



BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

Benjamin "Benny" Bishop
District 1

John Nelson, Sr.
District 2

Hines F. Boyd
District 3

Betsy Barfield
District 4

Stephen Walker
District 5

**Regular Session Agenda
May 21, 2013 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 March 21, 2013 Regular Session**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
5. **General Business**
 - a) **Small Business Development Consulting Agreement** – Fred/Bobbie Golden-Comm. Boyd-Dallas Garrett
 - b) **SCRAP Recommendations** – Alan Wise/Kirk Reams
 - c) **DEO Assistance Grant** – Comm. Boyd/Julie Conley
6. **County Coordinator's Report**
 - a) **Surplus Vehicles** – Parrish Barwick
 - b) **Solid Waste Administration Building** – Beth Letchworth/Parrish Barwick
7. **PUBLIC HEARING (Continued from a previous Hearing): Tax Abatement Ordinance**
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.

ITEM 3: CONSENT AGENDA ITEMS

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JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
March 21, 2013

The Board met this date in regular session. Present were Chairman John Nelson, Commissioners Betsy Barfield, Benjamin “Benny” Bishop, Hines Boyd and Stephen Walker. Also present were County Coordinator Parrish Barwick, County Attorney Buck Bird and Clerk of Court Kirk Reams.

ITEM 3: Consent Agenda

1. Commissioner Barfield requested that the RESTORE ACT discussion be moved to the first item of business. It was the consensus of the Board to do so. Commissioner Boyd requested the minutes of the February 7th Regular Session be pulled in order to follow up on the Road Construction item. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the Board approved the consent agenda as amended.**

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

2. Citizen Lisa Martin stated that Martin Road repairs necessitated by the Tractor Supply construction needed to be placed on the next agenda.

ITEM 5(e): RESTORE ACT Discussion

3. Commissioner Barfield introduced this item. She requested the Board to issue either an RFQ/RFP for consultants that can assist the Board down the road with this process while moving forward with accepting applications for recommended projects. Consultant Steven Webster gave a slideshow presentation explaining that the county had to have a plan approved in order to spend any monies. Consultant Peggy Matthews presented a proposed deliverables list to the Board. Chairman Nelson recommended forming committees at a future meeting.

ITEM 5(a): April Water Conservation Month Proclamation

4. Steve Minnis, with Suwannee River Water Management District, introduced this item. **On motion by Commissioner Boyd, seconded by Commissioner Barfield and unanimously carried, this proclamation was approved.**

ITEM 5(b): Paul Thompson Road Improvements

5. Citizen Jeff Silver spoke to the Board about his concerns on the condition of Paul Thompson Road and stated it needed to be placed on the road pavement list. Commissioner Walker requested that the road be placed on the list to be paved if any of the original roads on the list could not be improved. Commissioner Boyd requested a workshop on the issue. Chairman Nelson stated that the road projects had been placed in the hands of the County Coordinator. This item was tabled until after the public hearings.

ITEM 7(a): PUBLIC HEARING – Tax Abatement Ordinance

6. County Attorney Buck Bird introduced the ordinance and recommended that the language state that the business provided “no less than ten employees” instead of “no less than ten employees every year.” He also stated that he was exploring whether the ordinance could be expanded to include more than manufacturing industries.

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Commissioner Barfield explained that the percentage of abatement was done on an individual, case-by-case basis through the ordinance process. Citizen Paul Henry stated he did not support tax abatements in addition to projects where the county provided land and/or buildings. Commissioner Bishop expressed concern on the impact to existing businesses. **On motion by Commissioner Boyd, seconded by Commissioner Barfield and unanimously carried, the hearing was continued to a future night meeting.**

ITEM 7(b): PUBLIC HEARING – Sunday Alcohol Sales

7. County Attorney Buck Bird introduced this item as an amendment to an existing ordinance by including language to allow sales on Sunday except from the hours of 1 am to 7 am. Commissioner Walker stated he would be abstaining from the vote, as he had a qualifying family member with an alcohol license. Citizen Bill Snyder spoke against the ordinance. Citizens Tom Love and Kate Calvin presented the results of the online survey on Jefferson County Voice. Fewer than 10% of registered voters participated in the survey, with 80% in favor of the ordinance. Citizens Arun Kundra, Paul Henry and Phil Calandra spoke in favor of the ordinance. Citizen Keith Ward stated he did not understand how the prohibition of alcohol sales on Sunday currently hurt anyone or how approving the ordinance would help the county. Commissioner Bishop stated he would not be in favor of this ordinance, as it did not do anything to promote this as a better, safe place for families to live. Commissioner Barfield stated this would be an economic stimulus for the county and it was not the Board's job to regulate people's behavior. Commissioner Boyd stated that his conversations with people mirrored the survey, with most people in favor of the ordinance. **On motion by Commissioner Barfield, seconded by Commissioner Boyd and carried 3 to 1 (Bishop opposed; Walker abstained), the Board approved the ordinance.**

ITEM 5(b) – cont'd: Paul Thompson Road Improvements

8. **On motion by Commissioner Walker, seconded by Commissioner Boyd and unanimously carried, the Board approved placing Paul Thompson Road on the road paving list and, if funds became available, it would be the first road addressed.** County Coordinator Parrish Barwick stated that he had a budget and plan and would move forward at the Board's discretion. **Commissioner Boyd made a motion to have a workshop on the road bond budget and plan, which died for lack of a second.**

ITEM 5(c): Citizen Request for Full Transparency in Re-Districting

9. Citizen Kate Calvin requested that the Board meet with the School Board and come up with a list of priorities and criteria to address with re-districting. Commissioners Walker and Bishop spoke in favor of working with the School Board to avoid the confusion of two sets of maps. School Board Member Shirley Washington stated that the School Board should have been included from the beginning. Citizen C.P. Miller stated that prior re-districting resulted in a split census block where people are listed as belonging in one district, but actually vote in another. Commissioner Barfield stated her belief that the Board needed to move forward. Commissioner Bishop stated he was satisfied with his district and was willing to make a motion to leave the districts as currently drawn. Attorney Buck Bird stated that a legal opinion was necessary as to whether the current districts met the guidelines. Commissioner Bishop stated his desire to pay the consulting firm to give their recommendation on whether re-districting was needed and, if so, proceed in working with the School Board. **On motion by Commissioner Barfield, seconded by Commissioner Bishop and carried 4 to 1 (Nelson opposed), the Board approved having counsel work with the mappers and attorneys to make a**

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recommendation as to whether re-districting was needed and to report to a future Board meeting.

