

# 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 (REVISED) September 2, 2010 at the Courthouse Annex 435 W. Walnut St. Monticello, FL 32344

1. **9:00 A.M. – Call to Order, Invocation, Pledge of Allegiance**
2. **Public Announcements, Presentations, & Awards**
  - a) **Library Presentation – Kitty Brooks**
3. **Consent Agenda**
  - a) **Minutes – August 19, 2010 Regular Session**
4. **Citizens Request & Input on Non-Agenda Items**  
(3 Minute Limit, No Commissioner Discussion.)
5. **General Business**
  - a) **Mosquito Control State Budget Paperwork – Mark Positano**
  - b) **July 4<sup>th</sup> Celebration Committee Funding Request – Marianne Arbulu**
  - c) **Legislative Priorities – Dick Bailar**
  - d) **Draft Purchasing Policy Presentation – Kirk Reams**
  - e) **Road Department Budget Amendment for FY 2009-2010 – Kirk Reams**
  - f) **Road Department Issues – Roy Schleicher**
6. **County Coordinator's Report**
  - a) **Solid Waste Request for Study**
7. **Clerk of Court Budget Update**
  - a) **Budget Discussion**
8. **Citizen's Forum**  
(3 Minute Limit, Discussion Allowed.)
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  
August 19, 2010

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

1. Commissioner Fulford presented the Board with a plaque of recognition from the North Florida Broadband Authority.
2. On motion by Commissioner Boyd, seconded by Commissioner Fulford and unanimously carried, the minutes from the August 5th regular session meeting was approved.
3. Citizen Chuck Sarkisian addressed the Board concerning the closing of Bassett Dairy Road collection site. He requested the past 30 months records of any meetings with Beth Thorne and all expenditures made on the collection sites.
4. Commissioner Hall introduced the three options for the mission statement discussion. On motion by Commissioner Hall, seconded by Commissioner Boyd and unanimously carried, the Board approved Option #3, which states, "Jefferson County's mission is to provide for the health, safety, and welfare of its residents in the most efficient manner possible. County government will prepare cost-effective systems to provide the necessary services when needed by our residents and visitors, always doing so in a reasonably priority and timeframe."
5. Clerk of Court Kirk Reams presented an additional scope of work for the courthouse repairs, which included painting the exterior walls, columns, porches, stairs and railings for \$27,111; replacing the flat roofs with a hydro-stop roofing system with a 20 year warranty for \$21,438; and replacing HVAC units on the flat roof systems for \$29,800. Commissioner Boyd expressed his displeasure with using the construction manager route for this project and the fact that no local companies were working with the construction manager on the project. On motion by Commissioner Joyner, seconded by Commissioner Hall and carried 4-1 (Boyd opposed), the Board approved the additional scope of work.
6. Attorney Buck Bird introduced a draft code enforcement ordinance. The Board set up a workshop immediately following the September 2, 2010 regular session.
7. Chairman Monroe requested that the Malloy Landing Road issue be moved on the agenda to be discussed next.
8. Commissioner Hall stated his desire to have the issue placed on the agenda in order to have more citizen input on the issue of the Malloy Landing Road closure. Attorney Bird stated that a proponent of the original vote could rescind and request a public hearing.
9. On motion by Commissioner Fulford, seconded by Commissioner Hall and unanimously carried, the Board agreed to re-consider the decision on Malloy Landing Road and hold a properly advertised and noticed hearing on September 16, 2010 at 7:00 pm at the Jefferson County Courthouse.
10. Citizen Charlie Walker thanked Commissioners Hall and Fulford for their leadership. Attorney Bird informed the audience that the Board had decided to delay input until everyone had proper notice of a public hearing.

**11. PUBLIC HEARING: EAR RESOLUTION 10-081910-01**

12. Planning Attorney Scott Shirley presented the EAR Resolution for the Board's approval. Citizen David Hall asked the Board if they were voting on something that he had read and understood, because this document would have a lot of impact on the county's future. Commissioner Monroc stated that he had read it and did his best to understand it, but was reliant on the Planning Official, Planning Attorneys and volunteer Planning Commissioners. Commissioner Boyd asked Attorney Shirley if DCA was happy with the resolution, to which Attorney Shirley responded in the affirmative, which was satisfying to Commissioner Boyd. Attorney Shirley commented that the county was behind in the process and that no amendments could be made until the resolution was passed. He also stated that there was no requirement by statute for the EAR Resolution to be passed by the Planning Commission; rather, it has been formulated by staff.
13. On motion by Commissioner Boyd, seconded by Commissioner Hall and unanimously carried, the resolution was approved.
14. County Coordinator Roy Schleicher presented Department Head reports.
15. County Coordinator Roy Schleicher presented a standard real estate contract for the sale of the parcel at the Industrial Park to the Cooksey family. Commissioner Boyd stated his concerns over the lack of a survey. On motion by Commissioner Boyd, seconded by Commissioner Fulford and unanimously carried, the real estate contract was approved subject to final approval of a survey by both parties.
16. County Coordinator Roy Schleicher presented the conversion of lease payments made on a John Deere loader for the Road Department to a lease-purchase agreement. Commissioner Boyd stated that the equipment had been rented for 23 months and was half-paid for and would prove useful for other endeavors. Commissioner Fulford inquired as to starting over with payments on a new machine, to which Coordinator Schleicher responded that with the payments made so far, it was best to proceed with the same piece of equipment. Citizen Roland Brumbley stated that there was a person from Tallahassee interested in donating equipment.
17. On motion by Commissioner Hall, seconded by Commissioner Boyd and unanimously carried, the Board approved the conversion to a lease-purchase for the John Deere loader.
18. Planning Official Bill Tellefsen informed the Board that he had the DOT plans for the re-surfacing project along Highway 27 between Capps and Lamont. Commissioner Boyd responded that his comment would be to see if the county would be allowed to keep millings from the project.
19. Citizen Kate Calvin informed the Board that the reason she asked each of them for their input on the signs issue was to offset only one person on the Board responding to her request. She stated her only intention was to get everyone's input on the issue.
20. Citizen Roland Brumbley requested records for all work done on Malloy Landing Road from January 2009 to present with the dates, times and who ordered the work performed.
21. Citizen Santa Hokanson commented that she was disheartened there were no substantive questions by the Commissioners on the EAR because she has many. She felt that the total dependence on the Planning Department offset anything the citizens may have to say on the issue.
22. The warrant register was reviewed and bills ordered paid.

BOARD OF COUNTY COMMISSIONERS  
MINUTE BOOK 23, PAGE \_\_\_\_\_

23. On motion by Commissioner Joyner, seconded by Commissioner Fulford, and  
unanimously carried, the meeting was adjourned.

\_\_\_\_\_  
Chairman

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



CHARLES H. BRONSON

STATE OF FLORIDA
Department of Agriculture and Consumer Services
Division of Agricultural Environmental Service
(850) 922-7011/SunCom 292-7011, Fax (850) 413-7044

Bureau of Entomology and Pest Control
1203 Governors Square Boulevard
Suite 300
Tallahassee, Florida 32301
850-922-7011

ANNUAL CERTIFIED BUDGET FOR MOSQUITO CONTROL
Chapter 388.341, F.S.

