



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 May 3, 2012 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
3. Consent Agenda
 - a) Minutes of April 5, 2012 Regular Session
4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)
5. General Business
 - a) CDBG Grant Closeout – Roy Schleicher
 - b) Amendments to Unsafe Building Abatement Code – Scott Shirley
 - c) Naming Opportunities – Commissioner Barfield
 - d) Tax Abatement Referendum – Commissioner Barfield
 - e) Commission Meeting Dates – Commissioner Barfield
 - f) Coordinator Position Short-Listing/Setting up Interviews – Roy Schleicher
 - g) Appointment of County Medical Examiner – Chairman Boyd
 - h) Watermill Road Bid Award – Alan Wise
6. County Coordinator's Report
 - a) Inter-Department Sharing Policy
 - b) Job descriptions/classifications – Henry Gohlke
 - c) Code Enforcement Certificate
 - d) Report on Small Business Development Program – Dallas Garrett
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



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ITEM 3: CONSENT AGENDA MATERIALS

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
April 5, 2012

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

ITEM 2: Public Announcements, Presentations and Awards

1. Paul Dawson, with Brown & Brown Public Risk Insurance Agency, gave a presentation to the Board about General Liability insurance coverage.

ITEM 3: Consent Agenda

2. Commissioner Barfield requested that item 3(c), CDBG Change Orders, be pulled from the consent agenda and discussed as the last item under General Business.
3. **On motion by Commissioner Monroe, seconded by Commissioner Fulford and unanimously carried, the Consent Agenda, consisting of the approval of the agenda as amended, the minutes from the March 15th, 2012 Regular Session and the April Water Conservation Month Proclamation, was approved.**

ITEM 4: Citizen's Request and Input on Non-Agenda Items

4. Citizen Phil Calandra presented notes from the previous Road Department workshop.
5. Citizen Gordon Dean announced Southern Music Rising Festival to be held the weekend of April 20th.

ITEM 5(a): EMS Grant Application

6. Chief Mark Matthews asked for consent for the Chairman to sign grants for a new ambulance and a remount. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the Board approved the request.**

ITEM 5(b): Resolution Accepting Local Agency Program Agreement

7. Engineer Alan Wise presented the agreement and resolution for acceptance of the sidewalk project and the Mamie Scott/Texas Hill area. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the agreement was approved. On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the Resolution approving the acceptance of the agreement with recommended changes by Commissioner Barfield was approved.**

ITEM 5(c): CRTPA Inter-local Agreement

8. CRTPA Director Harry Reed introduced the agreement allowing Jefferson County to become a voting member for the CRTPA. Commissioner Barfield inquired as to the status of the City of Monticello, to which Mr. Reed responded that the Board is representing Monticello on the CRTPA as well. Commissioner Nelson recommended informing the City Council of this at one of their future meetings. **On motion by**

Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the inter-local agreement was approved.

ITEM 5(d): Unsafe Building Abatement Procedures Draft Amendments

9. Planning Attorney Scott Shirley presented recommended changes to the Unsafe Building Abatement Procedures. Commissioner Barfield asked about the Code Enforcement Officer's role. Attorney Shirley responded that the presumption is that the county will have a Code Enforcement Officer in the future or the Board can appoint someone with Code Enforcement duties for specific purposes. Attorney Shirley also stated that the boarding up of any buildings would not extend beyond a one year time frame. Commissioner Barfield expressed concern that one year seemed to be a long time, especially for buildings that have been in a dilapidated state for a long period of time. Attorney Shirley responded that this could be an issue that Commissioners could discuss and decide at a future workshop or meeting. Attorney Shirley informed the Board that he would bring back revisions at a future meeting or workshop for further discussion.

ITEM 5(e): Small Business Development RFP

10. County Coordinator Roy Schleicher notified the Board that two responses had been received to the RFP for Small Business Development. A workshop with the two respondents was scheduled for April 17th at 9 am.

ITEM 5(f): College Park Horse Arena Update

11. Citizen John Black expressed concern over the safety of events at the Horse Arena and its effect on neighboring properties such as his. He stated that noise buffers and adequate fencing had not been provided per the original requirements. Commissioner Barfield asked Attorney Shirley to address these issues. Attorney Shirley recommended that the Board establish timelines for these measures to be put in place. Planning Official Bill Tellefsen stated that visual buffers were required and that a fence was in place that would need to be inspected. Attorney Shirley requested that Mr. Tellefsen be allowed to work on a proposal for buffers to bring back to the Board at a later date.

ITEM 5(g): SCOP Update

12. Engineer Alan Wise informed the Board that all bids for County Road 259 (CR-259) had come in over-budget and that the Board had the option of either reducing the scope of the project or providing matching dollars for the original scope. Mr. Wise stated that there was enough budget to perform resurfacing with 4-foot paved shoulders but that any lane widening would require matching funds from the county. Commissioner Monroe responded that lane widening was needed as a safety measure as the road was heavily used. Commissioner Barfield asked Harry Reed with CRTPA to check on additional funding sources for this project.

ITEM 5(h): Solid Waste Collection Sites Update

13. Solid Waste Director Beth Letchworth gave a Powerpoint presentation to the Board on upgrades she had performed on collection sites throughout the county. She informed the Board that she would be placing cameras and a gate-system at the Aucilla and Tyson sites as a test for performing at all unmanned sites.

ITEM 5(i): Local Preference Policy

14. Attorney Bird stated that local preference policy needed some fine-tuning and he would bring back proposed changes at a later meeting.

ITEM 5(j): Request for Additional Employee (Parks & Recreation)

15. Commissioner Fulford stated that the issue of adding an additional employee to oversee prison work crews had arisen at a Recreation Advisory Board Meeting. The Advisory Board had discussed the possibility of moving Dale Ellerbe from the Road Department to Parks & Recreation. Chairman Boyd responded that the Board needed to look at aligning current resources in place. He said that during the budget process, the Board needed to look at ways to utilize resources.

ITEM 5(k): Personnel Policy / Coordinator's Role

16. Commissioner Monroe stated his belief that the Board should make some changes on the Coordinator's role within the personnel policy. County Coordinator Roy Schleicher stated that there needed to be more sets of eyes looking at employment issues, with the Coordinator in concert with HR. Commissioner Monroe stated his intention was not to cut the Coordinator out of the process but that the Coordinator should not have the final decision. Commissioner Nelson stated that there should be input on hiring of employees from the Department Head, Coordinator and HR. A workshop on this issue was set for April 19th at 4 pm. Commissioner Barfield requested a Road Department workshop which was set for April 23rd at 8 am.

ITEM 5(l): CDBG Change Orders

17. Commissioner Barfield asked if the change orders for this project were a normal part of the process, to which County Coordinator Schleicher responded that the home site itself was a problem. He further stated that the well was inadequate and there was no access to the Jefferson Communities water system and that, even with the change orders, this project was still under budget. Citizen Paul Henry stated that there was a community of churches and citizens that could help rather than using government funds. Mr. Henry stated that there should be consideration given to placing these people in vacant homes throughout the county, to which citizen Dick Bailar stated that homes could not be purchased under the CDBG program. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the change order was approved.**

ITEM 6(a): County Coordinator's Report / Park Rules – Overnight Camping

18. County Coordinator Roy Schleicher informed the Board that there was an issue with a group of people camping at the head of the Wacissa River for several days. He stated that he would bring back some revisions to the Park Rules at a later meeting.
19. County Coordinator Roy Schleicher presented Zandra Gilley as an applicant for the Code Enforcement Board and also presented a draft policy of Interdepartmental Sharing of Assets.

ITEM 8: Commissioner Discussion Items

20. Commissioner Barfield expressed desire to set priorities amongst the many upcoming future projects.

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

21. Commissioner Monroe stated that the dredging project at the Wacissa River was set to begin on April 16th.

ITEM 9: Adjournment

22. The warrant register was reviewed and bills ordered paid.

23. On motion by Commissioner Barfield, seconded by Commissioner Nelson and unanimously carried, the meeting was adjourned.

