

**BOARD OF COUNTY COMMISSIONERS PUBLIC HEARINGS  
PRELIMINARY BUDGET WORKSHOP  
FISCAL YEAR 2007/2008 COUNTYWIDE BUDGET  
REVISED**

**March 5, 2008  
8:30 a.m.**

1. **Call to Order**
2. **Confirmation of Public Notice**
3. **Budget Update**
4. **Constitutional Officers**
5. **Prioritization of Programs**
6. **Retirement Buyout Plan**
7. **Outside Agencies**
8. **County (BCC) Reorganization (Backup Distributed under Separate Cover)**
9. **Escambia County Cafeteria Plan (Backup Distributed under Separate Cover)**
- 10 . **Adjournment**



**BOARD OF COUNTY COMMISSIONERS**  
Escambia County, Florida

**DEPARTMENT:** Administrative Services  
**FROM:** Jean Kassab, Director, Administrative Services  
**DATE:** February 26, 2008  
**ISSUE:** Information Report – Budget Update

**INFORMATION:**

The County is anticipating a \$12,000,000 reduction in the General Fund with the passage of Amendment #1. It is also anticipated that EMS operations, which currently receives no General Fund support, will potentially need a \$1,000,000 subsidy to maintain current levels of service. In addition, a \$700,000 grant for mass transit service development expires at the end of this fiscal year. This combined with no continued funding from the City of Pensacola for mass transit means the County's contribution to ECAT will need to increase by at least \$1,000,000 to maintain current levels of service. Finally, with the continued downturn in the economy other revenues in the General Fund such as the Half-Cent Sales Tax and Guaranteed Revenue Sharing may also decline by as much as \$900,000. With these facts the challenge is to build a budget that reduces expenses while minimizing the impact on essential government services.

To that end preliminary guidance has been given to all departments that included the elimination of primarily vacant positions, the movement of filled positions from one program to another and/or general reductions in programmatic expenses. This step, if effective, will result in the elimination of about 23 positions and the movement of an additional 4 positions to non-General Fund programs.

The next step is to further reduce payroll through early retirement buyouts and program consolidation. If further steps are necessary after these, programs at the bottom of the prioritization list will be reduced or eliminated. If these reductions/eliminations are not sufficient, then global reductions such as pay decreases or cost shifting of benefits will be needed.

The County Administrator has also completed meetings with the Sheriff, Property Appraiser, Clerk of the Circuit Court and the Supervisor of Elections. These meetings were designed to establish direct lines of communication for global issues such as pay and health benefits.

Using this basic action plan, the County will build a balanced budget without increases in tax rates by July 15<sup>th</sup>.

**CONCUR:** \_\_\_\_\_

**Robert R. McLaughlin,**  
**County Administrator**



**BOARD OF COUNTY COMMISSIONERS**  
Escambia County, Florida

**DEPARTMENT:** Administrative Services  
**FROM:** Jean Kassab, Director, Administrative Services  
**DATE:** February 26, 2008  
**ISSUE:** Prioritization of Programs

**RECOMMENDATION:**

That the Board review and makes changes to the attached prioritization list for programs that receive support from the General Fund.

**BACKGROUND:**

The attached sheet shows a staff-prioritized list of programs that receive General Fund support. Once reviewed by the Board, this list will be used in various townhall meetings throughout the County to enlist the public's input on the program prioritization. Once the list is finalized, it will be used to make necessary reductions in the budget. While all programs will see some reductions, those at the bottom of the priority listing will see the most significant reductions or face elimination.

