

# **Board of County Commissioners**

## **Jefferson County, Florida**

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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**

#### **May 20, 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 – May 6, 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) Medical Director Agreement w/ Dr. Spindell – Roy Schleicher**
  - b) CDBG -Disaster Recovery Program Agreement– Roy Schleicher**
  - c) A Building Lease Discussion**
  - d) North Florida Broadband Resolution – Commissioner Fulford**
- 6. PUBLIC HEARING – EAR RESOLUTION**
- 7. County Coordinator's Report**
  - a) Department Head Reports**
  - b) Recommended Purchase of Compactor for Pinckney Hill Site**
  - c) Department of Juvenile Justice**
  - d) Local Agency Program**
- 8. Citizen's Forum**

(3 Minute Limit, Discussion Allowed. Questions, comments and concerns regarding county issues, officials and staff may be made here.)
- 9. Commissioner Discussion Items**
- 10. 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  
May 6, 2010

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

1. Library Director Kitty Brooks presented a plaque to Paul Clark of Wilderness Coast Libraries in recognition of his lobbying efforts on behalf of small county libraries.
2. On motion by Commissioner Fulford, seconded by Commissioner Boyd and unanimously carried, the consent agenda consisting of the minutes from the April 15th regular session was approved.
3. Commissioner Monroe and Property Appraiser Angela Gray introduced an item involving a parcel that had been double-assessed since 2001. Commissioner Monroe stated it was a mistake that justified being refunded. Attorney Bird recommended limiting the time period going back to seven years by amending the ordinance. On motion by Commissioner Fulford, seconded by Commissioner Joyner and unanimously carried, the Board approved refunding the assessments from years 2002-2008.
4. Citizen Clyde Simpson informed the Board of flooding on properties located on Lake Miccosukee. He asked the Board to contact FWC and request a draw-down of the lake by one foot. Commissioner Joyner asked Mr. Schleicher to draft a letter for DEP and FWC and that it would be the decision of those two entities as to lower the lake or not.
5. Commissioner Boyd introduced a resolution changing the spelling of Piney Woods Road from "Pinney" to "Piney." Planning Official Bill Tellefsen stated that there was a certain process to change the name of a road and that people have complained to him that the county was not following the proper process. Commissioner Monroe stated that it was changing the spelling of the road, not the name. On motion by Commissioner Boyd, seconded by Commissioner Fulford and unanimously carried, the Board approved Resolution No. 10-05-06-10-02.
6. Marianne Arbulu of Tobacco Free Florida introduced a draft ordinance banning the free sampling of tobacco products. Citizen Stan Monroe stated that in all of his years working for tobacco companies that identification has stringently checked before giving out any products and that there presently enough regulations in place. Commissioner Boyd responded that she was asking for a public hearing and that public input would be allowed. A public hearing was set for the night meeting in June (June 17<sup>th</sup>).
7. County Coordinator Roy Schleicher presented a medical director agreement with Dr. Spindell to the Board. Commissioner Joyner stated he would like to see a sampling of salaries of medical directors in similar-sized counties and have this information brought before the Board at the next meeting.
8. County Coordinator Roy Schleicher commented that the kick-off meeting with county engineering firm Preble-Rish went very well. On motion by Commissioner Joyner, seconded by Commissioner Fulford and unanimously carried, the approval of \$2290 to Preble-Rish for reviewing plans at the Industrial Park was approved. On motion by Commissioner Fulford, seconded by Commissioner Boyd and unanimously carried, the approval of \$9825 to Preble-Rish for construction administration services and site stabilization at the horse arena was approved. Commissioner Fulford commented that he would like to see the project bid out for the construction work done. On motion by Commissioner Joyner,

seconded by Commissioner Boyd and unanimously carried, the approval of \$6750 to Preble-Rish for design services, surveys and meetings related to the construction of a new fire station was approved.

9. Ken Moneghan with Florida Association of Counties Trust presented the Board with a resolution that modified the trust agreement to allow for FACT to have liability coverage available. On motion by Commissioner Boyd, seconded by Commissioner Fulford and unanimously carried, Resolution 10-05-06-10-01 was approved.
10. Dr. Ann Holt, president of Monticello Main Street, asked the Board about a potential lease of the Old Jail Building for office space and a small museum. On motion by Commissioner Boyd, seconded by Commissioner Fulford and unanimously carried, the decision to allow Attorney Bird to draft a lease agreement for review at the next meeting was approved.
11. County Coordinator Roy Schleicher presented his report to the Board, which consisted of Department Directors Activities for 2010-2011, legislative update and recreation park update. He also informed the Board that there would be a personnel policy workshop at 4 p.m. on May 20<sup>th</sup>.
12. On motion by Commissioner Boyd, seconded by Commissioner Fulford and unanimously carried, the meeting was extended to 12:15 p.m.
13. Commissioner Boyd expressed his desire to be an owner's representative on behalf of the Board for the Courthouse project. Commissioner Joyner stated that he did not want to micromanage the project and that the Board did not have to accept the scope of work proposed by Riley Palmer.
14. The warrant register was reviewed and bills ordered paid.
15. On motion by Commissioner Fulford, seconded by Commissioner Joyner, and unanimously carried, the meeting was adjourned.

