

Board of County Commissioners

Jefferson County, Florida

Stephen G. Fulford
District 1, Chair

John Nelson, Sr.
District 2

Hines F. Boyd
District 3

Betsy Barfield
District 4

Danny Monroe, III
District 5

Regular Session Agenda May 19, 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) **Volunteer Celebration/Orientation – Jefferson County School System**
3. **Consent Agenda**
 - a) **Approval of Agenda**
4. **Citizens Request & Input on Non-Agenda Items**
(3 Minute Limit, No Commissioner Discussion.)
5. **General Business**
 - a) **Code Enforcement Revisions – Scott Shirley**
 - b) **Private Dirt Road Maintenance Program – Roy Schleicher**
 - c) **Ad Hoc Regional Transit Committee – Comm. Boyd**
 - d) **Fire Inspections – Chief Matthews**
 - e) **Wacissa River Park Surveying Services – Engineer Alan Wise**
 - f) **Budget Schedule – Kirk Reams**
6. **County Coordinator's Report**
 - a) **Department Head Reports**
 - b) **FSU Student Government Association Resolution**
 - c) **CDBG Ranking Order**
 - d) **DOT Roadway Beautification Grant**
 - e) **Scope of Services for the County Mine**
7. **Citizen's Forum**
(3 Minute Limit, Discussion Allowed.)
8. **Commissioner Discussion Items**
9. **Adjourn**

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

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

VOLUNTEERS

THE HEART OF OUR SCHOOL AND COMMUNITY



PLEASE JOIN US FOR

"VOLUNTEER CELEBRATION/ORIENTATION"

WHEN: FRIDAY, JUNE 3, 2011

WHERE: OLD JEFFERSON COUNTY SCHOOL BOARD OFFICE

ADDRESS: 1490 W. WASHINGTON STREET

TIME: 11:00 A.M.

JUST TO SAY THANKS FOR CARING & SHARING

[Note: Revisions are shown as amendments to existing code enforcement procedures in LDC Section 9.14.00. Additions to existing code are underlined and deletions a ~~stricken out~~. Additions to the draft of April 13, 2011 are double underlined and deletions from that draft are ~~double stricken out~~. This draft does not reflect final code numbering.]

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. The designated “Code Enforcement Officer” may be one individual, or may be more than one person with particular areas of jurisdiction responsibility, as determined by the Board of County Commissioners.

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.~~
12. Land Development Code and Comprehensive Plan.
13. Contractors or contracting codes.
14. Subdivision codes.
15. Licensing codes, including business tax receipts and licensing.
16. Mobile home inspection code.
- ~~19. Dangerous Animal Control.~~
17. Code of Ordinances

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 not less than 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 a specified period of time, which shall be not less than thirty (30) days after notice as herein provided, the Code Enforcement Board may order the ~~Ceode E~~Code E~~enforcement O~~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. The Code Enforcement Officer may provide additional time in which to cure a violation if, in the discretion of the Code Enforcement Officer, such additional time is reasonably necessary in view of the actions required to achieve compliance.
2. If such violation has not been terminated and abated within the time specified in the notice, ~~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. The second notice as referenced herein shall be sent to the violator not less than thirty (30) days before the 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 public hearings and shall be noticed as provided in Land Development Code Section 9.02.07 A – C, and 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 simple majority, except that at least four (4) members of the Board must vote. 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. In addition, in each instance in which the Code Enforcement Board determines that a violation has occurred, the Board shall include in its order or decision a requirement that the violator reimburse the County an amount equivalent to the reasonable costs of prosecuting the case before the Board, said amount to be specifically stated in the order or decision. If the violator fails to remit such reimbursement to the County within sixty (60) days following the violator's receipt of the order or decision of the Code Enforcement Board, such funds shall be recoverable as provided in Section 162.09(3), Florida Statutes.
- 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.
 4. Whether imposition of the fine will constitute an undue hardship on the violator considering the financial resources of 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.

Jefferson County Board of County Commissioners
County Coordinator's Office
450 W. Walnut Street
Monticello, Florida 32344

The Keystone County - Established 1827

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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Date: For May 19, 2011 BOCC Agenda

TO: County Commissioners

FROM: Roy Schleicher

RE: Private Dirt Road Maintenance Program

The issue of a Private Dirt Road Maintenance Program has been discussed numerous times by staff, the county engineer and the County Commission. After considerable discussion and research, the following issues have been identified and the staff recommendations are:

Issues Identified -

1. Local governments cannot work on private property except in very limited circumstances.
2. The Valley View subdivision is the only homeowners group that has expressed interest in the county providing services on their private dirt roads.
3. The Jefferson County Road Department is unable to provide employees and equipment for maintenance of private dirt roads.
4. The county's contract engineers and county staff cannot provide services on private property. Any "consultation" by the county engineers or county staff will entail the engineer's and county's liability should any future issues arise.

Staff Recommendation (County Engineers and County Staff)

The best alternatives are (1) for the residents to contract for the work to be done by a private contractor or (2) for the residents desiring county assistance to form a Municipal Services Taxing Unit (MSTU) and when the MSTU process is completed the county can direct that the desired work be completed and paid for through the taxing unit.

The process to create a MSTU is –

1. A petition to create the MSTU is circulated in the interested community. The
(continued)

Kirk Reams
Clerk of Courts 850/342-0218

Roy Schleicher
County Coordinator 850/342-0287

Jefferson County Board of County Commissioners
County Coordinator's Office
450 W. Walnut Street
Monticello, Florida 32344

The Keystone County - Established 1827

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petition includes a description of the problem and a map showing the properties involved. A signed petition is returned to the county indicating a certain percentage of the property owners are in favor of continuing the process. A successful petition would need to have a majority of the property owners in favor of continuing the consideration of the MSTU for the process to move forward.