**BUDGETARY IMPACT:**

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**PERSONNEL:**

**POLICY/REQUIREMENT FOR BOARD ACTION/DISCUSSION:**

**IMPLEMENTATION REQUIREMENTS:**

**COORDINATION WITH OTHER AGENCIES/PERSONS:**

**CONCUR:** \_\_\_\_\_  
**Robert R. McLaughlin,**  
**County Administrator**

**Escambia County  
General Fund Programs**

**Budget Workshop  
Item #5 - 3/5/2008**

| <b>Priority</b> | <b>Title</b>                    | <b>Net<br/>GF Budget</b> |
|-----------------|---------------------------------|--------------------------|
| Required        | Sales Tax Bonds                 | 5,772,728.00             |
| Required        | 1997 GBLP Loan                  | 919,150.00               |
| Required        | Central Energy Loan             | 315,243.00               |
| Required        | Leonard Street Energy Plant     | 464,870.00               |
| Required        | Medicaid                        | 3,500,000.00             |
| Required        | Department of Juvenile Justice  | 3,368,124.00             |
| Required        | State Attorney - Communications | 13,500.00                |
| Required        | PD - Communications             | 11,050.00                |
| Required        | Court Security                  | 207,725.00               |
| Required        | Other Article V Costs           | 12,000.00                |
| Required        | Legal Aid                       | 49,688.00                |
| Required        | City TIFs                       | 3,377,867.00             |
|                 |                                 |                          |
| 1               | Sheriff                         | 76,706,683.00            |
| 2               | 911 Communications              | 534,412.00               |
| 3               | Emergency Management            | 279,259.00               |
| 4               | Emergency Medical Services      |                          |
| 5               | Public Safety Administration    | 375,452.00               |
| 6               | Pre-Trial Release               | 431,546.00               |
| 7               | Board of County Commissioners   | 902,096.00               |
| 8               | Tax Collector                   | 4,735,866.00             |
| 9               | Supervisor of Elections         | 2,264,638.00             |
| 10              | Property Appraiser              | 6,923,006.00             |
| 11              | Clerk of the Circuit Court      | 1,797,000.00             |
| 12              | Road Department Administration  | 406,084.00               |
| 13              | Road Maintenance                | 7,711,302.00             |
| 14              | Sign Maintenance                | 453,064.00               |
| 15              | Garage Administration           | 2,003,519.00             |
| 16              | Small Equipment Repair          | 60,000.00                |
| 17              | Holding Ponds                   | 615,267.00               |
| 18              | Farming Operations/Road Prison  | 87,684.00                |
| 19              | Facility Operations/Road Prison | 187,656.00               |
| 20              | Care & Custody/Road Prison      | 4,471,618.00             |
| 21              | Road Prison Admin               | 437,111.00               |
| 22              | County Administration           | 564,901.00               |
| 23              | County Attorney                 | 1,507,747.00             |
| 24              | Code Enforcement                | 300,000.00               |
| 25              | Telecommunications/Utilities    | 5,152,617.00             |
| 26              | Priority One Facility Repairs   | 318,300.00               |
| 27              | Facilities Maintenance          | 3,144,544.00             |
| 28              | OMB                             | 729,868.00               |
| 29              | Planning Admin                  | 281,654.00               |
| 29              | Board of Adjustments            | 148,948.00               |
| 29              | Rezoning                        | 247,389.00               |
| 29              | Planning Board                  | 185,140.00               |

EMS does not currently receive General Fund support; however it is anticipated this program will need a subsidy of about \$1,000,000 next fiscal year to continue current levels of service.

