

Board of County Commissioners

Jefferson County, Florida

Stephen G. Fulford District 1, Chair	John Nelson, Sr. District 2	Hines F. Boyd District 3	Betsy Barfield District 4	Danny Monroe, III District 5
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Regular Session Agenda March 17, 2011 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
 - a) Recognition of Dr. Willie Tillman Williams - Comm. Nelson
 - b) Proclamation for VFW Post 251 & Ladies Auxiliary 10th Annual Awards Dinner & Banquet
3. Consent Agenda
 - a) Approval of Agenda
 - b) Minutes of March 3, 2011 Regular Session
4. Citizens Request & Input on Non-Agenda Items
(3 Minute Limit, No Commissioner Discussion.)
5. General Business
 - a) Local Preference Language/Purchasing Policy – Comm. Barfield/Gordon Dean
 - b) Water Conservation Month Proclamation
 - c) Dangerous Animal Ordinance Update – Buck Bird
 - d) College Park Horse Arena Discussion
 - e) Solid Waste Collection Update – Beth Thorne
 - f) Request to Approve Crime/Employee Dishonesty Policy – Kirk Reams
6. County Coordinator's Report
 - a) Department Head Reports
 - b) Request to Schedule Workshop-Vision Plan & Private Dirt Road Program
7. Citizen's Forum
(3 Minute Limit, Discussion Allowed.)
8. Commissioner Discussion Items
9. Adjourn

From the manual "Government in the Sunshine", page 40:

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

Kirk Reams
Clerk of Courts

Roy M. Schleicher
County Coordinator

Bird & Sparkman, P.A.
County Attorney

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
March 3, 2011

The Board met this date in regular session. Present were Chairman Stephen Fulford, Commissioners Betsy Barfield, Hines Boyd, Danny Monroe and John Nelson. Also present were County Coordinator Roy Schleicher, County Attorney Paula Sparkman and Clerk of Court Kirk Reams.

1. Chamber President Gordon Dean announced that Melanie Mays had been hired as Executive Director of the Chamber of Commerce.
2. On motion by Commissioner Barfield, seconded by Commissioner Nelson and unanimously carried, the Consent Agenda, consisting of the approval of the agenda and the minutes of the February 17, 2011 Regular Session, was approved.
3. John McHugh, on behalf of the Jefferson County Recreation Park Advisory Board, asked the Board to appoint a representative. Chairman Fulford volunteered. On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the Board approved Chairman Fulford as the Board's representative on the Recreation Park Advisory Board.
4. Julie Conley and Phil Calandra gave an update on the Jefferson County vision plan and requested a future workshop on the matter. Commissioner Barfield asked citizen Lou Barrington to explain how Blakely, Georgia had developed a similar plan. Mr. Barrington explained that the plan in Blakely involved moving that community from an agriculturally based economy to a service based economy. Chairman Fulford stated his desire to look at what the county currently had and hold a workshop on that material. Commissioner Boyd commented that the Blakely plan sounded very similar to Taylor County and these plans were costly. County Coordinator Roy Schleicher was tasked with setting up a future workshop on this issue.
5. Landfill Engineer Frank Darabi presented a resolution to the Board that urged legislation to create a zone of discharge for groundwater within the limits of closed landfills. On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the approved Resolution No. 11-030311-01.
6. Commissioner Barfield introduced the investment policy discussion. She stated that most of the county funds were in local checking accounts that yielded little interest. Commissioner Barfield expressed concern with FDIC insurance on these accounts. She also stated that she realized the county needed to maintain liquidity. She recommended forming a committee to create a policy for investing in order to give the Clerk a tool to use for investing. Clerk of Court Kirk Reams stated his desire to maintain liquidity and low risk. Attorney Sparkman agreed to meet with Commissioner Barfield and Clerk Reams to work on a future investment policy proposal.
7. Commissioner Barfield introduced the internet cafe discussion. She expressed concern with internet cafes opening in Jefferson County. Commissioner Barfield was interested to how the citizens of Jefferson County felt about these cafes. She further stated that other counties had created local ordinances addressing these institutions. Attorney Sparkman stated that Leon County was waiting to see what the legislature was going to do. Chairman Fulford agreed that this situation should be addressed by the legislature first. Commissioner Nelson stated a desire to work on economic development because closed businesses were targeted by the cafe owners. He also agreed that he would like to see what happened at the legislative level before taking action. Commissioner Monroe concurred. Commissioner Barfield stated her desire to be pro-active and to let the citizens help guide the Board on this matter. Property Appraiser Angela Gray reminded the Board that if the property is leased to a non-profit organization, the original owner was still responsible for paying property taxes. However, she warned of proposed legislation to change this rule. Chairman Fulford stated the consensus of the Board was to wait until steps were taken by the legislature before the situation was addressed locally.
8. Commissioner Barfield introduced the Rules of Procedure for the distribution of workshop materials. She introduced "shall" language in regards to the requirement

for workshop material to be received 4 days prior to the workshop. Commissioner Boyd stated that he felt like the Board was putting itself in a box and that workshops were for free flow of ideas. He also stated he was worried about the potential of shutting down meetings. Commissioner Monroe stated that workshops were less formal and should remain flexible. Commissioner Barfield stated that she could live with the flexible language provided by Commissioner Boyd if every effort was made to meet the 4-day requirement. On motion by Commissioner Monroe, seconded by Commissioner Boyd and unanimously carried, the Board approved Resolution No. 11-030311-02, which amended the Rules of Procedure to include that "a preliminary meeting agenda and materials requiring pre-meeting review by Commissioners should be made available at least 4 days prior to the workshop, retreat or forum."