Attest: _____
Clerk

Chairman

ITEM 5(a): CDBG GRANT CLOSEOUT

Community Development Block Grant Closeout Small Cities CDBG and Disaster Recovery Programs

(Revised 2/2012)

Instructions

Closeout forms must be submitted to the Department of Economic Opportunity (DEO), Florida Small Cities CDBG or Disaster Recovery Program, within 45 days after the contract termination or expiration date. Please note the following important instructions:

- Closeouts can only be submitted after all amendments have been executed and all requests for funds submitted. The Department will not process a request for funds or amendment that is submitted with a closeout. A contract cannot be amended if it has expired or terminated.
 - Any amendment that is necessary for final reconciliation of the grant funds must be executed prior to the submission of the closeout.
 - A final request for funds must be submitted prior to submission of the closeout since funds not requested will be deobligated at closeout.
- All grant recipients must complete Section I.
- Commercial Revitalization, Disaster Recovery (if infrastructure or public facility projects were carried out) or Neighborhood Revitalization grant recipients must complete Section II.
- Recipients of Commercial Revitalization or Economic Development grants must complete Section III.
- Housing and Disaster Recovery (if housing activities were carried out) grant recipients must complete Section IV.
- All grant recipients must complete the Beneficiary Data form and the Status of Accomplishments and Expenditures form.
- The Closeout Approval form must be signed by the Chief Elected Official or another individual authorized by resolution to sign CDBG documents. Enter the information requested or circle the response.

Please complete and return only the sections that are applicable to your contract. Contact your grant manager if you have questions.

Section I. Contract Information

Contract Number: 10DB-K4-02-43-01-K19		Beginning Date: June 14, 2010		Ending Date: June 13, 2012		Local Government's DUNS Number: 034119979.		
Recipient: Jefferson County			Local Contact: Lola Hightower			Phone Number: 850-342-0175		
1. Indicate how the project was carried out (administration and construction):				Grantee Employees <input type="checkbox"/>		Contractors <input type="checkbox"/>		Both <input checked="" type="checkbox"/>
2. Indicate how beneficiary data was collected:						Census <input type="checkbox"/>		Survey <input type="checkbox"/>
3. Enter the Census Tract(s) and/or Block Group(s) area(s): N/A				Census Tract(s)		Block Group(s)		
4. If location of activities has changed since the initial award was made, and a revised map was not previously submitted, is a map included? N/A						Yes <input type="checkbox"/>		No <input type="checkbox"/>
5. Is a Property Management Register included? N/A						Yes <input type="checkbox"/>		No <input type="checkbox"/>
6. If an infrastructure project, is an engineering certification included? N/A						Yes <input type="checkbox"/>		No <input type="checkbox"/>
7. Is the project located in a Historic District?						Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
8. Is the project located in a Presidentially Declared Disaster Area?						Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
9. Is the project a Brownfield Activity?						Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
10. Did the local government provide the assistance (to the beneficiaries) in the form of a loan or a grant?				Grant <input type="checkbox"/>		Loan <input type="checkbox"/>		Deferred, forgivable loan <input checked="" type="checkbox"/>
11. If a loan, indicate:		Interest Rate % 0		Monthly Loan Amount \$ 0		Amortization Period in Months 60		
12. List all other funds, along with the source, used to support the activities funded with this grant:								
			Source			Amount		
Local Funds (i.e., General Revenue)						\$		
Grant(s)			CDBG Small Cities HR Grant			\$78,668.28		
Private Funds (i.e., Participating Party, etc.)						\$		
Loan(s)						\$		
Other, including Program Income (Specify)						\$		
13. Will the project result in program income? <i>Program income earned as a result of Small Cities CDBG and Disaster Recovery grants, but not expended before closeout must be returned to DEO. Make check payable to the Department of Economic Opportunity – CDBG Program and include it with the Closeout.</i>						Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
• If program income has already resulted, indicate amount:						\$		
• Indicate amount of program income that has been expended to date:						\$		
15. Does the local government have CDBG Funds on hand? If yes, you cannot close the contract.						If yes: \$		No <input checked="" type="checkbox"/>
16. Has a final Request for Funds been submitted? If not, you cannot close the contract.						Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>

Section IV. Housing

(To be completed by Small Cities CDBG and Disaster Recovery Program grant recipients if housing activities were undertaken. If water/sewer hookups were provided, please complete all information requested in Section IV.)

Number of single family houses rehabilitated	1	
Number of single family rental houses addressed	0	
Number of single family home-owner houses address	4	
Number of single family one-for-one replacements	3	
Number of multi-family properties addressed	0	
Number of units within the multi-family properties	0	
Number of permanent displacements/relocations	0	
Number of units occupied by the elderly	2	
Number of units with female head of household	2	
Number of units made handicapped accessible	2	
Number of units qualified as "energy star"	3	
Number of units brought into compliance with lead safety requirements	1	
If applicable, number of beds created in overnight shelter or emergency housing	0	
Did the activity involve rental housing?	Yes <input type="checkbox"/>	No X
Did the project include:		
• Installing security devices	Yes <input type="checkbox"/>	No X
• Installing smoke detectors	Yes X	No <input type="checkbox"/>
• Performing emergency housing repairs	Yes <input type="checkbox"/>	No X
• Providing supplies and equipment for painting houses	Yes <input type="checkbox"/>	No X
• Operating a Tool Lending Library	Yes <input type="checkbox"/>	No X
• Mitigation to prevent future damages (strengthened roof, doors, windows, elevations, etc.)	Yes X	No <input type="checkbox"/>

The form on the next page relates to housing units addressed, including those that were provided water/sewer hookups. **Please note that beneficiaries of housing units are measured in households (HH), not the number of people living with the household. Race and ethnicity also applies to the head of households (HH).**

Name of Owner Last name, first initial.	Name of Occupant Last name, first initial.	Street Address (street, city and zip) <i>(If replacement, new address.)</i>	Rental (R) or Owner Occupied (O)	Race (Head of House- hold)	Hispanic Ethnicity (Y or N)	Indicate VLI or LMI)	Female Head of Household (Y or N)	Elderly (Y or N)	Disabled (Y or N)	Total Cost of Rehab or Replacement	Total CDBG Funds Invested	Date Completed	Rehab or Replace- ment (RH or RP)	# Bedrooms
Braren, W.	Braren, W	3007 Waukeenah Hwy Monticello, FL 32344	O	W	N	VLI	N	Y	Y	70,889	\$69,999	1/17/2012	RP	2
Gallon, W	Gallon, W	1171 Barnes Rd. Monticello, FL 32344	O	AA	N	VLI	N	Y	N	29,949	2,000	10/26/11	RH	2
Johnson, T	Johnson, T	5383 Turkey Scratch Rd. Monticello, FL 32344	O	AA	N	VLI	Y	N	Y	75,503.50	48,308.11	4/12/12	RP	2
Johnson, G	Johnson, G	1569 Walker Spring Road, Monticello, FL 32344	O	AA	N	VLI	Y	N	N	70,842	48,308.11	3/26/12	RP	2
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			

W = White
 AA = African American
 A = Asian
 AI, AN = American Indian or Alaskan Native
 NHP = Native Hawaiian Pacific Islander

AI, AN, W = American Indian or Alaskan Native and White
 A, W = Asian and White
 AA, W = African American and White
 AI, AN, AA = American Indian/Alaskan Native and African American
 O = Other Multi-racial

Section V. STATUS OF ACCOMPLISHMENTS AND EXPENDITURES (Use additional pages if necessary)

National Objective 1-L/M 2-Urgent Need 3-Slum & Blight	(A) Activity #	(B) Activity Name	(C) IDIS # (for Small Cities CDBG) DEO Use Only	(D) CDBG Accomplishments		(E) Current Approved CDBG Budget	(F) CDBG Funds Received To Date	(G) Other Leverage Funds Expended	
				Contracted	To Date				
N/A	21A	Administration		N/A	N/A	4,927.78	\$4,927.78	\$	
L/M	008	Temporary Relocation		3 HH	3 HH	900	900	\$	
L/M	14A	Rehabilitation (Homeowner's)		4 HH	4 HH	191,283.22	191,283.22	78,668.28	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
	TOTALS			4 HH	4 HH	197,111	\$197,111	78,668.28	
	J. Total CDBG Approved Budget:	Total of Column (E)						\$197,111	
	K. Total CDBG Funds Received To Date:	Total of Column (F)						\$197,111	
	L. Refund Due to DEO:	If Line (F) is greater than Line (E) indicate the difference						\$0	
	M. Amount to be Deobligated:	If Line (E) is less than Line (F) indicate the difference						\$0	

Section VI. BENEFICIARY DATA - Do not enter Administration or Engineering. Beneficiaries of housing units are measured in households (HH), not number of people living in household.

