

Board of County Commissioners

Jefferson County, Florida

Stephen G. Fulford District 1	Eugene C. Hall District 2	Hines F. Boyd District 3	Felix "Skeet" Joyner District 4	Danny Monroe, III District 5, Chair
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Regular Session Agenda

February 18, 2010 at the Courthouse Annex

435 W. Walnut St. Monticello, FL 32344

- 1. 6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance**
- 2. Public Announcements, Presentations, & Awards**
- 3. Consent Agenda**
 - a) Minutes – February 4, 2010 Regular Session**
- 4. Citizens Request & Input on Non-Agenda Items**

(3 Minute Limit, No Commissioner Discussion. Questions, comments and concerns regarding county issues, officials, and staff may be made here. Requests or input may become a Citizen's forum or future agenda item as warranted.)
- 5. General Business**
 - a) Contract Approval for General Engineering**
 - b) Discussion on Non-Agenda Items – Kate Calvin**
 - c) Board Discussion of Landfill Contracts**
 - d) Board Discussion of Library Director Position**
- 6. County Coordinator's Report**
 - a) Department Head Reports**
 - b) Landfill Update**
- 7. Citizen's Forum**

(3 Minute Limit, Discussion Allowed. Questions, comments and concerns regarding county issues, officials and staff may be made here.)
- 8. Commissioner Discussion Items**
- 9. 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.

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
February 4, 2010

The Board met this date in Regular Session. Present were Chairman Danny Monroc, Commissioners Hines Boyd, Stephen Fulford, Felix "Skeet" Joyner and Eugene Hall, County Coordinator Roy Schleicher, Clerk of Court Kirk Reams, and County Attorney Buck Bird.

1. On motion by Commissioner Fulford, seconded by Commissioner Hall and unanimously carried, the consent agenda consisting of the minutes from the January 21st regular session was approved.
2. Clerk of Court Kirk Reams introduced a Letter of Agreement between the Board and Morgan Keegan, Inc. regarding employing Ralph Cellon to assist Mr. Reams in developing a presentation for Bond Issuances to be presented to the Board. On motion by Commissioner Boyd, seconded by Commissioner Fulford and unanimously carried, the Letter of Agreement was approved.
3. A local incentives workshop relating to economic development was scheduled for 4 p.m. on February 18th, 2010 at the Government Annex.
4. County Coordinator Roy Schleicher presented a Budget Alert outlining the Fiscal Outlook for 2010-2011.
5. Commissioner Hall asked County Departments to present any cost saving measures on their monthly reports.
6. Commissioner Monroe gave an update on NRCS projects.
7. Commissioner Fulford gave an update on the North Florida Broadband Grant application.
8. Commissioner Boyd requested the County Coordinator's Office to monitor the landfill situation and stated he was opposed to paying any more monthly bills to Darabi. He also stated that hopefully Darabi would pay for the repairs to the depressions at the landfill. Mr. Schleicher said he would send a letter to Darabi and assured the Board that he felt issues would be worked out.
9. The warrant register was reviewed and bills ordered paid.
10. On motion by Commissioner Hall, seconded by Commissioner Boyd, and unanimously carried, the meeting was adjourned.

Chairman

Attest: _____
Clerk

PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into this _____, day of _____, 2010, between the Jefferson County Board of Commissioners known hereinafter as "JEFFERSON", and PREBLE-RISH, INC., who is authorized to do business in the State of Florida, referred to hereinafter as "PRI", a Florida corporation.

Contractor Name: Preble-Rish Inc.

Contact: Chris Forehand, P.E., Vice President/Chief Operating Officer

Address: 203 Aberdeen Parkway
Panama City, FL 32405

Phone: 850.522.0644

Fax: 850.522.1011

Email: forehanc@preble-rish.com

This Agreement defines the terms under which PRI shall provide professional services to JEFFERSON.

I. SCOPE OF SERVICES

- A. Specific to this Agreement, PRI shall provide professional services for JEFFERSON as described in the Statement of Qualifications dated January 31, 2010.
- B. In the performance of professional services, PRI will use that degree of care and skill ordinarily exercised by other similar professionals in the field under similar conditions in similar localities. PRI will use due care in performing in an engineering capacity and will have due regard for acceptable standards of engineering principles.
- C. Before making any additions or deletions to the work described in the Agreement, and before undertaking any changes or revisions to such work, the parties will negotiate any necessary cost changes and will enter into a separate Task Order covering such work and compensation. Reference herein to the Agreement will be considered to include any Task Order.
- D. All services will be performed by PRI to the satisfaction of the County Coordinator or his assign, who will decide all questions, difficulties and disputes of any nature whatsoever, on behalf of JEFFERSON, that may arise under or by reason of the Agreement, the prosecution and fulfillment of the services hereunder and the character, quality, amount and value thereof.
- E. Adjustments of compensation and contract time because of any major changes in the work that may become necessary or desirable as the work progresses will be subject to mutual agreement of the parties, and Task Order(s) of such a nature as required will be entered into by the parties in accordance herewith. In the event that PRI and JEFFERSON are not able to reach an agreement as to the amount of compensation to be paid to PRI for work desired by JEFFERSON, PRI will be obligated to proceed with the work in a timely manner for the amount determined by JEFFERSON to be reasonable. In such event, PRI will have the right to file a claim with JEFFERSON for such additional amounts as PRI deems reasonable; however, in no event will the filing of the claim or the resolution or litigation thereof through administrative procedures or the courts relieve PRI from the obligation to timely perform the work.
- F. All design work performed by PRI for projects where anticipated construction cost is one million dollars (\$1,000,000) or more may be subject to Value Engineering. JEFFERSON further reserves the right to

subject projects of lesser construction cost to Value Engineering should JEFFERSON deem circumstances are present that warrant such a decision. Value Engineering may be performed at any stage of the design process. Unless specifically identified in the Agreement, PRI will not be required to perform the Value Engineering analysis.

- G. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of JEFFERSON upon completion or termination without restriction or limitation on their use and will be made available, upon request, to JEFFERSON at any time during the performance of such services and/or upon completion or termination of this Agreement. Upon delivery to JEFFERSON of said document(s), JEFFERSON will become the custodian thereof. PRI will not copyright any material and products or patent any invention developed under this agreement, JEFFERSON will have the right to visit the site for inspection of the work and the products of PRI at any time.
- H. PRI will not be liable for use by JEFFERSON of plans, documents, studies or other data for any purpose other than intended by the terms of this Professional Services Agreement.

II. TERMS

- A. This Agreement is for such term as the County and PRI shall mutually desire. Either party may terminate this agreement at any time, with or without cause, on ninety (90) days' notice, in writing, of a desire to terminate.
- B. Within 90 days of the execution of this contract PRI will open a local office in Jefferson County with adequate and competent professional staff.
- C. Individual Task Orders may be negotiated for any post project schedule services needed by JEFFERSON after scheduled project services.
- D. PRI will provide JEFFERSON with a monthly status report, and shall attend County related meeting upon request by the County Coordinator.
- E. In the event there are delays caused by JEFFERSON in approval of any of the plans submitted by PRI or if there are delays occasioned by circumstances beyond the control and without fault or negligence of PRI which delay the scheduled project completion date, JEFFERSON may grant an extension of time equal to the aforementioned project schedule delay, as a minimum and not to exceed the Agreement term, by issuance of a Time Extension Letter. This letter will be for time only and no addition compensation shall be awarded, unless otherwise agreed.
- F. It will be the responsibility of PRI to ensure at all times that sufficient time remains in the Project Schedule within which to complete the services on the project. In the event there have been delays which would affect the project completion date, PRI will submit a written request to JEFFERSON which identifies the reason(s) for the delay, the amount of time related to each reason and specific indication as to whether or not the delays were concurrent with one another, JEFFERSON will review the request and make a determination as to granting all or part of the requested extension.

In the event time for performance of the scheduled project services expires and PRI has not requested, or if JEFFERSON has denied, an extension of the Project Schedule completion date; partial progress payments will be stopped on the date time expires. No payment shall be made for work performed after the Project Schedule completion date until a time extension is granted or all work has been completed and accepted by JEFFERSON.

III. PROJECTS AND COMPENSATION

- A. This project is for general engineering for JEFFERSON County as detailed below:
 - 1. General planning;
 - 2. Design of all types of municipal infrastructure;
 - 3. Construction oversight;
 - 4. Water Treatment Plant Facilities;
 - 5. Wastewater Treatment Plant Facilities;
 - 6. Gravity collection system design;

7. Wastewater transmission system;
8. Water distribution system;
9. Pump stations;
10. Transportation planning and engineering;
11. Stormwater engineering;
12. Geotechnical;
13. Surveying services;
14. Site planning, design and inspection;
15. Permitting (local, state, and federal);
16. Architectural services;
17. Land planning and Comprehensive Plan EAR Assistance;
18. Recreation facilities.
19. GIS services
20. Any other engineering services requested by the JEFFERSON

B. JEFFERSON must approve the Task Order in writing before PRI provides any compensable service on that Task Order. Upon completion of a Task Order PRI will provide a copy of all project records and as built for that task.

B. This Agreement provides for three ways for JEFFERSON and PRI to accomplish payment for services rendered. These include:

1. LUMP SUM PAYMENT

If the scope of the work of a specific task can be determined with reasonable certainty, JEFFERSON and PRI may negotiate a fixed, lump sum fee. The scope of the work and the negotiated fee shall be reduced to writing and signed by both parties.

2. HOURLY FEES

Work may be accomplished using the hourly rates listed below applied to the actual hours that are required to accomplish the assigned task, plus direct expenses. PRI shall provide a "not to exceed" amount to JEFFERSON County prior to performing work by hourly rates with the exception of emergency situations.

POSITION	BILLING RATE
Firm Principal/Senior Project Manager	\$165.00
Senior Project Manager	\$135.00
Project Manager III	\$125.00
Project Manager II	\$115.00
Project Manager I	\$105.00
Project Coordinator/Business Development	\$ 85.00
Project Engineer III	\$ 95.00
Project Engineer II	\$ 85.00
Project Engineer I	\$ 75.00
Senior Engineering Tech	\$ 95.00
Engineering Technician III	\$ 85.00
Engineering Technician II	\$ 75.00
Engineering Technician I	\$ 50.00
Senior Inspector	\$ 60.00
Inspector	\$ 55.00
Senior Professional Surveyors	\$125.00
Professional Surveyors	\$110.00
Survey Crew	\$125.00
Field Crew Supervisor	\$ 70.00
Senior CAD Technician	\$ 65.00
CAD Technician	\$ 60.00
Executive Administrative Assistant	\$ 65.00
Clerical	\$ 45.00

3. OTHER

Any other method that is mutually agreeable.