9. Attorney Paula Sparkman inquired as to whether or not there was any interest in the county accepting the Welcome Center property at the Florida-Georgia state line. Commissioner Boyd responded that it was a nice piece of real estate that it would be hard to say "no" to the opportunity. Chairman Fulford commented that the property had been on the market for a long time. Commissioner Monroe stated his desire for flexibility in regards to the county's potential ownership of the property. County Coordinator Roy Schleicher requested to look into this matter with the County Attorney. It was the consensus of the Board to allow the County Coordinator this request.
10. Property Appraiser Angela Gray presented the draft ordinance for the Low-Income Senior Citizen Homestead Exemption, with projected estimates of lost revenues from the \$10,000 to \$50,000 exemption ranges. Commissioner Boyd suggested starting at the \$5,000 exemption range to see a more gradual impact due to tight budget times. Commissioner Nelson commented that he felt the 200 estimated number of exemptions was a very conservative number. Commissioner Monroe voiced concerns about both the budget and helping seniors. Chairman Fulford asked Mrs. Gray what Madison County had done, to which she responded that Madison had a \$50,000 exemption and approximately 175 exemptions. Commissioner Boyd stated his worries about losing too much revenue and having to either raise taxes or cut services. Commissioner Barfield stated she was comfortable starting with the \$15,000 exemption. On motion by Commissioner Barfield, seconded by Commissioner Boyd and unanimously carried, the Board approved the ordinance to be drafted and publicly heard at the \$15,000 exemption level.
11. Engineer Alan Wise, with Preble-Rish, presented the Jefferson County Rock Mine analysis to the Board. Based on the study, Mr. Wise stated that it was costing the county approximately \$20 per ton to produce the material from the mine. He also explained that the maximum Limerock Bearing Ration (LBR) was 50, but that FDOT required a minimum score of 100 for road base. He explained that labor and equipment expenditure information for April-December of 2010 was made available by county staff. Also provided was production information for the mine for September-December 2010. Commissioner Barfield inquired as to why more operational data was not available, to which County Coordinator Roy Schleicher responded that the Road Department only gave information that it was comfortable with. Commissioner Boyd gave a history of the mine's operations and stated his concern with the appropriateness of costs used in the study that he considered overhead. Commissioner Barfield asked whether this material could be purchased cheaper than the county could produce it. Engineer Alan Wise responded that, based on this study, the county could purchase material cheaper than it could produce it. Commissioner Nelson stated his belief that the report did not have enough data to accurately measure in order to draw conclusions. Commissioner Nelson asked what the county's typical yearly requirement was for this material. Commissioner Boyd responded that this amount was approximately 30,000 tons a year, but the major problem was the county's hauling capacity. Commissioner Boyd presented an analysis showing that material could be produced at \$4.42 per ton. Chairman Fulford commented that at that rate, the county was only producing 50 LBR material and the county could purchase 100 LBR material for approximately \$4.50 per ton. Commissioner Boyd stated his opinion that the net effect on the Road Department budget would be an increase because the county cannot haul all the material itself. Engineer Scott Sheffield, with Preble-Rish, stated that in order for the county to use road base as a match for any grant, the material needed to have an LBR of 100. He also stated that the county does not currently have the type of equipment necessary to get to that material at the mine. Commissioner Monroe stated that there had been

water issues at the mine in the past and that quality material was there but the county needed the equipment to get to it. Commissioner Barfield stated that production would have to increase to generate 30,000 tons per year. She stated that she felt like there was potential for the county to partner with an active contractor. She also expressed concern over the cost of production versus the cost of purchasing. Commissioner Boyd stated that local businesses would suffer and that road base on demand would be more difficult to obtain. Commissioner Barfield responded that she was not sold on any local effects and that demand issues could be handled by planning and stockpiling. Commissioner Nelson responded that there were many unknowns and that this might be a good issue to workshop. Commissioner Barfield stated that it was unfortunate that records were not available and that the county is potentially paying more to produce material than it would cost to purchase. County Coordinator Roy Schleicher stated that historical information was not available and suggested associating Preble-Rish with an expert in the mining field while accumulating data and tracking costs over the next few months. Commissioner Barfield asked if the county could rely on Mr. Harvey to provide correct information. Engineer Alan Wise responded that the information and method of receiving it has been fine thus far. Commissioner Boyd responded that former Suwannee County Commissioner Randy Hatch, an experienced mine operator, had offered to share his knowledge and analyze the county's mine operation. It was the consensus of the Board to take advantage of Mr. Hatch's offer and continue to operate the mine in the interim.

12. County Coordinator Roy Schleicher informed the Board that after a meeting with Road Superintendent David Harvey to review his budget, it was determined that Mr. Harvey should be right on target by fiscal year end.
13. Commissioner Barfield asked for an update with the new debt collection vendor for EMS bills. She expressed concern with any potential problems of obtaining records from the billing company.
14. Commissioner Barfield asked about the Dangerous Animal Ordinance, to which Attorney Paula Sparkman stated a draft would be available at the next meeting.
15. Commissioner Barfield stated she looked at the potential for a bike lane on a section of Highway 90 with Harry Reed of the CRTPA. She stated a desire for more "Share the Road" signs.
16. Commissioner Barfield informed the Board that she had been asked to serve on the Tallahassee Leon County Economic Development Board.
17. Chairman Fulford announced that the Leon County Commission was hosting an Honest Services Fraud Law workshop on March 15th, 2011 from 1:30 to 3:00 pm in chambers.
18. The warrant register was reviewed and bills ordered paid.
19. On motion by Commissioner Barfield, seconded by Commissioner Nelson unanimously carried, the meeting was adjourned.

Chairman

Attest: _____
Clerk

RESTORATION ASSISTANCE, INC.

260 N. Cherry Street • Monticello, FL 32344

(850) 997-3352

(850) 997-2086 - facsimile

www.RestorationAssistance.com

DRAFT LOCAL BUSINESS PREFERENCE LANGUAGE FOR JEFFERSON COUNTY PURCHASNG POLICY

➤ **Delete Section IV.D – Award Considerations in its entirety and replace with the following:**

D. Local Business Preference

1. The local business preferences in this section shall not apply to procurements involving state, federal, or other sources of funding that prohibit local preferences.

