



BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

**Benjamin "Benny"
Bishop**

District 1, Vice-Chair

John Nelson, Sr.

District 2

Hines F. Boyd

District 3

Betsy Barfield

District 4, Chair

Stephen Walker

District 5

**Regular Session Agenda
March 18, 2014 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 4th, 2014 General Session**
 - c) **MADD Proclamation**
 - d) **SRWMD April Water Conservation Month Proclamation**
 - e) **Scope of Work & Payment Schedule Revision – Comprehensive Planning Tech. Assist. Grant**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
5. **General Business**
 - a) **Heritage Roads Program Presentation/Proposed Resolution – Troy Avera**
 - b) **Mamie Scott Dr. Sidewalk Extension Planning RFQ Recommendation – LAP Committee**
 - c) **SCRAP/SCOP/CIGP Recommendations – Alan Wise/Kirk Reams**
 - d) **County Financial Policies Discussion/Approval – Kirk Reams**
 - e) **Lamont Recreation Park Property Transfer – Stephen Walker/Kirk Reams**
6. **County Coordinator**
7. **Commissioner Discussion Items**
8. **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

T. Buckingham Bird
County Attorney

ITEM 3: CONSENT AGENDA MATERIALS

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
March 4, 2014

The Board met this date in regular session. Present were Chairperson Betsy Barfield, Commissioners Benjamin “Benny” Bishop, Hines Boyd, John Nelson 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. **On motion by Commissioner Boyd, seconded by Commissioner Walker and unanimously carried, the consent agenda—consisting of the approval of the agenda and the minutes of the February 18th Regular Session—was approved.**

ITEM 4: Citizens Request & Input

2. Citizen Troy Averra informed the Board that Doug Alderson would be speaking at the Courthouse on April 24th regarding the economic impact of the trail system in Florida. He also mentioned the Iwa Jima memorial needing lights. Chairperson Barfield requested Mr. Averra to research the memorial and veterans involved in order for the Board to look into a possible resolution at a future date.

ITEM 5(a): Planning Fees Discussion

3. County Coordinator Parrish Barwick introduced this item and recommended the Board review the information in order to place on a future agenda. He stated that after Board discussion and/or a workshop, a public hearing would need to be held. Commissioner Bishop inquired about a few of the fee changes, to which Planning Official Bill Tellefsen provided additional clarification. After discussion, it was the consensus of the Board to have a one hour workshop on March 18th at 5 pm (prior to the next Board meeting) to discuss the planning fees in more detail. County Coordinator Parrish Barwick commended commissioner Bishop and Planning Official Bill Tellefsen for their work on this issue.

ITEM 6: PUBLIC HEARING – CDBG Housing Grant Program

4. County Coordinator Parrish Barwick introduced the above item and stated that the County was turned down over a year ago but was ready to move forward. David Fox with Fred Fox Enterprises explained the proposed grant to rehabilitate or replace at least 10 homes. The total amount was for \$775,000. Commissioner Barfield expressed displeasure at the idea of building in the floodplain. Planning Official Bill Tellefsen stated that people who only own land in the floodplain cannot be denied a building permit. Commissioner Boyd stated that the County cannot make a hard/fast rule about not building in the floodplain and stated his opinion that it was a property rights issue. Commissioner Bishop concurred and said it was not the Board’s place to exert that type of authority. Planning Attorney Scott Shirley stated that construction should comply with all rules according to the floodplain plan. Citizen Paul Henry gave a slideshow presentation entitled “The Failure of CDBG and Similar Programs at Reducing Poverty.” Commissioner Nelson stated his appreciation for what Mr. Henry put together. Mr. Henry thanked the Board for their time. Commissioner Walker stated his opinion that the programs started to help the poor in rural areas but that the problems with the programs needed to be fixed where they began (higher government) rather than trying to fix from the bottom (the county). **On motion by Commissioner Boyd, seconded by**

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Commissioner Walker and unanimously carried, the Board approved Resolution No. 2014-030414-01 to submit the CDBG application. On motion by Commissioner Nelson, seconded by Commissioner Walker and unanimously carried, the Board approved Resolution No. 2014-030414-02 to adopt long-term and short-term goals. On motion by Commissioner Walker, seconded by Commissioner Nelson and unanimously carried, the Board approved Resolution No. 2014-030414-03 for local match. On motion by Commissioner Boyd, seconded by Commissioner Walker and unanimously carried, the Board approved Resolution No. 2014-030414-04 for the housing assistance plan with floodplain revisions per county requirements.

ITEM 5(b): Granny-Flat Tax Exemption

5. Property Appraiser Angela Gray introduced this item and stated this was the first year of implementation. She stated there was a conflict with the ordinance and an administrative rule for her office. She requested the Board to amend the ordinance date back to January 7th, 2003 and that the total impact would be approximately \$1200. County Attorney Buck Bird stated this issue could be remedied with a simple resolution that amended the date to be in sync with the Florida Statute. **On motion by Commissioner Boyd, seconded by Commissioner Walker and unanimously carried, the Board instructed staff to initiate the process to advertise for an amended resolution.** Property Appraiser Angela Gray also stated she would be more than happy to give an annual report on the Granny-Flat tax so the Board could monitor this activity. County Attorney Buck Bird noted that this was only a temporary abatement that existed as long as “granny” lives in the house. After deceased or if the person no longer resided in the dwelling, the taxpayer would not get a break. It was requested that this hearing be placed on the April 15th meeting at 6:15 pm.

