



# 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  
June 18, 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**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
5. **General Business**
  - a) **County Emergency Action Plan** – Carol Ellerbe
  - b) **Small Business Development Program** – Dallas Garrett
  - c) **Proposed Clean-Up Budget Amendments** – Kirk Reams
  - d) **Setting of Budget Workshop Dates for July** – Kirk Reams/Parrish Barwick
  - e) **NRCS Update** – Kirk Reams/Alan Wise
  - f) **CIGP Bid Award Recommendation** – Kirk Reams/Alan Wise
6. **PUBLIC HEARING (7 P.M.): ORDINANCE ON COMM. OUTDOOR RECREATIONAL FIRING RANGES**
7. **County Coordinator's Report**
  - a) **Section 8 Housing Payment Standards & Resolution**
  - b) **Redistricting Workshop Setting Discussion**
  - c) **RESTORE Act Committee Appointments**
  - d) **Construction/Project Update**
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 26

**ITEM 5(b): SMALL BUSINESS  
DEVELOPMENT PROGRAM**

# **Consulting Agreement for Small Business Development Program Services**

This consulting agreement is between *Dallas Garrett* (Consultant) and the *Jefferson County Board of County Commissioners* (Board) for the operation of the 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.

## **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 signed statement from the client.
- Verify the number of jobs created with a signed statement from the funded client.

The program goals for each month period shall include:

- Recruit a minimum of 10 new clients per month
- Continue to search for new funding sources each month
- Help locate a funding source for 1-2 businesses per month
- Deliver presentations regarding the small business development program to an average of 50 people per month.

This consulting agreement is for a period of one year starting on June 19, 2013 and ending on May 18, 2014. The Board shall pay the Consultant a consulting fee of \$48,000 for the year, payable in twice monthly installments. The Board and the Consultant may renew this agreement by mutual consent. Either party may cancel the contract with a thirty (30) day notice in writing.

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: \_\_\_\_\_

# **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 an Advanced Technology Center and Business Incubator analysis and develop a potential plan to develop both services in one facility to serve the residents of Jefferson County.
- 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.

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 signed statement from the client.
- Verify the number of jobs created with a signed statement from the funded client.

The program goals for the first 12 months shall include:

- Recruit a minimum of 10 new clients per month
- Locate 1-2 new funding sources per month
- Fund 1-2 businesses per month
- Deliver presentations regarding the small business development program to an average of 50 people per month.

This consulting agreement is for a period of six months starting on July 1, 2013 and ending on \_\_\_\_\_, 2013. The Board shall pay the Consultant a consulting fee of \$24,000 for the six month period, payable in twice monthly installments. The Board and the Consultant may renew this agreement by mutual consent.

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: \_\_\_\_\_

**ITEM 5(c): PROPOSED CLEAN-UP BUDGET  
AMENDMENTS**



# KIRK REAMS

**Jefferson County  
Clerk of Court & CFO**

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

Commissioners:

The following items need to be added to the current year budget due to unanticipated revenue that was received and is being utilized this fiscal year:

1. \$20,000 – Donation to repair Martin Road
2. \$216,725.61 – Tropical Storm Debbie Reimbursement of current year expenditures
3. \$810,562.50 – NRCS maximum anticipated reimbursement (75%)
4. \$175,000 – Rural Infrastructure Grant
5. \$17,561 – E911 Rural County Spring Grant
6. \$50,000 – Historic Preservation Grant (Matching)
7. \$40,000 – Sale of Road Equipment
8. \$4,527,656.61 - Bond Proceeds

I am respectfully requesting that these amendments be approved by one motion so I will be able to make the necessary accounting changes.

Thank you for your attention to this matter.