\_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Clerk



## **Jefferson County Fire Rescue**

Mark Matthews  
Chief

May 17, 2010

To: Board of County Commissioners  
cc: Roy Schleicher, County Coordinator  
Re: Medical Director Salary Comparison

### **Medical Director Compensation Comparison of Surrounding Counties**

Jefferson County Fire/Rescue---\$6,000 per year  
Madison County EMS-----\$12,000 per year  
Dixie County EMS-----\$16,640 per year  
Lafayette County EMS-----\$16,800 per year  
Taylor County EMS-----\$18,000 per year  
Hamilton County EMS-----\$18,500 per year  
Gadsden County EMS-----\$20,000 per year  
Suwannee County Fire/Rescue--\$22,000 per year  
Wakulla County EMS-----\$31,200 per year

Sincerely,

Mark Matthews, Chief  
Jefferson County Fire Rescue

1456 South Jefferson Street  
Monticello, FL 34344  
(850) 342-0180 FAX (850) 342-0178

**BILL BRUMFIELD**  
Superintendent of Schools  
Phone: 850-342-0100  
Suncom: 297-0100  
Fax: 850-342-0108

## Jefferson County School Board

1490 W. Washington Street  
MONTICELLO, FLORIDA 32344



### MEMORANDUM

TO: Kirk Reams, Jefferson County Clerk of Court

FROM: Ken Hollingsworth, Executive Dir. Operations & Human Resources

DATE: May 11, 2010

SUBJECT: "A" Building Lease

The Jefferson County School Board, at their May 10, 2010 meeting, voted 3 to 2 not to accept the most recent offer for the old "A" Building to the Jefferson County Commissioners. They voted unanimously to accept the \$2,000 per month with the first two years to be paid in advance (\$48,000). However, the Jefferson County School Board will retain ownership to the parcel and building. They further stated that language in the lease could provide renewal of the lease (same as current lease on other properties) after the 20 year period expires, thus allowing the Jefferson County Commissioners to retain possession of the building for their use.

If you have questions or clarification on this matter, please feel free to call.

### BOARD MEMBERS

DISTRICT 1  
EDWARD W. VOLLERTSEN

DISTRICT 2  
SANDRA SAUNDERS

DISTRICT 3  
SHIRLEY A. WASHINGTON

DISTRICT 4  
MARIANNE ARBULU

DISTRICT 5  
CHARLES BOLAND



North Florida Broadband Authority  
*Expanding Access to Broadband Throughout North Florida*

May 12, 2010

**Via Electronic Transmission**

Stephen Fulford  
Commissioner  
Jefferson County  
1 Courthouse Circle  
Monticello, FL 32344

**Re: Notice of Intent Resolution Committing Interest to Jefferson County in Kind Assets to NFBA**

Dear Stephen Fulford,

The North Florida Broadband Authority (the "NFBA") was created by interlocal agreement on August 7, 2009, so that an application for federal stimulus funding could be submitted for the development of a broadband middle mile infrastructure to serve the NFBA member communities. On February 18, 2010, the NFBA was notified of the award of BTOP Grant #NT10BIX5570023 in the amount of \$30,142,676 to develop its broadband network.

In anticipation that Jefferson County (the "County") intends to commit rights of use and access to certain assets owned by the County to the North Florida Broadband Authority for use in its broadband network, the NFBA requests the adoption of the attached Resolution of Intent which will initiate the process of contributing rights of use and access to the NFBA in compliance with NTIA BTOP grant requirements.

Attached as Appendix A is a form of resolution prepared for the County which specifically references the in kind assets previously identified during the grant application process.

By adopting the attached resolution, the County is continuing its commitment and participation in the NFBA. Within the next 60 days, a draft form of the relevant lease agreement(s) and conveyance documents will be sent to you for consideration and adoption by your board.

If you have any questions regarding these documents, please feel free to contact me.

Sincerely,

Marguerite McCauley  
Senior Project Manager

Attachment

# Appendix A

## FORM OF RESOLUTION

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF JEFFERSON COUNTY, FLORIDA EXPRESSING INTENT TO COMMIT RIGHTS OF USE AND ACCESS TO CERTAIN JEFFERSON COUNTY ASSETS TO THE NORTH FLORIDA BROADBAND AUTHORITY FOR USE IN ITS BROADBAND NETWORK; STATING A NEED FOR SUCH COMMITMENT; PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the North Florida Broadband Authority (the "NFBA") was created by interlocal agreement on August 7, 2009 between the Counties of Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, Union, and Wakulla and the City of Cedar Key, Town of Cross City, City of Lake City, City of Live Oak, City of Monticello, City of Perry, Town of White Springs, and the City of Worthington Springs to submit an application for federal stimulus funding to develop broadband middle mile infrastructure to serve the NFBA member communities; and

WHEREAS, the NFBA was notified on February 18, 2010 of the award of BTOP Grant #NT10BIX5570023 in the amount of \$30,142,676 to develop its broadband network; and

WHEREAS, during the application process each NFBA member identified certain assets owned by the NFBA member which could be contributed as in kind assets to meet matching fund requirements of the BTOP program.