ITEM 7: County Coordinator’s Report – Code Enforcement Ordinance Revisions

6. County Coordinator Parrish Barwick presented this item and stated his opinion that Code Enforcement is a tough issue with little reward. Chairperson Barfield stated the trend in other municipalities is to have a magistrate rather than a Code Enforcement Board. Attorney Buck Bird stated his opinion that he did not like the idea of a magistrate, as the Code Enforcement Board provided citizens with local representation with the option to appeal to the Board of County Commissioners and then the Circuit Court. Planning Attorney Scott Shirley recommended retaining the jurisdictional component but for the County to have the process complaint driven. Commissioner Nelson stated he favored the democratic process over a magistrate. Commissioner Boyd stated that all of these issues had been discussed previously. He further added that the idea of code enforcement was not pleasant, but needed to be addressed. Commissioner Walker inquired about the complaint process, to which County Coordinator Barwick stated there were stipulations and no anonymous complaints. Mr. Barwick added that the more the public knew about the process, the more “neighbor versus neighbor” feuding would take place, with the expectation that the government could solve their issues. Solid Waste Director Beth Letchworth stated the county needed a process to follow. She stated that currently after she writes letters there was no further action she could take and had no ability to make the person correct the violation. Planning Attorney Scott Shirley stated that it was routine for governmental entities to reduce fines in order to achieve compliance and this would be at the Board’s discretion. The lien option was briefly discussed. Commissioner Boyd stated this was a copy of the ordinance the Board had already passed with minor revisions and asked if the Board was going to leave the ordinance “as-is” or adopt the changes. Chairperson Barfield recommended the proposed amendments to the ordinance be placed on the next agenda.

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ITEM 8: Commissioner Discussion Items

7. Clerk of Court Kirk Reams requested the Board review several policies he had emailed in order for them to be placed on the next agenda. He also gave an update on the Mamie Scott project, stating he finally received more than one proposal and that he, Commissioner Walker and County Coordinator Barwick made up the current committee to review LAP projects.
8. Commissioner Boyd requested a workshop to discuss road projects, financial figures and the plans for after all of the road bond money is spent. Chairperson Barfield recommended this be incorporated as another item on the Transportation Plan workshop. This workshop was set for Thursday, April 3rd at 6 pm.
9. Commissioner Nelson stated that veterans from this community would be honored on April 5th at the High School at 7 pm.
10. Chairperson Barfield stated she had received an email from Chris Doolin with the Small County Coalition regarding an upcoming briefing at City Hall and also a dinner for members at the Doubletree on March 27th from 6:30-9:00. She stated he encouraged all Commissioners to attend if possible. Mrs. Barfield also noted that the Board won the Chamber of Commerce's Chili Challenge as well as the challenge from Property Appraiser Angela Gray and requested that Clerk of Court Kirk Reams place Property Appraiser Angela Gray on the April 15th agenda under "Presentations."
11. The warrant register was reviewed and bills ordered paid.
12. **On motion by Commissioner Bishop, seconded by Commissioner Walker and unanimously carried, the meeting was adjourned.**

Attest: _____
Clerk

Chairman

JEFFERSON COUNTY PROCLAMATION

WHEREAS Jefferson County recognizes the importance of parents talking with their teens about alcohol; and

WHEREAS, high school students who use alcohol or other substances are five times more likely to drop out of school or believe good grades are not important; and

WHEREAS, teen alcohol use kills 4,700 people each year, more than all other illegal drugs combined; and

WHEREAS, the majority of kids say their parents are their primary influence when it comes to decisions about drinking alcohol; and

WHEREAS, *PowerTalk 21*[®] day is established on April 21, 2014, to encourage parents and caregivers to embrace their important role in influencing America's youth and their decisions about drinking alcohol; and

WHEREAS, in 2014, MADD will kick off "21 Days in Support of 21," beginning on April 1st and culminating on *PowerTalk 21* on April 21st, in order to create a sustained and prolonged national conversation about underage drinking; and

WHEREAS, to equip parents to talk with their teens about alcohol, Mothers Against Drunk Driving[®] (MADD) Northwest Florida on April 21st will offer a free community parent workshop to give parents the tools in a parent handbook to effectively talk to their teens about alcohol; and

WHEREAS, these local parent workshops, also replicated across the country, will offer parents a research-based parent handbook to help them talk with their teens about alcohol and encourage adults to consider creating a safer community by becoming involved in reducing underage drinking; and

WHEREAS, we urge all citizens to join in the local and national efforts to raise awareness of the importance of parents and teens talking together about alcohol in order to reduce the risks and dangers posed to teens and communities; and

NOW, THEREFORE, do we, Board of County Commissioners of Jefferson County, Monticello, Florida, do hereby proclaim Monday, April 21st to be:

PowerTalk 21[®] Day

in Jefferson County, Florida.

Signed this 21st day of April, 2014.

[Signature]
Jefferson County

PROCLAMATION

WHEREAS, clean, safe and sustainable water resources and supplies are vital to the Jefferson County economy, environment and its people; and

WHEREAS, the State of Florida, Water Management District, and Jefferson County are working together to increase awareness about the importance of water conservation; and

WHEREAS, Jefferson County and the State of Florida have designated April, typically a dry month when water demands are most acute, as *Water Conservation Month*, to educate citizens about saving precious water resources; and

WHEREAS, Jefferson County is committed to setting a good example for its citizens regarding water conservation; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water;

NOW, THEREFORE, The Board of County Commissioners of Jefferson County, Florida, do hereby proclaim April 2014, as

WATER CONSERVATION MONTH

And urge all residents and businesses to help protect our precious water resources by practicing water saving measures.

IN WITNESS WHEREOF, this proclamation is stated and approved to notice April as **Water Conservation Month**

Kirk Reams, Clerk

Betsy Barfield, Chairperson

T. Buck Bird, Attorney



MEMORANDUM

TO: County Commissioners, County Coordinator, Clerk of Courts, County Attorney
FROM: Julie Conley 
DATE: March 6, 2014
RE: Comprehensive Planning Technical Assistance Grant

We recently asked for and received permission from DEO to adjust the due date for one of the deliverables in the Scope of Work for this project. Specifically, we asked for an extension of time in which to complete the web events, in order to accommodate the schedule of one of the speakers. DEO prepared the necessary contract amendment and it has been executed by Mr. Barwick and returned. A copy is attached for your review.

The Scope of Work and Payment Schedule in your Professional Services Agreement with Marcia Elder, the project consultant, also needs to be amended to reflect these changes and I have prepared the enclosed document to be signed by the County and the Consultant.

