



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
August 16, 2012 at the Courthouse Annex
435 W. Walnut St. Monticello, FL 32344

1. **6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance**
2. **Public Announcements, Presentations, & Awards**
3. **Consent Agenda**
 - a) **Approval of Agenda**
 - b) **Minutes of July 19, 2012 Special Session**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
5. **General Business**
 - a) **Fire Grant** – Parrish Barwick/Chief Matthews
 - b) **First Floridians Conference Request** – Dick Bailar
 - c) **Ag Center Funding Application** – Dick Bailar
 - d) **Citizen Request RE: Tyson Road** – John Cobb
 - e) **Housing Services Proposal Selection** – Parrish Barwick
 - f) **CDBG Economic Development Waiver Request** – Commissioner Fulford/Kirk Reams
 - g) **Personnel Policy Proposed Revisions** – Commissioner Monroe
 - h) **Solid Waste Service Presentation** – Parrish Barwick
6. **7 PM - PUBLIC HEARING: UNSAFE BUILDING ABATEMENT ORDINANCE**
7. **County Coordinator's Report**
 - a) **Department Head Reports**
8. **Citizen's Forum (3 Minute Limit, Commissioner Discussion Allowed)**
9. **Commissioner Discussion Items**
10. **Adjourn**

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

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

Kirk Reams
Clerk of Courts

Parrish Barwick
County Coordinator

Bird & Sparkman, P.A.
County Attorney
Page 1 of 52

ITEM 3: CONSENT AGENDA MATERIALS

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
July 19, 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 3: Consent Agenda

1. Commissioner Barfield requested moving item 5(j) to the first item of business and requested that item 5(b), Resolution Supporting Rural Infrastructure Grant, be removed as it has previously been acted upon. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the Board approved the consent agenda, consisting of the approval of the agenda as amended and the minutes of the June 19th special session and the June 26th regular session.**

ITEM 4: Citizens Request and Input on Non-Agenda Items

2. Citizen Bud Wheeler presented an attendance list of planning commission members to the Board and requested that something be done about poor attendance.

ITEM 5(j): Proposal to move Extension Office to Green Industries

3. Extension Director John Lilly informed the Board of an opportunity to move to the Green Industries location. Commissioner Barfield stated that North Florida Community College has indicated a desire to pull out of the Green Industries facility. Mr. Lilly spoke of utilizing inmates to cover the cost of the move and expressed his desire to create offices out of two conference rooms. Chairman Boyd spoke of his desire to have the agricultural and maintenance equipment onsite signed over to the county. **On motion by Commissioner Barfield, seconded by Commissioner Nelson and unanimously carried, the decision to proceed with the Extension Office moving to Green Industries was approved.**

ITEM 5(a): Health Insurance Options

4. Commissioner Barfield stated her ultimate goal was to see if there was any way to achieve cost savings related to health insurance. Chief Deputy Clerk and HR Officer Tyler McNeill stated that the Clerk's Office compiled census information and provided to the broker each year in order for the broker to test the market. He added that any savings realized would be due to a reduction of health insurance benefit and that the county was likely too small to self-insure or have more than one plan option. Commissioner Barfield stated that in the future she would like to see some sort of report on savings.

ITEM 5(c): Canvassing Board Appointment

5. Clerk of Court Kirk Reams explained that because a relative was running for office, Supervisor of Elections Marty Bishop would need to be replaced on the Canvassing Board for the Primary Election. Chairman Boyd stated he recommended Commissioner Fulford because he is not seeking re-election. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, Commissioner Fulford was appointed as Mr. Bishop's replacement.**

ITEM 5(e): VAB Commission and Citizen Appointments

6. Clerk of Court Kirk Reams requested that the Board appoint a citizen and two Commissioners to the Value Adjustment Board. He informed the Board that Denise Vogelsang was the lone citizen applicant. **On motion by Commissioner Monroe, seconded by Commissioner Fulford and unanimously carried, Denise Vogelsang was appointed to the VAB. On motion by Commissioner Barfield, seconded by Commissioner Monroe and unanimously carried, Commissioners Fulford and Nelson were appointed to the VAB.**

ITEM 5(f): Personnel Policy

7. County Coordinator Parrish Barwick stated that Commissioner Monroe had some lingering issues with the personnel policy related to Department Heads and employees of Department Heads. Commissioner Barfield requested that the language be brought back before the Board for review.

ITEM 5(g): Tax Abatement Referendum Process

8. County Attorney Buck Bird provided a draft of the Tax Abatement Ordinance. **On motion by Commissioner Barfield, seconded by Commissioner Fulford and unanimously carried, the Board approved placing the Tax Abatement issue on the election ballot for November.**

ITEM 5(h): American Hunter Cooksey Proposal

9. Economic Development Director Julie Conley presented two proposals from local banks for an \$800,000 / ten year loan for the County to build a facility for the Cookseys. Clerk of Court Kirk Reams inquired as to whether the Cookseys could make the lease payments required to service the loan, to which Mrs. Conley stated that Dr. Garrett had examined their financial statements and was confident in their ability to pay. Attorney Bird stated that the county would acquire the land and the building in the event the Cookseys ever defaulted. Commissioner Barfield stated her desire to have this be a lease-purchase so the property would go back on the tax rolls. Commissioner Nelson expressed his desire to see a copy of the lease. Dr. Garrett stated his opinion about the Cooksey's strong financial viability. Commissioner Barfield asked where the money would come from if the Cookseys defaulted, to which Clerk of Court Kirk Reams responded fiscally constrained funds. Citizen Paul Henry stated that taxpayers would be bearing the burden of taking this property off the tax rolls. Commissioner Fulford stated that Harrell Nut Company would be paying taxes on their improvements and the Cookseys would also once they purchased the building from the county. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the Board accepted the terms offered by Farmers & Merchants Bank for the loan.**

ITEM 5(i): Small Business Development Update / Incubator Proposal

10. Dr. Dallas Garrett gave an update on Small Business Development and requested a joint workshop with the city to discuss the incubator proposal. Chairman Boyd offered the 21st and 23rd as options for the joint workshop to begin at 6:30 pm.

