



BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

Stephen G. Fulford
District 1

John Nelson, Sr.
District 2

Hines F. Boyd
District 3

Betsy Barfield
District 4

Danny Monroe
District 5

Regular Session Agenda
December 1, 2011 at the Courthouse Annex
435 W. Walnut St. Monticello, FL 32344

1. **9:00 A.M. – Call to Order, Invocation, Pledge of Allegiance**
2. **Public Announcements, Presentations, & Awards**
 - a) **Leon Co. Commissioner Bryan Desloge**
 - b) **Cheryl Turner-19 yrs Service to Wilderness Coast – Kitty Brooks**
 - c) **Interstate 10 Interchange Master Plan – FDOT Staff**
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) **Lines of Communication – Comm. Barfield**
 - b) **Board and Planning Attorney Contracts – Comm. Fulford**
 - c) **Small County Coalition Appointments – Chairman Boyd**
 - d) **Jefferson County Bicycle & Pedestrian Master Plan – Renaissance Planning Group**
 - e) **Wacissa Post Office Property Assessment Issues – Roy Schleicher**
 - f) **Lamont Kaleidoscope Property – Julie Conley**
6. **County Coordinator's Report**
 - a) **Grievance Board Appointees**
7. **Citizen's Forum (3 Minute Limit, Commissioner Discussion Allowed)**
8. **Commissioner Discussion Items**
9. **Adjourn**

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

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

Kirk Reams
Clerk of Courts

Roy M. Schleicher
County Coordinator

Bird & Sparkman, P.A.
County Attorney

Draft November 7, 2011

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made and entered into as of _____ day of _____, 2011, by and between **THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA**, hereinafter referred to as “**BOARD**” and the law firm of **ARD, SHIRLEY & RUDOLPH, PA**, and **SCOTT SHIRLEY**, hereinafter collectively referred to as “**ASR**”, WITNESSETH:

WHEREAS, the BOARD is a body corporate, organized and existing under the laws of the State of Florida; and

WHEREAS, the BOARD is charged by law with the operation of County government of Jefferson County, Florida; and

WHEREAS, in connection with the operation and maintenance of County government and its attendant public services, the BOARD has need for the services of a Land Use Attorney to advise, counsel, and represent the Board, the Planning Commission and Code Enforcement Board, and County staff regarding land use, environmental regulation, land planning, building construction and code enforcement issues; and

WHEREAS, SCOTT SHIRLEY, president and managing shareholder of ARD, SHIRLEY & RUDOLPH, P.A., has served as Planning Commission Attorney for the BOARD, since 1998, under the terms of a written contract for professional services, as has been orally amended as to compensation, which service has historically been essentially the same as is contemplated herein in the role of Land Use Attorney; and

WHEREAS, the parties hereto deem it appropriate to set forth the various terms, provisions and conditions of their contractual relationship for legal services.

NOW, THEREFORE, for and in consideration of the mutual covenants, promises and

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agreements herein contained, the parties hereto do hereby agree as follows:

1. APPOINTMENT AND RETAINER. The BOARD does hereby appoint and retain ASR to serve in the capacity of Land Use Attorney, as specifically described herein below, but excluding legal matters pertaining to service as COUNTY ATTORNEY in a general counsel advisory capacity to the BOARD, which is served by separate Legal Counsel, such appointment and retainer to become effective on January 1, 2012 and shall continue until such time as this contract is terminated as provided herein below. ASR hereby accepts such retainer and appointment, and does hereby agree to serve as Land Use Attorney.

2. SERVICES TO BE RENDERED. The Professional services to be rendered by ASR pursuant to this Contract shall include, without limitation by enumeration, the following:

(a) Advice and counsel to the BOARD, County administration and staff, the County Local Planning Agency and the County Code Enforcement Board concerning land planning, land use, code enforcement and environmental regulation matters, as stated more specifically below;

(b) Attendance at all meetings of the BOARD as needed to address all land planning, land use, code enforcement, and environmental regulation matters;

(c) Attendance at all meetings of the Planning Commission, Local Planning agency, and Code Enforcement Board;

(d) Attendance at all other meetings as necessary and related to land planning, land use, code enforcement and environmental regulation issues in Jefferson County;

(e) Legal research, preparation of memoranda of law, advice and counsel to County staff and boards in the areas of growth management, comprehensive land use planning, zoning and requests for rezoning, development site plan review, building construction, code enforcement and environmental regulation; amendment and application of land development

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regulations and other standards relating to the use and development of land; formulation, amendment and application of development review procedures; formulation, amendment and application of the Jefferson County Comprehensive Plan; requests for variances and special exceptions; formulation, amendment and application of procedures for administrative appeals and quasi-judicial hearings in the areas of land use, zoning, development site plan review, building construction permitting and code enforcement; and other matters generally accepted as being related to above areas.

