

# Board of County Commissioners

## Jefferson County, Florida

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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

April 21, 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**
3. **Consent Agenda**
  - a) **Approval of Agenda**
  - b) **Minutes of April 7, 2011 Regular Session**
4. **Citizens Request & Input on Non-Agenda Items**  
(3 Minute Limit, No Commissioner Discussion.)
5. **General Business**
  - a) **Local Preference Resolution No. 11-042111-01 – Comm. Barfield**
  - b) **Local Mitigation Strategy Resolution No. 11-042111-02 – Carole Ellerbe**
  - c) **Investment Policy Committee – Comm. Barfield**
  - d) **Code Enforcement Procedures Discussion – Scott Shirley**
6. **PUBLIC HEARINGS – 7:00 P.M.**
  - a) **Ordinance No. 2011-04-21-11-01 Updating Dangerous Animals Ordinance**
  - b) **Ordinance No. 2011-04-21-11-02 Low-Income Sr. Citizen Homestead Exemption**
  - c) **Ordinance No. 2011-04-21-11-03 Aquifer Protection**
7. **County Coordinator's Report**
  - a) **Department Head Reports**
  - b) **Real Property Inventory – John McHugh/Shannon Metty**
  - c) **Private Dirt Road Program Update**
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  
April 7, 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 Buck Bird and Clerk of Court Kirk Reams.

1. Commissioner Barfield requested that item D, approval of mediation settlement agreement regarding former county employee Angela Scott, be moved to General Business as item E.
2. On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the Consent Agenda, consisting of approval of the agenda, minutes of the March 17<sup>th</sup>, 2011 Regular Session, and minutes of the March 17<sup>th</sup>, 2011 Workshop, was approved.
3. Commissioner Barfield introduced the CRTPA appointment item on the agenda. Commissioner Barfield stated that Commissioner Joyner was previously the Board's representative with Commissioner Boyd serving as the alternate. She commented that Commissioner Boyd has been serving since Commissioner Joyner left the Board. On motion by Commissioner Monroe, seconded by Commissioner Barfield and unanimously carried, the Board approved Commissioner Boyd as its CRTPA representative with Commissioner Barfield as the alternate for this year and to readdress the county's appointee on a yearly basis.
4. Clerk of Court Kirk Reams introduced the SCRAP submittal recommendation item on the agenda. Mr. Reams presented the Board with a list of previous SCRAP and SCOP projects received. County Engineer Alan Wise, with Preble-Rish, explained that many elements went into the criteria for DOT to award grant money. Among the criteria were agricultural traffic, connectivity, evacuation route capability and, most importantly, pavement conditions. Mr. Wise recommended submitting Lloyd Creek Road for the county's SCRAP submittal. On motion by Commissioner Monroe, seconded by Commissioner Barfield and unanimously carried, the Board approved Lloyd Creek Road as the county's SCRAP submittal.
5. Commissioner Barfield introduced the "Commissioner Hands-Off" policy item on the agenda. She explained that she would like to see the County Coordinator position function as an administrator. Commissioner Barfield explained the need for the County Coordinator to do the job of managing the department heads. Attorney Bird commented that the Board has no authority to punish other elected officials in relation to censure for malfeasance. Commissioner Barfield commented that she liked Commissioner Boyd's resolution and would like to incorporate it into her proposed resolution. She further stated that micro-managing by Commissioners does not allow the County Coordinator to his job effectively. Commissioner Nelson stated that there needed to be a position description to define the duties of the County Coordinator. Commissioner Boyd agreed with Commissioner Nelson and stated that the previous Board had given the issue of establishing a County Coordinator position much

- thought. Commissioner Boyd further stated he had an issue with Commissioner Barfield's proposed language, stating it was a "Commissioners do nothing" policy, which he said was the extreme opposite of what the voters wanted. Commissioner Boyd stated he has spent a lot of time with Road Superintendent David Harvey in order to learn what he does and could not have researched an issue like the chip-seal process if he was worried about censure. Commissioner Boyd commented that whenever he gets involved in a county issue, he informs the County Coordinator. Commissioner Barfield agreed that the Board needed to be involved in order to get things accomplished, but that it should be the decision of the entire Board to allow Commissioners to get involved in certain areas. She further commented that she would like to see the entire Board involved in decision making, not just one Commissioner. Commissioner Monroe responded that he had never told a Department Head what to do and had never gone around the County Coordinator. County Coordinator Roy Schleicher stated that the county had reached a point where five Commissioners could not run nine departments and that the personnel policy and County Coordinator job description needed to be tied to any proposed resolution. Commissioner Boyd commented that this was a good conversation to have in order to understand each others expectations and that groups do a better job of decision-making than individuals. Commissioner Boyd expressed concern with tying the hands of the Board with bureaucracy. Attorney Bird stated his belief that the term "non-interference" instead of "hands-off" should be used in any future proposed resolution. Commissioner Nelson stated his belief that the Board was not ready to resolve the issue at this time and that the Board did not need to hastily adopt a resolution on this issue. It was the consensus of the Board to readdress this issue at a later meeting.
6. County Coordinator Roy Schleicher presented a draft ordinance from Dr. Fred Vose, of Taylor County, pertaining to a proposed 300 ft. no wake zone in the vicinity of the Aucilla River Landing Boat Ramp. Chairman Fulford asked Attorney Bird if the county had the authority to implement this ordinance, to which Attorney Bird responded that Attorney Sparkman was researching the issue and would bring back before the Board at a later meeting.
  7. On motion by Commissioner Barfield, seconded by Commissioner Monroe and unanimously carried, the Board approved the mediation settlement agreement regarding former county employee Angela Scott.
  8. County Library Director Kitty Brooks reported on a recent trip to the state legislature. She stated that she is optimistic on funding issues despite a senate proposal for zero state aid for libraries. Commissioner Barfield asked how the Board could help, to which Mrs. Brooks replied they could help by contacting local delegates. Commissioner Nelson responded that he would be happy to get in touch with several of his state contacts.
  9. County Coordinator Roy Schleicher stated that the Road Department recently did a good job on the storm drain situation at Aucilla Christian Academy.
  10. Citizen Paul Henry stated that he would rather see money go towards the library than the "A" Building and encouraged the Board to spend less money than in the past.

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

Chairman Fulford responded that, as a county, we are operating with less revenue than five years ago with very little debt.

11. Commissioner Boyd stated his desire to have a workshop at the county mine with volunteer Randy Hatch. Henry Gohlke, with the Road Department, stated that the public could not be at the mine—even if it was not in operation—due to safety concerns. The workshop was set for May 10<sup>th</sup> at 9:00 AM at the Jefferson County Courthouse Annex.
12. Commissioner Barfield stated her desire to form a financial advisory committee to help formulate an investment policy for the county. She stated her hope was to use local citizens on the committee to bring a recommendation to the Board. Commissioner Nelson responded that he would like a constituent named Roosevelt Brooks to be considered.
13. Commissioner Nelson thanked the Commissioners for the proclamation in honor of the VFW Post 251.
14. Attorney Bird informed the Board that via a letter of intent the Boland family had been given a temporary easement over an old trail road through the ten acres owned by the county at the head of the Wacissa River. He further explained that the county reserved the right to move this access to the north and east thirty foot perimeter. Chairman Fulford asked if the Boland family was responsible for establishing the thirty foot easement. Attorney Bird responded that the Boland family was responsible for establishing the easement, but the county could reserve the timber rights. Commissioner Barfield asked if there was a time limit on the temporary access, to which Attorney Bird responded that there was not and the county could exercise its right to have the access moved at any time. Commissioner Monroe stated that people were concerned that two easements have been granted but that in actuality that was not the case. Chairman Fulford asked if the Board could send the Boland family a letter. Attorney Bird stated he could write a letter to the Boland family asking them to make no further improvements or perform any logging transportation along the temporary access road. Attorney Bird stated there was still the issue of the Boland family's offer of an alternative landing off Brumbley Road. It was the consensus of the Board to authorize Attorney Bird draft a letter regarding the easement. Commissioner Monroe stated that the county had no access to the river from Brumbley Road.
15. The warrant register was reviewed and bills ordered paid.
16. On motion by Commissioner Monroe, seconded by Commissioner Nelson unanimously carried, the meeting was adjourned.

\_\_\_\_\_  
Chairman

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

**RESOLUTION NO: \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, AMENDING THE JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS PURCHASING POLICY; REPEALING PROVISIONS RELATING TO AWARDS CONSIDERATIONS/LOCAL PREFERENCE; PROVIDING NEW PROVISIONS FOR LOCAL BUSINESS PREFERENCE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, THE Board of County Commissioners desires to adopt a resolution repealing and replacing Section IV D, and other related sections, of the Jefferson County Board of County Commissioners Purchasing Policy, originally adopted on September 16, 2010, and relating to local preferences in the purchase of goods or services; and

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

**SECTION 1. REPEAL OF SECTION IV D. OF THE JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS PURCHASING POLICY.** Section D., titled AWARD CONSIDERATIONS/LOCAL PREFERENCE is hereby repealed and replaced in its entirety 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 preference or when otherwise contrary to state law.
2. Preferences in Bidding. In purchasing of or letting of contracts for procurement of personal property, materials, contractual services, and construction in which pricing is the major consideration, the authorized purchasing authority of the County shall give preference to local businesses in making such purchase or awarding such

contract, in an amount of five (5) 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 personal property, materials, contractual services, and construction for which a request for proposals is developed with evaluation criteria, a local preference of five (5) percent of the total score shall be assigned for a local business.
4. All contract awards to businesses shall contain a twenty-five (25) percent local business work target. Successful businesses shall agree to subcontract not less than twenty-five (25) percent of the dollar value of the contracted work and materials to local businesses, unless the 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 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 currently and for at least six (6) months immediately prior to the issuance of the request for proposals or request for competitive bids by the County; and
  2. Holds any business licence 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 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 committee reviewing submittals shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor is a “local business.”