I am hopeful you will include this as part of the Consent Agenda for your March 18, 2014, meeting. If you have any questions, please give me a call in the next few days, since I will be on vacation from March 17 through 28.

Thank you.

**AMENDMENT NO. 1
TO AGREEMENT
BETWEEN
THE DEPARTMENT OF ECONOMIC OPPORTUNITY
AND
JEFFERSON COUNTY**

On September 23, 2013, Agreement No. P0047 was entered by and between the State of Florida, Department of Economic Opportunity, and Jefferson County (the "Recipient").

WHEREAS, the parties wish to amend the Agreement as set forth herein; and

WHEREAS, Section 5 of the Agreement provides that any amendment to the Agreement shall be in writing, executed by the parties thereto; and

WHEREAS, both parties wish to revise deliverable due dates as part of the overall project activities;

NOW THEREFORE, the parties agree to the following:

1. Exhibit A, Scope of Work, Task 1, Deliverable 1b., is amended to read:

Deliverable: Final Rural Economic Development Opportunities Report addressing comments from DEO (due March 3, 2014).

2. Exhibit A, Scope of Work, Task 2, Deliverable 2d, is amended to read:

Deliverable: Final Action Plan as described above addressing all comments from DEO on the previously reviewed draft version (due May 23, 2014).

3. Exhibit A, Scope of Work, Task 3, Deliverable 3b, is amended to read:

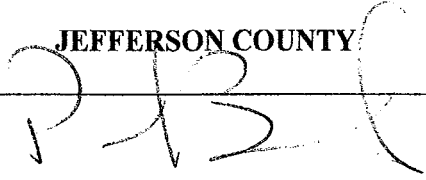
Deliverable: Completed Web events, conducted and facilitated live and recorded, with event summary report and CDs of video recordings (due April 23, 2014).

4. Exhibit B, Payment Plan, is amended to revise deliverable due dates and is attached hereto as Attachment 1.

5. All other terms and conditions remain in effect.

The remainder of this page left intentionally blank.

IN WITNESS HEREOF, by signature below, the parties agree to abide by the terms, conditions, and provisions of the original Agreement document, as amended. This Amendment is hereby effective on the date the last party signs the amendment.

JEFFERSON COUNTY	DEPARTMENT OF ECONOMIC OPPORTUNITY
SIGNED: 	SIGNED:
PRINT NAME: Parrish Baswick	William B. Killingsworth
TITLE: County Coordinator	Director, Division of Community Development
DATE: 3/5/14	DATE:

**Approved As to Form and Legal Sufficiency, Subject Only
To Full and Proper Execution by the Parties**

**OFFICE OF GENERAL COUNSEL
DEPARTMENT OF ECONOMIC OPPORTUNITY**

By: _____

Approved Date: _____

ATTACHMENT 1**Exhibit B
Amended Payment Plan**

Payments shall be made in accordance with the Scope of Work (Exhibit A), as amended, based on acceptance and approval of deliverables by the Department of Economic Opportunity according to the schedule below. No partial or pro-rated payments will be made without prior written modification in accordance with Section 5 of this Agreement.

Deliverable	Task(s) Due Date(s)	Payment
2a: Draft plan for committee operations, committee membership and advisory team lists, and draft plan for public participation	October 1, 2013	\$3,000
2b: Draft priorities for detailed Action Plan development and draft Action Plan framework	October 15, 2013	\$3,000
1a: Draft Rural Economic Development Opportunities Report	November 15, 2013	\$3,000
3a: Schedule of web events, topics and invited speakers/organizations and creation of project website with public participation capabilities	December 15, 2013	\$3,000
2c: Draft Action Plan	January 31, 2014	\$5,000
1b: Final Rural Economic Development Opportunities Report	March 3, 2014	\$7,000
3b: Completed web events, with event summary report and CDs of video recordings	April 23, 2014	\$4,000
2d: Final Action Plan	May 23, 2014	\$7,000
TOTAL		\$35,000

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT

On September 9, 2013, the Board of County Commissioners of Jefferson County, Florida, (County) entered into a Professional Services Agreement with CPI Consulting, (CPI) to provide assistance to the County pursuant to a Comprehensive Planning Technical Assistance Grant from the State of Florida, Department of Economic Opportunity (DEO).

WHEREAS the County has requested and been granted an amendment to the Agreement with DEO with regard to the due dates for various deliverables in the Scope of Work and payments therefor; and

WHEREAS the Professional Services Agreement with CPI incorporated, by exhibit, said Scope of Work and Payment Plan,

NOW, THEREFORE, the County and CPI hereby amend the Professional Services Agreement to comport with Amendment No. 1 to the Agreement between the County and DEO, as follows:

- 1. Exhibit A, Scope of Work, Task 1, Deliverable 1b., is amended to read:

Deliverable: Final Rural Economic Development Opportunities Report addressing comments from DEO (due March 3, 2014).

- 2. Exhibit A, Scope of Work, Task 2, Deliverable 2d., is amended to read:

Deliverable: Final Action Plan as described above addressing all comments from DEO on the previously reviewed draft version (due May 23, 2014).

- 3. Exhibit A, Scope of Work, Task 3, Deliverable 3b., is amended to read:

Deliverable: Completed Web events, conducted and facilitated live and recorded, with event summary report and CDs of video recordings (due April 23, 2014).

- 4. Exhibit B, Payment Plan, is amended to revise deliverable due dates and is attached hereto as Attachment 1.

All other terms and conditions of the Professional Services Agreement dated September 9, 2013, remain in full force and effect.

IN WITNESS WHEREOF, the parties have affixed their signatures.

Witnesses:

CPI CONSULTING

By: _____
Marcia K. Elder
President
Date:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Witnesses:

By: _____
Betsy Barfield
Chair
Date:

Exhibit A

Scope of Work

Tasks

1. Rural Economic Development Opportunities Report and Economic Diversification

Strategy – Conduct a review of approaches and strategies for economic development in Florida rural communities, with emphasis on relevance to Jefferson County, including:

- a. Rural local governments with community vision plans, economic development elements, economic diversification plans and strategies for sustainable agriculture;
- b. Opportunities for economic development consistent with the goals and objectives identified in the County's Vision and articulated in Volume III of the adopted vision including but not limited to: heritage and eco-tourism, clean energy, small farm viability and innovative planning and economic development; and
- c. Funding sources to implement identified opportunities.