ITEM 5(k): Solid Waste Assessment Discussion / Resolution

11. County Coordinator Parrish Barwick informed the Board that a reduction in the assessment to \$170 could be accomplished after working with Solid Waste Director Beth Letchworth on the issue. Commissioner Barfield expressed concern with dipping too deep into reserves if the assessment was too low. Clerk of Court Kirk Reams stated that \$210 was the maximum assessment recommended by the study performed by GSG and that as long as the county was below this rate, the assessment could be defended. He also stated that the intent of the study was to clear up any inequities in the assessment. Chairman Boyd stated that this was a good step toward resolving those inequities and that this was needed in order for the county to be competitive with the private sector. Mr. Barwick stated that the operations of the Solid Waste Department needed to be reviewed in order to determine the level of service expected and how that service is currently being provided. Chairman Boyd asked if the Board was conceptually ready to set the residential and commercial base fee at \$170. Commissioner Nelson said he was not ready to adopt the rate. Commissioner Fulford stated that the commercial revenue was the unknown in the equation, but he had confidence in Mr. Barwick to make the assessment as low as possible while making the budget work.

ITEM 6: County Coordinator's Report

12. County Coordinator Parrish Barwick presented his report to the Board.

ITEM 7: Citizen's Forum

13. Citizen Paul Henry thanked County Coordinator Barwick for looking out for the citizens.
14. Citizen John Cobb discussed the condition of Tyson Road and asked what the county was planning to do about it. Commissioner Monroe stated that it was on the list of roads to be paved and Clerk of Court Kirk Reams suggested that he and others attend future meetings to let the Board know that they would like the road bond renewed. Mr. Cobb also stated that he could not call Road Superintendent David Harvey because Mr. Harvey told him that he does not work for the citizens. Commissioner Nelson stated that the citizens had a right to call the Department Head or County Coordinator and that he had an issue with Mr. Harvey's attitude towards the citizens.

ITEM 8: Commissioner Discussion Items

15. Clerk of Court Kirk Reams asked for Board consensus to waive permitting fees for Harrell Nut Company. The consensus of the Board was to waive the fees and expedite the process within state law.
16. Commissioner Monroe stated that NRCS would be visiting tomorrow to go over some road projects.
17. Commissioner Nelson stated that so far nothing had been done on Rosie Road for Mr. Williams and that the Board needed to seriously think about how to improve roads in the future and that he was a strong proponent on moving forward with paving county roads.
18. Commissioner Barfield requested a future update on the Restore Act and stated that Commissioner discussion should be allowed under the first citizen's request item. Chairman Boyd stated that the purpose was to give everyone a chance to speak and that the Commission needed to finish its work before getting into discussions. Commissioner

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

Barfield also stated she was upset to hear a citizen speak at a meeting about how poorly he was treated by a Department Head and that she would like to see this addressed.

ITEM 9: Adjournment

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

20. On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the meeting was adjourned.

Attest: _____
Clerk

Chairman

ITEM 5(a): FIRE GRANT

July 18, 2012

Chairperson
Jefferson County Board
of County Commissioners
C/O County Courthouse, Room 10
Monticello, Florida 32344

Dear Chairperson:

We are pleased to announce that you may now apply for your county's annual grant from the state for the improvement and expansion of your county's emergency medical services (EMS). The amount of your grant is \$5,056.00. The sum is 45 percent of the funds your county deposited into the state Emergency Medical Services Trust Fund for traffic fine surcharges as specified in 401.113(1), *Florida Statutes*, for the 12 months of July 1, 2011 through June 30, 2012.

We will process your award when we receive the completed forms detailed in the following paragraph. All items in your budget must improve and expand Emergency Medical Services. Replacement and ongoing costs are not allowable.

We are again using the 2008 edition grant booklet and forms. If you need a copy, please contact me or obtain them online at <http://www.fl-ems.com/Forms/Forms.html>. The application forms are pages 3-5 in the grant booklet. Item 4 in the application form describes and requires a current resolution from the Board of County Commissioners (BOCC). Complete and return the original plus one copy of: the application form DH Form 1684, the request for grant distribution page DH Form 1767P, and the resolution (all three documents must be signed) to: EMS County Grant Program, DOH Emergency Medical Services, 4052 Bald Cypress Way, Mail Bin C18, Tallahassee, FL 32399-1738

The deadline for us to receive completed applications is October 19, 2012, 5:00 PM, Eastern Daylight Saving Time.

Thank you for your cooperation and support to improve and expand quality EMS. Please contact me at telephone (850) 245-4440, extension 2734, if you have any questions.

Sincerely,



Alan Van Lewen
Health Services and Facilities Consultant
Grants Unit

cc: Mr. Mark R. Matthews

Board of County Commissioners
Jefferson County, Florida
Room 10, County Courthouse, Monticello, Florida 32344

The Keystone County - Established 1827

Stephen G. Fulford District 1	John Nelson, Sr. District 2	Hines F. Boyd District 3, Chair	Betsy Barfield District 4	Danny Monroe, III District 5
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RESOLUTION # _____

WHEREAS, The Board of County Commissioners of Jefferson County is in need of funds to enhance the County's existing Emergency Medical Service; and

WHEREAS, there are funds in the approximate amount of \$5,056.00, available to Jefferson County through the Florida EMS County Grant Program which can be used for Emergency Medical Services;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY IN REGULAR SESSION ASSEMBLED THIS 16th DAY OF AUGUST 2012 that the Grant Monies being applied for will be used to improve and expand the County's pre-hospital EMS system and not used to supplant existing County EMS budget allocations.

Hines F. Boyd
Chairman

Attest:

Kirk Reams
Clerk of Court

Kirk Reams
Clerk of Courts

Voice 850/342-0218
FAX 850/342-0222

T. Buckingham Bird
County Attorney

FLORIDA DEPARTMENT OF HEALTH
EMS GRANT PROGRAM

REQUEST FOR GRANT FUND DISTRIBUTION

In accordance with the provisions of Section 401.113(2)(a), F. S., the undersigned hereby requests an EMS grant fund distribution for the improvement and expansion of pre-hospital EMS.