		Activity #008		Activity #14 A		Activity #		Activity #		Activity #		Activity #		
Total Beneficiaries Proposed		3 HH		4 HH										
Total Beneficiaries Actual		3 HH		4 HH										
LMI Beneficiaries Proposed		3 HH		4 HH										
LMI Beneficiaries Actual														
VLI Beneficiaries Proposed														
VLI Beneficiaries Actual		3 HH		4 HH										
Female		2 HH		2 HH										
Disabled		2 HH		2 HH										
Female Head of HH		2 HH		2 HH										
Elderly		2 HH		2 HH										
RACE	For Housing Grants Only- Enter Summary Information from Page 6		Total	# of Hispanic Ethnicity	Total	# of Hispanic Ethnicity	Total	# of Hispanic Ethnicity	Total	# of Hispanic Ethnicity	Total	# of Hispanic Ethnicity	Total	# of Hispanic Ethnicity
	# Owner Occupied	# Renter Occupied												
White	1 HH													
African American	3 HH													
Asian														
American Indian or Alaskan Native														
Native Hawaiian Pacific Islander														
American Indian or Alaskan Native and White														
Asian and White														
African American and White														
American Indian/Alaskan Native and African American														
Other Multi-racial														

Section VII. PROPERTY MANAGEMENT REGISTER
ATTACHMENT A (IF REQUIRED)

Recipient		Contract End Date			
Contract Number		Local Contact			
	1	2	3	4	5
Description of Property or Type of Equipment					
Identification Number					
Date of Purchase or Acquisition					
Total Cost of Property	\$	\$	\$	\$	\$
CDBG Cost	\$	\$	\$	\$	\$
CDBG % of Total Cost					
Physical Location					
Condition (New or Used)					
Residual Value	\$	\$	\$	\$	\$
Disposition Date					
Disposition Amount	\$	\$	\$	\$	\$
Method of Disposition					

Section VIII. CLOSEOUT APPROVAL

I certify that, to the best of my knowledge, all activities undertaken by the local government with funds under this grant agreement have been carried out in accordance with the grant agreement, that proper provision has been made for the payment of all paid costs identified; that the State of Florida is under no obligation to make further payment to the local government under the grant agreement in excess of the amount identified on Line J of the STATUS OF ACCOMPLISHMENTS AND EXPENDITURES form submitted with this closeout report; that every statement and amount set forth in this instrument is true and correct as of this date; that all required audits as of this date have been submitted and approved; and I acknowledge that DEO reserves the right to recover any disallowed costs identified in an audit completed after this closeout.

Chief Elected Official or Authorized Designee

Signature

Hines Boyd, Chair

Name and Title

Date

For DEO use only:

Approval of this Closeout Package authorizes the deobligation of unexpended CDBG contract funds in the amount of \$_____.

Division of Community Development

DEO Finance and Accounting Section

Name and Title

Name and Title

Date

Date

**ITEM 5(b): AMENDMENTS TO UNSAFE
BUILDING ABATEMENT CODE**

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

ORDINANCE NO. 2011-_____

AN ORDINANCE OF JEFFERSON COUNTY, FLORIDA, RELATING TO UNSAFE BUILDING ABATEMENT; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; AMENDING CHAPTER 10, ARTICLE V, JEFFERSON COUNTY CODE OF ORDINANCES ENTITLED "UNSAFE BUILDING ABATEMENT"; AMENDING SECTION 10-103, DEFINITIONS; AMENDING AND RENAMING SECTION 10-104, DETERMINATION OF UNSAFE BUILDING; AMENDING SECTION 10-105, NOTICE; AMENDING AND RENAMING SECTION 10-106, ADDITIONAL POWERS AND DUTIES OF BUILDING AND FIRE OFFICIALS; AMENDING AND RENAMING SECTION 10-107, CODE ENFORCMENT BOARD HEARING; AMENDING AND RENAMING SECTION 10-108, DEMOLITION OR REPAIR; DELETING SECTION 10-109, APPEAL; DELETING SECTION 10-110, RESERVED; PROVIDING CONFORMING AMENDMENTS TO CHAPTER 21, SECTION 21-5, CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR AUTHORITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1: FINDINGS OF FACT

WHEREAS, Article VII of the Constitution of Florida authorizes Counties to exercise broad home rule powers; and

WHEREAS, Section 125.01(1), Florida Statutes, provides that the legislative and governing body of a County shall have the power to carry on County government and that said power includes, but is not restricted to, the enumerated powers set forth in Section 125.01, Florida Statutes, so long as any powers exercised are not inconsistent with general law; and

WHEREAS, Section 125.01(1)(t), Florida Statutes, provides that a County may adopt ordinances and resolutions necessary for the exercise of its powers and prescribe fines and penalties for the

violation of ordinances in accordance with law; and

WHEREAS, Sections 125.01(3)(a) and (b), Florida Statutes, recognize that the enumeration of powers in Section 125.01(1), Florida Statutes, incorporates all implied powers necessary and incident to carry out those powers and that Section 125.01, Florida Statutes, shall be liberally construed in order to effectively carry out the purpose of the section and to secure for counties the broad exercise of home rule powers authorized by the State Constitution; and

WHEREAS, the Jefferson County Board of County Commissioners finds that the abatement of unsafe buildings, structures and properties to be of preeminent importance to the protection of the public health, safety and welfare; and

WHEREAS, on November 15, 1997, the Board of County Commissioners adopted Ordinance No. 97-02 which provided for the abatement of unsafe buildings in Jefferson County; and

WHEREAS, the Board of County Commissioners has determined that it is necessary to amend the unsafe building abatement code to provide a more clear, efficient and effective process for unsafe building abatement; and

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

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

SECTION 2: PURPOSE OF ORDINANCE

The purpose of this Ordinance is to clarify, restate and supplement certain local County codes relating to unsafe building abatement Chapter 10, Article V, Code of Ordinances and to make conforming amendments to Article 21, of the Code of Ordinances relating to code enforcement.

SECTION 3: AMENDMENT TO CHAPTER 10, ARTICLE V, OF THE CODE OF ORDINANCES OF JEFFERSON COUNTY.

Chapter 10, Article V, of the Code of Ordinances of Jefferson County is hereby amended as follows:

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

Sec. 10-103. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Unsafe building means any building, ~~or structure or property,~~ with the exception of an owner occupied residence, that has any of the following conditions, such that life, health, property or safety of the general public or the building ~~its occupants,~~ either permanent or occasional, ~~of the general public~~ are endangered:

- (1) Any means of egress or portion thereof is not of adequate size, ~~or is not arranged to provide a safe path of travel in case of fire or panic,~~ or otherwise does not conform to the Florida Building Code or Florida Life Safety Code as related to the requirements for existing buildings or to the approved plans, if any.
- (2) Any means of egress or portion thereof, such as but not limited to fire doors, closing devices and fire resistive ratings, is in disrepair or in a dilapidated or nonworking condition such that the means of egress could be rendered unsafe in case of fire or panic.
- (3) The stress in any material, member or portion thereof, due to all imposed loads including dead load exceeds the stress allowed in the Florida Building Code as related to the requirements for existing buildings.
- (4) The building, structure or portion thereof has been damaged by fire, flood, earthquake, wind or other cause to the extent that the structural integrity of the building or structure is less than it was prior to the damage and is less than the minimum requirements established by the Florida Building Code as related to the requirements for existing buildings.
- (5) Any exterior appendage or portion of the building or structure is not securely fastened, attached or anchored such that it is incapable of resisting wind, seismic or similar loads as required by the Florida Building Code as related to the requirements for existing buildings.
- (6) If, for any reason, the building, structure or portion thereof is manifestly unsafe or unsanitary for the purpose for which it is being used.
- (7) The building, structure or portion thereof as a result of damage, decay, deterioration or dilapidation is likely to fully or partially collapse.
- (8) The building, structure or portion thereof has been constructed or maintained in violation of a specific requirement of the Florida Building Code, was not constructed according to the approved plans, if any, or was constructed without first obtaining a building construction permit, where a building permit was required.
- (9) Any building, structure or portion thereof that is unsafe, unsanitary or not provided with adequate egress, or which constitutes a fire hazard, or is otherwise dangerous to human life, or which in relation to existing use, constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, obsolescence or abandonment.