- C. If a task is assigned to PRI by competent authority of JEFFERSON, and no method is specified or otherwise agreed to, the Hourly Fees method above shall be used.
- D. If a task is assigned to PRI with a percentage fixed for engineering or administration cost, JEFFERSON reserves the right to negotiate a percentage of said fixed cost.
- E. The Schedule of Hourly Fees may be modified from time to time but only with the express consent/approval of JEFFERSON, through action of the JEFFERSON County Board of County Commissioners.
- F. Any cost opinions or Project economic evaluations provided by PRI will be on the basis of experience and judgment, but, since it has no control over market conditions or bidding procedures, PRI cannot warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions. If they do, PRI will notify JEFFERSON.

IV. PAYMENT

- A. Bills for fees or other compensation for services or expenses will be submitted to Jefferson County Clerk of Court and the County Coordinator with detail sufficient for a proper pre-audit and post-audit thereof. PRI shall submit monthly invoices to JEFFERSON based on a percentage of completion. Invoice(s) shall be submitted on or before the fifteenth (15th) day of the month and shall itemize the activities (and Direct Expenses, if appropriate) for the prior month.
- B. Review, approval and payment by JEFFERSON on proper invoice by PRI shall be in accordance with the Local Government "Prompt Payment Act" ("the Act"), section 218.74, Florida Statutes. PRI may invoice for accrued interest or late payments in accordance with the Act.
- C. Records of costs incurred under terms of this Agreement will be maintained and made available upon request to JEFFERSON at all times during the period of this Agreement and for three years after final payment for the work pursuant to this Agreement is made. Copies of these documents and records will be furnished to JEFFERSON upon request. Records of costs incurred will include PRI's general accounting records and the project records, together with supporting documents and records, of PRI and all sub-consultants performing work on the project, and all other records of PRI and sub-consultants considered necessary by JEFFERSON for a proper audit of project costs.
- D. JEFFERSON may withhold payment on any invoice in the event that PRI is in default under any provision of this Agreement or any other Agreement between PRI and JEFFERSON as of the time of processing the invoice or as of the time payment is made available on the invoice. This right to withhold will continue until such time as the default has been cured, and, upon cure, JEFFERSON will have the right to retain an amount equal to the damages suffered as a result of the default.
- E. JEFFERSON, during any fiscal year, will not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. JEFFERSON will require a statement from the comptroller of JEFFERSON that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained will prevent the making of contracts for periods exceeding one year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, JEFFERSON's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature.

V. INDEMNITY

- A. PRI will indemnify, defend, and hold harmless JEFFERSON and all of its officers, agents and employees from any claim, loss, damage, cost, charge or expense arising out of any act, error, omission or negligent act by PRI, its agents, employees, or subcontractors under the performance of the Agreement, except that neither PRI, its agents, employees nor any of its sub-consultants will be liable under this paragraph for any claim, loss, damage, cost, charge or expense arising out of any act, error, omission or negligent act by JEFFERSON or any of its officers, agents or employees during the performance of the Agreement.

- B. It is specifically agreed between the parties executing this Professional Services Agreement that it is not intended by any of the provisions of any part of the Professional Services Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Professional Services Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.
- C. PRI guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against PRI or any sub-consultant or subcontractor, in connection with this Professional Services Agreement. Final acceptance and payment does not release PRI from its obligations hereunder until all such claims are paid or released.

VI. COMPLIANCE WITH LAWS

- A. PRI certifies that it is eligible to receive State and federally funded contracts. PRI also certifies that no party which is ineligible for such work will be subcontracted to perform any services under this Agreement.
- B. PRI shall comply with all federal, State and local laws and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, national origin, age, or disability, in the performance of work under this Agreement.
- C. PRI shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by PRI in conjunction with this Agreement. Failure by PRI to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by JEFFERSON.
- D. PRI agrees that it will make no statements, press releases or publicity releases concerning this Agreement or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this Agreement, or any particulars thereof, during the period of the Agreement, without first notifying JEFFERSON and securing its consent in writing. PRI also agrees that it will not publish, copyright, or patent any of the data developed under this Agreement, it being understood that such data or information is the property of JEFFERSON.

VII. INSURANCE

- A. GENERAL LIABILITY. PRI shall carry and keep in force during the period of this Professional Services Agreement a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with combined bodily injury limits of at least \$100,000 per person and \$300,000 each occurrence, and property damage insurance of at least \$100,000 each occurrence, for the services to be rendered in accordance with this Professional Services Agreement, as well as the indemnity provided hereinabove.
- B. AUTOMOBILE LIABILITY. PRI shall also carry and keep in force during the period of this Professional Services Agreement automobile liability insurance policy or policies for all vehicles operated by PRI in the performance of services hereunder with a company or companies authorized to do business in Florida, affording liability insurance with combined bodily injury limits of at least \$100,000 per person and \$300,000 each occurrence, and property damage insurance of at least \$100,000 each occurrence, for the services to be rendered in accordance with this Professional Services Agreement, as well as the indemnity provided hereinabove.
- C. PROFESSIONAL LIABILITY. PRI will have and maintain during the term of this Agreement, a professional liability insurance policy with a company or companies authorized to do business in the State of Florida, affording professional liability coverage for the professional services to be rendered in accordance with this Agreement in the amount of One Million Dollars (\$1,000,000.00) per claim.
- D. JEFFERSON shall be named as an additional insured on the foregoing policy. Each such policy shall provide for written notification of JEFFERSON no less than 30 days prior to the expiration or cancellation of coverage.
- E. PRI shall maintain workers compensation insurance in force as required by Florida Law.
- F. PRI shall deliver proof of the foregoing insurance to JEFFERSON prior to performing any work hereunder.

VIII. TERMINATION AND DEFAULT

- A. JEFFERSON may terminate this Agreement in whole or in part at any time the interest of JEFFERSON requires such termination, as follows:
 - 1. If JEFFERSON determines that the performance of PRI is not satisfactory, JEFFERSON may notify PRI of the deficiency with the requirement and that the deficiency be corrected within a specified time; but not less than 10 days. Otherwise the Agreement will be terminated at the end of such time or thirty (30) days, whichever is sooner.
 - 2. If JEFFERSON terminates the Agreement for reasons other than unsatisfactory performance of PRI, JEFFERSON will notify PRI of such termination, with instructions as to the effective date of work stoppage or specify the stage of work at which the Agreement is to be terminated.
 - 3. If the Agreement is terminated before performance is completed, PRI will be paid for the work satisfactorily performed. Payment is to be on the basis of substantiated costs, not to exceed an amount which is the same percentage of the contract price as the amount of work satisfactorily completed is a percentage of the total work called for by the Agreement.
- B. JEFFERSON reserves the right to cancel and terminate this Agreement in the event that PRI or any employee or agent of PRI is convicted for any crime arising out of or in conjunction with any work being performed by PRI for or on behalf of JEFFERSON, without penalty. It is understood and agreed that in the event of such termination, all tracings, plans specifications, computer files, maps, and data prepared or obtained under this Agreement will immediately be turned over to JEFFERSON. JEFFERSON reserves the right to terminate or cancel this Agreement in the event PRI will be placed in either voluntary or involuntary bankruptcy or an assignment is made for the benefit of creditors. JEFFERSON further reserves the right to suspend the qualifications of PRI to do business with JEFFERSON upon any such conviction.

IX. ASSIGNMENT AND SUBCONSULTANTS/SUBCONTRACTORS

- A. PRI will maintain an adequate and competent professional staff so as to enable PRI to timely perform under this Agreement and must be authorized to do business within the State of Florida and may associate with such sub-consultants, for the purpose of its services hereunder, without additional cost to the COUNTY, other than those costs negotiated within the limits and terms of this Agreement. PRI is fully responsible for satisfactory completion of all subcontracted work.
- B. PRI will be encouraged to use local contractors when applicable.
- C. PRI shall be held responsible for the negligence or nonperformance of its sub-consultants and will indemnify JEFFERSON from same.

X. MISCELLANEOUS

- A. The applicable standard of care will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services.
- B. The Contractor and the County agree that the Contractor, its employees, and subcontractors are not agents of the County as a result of this Professional Services Agreement for any purposes.
- C. All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in either gender shall extend to and include the other gender.
- D. PRI is an independent contractor with respect to the services performed herein. Nothing contained herein shall be deemed to create the relationship of partner principal or joint venture between the Parties. PRI has no right or authority, under this Agreement, to incur obligations of any kind in the name of or for the account of JEFFERSON, nor to commit or bind JEFFERSON to any contract or other obligations.
- E. It is understood and agreed by the parties hereto that if any part, term or provision of this Professional Services Agreement is by the courts held to be illegal or in conflict with any law of the State of Florida, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the

parties shall be construed and enforced as if the Professional Services Agreement did not contain the particular part, term or provision held to be invalid.

- F. This Contract shall be governed by and construed in accordance with the laws of the State of Florida.
- G. Venue in any legal action related to this Contract shall be in Jefferson County.
- H. Modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed by the parties.
- I. Failure or delay on the part of either party to exercise any right, power, privilege or remedy under this Agreement shall not constitute a waiver thereof. No modifications or waiver by either party of any provision shall be deemed to have been made unless made in writing.
- J. This Professional Services Agreement embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Professional Services Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

PREBLE-RISH, INC.
Address for Correspondence:
203 Aberdeen Parkway
Panama City, FL 32405
850.522.0644

By: Mr. Chris Forehand, P.E., Vice President/Chief Operating Officer

Witnessed: _____

Date: _____

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
Address for Correspondence:
450 W. Walnut St.
Monticello, FL 32344

By: Mr. Danny Monroe, Chairman

Witnessed: _____

Date: _____

RESOLUTION NO. 09-061809-01

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS ADOPTING RULES OF PROCEDURE FOR MEETINGS OF THE JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

WHEREAS the Board of County Commissioners wishes to adopt meeting procedures to insure the orderly and efficient execution of its duties,

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA:

That the following Rules of Procedure shall govern all noticed meetings of the Board of County Commissioners and boards under its jurisdiction, and that these rules become effective immediately upon adoption:

INTRODUCTION: AUTHORITY AND ROLES

Counties are "arms of the state" authorized established under Article VIII, Section 1 of the Florida Constitution. County governments are established to administer functions of the state at the local level. The functions, duties, and roles of county government are more particularly described in Chapter 125 of the Florida Statutes. This statute is liberally construed and gives the County Commission broad powers, including legislative, executive, and quasi-judicial powers. As provided in the Florida Constitution and Chapter 125 of the Florida Statutes, county governments have broad powers of local self-government as consistent with general law and with any special law approved by vote of the people. The legislative and governing body of a county has the power to carry on county government. Except when otherwise provided by county charter, the governing body of each county is an elected board of county commissioners.