2. Based on a high percentage of property owners agreeing to continue the MSTU process the county would then recommend a solution to the problem (in the case of Valley View – road issues) along with a detailed cost associated with the problem solution to include surveying, design, permitting, legal and professional fees as necessary and the actual costs of the necessary work.
3. The information in step #2 above is then distributed to the property owners and they are asked if they want to proceed to the creation of the MSTU. If a considerable number of property owners indicate interest in the formation of an MSTU with the information above in hand the county then formally proceeds to step #4 below.
4. The county then sends a complete formal package (a package similar to the information provided in step #3 above) to all identified property owners and after their review the county requests that they respond with an official “yes” or “no” vote. With a set percentage (such as 51% positive votes) the issue is then placed on a Commission agenda for final discussion and vote by the County Commission to create the MSTU.
5. If the County Commission vote passes the county will perform, or have performed the work necessary to alleviate the problem and assess a special tax to each property in the MSTU. The tax is based on the cost of the work to be performed and collected with property taxes each year until it is paid in full. The number of years the MSTU taxes are collected can vary based on the total cost of the work.

Knowing that the county's resources cannot be utilized for private benefit the county engineer and staff believes that the MSTU is the best way to provide service to the citizens while protecting Jefferson County.

[Kirk Reams](#)
Clerk of Courts 850/342-0218

[Roy Schleicher](#)
County Coordinator 850/342-0287

Dear County Commission Chairs and Mayor Marks,

Last year the Capital Region Transportation Planning Agenda (CRTPA), in partnership with StarMetro, completed a Regional Transit Study (RTS). The goals of the RTS were to prepare an assessment of current and future transit needs in the four-county region, identify and assess realistic funding strategies, identify an organizational structure that will promote the development of a seamless regional transit system, establish an implementation strategy for advancement of the proposed transit improvements and organizational changes, and define development review guidelines and design policies that are conducive to a transit-oriented community. The finished study can be found on the CRTPA's website (www.crtpa.org) under the heading "Document/Projects". It is the last item under the projects listing.

The future transit needs for the region were incorporated in the Regional Mobility Plan which was adopted last year by the CRTPA Board. With the impending restructuring of the transit routes in Tallahassee to a more efficient network which lends itself to regional expansion and the rising price of gasoline, now would be the opportune time to look how we move forward to meet our future transit needs in the Capital Region. The first step in this effort would be to establish an Ad Hoc Regional Transit Committee to review the RTS recommendations and provide policy guidance to CRTPA staff on the following items.

- Which regional and local transit service needs should be considered initially?
- What organizational structure would be needed to implement the service needs?
- How will new transit services be paid for?

We are requesting that you select a representative from your respective commissions to serve on this committee. It is anticipated that there will only need to be 3-4 meetings to set the goals, objectives, guidelines and parameters that will provide direction to staff in building an action plan.

We look forward to working with your representative to committee. Should you have any questions, please do not hesitate to contact me.

Regards

Harry D. Reed III, AICP
Executive Director
Capital Region Transportation Planning Agency (CRTPA)

Mailing Address:

300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

Office Location:

408 N. Adams Street, 4th Floor
Tallahassee, FL

Office Phone: **850-891-6800**

Direct Line: **850-891-6815**

Fax: **850-891-6832**

Email: Harry.Reed@talgov.com

EXHIBIT "A"

**WACISSA RIVER PARK
TASK ORDER NO. 019-2011
PREBLE RISH, INC. PROJECT NO. 751.019**

This task order is for the purpose of Preble-Rish, Inc. (PRI) as the ENGINEER to provide professional services for the surveying of the parcels controlled by Jefferson County at the head of the Wacissa River. The parcel ID numbers of the property are: 02-2S-3E-0000-0013-0000, 01-2S-3E-0000-0063-0000, 01-2S-3E-0000-0070-0000, 02-2S-3E-0000-0022-0000, and 01-2S-3E-0000-0013-0000. These parcels together contain approximately 35 acres.

SCOPE OF SERVICES

A. Surveying Services

- 1.0 Provide Boundary and Topographic Survey for use in design. Topography will be provided as 1' contours and will extend 25' beyond property lines.
- 2.0 Locate improvements and show topography within the right of way of Wacissa Springs Road adjacent to the project area.
- 3.0 Locate and show wetlands flags as provided by others.
- 4.0 Locate and show trees larger than 18" DBH.
- 5.0 Provide bathometric survey of the channel north of the existing boat ramp.

B. Deliverables

- A. 6 copies of a Certified Boundary and Topographic Survey

C. Professional Services Fees

- | | |
|--------------|-------------|
| A. Surveying | \$18,875.00 |
|--------------|-------------|

LUMP SUM TOTAL \$18,875.00

D. Exclusions

The following items are excluded from this scope of services.

- A. Dredge and Fill Permitting.
- B. Surveying other than that identified in this scope.
- C. Stormwater or Drainage design or permitting.
- D. Water System design or permitting.
- E. Waste Water system design and permitting.
- F. Engineering and Design of improvements.
- G. Land Planning.
- H. Wetlands Delineation or Biological Survey.
- I. Title searches.

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

PREBLE-RISH, INC.

Address for Correspondence:

187 East Walnut Street
Monticello, Florida 32344

By: _____ *Au WS*

Name and Title: Alan Wise, P.E. - Project Manager

Witnessed: *Chelsey Ann Kinsey*

Date: *April 8, 2011*

JEFFERSON COUNTY

Address for Correspondence:

450 West Walnut Street
Monticello, FL 32344

By: _____

Name and Title: Roy Schleicher, County Coordinator

Witnessed: _____

Date: _____



KIRK REAMS

Jefferson County
Clerk of Court & CFO

1 Courthouse Circle
Monticello, FL 32344
(850) 342-0218
Fax (850) 342-0222

MEMORANDUM

May 13, 2011

Dear Commissioners, Departments & Constitutional Officers:

Attached is an outline of our budget calendar for the upcoming fiscal year. As we move forward, the workshop dates should become more specific. As always, if you have any questions please give me a call.