An initial Report of findings and recommendations will be completed in the first quarter, with a supplemental report to follow. This report will include a review of the Apalachee Regional Planning Council's Comprehensive Economic Development Strategy (CEDS), the 2006 City of Monticello's Vision Plan, plans and priorities of the Jefferson County Economic Development Council, the local Main Street Program, Tourism Development Council, and Regional Workforce Board along with local government economic diversification models, examples of innovative economic development approaches for local governments and other related strategies and information. The information in this report will be tapped in formulation of a Jefferson County Economic Diversification Strategy, Community Vision Action Plan, Online Clearinghouse and statewide Webinar series.

Deliverables:

- 1a. Draft Rural Economic Development Opportunities Report (due November 15, 2013)
- 1b. Final Rural Economic Development Opportunities Report addressing comments from DEO (due March 1, 2014)

2. Jefferson County Community Vision Implementation Action Plan – Implementation of the Jefferson County Vision will be pursued through development of a cohesive, practical and action-oriented Implementation Plan. Subtasks include:

- a. Creation of a detailed Action Plan identifying specific projects and activities for priority implementation. Where possible the Plan will include such detail as the project name; project description; project duration; project timing; necessary resources; primary project lead and projected partners. At a minimum the Action Plan will address the goals and strategies identified in the County's Vision and will include an Economic Diversification Strategy for Jefferson County. In addition, the Plan will include consideration of infrastructure planning and downtown revitalization for the City of Monticello as articulated in the County and City vision documents and the feasibility of extending natural gas to the Jefferson County Industrial Park.

- b. The County will form a committee that will oversee the process and be designed to continue the implementation of the Action Plan after this contract has been completed. The committee will meet periodically over the course of the planning process. The process and project will be well publicized to inform local citizens and provide the opportunity for citizen input and involvement. An informal stakeholder advisory team will be invited to offer input on Action Plan priorities and implementation approaches, and to review and comment on draft documents and plans. The process also will utilize innovative means of public engagement through the use of new media technologies. Through the technology component, local stakeholders and citizens will have opportunity to be informed and involved in a local planning process. The County Commission will convene at least one public workshop on the Action Plan.
- c. A realistic budget of the costs associated with implementing the Action Plan will be developed to include costs for as many implementation priorities as reasonably practicable. Estimates will be included where more detailed data is not yet available or where project time-spans dictate.
- d. The Plan will describe how the community will ensure continued coordination over the next three years to implement the Action Plan. Plans for maintenance of the project Website past the contract term will also be included.

Deliverables:

- 2a. Draft plan for committee operations, committee membership list, and draft plan for public participation. (due October 1, 2013)
- 2b. Draft priorities for detailed action Plan development and draft Action Plan framework, with subsequent incorporation of input from DEO. (due October 15, 2013)
- 2c. Draft Action Plan as described above. The action plan should identify specific tasks, timeframes, and potential funding sources, and responsible parties for completion. (due January 31, 2014)
- 2d. Final Action Plan as described above addressing all comments from DEO on the previously reviewed draft version. (due May 15, 2014)

3. **Innovative Planning Outreach & Technical Assistance** – For the benefit of Jefferson County, while at the same time benefiting other statewide rural communities, Internet technologies will be used to create a Webinar Series and an Online Technical Assistance Clearinghouse (Clearinghouse) on economic development resources and solutions for rural communities. Experts on a range of economic development topics will be the featured speakers for 4 facilitated Web events on topics of relevance for Jefferson County and its Diversification Strategy and Action Plan development and implementation. . A Simulcast will air from Jefferson County with the option of statewide public participation. On-demand event replays will be provided for ongoing access. The Clearinghouse Website will be designed as a hub for public awareness and engagement in the Action Plan development and implementation process. It will be a high-profile dedicated Website for the Action Plan initiative and be linked to the County and Economic Development Council sites. All events and Clearinghouse will be promoted statewide and available free of charge.

Deliverables:

- 3a. Schedule of Web events, topics and invited speakers/organizations and creation of project Website with information resources. (due December 15, 2013)
- 3b. Completed Web events, conducted and facilitated live and recorded, with event summary report and CDs of video recordings. (due April 15, 2014)

ATTACHMENT 1**Exhibit B
Amended Payment Plan**

Payments shall be made in accordance with the Scope of Work (Exhibit A), as amended, based on acceptance and approval of deliverables by the Department of Economic Opportunity according to the schedule below. No partial or pro-rated payments will be made without prior written modification in accordance with Section 5 of this Agreement.

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1b: Final Rural Economic Development Opportunities Report	March 3, 2014	\$7,000
3b: Completed web events, with event summary report and CDs of video recordings	April 23, 2014	\$4,000
2d: Final Action Plan	May 23, 2014	\$7,000
TOTAL		\$35,000

**ITEM 5(a): HERITAGE ROADS PROGRAM
PRESENTATION/PROPOSED RESOLUTION**

RESOLUTION NO. 1-1000214-_____

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
TO SPECIFY AND RECOGNIZE ADDITIONAL
HERITAGE - CANOPY ROADS TO PRESERVE

WHEREAS the early settlers of Jefferson County established a road network for commerce and communication that was based on Native-American routes and the need to connect settlements;

WHEREAS many of these roads have historical and heritage value, and remain attractive and demonstrate the history of the people, activities and events that have shaped our County;

WHEREAS Jefferson County possesses a valuable tourist road network as well as historical and archeological interests; and

WHEREAS the Board of County Commissioners recognizes the value of preserving and maintaining a heritage road network of routes for the enjoyment of future generations and economic development of the County;

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA THAT:

1. The Board shall recognize and designated the following roads as canopy roads and include them under the canopy road classification in the County Land Development Code:
 - a. Old St. Augustine Rd. (West from Waukeenah to US-27).
 - b. Avalon Rd.
 - c. S. Barber Hill Rd. (Old St. Augustine Rd. and part of the Bellamy Rd (Federal Highway))
 - d. Gum Swamp Rd (Old Greenville-Quitman Rd.)
 - e. Bippus Rd (Old Lyndhurst Rd).
 - f. Brock Rd. (Part of Old Salt Rd.)
 - g. Groover Rd. (Part of Old Salt Rd.)
 - h. Cocroft Rd.
 - i. Georgia Forks Rd.
 - j. West Lake Road, North
 - k. US-90 Mahan Drive (Westward from Court House)
 - l. Oetinger Rd
 - m. Simpson Rd
 - n. N. Norias Rd
 - o. East Dogwood St (Avenue of The Oaks)

2. The Board directs the Planning Official to develop best management practices for Heritage and Designated Canopy roads to be included in the County Land Development Code for the review and approval of the Board. This development work is expected to include inputs from internal county departments, utility companies and county residents, as well as external experts. These best management practices shall be binding on county departments and all utility companies, in making or doing any maintenance, improvement, development and/o or change to these roads. The best management practices shall be recommended for private property owners to serving as guidelines to promote a better community environment and preserve the character of these roads.

3. The County Road Department shall inspect and provide increase maintenance frequency, and these roads shall have a priority on any future funding for improvements keeping their heritage character intact and the Department shall install distinctive signs when approve by the Board.

RESOLVED this ____ day of March 2014.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

BY: _____
Kirk Reams, Clerk

BY: _____
Betsy Barfield, Chairman
(As approved by the Board on March ___ X, 2014)

**ITEM 5(c): SCRAP/SCOP/CIGP PROJECT
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

March 11, 2014

Via email and hand delivery

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

RE: 2019 SCRAP Submittals

Dear Mr. Reams,

In response to FDOT's solicitation for SCRAP candidates, you and I 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) Middle St. Augustine Rd. (From SR 59 to Armstrong Rd.)
- 2) South Main Ave. (From US 90 to Old Lloyd Rd.)

Secondary SCRAP Project (under \$100k):

- 1) Hatchett/Ebenezer Rd. (From US 19 to Attatulga Rd.)
- 2) Pinhook Rd. (From SR 59 to Waukeenah Hwy.)

I am requesting approval from the Board to submit Middle St. Augustine Road for the Primary project and Hatchett/Ebenezer Road 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.

Upon the Board's decision, we will prepare the required supporting documentation for each candidate to accompany the application(s) and will provide them to you to submit to FDOT.

Sincerely,

PREBLE-RISH, INC.

Alan Wise, P.E.
Senior Project Manager



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

March 11, 2014

Via email and hand delivery

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

RE: 2019 SCOP Submittals

Dear Mr. Reams,

In response to FDOT's solicitation for SCOP candidates, you and I have been reviewing many roads over the past few weeks. Based on the criteria set forth in FDOT's SCOP Program we recommend the following roads (in this order):

- 1) Waukeenah Highway (from U.S. 19 to U.S 27)
- 2) Big Joe Road (from US 90 to Aucilla Rd.)
- 3) Casa Bianca Road (from Old Lloyd Rd. to Rabon Rd.)

The solicitation from FDOT is for two candidate projects. I am requesting approval from the Board to submit candidates (1) and (2). If you or the Commissioners need any additional information while considering this request, please do not hesitate to let me know.

Upon the Board's decision, we will prepare the required supporting documentation for each candidate to accompany the application(s) and will provide them to you to submit to FDOT.

Sincerely,

PREBLE-RISH, INC.

Alan Wise, P.E.
Senior Project Manager



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

March 11, 2014

Via email and hand delivery

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

RE: 2019 CIGP Submittals

Dear Mr. Reams,

In response to FDOT's solicitation for CIGP candidates, you and I have been reviewing many roads over the past few weeks. Based on the criteria set forth in FDOT's CIGP Program we recommend the following roads (in this order):

- 1) Pinhook Rd. (from SR 59 to Waukeenah Hwy.)
- 2) South Main Ave. (from US 90 to Old Lloyd Rd.)

The solicitation from FDOT is for one candidate project. I am requesting approval from the Board to submit Pinhook Road. If you or the Commissioners need any additional information while considering this request, please do not hesitate to let me know.

Upon the Board's decision, we will prepare the required supporting documentation for each candidate to accompany the application(s) and will provide them to you to submit to FDOT.

Sincerely,

PREBLE-RISH, INC.

Alan Wise, P.E.
Senior Project Manager

**ITEM 5(d): COUNTY FINANCIAL POLICIES
DISCUSSION/APPROVAL**

**BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY**

PURCHASING POLICY

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
Purchasing Policy**

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Section 1 – Purpose

This policy is adopted to promote the following purposes:

- A. To simplify, clarify, and modernize the procurement practices used by the Jefferson County Board of County Commissioners.
- B. To promote the continued development of professional and equitable procurement policies and practices.
- C. To promote public confidence in the purchasing procedures by Jefferson County.
- D. To ensure fair and equitable treatment of all persons who deal with the procurement system of Jefferson County.
- E. To encourage the growth of local businesses through the promotion of an atmosphere conducive to the development and maintenance of local business participation in the County's procurement system.
- F. To maximize economy in Jefferson County procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds of Jefferson County.
- G. To provide safeguards for the maintenance of procurement system of quality and integrity in Jefferson County.

Section 2 – Application of Policy

- A. **Contracts:** This policy shall apply to contracts/agreements solicited or entered into after the effective date of this policy or subsequent amendments or revisions, unless the parties agree to its application to a contract solicited or entered into prior to the effective date.
- B. **Activities:** This policy shall apply to the purchase/procurement of all materials, supplies, services, construction, and equipment.
- C. **Grants:** This policy shall apply to all grants entered into after the effective date of this policy or subsequent amendments or revisions, unless the grant

document outlines specific adherence to purchasing guidelines agreed upon by both parties.