Escambia County  
General Fund Programs

Budget Workshop  
Item #5 - 3/5/2008

| Priority | Title                                | Net<br>GF Budget |
|----------|--------------------------------------|------------------|
| 29       | Planning DRC                         | (433,034.00)     |
| 29       | Land Use                             | 204,265.00       |
| 29       | GIS                                  | 339,419.00       |
| 29       | Transportation                       | 835,273.00       |
| 29       | Traffic Control                      | 367,376.00       |
| 29       | Stormwater                           | 484,156.00       |
| 29       | Engineering Admin                    | 665,739.00       |
| 29       | Long Range Planning                  | 1,519,117.00     |
| 30       | Facilities Administration            | 389,413.00       |
| 31       | Custodial                            | 1,314,276.00     |
| 32       | Parks Administration                 | 291,004.00       |
| 33       | Parks Maintenance                    | 1,818,330.00     |
| 34       | Lake Stone                           | 23,472.00        |
| 35       | Adult Softball                       | (4,250.00)       |
| 36       | IR - Telecommunications              | 239,000.00       |
| 37       | Purchasing                           | 883,888.00       |
| 38       | NESD Administration                  | 381,986.00       |
| 39       | CRA Brownsville                      | 427,145.00       |
| 39       | CRA Warrington                       | 1,026,428.00     |
| 39       | CRA Palafox                          | 519,150.00       |
| 39       | CRA Barrancas                        | 267,177.00       |
| 39       | CRA Englewood                        | 226,343.00       |
| 39       | CRA Administration                   | 255,362.00       |
| 40       | Public Social Services               | 1,160,500.00     |
| 41       | Animal Control                       | 678,892.00       |
| 42       | Libraries                            | 3,311,830.00     |
| 43       | Mass Transit                         | 1,914,532.00     |
| 44       | Foundations for the Future           | 402,000.00       |
| 45       | PEDC                                 | 150,000.00       |
| 46       | Mosquito Control                     | 867,493.00       |
| 47       | Medical Examiner                     | 1,050,000.00     |
| 48       | School Readiness Coalition           | 230,000.00       |
| 49       | Escambia Community Clinics           | 431,880.00       |
| 50       | Public Information Office            | 466,060.00       |
| 51       | Environmental Quality                | 394,226.00       |
| 52       | Asst. County Administrator- PWLMA    | 233,918.00       |
| 53       | Asst. County Administrator- CSPSA    | 210,823.00       |
| 54       | Executive Support                    | 441,034.00       |
| 55       | Community Services                   | 360,477.00       |
| 56       | Extension Services                   | 515,042.00       |
| 57       | Tuition Reimbursement                | 25,000.00        |
| 58       | Information Resources                | 3,185,644.00     |
| 59       | Human Resources - Admin              | 1,182,756.00     |
| 60       | Parks Recreation                     | 178,704.00       |
| 61       | Technical Support/Engineering        | 460,905.00       |
| 62       | Design & Construction Administration | 120,848.00       |

After the adoption of the annual budget the County's contribution to ECAT increased by \$500,000. Next fiscal year it is anticipated that this subsidy will need to increase by an additional \$1,000,000 to maintain current levels of service.

**Escambia County  
General Fund Programs**

**Budget Workshop  
Item #5 - 3/5/2008**

| <b>Priority</b> | <b>Title</b>                        | <b>Net<br/>GF Budget</b> |
|-----------------|-------------------------------------|--------------------------|
| 63              | Soil & Water                        | 288,627.00               |
| 64              | Property Management                 | 196,805.00               |
| 65              | Health Department                   | 300,029.00               |
| 66              | Southwest Sector CRA                | 3,229,125.00             |
| 67              | Marine Recreation                   | 40,000.00                |
| 68              | Council on Aging                    | 40,000.00                |
| 69              | Lakeview                            | 31,038.00                |
| 70              | Wildlife Sanctuary                  | 32,580.00                |
| 71              | First Call for Help                 | 35,000.00                |
| 72              | Junior Achievement                  | 10,000.00                |
| 73              | Pensacola's Promise                 | 20,000.00                |
| 74              | Gulf Coast African American Chamber | 23,000.00                |
| 75              | Human Relations Commission          | 115,000.00               |
| 76              | WF Regional Planning Council        | 14,174.00                |
| 77              | Sertoma                             | 12,500.00                |
| 78              | Merit System Protection Board       | 126,225.00               |

\* DRC revenue is shown as offsetting the Planning DRC program but could be pro-rated among the NESD and Engineering DRC programs.



**BOARD OF COUNTY COMMISSIONERS**  
Escambia County, Florida

**DEPARTMENT:** Administrative Services  
**FROM:** Jean Kassab, Director, Administrative Services  
**DATE:** February 26, 2008  
**ISSUE:** Early Retirement Incentive Plan

**RECOMMENDATION:**

That the Board review and approve in concept the Early Retirement Incentive Plan.