Sincerely,

Kirk Reams
Clerk of Court & CFO



2011-2012 Budget Calendar

<u>DATE</u>	<u>ACTIVITY</u>
5/24/2011	Budget Worksheets Distributed to Departments/Constitutionals
6/7/2011	Budget Worksheets Due to Clerk's Office
6/30/2011	Revenue Estimates(Non Ad-Valorem&Assessments) Finalized
7/1/2011	Property Appraiser Certifies Taxable Value
7/7/2011	Proposed Workshop w/ Constitutional Officers
7/11-12/2011	Proposed Workshops w/ Department Heads
7/15/2011	Tentative Budget Submitted
7/18-31/2011	Additional Workshops as Needed
8/4/2011	<u>Preliminary</u> Millage Rate Selection Deadline
8/4-31/2011	Additional Workshops as Needed
8/24/2011	Property Appraiser Mails TRIM Notices (Proposed Taxes)
9/15/2011	Tentative Budget Hearing (5:30 PM)
9/21/2011	Deadline for Advertisement to be submitted
9/23/2011	Ad of Notice of Intent to Adopt Final Millage Rate & Budget
9/26/2011	Final Budget Hearing (5:30 PM)

Memorandum

Date: May 12, 2011

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

From: Beth Letchworth

Subject: Monthly Report for April

Manned Site Tonnage from:	Aucilla Site	36.316
	Bassett Site	27.068
	Fulford Site	21.906
	Lamont Site	29.351
	Lloyd Site	82.977
	Nash Site	50.719
	New Monticello Site	66.857
	Main Office Site	22.254
	Pinckney Hill Site	6.485
	Recreation Park Site	31.252
	Wacissa Site	41.801
	Waste Tires	3.710
	County Commercial	282.414
	City of Monticello	228.770

Landfill Budgeted Amount:	\$1,731,670.00
Current Month Expenditures:	\$ 54,268.22
Year-to-date Expenditures:	<u>\$ 698,530.22</u>
Remaining Balance:	\$1,033,139.78

Animal Control Budgeted Amount:	\$17,000.00
Year-to-date Expenditures:	\$10,829.09
Year-to-date Revenues:	<u>\$ 650.00</u>
Remaining Balance:	\$ 6,170.91

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

4-H Monthly Activity Report

4-H Youth Activities

- JGL - Newsletter prepared and sent
- JGL- Boyz-2-Men Lock-in – April 1-2
- JGL - 4-H County Council Meeting – April 4
- JGL - 4-H Congress Planning Meeting – April 5
- JGL – JOY Meeting – April 4
- JGL – Critique 4-Hers for Illustrated Talk – April 5
- JGL – Meeting with Extension clientele – April 6
- JGL – Volunteer Screening In-service, via polycom – April 7
- JGL - Brick Squad afterschool 4-H Club Meeting –April 7
- JGL – County Events – April 9
- JGL – Meeting with Extension clientele – April 12
- JGL – Speaker at the Retired Educator of Jefferson County Meeting – April 12
- JGL – Meeting with Workforce Plus personnel – April 15
- JGL – 4th Grade 4-H Club Meeting – April 15
- JGL – 3rd Grade 4-H Club Meeting – April 20
- JGL – Extension Epsilon Sigma Phi Board Meeting – April 19
- JGL – 5th grade 4-H Club Meeting – April 20
- JGL – Extension Professional Association of Florida Board Meeting – April 21
- JGL – 4-H District III Tropicana Public Speaking Contest – April 21
- JGL - Brick Squad afterschool 4-H Club Meeting –April 25
- JGL – Critique 4-Her illustrated talk – April 25
- JGL – Safe and Nurturing Environment Committee Meeting - April 26
- JGL – Train county council members for 4-H Blitz – April 26
- JGL - 4-H Day at The Capital – April 27
- JGL - Wildlife Day Camp Planning Meeting – April 28
- JGL - District Tropicana Public Speaking Contest – April 29
- JGL - 4-H Wildlife Camp Planning Meeting – April 29

Family & Consumer Sciences/4-H

4-H Youth Activities

- KDJ- Boys 2 Men Male Lock-in- JCMHS-April 1
- KDJ-Listen to Allison Cone: Illustrated Talk- April 25
- KDJ- 4-H Middle High School -JCMHS-April 25
- KDJ- 4-H Day at the Capital: Money Management Booth- Tallahassee, FL- April 27
- KDJ- Reading to 1st Graders- April 28
- KDJ- PACE Presentation- April 29

Family & Consumer Sciences

- KDJ-Health Fair- New Bethel AME Church-Monticello, FL- April 9
- KDJ- Article on Retirement Planning for NW District News Letter- April 15
- KDJ- Stats Analysis of Listening Session Data- April 17th
- KDJ- Shared Services- Library- April 26

Agriculture and Natural Resources Activities

- JED – APR 1&2 Area A 4-H horse show- Marianna
- JED –Florida-Georgia Wildlife Updates- Food plots Tallahassee – APR 1
- JED- USDA Processing Working Group Monticello - APR 5

- JED- JCES Staff Meeting - APR 6
- JED- IFAS Forage Focus Group Meeting Gainesville - APR 8
- JED- Healthy Horse Conference UF Vet School, GVL - APR 9
- JED- JCES Listening Session for Long Range Plan, Green Industries -APR 12
- JED- NW District Faculty Meeting, Chipley -
- JED- Florida Association of County Agricultural Agents Midyear meeting- Polycom -APR 19
- JED- North Florida Livestock Show "Check Night", Madison - APR 21
- JED- NW District Natural Resources Team Meeting Polycom - APR 27
- JED- Natural Resources Day Camp Planning TLH - APR 28
- JED- Florida-Georgia Wildlife Updates, Upland Vegetation Management for Wildlife, Dixie Plantation - APR 29
- JED –ONGOING- Plant and Pest ID, Soil test interpretations and consultations, Planning for Florida-Georgia Wildlife Updates

FAMU, 4-H & Ag Agent – Jefferson County

- CW – Attended Boyz 2 Men Lock-in – April 1-2
- CW – Attended mobile processing unit(Johnston's) – Apr 5
- CW – Attended Jefferson County Staff meeting(extension office)- Apr 6
- CW – Met with Steve Windgate about Roostertown garden – Apr 6
- CW – Attended County Events (extension office) – Apr 9
- CW – County Listening session(Green Industries) – Apr 12
- CW – Attended District Faculty Meeting(Chipley) – Apr 14
- CW – 4th grade 4-H club meeting (JCES) – Apr 15
- CW – Attended scheduled appointment with FAMU Viticulture and local grower – Apr 19
- CW – 3rd grade 4-H club meeting(JCES) – Apr 19

