



Jefferson County Board of County Commissioners

Thursday, May 16, 2024 at 6:00 pm

REGULAR SESSION AGENDA

Courthouse Annex, 435 W. Walnut Street, Monticello, FL 32344

1. 6 PM CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE
2. PUBLIC ANNOUNCEMENTS, PRESENTATIONS & AWARDS
3. CITIZENS REQUEST & INPUT ON NON-AGENDA ITEMS

(3 Minute Limit Please)

4. CONSENT AGENDA

a. Vouchers

Attachments:

- **Accounts List** (List_of_Accounts.pdf)
- **Vendor List** (AP_Status_by_Vendor_5-16-24.pdf)

b. Work Authorization 08

Attachments:

- **WO-08** (Jefferson_County_-_WO_08.pdf)

5. GENERAL BUSINESS

a. Waukeelah Hwy, SCOP Award

G. Rojas

b. Employee Insurance Broker Award

G. Rojas

c. County Attorney Extension

S. Metty

Attachments:

- **Agenda Item** (County_Attorney_Contract_Extension_2024.doc)
- **Agreement** (Agreement_for_County_Attorney_Services.pdf)
- **Amendment 2** (Amendment_2.doc)

d. Indigent Policy

S. Metty/Attorney

Attachments:

- **Agenda Item** (Draft_Agenda_Item_-_Unclaimed_Remains_5-10-24.doc)
- **Application** (Jefferson_County_Unclaimed_Indigent_Cremation_Application.docx)
- **Application Instructions** (Application_Instructions.docx)
- **Draft Notice to Family** (ltr_to_NOK_w_Application.docx)

6. **CLERK OF COURTS**
7. **COUNTY ENGINEER**
8. **COUNTY ATTORNEY**
9. **COUNTY MANAGER**
10. **COUNTY COMMISSIONERS**
11. **ADJOURN**

From the manual "Government in the Sunshine", page 40: Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

PARTICIPATING IN A COUNTY COMMISSION MEETING: A CITIZEN'S GUIDE

The Jefferson County Commission is pleased to have you at our Commission meeting. We appreciate your presence, welcome your participation, and want your visit to be interesting and informative. The following is a brief summary of the Commission's Meeting Rules of Procedure that apply to citizen participation.

See the meeting agenda so that you can follow each item of business the Commission will be discussing.

SPEAKING BEFORE THE COMMISSION: WHEN CAN I TALK?

If you want to address the Commission about an issue that's not on the agenda, notice there is a place to do this. To reserve a time to speak for up to 3 minutes, please sign a speaker request form usually found near the speaker's rostrum.

The first place to speak is soon after the meeting begins. This time is reserved for citizens who want to make a request or provide input that doesn't require discussion. The spot is frequently used by citizens who don't want to stay for the entire meeting and don't need an immediate response from the Commission.

Citizens may also have a chance to address the Commission about items of interest during the General Business part of the agenda. After the Commissioners have had a chance to discuss a general business item, the Chair usually asks if there are any comments from the audience. Again, if you wish to speak, please limit remarks to no more than 3 minutes.

For the record, always give your name and address before you begin speaking. If you're representing a particular group or organization, state that, too. Always address remarks to the Chair or the Commission as a whole, never to an individual commissioner or the audience. Speakers may speak only once on an issue and may not yield their time to another person.

THE COMMON COURTESY RULE: PLEASE BE BRIEF, RELEVANT, AND ALWAYS CIVIL

Commission meetings can be long. Our Commission works hard to keep meetings moving along in a productive and civil manner. Please plan your remarks so that you can make your point clearly and quickly. Always be courteous and civil.

The Chair may call down speakers (or members of the audience) who violate the Commission's rules of decorum. Here are some "no-no's": personal attacks or threats, booing, heckling, cheering, inappropriate clapping, verbal outbursts, and distracting private conversations during proceedings. Also, signs are okay outside of the meeting room but are not allowed in it.

Commission Meeting Rules of Procedure (available at jeffersoncountyfl.gov) give the Chair control of the meeting, much like a judge controls his courtroom. These same rules also give the Chair a lot of flexibility to use his or her judgment in running an efficient and orderly meeting. So if you think you need help or more time, let the Chair know. If time allows, the Chair will usually grant reasonable requests.

Again, thanks for your interest. We're glad you're here!

NOTE: Except for Common Courtesy rules, slightly different guidelines may apply to public hearings and workshops.

General Fund - Cash Code 01001

1947 SCRAP
1948 SCOP
1949 CIGP
2101 BOCC
2102 Coordinator
2103 County Attorney
2104 County Administrative
2211 Property Appraiser
2212 Tax Deed
2320 Clerk
2322 Circuit Court
2324 County Court
2332 State Attorney
2333 Public Defender
2440 Supervisor of Elections
2670 Courthouse
2671 Admin Buildings
2780 Planning Dept
2781 Industrial Development
3102 Veterans Affairs
3440 Building Dept
3990 Medical Examiner
4212 Animal Control
4216 Mosquito Control-Local
4217 Mosquito Control-State
6101 Recreation
6212 Library-Local
6213 Library-State
6302 Extension

Fund 11 - Cash Code 08008

4102 Road Dept

Fund 14 - Cash Code 01001

3101 Sheriff

Fund 18 - Cash Code 01001

4102 Capital Projects

Fund 19 - Cash Code 01001

3211 Fire Rescue

Fund 22 - Cash Code 01001

4212 Solid Waste

Fund 23 - Cash Code 01001

2911 E911

Fund 26 - Cash Code 13013

6214 Literacy

Fund 28 - Cash Code 01001

3211 EMS

Jefferson County Board of County Commissioners
Accounts Payable Status with Accounting Distribution by Vendor

Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Amount Owed	Accounting Distribution	Distribution Amount
[10025] City of Monticello								
4/25/2024	5/16/2024	0324-0009	5/16/2024	Courthouse Water/Sewer/Garbage Account#00010009	307.20	307.20	01-2670-519.430	307.20
4/25/2024	5/16/2024	0324-0133	5/16/2024	JCFR Sewer Account#00050133	100.66	100.66	19-3211-522.430	50.33
4/25/2024	5/16/2024	0324-0135	5/16/2024	JCFR Water Account#00050135	15.37	15.37	19-3211-522.430	7.69
4/25/2024	5/16/2024	0324-0150	5/16/2024	Annex Water and Sewer Usage Account#00010150	33.25	33.25	01-2671-519.430	33.25
4/25/2024	5/16/2024	0324-0166	5/16/2024	Monthly Water and Sewer Account#00010166	106.94	106.94	01-6212-571.430	106.94
4/25/2024	5/16/2024	0324-0204	5/16/2024	office water bill Account#00050204	28.46	28.46	22-4212-534.430	28.46
4/25/2024	5/16/2024	0324-0215	5/16/2024	Water/Sewer/Garbage Usage Account#00010215	57.90	57.90	01-2671-519.430	57.90
4/25/2024	5/16/2024	0324-0392	5/16/2024	Water/Sewer/Garbage Usage Account#00010392	50.77	50.77	01-2671-519.430	50.77
4/25/2024	5/16/2024	0324-0409	5/16/2024	Water/Sewer Usage at A Bldg Complex Account#00010409	253.63	253.63	01-2671-519.430	253.63
Total for [10025] City of Monticello					954.18	954.18		954.18
[10040] ELI ROBERTS & SONS								
4/09/2024	5/16/2024	107736	5/16/2024	oil dry	64.38	64.38	22-4212-534.520	64.38
4/15/2024	5/16/2024	452538	5/16/2024	diesel bobcat	154.10	154.10	22-4212-534.521	154.10
4/21/2024	5/16/2024	77832	5/16/2024	Fuel Account#2022113	69.58	69.58	19-3211-522.521	69.58
4/21/2024	5/16/2024	77908	5/16/2024	fuel C-2 Account#2022576	74.10	74.10	22-4212-534.521	74.10
4/30/2024	5/16/2024	78182	5/16/2024	fuel rental rolloff truck Account#2022576	232.40	232.40	22-4212-534.521	232.40
5/05/2024	5/16/2024	78473	5/16/2024	rental rolloff fuel Account#2022576	443.98	443.98	22-4212-534.521	443.98
Total for [10040] ELI ROBERTS & SONS					1,038.54	1,038.54		1,038.54
[10065] Aucilla Area Solid Waste								
3/31/2024	5/16/2024	3312024	5/16/2024	March 2024 landfill tipping fees	23,360.09	23,360.09	22-4212-534.340	23,360.09
Total for [10065] Aucilla Area Solid Waste					23,360.09	23,360.09		23,360.09
[10075] SOUTHEASTERN CONSULTING								
4/30/2024	5/16/2024	10620	5/16/2024	CR-259 SCL Railroad Bridge	27,892.50	27,892.50	11-4102-525.311	27,892.50
Total for [10075] SOUTHEASTERN CONSULTING					27,892.50	27,892.50		27,892.50
[10110] Nabors Giblin & Nickerson								
4/04/2024	5/16/2024	0324-23057	5/16/2024	March 2024-Homestead Barn	13,506.34	13,506.34	01-2103-514.120	13,506.34
Total for [10110] Nabors Giblin & Nickerson					13,506.34	13,506.34		13,506.34
[10125] BIG BEND TRANSIT, INC								
5/02/2024	5/16/2024	24-211	5/16/2024	April Services ridership services	13,325.00	13,325.00	12-0098-551.302	13,325.00
Total for [10125] BIG BEND TRANSIT, INC					13,325.00	13,325.00		13,325.00
[10130] Duke Energy								
4/23/2024	5/02/2024	0424-4879	5/16/2024	Electric Bill-Compactor sites Account#9930000014879	447.94	447.94	22-4212-534.430	447.94
Total for [10130] Duke Energy					447.94	447.94		447.94
[10220] Ingram Library Services								
4/26/2024	5/16/2024	81649699	5/16/2024	Books Account#2005054	31.37	31.37	01-6213-571.660	31.37
4/26/2024	5/16/2024	81649701	5/16/2024	Books Account#2005054	19.35	19.35	01-6213-571.660	19.35

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Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Amount Owed	Accounting Distribution	Distribution Amount
4/26/2024	5/16/2024	81649702	5/16/2024	Books Account#2005054	51.20	51.20	01-6213-571.660	51.20
4/26/2024	5/16/2024	81649703	5/16/2024	Books Account#2005054	285.27	285.27	01-6213-571.660	285.27
Total for[10220] Ingram Library Services					387.19	387.19		387.19
[10230] JON R THOGMARTIN MD PA								
2/28/2024	5/02/2024	14017	5/16/2024	Medical Examiner 01/2024	6,726.00	6,726.00	01-3990-527.310	6,726.00
4/20/2024	5/16/2024	14172	5/16/2024	Medical Exam Services March 2024	5,667.00	5,667.00	01-3990-527.310	5,667.00
Total for[10230] JON R THOGMARTIN MD PA					12,393.00	12,393.00		12,393.00
[10250] Big Bend Tire								
4/02/2024	5/16/2024	16071391	5/16/2024	tire replaced FL-1	85.00	85.00	22-4212-534.462	85.00
4/18/2024	5/16/2024	160714284	5/16/2024	6 Tire Replacement Engine 7	4,052.62	4,052.62	19-3211-522.620	4,052.62
4/30/2024	4/30/2024	160714496	5/16/2024	ac drain washer nozzle AC-1	204.57	204.57	22-4212-534.462	204.57
5/03/2024	5/16/2024	160714584	5/16/2024	3-4 Oil Change	160.00	160.00	28-3211-526.463	160.00
Total for[10250] Big Bend Tire					4,502.19	4,502.19		4,502.19
[10255] Verizon Wireless								
4/23/2024	5/16/2024	9962362121	5/16/2024	Account#22501100-00001 - 04-24	205.80	205.80	01-6101-572.410	51.45
							01-6302-537.410	51.45
4/23/2024	5/16/2024	9962464904	5/16/2024	Verizon Account - Account#842543529-00001 April 2024	803.91	803.91	22-4212-534.410	102.90
							01-2102-513.410	131.26
							01-3440-524.410	56.44
							01-6302-537.410	36.07
							19-3211-522.410	216.42
							22-4212-534.410	147.30
							28-3211-526.410	216.42
							11-4102-541.410	13.27
Total for[10255] Verizon Wireless					1,022.98	1,022.98		1,022.98
[10281] Jefferson County Road Department								
5/01/2024	5/16/2024	0424JCEO	5/16/2024	JCEO County fleet fuel April 2024	574.89	574.89	01-6302-537.521	574.89
5/01/2024	5/16/2024	0424JCFR	5/16/2024	Fuel 4/2024	4,783.82	4,783.82	19-3211-522.521	850.64
5/01/2024	5/08/2024	0424JCMQ	5/16/2024	April 2024 fuel - Mosq Control acct#11	153.32	153.32	28-3211-526.521	3,933.18
5/01/2024	5/16/2024	0424JCRP	5/16/2024	Monthly Fuel Usage 4/2024	575.25	575.25	01-4216-534.521	153.32
5/01/2024	5/16/2024	0424JCSW	5/16/2024	fleet fuel April 2024	9,910.54	9,910.54	01-6101-572.521	575.25
Total for[10281] Jefferson County Road Department					15,997.82	15,997.82		15,997.82
[10305] Right Way Welding & Fabri								
4/30/2024	5/16/2024	3320	5/16/2024	main yard compactor anchor & rolloff repair	655.00	655.00	22-4212-534.463	655.00
Total for[10305] Right Way Welding & Fabri					655.00	655.00		655.00
[10375] BoundTree Medical, LLC								
5/06/2024	5/16/2024	65796759	5/16/2024	Medical Supplies Account#150816	459.20	459.20	28-3211-526.522	459.20
Total for[10375] BoundTree Medical, LLC					459.20	459.20		459.20
[10380] B & B Sporting Goods								
4/16/2024	5/16/2024	249039	5/16/2024	Baseball Supplies	2,673.50	2,673.50	01-6101-572.640	2,673.50
5/01/2024	5/16/2024	249047	5/16/2024	Babe Ruth Supplies	1,315.00	1,315.00	01-6101-572.640	1,315.00
Total for[10380] B & B Sporting Goods					3,988.50	3,988.50		3,988.50