Legislative functions of county government include the power to levy and collect taxes and to adopt ordinances and regulations so long as such ordinances and regulations are not in conflict with state or federal law. Executive functions include the operation of county government, the enforcement of ordinances, regulations and codes, and the provision of public services such as local roads and transportation systems, fire protection, emergency medical and health services, refuse collection, parks, libraries, and other such public services.

In addition to county commissioners, constitutionally elected officers including the Tax Collector, Clerk of the Circuit Court, Property Appraiser, Sheriff, and Supervisor of Elections comprise the county government. Other positions/personnel as deemed appropriate may also be included. County governments assume various functions in the provision and operation of all county services (including but not limited to: local road and transportation systems, law enforcement, fire protection, emergency medical and health services, refuse collection, parks, and libraries). Among the legislative functions of county government are the power to levy and collect taxes and to adopt ordinances and regulations that are consistent with existing local, state and federal law. Executive functions include the management of county departments, and the enforcement of ordinances, regulations and codes. As the county's elected governing body, County Commissions play critical roles in ensuring that these processes run smoothly.

Under certain circumstances, a County Commission may also assume a quasi-judicial function. For example, it serves in a quasi-judicial capacity when it acts as a code enforcement board or hears and decides issues related to planning and zoning. In keeping with this judicial role, the requirements for maintaining impartiality and the decision-making standards change when County Commissioners serve in a quasi-judicial capacity. Prior contact with parties to the proceeding is limited and should be disclosed. Decisions should not be based on political or personal beliefs and feelings, but should be based on "competent, substantial evidence" presented at a public hearing. (Competent, substantial evidence has been defined by the Florida Supreme Court as that evidence which is "sufficiently relevant and material that a reasonable mind would accept it as adequate to support the conclusions reached.") Relative to their other functions, when serving in a quasi-judicial capacity, County Commissions have more stringent decision making standards and requirements for maintaining impartiality. Non-public contact with parties to a proceeding (ex parte communication) should be both avoided and publicly disclosed. Commissioners are expected to set aside personal issues when making decisions in quasi-judicial hearings and instead require a basis in competent, substantial evidence presented at a public hearing. Competent, substantial evidence has been defined by the Florida Supreme Court as that evidence which is "sufficiently relevant and material that a reasonable mind would accept it as adequate to support the conclusions reached".

Therefore, to insure the orderly and efficient execution of its duties, the Jefferson County Board of County Commissioners adopts the following Rules of Procedure. It is the policy of the Jefferson County Board of County Commissioners that these Rules of Procedure shall govern all noticed meetings of the Board of County Commissioners and boards under its jurisdiction. A noticed meeting shall mean any meeting that requires notice under Florida law. The members, County Coordinator, County Attorney, constitutional elected officials, staff, and the public shall adhere to these rules, to wit:

¹ Case precedent *DeGroot v. Sheffield*, 95 So. 2d 912, 916 (Fla. 1957) as footnoted in *Verizon Florida, Inc., vs. Lila A. Jaber, et al.*, September 2, 2004, <http://www.floridasupremecourt.org/decisions/2004/ops/sc02-2647.pdf>, downloaded 7/8/09.

I. Governing Rules.

Except as may be provided by these rules or by law, questions of order, the methods of organization and the conduct of business of the Board shall be governed by *Robert's Rules of Order, Newly Revised, 10th Edition* (or the current edition) in all cases in which they are applicable.

II. Open to the Public.

- A. *Meetings Open to Public.* All meetings of the Jefferson County Board of County Commissioners shall be open to the public and noticed in accordance with the Florida Government in the Sunshine Law, Section 286.011 of the Florida Statutes.
- B. *Exempt Meetings.* The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions, Section 447.605(1), F.S. meetings regarding risk management claims, Section 768.28(15), F.S. and litigation meetings pursuant to Section 286.011(8) F.S. The Board shall follow all statutory requirements for exempt meetings.
- C. *Seating Capacity.* Due to the need to comply with seating capacity requirements of the Fire Code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited. Efforts will be made to ensure that people unable to enter the Commission Chambers will be able to hear the proceedings from the foyer.
- D. *Accessibility.* All meetings of the Commission will be conducted in a publicly accessible and handicap accessible building public building with access to all citizens in accordance with the Americans with Disabilities Act and Amendments of 2008.
- E. *Signs, Placards, Banners.* ~~For public safety purposes and so as not to interfere with the visual rights of others, no signs or placards shall be allowed in Board meeting rooms.~~ To maintain public safety and avoid unduly obstructing participants' views of the proceedings, no banners, signs or placards larger than 5" x 7" shall be allowed in board meeting rooms. If use of a sign or placard is disruptive to the proceedings or to other participants, participants responsible will be required to do one or more of the following: Stop the disruptive behavior, relinquish the sign or placard, or leave the meeting room.

**** Note: In this and any other circumstance arising during a meeting, a participant's continued failure to control personal conduct may result in being escorted or forcibly removed from the meeting room along with the risk of arrest, as warranted by the circumstances. ****

III. Quorum.

- A. *Quorum.* A majority of the entire Board shall constitute a quorum. No ordinance, resolution, policy, or motion shall be adopted by the Board without the affirmative vote of the majority of the members present or, if required by the Florida Statutes, an extraordinary vote of the members present. In extraordinary circumstances, a board member may attend a meeting via teleconference or other electronic means in order to create a quorum and / or cast a vote. Such circumstances shall be determined by the Chairman.
- B. *Remaining in Chambers.* During a Board meeting, members should remain in the Chambers at all times unless an emergency or illness should occur. Board members present in the meeting should not absent themselves for a particular item without expressed permission of the Chairman.
- C. *Conflict of Interest.* Any member of the Commission who announces a conflict of interest on a particular matter pursuant to Section 112.3143 or Section 286.012, Florida Statutes, and decides to refrain from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.
- D. *Loss of Quorum.* In the event that a member is required to depart a Board meeting prior to adjournment, and the departure causes a loss of quorum, no further official action, other than adjournment, may be taken until or unless a quorum is restored.
- E. *No Quorum.* Should no quorum attend within 30 minutes after the hour appointed for the meeting of the Commission, or upon a meeting having commenced with a quorum, which quorum shall have been lost, the Chair or the Vice Chair, or in their absence, another Board member, in order of seniority, shall adjourn the meeting. The names of the members present and their action at such meeting shall be recorded in the minutes by the clerk.

IV. Presiding Officer.

- A. *Chairman.* The Presiding Officer is the Chairman of the Jefferson County Board of County Commissioners. The Chairman presides at all meetings of the Board. The Chairman's responsibilities shall include, but not be solely limited to:
 - 1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.
 - 2. Announce the business to come before the Board, in accordance with the prescribed order of business.
 - 3. Recognize all Board members, the County Coordinator, and the County Attorney, who seek the floor under correct procedure. All questions and comments are to be directed through the Chairman and restated by him or her, and he or she declares all votes. The Chairman shall repeat every motion and state every question coming before the Commission, and announce the decision of the Commission on all matters coming before it.
 - 4. Preserve decorum and order, and in cases of serious disturbance or disorderly conduct in the Commission Chambers, may cause order; the same Commission Chambers to be cleared or cause any request that the non-compliant disruptive individual be forcibly removed.

5. Call to order any member of the Board who violates any of these procedures and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.
 6. Expedite business in every way compatible with the rights of the members.
 7. For the Chairman to make a motion, the gavel must be relinquished. Based upon these Rules & Procedures, the gavel shall be relinquished in the following order:
 - (a) Vice Chair;
 - (b) Another Board member based upon seniority.
 A presiding officer who relinquishes the chair should not return to it until the pending main question has been disposed of.
 8. Declare the meeting adjourned when the Board so votes, or at any time in the event of an emergency affecting the safety of those present.
- B. *Vice Chairman.* In the absence of the Chairman or in the event of the Chairman's inability to serve by reason of illness or accident, the Vice Chairman shall perform the duties and functions of the Chairman until the Chairman's return to the County or recovery and resumption of duty.

V. Order of Business.

- A. *Official Agenda.* There shall be an official agenda for every regularly scheduled official meeting of the Board. The agenda shall determine the order of business conducted at the meeting. All proceedings and the order of business at all such meetings of the Board shall be conducted in accordance with the official agenda. The Agenda Coordinator shall be the County Coordinator. The Clerk shall print and distribute the Official Agenda. For emergency meetings, workshops, retreats, and other special meetings, this requirement may be waived by consent of the members.
- B. *Agenda Form; Availability; Support Information.* The agenda shall be prepared by the County Coordinator and forwarded to the Clerk who shall place it in appropriate form approved by the Commission. The Clerk shall make available to the Board members a copy of the agenda before the meeting. Any support information for agenda items requiring a disposition vote shall be available no later than 4:00 PM on the third business day before the meeting. If support information is required but not available, the agenda item shall be downgraded to a discussion topic for further action or removed from the agenda and considered at a later meeting.
- C. *Agenda Format.* The agenda format for a regularly scheduled official meeting of the Commission shall be in substantially the form as set forth below:
1. Call to Order, Invocation and Pledge of Allegiance
 2. Awards and Presentations
 3. Approval of Agenda and Minutes of Prior Meeting(s)
 4. Consent
 5. Citizens Requests and Input on Non-Agenda Items (3-minute limit; no discussion by Commission)
 6. General Business
 7. Scheduled Public Hearings (at or soon after announced time)
 8. County Attorney
 9. County Coordinator
 10. Citizens Forum (3 minute limit, discussion allowed)
 11. Discussion Items Raised by Board Members
 12. Adjourn
- D. *Special Agenda for Quasi-Judicial Proceedings.* If a meeting, as determined by the Chairman in consultation with the County Attorney, requires a quasi-judicial proceeding, the format of this part of the meeting shall be as follows:
1. Opening Remarks, Announcements, and ~~Ex-Parte Disclosures~~ Disclosure of *Ex-Parte* Communications
 2. Introduction of Issue by Staff
 3. Applicant Presentation and Witnesses
 4. Sworn Testimony of Opponent and Proponent Witnesses
 5. Questions for/Cross-Examination of Staff, Applicant and Witnesses
 6. Citizens Comments (un-sworn). Time allotted for public comments and citizen input germane to the topic shall be at the Commission's discretion or as provided in the agenda. The Chairman has the discretion to minimize repetitive comments and shall acknowledge and document the numbers of people sharing the same concerns. *****SEE NOTE*****
 7. Rebuttal/Summary by Applicant
 8. Board Discussion, Questions, and Action
- Competent, substantial evidence relevant to the issue shall be the primary basis for the Board's decision. All competent, substantial evidence shall be introduced by sworn testimony. Cross examination of sworn witnesses is allowed. ~~Only~~ Sworn testimony and comments by the Board and its staff shall become part of the official record for the proceedings of the meeting, along with categorized and counted citizens' comments. The Chairman, in consultation with the County Attorney, shall determine the time to be allocated for each part of the agenda and, at the beginning of the hearing, shall announce these time allocations along with any special rules for the proceeding. Otherwise, the rules herein shall apply to quasi-judicial proceedings.
- E. *Consent Agenda.* On the portion of the agenda designated as "Consent," all items contained therein may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past Board direction or policy. However, any Board member, the County Coordinator, or the County Attorney may withdraw

an item from the consent agenda, either in writing before the meeting or at the beginning of the meeting, and it shall then be voted on individually. Every effort shall be made to provide such a request in writing to the Chairman (via the County Coordinator) 24 hours before the subject meeting.