DOH Remit Payment To:

Name of Agency: Jefferson County Fire Rescue

Mailing Address: C/O County Courthouse, 1 Courthouse Circle

Monticello, Florida 32344

Federal Identification number 59-6000-690

Authorized Official: _____ 08-16-2012
Signature Date

Hines F. Boyd, Chairman BOCC
Type Name and Title

Sign and return this page with your application to:

*Florida Department of Health
BEMS Grant Program
4052 Bald Cypress Way, Bin C18
Tallahassee, Florida 32399-1738*

Do not write below this line. For use by Bureau of Emergency Medical Services personnel only

Grant Amount For State To Pay: \$ _____ Grant ID: Code: _____

Approved By : _____
Signature of EMS Grant Officer Date

State Fiscal Year: _____ - _____

Organization Code E.O. OCA Object Code
64-42-10-00-000 750000

Federal Tax ID: VF _____

Grant Beginning Date: _____ Grant Ending Date: _____

EMS COUNTY GRANT APPLICATION

FLORIDA DEPARTMENT OF HEALTH Bureau of Emergency Medical Services

Complete all items

ID. Code (The State Bureau of EMS will assign the ID Code – leave this blank) C
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1. County Name: Jefferson
Business Address: Jefferson County Fire Rescue
1456 South Jefferson Street
Monticello, Florida 32344
Telephone: (850) 342-0178
Federal Tax ID Number (Nine Digit Number). VF5 9 -6 0 0 0 - 6 9 0

2. Certification: (The applicant signatory who has authority to sign contracts, grants, and other legal documents for the county) I certify that all information and data in this EMS county grant application and its attachments are true and correct. My signature acknowledges and assures that the County shall comply fully with the conditions outlined in the Florida EMS County Grant Application.	
Signature:	Date: 08-16-2012
Printed Name: Hines F. Boyd	
Position Title: Chairman, BOCC	

3. Contact Person: (The individual with direct knowledge of the project on a day-to-day basis and has responsibility for the implementation of the grant activities. This person is authorized to sign project reports and may request project changes. The signer and the contact person may be the same.)	
Name: Mark Matthews	
Position Title: Chief	
Address: Jefferson County Fire Rescue	
1456 South Jefferson Street	
Monticello, Florida 32344	
Telephone: (850) 342-0178	Fax Number: (850) 342-0181
E-mail Address: mmatthews@jeffersoncountyfl.gov	

4. Resolution: Attach a current resolution from the Board of County Commissioners certifying the grant funds will improve and expand the county pre-hospital EMS system and will not be used to supplant current levels of county expenditures.
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5. Budget: Complete a budget page(s) for each organization to which you shall provide funds. List the organization(s) below. (Use additional pages if necessary)
Jefferson County Fire Rescue

**ITEM 5(b): FIRST FLORIDIANS
CONFERENCE REQUEST**

First Floridians: First Americans Conference

Monticello, Florida, October 4 -7, 2012

Monticello Opera House

The First Floridians First Americans Conference will tell the story of the early people of Florida, from the Paleolithic period, the Apalachee of Jefferson County, the coming of the Spanish and local Mission sites. One presentation will explain how the diversity of plant life in the Aucilla Basin attracted and fostered settlement throughout the ages. We'll hear how remnants of Florida's tribes and Georgia Creeks formed the Seminoles.

We'll move back in time to learn how this land protected the evidence of our pre-history and how people lived in Jefferson County 14,500 years ago, challenging the prevalent concept of European migration to America. Dr. Michael Waters of The Center for First Americans at Texas A&M will reveal new knowledge found in an Aucilla Basin archaeological dig this summer to support this thesis. There will be unsurpassed collections of artifacts found in the Aucilla Basin. There will be an "Artifact Road Show" where experts identify items in private collections.

- Arguably, the most significant archeological conference in America in 2012
- Featuring some of America's most eminent archeologists, anthropologists and sociologist
- Will advance the establishment of humans in America by over 2,500 years
- Will present evidence of 14,500 years of human inhabitation in Jefferson County, Florida
- Will change conception of human migration to America
- Will exhibit incredible displays of Paleolithic artifacts
- Will follow the "Trail of Martyrs" of four, Jefferson County 16th century Spanish Missions
- Will the provenance of the first wheat grown in America being in Jefferson County
- Will provide visits to archeological sites such as missions, Indian Mounds, sink holes, e
- Will provide participants with professional "Artifacts Roadshow"

Dick Bailar, 997-0676 rjbailar@gmail.com

**ITEM 5(f): CDBG ECONOMIC
DEVELOPMENT WAIVER REQUEST**

August 9, 2012

CERTIFIED MAIL—RETURN RECEIPT REQUESTED

Mr. Bob Dennis, Community Program Manager
Florida Department of Economic Opportunity
Division of Community Planning and Services
CDBG Program Section
MSC-400
107 East Madison Street
Tallahassee, FL 32399-6508

Re: CDBG – Economic Development Waiver Request
Project for Jefferson County/Harrell Nut Company/Camilla Foods, Inc.

Dear Mr. Dennis:

Jefferson County is respectfully requesting a waiver of Florida Administrative Rule 73C-23.0041(1)(c), which sets a \$700,000 maximum grant amount for the County. We are requesting that the funding ceiling be raised to \$_____ for the proposed new Harrell Nut Company/Camilla Foods (“Camilla Foods”) pecan shelling and handling business in the County’s Industrial Park, South of Monticello. This new business will bring a projected 100+ new jobs to the local economy with a firm commitment of fifty (50) full time new jobs. The County understands that during the 2011 session, the Florida Legislature amended Florida Statutes 290.047(2) to remove the cap in order to boost economic opportunities in Florida.

The Jefferson County Board of County Commissioners are looking forward to expanding local business in the County and the opening of the new pecan shelling and handling facility is a good step in that direction. The site for this project is properly zoned for the intended use, however, lacks the infrastructure needed to facilitate the creation of approximately 100 new jobs for our community. The Industrial Park is owned by Jefferson County and as an incentive to Camilla Foods, the Board of Commissioners approved conveying ten (10) acres in the Park for the pecan shelling and handling facility. The proposed site improvements for this project will include [access to an off site storm water facility and bringing natural gas](#) to the site.