2. Preference in bidding. In purchasing of, or letting of, contracts for procurement of property, materials, contractual services, and construction in which pricing is the major consideration, the authorized purchasing authority of the County shall give a preference to local businesses in making such purchase or awarding such contract, in an amount of five percent of the bid price, not to exceed \$50,000.

3. Preference in requests for proposals. In purchasing of, or letting of, contracts for procurement of property, materials, contractual services, and construction for which a request for proposals is developed with evaluation criteria a local preference of five percent of the total score shall be assigned for a local business.

4. All contract awards to non-local businesses shall contain a 25 percent local business work target. Successful non-local businesses shall agree to subcontract not less than 25 percent of the dollar value of the contracted work and materials to local businesses, unless the non-local business can demonstrate to the County's satisfaction that local businesses cannot cost-effectively provide the required materials, goods, or services. In that case, the non-local businesses shall maximize utilization of local businesses to the extent possible.

5. For purposes of this section, "local business" shall mean a business which:

(1) Has had a fixed office or distribution point located in and having a street address within Jefferson County for at least six months immediately prior to the issuance of the request for competitive bids or request for proposals by the county; and

(2) Holds any business license required by the county, and/or, if applicable, the City of Monticello; and

(3) Employs at least one full-time employee, or two part-time employees whose primary residence is in Jefferson County.

6. Any vendor claiming to be a local business shall so certify in writing to the Clerk of the Court. The certification shall provide all necessary information to meet the requirements of Section D.5. It is the responsibility of any vendor claiming to be a local business to include a copy of their certification in their bid or proposal. The bid committee shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

➤ **Amend Section IV.E - Procurement of Professional Services as follows:**

Add to the end of E.2 – Pursuant to Section IV.D.3, a local preference of five percent of the total score shall be assigned to the evaluation criteria for local businesses.



➤ **Amend Section IV.L - Tie Bids as follows:**

Add 1. Local businesses shall be awarded the bid when tied with a non-local business if the provisions of Section IV.D – Local Business Preference do not apply to the solicitation, unless specifically prohibited by the funding source.





SUWANNEE RIVER WATER MANAGEMENT DISTRICT

February 4, 2011

Jefferson County Board of Commissioners
1 Courthouse Circle
Monticello, FL 32344

DON QUINCEY, JR.
Chairman
Chiefland, Florida

N. DAVID FLAGG
Vice Chairman
Gainesville, Florida

CARL E. MEECE
Secretary/Treasurer
O'Brien, Florida

ALPHONAS ALEXANDER
Madison, Florida

C. LINDEN DAVIDSON
Lamont, Florida

RAY CURTIS
Perry, Florida

HEATH DAVIS
Cedar Key, Florida

JAMES L. FRALEIGH
Madison, Florida

GUY N. WILLIAMS
Lake City, Florida

DAVID STILL
Executive Director
Lake City, Florida

Subject: Water Conservation Month Proclamation

Dear Board of Commissioners:

In December 2010, the Suwannee River Water Management District issued a Phase I Water Shortage Advisory that became effective in January of this year. The advisory was declared in response to drought conditions that are expected to continue at least through spring. In addition, a permanent, year-round landscape irrigation rule is in effect throughout the District. Due to the likelihood of future droughts and water supply shortages throughout our region, it is important that citizens become aware of these watering rules and that they develop life-long water conservation habits.

The District respectfully requests your help in raising public awareness by declaring April 2011 as Water Conservation Month in Jefferson County.

For more than a decade, April has been designated as Water Conservation Month by the Governor and Cabinet. In recognition and support, local governments and entities have adopted proclamations encouraging their communities to practice water conservation.

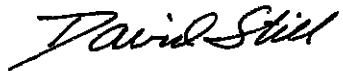
This is an opportunity for Jefferson County to promote water conservation as a means of protecting our rivers, springs and other groundwater and surfacewater resources by issuing a proclamation (please see enclosed sample) and by celebrating Water Conservation Month.

Please let us know if/when you plan to place this on your March meeting agenda or otherwise issue the proclamation so that we may include mention of your efforts in our media releases. Let us know, too, if you plan to sponsor any special Water Conservation Month activities.

Thank you for your leadership in helping to promote the protection and conservation of our water resources.

Water for Nature, Water for People

Sincerely,

A handwritten signature in black ink that reads "David Still". The signature is written in a cursive style with a prominent initial "D".

David Still
Executive Director
Suwannee River Water Management District

/dad

Enclosure: Sample Proclamation

PROCLAMATION

WHEREAS, clean, safe and sustainable water resources and supplies are vital to _____'s (insert county, city, entity name) economy, environment and its people; and

WHEREAS, a permanent, year-round landscape irrigation rule is in effect for all citizens within the Suwannee River Water Management District; and

WHEREAS, the State of Florida, the Suwannee River Water Management District, and _____(insert county, city, entity name) are working together to increase awareness about the importance of water conservation; and

WHEREAS, the _____(insert county, city, entity name) and the State of Florida have traditionally designated April, typically a dry month when water demands are most acute, as *Water Conservation Month*, to educate citizens about saving precious water resources; and

WHEREAS, the _____(insert county, city, entity name) is committed to setting a good example for its citizens regarding water conservation; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water;

NOW, THEREFORE, I, _____, (Mayor or other authority) of the _____(insert county, city, entity name), Florida, do hereby proclaim April 2011, as

WATER CONSERVATION MONTH

in the _____(insert county, city, entity name) and urge all residents and businesses to help protect our precious water resources by practicing water saving measures.