Administrative and Other Activities, Faculty and Staff

- JGL –Office Staff Meeting – April 6
- JGL – Extension Listening Session – April 12
- JGL – Northwest District Faculty Meeting – April 14
- JGL – County Extension Faculty Meeting- April 21
- JGL - Dept. Heads Meeting, April 26
- KDJ-PDEC –Shopping for Health, Convenience Foods (training)- Webinar-April 1
- KDJ- Working with Faith Based Organizations to Deliver Financial Education (training)-Archer, FL- April 2
- KDJ- Staff Meeting- JCEO- April 6
- KDJ- County Listening Session Planning- JCEO- April 6
- KDJ- County Listening Session Planning- JCEO- April 11
- KDJ- County Listening Session- Green Industries- April 12
- KDJ- Agent Meeting- JCEO- April 21
- KDJ-Meeting with Ms. Shirley Washington RE: Summer program- JCES-April 25
- KDJ- SNDT Meeting- JCMHS- April 26
- KDJ- Meeting with Librarian re: Managing in tough Times Presentation- April 26

**Jefferson County Fire Rescue
Monthly Department Report**

TO: Mr. Roy Schleicher
County Coordinator

DATE: 13 May 2011

SUBJECT: Department Directors Report

FROM: Mark Matthews, Chief
Jefferson County Fire Rescue

REFERENCE: April 2011 Report

ATTACHMENTS: 0

JCFR CALLS FOR SERVICE

2011	APRIL	Y.T.D.
FIRE	54	206
EMS	198	794
	Total: 252	Total: 1,000

APRIL 2011 EMS COLLECTIONS - \$43,966.63

FISCAL YEAR EMS COLLECTIONS TOTAL - \$432,706.84

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 at the next Commissioners meeting.

NEW STATION UPDATE We are now compiling possible funding sources to finance a new facility.

BAD DEBT COLLECTIONS We have finally solved the computer issue with NCS-Plus and will be sending them the first batch of claims the first week of May.

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

Jefferson County Bialar Public Library Monthly Report for April, 2011

Statistics of interest

- 7164 Door count
- 2261 Materials checked out
- 47 Materials purchased
- 2270 Computer usage
- 155 Materials catalogued

Community room usage

- Health Department
- JC Educational Foundation
- Quilters
- Weight Watchers
- Homeless Veterans
- North Florida Workforce
- Aucilla Christian
- Stepping Stones to Excellence
- Capital Health Plan
- Girl Scouts
- United Way Tax Assistance

Projects

- Lobbied vigorously for State Aid through emails, personal visits and phone calls
- Worked on finishing up Summer Reading Program
- Initial website redesign work started

Other

Director gave report to JC Legislative Committee about lobbying efforts at Capitol

Assisted with library table display at Capitol for National Library Week

Friends of the Library met; approved raffle of quilt donated by Jefferson County quilters

Doris Andrews went to Leon County for Workforce Recovery training for Jefferson County

Director and Natalie Binder lobbied several times at Capitol

Celebrated National Library Week with a staff luncheon

Purchased books for children's department at 50% savings at Aucilla Christian book fair

Held four preschool family storytimes with craft

Monthly Saturday beginning computer class held in lab

"Best health books of 2010" ordered for collection

Wilderness Coast Board Meeting held at our library; WILD audit and state funding were topics

New staff printers delivered and installed; scanning function successfully installed

Capital Health Plan held inaugural Savvy Seniors program at library

Outreach to Jefferson Elementary and Brynwood Center

Trespassed a customer for threatening language directed at a staff member

Staff trained on genealogy databases

ARISE grant coordinator Julia McBee reports 3 volunteers teaching 5-10 students a month between

20-24 hours; Ms. McBee teaching 2 students average 16 hours per month

Budget within limits

JEFFERSON COUNTY/CITY OF MONTICELLO
BUILDING INSPECTION AND CONTRACTOR LICENSING
 445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

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

MONTHLY REPORT			
April 2011		April 2010	
Building	20	Building	23
Electrical	19	Electrical	14
Plumbing	3	Plumbing	6
Mechanical	12	Mechanical	8
Mobile Homes	1	Mobile Homes	1
Relocate	0	Relocate	0
Demolish	0	Demolish	0
Miscellaneous	3	Miscellaneous	3
City Permit	6	City Permits	8
City Fees	\$519.35	City Fees	\$929.46
County Permits	52	County Permits	47
County Fees	\$7,346.17	County Fees	\$8,231.76
Total		Total	
City/County Permits	58	City/County Permits	55
City/County Fees	\$7,865.52	City/County Fees	\$9,161.22

April 2011		April 2010	
Radon Fee	\$309.81	Radon Fee	\$825.04
Building Permit Fee	\$7,300.71	Building Permit Fee	\$8,006.18
Mobile Home Permit Fee	\$255.00	Mobile Home Permit Fee	\$330.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$0.00	Contractor Licenses Fee	\$0.00
Business & Home Occup Fee	\$282.00	Business & Home Occup Fee	\$522.00
Total	\$8,147.52	Total	\$9,683.22

April 2011		April 2010	
New Construction Permits (Residential)	3	New Construction Permits (Residential)	5
Commercial Permits (Non-Residential)	3	Commercial Permits (Non-Residential)	0
Mobile Home Permits	1	Mobile Home Permits	1
Repair & Addition Permits	48	Repair & Addition Permits	46
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	3	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	3
Total	58	Total	55
Valuation		Valuation	
Valuation Home Permits	\$425,903	Valuation Home Permits	\$746,351
Valuation Commercial Permits	\$77,225	Valuation Commercial Permits	\$0
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$176,394	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$428,127

JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

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

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

April 2011		April 2010	
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	\$1200.00	Major Development Fee	\$0.00
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)	\$0.00	Development Permits Fee (Mobile Homes)	\$285.00
Development Permits Fee (Residential)	\$2,472.46	Development Permits Fee (Residential)	\$5,058.85
Development Permits Fee (Commercial)	\$606.20	Development Permits Fee (Commercial)	\$0.00
Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$1,450.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$205.00
Total	\$5,728.66	Total	\$5,648.85

April 2011		April 2010	
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 _____)	1	Major Development (No. Lots Created _____)	0
Variance	0	Variance	0
Minor Replats	0	Minor Replats	0
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	0	Development Permits (Mobile Homes)	1
Development Permits (Residential)	3	Development Permits (Residential)	6
Development Permits (Commercial)	3	Development Permits (Commercial)	0
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	10	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	1
Total	17	Total	9