- F. *Citizens Requests and Input on Non-Agenda Items (no discussion).* This portion of the agenda is designated for citizens who want to provide information or who have requests for future consideration by the Commission or staff. Presentations shall be limited to 3 minutes unless extended by the Chairman. There shall be no debate and no official action by the Commission.
- G. *General Business.* General business items are items of a general nature that require Board action, Board direction, or pertain to Board policy.
- H. *Scheduled Public Hearings.* Prior to placing a matter on the agenda that requires a public hearing, the consent of the Commission is required pursuant to Section V, Subsection K (Placing Items on Agenda) of this policy. Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. Time allotted for public comments and citizen input germane to the topic shall be at the Commission's discretion or as provided in the agenda. The Chairman has the discretion to minimize repetitive comments and shall acknowledge and document the numbers of people sharing the same concerns. For regular official Board meetings, public hearings shall be heard at the time announced in the agenda or as soon thereafter as is possible. This time designation is intended to indicate that an item will not be addressed prior to the listed time.
- I. *Citizens' Forum (non-agenda items, discussion allowed).* In this portion of the agenda, designated near the end of the meeting as the "Citizens' Forum," up to 30 minutes shall be allocated for citizen input. The Chairman, at his/her discretion and with consent of the Board, may adjust the time allocated for this item and the time allowed each speaker, depending on the circumstances of the meeting. Speakers who have completed a Citizen Input Card shall speak first, including such speakers who may have waived their time to speaker at an earlier point in the agenda. If time permits, the Chairman may allow comments by speakers who have not completed a Citizen Input Card. There may be discussion or debate by the Commission. The Commission may determine appropriate future action for an item including, but not limited to, placing the item on a future agenda, requesting more information, or the Commission may act on an item by unanimous vote.
- J. *Discussion Items by Board Members.* On the portion of the agenda designated as "Discussion Items by Board Members," no assignments shall be given to the County Coordinator or County Attorney without the express approval of the majority of the Board. The Board shall take no policy action without an agenda item unless such is accomplished through a unanimous vote of the Board. The remarks of each Board member during his or her "discussions items" time shall be concise and limited to no more than three (3) minutes, unless the Chairman extends the time.
- K. *Departure from Order of Business.* Any departure from the order of business set forth in the official agenda shall be made only upon majority vote of the members of the Commission present at the meeting.
- L. *Placing Items on Agenda.* With the consent of the Commission as a whole, matters may be placed on the agenda by any member of the Commission, the Coordinator, or the County Attorney. When a Board member wishes to place a matter on the agenda, the member should raise the matter at a regular Commission meeting and seek the Commission's consent for inclusion of the matter on the next available regular agenda. A Board member may not unilaterally add a matter to an agenda without the Commission's prior approval either at a prior meeting or at the beginning of the meeting in which the item is to be included.
- M. Prior to placing a matter on the agenda that requires a public hearing, the consent of the Commission is required. A request to schedule the public hearing shall be placed on the Consent Agenda for consideration by the Commission. Upon the Commission's approval of the request to schedule a public hearing, the public hearing shall then be scheduled for inclusion on the next available regular agenda or at a special meeting set by the Commission. In addition, the Commission may direct the scheduling of a matter that requires a public hearing by a majority vote. This rule of procedure does not apply to zoning and site and development plan approvals, which are placed on the agenda by staff pursuant to County Code and general law.
- N. *Additions, Deletions, or Corrections to Agenda.* Deletions or corrections to the agenda may be considered by the Commission and adopted by the passage of a single motion. Non-agenda matters shall be confined to items that are informational only.
- O. "Add On" agenda items (items that missed the deadline for agenda preparation for the meeting) should be considered by the Commission only in exigent circumstances for issues that are time critical or cost sensitive to the County. For such matters, the Chairman, County Coordinator and County Attorney should be consulted in advance of the meeting to approve of the "Add On" agenda item. If the "Add On" agenda is approved, the Agenda Coordinator should modify and reprint the agenda table of contents for redistribution to all persons who receive the initial agendas. Furthermore, the County's web site should be updated to reflect the new agenda. For matters of extreme emergency, a special meeting of the Commission may be called by the Chairman upon adequate notice being provided under Section 286.011, Florida Statutes.

- P. *Announcing Agenda Items.* The Chairman shall announce each item on the agenda. The County Coordinator, County Attorney, sponsoring Board member, or other appropriate person shall then present the item to the Board.

VI. Parliamentarian.

The County Attorney shall act as parliamentarian and shall advise and assist the Chairman in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the parliamentarian shall refer to *Roberts Rules of Order (Newly Revised, 10th Edition)* on all rulings.

VII. Rules of Debate.

A. Decorum

1. Every Board member desiring to speak should address the Chairman, and upon said recognition by the Chairman, should confine discussion to the question under debate, avoiding ~~all personalities and indecorous language and reference to specific people.~~
2. Board members shall refrain from: attacking a member's motives; speaking adversely on a prior motion not pending; speaking while the Chairman or other Board members are speaking; speaking against their own motions; and disturbing the Board.
3. A member once recognized should not be interrupted when speaking unless said member is being called to order. The member should then cease speaking until the question of order is determined, without debate, by the Chairman. If in order, said member shall be at liberty to proceed.

B. Motions

1. A motion and a second to the motion are to precede any action on an agenda matter unless there are speakers to be heard on the agenda matter.
2. All motions shall be made and seconded before debate.
3. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except as provided in *Robert's Rules of Order, Newly Revised* as adopted herein.
4. Any Board member may move to close debate (move the previous question) on the motion being considered. Such move is not debatable. A successful majority vote on the motion to close debate will end discussion of the item, except that the Board member moving the adoption of an ordinance, resolution or motion shall have the privilege of closing the debate.
5. If the Chairman wishes to put forth or second a motion, he or she shall relinquish the Chair to the Vice Chairman until the main motion, on which he or she spoke, has been disposed.
6. The following motions require a majority vote and are not debatable: to adjourn; to lay on the table; to take from the table; or to close debate (move the previous question). A motion to suspend the rules requires a 2/3 majority vote and is not debatable.

- C. *Motions to Amend.* An amendment to a motion must be germane, that is, it must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A Board member may amend the main motion in either of the following two ways:

1. By Consent of the Members. The Chairman, or another member through the Chairman, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion or other members, the motion shall stand as amended.
2. Formal Amendment. An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If it fails, the motion shall be the motion as it was before the amendment was presented.

VIII. Voting.

- A. *Voice Vote.* Unless otherwise directed by the Chairman, all votes shall be taken by voice.
- B. *Tabulating the Vote.* The Chairman shall tabulate the votes and announce the results. Upon any roll call, there shall be no discussion by any member prior to voting, and each member shall vote "aye" or "nay."
- C. *Voting.* Every member who was in the Commission Chambers when the question was put must give his or her vote, unless the member has publicly stated that he or she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, Florida Statutes. If any member declines to vote "aye" or "nay" by voice, his or her silence shall be counted as an "aye" vote.
- D. *Absent for Vote. Changing Vote.* Any Board member momentarily absent for a vote on a particular item may record his or her vote, and any member may change his or her vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter, except with the consent of all the members who voted thereon.
- E. *Voting Conflict.* No Board member shall vote on a matter when that member has a voting conflict of interest as specified in Section 112.3143 or Section 286.011, Florida Statutes. A member abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter. A record of the abstention and the reason for the conflict shall be recorded in the minutes of the meeting or filed by the member in writing with the Clerk for inclusion in the minutes.
- F. *Majority Vote. Extraordinary Majority Vote; Tie Vote.* The passage of any motion, policy, ordinance or resolution shall require the affirmative vote of at least the majority of the members of the Commission who are present and eligible to vote. If an extraordinary majority vote is required by the Florida Statutes, this shall require the affirmative vote of an extraordinary majority of the members of the Commission who are present and eligible to vote. In the case of a tie in votes on any proposal, the proposal fails.

IX. Citizen Input: Addressing the Board of County Commissioners.

- A. *Citizen Input.* The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of County government and encouraging citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete County business in a timely manner.

B. Non-Agenda Inquiries.

1. At the regular official County Commission meetings, the Board provides two comment periods for citizens to speak on items not on the agenda. These public comment periods are denoted on the agenda as "Citizens Requests and Input on Non-Agenda Items" and "Citizens' Forum." Any citizen who did not speak during the first citizen comment period may have the opportunity to speak during the second comment period, as provided herein. For complex or lengthy issues, and to stay within the 3 minute per speaker time limit guidelines specified herein, citizens are encouraged to submit written data, evidence, or comments for distribution to member of the Board, staff, and the public.
2. Any citizens who have non-agenda inquiries at regular official County Commission meetings may be asked to prepare a Citizen Inquiry Form to gain all the necessary information. The matter will then be addressed by staff, and the County Coordinator or County Attorney shall report back to the Board of County Commissioners by written memorandum, by electronic mail, or verbally at a subsequent meeting of the Board.
3. If the inquiry is unable to be addressed or resolved by staff, an appropriate agenda item will be prepared by the County Coordinator or County Attorney if a change in policy, procedures, or ordinances is required and recommended by staff in order to address the general subject matter of the inquiry.
4. This procedure shall not be used if "appeal" mechanisms already exist to address the inquiry. Personnel issues should be addressed as provided in the County's Personnel Manual.