JEFFERSON County Mosquito Control District FISCAL YEAR OCTOBER 1, 2010 - SEPTEMBER 30, 2011

Table with columns: Acct #, Description, TOTAL, LOCAL, STATE. Includes sections for RECEIPTS and EXPENDITURES with various line items and sub-totals.

I certify that the budget shown was adopted on this Day of SEPTEMBER 2010

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_ 2010.

Chairman of the Board, or Clerk of Circuit Court

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_ 2010.

Bureau of Entomology and Pest Control

County of \_\_\_\_\_

I, \_\_\_\_\_ a Notary Public, certify the signature of the contractor on the foregoing and the document is a true, correct, complete and unaltered copy of the Annual Certified Budget.

Notary Public
My Commission Expires: \_\_\_\_\_



Florida Department of Agriculture and Consumer Services  
CHARLES H. BRONSON, Commissioner  
The Capitol - Tallahassee, FL 32399-0800

FDACS CONTRACT #  
016055

This AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by and between the DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, State of Florida, the Department, and the **Jefferson County Board of Commissioners**, acting for and on behalf of the **Jefferson County Mosquito Control**, the Contractor.

**CONTRACT PERIOD: October 1, 2010 through September 30, 2011**

When state funds are involved, it is the duty of the Department to guide, review, approve, and coordinate the activities of all county governments and special districts receiving state funds in furtherance of the goal of integrated mosquito control.

The Contractor agrees to comply with the following statutory language of Chapter 388, F.S. and Administrative Code 5E-13.

An operational work plan on DACS form 13666 entitled "Operational Work Plan Narrative", a signed acknowledgement of notification of being subject to Section 215.97, F.S. and a detailed work plan on DACS form 13623 entitled "Detailed Work Plan Budget" providing for the control of mosquitoes are to be filed with the Department not later than July 15, 2010.

Following approval of the work plan and detailed work plan budget by the Department, two notarized(certified) copies of the county's or district's certified budget on form DACS form 13617, entitled "Annual Certified Budget for Mosquito Control" shall be submitted to the Department not later than September 15, 2010. If any changes are made (i.e. local cash carry forward, etc.) to the Annual Certified Budget for Mosquito Control after October 1st, a budget amendment on DACS form 13613 entitled "Arthropod Control Budget Amendment" must be submitted to the Department not later than October 30, 2010. NO EXCEPTIONS WILL BE MADE.

Budget amendments on DACS form 13613, entitled "Arthropod Control Budget Amendment," and hereby incorporated by reference shall be prepared and submitted to the Department prior to over-expending funds in any account or expending funds in non-budgeted accounts. Budget amendments must be explained by accompanying requests for approval of changes to be made in the detailed budget. Department approval of the amendment(s) must be received before such expenditures are made.

**Not later than thirty(30) days after the end of each month** (i.e. October reports are due by December 1st), each district or county shall submit a monthly financial report to the Department on DACS Form 13663, entitled "Mosquito Control Monthly Report" for Local Funds and DACS Form 13650 entitled "Mosquito Control Monthly Report" for State Funds, hereby incorporated by reference. A district or county shall submit **two(2)** copies of its September financial report to the Department not later than sixty (60) days after close of each fiscal year. Copies of reports shall be signed by program director or person responsible for administration of the program and funds. Any county or district withdrawing from participation in state matching funds under Chapter 388, F.S., shall continue to submit financial reports as required in 5E-13.029(3) until funds received under this program are exhausted.

A district or county shall submit monthly chemical reports of accomplishments and an inventory of chemicals, on prescribed forms DACS Form 13664 entitled "Mosquito Control Chemical Inventory Report" and DACS Form 13652 entitled "Mosquito Control Monthly Activity Report" for pesticide activity, hereby incorporated by reference, to the Department not later than thirty (30) days after the end of each month (i.e. October reports are due by December 1st). If there is no activity in any given month, the county shall continue to submit monthly reports of accomplishments and an inventory of chemicals, on prescribed forms to the Department not later than thirty (30) days after the end of each month (i.e. October reports are due by December 1st) stating "NO ACTIVITY".

State funds received shall be deposited in a separate depository account from local funds received. Disbursements shall be made on pre-numbered checks or warrants drawn on the separate depository account from the local funds. Local and state funds shall be deposited in banks designated as depositories of public funds in accordance with provisions of Section 659.24 F.S.

All purchases of supplies, materials and equipment by counties or districts shall be made in accordance with the laws governing purchases by boards of county commissioners, except that districts with special laws relative to competitive bidding shall make purchases in accordance therewith.

All funds, supplies, and services released to counties and districts here under shall be used in accordance with the detailed work plan and certified budget approved by both the Department and the county or district. The plan and budget may be amended at any time upon prior approval of the Department.

All funds, supplies, and services released on the dollar-for-dollar matching basis shall be used exclusively for an integrated program that provides a combination of mosquito control, source reduction measures, public education, personnel training and certification, mosquito population surveillance, larvicides, adulticides, equipment, and alerts as approved by the Department.

State funds shall be payable quarterly, of which an advance of twenty-five percent will be paid upon contract execution, with advance payment noted on the invoice in accordance with the rules of the Department, upon requisition by the Department to the Chief Financial Officer. Additional payments will be made at three month intervals thereafter. The Department is authorized to furnish insecticides, chemicals, materials, equipment, vehicles, and personnel in lieu of state funds where mass purchasing may save funds for the state, or where it would be more practical and economical to use equipment, supplies, and services between two or more counties or districts.

State and local funds budgeted for the control of mosquitoes shall be carried over at the end of the county or district's fiscal year, and re-budgeted for such control measures the following fiscal year. **No State funds can be placed in a reserve account.**

All equipment purchased under this chapter with state funds made available directly to the county or district shall become the property of the county or district unless otherwise provided, and may be traded in on other equipment, or sold, when no longer needed by the county or district.

A record and inventory of certain property owned by the district shall be maintained in accordance with s. 274.02 on the operational work plan on **DACS form 13666** entitled "Operational Work Plan Narrative".

Surplus property shall be disposed of according to the provisions set forth in s. 274.05 with the following exceptions: Serviceable equipment no longer needed by a county or district shall first be offered to any or all other counties or districts engaged in mosquito control at a price established by the board of commissioners owning the equipment. If no acceptable offer is received within two weeks, the equipment shall be offered to such other governmental units or private nonprofit agencies as provided in s. 274.05.

The alternative procedure for disposal of surplus property, as prescribed in s. 274.06, shall be followed if it has been determined no other county, district, governmental unit, or private nonprofit agency has need for the equipment.

All proceeds from the sale of any real or tangible personal property owned by the county or district shall be deposited in the county's or district's mosquito control state fund account unless otherwise specifically designated by the Department.

All counties and districts carrying out programs for the control of mosquitoes involving the expenditure of state funds shall set up and maintain books and records under a method approved by the Auditor General and be subject to audit by same.

State funds, supplies, and services shall be made available to such county or district by and through the Department immediately upon release of funds by the Executive Office of the Governor. Following the determination of funds available, if necessary, the Department shall make an adjustment in amounts of money payable to the district or counties in the last three(3) quarters of the current fiscal year. Districts or counties shall be notified of the amount of payable to them and if necessary shall amend amounts of state funds budgeted.