**SECTION 2. AMENDING SECTION IV. E. OF THE JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS PURCHASING POLICY.** Section IV. E, titled PROCUREMENT OF PROFESSIONAL SERVICES, shall be amended as follows:

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. Pursuant to Section IV.D.3, a local preference of five (5%) percent of the total score shall be assigned to the evaluation criteria for local businesses.

**SECTION 3. AMENDING SECTION IV. L. OF THE JEFFERSON COUNTY BOARD COUNTY COMMISSIONERS PURCHASING POLICY.** Section IV. L., titled TIE BIDS, shall be amended to include the following language:

6. If, after application of the local business preference in Section IV. D., there is a tie between two respondents, the award of the project shall go to the local business.

**SECTION 4. SEVERABILITY.** If any provision of this resolution or its application to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of this resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

**SECTION 5.EFFECTIVE DATE.** This resolution shall take effect immediately upon

adoption by the Board of County Commissioners.

**PASSED AND DULY ADOPTED** in regular session by the Board of County Commissioners of Jefferson County, Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

BOARD OF COUNTY COMMISSIONERS  
JEFFERSON COUNTY, FLORIDA

By: \_\_\_\_\_  
Stephen Fulford, Chairperson

ATTEST:

\_\_\_\_\_  
KIRK REAMS, Clerk of Circuit Court  
and Ex-Officio Clerk of Board of  
County Commissioners



*Jefferson County Sheriff's Office  
Division of Emergency Management*



*169 Industrial Park  
Monticello, FL 32344  
(850) 342-0211  
"We're Caring & Preparing"*



*David C. Hobbs, Sheriff*

*Carol Ellerbe, Director*

March 9, 2011

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

Dear BOCC,

A Local Mitigation Strategy (LMS) is a plan developed by the county to reduce and or eliminate the risks associated with natural and man-made hazards. These plans must be in accordance with the Disaster Mitigation Act of 2000 (DMA 2000). DMA 2000 is a mechanism for collaboration between state and local entities that encourages pre-disaster planning, recognizes need for mitigation, and designates funding for projects through Federal grant opportunities.

The Florida Division of Emergency Management and the Federal Emergency Management Agency have both approved the LMS plan, with the provision that resolutions are submitted.

The final step in the approval process is for the County and one jurisdiction within the County to approve the plan through resolutions. These plans must be updated and approved every five years to remain compliant.

Without an approved LMS a county will be unable to apply for many Federal grants

Sincerely,

Carol Ellerbe  
Director  
Jefferson County Emergency Management

Resolution #: \_\_\_\_\_

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON  
COUNTY, FLORIDA ADOPTING AN UPDATED  
JEFFERSON COUNTY LOCAL MITIGATION STRATEGY

WHEREAS, Jefferson County is subject to natural hazards such as floods, hurricanes, tropical storms, sinkholes, wildfires, drought, heat waves, winter storms and tornadoes and these hazards affect the health and property of the citizens of Jefferson County as well as its economic viability; and

WHEREAS, Jefferson County has updated the Local Mitigation Strategy and pre-identification and prioritization of Hazard Mitigation Grant Programs to become a part of the Statewide Hazard Mitigation Strategy; and

WHEREAS, the city is a part of the Jefferson County Plan with their pre-identification and prioritization of Hazard Mitigation Grant Program projects to become a part of the county-wide Hazard Mitigation Strategy; and

WHEREAS, Jefferson County had the need for services in order to formulate the Countywide Mitigation Strategy, and did accept offers of the city upon agreed upon terms and conditions; and

WHEREAS, the Local Mitigation Strategy Committee compiled a Local Mitigation Strategy document that meets the Federal/State Crosswalk;

NOW THEREFORE, BE IT RESOLVED, that the Jefferson County Board of County Commissioners adopt the Local Mitigation Strategy document for the purpose of preparation and development of Local Mitigation Strategies and pre-identification and prioritization of Hazard Mitigation Grant Projects that will become a part of the Statewide Hazard Mitigation Strategy.

BE IT FURTHER RESOLVED, that a copy of this resolution and the adopted Local Mitigation Strategy document be forwarded to the city for similar action.

PASSED AND DULY ADOPTED, in regular session with a quorum present and voting, by the Board of County Commissioners of Jefferson County, Florida this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

\_\_\_\_\_  
Kirk Reams, Clerk of the Court

\_\_\_\_\_  
Stephen Fulford, Chairman

U.S. Department of Homeland Security  
FEMA Region IV  
3003 Chamblee Tucker Road  
Atlanta, GA 30341



**FEMA**

February 1, 2011

Mr. Miles E. Anderson  
State Hazard Mitigation Officer  
Florida Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

Reference: Jefferson County, FL Multi-jurisdictional Hazard Mitigation Plan Update

Dear Mr. Anderson:

This is to confirm that we have completed a Federal/State review of the Jefferson County Hazard Mitigation Plan Update for compliance with the federal hazard mitigation planning standards contained in 44 CFR 201/6(b)-(d). Based on our review and comments, Jefferson County developed and submitted all the necessary revisions. Our staff has reviewed and approved these revisions. We have determined that the Jefferson County Hazard Mitigation Plan is compliant with federal standards, subject to formal community adoption.

In order for our office to issue formal approval of the plan, Jefferson County must submit final adoption resolution documentation. Upon submittal of such documentation to our office, we will issue formal approval of the Jefferson County Hazard Mitigation Plan.

If you have any questions or need any further information, please do not hesitate to contact Gabriela Vigo, of the Hazard Mitigation Assistance (HMA) Branch at (229) 225-4546 or Linda L. Byers, Planning Lead Specialist, at (770) 220-5498.

Sincerely,

A handwritten signature in black ink that reads "Robert E. Lowe". The signature is written in a cursive style with a long horizontal line extending to the right.

Robert E. Lowe, Chief  
Risk Analysis Branch  
Mitigation Division

**Chapter 21 ~~RESERVED~~ CODE ENFORCEMENT**

**Sec. 21 – 1. Generally**

The Jefferson County Code Enforcement Officer and Code Enforcement Board, pursuant to Chapter 162, F.S., shall enforce this Code and any County Land Development and Building Code requirements according to the procedures set forth below.

**Sec. 21 – 2. Definition of Code Enforcement Officer.**

For the purpose of this article, ACode Enforcement Officer@ means any authorized agent or employee of the county whose duty it is to ensure compliance with the codes and ordinances of the County.

**Sec. 21 – 3. Creation of Code Enforcement Board; Composition, Terms and Removal of Members; Organization.**

- A. There is created a Code Enforcement Board for the County, which shall consist of seven members appointed by the Board of County Commissioners. The Board of County Commissioners may appoint up to two alternate members to serve on the Board in the absence of Code Enforcement Board members. All members of the Code Enforcement Board shall be residents of the County and shall serve without compensation.
- B. The membership of the Code Enforcement Board shall, whenever possible, be made on the basis of experience or interest in the fields of zoning and building control and other areas listed in Sec. 21 - 5 and shall, whenever possible, include:
1. An architect;
  2. A business person;
  3. An engineer;
  4. A general contractor;
  5. A subcontractor;
  6. A realtor; and
  7. A citizen lay appointee.
- C. The initial appointments to the Code Enforcement Board shall be as follows:

1. Two members shall be appointed for a term of one year.
2. Three members shall be appointed for a term of two years.
3. Two members shall be appointed for a term of three years.
4. Alternate members, if appointed, shall be appointed for a term of one year.

Thereafter, each member shall be appointed by the Board of County Commissioners for a term of three years. A member may be reappointed. Appointments to fill any vacancy on the Code Enforcement Board shall be for the remainder of the unexpired term of office.

- D. If any member of the Code Enforcement Board fails to attend two of three successive meetings without cause and without prior approval of the chairman, the Code Enforcement Board shall declare the member=s office vacant; and the vacancy shall be promptly filled by appointment of the Board of County Commissioners.
- E. Members of the Code Enforcement Board may be suspended and removed from office by the Board of County Commissioners for cause after ten days= written notice and hearing before the Board of County Commissioners.
- F. At the first meeting of the Code Enforcement Board, the members shall elect a chair and a vice-chair, who shall be voting members, from among the members of the Code Enforcement Board. The presence of four or more members, including alternate members, shall constitute a quorum of the Code Enforcement Board necessary to take action. Special meetings of the Code Enforcement Board may be convened by the chair upon giving 48 hours= written notice to each member of the board.
- G. Regular meetings of the board shall occur no less frequently than once per quarter, or as necessary.
- H. Minutes and either mechanical or electronic recordings shall be maintained for all meetings and hearings held by the Code Enforcement Board; and all meetings, hearings and proceedings shall be open to the public.
- I. The Board of County Commissioners shall provide clerical support, including necessary supplies, to the Code Enforcement Board as may be reasonably required for the proper performance of its duties.

**Sec. 21 – 4. Legal counsel.**

- A. The County Attorney is hereby designated by the Board of County Commissioners to attend meetings of the Code Enforcement Board in order to assist and advise the Code Enforcement Board in the conduct of its hearings,

including the application of the procedures for hearings as set forth herein.

B. An attorney (other than the County Attorney) shall be appointed by the Board of County Commissioners to represent the County staff during such proceedings. The appointed attorney or a member of the administrative staff of the County shall present each case before the Code Enforcement Board. The Board may appoint the County Planning Commission Attorney to function in this capacity.

C. In no event may the County Attorney serve in both capacities.

**Sec. 21 – 5. Jurisdiction.**

A. The Code Enforcement Board shall have the jurisdiction to hear and decide alleged violations occurring within the unincorporated County and, if approved by interlocal agreement, within the municipal limits of the City of Monticello, of the following codes and ordinances the have been, or will in the future be, adopted by the County, or if applicable, by the City:

1. Florida Building Code, Building.
2. Florida Building Code, Residential.
3. Florida Building Code, Existing Building.
4. Florida Building Code, Plumbing.
5. Florida Building Code, Fuel Gas.
6. Florida Building Code, Mechanical.
7. Florida Building Code, Test Protocols.
8. Florida Building Code, Energy.
9. Florida Accessibility Code.
10. Florida Fire Prevention Code.
11. Florida Life Safety Code.
12. Florida Standard Housing Code.
13. Unsafe Building Abatement Code.
14. Land Development Code and Comprehensive Plan.