C. *Input on a Matter Pending Before the Commission.* Unless waived by the Chairman or consent of the Commission, or otherwise provided herein, each person who addresses the Commission on an agenda item pending before the Commission shall complete a Citizen's Input Card and submit the card to the Clerk or to the Chairman.

D. *Public Input at Workshops, Retreats and Forums.* Commission workshops, retreats and forums are established for in-depth discussion between members of the Commission. Speakers and other participants are at the invitation of the Commission only. Time allotted for public comments and citizen input germane to the topic of the workshops, retreats and forums shall be at the Commission's discretion or as provided in the agenda. No votes shall be taken at Workshops, Retreats, and Forums.

E. *Discussion and Meeting Time Limits.* In order to insure the efficient conduct of Commission meetings and out of consideration for all attendees of such meetings, the Board establishes the following guidelines to limit the time a speaker is allowed to hold the floor and for the time allotted to a single discussion issue. Exceptions to these guidelines are provided for quasi-judicial proceedings and public hearings or may be provided for any meeting by a majority vote of the Commission.

1. Unless an exception is granted by the Chairman or by consent of the Commission, the primary presenter of an item on the agenda shall hold the floor for no more than ten (10) minutes, and no speaker shall hold the floor for more than three (3) minutes. No speaker shall speak more than once on an item. ~~No speaker, other than a Board member, may yield the floor to another speaker. Board members may yield the floor to another speaker. At the discretion of the Chairman, members of the public may be allowed to yield the floor to another speaker, provided it is clear that they are acting in good faith.~~
2. Except for workshops and public hearings, no single agenda item shall consume more than 30 minutes of a meeting unless an exception or extension is granted by a majority of the Commission. After 30 minutes, the Chairman shall close discussion and, if a vote is required, bring the agenda item to a vote. The Chairman may limit discussion time to less than three (3) minutes per speaker to accommodate large numbers of persons who want to speak.
3. For public hearings, unless excepted as above, the time limit shall be one (1) hour, provided at least 30 minutes are included for public comments.
4. For Commission workshops, retreats, and forums the time limits for the meeting and for each agenda time shall be determined as announced in the meeting agenda or adjusted at the beginning of the session by consent of the board.
5. ~~Excluding workshops, retreats, and forums, and unless excepted as above, no meeting of the Commission shall extend more than three (3) hours past its start time~~ the Commission shall make every effort to adhere to a three (3) hour duration for meetings.
6. During quasi-judicial proceedings all discussion and remarks shall be relevant and germane to the item or items which are the subject of the proceeding.

F. Addressing the Commission.

1. When (and only when) recognized by the Chairman, speakers should rise, proceed to the podium, and speak clearly in an easily heard voice. Speakers shall introduce themselves, giving the following information for the record:
 - (a) Name;
 - (b) Place of residence or business address;
 - (c) If requested by the Chairman, the person may be required to state whether the person speaks for a group of persons or a third party, if the person represents an organization, whether the view expressed by the person represents an established policy or position approved by the organization, and whether the person is being compensated by the organization.
2. All remarks shall be addressed to the Commission as a body and not to any member thereof.
3. The Chairman shall control the dialogue. No person, other than a member of the Commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Chairman. No question may be asked except through the Chairman.
4. Speakers should make their comments concise and to the point, and present any data or evidence they wish the Commission to consider. Remarks should be germane and relevant to the question before the Commission.

G. Decorum and Civility

1. Participants in and attendees at County Commission meetings are expected to be respectful, courteous, civil, and orderly. No person or group shall, by speech or other non-decorous action, delay or interrupt the proceedings or the peace of the Commission, or disturb any person having the floor. Non-decorous actions shall include cheering, clapping, booing, heckling, verbal outbursts, and private conversations during proceedings. No person shall refuse to obey the reasonable orders of the Chairman or the

Commission. No person shall use a Commission meeting as a forum for personal attacks. Any person making irrelevant, impertinent, threatening, or slanderous remarks or who becomes boisterous while addressing the Commission shall not be considered orderly or decorous shall be considered disorderly and indecorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chairman and given the opportunity to conclude remarks on the subject in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred by the Chairman from making any additional comments during the meeting unless permission to continue or again address the Commission is granted by the majority of the Commission members present.

2. If the Chairman or the Commission declares an individual or group out of order, he, she or they will be requested to relinquish the podium. If the person does not do so and escalates or excessively prolongs the disruptive behavior, the Chairman may recess the meeting, and the individual may be subject to forcible removal from the Commission Chambers or other meeting room and may be arrested by the Sheriff subject to Section 840.08(1), Florida Statutes, for failure to comply. Continued failure to control personal conduct may result in arrest.
3. If any person or group becomes disorderly, disruptive or interferes with the orderly business of the Commission, the Chairman may recess the meeting may have the person or group removed from the Commission Chambers or other meeting room for the remainder of the meeting. If the person or group escalates or prolongs the disruptive behavior and fails to control personal conduct, they risk being forcibly removed from the Commission Chambers or other meeting room for the remainder of the meeting and/or arrest.

X. Application of these Rules of Procedure

Unless other rules apply, these rules shall govern all noticed meetings of the Board of County Commissioners and all county boards, commissions, committees and other bodies operating under the authority and jurisdiction of the Board of County Commissioners and to which the Florida open meeting laws (Section 286, F.S.) apply, including, but not limited to the Planning Commission and the Value Adjustment Board. For purposes of this rule, the term "Commission" or "Board" shall apply to all bodies referred to in this section.

RESOLVED this 18TH day of June 2009

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF
JEFFERSON COUNTY, FLORIDA

BY: _____
Kirk Reams, Clerk

BY: _____
Gene Hall, Chairman
(As approved by the Board on June 18, 2009)

NOTE

If there are many speakers, speaker cards can be divided between two or more designated people. When a person makes a statement expressing a concern, the Chairman can carefully listen, thank the speaker, and accurately restate the concern. The Chairman can then ask the public who else shares this same concern. People come to the microphone and state their name as written on their speaker card. The chairman would ask these speakers if they wish to use their 3 minutes or simply add something new that has not already been stated. These cards would be found and grouped together. Basic tallies would be taken for the public record listing each concern and the number of cards in that group. This procedure would help public input be more efficient, paint a clear picture of the public opinion trends for an issue and be an opportunity for the board to demonstrate empathy for public concerns. Nothing is more aggravating for us than to give our input and have it totally ignored as though we never said it. From your perspective and ours, public input can be tiring but it is essential and this idea might improve the process for everyone.

The most critical piece for this to work is for the public to agree to it, and in order for us to do that, we need to be confident that the Board members are listening and taking what we say into account as much as possible.

In some cases, public opinion will be given as much consideration into the decision process as other issues. In other cases, the Board may be obligated by law to place more weight on other issues. Even here, however, where part of the proceedings includes public comment, those comments can and should be included as part of the public record whether as verbatim transcripts or as tabulated data. Public opinion must be considered as often and as much as possible. It is the basis of our nation's government and it is provided for in Chapter 125 of the Florida Statutes.

July 20, 2009

Dear Editor,

I addressed the County Commission last week regarding their recently approved rules of order. I have several concerns about them because 1) In their current form, they put the citizens at a disadvantage and 2) It appears as though the Commission is attempting to establish that it has the same power as a judicial officer to order that someone be taken into custody. The Commission does not have the powers of judicial officers, the Florida Statutes make that clear. I told the Commission that it is in extremely poor form to state that a citizen may be arrested for "Trespass of Structure" at a public meeting for failure to relinquish the speaker's podium. Mr. Boyd's reply was that there was a lot of flexibility in the rules and that they say "may" and not "shall" be arrested. Yes, it says "may" but all that does is make the rules flexibly inappropriate. If a person acts up enough, there are several statute violations under which he or she may be arrested, but law enforcement makes that decision and the Commission cannot order it or predetermine the outcome. The reference to any particular statute should be removed.

Here's how the rules put the citizens at a disadvantage. 1) The Commission serves in a quasi-judicial capacity when it hears and decides issues related to planning and zoning. These are two of the most important issues that affect us right where we live and public comment is included in the proceeding yet the current rules exclude public comment from being included in the public record of the proceeding! 2) Members of the Commission can yield their time to another speaker but members of the public cannot. This is no flexibility here and there should be. 3) Members of the public cannot use signs placards or banners of any kind. If there is an issue involving a company or developer from out of town, they can have T-shirts made and bring people in to attend the meeting, which I have seen done. This has the potential to give the false impression of community support, especially if the public has no visual aid of its own. My suggested revisions change the application of the rules in these three areas.

My exchange with the County Commissioners went well. The dialogue was good and the outcome was reasonable, given that the rules were approved just recently. It was decided that the current rules would remain in place for the time being, to see how they work. Quarterly reviews will be conducted and changes considered at that time. This gives more citizens time to read the rules and give their input on what they like or want to see changed. The current rules are posted at <http://www2.myfloridacounty.com/wps/wcm/connect/jeffersonclerk/home/County+Commissioners/>, the link is the bottom of the webpage. Anyone who would like to see my suggested revisions can call me at 445-6940. I will be providing the Clerk of Court with formal revisions – including the strikethroughs – by the end of this week.

Kate Calvin

End of Year Report 2008/2009

Accomplishments from 2008/2009

- We survived the budget year considering the budget constraints.
- We were able to keep all employees considering they have had no raises and the fact that only 2.8% of the Solid Waste employees salaries are above the bottom of the pay scale.
- We had no major employee injuries.
- We had no major break downs.
- We were able to maintain our level of service in spite of the budget restraints.
- The Electronics Recycling Program is working out very well.
- We completed the replacements of the Recycling Igloos with Dumpsters.
- Three employees were CPR certified through the work of Mr. Billberry.
- We were able to purchase a new transportation vehicle for the Solid Waste inmate squad through the Small County Grant.
- We now have an extra inmate squad that comes on Fridays thanks to the Road Department going to a 4 day work week.
- We were able to purchase a new heavy duty utility trailer through the Hazardous Waste Grant.
- We are holding monthly safety meetings.
- We were able to supply all employees with new Personal Protective Equipment.
- We were able to start recycling glass again.
- All in all we were able to keep everyone happy.