WHEREAS, Jefferson County, Florida (the "County") intends to commit rights of use and access to certain assets owned by the County and identified in Exhibit A (the "in kind assets") to the NFBA for use in its broadband network; and

WHEREAS, the County intends to convey an interest and rights of use to the NFBA of the in kind asset; and

WHEREAS, the County acknowledges that final terms and conditions of conveyance will be determined upon final acceptance of respective agreements to be executed and recorded as required by the conditions and terms of the NTIA BTOP grant award; and

WHEREAS, the County has identified certain in kind assets for the purposes of this commitment, as described in Exhibit A.

**NOW, THEREFORE BE IT RESOLVED:**

1. Commencing with the effective date of this resolution and continuing through such term as agreed upon in the final conveyance agreements, the County intends to commit rights of use and access to the NFBA for those in kind assets described in Exhibit A.
2. The County hereby determines that the provision of broadband infrastructure by the NFBA is a benefit to the County.
3. The County hereby determines that providing access and rights of use to in kind assets allows NFBA broadband infrastructure to be efficiently and cost effectively deployed within the County, and represents the County's contribution of grant cost matching.
4. Upon adoption, the County Clerk is hereby directed to send a copy of this Resolution by United States mail to the North Florida Broadband Authority, Attn: Marguerite McCauley, 1500 Mahan Drive, Suite 250, Tallahassee, FL 32308.
5. This Resolution shall be effective upon adoption.

DULY ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2010.

JEFFERSON COUNTY, FLORIDA

Attest:

COMMISSION CHAIR  
(SEAL)

Clerk:

**EXHIBIT A**

**DESCRIPTION OF JEFFERSON COUNTY COMMITTED IN KIND ASSETS TO THE NFBA**

Courthouse	1 Courthouse Circle	
Two story city hall building	245 South Mulberry St	
Old High School		
Sheriff's tower	12-1N-4E-0000-0061-0000	

Please provide missing physical address and GPS coordinates for all items.

## **Jefferson County Public Library Monthly Report for April 2010**

### **Statistics of Interest**

- Door count 6000
- Materials checked out 2796
- Computer usage 2644
- Materials catalogued 318
- Materials purchased 56

### **Community Room**

Heavy use by Census Bureau

Others:

- Healthy Start
- AARP
- Quilters
- Weight Watchers
- North Florida Workforce

### **Projects**

- New JCPL website
- Facebook, Twitter and community calendar links added (200 average hits per day)
- Library beautification efforts ongoing; replaced many interior lights, benches moved, improved signage
- Staff workroom reconfigured
- Staff worked intensely on PR project to "Save Our Libraries"

### **Other**

New Director Kitty Brooks started 4/1/10

Resignation of employee Angela Scott effective 4/9/10

State funding for Florida libraries restored

Director attended Wilderness Coast Directors meeting 4/19

**Jefferson County Cooperative Extension Office  
Monthly Report – Board of County Commissioners  
April, 2010 (submitted to County Coordinator, May 7)**

**4-H Monthly Activity Report  
April 10**

**4-H Youth Activities**

- JGL - Newsletter prepared and sent
- JGL - 4-H County Council Bunny Love with Altruista Club – April 3
- JGL - 4-H Nature Trail Clean-up – April 5
- JGL - County Meeting – April 5
- JGL – Gardening Planning Meeting – April 6
- JGL - North West Florida District Faculty Meeting – April 8
- JGL – 4-H Blitz/District Events – April 10
- JGL – Ag Awareness Planning Day – April 13
- JGL – Tobacco Free Ribbon Cutting Ceremony - 14
- JGL – 4<sup>th</sup> Grade 4-H Club Meeting – April 15
- JGL – Health Fair @ New Bethel AME Church – April 17
- JGL – Ag. Awareness Planning Day – April 20
- JGL – 3<sup>rd</sup> Grade 4-H Club Meeting – April 20
- JGL – Brywood Nurse Home recognizing Extension as one of their volunteers April 21
- JGL - 4-H Day at The Capital – April 22
- JGL - Public Issues Leadership Development Conference, Washington DC
- JGL - District Tropicana Public Speaking Contest – April 29
- JGL - 4-H Wildlife Camp Planning Meeting – April 29