15. Contractors or contracting codes.
16. Subdivision codes.
17. Licensing codes, including business tax receipts and licensing.
18. Mobile home inspection code.
19. Dangerous Animal Control.

B. The jurisdiction of the Code Enforcement Board shall not be exclusive. Any alleged violation of any of the codes and ordinances referred to in subsection A of this section may be pursued by appropriate remedy in court, or in any other manner, or using any procedure, provided by State statute or by any local code in effect, or which in the future may be in effect, at the option of the appropriate official whose responsibility it is to enforce that respective code or ordinance.

### **Sec. 21 – 6. Enforcement Procedures**

- A. When the Code Enforcement Officer has reason to believe that the provisions of this Code or any County Building Code requirements are being violated, it shall initiate enforcement proceedings via the process set for in this section. No member of the Code Enforcement Board may initiate enforcement proceedings.
1. A notice of violation shall be served upon the owner, agent, custodian, lessee, or occupant to terminate and abate the violation in thirty (30) days of the date such notice is received by certified mail, hand delivery, or advertised in a newspaper of general circulation in the county. Such notice of violation shall include a sufficient description by address and/or legal description to identify the property upon which the violation exists; a description of the violation to be terminated and abated; and a statement that if the described violation is not terminated and abated within thirty (30) days after notice as herein provided, the Code Enforcement Board may order the Code Enforcement Officer to cause the violation to be terminated and abated, and to impose a lien upon the property for the actual cost of such termination and abatement.
  2. If such violation has not been terminated and abated within the thirty (30) period a second notice shall be sent notifying the offender that a code enforcement hearing has been requested. Such notice of violation shall further state the date, time and place in which the violation will be called up for hearing before the Code Enforcement Board.
  3. If a violation presents a serious threat to the public health, safety, and welfare, the Code Enforcement Officer shall immediately take the case

before the Code Enforcement Board, even if the violator has not been notified.

4. If a repeat violation is found, the Code Enforcement Officer shall notify the violator; but is not required to give the violator a reasonable time to correct the violation. The Code Enforcement Officer, upon notifying the violator of a repeat violation, shall notify the Code Enforcement Board and request a hearing. The Code Enforcement Board, through its clerical staff, shall schedule a hearing and shall provide notice pursuant to sub-section A. 2. above. The case may be presented to the Code Enforcement Board even if the repeat violation has been corrected prior to the board hearing; and the notice shall so state.
  5. All hearings before the Code Enforcement Board pertaining to this article shall be conducted in accordance with the procedures set forth in this Code.
- B.** After a case is set for hearing, the Secretary to the Code Enforcement Board may issue subpoenas as requested by the Code Enforcement Officer and the alleged violator. Subpoenas may be served by the Sheriff of Jefferson County. The County shall pay all costs of issuing and serving up to and including four (4) subpoenas requested by any party. Should a party request more than four (4) subpoenas, that party shall pay all costs incurred in issuing and serving those in excess of four.
- C.** Hearings before the Code Enforcement Board shall be conducted as follows:
1. The Code Enforcement Officer shall read the Statement of Violations and Request for Hearing.
  2. The alleged violator shall be asked if he wishes to contest the charges.
  3. The County shall present its case and alleged violator shall present his case. The County's case shall be presented by an attorney representing the County or by a member of the administrative staff of the County. The alleged violator's case may be presented by an attorney, or other representative chosen by the alleged violator.
  4. Both parties may call witnesses and all witnesses shall be sworn. All testimony shall be under oath and shall be recorded.
  5. Formal rules of evidence shall not apply, but fundamental due process shall be observed.
  6. Both parties may cross-examine witnesses and present rebuttal evidence.



7. The Code Enforcement Board and its attorney may call or question any witness.
  8. After all evidence has been submitted, the Chair shall close presentation of evidence.
  9. The Code Enforcement Board shall immediately deliberate and make a decision in open session. If a decision cannot be reached in the initial meeting, the Code Enforcement Board shall adjourn and reconsider the matter as soon as possible at a time and date certain.
  10. A decision of the Code Enforcement Board must be approved by at least four (4) members of that Board. The decision shall contain findings of fact and conclusions of law and shall state the affirmative relief granted by the Code Enforcement Board.
  11. The decision shall be announced as an oral order of the Code Enforcement Board and shall be reduced in writing within ten (10) days and mailed to the parties.
  12. The Code Enforcement Board may, at any hearing, order the reappearance of a party at a future hearing.
- D.** The Code Enforcement Board may issue whatever orders are necessary to bring the violation into compliance, including an order which directs the code inspector to cause the violation to be terminated and abated, and which further orders that a lien be placed on the property in an amount equal to the actual cost of terminating and abating the violation. No order of the Code Enforcement Board shall cause a violation to be terminated and abated before the time has run out for appealing such order.
- E.** The Code Enforcement Board, upon finding a violation, shall issue an Order to Comply, setting a date certain for compliance and a fine to be levied if the deadline for compliance is not met. The fine shall not exceed \$250.00 per day for a first violation and shall not exceed \$500.00 per day for each repeat violation, such fines to accrue daily for each day the violation continues past the specified compliance date.
- F.** In determining the amount of the fine, if any, the Code Enforcement Board shall consider the following factors:
1. The gravity of the violation.
  2. The actions taken by the violator to correct the violation.
  3. Any previous violations committed by the violator.

4. Whether imposition of the fine will constitute an undue hardship on the violator considering the financial resources of the violator.
- G. The Code Enforcement Board may reduce a fine imposed pursuant to this section if mitigating circumstances shall be established and recorded in the minutes of the Code Enforcement Board.
- H. After an order has been issued by the Code Enforcement Board and a date for compliance has been set, the Code Enforcement Officer or other designated County official shall make a re-inspection to determine compliance or noncompliance with the order.
- I. The Code Enforcement Officer or other designated County official shall file an affidavit of compliance or noncompliance with the Secretary of the Code Enforcement Board, and a copy shall be sent to the violator by certified mail, return receipt requested.
- J. If the Code Enforcement Officer or other designated County official files an affidavit of compliance, the Secretary of the Code Enforcement Board shall close the file and so report to the Board.
- K. If the Code Enforcement Officer or other designated County official files an affidavit of noncompliance with the Secretary of the Code Enforcement Board, that Board may order the violator to pay the fine as specified in the Board's order.
- L. A copy of the order imposing the fine shall be mailed to the violator by certified mail, return receipt requested, or personally served upon the violator.
- M. If a fine remains unpaid for a period of fourteen (14) days, a certified copy of the order imposing the fine shall be recorded in the Official Records of Jefferson County, which shall thereafter constitute a lien against the land on which the violations exists, or if the violator does not own the land, upon any other real or personal property owned by the violator, and may be enforced in the same manner as a court judgment by the sheriffs of this State, including levy against personal property. If the fine, or costs incurred by the County pursuant to Sec. 21 – 6 O, remains unpaid for a period of one (1) year following the date the lien was filed, the Board of County Commissioners may authorize the County Attorney to foreclose on the lien, which shall be collected as provided in Section 162.09(3), Florida Statutes.
- N. In addition to the penalties prescribed above, the Code Enforcement Board shall:
1. Direct the Planning Administrator not to issue any subsequent development orders for the development until the violation has been corrected.

2. Inform the violator that no further work under an existing approval may proceed until the violation has been corrected.
- O. In any instance where the violation constitutes a serious threat to the public health, safety or welfare and has not been corrected within a reasonable period of time, the Code Enforcement Board may notify the Board of County Commissioners, which may authorize entry onto the property in order to make such repairs as are necessary, or take such other actions as law may allow to cure the violation and eliminate such threat, and the cost of such repairs or other actions shall constitute a lien as provided in Section 162.09(1), Florida Statutes.

**Sec. 21 – 7 Appeal**

- A. An aggrieved party, including the Board of County Commissioners, may appeal a final administrative order of the Code Enforcement Board to the Circuit Court. Any such appeal shall be filed within 30 days of the rendition of the order to be appealed.
- B. The scope of review shall be limited to the record made before the Code Enforcement Board and shall not be a trial de novo.
- C. The Code Enforcement Board shall, by rule, establish reasonable charges for the preparation of the record to be paid by the appealing party if such is required by the Florida Rules of Appellate Procedure.

**Sec. 21 – 8 Notices**

- A. All notices required by this article shall be provided to the alleged violator by certified mail, return receipt requested, by hand delivery by the sheriff or other law enforcement officer, Code Enforcement Officer, or other person designated by the Board of County Commissioners; or by leaving the notice at the violator=s usual place of residence with any person residing there who is above 15 years of age and informing such person of the contents of the notice.
- B. In addition to providing notice as set forth in subsection (a) of this section, at the option of the Code Enforcement Officer, notice may also be served by publication, as follows:
  1. Such notice shall be published once during each week for four consecutive weeks (four publications being sufficient) in a newspaper of general circulation in the county. The newspaper shall meet such requirements as are prescribed under Chapter 50, Florida Statutes, for legal and official advertisements.
  2. Proof of publication shall be made as provided in Sections 50.041 and 50.051, Florida Statutes.

- C.** In lieu of publication as described hereinabove, such notice may be posted at least 10 days prior to the hearing, or prior to the expiration of any deadline contained in the notice, in at least two locations, one of which shall be the property upon which the violation is alleged to exist and the other of which shall be, in the case of the County, at the front door of the County Courthouse, or, in the case of the City of Monticello, at City Hall. Proof of posting shall be by affidavit of the person posting the notice, which affidavit shall include a copy of the notice posted and the date and places of its posting.
- D.** Notice by publication or posting may run concurrently with, or may follow, an attempt to provide notice by hand delivery or by mail as required under subsection (a).
- E.** Evidence that an attempt has been made to hand deliver or mail notice as provided in this section, together with proof of publication or posting, shall be sufficient to show that the notice requirements of this section have been met, without regard to whether or not the alleged violator actually received such notice.