ITEM 5(d): Naming Opportunities Policy

10. Commissioner Barfield introduced the changes made to this policy. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the policy as presented was approved.**

ITEM 6(a): Florida Safe Rider Lease

11. County Coordinator Parrish Barwick explained this was a continuation of a previous lease with new ownership. Economic Development Director Julie Conley stated the term would be for two years and broken only for cause. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the Board approved the lease.**

ITEM 6(b): US-19 Beautification Grant Update

12. This item was tabled to the next meeting.

ITEM 6(c): CDBG Grant Application Appeal

13. County Coordinator Parrish Barwick explained that the county's housing consultant, Guardian, disapproved of the state's decision regarding the CDBG application it prepared. He recommended not appealing the decision, but rather applying next year. **On motion by Commissioner Boyd, seconded by Commissioner Barfield and unanimously carried, the Board approved foregoing the appeal process.**

ITEM 6(d): Recreation Advisory Board Member Appointments

14. County Coordinator Parrish Barwick presented two applications for one position. Assistant County Coordinator Nick Flynt stated that the Recreation Advisory Board requested that the Demott Anderson be appointed. **On motion by Commissioner Barfield, seconded by Commissioner Bishop and unanimously carried, the Board approved Demott Anderson.**

ITEM 8: Citizen's Forum

15. Citizen C.P. Miller stated that when matters are delegated to the County Coordinator and someone else interferes, it sets bad precedent.

ITEM 9: Commissioner Discussion Items

16. Commissioner Walker stated that Planning Attorney Scott Shirley would be giving the Board direction on how to proceed with the Malloy Landing Road issue, as Land Development Code states that if a property owner closes access to a waterway, that property owner must provide an alternative route.
17. Commissioner Walker stated that he would like to rescind his vote on the Tyson Road paving surface, due to new information and would like to see this issue on the next agenda.

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- 18. Commissioner Barfield stated her desire to have the Board meeting date/time changed and requested this item be placed on the next agenda.
- 19. Commissioner Boyd stated that the contractor should make things right on Martin Road and that he would like to be included in the negotiations with Engineer Alan Wise.
- 20. County Attorney Buck Bird stated his legal opinion that the Tax Collector was covered under the county's professional liability policy but that she had sought counsel not approved by the insurance carrier. Chairman Nelson suggested the Tax Collector appear at a future meeting and answer any questions from the Board.

ITEM 11: Adjournment

- 21. The warrant register was reviewed and bills ordered paid.
- 22. **On motion by Commissioner Barfield, seconded by Commissioner Bishop and unanimously carried, the meeting was adjourned.**

Attest: _____
Clerk

Chairman

**ITEM 5(a): SMALL BUSINESS
DEVELOPMENT CONSULTING
AGREEMENT**

Consulting Agreement for Economic Activity Strategic Planning Services and Small Business Development Program Services

This consulting agreement is between *Dallas Garrett* (Consultant) and the *Jefferson County Board of County Commissioners* (Board) for (1) the purpose of working on and providing support for county-wide economic strategic planning activities and to (2) simultaneously operate an interim small business development program to provide assistance to both new and existing local businesses.

The parties recognize that Dallas Garrett (Consultant) is not an employee of Jefferson County and is acting as an Independent Contractor.

STRATEGIC PLANNING SERVICES

The Consultant will assist the Board, an ad hoc economic development committee approved by the Board, and other interested citizens and groups, including the EDC, with strategic planning services to enhance economic activity. The strategic economic planning will provide clear goals, well defined strategies and specific tasks with time lines, individuals responsible for actions and estimated costs for each action necessary to complete the planning or plan.

The Consultant will meet with the various planning committees and groups a minimum of two times per month to develop a comprehensive economic strategic plan for Jefferson County. The planning activities will include, but not be limited to the following areas of study:

- Identify critical community and cultural assets and collect local business and economic statistics
- Develop an infrastructure assessment and a plan for necessary infrastructure improvement
- Develop a comprehensive plan for medium and large business recruitment to the county
- Develop a comprehensive Small Business Development Program plan
- Perform a business incubator analysis and develop a potential business incubator plan
- Develop a county-wide workforce development plan with the appropriate partners
- Identify the various groups needed to successfully implement a community-wide plan and a means to coordinate activities between such groups.

SMALL BUSINESS DEVELOPMENT SERVICES

The Consultant will provide consulting and mentoring services to local citizens who want to start or expand a small business. These services will include business feasibility analysis, business plan development, assistance in locating funding sources, advice on setting up and managing a successful small business, market planning, and developing a 3-year financial plan.

TERMS

The Consultant will work a minimum of 40 hours per week. The Board will provide the Consultant with an appropriate office space to work with potential small business clients, a laptop computer with business software and mobile internet connection, printer, projection equipment for presentations, binding equipment, cell phone and administrative assistant support of 8 hours per week to help with business plan printing and binding to send to potential funding sources.

The consultant will report the progress monthly to the Board, including the following:

- Number of potential clients that have come to the office for assistance.
- Number of existing businesses that have requested assistance
- Number of potential new businesses that have asked for assistance
- Business plans completed
- Business plans funded
- Verify funding received by clients with a letter from the source
- Number of job created for each business

The program goals for the first six months shall include:

- Recruit a minimum of 10 new clients per month
- Locate 1-2 new funding sources per month
- Fund 4-6 businesses
- Deliver presentations regarding the small business development program to a minimum of 500 people within the county

This consulting agreement is for a period of twelve months starting on May 22, 2013 and ending on April 21, 2014. The Board shall pay the Consultant a consulting fee of \$48,000 for the twelve month period, payable in twice monthly installments. The Board and the Consultant may renew this agreement by mutual consent. Either party can cancel this contract with a 30 day written notice.