Sincerely,

Kirk B. Reams





**ITEM 5(f): CIGP BID AWARD  
RECOMMENDATION**



**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

June 4, 2013

Via e-mail @ [kreams@jeffersonclerk.com](mailto:kreams@jeffersonclerk.com) and via Hand Delivery

Kirk Reams  
Clerk of Court  
1 Courthouse Circle  
Monticello, Florida 32344

**RE: Jefferson County- Old Lloyd Road Resurfacing  
Preble-Rish, Inc. Project No. 751.057**

Dear Mr. Reams:

As you know we received bids for the referenced project at 4:00 p.m. EST June 4, 2013, and two (2) contractors submitted bids. Copies of all bids have been provided under separate cover. The detailed bid results are attached and labeled **Exhibit A**. There was a mathematical error in one of the two bids. The error has been corrected and highlighted by the Engineer.

After thorough review of all bids, C.W. Roberts Contracting Inc. was the lowest qualified, responsive bidder. Therefore, we recommend **awarding the contract to C.W. Roberts Contracting, Inc. in the total amount of \$200,886.10.**

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

If you have any questions, please give me a call at 850.528.0300 or e-mail me at [wisea@preble-rish.com](mailto:wisea@preble-rish.com).

Sincerely,

PREBLE-RISH, INC.

Alan Wise, P.E.  
Senior Project Manager

cc: Mr. Parrish Barwick,, County Administrator, Jefferson County (via [pbarwick@jeffersoncountyfl.gov](mailto:pbarwick@jeffersoncountyfl.gov))

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**EXHIBIT A  
 OLD LLOYD ROAD RESURFACING  
 PRI PROJECT # 751.057  
 BID OPENING 4:00 P.M. JUNE 4, 2013  
 JEFFERSON COUNTY CLERK'S OFFICE**



