQUIPMENT							
6451 E.D.P.	25,722	21,420	6,496	21,420			
6452 OFFICE FURNITURE			414			----	
6453 OFFICE EQUIPMENT						----	
6454 VEHICLES	174,806					----	
66 BOOKS							
68 INTANGIBLE ASSETS						----	
TOTAL CAPITAL OUTLAY	\$200,528	\$21,420	\$6,910	\$21,420			

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Col. (6) / (3)

**OPERATING CAPITAL OUTLAY (CONT.)
DETAIL OF EQUIPMENT REQUESTED**

PUTNAM

SCHEDULE III A

INSTALLMENT PURCHASES

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2021-22
None				

OTHER CAPITAL ITEMS

ITEM	UNIT PRICE	QUANTITY	REPLACE	NEW	REQUEST 2021-22
7 COMPUTERS	\$1,489	7	X		\$10,420
ADDITIONAL HARDWARE & SOFTWARE	VARIOUS				\$5,000
LAPTOP PCS	\$3,000	2		X	\$6,000

DETAIL OF NON-OPERATING

SCHEDULE IV

PUTNAM

OBJECT CODE	ACTUAL EXPENDITURES 2019-20	APPROVED BUDGET 2020-21	ACTUAL EXPENDITURES 3/31/21	REQUEST 2021-22	INCREASE/(DECREASE)		AMOUNT APPROVED 2021-22
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
NON-OPERATING:							
91 E.D.P. CONTRACT RESERVE		26,500		26,500			
92 OTHER CONTRACT RESERVE						---	
93 SPECIAL CONTINGENCY				40,838	40,838	---	
94 EMERGENCY CONTINGENCY		10,000		10,000			
TOTAL NON-OPERATING		\$36,500		\$77,338	\$40,838	111.9%	

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Col. (6) / (3)

JUSTIFICATION SHEET

FY 2021-2022

PUTNAM

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
12	Employees Regular	IA	\$105,717	Increase due to salary survey study submitted to DOR Reclassification of Experience Pay office policy & certification designation.
13	Employees Temporary	IA	\$359	Increase due to minimum wage increase
15	Special Pay	IA	(\$12,300)	Reclassification of Experience Pay office policy
2152	FICA-Regular	IA	\$7,174	Increase in wages
2251	Retirement-Official	IA	\$1,673	Increase in rate
2252	Retirement-Employee	IA	\$8,602	Increase in wages and rate
2253	Retirement-SMS/SES	IA	\$26,011	Increase in wages and rate
3151	EDP	II	\$158,165	New Etch GIS hosting contract
3154	Legal	II	(\$20,000)	Estimated decrease in legal costs
32	Accounting & Auditing	II	\$1,200	Increase in monthly contract rate
40	Travel	II	(\$4,860)	Decrease in travel expenses
4654	Repair & Maint.-EDP	II	(\$2,000)	Discontinue of APEX license
47	Printing & Binding	II	(\$3,200)	Decrease in costs
93	Special Contingency	IV	\$40,838	3% COLA
GRAND TOTAL			\$307,379	



Timothy E. Parker, C.F.A.
Putnam County Property Appraiser

386/329-0286 • Fax: 386/329-0447
www.putnam-fl.com/app • appraiser@putnam-fl.com

June 1, 2021

Board of County Commissioners
c/o Finance Department
PO Box 758
Putnam County Courthouse
Palatka, FL 32178

Dear Commissioners:

The Putnam County Property Appraiser's Office has submitted its budget request to the Florida Department of Revenue in compliance with Section 195.087, Florida Statutes. The proposed budget is for the period of October 1, 2021 through September 30, 2022.

Pursuant to Section 192.091, notice is being provided to you of our estimated budget requirements and billings.

Subject to Department of Revenue approval, our preliminary budget allocation to your agency is \$2,178,225.79

Sincerely yours,

A handwritten signature in black ink that reads "Timothy E. Parker".