[Note: Revisions are identical to the code enforcement procedures draft of 12-6-10, except that provisions are shown as revisions to existing code enforcement procedures in LDC Section 9.14.00. Additions to existing code are underlined and deletions a ~~stricken out~~. This draft does not reflect final code numbering.]

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**9.14.00      *CODE ENFORCEMENT***

**9.14.01      **Generally****

The Jefferson County Code Enforcement Officer and Code Enforcement Board, pursuant to Chapter 162, F.S., shall enforce this Code and any County Building Code requirements according to the procedures set forth below.

**9.00.00      **Definition of Code Enforcement Officer.****

For the purpose of this article, “Code Enforcement Officer” means any authorized agent or employee of the county whose duty it is to ensure compliance with the codes and ordinances of the County.

**9.00.00      **Creation of Code Enforcement Board; Composition, Terms and Removal of Members; Organization.****

A. There is created a Code Enforcement Board for the County, which shall consist of seven members appointed by the Board of County Commissioners. The Board of County Commissioners may appoint up to two alternate members to serve on the Board in the absence of Code Enforcement Board members. All members of the Code Enforcement Board shall be residents of the County and shall serve without compensation.

B. The membership of the Code Enforcement Board shall, whenever possible, be made on the basis of experience or interest in the fields of zoning and building control and other areas listed in Sec. 21 - 5 and shall, whenever possible, include:

1. An architect;
2. A business person;

3. An engineer;
4. A general contractor;
5. A subcontractor;
6. A realtor; and
7. A citizen lay appointee.

C. The initial appointments to the Code Enforcement Board shall be as follows:

1. Two members shall be appointed for a term of one year.
2. Three members shall be appointed for a term of two years.
3. Two members shall be appointed for a term of three years.
4. Alternate members, if appointed, shall be appointed for a term of one year.

Thereafter, each member shall be appointed by the Board of County Commissioners for a term of three years. A member may be reappointed. Appointments to fill any vacancy on the Code Enforcement Board shall be for the remainder of the unexpired term of office.

D. If any member of the Code Enforcement Board fails to attend two of three successive meetings without cause and without prior approval of the chairman, the Code Enforcement Board shall declare the member=s office vacant; and the vacancy shall be promptly filled by appointment of the Board of County Commissioners.

E. Members of the Code Enforcement Board may be suspended and removed from office by the Board of County Commissioners for cause after ten days= written notice and hearing before the Board of County Commissioners.

F. At the first meeting of the Code Enforcement Board, the members shall elect a chair and a vice-chair, who shall be voting members, from among the members of the Code Enforcement Board. The presence of four or more members, including alternate members, shall constitute a quorum of the Code Enforcement Board necessary to take action. Special meetings of the Code Enforcement Board may be convened by the chair upon giving 48 hours= written notice to each member of the board.

G. Regular meetings of the board shall occur no less frequently than once per quarter, or as necessary.

H. Minutes and mechanical recordings shall be maintained for all meetings and hearings held by the Code Enforcement Board; and all meetings, hearings and proceedings shall be open to the public.

I. The Board of County Commissioners shall provide clerical support, including necessary supplies, to the Code Enforcement Board as may be reasonably required for the proper performance of its duties.

#### **9.00.00 Legal counsel.**

A. The County Attorney is hereby designated by the Board of County Commissioners to attend meetings of the Code Enforcement Board in order to assist and advise the Code Enforcement Board in the conduct of its hearings, including the application of the procedures for hearings as set forth herein.

B. An attorney (other than the County Attorney) shall be appointed by the Board of County Commissioners to represent the County staff during such proceedings. The appointed attorney or a member of the administrative staff of the County shall present each case before the Code Enforcement Board. The Board may appoint the County Planning Commission Attorney to function in this capacity.

C. In no event may the County Attorney serve in both capacities.

#### **9.00.00 Jurisdiction.**

A. The Code Enforcement Board shall have the jurisdiction to hear and decide alleged violations occurring within the unincorporated County and, if approved by interlocal agreement, within the municipal limits of the City of Monticello, of the following codes and ordinances the have been, or will in the future be, adopted by the County, or if applicable, by the City:

1. Florida Building Code, Building.

2. Florida Building Code, Residential.

3. Florida Building Code, Existing Building.
4. Florida Building Code, Plumbing.
5. Florida Building Code, Fuel Gas.
6. Florida Building Code, Mechanical.
7. Florida Building Code, Test Protocols.
8. Florida Building Code, Energy.
9. Florida Accessibility Code.
10. Florida Fire Prevention Code.
11. Florida Life Safety Code.
12. Florida Standard Housing Code.
13. Unsafe Building Abatement Code.
14. Land Development Code and Comprehensive Plan.
15. Contractors or contracting codes.
16. Subdivision codes.
17. Licensing codes, including business tax receipts and licensing.
18. Mobile home inspection code.
19. Dangerous Animal Control.

B. The jurisdiction of the Code Enforcement Board shall not be exclusive. Any alleged violation of any of the codes and ordinances referred to in subsection A of this section may be pursued by appropriate remedy in court, or in any other manner, or using any procedure, provided by State statute or by any local code in effect, or which in the future may be in effect.



at the option of the appropriate official whose responsibility it is to enforce that respective code or ordinance.

#### **9.14.02 Enforcement Procedures**

A. When the Code Enforcement Officer ~~Planning Department~~ has reason to believe that the provisions of this Code or any County Building Code requirements are being violated, it shall initiate enforcement proceedings via the process set forth in this section ~~code enforcement officer~~. No member of the Code Enforcement Board may initiate enforcement proceedings.

1. A notice of violation shall be served upon the owner, agent, custodian, lessee, or occupant to terminate and abate the violation in thirty (30) days of the date such notice is received by certified mail, hand delivery, or advertised in a newspaper of general circulation in the county. Such notice of violation shall include a sufficient description by address and/or legal description to identify the property upon which the violation exists; a description of the violation to be terminated and abated; and a statement that if the described violation is not terminated and abated within thirty (30) days after notice as herein provided, the Code Enforcement Board may order the Code Enforcement Officer to cause the violation to be terminated and abated, and to impose a lien upon the property for the actual cost of such termination and abatement.
2. If such violation has not been terminated and abated within the thirty (30) period a second notice shall be sent notifying the offender that a code enforcement hearing has been requested. Such notice of violation shall further state the date, time and place in which the violation will be called up for hearing before the Code Enforcement Board.
3. If a violation presents a serious threat to the public health, safety, and welfare, the Code Enforcement Officer shall immediately take the case before the Code Enforcement Board, even if the violator has not been notified.
4. If a repeat violation is found, the code inspector shall notify the violator; but is not required to give the violator a reasonable time to correct the violation. The code inspector, upon notifying the violator of a repeat violation, shall notify the Code Enforcement Board and request a hearing. The Code Enforcement Board, through its clerical staff, shall schedule a hearing and shall provide notice pursuant to subsection A. 2. above. The case may be presented to the Code Enforcement Board

even if the repeat violation has been corrected prior to the board hearing; and the notice shall so state.

5. All hearings before the Code Enforcement Board pertaining to this article shall be conducted in accordance with the procedures set forth in this Code.
- B.** After a case is set for hearing, the Secretary to the Code Enforcement Board may issue subpoenas as requested by the Code Enforcement Officer ~~Planning Department~~ and the alleged violator. Subpoenas may be served by the Sheriff of Jefferson County. The County shall pay all costs of issuing and serving up to and including four (4) subpoenas requested by any party. Should a party request more than four (4) subpoenas, that party shall pay all costs incurred in issuing and serving those in excess of four.
- C.** Hearings before the Code Enforcement Board shall be conducted as follows:
1. The Code Enforcement Officer ~~Secretary~~ shall read the Statement of Violations and Request for Hearing.
  2. The alleged violator shall be asked if he wishes to contest the charges.
  3. The County shall present its case and alleged violator shall present his case. The County's case shall be presented by an attorney representing the County or by a member of the administrative staff of the County. The alleged violator's case may be presented by an attorney, or other representative chosen by the alleged violator.
  4. Both parties may call witnesses and all witnesses shall be sworn. All testimony shall be under oath and shall be recorded.
  5. Formal rules of evidence shall not apply, but fundamental due process shall be observed.
  6. Both parties may cross-examine witnesses and present rebuttal evidence.
  7. The Code Enforcement Board and its attorney may call or question any witness.
  8. After all evidence has been submitted, the Chair shall close presentation of evidence.

9. The Code Enforcement Board shall immediately deliberate and make a decision in open session. If a decision cannot be reached in the initial meeting, the Board shall adjourn and reconsider the matter as soon as possible at a time and date certain.
  10. A decision of the Code Enforcement Board must be approved by at least four (4) members of the Board. The decision shall contain findings of fact and conclusions of law and shall state the affirmative relief granted by the Board.
  11. The decision shall be announced as an oral order of the Code Enforcement Board and shall be reduced in writing within ten (10) days and mailed to the parties.
  12. The Code Enforcement Board may, at any hearing, order the reappearance of a party at a future hearing.
- D.** The Code Enforcement Board may issue whatever orders are necessary to bring the violation into compliance, including an order which directs the code inspector to cause the violation to be terminated and abated, and which further orders that a lien be placed on the property in an amount equal to the actual cost of terminating and abating the violation. No order of the Code Enforcement Board shall cause a violation to be terminated and abated before the time has run out for appealing such order. ~~The Code Enforcement Board, upon finding a violation, shall issue an Order to Comply, setting a date certain for compliance and a fine to be levied if the deadline for compliance is not met. The fine shall not exceed \$250.00 for each day the violation continues past the specified compliance date.~~
- X. The Code Enforcement Board, upon finding a violation, shall issue an Order to Comply, setting a date certain for compliance and a fine to be levied if the deadline for compliance is not met. The fine shall not exceed \$250.00 per day for a first violation and shall not exceed \$500.00 per day for each repeat violation, such fines to accrue daily for each day the violation continues past the specified compliance date.
- X. In determining the amount of the fine, if any, the Code Enforcement Board shall consider the following factors:
1. The gravity of the violation.
  2. The actions taken by the violator to correct the violation.
  3. Any previous violations committed by the violator.