PAY ITEM NUMBER	DESCRIPTION	QUANTITY	C.W. ROBERTS		PEAVY & SON		COST
			UNIT PRICE	COST	UNIT PRICE	COST	
<b>GENERAL COSTS</b>							
101-1	MOBILIZATION	1	\$ 9,000.00	\$ 9,000.00	\$ 7,500.50	\$ 7,500.50	
102-1	MAINTENANCE OF TRAFFIC	1	\$ 9,000.00	\$ 9,000.00	\$ 15,000.00	\$ 15,000.00	
908104-1	CONTRACTOR'S EROSION CONTROL	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
<b>ROADWAY</b>							
334-1-12	ASPHALT (SHOULDER BUILDUP)	10	\$ 107.00	\$ 1,070.00	\$ 150.00	\$ 1,500.00	
334-1-12	ASPHALT (OVERBUILD)	15	\$ 110.00	\$ 1,650.00	\$ 150.00	\$ 2,250.00	
334-1-12	1.50" (165 LBS/SY) TYPE SP-9.5 SURFACE COURSE, TRAF B	1,231.00	\$ 98.00	\$ 120,638.00	\$ 93.00	\$ 114,483.00	
286-2	ASPHALT (SIDE ROAD/DRIVEWAY TURNOUT CONSTRUCTION)	20	\$ 101.00	\$ 2,020.00	\$ 150.00	\$ 3,000.00	
285-706	OPTIONAL BASE GROUP 06 (SIDE ROAD TURNOUT CONSTRUCTION)	90	\$ 18.00	\$ 1,620.00	\$ 25.00	\$ 2,250.00	
285-701	OPTIONAL BASE GROUP 01 (DRIVEWAY TURNOUT CONSTRUCTION)	120	\$ 10.00	\$ 1,200.00	\$ 20.00	\$ 2,400.00	
570-1-2	PERFORMANCE TURF, SOD	100	\$ 5.00	\$ 500.00	\$ 5.00	\$ 500.00	
570-1-1	PERFORMANCE TURF	100	\$ 1.00	\$ 100.00	\$ 5.00	\$ 500.00	
425-4	INLETS, ADJUST	1	\$ 1,800.00	\$ 1,800.00	\$ 2,500.00	\$ 2,500.00	
430-94-1	DESILTING PIPE, 0 - 24"	50	\$ 25.00	\$ 1,250.00	\$ 25.00	\$ 1,250.00	
430-175-130	PIPE CULVERT, OPT MATERIAL, ROUND, 24" S/C/D	24	\$ 165.00	\$ 3,960.00	\$ 100.00	\$ 2,400.00	
400-1-2	CONCRETE CLASS 1, ENDWALL	5	\$ 935.00	\$ 4,675.00	\$ 800.00	\$ 4,000.00	
425-1351	INLETS, TYPE P-5, <10'	1	\$ 4,100.00	\$ 4,100.00	\$ 3,500.00	\$ 3,500.00	
<b>PAVEMENT MARKINGS</b>							
710-90	PAINTED PAVEMENT MARKINGS, FINAL SURFACE	1	\$ 4,200.00	\$ 4,200.00	\$ 8,000.00	\$ 8,000.00	
711-11111	THERMOPLASTIC, STD, WHITE, SOLID, 6"	2.31	\$ 5,030.00	\$ 11,619.30	\$ 5,000.00	\$ 11,550.00	
711-11211	THERMOPLASTIC, STD, YELLOW, SOLID, 6"	1.76	\$ 5,030.00	\$ 8,852.80	\$ 5,000.00	\$ 8,800.00	
711-11125	THERMOPLASTIC, STD, WHITE, SOLID, 24"	20	\$ 12.00	\$ 240.00	\$ 9.00	\$ 180.00	
711-11231	THERMOPLASTIC, STD, YELLOW, SKIP, 6"	0.47	\$ 1,900.00	\$ 893.00	\$ 1,800.00	\$ 846.00	
706-3	RETRO-REFLECTIVE PAVEMENT MARKERS	153	\$ 6.00	\$ 918.00	\$ 4.50	\$ 688.50	
700-20-11	SINGLE POST SIGN, F&I, LESS THAN 12 SF	36	\$ 275.00	\$ 9,900.00	\$ 275.00	\$ 9,900.00	
705-10-1	OBJECT MARKER, TYPE 1	4	\$ 170.00	\$ 680.00	\$ 100.00	\$ 400.00	
<b>BIDDERS TOTAL BASE BID</b>			<b>\$</b>	<b>200,886.10</b>	<b>\$</b>	<b>204,398.00</b>	

\* The yellow shading indicates that a mathematical error was submitted in the bid, but has been corrected by the Engineer.

**JEFFERSON COUNTY-  
OLD LLOYD ROAD ESURFACING  
SECTION 00050-AGREEMENT**

**PRI PROJECT NO. 751.057**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between, Jefferson County, Florida, hereinafter called "OWNER" and C.W. Roberts Contracting, Inc. doing business as a corporation, hereinafter called "CONTRACTOR". WITNESSETH: That for and in consideration of the payments and agreements herein after mentioned:

1. The CONTRACTOR will commence and complete the construction of the **JEFFERSON COUNTY –OLD LLOYD ROAD RESURFACING.**

2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor, and other services necessary for the construction and completion of the PROJECT described herein.

3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will complete the project within **180** consecutive calendar days, thereafter unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS. Liquidated damages for failure to substantially complete the project within the specified time will be set at **\$500.00** per day. Completion means that the OWNER can use the project as designed.

4. The CONTRACTOR agrees to perform all of the work described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of **\$200,866.10** as shown in the BID.