The total project estimates include approximately \$_____ in private investment. A minimum of 50 jobs will be pledged to be added over a two (2) year implantation period for this new business.

Mr. Bob Dennis, Community Program Manager
August 9, 2012
Page 2

This proposed project and waiver request does not include job opportunities for additional construction workers and a variety of building material suppliers created by this infrastructure activity.

An additional economic benefit is the projected low-to-moderate income job creation. The County understands that a minimum of fifty-one percent (51%) of these positions must be filled by individuals who qualify as low to moderate income. The minimum of fifty-one percent (51%) of the new positions will be made available to those individuals with no more than a high school diploma or equivalent and those with on the job training. The jobs created will be new jobs to boost the local economy.

According to the Florida Department of Economic Opportunity's database, within the immediate surrounding workforce area, the current Jefferson County unemployment rate for June 2012 is 7.7% as compared to the national unemployment rate of 8.2% (source FDEO). While Jefferson County is proud to be able to stay below the national unemployment rate, the Commission is working to continue to keep the area out of dire economic distress. Job growth in the County, like that offered by the pecan shelling and handling business is critical to stabilizing economic recovery at large and for unemployed LMI families. Without the wavier approval increasing the grant from \$700,000 to up to \$_____ to assist in this project, the County will not be able to support the development of this business, and the opportunity to provide the projected 100 jobs will be lost. This loss of permanent jobs along with the secondary construction employment benefit that will occur without the approval of this project's wavier, will impose an undue and substantial economic hardship on Charlotte County citizens.

The public infrastructure improvements needed for the proposed project are estimated to be \$_____ and access to an off-site storm water facility, bringing natural gas to the site, engineering, and grant administration. The County intends to use the requested Community Development Block Grant funds for the stated site improvements.

Your consideration of this matter is greatly appreciated. Please do not hesitate to contact _____ at ()____-____ should you have any questions regarding this request.

Sincerely,

Hines Boyd
Chairman, Jefferson County
Board of Commissioners

**ITEM 5(g): PERSONNEL POLICY PROPOSED
REVISIONS**

positions when it is determined to be in the best interests of the County and when economically feasible to do so.

1.03 Administration

- A. The County Coordinator shall be ultimately responsible for the administration and direction of the County's personnel program, but not to include the powers to hire, suspend or terminate as set forth in Section 4, Section 8 and Section 10 hereinafter included.
- B. The County Coordinator, with the advice of the Board of County Commissioners when appropriate, shall have responsibility over the selection of new personnel; reassignment, promotion, demotion, reinstatement and retention of employees. The Board of Commissioners will provide input when appropriate and whenever sought by the County Coordinator.
- C. Department Heads will be responsible for the proper and effective administration of these Personnel Policies within their respective departments. Routine matters pertaining to enforcement may be delegated within the operating department.
- D. The County Coordinator shall report to the Board of County Commissioners and shall from time-to-time, and when requested, report to the Board on personnel related matters and the administration of the County's personnel program.
- E. The County Coordinator is an appointed official whose responsibilities are generally to manage the affairs of the County on a day-to-day basis. While it is impossible to define all of the roles and responsibilities of the County Coordinator, this position has the following primary responsibilities:
- Carry out the orders and policies of the Board of County Commissioners in the operation of Jefferson County Government; see that all orders, resolutions, and regulations of the Board are faithfully executed.
 - Submit to the Board recommendations concerning affairs of the County, its future financial needs, and its offices, departments and agencies.
 - Actively participate in the annual budget and levy setting process.
 - Act as County personnel administrator; develop general work rules and personnel policies; interpret personnel actions; interview prospective County Department Head employees; support Departments in hiring procedures as requested and as explained in more detail below; review all Unemployment Compensation and Worker's Compensation cases and related personnel duties.
 - Coordinate and monitor activities between the Board and the various operating Departments and between and within these Departments, providing follow up as needed.
 - Organize and direct the preparation of agenda for regular and special meetings of the Board.
 - Prepare necessary correspondence.

Comment [C1]: ADD:
"but not to include the powers to hire, suspend or terminate as set forth in Section 4, Section 8 and Section 10 hereinafter included."

SECTION 4

EMPLOYMENT POLICIES

4.01 *Appointing Authority*

The County ~~Coordinator~~ has the authority of appointment and removal of personnel . Such authority may be delegated to a Department Head or other designated employee of the County, but only in writing, ~~and if approved by the County Coordinator.~~

Comment [C3]: change to: COMMISSIONER

Comment [C4]: DELETE

4.02 *Position Control*

All positions in the County are established and maintained through a personnel budget each fiscal year. The establishment of new or additional positions can be authorized by the Board of County Commissioners subject to adequate justification on need and availability of funds. The number of positions to be funded may also be decreased at the discretion of the Board of County Commissioners.

4.03 *Types of Appointments*

- A. Regular – Employees who work full time.
- B. Seasonal – Employees appointed in the same manner and subject to the same procedure as regular employees, except that their employment shall cease at the close of the season for which they were appointed.
- C. Part Time – Employees who work less than the normal scheduled hours per week.
- D. Temporary – Positions (whether part-time, full-time, or hourly) that are anticipated to be of comparatively short or definitely limited duration, for special projects, grants, or programs.
- E. Trainee – Employees who do not meet the minimum qualification of the position. The length of training is at the discretion of the County.
- F. Interim Appointments – Individual(s) hired by the Board of County Commissioners for a limited period of time for a given assignment. This type of assignment is of a temporary nature and can be unilaterally by the Board of County Commissioners at any time. Compensation is given for the period of time of the assignment as determined by the Board of County Commissioners.
- G. Seasonal, part-time and temporary employees, trainees and interim appointments shall

not be entitled to accumulate annual or sick leave. The only leave benefits to which such employees are entitled, if at all, are those mandated by law.