- E.** After an order has been issued by the Code Enforcement Board and a date for compliance has been set, the Code Enforcement Officer or other designated County official shall make a re-inspection to determine compliance or noncompliance with the order.
- F.** The Code Enforcement Officer or other designated County official ~~inspector~~ shall file an affidavit of compliance or noncompliance with the Secretary of the Code Enforcement Board, and a copy shall be sent to the violator by certified mail, return receipt requested.
- G.** If the Code Enforcement Officer ~~Planning Official~~ files an affidavit of compliance, the Secretary of the Code Enforcement Board shall close the file and so report to the Board.
- H.** If the Code Enforcement Officer ~~Planning Official~~ files an affidavit of noncompliance with the Secretary of the Code Enforcement Board, the Board may order the violator to pay the fine as specified in the Board's order.
- I.** A copy of the order imposing the fine shall be mailed to the violator by certified mail, return receipt requested, or personally served upon the violator.
- J.** If a fine remains unpaid for a period of fourteen (14) days, a certified copy of the order imposing the fine shall be recorded in the Official Records of Jefferson County, which shall thereafter constitute a lien against the land on which the violations exists, or if the violator does not own the land, upon any other real or personal property owned by the violator, and may be enforced in the same manner as a court judgment by the sheriffs of this State, including levy against personal property. If the fine or costs incurred by the County remains unpaid for a period of one (1) year following the date the lien was filed, the Board may authorize the County Attorney to foreclose on the lien, which shall be collected as provided in Section 162.09(3), Florida Statutes.
- K.** In addition to the penalties prescribed above, the Code Enforcement Board shall:

  - 1. Direct the Planning Administrator not to issue any subsequent development orders for the development until the violation has been corrected.
  - 2. Inform the violator that no further work under an existing approval may proceed until the violation has been corrected.
- X.** In any instance where the violation constitutes a serious threat to the public health, safety or welfare and has not been corrected within a reasonable period of time, the Code Enforcement Board may notify the Board of County Commissioners, which authorize

entry onto the property in order to make such repairs as are necessary, or take such other actions as law may allow to cure the violation and eliminate such threat, and the cost of such repairs or other actions shall constitute a lien as provided in Section 162.09(1), Florida Statutes.

### **9.00.00 Appeal.**

- A. An aggrieved party, including the Board of County Commissioners, may appeal a final administrative order of the Code Enforcement Board to the Circuit Court. Any such appeal shall be filed within 30 days of the execution of the order to be appealed.
- B. The scope of review shall be limited to the record made before the Code Enforcement Board and shall not be a trial de novo.
- C. The Code Enforcement Board shall, by rule, establish reasonable charges for the preparation of the record to be paid by the appealing party if such is required by the Florida Rules of Appellate Procedure.

### **9.00.00 Notices.**

- A. All notices required by this article shall be provided to the alleged violator by certified mail, return receipt requested, by hand delivery by the sheriff or other law enforcement officer, code inspector, or other person designated by the Board of County Commissioners; or by leaving the notice at the violator=s usual place of residence with any person residing there who is above 15 years of age and informing such person of the contents of the notice.
- B. In addition to providing notice as set forth in subsection (a) of this section, at the option of the Code Enforcement Board, notice may also be served by publication, as follows:
  - 1. Such notice shall be published once during each week for four consecutive weeks (four publications being sufficient) in a newspaper of general circulation in the county. The newspaper shall meet such requirements as are prescribed under Chapter 50, Florida Statutes, for legal and official advertisements.
  - 2. Proof of publication shall be made as provided in Sections 50.041 and 50.051, Florida Statutes.

- C. In lieu of publication as described hereinabove, such notice may be posted at least 10 days prior to the hearing, or prior to the expiration of any deadline contained in the notice, in at least two locations, one of which shall be the property upon which the violation is alleged to exist and the other of which shall be, in the case of the County, at the front door of the County Courthouse, or, in the case of the City of Monticello, at City Hall. Proof of posting shall be by affidavit of the person posting the notice, which affidavit shall include a copy of the notice posted and the date and places of its posting.
- D. Notice by publication or posting may run concurrently with, or may follow, an attempt to provide notice by hand delivery or by mail as required under subsection (a).
- E. Evidence that an attempt has been made to hand deliver or mail notice as provided in this section, together with proof of publication or posting, shall be sufficient to show that the notice requirements of this section have been met, without regard to whether or not the alleged violator actually received such notice.

**9.14.03 — LIEN**

- ~~1. If the Code Enforcement Board orders that a violation of this article to be terminated and that a lien be placed on the property for the actual cost thereof, the Planning Administrator shall, within fifteen (15) days from the date any such work is completed, cause to be prepared a claim of lien describing the real property upon which a lien is claimed, the date of completion of the work, the actual cost of terminating and abating the violation and have attached as an exhibit to the claim of lien a certified copy of the Code Enforcement Board order imposing the lien. The claim of lien shall be filed in the official record books of the public records of the county. The Planning Administrator shall further cause to be published a notice that such lien has been recorded as aforesaid, which notice shall be published one (1) time in a newspaper of general circulation in the county, setting forth the lien held by the county against each piece of real property by lot and block number or other proper description.~~
- ~~2. Any person owning or having any interest, legal or equitable, in the real property shall have the right, within thirty (30) days after the publication of the notice of lien, to present to the Code Enforcement Board a sworn petition stating his interest in the property and alleging that, in the opinion of the petitioner, the cost of such work as shown in the claim of lien filed in the official records book of the public records of the county exceeds the actual cost thereof or is otherwise erroneously entered, and shall be heard upon such petition. The petition may be accompanied by the documentary evidence showing that the cost of the work as shown in the claim of the lien exceeds the actual cost or is~~

~~erroneously entered. If it shall appear to the satisfaction of the Code Enforcement Board that the cost is erroneously stated, then the Planning Commission shall so declare, and shall fix the amount to be charged against such real property as is correct, and the Planning Administrator shall have the corrected claim of lien for such amount filed in the official record books of the public records of the county.~~

- ~~3. Where no sworn petition is filed pursuant to subsection (b), the cost of such work as shown in the recorded claim of lien shall become a fixed lien on the real property upon which the work has been done.~~

#### **9.14.04 Other Penalties and Remedies**

- A. *Generally.*** If the Planning Administrator determines that the code enforcement process delineated above would be an inadequate response to a given violation, it may pursue the following penalties and remedies, as provided by law.
- B. *Lot Sales Limited to Approved Subdivision.*** It shall be unlawful for anyone who is the owner or agent of the owner of any land to transfer, sell, agree to sell or negotiate to sell such land by reference to or exhibition of or by other use of a plat or subdivision of such land without having submitted a plan and plat of such subdivision for approval as required by these regulations and recorded the approved subdivision plat as required. If such unlawful use be made of a plat before it is properly approved and recorded, the owner or agent of the owner of such land shall be deemed guilty of a misdemeanor and shall be punishable as provided in this Section.
- C. *False Representation as to Maintenance Responsibility.*** Any owner or agent of the owner who falsely represents to a prospective purchaser of real estate that any facilities and services such as roads and streets, sewers, water systems or drainage facilities will be built, constructed or maintained by Jefferson County shall be deemed guilty of a misdemeanor and shall be punishable as provided by law.
- D. *Civil Remedies.*** If any building or structure is erected, constructed, reconstructed, altered, repaired, or maintained or any building, structure, land, or water is used in violation of this Code, the Planning Official, through the County Attorney, may institute any appropriate civil action or proceedings in any court to prevent, correct, or abate the violation.

***E. Criminal Penalties.*** Any person who violates any provision of this Code shall be deemed guilty of a misdemeanor and shall be subject to fine and imprisonment as provided by law.



**ORDINANCE NO. \_\_\_\_\_**  
**CODE OF ORDINANCE CHAPTER 8**  
**ANIMALS**  
**AN ORDINANCE AMENDING CODE OF**  
**ORDINANCE CHAPTER 8**

**AN ORDINANCE AMENDING CODE OF ORDINANCES CHAPTER 8**  
**ANIMALS, PROVIDING FOR THE POSTING OF NOTICE; PROVIDING**  
**A CIVIL FINE; AND PROVIDING AN EFFECTIVE DATE**

**BE IT ORDAINED** by the Board of County Commissioners of Jefferson County, Florida

that Code of Ordinances Chapter 8 is amended as follows:

Section 8-25. Preventive Measures for Confinement of Animals.

Section 8-25(b)(3) is hereby amended and replaced with the following language:

“Dogs trained for security purposes or police attack. The dog is kept primarily or in part for the purpose of security and or police attack purposes”.

Section 8-62. Citations.

Section 8-62(a) is hereby amended and replaced with the following language:

- (a) Generally.
- (1) In addition to or in lieu of impounding an animal which any animal services officer or any law enforcement officer has probable cause to believe is in violation of this article, the officer may issue a citation to the owner or keeper of the animal.
- (2) Any person to whom a citation is issued shall pay the fine by the designated date or appear in county court at the time, date and located designation in the citation.
- (3) Minimum civil penalties for violations of this article are as follows:
  - (a) First violation, \$50.00
  - (b) Second violation \$100.00
  - (c) Thereafter, \$200.00

- (4) Minimum civil penalties for violations which result in the unprovoked biting, wounding or attacking of a domestic animal or person are as follows:
  - (a) First violation (animal) \$100.00
  - (b) Second violation (animal) \$200.00
  - (c) First violation (person) \$250.00
  - (d) Thereafter: Mandatory court appearance and a maximum penalty of \$500.00.
- (5) Any response by Animal Control to investigate complaint, \$25.00/per call
- (6) Any person electing to appear or required so to appear waives the right to pay the minimum civil penalties.
- (7) Penalties shall be in addition to court costs as established by the county court.
- (8) The maximum civil penalty for each violation of this article shall be \$8,500.00.
- (9) If a person to whom a citation is issued does not contest the citation and elects to pay the applicable civil penalty in lieu of appearing in county court, the civil penalty shall be less than the maximum civil penalty.