(f) Attendance and representation of County staff in local administrative appeals and quasi-judicial hearings relating to land development regulation; zoning, variances and special exceptions; building construction permitting; and code enforcement.

(g) Represent the County before, and otherwise engage in communications on behalf of the County with, various State and regional agencies relating to the areas of growth management, land use, building construction permitting and environmental regulation.

(g) Decline representation of other parties having claims, cause of action or interests which are against, adverse or hostile to the BOARD, or which might otherwise constitute a conflict under the Florida Bar Association Rules of Professional Conduct, in order that ASR may make itself available, at all reasonable times to render legal services to the BOARD in accord with this Contract;

(h) Maintain periodic contact, communication and conference with other Attorneys, in both the public and private sector, as well as periodically consult other legal and educational resources as may be available, for the purpose of acquiring and exchanging ideas and concepts in the areas of land use and environmental law, and maintaining the highest level of professional competence in these areas of practice;

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(i) Represent Jefferson County in civil litigation and State formal administrative proceedings conducted pursuant to Chapter 120, Florida Statutes, in the areas of land use and environmental law, or as otherwise directed by the BOARD;

(j) Provide such other and further professional legal services as may be directed by the BOARD.

3. COMPENSATION. County agrees to compensate Counsel as follows:

(a) For ordinary services as described in paragraphs 2(a) – (h) and 3(b) herein [exclusive of special services as described in paragraph 3(c)] the annual compensation will be the same annual amount paid to individual members of the BOARD, which for the current FY 2011/2012 is \$26,260.00 payable monthly in equal installments as billed in advance. The annual compensation for ordinary services is to increase or decrease as and when the individual BOARD members' compensation changes.

(b) The monthly retainer referenced in paragraph 3(a) will serve as compensation to ASR for up to 15 hours of work performed monthly under this agreement, provided however, that telephone calls of 15 minutes or less in duration shall not count against said monthly total. The annual retainer fee shall be compensation to ASR for the following:

(1) ASR'S continued availability, at all reasonable times, to render the various professional legal services described in paragraph 2 herein above;

(2) ASR'S non-availability for employment by other prospective clients having claims, causes of action, or interests which are against, adverse, or hostile to the BOARD, or which might present a conflict of interest under the Florida Bar Association Rules of Professional Conduct; and

(3) The performance of the various function tasks, duties and discharge of

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responsibilities set forth in paragraph 2(a) – (h) hereinabove.

(c) Special services. Separate and apart from the retainer, ASR shall be compensated at the hourly rate of one hundred seventy five dollars(\$175.00) for all services performed over and above the allotted 15 hours of time, and for providing legal services as described in paragraphs 2(i) and (j) hereinabove [administrative and civil litigation and additional matters as directed by the BOARD].

(d) ASR's general billing policies are as follows; no fee nor travel expense will be charged for travel to and from home (SCOTT SHIRLEY) or office (ASR) to the Jefferson County governmental offices or to meeting places or appointments in Monticello, FL; other travel time is billable as incurred and is subject to preapproval; travel expenses will be billed based on the statutorily authorized rates and are subject to preapproval; copy charges are billed at the rate of \$.20 per page; long distance telephone charges, and conference calls, are billed as incurred; postage charges are billed as incurred; facsimile transmission and receipt charges are \$.25 per page. ASR will keep time records for all activities performed one tenth hour increments rounded off to the nearest one tenth hour, with the minimum being .20 hour. Billing for services under paragraph 2(i) and (j) shall be recorded and billed separately on a monthly basis. All work assigned to ASR will be accomplished directly by SCOTT SHIRLEY or by attorneys or paralegals of ASR under his direction and supervision.

4. TIME OF PAYMENT.All fees described hereinabove shall be paid by the BOARD on a monthly basis following the billing of such fees by ASR on a regular monthly invoice.

5. INDEPENDENT CONTRACTOR STATUS.ASR is retained and paid by the BOARD as an independent contractor performing legal services for and on behalf of the

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BOARD. ASR shall not be considered as an employee of the BOARD nor of Jefferson County, Florida.

6. ATTORNEY FOR BOARD. ASR is retained by the BOARD, shall report directly to the BOARD, and shall be directly responsible to the BOARD; provided, however, that nothing in this Paragraph shall be construed to prohibit or preclude ASR's rendition of professional legal services to County staff, the Planning Commission and Code Enforcement Board as are within the scope of services described in paragraph 2 hereinabove.

7. ASSOCIATION OF SPECIALISTS. The BOARD and ASR recognize that there may arise certain situations or legal matters which require that ASR have the assistance and association of one or more Attorneys or consultants who specialize in, or have extraordinary expertise and skill in, a specific field or area of the law, or in another technical field. At such time as the foregoing situation becomes apparent, ASR shall notify the BOARD of such situation and shall request and recommend to the BOARD that the BOARD retain the services of one or more Attorneys or consultants to assist ASR in the specific situation involved.