Jefferson County Board of County Commissioners
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Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Amount Owed	Accounting Distribution	Distribution Amount
[10405] Amazon Capital Services								
5/01/2024	5/16/2024	119H-GXG9-KKH7	5/16/2024	Program supplies	94.92	94.92	01-6213-571.510	82.93
5/02/2024	5/16/2024	16QQ-KJ39-W47Q	5/16/2024	Office supplies	44.32	44.32	01-6213-571.520	11.99
5/01/2024	5/16/2024	197Y-4K9W-QKJP	5/16/2024	Book club books	79.90	79.90	01-6213-571.510	44.32
4/26/2024	5/16/2024	1CTR-9PHL-7LH9	5/16/2024	Music Program Supplies	179.89	179.89	01-6213-571.660	79.90
5/01/2024	5/16/2024	1R97-T69F-R9YJ	5/16/2024	Event supplies/ May the 4th	156.58	156.58	01-6213-571.520	179.89
5/04/2024	5/16/2024	1RH6-6QYR-DCF6	5/16/2024	Exit alarm	14.29	14.29	01-6213-571.520	156.58
5/01/2024	5/16/2024	139G-XPGW-PXT4	5/16/2024	Program supplies	296.66	296.66	01-6213-571.520	14.29
		Total for[10405] Amazon Capital Services			866.56	866.56		296.66
[10420] Overdrive, Inc.								
5/06/2024	5/16/2024	11726CO24139875	5/16/2024	E-books	305.47	305.47	01-6213-571.660	305.47
		Total for[10420] Overdrive, Inc.			305.47	305.47		305.47
[10425] FourStar Freightliner, Inc								
4/25/2024	5/16/2024	X104048610:01	5/16/2024	coolant tube R-10	82.63	82.63	22-4212-534.463	82.63
		Total for[10425] FourStar Freightliner, Inc			82.63	82.63		82.63
[10440] Monticello Carquest Inc.								
4/03/2024	5/16/2024	10338-300306	5/16/2024	Operating Supplies for Rec Park	10.00	10.00	01-6101-572.520	10.00
4/15/2024	5/16/2024	10338-301238	5/16/2024	Maint. Parts for Rec. Park	18.24	18.24	01-6101-572.520	18.24
4/26/2024	5/16/2024	10338-302042	5/16/2024	Maint. Parts for Rec. Park	12.38	12.38	01-6101-572.520	12.38
4/26/2024	5/16/2024	10338-302043	5/16/2024	Maint. Parts for Rec. Park	64.86	64.86	01-6101-572.520	64.86
4/26/2024	5/16/2024	10338-302051	5/16/2024	antifreeze fleet	83.52	83.52	22-4212-534.521	83.52
5/07/2024	5/16/2024	10338-302820	5/16/2024	brake pads C-2	62.27	62.27	22-4212-534.463	62.27
5/08/2024	5/16/2024	10338-302912	5/16/2024	hyd hose R-10	82.52	82.52	22-4212-534.463	82.52
		Total for[10440] Monticello Carquest Inc.			333.79	333.79		333.79
[10445] Sonitrol of Tallahassee								
4/23/2024	5/16/2024	530322	5/16/2024	Courthouse Monthly Alarm Service	59.00	59.00	01-2670-519.460	59.00
4/25/2024	5/16/2024	530678	5/16/2024	SAO Recurring Service	104.00	104.00	01-2671-519.460	104.00
4/30/2024	5/16/2024	533665	5/16/2024	Courthouse Monthly Alarm Service	59.00	59.00	01-2670-519.460	59.00
5/02/2024	5/16/2024	533729	5/16/2024	PA Recurring Service	59.00	59.00	01-2671-519.460	59.00
5/02/2024	5/16/2024	533734	5/16/2024	PA Recurring Service	188.00	188.00	01-2671-519.460	188.00
		Total for[10445] Sonitrol of Tallahassee			469.00	469.00		469.00
[10450] MunicipalEmergencyService								
4/30/2024	5/16/2024	2046170	5/16/2024	Turnout Gloves	270.00	270.00	19-3211-522.520	270.00
		Total for[10450] MunicipalEmergencyService			270.00	270.00		270.00
[10465] UniFirst Corporation								
4/25/2024	5/16/2024	3050047074	5/16/2024	employee uniforms	136.88	136.88	22-4212-534.341	136.88
4/25/2024	5/16/2024	3050047079	5/16/2024	Courthouse Supplies	379.37	379.37	01-2670-519.520	379.37
5/02/2024	5/16/2024	3050047544	5/16/2024	employee uniforms	136.88	136.88	22-4212-534.341	136.88
5/02/2024	5/16/2024	3050047547	5/16/2024	Courthouse Supplies	202.23	202.23	01-2670-519.520	202.23
		Total for[10465] UniFirst Corporation			855.36	855.36		855.36
[10480] Advanced Business Systems								
4/17/2024	5/16/2024	441286	5/16/2024	Monthly Copies	63.95	63.95	01-3440-524.441	63.95
4/22/2024	5/16/2024	441655	5/16/2024	Monthly Copy Usage	313.37	313.37	01-6213-571.441	313.37
4/24/2024	5/16/2024	441743	5/16/2024	Circuit Court Copy Usage	8.62	8.62	01-2322-516.510	8.62

Jefferson County Board of County Commissioners

Accounts Payable Status with Accounting Distribution by Vendor

Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Amount Owed	Accounting Distribution	Distribution Amount
5/01/2024	5/16/2024	442047	5/16/2024	Annex Copy Usage	21.12	21.12	01-2104-513.525	21.12
5/02/2024	5/16/2024	442278	5/16/2024	Extension Service printer(s) equipment maintenance	109.52	109.52	01-6302-537.461	109.52
Total for[10480] Advanced Business Systems					516.58	516.58		516.58
[10510] THE PLANNING COLLABORATIV								
5/07/2024	5/16/2024	24-20	5/16/2024	Lamont Station Review	1,390.00	1,390.00	01-2780-515.310	1,390.00
Total for[10510] THE PLANNING COLLABORATIV					1,390.00	1,390.00		1,390.00
[10520] TRI-COUNTY ELECTRIC COOPE								
4/19/2024	5/02/2024	0424-9005	5/16/2024	Pickney Hill site-Electric bill Account#72001059005	151.35	151.35	22-4212-534.430	151.35
4/19/2024	5/02/2024	0424-9008	5/16/2024	Aucilla site-Electric Bill Account#72001059008	125.23	125.23	22-4212-534.430	125.23
4/19/2024	5/16/2024	0424-9013	5/16/2024	aucilla site second meter Account#72001059013	51.89	51.89	22-4212-534.430	51.89
Total for[10520] TRI-COUNTY ELECTRIC COOPE					328.47	328.47		328.47
[10530] ECB PUBLISHING INC								
5/01/2024	5/16/2024	2024-Renewal	5/16/2024	Planning Dept News Subscription	70.00	70.00	01-2780-515.540	70.00
4/03/2024	5/02/2024	29152	5/16/2024	AD-Tire Amnesty Day	189.00	189.00	22-4212-534.490	189.00
5/08/2024	5/16/2024	29418	5/16/2024	advertisement solid waste	91.94	91.94	22-4212-534.490	91.94
5/08/2024	5/16/2024	29419	5/16/2024	advertisement animal control	153.10	153.10	01-2104-513.490	153.10
5/08/2024	5/16/2024	29420	5/16/2024	advertisement code enforcement	131.86	131.86	01-2104-513.490	131.86
5/08/2024	5/16/2024	29423	5/16/2024	BOCC Meeting Ad	58.83	58.83	01-2104-513.490	58.83
Total for[10530] ECB PUBLISHING INC					694.73	694.73		694.73
[10540] Jones Welding & Industria								
4/30/2024	5/16/2024	R00685235	5/16/2024	Oxygen Cylinder Rental	546.15	546.15	28-3211-526.522	546.15
Total for[10540] Jones Welding & Industria					546.15	546.15		546.15
[10555] GCLMONTICELLO								
2/03/2024	5/16/2024	151221	5/16/2024	water hose nozzle main yard	5.69	5.69	22-4212-534.522	5.69
4/15/2024	5/16/2024	154916	5/16/2024	Operating Supplies for Rec. Park	55.96	55.96	01-6101-572.523	55.96
4/16/2024	5/16/2024	155013	5/16/2024	Operating Supplies for Rec. Park	159.21	159.21	01-6101-572.640	159.21
4/19/2024	5/16/2024	155258	5/16/2024	Operating Supplies for Rec. Park	25.98	25.98	01-6101-572.520	25.98
4/23/2024	5/16/2024	155594	5/16/2024	u bolt FL-1	3.49	3.49	22-4212-534.463	3.49
4/22/2024	5/16/2024	155712	5/16/2024	Reciprocating Blade	19.99	19.99	19-3211-522.491	19.99
4/30/2024	5/16/2024	155858	5/16/2024	Operating Supplies for Rec. Park	97.94	97.94	01-6101-572.520	97.94
5/03/2024	5/16/2024	156026	5/16/2024	gate keys George Gillyard	4.50	4.50	22-4212-534.520	4.50
5/03/2024	5/08/2024	156034	5/16/2024	4" pvc dwv cap, elbow str drain 90deg - city invoice - charged to wrong acct credit memo for Invoice#156034	30.47	30.47	01-2104-513.491	30.47
5/03/2024	5/16/2024	156037	5/16/2024		-30.47	-30.47	01-2104-513.491	-30.47
Total for[10555] GCLMONTICELLO					372.76	372.76		372.76
[10575] Mobile Communications								
5/01/2024	5/16/2024	307070050485	5/16/2024	gps fleet	314.25	314.25	22-4212-534.520	314.25
Total for[10575] Mobile Communications					314.25	314.25		314.25
[10590] GOVCONNECTION, INC								
4/25/2024	5/16/2024	25613179.01	5/16/2024	Security Suite 1-Year Renewal M270	2,037.80	2,037.80	01-2670-519.520	2,037.80
Total for[10590] GOVCONNECTION, INC					2,037.80	2,037.80		2,037.80