Improvements for the upcoming year:

- Would like to complete the restructuring of the collection sites and schedules.
- Would like to figure out a way to get the Solid Waste employees pay to at least be within the pay scale range.
- Would like to increase the volume of Recycling participation.
- Would like to purchase additional roll-off containers.
- Would like to complete the remaining needed fence repairs at the Collection Sites.
- Would like to replace the 1993 Roll-off truck.
- Need to reorganize the Main Office yard to accommodate parking more efficiently.
- Would like to have more employees get certified in the Spotter Training course.
- Would like to have more employees get certified in the HazMat training.
- Would like to pursue the removal of the old Grants Building and the construction of a new Solid Waste Office and Storage Building

	<u>Budgeted Amount</u>	<u>Actual Spent</u>	<u>Remaining Balance</u>
Landfill Budget:	\$1,883,536.00	\$1,579,914.32	\$303,621.68

Total Remaining Balance from “Allocated Funds” **\$303,621.68**

	<u>Projected Revenues</u>	<u>Actual Collected</u>	<u>Over/Short</u>
Refuse Billing	\$70,000.00	\$72,325.60	\$2,325.60
Roll-off Billing	\$15,000.00	\$5,568.63	-\$9,431.37
Recycling Sales	\$30,000.00	\$23,021.73	-\$6,978.27
Assessment Tax	\$1,641,023.00	\$1,455,353.71	-\$185,669.29
Total	1,756,023.00	\$1,556,269.67	-199,753.33

Total Carryover Budget Amount \$103,868.35

Animal Control	\$17,000.00	\$17,543.40	\$-543.40
Animal Control Fines	<u>\$2,000.00</u>	<u>\$2,380.00</u>	<u>\$380.00</u>

February, 2010
Volume 2, Issue 2

JCPL Newsletter

Newsletter Contents:

- Children's Programming
- Audio-Books in CD and MP3
- Book Club Meetings.
- New Books



Library Hours

Monday - Thursday
9:30 - 7:30 pm

Friday
9:30 - 6:00 pm

Saturday
9:00 - 3:00 pm

We're on the Web!

See us at:

<http://www.jefferson.lib.fl.us>

Blog: www.srs-pr.com/blog

*Jefferson County Public Library
Jefferson County Board of Commissioners*

*375 South Water St.
Monticello, FL 32344
850-342-0205*

Director's Note

Dr. Serafin Roldan

I would like to take this opportunity to thank the Jefferson county community, especially its library users, for their faithful patronage of the library and its resources. No doubt, there is an avid group of readers in the community, both young and old.

I have talked to many of you, and we have had a warm and friendly relationship. And as I have informed you, we are here

to serve you and offer the best in public library services

We have tried to maintain a friendly ambience in the library. Our hours are now Mon - Friday from 9:30 a.m. to 7:30 p.m., and Saturday from 9:00 a.m. to 3:00 p.m.

The physical appearance of the library has been renovated as you may have noticed. More books have been bought;

machinery acquired, and skilled personnel hired. We now even have a bookstore where people can purchase books and reference sources for a very nominal price.

Yesterday, I even saw in the bookstore 2 sets of encyclopedia and at least 2 language dictionaries which will sell for a phenomenal price.

Continuation on p. 4

The Dream

Angela Scott

With all the uncertainty of the economy let us not forget to dream. After a certain age many forget to dream. "This is the real world now, you can wake up from dreaming" is an all too familiar line. I have a different outlook. I believe you are never too old to dream and that dreams empower vision.

In 1963 Dr. Martin Luther King, Jr. shared his dream to the world in his famous "I have a dream" speech. King began his speech by saying "I am happy to join

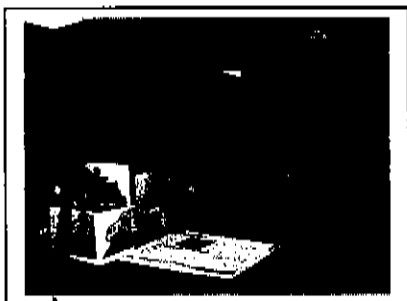
with you today in what will go down in history as the greatest demonstration for freedom in the history of our nation." Towards the end of his speech, he shares his dream for our great nation. Little did Martin know that this speech would be one of the most powerful speeches of his lifetime.

Reflecting back on Martin's famous speech, I asked a group of children to tell me their dreams and future plans. There were some who rambled on and on about their

dreams and some who had no clue. I want to be an aerospace engineer, a lawyer, professional hairstylist, dentist, nurse, preacher, doctor, bus driver, teacher, and police officer were just a few of their career plans.

Of course these are subject to change but the most important thing was that these children had a dream. I was elated when one eleven year old boy said without hesitation that he wanted to be an ...

Continuation on p. 2



Children and Youth Services

Kitty Brooks, M.L.S.

One of the "perks" of working at a library is getting a sneak peek at the new books when they arrive. It has always made me feel like a little kid on Christmas morning—ripping the box open, shoving the smooth packing paper aside to reveal the shiny new jacket covers on the books that have been ordered.

Last week the latest delivery caused me to

literally jump with joy. Expecting to find a few children's titles, the first book I uncovered was by my favorite mystery/crime writer Sue Grafton.

Titled *U is for Undertow*, it took me by surprise as I had forgotten that it had a December release date. Her first book in this critically acclaimed series about female detective Kinsey Milhone, *A is for Alibi*, came out in 1982. I

was a mom with a toddler and I loved reading mysteries in my spare time. I remember joking to my husband that I'd probably have a head full of gray hair and a bunch of grandkids by the time Grafton got to "Z". Well, I'm not quite there yet but she has only five more books till her announced end of the series, *Z is for Zero*. I'm already in mourning.

Continued on p. 3

"To catch the reader's attention, place an interesting sentence or quote from the story here."



An Amazing Product

Natalie Binder

Announcing the new Built-in Orderly Organized Knowledge device (also known as the BOOK).

It's a revolutionary breakthrough in technology: no wires, no electric circuits, no batteries, nothing to be plugged in or switched on. It's so easy to use, even a child can operate it—just lift its cover! Compact and portable, it can be used almost anywhere—even

sitting in a chair by the fire—yet it is powerful enough to hold gigabytes of data and knowledge.

Here's how it works: each BOOK is constructed of sequentially numbered sheets of paper (recyclable), each capable of holding thousands of bits of information. These "pages" are locked together with a custom-fit device called a binding, which keeps the sheets in

their correct sequence. By using both sides of each page, manufacturers are able to cut costs in half!

Continued on p. 3



The Dream

continuation from p. 1 ... Angela Scott

activist to make a difference in the world. Immediately, I began to think about the future of America. Some of these children had no dreams for the future.

If our children don't dream then there is no vision and without a vision, the people perish. If you can

dream it, you can make it a reality. If Martin Luther King, Jr. was alive today, I am sure he would encourage our children to dream and our nation to keep working toward the vision of a better economy and America.

During these hard economic times, dreaming

is not only important but it is free to dream.

How many dreams do you have and are willing to share with your fellow human beings?

Angela Scott



Children and Youth Services

continuation from p. 2 Kitty Brooks

There is something so comforting for many of us about getting involved in a series: the familiar landscape, the characters we come to know, the rhythm of their lives. I was never happier as a kid than when I was reading the Nancy Drew series. Young people today have numerous well written series from which to choose.

Toddlers and preschoolers love Dora, Froggy, Olivia and good old Curious George. Once they have graduated to independent reading two very popular series are *Magic Tree*

House by Mary Pope Osborne and *Junie B. Jones* by Barbara Park. For students in middle school and up the undisputed series most in demand involves vampires!

The *Twilight* series by Stephenie Meyer is extremely popular as are other stories that involve vampires.

As for grown up fare, there are hundreds of series that cater to a dizzying array of genres and interests. There are lots of internet websites that can help narrow down your choices.

Kimberla Lawson Roby is a popular choice for realistic fiction with her series about Reverend Curtis Black; we have many of her books.

Do your tastes lean towards science fiction and fantasy? Our shelves are full of them! Try the *Dune* series by Frank Herbert or Anne McCaffrey's *Dragonriders of Pern*.

Mystery/crime lovers will not be disappointed either. This is probably the most popular fiction genre.



An Amazing New Product

continued from p. 2 Natalie Binder

Each page is scanned optically, sending information directly to your brain. A flick of the finger takes you to the next page. The BOOK may be picked up at any time and used merely by opening it.

The "browse" feature allows you to move instantly to any page and move forward or backward on a whim. Nonfiction models come with an "index" feature, which pinpoints the exact location of any selected information for instant retrieval.

An optional "BOOKmark" accessory allows you to open the BOOK to the exact place you left it in a previous session—even if the BOOK has been closed.

BOOKmarks fit universal design standards; thus a single BOOKmark can be used in BOOKs by various manufacturers.

Portable, durable and affordable, the BOOK is the entertainment wave of the future. Many new titles are expected soon, due to the popularity of its programming device, the

Portable Erasable-Nib
Cryptic Intercommunication
Language Stylus [PENCIL].

"... the latest news
about library affairs and
events ..."



Jefferson County Public Library

375 South Water St.
Monticello, FL 32344

PHONE:
(850) 342-0205

FAX:
(850) 342-0207

E-MAIL:
sroldan@jefferson.lib.fl.us

gvandervest@jefferson.lib.fl.us

We're on the Web!

See us at:

<http://www.jefferson.lib.fl.us/>

Blog: www.srs-pr.com/blog

Director's Note

But as always, all has not been joyful. At times, I have had to "step" on some toes in the community.

And this leads me to my confession. If there is any individual or groups that I have offended in word or action, I apologize full-heartedly. I might add that what I have done is to be

continuation from p. 1Serafin Roldan

zealous for the library and its county independence. I have also endeavored to treat all people in an equal manner, not being partial because of race, ethnicity or social condition.

A few incidents have occurred with library groups. I have had to disagree with certain opinions (and that is my prerogative), and this has

caused friction and discomfort. It is just a matter of letting me do my job as director of the library, and that is all. I appreciate your input and will take it into consideration. But when it comes to the final decision on any library matter, you must understand that I am responsible as library director to make it.

Upcoming Events

Staff of the Library.

Writer's Club

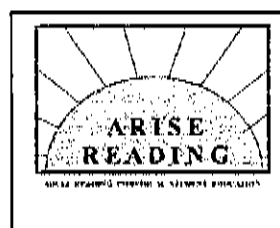
~ 1st and 3rd Tuesdays of the month at 6:00 p.m.

Storytime with Kitty

~ Every Wednesday
Mornings from 10:30 a.m. to
12 Noon

Family Movie Nights

~ 1st and 3rd Thursdays
From 6:00 p.m.