5. The term "CONTRACT DOCUMENTS" means and includes the following:

- (A) NOTICE TO RECEIVE SEALED BIDS
- (B) INFORMATION FOR BIDDERS
- (C) BID
- (D) BID BOND
- (E) AGREEMENT
- (F) PERFORMANCE BOND
- (G) PAYMENT BOND
- (H) NOTICE OF AWARD
- (I) NOTICE TO PROCEED
- (J) APPLICATION AND CERTIFICATION FOR PAYMENT

- (K) CHANGE ORDER
- (L) GENERAL CONDITIONS
- (M) SUPPLEMENTAL GENERAL CONDITIONS
- (N) NOTICE OF SUBSTANTIAL COMPLETION
- (O) CERTIFICATE OF FINAL COMPLETION
- (P) PUBLIC ENTITY CRIMES STATEMENT
- (Q) ANTI-COLLUSION STATEMENT
- (R) CONFLICT OF INTEREST DISCLOSURE FORM
- (S) DRUG FREE WORKPLACE
- (T) SUPPLEMENTAL TECHNICAL SPECIFICATIONS
- (U) DRAWINGS prepared by Preble-Rish, Inc.
- (V) ADDENDA
  - No. 1, dated \_\_\_\_\_
  - No. 2, dated \_\_\_\_\_
  - No. 3, dated \_\_\_\_\_
  - No. 4, dated \_\_\_\_\_
  - No. 5, dated \_\_\_\_\_

6. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS.

7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized official, this Agreement in two (2) copies each of which shall be deemed an original on the date first written above.

(SEAL)

ATTEST:

OWNER:

**JEFFERSON COUNTY, FLORIDA**

BY \_\_\_\_\_  
(Signature)

BY \_\_\_\_\_  
(Signature)

NAME \_\_\_\_\_  
(Please Type)

NAME Mr. John Nelson

TITLE \_\_\_\_\_

TITLE Chairman, Jefferson County  
Board of County Commissioners

(SEAL)

ATTEST:

CONTRACTOR:

BY \_\_\_\_\_  
(Signature)

BY \_\_\_\_\_  
(Signature)

NAME \_\_\_\_\_  
(Please Type)

NAME \_\_\_\_\_  
(Please Type)

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Employer Identification  
Number \_\_\_\_\_

END OF SECTION 00050

**ITEM 6: PUBLIC HEARING – ORDINANCE  
ON COMMERCIAL OUTDOOR  
RECREATIONAL FIRING RANGES**

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

**ORDINANCE NO. 2013-006182013-01**

AN ORDINANCE OF JEFFERSON COUNTY FLORIDA, RELATING TO COMMERCIAL OUTDOOR RECREATIONAL SHOOTING AND FIRING RANGES; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; AMENDING LAND DEVELOPMENT CODE SECTION 2.02.01.03, OUTDOOR RECREATIONAL, TO CREATE NEW PROCEDURES AND CRITERIA FOR COMMERCIAL OUTDOOR RECREATIONAL SHOOTING AND FIRING RANGES; EFFECTING CONFORMING AMENDMENTS TO LAND DEVELOPMENT CODE SECTION 2.02.03; 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**, pursuant to the requirements of the Community Planning Act (formerly the Local Government Comprehensive Planning and Land Development Act of Chapter 163, Part II, Florida Statutes, and Chapter 9J-5, Florida Administrative Code), Jefferson County had adopted a Comprehensive Land Use Plan and Land Development Code; and

**WHEREAS**, pursuant to the requirements of the Community Planning Act, Jefferson County has adopted a Land Development Code which, among other things, establishes land uses allowed in the various areas of the County, as depicted on the Comprehensive Plan Future Land Use Map; and

**WHEREAS**, Land Development Code Section 2.02.01.03, Outdoor Recreational, specifies that a special exception is required for the establishment of commercial recreational shooting and firing ranges; and

**WHEREAS**, in 2011 the Florida Legislature adopted amendments to Section 790.33, Florida Statutes, which further strengthened and broadened the preemption of the regulation of the use of firearms to the State, and provided penalties to local officials for violation of such preemption; and



**WHEREAS**, in order to avoid intruding into an area of regulation preempted to the State, the Jefferson County Board of County Commissioners has determined that it is necessary to amend its procedures applicable to, and create new criteria for the zoning regulation of, commercial recreational shooting and firing ranges; and

**WHEREAS**, a public hearing has been conducted after due public notice by the Jefferson County Planning Commission which has recommended adoption of this ordinance by the Board of County Commissioners; and

**WHEREAS**, the Jefferson Board of County Commissioners has determined that this ordinance is consistent with the adopted Comprehensive Plan and 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 amend the Jefferson County Land Development Code to modify the procedures applicable to, and create new criteria for the zoning regulation of, commercial recreational shooting and firing ranges.