Section 3 – Responsibility

It shall be the responsibility of each County employee authorized to purchase on behalf of the County to understand and adhere to the adopted purchasing policies, procedures, and regulations of Jefferson County. The Clerk of the Circuit Court, in conjunction with the Jefferson County Coordinator's Office, shall be responsible for coordination of the purchasing function and department assistance with respect to legal/formal bidding and informal quotations.

- A. Department Directors – it shall be the responsibility of the Department Director to appoint an employee(s) with the authority to purchase goods and/or services on behalf of their department. All Directors shall be required to approve all purchases before the goods/services are acquired. Each Director or their designee shall be required to sign all invoices for approval before they are sent to the Finance Department for payment.
- B. Purchasing Agent – it is the responsibility of the individual appointed by the Department Director to adhere to the purchasing policies and procedures adopted by the County. Each Purchasing Agent shall receive approval from their Director before purchasing goods and/or services. It is the responsibility of the Purchasing Agent to obtain an invoice immediately upon purchase and submit to their Director for a signature of approval before submitting it to the Finance Department for payment.
- C. County Coordinator – it shall be the responsibility of the County Coordinator, or their Assistant, to approve all purchases by the departments that are \$5,000 to \$9,999. It shall be the responsibility of the County Coordinator, or their Assistant, to make changes to group contracts that the County has or will have in the future. This includes, but is not limited to: phone lines, internet, and all rents and leases.
- D. Clerk's Office/Finance Department – it shall be the responsibility of the Clerk's Office and Finance Department to audit all invoices submitted for payment for compliance with the policies and procedures set forth herein. Any invoices that do not have the proper signatures, includes sales tax, or is not a proper purchase on behalf of the County will be sent back to the Department and will not be paid until said discrepancies are fixed.

- E. Board of County Commissioners – it shall be the responsibility of the Board of County Commissioners to sign the warrant registers submitted to them by the Clerk’s Office at their bi-monthly meetings. Warrant registers require 3 out of 5 signatures. It shall be the responsibility of the Board of County Commissioners to approve all purchases \$10,000 or more before the purchase is made and the competitive bidding process is initiated.

Section 4 – Purchasing Categories; Threshold Amounts

- A. Purchases for goods/services up to \$1,000.00 – Require the approval and signature of the Department Director.
- B. Purchases for goods/services between \$1,000.00 and \$5,000.00 – Require at least three (3) verbal quotations, the completion of the proper form, and the approval and signature of the Department Director.
- C. Purchases for goods/services between \$5,000.00 and \$10,000.00 – Require at least four (4) verbal quotations, the completion of the proper form, the approval and signature of the County Coordinator or their Assistant, and the Department Director.
- D. Purchases for goods/services that cost \$10,000.00 or more – Require a formal competitive bidding process, approval by the Board of County Commissioners, the completion of the proper form, the approval and signature of the County Coordinator and the Department Director.

Section 4.01 – Formal Bidding Process

- A. Bids for items or services shall be awarded to the qualified and responsive bidder who submits the net lowest responsive bid which meets all the purchasing policies of the County. Qualified bidders shall be determined based on the following criteria:
 - 1. Ability to deliver the product or perform the contract in a timely manner and consistent with County requirements.
 - 2. Experience and past performance.
 - 3. Acceptable warranty/guarantee of future maintenance and service.

4. Possession of current licenses and/or certifications (when applicable).
- B. All bid specifications must be submitted to the Board for approval by the appropriate Department Director prior to the request for bids being advertised and then forwarded to the County Coordinator for advertising. Public invitation to bid must be advertised in a local newspaper at least ten (10) days prior to the bid opening date.
 - C. Invitation to bid shall contain a general description of the goods/services being requested and any other special or unique aspect of the County's requirements.
 - D. Bid submittals shall be sealed and properly identified with a bid number, date, and time of bid opening and addressed to the County Coordinator's Office located at 460 West Walnut Street, Monticello, FL 32344.
 - E. Bids shall be opened and read aloud at the date, time, and location identified in the public invitation to bid announcement. Under no circumstances shall a bid be accepted after the time and date advertised. All bid proposals shall be time and date stamped when received by the County Coordinator's Office. It shall be the responsibility of the County Coordinator to submit all original bid documents/files to the Clerk of the Circuit Court for record retention purposes.
 - F. The Board of County Commissioners may reject any and all bids, or negotiate with the low bidder when it is in the best interest of the County to do so. The Board may also waive irregularities in any or all formal bids.
 - G. The Chairman of the Board, when authorized by majority vote of the Board of County Commissioners, is authorized to execute contracts on behalf of the Board.

Section 4.02 – Budget Amounts

All purchases or contracts for services must be certified as to availability of budgeted funds by the Clerk of Court prior to award. The Board of County Commissioners may waive this requirement when the best interests of the public will be served by doing so and/or it is an emergency item/service.

Section 4.03 – Award Considerations/Local Preference

- A. The local business preferences in this section shall not apply to procurements involving state, federal, or other sources of funding that prohibit local preference or when otherwise contrary to state law.
- B. Preferences in Bidding – In purchasing of, or contracts for procurement of personal property, materials, contractual services, and construction in which pricing is the major consideration, the authorized purchasing authority of the County shall give preference to local business in making such purchase or awarding such contract, in an amount of five (5) percent of the bid price, not to exceed \$50,000.
- C. Preference in Request for Proposals – In purchasing of, or contracts for procurement of personal property, materials, contractual services, and construction for which a request for proposals is developed with evaluation criteria, a local preference of five (5) percent of the total score shall be assigned for a local business.
- D. All contract awards to businesses shall contain a twenty-five percent (25%) local business work target. Successful businesses shall agree to subcontract no less than twenty-five percent (25%) of the dollar value of the contracted work and materials to local businesses, unless the business can demonstrate to the County’s satisfaction that local businesses cannot cost-effectively provide the required materials, goods, or services. In that case, the businesses shall maximize utilization of local businesses to the extent possible.
- E. For purposes of this section, “Local Businesses” shall mean a business which:
 - 1. Has had a fixed office or distribution point located in and having a street address within Jefferson County currently and for at least six (6) months immediately prior to the issuance of the request for proposals or request for competitive bids by the County; and
 - 2. Holds any business license required by the County and/or, if applicable, the City of Monticello.