375 SOUTH WATER ST.
MONTICELLO, FL 32344
850-342-0205

JEFFERSON COUNTY PUBLIC LIBRARY

Serving Historical Jefferson County, FL



**Jefferson County Cooperative Extension Office
Monthly Report – Board of County Commissioners
Jan. 2010 (submitted to County Coordinator, Feb. 8, 2010)**

4-H Youth Activities

- JGL - 4-H Newsletter prepared and sent
- JGL - Assisting 4-Hers with demonstrations and speeches for County Event
- GN - Youth sewing throughout the month
- JGL - County Council Meeting – Jan 4
- JGL - Planning Mgt. Polycom, YDI (Youth Development Institute) - Jan 5
- JGL - Safe and Nurturing Environment Committee Meeting- Jan 7
- JGL - Water Street Park Mgt. – Jan 11
- JGL - Site visit to Gulf Co. – Jan 13
- JGL - Jubilee Camp Planning - Jan 14
- JGL - 4th Grade 4-H Club Meeting – Jan 15
- JGL - Ag Adventure Planning Mgt. – Jan 15
- JGL - 3rd Grade 4-H Club Mgt. – Jan - Jan 19
- JGL - 4-H Youth Council District III Meeting - Jan 19
- JGL - JGL - 5th Grade 4-H Club Mgt. – Jan 20
- JGL - Florida Community Educator Meeting – Jan 21
- JGL - 6th Grade 4-H Club Meeting – Jan 21
- JGL - Attended the Youth Development Institute – Jan 21
- JGL - Safe & Nurturing Environment Committee Meeting – Jan 27

Family & Consumer Sciences

- **Position being Advertised**

Agriculture and Natural Resources Activities

- JED – Grazing School Planning Meeting Marianna - Jan 8
- JED – Big Bend Horseman's Association Banquet Monticello - Jan 9
- JED – Sod Based Crop Rotation Workshop Live Oak - Jan 11
- JED – Big Bend Horseman's Association Monticello - Jan 11
- JED – Suwannee River Area Ag Agents Meeting Madison - Jan13
- JED – Northwest District Ag Program Team Planning Meeting Marianna - Jan 14
- JED – Area 'A' 4-H Horse Show Planning Meeting –Polycom - Jan 14
- JED – IFAS Tenure and Promotion Workshop Quincy - Jan 21
- JED – Small Scale Poultry Production Polycom Program - Jan 25
- JED – Agronomy In-Service Training Polycom - Jan 26
- JED – County Department Head Meeting - Jan 26
- JED – Tree Identification Training Tallahassee - Jan 28
-

Administrative and Other Activities, Faculty and Staff

- JGL – 4-H Staff Meeting
- JGL – Staff Meeting

Memorandum

Date: February 11, 2010

To: Roy Schleicher/County Coordinator
County Commissioners

From: Beth Thorne

Subject: Monthly Report for January

Revenue from:	Recyclables	\$ 5,008.60	
	Roll-off Rentals	\$ 3,172.48	
	Refuse Billing	<u>\$43,953.78</u>	
Total Month Revenues:		\$52,134.86	Total to Date

	<u>December</u>	<u>January</u>
Manned Site Tonnage from:		
Aucilla Site	39.99	32.504
Bassett Site	16.04	21.547
Fulford Site	19.74	17.972
Lamont Site	36.54	22.976
Lloyd Site	90.56	57.388
Nash Site	73.47	72.149
New Monticello Site	56.88	75.246
Main Office Site	12.51	11.970
Pinckney Hill Site	12.69	15.102
Recreation Park Site	63.94	53.158
Tyson Road Site	16.97	13.599
Wacissa Site	57.63	41.432
Waste Tires	0.00	3.68
County Commercial	296.31	300.584
City of Monticello	275.30	222.869
City of Monticello Tires	1.79	.93

Landfill Budgeted Amount:	\$1,615,250.00
Current Month Expenditures:	\$ 74,199.32
Year-to-date Expenditures:	<u>\$ 452,117.32</u>
Remaining Balance:	\$1,163,132.68

Animal Control Budgeted Amount:	\$17,000.00
Year-to-date Expenditures:	\$ 5,069.73
Year-to-date Revenues:	<u>\$ 205.00</u>
Remaining Balance:	\$12,108.27

Jefferson County Board of County Commissioners
Grants Department Monthly Status Report
Program Administration for SHIP and Housing Choice Voucher (Section 8) programs
January 2010
Prepared by:
Meridian Community Services Group, Inc.

The monthly status report applies to SHIP and Section 8 programs for Jefferson County and is intended as a summary of activities. To date the following activities have been completed:

SHIP DOWN PAYMENT & NEW CONSTRUCTION
(\$350,000)

Scope: Down Payment, Rehabilitation and New Construction assistance.

Status: Two pending closing

Issues: *Jefferson County has been allocated SHIP funds for the Florida Homebuyer Opportunity Program a newly created program designed to assist first-time homebuyers whose maximum adjusted gross income does not exceed \$75,000 for single taxpayer households or \$150,000 for joint-filing taxpayer households. The Florida Homebuyer Opportunity Program was created during the 2009 legislative session to supplement provisions of The American Recovery and Reinvestment Act of 2009 by providing subordinate down payment assistance loans to first time homebuyers who are eligible to receive the federal first-time homebuyer tax credit under the American Recovery and Reinvestment Act of 2009.*

Activities:

Preparing for SHIP Desk Monitoring	Ongoing
Review of the SHIP budget	Ongoing
One Pending Contract signing for Rehabilitation	February
AHAC Committee Meeting to discuss Grants Department Administration	1-11-2010

Section 8 Program HAP (\$599, 988):

Scope: Section 8 is a Tenant Based Voucher program design to increase affordable rental housing choices for very low income families.

Status: Currently the County has 100 voucher holders.

Issues: *Project on schedule.*

Activities:

Processed 20 recertifications	January 2010
Inspected 9 Homes	January 2010
Updating Admin Plan	Ongoing
Currently have 14 potential participants on the waiting list	

**JEFFERSON
COUNTY ROAD
DEPARTMENT**

Memo

To: Jefferson County Board of County Commissioners

From: David R. Harvey, Road Superintendent

Date: February 09, 2010

Re: Informational Item – Road Department Summary of Monthly Activities for January 2010

General Roadway and Drainage Maintenance

- A) Limited road surface grading, stabilization and ditch maintenance activities were conducted on 113 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 0 Roads. Mowing on 0 roads.
- C) Patching also occurred on 4 roadways.

Driveway Connections

A total of no driveways were inspected.

Roadway and Drainage Reconstruction

Frozen roads not grading properly, extra production at rock mine, road criteria almost complete, Indian Hills is on hold due to rain.

Gas transmission Co stock piling 100 miles of 36" gas pipe on Limestone Rd

NRCS projects on going, extra work approved for flash flood.

Resurface/widening CR257 75% completed, rain delays.

Scope/Scrape start mid March for Nash Rd widening and Dills Rd resurfacing

Two (2) inmate crew from the Jefferson Correctional Institute did bridge work, put out silk fence, mowed election office, extension office, courthouse and Lloyd Park, cleaned ditches, patched roads, cleaned office, cleaned out pipes, replaced a mailbox, cut trees, cut around curves, guard rails, pipes and signs, picked up trash. County Road Dept can not mow cemeteries, please call the newspaper.

Note # Jefferson Corrections has notified us prisoners will not be able to mow cemeteries as they deem it as private land, we wrote a letter stating prescriptive easement. They are also having us train a back up guard.

**Jefferson County Cooperative Extension Office
Annual Report 2009
Board of County Commissioners**

Administration

- Held Monthly Staff Meetings
- Interviewed candidates for Family and Consumer Science Position
- Attended IFAS County Extension Directors Meetings
- Attended FAS County Extension All Faculty Meetings
- Served on the Extension Professional Association of Florida Committee
- Served IFAS Faculty Assembly Committee
- Member of County Legislative Committee Meeting
- New County Extension Director – John Lilly
- Larry Halsey retired – May 31, 2009

4-H Youth Activities

- 4-H Newsletter prepared and sent monthly
- 4-H Advisory Committee met twice per year
- 4-H Summer Camp – Jefferson County 4-H had the largest delegation in the state
- Served on Water Street Park Planning Committee
- Implemented 3rd, 4th, 5th & 6th Grade Club Meetings
- Member of Jefferson Whole Child Coalition
- Chaired and implemented the North Florida Fair Dairy Show
- Implemented the 4-H Ecology Field Day, 3rd & 5th Grades
- Chaired and implemented the Boyz to Men Lock-In
- Implemented the School, Classroom and County Wide 4-H Public Speaking Contact
- Implemented County Events- Youth participated in demonstrations and public speaking
- Implemented the 4-H Nature Trail Clean Up
- Implemented the 4-H Adopt-A-Road Project
- Member of the Whole Child Committee – Chair, Safe & Nurturing Environment Committee
- Chaired the Epsilon Sigma Phi – Extension Honorary Society

Agriculture and Natural Resources Activities

- Throughout the year Plant pest identification; soil test interpretation; forage field visits
- Implemented the Florida Georgia Wildlife Update; "Soils, Weeds and Feed Plots"; Aucilla Plantation
- Chaired and implemented the North Florida Junior Beef Show Tallahassee
- Implemented the Florida Pecan Growers Association Workshop
- Implemented corn presentation at Ag Adventures Day for Elementary Students
- Attended and Member of Big Bend Horseman's Association
- Attended Beef Production Meeting
- Attended and Member Soil and Water Conservation Board Meeting
- Attended County Extension Advisory Committee for Climate Change & Sustainable Living Education

JEFFERSON COUNTY/CITY OF MONTICELLO

BUILDING INSPECTION AND CONTRACTOR LICENSING

445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223

Fax: (850) 342-0225

MONTHLY REPORT

January 2010		January 2009	
Building	17	Building	13
Electrical	10	Electrical	13
Plumbing	1	Plumbing	1
Mechanical	12	Mechanical	3
Mobile Homes	1	Mobile Homes	3
Relocate	0	Relocate	0
Demolish	0	Demolish	2
Miscellaneous	3	Miscellaneous	2
City Permit	14	City Permits	8
City Fees	\$1,620.62	City Fees	\$480.00
County Permits	30	County Permits	29
County Fees	\$2,890.82	County Fees	\$5,720.47
Total		Total	
City/County Permits	44	City/County Permits	37
City/County Fees	\$4,511.44	City/County Fees	\$6,200.47

January 2010		January 2009	
Radon Fee	\$375.44	Radon Fee	\$113.63
Building Permit Fee	\$3,906.00	Building Permit Fee	\$5,296.84
Mobile Home Permit Fee	\$230.00	Mobile Home Permit Fee	\$790.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$0.00	Contractor Licenses Fee	\$120.00
Business & Home Occup Fee	\$375.00	Business & Home Occup Fee	\$2,050.00
Total	\$4,886.44	Total	\$8,370.47