IN WITNESS WHEREOF, (insert usual closing for proclamations)

Mayor (or other authority)



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THE AGENCY

Public Risk Insurance Agency (PRIA) has established itself as one of the premier insurance services organizations for public entities in the United States. Our in-depth understanding of the unique risk exposures and operating environment of public entities allows us to tailor insurance products and services to effectively meet their needs. As the only independent insurance agency solely dedicated to the public entity market, we are uniquely qualified to meet and exceed the expectations of our clients. Our 18 years of insuring local governments has afforded us significant experience and insight into the unique challenges and constraints that our clients face.

In March 2000, PRIA became part of the Brown & Brown, Inc. family of agencies. Brown & Brown, Inc. is the sixth largest independent insurance agency in the United States, according to Business Insurance Magazine.

As a Brown & Brown company, PRIA has access to hundreds of insurance markets nationwide. With premium volume exceeding \$2,500,000,000 Brown & Brown is the largest agent for many national insurance companies. The buying power and premium leverage within the organization is surpassed by few agencies.

PRIA focuses on developing innovative approaches towards managing your risk. Cost effective insurance products, professional service, and commitment to client's needs are our primary goals. Proof of account satisfaction is reflected by a 97% business retention rate.



AN INTRODUCTION TO YOUR SERVICE TEAM

Alan Florez

Executive Vice President

Paul Dawson

Senior Vice President / Account Executive

Michelle Martin

Vice President / Account Executive

Brian Cottrell

Vice President / Account Executive

Cecilia "Ceci" Ford

Vice President / Account Executive

Robin Faircloth

Director of Operations

Tonya Mouser

Marketing Coordinator

Linda Burtchett

Account Representative

Patricia "Trish" Jenkins

Account Representative

Kate Gross

Account Representative

Melody Blake

Account Representative

Will assist with daily servicing of your account, including endorsements, client services, accounting and quality assurance.

Our Service Team philosophy focuses on accountability at all levels of account management. Our goal is not simply to meet your service needs, but to exceed them. All of the employees at PRIA are dedicated to achieving this goal and distinguishing ourselves from the competition.



PREFERRED GOVERNMENTAL INSURANCE TRUST (PGIT) OVERVIEW

Preferred Governmental Insurance Trust (PGIT) represents the most financially secure alternative for municipalities, counties, special districts and schools for property, liability and workers compensation insurance coverages, with a foundation built upon a personalized service commitment to its members, customized loss control initiatives and aggressive claims management. Specific coverages available through PGIT include:

Property and Equipment Breakdown	General Liability
Contractor's Equipment	EMT/Paramedic Professional Liability
Electronic Data Processing	Law Enforcement Professional Liability
Miscellaneous Inland Marine	Employee Benefits Administration Liability
Crime	Automobile Liability and Physical Damage
Bonds (Employee Dishonesty)	Public Officials Liability
Environmental Impairment Liability	Workers' Compensation

A variety of pricing options are available, from traditional guaranteed cost to deductible programs, to loss sensitive retrospective rating plans.

Following is a brief overview of the Trust structure and service components:

1. Legal Structure

- Multi-line intergovernmental pool
- Governed by Board of Trustees comprised of elected officials

2. Marketing

- Public Risk Underwriters, Lake Mary, Florida
- Kurt Heyman, Vice President-Marketing

3. Underwriting

- Public Risk Underwriters, Lake Mary, Florida
- Margaret Gross, Director of Underwriting

4. Loss Control

- Mike Marinan, Senior Safety & Risk Management Consultant
- Mike Stephens, Safety & Risk Management Consultant
- State of Florida approved program



5. Policy Issuance

- Public Risk Underwriters, Lake Mary, Florida
- Navrisk Management System
- Integrates interlocal agreement to participate with NCCI rules and regulations

6. Auditing

- Public Risk Underwriters, Lake Mary, Florida
- Quarterly self audits for Workers' Compensation

7. Claims

- Contractually provided for PGIT by Preferred Governmental Claims Solutions located in Lake Mary, Florida
- Toll free Workers' Compensation first notice of injury reporting line (866) 683-7710
- Toll free Workers' Compensation claims servicing line (800) 237-6617
- Toll free Property & Casualty claims servicing line (800) 237-6617
- Online access to Claims data for clients

8. Accounting

- Larry Shores, CPA, External Accountant, Shores & Company
- Specializes in intergovernmental pools
- Audited financial statements as required by the State of Florida

MISCELLANEOUS INSURANCE COVERAGES

To fully serve our clientele, Public Risk Insurance Agency can offer coverage for other exposures such as:

Bonds
Fiduciary Liability
Primary and Excess Flood
Workers' Compensation
Environmental Liability

Accidental Death & Dismemberment
Special Events
Airport Liability
Aboveground & Underground Petroleum Tank Liability



Preferred Governmental Insurance Trust Board of Trustees

Chair	Dwight E. Wolf	Mayor – City of Wildwood
Vice Chairman	Charles Walsey	Chairman - Cypress Grove CDD
Secretary	Joanna Wilkinson	Mayor – City of Haines City
Board Member	Robert Walker	Mayor – City of Springfield
Board Member	Tom Rice, Sr.	Vice Chairman – South Indian River WCD
Board Member	Joseph W. Gilliam	Clerk of County Court – Gilchrist County
Board Member	Welton Cadwell	Commissioner - Lake Sumter EMS