The parties mutually covenants with each other to indemnify and hold harmless each other against any and all claims, demands, damages, or injuries arising from the activities from any work or thing whatsoever done in or about the matters arising from any act or negligence of the other, their agents, contractors, or employees, guests, or arising from any accident, injury or damage whatsoever, however caused, to any person or persons, or to the property of any person, persons, corporation or corporations, occurring during such term on, in, or about this agreement.

Dallas Garrett, Consultant

Chairman
Jefferson County Board of County Commissioners

Date: _____

ATTEST:

Kirk Reams
Clerk of Court

Date: _____

Small Business Development Center

13 Month Report

April 20, 2012-May 21, 2013

The small business development program has worked with 185 Clients in the past 13 months and we have completed 54 business plans with 25 clients that have been able to secure funding from a variety of sources. 43 individuals are working with a capital investment of \$1,003,847. We also have 18 business plans out for funding for \$3,201,320.00.

I have worked with the EDC on a business plan for a specific client that plans to move to Jefferson County and I have worked with the Ad Hoc Economic Development Committee from the beginning and have attended every meeting. I believe the Ad Hoc committee is moving in a positive direction and has addressed many critical economic development issues. I believe that we are seeing progress in economic development in many directions including the industrial parks, Main Street activities and that this progress will continue in the future. I am on the board of Main Street and have been for over a year. I am working with two groups on major projects that combined represent over 40 Million in funding needed.

The Ad Hoc committee has addressed the issue of workforce development and will continue to work with the local school system and other training providers in the future to enhance our local workforce development activities. I have met with North Florida Community College and Taylor Technical Institute and we have partnered with the FAMU SBDC on many seminars and workshops.

I have developed a business incubator and advanced technology center proposal for the county and have made the presentation to several key groups within the county. I personally believe that this implementation would have a very positive impact on the region and would definitely enhance the economic development activities in the future.

The small business development program has been well received with 552 people attending 38 presentations.

I have located 22 potential funding sources and I am constantly searching for additional sources. We are to the point where the local banks are sending us clients for help with their business plans.

I have made personal contact with the local school system and I have recommended several vocational/technical offerings that would enhance the future awareness of students regarding careers with a very bright future. I have developed a positive relationship with the EDC, school system and many other community leaders and groups.

Dallas Garrett Ph.D.

May 2013 Jefferson County Florida Business Development Progress Chart

Typical Services provided:

- Business Plan Assistance
- Financial Plan Assistance
- Marketing Plan Assistance
- Funding Assistance

	8 Months 2012		1/1/2013		Totals	
	Start Date	04/20/12	2013	2014	2015	2016
Total Number of Clients		140	45	0	0	185
Existing Businesses		57	9			66
New Businesses		83	36			119
Business Plans Completed-Goal one per week		32	22	0		54
Out for Funding		14	4			18
Companies Funded to date		13	12			25
Not approved for funding yet.		3				3
Growth without Funding- No funding needed		0	2			2
Projected number of employees for funded plans within 1 year		40	22			62
Number of employees working at the end of the year		25	19			44
Current employees working-To be adjusted each year		24	19			43
Funding approved						
Potential Funding Sources	\$	798,757	\$	205,090		\$
						1,003,847

	Capital Investment	Jobs/Owner	Jobs/Employee	Funding Source
Clients Funded-2012				
1 Nascar and Sport Clothing sales	\$ 3,500.00 Existing	0		Private-Seeking 20K additional fundi
2 Transportation Service	\$ 4,500.00 New	0		Private funding/2 sources/On Hold
3 Hunting, Fishing and Cooking Show	\$ 210,000.00 New	3	2	Signed contract with NBC for 26 sh
4 Air Filter Device	\$ 135,000.00 New	2		Private owner and Partner
5 Water Filter Device	\$ 225,000.00 New	2		Private owner and Partner
6 Goat Farming Operation	\$ 165,172.00 New	2		Bank Funding \$155K and Private \$9
7 Vegetable farming Operation-3 people Part-time	\$ 13,220.00 New	0.5	1	Bank 11K and Private Funding 2200
8 Farm produce Sales and Delivery -10 people working Part-time	\$ 1,570.00 New	1	2	Private Funding
9 Cooking, Catering and delivery service	\$ 20,000.00 Existing	1	0.5	Private Funding
10 Website Developer	\$ 2,100.00 Existing	2		Private funding
11 Cattle farm expansion	\$ 10,000.00 Existing	2		Local Bank
12 Tutoring Business	\$ 3,000.00 New	1	1	Private funding/2 individuals
13 Vegetable farming and restaurant delivery business	\$ 5,695.00 New	2	2	Private funding
	\$ 798,757.00	18.5	5.5	

You will notice that this program will never take credit for EDC jobs created unless we are requested to work with them on a business plan that is funded.