January 2010		January 2009	
New Construction Permits (Residential)	0	New Construction Permits (Residential)	2
Commercial Permits (Non-Residential)	0	Commercial Permits (Non-Residential)	0
Mobile Home Permits	1	Mobile Home Permits	3
Repair & Addition Permits	40	Repair & Addition Permits	28
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	3	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	4
Total	44	Total	37
Valuation		Valuation	
Valuation Home Permits	0	Valuation Home Permits	\$553.682
Valuation Commercial Permits	0	Valuation Commercial Permits	\$0
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$267,775	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$98,489

JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223
Fax: (850) 342-0225

January 2010		January 2009	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$0.00
Simple Lot Split Fee	\$0.00	Simple Lot Split Fee	\$0.00
Family Subdivision Fee	\$0.00	Family Subdivision Fee	\$100.00
Minor Development Fee	\$0.0	Minor Development Fee	\$0.00
Major Development Fee	\$0.00	Major Development Fee	\$4,450.00
Variance Fee	\$0.00	Variance Fee	\$0.00
Minor Re-plat Fee	\$0.00	Minor Re-plat Fee	\$0.00
Comp Plan Amendment Fee	\$0.00	Comp Plan Amendment Fee	\$0.00
Development Permits Fee (Mobile Homes)	\$285.00	Development Permits Fee (Mobile Homes)	\$855.00
Development Permits Fee (Residential)	\$0.00	Development Permits Fee (Residential)	\$1,380.22
Development Permits Fee (Commercial)	\$0.00	Development Permits Fee (Commercial)	\$0.00
Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$200.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$600.00
Total	\$485.00	Total	\$7,385.22

January 2010		January 2009	
Simple Lot Splits (No. Lots Created _____)	0	Simple Lot Splits (No. Lots Created _____)	0
Family Subdivisions (No. Lots Created _____)	0	Family Subdivisions (No. Lots Created _____)	1
Minor Development (No. Lots Created _____)	0	Minor Development (No. Lots Created _____)	0
Major Development (No. Lots Created _____)	0	Major Development (No. Lots Created _____)	1
Variance	0	Variance	0
Minor Replats	0	Minor Replats	0
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	1	Development Permits (Mobile Homes)	3
Development Permits (Residential)	0	Development Permits (Residential)	2
Development Permits (Commercial)	0	Development Permits (Commercial)	0
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	2	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	6
Total	3	Total	13

January 2010		January 2009	
Emergency Medical Impact Fee	\$61.86	Emergency Medical Impact Fee	\$495.00
Fire/Rescue Impact Fee	\$48.16	Fire/Rescue Impact Fee	\$385.00
Transportation Impact Fee	\$0.00	Transportation Impact Fee	\$9,860.00
Law Enforcement Impact Fee	\$0.00	Law Enforcement Impact Fee	\$1,925.00
911 Address Fee	\$100.00	911 Address Fee	\$500.00
Driveway Permit Fee	\$53.00	Driveway Permit Fee	\$318.00
Total	\$263.02	Total	\$13,483.00

JEFFERSON COUNTY PUBLIC LIBRARY

Serving Historical Jefferson County, FL

MONTHLY REPORT
January 1-31, 2010
Serafin Roldan, Ph.D., Director

Presentation.

Please refer to the monthly report of December, 2009 for overlapping information. The present report concerns the period of January 1-31, 2010. During the month of January, the Library received the official and signed copy by Judy Ring, State Librarian, of the grant for 2009 - 2010. We have been awarded the amount of \$107,307 (final official State-Aid amount. Our local County budget is approximately \$160,500 with a grand total combined of \$267,807. These are the official and final amounts unless amendments to local funds are added.

Director's Note.

- The Library's website continues to be updated every week: a web counter, and a section for Facebook have been added. So far the counter has assigned 14,315 of total hits as of Feb 2, 2010.
- The JCPL Newsletter, volume 2, issue 2, 2010, has been printed and uploaded to the website.
- The Library's Bookstore is now opened and fully functional on Wednesdays from 10:00 a.m. to 3:00 p.m. and Saturdays from 10:00 a.m. to 3:00 p.m. or at your request.
- The ceiling-mounted projector along with the widescreen is now functional for presentations, i.e., running of movies, Wii gaming, PPT and Internet presentations, and Cable TV shows.
- Harden's Taxidermy from Thomasville, GA has lent the JCPL a wonderful and unique exhibition titled "Otter Creek". It is now and will be on display at the library for the next six months.
- The Library has five (5) available Ipods for the general public to use. These will be loaned for a period of seven days. Bestseller have been downloaded into these gadgets. The program is experimental to see how it works with our Jefferson County community.
- The JCPL Digital Project will be available this month to all patrons. For access please click on the icon of Digital History Project.
- The Library is now charging .25 cents for "guest passes." This encourages clients to apply for a library card which is free and can connect you to the Internet
- Patrons are now limited to 40 minutes of Internet time, unless they provide evidence of homework assignment or other academic requirements. Some renewals may be possible.
- From February and onwards, the Library will be hosting local authors for book sales and book signing. The community is invited to come and support these budding local writers.
- The Writer's Club continues to meet every other Tuesday evening from 6:00 p.m. to 7:00 p.m.
- The Quilters Group continues to display new quilts every month.

<u>Quantitative Report/Statistics</u>	
Items Borrowed	3,173
Use of Computers	2,435
Information Questions	110
Purchase of Books & Materials	52
Dollar Purchase of Books, etc.	\$2,065
Interlibrary Loans	52
Library Visits	10,675
Faxes sent	66
Petty Cash Balance	\$314
New Library Cards	70
Swapping Books In/Out	79/53
Donated Books and Materials	465

<u>Cataloguing Statistics</u>	
Cataloguing of materials (SIRSI)	216
Deleted materials (SIRSI)	8
OCLC Items Added	216
OCLC Items Deleted	4
Gift Items	458
OCLC searches performed	291

Learning Center, Computer Room, and CWEP (Angela Scott)

- o Community Service & Workforce - 20 total hrs of community service at the library
- o Outreach Services with the following groups: Wilderness Coast, Monticello News, VITA program, Florida Department of Blind services, US Census training, Florida Telecommunications Relay, Big Bend Transit.
- o Answered 177 references questions while working at the circulation desk
- o Exploring options for the near future to develop a program for people who visit the library with visual and audio impairments; including the need of specific equipment and materials
- o Coordinated training for Wilderness Coast Public Libraries.
- o Will work with Natalie Binder in the oral history project (part of the JCPL Digital Historical Project).
- o Attended webmaster training at PLAN on January 7th in Panama City Beach headquarters.

Children and Youth Services (Kitty Brooks)

- o Monthly statistics: storytime attendance=255; total of 13 programs
- o Assisted circulation on the WILD Bookmobile at Jefferson Arms Apartments.
- o Attended a meeting at the Leon County Public Library about the summer reading program.
- o The home schooled book club added another member; total now: 10
- o Did a booktalk to a fifth grade class at Jefferson Elementary School featuring the 15 nominated titles from the Florida Sunshine State Young Readers Award.
- o Conducted four (4) family storytimes and two Mother Goose sessions; additional outreach for Early Head Start, Head Start, Little Angels in Training, Martha's Bouncing Babies, and Boys and Girls Club.
- o Ordered youth materials on the "Best of 2009" from Horn Book and School Library Journal.
- o Will review an archived webinar, "From Libraries to Lifebraries".
- o Will be looking at opportunities to use the Wii with the teens.

Adult Literacy Program (Marsha Jopling)

- ARISE Reading Program:
 - ~ 12 reading teacher volunteers for 24 volunteer hours
 - ~ 6 literacy students for 24 hours of class time
- ESL Programs:
 - ~ 4 trained ESL teacher volunteers for 6 volunteer hours
 - ~ 1 substitute teacher volunteer for 1 volunteer hours
 - ~ 48 ESL student attendance for 6 hours of instruction
- No Materials or equipment were purchased during the month of January'
- "Due to community lack of interest, the literacy volunteer tgraining will have to be postponed until further notice." (Marsha's note)
- Total students instructed: Arise Reading=6; Arise ESL=48.
- Adult literacy will be evaluated by the Library Director in terms of the quantity of people that it serves and what mechanisms are presently used to increase the number of patrons it serves.

JCPL Digital Historical Project (Natalie Binder)

- Natalie continues developing the JCPL Digital Historical Project; website designing
- Launched library iPod program (the lending of iPods to the general public)
- Created Facebook pages for the library for public relations (PR)
- Assisted the Director with the library's website.
- Establishment of a paid guest pass policy; increase of library funds
- Established a job and resume mentoring program to help unemployed patrons improve their job skills and access to employment services.
- Future project: Explore the creation of a ChipIn or other online donations system for the library which will permit patrons to make a tax-deductible donation to the library online with PayPal, credit, or debit cards..

Synopsis and Projections

The Jefferson County Public Library has undergone a few changes. The walkway leading to the Library has been freshly painted along with the main entrance. The new widescreen projector has been installed and some presentations are pending, including the running of movies and Wii games. Natalie Binder has been vigorously working with various projects. Kitty Brooks is very active with children programming, and Angela Scott has been programming various computer sessions. The Digital Project will be opened officially during the second week of February, God permits. As I have stated before: "This will be a unique project to the Northwestern part of Florida since this is not being done at the present in any public library with a certified folklorist and librarian in charge" (Dec 2009).

Thank you.

Serafin Roldan, Ph.D., Director
Jefferson County Public Library
Monticello, FL 32344

4140 NW 37th Place Suite A
Gainesville, FL 32606

Phone: 352.376.6533
Fax: 352.692.5390

February 5, 2010

Mr. Roy Schleicher, County coordinator
Jefferson County
450 West Walnut Street
Monticello, FL 32344

RE: Tyson Road Landfill

This is to assure you and the Jefferson County commission that we do intend to fulfill our responsibilities as engineer of record for the Tyson Road Landfill. In fact we made site visits after the recent storm event and were in communications and discussions with Beth Thorne and DEP to address the issues discovered at the landfill after the recent storm.

We will work with Department of Environmental Protection (DEP) and county staff and will address the Landfill Engineering and maintenance issues until officially notified by the County to stop.

We intend to submit remedial measures to DEP for review and will implement approved plans as soon as site conditions allow.

I would appreciate, if I be informed of any direct or indirect contacts between county commission, staff and DEP personnel. Unless advised otherwise, I intend to inform Beth Thorne and John McHugh of our activities.

Sincerely,



Frank Darabi, P.E.

President

Darabi and Associates, Inc.