The Department, upon notifying a county or district and obtaining its approval, is authorized to transfer equipment, materials, and personnel from one district to another in the event of an emergency brought about by an arthropod borne epidemic or other disaster requiring emergency control.

Audits conducted pursuant to Section 215.97, F.S., shall be: (1) performed annually, and (2) conducted by independent auditors in accordance with auditing standards as stated in rules of the Auditor General. Regardless of the amount of the state financial assistance, the provisions of Section 215.97, F.S., do not exempt a Nonstate entity from compliance with provisions of law relating to maintaining records concerning state financial assistance to such Nonstate entity or allowing access and examination of those records by the state awarding agency, the Chief Financial Officer, or the Auditor General. **Two(2) notarized(certified) copies of the Notification of Section 215.97, F.S. Memo shall be returned to the Department not later than July 15, 2010. This Agreement shall be executed and returned to the Department not later than October 1, 2010.**

**Failure to comply with chapter 388, F.S., Administrative Code 5E-13 and this Agreement can result in loss or termination of funds and/or state approval certification.**

In the event that two or more documents combine to form this agreement between the parties, including future amendments and addenda, and in the event that there are contradictory or conflicting clauses or requirements in these documents, the provisions of the document(s) prepared by the Department shall be controlling.

All contracts entered into by the Department or any Division or Bureau thereof, are and shall be controlled by Florida law, contrary provisions notwithstanding.

In the event that any clause or requirement of this agreement is contradictory to, or conflicts with the requirements of Florida law, including, but not limited to requirements regarding contracts with Florida's governmental agencies, the offending clause or requirement shall be without force and effect and the requirements of the Florida Statutes and rules promulgated thereunder on the same subject shall substitute for that clause or requirement and be binding on all parties to this contract.

The six digit Department of Management Services' class/ group code commodity catalog control number is: 916-330

The Department will pay the Contractor in arrears as follows:

An amount not to exceed \$37,000, payable in equal quarterly installments upon receipt of required reports submitted to the Department within statutory deadlines.

Bills for any authorized travel expenses shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, governing payments by the State for travel expenses. Authorization for travel expenses must be specified in the paragraph for payments directly above.

Bills for services shall be submitted to the Department in detail sufficient for a proper pre audit and post audit thereof.

Section 215.422, Florida Statutes, provides that agencies have five (5) working days to inspect and approve goods and services, unless bid specifications or the purchase order specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Chief Financial Officer pursuant to Section 55.03, Florida Statutes, will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at (850) 617-7200 or Purchasing Office at (850) 617-7181.



Payments to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date eligibility for payment is determined, and the daily interest rate is .03333 percent.

Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a State agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the Department of Financial Services' Hotline, 1-850-410-9724.

The Department may make partial payments to the Contractor upon partial delivery of services when a request for such partial payment is made by the Contractor and approved by the Department.

This contract may be cancelled by either party by giving not less than 30 days prior written notice of the cancellation.

The Department may terminate this contract at any time in the event of the default or failure of the Contractor to fulfill any of its obligations hereunder. Prior to the exercise of any remedy provided for herein, the Department shall provide thirty (30) calendar days written notice of default and shall provide the Contractor the opportunity to cure such failure or default within said thirty (30) day period. Upon the failure or inability to cure, the Department shall have all rights and remedies provided at law or in equity, including without limitation the following:

- A. Temporarily withhold cash payments pending correction of the deficiency by the CONTRACTOR.
- B. Disallow all or part of the cost of the services not in compliance.
- C. Wholly or partly suspend or terminate this contract.

The Department shall have the right of unilateral cancellation for refusal by the Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the contract, unless the records are exempt from s. 24(a) of Article I of the State Constitution and s. 119.07(1), Florida Statutes.

Extension of a contract for contractual services shall be in writing for a single period only not to exceed six (6) months and shall be subject to the same terms and conditions set forth in the initial contract. There shall be only one extension of a contract unless the failure to meet the criteria set forth in the contract for completion of the contract is due to events beyond the control of the Contractor. If initially competitively procured, contracts for contractual services may be renewed on a yearly basis for no more than three (3) years, or for a period no longer than the term of the original contract, whichever period is longer. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract. Renewals shall be contingent upon satisfactory performance evaluations by the Department. Renewal costs may not be charged by the Contractor.

It is mutually understood and agreed that this contract is:

- A. Subject to the provisions of Section 287.058, Florida Statutes, and the State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature as provided in Section 287.0582, Florida Statutes.
- B. Subject to the approval of the State Chief Financial Officer (Department of Financial Services).

It is mutually understood and agreed that if this contract disburses grants and aids appropriations, it is:

Subject to the requirements of Section 216.347, Florida Statutes, a state agency, a water management district, or the judicial branch may not authorize or make any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

The following provisions of A through K are not applicable to procurement contracts used to buy goods or services from vendors, but are only applicable to a contractor subject to the Florida Single Audit Act.

A. There are uniform state audit requirements for state financial assistance provided by state agencies to Nonstate entities to carry out state projects in accordance with and subject to requirements of Section 215.97, Florida Statutes (F.S.), which may be applicable to and binding upon Recipient. Nonstate entity means a local governmental entity, nonprofit organization, or for-profit organization that receives state resources. Recipient means a Nonstate entity that receives state financial assistance directly from a state awarding agency.

B. In the event that the Recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such Recipient, the Recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit 1 to this agreement indicates state financial assistance awarded through this Department resource by this agreement. In determining the state financial assistance expended in its fiscal year, the Recipient shall consider all sources of state financial assistance, including state financial assistance received from this Department resource, other state agencies, and other Nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a Nonstate entity for Federal program matching requirements.

C. Audits conducted pursuant to Section 215.97, F.S., shall be: (1) performed annually, and conducted by independent auditors in accordance with auditing standards as stated in Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

D. Regardless of the amount of the state financial assistance, the provisions of Section 215.97, F.S., do not exempt a Nonstate entity from compliance with provisions of law relating to maintaining records concerning state financial assistance to such Nonstate entity or allowing access and examination of those records by the state awarding agency, the Chief Financial Officer, or the Auditor General.

E. If the Recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. If the Nonstate entity does not meet the threshold requiring the state single audit, such Nonstate entity must meet terms and conditions specified in this written agreement with the state awarding agency. In the event that the Recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provision of Section 215.97, F.S., the cost of the audit must be paid from the Nonstate entity's resources (i.e., the cost of such an audit must be paid from the Recipient's resources obtained from other than state entities).

F. Each state awarding agency shall:

- (1) Provide to a Recipient, information needed by the Recipient to comply with the requirements of Section 215.97, F.S.
- (2) Require the Recipient, as a condition of receiving state financial assistance, to allow the state awarding agency, the Chief Financial Officer, and the Auditor General access to the Recipient's records and the Recipient's independent auditor's working papers as necessary for complying with the requirements of Section 215.97, F.S. The Recipient is required to retain sufficient records demonstrating its compliance with the terms of this agreement for a period of three years from the date the audit report is issued, and shall allow the Department of Agriculture and Consumer Services or its designee, access to such records upon request.