- Clients Funded 2013
- 1 Farm Produce Sales and Delivery
 - 2 Sewing products and repairs
 - 3 Antique Shop
 - 4 Software Company
 - 5 Art Studio
 - 6 Wild Grass Sales
 - 7 Small Greenhouse Business

Capital Investment	Existing	New	Funding Source
\$20,800.00	Existing		CSA Grant
\$10,000.00	New		Bank Funded-Madison
\$3,500.00	Existing		Private funding
\$10,000.00	New		2 Access Florida Finance
\$7,000.00	New		Private funding
\$20,000.00	Existing		Local Bank Funded
\$5,395.00	Existing		Local Bank Funded

8 Retail store	Existing	1	Local Bank Funded/Not verified by c
9 Youth Home	New	2	Private funding
10 Family communications	New	1	Private funding
11 Training Business	Existing	1	Private funding
12 Musician	Existing	1	Bank Funding
	Total Jobs	15	4
		33.5	9.5

Seminar, Workshop and Group Presentations/ Attendance to date
 38 Events 552 3 Madison Count 3 Leon 3 Gadsen
 Referred by Local Funding sources

Plans out for Funding	Capital Investment Needed	Comments	Potential Jobs
1 Retail Store	\$283,000	Being evaluated by local bank	10 Existing
2 Farm produce operation	\$127,000	Working on credit issues	6 New
3 Restaurant and culinary training	\$500,000	Private and Grant Sources	10 New
4 Nascar and Sports Clothing business	\$20,000	Additional funding needed	1 Existing
5 Assisted Living Business	\$270,000	Working to finish 501 c 3	15 New
6 Adult Day Care	\$250,000	501 C 3 completed Working on grants	6 New
7 Farm Produce Sales and delivery	\$62,925	Seeking Equipment funding	5 Existing
8 Organic Farming	\$240,000	Working on credit score	2 New
9 Security business	\$84,730	Working on credit score	10 New
10 Community Support for unemployed	\$320,000	Working on credit scores	3 New
11 Organic farm grant	\$10,000	SARE Grant for Minority Farmers	2 Existing
12 Housing project/Local Partner in Monticello	\$360,000	Seeking funding/Waiting on Feb., March and April	2 Existing
13 Software company	\$300,000	Seeking Grant Funding-Has 501 C 3	5 New
14 Day Care Center	\$90,000	Partially private funded for continued operation	6 New
15 Wild Grass Sales	\$195,500	Sent to 5 sources	4 Existing
16 Bicycle and Coffee Shop	\$34,565	Sent to 4 sources	3 Existing
17 Painting and Restoration	\$3,600	Need Letters of support	3 New
18 Retail space	\$50,000	Sent to 4 sources	6 New
	\$3,201,320		99

Jefferson County, Florida

Small Business Development Program

Dallas Garrett, Ph.D.
Director

Jefferson County, Florida
435 W. Walnut Street
Monticello, Fl. 32344
Tel: 850-997-2185
Fax: 850-342-0225
Cell: 850-363-3753
dgarrett@jeffersoncountyfl.gov

Basic list of services:

Business Plan Development
Financial Plan Development
Marketing Plan Development
Provisional and full Patent Assistance
Grant writing Assistance
Existing Business Assistance
Non-Profit Application Assistance
Business Structure Assistance
Funding Assistance
Seminars and Workshops
Location choice Assistance

We help with every aspect of your small business planning and operation at no cost to our clients.



Free Workshop

“How to Bid on State and Federal Government Contracts”

Presented By:

The Small Business Development Center at FAMU

Organized by: Dallas Garrett, PhD

Jefferson County Small Business Program Director

When: Thursday June 14th

Time: 11:30 AM-1 PM

(You are welcome to bring your lunch)

Where: Jefferson County Chamber of Commerce

420 W. Washington St.

Monticello, Florida 32344

To reserve a space please call: 850-997-2185

Or email Dallas: dgarrett@jeffersoncountyfl.gov

Sponsored by the Jefferson County Board of County Commissioners

Free Workshop

“How to Write a Fundable Business Plan”

Presented By:

Dallas Garrett, PhD

Jefferson County Small Business Program Director

When: Friday August 10th, 2012

Time: 9 AM-12 Noon

Where: Court House Annex

435 W. Walnut St.

Monticello, Florida 32344

To reserve a space please call: 850-997-2185

Or email me: dgarrett@jeffersoncountyfl.gov

Sponsored by the Jefferson County Board of County Commissioners



Free Seminar

“Basic Concepts of Social Media as Today’s Marketing Tools”

Presented By:

Christine S. Urban, Business Analyst

From

The Small Business Development Center at FAMU

Organized by: Dallas Garrett, PhD

Jefferson County Small Business Development Program Director

When: Tuesday September 18th

Time: 10:00 AM To 12 Noon

Where: Jefferson County Chamber of Commerce

420 W. Washington St.

Monticello, Florida 32344

To reserve a space please call: 850-997-2185

Or email Dallas: dgarrett@jeffersoncountyfl.gov

Sponsored by the Jefferson County Board of County Commissioners

Free Workshop

“How to Write a Fundable Business Plan”

Presented By:

Dallas Garrett, PhD

Jefferson County Small Business Program Director

When: Tuesday October 16th, 2012

Time: 9 AM-12 Noon

Where: Court House Annex

435 W. Walnut St.

Monticello, Florida 32344

To reserve a space please call: 850-997-2185

Or email me: dgarrett@jeffersoncountyfl.gov

Sponsored by the Jefferson County Board of County Commissioners

Free Jan. 28 2013 Workshop

“How to Complete all of the Forms for State and Federal reporting of your Business and Employees”

Presented By:

Rocky Gavins

Organized By: Dallas Garrett Ph.D.

Jefferson County Small Business Development Program Director

When: Monday January 28th

Time: 5:30 PM to 6:30 PM

Where: Chamber of Commerce

Monticello, Florida 32344

To reserve a space please call: 850-997-2185

Or email me: dgarrett@jeffersoncountyfl.gov

Sponsored by the Jefferson County Board of County Commissioners



Free Workshop

“An Overview of Quickbook’s Software”

Presented By: Christine Urban, Business Analyst

The Small Business Development Center at FAMU

Organized by: Dallas Garrett, PhD

Jefferson County Small Business Program Director

When: Thursday November 15th

Time: 3PM to 5PM

Where: Jefferson County Chamber of Commerce

420 W. Washington St.

Monticello, Florida 32344

To reserve a space please call: 850-997-2185

Or email Dallas: dgarrett@jeffersoncountyfl.gov

Sponsored by the Jefferson County Board of County Commissioners



Free Workshop

“Basics of Funding Your Business and Accounting Practices”

This workshop will discuss the various types of loan sources and help new businesses prepare their financials.