~~(10 9) Any building, structure or portion thereof that displays any of the above is in such a conditions so as to constitute a public nuisance or an unsafe or dangerous attractive nuisance.~~

~~(11) Any building, structure or property rendered unsafe or dangerous to human health by the presence of unlawful hazardous materials or toxic substances.~~

Sec. 10-104. - Determination of Unsafe Building Declaration; general use standards.

~~The Bbuilding Oofficial, in consultation with and the Ffire Oofficial, shall determine when together agree that a building is unsafe or a portion of it may be unsafe. The Determination of Unsafe Building shall include a statement indicating the building or structure has been declared unsafe by the County and a detailed report documenting the conditions determined to have rendered the building or structure unsafe under the Code and shall be signed by the Building Official. Such determination shall be forwarded to the Code Enforcement Officer for further action according to the following procedures, and the procedures in Chapter 21, Jefferson County Code of Ordinances.~~

Sec. 10-105. - Notice.

~~The Code Enforcement Officer, upon receiving a Determination of Unsafe Building from the Bbuilding Oofficial, shall prepare and issue a combined Nnotice of Uunsafe Bbuilding and Notice of Violation directed to the owner of record of the building or structure. The Nnotice shall be mailed by certified mail to the owner of record and posted in a conspicuous place on or about the structure. The Nnotice shall contain, but not limited to, the following information:~~

~~(1) The street address or location on which road, if no address is assigned and the property I.D. of the structure, building or property premises.~~

~~(2) The Determination of Unsafe Building shall be included in its entirety. A statement indicating the building or structure has been declared unsafe by the county, a detailed report documenting the conditions determined to have rendered the building or structure unsafe under the code, and signed by the building and fire officials.~~

~~(3) A statement advising that if the following required actions are as determined by the building official is not commenced within or completed by the time specified, the matter will be referred to the Code Enforcement Board for a hearing, which may result in a finding of violation and an order imposing fine and costs and requiring that the building, structure or property will be ordered vacated and, if applicable, demolished and all costs incurred, together with any accrued fines, charged against the property or the owner of record and/or recorded as a lien against the property.~~

- a. If the building or structure is to be repaired, the notice shall require that all necessary permits be secured and the work commenced within 60 days and continue to completion within such time as the Code Enforcement Officer~~building official~~ determines.
- b. If the building or structure is to be vacated, the notice shall indicate the time within which vacation is to be completed and the building or structure secured against further occupancy.
- c. If the building or structure is to be demolished, the notice shall require that the premises be vacated within 60 days, that all required permits for demolition be secured and that the demolition be completed within such time as determined reasonable by the Code Enforcement Officer~~building official~~.

(4) A statement that the Building Official has the authority to authorize disconnection of utility service to any structure where necessary to eliminate an immediate hazard to life or property or when such utility connection was made without proper authorization~~advising that any person having any legal interest in the property may appeal the notice to the board of county commissioners, and the appeal shall be in written form and recorded with the clerk of court within 30 days from the date of notice and that failure to appeal in the time specified will constitute a waiver of all rights to an administrative hearing.~~

Sec. 10-106. - Additional Powers and Duties of Building and Fire Officials~~Right of entry~~.

(1~~a~~) ~~The B~~uilding and F~~ire O~~fficials may enter any building, structure or property~~premises~~ at all reasonable times to make an inspection or enforce this code.

~~a.~~(b) When entering a building, structure or property~~premises~~ that is occupied, the officials shall first identify themselves, present proper credentials and request entry.

b. If the building, structure or property~~premises~~ is unoccupied, the officials shall make a reasonable effort to locate the owner or other persons having charge of the building and demand entry.

c. If the officials are unable to obtain authorization to enter and inspect a building, structure or property, the officials may enter and inspect such building, structure or property by any other lawful means, including through the inspection warrant process as provided in Chapter 933, Florida Statutes.

(2) The Building Official shall have the authority to authorize disconnection of utility service to any structure where necessary to eliminate an immediate hazard to life or property or when such utility connection is made without proper authorization. The Building Official shall notify the serving utility and, whenever possible, the owner or occupant of the structure, of the decision to disconnect such service prior to taking such action. The Building Official shall use best efforts

to determine those instances where service is connected to more than one customer to avoid unintentional disconnection of utilities of innocent third parties.

(3) In addition to issuance of the Notice by the Code Enforcement Officer as provided in Section 10-105 herein above, the Building Official is authorized to take the following emergency measures where, in the opinion of the Building Official, there is imminent danger of fire, failure, or collapse of a building or structure which endangers life, or when any portion of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the structure's occupants or those in proximity because of explosives, explosive fumes or vapors, or the presence of toxic fumes, gases or materials:

a. Disconnection of utility service as provided herein above.

b. Order and require that the occupants vacate the building, structure or property immediately.

c. Posting the building, structure or property at each entrance informing all persons that it is unlawful for any person to enter the building, structure or property except for the purpose of securing the building or structure, making an inspection, making required repairs, removing the hazardous condition, cleanup or remediation of hazardous materials or toxic substances, or for demolition and removal.

d. Temporarily close or board up buildings or structures against further entry, or order the authority having jurisdiction to close sidewalks, streets, public rights-of-way, and places adjacent to such buildings, structures or property.

e. When there is an imminent danger due to the condition of the building, structure or property, order emergency work to reduce or eliminate such condition to be performed by the property owner, or if the owner fails to perform such work within such reasonable time as specified by the Building Official, take such steps as are necessary to eliminate such condition and present such costs to the Code Enforcement Board for an Order authorizing the placement of a lien to be recorded against the property for the costs of such work if the finding of imminent danger is confirmed by the Board.

(4). The Notice of Unsafe Building shall be removed at such time as the defect or defects upon which the Notice is based have been eliminated.

Sec. 10-107. – Code Enforcement Board Hearing. Upon failure of the owner to comply with the remedial measures and actions as required in the Notice of Unsafe Building and Notice of Violation, the Code Enforcement Officer shall schedule the matter to be heard by the Code Enforcement Board as provided in Chapter 21, Jefferson County Code of Ordinances. If the Code Enforcement Board determines that there is a violation and affirms the Code Enforcement Officer's Determination of Unsafe Building, the Board shall in its order provide a reasonable

time for the owner to correct the unsafe or dangerous condition, subsequent to which the Code Enforcement Officer may be directed to take any necessary remedial measures to have the building, structure or property secured by repair, closing up all entrances, or demolition. All such costs of remedial measures incurred by the County shall be charged against the real property upon which the building or structure is located and shall be a lien upon such real estate and may be collected in any legal manner.

~~Sec. 10-107. — Recovery of costs of demolition.~~

~~If it becomes necessary for the county to demolish a building or structure:~~

~~(1) The clerk of court shall notify the owner at the last known address of the completion of demolition and shall enclose statement for the costs incurred in the process, payable in 30 days.~~

~~(2) If the bill remains unpaid 60 days' the county shall file a lien on the property as provided by law.~~

Sec. 10-108. - ~~Method of~~ Ddemolition or Repair.

(1) The Code Enforcement Board shall order either the demolition or repair of a building or structure as follows:

a. Demolition and removal shall be ordered when any building or structure is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, unsanitary, or otherwise unfit for human habitation or occupancy to such an extent that it is unreasonable to repair the building or structure. Such order shall specify a time in which demolition is to be completed and shall require that the owner board up such building or structure pending demolition and removal.

b. Repair shall be ordered where such building or structure is capable of being made safe by repair. Such order shall specify the time in which such repairs are to be made and shall require the owner to board up the building or structure pending such repair.

(2) Boarding up a building or structure for future demolition or repair pursuant to an order of the Code Enforcement Board shall not extend beyond ~~six months~~ one year, unless approved by the Code Enforcement Board upon a showing of good cause ~~Officer~~.

(3) When any building or structure is to be demolished and removed by the County, the County, or any entity under contract to the County, may enter onto the real property that is the subject of the order and undertake such demolition by any lawful means. The County, or any entity under contract with the County, shall have the right to sell salvage and valuable materials at the highest price obtainable. The proceeds of the sale, after deducting the expenses of such demolition and removal, shall be promptly remitted to the owner with a report of such sale of transaction,

including the items of expense and the amounts deducted. If there is not surplus to remit to the owner, the report shall so state.