March 2011		March 2010	
Emergency Medical Impact Fee	\$123.72	Emergency Medical Impact Fee	\$371.16
Fire/Rescue Impact Fee	\$96.32	Fire/Rescue Impact Fee	\$288.96
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	\$426.00
Driveway Permit Fee	\$212.00	Driveway Permit Fee	\$159.00
Total	\$732.04	Total	\$1,245.12



THE FLORIDA STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION

THE SIXTY THIRD STUDENT SENATE

Resolution 38

Sponsored by: Senator Sharpe

WHEREAS: Nestle Corporation is drilling and looking to pump in the Wacissa River, and

WHEREAS: The Florida State University and the FSU Student Government Association do not support the pumping of the water from the springs of the Wacissa River, therefore

BE IT RESOVLED BY THE SIXTY THIRD STUDENT SENATE AT THE FLORIDA STATE UNIVERSITY THAT:

We support the efforts of the Environmental Service Program and their stance on drilling and pumping in the Wacissa River.

OFFICIALS:

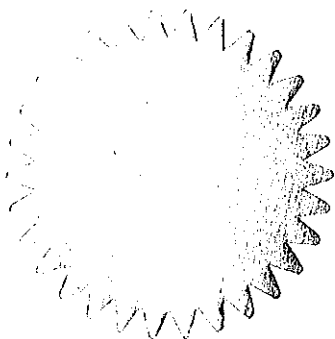
C. E. Chance

Student Senate President

Walter Dunbar

Student Senate Program Assistant

PASSED: 20th of April, 2011



MEMORANDUM

TO: Jefferson County - BOCC
FROM: Sonora Walker - Meridian
SUBJECT: CDBG Housing Rehabilitation Program
DATE: May 12, 2011

In order to begin work on the CDBG Housing rehabilitation program, several items need to be approved by the Commission to be in compliance with program requirements. We have advertised and received homeowner applications, contractor applications, and have received bids for lead based paint inspection services. There are also other items listed below for your consideration.

LOCAL REPRESENTATIVE

The Housing Assistance Plan requires you to appoint a local representative to conduct various functions during the course of the program. These functions include approving change orders, signing the Deferred Payment Loan Agreement, inspection of houses (before and after construction), and other items that may need to be done. The person can be anyone you prefer, but should be someone knowledgeable about construction, and readily available to spend approximately 30 minutes to 60 minutes per day, two to three days a week.

Recommended Action: Motion to appoint _____ as your local government representative.

CHANGE ORDERS

During the construction process, hidden items will be discovered that were not found during the initial inspection due to various reasons. By rule, change orders addressed by CDBG funds must be code-related requirements, not wish list items wanted by the homeowners. In order to streamline the construction process and not unnecessarily delay the completion of the houses, change orders can be approved by the appointed

representative up to a designated amount. The commission sets the amount and any change orders over this designated amount would require commission approval.

Recommended Action: Motion to set the not to exceed amount for change orders at \$ _____ without commission approval.

CONFLICT OF INTEREST

In order to comply with State and Federal Guidelines, please review the attached Homeowner List and indicate on the attached form whether or not any commissioner is related to any of the homeowners. If any commissioner is related, you must abstain from voting on the list. If there is a potential conflict, we will have to apply for a waiver for that homeowner prior to entering into a contract for that homeowner. These forms need to be turned into the Grants Office so that we can maintain the project files.

APPLICANT RANKING LIST

We advertised for homeowners and received 24 applications. These applications were ranked according to the approved ranking criteria adopted in the Housing Assistance Plan. Additionally, the list was reviewed by the CATF on May 11, 2011 and approved pending your approval as well. The inclusion of any applicant on the list does not obligate the expenditure of funds. The applicant will be required to meet all program guidelines for ownership, income and other program requirements. The houses will also have to meet program requirements as well. We will conduct an orientation meeting with the homeowners and discuss all of the program requirements.

Recommended Action: Motion to approve the Ranking List of Homeowners.

CONTRACTOR LIST

We advertised for contractors and received 11 applications. These applications were reviewed and approved. The criteria for approval are extensive and comprehensive and cover licensing, insurance, references and debarment issues. The approved list will allow us to invite these approved contractors to bid on the houses. Any contractor not pre-approved would be allowed to bid, but could not be awarded any houses until they met the criteria for approval.

Recommended Action: Motion to approve the List of Contractors.

LEAD BASED PAINT REQUIREMENTS

Federal requirements for lead based paint are in effect for this program to insure homeowner health and safety. We requested quotes and received three bids for LBP Inspections. The recommended bidder for this activity is as follows:

Low Bidder
LBP Testing – PBO3 Inc.

Amount
\$249.00/Unit

Recommended Action: Approve the bidder identified above.

TITLE SEARCH SERVICES

We requested quotes for title search services and received three bids. Title search services are necessary to prove ownership and encumbrances on the houses to make sure program guidelines are met.

Respondent
Title Search Services – U. S. Title

Amount
\$75.00/Unit

Recommended Action: Approve the above listed title search firm.

Attachments:

Conflict of Interest Form
Homeowner Ranking List
Contractor List

Jefferson County
Community Development Block Grant (CDBG)
O and E Bid Submission

As per the program requirements, one (1) company will be selected for the properties in the program. Questions should be directed to *Meridian Community Services Group, Inc.* at (866) 484-1975 (Toll Free) or (352)381-1975. Work is to begin after written authorization to proceed, and shall be completed within ten (10) days after authorization by Meridian Community Services Group, Inc. Payment will be issued upon satisfactory completion of all work.

I hereby certify that I am an equal opportunity employer, in compliance with all federal and state laws, and that I will perform the O and E Title Search described above for the sum of \$ 75.00 per property. This amount includes all associated cost.

General Instructions to Bidders:

1. Jefferson County reserves the right to reject any or all bids for just cause, and to waive any informality in any bid. The bid will be awarded in the best interest of Jefferson County, to the lowest responsive, responsible bidder.
2. The bidder shall be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him/her from responsibility for compliance with all said laws, ordinances, rules, and regulations.
3. Federal equal opportunity, civil rights, and record retention requirements are applicable to work performed on the job. Minority businesses are encouraged to participate.