8. CONFLICTS OF INTEREST. The BOARD and ASR recognize that certain situations may arise which, because of prior representation of a particular client, or for other reasons, ASR may be ethically precluded from representing the BOARD in a particular matter. At such time as such situation becomes apparent to ASR, the BOARD shall be promptly notified of the existence of such situation and ASR shall recommend to the BOARD a course of action to be taken by the BOARD.

9. OWNERSHIP OF FILES. All files and the contents thereof, heretofore or hereafter created and maintained by ASR in the performance of duties as Land Use Attorney, shall be deemed to be the property of ASR; provided however, that ASR shall, in response to a

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public records request, produce for inspection and copying all files and contents thereof which may constitute public records within the scope of said request and which are not subject to privilege or exception. ASR shall further provide to the BOARD copies of all files and records generated or acquired by ASR in performance of this agreement as may be requested from time to time by the BOARD, or by any authorized County staff.

10. EFFECTIVE DATES OF CONTRACT. This Contract shall become effective as of January 1, 2012, and shall continue in full force and effect until either party terminates the same by giving sixty (60) days' notice to the other party.

11. MODIFICATION OF CONTRACT. This contract and any provisions hereof may be modified, amended or deleted at any time by a writing executed by the BOARD and ASR with the same formalities as this Contract.

EXECUTED by the **BOARD OF COUNTY COMMISSIONERS FOR JEFFERSON COUNTY, FLORIDA**, this _____ day of _____, 2011.

THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA

By: _____
Chairman

EXECUTED by **ARD, SHIRLEY & RUDOLPH, P.A.**, this _____ day of _____, 2011.

Draft November 7, 2011

SCOTT SHIRLEY, President



Small County Coalition
Designated Commission Representatives and Staff Liaison for FY 11-12

ACTION REQUESTED AS SOON AS PRACTICABLE

1. **In accordance with the Small County Coalition Bylaws each regular member of the Small County Coalition annually appoints two Commissioner Representatives to serve as the County Commission representatives on the Small County Coalition Board of Directors.**
2. **Each regular member is also requested to identify a county staff person to serve as the county liaison with the Coalition office.**

The significance of the designation is as follows -

- Each member has two individuals representing on the Coalition Board of Directors.
- The individuals designated are recognized as the credentialed representatives regarding Small County Coalition voting procedures, however, if the designated commissioners are not able to attend meetings other Commissioners in attendance will be recognized as having voting privileges.
- Only Individuals designated as Commission Representatives are eligible to be nominated as a Coalition officer or Executive Committee when elections occur at the Annual Meeting after the legislative session.
- Note - All commission members can attend any meeting that is held by the Small County Coalition.

Please send the Small County Coalition Office by FAX - Email or by some other means the names of the two commissioners that will be recognized by the Small County Coalition for FY11-12. E-MAIL - cdoolin@nettally.com FAX - 850-222-3663

SMALL COUNTY COALITION BOARD OF DIRECTOR DESIGNATIONS

Name of County - _____

Name of Commissioners designated

Commissioner _____

Telephone - _____ E-mail _____

Commissioner _____

Telephone - _____ E-mail _____

Staff Liaison Designated: _____

Title - _____

Telephone - _____ E-mail _____



County	Commissioner	Commissioner	Staff Liaison
Baker County	Jimmy Anderson	Adam Giddens	C.J. Thompson
Bradford County	Ross Chandler	Doyle Thomas	Brad Carter
Calhoun County	Harold Pickron	Don Miller	Ruth Attaway
Citrus County	Winn Webb	John Kenney	Brad Thorpe
Columbia County	Ronald Williams	Stephen Bailey	Dale Williams
DeSoto County	Ronald Neads	Elton Langford	Mandy Hines
Dixie County	Mark Hatch	Gene Higginbotham	Mike Cassidy
Franklin County	Cheryl Sanders	Noah Lockley, Jr.	Alan Pierce
Gadsden County	Gene Morgan	Sherrie Taylor	Johnny Williams
Gilchrist County	D. Ray Harrison	Randy Durden	
Glades County	Robert Giesler	Paul Beck	Wendell Taylor
Gulf County	Warren Yeager	Bill Williams	Don Butler
Hamilton County	Ronny C. Morgan	Lewis Vaughn	Danny Johnson
Hardee County	Minor Bryant	Terry Atchley	Lex Albritton
Hendry County	Karson Turner	Al Perry	Judith Kennington-Korf
Highlands County	Jack Richie	Donald Elwell	Ricky Helms
Holmes County	Kenneth Williams	Monty Merchant	Sherry Fitzpatrick
Jackson County	Chuck Lockey	Jeremy Branch	Ted Lackey
Jefferson County	Hines Boyd	Stephen Fulford	Roy Shleicher
Lafayette County	Gail Garrard	Earnest Jones	Ricky Lyons
Levy County	Chad Johnson	Marsha Drew	Fred Moody
Liberty County	Davis Stoutamire	Kevin Williams	Robert Hill
Madison County	Roy Ellis	Renetta Parrish	Allen Cherry
Martin County	Doug Smith	Edward Ciampi	Taryn Kryzda
Monroe County	George Neugent	David Rice	Roman Gastesi
Nassau County	Barry Holloway	Stacey Johnson	Ted Selby
Okeechobee County	Ray Domer	Margaret Helton	Robbie Chartier
Putnam County	Brad Purcell	Kenny Eubanks	Rick Leary
Santa Rosa County	Bob Cole	Don Salter	Hunter Walker
Suwannee County	Wesley Wainwright	Phil Oxendine	Joe Gerrity
Taylor County	Malcolm Page	Lonnie Houck	Jack Brown
Union County	Wayne Smith	Morris Dobbs	Regina Parrish
Wakulla County	Alan Brock	Mike Stewart	Jennifer Langston
Walton County	Larry Jones	Sara Comander	Ken Little
Washington County	Joel Pate	TBD	Steve Joyner