Preferred Governmental Insurance Trust Risk Advisory Board

Bill Bryan	Citrus County BOCC	Risk Manager
Alan Bullock	City of Venice	Risk Manager
Renee Daugherty	City of Davie	Risk Manager
Rickey Kendall	Hillsborough Transit Authority	Risk Manager
Chuck Magazine	Boynton Beach	Risk Manager
Christina Maguire	City of Ormond Beach	Risk Manager
Keri Martin	City of Winter Park	Risk Manager
Joel McPherson	City of Titusville	Risk Manager
Lori Parson	City of Naples	Risk Manager
Michael Quigley	City of Cape Coral	Risk Manager
Darrell Remole	Town of Jupiter	Risk Manager
Larry Shoeman	City of Avon Park	Risk Manager
Claudine Sutton	City of Haines City	Human Resources Director
Richard Swann	Hillsborough County Sheriff	Risk Manager
Sarah Taylor	St. Johns County	Risk Manager
Jennifer Valdes	City of Treasure Island	Personnel Director
Gerard Visco	Brevard County BOCC	Risk Manager



CLAIMS ADMINISTRATION

Preferred Governmental Claims Solutions (PGCS) administers and closely controls all claims from start to finish. PGCS is dedicated to serving Florida governmental agencies. This team of full-time, licensed adjusters understands federal laws and state statutes governing actions against public entities. A toll-free telephone number is provided.

You will find our approach to be aggressive and protective of your entity's interests. We take full advantage of rights afforded under the law. Setting a precedent of always settling claims does not characterize the Program's position.

In case of a disaster, a 24-hour claim hotline is available.

Online Claims Access is also provided for PGIT members. This will provide you with the ability to review Adjuster's notes, payment history, reserve history and financial summary for a specific claim.



PGIT SAFETY AND RISK MANAGEMENT SERVICES

The success of any public sector community is clearly tied to its ability to protect and preserve its human physical assets. This basic premise serves as the cornerstone of an effective Safety Management program and underscores the importance of Risk Control to the community. PGIT's Safety and Risk Management Department is very aware of the valuable contribution a comprehensive risk control program makes to the bottom-line of any organization.

At PGIT, Safety consultations originate with one basic thought—Specific measures can be recommended to minimize or eliminate the exposures that cause accidents. This does not mean that the workplace become no-risk utopias, but we expect our consultants to recommend measures to control/minimize all types of accidents, injuries and illnesses to our PGIT clients' operations and premises.

Stressing our problem solving skills...PGIT is dedicated to meeting the challenge of the complex problems facing public sector organizations...disarming these problems and converting them into factors, which work to the advantage of our clients. Our emphasis approach to risk control incorporates the following elements:

- **Exposure Identification** – Assist management in determining areas where a chance of loss might exist.
- **Exposure Measurement and Analysis** – Loss analysis and a review of the consequences of the exposures will be considered to develop alternative methods of control.
- **Determination and Selection of Appropriate Risk Control Methods** – Based on measurement and analysis and after considering alternative approaches, specific recommendations and/or a custom design Risk Control plan will be formulated.
- **Training and Safety Management Consulting** – After considering client needs specific training will be formulated and initiated to fit that need. Key personnel will be provided with the basic knowledge and skills they need to meet those identified needs. Program monitoring is accomplished through follow-up surveys with adjustments to the action plan made as needed. Specialty consulting services are available if necessary.

PGIT's Safety and Risk Management Department evaluates the unique needs to each client, ultimately designing a program that is capable of being integrated into the overall risk control efforts of each client. Our management system's direction to the problem solving approach is the foundation of our Safety and Risk Management Service.



**JEFFERSON COUNTY
CRIME**

Term: TBD to October 1, 2011

Company: Preferred Governmental Insurance Trust (PGIT)

Limits of Liability and Coverage:

Option 1

Employee Dishonesty	\$50,000 per Loss
Deductible	\$ 1,000
Premium	\$500

Option 2

Employee Dishonesty	\$100,000 per Loss
Deductible	\$1,000
Premium	\$750

Option 3

Employee Dishonesty	\$250,000 per loss
Deductible	\$1,000
Premium	\$1,000

Notes of Importance:

1. Employee dishonesty coverage is excluded for those employees required by law to be individually bonded. (only applicable if law or local ordinance requires individual bonds).
2. Includes Faithful Performance.

This proposal is intended to give a brief overview. Higher limits may be available. Please refer to coverage forms for complete details regarding definition of terms, exclusions and limitations.



**JEFFERSON COUNTY
PREMIUM RECAPITULATION**

	<u>Annual Premium</u>	<u>Check Option</u>	
		<u>Accepted</u>	<u>Rejected</u>
Crime / Employee Dishonesty			
Option 1	\$ 500	<input type="checkbox"/>	<input type="checkbox"/>
Option 2	\$ 750	<input type="checkbox"/>	<input type="checkbox"/>
Option 3	\$ 1,000	<input type="checkbox"/>	<input type="checkbox"/>

I authorize PRIA to request the underwriters to bind coverage on the items indicated above and acknowledge receipt of the Compensation and Financial Condition Disclosure(s) provided in this proposal.

(Signature)

(Name & Title)

(Date)



Notes of Importance:

1. PGIT is not subject to the Florida Insurance Guaranty Act, in the event it becomes unable to meet its claims payment obligations. However, insured is named on excess of loss policies.
2. Some of the Carriers of the PGIT excess of loss policies are issued pursuant to the FL Surplus Lines laws. Entities insured by surplus lines carriers do not have the protection of the FL Insurance Guaranty Act to the extent of any right of recovery for the obligation of an insolvent, unlicensed insurer.
3. Quote is subject to review and acceptance by PGIT Board of Trustees.
4. Premiums are subject to change if all lines of coverage quoted are not bound. **Premiums are flat minimum and not subject to pro rata and due within 30 days of binding.**
5. Not all coverages requested may be provided in this quotation.
6. This proposal is based upon exposures to loss made known to the Public Risk Insurance Agency. Any changes in exposures (i.e. new operations, new acquisitions of property or change in liability exposure) need to be promptly reported to us in order that proper coverage may be put into place.
7. **This proposal is intended to give a brief overview. Please refer to coverage agreements for complete information regarding definition of terms, deductibles, sub-limits, restrictions and exclusions that may apply.**



PGIT Compensation Disclosure

We appreciate the opportunity to assist with your insurance needs. Information concerning additional compensation paid to other entities for this placement and related services appears below. Please do not hesitate to contact us if any additional information is required.