- (3) Notify the Recipient that Section 215.97, F.S., does not limit the authority of the state awarding agency to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any state agency Inspector General, the Auditor General, or any other state official.
- (4) Be provided by Recipient one copy of each financial reporting package prepared in accordance with the requirements of Section 215.97, F.S. The financial reporting package means the nonstate entities' financial statements, Schedule of State Financial Assistance, auditor's reports, management letter, auditee's written responses or corrective action plan, correspondence on follow-up of prior years' corrective actions taken, and such other information determined by the Auditor General to be necessary and consistent with the purposes of Section 215.97, F.S. Copies of the financial reporting package required by this agreement shall be submitted by or on behalf of the Recipient directly to each of the following:
  - (a) The Department of Agriculture and Consumer Services  
Division of Administration  
509 Mayo Building  
407 South Calhoun Street  
Tallahassee, Florida 32399-0800
  - (b) The Auditor General's Office at the following address:  
State of Florida Auditor General  
Room 401, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32302-1450
  - (c) The Department of Agriculture and Consumer Services  
Bureau of Entomology and Pest Control, Mosquito Control Program  
1203 Governors Square Blvd, Suite 300  
Magnolia Center I  
Tallahassee, Florida 32301

G. Any reports, management letters, or other information required to be submitted to the Department of Agriculture and Consumer Services pursuant to this agreement shall be submitted timely in accordance with Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

H. The Recipient shall maintain sufficient records demonstrating its compliance with the terms of this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Department of Agriculture and Consumer Services, or its designee, Chief Financial Officer, or Auditor. General access to such records upon request. The Recipient shall ensure that audit working papers are made available to the Department, or its designee, Chief Financial Officer, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

I. The Recipient shall be required to ensure expenditures of state financial assistance be in compliance with laws, rules, and regulations applicable to expenditures of state funds, including, but not limited to, the Reference Guide for State Expenditures (DFS).

J. The Recipient agrees that this agreement may be charged only with allowable costs resulting from obligations incurred during the term of this agreement.

K. The Recipient agrees that any balances of unobligated cash that have been advanced or paid that is not authorized to be retained for direct program costs in a subsequent period must be refunded to the state.

The following provisions of A through H are applicable regarding the administration of resources provided by the Department to the Recipient of Federal Funds. Those provisions are applicable if the Recipient is a state or local government or a nonprofit organization as defined in OMB Circular A-133, as revised.

A. In the event that the Recipient expends \$500,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit 1 to this agreement indicates Federal resources awarded through this Department by this agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from this Department. The determination of amounts of federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with provisions of OMB Circular A-133, as revised, will meet these requirements.

B. In connection with these audit requirements, the Recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

C. If the Recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$500,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Recipient resources obtained from other than Federal entities).

D. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by this agreement shall be submitted when required by Section .320(d), OMB Circular A-133, as revised, by or on behalf of the Recipient directly to each of the following:

(a) The Department of Agriculture and Consumer Services  
Division of Administration  
509 Mayo Building  
407 South Calhoun Street  
Tallahassee, Florida 32399-0800

(b) The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse) at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

(c) Other federal agencies and pass-through entities in accordance with Sections .320(c) and (f), OMB Circular A-133, as revised.

E. Pursuant to Section .320(f), OMB Circular A-133, as revised, the Recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letter issued by the Auditor, to the Department of Agriculture and Consumer Services at the following address:

The Department of Agriculture and Consumer Services  
509 Mayo Building  
407 South Calhoun Street  
Tallahassee, Florida 32399-0800

F. Any reports, management letters, or other information required to be submitted to the Department of Agriculture and Consumer Services pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, as revised.

G. Recipients, when submitting financial reporting packages to the Department of Agriculture and Consumer Services for audits done in accordance with OMB Circular A-133, as revised, should indicate the date that the reporting package was delivered to the Recipient in correspondence accompanying the reporting package.

H. The Recipient shall maintain sufficient records demonstrating its compliance with the terms of this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Department of Agriculture and Consumer Services, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The Recipient shall ensure that audit working papers are made available to the Department, or its designee, Chief Financial Officer, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this contract shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in Section 413.036(1) and (2), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the state agency insofar as dealings with such qualified nonprofit agency are concerned. Available products, pricing and delivery information may be obtained by contacting: RESPECT of Florida, 2475 Apalachee Parkway, Suite 205, Tallahassee, Florida 32301-4946, telephone number (850) 487-1471 and fax number (850) 942-7832.

It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this contract shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the same procedures set forth in Section 946.515(2) and (4), Florida Statutes; and for the purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for this Agency insofar as dealings with such corporation are concerned. The "corporation identified" is Prison Rehabilitative Industries and Diversified Enterprises, Incorporated. Available products, pricing and delivery schedules may be obtained by contacting: PRIDE of Florida, 12425 28th Street, North, 3rd Floor, St. Petersburg, Florida 33716, telephone number (727) 572-1987.

The Contractor is informed that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The Contractor is informed that the Department shall consider the employment by any Contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of this contract.

The Contractor shall not discriminate on the basis of race, sex, religion, color, national origin, age or disability and shall comply with all applicable state and federal laws and regulations related thereto, including without limitation, the Americans with Disabilities Act (42 USC 12101 et. Seq.); Section 504 of the Rehabilitation Act of 1973 (29 USC 795); and the Age Discrimination Act of 1975 (42 USC 6101-6107).

The Contractor is informed that an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a Contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

The Contract Manager for the Department is Angela Weeks-Samanie and is located at Bureau of Entomology and Pest Control, Mosquito Control Program, 1203 Governors Square Blvd, Suite 300, Magnolia Center I, Tallahassee, Florida 32303.

The Contract Manager for the Contractor is Jefferson County Board of Commissioners for Jefferson County Mosquito Control and is located at 1255 West Washington Street, Monticello, Florida 32344 acting for and on behalf of the Jefferson County Board of Commissioners.

Signed by parties to this agreement:

Department OF AGRICULTURE AND  
CONSUMER SERVICES

CONTRACTOR:  
Jefferson County Board of Commissioners



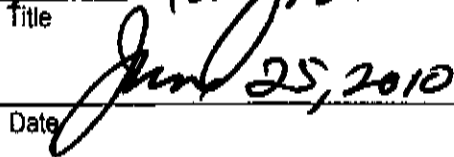
Signature

Signature



Title

Title



Date

Date

County of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public, certify the signature of the Contractor on the foregoing and the document is a true, correct, complete and unaltered copy of The Contract Agreement.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## EXHIBIT - 1

FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

*NOTE: If the resources awarded to the recipient represent more than one Federal program, provide the same information shown below for each Federal program and show total Federal resources awarded.*

Federal Program (list Federal agency, Catalog of Federal Domestic Assistance title and number) - \$ (amount)

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

*NOTE: If the resources awarded to the recipient represent more than one Federal program, list applicable compliance requirements for each Federal program in the same manner as shown below.*

Federal Program:

List applicable compliance requirements as follows:

1. First applicable compliance requirement (e.g., what services/purposes resources must be used for).
2. Second applicable compliance requirement (e.g., eligibility requirements for recipients of the resources).
3. Etc.