<u>KATHY PREVATT</u>	<u>K. Prevatt</u>
Full Legal Name	Signature
<u>PRESIDENT</u>	<u>3/7/2011</u>
Title	Date
<u>352-377-2442</u>	
Phone	Alternate Phone
<u>2135 NW 40th Terr Surt C, Gainesville, FL 32605</u>	
Full Mailing Address	
<u>SAME</u>	
Full Business Address	
<u>Kathy@title-yrvc.com</u>	
e-mail Address	

Jefferson County
Community Development Block Grant (CDBG)
O and E Bid Submission

As per the program requirements, one (1) company will be selected for the properties in the program. Questions should be directed to *Meridian Community Services Group, Inc.* at (866) 484-1975 (Toll Free) or (352)381-1975. Work is to begin after written authorization to proceed, and shall be completed within ten (10) days after authorization by Meridian Community Services Group, Inc. Payment will be issued upon satisfactory completion of all work.

I hereby certify that I am an equal opportunity employer, in compliance with all federal and state laws, and that I will perform the O and E Title Search described above for the sum of \$ 150 per property. This amount includes all associated cost.

General Instructions to Bidders:

1. Jefferson County reserves the right to reject any or all bids for just cause, and to waive any informality in any bid. The bid will be awarded in the best interest of Jefferson County, to the lowest responsive, responsible bidder.
2. The bidder shall be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him/her from responsibility for compliance with all said laws, ordinances, rules, and regulations.
3. Federal equal opportunity, civil rights, and record retention requirements are applicable to work performed on the job. Minority businesses are encouraged to participate.

David Zein-Eld _____ Signature [Signature]

Full Legal Name

D.V.S.M. President _____ Date 3/1/2011

Title

850-422-2960 _____ Alternate Phone

Phone

3301 Thomasville Rd. # 202, Tallahassee, FL 32308 _____ Full Mailing Address

3301 Thomasville Rd. # 202, Tallahassee, FL 32308 _____ Full Business Address

dzeineld@stewart.com _____ e-mail Address

Jefferson County
Community Development Block Grant (CDBG)
O and E Bid Submission

As per the program requirements, one (1) company will be selected for the properties in the program. Questions should be directed to *Meridian Community Services Group, Inc.* at (866) 484-1975 (Toll Free) or (352)381-1975. Work is to begin after written authorization to proceed, and shall be completed within ten (10) days after authorization by Meridian Community Services Group, Inc. Payment will be issued upon satisfactory completion of all work.

I herby certify that I am an equal opportunity employer, in compliance with all federal and state laws, and that I will perform the O and E Title Search described above for the sum of \$ 100.00 per property. This amount includes all associated cost.

General Instructions to Bidders:

1. Jefferson County reserves the right to reject any or all bids for just cause, and to waive any informality in any bid. The bid will be awarded in the best interest of Jefferson County, to the lowest responsive, responsible bidder.
2. The bidder shall be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him/her from responsibility for compliance with all said laws, ordinances, rules, and regulations.
3. Federal equal opportunity, civil rights, and record retention requirements are applicable to work performed on the job. Minority businesses are encouraged to participate.

<u>Crystal Lane Curran</u>	<u>Crystal Lane Curran</u>
Full Legal Name	Signature
<u>Closer / Processor</u>	<u>03/01/2011</u>
Title	Date
<u>352-372-7000</u>	<u>384-454-5760</u>
Phone	Alternate Phone
<u>2622-B2 NW 43rd Street Gainesville FL 32606</u>	
Full Mailing Address	
<u>2622-B2 NW 43rd Street Gainesville, FL 32606</u>	
Full Business Address	
<u>crystalust@bellsouth.net</u>	
e-mail Address	



ENVIRONMENTAL TESTING & SVC. CO.

March 7, 2011

MEL-114-03-07-11-01

Mr. Jay Moseley
Meridian Community Services Group, Inc.
P.O. Box 357995
Gainesville, FL 32635

352.381.1975 352.381.8270

Subject: Professional Testing Services-Lead-Based Paint Inspections – Jefferson County.

Dear Mr. Moseley:

PbO₃ Environmental Testing & Service Co., Inc. is pleased to provide this proposal for Lead-Based Paint & Asbestos services. Pursuant to your request, we propose to provide services for the following location:

Lead-Based Paint Inspections: \$249.00 per house
(Average house size approximately 1,200 sq ft)

If you have any questions, or if you require additional information, please do not hesitate to call.

PbO₃ Environmental Testing & Service Co., Inc.



David B. Mederer
District Manager

Jefferson County
Community Development Block Grant (CDBG)
Lead Base Paint Bid Submission

As per the program requirements, one (1) inspector will be selected for the properties to be refurbished. Questions should be directed to *Meridian Community Services Group, Inc.* at (866) 484-1975 (Toll Free) or (352)381-1975. Work is to begin after written authorization to proceed, and shall be completed within ten (10) days after authorization by Meridian Community Services Group, Inc. Payment will be issued upon satisfactory completion of all work.

I hereby certify that I am an equal opportunity employer, in compliance with all federal and state laws, and that I will perform the Lead Base Paint inspection services described above for the sum of \$ 375.00 per property. This amount includes all associated cost, including sampling and lab fees. Lead Based Paint inspections will be performed per HUD guidelines using and XRF analyzer and HUD sampling protocols.

General Instructions to Bidders:

1. Jefferson County reserves the right to reject any or all bids for just cause, and to waive any informality in any bid. The bid will be awarded in the best interest of Jefferson County, to the lowest responsive, responsible bidder.
2. The bidder shall be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him/her from responsibility for compliance with all said laws, ordinances, rules, and regulations.
3. Federal equal opportunity, civil rights, and record retention requirements are applicable to work performed on the job. Minority businesses are encouraged to participate.