Attachment A

JEFFERSON COUNTY BICYCLE AND PEDESTRIAN MASTER PLAN SCOPE OF SERVICES

October 4, 2011

INTRODUCTION

This scope of services describes the tasks to be completed by Renaissance Planning Group (the Consultant) to develop a Bicycle and Pedestrian Master Plan (Plan) for Jefferson County, Florida. The Plan will identify key destinations, routes and facilities, prioritize project implementation areas for future funding, and provide consistent design of bicycle and pedestrian infrastructure throughout the County. The Plan will include a detailed map of the Jefferson County Bicycle and Pedestrian Master Plan, facility types and designs, and an implementation strategy. This Plan will build upon the Regional Mobility Plan (RMP), the RMP Sector Plan for Monticello, and the Regional Trails Plan recently completed by the CRTPA. The primary objective of the Plan will be to enable, through its implementation, a safe and robust bicycle and pedestrian infrastructure network that provides opportunities for multimodal transportation through connections between Monticello, the County's rural communities and other communities in the region, major employers, schools, and other desired destinations. This planning process and resulting Plan will cultivate champions and advance Jefferson County and its communities toward a more supportive bicycling and walking culture. That requires not only a plan for facilities and treatments, but one that identifies the necessary educational, encouragement and enforcement components that are necessary to get more people to walk and ride for a variety of trip-making purposes.

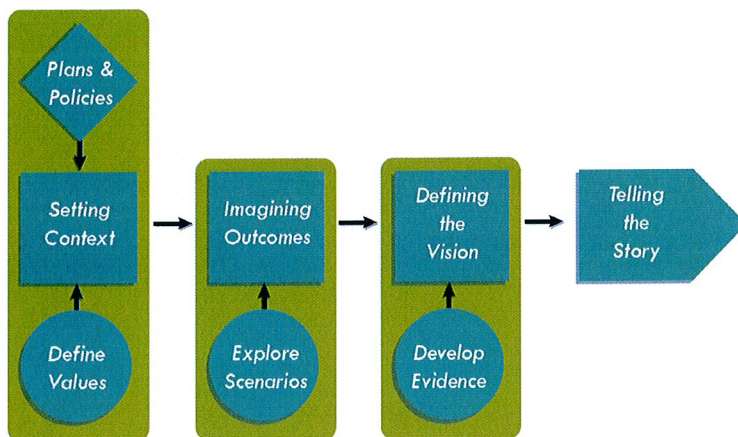
Development of the plan will include the following:

- Context Inventory and Analysis;
- Defining the Conceptual Network;
- Refining the Network and Drafting the Design Framework;
- Developing Policy and Program Elements, and
- Developing an Implementation Plan.

Figure 1 below is a graphic overview of the planning process. The work will occur in two phases to create the master plan and effectively convey its recommendations. The narrative that follows presents a generally sequential approach to the planning process. Through this process, the context will be guided by a

meaningful community dialogue about linkages between bicycling and walking and important economic, social and environmental objectives.

Figure 1: Storytelling Process



PHASE I – SETTING THE CONTEXT AND IMAGINING OUTCOMES

TASK 1 – PROJECT INITIATION

The Consultant will begin the process with a project studio (kick-off work session) with appropriate CRTPA and local government staff to frame the project and create the storyboard for how the planning process will proceed. The initial task is to foster collaboration and develop a basic understanding of the project context, both in terms of physical and geographic features of the study area and the policy framework in place as defined by the CRTPA, Jefferson County, the City of Monticello, and the Florida Department of Transportation (FDOT). The Consultant will compile existing Geographic Information System (GIS) data on the County’s bicycle and pedestrian network characteristics in order to inventory existing conditions for bicycling and walking and measure progress toward achieving key benchmarks. This GIS database will build upon the information already available from the CRTPA, Jefferson County, the City of Monticello (City), FDOT, and other agencies.