*NOTE: Instead of listing the specific compliance requirements as shown above, the State awarding agency may elect to use language that requires the recipient to comply with the requirements of applicable provisions of specific laws, rules, regulations, etc. For example, for Federal Program 1, the language may state that the recipient must comply with a specific law(s), rule(s), or regulation(s) that pertains to how the awarded resources must be used or how eligibility determinations are to be made. The State awarding agency, if practical, may want to attach a copy of the specific law, rule, or regulation referred to.*

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

*NOTE: If the resources awarded to the recipient for matching represent more than one Federal program, provide the same information shown below for each Federal program and show the total State resources awarded for matching.*

Federal Program (list Federal agency, Catalog of Federal Domestic Assistance title and number) - \$ (amount)

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

*NOTE: If the resources awarded to the recipient represent more than one State project, provide the same information shown below for each State project and show total state financial assistance awarded that is subject to Section 215.97, Florida Statutes.*

**Awarding Agency: FL Department of Agriculture and Consumer Services**

**Title: MOSQUITO CONTROL (Arthropod Control / Mosquito Control State Aid)**

**Project Amount: Not to exceed \$37,000**

**CSFA#: 42003**

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

*NOTE: List applicable compliance requirements in the same manner as illustrated above for Federal resources. For matching resources provided by the Department of "ABC" for Federal programs, the requirements might be similar to the requirements for the applicable Federal programs. Also, to the extent that different requirements pertain to different amounts of the non-Federal resources, there may be more than one grouping (i.e., 1, 2, 3, etc.) listed under this category.*

*NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the recipient.*

August 24, 2010

The Honorable Danny Monroe  
Jefferson County Board of Commissioners  
Monticello, FL 32344

Dear Chairman Monroe,

The undersigned community residents are requesting \$1000 of the county budget be set aside and used to fund the proposed 2011 Jefferson County Fireworks Celebration. We are also requesting that the county agree to purchase event liability insurance as it has done for past 4th of July events.

We applaud the Commissioners for their diligent efforts to balance the county budget under poor economic conditions, and yet work to provide county residents with much needed tax relief. In spite of the budgetary pressure the Commission is under, we are making this request for the following reasons:

- A July 4th Celebration provides an opportunity to give something of value back to the community
- It will promote our local businesses by creating inbound traffic
- The county contribution will greatly aid our funding raising efforts as it will encourage other funding sources to contribute
- A July 4th Celebration will promote Monticello/Jefferson County to the region
- A fireworks celebration is sorely missed by all residents of the county, young and old alike, and it will once again offer our residents a hometown, family oriented, civic event

We thank you for your consideration and leadership.

Sincerely,

Jefferson County Fireworks Celebration Committee



## **JEFFERSON COUNTY LEGISLATIVE COMMITTEE**

Each year the BOCC assigns the Legislative Committee priorities that it wants the Committee to pursue during the Legislative Session. These priorities are printed in the annual Legislative Booklet produced by the Committee, and distributed (among others) to key legislators prior to the Session. It is important to begin the lobbying process as early as possible because most legislation is pretty much carved in granite by the time the Session begins. Therefore, the Committee requests that you address the County priorities at one of your October meetings so that the we may print and begin distribution of the Legislative Booklet during the month of November.

We recognize that the economic outlook is still very bleak, CIBRs and FRDAP grants will be off the shelf again, and we suggest that you consider that the following, continuing priorities be adopted. And, keeping in mind the adage that "You can't get it if you don't ask for it," you might well consider additional priorities, if not valid now, then a jump on the future.

### **Continuing Priorities of Jefferson County**

1. The chief priority is to secure full funding of these essential programs:
  - Fiscally Constrained Counties \$700,000 - \$800,000
  - PILOT for lost tax revenue from Amendment 1 Tax loss: \$525,000  
Payments: 2009 \$130,00; 2010 \$430,000; 2011 (est) \$450,000
  - PLOIT for lost revenue from Amendment 4 (est) Tax loss: \$200,000  
Payment: (est) 2011 \$150,000
  - Small County Solid Waste Grant 2010 Loss \$200,000
  - SHIP Affordable Housing Grant \$350,000
2. The County consider the following projects:
  - The refunding of the SCRAP program
  - Secure SCOP funding for unpaved roads
  - Secure funds to complete Industrial Park road, water and sewer lines
  - Secure funding for Fire / EMS building
  - Secure funds for Solid Waste/recycling building

Respectfully submitted,

Dick Bailar, Secretary, Legislative Committee

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS  
PURCHASING POLICY**

**DRAFT VERSION  
SEPTEMBER 2, 2010**

## **TABLE OF CONTENTS**

- I. PURPOSE
- II. DEFINITIONS
- III. APPLICABILITY
- IV. AUTHORITY/APPROVAL
- V. COMPETITIVE BIDDING WAIVED
- VI. PAYMENT REQUEST
- VII. PURCHASE CARD SYSTEM
- VIII. ACKNOWLEDGMENT OF RECEIPT

## **SECTION I**

### **PURPOSE**

The fundamental purpose of the Jefferson County Purchasing Policies and Procedures is to establish uniform guidelines for the procurement of materials and services. They will also serve to provide a foundation for effective and consistent County/Vendor relationships. The county policies will be continually fulfilled when procurement activities result in the highest quality of supplies and contractual services at the least expense to the county.

## **SECTION II**

### **APPLICABILITY**

The purchasing rules and regulations adopted by the Jefferson County Board of County Commissioners shall be designed consistent with the policies established for the procurement of goods and services. Rules, regulations, and procedures shall be adopted and may be amended from time to time by the Board of County Commissioners. As such, all procurement activities shall be accomplished in a manner consistent with county policy. No part of these purchasing policies and procedures shall apply to independently elected Jefferson County Constitutional Officers.

**SECTION III**  
**RESPONSIBILITY**

It shall be the individual responsibility of each county employee authorized to be involved in the procurement process to understand and adhere to the adopted purchasing policies, procedures and regulations of Jefferson County. The Clerk of the Circuit Court, in conjunction and cooperation with the Jefferson County Coordinator's Office, shall be responsible for coordination of the purchasing function and department assistance with respect to legal/formal bidding and informal quotations.

## SECTION IV

# AUTHORITY/APPROVALS

Bids for items or services shall be awarded to the qualified and responsive bidder who submits the net lowest responsive bid meeting all the purchasing policies of the county. Qualified bidders shall be determined based on the following criteria:

1. Ability to deliver the product or perform the contract in a timely manner and consistent with county requirements.
2. Experience and past performance
3. Acceptable warranty/guarantee of future maintenance and service
4. Possession of current licenses and/or certifications (when applicable.)

The following describes the authority and approvals required for expenditures made by authorized county employees:

### A. INFORMAL COMPETITIVE PURCHASES

#### 1. Up to \$1000

Purchases made by department head and/or **ONE** designee of the department head to buy supplies and/or parts for operational necessity up to \$1000 in value.