Presented By: Christine Urban, Business Analyst

The Small Business Development Center at FAMU

Organized by: Dallas Garrett, PhD

Jefferson County Small Business Development Program Director

When: Wednesday April 3rd, 2013

Time: 3PM to 5PM

Where: Jefferson County Chamber of Commerce

420 W. Washington St.

Monticello, Florida 32344

To reserve a space please call: 850-997-2185

Or email Dallas: dgarrett@jeffersoncountyfl.gov

Sponsored by the Jefferson County Board of County Commissioners

How To Write A Fundable Business Plan

1. Today's Workshop

- a. No one needs to disclose their idea for their plan.
- b. There are no silly ideas or silly answers today. We take silly ideas and turn them into fundable plans together.
- c. The plan actually takes about 3-4 meeting with me to complete.
- d. I will explain each section of the plan and you can write notes, fill out the answers today or fill in bullets to work with later.
- e. I will give you a few minutes after each explanation and answer any questions you may have as we work through the plan.
- f. What I hope you will do is schedule an appointment with me soon after you have a good start on the plan and we will smooth your plan out so that funding sources will understand what you are saying and requesting. Some funding sources like numbers and some like the story of what you want to do and lots of pictures.
- g. Don't let the Table of Contents scare you. Most of the information needed is readily available.
- h. If you struggle with entering a plan on a computer I will help you or enter everything for you.
- i. When we complete a plan with all of the elements we will make 5 copies for you and send it out to many different funding sources. Some may be banks, but the majority are funding sources that specialize in new business start-ups.

BUSINESS INCUBATOR CONCEPT

Business Incubator Concept

Dallas Garrett, Ph.D.

Small Business Development Program Director

Jefferson County, Florida

August 21, 2012-6:30 PM

The concept of providing a reasonably priced location for start-up businesses, with daily support and services for one to three years has been provided primarily by Community Colleges and Universities for about 50 years. I personally have been involved with business incubators since 1967, when I became a faculty member and department head at a Community College in Ann Arbor, Michigan. I have also witnessed several private industry start-up efforts that for various reasons have failed and I am aware of several community efforts that have been quite successful. I believe that we have the opportunity to possibly select a location and develop a partnership to operate a business incubator that will have a very positive impact on Jefferson County. I have had several thousand clients over 45 years and I have generally had several potential business incubator clients per year that have completed business plans. Out of this potential pool taken into the incubator I would see 2-3 move-out of the incubator into new locations in the community each year. Incubator clients generally stay in the incubator from 1 to 3 years. There are exceptions that we call anchor tenants.

Operating Recommendations

- 1. Require a business plan with a formal application for the incubator clients. The business incubator director or an incubator committee must evaluate each proposed business incubator client.**
- 2. Require funding of the business plan or an ability to pay the lease payment before they move into the incubator.**
- 3. Require a business license and liability insurance before the client moves in.**
- 4. Business must show that they need the services of the incubator and must have a growth plan that would enable them to move out of the incubator within one to three years. There are exceptions to the time-frame such as County or City offices, Workforce development offices, Placement services, etc.**
- 5. Business must not make noise, dust, gas, etc. that would negatively affect the other clients within the incubator.**
- 6. The business incubator must be in the right location for the selected businesses during the start-up phase. Some businesses can start anywhere and others need business traffic to survive.**
- 7. Most Business Incubators do not charge a separate fee for HVAC, Internet capabilities, Mailbox, Electricity and daily consulting with the Director.**
- 8. The statistics show that 85% of the businesses that start-up in a Business Incubator will still be in business at the end of 5 years.**

Typical Support Services for Business Incubator Clients

(There is a fee for most of these services)

- 1. Copy machine services**
- 2. Computer input services**
- 3. Telephone answering services**
- 4. Mailroom and fax services**
- 5. Proposal preparation and binding services**
- 6. Computer repair services, Paper, ink and other supplies**
- 7. Website development services**
- 8. Marketing services**
- 9. Grant writing assistance**
- 10. Conference room and large group meeting facilities within the Incubator-Leased space for an hour, day, week, month, etc.**
- 11. Computer Aided Design Services and other Technical Services as needed.**
- 12. Idea Lab Services**
- 13. Computer lab for the community**
- 14. Short-term skill training programs**

The first building that I was looking to purchase or lease was the Edenfield Hardware with the idea that it would be an ideal retail business incubator. I have been told that the building sold last week. The next location that I believe would be even better as a mixed facility would be the Jefferson County School District Office Building on West 90. The building is already laid out in several small and large areas, which is ideal for a business incubator.

Jefferson County Florida Advanced Technology Training Center and Business Incubator Proposal



PRESENTED BY:

DALLAS GARRETT Ph.D. Director
Jefferson County Small Business
Development Program

and

JULIE CONLEY, Executive Director
Jefferson County Economic Development
Council

Jefferson County

Private Loan Fund for Start-up Businesses

1. Fund will be developed and managed by a local group of private citizens for the purpose of funding local citizens who would like to start a local business, but don't qualify for traditional funding.
2. Potential clients must complete a business plan with the small business development program in Jefferson County.
3. Funds available range from \$1,000 to \$5,000 from this fund. The typical payback will be 1 to 5 years at 6% interest.
4. The funding must be secured in some reasonable manner. House, car, boat, etc.
5. Decisions to fund potential clients are decided by the loan fund originators or an evaluation team selected by that group.