In preparation for the studio, the Consultant will conduct a quick snapshot inventory and assessment of available data, issues and opportunities in the community related to bicycling and walking. The Consultant will define key issues and opportunities and discuss them in a studio format with CRTPA, County and City staff to set the stage and guide the project. This will help to frame the analysis that will follow to ensure it

is efficiently focused on addressing key local and regional needs and expectations of reviewing agencies, including defining any additional data to be collected and the key metrics that need to be measured to develop recommendations and the success of implemented components of the plan.

After properly setting the context of issues and opportunities, the next step is to identify possible outcomes for the work products and potential bicycle and pedestrian strategies that may be recommended. This step will outline the evidence, or data analysis, necessary to support the transportation and mobility goals of the County and CRTPA, reflecting predominant travel flows, trip purposes, and current and future land use patterns. This analysis will focus on defined performance measures and tools that will complement existing plans and aid the CRTPA, the County, the City, and stakeholder agencies, such as FDOT, in decision-making and allocating resources for projects. The product of this step is a refined project schedule, storyboard outline that will include a working vision map, workflow chart and refined schedule to reach important milestones in the study process. The storyboard is simply a step-by-step outline of the data development and analysis steps, including public and agency review, necessary to guide the master plan toward successful completion.

Consultant deliverables: Studio summary, refined schedule, storyboard outline, and working vision map.

TASK 2 – PUBLIC PARTICIPATION

The Consultant will work with CRTPA, County and City staff, as appropriate, to implement a cost-effective and meaningful public involvement program in support of the Bicycle and Pedestrian Master Plan. This will entail one (1) public workshop and up to four (4) briefings/meetings with key groups to solicit ideas and feedback on the conditions analysis, measures and development of strategies. The Consultant will seek guidance from the public for needed bicycle and pedestrian facilities/treatments and other roadway modifications to support bicycling and walking, and staff from FDOT and other appropriate agencies will be involved early in the process. The Consultant will work with CRTPA, County and City staff to conduct briefings and meetings to obtain input and guidance on the development of the plan from other key stakeholders as well.

As part of this task, the Consultant will participate in up to three (3) meetings with CRTPA, County and City staff. These will include the kick-off studio described in Task 1 and progress/coordination meetings for subsequent work tasks. The Consultant will seek input from stakeholders/community groups through one-on-one interviews, focus group discussions, and briefings with community and civic groups, including the Chamber of Commerce, Economic Development Council, and Tourism Development Council. The Consultant will hold one (1) community workshop which will enable people to review materials, define additional needs and help establish project priorities. The Consultant will provide meeting notices/flyers which can be used by local government staff to promote the community workshops as well as in emails to identified interested parties and stakeholders. The Consultant will also coordinate with County and City

staff on distribution of outreach materials. The Consultant will summarize the public workshop comments for consideration by CRTPA, County and City staff in subsequent tasks. The Consultant will conduct presentations to the County Commission (2), the Monticello City Council (1), and the CRTPA board and subcommittees (2) to present the findings and recommendations from the Master Plan.

This public participation process will build upon the established networks in place throughout the County and region. The Consultant shall create and maintain a Plan Information Network of contacts in coordination with CRTPA, County and City staff to define community group leaders, neighborhood groups and individual stakeholders. The Consultant, with CRTPA and local government staff assistance, shall identify need, objective, time frame and locations for public meetings. The Consultant shall utilize the Plan Information Network in addition to internet resources for notifications of meetings, website updates, study progress, and recommendations. The Consultant work with CRTPA and local government staff to provide website content that can be placed on CRTPA and local agency websites.

Consultant deliverables: Plan Information Network, outreach/website content/materials, workshop materials, meeting/workshop summaries .

TASK 3: CONTEXT INVENTORY AND ANALYSIS

This task involves developing the analytical evidence, or proof points, that support the anticipated outcomes of the Bicycle and Pedestrian Master Plan. Based on the storyboard created in Task 1, the Consultant will collect and analyze data necessary to identify the bicycling and walking conditions, future growth, trends and influences that will drive future demand for mobility and access, including existing and desired future land use design as projected in the Comprehensive Plan and envisioned by the community. Available data from existing sources will be obtained and used for analysis as the primary method. Targeted original data collection from field work will be limited to filling in gaps in the data necessary to perform a countywide analysis of conditions and opportunities. The Consultant will provide context on the “6 Es” of bicycle planning: engineering, education, encouragement, enforcement, equity and evaluation as part of this analysis. Analyses under this task will provide a proper framework for bicycle and pedestrian mobility issues and opportunities and will include the following:

- The Consultant will use the latest available GIS data to be assembled from various sources to develop information on the County’s bicycle and pedestrian network characteristics and measure progress toward achieving key benchmarks for facility development. The Consultant will compile existing conditions data such as type of facility, hazards, barriers, available electronic crash information involving bicyclists and pedestrians, and roadway characteristics relevant to bicycle and pedestrian accessibility. The Consultant will fill in gaps in data needed through field data collection efforts.