PERRY BRAKE

Full Legal Name

Perry Brake

Signature

SENIOR CONSULTANT

Title

3-3-2011

Date

352 495-8266

Phone

352 318-2381

Alternate Phone

8503 SW 152 AVE, ARCHER, FL 32618

Full Mailing Address

5230 CLAYTON CT., FT. MYERS, FL 33907

Full Business Address

PERRYB@AMRC-ENVIRONMENTAL.COM

e-mail Address

Jefferson County
Community Development Block Grant (CDBG)
Lead Base Paint Bid Submission

As per the program requirements, one (1) inspector will be selected for the properties to be refurbished. Questions should be directed to *Meridian Community Services Group, Inc.* at (866) 484-1975 (Toll Free) or (352)381-1975. Work is to begin after written authorization to proceed, and shall be completed within ten (10) days after authorization by Meridian Community Services Group, Inc. Payment will be issued upon satisfactory completion of all work.

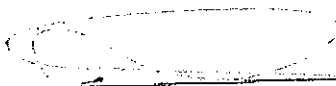
I hereby certify that I am an equal opportunity employer, in compliance with all federal and state laws, and that I will perform the Lead Base Paint inspection services described above for the sum of \$ 400 per property. This amount includes all associated cost, including sampling and lab fees. Lead Based Paint inspections will be performed per HUD guidelines using and XRF analyzer and HUD sampling protocols.

General Instructions to Bidders:

1. Jefferson County reserves the right to reject any or all bids for just cause, and to waive any informality in any bid. The bid will be awarded in the best interest of Jefferson County, to the lowest responsive, responsible bidder.
2. The bidder shall be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him/her from responsibility for compliance with all said laws, ordinances, rules, and regulations.
3. Federal equal opportunity, civil rights, and record retention requirements are applicable to work performed on the job. Minority businesses are encouraged to participate.

James E. Elliott

Full Legal Name



Signature

Director of N-FL operations

Title

3/1/11

Date

904-296-1880

Phone

904-509-0385

Alternate Phone

4720 Salisbury Rd.

Full Mailing Address

Jacksonville Florida 32256

Full Business Address

Jelliott@gleassociates.com

e-mail Address

Contractors	F Name	L Name	E-Mail	Mailing Address	City, State, Zip	Primary	Alternate	Fax	FE-ID	Licenses
Fla. Homes, Inc R/C	William (Bill)	Herring	flahomes@windstream.net	13919 NW 145th Avenue	Alachua, FL 32615	(386) 418-4663	(352) 262-7718	(386) 462-7718	59-32331259	CGC052062
Certified Roofing and Construction	Charlotte	Johnson	cjohn948887@aol.com	PO Box 1673	Newberry, FL 32669	(352) 472-7663	(352) 472-3493	(352) 472-6253	59-3484104	CBC1252541
Page Construction	Eugene	Page	pagelconstruction@4835cornett.com	4835 Cornett Place	Tallahassee, FL 32303	(850) 514-2129	(850) 570-9603	(850) 536-0740	59-3595167	RR0029464
J.G. Parker Enterprises, Inc.	Joseph (Joe)	Parker, Jr	jgparker4@embarqmail.com	39604 French Road	Lady Lake, FL 32159	(352) 551-4916	(352) 753-6520	(352) 430-0176	59-35661692	CRC1329403
James Register Construction, LLP	James	Register	jrpro@aol.com	625 NE Fraleigh Drive	Madison, FL 32340	(850) 973-9780	(850) 591-7960	(850) 973-9781	59-35660346	CGC009067
Big Bend Builders, LLC	Stephen Bryant	Skipper	bryantskipper@gmail.com	PO Box 15877	Tallahassee, FL 32317	(850) 274-2913	(352) 585-2763	(850) 997-2660	32-0306220	CGC1506498
Jerry Walters Construction, Inc.	Jerry	Walter	jerrywaltersconstructioninc@gmail.com	25316 Celimar Street	Brooksville, FL 34601	(352) 544-0223	(386) 867-0812	(352) 544-0223	33-1075972	CRC1326355
Whiddon Construction Company, Inc	Roger	Whiddon	whiddonconstruction.com	582 NW Brook Loop	Lake City, FL 32055	(386) 754-7367	(850) 997-2286	(386) 754-7367	20-2549388	CRC1328025
Yeager Contracting Company, Inc	James	Yeager	jyeager39@gmail.com	1323 Vista Road	Monticello, FL 32344	(850) 508-2383	(850) 997-2286	(850) 997-5911	90-0124748	CGC1507547
Pearl Street Holdings, LLC	Dana	Anderson	r.anderson@pearlstreetholdings.com	1140 E Pearl Street	Monticello, FL 32344	(850) 445-2964	(850) 997-2265	(850) 997-5875	80-0191193	CBC1257126
CB Construction, Inc	Chad	Banks	cbbanks4@embarqmail.com	11754 Grazing Buck Lane	Tallahassee, FL 32317	(850) 566-0941	(850) 877-6689	(850) 385-2749	38-3676978	CBC058867