Standard Economic Development Solutions

- **Economic Development Council**-Primarily Seeking Businesses That Would Locate in The County
- **Small Business Development Program**-Primarily Helping Local Companies Improve their Current Business and Helping Local Citizens Start-up New Businesses
- **Small Business Incubator**-Typically Helping Local Businesses Through the Start-up Phase of a new Business to Improve their Chance of Success. Typically 1-3 years in the Incubator. Daily Assistance is provided
- **Workforce Development Programs**- The Advanced Technology Center would focus on training for current jobs that are good paying and readily available for the 80% Plus of the Workforce that will not secure a college degree

Jefferson County Florida Current Economic and Population Status



- Unemployment Rate-8.4%---Actual over 15%
- Underemployment Rate-18.4%
- Empty Usable Buildings in County-100+
- Empty Usable Buildings Downtown Monticello-37
- High School Graduation Percentage 53%
- Average per Capita Income-\$20,323
- Average Household Income-\$38,193
- University and Community College Graduation Percentage of total Population-17.3%
- Percentage of Population Eligible for Food Stamps-18.7%

Business Incubator Concept/Design

- Business incubators can be designed to work with specific employment sectors or can be very general.
- Examples:
 - Light Manufacturing
 - ✦ Medical Devices
 - ✦ Composites
 - ✦ Textiles
 - Information Technology and Software Design
 - Retail and Service Industry
 - Professional Services
 - Education
 - Agriculture
 - Open to any business needing assistance during first 3 years

Business Incubator Statistics

- 5-year success rate for business start-ups utilizing incubator program: 85%
- 5-year success rate for business start-ups without a business plan or incubator program advantage: 5%

Potential Advanced Technology Training Center Programs

U1

- Computer Aided Design
- Computer Numerical Control
- Welding and Fabrication
- Electrician and Plumbing Trades
- Heating Ventilation and Air Conditioning
- Alternative Energy Training
- Truck Driving
- Automotive and Diesel repair-Separate facility
- Organic Farming-Separate facility
- Health Careers
- Automation Systems/Robotics
- Groundsman Training for Electrical Lineman career

Potential Site for Advanced technology Training Center and Business Incubator In Jefferson County Florida



- **Jefferson County School Board Building**
approximately 12,000 square feet with room for expansion in the future.
- Ideally suited for both the Advanced Technology Training Center and a Business Incubator:
 - Office space
 - Classroom space
 - Lab space and business incubator space
 - Graphic design and copy service space
 - Marketing and development services space
 - Internet Services
 - Community events and other short-term classes

Personnel Needed for ATC and Business Incubator



- Director for Center
- Director for Small Business Development program
- Administrative Assistant
- Computer Input Person who could also assist with copies, etc.
- Part-time instructors for each technology
- Maintenance staff member

Financial Plan for Business Incubator



- Secure State or federal Grant for initial renovations to the building
- Estimate: Computer labs, wiring, Internet capabilities, furniture for classrooms, renovations-\$500,000
- Copy Machines, Fax, office set-up and initial operating funds-\$250,000
- CNC. CAD, Robotics and other Equipment-No cost except for wiring and computer connections. All arranged by partnerships with business and industry.
- Many programs set-up with Business and Industry support
No cost

Expected Outcomes from the Incubator and Training programs



- 6-8 Businesses In the Incubator by the end of Year 1
- 3- Companies Graduate per year with an average of 3-4 employees
- 2- Service Businesses to Remain as Tenants Providing Services for other Tenants and for the Community until they are too Large for the Incubator-Possible Anchor Tenants
- Advanced Technology Training Center results will equal 200-250 individuals trained per year with a major emphasis on Workforce Development programs that lead to job placement.

Economic Development Strategic Plan 2012-2014

Developed by the Ad Hoc Committee
managed by: Julie Conley Executive
Director Jefferson County Florida
Economic Development Council
Committee Members with Assistance
from Dallas Garrett Ph.D. Small Business
Development Program Director

Identify Critical Community and Cultural Assets

- 1. Agricultural Foundation and a Desire to Continue in New Farming Directions**
- 2. Willingness to Share Hunting, Fishing, Water, Woods, and other Natural Resources with Visitors**
- 3. A New Appreciation of the Ancient Heritage within the Region and a willingness to Share this Heritage**
- 4. A Very Strong interest in Rebuilding the Historic Downtown Area of Monticello, Florida**
- 5. A Recognition and Willingness to Support New Businesses that will Provide Local Services to Citizens**
- 6. The Recognition of the Positive Impact of Locating Businesses in the Industrial Parks that Employ a Local Workforce.**

Local Business and Economic Statistics

1. Unemployment-8.4%
2. Underemployment-18.4%
3. High School Graduation-53%
4. College Graduation-17.3%
5. Empty Building in County-100+
6. Average Per Capita Income-\$20,323
7. Average Household Income-\$38,193
8. Percentage of Population Eligible for Food Stamps-18.7%

**Develop an Infrastructure Assessment and
Develop a Plan for Attraction of New
Businesses and Support of Current Businesses
Produce an Evaluation of each of these Critical
Elements**

1. Roads
2. Railway Access
3. Sewer
4. Storm Drain
5. Electricity
6. High Speed Internet
7. Natural Gas
8. Business Regulations
9. Workforce Assessment

Develop a Comprehensive Plan for medium and Large Business recruitment to the County

1. Local, Regional, State and Special Incentives
2. Strategic Location Analysis
3. Workforce Skills Available
4. Specialized Training Incentives
5. Other Incentives

Develop a Comprehensive Small Business Development program

1. Hire a Small Business Program Director with Significant experience
2. Set-up an office and advertise sufficiently to attract current business owners and individuals that would like to start new businesses
3. Set-up the complete business planning process and develop potential funding sources at all levels
4. Develop a client follow-up plan to ensure success of clients

Perform a Business Incubator Analysis and Develop a Business Incubator Plan

- 1. Explain Concept to City and County Officials**
- 2. Select Potential Sites and Develop Financial Plan**
- 3. Secure Site Selected**
- 4. Develop Renovation plan**
- 5. Develop Grant Resources**
- 6. Select Potential Clients**
- 7. Complete Business Plans and Secure Client Funding**

Develop a Comprehensive Workforce Development Plan with Appropriate Partners

Partner List

1. Jefferson County School System
2. Aucilla Christian Schools
3. Jefferson County Board of County Commissioners
4. Monticello City Council
5. Main Street Organization
6. Chamber of Commerce
7. North Florida Community College
8. Jefferson County Economic Development Council
9. Regional University Participation