Section 8-85. Petition for classification generally.

Section 8-85(c) is hereby amended and replaced with the following language:

- (c) Upon completion of the investigation, a classification committee appointed by the board of county commissioners consisting of a health department official, and two concerned citizens shall make an initial determination as to whether there is sufficient cause to classify the animal as dangerous or aggressive and shall afford the owner an opportunity for a hearing prior to making a final determination. The animal services authority shall provide written notification of the sufficient cause finding to the owner, by registered mail, certified hand delivery or service in conformance with the provisions of F.S. ch. 48, relating to service of process. The owner may file a written request for a hearing within seven calendar days from the date of receipt of the notification of the sufficient cause finding and, if requested, the hearing shall be held as soon as possible, but not more than 21 calendar days and no sooner than five days after receipt of the request from the owner. If the classification committee finds sufficient cause to classify the animal dangerous or aggressive the classification committee shall determine the classification and disposition of the animal based upon F. S. ch. 767. In hearings before the

classification committee, formal rules of evidence shall not apply, but fundamental due process shall be observed and govern the proceedings. The classification committee shall decide the issues based upon the preponderance of evidence, and its decision shall be final. Where a disposition of permanent confinement has been determined by the classification committee, the committee shall reserve jurisdiction to alter the disposition should the classified animal subsequent to the determination by the committee, bite, wound, attack or kill or assist in biting, wounding, attacking or killing a person or domestic animal. Thereafter, the director of animal services shall notify the animal's owner and the petitioner in writing by registered mail or certified hand delivery of the findings of the investigation, the proposed disposition of the animal and the review process.

Section 8-92. Disposition of Animals.

Section 8-92 is hereby amended and subsection (c) is added as follows:

- (c) Any animal, which has been impounded and not claimed by the Owner and fines paid within 30 days of Notice, then such animal shall be deemed abandoned and will be disposed of by Animal Services.

Section 4. Enforcement. All other provisions of Section 8 remain the same and continue to be in full force and effect, together with the new amended subsections set forth above.

Section 5. Effective Date: This ordinance as amended shall take effect upon receipt of notice of its filing from the Office of the Secretary of State of Florida.

PASSED AND DULY ADOPTED in regular session by the Board of County

Commissioners of Jefferson County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

BOARD OF COUNTY COMMISSIONERS  
OF JEFFERSON COUNTY, FLORIDA

By: \_\_\_\_\_  
Stephen Fulford, Chairman

ATTEST:

\_\_\_\_\_  
KIRK REAMS, Clerk of Circuit Court  
and Ex-Officio Clerk of Board of  
County Commissioners

**ORDINANCE NO: \_\_\_\_\_**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, RELATING TO HOMESTEAD EXEMPTIONS; ADOPTING THE ADDITIONAL HOMESTEAD EXEMPTION FOR LOW INCOME SENIORS IN ACCORDANCE WITH SECTION 196.075, FLORIDA STATUTES PROVIDING FOR TAX LIEN AND PENALTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR DELIVERY TO THE PROPERTY APPRAISER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on November 3, 1998, the electors of the State of Florida approved an amendment to the Constitution of the State of Florida authorizing the Legislature of the State of Florida to allow, by general law, counties or municipalities, for the purpose of their respective tax levies and subject to the provisions of said general law, to grant an additional homestead tax exemption not to exceed \$25,000 to any person who has the legal or equitable title to real estate and maintains thereon the permanent residence of the owner and who has attained the age 65 and whose household income, as defined by general law, does not exceed \$20,000; and

**WHEREAS**, on June 11, 1999, the Governor of the State of Florida approved Committee Substitute for Committee Substitute for House Bill No. 291 (Chapter 99-341), Laws of Florida, now codified at section 196.075, Florida Statutes), authorizing the Board of County Commissioners of any County to adopt an ordinance to allow an additional homestead exemption of up to \$25,000 for any person who has the legal or equitable title to real estate and maintains thereon the permanent residence of the owner, who has attained age 65, and whose household income does not exceed \$20,000; and

**WHEREAS**, on November 7, 2006, the electors of the State of Florida approved an amendment to Section 6(f), Article VII of the Constitution of the State of Florida increasing the maximum additional homestead exemption for eligible low income seniors from \$25,000 to \$50,000; and

**WHEREAS**, on April 9, 2007, the Governor of the State of Florida approved Council Substitute for House Bill No. 333 (Chapter 2007-4, Laws of Florida), amending section 196.075, Florida Statutes, authorizing the Board of County Commissioners of any County to adopt an ordinance to allow an additional homestead exemption of up to \$15,000 for any person who has the legal or equitable title to real estate and maintains thereon the permanent residence of the owner, who has attained age 65, and whose household income does not exceed \$20,000 as adjusted pursuant to section 196.075(3), Florida Statutes; and

**WHEREAS**, the purpose of this ordinance is to exercise the authority granted to the Board of County Commissioners, by Section 6(f), Article VII of the Constitution of the State of Florida, and section 196.075, Florida Statutes, by granting a homestead exemption of \$15,000 for eligible persons in Jefferson County, Florida, and that upon delivery of this lawfully executed to the Property Appraiser of Jefferson County, Florida, that said Property Appraiser, take notice of its provisions and adjust the 2012 tax roll for the Jefferson County, Florida, accordingly;

**WHEREAS**, this Ordinance is adopted under the procedures for adoption of a non-emergency ordinance specified in chapter 125, Florida Statutes; and

**WHEREAS**, the Board of County Commissioners for Jefferson County, Florida hereby finds and declares that this ordinance is in the best interest of the public health, safety, and welfare of the People of Jefferson County, Florida.

**NOW, THEREFORE, IT IS ENACTED BY THE BOARD OF COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, AS FOLLOWS:**

**SECTION 1. ADDITIONAL HOMESTEAD EXEMPTION.** There is hereby granted a homestead exemption as defined in Section 196.075, Florida Statutes, in the amount of Fifteen thousand dollars (\$15,000.00), for any person who has legal or equitable title to real estate and maintains thereon the permanent residence of the owner, who has attained age 65, and

whose household income does not exceed the amount calculated pursuant to the procedure identified in Section 196.075(3), Florida Statutes.

**SECTION 2. SWORN STATEMENT OF HOUSEHOLD INCOME.** To be eligible for the homestead exemption provided for by this ordinance, a taxpayer claiming the exemption shall annually submit to the Property Appraiser of Jefferson County, Florida, not later than March 1 of each calendar year, a sworn statement of household income on a form prescribed by the State of Florida, Department of Revenue.

**SECTION 3. OTHER STATUTORY CONDITIONS.** Eligibility for and receipt of the homestead exemption provided for by this ordinance is subject to all applicable Florida law.

**SECTION 4. EXEMPTION APPLIES ONLY TO JEFFERSON COUNTY TAXES.** The additional homestead exemption granted pursuant to Section 1 above shall apply only to ad valorem real property taxes levied by Jefferson County, Florida.

**SECTION 5. DELIVERY TO PROPERTY APPRAISER.** Upon enactment, a copy of this ordinance shall be delivered on or before December 1, 2011, to the Property Appraiser of Jefferson County, Florida, allowing the exemption provided for in this ordinance to begin in the year 2012.

**SECTION 6. PENALTY AND TAX LIEN.** If exemption is granted and tax payers found to not be entitled, then tax lien may be filed against tax payers properties, together with interest and penalties; subject to provisions of Florida Statutes 196.075, 196.131 and 196.161.

**SECTION 7. SEVERABILITY.** If any provision of this ordinance or its application to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**SECTION 8. EFFECTIVE DATE.** This ordinance shall take effect upon receipt of notice of its filing from the Office of the Secretary of State of the State of Florida.

**PASSED AND DULY ADOPTED** in regular session by the Board of County Commissioners of Jefferson County, Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

BOARD OF COUNTY COMMISSIONERS  
JEFFERSON COUNTY, FLORIDA

By: \_\_\_\_\_  
Stephen Fulford, Chairperson

ATTEST:

\_\_\_\_\_  
KIRK REAMS, Clerk of Circuit Court  
and Ex-Officio Clerk of Board of  
County Commissioners

**JEFFERSON COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE OF JEFFERSON COUNTY FLORIDA, RELATING TO AQUIFER PROTECTION; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; AMENDING LAND DEVELOPMENT CODE SECTION 1.05.02 TO ADD AQUIFER PROTECTION MEASURES TO REGULATED ACTIVITIES ENUMERATED; AMENDING LAND DEVELOPMENT CODE SECTION 2.02.02G3, TO CLARIFY THE DEFINITION OF LOCAL PUBLIC SERVICE FACILITY; AMENDING LAND DEVELOPMENT CODE SECTION 4.02.02, TO ADD AQUIFER PROTECTION MEASURES; AMENDING LAND DEVELOPMENT CODE SECTION 9.02.02, LARGE SCALE WATER WITHDRAWAL AND TRANSPORT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR AUTHORITY; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED by the Board of County Commissioners of Jefferson County, Florida, as follows:

**SECTION 1: FINDINGS OF FACT**

**WHEREAS**, pursuant to the requirements of the Local Government Comprehensive Planning and Land Development Act of Chapter 163, Part II, Florida Statutes, and Chapter 9J-5, Florida Administrative Code, Jefferson County had adopted a Comprehensive Land Use Plan; and

**WHEREAS**, pursuant to the requirements of Section 163, Part II, Florida Statutes, and Chapter 9J-5, Florida Administrative Code, Jefferson County has adopted a Land Development Code which implements the Comprehensive Plan and regulates the use of land in Jefferson County; and

**WHEREAS**, abundant and pure potable groundwater water resources are essential to the current and future residents of Jefferson County; and

**WHEREAS**, it is important for Jefferson County to regulate development activity which may pose a threat to the quantity or quality of groundwater from aquifers that constitute sources of potable water; and



**WHEREAS**, large scale groundwater withdrawals of the type that would provide water for sale or distribution outside Jefferson County would involve activities which might be incompatible with surrounding uses, with potential adverse impacts on county infrastructure, requiring that such proposals be further restricted and subject to additional review and scrutiny; and

**WHEREAS**, there exist in Jefferson County several spring systems, the most notable of which is the Wacissa Springs Group, which feeds the Wacissa River and wetlands, as well as regionally significant natural areas associated with the river (hereinafter Wacissa River Ecosystem); and

**WHEREAS** residents and visitors of Jefferson County have historically visited and utilized the Wacissa River Ecosystem for such traditional and economically important recreational activities as boating, fishing, swimming, canoeing and kayaking, bird watching, and hunting; and

**WHEREAS**, the health of the Wacissa River Ecosystem is dependent upon protection of the quantity and quality of aquifer groundwater water flowing from the Wacissa Springs Group.