**SECTION 3: AMENDMENT OF TO SECTION 2.02.01.03 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE**

Section 2.02.01.03 of the Jefferson County Land Development Code is hereby amended as follows:

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

**ARTICLE TWO LAND USE AND VEGETATION**

**2.02.00 USES ALLOWED IN LAND USE DISTRICTS**

This Section defines and prescribes the specific uses allowed within each land use district described in the Jefferson County Comprehensive Plan and this Code.

**2.02.01 TYPES OF USES BY CATEGORY:**

...

**2.02.01.03 Outdoor Recreational**

1. These uses include areas for outdoor recreational activities such as picnicking, jogging, cycling, arboretums, licensed airstrips, hiking, golf courses, playgrounds, ball fields, outdoor ball courts, stables, rodeo arenas, outdoor swimming pools, and water-related or water-dependent uses such as boat ramps, fishing docks and piers, hunting, recreational shooting, firing ranges, marinas, miniature golf courses, race tracks, and similar recreational or quasi-recreational activities and all similar outdoor recreational uses, whether public or private, together with ordinary amenities and service normally associated with such uses. With the exception of outdoor recreational shooting and firing ranges, Commercial uses of these shall require a special exception permit.
  
2. Commercial Outdoor Shooting and Firing Ranges. Development order approval shall be required for commercial recreational outdoor shooting and firing ranges. A 40 acre minimum parcel size is required. Firing positions shall be separated a minimum of 300 feet from the boundary of the subject property with any adjacent parcel in separate ownership, and 1,250 feet from the nearest residence not located on the subject property and in existence at the time of initial review. Perimeter security fencing shall be provided and warning signs shall be posted along the perimeter fence and at the entry gate. Range design shall follow a professionally accepted source such as “The Range Source Book 2012” published by the National Rifle Association or “Range Design Criteria” published by the U.S. Department of Energy.

...

**SECTION 4: AMENDMENT OF TO SECTION 2.02.03 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE**

Section 2.02.03 of the Jefferson County Land Development Code is hereby amended as follows:

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

**2.02.03 Allowable Uses Within Each Land Use District**

**A. Agriculture 20**

The following types of uses are allowed in the Agriculture 20 land use district.

1. Agricultural.

2. Residential, subject to the density standards in Table 2.04.07
3. Institutional, excluding residential care facilities and nursing homes.
4. Outdoor Recreational.
5. Local Public Service Activities.
6. Roadside Produce Stands, Temporary or Permanent.
7. The following specific uses, subject to special exception approval pursuant to Sections 9.08.00, et seq., of this Code: commercial outdoor arenas, commercial livestock auction facilities, ~~commercial outdoor firing ranges~~, commercial race tracks, and marinas for more than three boats. Special events that occur only once a year or less and can comply with all other County requirements, may be issued a permit for the activity by the Planning Administrator, if the Administrator is satisfied that any negative impact on the county is not permanent.
8. Commercial Outdoor Firing Ranges in accordance with the requirements of Section 2.02.01.03 Outdoor Recreational, part 2.

***B. Agriculture 5***

The following types of uses are allowed in the Agriculture 5 land use district.