3. Employs at least one full-time employee, or two part-time employees whose primary residence is in Jefferson County.
- F. Any vendor claiming to be a local business shall so certify in writing to Clerk of Court. The certification shall provide all necessary information to meet the requirements of Section 4.03 E. It is the responsibility of any vendor claiming to be a local business to include a copy of their certification in their bid or proposal. The committee reviewing submittals shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor is a “local business.”

Section 4.04 – Procurement of Professional Services

- A. Procurement of professional architectural, engineering, landscape architectural, or land surveying services for projects estimated to be in excess of \$120,000 in construction costs or planning studies in excess of \$10,000 shall be secured consistent with the Consultants Competitive Negotiation Act, Florida Statute 287.055, and may be amended from time to time (see attached).
- B. Procurement of professional services (as identified in Section 4.04 A) shall be awarded consistent with the competitive bidding thresholds established by the Board of County Commissioners. A local preference of five percent (5%) of the total score shall be assigned to the evaluation criteria for local businesses.
- C. For all professional service contracts requiring Board approval, a committee, appointed by the Board of County Commissioners, shall recommend a firm and negotiated contract to the Commissioners for final approval.

Section 4.05 –Bonds

- A. Bid Bonds – Each bid on a public construction project estimated to exceed \$120,000 in cost must be accompanied by a bid bond payable to Jefferson County for five percent (5%) of the total amount of the bid. The bid bond may be in the form of a certified or cashier’s check payable to Jefferson County or a bond issued by a surety qualified to do business in the State of Florida having a rating of no less than A- by A.M. Best & Company. When the bids have been opened and compared, the County will return the bonds

of all except the two (2) lowest responsible bidders. When a contract is executed by the lowest responsible bidder and the public construction bid required by Section 255.05, Florida Statutes, together with certificates evidencing proof of necessary insurance, requirement shall be properly executed and furnished to Jefferson County, then the bid bonds of the two (2) lowest shall not enter into the contract required by the County within thirty (30) days after written notice of award on contract and furnish to the County the required public construction bond along with proof of insurance as required in the bid documents; in such event, the amount of the bid bond of the lowest responsible bidder shall be forfeited to the County and thereupon, the County, at its option, may proceed to enter into a contract with the second lowest responsible bidder.

- B. Public Construction Bond – On each public construction project exceeding \$120,000 in cost, the successful bidder shall provide to the County within thirty (30) days after written notice of award a public construction bond in accordance with the provisions of Section 255.05, Florida Statutes, in the amount of one hundred percent (100%) of the contract price issued by a corporate surety approved by the County having a rating of no less than A- by A.M. Best & Company and qualified to do business in the State of Florida.

Section 4.06 – Tie Bids

Whenever two (2) or more bids, which are equal with respect to price, quality, service, or other considerations; the following may be used for award consideration:

- A. Ability to deliver the product or perform the contract in a timely manner and consistent with County requirements.
- B. Experience and past performance.
- C. Acceptable warranty/guarantee of future maintenance and services.
- D. Possession of current licenses and certifications (when applicable).
- E. Compliance with the provisions of the Drug-Free Workplace Act.

- F. If, after application of the local business preference in section, there is a tie between two (2) respondents, the award of the project shall go to the local business.

Section 4.07 – Competitive Bidding Waived

- A. Formal and informal competitive bidding procedures shall be waived when any of the following circumstances exist:
 - 1. When, due to the nature of the service or type of product required, there is no known competition in the market place.
 - 2. When the product is being procured directly from the manufacturer and/or standardization is determined necessary.
 - 3. When Purchases are made under the State of Florida or Federal C.S.A. contracts.
 - 4. When purchases are made utilizing contracts or agreements made by other governmental agencies.
 - 5. When, due to the nature of the product (e.g. fuels and lubricants) no stable pricing market exists, the Board may authorize the Department Director to accept short-term bids or negotiate with suppliers for the best pricing.
 - 6. When, based upon prior Board approval, items at public auction are purchased.
- B. When circumstances in Section A above are met and the competitive bidding requirements are waived, the procurement thresholds established herein shall apply.
- C. When an emergency exists and a delay caused by the bidding procedure would be detrimental and against the public interest, the Department Director may waive the competitive bidding process for purchases or contracted services up to \$10,000. The Board Chairman may authorize purchases or contracted services for \$10,000 or more when an emergency exists by coordinating with the County Coordinator and Clerk of Court and must report his/her actions at the next regular Board meeting.

Section 4.08 – Additional Requirements

- A. Attorneys-in-Fact – Attorneys-in-fact who sign bid bonds of public construction bonds must file with each bond a certified and effective dated copy of their power of attorney.
- B. Insurance Requirements – All public construction projects shall require the contractor to secure all insurance requirements in the bid documents and specifically name the County as “additional insurance” on the certificate(s). Insurance requirements may vary depending upon the scope of work; however, they shall never be less than \$100,000/\$300,000 general liability, \$25,000 property damage, and worker’s compensation as prescribed by law.
- C. Public Entity Crime Statement – Where applicable, contractors and vendors shall be required to submit a Public Entity Crime Statement pursuant to Florida Statute, 287.133.
- D. Public Inspection – All bid proposals, written quotations, and any associated documents shall be made available to the general public for inspection at any time following the bid opening date and time or deadline.

Section 5 – Rights of the Board of County Commissioners

Nothing in this Policy shall be deemed to abrogate, annul, or limit the rights of the Board in accordance with Florida Law and in the best interests of the County, to reject all bids/proposals received in response to a solicitation, to determine in its sole discretion the responsiveness and responsibility of any bidder/proposer, to approve and authorize or to enter into any contract it deems necessary and desirable for the public welfare, to vary the requirements of the Policy in any instance when necessary and desirable for the public welfare.

Section 6 – Payment to Vendors

It is the policy of Jefferson County, Florida that payment for all purchases by the County be made in a timely manner in accordance with the provisions of the “Local Government Prompt Payment Act,” Sections 218.70 – 218.79, Florida Statutes. The Finance Department shall establish administrative procedures, processes, and forms necessary for the implementation and administration of

payments for all contracts under the requirements of the Local Government Prompt Payment Act.