~~Whenever a building or structure has been duly condemned and notice of intent to demolish has been served and the owner has failed to comply with the requirements, the county shall proceed with the demolition. The following can apply:~~

- ~~(1) The firefighters can use the building or structure for training.~~
- ~~(2) County equipment can demolish and remove the debris.~~
- ~~(3) The county can contract to have it demolished and removed.~~
- ~~(4) Any part of the building or structure or its contents can be redeemed by the county and used as they desire.~~

~~Sec. 10-109. Appeal.~~

~~Any person having any legal interest in the property or structure may appeal the notice of unsafe building to the county board of county commissioners. An appeal shall be in writing and recorded with the clerk of court within 30 days from the date of notice. Failure to appeal within the time specified will constitute a waiver of all rights to an administrative hearing. Appeal from the decision of the board of county commissioners may be made in accordance with law.~~

~~Secs. 10-110—10-131. Reserved.~~

SECTION 4: AMENDMENT TO CHAPTER 21, SECTION 21-5 OF THE CODE OF ORDINANCES OF JEFFERSON COUNTY IS AMENDED AS FOLLOWS.

Chapter 21, Section 21-5, of the Code of Ordinances of Jefferson County is hereby amended as follows:

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

Sec. 21 – 5. Jurisdiction.

A. The Code Enforcement Board shall have the jurisdiction to hear and decide alleged violations occurring within the unincorporated County and, if approved by interlocal agreement, within the municipal limits of the City of Monticello, of the following codes and ordinances that 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. Land Development Code and Comprehensive Plan.
13. Subdivision codes.
14. Licensing codes, including business tax receipts and licensing.
15. Mobile home inspection code.
16. Unsafe Building Abatement Code
17. Code of Ordinances

SECTION 5: SEVERABILITY

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

SECTION 6: CONFLICT

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

SECTION 7: COPY ON FILE

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

SECTION 8: EFFECTIVE DATE

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

SECTION 9: AUTHORITY

This ordinance is adopted pursuant to the authority granted by Chapter 125.01 and Chapter 162, Florida Statutes.

PASSED AND DULY ADOPTED with a quorum present and voting by the Board of County Commissioners of Jefferson County this ____ day of ____, 2012.

BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA

Hines Boyd, Chairman

ATTESTED BY:

Kirk Reams, Clerk of the Circuit Court

APPROVED as to FORM & SUBSTANCE:

Scott Shirley, County Land Use Attorney

This ordinance was submitted to the Secretary of State, State of Florida on the _____ day of _____, 2011.

ITEM 5(c): NAMING OPPORTUNITIES

DRAFT
Naming Opportunities

Public Property Naming Policy

As outlined in this policy, facilities and properties may be named for individuals or for organizations responsible for a ‘substantial charitable donations/services benefiting Jefferson County’. The term ‘substantial gift’ in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts. It is expected that each naming opportunity will recognize the donor according to the level of gift and size of facility.

1. Purpose:

The “Public Property Naming Policy” will be created for the purpose of developing standards and processes for attaching names to public parks, facilities and property owned by the County of Jefferson, FL.

The naming of public properties should be approached with caution, patience and deliberation. A process must be developed and followed.

Naming opportunities are tied to service or charitable donations.

Naming a park/facility/property after a person is a bit more difficult to identify the effort when it is tied to service. Noble traits for service include, but not limited to: unselfishness, not part of a job, a founding member. It can be the ‘brainchild’ of the project, out of the ordinary service (create a park and do not have children). Consider 30+ years of unselfish service to the cause.

If not tied to service, giving opportunities should be tied to monetary giving of 1/2 of the total cost of the project. It is desirable for the County to name facilities and properties in honor of significant contribution of funds to the County.

Facilities and properties may be named for individuals or for organizations responsible for a substantial gift of 1/2 or more of the total cost of the facility and may take into account significant contributions of personal services as well as monetary or in-kind gifts.

The naming of County property and facilities should promote ready identification and/or geographic association to the public.

It should honor a person, corporation or organization that has achieved unique distinction.

Naming opportunities can be a combination of personal services, monetary contributions and in-kind contributions.

2. Public Property Naming Commission:

The Public Property Naming Committee (PPNC) will become a permanent committee consisting of 6 persons, one each to be nominated by each member of the Commission. One member will be the county coordinator. All members of the committee shall be nominated as stated above and shall be confirmed by a majority vote of the members of the Board of County Commissioners.

The terms of the Public Property naming Committee will be three years terms and will stagger.

The Public Property Naming Committee will meet two times a year. A special-called meeting of the PPNC can be called by the Committee Chair or by 3 members of the committee with at least seven (7) days notice. All meetings of the PPNC will be open to the public and will require at least seven (7) day notice.

The number of public properties re-named each year will be limited to three (3) or less. The committee can increase or decrease the number of properties to be re-named by a majority vote of the Board of County Commissioners.

The PPNC accepts the application and considers the naming/renaming request. The request is approved by the PPNC. A waiting period begins when the PNCC receives the application. The waiting period shall be no less than six (6) months and/or up to twelve (12) months, the application and supporting documentation is then sent to the Board of County Commissioners' consideration.

3. Scope:

To put together a process with criteria that is fair and equitable by which public property and facilities are named.

4. Criteria Recommendations:

In naming public property, consideration shall be primarily given to the following criteria:

1. Neighborhood, geographic or common usage identification
2. A natural or geological feature
3. Significant historical events or cultural attributes
4. A historical figure
5. An individual who has made a significant land, building or monetary contribution to the County for the building or property being named.
6. To recognize an organization, which may include a business, that has made exceptional contributions to the County in the form of financial support, service, volunteers, or that represents enduring historical significance.

7. An individual who has contributed outstanding civic service to the County, having but not limited to, the following attributes:
 - a. Superior levels of performance on their chosen field
 - b. Effective citizenship
 - c. Outstanding community service by being widely recognized as having national, state or local community significance for community or public service.
 - d. Excellent character and general reputation
 - e. High standards and ethics.

5. Public Property and Facilities Naming

The interior features of a County owned building may be named separately from the main building subject to the criteria and procedures set forth in this policy.

6. Naming of Parks Procedures:

Suggestions for names for parks or park facilities may be accepted from organizations, neighborhood residents, individuals and the media. All suggestions, solicited or not, shall be acknowledged for consideration by the PPNC.

The PPNC shall host a public hearing to provide an opportunity for public comments on naming recommendations.

The PPNC will review names and make recommendations for the PPNC to present to the Commission.

Current Event: The department shall wait at least one year between receipt of a name proposal related to a current event before final recommendation of that naming opportunity.

Facilities shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.

7. Public Property Naming Application.

The application must be supported by official documentation including but not limited to:

8. Naming for an individual:

- 1) Complete 'naming opportunity' application.
- 2) List of volunteer/service activities, including dates of involvement and offices held.
- 3) List of professional accomplishments.
- 4) List of honors/awards, both volunteer and professional, including dates awarded.
- 5) Narrative as to why the individual should be honored with the naming of the property/facility

- 6) Information regarding any significant donations, gifts, financial support or contributions made by the individual to the County.

9. Naming for an organization:

- 1) Complete 'naming opportunity' application.
- 2) A copy of the Charter of the organization, including mission statement.
- 3) A copy of the Minutes of the meeting or authentic copy of the proclamation made that substantiates the organization's desire to seed a facility naming opportunity.
- 4) List of service to the community, both volunteer and monetary, including dates of involvement and results.
- 5) Authentic copies of recognitions awarded by national organization of which the local organization is an affiliate.
- 6) List of other honors/awards earned by the organization.
- 7) Narrative as to why the organization should be honored with the naming of a facility.
- 8) Information regarding any significant donations, gifts, financial support or contributions made by the organization.

The burden of supporting the Naming Application rests with the individual or group submitting the application.

1. Fulfill all criteria requirements
2. Send completed application to Public Property Naming Committee.
3. PPNC considers and if approved sends recommendation (after the waiting period) to the Board of County Commissioners.
4. The matter shall be placed on the BOCC agenda for two readings.
5. Once approved notice sent to appropriate persons/agencies.

ITEM 5(d): TAX ABATEMENT REFERENDUM

**BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

Date of Meeting: April 19, 2012
Dated Submitted: April 19, 2012
To: Honorable Chairperson and Members of the Board
From: T. Buckingham Bird, County Attorney
Subject: Consideration to place Tax Abatement Referendum on the ballot authorizing the Commission to grant ad valorem tax exemptions to certain business as set out in Section 196.1995, Florida Statutes.