#### 2. \$1000 to \$5000

Purchases made only by authorized department head for goods/ services in excess of \$1000 but no more than \$5000 require at least **THREE (3)** verbal quotations on the proper form

#### 3. \$5000 to \$10,000

Purchases made only by authorized department head for goods/services in excess of \$5000 but no more than \$10,000 require at least **FOUR (4)** verbal quotations on the proper form.

## **B. FORMAL COMPETITIVE BIDDING**

### **1. Greater than \$10,000**

All purchases for goods/services anticipated to exceed \$10,000 in cost shall be subject to formal competitive bidding. Purchases subject to formal competitive bidding shall be awarded exclusively by the Jefferson County Board of County Commissioners.

### **2. Competitive Bidding Process**

The following competitive bidding process shall be accomplished as follows:

- A. All bid specifications must be submitted to the Board for approval by the appropriate department head prior to the request for bids being advertised and then forwarded to the County Coordinator for advertising. Public invitation to bid must be advertised in a local newspaper at least **TEN (10)** calendar days prior to the bid opening date
- B. Invitation to bid shall contain a general description of the goods/services being requested and any other special or unique aspect of the County's requirement.
- C. Bid submittals shall be sealed and properly identified with a bid number, date and time of bid opening and addressed to the County Coordinator's Office, 460 W. Walnut St., Monticello, FL, 32344.
- D. Bids shall be opened and read aloud at the date, time and location identified in the public invitation to bid announcement. Under no circumstances shall a bid be accepted which arrives after the time and date advertised. All bid proposals shall be time and date stamped when received by the County Coordinator's Office. It shall be the responsibility of the County Coordinator to submit all original bid documents/files to the Clerk of the Circuit Court for record retention purposes.
- E. The Board of County Commissioners may reject any and all bids, or negotiate with the low bidder when it is in the best interest of the County to do so. The Board may also waive irregularities in any or all formal bids.
- F. The Chairman of the Board, when authorized by majority vote of the Board of County Commissioners, is authorized to execute contracts on behalf of the Board.



**C. BUDGET AMOUNTS**

All purchases or contracts for services must be certified as to availability of budgeted funds by the Clerk of Court prior to award. The Board of County Commissioners may waive this requirement when in its judgment the best interests of the public will be served by so doing and/or it is an emergency item/service.

**D. AWARD CONSIDERATIONS**

As numerous Jefferson County vendors offer products and services utilized by county government operations, departments are encouraged to contact local vendors in their solicitation of commodities and contractual services. The County, through its authorized agents shall consider all costs (initial and future) when determining the best and lowest bid. Items such as long distance phone calls, travel time, availability of product or service (e.g. delivery time) and down time shall be considered prior to recommendation for award.

**E. PROCUREMENT OF PROFESSIONAL SERVICES**

1. Procurement of professional architectural, engineering, landscape architectural, or land surveying services for projects estimated to be in excess of \$120,000 in construction costs or planning studies in excess of \$10,000 shall be secured consistent with the Consultants Competitive Negotiation Act (F.S. 287.055) and as may be amended from time to time (see attached).
2. Procurement of professional services (as identified in Section E.1) shall be awarded consistent with the competitive bidding thresholds established by the Board of County Commissioners.
3. For all professional service contracts requiring Board approval, a committee, appointed by the Board of County Commissioners, shall recommend a firm and negotiated contract to the legislative body for approval.

**F. BID BONDS**

Each bid on a public construction project estimated to exceed \$120,000 in cost must be accompanied by a bid bond payable to Jefferson County for five percent (5%) of the total amount of the bid. The bid bond may be in the form of a certified or cashier's check payable to Jefferson County or a bond issued by a surety qualified to do business in the State of Florida having a rating of no less than A- by A.M. Best & Company. When the

bids have been opened and compared, the County will return the bonds of all except the two (2) lowest responsible bidders. When a contract is executed by the lowest responsible bidder and the public construction bid required by Section 255.05, Florida Statutes, together with certificates evidencing proof of necessary insurance, requirement shall be properly executed and furnished to Jefferson County, then the bid bonds of the two (2) lowest shall not enter into the contract required by County within thirty (30) days after written notice of award on contract and furnish to County the required public construction bond along with proof of insurance as required in the bid documents, then, and in such event, the amount of the bid bond of the lowest responsible bidder shall be forfeited to County and thereupon, County, at its option, may proceed to enter into a contract with the second lowest responsible bidder.

**G. PUBLIC CONSTRUCTION BOND**

On each public construction project exceeding \$120,000 in cost, the successful bidder shall provide to County within thirty (30) days after written notice of award a public construction bond in accordance with the provisions of section 255.05, Florida Statutes, in the amount of one hundred percent (100%) of the contract price issued by a corporate surety approved by County having a rating of no less than A- by A.M. Best & Company and qualified to do business in the State of Florida.

**H. ATTORNEYS-IN-FACT**

Attorneys-in-fact who sign bid bonds of public construction bonds must file with each bond a certified and effective dated copy of their power of attorney.

**I. INSURANCE REQUIREMENTS**

All public construction projects shall require the contractor to secure all insurance requirements in the bid documents and specifically name the county as "additionally insured" on the certificate(s). Insurance requirements may vary depending on the scope of work; however, they shall never be less than \$100,000/\$300,000 general liability, \$25,000 property damage, and worker's compensation as prescribed by law.

**J. PUBLIC ENTITY CRIME STATEMENT**

Where applicable, contractors and vendors shall be required to submit a Public Entity crime Statement pursuant to F.S. 287.133.

**K. PUBLIC INSPECTION**

All bid proposals, written quotations, and any associated documents shall be made available to the general public for inspection at any time following the bid opening date and time or deadline.

**L. TIE BIDS**

Whenever two or more bids, which are equal with respect to price, quality, and service or other considerations as follows may be used for award consideration:

1. Ability to deliver the product or perform the contract in a timely manner and consistent with county requirement.
2. Experience and past performance.
3. Acceptable warranty/guarantee of future maintenance and service.
4. Possession of current licenses and certifications (when applicable).
5. Compliance with the provisions of the Drug-Free Workplace Act.

## **SECTION V**

### **COMPETITIVE BIDDING WAIVED**

A. Formal and informal competitive bidding procedures shall be waived when any of the following circumstances exist:

1. When, due to the nature of the service or type of product required, there is no known competition in the market place.
2. When the product is being procured directly from the manufacturer and/or standardization is determined necessary.
3. When purchases are made under the State of Florida or Federal C.S.A. contracts.
4. When purchases are made utilizing contracts or agreements made by other governmental agencies.
5. When, due to the nature of the product (e.g. fuels and lubricants) no stable pricing market exists, the Board may authorize the department head to accept short-term bids or negotiate with suppliers for the best pricing.

B. When circumstances in Section A. above are met and the competitive bidding requirements are waived, the procurement thresholds established herein shall apply.

C. When an emergency exists and a delay caused by the bidding procedure would be detrimental and against the public interest, the Department Director may waive the competitive bidding process for purchases or contracted services up to \$10,000. The Board Chairman may authorize purchases or contracted services for \$10,000 or more when an emergency exists and report his actions at the next regular Board meeting.