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[10610] Big Bend-Eubanks Termite								
4/01/2024	5/16/2024	258926	5/16/2024	Woman's Club Monthly Service	40.00	40.00	01-2671-519.460	40.00
5/01/2024	5/16/2024	259502	5/16/2024	Health Dept. Termite Inspection	375.00	375.00	01-2671-519.460	375.00
5/01/2024	5/16/2024	259906	5/16/2024	Monthly Services on All Co. Bldgs	500.00	500.00	01-2671-519.460	500.00
5/01/2024	5/16/2024	259907	5/16/2024	Rodent Boxes	45.00	45.00	01-2671-519.460	45.00
Total for[10610] Big Bend-Eubanks Termite					960.00	960.00		960.00
[10615] Redwire								
5/16/2024	5/16/2024	531472	6/15/2024	Annex Alarm Monthly Service	311.04	311.04	01-2671-519.460	311.04
5/16/2024	5/16/2024	531474	6/15/2024	JCEO CCTV security camera/system maintenance	95.72	95.72	01-6302-537.461	95.72
Total for[10615] Redwire					406.76	406.76		406.76
[10645] ktcreative, LLC								
3/04/2024	4/18/2024	4279	4/18/2024	May 2024 - Visit Jefferson Website	220.00	220.00	29-2781-519.340	220.00
Total for[10645] ktcreative, LLC					220.00	220.00		220.00
[10685] Capital Security								
5/07/2024	5/16/2024	20191888	5/16/2024	office main yard cameras repaired	455.00	455.00	22-4212-534.461	455.00
Total for[10685] Capital Security					455.00	455.00		455.00
[10710] O'Reilly Automotive, Inc.								
5/16/2024	5/16/2024	2275-211673	6/15/2024	Oil Change supplies 3-1	159.42	159.42	28-3211-526.463	159.42
Total for[10710] O'Reilly Automotive, Inc.					159.42	159.42		159.42
[10735] Kent Bass								
5/16/2024	5/16/2024	01012024-Fulford	6/15/2024	fulford site lease	1,500.00	1,500.00	22-4212-534.440	1,500.00
Total for[10735] Kent Bass					1,500.00	1,500.00		1,500.00
[10770] Cintas								
4/30/2024	5/16/2024	4190644705	5/16/2024	employee uniforms	120.23	120.23	22-4212-534.341	120.23
5/07/2024	5/16/2024	4191780686	5/16/2024	employee uniforms	120.23	120.23	22-4212-534.341	120.23
Total for[10770] Cintas					240.46	240.46		240.46
[10820] Avenu Insights & Analytic								
4/30/2024	5/16/2024	053182	5/16/2024	PACE System Monthly Service 4/2024	2,537.00	2,537.00	01-2104-513.525	2,537.00
Total for[10820] Avenu Insights & Analytic					2,537.00	2,537.00		2,537.00
[10830] ATCO International*								
4/24/2024	5/16/2024	10628531	5/16/2024	weed killer - flea bugs killer - cleaner armorex	784.81	784.81	22-4212-534.520	784.81
Total for[10830] ATCO International*					784.81	784.81		784.81
[10920] Animal Medical Clinic*								
4/08/2024	5/16/2024	371369	5/16/2024	4x euthanasia	200.00	200.00	01-4212-562.310	200.00
4/25/2024	5/16/2024	372079	5/16/2024	animal cruelty case dianas lane	99.20	99.20	01-4212-562.310	99.20
4/30/2024	5/16/2024	372229	5/16/2024	dianas lane case dog vaccines	62.00	62.00	01-4212-562.520	62.00
5/03/2024	5/16/2024	372437	5/16/2024	heartworm prevention dogs in kennels	91.68	91.68	01-4212-562.520	91.68
5/09/2024	5/16/2024	372699	5/16/2024	dogs euthanasia x2	100.00	100.00	01-4212-562.310	100.00
Total for[10920] Animal Medical Clinic*					552.88	552.88		552.88
[10925] HiTouch Business Services								
5/09/2024	5/16/2024	6001124182	5/16/2024	Courthouse Supplies	477.00	477.00	01-2670-519.520	477.00
Total for[10925] HiTouch Business Services					477.00	477.00		477.00

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[10980] Jefferson Community Water								
5/16/2024	5/16/2024	320500	6/15/2024	wacissa site water bill	47.06	47.06	22-4212-534.430	47.06
5/16/2024	5/16/2024	38.50	6/15/2024	Lamont School House Water Usage	38.50	38.50	01-2671-519.430	38.50
5/16/2024	5/16/2024	415600	6/15/2024	loyd site water bill	38.93	38.93	22-4212-534.430	38.93
5/16/2024	5/16/2024	424100	6/15/2024	nash site water bill	38.50	38.50	22-4212-534.430	38.50
5/16/2024	5/16/2024	Act #0201800	6/15/2024	Hall Park Water Service March and April Usage	77.00	77.00	01-6101-572.430	77.00
5/16/2024	5/16/2024	Req 608	6/15/2024	Wacissa VFD Water	77.43	77.43	19-3211-522.620	77.43
Total for [10980] Jefferson Community Water								
[11025] 2k webgroup								
4/01/2024	5/16/2024	11734	5/16/2024	Monthly Web Service	270.45	270.45	01-2104-513.525	270.45
Total for [11025] 2k webgroup								
[11110] Mitchell L. McElroy								
5/16/2024	5/16/2024	01012024-Nash	6/15/2024	nash site lease	600.00	600.00	22-4212-534.440	600.00
Total for [11110] Mitchell L. McElroy								
[11135] THE CYLINDER SHOP LLC								
5/16/2024	5/16/2024	3785	6/15/2024	repairs to boom joystick G-2	1,100.00	1,100.00	22-4212-534.462	1,100.00
Total for [11135] THE CYLINDER SHOP LLC								
[11165] Mowrey Elevator Co. of FL								
5/16/2024	5/16/2024	907905	6/15/2024	Courthouse Monthly Elevator Service	217.70	217.70	01-2670-519.460	217.70
Total for [11165] Mowrey Elevator Co. of FL								
[11190] Legal Svcs of N. Florida								
5/16/2024	5/16/2024	Req 696	6/15/2024	Qtrly Clericus Distribution	628.14	628.14	14-3101-521.440	628.14
Total for [11190] Legal Svcs of N. Florida								
[11250] Walker & Sons								
1/01/2024	5/16/2024	FY2024Q2WS-Bassett	5/16/2024	bassett site lease Jan-Mar 2024	450.00	450.00	22-4212-534.440	450.00
Total for [11250] Walker & Sons								
[11255] Teleflex Funding LLC								
5/16/2024	5/16/2024	9508379980	6/15/2024	EZ IO Needles	1,115.50	1,115.50	28-3211-526.522	1,115.50
Total for [11255] Teleflex Funding LLC								
[11295] Monticello Milling Co.								
5/16/2024	5/16/2024	14204	6/15/2024	dog feed kennels	108.00	108.00	01-4212-562.520	108.00
Total for [11295] Monticello Milling Co.								
[11330] GREAT AMERICA FINANCIAL								
4/18/2024	5/16/2024	36383969	5/16/2024	Copier Lease Co Manager Agreement#020-186367-000	172.00	172.00	01-2102-513.525	172.00
4/19/2024	5/16/2024	36391227	5/16/2024	Copier Lease Agreement#020-1897530-000	189.00	189.00	01-6213-571.441	189.00
4/25/2024	5/16/2024	36433697	5/16/2024	Copier Lease Agreement#020-186373-000	194.00	194.00	01-2780-515.461	194.00
Total for [11330] GREAT AMERICA FINANCIAL								
[11405] Quadient Leasing USA Inc								
5/16/2024	5/16/2024	Q1300526	6/15/2024	Courthouse Lease N19013165	326.40	326.40	01-2104-513.420	326.40
Total for [11405] Quadient Leasing USA Inc								

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[11425] B&B Porta-Toilets, Inc								
4/10/2024	5/16/2024	296426	5/16/2024	Hall Park Monthly Service	195.00	195.00	01-6101-572.430	195.00
Total for[11425] B&B Porta-Toilets, Inc					195.00	195.00		195.00
[11460] UF JACKSONVILLE PHYSICIAN								
5/10/2024	5/16/2024	10-2023 Jefferson	5/16/2024	April 2023 Medical Screening	500.00	500.00	01-5103-563.811	500.00
Total for[11460] UF JACKSONVILLE PHYSICIAN					500.00	500.00		500.00
[11470] Dollywood Foundation								
5/07/2024	5/16/2024	06242623	5/16/2024	Imagination Library - June	136.29	136.29	01-6213-571.660	136.29
Total for[11470] Dollywood Foundation					136.29	136.29		136.29
[11475] GULF SPECIMEN MARINE								
4/17/2024	5/16/2024	58053	5/16/2024	Ocean Outreach Exhibit / Summer Reading	1,200.00	1,200.00	01-6212-571.662	1,200.00
Total for[11475] GULF SPECIMEN MARINE					1,200.00	1,200.00		1,200.00
[11480] Greene Publishing, Inc.								
2/16/2024	5/16/2024	33043	5/16/2024	Grower's Market Ad - 02-24	140.00	140.00	29-2781-519.340	140.00
Total for[11480] Greene Publishing, Inc.					140.00	140.00		140.00
[11500] SGA SPAY & NEUTER CLINIC								
5/16/2024	5/16/2024	2165060	6/15/2024	2 cats spayed	10.00	10.00	01-4212-562.492	10.00
Total for[11500] SGA SPAY & NEUTER CLINIC					10.00	10.00		10.00
[11575] Secure Records Solutions								
5/16/2024	5/16/2024	0227145	6/15/2024	Courthouse Record Destruction Services	40.00	40.00	01-2670-519.491	40.00
Total for[11575] Secure Records Solutions					40.00	40.00		40.00
[11610] Calvin Holmes								
4/19/2024	5/18/2024	041924-02	5/16/2024	2024 Umpire Pay	360.00	360.00	01-6101-572.131	360.00
Total for[11610] Calvin Holmes					360.00	360.00		360.00
[11630] Keith Roddenberry								
5/16/2024	5/16/2024	883875	6/15/2024	Courthouse Lawn Service	50.00	50.00	01-2670-519.460	50.00
Total for[11630] Keith Roddenberry					50.00	50.00		50.00
[11700] Pitney Bowes Purchase Pow								
5/16/2024	5/16/2024	Act #8000-9000-0348-3785	6/15/2024	Postage	447.39	447.39	01-2780-515.420	447.39
Total for[11700] Pitney Bowes Purchase Pow					447.39	447.39		447.39
[11825] CenturyLink								
4/16/2024	5/16/2024	0524-2207	5/16/2024	Account 312042207 - 05/2024	1,808.15	1,808.15	01-2670-519.410	252.61
							01-2671-519.410	986.08
							01-2780-515.410	83.12
							01-3440-524.410	83.12
							01-6212-571.410	331.01
							22-4212-534.410	72.21
Total for[11825] CenturyLink					1,808.15	1,808.15		1,808.15
[11835] Tim Phillips								
2/27/2024	5/16/2024	1258	5/16/2024	Co. Mngn. Computer Services	150.00	150.00	01-2102-513.525	150.00
Total for[11835] Tim Phillips					150.00	150.00		150.00

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[12200] Marpan Recycling LLC							
5/16/2024	5/16/2024	1759134	cardboard bailer repairs	592.00	592.00	22-4212-534.463	592.00
Total for [12200] Marpan Recycling LLC				592.00	592.00		592.00
[12550] Toshiba Financial Services							
4/15/2024	5/16/2024	36360609	Copier Lease Agreement#020-1483084-000	198.00	198.00	19-3211-522.441 28-3211-526.441	99.00 99.00
Total for [12550] Toshiba Financial Services				198.00	198.00		198.00
[12734] Waypoints LLC							
4/20/2024	5/16/2024	042024-01	Jefferson County - Accufund One Year Support Initial Payment	600.00	600.00	01-2104-513.525	600.00
Total for [12734] Waypoints LLC				600.00	600.00		600.00
[12741] Lumen							
5/16/2024	5/16/2024	684628521	SAO Internet Service	431.70	431.70	01-2332-516.401	431.70
5/16/2024	5/16/2024	684629624	Courthouse Internet	452.87	452.87	01-2670-519.410	452.87
Total for [12741] Lumen				884.57	884.57		884.57
[12751] Deep South Sanitation LLC							
5/01/2024	5/16/2024	15812	waste compactors hauled because their truck hit our truck in accident	915.00	915.00	22-4212-534.491	915.00
Total for [12751] Deep South Sanitation LLC				915.00	915.00		915.00
[12768] Michael Meeks							
5/18/2024	5/18/2024	042924-04	2024 Umpire Pay	216.00	216.00	01-6101-572.131	216.00
Total for [12768] Michael Meeks				216.00	216.00		216.00
[12769] Nicholas Cooksey							
5/18/2024	5/18/2024	042924-03	2024 Umpire Pay	300.00	300.00	01-6101-572.131	300.00
Total for [12769] Nicholas Cooksey				300.00	300.00		300.00
[12770] Rhett Jacobs							
5/18/2024	5/18/2024	042924-05	2024 Umpire Pay	216.00	216.00	01-6101-572.131	216.00
Total for [12770] Rhett Jacobs				216.00	216.00		216.00
[12773] Iron Images							
4/25/2024	5/16/2024	4283	Materials Deposit / Entry Railing	3,710.00	3,710.00	01-6213-571.460	3,710.00
Total for [12773] Iron Images				3,710.00	3,710.00		3,710.00
[12774] TerraBound Solutions							
5/16/2024	5/16/2024	Bike Rack	Bike Rack	5,499.00	5,499.00	01-6213-571.460	5,499.00
Total for [12774] TerraBound Solutions				5,499.00	5,499.00		5,499.00
[12776] Big Truck Rental							
4/29/2024	5/16/2024	52260	rental rolloff truck	8,700.00	8,700.00	22-4212-534.440	8,700.00
Total for [12776] Big Truck Rental				8,700.00	8,700.00		8,700.00
[12777] Bits n Pieces Puppet Theatre							
3/08/2024	6/06/2024	0124061401	Summer Program	300.00	300.00	01-6212-571.662	300.00
Total for [12777] Bits n Pieces Puppet Theatre				300.00	300.00		300.00