**Family & Consumer Sciences  
Vacant Position**

**Agriculture and Natural Resources Activities**

- JED - Ongoing:  
Forage Testing; Soil and forage test interpretation; field and pond visits; Plant and weed ID;  
Garden Series in cooperation with Green Industries Institute
- JED - Wildlife Habitat Series Field Day; Aucilla Plantation Thomas County, GA - April 2
- JED - IFAS Faculty Candidate Seminar; Quincy - April 6
- JED - Extension/NFCC Gardening Class Planning Meeting - April 6
- JED - Extension/NFCC Gardening Class "Starting a Home vegetable Garden"; Extension Office - April 7
- JED - NW District Faculty Meeting; Quincy- April 8
- JED - Ag Day Planning meeting Green Industries Institute - April 13
- JED- Gardening Class Green Industries Institute - April 14
- JED- IFAS Forage Workers Group Polycom Meeting - April 15
- JED- North Florida Livestock Show Exhibitors' Meeting; Madison - April 15
- JED- Florida Association of County Agricultural Agents Midyear Meeting; Polycom - April 16
- JED- April 19 Regional Invasive Species Workshop; Bristol
- JED- April 20 Ag Day Planning meeting Green Industries Institute
- JED- Gardening Class "Integrated Pest Management for the Home Vegetable Garden", Extension Office - April 21
- JED- Area 4-H Horse Show; Marianna - April 23-24
- JED- Ag Day Planning meeting Green Industries Institute - April 27

**Administrative and Other Activities, Faculty and Staff**

- JGL - 4-H Staff Meeting
- JGL - Dept Heads Meeting, April 20

## Memorandum

**Date: May 12, 2010**

**To: Roy Schleicher/County Coordinator  
County Commissioners**

**From: Beth Thorne**

**Subject: Monthly Report for April**

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Revenue from:	Recyclables	\$ 5,268.50
	Roll-off Rentals	\$ 193.00
	Refuse Billing	<u>\$ 3,160.00</u>
Total Month Revenues:		\$ 8,621.50

Manned Site Tonnage from:	Aucilla Site	39.705
	Bassett Site	37.120
	Fulford Site	22.345
	Lamont Site	32.045
	Lloyd Site	91.970
	Nash Site	106.860
	New Monticello Site	61.409
	Main Office Site	24.980
	Pinckney Hill Site	10.485
	Recreation Park Site	101.144
	Tyson Road Site	0.000
	Wacissa Site	50.335
	Waste Tires	8.509

Landfill Budgeted Amount:	\$1,615,250.00
Current Month Expenditures:	\$ 11,048.45
Year-to-date Expenditures:	<u>\$ 879,964.77</u>
Remaining Balance:	\$ 735,285.23

Animal Control Budgeted Amount:	\$17,000.00
Year-to-date Expenditures:	\$ 7,802.27
Year-to-date Revenues:	<u>\$ 745.00</u>
Remaining Balance:	\$ 9,942.73

Jefferson County Fire Rescue  
Monthly Department Report

TO: Mr. Roy Schleicher  
County Coordinator

DATE: 17 May 2010

SUBJECT: Department Directors Report

FROM: Mark Matthews, Chief  
Jefferson County Fire Rescue

REFERENCE: April 2010 Report  
ATTACHMENTS: 0

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**JCFR CALLS FOR SERVICE THIS MONTH**

2010	April	Y.T.D.
FIRE	65	200
EMS	202	791

**April F/Y 2010 EMS COLLECTIONS - \$62,745.70**

**F/Y 2010 EMS COLLECTIONS TO DATE - \$356,190.78**

**FIRE SAFETY INSPECTIONS** Two daycares were inspected by request for their relicensesure and one person wanting to open up a daycare requested a preliminary inspection.

**NEW EXTRICATION TOOLS** The new extrication tools have arrived and we will be having a training class on May 15<sup>th</sup> before placing them in service.

**FIRE STATION** The coordinators office and I were invited by the Preble-Rish folks to Port St. Joe to look a couple of fire stations they have done the engineering work for. I was very impressed and look forward to having them hopefully work with us on a new facility for Jefferson County.

**EMPLOYEE RESIGNATION** We will be loosing Samuel Tenorio on May 5<sup>th</sup>. He will be joining the Tallahassee Fire Department.

**NEW PART TIME POSITIONS** We are going to try something new here. The recently vacated full-time position will not be filled. Instead we will be hiring 5 new part-time positions. We should be able to offer 15 to 20 shifts a month by not filling the vacant position and the added normal open shifts due to vacation and sick leave. This should accomplish two things:

- 1) Cut down on unscheduled overtime due to having more part-time employees available.
- 2) The new part-time employees will be the hiring pool for any full-time openings as they become available. It now takes 1 to 2 months before a new employee is actually part of a shift by the time we go through the advertising, hiring and orientation process. By filling future full-time openings from the part-time roster, we will be able to immediately fill the open position.