Statement of Issue:

Pursuant to s.3, Art. VII of the Florida Constitution, counties may, after vote of the electorate through referendum, grant ad valorem tax exemptions to business meeting the criteria set out in Section 196.1995, Florida Statutes.

Background:

The legislature recognizes the need to bring quality jobs into all areas of the state. In keeping with that recognition, counties have been authorized to offer ad valorem tax exemptions to new business or existing business that are expanding and that create new jobs. The process to follow in enacting the authorization to grant such exemptions is set out in Section 196.1995, Florida Statutes. In order to initiate the process, the Commission must vote to hold a referendum, to be voted on by the electorate of the county, giving the Commission the authority to grant ad valorem tax exemptions. Such a referendum was previously approved by the electorate of Jefferson County, but has now expired. Once the referendum is approved, the Commission may, upon application by an eligible business and approval of the application, enact an ordinance granting the exemption and enter into a tax exemption agreement for up to a ten (10) year period. A more detailed summary of the process is attached hereto.

Analysis:

See above.

Fiscal Impact:

To be determined.

Options:

1. Vote to place a referendum on the November, 2012 general election ballot to allow the Commission to grant ad valorem tax exemptions in accordance with s.3, Art. VII of the State Constitution and Section 196.1995, Florida Statutes.
2. Vote to not place a referendum on the November ballot that would allow the Commission to grant ad valorem tax exemptions in accordance with s.3, Art. VII of the State Constitution and Section 196.1995, Florida Statutes.
3. Further directions by the Board

County Attorney's Recommendation

Option 1

Attachment

Summary of process for granting ad valorem tax exemptions under Section 196.1995, Florida Statutes.

Economic Development

In addition to tax abatements, section 124.045, Florida Statutes, authorizes other forms of economic development incentives. See the attached copy of section 125.045, Florida Statutes. In addition to tax abatements, the law also authorizes the use of the following types of economic development incentives:

1. Subsection 5(a)1 authorizes direct financial monetary assistance to the business in the form of grants, loans, equity investments, loan insurance and guarantees and training subsidies.
2. Subsection 5(a)2 authorizes grants and loans to business and community organizations that provide support to business or promote business investment or development.
3. Subsection 5(a)3 authorizes fee-based credits, refunds or exemptions in addition to property tax abatement or assessment reduction.
4. Subsection 5(a)4 authorizes the Board to grant below market rate leases or deeds for real property.

There does not appear to be any prohibition against providing multiple incentives to a business or enterprise or having multiple incentives available. In essence, the Board could vote to place a tax abatement referendum on the ballot and still pursue other allowable economic development incentives.

**PROCEDURE FOR GRANTING ECONOMIC
DEVELOPMENT AD VALOREM TAX EXEMPTIONS**

- I.** Economic development ad valorem tax exemptions are authorized by s. 3, Art. VII of the Florida Constitution and are controlled by Section 196.1995, Florida Statutes.
- II.** One way to exercise this authority is for the Board of County Commissioners to vote to hold a referendum. The referendum must be within the total jurisdiction of the county. Any such referendum expires 10 years after the date the authority was approved but can be renewed for subsequent 10 year periods if each renewal is approved in a referendum.
- III.** The Commission may vote to limit the effect of the referendum to new business and expansion of existing business in certain enterprise zones or brownfield areas.
- IV.** Once the referendum passes by majority vote, the Commission may vote to exempt from ad valorem taxation up to 100% of the assessed value of all improvements to real property made by or for the use of the new business and of all tangible personal property of such new business. If the referendum was limited to certain enterprise zones or brownfield areas, the exemption would likewise be limited.
- V.** The exemption can remain in effect for up to 10 years with respect to a particular facility.
- VI.** The business seeking the exemption must file a written application with the Commission. The application must request the adoption of an ordinance granting the applicant an exemption. The application must contain the following information:
- a. The name and location of the new business or expansion of the existing business.
 - b. A description of the improvements to real property for which an exemption is requested and the date of the commencement of such improvements.
 - c. A description of the tangible personal property for which an exemption is requested and the dates when such property was or is to be purchased.
 - d. Proof to the satisfaction of the Commission that the applicant is a new business or an expansion of an existing business as defined in s. 196.012(15) or (16).
 - e. The number of jobs the applicant expects to create along with the average wage of the jobs and whether the jobs are full-time or part-time.
 - f. The expected schedule for job creation.
 - g. Other information deemed necessary or appropriate by the county.
- VII.** Before taking action on the applicant, the Commission must deliver a copy of the application to the property appraiser. The property appraiser must report the following information to the county:
- a. The total revenue available to the county for the current fiscal year from ad valorem taxes or an estimate of such revenue if the actual total revenue cannot be determined.

b. Any revenue lost to the county for the current fiscal year by virtue of exemptions previously granted under this section or an estimate of such revenue loss if the actual loss cannot be determined.

c. An estimate of the revenue lost to the county for the current fiscal year if the exemption applied for were granted had the property for which the exemption is requested was otherwise subject to tax

d. A determination as to whether the property for which an exemption is requested is to be incorporated into a new business or the expansion of an existing business or into neither, which determination the property appraiser shall affix to the front of the application.

VIII. In considering the application, the Commission must take into account the following:

- a. The total number of new jobs created by the application.
- b. The average wage of the new jobs.
- c. The capital investment to be made by the applicant.
- d. The type of business or operation and whether it qualifies as a targeted industry as may be identified from time to time by the Commission.
- e. The environmental impact of the proposed business.
- f. The extent to which the applicant intends to source its supplies and materials within the jurisdiction.
- g. Any other economic-related characteristics or criteria deemed necessary by the Commission.

IX. The ordinance must be adopted in the same manner as other ordinances but must contain the following:

- a. The name and address of the new business or expansion of an existing business to which the exemption is to apply.
- b. The total amount of revenue available to the county from ad valorem tax sources for the current fiscal year, the total amount of revenue the county lost for the current fiscal year by virtue of economic development ad valorem tax exemptions currently in effect and the estimated revenue loss to the county for the current fiscal year attributable to the business named in the ordinance.
- c. The period of time for which the exemption will remain in effect and the expiration date of the exemption which may be a period up to 10 years.
- d. A finding that the business named in the ordinance meets the requirements of s. 196.012(15) or (16).

X. Upon approval of the application, the Commission may enter into written tax exemption agreement with the applicant. The agreement may contain performance criteria. It must be consistent with s. 196.1995, Florida Statutes. The agreement must require the applicant to report at a specific time before the expiration of the exemption the actual number of new jobs created and their actual average wage. The agreement may provide for revocation by the Commission in whole or in part if the applicant does not meet the expectations and representations described in its application.

*** Statutes and Constitution are current through Act 2011-269 of the 2011 Regular Session. ***

*** Annotations are current through March 19, 2012 ***

TITLE 11. COUNTY ORGANIZATION AND INTERGOVERNMENTAL RELATIONS (Chs. 124-164)

CHAPTER 125. COUNTY GOVERNMENT

PART I. COUNTY COMMISSIONERS: POWERS AND DUTIES

GO TO FLORIDA STATUTES ARCHIVE DIRECTORY

Fla. Stat. § 125.045 (2012)

§ 125.045. County economic development powers

(1) The Legislature finds and declares that this state faces increasing competition from other states and other countries for the location and retention of private enterprises within its borders. Furthermore, the Legislature finds that there is a need to enhance and expand economic activity in the counties of this state by attracting and retaining manufacturing development, business enterprise management, and other activities conducive to economic promotion, in order to provide a stronger, more balanced, and stable economy in the state; to enhance and preserve purchasing power and employment opportunities for the residents of this state; and to improve the welfare and competitive position of the state. The Legislature declares that it is necessary and in the public interest to facilitate the growth and creation of business enterprises in the counties of the state.

(2) The governing body of a county may expend public funds to attract and retain business enterprises, and the use of public funds toward the achievement of such economic development goals constitutes a public purpose. The provisions of this chapter which confer powers and duties on the governing body of a county, including any powers not specifically prohibited by law which can be exercised by the governing body of a county, must be liberally construed in order to effectively carry out the purposes of this section.

(3) For the purposes of this section, it constitutes a public purpose to expend public funds for economic development activities, including, but not limited to, developing or improving local infrastructure, issuing bonds to finance or refinance the cost of capital projects for industrial or manufacturing plants, leasing or conveying real property, and making grants to private enterprises for the expansion of businesses existing in the community or the attraction of new businesses to the community.