4.04 Application Procedures

- A. When a Department Head submits a notification for persons to fill vacancies, the notification shall be made to the County Coordinator on the approved "Personnel Notification" form, including the title of the position and other pertinent information as may be needed to locate qualified applicants. Requests for personnel should be made reasonably far in advance of actual need when circumstances permit.
- B. Upon being notified of a vacancy, the County Coordinator or designee shall prepare a notice and advertisement where appropriate, outlining the qualification for the position.
- C. The Department Head concerned will make his or her recommendation to the County Coordinator as to which candidate should be selected. The County ~~Coordinator~~ has the authority for making the decision as to which applicant should be hired after considering all job related factors in the hiring process and the recommendation of the Department Head. The person to be hired by the County ~~Coordinator~~ shall be the individual who, given the needs and resources of the County at the time, is best suited for the position.
- D. All job offers will be formally communicated by the Department Head as the designated representative of the Board of County Commissioners. Any offer may be conditioned on the successful completion of a medical examination that is job related, so long as such examinations are done for all entering employees in that job category.
- E. When a vacancy has been filled, the remaining Employment Applications become inactive after one year.
- F. Employment with the County shall be based on merit, which includes considerations of qualifications such as ability, skill, experience, training, and other merit factors.
- G. As part of the pre-employment procedure, references provided by applicants or reference sources may be checked.
- H. All job vacancies will be advertised. The Department Head has the authority to make a temporary emergency appointment to fill a vacancy. The temporary appointment is to be no more than thirty (30) days, but may be extended for an additional thirty (30) days upon approval of the County Coordinator.
- I. With respect to the hiring and selection of Department Heads, the County Coordinator shall accept applications for any vacancy which may exist and interview the prospective candidate(s). Thereafter, the County Coordinator shall make his/her recommendation to the Board regarding the best suited candidate or candidates for the position. The Board may, consistent with Chapter 286, Florida Statutes, interview the candidate or candidates

Comment [C5]: change
to: COMMISSIONER

Comment [C6]: change
to: COMMISSIONER

1. During the probationary period, and at any time thereafter, an employee can be terminated upon recommendation of the Department Head and approval of the County ~~Coordinator~~.

Comment [C8]: change to: COMMISSIONER

2. Directly by the County Coordinator.

3. With respect to Department Heads specifically, the County Coordinator shall make a recommendation to the Board whether a Department Head should be terminated, which shall be accepted or rejected by the Board by majority vote. ~~With respect to employees who are below the level of County Coordinator, the County Coordinator shall make the final decision as to whether the employee should be terminated.~~

Comment [C9]: DELETE

E. The Department Head may, upon ~~approval by~~ the County Coordinator, suspend an employee with or without pay for disciplinary reasons or pending court proceedings concerning actions that may result in dismissal.

Comment [C10]: Change to: NOTICE TO AND INPUT FROM

1. An employee may be suspended with or without pay for acts involving unsatisfactory performance, conduct unbecoming an employee of the County, violation of these Policies, conduct prejudicial to the public interest or for any other lawful reason. Any employee may also be suspended with or without pay pending the outcome of an internal or external investigation.
2. An employee may be suspended without pay indefinitely if the employee has been arrested for a felony or for a misdemeanor involving moral turpitude. If the employee is restored to the employment of the Board, accrual of leave credits shall not have been interrupted by the suspension.
3. The employee shall receive written notice, stating the nature and reason for the action, the duration and rights of appeal, if any.

8.08 *Exit Interview*

It is the desire of the Board to determine why employees leave the County Service. An exit interview program may be established and administered to determine the causes of and possible solutions for turnover within the work force.

- b. Employees should report the incident to their Department Head or, if the Department Head cannot be found, to the County Coordinator's office.
- c. Evaluate the threat for additional incidences of violence, warn other potential victims, inform victims of available medical services and cooperate with law enforcement.
- d. Refer media representatives to the County Coordinator.
- e. Contact the Department Head and/or the County Coordinator's office at the earliest possible time
- f. Once the immediate threat has been addressed and the work environment has been secured, the County Coordinator will initiate an investigation of the incident.

2. Immediate Threat Exists

- a. Employees should not put themselves or anyone else at risk during a threat or dangerous situation that is about to happen.
- b. Employees should report the incident to their Department Head or, if the Department Head cannot be found, to the County Coordinator's office..
- c. If the situation does not defuse and come under control by eliminating all threats of danger and violence, employees should warn potential targets, and take reasonable actions to immediately exit the area.
- d. Call 911.
- e. Once the immediate threat has been addressed and the work environment has been secured, the County Coordinator's office will initiate an investigation of the incident.

3. Threat Made, No Immediate Danger Apparent

- a. Employees should immediately report incident to their Department Head, or, if the Department Head cannot be found, to the County Coordinator's office.
- b. Call 911.
- c. Once the immediate threat has been addressed and the work environment has been secured, the County Coordinator's office will initiate an investigation of the incident.
- d. Department Heads shall develop a plan of action in collaboration with the County Coordinator, to include appropriate corrective action based upon assessment of the incident.

D. Weapons

~~The County prohibits the possession of weapons on County premises or properties, including housing/carrying a weapon in a private vehicle parked on County owned or leased property.~~

Comment [C11]: DELETE

- 1. Possession of a weapon shall be interpreted to include, but not limited to, an employee:
 - a. Having a weapon on or about one's person concealed or unconcealed.
 - b. Unlawfully or recklessly displaying a weapon.

- G. In addition to the general types of offenses listed, infractions of departmental rules and regulations will subject the employee to disciplinary action.
- H. The employee's file will be considered cleared for purposes of disciplinary action if a similar offense does not occur within one (1) year from the date of the last offense.
- I. Final decisions will be made by the County Coordinator.

10.02 Authority and Procedure

- A. Reprimands, suspensions, return to probationary status, demotions and dismissals for cause are effected by the Department Head with the permission of the County Coordinator.
- B. Whenever the Department Head determines that there are reasons for the suspension, demotion or discharge of a regular employee under their supervision, the Department Head shall notify the County Coordinator or his/her designee. The County Coordinator will make the final decision regarding all suspensions.
- C. In all cases of disciplinary action, the person initiating the action is required to complete an Employee Notice Form informing the employee of the action taken. A copy of the Notice must be given the Board or designee and a copy placed in the employee's file.