Timothy E. Parker, C. F. A.
Property Appraiser
State-Certified General Appraiser RZ2438

TEP/dhh

Crescent City Annex
115 N. Summit Street
386/698-4284

Main Office
P.O. Box 1920
312 Oak Street
Palatka, Florida 32178

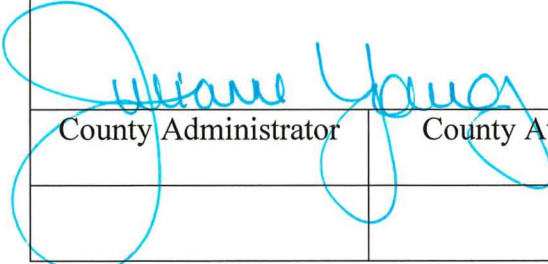
Interlachen Annex
Hitchcock's Plaza, SR #20
386/684-3383

**Putnam County Property Appraiser
Allocation to Taxing Authorities
For the Year Ending September 30, 2022**

		<u>Total Billings</u>
Board of County Commissioners	98.6665%	\$ 2,178,225.79
St Johns River Water Management District	1.3280%	\$ 29,317.79
Suwannee River Water Management District	0.0055%	\$ 121.42
	100.0000%	<u>\$ 2,207,665.00</u>
		\$ 2,207,665.00

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: FY22 Supervisor of Elections Budget Request	DEPARTMENT: Administration
AGENDA SECTION: workshop	AMOUNT: \$1,049,000
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: 6/10/2021
<p>SUMMARY HIGHLIGHTS: Supervisor of Elections office is requesting a small increase in budget due to (1) additional budget related to the requirement of the State of Florida initiative to redistrict and (2) transferring expenses paid from the BOCC's general fund on his office's behalf, to his budget for a more transparent and comprehensive picture of the operational needs of the Supervisor of Elections office.</p> <p>Mr. Overturf states he has not included a COLA, as he is awaiting direction and decision from the BOCC on a comprehensive approach to staff compensation and possible cost of living / wage adjustments. Mr. Overturf desires to follow suit in line with any decision that the BOCC makes and once determined would request additional funding to provide the same adjustment to his staff.</p>	
<p>PUBLIC PURPOSE: To request a FY22 budget for the operations of the Putnam County Supervisor of Elections Office.</p>	
<p>RECOMMENDED ACTION:</p>	
<p>DEPARTMENT HEAD:</p>	
 County Administrator	County Attorney
Deputy County Administrator Procurement / Budget	

	Charles L. Overturf III, Supervisor of Elections	
	2021-2022 Submitted Budget	
	May 28, 2021	
Budgeting for (1) Election (August Primary Election)		
Budget submitted to Terry Suggs, County Administrator		
	Budget Approved FY 2020-21	Budget Requested FY 2021-22
Personal Services:		
Official Salary	109,000	117,000
Employees(Regular) Salaries	233,480	234,000
Other Salaries & Wages	100,000	125,000
FICA Taxes (7.65%)	24,000	24,000
Retirement-Official	45,000	48,000
Retirement-Regular	20,000	22,000
Life & Health Insurance	45,000	48,000
Total Personal Services	576,480	618,000
Operating Expenses:		
Dues,Memberships,Seminar/Training	6,000	6,000
Advertising	30,000	30,000
Rentals & Leases	12,000	13,000
Repair & Maintenance	55,000	55,000
Maintenance-Computer/Software	85,000	105,000
Printing	65,000	70,000
Postage Services	45,000	46,000
Communication Services	4,000	7,000
Travel & Per diem	8,000	7,000
Office Supplies	27,000	27,000
Professional Services	20,000	30,000
Voter Education	30,000	30,000
Auto Expense	4,000	3,000
Total Operating Expenses	391,000	429,000
Capital Outlay:		
Machinery & Equipment	<u>0</u>	<u>0</u>
Total Capital Outlay	0	0
Non-Operating		
Emergency Contingency	2,000	2,000
Total Non Operating	2,000	2,000
TOTALS	969,480	1,049,000
<i>Respectively submitted, Charles Overturf</i>		