Identify the Various groups Needed to Implement a Community-Wide Economic Development Plan

1. Economic Development Council
2. Jefferson County Board of Commissioners
City of Monticello
3. Jefferson County School System
4. North Florida Community College
5. Aucilla Christian School

Economic Development Council Goals for 2012-2013

1. Implement a Successful Small Business Development Program
2. Develop a Citizens Action Committee to work with the School System to make major Improvements
3. Develop a Comprehensive Workforce Development Plan for the County
4. Develop a Series of Documents to Provide to Prospective Companies interested in Possibly Moving to Jefferson County

JEFFERSON COUNTY
SMALL BUSINESS DEVELOPMENT PROGRAM

Annual Report
May 14, 2013

Prepared by
Fred and Bobbie Golden, Owners
Golden Acres Ranch, LLC
704 Barnes Road
Monticello, Florida 32344
850-997-6599

As agreed in the County Commission meeting on April 16, 2013, we have conferred with Dallas Garrett, Ph.D., Director of the Jefferson County Small Business Development Program. Our objective was to assist Dr. Garrett in preparing a report outlining the program activities during the past 12 months.

The Consulting Agreement between Dr. Garrett and the Board of County Commissioners calls for delivery of services in two categories, to-wit: "Strategic Planning Services" and "Small Business Development Services".

With regard to strategic planning, Dr. Garrett has participated in meetings of the Economic Development Council and its *ad hoc* committee, and has attended meetings of several regional economic development organizations. To varying degrees, these organizations are involved in strategic planning activities including those outlined in the Consulting Agreement.

However, Dr. Garrett's work during the contract period has focused almost exclusively on small business development and, to some extent, plans for an advanced technology and business incubator program. A strategic plan specifically for Jefferson County, including asset inventory, infrastructure assessment, business recruitment and workforce development, has not been completed during the contract period. Such a plan will likely require technical assistance from other agencies and, going forward, should be a priority of the County's SBD Program.

The other category described in the Consulting Agreement, small business development services, has seen considerably more activity. The following is a summary:

- 185 clients have utilized the program. These range from individuals requesting brief, one-time appointments to those with ongoing projects

requiring more detailed services. 66 clients have existing business and 119 are considering starting a business. Clients in the agricultural industry sector are operating the business on their own property. Clients in the consulting business are operating out of their homes and/or providing the service at their clients' places of business. All others are currently operating, or expecting to operate, from "brick and mortar" facilities within Jefferson County.

- Business plans have been completed for 54 clients. Financing options, including grants, personal funds, private benefactors and traditional lenders, have been made available. Clients have also been advised on legal responsibilities for city, county, state and federal permitting, licensing and filing requirements.
- 25 business plans have been funded for a total capital investment of \$1,003,847. 18 are currently seeking funding. Financial statements and information regarding loans, gifts and other sources of funding are considered confidential and will only be disclosed with clients' permission.
- Total number of jobs created as a result of the County's SBD Program is estimated to be 43. This includes owners and new hires and is based on information self-reported by the client. Under the current structure, the program is not designed to monitor employment. However, clients are encouraged to periodically report on the status of their business, including increased sales, employment levels, etc.
- To date, 38 workshops and presentations have been made or facilitated by Dr. Garrett on topics relevant to small business development.
- 4 clients from neighboring counties have consulted with Dr. Garrett. They are exploring opportunities to expand in Jefferson County. There are 2 from Madison and 1 each from Leon and Gadsden Counties.

We encourage continuation of the Small Business Development Program and we strongly urge the creation of a clear and concise reporting matrix that is indicative of the program activities and that protects the financial and proprietary information of the clients.

ITEM 5(b): SCRAP RECOMMENDATIONS



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

May 14, 2013

Via email and hand delivery

Mr. Kirk Reams
Clerk of Court
1 Courthouse Circle, Room 10
Monticello, Florida 32344

RE: 2018 SCRAP Submittals

Dear Mr. Reams,

In response to FDOT's solicitation for SCRAP candidates, we have been reviewing many roads over the past few weeks. Based on the criteria set forth in FDOT's SCRAP Program we recommend the following:

Primary SCRAP Project:

- 1) Freeman Road
- 2) South Main Avenue

Secondary SCRAP Project (under \$100k):

- 1) North Barber Hill Road
- 2) Beth Page Road

I am requesting approval from the Board to submit Freeman Road for the Prime project and North Barber Hill for the Secondary project. If you or the Commissioners need any additional information while considering this request, please do not hesitate to let me know.

Sincerely,

PREBLE-RISH, INC.

Alan Wise, P.E.
Senior Project Manager

ITEM 6(a): SURPLUS VEHICLES

Nick Flynt

From: Tyler McNeill <tmcneill@jeffersonclerk.com>
Sent: Wednesday, April 17, 2013 5:31 PM
To: nflynt@jeffersoncountyfl.gov
Cc: Annie Charron
Subject: RE: White Crown Vics Info

Hi Nick,

I actually show both of those vehicles as currently listed with the Grants Department (per the auto schedule). The 1998 was transferred from Fire/Ambulance a while back...I will carbon copy Ms. Annie to see if she has any more information from the Fixed Assets side. Also, I am in possession of both titles if they are needed.

1997	LAST 4 OF VIN: 2808	FORD	CROWN VICTORIA
1998	LAST 4 OF VIN: 6805	FORD	CROWN VICTORIA

Sincerely,

Tyler McNeill
Chief Deputy Clerk / Human Resources
(850) 342-0218 ext 231
(850) 342-0218 (fax)

From: Nick Flynt [<mailto:nflynt@jeffersoncountyfl.gov>]
Sent: Wednesday, April 17, 2013 5:04 PM
To: Tyler McNeill
Cc: Annie Charron; Parrish Barwick
Subject: White Crown Vics Info

Good afternoon Tyler:

Could you provide what information you have on the two white Crown Vics we have out in front of the Building/Planning Office? We are looking to surplus them and possibly put them out for auction.