Comment [C12]: change to: AFFECTED

Comment [C13]: change to: NOTICE TO AND ADVICE FROM

Comment [C14]: change to: DEPARTMENT HEADS

10.03 Types of Offenses

The three (3) groups of offenses and guides for recommended penalties are as follows:

GROUP I OFFENSES

FIRST OFFENSE: VERBAL WARNING

SECOND OFFENSE: WRITTEN REPRIMAND AND/OR RETURN TO PROBATIONARY STATUS AND/OR UP TO FIVE (5) DAYS SUSPENSION

THIRD OFFENSE: UP TO DEMOTION AND/OR DISCHARGE

1. Operating, using, possessing tools, equipment or machines which the employee has not been assigned or performing other than assigned work.
2. Quitting work, wasting time, loitering or leaving assigned work area during working hours without permission.
3. Washing up or changing clothes during working hours without specific

of time for improvement may be allowed before initiating disciplinary measures.

- B. In situations where a verbal warning has not resulted in the expected improvement, a written reprimand may be issued defining the nature of the infraction under the rules. The written reprimand will be issued on the Employee Notice form issued to the employee. A copy shall be placed in the employee's personnel file. The employee's immediate supervisor usually initiates a written reprimand, but the County Coordinator or his/her designee is authorized to do so as well.

10.05 Suspensions

- A. An employee may be suspended for an indefinite period or for a specified period of time without pay for an offence as defined in the Personnel Policies or for violation of department rules and regulations by the immediate supervisor or other designated supervisor subject to the approval of the department head. In the case of Fire Rescue personnel, the immediate supervisor may suspend an employee and later obtain the necessary approval of the department head.
- B. In all cases of suspension, the Employee Notice Form must be completed and submitted to the employee along with a copy to the County Coordinator or designee.
- C. Except in cases of suspensions in contemplation of dismissal, and except where the employee's presence poses a continuing danger to persons or to the orderly operation of County government, the employee shall be notified orally or in writing of the accusations/charges against the employee and the factual basis therefore prior to the effective date of the suspension.
- D. Concurrently with or after said notice, but prior to suspension, the supervisor, superior, or department head must give the accused employee a reasonable opportunity to explain the employee's version of the facts surrounding the accusations. Immediately thereafter, the supervisor, superior, or department head may take such action as deemed appropriate.
- E. In cases where the employee's presence poses a continuing danger to persons or to the orderly operation of the County government, the employee may be suspended immediately but shall be notified in writing of the charges against the employee and shall be given an opportunity to rebut the charges within ten (10) days after suspension.
- F. ~~The County Coordinator shall make the final decision regarding whether a suspension is warranted.~~

Comment [C15]: DELETE

10.06 Demotion and Decrease in Pay

- A. A Department Head may recommend to the County Coordinator that an employee be demoted with a decrease in pay and job responsibilities for such times as necessary to

correct deficiencies in job performance or job qualifications.

- B. The duration of the demotion and reduction in pay and responsibilities may be temporary or permanent as appropriate, based on the circumstances involved.
- C. A permanently demoted employee is entitled to advance in pay within the pay plan similar to any other employee, after the demotion, based on future job performance.
- D. Prior to the proposed demotion, the employee shall be given written notice of the reasons for the proposed demotion and shall be given the opportunity to rebut the reasons for the demotion, before the department head. If the department head determines that the demotion is proper, the appropriate personnel form shall be completed and shall include the specific reasons for the demotion.
- E. ~~The County Coordinator shall make the final decision as to whether a demotion and decrease in pay is warranted.~~

Comment [C16]: add: DEPARTMENT HEADS, WITH NOTICE TO AND ADVICE FROM THE

10.07 Discharge

- A. A probationary employee may be discharged with or without cause at the discretion of the department head.
- B. A regular employee may be discharged with or without cause as set forth in these Personnel Policies and other Board policies and procedures as may be written, by the Department Head with the approval of the County Coordinator and/or directly by the County Coordinator.

~~County~~

- A. ~~department heads or employees appointed directly by the Board.~~

Comment [C17]: DELETE

10.08 Employee Appeals

- A. If an employee disagrees with any disciplinary action taken against him/her or any other action or application of these Personnel Policies, except for discharge, the employee may pursue the grievance procedure set forth in these Personnel Policies.

**ITEM 6: PUBLIC HEARING/UNSAFE
BUILDING ABATEMENT ORDINANCE**

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

ORDINANCE NO. 2012-062612-01

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 Bbuilding Ceode as related to the requirements for exisiting 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 Bbuilding Ceode 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 Bbuilding Ceode 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 Bbuilding Ceode, 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 Building Official, in consultation with ~~and~~ the Fire Official, 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 Building Official, shall prepare and issue a combined Notice of Unsafe Building and Notice of Violation directed to the owner of record of the building or structure. The Notice shall be mailed by certified mail to the owner of record and posted in a conspicuous place on or about the structure. The Notice 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~~Building 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 pursuant to an order of the Code Enforcement Board shall not extend beyond six months, unless approved by the Code Enforcement Board upon a showing of good cause.

(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 7(a): DEPARTMENT HEAD REPORTS

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

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

MONTHLY REPORT			
July 2012		July 2011	
Building	9	Building	20
Electrical	14	Electrical	15
Plumbing	4	Plumbing	3
Mechanical	5	Mechanical	9
Mobile Homes	1	Mobile Homes	2
Relocate	0	Relocate	0
Demolish	1	Demolish	0
Miscellaneous	4	Miscellaneous	1
City Permit	14	City Permits	7
City Fees	\$2,161.69	City Fees	\$816.26
County Permits	24	County Permits	43
County Fees	\$3,685.81	County Fees	\$8,146.12
Total		Total	
City/County Permits	38	City/County Permits	50
City/County Fees	\$5,847.50	City/County Fees	\$8,962.38

July 2012		July 2011	
Radon Fee	\$213.85	Radon Fee	\$322.95
Building Permit Fee	\$5,403.65	Building Permit Fee	\$8,154.43
Mobile Home Permit Fee	\$230.00	Mobile Home Permit Fee	\$485.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$720.00	Contractor Licenses Fee	\$1,060.00
Business & Home Occup Fee	\$100.00	Business & Home Occup Fee	\$266.00
Total	\$6,667.50	Total	\$10,288.38