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[12778] Robert Cardice								
5/16/2024	5/16/2024	Req 741	5/16/2024	Annex Sound System Services	327.13	327.13	01-2671-519.410	327.13
Total for [12778] Robert Cardice					327.13	327.13		327.13
[90064] PREVATT JR., JEFFREY WAYNE								
5/18/2024	5/18/2024	042924-01	6/17/2024	2024 Umpire Pay	540.00	540.00	01-6101-572.131	540.00
Total for [90064] PREVATT JR., JEFFREY WAYNE					540.00	540.00		540.00
Report Total					171,330.49	171,330.49		171,330.49

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[10025] City of Monticello								
4/04/2024	5/08/2024	0324-0112	5/16/2024	monthly water - Road Dept Account#00050112	50.84	50.84	11-4102-541.430	50.84
4/04/2024	5/08/2024	0324-0479	5/16/2024	monthly service - hydrant - Account#00050479	34.08	34.08	11-4102-541.430	34.08
Total for [10025] City of Monticello					84.92	84.92		84.92
[10090] Conrad Yelvington Distrib								
4/23/2024	5/16/2024	2114749	5/16/2024	limerock base material - Steen Road	1,090.71	1,090.71	18-4102-541.641	1,090.71
4/24/2024	5/08/2024	2116157	5/16/2024	limestone Road Base - Steen rd	2,211.31	2,211.31	18-4102-541.641	2,211.31
4/25/2024	5/08/2024	2116478	5/16/2024	limestone road base - Steen Rd	1,097.26	1,097.26	18-4102-541.641	1,097.26
Total for [10090] Conrad Yelvington Distrib					4,399.28	4,399.28		4,399.28
[10130] Duke Energy								
4/29/2024	5/08/2024	0424-4176	5/16/2024	monthly service - road dept Account#930000014176	821.84	821.84	11-4102-541.430	821.84
Total for [10130] Duke Energy					821.84	821.84		821.84
[10135] John Deere Credit*								
2/15/2024	5/08/2024	0069829	5/16/2024	2023 Property Tax - #94 - account# 030-0069829-000	3,041.75	3,041.75	11-4102-541.442	3,041.75
Total for [10135] John Deere Credit*					3,041.75	3,041.75		3,041.75
[10245] TNT SUPERCENTER								
4/30/2024	5/08/2024	E03843	5/16/2024	Deutz Fahr 5105GS-4C Tractor - #116	74,199.99	74,199.99	11-4102-541.442	74,199.99
Total for [10245] TNT SUPERCENTER					74,199.99	74,199.99		74,199.99
[10250] Big Bend Tire								
4/15/2024	5/08/2024	160714185	5/16/2024	new tire - #107 - Rd Dept	696.66	696.66	11-4102-541.462	696.66
4/15/2024	5/08/2024	160714191	5/16/2024	new tires - #104 - Road Dept	1,053.32	1,053.32	11-4102-541.462	1,053.32
4/16/2024	5/08/2024	160714209	5/16/2024	dismount/mount/balance tires - #74 - road dept	220.00	220.00	11-4102-541.462	220.00
Total for [10250] Big Bend Tire					1,969.98	1,969.98		1,969.98
[10255] Verizon Wireless								
4/23/2024	5/16/2024	9962362121	5/16/2024	Account#22501100-00001 April 2024	154.35	154.35	11-4102-541.410	154.35
Total for [10255] Verizon Wireless					154.35	154.35		154.35
[10315] Beard Equipment Company								
5/08/2024	5/08/2024	1950284	5/16/2024	Equipment Service - 1000 Hr - #102	2,384.33	2,384.33	11-4102-541.462	2,384.33
5/08/2024	5/08/2024	1950286	5/16/2024	Equipment Service - 2000 Hr to include 2500 Hr Service - #88	3,582.56	3,582.56	11-4102-541.462	3,582.56
Total for [10315] Beard Equipment Company					5,966.89	5,966.89		5,966.89
[10440] Monticello Carquest Inc.								
4/30/2024	5/08/2024	10338-302342	5/16/2024	hydraulic fitting, hydraulic hose, 10gs-10mj, 10gs-10forx Rd Dept - Ac# 132	223.58	223.58	11-4102-541.463	223.58
5/08/2024	5/08/2024	10338-302691	5/16/2024	HHC G25100-0608 - #103 Customer#132	7.51	7.51	11-4102-541.463	7.51
Total for [10440] Monticello Carquest Inc.					231.09	231.09		231.09
[10520] TRI-COUNTY ELECTRIC COOPE								
4/19/2024	5/16/2024	0424-9001	5/16/2024	monthly service - N Salt Rd - 72001059001	30.77	30.77	11-4102-541.430	30.77
4/29/2024	5/16/2024	0424-9006	5/16/2024	Account#72001059006	0.00	0.00		0.00
4/19/2024	5/16/2024	0424-9012	5/16/2024	monthly service - Hwy 90 & n salt rd - 72001059012	30.77	30.77	11-4102-541.430	30.77

Jefferson County Board of County Commissioners
Accounts Payable Status with Accounting Distribution by Vendor

<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Accounting Distribution</u>	<u>Distribution Amount</u>
4/29/2024	5/08/2024	0424-9014	5/16/2024	monthly service - gamble & w capps - 72001059014	403.55	403.55	11-4102-541.430	403.55
Total for[10520] TRI-COUNTY ELECTRIC COOPE								
[10540] Jones Welding & Industria	4/30/2024	5/08/2024	R00685236	5/16/2024	monthly rental, ac2, ox125, ox282 - Customer#58688	107.10	11-4102-541.520	107.10
Total for[10540] Jones Welding & Industria								
[10575] Mobile Communications	5/01/2024	5/08/2024	307070050494	5/16/2024	fleet tracker service - Road Dept - Customer9501	460.90	11-4102-541.341	460.90
Total for[10575] Mobile Communications								
[10710] O'Reilly Automotive, Inc.	4/25/2024	5/16/2024	2275-210727	5/16/2024	battery - Rd Dept 60383 - 2834089- #56	681.44	11-4102-541.463 11-4102-541.520 11-4102-541.641	507.26 98.22 75.96 681.44
Total for[10710] O'Reilly Automotive, Inc.								
[10725] Keaton Tire Repair	4/26/2024	5/08/2024	5401	5/16/2024	service call, new tire, tube, mount #60	1,035.00	11-4102-541.462	1,035.00
Total for[10725] Keaton Tire Repair								
[10770] Cintas	4/23/2024	5/16/2024	4190360800	5/16/2024	uniform rental - road dept - Payer#19616374	126.60	11-4102-541.341	126.60
	4/30/2024	5/08/2024	4191064859	5/16/2024	uniform rental - road dept - Payer#19616374	126.60	11-4102-541.341	126.60
Total for[10770] Cintas								
[11150] Potty Man Portables	5/03/2024	5/08/2024	114769	5/16/2024	portable toilet rental - rd dept	95.00	11-4102-541.430	95.00
Total for[11150] Potty Man Portables								
[11585] Crystal Springs	3/25/2024	4/18/2024	15070266 032524	5/16/2024	Account#671493115070266 cooler rental & water - Rd Dept	93.94	11-4102-541.520	93.94
	4/25/2024	5/08/2024	15070266 042524	5/16/2024	Account#671493115070266 cooler rental & water - Rd Dept	81.45	11-4102-541.520	81.45
Total for[11585] Crystal Springs								
[12640] DoorKing INC	5/03/2024	5/08/2024	2246606	5/16/2024	monthly service - gate	32.95	11-4102-541.410	32.95
Total for[12640] DoorKing INC								
[12743] Site Truck Services LLC	3/25/2024	5/08/2024	2180	5/16/2024	Repair - Diagnose work needed - #23	300.00	11-4102-541.462	300.00
	4/24/2024	5/16/2024	2212	5/16/2024	Repair - 2006 f-250 truck #111- replaced #5 cylinder coil pack to correct cylinder misfire	469.09	11-4102-541.462	469.09
	5/06/2024	5/08/2024	2225	5/16/2024	Brake hose 1/2 quick connect #104	68.80	11-4102-541.462	68.80
Total for[12743] Site Truck Services LLC								
Report Total					95,014.05	95,014.05		95,014.05

Jefferson County Board of County Commissioners

Accounts Payable Status with Accounting Distribution by Vendor

<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Accounting Distribution</u>	<u>Distribution Amount</u>
[10210] GOVERNMENTSERVICES GROUP I 4/25/2024	5/08/2024	23909	5/16/2024	Professional Services 1/1/24 - 3/31/24 AContract#C535-001.01	8,750.01	8,750.01	12-0098-551.300	8,750.01
Total for [10210] GOVERNMENTSERVICES GROUP I								
[10530] ECB PUBLISHING INC 4/17/2024	5/08/2024	29254	5/16/2024	Notice to Bidders - SHIP	175.30	175.30	12-0098-551.300	175.30
Total for [10530] ECB PUBLISHING INC								
Report Total					8,925.31	8,925.31		8,925.31

Form Work Authorization

WORK AUTHORIZATION NO. 08

Continuing Professional Services Agreement
by and between
Jefferson County and AE Engineering, Inc.

Project Name: Boston Highway Culvert Design Phase I (4486-123-R (091))

- A. Summary of Services to be rendered:** Provide an approved deliverable set of plans for the Boston Highway Culvert Design Phase I. The scope of the work for Phase I, which includes but is not limited to surveying, engineering, design, plan preparation, permitting, and bidding for the proposed project, for Phase II approval. No construction activities have been approved.

The proposed erosion control activities include replacing the existing 36-inch corrugated metal pipe with a 42-inch reinforced concrete culvert with concrete headwalls on both ends of the pipe to stabilize the grass shoulder, preventing further runoff erosion. Boston Highway serves as a critical evacuation route out of the City of Monticello, and the continuing erosion shall further compromise the culver piping and the integrity of the road, which shall eventually cause the road to collapse. The proposed erosion control shall reduce future runoff erosion and prevent culvert and road failure, ensuring that Boston Highway continues serving the community.

The project shall be designed to withstand erosion associated with a 100-year flood event and must meet current industry standards and minimum requirements of the selected erosion control method to be implemented. Activities shall be completed in strict compliance with Federal, State, and Local applicable Rules and Regulations.

- B. Project Cost (Not to Exceed):** \$46,077.00

- C. Project Schedule:** N/A

Preliminary Design (30%) – TBD
Preliminary Design (60%) – TBD
Preliminary Design (90%) – TBD
Final Design – complete TBD
Bid Services – complete TBD
Construction – Agreement Admin complete TBD

- D. NOTICE/PROJECT MANAGER OF CONSULTANT**

Jo Ann Moore
AE Engineering, Inc.
2840 Remington Green Circle, Suite 6/7
Tallahassee, FL 32308

Phone: (850) 585-1781
Fax: (904) 332-8424
jmoore@aeengineeringinc.com
County Coordinator or Designee

Jefferson County
1484 S. Jefferson Street
Monticello, FL 32344

Phone: (850) 342-0287
Fax: N/A
smetty@jeffersoncountyfl.gov

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals the day and year below last written.