- An audit of existing policies related to bicycling and walking will be undertaken during this task. A key component of an effective bicycle and pedestrian program involves understanding the level of consistency of non-motorized transportation policies among the governmental agencies in the area. The policy audit will address policies and design standards used in the engineering/public works and planning departments of the local governments, the CRTPA, as well as FDOT, relating to bicycle and pedestrian facility design, signage and markings, project prioritization, location-specific policies (e.g., within a certain distance of schools), and development policies related to site plan treatments for the bike and pedestrian travel and accessibility. The Consultant will also address the extent to which such topics as “complete streets,” Safe Routes to Schools and other current topics are addressed formally by policy. This task will begin with a scan of the CRTPA’s plans, the County and City comprehensive plans, land development regulations, and other relevant documents. Professional sources or references used in the definition of local policies will be identified (e.g., AASHTO Green Book, MUTCD, ITE manuals, etc.). The Consultant will identify best local practices, as well as policy gaps, weaknesses or omissions. The Consultant will then draft the supporting goals, objectives and policies in support of the Bicycle and Pedestrian Master Plan that build on the existing County and City plans and the CRTPA plans.
- The Consultant will create a map series to convey the results of this conditions analysis, including key focal points for the bicycle and pedestrian transportation network, such as schools, parks, and activity centers; network connectivity; and an accessibility analysis that indicates the relative access of neighborhoods to bicycle, pedestrian, and trail facilities and important destinations, such as hospitals, retail centers, and services; current and envisioned land use patterns; and graphical depictions of conditions and treatments. Linkages to the Regional Trails Plan and connections to adjacent communities will also be incorporated in this analysis.
- The Consultant will conduct an assessment of the local institutional framework and organizational capacity regarding bicycle and pedestrian issues in the community and identify opportunities for future collaboration/implementation. This may include public agencies as well as non-profits or other community-based organizations.

The Consultant will produce a memo in electronic format providing the Context Inventory and Analysis for review and comment by CRTPA, local government and FDOT staff. Based on staff review comments, the Consultant will incorporate necessary changes into the final Master Plan documents.

Consultant deliverable: Memo #1: Context Inventory and Analysis

TASK 4: DEFINE CONCEPTUAL NETWORK

Based on the Conditions Inventory and Analysis developed in Task 3, the Consultant will define a conceptual network that starts an overall vision for bicycle and pedestrian travel in the County. The Consultant will develop a working map that makes key connections, providing mobility and access, and begins to identify a hierarchy or typology of bicycle and pedestrian facilities and routes. During this task, the Consultant will hold a project studio with CRTPA, County and City staff to review the conceptual network and clarify direction for Task 5.

Consultant deliverable: Conceptual Network map (electronic version), project studio summary.

PHASE II – DEVELOPING THE STORY

TASK 5: REFINE NETWORK AND DRAFT DESIGN FRAMEWORK

The Consultant will next develop the evidence to further detail and refine, as necessary, the Conceptual Network, incorporating input received from CRTPA and local government staff, the public, and others regarding the future bicycle and pedestrian network. The Consultant will identify a range of treatments to enhance conditions for bicycling and walking and will propose refinements to the locally-adopted design standards, as needed, such as modifying functional class designations and/or roadway cross-sections. This Needs Plan will include specific recommendations for increasing access and safety for bicycling and walking to schools.

The network and design framework will identify specific treatments for various corridors and will also provide guidance to the CRTPA and local governments for incorporating bicycle and pedestrian treatments for future development and roadway projects. The network will include projects -- described in narrative, maps, drawings, and tables -- that are needed to achieve objectives for connectivity, comfort, accessibility and overall mobility for users of all ages and abilities. The Consultant will hold a project studio with CRTPA and local government staff prior to submission of Technical Memo #2 to ensure clarity on the bicycle and pedestrian transportation network and recommended facilities options.

The Consultant will produce a memo in electronic format describing the Bicycle and Pedestrian Network Needs Plan/Map and Design Framework for review and comment by CRTPA, FDOT, and local government staff. Based on staff review comments, the Consultant will incorporate necessary changes and will present the Needs Plan and Design Framework to the County Commission, City Council and CRTPA board and subcommittees.

Consultant deliverable: Memo #2: Bicycle and Pedestrian Network Needs Plan/Map and Design Framework, including recommended revised or new roadway cross-sections and facility types

TASK 6: DEVELOP POLICY AND PROGRAM ELEMENTS

In this task, the focus is on the policy and program aspects of the Master Plan. The Consultant will identify design policies (e.g., inclusion of bicycle accommodation in resurfacing projects, designs that support walkability), development criteria and mitigation, and comprehensive plan refinements (e.g., connecting facility design with future land use patterns or bicycle parking requirements) for review and consideration by County and City staff.