# 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			
April 2010		April 2009	
Building	23	Building	13
Electrical	14	Electrical	13
Plumbing	6	Plumbing	1
Mechanical	8	Mechanical	7
Mobile Homes	1	Mobile Homes	5
Relocate	0	Relocate	0
Demolish	0	Demolish	0
Miscellaneous	3	Miscellaneous	4
City Permit	8	City Permits	14
City Fees	\$929.46	City Fees	\$3,332.55
County Permits	47	County Permits	29
County Fees	\$8,231.76	County Fees	\$5,517.94
<b>Total</b>		<b>Total</b>	
City/County Permits	55	City/County Permits	43
City/County Fees	\$9,161.22	City/County Fees	\$8,850.49

<b>April 2010</b>		<b>April 2009</b>	
Radon Fee	\$825.04	Radon Fee	\$151.39
Building Permit Fee	\$8,006.18	Building Permit Fee	\$7,224.10
Mobile Home Permit Fee	\$330.00	Mobile Home Permit Fee	\$1,475.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$0.00	Contractor Licenses Fee	\$400.00
Business & Home Occup Fee	\$522.00	Business & Home Occup Fee	\$240.00
<b>Total</b>	<b>\$9,683.22</b>	<b>Total</b>	<b>\$9,490.49</b>

<b>April 2010</b>		<b>April 2009</b>	
New Construction Permits (Residential)	5	New Construction Permits (Residential)	3
Commercial Permits (Non-Residential)	0	Commercial Permits (Non-Residential)	1
Mobile Home Permits	1	Mobile Home Permits	5
Repair & Addition Permits	46	Repair & Addition Permits	30
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	3	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	4
<b>Total</b>	<b>55</b>	<b>Total</b>	<b>43</b>
<b>Valuation</b>		<b>Valuation</b>	
Valuation Home Permits	\$746,351	Valuation Home Permits	\$337,299
Valuation Commercial Permits	\$0	Valuation Commercial Permits	\$270,912
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$428,127	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$703,519

# JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

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

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

<b>April 2010</b>		<b>April 2009</b>	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$0.00
Simple Lot Split Fee	\$100.00	Simple Lot Split Fee	\$00.00
Family Subdivision Fee	\$0.00	Family Subdivision Fee	\$00.00
Minor Development Fee	\$0.00	Minor Development Fee	\$0.00
Major Development Fee	\$0.00	Major Development Fee	\$250.00
Variance Fee	\$0.00	Variance Fee	\$0.00
Minor Re-plat Fee	\$0.00	Minor Re-plat Fee	\$100.00
Comp Plan Amendment Fee	\$0.00	Comp Plan Amendment Fee	\$0.00
Development Permits Fee (Mobile Homes)	\$285.00	Development Permits Fee (Mobile Homes)	\$1,155.00
Development Permits Fee (Residential)	\$5,058.85	Development Permits Fee (Residential)	\$1,372.12
Development Permits Fee (Commercial)	\$0.00	Development Permits Fee (Commercial)	\$1,395.46
Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use )	\$205.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$1,245.00
<b>Total</b>	<b>\$5,648.85</b>	<b>Total</b>	<b>\$5,517.58</b>

<b>April 2010</b>		<b>April 2009</b>	
Simple Lot Splits (No. Lots Created _____)	1	Simple Lot Splits (No. Lots Created _____)	0
Family Subdivisions (No. Lots Created _____)	0	Family Subdivisions (No. Lots Created _____)	0
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	1
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	1	Development Permits (Mobile Homes)	5
Development Permits (Residential)	6	Development Permits (Residential)	3
Development Permits (Commercial)	0	Development Permits (Commercial)	1
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	1	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	9
<b>Total</b>	<b>9</b>	<b>Total</b>	<b>20</b>

<b>April 2010</b>		<b>April 2009</b>	
Emergency Medical Impact Fee	\$371.16	Emergency Medical Impact Fee	\$985.58
Fire/Rescue Impact Fee	\$288.96	Fire/Rescue Impact Fee	\$794.48
Transportation Impact Fee	\$0.00	Transportation Impact Fee	\$0.00
Law Enforcement Impact Fee	\$0.00	Law Enforcement Impact Fee	\$0.00
911 Address Fee	\$426.00	911 Address Fee	\$300.00
Driveway Permit Fee	\$159.00	Driveway Permit Fee	\$318.00
<b>Total</b>	<b>\$1,245.12</b>	<b>Total</b>	<b>\$2,398.06</b>

***April '2010 Veteran Census Report for Jefferson County***

- ***Made Two (2) Personal Home Visits to Disabled Veterans***
- ***Twenty-Six General Questions concerning VA Benefits***
- ***Filed One (1) Claim for New Improved Pension***
- ***Filed Two (2) Applications for Military Personell Records***
- ***Filed Two 10-10 EZ forms for VA Healthcare***
- ***Six Inquiries Tracking Previously Filed Claims***
- ***Filed Incoming Mail from the Regional Office and VA Medical Center***
- ***Made several phone calls to individuals concerning a Memorial Day Program***