Jo Ann Moore
AE Engineering, Inc.

Shannon Metty
Jefferson County Interim County
Manager

Date: _____

Date: _____

Board of County Commissioners

Agenda Request

Date of Meeting: May 16, 2024

Date Submitted: April 26, 2024

To: Honorable Chairman and Members of the Board

From: Heather Encinosa, County Attorney

Subject: Amendment to Agreement for County Attorney Services

Statement of Issue:

This agenda item requests Board direction regarding the Agreement for County Attorney Services, by and between Jefferson County, Florida (“County”) and Nabors, Giblin & Nickerson PA (“NGN”), entered into on July 7, 2022 (“Agreement”). The Agreement is attached for reference.

Background:

Pursuant to Jefferson County Request for Proposals No. 22-04292022-01, the County selected NGN as the new County Attorney after the retirement of Buck Bird and Scott Shirley. The County and NGN entered into the Agreement on July 7, 2022.

The original term of the Agreement ran from July 1, 2022, through June 30, 2023 and was extended through June 30, 2024. The Agreement may be extended upon mutual agreement of the parties for three (3) additional one (1) year terms or any other extension agreed to by the parties.

The Agreement is also terminable without cause at any time upon the provision of sixty (60) days’ notice by either party.

Analysis:

The current Agreement will expire on June 30, 2024. NGN is willing to agree to an extension of either one (1) year or up to an additional three (3) years at the Board’s election.

NGN is also requesting an annual CPI based inflation adjustment commencing October 1, 2024. NGN’s fees have not increased since July 2022, but its costs of services have increased.

A proposed amendment is attached.

This item is being brought to the Board in advance so that the County will have time to reprocur these County Attorney services and provide for an orderly transition in the event the Board elects not

Amendment to Agreement for County Attorney Services

May 16, 2024

Page 2

to approve the amendment. If the County prefers to reprocur the County Attorney services, NGN will be available until June 30, 2024, to assist in an orderly transition.

Options:

1. Approve the Amendment to the Agreement for County Attorney Services.
2. Do Not Approve the Amendment to the Agreement for County Attorney Services and Direct the County Manager to Issue an RFP to Reprocur County Attorney Services.
3. Board Direction.

Recommendation:

Option #1

Attachments:

1. Agreement for County Attorney Services
2. Proposed Amendment

AGREEMENT FOR COUNTY ATTORNEY SERVICES

This Agreement made and entered into this 7 day of July, 2022, by and between JEFFERSON COUNTY, FLORIDA, a political subdivision of the State of Florida ("County") and the law firm of NABORS, GIBLIN & NICKERSON, P.A. ("NGN") for the provision of County Attorney services as more particularly set forth herein.

WITNESSETH

WHEREAS, the County has selected NGN to provide legal services as county attorney as a result of the County's Request for Proposals No. 22-04292022-01; and

WHEREAS, NGN has the ability to render the services as required by the County as set forth herein; and

WHEREAS, the County seeks to engage NGN to serve as county attorney.

NOW THEREFORE, in consideration of the above and the mutual covenants contained herein, the parties agree as follows:

ARTICLE I. RECITALS. The above recitals are true and correct and are incorporated herein as essential terms of this Agreement.

ARTICLE II. SCOPE OF SERVICES. NGN shall provide county attorney services in accordance with the Scope of Services set forth in EXHIBIT A attached hereto and incorporated by reference.

ARTICLE III. COMPENSATION AND INVOICES.

3.1 Compensation. Compensation under this Agreement shall be as set forth in EXHIBIT "B" attached hereto and incorporated by reference.

3.2 Invoices for General County Attorney Services. NGN shall submit an invoice for the compensation for General County Attorney Services on a monthly basis. Each invoice will be for the prior month's service and in an amount equal to one twelfth of the agreed upon Annual Compensation amount of \$140,000. The invoice for General County Attorney Services shall consist only of a request for payment for the prior month's service and will contain a detailed summary of the actual services provided.

3.3 Invoices for Litigation Services. All statements or invoices for fees and costs for Litigation services rendered, that are submitted by NGN to the County shall be submitted in detail sufficient for proper pre-audit and post-audit thereof to insure that the work performed, expense incurred, or service rendered actually took place, and that the correct amount has been charged.

3.4 Invoices for Extraordinary Services consisting of Matters Exceeding 10 Hours in Work. Services for those general County Attorney Services matters which will exceed ten (10)

hours (“Extraordinary Services”) shall be billed on an hourly basis. Prior to engaging in the provision of these Extraordinary Services, NGN shall provide written notice to the County Coordinator that the activity will exceed ten (10) hours and that the hourly billing provision for these Services will apply and shall obtain the approval of the County Coordinator prior to beginning these Extraordinary Services. All statements or invoices for fees and costs for such services rendered, that are submitted by NGN to the County shall be submitted in detail sufficient for proper pre-audit and post-audit thereof to insure that the work performed, expense incurred, or service rendered actually took place, was properly authorized and that the correct amount has been charged.

3.5 Invoices for Special Services. Invoices for representation of the County with respect to the issuance of bonds, notes, or other obligations of the county, issuance of title certificates for the development of special revenue projects, specialized utility matters, legislative services or such other specialized services shall be negotiated on a project by project basis and subject to the approval of the County Coordinator. The terms for invoicing on those matters shall be determined as part of the project negotiations.

3.6 Disputed Amounts. In the event a portion of an invoice submitted to the County for payment to NGN, as specified above, is disputed, payment for the disputed amount may be withheld pending resolution of the dispute, and the remainder of the invoice(s) will be processed for payment without regard to that portion which is in dispute.

ARTICLE IV. TERM AND TERMINATION.

4.1 The term of this Agreement shall be from July 1, 2022 through June 30, 2023, unless terminated earlier pursuant to the provisions of this Agreement. This Agreement may be extended, upon mutual written agreement of the parties, for four (4) additional one (1) year terms or any other extension agreed to by the parties in writing.

4.2 Termination Without Cause. Either party may terminate this Agreement without cause by giving written notice to the other party of its intent to terminate this Agreement. Such written notice of intent shall be given sixty (60) days prior to the actual date of termination.

4.3 Termination With Cause. This Agreement may be terminated by the County if there is a material breach of this Agreement which is not cured within twenty (20) days after the receipt of written notice of the breach. Upon the giving of written notice and the failure to cure, this Agreement shall be terminated automatically at the end of the cure period.

4.4 Upon such notification of termination, the parties shall cooperate to provide for an orderly transfer of responsibilities from NGN to its successor.

4.5 In the event sufficient budgeted funds are not available for a new monthly period, the County shall notify NGN of such occurrence and the Agreement shall terminate on the last day of the current monthly period without penalty or expense to the County. Such termination shall be deemed without cause.

4.6 The rights, duties and responsibilities of NGN shall continue in full force during the period of notice of termination set forth herein, regardless if for cause or without cause.

4.7 If the Agreement is terminated by the County as provided herein, NGN will be paid an amount which is equal to the total of all fees or costs incurred on or prior to the date of termination.

ARTICLE V. DESIGNATED PERSONNEL. Services provided by NGN to the County shall be rendered by Heather J. Encinosa, designated as the County Attorney. Gregory T. Stewart is designated as the Deputy County Attorney. Evan J. Rosenthal and Elizabeth Desloge Ellis are designated as Assistant County Attorneys. Additional attorneys employed by NGN shall be used in the provision of legal services to the County on an as needed basis and at the direction of Heather J. Encinosa or her designee.

ARTICLE VI. INDEPENDENT CONTRACTOR. NGN is, and shall be, in the performance of the services provided herein an independent contractor and not an employee of the County. All persons engaged in the services provided herein shall at all times, and in all places, be subject to the NGN's sole discretion, supervision, and control. NGN does not have the power or authority to bind the County in any promise, agreement or representation other than as specifically provided for herein.

ARTICLE VII. OUTSIDE COUNSEL AND EXPERTS. From time to time, the Board may encounter issues which require retention of outside counsel or other experts with a specialized knowledge in a particular area. If such retention is required, NGN shall have the authority to use or retain on behalf of the County such additional experts or counsel that it deems necessary to implement the related objectives and programs of the County. Such retention shall be subject to the approval of the County Coordinator. Statements for fees and costs incurred by any approved consultant, expert or counsel, shall be first reviewed by NGN and, upon approval, submitted to the County Coordinator and/or the Board for payment, as appropriate.

ARTICLE VIII. CONTRACT ADMINISTRATION.

8.1 NGN shall accept direction from the Board; however, for ease and convenience of administration, the County hereby also designates its County Coordinator to provide policy direction and instructions to NGN in the administration of its duties hereunder to the extent that such direction and instruction does not conflict with the authority, policy or direction of the Board.

8.2 NGN shall be entitled to reasonably rely upon direction received from the County Coordinator.

ARTICLE IX: CONTRACTOR REQUIREMENTS & CERTIFICATIONS.

9.1 NGN hereby certifies that it is legally entitled to enter into this Agreement with the County and that it will not be violating, either directly or indirectly, any conflict of interest statute or any other applicable laws by the performance of this Agreement.

9.2 In connection with the services to be performed under this Agreement, NGN shall comply with the applicable provisions of State and Federal Equal Employment Opportunity statutes and regulations.

ARTICLE X. GENERAL PROVISIONS.

10.1 NGN shall comply with the provisions of Chapter 119, Florida Statutes in the provision of the services provided herein to the County. NGN must comply with the public records laws, Florida Statute Chapter 119, specifically NGN must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
- d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If NGN transfers all public records to the County upon completion of the contract, NGN shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If NGN keeps and maintains public records upon completion of the contract, NGN shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the County, upon the request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

IF NGN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO NGN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS KIRK REAMS, CLERK OF COURT AND COMPTROLLER, 1 COURTHOUSE CIRCLE, MONTICELLO, FL 32344, (850)342-0218 EXT 232, KREAMS@JEFFERSONCLERK.COM.

10.2 Insurance. During the term of this agreement, NGN shall maintain the insurance requirements as set forth on Exhibit "C" attached hereto.

10.3 Conflict of Interest. NGN represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the

performance of this legal services provided herein, as provided in the standards set forth in Part III of Chapter 112, Florida Statutes. NGN shall promptly notify the County in writing of any circumstance or representation that may create a conflict of interest or other circumstance which may influence or appear to influence the NGN's judgment or quality of service. NGN shall abide by The Florida Bar's ethics rules and applicable provisions in Chapter 112, Florida Statutes, in the provision of the services provided herein.

10.4 Indemnification. NGN shall to the fullest extent permitted by law, protect, defend (by counsel reasonably acceptable to County), indemnify and hold harmless the County, their agents, elected officials and employees from and against, including, but not limited to, all claims, actions, liability, losses, costs (including attorney's fees) arising out of any actual or alleged damage or loss arising out of or resulting from or claims to have resulted in whole or in part from any actual or alleged negligent act or omission of the County Attorney, any substitute, anyone direct or indirectly employed by either of them, or anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule, regulation or infringement of patent rights by individual in the performance of the work; or liens, claims or actions made by the individual or any substitute or other party performing the work.

10.5 Governing Law and Venue. This Agreement shall be governed by the laws of the State of Florida. Venue for all legal actions necessary to enforce this agreement shall be in Jefferson County, Florida.

10.6 Entire Agreement. The foregoing terms and conditions constitute the entire agreement between the parties hereto and any representation not contained herein shall be null and void and of no force or effect. This Agreement supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions of the parties, whether oral or written, pertaining to the subject matter hereof.

10.7 Amendments. This Agreement may be amended only in writing upon mutual consent of the parties hereto. No amendment, supplement, modification or waiver of this Agreement shall be binding upon any party hereto unless executed in writing by such party. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision of this agreement, whether or not similar, unless otherwise expressly provided.