The Consultant will work with the CRTPA and local government staff to identify appropriate program elements based on the “6 Es” (with an emphasis on encouragement, enforcement, and education), which will reflect the organizational capacity and opportunities analysis identified in Phase I. Essentially, this task will build upon prior tasks to identify key program strategies that will complement bicycle and pedestrian facility development by engaging key public, non-profit and community-based organization partners to strengthen the culture of bicycling and walking in the County. The program strategies will include specific recommendations for creating comprehensive Safe Route to Schools programs for local schools, as appropriate.

The final component of Task 6 is to define a proposed set of benchmarks or performance targets for bicycle and pedestrian transportation and mobility in Jefferson County. These performance measures will serve as a basis for how to set priorities for implementation of projects, programs, and policies to enhance bicycling and walking in the County and should be consistent with and/or complement those being used by the CRTPA and other communities in the region. Using information from previous tasks, ongoing planning efforts in the County and the region, and public input received at the community workshop, the Consultant will recommend a project prioritization methodology for bicycle and pedestrian transportation projects and programs. The policy audit and plans inventory in Phase I will be particularly relevant to the prioritization methodology. The goal is to develop a methodology that can be easily understood by a wide range of technical and non-technical audiences, using criteria that reflect established policies and the public input to achieve defined goals and objectives.

Task 6 will kick-off with a project studio to identify key program elements, potential policy revisions, and potential prioritization criteria. The public workshop identified in Task 2 will be held near the beginning of this task to provide opportunity to public input on the detailed bicycle and pedestrian network, potential programs and policies, and implementation priorities.

The Consultant will produce a memo in electronic format describing the Recommended Program and Policy Elements for review and comment by CRTPA, FDOT, and local government staff. Based on staff review comments, the Consultant will incorporate necessary changes into the final Master Plan documents.

Consultant deliverable: Memo #3: Recommended Program and Policy Elements

TASK 7: IMPLEMENTATION PLAN AND FINAL DOCUMENTATION

The Consultant will develop an implementation/financial plan that defines short-, mid-, and long-range project priorities, which can be used as a reference for capital improvements programming. The Consultant will develop planning-level costs and conceptual designs, as appropriate, for recommended strategies, based on unit costs developed from local sources, FDOT standards, and recently completed projects in the County or region.

The Consultant will compile an inventory of existing and potential funding opportunities for implementation of the Plan, covering programs, grants and partnerships. The funding sources will not be limited to funding for facilities, but will also address program funding (e.g., education and encouragement), and will include potential public, non-profit and other non-governmental organizations as sources. The Consultant will begin with defining funding strategies/sources that are now in use in the region and will identify what existing sources are not being used and why. Eligibility, matching or other requirements for such potential funding sources will be identified.

The implementation plan will identify key strategies and activities, when and how often they should occur, and which entity or entities should be engaged in the activities. The Consultant will work with CRTPA and local government staff and review best practices experiences to estimate the general level of effort or cost associated with the recommended program activities. These strategies will be categorized into implementation time frames (near-, mid- and long-term), outcomes and responsibilities.

The Consultant will develop an evaluation component for the plan that establishes key performance measures or indicators that will be used to monitor the effectiveness of the Master Plan, including facility development, over time. The evaluation component will identify both measures and benchmarks (targets) to provide a strategic set of performance goals for bicycle and pedestrian implementation activities.

A plan is only as good as its community support and utility for program and project implementation. As part of this task, the Consultant will assist CRTPA and local government staff in developing a communications/marketing strategy and work products to promote the master plan. This task includes communicating policy and design guidelines language to citizens and relevant agencies/organizations. In addition, this task identifies the following consultant work products that will help achieve these goals:

- Media campaign – assistance in communicating key messages and supporting data “proof points” to local media, agencies, schools and non-profit groups to help raise awareness about the issues and needs of cyclists and pedestrians throughout the region.
- Law enforcement engagement – coordination with local law enforcement to provide bicycle safety seminars, communicate key messages related to bicycle and pedestrian regulations and to identify strategies like targeting crosswalk violations and other enforcement actions.

- **OPTIONAL TASK:** Summary brochure/poster – The Consultant will produce a summary brochure/poster (camera-ready and PDF version) designed for a general audience to convey key goals, objectives and principles associated with the master plan. This task element is not included in the cost of services.

Task 7 will kick-off with a project studio to clarify the needs of the CRTPA, County and City regarding plan implementation, funding resources, and final plan documentation. The Consultant will produce a draft final report (electronic document) for review and comment by CRTPA, FDOT, and local government staff. The report will integrate the deliverables of prior tasks into a cohesive whole, using narrative, analysis and graphics to tell an effective story about the Master Plan and how it can support broader community goals. Based on review comments, the Consultant will make necessary edits and complete the report. The Consultant will make a presentation of the draft Master Plan to the County Commission, City Council and CRTPA board and subcommittees and will incorporate any relevant comments into the final report.