***Oliver Bradley, CVSO  
Jefferson County***

***Monthly Report for the Veteran Affairs Office for March '2010***

- ***Filed two (2) Claims for new Improved Pension***
- ***Addressed Thirty Two (32) general questions concerning Veterans' Benefits***
- ***Filed One (1) Meds By Mail Application***
- ***Nine (9) inquiries concerning previously filed claims***
- ***One Official Visit from the Vet center Staff in Tallahassee***
- ***Filed Two (2) Applications for Certificates of Eligibility***
- ***Filled out One (1) Mean Test Questionnaire for Medical Benefits***
- ***Filed Two (2) Award Letters for Income Verification***
- ***Filed Incoming Correspondence from Regional Office and the VA Medical Center***

***Oliver Bradley, CVSO  
Jefferson County***

**JEFFERSON  
COUNTY ROAD  
DEPARTMENT**

## Memo

**To:** Jefferson County Board of County Commissioners

**From:** David R. Harvey, Road Superintendent

**Date:** May 11, 2010

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

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### General Roadway and Drainage Maintenance

- A) Limited road surface grading, stabilization and ditch maintenance activities were conducted on 170 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 8 Roads. Mowing on 0 roads.
- C) Patching also occurred on 8 roadways.

### Driveway Connections

A total of 4 driveways were inspected.

### Roadway and Drainage Reconstruction

#### **Pulling Ditches Making Crowns On All Roads**

Gas Transmission Co stock piling 100 miles of 36" gas pipe on Limestone Rd continuing, Gas Transmission Co stock piling mats on Peter Brown Ln

NRCS projects on going, extra work approved for flash flood 1.5 million plus.

Rock Quarry Producing 12,500 ton base road base installing on Blue Jay, Mallard and Dove roads

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 Coordinator.

Roadside mowing started May 3, 2010.

## **LAP Administrative Operations Narrative**

### **Jefferson County**

#### **Advertising for Bids**

A project(s) shall not be advertised until all necessary permits have been received, all rights-of-way have been acquired and all railroad crossings, utilities and maintenance agreements have been executed.

Legal advertisement is prepared and sent to the local newspaper. Advertisement states the bid opening time and date, which is normally 30 days from date of advertisement, but a minimum of 21 days between issuing the bid and bid opening, and, if needed, a mandatory pre-bid meeting is also stated in the advertisement with the time, date and location. For projects administered through the Local Agency Program, the County Commission will follow the minimum advertisement period of 3 weeks in a newspaper of regional circulation.

#### **Bid Opening and Tabulation**

Bids are received in a sealed envelope, read aloud and entered onto a bid abstract at the County Coordinator's office. The County's Consulting Engineer or County Purchasing Agent will open the bids on the date and time specified in the advertisement. At the bid opening the bid amount for each bidder will be read aloud and the apparent low bidder will be identified.

Copies of the bid abstract are faxed, mailed or emailed to bidders, if requested.

Copies of each contractor's bid submittal are given to relevant County department representatives for evaluation.

#### **Bid Analysis and Award of Contract**

The bid submittals are reviewed by a team consisting of a minimum of two (2) County representatives and/or a consultant if one is involved with the project and all pertinent information is documented as it pertains to the bid specifications and Invitation to Bid requirements. The following factors are relevant in determining the lowest bidder:

- Eligibility, capacity, and skill of the bidder to perform the contract and provide services and supplies required.
- Whether the bidder can perform the contract or provide supplies and services promptly, or within the time specified, or without delay.
- The quality of bidder's performance on previous contracts or services with Jefferson County.
- The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- The ability of the Contractor to provide further maintenance and service in a timely manner.

- The financial stability and resources of the bidder, as related to his/her ability to perform the work.

When the award is not to the lowest bidder, the consulting engineer shall prepare a full and complete written statement of the reasons with the concurrence of the County Coordinator and the County Commission and it shall be filed with all other information related to the transaction. If all bids received are for the same total amount or unit price, the County Coordinator shall request new bids unless the public interest will not permit this delay. In such a case, the County Commission will award the contract to one of the bidders based on the experience and qualifications. All contracts of twenty five thousand dollars (\$25,000) or more shall be reviewed and approved by the County Attorney prior to award. References are personally contacted and their responses are also documented unless the County has previous experience and direct knowledge of the lowest responsible bidder. Determinations are made as to non-responsive and non-responsible bidders and a recommendation is then forwarded to the County Commission by the consulting engineer. Notice to award a contract or to reject all bids shall be given by posting the bid tabulations within the Commission minutes. For LAP projects, approval from FDOT will be sought and subsequently presented to the County Commission for local approval.