Our office is owned by Brown & Brown, Inc. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so.

For the 2011 – 2012 policy year, your insurance was placed with Preferred Governmental Insurance Trust (PGIT). PGIT is an insurance trust formed by Florida public entities through an Interlocal Agreement for the purpose of providing its members with an array of insurance coverages and services. PGIT has contracted with entities owned by Brown & Brown, Inc. to perform various services. As explained below, those Brown & Brown entities are compensated for their services.

PGIT has contracted with Public Risk Underwriters (PRU), a company owned by Brown & Brown, Inc., to administer PGIT's operations. The administrative services provided by PRU to PGIT include:

- Underwriting
- Coverage review
- Marketing
- Policy Review
- Accounting
- Issuance of PGIT Coverage Agreements
- PGIT Member Liaison
- Risk Assessment and Control

Pursuant to its contract with PGIT, PRU receives an administration fee, based on the size and complexity of the account, of up to 12.5% of the premium you pay to PGIT. PRU may also receive commissions from insurance companies with whom it places your coverage, which commissions are derived from the premium you pay to PGIT. Multiple underwriters may be involved in the placement of your coverage. If so, they also may be compensated for their services from the premium you pay to PGIT.

PGIT has also contracted with Preferred Governmental Claims Solutions (PGCS), a company owned by Brown & Brown, Inc., for purposes of administering the claims of PGIT members. The services provided by PGCS to PGIT may include:

- Claims Liaison with Insurance Company
- Claims Liaison with PGIT Members
- Claims Adjustment



PGIT Compensation Disclosure (continued)

Pursuant to its contract with PGIT, PGCS receives a claims administration fee for those accounts which PGCS services of up to 5% of the non-property portion of the premiums you pay to PGIT.

PGIT also utilizes wholesale insurance brokers, some of which (such as Peachtree Special Risk Brokers and MacDuff Underwriters) are owned by Brown & Brown, Inc., for the placement of PGIT's insurance policies, and for individual risk placements for some PGIT members (excess and surplus lines, professional liability coverage, etc.). The wholesale insurance broker may provide the following services:

- Risk Placement
- Coverage review
- Claims Liaison with Insurance Company
- Policy Review
- Current Market Intelligence

The wholesale insurance broker's compensation is derived from your premium, and is largely dictated by the insurance company. It typically ranges between 10% and 17% of the premiums you pay to PGIT for your coverage. Some wholesale brokers used by Brown & Brown to place your coverage may also act as Managing General Agents for various insurance companies, and may be compensated directly by those insurance companies for their services in placing and maintaining coverage with those particular companies.

The wholesale insurance brokerage utilized in the placement of property insurance was Peachtree Special Risk Brokers, which is a company owned by Brown & Brown Inc. Furthermore, any professional liability coverage afforded by the package of insurance you purchased was acquired through Apex Insurance Services, which is also a company affiliated with Brown & Brown Inc.



Guide to Bests Ratings		
Best Category	Rating	Description
Secure	A++	Superior
Secure	A+	Superior
Secure	A	Excellent
Secure	A-	Excellent
Secure	B++	Very Good
Secure	B+	Very Good
Vulnerable	B	Fair
Vulnerable	B-	Fair
Vulnerable	C++	Marginal
Vulnerable	C+	Marginal
Vulnerable	C	Weak
Vulnerable	C-	Weak
Vulnerable	D	Poor
Vulnerable	E	Under Regulatory Supervision
Vulnerable	F	In Liquidation
Vulnerable	S	Rating Suspended
Not Rated	NR-1	Insufficient Data
Not Rated	NR-2	Insufficient Size and/or operating experience
Not Rated	NR-3	Rating Procedure Inapplicable
Not Rated	NR-4	Company Request
Not Rated	NR-5	Not Formally Followed
Rating Modifier	u	Under Review
Rating Modifier	q	Qualified
Affiliation Code	g	Group
Affiliation Code	p	Pooled
Affiliation Code	r	Reinsured

Guide to Best's Financial Size Categories		
Reflects size of insurance company based on their capital, surplus and conditional reserve funds in U.S. dollars.	I	Less than \$1,000,000
	II	\$1,000,000 - \$2,000,000
	III	\$2,000,000 - \$5,000,000
	IV	\$5,000,000 - \$10,000,000
	V	\$10,000,000 - \$25,000,000
	VI	\$25,000,000 - \$50,000,000
	VII	\$50,000,000 - \$100,000,000
	VIII	\$100,000,000 - \$250,000,000
	IX	\$250,000,000 - \$500,000,000
	X	\$500,000,000 - \$750,000,000
	XI	\$750,000,000 - \$1,000,000,000
	XII	\$1,000,000,000 - \$1,250,000,000
	XIII	\$1,250,000,000 - \$1,500,000,000
	XIV	\$1,500,000,000 - \$2,000,000,000
	XV	Greater than \$2,000,000,000

Public Risk Insurance Agency always strives to place your coverage with highly secure insurance companies. We cannot, however, guarantee the financial stability of any carrier.