VIN: 2FAFP71W2WX186805 Tag: 168425
VIN: 2FALP71W2VX172808 Tag: 193608

Thanks.

Memorandum

Date: May 7, 2013

**To: Parrish Barwick, County Coordinator/
County Commissioners**

From: Beth Letchworth

Subject: May 16, 2013 - BOCC Meeting Agenda Item

The Solid Waste Department has several items that need to be sold as surplus. I would like permission to place them on the GovDeals.com website.

1. L-9 - 2000 Ford Crown Vic – VIN# 2FAFP71WOYX208884 – Poor condition – runs, rear end bad. Mileage 117,136
2. L-10 – 2000 Ford Crown Vic – VIN# 2FAFP71W2TX109726 – Poor condition – burns oil bad. Mileage 124,473
3. L-11 – 2000 Ford Crown Vic – VIN# 2FAFP71W6YX10973 – Poor condition – transmission slips, motor skipping, rear wheel bearing bad.
4. 93 Mack Ft Loader Garbage Truck – VIN# 1M2K185CYRM005392 – Over all poor condition, axle lock bad. Mileage 300,225
5. L-3 – 1993 Ford Roll-off Truck – VIN# 1FDZW82EOPVA27379 – Fair condition, needs new turn signal, axle lock switch, hydraulics needs new air valve, cracked windshield, steering box going bad.
6. PAC-MAC Recycle compacting trailer VIN# 1H96T211XVB233302 – No use for it.

**ITEM 6(b): SOLID WASTE ADMINISTRATIVE
BUILDING**



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

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Quincy, FL 32351
P 850.875.4751

Calhoun County

20684 Central Avenue East
Blountstown, FL 32424
P 850.674.3300

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Crawfordville, FL 32327
P 850.528.0300

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Garden Square
187 East Walnut Street
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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

May 14, 2013

Via email and hand delivery

Mr. Parrish Barwick
County Coordinator
Jefferson County Board of County Commissioners
435 West Walnut Street
Monticello, Florida 32344

**RE: Jefferson Co Solid Waste Admin Building
PRI Project # 751.040**

Dear Mr. Barwick,

The Commission asked for an update on this project and below you will find a brief history of the project, along with where we are today and a recommendation to proceed, if it is the will of the Commissioners.

On August 11, 2011, the Commission voted and approved \$272,700 for the construction of an administrative office for the Solid Waste Department on the site known as the "old grants office". In October 2011, Preble-Rish began the design and permitting activities for the project. Construction bids were solicited in August 2012 and bids were opened in September 2012. RAM Construction and Development, LLC was the lowest responsive qualified bidder at \$267,840.00. At the October 2, 2012 Commission meeting, we recommended awarding the project to the low bidder. The Board voted to award to the low bidder, and since then, the project has been indefinitely tabled.

Through many of the same efforts that we utilized negotiating the contract of the Jefferson County Fire Station, we were able to reduce the contract amount of this project to \$237,760.00, **if the project is constructed concurrently with the Fire Station.** (The Contractor is providing savings based on potential increased economy of scale)

If the Board desires, we are prepared to proceed with this project as outlined above. Attached, you will find a letter from the Contractor and the Alternates that we are applying to achieve this goal.

If you or the any of the Commissioners have any questions, please do not hesitate to ask.

Sincerely,
PREBLE-RISH, INC.

Alan Wise, P.E.
Senior Project Manager

May 1, 2013

Jefferson County BOCC
Attn: Alan Wise, P.E.

RE: Jefferson County Solid Waste Administration Building

Mr. Wise,

After much time and hard work we offer a proposal of two hundred fifty thousand nine hundred sixty dollars (\$250,960.00) to construct the New Jefferson County Solid Waste Administration Building. You may find our divisional break down attached. The following clarifications and qualifications apply to this proposal:

CLARIFICATIONS and QUALIFICATIONS

1. Performance and payment bonds are included.
2. Building permit fees are included
3. Tap and impact fees are **not included**.
4. Sales tax savings will be returned to the project to cover construction costs. A \$4,000 credit has been applied to the proposed contract total and tax savings will be applied to that credit balance until made whole. Any additional tax savings beyond that amount will be held in contingency to be used by the owner.
5. Sources for construction water and power will be **provided on site by owner**.
6. Construction debris containers, container pulls, and debris removal will be **provided by the owner**. We anticipate 6 to 8 (20 or 30) yard dumpster pulls during the duration of this project.
7. Irrigation is **not included**.
8. New proposal price applies only if project contract and issuance of permits for the project are within 30 days of the contract and permit for the Jefferson County Fire Station project. These new proposal price savings were partially derived from concurrency savings with our subcontractors.
9. Any and or all alternates originally listed can be accepted or denied by the county.

Please contact me if you have any questions or concerns regarding this proposal.

Sincerely,



Paul A. Gleasman
CFO, Managing Member

Alternate #1: (\$ 4,115.00)

Brick veneer on West Elevation to extend only up 4' from floor elevation.

Deduct four thousand one hundred Dollars and no Cents from base bid above.
fifteen

Alternate #2: \$ 6,555.00

Brick veneer entire West Elevation.

Add six thousand five hundred Dollars and no Cents to base bid above.
fifty five

Alternate #3: \$ 9,649.00

Brick veneer entire North and South Elevation. (Price below is per elevation)

Add nine thousand six hundred Dollars and no Cents to base bid above for EACH elevation.
forty nine

Alternate #4: \$ 5,200.00

Remove all landscaping and sodding from WORK.

Deduct five thousand two hundred Dollars and no Cents from base bid above.

Alternate #5: (\$ 2,500.00)

Remove all gravel parking construction from WORK.

Deduct two thousand five hundred Dollars and no Cents from base bid above.

Alternate #6: (\$ 5,500.00)

MC Cabling in branch circuits as allowed by Florida Building Code (2010).

Deduct five thousand five hundred Dollars and no Cents from base bid above.