## SECTION VI

### PAYMENT REQUESTS

A. Payment requests for items or contracted services to the Clerk of Court/Finance Department shall be authorized (signature required) as follows:

<u>AMOUNT OF CONTRACT OR EXPENDITURE</u>	<u>AUTHORIZED SUPERVISOR</u>	<u>DEPT DIRECTOR</u>	<u>BCC</u>
\$0 to \$1000	x		
\$1000 to \$5000		x	
\$5000 to \$10,000		x	
\$10,000 or more			x

During Periods of extended absence, the Department Director's designee may authorize payments to be made.

B. The Board of County Commissioners shall award all projects in excess of \$10,000. The Department Director is authorized to process all progress payments of Board awarded projects, which are, less than \$100,000 in cost by remitting to the Clerk of Court. The Board shall approve all progress payments for projects in excess of \$100,000.

C. Change orders to equipment purchases and contracted services less than \$10,000 may be authorized by the Department Director. All change orders in excess of \$10,000 must be authorized by the Board unless a delay is against the public interest in which case the Chairman shall authorize the work and report his actions at the next regular Board meeting.

D. Each Department Head shall have one designee authorized to make purchases up to \$1000.

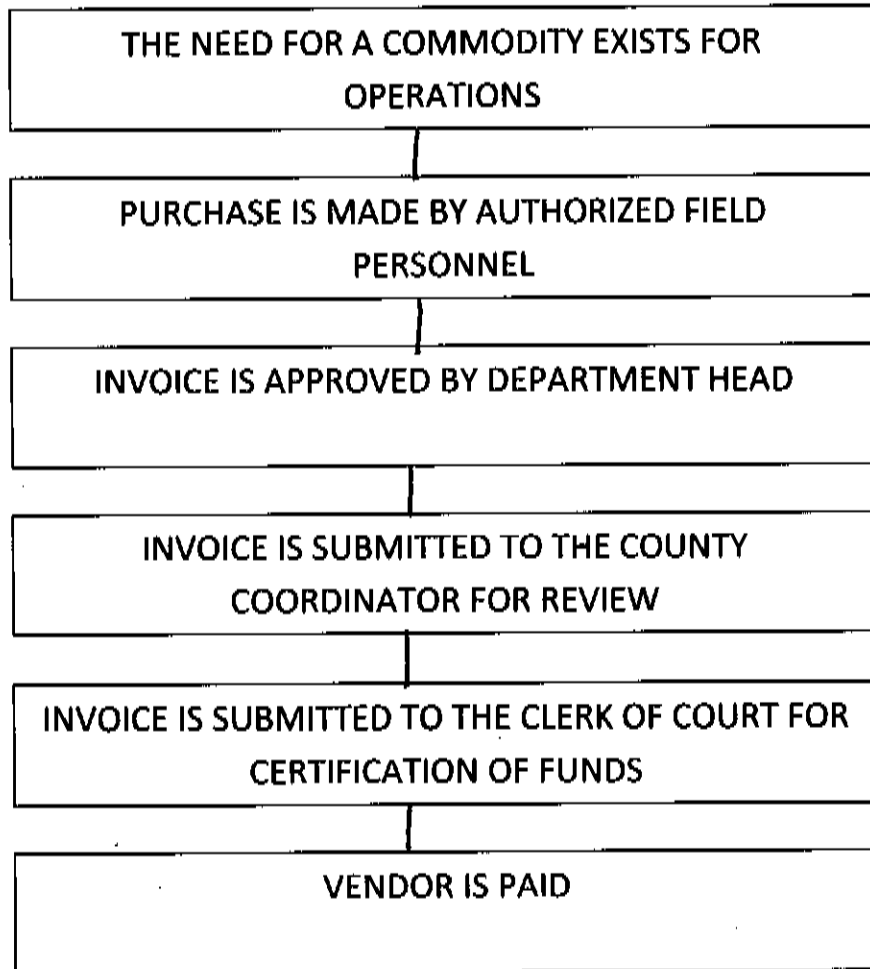
E. Invoices submitted to the Clerk of Court for payment shall include the signature of the Department Director (and/or designee when appropriate) as well as the approval and signature of the County Coordinator.