Jefferson County Bialar Public Library Monthly Report for February, 2011

Statistics of interest

- 6238 Door count
- 2274 Materials checked out
- 82 Materials purchased
- 2355 Computer usage
- 195 Materials catalogued

Community Room Usage

- Health Department
- JC Educational Foundation
- Quilters
- Weight Watchers
- Disc Village
- First United Methodist MOPS
- Stepping Stones to Excellence
- Catholic Services
- Opportunity School
- Girl Scouts

Projects

- E Rate forms for 2011-12 submitted for telecommunications and internet reimbursement
- New lab painted, carpet ordered, desks arrived
- Working with Century Link and Wilderness Coast IT staff to address ongoing Internet issues
- Director worked on seven library employee evaluations

Other

Black History Month Open House held 2/1; see attachment for complete calendar

Sony Corp. training specialist from Atlanta did training demo on E readers they donated

Jefferson County cemetery project link added to computers

Met with Brynwood staff about future on site programs

Three staff members attended summer reading program planning workshop in Leon County Library

Beginning Digital Photography Class held

Beginning Computer class held

Two Income Tax assistance sessions held in Community Room

Adult Book Club discussed *The Lacuna* by Barbara Kingsolver

Home Schooled Book Club met and added two members

Library closed circuit security system ordered

Outreach for Black History Month to Jefferson Elementary

Director and staff liaison attended Library Friends and Board workshop at State Library in Tallahassee

Held four preschool family storytimes

On site visit, tour and storytime to Jefferson County Head Start

Two on site after school storytimes and craft programs for TCC Innovation Academy

Director attended workshop at TCC on Google Analytics

Budget within limits

Black History Month at your library



Tuesday February 8, 6 pm

Join David Ward and George Cole for an informative program on their project to locate and identify black cemeteries.

Saturday February 12,

1-3 pm

The 22nd Annual African American Read In. Bring a favorite book or just come to listen!

Tuesday February 15, 6 pm

Enjoy motivational presentations by speakers Devondrick Neely and Clinton Byrd.

Saturday February 19, Noon

Movie day-- "The Autobiography of Miss Jane Pittman" will be playing in our community room.

Tuesday February 22, 6 pm

End the month on a high note by being a part of the Prophecy Music Group experience—a high energy interactive presentation for all ages.

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			
February 2011		February 2010	
Building	16	Building	14
Electrical	13	Electrical	12
Plumbing	2	Plumbing	0
Mechanical	2	Mechanical	5
Mobile Homes	2	Mobile Homes	2
Relocate	0	Relocate	1
Demolish	0	Demolish	0
Miscellaneous	0	Miscellaneous	8
City Permit	12	City Permits	11
City Fees	\$1,417.70	City Fees	\$986.79
County Permits	23	County Permits	31
County Fees	\$5,319.89	County Fees	\$4,255.58
Total		Total	
City/County Permits	35	City/County Permits	42
City/County Fees	\$6,737.59	City/County Fees	\$5,242.37

February 2011		February 2010	
Radon Fee	\$229.26	Radon Fee	\$379.97
Building Permit Fee	\$5,948.33	Building Permit Fee	\$4,477.40
Mobile Home Permit Fee	\$560.00	Mobile Home Permit Fee	\$385.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$0.00	Contractor Licenses Fee	\$0.00
Business & Home Occup Fee	\$100.00	Business & Home Occup Fee	\$224.00
Total	\$6,837.59	Total	\$5,466.37

February 2011		February 2010	
New Construction Permits (Residential)	2	New Construction Permits (Residential)	0
Commercial Permits (Non-Residential)	3	Commercial Permits (Non-Residential)	1
Mobile Home Permits	2	Mobile Home Permits	2
Repair & Addition Permits	28	Repair & Addition Permits	33
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	0	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	6
Total	35	Total	42
Valuation		Valuation	
Valuation Home Permits	\$359,182	Valuation Home Permits	\$0
Valuation Commercial Permits	\$588,190	Valuation Commercial Permits	\$72,000
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$150,615	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$416,294

JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

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

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

February 2011		February 2010	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$75.00
Simple Lot Split Fee	\$100.00	Simple Lot Split Fee	\$0.00
Family Subdivision Fee	\$0.00	Family Subdivision Fee	\$100.00
Minor Development Fee	\$0.00	Minor Development Fee	\$1,150.00
Major Development Fee	\$1,275.00	Major Development Fee	\$0.00
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)	\$1,140.00	Development Permits Fee (Mobile Homes)	\$570.00
Development Permits Fee (Residential)	\$2,605.32	Development Permits Fee (Residential)	\$1,242.79
Development Permits Fee (Commercial)	\$1,622.51	Development Permits Fee (Commercial)	\$594.50
Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$300.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$1,666.42
Total	\$7,042.83	Total	\$5,498.71

February 2011		February 2010	
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 _____)	1
Minor Development (No. Lots Created _____)	0	Minor Development (No. Lots Created _____)	0
Major Development (No. Lots Created _____)	0	Major Development (No. Lots Created _____)	1
Variance	2	Variance	0
Minor Replats	0	Minor Replats	1
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	4	Development Permits (Mobile Homes)	2
Development Permits (Residential)	3	Development Permits (Residential)	2
Development Permits (Commercial)	3	Development Permits (Commercial)	1
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	3	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	6
Total	16	Total	14

February 2011		February 2010	
Emergency Medical Impact Fee	\$2,127.32	Emergency Medical Impact Fee	\$185.58
Fire/Rescue Impact Fee	\$1,660.96	Fire/Rescue Impact Fee	\$144.48
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	\$600.00	911 Address Fee	\$300.00
Driveway Permit Fee	\$318.00	Driveway Permit Fee	\$159.00
Total	\$4,706.28	Total	\$789.06

Jefferson County Cooperative Extension Office
Monthly Report – Board of County Commissioners
Feb 2011 (submitted to County Coordinator, Feb 8, 2011)