(4) A contract between the governing body of a county or other entity engaged in economic development activities on behalf of the county and an economic development agency must

require the agency or entity receiving county funds to submit a report to the governing body of the county detailing how county funds were spent and detailing the results of the economic development agency's or entity's efforts on behalf of the county. By January 15, 2011, and annually thereafter, the county must file a copy of the report with the Office of Economic and Demographic Research and post a copy of the report on the county's website.

(5) (a) By January 15, 2011, and annually thereafter, each county shall report to the Office of Economic and Demographic Research the economic development incentives in excess of \$ 25,000 given to any business during the county's previous fiscal year. The Office of Economic and Demographic Research shall compile the information from the counties into a report and provide the report to the President of the Senate, the Speaker of the House of Representatives, and the Department of Economic Opportunity. Economic development incentives include:

1. Direct financial incentives of monetary assistance provided to a business from the county or through an organization authorized by the county. Such incentives include, but are not limited to, grants, loans, equity investments, loan insurance and guarantees, and training subsidies.

2. Indirect incentives in the form of grants and loans provided to businesses and community organizations that provide support to businesses or promote business investment or development.

3. Fee-based or tax-based incentives, including, but not limited to, credits, refunds, exemptions, and property tax abatement or assessment reductions.

4. Below-market rate leases or deeds for real property.

(b) A county shall report its economic development incentives in the format specified by the Office of Economic and Demographic Research.

(c) The Office of Economic and Demographic Research shall compile the economic development incentives provided by each county in a manner that shows the total of each class of economic development incentives provided by each county and all counties.

History:

S. 1, ch. 95-309; H.C.R. 2741 (1995); s. 1, ch. 2010-147, eff. July 1, 2010; s. 19, ch. 2011-34, eff. May 5, 2011; s. 51, ch. 2011-142, eff. July 1, 2011.

**ITEM 5(f): SHORT-LISTING COORDINATOR
CANDIDATES-SETTING UP INTERVIEWS**

For the May 3, 2012 County Commission Agenda

TO: Jefferson County Board of County Commissioners
FROM: Roy Schleicher, County Coordinator
RE: Hiring Process – County Coordinator

The hiring process for the County Coordinator's position has begun. The job opening has been advertised as planned and the application deadline (Noon on April 24) has past. Fifteen (15) applications have been received and forwarded to the County Commissioners by Mr. Ream's office. The names of the applicants are listed below.

The next step(s) in the hiring process is for the Commissioners to short list the applicants. The short listed applicants are then to be interviewed by the Board. The schedule is:

1. Thursday, May 3rd BOCC meeting - Short listing by the Board (4, 5, or 6 short listed applicants suggested to be interviewed).
2. Wednesday, May 9 thru Friday, May 11 and/or Monday, May 14 thru Tuesday, May 15 – Interviews with short listed applicants. Each interview should be about one (1) hour long with ten (10) minutes between interviews.
3. If a sponsor can be found it is a good idea to host a "meet and greet" with all of the applicants interviewed following the last interview of the day. This gives the public a chance to interact with the applicants.
4. Thursday, May 17th BOCC meeting – Final discussions of the applicants by the Board and **selection of the new Coordinator.** Negotiating team to be named.
5. Friday, May 18 thru Wednesday, June 6 – Contract negotiations.
6. Thursday, June 7th BOCC meeting – Contract approved by the County Commission, start date established.
7. Saturday, June 30th (Last day Friday, June 29)– Current Coordinator retires.

The fifteen (15) applicants for the County Coordinator's position, in alpha order are –

1. James E. Anaston-Karas
2. Parrish Barwick
3. Phil Calandra
4. Nick Flynt
5. George C. Goller
6. Don I. Hart
7. Larry Jones
8. Ivan S. Kirkpatrick
9. Peggy H. Mathews
10. Susan E. Poplin
11. Mark Positano
12. Yvonne Jacqueline Seabrooks
13. Carlos Tobar
14. David W. Ward
15. David S. Wimberly

County Commission ACTION required – Development of the short list of applicants to be interviewed. And, scheduling of dates/day and time of the interviews.

END

ITEM 5(h): WATERMILL ROAD BID AWARD



PREBLE-RISH INC
CONSULTING ENGINEERS & SURVEYORS

Gulf County

324 Marina Drive
Port St. Joe, FL 32456

P 850.227.7200

F 850.227.7215

Bay County

203 Aberdeen Parkway
Panama City, FL 32405

P 850.522.0644

F 850.522.1011

Walton County

877 CR 393 North
Santa Rosa Beach, FL 32459

P 850.267.0759

F 866.557.0076

Gadsden County

20 East Washington Street
Quincy, FL 32351

P 850.875.4751

Calhoun County

20684 Central Avenue East
Blountstown, FL 32424

P 850.674.3300

Wakulla County

36 Jasper Thomas Road
Crawfordville, FL 32327

P 850.528.0300

Jefferson County

Garden Square
187 East Walnut Street
Monticello, FL 32344

P 850.997.2175

Dixie County

23414 SE 349 Hwy
P.O. Box 3
Suwannee, FL 32692

P 352.542.2414

Okaloosa County

2110 Lewis Turner Boulevard
Ft. Walton Beach, FL 32547

P 850.200.4783

April 27, 2012

Via e-mail @ kreams@jeffersonclerk.net and via Hand Delivery

Mr. Kirk Reams
Clerk of Circuit Court
Jefferson County
1 Courthouse Circle
Monticello, FL 32344

**RE: Watermill Road Resurfacing
Preble-Rish, Inc. Project No. 751.028**

Dear Mr. Reams:

As you know we received bids for the referenced project at 2:00 p.m. EST on April 20, 2012, and four (4) contractors submitted bids. Copies of all the bids have been provided under separate cover. The detailed bid results are attached and labeled as **Exhibit A**.

After thorough review of all bids, Capital Asphalt, Inc. was the lowest qualified, responsive bidder. Therefore, we **recommend awarding the contract to Capital Asphalt, Inc. in the amount of \$224,450.80**. We want to ensure you that this amount is within the grant budget for construction.

Also enclosed is a copy of the Notice of Award to be executed if the Commission approves of our recommendation. Please notify our office once approved so we may prepare all of the necessary contract documents to be executed by the Contractor and the County.

If you have any questions, please give me a call at 850.528.0300 or e-mail me at wisea@preble-rish.com.

Sincerely,

PREBLE-RISH, INC.

Alan Wise, P.E.
Sr. Project Manager

S:\751.028 Watermill Road Resurfacing\correspondence\Reams 2012.4.23 Bid Results.doc