10.8 Notices. All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when hand delivered or mailed by registered or certified mail, postage prepaid, to the parties at the following addresses:

County: County Coordinator
Attn: Shannon Metty, Acting Coordinator
445 West Palmer Mill Rd
Monticello, Fl 32344
(850)342-0223
Smetty@jeffersoncountyfl.gov

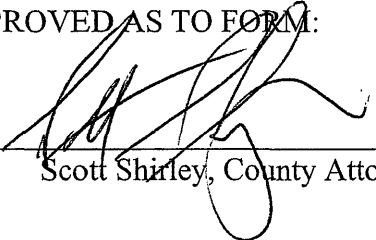
County Attorney: Nabors, Giblin & Nickerson, P.A.
Attn: Heather J. Encinosa
1500 Mahan Drive, Suite 200
Tallahassee, FL 32308
(850) 224-4070
hencinosa@ngnlaw.com

Either party may, by written notice given to the other party, designate any further or different addresses to which subsequent notices, certificates or other communications shall be sent. Any notice shall be deemed given on the date such notice is delivered by hand or e-mail or three days after the date mailed.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on the day and year first hereinabove written.

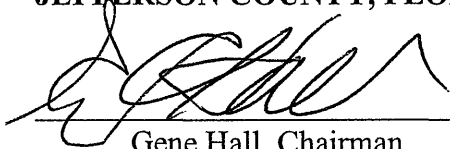
APPROVED AS TO FORM:

By:



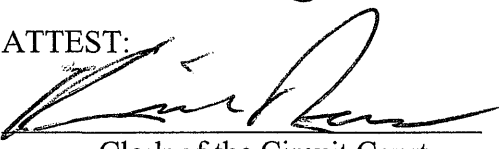
Scott Shirley, County Attorney

JEFFERSON COUNTY, FLORIDA



Gene Hall, Chairman
Board of County Commissioners

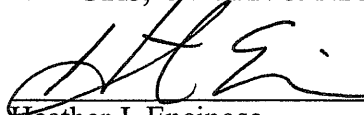
ATTEST:



Clerk of the Circuit Court

Date: _____

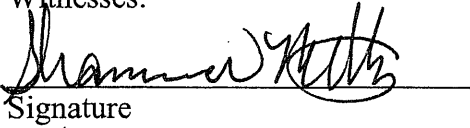
NABORS, GIBLIN & NICKERSON, P.A



Heather J. Encinosa

Date: 7/1/22

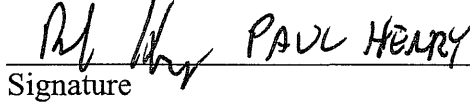
Witnesses:



Signature

Shannon Mette

Print Name



Signature

Print Name

EXHIBIT A

SCOPE OF SERVICES

COUNTY ATTORNEY SERVICES

NGN shall serve as the county attorney for the County and shall provide all legal services required by the County, which shall include but not limited to:

1. To perform the duties and responsibilities required pursuant to the local, state, and federal laws, rules, and regulations applicable to Jefferson County and the general laws of the State of Florida.
2. To advise, research, assist and render written opinion to the County on a wide variety of legal areas including but not limited to: general County law, labor law, general, state and federal laws relating to County government, intergovernmental relations and rules and regulations.
3. To serve as legal advisor and counselor for all departments and all of its officers in matters relating to their official duties.
4. To prepare, review, or advise on all contracts, bonds, and all other legal and official instruments in which the County is concerned and shall endorse on each his/her approval of the form and correctness.
5. To review all agenda items.
6. To advise, research and assist the County on a wide variety of legal areas including but not limited to: grants, budgets, bonds, user fees, impact fees, franchise fees, property taxes, special assessments, public disclosure issues, laws against discrimination, preparation of ordinances, resolution development and interpretation, housing, subdivision and land use law, comprehensive planning, zoning regulations and property rights, eminent domain, economic development activities, public utilities, code enforcement, building codes, real estate law annexations, contract law, environmental law, franchise law, County leases, purchasing and procurement, personnel matters including collective bargaining, union negotiations, arbitration, employee grievances, including advice on the creation of policies and procedures, litigation and trial activity, tort law and proactive methods to avoid litigation.
7. To prosecute and defend on behalf of the County all complaints, suits and controversies in which the County is a party except where the County's defense is provided either by contract or law by a third party.
8. To furnish the County Commission, the Planning Commission, the County Coordinator and the head of any department, his/her opinion on any question of law relating to any matter concerning their respective power and duties.
9. To advise the County Commission and Planning Commission as to their compliance or non-compliance with the provisions of Florida law.
10. To attend all meetings of the County Commission and Planning Commission, unless excused, either in person or by his duly designated representative to supply those legal services as may be needed during the meeting.

11. To provide Counsel and legal services for County boards, task forces, and committees duly authorized by County Commission.
12. To assist the County in preparation, drafting, revisions of codes, ordinances, resolutions, amendments, leases, policy and procedural manuals, and other documents at the request of the County Commission and/or County Coordinator.
13. To prepare documents necessary for land purchases and/or sales, including development of proper legal descriptions for such real estate transactions.
14. To submit, as part of the annual budget process, anticipated expenditures, and revenues.
15. To provide quarterly reports to the County Commission summarizing legal services activities.
16. To provide all required documentation to the external auditor as part of annual audit.
17. To coordinate and supervise, specialized legal services provided by outside counsel.
18. To keep the County Commission, Planning Commission, and County Coordinator informed of legislation or judicial opinions that have potential impact to the County.
19. To meet with County Coordinator and/or designee on an as needed basis to provide for the operational necessity of the County.
20. To assist in preparation, drafting, revisions of contracts, amendments to the contracts and other legal documents at the request of the Commission and/or County Coordinator.
21. To advise County Commission, Planning Commission, and County Coordinator periodically on Sunshine Law and public records law, home rule, legislative and quasi-judicial bodies; and all other areas of County law, legislative and judicial opinions that could potentially impact the County.
22. To perform any other duties as assigned, or as directed by the County Commission.

EXHIBIT B

COMPENSATION

COMPENSATION FOR GENERAL COUNTY ATTORNEY SERVICES

(A) NGN shall be compensated for the county attorney services at the annual lump sum amount of \$140,000 per year. Such amount shall be payable in twelve equal monthly installments.

NGN shall submit an invoice for the compensation for General County Attorney Services on a monthly basis. Each invoice will be for the prior month's service and in an amount equal to one twelfth of the agreed upon Annual Compensation amount of \$140,000. The invoice for General County Attorney Services shall consist of a request for payment for the prior month's service and will contain a detailed summary of the actual services provided.

(B) To provide heightened accountability, NGN and the County agree to jointly review such county attorney reports or invoices no later than January 15, 2023 at which time, upon mutual agreement of the parties, the annual lump sum retainer amount and method of compensation hereunder may be revised.

COMPENSATION FOR LITIGATION AND EXTRAORDINARY SERVICES EXCEEDING TEN (10) HOURS IN TIME

NGN shall also provide legal services to the County in prosecuting or defending litigation involving the County (for the purposes of this Agreement litigation is defined as those matters for which NGN serves as counsel of record for the County that are initiated by a filing in an administrative agency or tribunal or an action in state or federal court and shall also include all arbitrations and mediations) ("Litigation").

Additionally, NGN and the County recognizes that in some extraordinary matters relating to General County Attorney Services that the amount of time involved will exceed ten (10) hours in attorney time. These types of activities may include but are not limited to the preparing, revising and reviewing of extensive ordinances, policy provisions, contracts, resolutions, agreements, leases, interlocal agreements, special election ballots, procurement documents, real estate transactions, and other legal matters on behalf of the County that are reasonably expected to require more than ten (10) hours of attorney time ("Extraordinary Services"). Prior to engaging in the provision of these Extraordinary Services, NGN shall provide written notice to the County Coordinator that the activity will exceed ten (10) hours and that the hourly billing provision for these Services will apply and shall obtain the approval of the County Coordinator prior to beginning these Extraordinary Services.

Litigation and Extraordinary Services will be compensated on an hourly basis at the following rates:

(A) NGN shall be compensated for Litigation and Extraordinary Services on an hourly basis at the following rates:

Partners	\$180 per hour
Associates	\$160 per hour
Clerks/Paralegals	\$80 per hour

(B) All statements or invoices for fees for such services rendered on Litigation and Extraordinary Services submitted by NGN to the County shall be submitted in detail sufficient for proper pre-audit and post-audit thereof to insure that the work performed, expense incurred, or service rendered actually took place, and that the correct amount has been charged.

(B) All invoices shall include documentation for costs and shall be submitted to, approved and processed for payment by the County Coordinator unless directed otherwise by the County Coordinator.

COMPENSATION FOR SPECIAL SERVICES
--

NGN shall also provide various specialized services to the County, on an as needed basis (“Special Services”). These Special Services include but are not limited to the following:

- (A) Representing the County with respect to the issuance of bonds, notes, or other obligations of the County;
- (B) Issuing title insurance commitments and policies; or
- (C) Providing legislative consulting services.

Compensation for such Special Services shall be negotiated on a project by project basis, subject to the approval of the County Coordinator or the Board, as required. The terms for invoicing on those matters shall be determined as part of the project negotiations.

REIMBURSEMENT OF COSTS

Under this Agreement, NGN will not charge the County for travel time or travel-related costs to and from the County. NGN will be reimbursed for actual costs incurred on other travel outside of Leon and Jefferson County in accordance with Section 112.061, Florida Statutes.

In addition to the compensation specified above, NGN will be reimbursed for those expenses incurred which are directly related to the provision of services, including, but not limited to: copy costs, filing fees, deposition expenses, court reporter fees, witness fees, and other court related expenses, on-line research expenses, overnight delivery charges, and other charges incurred in providing services to the County.

EXHIBIT C

INSURANCE REQUIREMENTS

NGN shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below.

All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII.

Professional Liability Insurance: Professional liability or malpractice or errors and/or omissions insurance shall be purchased and maintained with a minimum \$1,000,000 (exclusive of defense costs) per occurrence.

Workers Compensation: Firm shall supply proof of coverage to apply for all employees at the statutory limits provided by state and federal laws. The policy must include Employers' Liability with a limit of \$100,000 each accident; \$100, each employee; and \$500,000 policy limit for disease.

AMENDMENT #2
AGREEMENT FOR COUNTY ATTORNEY SERVICES

THIS AMENDMENT to that certain **AGREEMENT FOR COUNTY ATTORNEY SERVICES**, dated as of July 7, 2022 (hereinafter referred to as the “Original Agreement”) is made and entered into this **16th day of May, 2024**, by and between **JEFFERSON COUNTY, FLORIDA**, a political subdivision of the State of Florida, (hereinafter referred to as “County”) and **NABORS, GIBLIN & NICKERSON PA**, a Florida professional association, (hereinafter referred to as “NGN”).

RECITALS

WHEREAS, the County and NGN entered into the Original Agreement on or about July 7, 2022, to provide legal services as county attorney; and

WHEREAS, the term of the Original Agreement with the first approved extension expires on June 30, 2024; and

WHEREAS, in accordance with Section 4.1 of the Original Agreement, the term of the Original Agreement may be renewed for three (3) additional one-year terms or any other extension agreed to by the parties; and

WHEREAS, NGN has not increased its compensation since the inception of the Original Agreement and due to increasing costs has requested an annual inflation adjustment; and

WHEREAS, the parties hereby mutually agree to extend the term of the Original Agreement through and including June 30, 202__ and to modify the Original Agreement to authorize an annual inflation adjustment.

NOW THEREFORE, in consideration of ten dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

SECTION 1. TERM. In accordance with Section 4.1, of the Original Agreement, NGN and the County hereby agree to extend the term of the Original Agreement for ____ (__) year(s), through and including June 30, 202__.

SECTION 2. AMENDMENT OF EXHIBIT B. Exhibit B of the Original Agreement, entitled Compensation, is hereby amended to include an annual inflation adjustment, as follows:

ANNUAL INFLATION ADJUSTMENT

At the beginning of each fiscal year commencing October 1, 2024, the foregoing annual lump sum amount for General County Attorney Services and the foregoing hourly rates for Litigation and Extraordinary Services shall be increased (rounded up to the nearest whole dollar) by the percentage change in the Consumer Price Index ("CPI") for all urban consumers in the Tallahassee metropolitan area, as reported by the U.S. Department of Labor, Bureau of Labor Statistics, over the most recently reported annual period prior to such fiscal year, and be similarly increased in each subsequent year thereafter.

SECTION 3. MISCELLANEOUS.

A. This Amendment is solely for the benefit of the parties and no right or cause of action shall accrue to or for the benefit of any third party that is not a formal party hereto. Nothing in this Amendment, express or implied, is intended or shall be construed to confer upon or give any person or corporation other than the parties any right, remedy, or claim under or by reason of this Amendment or any provisions or conditions of it; and all of the provisions, covenants, and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties.