4-H Youth Activities

- JGL-4-H Newsletter prepared and sent
- JGL-Assisting 4-Hers with demonstrations and speeches for County Event
- JGL-Legislative Committee Meeting – Feb. 2
- JGL-County Council Meeting – Feb. 7
- JGL-Camp Advisory Committee Meeting, - Feb. 8
- JGL-Demonstration Workshop – Feb. 9
- JGL-Soil and Water Conservation District Board Meeting – Feb. 10
- JGL-Safe and Nurturing Environment Committee Meeting – Feb. 11
- JGL-3rd Grade 4-H Club Meeting – Feb 15
- JGL-5th Grade 4-H Club Meeting – Feb 16
- JGL-Water Street Park Meeting – Feb 16
- JGL-Growers Meeting – Feb 16
- JGL-4th Grade 4-H Club Meeting – Feb. 18
- JGL-Safe and Nurturing Environment Committee Meeting – Feb 22
- JGL-State 4-H Advisory Committee – Feb. 25
- JGL-County Council Bake/Car Wash - Feb. 26
- JGL-School 4-H Club Meetings, 5th grade - Feb. 28
- JGL-Covenant Hospice Advisory Committee Meeting - Feb. 28
- KDJ- Spring Break Camp Posters- Distributed to Schools- Feb 24
- KDJ- Tooth Brushing (Youth) - Jefferson County Head Start-Feb 21

Agriculture and Natural Resources Activities

- JED - Northwest District Beef Conference Marianna - FEB 9
- JED - Jefferson County Soil and Water District Board meeting Monticello - FEB 10
- JED - Florida-Georgia Wildlife Update planning meeting Monticello - FEB 11
- JED - Working Group for USDA Inspected Meat Processing Facility - FEB 15 and 25 Monticello
- JED - Presentation: "Gardening for Butterflies and Moths" Jefferson County - FEB 15 Gardeners Group, Monticello
- JED - Extension Staff Meeting - FEB 16
- JED - North Florida Livestock Show (Beef Division) Madison - FEB 23
- JED- Round Up Resistant weed management workshop; Live Oak - FEB 24

FAMU, 4-H & Ag Agent – Jefferson County

- CW - NW District FCS/4-H PIT Meeting (Destin, FL) – Feb 2-4
- CW – New 4-H Faculty In-service training (Gainesville) – Feb 8
- CW – New Faculty In-service training (Gainesville)- Feb 9-10
- CW – Promotion workshop (Quincy) – Feb 14
- CW – 3rd Grade 4-H Club Meeting(JCES) – Feb 15
- CW – Met with Mrs. Golden & Gallons – Feb 17
- CW -4th Grade 4-H Club Meeting – Feb. 18
- CW – Local Gardening meeting at Health Dept. – Feb 18
- CW – Meeting at Green Industries about land and classroom usage - Feb 18
- CW – Met with Steve Tuller (NRCS) Feb 22

Family & Consumer Sciences

- KDJ-Black History Month kick-of- library- Feb 1
- KDJ- UF FCS Retreat- Miramar FL- Feb 2-4
- KDJ- Met with United Way Re-VITA Training
- KDJ-Tooth Brushing/ Flossing Workshop (Parents)-Head Start- Feb 10
- KDJ- SNTD Meeting (Whole Child)- Middle/High School- Feb 11
- KDJ- Homemakers Club Meeting- Feb 15
- KDJ- Meeting with Mentor- Jefferson County Extension Office-Feb 15
- KDJ- Volunteer Fire Department- 501(c) 3 Information- Jefferson County Extension Office – Feb 22
- KDJ- Shared Service Meeting- Library- Feb 21
- KDJ-SNTD Meeting (Whole Child)- Jefferson County Extension Office- Feb 22

Administrative and Other Activities, Faculty and Staff

- JGL- Extension Office Staff Meeting – Feb 16
- JGL - Meet with Roy Schleicher
- JGL – CED meeting, Polycom – Feb 14
- JGL – Dept. Heads Meeting Feb 22
- JGL – Extension Appraisal Meeting
- JGL –CED Meeting Poly-com – Feb 24
- KDJ- New Agent Training-Gainesville, FL- Feb 9-10
- KDJ- Promotion Workshop- Quincy, FL –Feb 14
- KDJ- Staff Meeting-Jefferson County Extension Office-Feb 16
- KDJ- NW District PIT Team Meeting –Feb 18th
- KDJ- Meeting with Roy Schleicher-

Jefferson County Fire Rescue
Monthly Department Report

TO: Mr. Roy Schleicher
County Coordinator

DATE: 11 March 2011

SUBJECT: Department Directors Report

FROM: Mark Matthews, Chief
Jefferson County Fire Rescue

REFERENCE: February 2011 Report
ATTACHMENTS: 0

JCFR CALLS FOR SERVICE THIS MONTH

2011	FEBRUARY	Y.T.D.
FIRE	46	102
EMS	217	416

Total: 263 Total: 517

FEBRUARY 2011 EMS COLLECTIONS - \$41,764.13

FISCAL YEAR EMS COLLECTIONS TOTAL - \$314,381.88

INSPECTIONS I have hired Larry Bates to perform requested inspections on an as needed basis.

INSPECTION INFORMATION UPDATE We are trying to gather information on the procedure used by other Counties for required inspections.

NEW STATION UPDATE We are looking for surrounding departments for comparison.

BUDGET UPDATE There have been no unexpected expenditures from either the Fire or EMS budgets.

**JEFFERSON
COUNTY ROAD
DEPARTMENT**

Memo

To: Jefferson County Board of County Commissioners

From: David R. Harvey, Road Superintendent

Date: March 8, 2011

Re: Informational Item – Road Department Summary of Monthly Activities for February-2011

General Roadway and Drainage Maintenance

- A) Limited road surface grading, stabilization and ditch maintenance activities were conducted on 144 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 12 Roads. Mowing on 0 roads.
- C) Patching also occurred on 25 roadways.

Driveway Connections

A total of 3 driveways were inspected. Need to review process driveways without approval!

Roadway and Drainage Reconstruction

Pulling Ditches Making Crowns On All Roads

Rock Quarry hauling out only

Brush cutting all broke down

Installed road bade on Still Rd and mixing

New dump truck installed tarp and installing shocks waiting on title for tag