July 2012		July 2011	
New Construction Permits (Residential)	3	New Construction Permits (Residential)	3
Commercial Permits (Non-Residential)	0	Commercial Permits (Non-Residential)	6
Mobile Home Permits	1	Mobile Home Permits	2
Repair & Addition Permits	29	Repair & Addition Permits	38
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	5	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	1
Total	38	Total	50
Valuation		Valuation	
Valuation Home Permits	\$302,098	Valuation Home Permits	\$574,949
Valuation Commercial Permits	\$0	Valuation Commercial Permits	\$139,850
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$202,091	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$180,810

JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

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

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

July 2012		July 2011	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$0.00
Simple Lot Split Fee	\$200.00	Simple Lot Split Fee	\$100.00
Variance Fee	\$0.00	Variance Fee	\$0.00
Family Subdivision Fee	\$0.00	Family Subdivision Fee	\$0.00
Minor Development Fee	\$0.00	Minor Development Fee	\$0.00
Major Development Fee	\$0.00	Major Development Fee	\$0.00
Minor Re-plat Fee	\$0.00	Minor Re-plat Fee	\$100.00
Comp Plan Amendment Fee	\$0.00	Comp Plan Amendment Fee	\$0.00
Development Permits Fee (Mobile Homes)	\$150.00	Development Permits Fee (Mobile Homes)	\$150.00
Development Permits Fee (Residential)	\$4,316.38	Development Permits Fee (Residential)	\$1,940.02
Development Permits Fee (Commercial)	\$0.00	Development Permits Fee (Commercial)	\$590.00
Development Permits Fee (Misc:Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$1,410.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$100.00
Total	\$6,076.38	Total	\$2,980.02

July 2012		July 2011	
Simple Lot Splits (No. Lots Created _____)	2	Simple Lot Splits (No. Lots Created _____)	1
Family Subdivisions (No. Lots Created _____)	0	Family Subdivisions (No. Lots Created _____)	0
Variances	0	Variances	0
Minor Development (No. Lots Created _____)	0	Minor Development (No. Lots Created _____)	0
Major Development (No. Lots Created _____)	0	Major Development (No. Lots Created _____)	0
Minor Replats	0	Minor Replats	1
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	1	Development Permits (Mobile Homes)	1
Development Permits (Residential)	6	Development Permits (Residential)	2
Development Permits (Commercial)	0	Development Permits (Commercial)	2
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	5	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	2
Total	14	Total	9

July 2012		July 2011	
Emergency Medical Impact Fee	\$123.72	Emergency Medical Impact Fee	\$123.72
Fire/Rescue Impact Fee	\$96.32	Fire/Rescue Impact Fee	\$96.32
Transportation Impact Fee	\$0.00	Transportation Impact Fee	\$0.00
Law Enforcement Impact Fee	\$0.00	Law Enforcement Impact Fee	\$0.00
911 Address Fee	\$200.00	911 Address Fee	\$600.00
Driveway Permit Fee	\$106.00	Driveway Permit Fee	\$53.00
Total	\$526.04	Total	\$873.04

**Jefferson County Cooperative Extension Office
Monthly Report – Board of County Commissioners
July, 2012 (submitted to County Coordinator, August 4)**

4-H Youth Activities

- JGL - Fingerprinting 4-H Volunteers, July 3
- JGL – Camp Parent Orientation, July 5
- JGL – Camp Counselor Training, July 6
- JGL – 4-H Camp, July 9-13
- JGL - 8-9 Year Old Day Camp, July 23-27
- JGL – Water Street Park Meeting ,July 26
- KDJ -Camp Counselor Training – July 6
- KDJ - Cherry Lake - July 9-13
- JED - Logistical support 4-H camp travel

Family & Consumer Sciences

- KDJ-BEST Meeting-July 2
- KDJ-Financial Focus Team Meeting-July 3
- KDJ- Cooking Demonstration-July 3
- KDJ- Living Well in Panhandle Article – July 17
- KDJ- You Can Too – July 19
- KDJ- 8-9 year old day camp – July 23-27

Agriculture and Natural Resources Activities

- JED - Florida –Georgia Wildlife Habitat Planning Meeting July 11
- JED – Annual Meeting National Association of County Agricultural Agents Charleston, SC July 14-20
- JED- 8-9 year old 4-H day camp; Taught plant ecology and ID; July 26
- JED- Jefferson Journal article on flood mosquitoes, July 27

FAMU, 4-H & Ag Agent – Jefferson County

- CW – Jefferson County Extension Staff meeting (extension office) – July 2
- CW – Cherry Lake camp counselor training (extension office) – July 6
- CW – Camp Cherry Lake (Cherry Lake) – July9 - 13
- CW – Created State training modules for Beginning Farmers Workshops (Gainesville) – July 16 - 20
- CW – Plotted corn maze plot for corn maze project – July 26
- CW – Taught first week of Annie's Project (extension office) – July 26
- CW – Chaired Small Farms Outreach Committee at Small Farms Conference (Kissimmee) – July 27 -29
- CW – Northwest District Horticulture PIT meeting polycom – July 30
- CW – Northwest District Agriculture PIT meeting polycom – July 31

Administrative and Other Activities, Faculty and Staff

- JGL – Office Staff Meeting – July 2
- JGL - Meeting with New County Coordinator - July 5
- JGL – Meeting with Commissioner Barfield – July 5
- JGL – JCI Appreciation Day - July 6
- JGL - BOCC Meeting July 19
- KDJ - Staff Meeting – July 2
- KDJ - Pit Meeting – July 27
- JED - JCES Staff meeting - July 2

Jefferson County Fire Rescue
Monthly Department Report

TO: Mr. Parrish Barwick
County Coordinator

DATE: August 8, 2012

SUBJECT: Department Directors Report

FROM: Mark Matthews, Chief
Jefferson County Fire Rescue

REFERENCE: July 2012 Report
ATTACHMENTS: 0

JCFR CALLS FOR SERVICE – ALL CALLS-----

2012	July	YEAR to DATE
FIRE	45	342
EMS	177	1392

TOTAL: 222 TOTAL: 1736

JCFR FIRE CALLS WITH MONTICELLO --

2012	July	JULY '11 to DATE
JCFR Response in City	9	99
MVFD Response in County	0	11

11/12 FISCAL YEAR EMS COLLECTIONS-----

2012	July	11/12 F/Y to DATE
	\$61,256.42	\$540,325.69

BAD DEBT COLLECTIONS DUE TO THE EFFORTS OF NCS Plus

2012	July	JULY '11 to DATE
	\$0	\$4,963.84

NEW STATION UPDATES Waiting for Preble/Rish to review and update plans one last time before being bid out. (They are busy with County FEMA work at this time.)