**Exhibit A
 DETAILED BID TAB
 PRI PROJECT NO. 751.028
 WATERMILL ROAD RESURFACING**



ITEM	DESCRIPTION	QUANTITY	Peay and Son Construction Inc.		C.W. Roberts Contracting Inc.		Capital Asphalt Inc.		Anderson Columbia Co. Inc.	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
GENERAL COSTS										
0101-1	MOBILIZATION	1.00	\$ 7,500.10	\$ 7,500.10	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00	\$ 10,000.00	\$ 18,325.16	\$ 18,325.16
0102-1	MAINTENANCE OF TRAFFIC	1.00	\$ 20,000.00	\$ 20,000.00	\$ 12,000.00	\$ 12,000.00	\$ 5,000.00	\$ 5,000.00	\$ 48,236.73	\$ 48,236.73
0908104-1	CONTRACTORS EROSION CONTROL	1.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 4,282.21	\$ 4,282.21
ROADWAY										
0334-1-12	1" (110 LBS/SY) TYPE SP-9.5 STRUCTURAL COURSE, TRAF B	833.00	\$ 96.50	\$ 80,384.50	\$ 96.00	\$ 79,968.00	\$ 100.00	\$ 83,300.00	\$ 106.72	\$ 88,897.76
0334-1-12	1" (110 LBS/SY) TYPE SP-9.5 SURFACE COURSE, TRAF B	831.00	\$ 96.50	\$ 80,191.50	\$ 96.00	\$ 79,776.00	\$ 100.00	\$ 83,100.00	\$ 103.55	\$ 86,050.05
0570-1-2	PERFORMANCE TURF, SOD	2,516.80	\$ 3.00	\$ 7,550.40	\$ 4.50	\$ 11,325.60	\$ 1.00	\$ 2,516.80	\$ 2.69	\$ 6,770.19
430175124	PIPE CULVERT, OPT MATERIAL, ROUND, 24" S/CD	7.00	\$ 300.00	\$ 2,100.00	\$ 500.00	\$ 3,500.00	\$ 125.00	\$ 875.00	\$ 110.11	\$ 770.77
430175130	PIPE CULVERT, OPT MATERIAL, ROUND, 30" S/CD	16.00	\$ 250.00	\$ 4,000.00	\$ 200.00	\$ 3,200.00	\$ 150.00	\$ 2,400.00	\$ 110.11	\$ 1,761.76
0400-1-2	CONCRETE CLASS I TENDWALLS	11.00	\$ 800.00	\$ 8,800.00	\$ 850.00	\$ 9,350.00	\$ 750.00	\$ 8,250.00	\$ 770.80	\$ 8,478.80
PAVEMENT MARKINGS										
710-90	PAINTED PAVEMENT MARKINGS, FINAL SURFACE	1.00	\$ 9,000.00	\$ 9,000.00	\$ 7,000.00	\$ 7,000.00	\$ 9,000.00	\$ 9,000.00	\$ 10,399.65	\$ 10,399.65
711-11111	THERMOPLASTIC, STD. WHITE, SOLID, 6"	2.86	\$ 4,500.00	\$ 12,870.00	\$ 4,800.00	\$ 13,728.00	\$ 3,800.00	\$ 10,868.00	\$ 5,309.94	\$ 15,186.43
711-11211	THERMOPLASTIC, STD. YELLOW, SOLID, 6"	0.8	\$ 4,500.00	\$ 3,600.00	\$ 4,800.00	\$ 3,840.00	\$ 3,800.00	\$ 3,040.00	\$ 5,309.94	\$ 4,247.95
711-11125	THERMOPLASTIC, STD. WHITE, SOLID, 24"	44.00	\$ 11.00	\$ 484.00	\$ 15.00	\$ 660.00	\$ 10.00	\$ 440.00	\$ 12.23	\$ 538.12
711-11231	THERMOPLASTIC, STD. YELLOW, SKIP, 6"	0.93	\$ 1,350.00	\$ 1,255.50	\$ 1,500.00	\$ 1,395.00	\$ 1,200.00	\$ 1,116.00	\$ 1,590.53	\$ 1,479.19
706-3	RETRO-REFLECTIVE PAVEMENT MARKERS	189.00	\$ 6.00	\$ 1,134.00	\$ 6.00	\$ 1,134.00	\$ 5.00	\$ 945.00	\$ 6.73	\$ 1,271.97
700-20-11	SINGLE POST SIGN	6.00	\$ 250.00	\$ 1,500.00	\$ 300.00	\$ 1,800.00	\$ 300.00	\$ 1,800.00	\$ 311.99	\$ 1,871.94
705-10-1	OBJECT MARKER	4.00	\$ 100.00	\$ 400.00	\$ 55.00	\$ 220.00	\$ 75.00	\$ 300.00	\$ 110.11	\$ 440.44
BIDDERS' TOTAL BASE BID				\$ 242,270.00		\$ 241,896.60		\$ 224,450.80		\$ 299,009.13
ENGINEER'S VERIFICATION OF TOTAL BASE BID				\$ 242,270.00		\$ 241,896.60		\$ 224,450.80		\$ 299,009.13

*A YELLOW HIGHLIGHTED VALUE INDICATES AN ERROR IN THE CONTRACTOR'S MATH THAT HAS BEEN CORRECTED BY THE ENGINEER.

**JEFFERSON COUNTY-
WATERMILL ROAD RESURFACING**

PRI PROJECT NO. 751.028

SECTION 00080-NOTICE OF AWARD

TO: Capital Asphalt, Inc
1330 Capital Circle NE
Tallahassee, FL 32308

PROJECT DESCRIPTION: Watermill Road Resurfacing

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for Bids dated March 21, 2012, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$224,450.80. You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND, and certificates of insurance within ten (10) calendar days from the date of this NOTICE to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this 3rd day of May, 2012.

By: _____
Title: Chairman, Jefferson County Board of County Commissioners

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

By: Capital Asphalt, Inc. (Company Name).

This the _____ day of _____, 2012.

By: _____ (Print and Sign Name).

Title: _____.

**ITEM 6(a): COUNTY COORDINATOR'S
REPORT/INTERDEPARTMENT SHARING
POLICY**

Interdepartmental Sharing of County Assets
Policy Adopted by the Board of County Commissioners
May 3, 2012

As a small county it is incumbent on all County Government Departments to hire personnel, purchase equipment and supplies, and to share these assets whenever possible. In order to provide equality in the sharing of assets the following policy is to be adopted, modified when necessary and followed by all departments:

1. All County Departments are to share assets/resources with all other departments whenever possible.
2. Assets include personnel, equipment and consumable supplies. Sharing, except in emergency situations, should be arranged and implemented in a time period that allows review and consideration by the Department Directors, the County Coordinator if necessary and when required by this policy, presentation to the County Commission as an agenda item. All Interdepartmental sharing of assets must follow this policy.

SHORT TERM AND/OR MINIMUM SHARING OF ASSETS

3. Short term two (2) days or less sharing of personnel and/or equipment should be done by mutual agreement between Department Directors and E-mailed to the Coordinator for information only.
4. Sharing of consumable supplies under a value of \$1000 should be done by mutual agreement between Department Directors and E-mailed to the Coordinator for information only. Repayment for the consumable supplies should be arranged between the Department Directors.

INTERMEDIATE TERM AND/OR HIGHER VALUE(S) OF SHARED ASSETS

5. Intermediate term three (3) to five (5) days sharing of personnel and/or equipment should be sent in writing (E-mail is considered "in writing") by the Department Director seeking to share assets to the County Coordinator for acknowledgement. If questioned by the County Coordinator both Department Directors will provide the information and rationale necessary to "okay" the sharing.
6. Sharing of consumable supplies over a value of \$1000 and up to \$2500 should be sent in writing (E-mail is considered "in writing") by the Department Director seeking to share

assets to the County Coordinator for acknowledgement. If questioned by the County Coordinator both Department Directors will provide the information and rationale necessary to “okay” the sharing including the repayment agreement for the consumable supplies.

LONG TERM AND/OR HIGH VALUE(S) OF SHARED ASSETS

7. Sharing of personnel, equipment or consumable supplies exceeding a period of five (5) days or exceeding a value of \$2500 will be submitted by the requesting Department Director to the County Coordinator. The County Coordinator will forward the request to the Clerk of Court to be placed on the next available County Commission agenda. The Commission will discuss the request and approve or disapprove the request by a majority vote on an appropriate motion.

DOCUMENTATION OF SHARED PERSONNEL, EQUIPMENT OR CONSUMABLE SUPPLIES

Each department participating in the sharing of County Assets will keep a log book of the:

- A. Date(s) the sharing took place.

- B. The name of the participating "other" department.
- C. The name(s) of personnel participating in the sharing of Assets.
- D. The equipment or consumable supplies shared.
- E. The time equipment was used or the dollar amount of the consumable supplies.
- F. Pertinent notes.

END

**ITEM 6(b): COUNTY COORDINATOR'S
REPORT/JOB DESCRIPTIONS-
CLASSIFICATIONS**

MEMO

Date: April 25, 2012

To: Jefferson County Board of County Commission

From: Henry G. Gohlke, Assistant County Coordinator

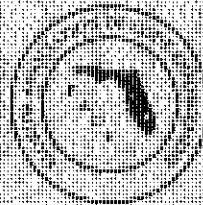
Subject: County Employee Job Descriptions and Job Classifications

I am pleased to inform you that with the complete cooperation of all Department Heads the job descriptions and job classifications for all County Employees have been rewritten and organized. All job descriptions and classifications for all county departments are on file in the Coordinators Office.

henry

**ITEM 6(c): COUNTY COORDINATOR'S
REPORT/CODE ENFORCEMENT
CERTIFICATE**

Florida Association of Code Enforcement



This certifies that

Elizabeth Letchworth

Has satisfactorily completed the course of study in

FUNDAMENTALS OF CODE ENFORCEMENT

Level I

*Prescribed by The Florida Association of Code Enforcement, Inc.
and is therefore entitled to this Certificate of Achievement.*

[Signature]
Program Coordinator

[Signature]
President

[Signature]
Certification Chairman

Examined this 10th day of March, 2012

Not valid for more than one month from date of issuance

Certificate No. **4388**