1. Agricultural.
2. Residential, subject to the density standards in Table 2.04.07.
3. Institutional.
4. Outdoor Recreational.
5. Local Public Service Activities.
6. Roadside Produce Stands, Temporary or Permanent.
7. The following specific uses, subject to special exception approval pursuant to Sections 9.08.00, et seq., of this Code: commercial outdoor arenas, commercial livestock auction facilities, ~~commercial outdoor firing ranges~~, commercial race tracks, and marinas for more than three boats. Special events that occur only once a year or less and can comply with all other County requirements, may be issued a permit for the activity by the Planning Administrator, if the Administrator is satisfied that any negative impact on the County is not permanent.

8. Commercial Outdoor Firing Ranges in accordance with the requirements of Section 2.02.01.03 Outdoor Recreational, part 2.

**C. *Agriculture 3***

The following types of uses are allowed in Agriculture III land use areas.

1. Agriculture
2. Residential, subject to the density standards in Table 2.04.07
3. Institutional.
4. Outdoor recreational.
5. Local Public service activities.
6. Roadside produce stands, temporary or permanent.
7. The following specific uses, subject to special exception approval pursuant to Sections 9.08.00, et seq., of this Code: Commercial outdoor arenas, commercial livestock auction facilities, ~~commercial outdoor firing ranges~~, commercial race track, and marinas for more than three boats. Special events that occur only once a year or less and can comply with all other County requirements, may be issued a permit for the activity by the Planning Administrator, if the Administrator is satisfied that any negative impact on the County is not permanent.
8. Commercial Outdoor Firing Ranges in accordance with the requirements of Section 2.02.01.03 Outdoor Recreational, part 2.

...

**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 163.3161 through 163.3215, Florida Statutes.

PASSED AND DULY ADOPTED with a quorum present and voting by the Board of County Commissioners of Jefferson County this \_\_\_\_\_ day of May, 2013.

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

\_\_\_\_\_  
John Nelson, Chairman

ATTESTED BY:

\_\_\_\_\_  
Kirk Reams, Clerk of the Circuit Court

APPROVED as to FORM & SUBSTANCE:

\_\_\_\_\_  
Scott Shirley, County Land Use Attorney

**ITEM 7(a): SECTION 8 HOUSING PAYMENT  
STANDARDS & RESOLUTION**

## **Board of County Commissioners Agenda Request**

Date of Meeting: June 18, 2013

Date Submitted: June 5, 2013

To: Honorable Chairman and Members of the Board

From: Parrish Barwick, County Coordinator  
Esrone McDaniels, Meridian Community Services Group

Subject: Request Board Approval to Adopt via Resolution the 2013 Fair Market Rents as Published by HUD as the Payment Standards for the Housing Choice Voucher Program (Section 8)

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### **Statement of Issue:**

This agenda item requests the Board to adopt via resolution that 100 percent of the 2013 Fair Market Rents be used as the payment standards under the Housing Choice Voucher Program (Section 8).

### **Background:**

The Housing Choice Voucher Program (Section 8) is designed to assist extremely low to low income households with securing decent, safe, sanitary and affordable housing within the community. The funding is made available annually through the United States Department of Housing and Urban Development's Public and Indian Housing Division. Assistance is provided on behalf of Section 8 eligible participants via Housing Assistance Payments (HAP) on a monthly basis. Eligibility is determined using a matrix of income and other qualifying factors dictated by the program and Jefferson County's Administration Plan. The goal is to not have families expend greater than 30% of their monthly income on housing. The family is required to pay at least 30% (up to 40%) of their monthly income towards housing and the HAP covers the rest including a portion of utilities, if eligible.

The United States Department of Housing and Urban Development via Section 8 c (1) of the United States Housing Act of 1937 (USHA) requires that the Secretary publish Fair Market Rents periodically, but not less than annually. The Fair Market Rents are used to determine payment standard amounts for the Housing Choice Voucher Program (Section 8) to determine initial renewal rents for housing assistance payment (HAP) contracts.