B. The validity, construction, and performance of this Amendment shall be governed by the laws of the State of Florida.

C. If any portion of the Amendment, the deletion of which would not adversely affect the receipt of any material benefit by either party, is for any reason held or declared to be invalid or unenforceable, such determination shall not affect the remaining portions of this Amendment. If this Amendment or any portion of this Amendment is held or declared to be inapplicable to any person, property or circumstance, such determination shall not affect its applicability to any other person, property or circumstance.

D. This Amendment shall become effective when it is last approved and executed by the parties.

E. All other provisions of the Original Agreement not amended herein shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on the day and year first written above.

ATTEST:

JEFFERSON COUNTY, FLORIDA

Jason Welty
Clerk

By _____
JT Surles
Chairman

**NABORS, GIBLIN & NICKERSON,
PA**

Signed, sealed and delivered
in the presence of:

By: _____
Signature

Signature

Printed Name

Print Name

Date

Signature

Print Name

Board of County Commissioners

Agenda Request

Date of Meeting: May 16, 2024

Date Submitted: May 10, 2024

To: Honorable Chairman and Members of the Board

From: Heather Encinosa, County Attorney

Subject: Policy and Procedure Regarding Disposition of the Remains of Deceased Unclaimed and Indigent Persons

Statement of Issue: Under Florida law, Jefferson County is required to provide for the disposition of remains of deceased unclaimed and/or indigent persons. Currently the County has no adopted policy governing these procedures.

Background: The purpose of adopting a policy and procedure is to provide uniform guidance pursuant to Chapter 406, Florida Statutes for the cremation of the remains of unclaimed or indigent deceased persons which are required to be disposed of at public expense. Those guidelines must be adopted by resolution.

So far this year there have been 2 deceased individuals that have met the requirements to be cremated at public expense in Jefferson County. Administration of the program, including determination of indigency status, is currently completed in-house by staff. Administration is currently evaluating other options in conjunction with a proposed procurement for transportation, storage and cremation services.

Analysis: The County Attorney's Office has drafted a Resolution, policies and procedures in conjunction with the County Manager's Office to address the legislative mandate that counties be responsible for the disposal of unclaimed and/or indigent remains within its boundaries.

Options:

1. Approve the Resolution, Policies and Procedures
2. Do Not Approve the Resolution, Policies and Procedures
3. Board Direction.

Recommendation:

Option #1

Attachments:

1. Resolution

RESOLUTION NO. 2024- _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA ESTABLISHING POLICIES AND PROCEDURES FOR THE DISPOSITION OF THE REMAINS OF UNCLAIMED OR INDIGENT DECEASED PERSONS; PROVIDING FOR APPLICATION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 406, Florida Statutes mandates that each county responsible for the disposition of remains of those who have died within that county and who are found to be unclaimed or indigent; and

WHEREAS, the provisions of Chapter 406, Florida Statutes authorize the adoption of procedures by the County for the disposition of the remains of unclaimed or indigent deceased persons; and

WHEREAS, the County finds it to be in the best interest of the health, welfare, and safety of its citizens in establishing a uniform policy and procedure for the disposition of the remains of unclaimed or indigent deceased persons.

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

SECTION 1 – Adoption of the Policy and Procedures

The Board of County Commissioners of Jefferson County, Florida does hereby adopt the policy and procedures for disposition of the remains of unclaimed and/or indigent deceased persons which are attached hereto as Exhibit “A”.

SECTION 2 – Application of the Policy and Procedures

Such procedures shall apply uniformly throughout all areas of Jefferson County, Florida.

SECTION 3 – Effective Date

The Resolution shall take effect immediately upon adoption.

REMAINDER OF THE PAGE INTENTIONALLY BLANK

PASSED AND DULY ADOPTED at the meeting of the Board of County Commissioners of Jefferson County, Florida on this ____ day of _____, 2024.

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

J.T. Surles, Chair

ATTEST:

Jason Welty, Clerk of the Circuit Court

APPROVED AS TO FORM:

Heather J. Encinosa, Esq., County Attorney

Exhibit "A"

Jefferson County's Policy and Procedure Regarding Disposition of the Remains of Deceased
Unclaimed and Indigent Persons

- COVER PAGE -

JEFFERSON COUNTY'S POLICY AND PROCEDURE REGARDING DISPOSITION OF THE REMAINS OF DECEASED UNCLAIMED AND INDIGENT PERSONS

PURPOSE

The purpose of this policy and procedure is to provide uniform guidance pursuant to Chapter 406, Florida Statutes for the determination of unclaimed or indigent deceased and the cremation of the remains of unclaimed or indigent deceased persons which are required, by law, to be disposed of at public expense (the "Program").

OVERVIEW

Florida law states that all counties are charged with the burial or cremation of unclaimed or indigent remains at the county's expense. The law was enacted to ensure that unclaimed and indigent remains are properly disposed of for public health purposes. Jefferson County does not supplement funeral expenses.

In Jefferson County, County staff work to determine the eligibility of the deceased for the Program. After being identified for eligibility by staff, all unclaimed or indigent cremations are coordinated between a local funeral home and Jefferson County through contract. The contracted funeral home then disposes of the remains in accordance with Florida Law.

POLICY AND PROCEDURE

Definitions

Definitions as used in this policy are:

"Indigent person" means persons whose family income does not exceed 100 percent of the current federal poverty guidelines prescribed for the family's household size by the United States Department of Health and Human Services.

"Unclaimed remains" means human remains that are not claimed by a legally authorized person (as defined in section 497.005, Florida Statutes), other than a medical examiner or the Board of County Commissioners, for final disposition at the person's expense.

"Designated person/or Designated Entity" means the County personnel or entity awarded a County contract to perform the services of determining eligibility of a deceased for the Program and/or for the proper disposal of the deceased's remains.

Qualifications under the Program

In accordance with Chapter 406, Florida Statutes, this Program is applicable to a deceased person who meets the following criteria:

1. Was unclaimed by any relative by blood or marriage, friend, fraternal society, charitable or religious organization, or governmental agency providing residential care to the deceased at the time of his or her death and there is no court order affecting the disposal of the remains of the deceased; or
2. The Deceased is determined by the Designated Person/or Designated Entity to be indigent and the deceased's relatives and/or fiends have refused to claim the body or are also indigent.

Procedures Necessary to Determine Qualifications

Determination of indigence is the responsibility of a Designated Entity or Designated Person. Currently, the program is administered by County personnel. Upon notification by a reporting individual that a person appears to be unclaimed or indigent, the Designated entities or County personnel shall first have the reporting individual provide them with information on the intake form created by the County Manager's office with the assistance of the County Attorney's office. Upon receipt of the intake form the following steps shall be taken:

1. Confirmation that the deceased died in Jefferson County, Florida. If the deceased did not die within the County the deceased does not qualify for the Program and should be referred to Board of County Commissioners in the county in which the individual died.
2. Efforts to contact the next of kin shall be made to determine whether the deceased's remains will be claimed. If the next of kin will not claim the deceased's remains, a request shall be made of the next of kin that they execute the waiver and hold harmless form created by the County Manager's Office in conjunction with the County Attorney's Office.
3. Efforts shall be made to determine whether the deceased is a United States Armed Forces veteran and whether the deceased is entitled to a burial in a national cemetery as a veteran of the Armed Forces. If so, arrangements shall be made for such services in accordance with the provisions of 38 C.F.R. For purposes of this section, "a reasonable effort" includes contacting the Jefferson County Veterans Service Officer or regional office of the United States Department of Veterans Affairs. To ensure that the County has taken every precaution to determine veteran status of decedents, there will be three steps:
 - a. Seek verification from the Social Security Office if they have any records of veteran status. They only have knowledge of veteran status if the decedent has ever provided them with documentation specific to Veteran benefits.
 - b. Reach out to the Jefferson County Department of Veteran's Affairs with the name, DOB, and social security number; or
 - c. If steps a and b do not yield a positive veteran status, call the Department of Veteran Affairs (GCVHCS) at 228-523-5122 to inquire as to the decedent's status as a veteran. This office may also be able to assist with locating next of kin for the deceased veteran.

4. Notify the State Anatomical Board located at the University of Florida Health Science Center, if the deceased meets the criteria as set forth in section 406.50, Florida Statutes. Notification of the anatomical board is NOT required if the following apply:
 - a. The unclaimed remains are decomposed or mutilated by wounds;
 - b. Deceased had a contagious disease;
 - c. Autopsy was performed on the remains;
 - d. The deceased was a veteran of the United States Armed Forces, United States Reserve Forces, or National Guard and is eligible for burial in a national cemetery or was the spouse or dependent child of a veteran eligible for burial in a national cemetery;
 - e. Relative, by blood or marriage, claims the body for burial at the expense of the relative, member, or a representative of a fraternal society of which the deceased was a member, or a representative of any charitable or religious organization, or a governmental agency which was providing residential care to the indigent person at the time of his or her death claims the body for burial at their expense.

If the remains are accepted by the State Anatomical Board, the Designated Entity shall proceed according to subsection 406.50(2), Florida Statutes. Such accepted remains shall be delivered to the Anatomical Board as soon as possible. The Anatomical Board shall be responsible for the cost of preparation and transportation of the body to the Center. If the body is not accepted, the Designated Entity shall proceed with the disposal of the deceased's body.

5. Documentation shall be made and a record kept by the County personnel or Designated Entity, which certifies that reasonable attempts have been made to:
 - a. Identify and notify any relatives, friends, fraternal society, charitable or religious organization or governmental agency which provided care to the deceased; or
 - b. Determine whether the deceased was indigent.
 - c. When possible, the Designated Entity shall obtain written documentation and hold harmless from any next of kin verifying that they are not claiming the body. If the next of kin fails to provide the executed forms, the County personal or Designated Entity shall provide ten (10) days from mailing written notice to the next of kin via U.S. Certified mail return receipt, when possible, setting forth that the County shall proceed forward with the process.

Authority to Contract for Services Under this Policy

The Board of County Commissioners may enter into an agreement with an entity operating within the State of Florida ("Designated Entity") to provide any or all of the services under this policy and

to make determinations regarding the disposal of deceased remains in accordance with this policy. Such Designated Entity shall satisfy all requirements of the State of Florida to perform the services under this policy and Chapter 406, Florida Statutes. If more than one Designated Entity is utilized for purposes of this policy, said Designated Entity will be included on a list and assigned services on a rotational basis. The list of Designated Entities shall be utilized in determining where to send the remains of unclaimed deceased persons.

If no Designated Entity within Florida can fulfill the services set forth in this policy in a reasonable and cost-effective manner, then the Board may designate those responsibilities to the County Manager and his or her designee or department to ensure that the procedures are followed. Presently, as of May 1, 2024, the County Manager's office is designated to fulfill the obligations set forth herein as it relates to determination of the deceased to qualify for the Program. A Designated Entity will soon be procured and under contract to dispose of the deceased as set forth in greater detail below.

Disposal of Remains by Cremation

After it is determined that the remains are unclaimed or indigent, the Designated Entity shall dispose of the remains.

1. Direct cremation is the only approved form of disposal unless otherwise authorized by court order, except for unidentified remains. Should a deceased be unidentified such remains shall not be cremated.
2. A funeral home or person licensed under Chapter 497, Florida Statutes, is not liable for any damages resulting from cremating such human remains at the written direction of the Board of County Commissioners or its designee.

Duration of time for Cremains to be held and Recovery of Cremains

Cremains shall be held at a location designated by the Designated Entity for a period of no less than 120 days from the date of cremation as provided for in section 497.607(2), Florida Statutes. Prior to interment or proper disposal of the cremains, should county cremation expenses be reimbursed to the County by a relatives, friends, fraternal society, charitable or religious organization or governmental agency which provided care to the deceased or if the family member is also found to be indigent, which shall be determined by providing sufficient proof of indigence, the Designated Entities shall release the cremains to said individual/entity upon execution by said individual/entity of a hold harmless form provided by the County.

If the cremains are not claimed after this period, they will continue to be held by the Designated Entities until proper disposal as provided or allowed by law in Chapter 497, Florida Statutes.

Recoupment of Funds for Cremation

Upon receiving and paying an invoice to cremate indigent or unclaimed remains, the County shall record a notice of Funeral, Internment, and Grave Marker Expenses Paid by the County in the public records of the County under the deceased's name.