The Consultant will produce an electronic version suitable for website posting, along with 15 copies of a bound final report. The Consultant will produce a CD or DVD with all GIS shapefiles, databases and electronic documents for reference and future use and updates/maintenance by the relevant agencies. .

Consultant deliverable: White paper/matrix of existing and potential funding sources, Draft Final Plan, Final Plan Documentation, Summary Poster/Brochure (optional) (PDF version and graphic version suitable for printing), and Data

PROJECT BUDGET

The Consultant will perform this project for the lump-sum fee shown in the Fee Schedule, included as Exhibit A of this Scope of Services. The Consultant will submit monthly invoices showing the percent of project completion by task, supported by a detailed progress report of work accomplishments and outlining upcoming task activities. Note that the optional summary poster/brochure is not included in the lump-sum fee.

PROJECT SCHEDULE

Work on the Master Plan will be complete within nine months. However, due to the summer meeting schedule for the CRTPA and local government meetings, a 12-month schedule may be necessary. Assuming an October 2011 notice to proceed, work on this project will be completed by November 2012. A schedule showing task time frames and milestones is attached as Exhibit B.

Kirk B. Reams

From: Roy Schleicher [rschleicher1@aol.com]
Sent: Thursday, November 17, 2011 8:04 AM
To: angela.gray@jeffersonpa.net; sfulford@jeffersoncountyfl.gov; dmonroe@jeffersoncountyfl.gov
Cc: bthorne@jeffersoncountyfl.gov; mmatthews@jeffersoncountyfl.gov; kreams@jeffersonclerk.com; hboyd@jeffersoncountyfl.gov
Subject: Re: Non-Ad valorem Special Assessments
 11/17/11

Angela - by copy of this e-mail I'm asking Kirk to place this issue on the December 1st meeting of the BOCC's agenda to be sure that Mr. Lott is notified. Thanks - Roy

-----Original Message-----

From: Angela Gray <angela.gray@jeffersonpa.net>
 To: 'Angela Gray' <angela.gray@jeffersonpa.net>; 'Roy Schleicher' <rschleicher1@aol.com>; 'Stephen Fulford' <sfulford@jeffersoncountyfl.gov>; 'Danny Monroe' <dmonroe@jeffersoncountyfl.gov>
 Cc: 'Beth Thorne' <bthorne@jeffersoncountyfl.gov>; mmatthews <mmatthews@jeffersoncountyfl.gov>; 'Kirk B. Reams' <kreams@jeffersonclerk.com>
 Sent: Mon, Nov 14, 2011 11:01 am
 Subject: RE: Non-Ad valorem Special Assessments

I haven't heard back from anyone on this item.

Roy, will you be sure it gets addressed. I am going to leave it as is and have Mr. Lott contact you for any further assistance.

Thank you.

Angela Gray

Jefferson County Property Appraiser
 (850) 997-3356

From: Angela Gray [<mailto:angela.gray@jeffersonpa.net>]
Sent: Tuesday, November 08, 2011 8:48 AM
To: 'Roy Schleicher'; 'Stephen Fulford'; 'Danny Monroe'
Cc: 'Beth Thorne'; mmatthews@jeffersoncountyfl.gov; 'Kirk B. Reams'
Subject: Non-Ad valorem Special Assessments

Wacissa Post Office.....

Earlier this year when we were running some reports for Beth Thorne to review commercial landfill rates, we came across this parcel and saw that in the past it had not been assessed for fire or landfill. Based on the information available to us, this is privately owned land, but it appears the building is owned by the Federal Government. Because of this and a review of the ordinance, we made the assumption that this property should be assessed for non-ad valorem Fire and Landfill fees.

Today, I rec'd a call from the landowner. He said he wants a letter in writing from the County explaining why he has to pay these fees. The Federal Postal Service reimburses him for taxes paid on the property and since his normal tax bill of \$140 +/-, has increased by \$524.21 he needs this letter to explain and get reimbursed. He also commented that with an increase like this and the fact that the Postal Service is closing sites all over the nation, he fears it may jeopardize the future of his lease at this site.

Please provide direction on how you want this handled?

1 – Do you want the landfill and fire assessment to remain as added for the 2011 tax year?
 2 – If you do want it to remain, can Roy please prepare a letter on the County's behalf that can be sent to the landowner?

If you do not want it to remain, please provide this to my office in writing for my files so a correction to

11/23/2011

the tax bill can be sent to the Tax Collector.

The landowner who called was Mr. Lott and his contact number is 566-5421 if anyone wishes to speak with him.

Thank you for your time and I look forward to hearing back from you soon.

Angela Gray

Jefferson County Property Appraiser
480 W. Walnut Street/P.O. Box 63
Monticello, FL 32345
Phone (850) 997-3356
Fax (850) 997-0988