### **Contract Time**

The Contractor is required to provide the County with a horizontal bar schedule of construction activities. The following procedures will be used by the County in establishing contract durations:

- Review the project plans and specifications with special emphasis on maintenance of traffic. If the project has more than one phase, determine what work can be done in each of the phases.
- List the required activities for each phase. This list does not need to be exhaustive but does need to include all controlling items of work or activities on the critical path.
- List each quantity of the unit of work that will be used as a basis for estimating the duration of that activity. On a project with more than one phase, use only that quantity associated with that phase.
- Review the appropriate Utility Work Schedule and or Agreements to determine what part of the requested schedule potentially impacts the Contractor's work. A delay occurs only if the prime contractor cannot work as a result of utility conflicts.
- Assure good cooperation between the utility provider and the contractor during the actual construction of the project. Utility relocation duration should be handled as an activity if they will contribute to the project duration.

Contract time will commence to run on the thirteenth day after the Effective Date of the Agreement, or, if a Notice to Proceed is given, on the day indicated in the Notice to Proceed as per the General Conditions.

The County uses calendar days in its contracts per the conditions below. These conditions state:

- When any period of time is referred to in the Contract Documents by days, it will be computed to exclude the first and include the last day of such period. If the last day of

any such period falls on a Saturday or Sunday or on a day made a legal holiday by the law of the applicable jurisdiction, such day will be omitted from the computation.

- A calendar day of twenty-four hours measured from midnight to the next midnight shall constitute a day.

The contract will include language that specifies a “time is of the essence” clause and sets County compensation per calendar day beyond the last day of the contract.

### **Engineer’s Estimate**

Jefferson County will develop cost estimates for every project. If the project is on the National Highway System (NHS), Jefferson County will follow FDOT's method of estimating. The County Coordinator or Consulting Engineer is responsible for establishing all pay items and continuously updating the jobs to ensure consistency of the plans. The County’s Consulting Engineer provides information concerning those pay item tasks and/or materials that are altered for a particular job and therefore require special provisions other than those listed in the standard specifications. The Engineer reviews the plans and specifications to determine if there are any unusual conditions that would affect the overall cost of the project or the cost of any individual pay item. The estimate will include a list of all items on the project, along with quantities and prices for each pay item. A thorough estimate is very important as it is used for Federal or State authorization. The bidder’s estimators perform a role in the analysis and judgment of the scope of work required to complete the contract. All estimators must make a judgment as to the accuracy of the prices on each item. For example:

- Does the computer-generated price represent the project, or is the price too low or high in relation to the quantity of this particular pay item?
- Does a pay item contain costs for other work, as referenced by a plan note, causing this item to be higher than the computer price?
- Is the project in a remote area far enough away from asphalt concrete and/or borrow pit sources to cause prices to be inflated due to haul distance?
- Is the project adjacent to a contractor’s home office thus causing his prices to be reduced?
- Has liquid asphalt increased in price, thus causing the cost of asphalt to be increased?
- Is this specialized work that has a very low production rate, thus causing an increase in the price of an item?
- Is larger than normal equipment required to drive pile or to set beams, causing the price to increase?
- Is the project located in an area that will require daily mobilization/demobilization cost, thus causing an increase in price?
- Are contractors in the vicinity of project overloaded with work, thus increasing the cost of a project?

If a price is determined to be inaccurate, the bidders’ estimator will provide an override price that more closely represents the expected cost of these items. However, the estimator *must* be able to substantiate the overridden price.

County-determined estimates become official upon advertisement of each project. However, for the purpose of financial quality control, the in-house estimate is not advertised with the bid opening.

### **Project Supervision and Staffing**

Jefferson County shall designate a professional staff member to ensure compliance with the project plans and specifications. Those individuals who will be directly involved in the project shall have demonstrated experience in the areas delineated in the scope of work. At a minimum, one (1) full time employee will be assigned in responsible charge of the project. For most LAP projects, the point of contact will be Roy Schleicher, County Coordinator. Mr. Schleicher shall also be responsible for DBE, EEO, ADA, and Title VI compliance and reporting.

### **Warranty Clauses**

For projects on the National Highway System (NHS), the CONTRACTOR will provide a guarantee and warranty as follows:

- The CONTRACTOR shall guarantee that the supplied materials shall perform as specified, for a minimum of one (1) year. Replacements or revisions required to meet specified performance shall be at the CONTRACTOR'S expense.
- The CONTRACTOR shall ensure the availability of labor and materials in the event of warranty failures. Immediate response to failures is essential. If materials fail during the warranty period, the CONTRACTOR shall provide replacement materials and labor at no cost to the OWNER.
- The CONTRACTOR shall, in a good and workmanlike manner, perform all work and furnish all labor and services, except as herein otherwise expressly set forth, necessary to perform and complete all the work required by this contract, in accordance with the provisions of the Contract documents and any and all supplemental plans and drawings.
- In the event the contract is awarded to the Bidder, he/she will, within thirty (30) days thereafter, enter into a written contract with Jefferson County, or accept a Jefferson County purchase order. The successful Bidder shall also furnish, within ten (10) days, a Public Construction Bond in complete accordance with Section 255.05 of the Florida Statutes in an amount equal to the contract price, as a guarantee of good faith that the Bidder will execute the work in accordance with the terms of the contract and that the Bidder shall make payments for all labor, material and supplies used directly or indirectly for the work. Failure to do so will constitute forfeiture of the bid security as liquidated damages.
- A Public Construction Bond and Payment Bond shall be secured from and countersigned by an agency of a surety company recognized in good standing, licensed and authorized to do business in the State of Florida and found to be acceptable to Jefferson County.