Jefferson County CDBG
11DB-L4-02-43-01-H30

Post	Mortgage	H	<1961	COL	Points	Rank	F Name	L Name	Street Address (incl city)	Type	Year	Own	Taxes Paid	Flood Zone	County Limits	Permit OK	VLI	LMI	>	LMI	HH	B	W	H	NA	A	FH	62+	HAND
3/28/2011	No	No	No	No	15	1	Erma	Plumber	630 Beth Page Road, Monticello, FL 32344	MH	1985	Yes	Yes	No	Yes	Yes	X				3	1					Yes	1	
3/28/2011	No	No	No	No	12	2	Marie	Garmon	2344 Freeman Road, Monticello, FL 32344	MH	1987	Yes	Yes	No	Yes	Yes	X				1	1					Yes	1	
3/28/2011	No	No	No	No	12	3	Elizabeth	Messer	175 Farnboy, Lamont, FL 32336	MH	1992	Yes	Yes	No	Yes	Yes	X				1	1					Yes	1	
3/28/2011	Yes	*	No	No	12	4	Wade Harvey	Shiver	270 Hatchett Road, Lamont, FL 32336	WF	1900	Yes	Yes	No	Yes	Yes	X				1	1					Yes	1	
3/28/2011	No	No	No	No	12	5	Washington & Bessie	Gallon	1171 Barnes Road, Monticello, FL 32344	CB	ukn	Yes	Yes	No	Yes	Yes	X				2	2					Yes	1	
3/28/2011	No	No	No	No	11	6	Grace	Johnson	1569 (1537)Walker Spring Road, Monticello, FL 32344	MH	ukn	No	Yes	No	Yes	Yes	X				1	1					Yes	1	
3/28/2011	No	*	No	No	10	7	Mary Jane	Geathers	13 Honey Bee Lane, Monticello, FL 32344	WF	1935	Yes	Yes	No	Yes	Yes	X				4	4					Yes	1	
3/28/2011	No	*	No	No	8	8	Harvey	Jordan, Jr.	292 Tin Top Road, Monticello, FL 32344	MH	1989	No	Yes	No	Yes	Yes	X				1	1					Yes	1	
3/28/2011	No	*	No	No	5	9	Angie	Oliver	1399 Old Lloyd Road, Monticello, FL 32344	WF	1940	Yes	Yes	No	Yes	Yes	X				3	3					Yes	1	
3/28/2011	No	No	No	No	5	10	Marvis	Johnson	1553 Walker Spring Road, Monticello, FL 32344	MH	ukn	No	Yes	No	Yes	Yes	X				3	3					Yes	1	
3/28/2011	No	No	No	No	5	11	Bernice C	Harris	98 Deerfield Road, Monticello, FL 32344	MH	1978	Yes	Yes	No	Yes	Yes	X				3	3					Yes	1	
3/28/2011	No	*	No	No	1	12	Sherry Delois	Burnard	8532 Waukeenan Hwy, Monticello, FL 32344	WF	1950	Yes	Yes	No	Yes	Yes	X				2	2					Yes	1	
3/28/2011	No	No	No	No	12	13	Irine	Jackson	453 Freeman Road, Lamont, FL 32336	MH	2000	Yes	No	No	Yes	Yes	X				2	2					Yes	1	
3/28/2011	No	No	No	No	12	14	Leola	Williams	100 Main Street, Lloyd, FL 32337	MH	1980	Yes	No	No	Yes	Yes	X				1	1					Yes	1	
3/28/2011	No	*	No	No	12	15	Ruby	Crumity	293 Tinnel Road, Monticello, FL 32344	WF	1939	Yes	No	No	Yes	Yes	X				1	1					Yes	1	
3/28/2011	No	No	No	No	11	16	Fannie Mae	Jones	738 Gamble Road, Monticello, FL 32344	MH	1986	Yes	No	No	Yes	Yes	X				2	2					Yes	1	
3/28/2011	No	No	No	No	5	17	Minnie Lee	Merritt	96 A Merritt Road, Lloyd, FL 32337	MH	ukn	Yes	No	No	Yes	Yes	X				1	1					Yes	1	
3/28/2011	Yes	*	No	No	5	18	Eddie Lee	Haley	5533 Turkey Scratch Road, Monticello, FL 32344	MH	1987	Yes	No	No	Yes	Yes	X				1	1					Yes	1	
3/28/2011	No	No	No	No	5	19	Tanya Arlene	Johnson	5383 Turkey Scratch Road, Monticello, FL 32344	MH	1993	Yes	No	Maybe	Yes	Yes	X				1	1					Yes	1	
3/24/2011	No	No	No	No	3	20	Ted Kennedy	Crumity	552 Lonnie Road, Monticello, FL 32344	MH	1980	Yes	Yes	Maybe	Yes	Yes	X				1	1					Yes	1	
4/8/2011	No	No	No	No	5	21	Elizabeth Mae	Jones	1070 Mays Road, Monticello, FL 32344	WF	1962	Yes	Yes	No	Yes	Yes	X				4	4					Yes	1	
4/11/2011	No	No	No	No	5	22	Tacarra O'Shay	Nelson	87 E Glenn, Monticello, FL 32344	MH	1980	pending	Yes	No	Yes	Yes	X				2	2					Yes	1	
4/26/2011	Yes	No	No	No	5	23	Deloris	Stephens	73-B Gaffney Side Road, Monticello, FL 32344	WF	1990	Yes	No	No	Yes	Yes	X				1	1					Yes	1	

Scope of Services Offered By Randy Hatch

Re: Jefferson County Mine

Jefferson County owns a mining property in the Cabbage Grove/ Goose Pasture area located in the southern part of the county.

County efforts have fallen short of achieving the economy of scale the county needs to turn the mining operation from a liability into a true asset.

There are a number of remedies available to the county that are affordable and will extract the full value of the property on behalf of the county constituents.

The county approached former Suwannee County Commissioner Randy Hatch to use his lifetime of successful mining experience to help make the transition.

Cost of services depends largely on the time commitment required to achieve the objective.

Those services include:

- 1) Redesign mine operations plan.
- 2) Oversee the acquisition and installation of equipment required.
- 3) Determine production flexibility needs for enhanced profitability
- 4) Market excess product to surrounding units of government.
- 5) Deliver the "inter-local agreements" to Jefferson County.
- 6) Find and deliver transportation grants to Jefferson County.
- 7) Help explain mining strategy to residents as needed.
- 8) Monitor production and additional products up-grades.
- 9) Arrange and oversee blasting services.
- 10) Create an "enterprise fund" method of by-product disposal.
- 11) Report progress to BOCC on a periodic basis.

- 12) Work with Coordinator's_office on budgeting issues.
- 13) Work with Road Department for product delivery to road projects.
- 14) Prepare post mining plan for recreational asset.
- 15) Create an "emergency response" team for critical repairs.
- 16) Establish accountability system for expenditures.
- 17) Establish accountability system for safety inspections.
- 18) Reduce "opportunities for mischief" in acquisitions process.
- 19) Establish MSHA required "on site" records system.
- 20) Establish new task training system required by MSHA.
- 21) Provide additional oversight and accountability as needed.

Some services are "one time" services. Other services are continual. It may be necessary to hire additional employees for some critical functions of mine operations and oversight as the mine evolves.

Training will be essential for the safe and profitable operation of the mine.

Whoever tackles this mission has to work under the direction of the County Coordinator and the BOCC to provide the materials needed by the Road Department Director and deliver those materials to each and every job site on time, every time.

Any of the above services already being performed or can be performed by existing personnel reduces the cost of my services.

My mission is to work my way out of a job ASAP by establishing a skilled, professional, mine workforce made up of Jefferson County residents, who are enthusiastic about providing enhanced services to the constituents of this BOCC.

Please review and remove any services you have the ability to provide "in house".

Best wishes,

Randy Hatch