County Administration and the County Attorney's Office are authorized, where feasible to make attempts to recover expense(s) from the following resources to recoup the cost for cremation: 1) Social Security Lump Sum Benefits; 2) any probate administration of the deceased's estate; and/or 3) Miscellaneous Resources, i.e. Nursing Home, cash estates, assets in bank, life insurance, etc.

No Effect on Medical Examiner and or Court

This policy does not affect the right of a medical examiner to transport or hold human remains for the purpose of investigating the cause of death or the right of any court of competent jurisdiction to enter an order affecting the disposition of such remains.

Jefferson County Unclaimed Indigent Cremation Application

Applicant / Next of Kin Information

Application Date: _____

Applicant Name: _____
SSN: _____ - _____ - _____
Home address: _____
Phone number: _____
Relationship to deceased: _____
Marital Status _____ Number of occupants in household: _____
Any Bank Accounts– yes or no

Anyone Asking to Receive the Deceased Person's Cremains Must Be Determined Indigent AND Must Complete and Return the Attached Application for Determination of Indigent Status

Deceased Information

Deceased Name: _____
Date of birth: _____
Date of death: _____
Place of Death: _____
SSN: _____ - _____ - _____ Martial status: _____
Name of Spouse: _____
Children: yes or no Names of Children over 18 years-old

Address at time of death: _____
Rent or own home
Monthly Income: _____ Source of Income: _____

Other property owned: _____
Vehicles: _____

Number of occupants in household: _____ Any Bank Accounts: yes or no
Balance in Account (to include checking, savings and C.D.s) \$ _____
(include copies of two months of statements)
Name and Location of Bank

Value of stocks, bonds, retirement accounts, etc. _____ Life insurance: yes or no
Will: yes or no
Veteran/Branch of Service : _____ **(please include DD214 or discharge documents)**
Receiving Veteran's Benefits : yes or no

These forms must be completed in their entirety for the eligibility process to begin, this includes requested documentation.

DECLARATION OF LEGAL AUTHORITY

I, _____, hereby declare that I am willing to assume the responsibility, as the legally authorized person, to direct the cremation and disposition of the remains of _____. I further declare that I am not aware of any person of the same class of priority or higher priority class having an objection to the cremation of the remains of _____.

Signature
Date: _____

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me this ____ day of _____, 20____, by _____, by means of _____ physical appearance or _____ online notarization and _____ who is personally known to me or who produced _____ as identification.

NOTARY PUBLIC

(SEAL)

DECLARATION OF NEXT OF KIN PRIORITY

I, _____, hereby declare that I am willing to assume responsibility, as the legally authorized person, to direct the cremation and disposition of the remains of _____ (the “deceased”). My relationship to the deceased is as follows

_____. I am aware of the following person or persons having higher priority class:

1. _____ [name and relationship to the deceased] whose contact information is _____.

2. _____ [name and relationship to the deceased] whose contact information is _____.

(attach page if more)

I have attempted to contact the above-named individual(s) without success, and have provided the above information to Jefferson County’s Indigent Cremation Program.

I am not aware of any person of the same class of priority or higher priority class having an objection to the cremation of the remains of _____.

Signature
Date: _____

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me this ____ day of _____, 20____, by _____, by means of _____ physical appearance or _____ online notarization and _____ who is personally known to me or who produced _____ as identification.

NOTARY PUBLIC

(SEAL)

NEXT OF KIN AUTHORIZATION

I, _____, next of kin and individual legally authorized to claim the cremains of decedent, _____ hereby _____ do/_____ do not authorize Jefferson County to communicate with _____ in all matters related to the final disposition of the decedent, _____.

Signature
Date: _____

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me this _____ day of _____, 20____, by _____, by means of _____ physical appearance or _____ online notarization and _____ who is personally known to me or who produced _____ as identification.

NOTARY PUBLIC

(SEAL)

NEXT OF KIN STATEMENT

Applicant Name: _____
Home Address: _____
Phone Number: _____
Relationship to Deceased: _____

Are you aware of any relative who could assume responsibility for the deceased?
____ yes / ____ no

If yes, please provide Name:

Address: _____
Relationship to Deceased: _____
Contact Information: _____

I, _____ (Applicant Name) authorize
Jefferson County to cremate the body of _____
(deceased) consistent with the chapter 406, Florida Statutes.

SELECT ONE BELOW:

____ I do not claim the body or cremains of the deceased.'

____ I wish to apply for indigency status and request the return of cremains of the
deceased.

I agree to indemnify and hold the County harmless from all claims, damages,
liabilities or suits of any nature whatsoever arising out of, because of, or due to the
cremation, including but not limited to costs and reasonable attorney's fees.

Signature
Date: _____

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me this ____ day of _____, 20____, by
_____, by means of _____ physical appearance or
_____ online notarization and _____ who is personally known to me or
who produced _____ as identification.

NOTARY PUBLIC

(SEAL)

**AFFIDAVIT OF NEXT OF KIN RIGHT OF POSSESSION OF PERSONAL PROPERTY
OF DECEASED**

BEFORE ME, the undersigned authority, duly authorized to take acknowledgements and administer oaths, personally appeared _____ (“Affiant”), who being first duly sworn and put under oath deposes and says under penalty of perjury that:

I, _____, am over the age of 18 and have personal knowledge of matters set forth herein.

I presently reside at _____ and my driver’s license number, a copy of which is attached hereto, is _____ for the state of _____.

I acknowledge that Jefferson County through its Unclaimed/Indigent Cremation Program is in possession of the following personal property of _____ (the “decedent”): **LIST THE PERSONAL PROPERTY.**

I hereby swear and affirm that I, as _____ {insert relationship} to the decedent hold priority as next of kin in accordance with the laws of the state of Florida, that no other person or persons have higher priority, and that I have the legal right of possession of decedent’s personal property listed above which is in possession of Jefferson County.

I hereby affirm that to the best of my knowledge there ___ is/___ is not [check one] a last will and testament and/or trust of the Decedent. If there is a last will and testament and/or trust, a copy of it is attached, and expressly states that I am entitled to receive the decedent’s personal property which is in the possession of Jefferson County.

Affiant affirms that there are no outstanding disputes between next of kin of decedent related to the personal property of decedent.

I, affirm that this affidavit is given for the purpose of inducing Jefferson County, a political subdivision of the State of Florida, to release decedent's personal property listed above to my possession. I further acknowledge that Jefferson County and its officers, employees and agents are relying upon the statements set forth herein to be true and correct. Affiant hereby holds Jefferson County, its officers, employees and agents harmless and fully indemnifies same with respect to matters set forth herein.

I am familiar with the nature of the oath and with the penalties as provided in the laws of the United States and state of Florida for falsely swearing to statements made in an instrument of this nature. I have read and fully understand the contents of this Affidavit.

Signature
Date: _____

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me this ____ day of _____, 20____, by _____, by means of _____ physical appearance or _____ online notarization and _____ who is personally known to me or who produced _____ as identification.

NOTARY PUBLIC

(SEAL)

JEFFERSON COUNTY UNCLAIMED REMAINS HOLD HARMLESS AGREEMENT

THIS HOLD HARMLESS AGREEMENT is entered into this _____ day of , 202__, County of _____, State of Florida, between (signer's name) and Jefferson County.

COMES NOW, (signer's name and relationship to deceased), who by my signature herewith, hereby attest and state I am personally representing any and all family members of _____ the _____ deceased _____(Decedent's name), in all matters concerning his /her final disposition.

Who by my signature herewith, hereby attest that I, nor any other family member, have the monetary means to contract with a funeral home to purchase a final disposition for our loved one; nor are insurance proceeds available for this purpose.

Who attests that I, and / or any other family member(s) available, have been advised that this program consists of a direct cremation of our loved one and fully understand that by direct cremation, it means the funeral home will arrange to transport the deceased to the funeral home, cremate and dispose of the remains in accordance with State Law.

By my signature on this document, I hereby acknowledge that I and / or all other family members available understand that by participating in the County's indigent program, there is no viewing, no service, and no death certificate provided. The decedent's cremains will not be returned to the next of kin unless redeemed by payment of \$_____ prior to_____.

I acknowledge and understand that cremation is the sole procedure for cases of indigence when family members do not assume the monetary responsibility for the burial / cremation, etc., of their loved one. In addition, I also acknowledge that I, and other family members may be required to provide the funeral home with our most current Wage and Tax Statement (W-2).

Thus said, I am assured the remains of our loved one will be handled and disposed of by the funeral home in accordance with the Laws of the State of Florida. To the fullest extent permitted by law, _____(signer's name), et al, shall indemnify and hold harmless the COUNTY, its officers and employees from liabilities, damages, losses and costs including, but not limited to reasonable attorney fees in the matter of the cremation of _____ (decedent's name)

To the fullest extent permitted by law, _____(signer's name), et al, shall indemnify and hold harmless JEFFERSON COUNTY, its officers and employees from liabilities, damages, losses and costs including, but not limited to reasonable attorney fees in the matter of the cremation of _____(decedent's name).

This Agreement will be a part of the decedent's file retained by Okaloosa County. Terms of this agreement shall bind and inure to the benefit of the parties, their heirs, legal representatives, successors, and assigns.

I understand and execute voluntarily this Hold Harmless Agreement and have carefully read and reviewed this document.

Signature

Printed name

SWORN to or affirmed by and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20_____, by _____ who is _____ personally known to me or who produced _____ as identification.

(seal)

NOTARY PUBLIC

Application Instructions

1. Jefferson County Unclaimed Indigent Cremation Application

Please provide all requested information/ mark as unknown or not applicable where appropriate/initial at the bottom right corner

2. Jefferson County Unclaimed Indigent Program/Hold Harmless Agreement

Please complete this document, whether or not you are requesting the return of your loved one's cremains, sign it before a notary public

3. Jefferson County Unclaimed Indigent Program/ Next of Kin Statement

Please complete this document, select one option between "Do Not claim Cremains" or "I wish to Apply", sign it before a notary public

4. Jefferson County Unclaimed Indigent Cremation Declaration Of Legal Authority

This document states that you are assuming responsibility to make decisions regarding the final disposition of the decedent. Please sign before a notary public.

5. Jefferson County Unclaimed Indigent Cremation Declaration of Next of Kin Priority

This document specifies that only the listed individuals hold a higher statutory priority of responsibility for decisions related to the deposition of the deceased person, and that those persons are unavailable and/or have no objection to you taking responsibility for the decedent. Please sign before a notary public.

6. Jefferson County Unclaimed Indigent Program/Next of Kin

Indigency Application

If you are requesting the return of your loved one's cremains, you and your loved one must qualify as indigent. To make that determination you must complete this document using the instructions attached. All supporting documents must be attached or your application will be **denied**. Please sign before a notary public.

7. Jefferson County Unclaimed Indigent Program Next of Kin

Authorization

This document states that you, as next of kin to the decedent, are authorizing Jefferson County to accept direction from the named individual. Please sign before a notary public

Please return all documents to Jefferson County Unclaimed Indigent Cremation Program

- via U.S. mail or hand delivery to _____
- via email to _____

Board of County Commissioners

INSERT DATE

State of Florida

Subject: /Jefferson County Unclaimed Indigent Program

Dear,

Our sympathy and condolences are with you at this time regarding your _____. Florida Law states that all counties are charged with the burial of unclaimed indigent remains at the county's expense. Through this program all decedents are cremated. Jefferson County does not have a program that supplements funeral expenses, and viewing at the funeral home is **not** available.

The County's program does **not** supplement a private service, but steps into the shoes of the family to see to the final disposition of the deceased. Unless both the decedent and the next of kin qualify as indigent the County does not return cremains to the next of kin. When these two conditions are not met, cremains are not returned to the next of kin unless reimbursement, in the amount of \$_____, is made. The family has up to 6 months to make payment prior to disposal of the cremains.

Please note, indigency qualification is based on federal poverty guidelines for the deceased and legally authorized person in accordance with Florida Statutes, 497.005(43). Financial information, to include insurance, income, and assets, will be reviewed to determine eligibility.

If you and/or family members wish to apply for this program on behalf of the deceased please complete the attached forms and return them by _____ to Jefferson County Board of County _____ Commissioners _____ offices _____ located _____ at _____ . If you have any questions, please contact me by _____.

Sincerely