### **Consultant Selection**

Projects are advertised and consultants are selected according to Consultants Competitive Negotiations Act when federal funding is being used for the project. However, when state and local funding is used, Jefferson County will utilize their existing continuing service contracts.

### **Design**

The Consulting Engineer shall be responsible for project design in general accordance with the current FDOT Design Standards, Plans Preparation Manuals, and the Florida Green Book. Any variance from this shall be approved by the County Coordinator and/or the County Commission.

### **Design Build**

When approved by the Department, design-build projects administered through the Local Agency Program will follow - to the greatest extent possible - FDOT's rules, procedures and guidelines. Jefferson County will use the local agency low bid RFP when appropriate.

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LOCAL AGENCY \_\_\_\_\_

The noted Local Agency hereby agrees to comply with the following requirements when developing all projects on and off the Federal-aid Highway System:

1. The *Local Agency Program (LAP) Manual* and all policies and guidelines promulgated by the State of Florida Department of Transportation (Department) which accomplish the policies and objectives set forth in Title 23, U.S.C., Highways and the Regulations issued pursuant thereto.

2. The overall approval authorities and conditions will be as follows:

- a. The project design will be reviewed and approved by the following State of Florida registered Professional Engineer (s).

\_\_\_\_\_  
Position Title (s) Only

- b. The hearing's findings (if required) will be reviewed and approved by the following official(s).

\_\_\_\_\_  
Position Title(s) Only

- c. The contract plans, specifications, and estimate of cost will be reviewed and approved by the following State of Florida registered Professional Engineer (s).

\_\_\_\_\_  
Position Title (s) Only

- d. Agreements will be signed by the following responsible local official(s).

(1) Railroad \_\_\_\_\_  
Position Title (s) Only

(2) Utility \_\_\_\_\_  
Position Title (s) Only

(3) Consultant \_\_\_\_\_  
Position Title (s) Only

(4) Technical Services \_\_\_\_\_  
Position Title (s) Only

- e. The award of contract will be signed by the following responsible official.

\_\_\_\_\_  
Position Title (s) Only

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- f. The following person or persons will be the Disadvantage Business Enterprise (DBE) Liaison Officer, Title VI Officer, Equal Employment Opportunity(EEO)/Affirmative Action Officer, and Americans with Disabilities Act (ADA) Coordinator.  
One person may serve in all four positions or a separate person in each position.

Name	Position Title	Contact Information
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Name	Position Title	Contact Information
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Name	Position Title	Contact Information
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Name	Position Title	Contact Information
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- g. All projects will be designed and constructed in accordance with the requirements of the *LAP Manual*.
- h. The Contract Administration will be supervised by the following State of Florida registered Professional Engineer.

\_\_\_\_\_  
Position Title Only

- i. Construction Administration and Material Sampling and Testing will be accomplished in accordance with the requirements of the *LAP Manual*.
3. The Local Agency agrees that it has the means to provide adequate expertise and will have support staff available to perform the functions being subdelegated. The support staff may include consultant or State services.
4. The Local Agency agrees to submit the names of the approving authorities noted in Section 2 above with each project prospectus.
5. All projects under Local Agency Certification shall be available for review by the Federal Highway Administration (FHWA) and the Department at any time. All project documents shall be retained and available for inspection during the plan development and construction stages and for a three-year period following acceptance of the project by FHWA.
6. The Department's District LAP Administrator's approval of the Local Agency Certification may be rescinded at any time upon request by the Local Agency or if in the Department's District LAP Administrator's opinion, it is necessary to do so. The rescission may be applied to all or part of the functional areas or projects approved in the Local Agency Certification.
7. The Local Agency must receive a Recertification of Qualification after a period of three years of inactivity or at the discretion of the Department's District LAP Administrator. Failure to receive a Recertification of Qualification and/or unsatisfactory performance by the Local Agency will result in a Decertification of Qualification.

\_\_\_\_\_  
Mayor or Chairman or Designee

\_\_\_\_\_  
Date

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The Local Agency is certified in the following functional areas: ☐ Planning ☐ Environmental Documentation  
☐ Design ☐ Consultant Selection ☐ Bid and Award Project ☐ Construction Administration  
☐ Right of Way Documentation

Approved By:

\_\_\_\_\_  
District Secretary or Designee

\_\_\_\_\_  
Date