### **Analysis:**

Each year, HUD publishes Fair Market Rents which are used as a basis for a number of housing alternatives. These Fair Market Rents are typically published in the last quarter of each year. HUD requires the local governments that administer the Housing Choice Voucher Program to adopt payment standards that are representative of the housing market within the local government's

**June 5, 2013**  
**Fair Market Rents/Payment Standards**  
**Page 2**

jurisdiction. Over the years, 100 percent of the Fair Market Rents were used as Jefferson County's payment standards. It should be noted that the Fair Market Rents for 2013 decreased for studio and one-bedroom units and increased for two through four-bedroom units due to a combination of market forces and HUD's methodology for determining Fair Market Rents. The county can establish its payment standards not below 90 percent of the Fair Market Rents but not to exceed 110 percent of the Fair Market Rents.

**Options:**

1. Approve the 100 Percent Fair Market Rents as the payment standards under the Housing Choice Voucher Program via Resolution
2. Do not approve the 100 Percent Fair Market Rents as the payment standards under the Housing Choice Voucher Program via Resolution
3. Board Direction.

**Recommendation:**

Option #1

**Attachments:**

- 1.) Resolution



**RESOLUTION No. \_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, ADOPTING THE 2013 FAIR MARKET RENTS FOR THE HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM AS REQUIRED PURSUANT TO 24 CFR 982.503; AUTHORIZING THAT THE 100% FAIR MARKET RENTS AS PUBLISHED BY HUD BE USED AS THE PAYMENTS STANDARDS TO BE APPLIED TO HOUSEHOLDS PARTICIPATING IN THE SECTION 8 PROGRAM; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the United States Department of Housing and Urban Development via Section 8 c (1) of the United States Housing Act of 1937 (USHA) requires that the Secretary publish Fair Market Rents periodically, but not less than annually; and

**WHEREAS**, the Fair Market Rents are used to determine payment standard amounts for the Housing Choice Voucher Program (Section 8) to determine initial renewal rents for housing assistance payment (HAP) contracts; and

**WHEREAS**, the County's PHA or designee can set the Housing Choice Voucher Program's payment standards not to exceed 110 percent of the applicable Fair Market Rents but not less than 90 percent of the current Fair Market rents pursuant to 24 CFR 982.503; and

**WHEREAS**, the County has traditionally used 100 percent of the Fair Market Rents as its payment standards for participants of the Housing Choice Voucher Program, and

**WHEREAS**, until new Fair Market Rents are established by HUD and/or the County conducts its own independent analysis of area rents, the County will apply the current 100 percent Fair Market Rents as the relevant payment standards under the Housing Choice Voucher Program; and

**NOW THEREFORE, be it resolved by the Board of County Commissioners of Jefferson County, Florida, as follows:**

**SECTION 1. FINDINGS.** The above findings are true and correct and are hereby incorporated herein by reference.

**SECTION 2. FAIR MARKET RENTS.**

(A) The payment standards for the Jefferson County Housing Choice Voucher Program shall be as follows:

Jefferson County's Housing Choice Voucher Program Payment Standards (Effective July 1, 2013)

Jefferson County, FL	2013 FMRs	100% of FMR
Efficiency	\$717.00	\$717.00
1-Bedroom	\$762.00	\$762.00
2-Bedrooms	\$920.00	\$920.00
3-Bedrooms	\$1,179.00	\$1,179.00
4-Bedrooms	\$1,604.00	\$1,604.00

(B) The Board of County Commissioners of Jefferson County hereby adopts the 2013 Fair Market Rents for Jefferson County as published by HUD and authorizes the use of 100 percent of the Fair Market Rents to be used as the payment standards under the Housing Choice Voucher Program.

**SECTION 3. EFFECTIVE DATE.** This Policy will take effect immediately upon adoption.

**DONE AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013

Jefferson County Board of County Commissioners

\_\_\_\_\_  
Chairman, Board of County Commissioners

**ATTEST:**

\_\_\_\_\_  
Kirk Reams, Clerk of Courts

**APPROVED AS TO FORM:**

\_\_\_\_\_  
County Attorney