**WHEREAS**, the Board of County Commissioners has determined that additional protection of groundwater resources in Jefferson County is necessary in order to preserve and protect essential potable groundwater resources and to preserve and protect the Wacissa Springs Group and the Wacissa Springs Ecosystem;

**WHEREAS**, the Jefferson Board of County Commissioners has determined that this ordinance is consistent with the adopted Comprehensive Plan and is necessary to protect the health, safety, and welfare of Jefferson County, Florida and its citizens.

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

**SECTION 2: PURPOSE OF ORDINANCE**

The purpose of this Ordinance is to adopt an amendment to the Jefferson County Land Development Code providing additional protection for groundwater resources, generally, and more specifically, protecting quantity and quality of potable groundwater resources and spring flow waters from the Wacissa Springs Group and from other springs, and for the protection of other existing and future uses that are be located in areas where large groundwater withdrawals could be proposed.

**SECTION 3: AMENDMENT TO SECTION 1.05.02 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE**

Section 1.05.02 of the Jefferson County Land Development Code, Regulated Activities

Draft 4/4/2011

Enumerated, is hereby amended as follows:

**NOTE:** Underlined language is proposed language and ~~Struck Through~~ language is language proposed to be deleted.

Subsections A - P, no change.

Q. Withdrawal of surface water or ground water within the boundaries of the County for use outside the boundaries of the County.

R. Development and/or land use involving large scale withdrawal of groundwater.

S. Development and/or land use which may reduce the quantity or quality of groundwater in aquifers constituting potable water resources or providing essential flows to springs and riverine systems which rely on spring flow.

**SECTION 4: AMENDMENT TO SECTION 2.02.02 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE**

Section 2.02.02 of the Jefferson County Land Development Code, Types of Uses, Local Public Service Activities, is hereby amended as follows:

**NOTE:** Underlined language is proposed language and ~~Struck Through~~ language is language proposed to be deleted.

**2.02.00 USES ALLOWED IN LAND USE DISTRICTS**

**2.02.02 Types of Uses**

Subsections A - F, no change.

**G. Local Public Service Activities**

This group of activities includes those uses which generally provide essential or important public services directly to the consumer or are small scale facilities, and which may have characteristics of potential nuisance to adjacent properties due to noise, light and glare, or appearance. Government offices or government agency offices specifically are not included in this group of uses. Uses include the following, and substantially similar activities, based upon similarity of characteristics:

Subsections 1 and 2, no change.

3. Utility facilities, such as water and wastewater pumping stations, and utility linear distribution/collection facilities' corridors/easements/right-of-way which contain water or wastewater lines as part of a consumer distribution or collection system, but excluding water pumping stations and distribution facilities providing or transporting water for resale or distribution outside the geographic boundaries of Jefferson County.

Subsections 4 – 7, no change.

**SECTION 5: AMENDMENT TO SECTION 4.02.02 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE**

Section 4.02.02 of the Jefferson County Land Development Code, Location Criteria and Other Restrictions, is hereby amended as follows:

**NOTE:** Underlined language is proposed language and ~~Struck Through~~ language is language proposed to be deleted.

Subsections A and B, no change.

**C.** The County shall not approve any development activity involving the removal of surface water or ground water from the geographic boundaries of the County by any entity for use outside the boundaries of Jefferson County without approval of the County by a supermajority (defined as a minimum of 4 votes in favor) vote of the Board of County Commissioners.

**D.** Surface and groundwater withdrawals in all land use districts shall be limited to those which are necessary to serve uses of land which are otherwise allowable designated land uses in the district where such water withdrawals are located and shall not exceed the amount of water necessary to serve such lawfully designated land uses.

**E.** The use of landscaping best management practices as stated in the Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries (Florida Department of Environmental Protection, 2008) is encouraged.

**F.** All new golf course siting, design, construction, and management shall implement the prevention, management, and monitoring practices, detailed in the golf course siting, design, and management chapter of the Protecting Florida's Springs Manual – Land Use Planning Strategies and Best Management Practices (Florida Department of Community Affairs and the Florida Department of Environmental Protection, 2002).

**G.** The County shall encourage the use of water management conservation measures which will assure the retention of groundwater to protect the coastal bays and springsheds, and assure emergency water conservation in the case of groundwater contamination.

**SECTION 6: AMENDMENT TO SECTION 9.02.02 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE**

Section 9.02.02 of the Jefferson County Land Development Code, Designation of Plans as Minor or Major Developments, is hereby amended as follows:

**NOTE:** Underlined language is proposed language and ~~Struck Through~~ language is language proposed to be deleted.

Subsections A and B, no change.

C. Major Development. A plan shall be designated as a major development requiring final development approval by the Planning Commission and the Board of County Commissioners if it is:

Subsections C 1 – C 6, no change.

7. Any development involving the removal of surface or groundwater from the geographic boundaries of the County, which must also be approved by supermajority (defined as a minimum of 4 votes in favor) vote of the Board of County Commissioners.

8. Any development which proposes to withdraw surface or groundwater at a rate of more 100,000 gallons per day for purposes other than agriculture, recreation or public or private utility.

**SECTION 7: SEVERABILITY**

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and affect.

**SECTION 8: CONFLICT**

All ordinances or parts of ordinances in conflict herewith are, to the extent of such of conflict, hereby repealed.

**SECTION 9: COPY ON FILE**

A certified copy of this enacting ordinance shall be filed with the Clerk of the Circuit Court.

**SECTION 10: EFFECTIVE DATE**

Draft 4/4/2011

This Ordinance shall be filed with the Office of the Secretary of the State of Florida and shall immediately take effect upon receipt of official acknowledgment from the Department of State that the same has been filed.

**SECTION 11: AUTHORITY**

This ordinance is adopted pursuant to the authority granted by Chapter 125.01 and Chapter 163.3161 through 163.3215, Florida Statutes.

PASSED AND DULY ADOPTED with a quorum present and voting by the Board of County Commissioners of Jefferson County this \_\_\_\_ day of \_\_\_\_, 2011.

BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA

\_\_\_\_\_  
Stephen Fulford, Chairman

ATTESTED BY:

\_\_\_\_\_  
Kirk Reams, Clerk of the Circuit Court

APPROVED as to FORM & SUBSTANCE:

\_\_\_\_\_  
Scott Shirley, County Land Use Attorney

**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			
March 2011		March 2010	
Building	16	Building	18
Electrical	13	Electrical	8
Plumbing	10	Plumbing	5
Mechanical	9	Mechanical	3
Mobile Homes	3	Mobile Homes	3
Relocate	0	Relocate	0
Demolish	1	Demolish	0
Miscellaneous	0	Miscellaneous	1
City Permit	14	City Permits	4
City Fees	\$913.25	City Fees	\$265.00
County Permits	38	County Permits	34
County Fees	\$7,805.03	County Fees	\$5,289.05
<b>Total</b>		<b>Total</b>	
City/County Permits	52	City/County Permits	38
City/County Fees	\$8,718.28	City/County Fees	\$5,554.05

<b>March 2011</b>		<b>March 2010</b>	
Radon Fee	\$309.44	Radon Fee	\$363.20
Building Permit Fee	\$7,618.84	Building Permit Fee	\$4,400.85
Mobile Home Permit Fee	\$790.00	Mobile Home Permit Fee	\$790.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$95.00	Contractor Licenses Fee	\$0.00
Business & Home Occup Fee	\$160.00	Business & Home Occup Fee	\$260.00
<b>Total</b>	<b>\$8,973.28</b>	<b>Total</b>	<b>\$5,814.05</b>

<b>March 2011</b>		<b>March 2010</b>	
New Construction Permits (Residential)	3	New Construction Permits (Residential)	2
Commercial Permits (Non-Residential)	2	Commercial Permits (Non-Residential)	0
Mobile Home Permits	3	Mobile Home Permits	3
Repair & Addition Permits	44	Repair & Addition Permits	32
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	0	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	1
<b>Total</b>	<b>52</b>	<b>Total</b>	<b>38</b>
<b>Valuation</b>		<b>Valuation</b>	
Valuation Home Permits	\$1,550,289	Valuation Home Permits	\$337,637
Valuation Commercial Permits	\$67,060	Valuation Commercial Permits	\$0
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$122,099	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$201,456



# JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

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

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

<b>March 2011</b>		<b>March 2010</b>	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$0.00
Simple Lot Split Fee	\$0.00	Simple Lot Split Fee	\$100.00
Family Subdivision Fee	\$0.00	Family Subdivision Fee	\$0.00
Minor Development Fee	\$0.00	Minor Development Fee	\$0.00
Major Development Fee	\$0.00	Major Development Fee	\$2,200.00
Variance Fee	\$0.00	Variance Fee	\$0.00
Minor Re-plat Fee	\$0.00	Minor Re-plat Fee	\$0.00
Comp Plan Amendment Fee	\$0.00	Comp Plan Amendment Fee	\$0.00
Development Permits Fee (Mobile Homes)	\$570.00	Development Permits Fee (Mobile Homes)	\$585.00
Development Permits Fee (Residential)	\$6,195.53	Development Permits Fee (Residential)	\$2,367.66
Development Permits Fee (Commercial)	\$285.00	Development Permits Fee (Commercial)	\$0.00
Development Permits Fee (Misc:Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use )	\$700.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$753.00
<b>Total</b>	<b>\$7,750.53</b>	<b>Total</b>	<b>\$6,005.66</b>

<b>March 2011</b>		<b>March 2010</b>	
Simple Lot Splits (No. Lots Created _____)	0	Simple Lot Splits (No. Lots Created _____)	1
Family Subdivisions (No. Lots Created _____)	0	Family Subdivisions (No. Lots Created _____)	0
Minor Development (No. Lots Created _____)	0	Minor Development (No. Lots Created _____)	0
Major Development (No. Lots Created _____)	0	Major Development (No. Lots Created _____)	2
Variance	0	Variance	0
Minor Replats	0	Minor Replats	0
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	2	Development Permits (Mobile Homes)	3
Development Permits (Residential)	2	Development Permits (Residential)	3
Development Permits (Commercial)	2	Development Permits (Commercial)	0
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	8	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	7
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>16</b>

<b>March 2011</b>		<b>March 2010</b>	
Emergency Medical Impact Fee	\$305.58	Emergency Medical Impact Fee	\$185.58
Fire/Rescue Impact Fee	\$605.28	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	\$300.00	911 Address Fee	\$300.00
Driveway Permit Fee	\$159.00	Driveway Permit Fee	\$159.00
<b>Total</b>	<b>\$1,369.86</b>	<b>Total</b>	<b>\$789.06</b>

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

**4-H Youth Activities**

- JGL- 4-H Newsletter prepared and sent
- JGL - 4-Hers preparing speeches and demonstrations for County events
- JGL – Brick Squad 4-H Club Meeting – March 2
- JGL – 4-H County Council Meeting – March 7
- JGL – Meeting With Overall Extension Advisory Committee Chair – March 7
- JGL – Safe and Nurturing Committee Meeting – March 8
- JGL – Whole Child Committee Meeting – March 8
- JGL – Jefferson Soil & Water Conservation District Board Meeting – March 10
- JGL – Goal 3/Focus 2 Polycom Meeting – March 10
- JGL – Pretty Girl Talk Event – March 11
- JGL – 4-H District III Youth Meeting - March 14
- JGL – Overall Extension Advisory Committee Meeting – March 15
- JGL – Safe & Nurturing Environment Committee Meeting – March 15
- JGL – 4-H Share the Fun and Fashion Review – March 17
- JGL – Safe & Nurturing Environment Committee Meeting – March 29
- JGL – Brick Squad 4-H Club Meeting – March 29
- JGL – Safe & Nurturing Environment Committee Meeting – March 31
- KDJ- 4-H Presentation Internet Safety- Middle/High School- March 1
- KDJ- SNTD Meeting re: PGT- JCEO-March 8
- KDJ- Pretty Girl Talk- Old Howard Middle School March 11
- KDJ- Tabling for Fit Camp- Middle/High School- March 14
- KDJ- SNTD Meeting re: Boys 2 Men-JECO- March 15 and March 18<sup>th</sup>
- KDJ- Fit Attack Spring Break Camp- March 21st-25<sup>th</sup>
- KDJ- SNTD Meeting re: Boys Event- JECO- March 29<sup>th</sup>

**Family & Consumer Sciences**

- KDJ-Volunteer Fire Department re: 501(c)3 –JCEO-March 3
- KDJ- United Way meeting re: Money Smart – Tallahassee, FL- March 3
- KDJ- Head Start- Healthy Snack Demonstration- Monticello, FL- March 4
- KDJ- Whole Child Advisory Meeting-Health Dept. Annex- March 8
- KDJ- Economic Empowerment Dimension Team Meeting- Capital City Bank- March 8
- KDJ- Parent Meeting re: Fit Camp and Family Activity- March 16
- KDJ- Volunteer Fire Department re:501(c)3- Phone-March 21
- KDJ- Volunteer Fire Department re: 501(c)3- JCEO-March 28<sup>th</sup>
- KDJ- PACE Presentation: Re: Women’s History/Girls Empowerment Tallahassee, FL- March 31

**Agriculture and Natural Resources Activities**

- JED - Florida State Agricultural Response Team, Altamonte Springs- FEB 28-MAR 2
- JED - Northwest District Natural Resources Program Team Meeting (Polycom) - MAR 8
- JED - Planning Meeting for FLA-GA Wildlife Program, Dixie Plantation - MAR 9
- JED - Taught Boy Scout Animal Science merit badge sessions, KBH Farm Thomasville - MAR 14 & 18
- JED - Stabling Committee, Red Hills Horse Trials - MAR 10-13
- JED - Working Group for USDA Inspected Meat Processing Facility, Monticello - MAR 15
- JED - Pond management equipment and Lake Watch training, Walton County - MAR 16 & 17
- JED - Jefferson County Board of Commissioners Meeting - MAR 17
- JED - Northwest District Agricultural Program Team meeting- (Polycom) - MAR 18
- JED - Biomass Sampling, UF Research Project, Brock Farms, Monticello - MAR 29
- JED - Area ‘A’ Horse Show Planning Polycom, Monticello - MAR 29

**FAMU, 4-H & Ag Agent – Jefferson County**

- CW - Attended 4-H Camp Planning Meeting (extension office) – Mar 2
- CW – Attended scheduled appointment at FAMU Viticulture and local grower –Mar 3
- CW – Farm tour and consultation at Turkey Hill Organics (Tallahassee)- Mar 4
- CW – Broke ground at Rooster Town Garden – Mar 8

- CW – Attended FNGLA meeting at Lloyd Nurseries – Mar 10
- CW – Attended Overall Advisory Committee meeting (extension office) – Mar 15
- CW – Assisted with the County Fashion Review/Talent Show(Old High School). – Mar 17
- CW – Conducted Spring Break Fitness Camp( extension office) – Mar 21-25

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

- JGL - 4-H Staff Meeting, March 1
- JGL - Extension Office Staff Meeting – March 9
- JGL - Northwest District County Extension Director Meeting via polycom – March 14
- CW – Attended Staff Meeting(extension office) – Mar 9
- JED - Jefferson County Extension Staff Meeting - MAR 9
- KDJ – Extension Staff Meeting- March 9

Jefferson County Fire Rescue  
Monthly Department Report

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TO: Mr. Roy Schleicher  
County Coordinator

DATE: 15 April 2011

SUBJECT: Department Directors Report

FROM: Mark Matthews, Chief  
Jefferson County Fire Rescue

REFERENCE: March 2011 Report

ATTACHMENTS: 0

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**JCFR CALLS FOR SERVICE**

2011	MARCH	Y.T.D.
FIRE	<b>50</b>	<b>152</b>
EMS	<b>180</b>	<b>596</b>

Total: 230      Total: 748

**MARCH 2011 EMS COLLECTIONS - \$74,358.33**

**FISCAL YEAR EMS COLLECTIONS TOTAL - \$388,740.21**

**INSPECTION INFORMATION UPDATE** I have received a list from the Property Appraisers Office of potential businesses that would need annual Fire Safety Inspections and will be presenting the information to the Board.

**NEW STATION UPDATE** We have looked at some surrounding Departments for comparison and have refined the proposed station design based on this information. We are researching the design/build form of construction and hope to have a recommendation for the Board soon.

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

## Jefferson County Bailer Public Library Monthly Report for March, 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

Staff member Natalie Binder was guest speaker on social media to Kiwanis Club

Did outreach with art activity to Brynwood

Second digital photography Class held

Two Income Tax assistance sessions held in Community Room

Adult Book Club discussed *The Patron Saint of Liars* by Anne Patchett

Century Link repairman

Home Schooled Book Club met and discussed Coretta Scott King award books

Library closed circuit security system installed

Held four preschool family storytimes

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

Budget within limits; utilities appear higher, will investigate

Check fonts

**JEFFERSON  
COUNTY ROAD  
DEPARTMENT**

# Memo

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

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

Date: **April 12, 2011**

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

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## **General Roadway and Drainage Maintenance**

- A) Limited road surface grading, stabilization and ditch maintenance activities were conducted on 79 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 1 Road. Mowing on 0 roads.
- C) Patching also occurred on 8 roadways.

## **Driveway Connections**

A total of 5 driveways were inspected. Need to review process driveways without approval!

## **Roadway and Drainage Reconstruction**

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

Rock Quarry minimum operations

Installed road base on Still Rd and mixing half way

New dump truck, new dump trailer, one brush cutter, one motor grader and grade all out of service



## Memorandum

**Date: April 14, 2011**

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

**From: Beth Letchworth**

**Subject: Monthly Report for March**

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Manned Site Tonnage from:	Aucilla Site	60.657
	Bassett Site	22.777
	Fulford Site	21.465
	Lamont Site	28.502
	Lloyd Site	94.990
	Nash Site	69.365
	New Monticello Site	92.872
	Main Office Site	21.059
	Pinckney Hill Site	12.191
	Recreation Park Site	23.250
	Wacissa Site	46.965
	Waste Tires	19.209
	County Commercial	178.730
	City of Monticello	281.840

Landfill Budgeted Amount:	\$1,731,670.00
Current Month Expenditures:	\$ 57,870.41
Year-to-date Expenditures:	<u>\$ 516,140.37</u>
Remaining Balance:	\$1,215,529.63

Animal Control Budgeted Amount:	\$17,000.00
Year-to-date Expenditures:	\$ 11,552.16
Year-to-date Revenues:	<u>\$ 555.00</u>
Remaining Balance:	\$ 5,447.84