**BACKGROUND:**

The attached sheet slide presentation shows the County's retirement buyout plan. This plan provides a financial incentive for employees who are at least 50 years of age or who have at least 30 years of qualified FRS service (25 years for high risk) to retire.

**BUDGETARY IMPACT:**

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**PERSONNEL:**

**POLICY/REQUIREMENT FOR BOARD ACTION/DISCUSSION:**

**IMPLEMENTATION REQUIREMENTS:**

**COORDINATION WITH OTHER AGENCIES/PERSONS:**

**CONCUR:** \_\_\_\_\_  
**Robert R. McLaughlin,**  
**County Administrator**

## Retirement Buyouts Eligibility

- ◆ Must be at least 50 years of age OR have 30 years of service (25 years for high risk).
- ◆ At least 6 of these years must be with the Board of County Commissioners
- ◆ Must be a permanent full-time employee
- ◆ Cannot be in the last year of DROP

# Retirement Buyout Process

- ◆ All eligible employees may apply for a retirement buyout during the application phase which is tentatively scheduled for April 1, 2008 through April 30, 2008.
- ◆ Once the application phase is completed, the County Administrator or his designee(s) will decide who can be accepted for the retirement buyout program.
- ◆ Acceptance will be based on the following criteria:
  - For every person accepted for retirement buyout a permanent, full-time position in the Board's organization with the same funding source must be abolished.
  - The payback period for the Board to recoup the individual's buyout must be 3 years or less.
  - Certain positions/people may be determined to be critical or essential, and applications may be rejected on this basis.
  - If more than one position of the same classification in the same department applies, acceptance will be based on past performance.
  - Once funding is exhausted, no further applications will be accepted.

# The Statistics of the Pool

- ◆ Over 300 employees have the required characteristics.
- ◆ The average length of service is 17.5 years.
- ◆ The average age is 56 years old. The age range is from 43 to 79.
- ◆ The average salary including longevity is \$43,700 with a range from \$18,700 to \$134,300.
- ◆ 21% are unclassified/79% are classified
- ◆ 8% are considered “management” (i.e. department directors or division chiefs)

# The Buyout

- ◆ 2.0 weeks pay (80 hours) per year of service with a maximum of 1 year's salary.
  - Average payout would be about \$29,100 with a range between \$5,200 and \$113,000.
  - Average payout w/benefits would be about \$34,900 with a range between \$6,100 and \$136,900.
  - In lieu of a lump sum payment the employee may choose to take an equivalent amount of annual leave. Employee may then choose to stay on annual leave until it is exhausted. Employee may also elect to have a portion paid in a lump sum and utilize the remaining portion. Although the employee would still have access to County health care benefits, the County would no longer contribute to the cost under this plan.
  - This incentive payment will be in lieu of any other retirement incentive offered by the Board.
- ❖ Does not include accrued leave payout

# Examples

## ◆ General Motors/Delphi

- Offering early retirement incentives to 74,000 workers in the United States
- Incentives range as follows:
  - ◆ Retirement eligible workers will be offered between \$45,000 and \$62,500 to retire and will take with them their full pension and health benefits.
  - ◆ Those employees with at least 26 years of service can retire early and receive reduced pay until their full retirement begins.
  - ◆ Employees who are at least 50 years of age with at least 10 years of service will be offered \$140,000 with no pension or health benefits.

# Examples

## ◆ Martin County

- Offering early retirement incentives to any employee with more than 10 years of service
- The incentive includes 2 week pay per year of service capped at 6 months salary.
- In addition the County would pay the employee's health insurance for 1 year.

# Examples

## ◆ San Antonio Express-News

- In 2007 offered all 1,100 employees an early retirement incentive.
- This incentive included 2 weeks pay per year of service up to a maximum of a year's salary.
- The employee will also receive the company's contribution towards medical benefits for up to 6 months.