**SECTION VII**

**PURCHASE CARD SYSTEM (P-CARD)**

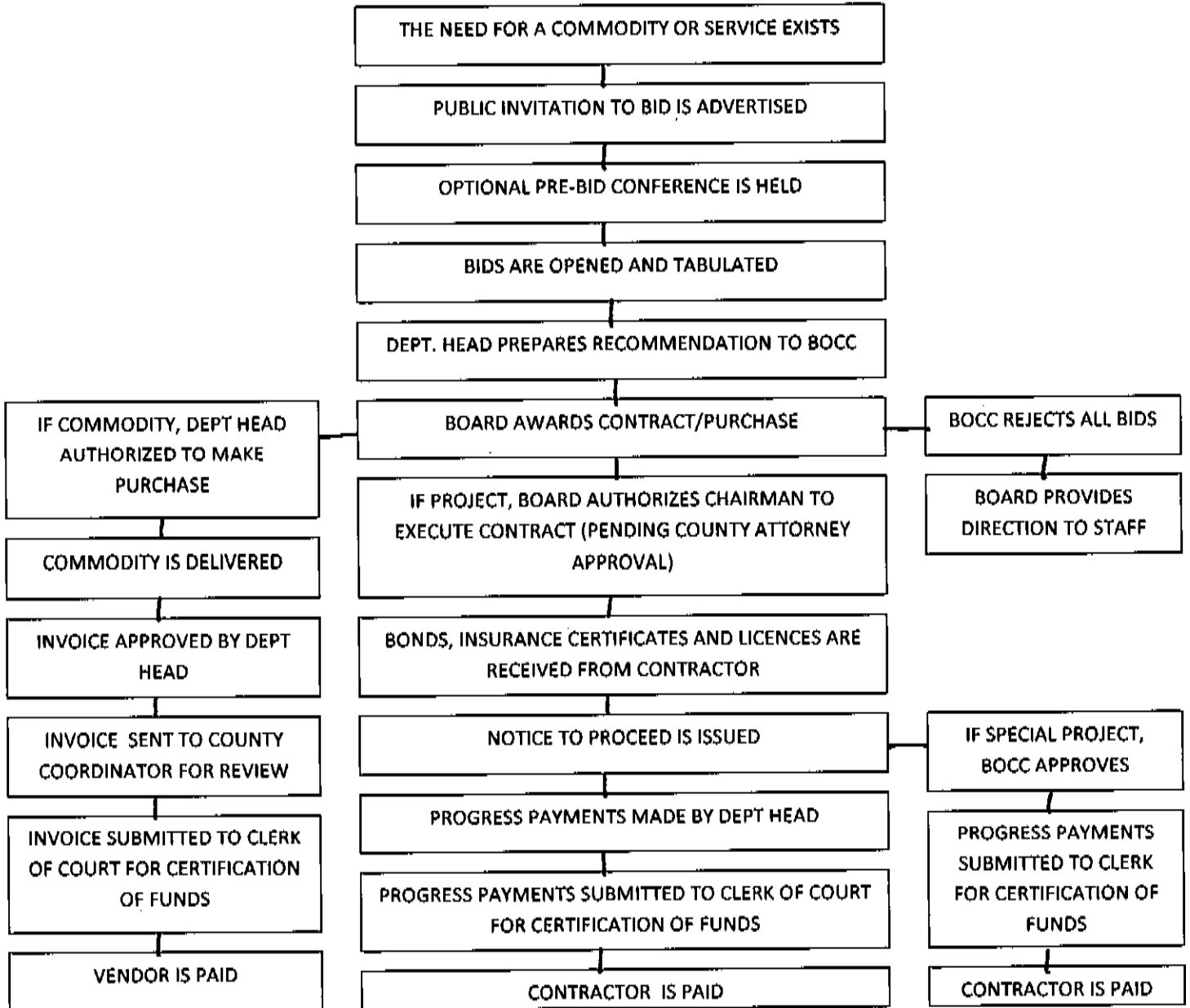
# FLOW CHART

## **PROCEDURES FOR PURCHASES UP TO \$1000**



# FLOW CHART

## PROCEDURES FOR PURCHASES UP OF \$10,000 +





**SIGNED ACKNOWLEDGMENT**

**I, \_\_\_\_\_, HEREBY  
ACKNOWLEDGE THAT I HAVE READ AND  
REVIEWED THE JEFFERSON COUNTY  
PURCHASING POLICY. I UNDERSTAND THAT  
AS A COUNTY DEPARTMENT HEAD, I AM TO  
ADHERE TO THE POLICY AS LONG AS IT  
REMAINS IN FORCE. I ALSO HEREBY  
DESIGNATE \_\_\_\_\_  
AS THE MY DEPARTMENT'S ONE DESIGNEE,  
THEREBY MAKING HE/SHE AUTHORIZED TO  
MAKE PURCHASES ON MY DEPARTMENT'S  
BEHALF ACCORDING TO THE LIMITATIONS  
SET FORTH IN THIS POLICY.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## 2010-2011 BUDGET WORKSHEET

### Road Department

	2009-2010				2010-2011	
	Est Revenue	Actual Rev thru 8/30	Est Rev thru 9/30	Est Revenue	10/11 Budget Req.	BOCC Approved
<b>REVENUES</b>						
LOCAL OPTON GAS TAX	\$ 645,760	\$ 543,785	\$ 621,469	\$ 666,287		
9TH CENT GAS TAX	\$ 128,966	\$ 11,352	\$ 12,973	\$ 134,260		
RACING TAX	\$ 111,625	\$ 111,625	\$ 127,571	\$ 111,625		
MOTOR FUEL TAX REBATE	\$ 10,000	\$ 15,917	\$ 18,191	\$ 27,000		
7TH CENT POUR OVER TRUST	\$ 283,039	\$ 238,945	\$ 273,045	\$ 301,148		
MOTOR FUEL USE TAX	\$ 1,000	\$ 1,678	\$ 1,918	\$ 1,000		
5TH & 6TH CENT GAS TAX	\$ 338,490	\$ 291,059	\$ 332,639	\$ 377,623		
<b>Total Revenues</b>	<b>\$ 1,518,880</b>	<b>\$ 1,214,330</b>	<b>\$ 1,387,806</b>	<b>\$ 1,618,943</b>		
<b>EXPENSES</b>						
COMMUNICATIONS	\$	\$ 86	\$ 98	\$		
EQUIP MAINT REPAIRS	\$	\$ 808	\$ 923	\$		
EQUIP MAINT PARTS	\$	\$ 1,788	\$ 2,044	\$		
OPERATING SUPPLIES	\$	\$ 643	\$ 735	\$		
UNEMPLOYMENT COMP	\$	\$ 1,932	\$ 2,209	\$		
COUNTY TRANSP. - SALARIES	\$ 683,081	\$ 595,126	\$ 714,151	\$ 695,613		
COUNTY TRANSP - OVERTIME	\$ 16,000	\$ 28,512	\$ 34,214	\$ 14,880		
FICA	\$ 52,450	\$ 46,768	\$ 56,122	\$ 55,003		
RETIREMENT	\$ 67,452	\$ 62,261	\$ 74,713	\$ 77,436		
EMPLOYEES HEALTH INS	\$ 149,280	\$ 100,618	\$ 120,742	\$ 157,920		
WORKERS COMPENSATION INS	\$ 64,240	\$ 59,084	\$ 70,901	\$ 71,379		
<b>Payroll Expenses</b>	<b>\$ 1,032,503</b>	<b>\$ 892,369</b>	<b>\$ 980,369</b>	<b>\$ 1,072,231</b>		
SBOA EXPENSE	\$ 120	\$ 3	\$ 3	\$ 6		
ENG TESTING & SURVEYING	\$	\$ 5,898	\$ 6,740	\$ 120,000		
CONTRACTOR SERVICES	\$ 10,000	\$ 82,007	\$ 93,723	\$		
TRAVEL & TRAINING	\$ 1,000	\$ 904	\$ 1,033	\$ 3,958		
COMMUNICATIONS	\$ 12,000	\$ 16,325	\$ 18,657	\$ 18,768		
POSTAGE	\$ 344	\$ 24	\$ 27	\$ 36		

UTILITIES	\$	12,951	\$	10,005	\$	11,434	S	12,045
EQUIPMENT/RENT/LEASE	\$	56,000	\$	167,485	\$	191,412	\$	96,000
BUILDING MAINTENANCE	\$		\$	18,998	\$	21,711	\$	10,000
OFFICE EQUIPMENT MAINT	\$	8,300	\$	5,333	\$	6,095	\$	5,000
ROAD EQUIPMENT REPAIRS	\$	290,000	\$	75,894	\$	86,737	\$	80,000
ROAD EQUIPMENT PARTS	\$		\$	134,211	\$	153,384	\$	136,000
ADVERTISING	\$		\$	1,331	\$	1,522	\$	1,200
MISC EXPENDITURES	\$		\$	5,272	\$	6,026	\$	5,035
OFFICE SUPPLIES	\$	6,100	\$	3,715	\$	4,246	\$	3,000
OPERATING SUPPLIES	\$	125,000	\$	61,076	\$	69,801	\$	64,502
FUEL	\$	500	\$	172,932	\$	197,636	\$	157,811
ROAD MATERIALS	\$	305,582	\$	150,181	\$	171,635	\$	220,000
PIPE SALES/OTHER	\$		\$	185	\$	211	\$	-
ROAD SIGNAGE	\$		\$	34,856	\$	39,836	\$	45,793
SUBSCRIPTIONS/MEMBERSHIPS	\$	500	\$	1,309	\$	1,496	\$	100
EQUIPMENT	\$	197,840	\$	509,734	\$	582,554	\$	6,255
LEASE PAYMENTS	\$		\$	18,310	\$	20,926	\$	97,200
LEASE INTEREST PAYMENT	\$		\$	2,393	\$	2,735	\$	5,400
<b>Total Expenses</b>		<b>\$2,058,740</b>		<b>\$2,355,305</b>		<b>\$2,652,296</b>		<b>\$2,058,740</b>
<b>FUNDS FROM GEN. REVENUE</b>	<b>\$</b>	<b>(539,860)</b>					<b>\$</b>	<b>(439,797)</b>
								<b>\$ 1,618,943</b>
								<b>\$-</b>