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

VOLUNTEER TRAINING No training in July.

COURTESY BLOOD PRESSUER and GLUCOSE CHECKS We had 14 people come to the station for either blood pressure or blood sugar checks in July.

GRANT UPDATES We should be receiving notice soon of our annual EMS County Grant Award that I would like to apply toward the purchase of a used ambulance and have not heard any new updates on our two AFG grants.

Legal Ad for publication in the Monticello News on **August 1, 2012** and posting on the Jefferson County Courthouse public bulletin board.

AMENDMENT TO UNSAFE BUILDING ABATEMENT ORDINANCE
SECOND AND FINAL HEARING

Jefferson County Board of County Commission will hold a public hearing to amend the Unsafe Building Abatement Ordinance on **August 16, 2012 at 7:00 p.m.**, or as soon thereafter as such matter may be heard, in the courtroom of the Jefferson County Courthouse Annex located at 435 West Walnut Street, Monticello, Florida. The meeting may be continued as necessary.

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

ORDINANCE NO. 2012-062612-01

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.

From the Florida "Government in the Sunshine Manual", page 36, 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 or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings, is made, which record includes the testimony and evidence upon which the appeal is to be based.

Jefferson County Bialar Public Library Monthly Report for July, 2012

Statistics of Interest

8428	Door Count	3118	Materials Checked Out
2288	Computer Usage	448	Program Attendance
36	Inter Library Loans		

Community Room Usage

Democratic Party	Elder Care
Crochet Club	Vocational Rehab
Jefferson County Quilters	Book Club
Weight Watchers	

Projects

- Heavy weeding of books on tape and VHS videos
- Preliminary work on federal E Rate BEAR forms
- Preliminary work on State Aid grant due 10/1/21012
- Finalized 2012/13 budget
- Worked on core collection database for future purchasing
- Finalized summer science camp

Other

Door count and check out figures are highest of the year!
Final three summer reading programs at elementary school
New improved library web site up and running
Held three storytimes with crafts
Final two outreaches to Jefferson Elementary to do art program
Held classes in Basic Computers, Internet Searching and Craigslist
Director and N. Binder attended "Right Service, Right Time" training at TCC
Director and N. Binder toured FSU libraries
Director and WILD Administrator toured newest Leon County library
Outreach storytimes to two daycares
Held eight in house day care storytimes
Library Advisory Board met
Proctored four students taking exams for TCC
Held first Friday family movie night
Children's fiction and computer rooms painted
New lighting installed in adult fiction area
First materials "shelf ready" shipment arrives with no glitches
Lab 2 assisted 181 customers

Jefferson County Parks and Recreational Department
Monthly Report
July 2012
Mike Holm-Director

Registrations –Tackle Football, Flag Football and Cheerleading registrations are underway. Co-ed softball registration.

Lighting- Field lighting is almost complete, waiting for upgraded electrical panel to be installed.

Concession Stand - Waiting for directions.

Field Expansion – Waiting for the Road Department to finish the moving of dirt from upper level Babe Ruth field area to the lower field under expansion.

Events – Horseshoe tournament took place on Saturday Aug 4th with 26 participants.
Adult Summer Softball underway.

**JEFFERSON
COUNTY ROAD
DEPARTMENT**

Memo

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

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

Date: **August 1, 2012**

Re: **Informational Item – Road Department Summary of Monthly Activities for July 2012**

General Roadway and Drainage Maintenance

- A) Limited road surface grading, stabilization and ditch maintenance activities were conducted on 148 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 1 Road. Mowing on 18 roads.
- C) Patching also occurred on 2 roadways.

Driveway Connections

A total of 3 driveways were inspected.

Roadway and Drainage Repairs

On Hold, only hauled 10 loads of Road Base to Brock Rd to repair muddy road

Working on Connell Tram Rd

- 1. Connell Tram Rd closed 8-6 thru 8-17 for ditch work**
- 2. Brooks Rd sink hole complete/monitoring**
- 3. FEMA and NRCS, review road damaged by T. S. Debbie**
- 4. Compiling list of Emergency Measures and making PW in office**



JEFFERSON COUNTY SOLID WASTE DEPARTMENT

1591 S. Waukeenah Street
 Monticello, Florida 32344
 Phone: (850) 342-0184
 Fax: (850) 342-0185

Memorandum

Date: August 8, 2012
To: Parish Barwick/County Coordinator
 Jefferson County Commissioners
From: Beth Letchworth, Director
Subject: Monthly Report for July, 2012

Tonnage

In July, 2012, the total tonnage transported to the area landfill increased by 99.34 tons over the total in June, 2012, resulting in 198,680 more pounds of garbage collected. The breakdown follows:

Aucilla site	23.05	Pinckney Hill site	21.10
Bassett site	24.72	Recreation Park site	36.44
Fulford site	4.20	Wacissa site	55.27
Lamont site	19.18	Waste tires	33.41
Lloyd site	92.44	County commercial	211.05
Nash site	48.30	City of Monticello	282.43
New Monticello site	81.84		
Main Office site	19.28		
		Total:	952.71

Jefferson County

As a result of the increase in tonnage, there were an additional 12 trips to the area landfill.

Front Load Garbage Truck	16 loads to area landfill	186.71 tons
Grapple Trucks	51 loads to area landfill	180.41 tons
Roll-off Trucks	19 compactor pulls	204.86 tons
	5 construction container pulls	31.93 tons
	18 collection site container pulls	66.37 tons

City of Monticello

In July, 2012, the City collected an additional 48.96 tons of garbage than collected in June, 2012. As a result, an additional 17 trips were made to the area landfill.

Rear Load Garbage Truck	18 loads to area landfill	134.65 tons
Grapple Truck	39 loads to area landfill	147.78 tons