Section 6.01 – Submission of Invoices

All invoices are to be received by the department directly from the vendor. Once the department receives the invoices, the invoice must have the following information on it before they are sent to the Finance Department to be processed for payment:

- A. Date the invoice was received by the department.
- B. The proper expenditure account code.
- C. Department Director or their designated proxy's signature of approval.
- D. Purchases \$1,000 or more – Purchases for equipment or single items (with some exceptions) that are \$1,000 or more are to be capitalized. They shall be charged to the "Equipment over \$1,000" expenditure line item. Before the invoice will be processed for payment, a fixed assets form must be completed and attached to the invoice. (see attached)
- E. Purchases \$5,000 or more – Purchases that cost \$5,000 or more must contain the proper signatures from the Coordinator or their Assistant. If quotes were to be obtained prior to purchase, the proper quote form is to be attached to the invoice. (see attached)

Invoices should be submitted to the Finance Department on a daily basis or as frequent as possible. Invoices that do not have the above-referenced information or proper forms (if applicable) will be returned and will not be processed until said information is received.

Checks will only be written twice a month when the Board of County Commissioners meet and sign the warrant registers. All departments should review the Accounts Payable Calendar to determine when the invoice deadlines are as well as the days that checks will be written. The Finance Department shall provide monthly calendars to the departments at the beginning of each fiscal year and shall notify the departments of any changes.

Section 7 – Code of Ethics

Each Department Director and authorized purchasing agent on behalf of Jefferson County shall abide by the purchasing policies and procedures set forth herein. All Directors and authorized purchasing agents are required to sign the Code of Ethics and Acknowledgment Form before making purchases on behalf of their department and for Jefferson County (see attached). All forms shall be read, signed, and submitted to the Finance Department for their records.

JEFFERSON COUNTY VERBAL QUOTE FORM

Date: _____

Deliver To: _____

Department: _____

Prepared By: _____

Description: _____

Reason(s) to justify obtaining less than three quotes or if recommended vendor is not the low quote (if applicable):

	<u>VENDOR #1</u>	<u>VENDOR #2</u>	<u>VENDOR #3</u>
Name			
Phone Number			
Address			
City, State Zip			
Terms			

	Unit Price	Quantity	Unit Price	Quantity	Unit Price	Quantity
TOTAL:			TOTAL:			TOTAL:

Recommended Vendor: _____

Date: _____

Department Director: _____

Coordinator: _____

JEFFERSON COUNTY FIXED ASSETS FORM

All equipment purchases of \$1,000.00 or more must be recorded in the Board of County Commissioners Capital Asset Files.

Please fill out and attach a copy of this form to all invoices that qualify as capital asset purchases.

DEPARTMENT: _____

EXPENDITURE ACCOUNT NUMBER: _____

VENDOR NAME (OR DONATOR IF APPLICABLE):

PURCHASE COST: _____

SERIAL/MODEL NUMBER: _____

ACQUISITION METHOD: _____

(County Funds, Grant Monies, Gift, etc.)

DESCRIPTION: _____

TO BE FILLED OUT BY FINANCE ONLY:

ACQUISITION DATE: _____

VOUCHER/CHECK NUMBER: _____

PROPERTY STICKER NUMBER: _____

JEFFERSON COUNTY CODE OF ETHICS AND ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have read and reviewed the Jefferson County Purchasing Policy. I understand that as a County Department Director, I am to adhere to and enforce the purchasing policy guidelines and procedures as I am responsible for the purchases by and for my department. I understand that it is unethical to knowingly purchase any items that are for personal use and/or any purchases that are not intended for use by my department and will be held personally liable for the cost of the purchase and could be faced with possible suspension, termination, and legal action depending upon the severity of the situation. I also understand that I am responsible for the purchases by my proxies and will review all purchases made by them on my behalf. I hereby appoint the following person(s) to be a purchasing agent on behalf of me and my department:

Name: _____ Date: _____

Name: _____ Date: _____

DEPARTMENT DIRECTOR

DATE

Proxy 1:

I, _____, hereby acknowledge that I have read and reviewed the Jefferson County Purchasing Policy. I understand that as an employee of Jefferson County, I am to adhere to the purchasing policy guidelines and procedures. I understand that it is unethical to knowingly purchase any items that are for personal use and/or any purchases that are not intended for use by my department and will be held personally liable for the cost of the purchase and could be faced with possible suspension, termination, and legal action depending upon the severity of the situation.

PROXY SIGNATURE

DATE

Proxy 2: (if applicable)

I, _____, hereby acknowledge that I have read and reviewed the Jefferson County Purchasing Policy. I understand that as an employee of Jefferson County, I am to adhere to the purchasing policy guidelines and procedures. I understand that it is unethical to knowingly purchase any items that are for personal use and/or any purchases that are not intended for use by my department and will be held personally liable for the cost of the purchase and could be faced with possible suspension, termination, and legal action depending upon the severity of the situation.

PROXY SIGNATURE

DATE

**BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY**

PURCHASING CARD POLICY

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
Purchasing Policy**

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Purchasing Card Policy

The procedures in this policy apply to all County employees who have been issued a County Purchasing Card (P-Card) or who have direct or delegated responsibilities under the P-Card system.

Section 1 – General

P-Cards may *only* be used for commodities for *official, county-related purposes*. Purchases must follow appropriate county and state laws and guidelines and must be made with reasonable judgment. If there is a question about the official purpose of a purchase or if the use of the P-Card to make a purchase is questionable, refer to the county's Purchasing Policy or contact the Finance Department for clarification **prior to making the purchase**.

P-Cards will only be issued to Department Directors and individuals who are responsible for making purchases on behalf of their departments. This requires the cardholder to know purchasing rules and regulations and to be organized to the extent that complete records of all payments are available at any time. The privilege of having a P-Card may be withdrawn at any time, with good reason. The card may be suspended pending retraining, or may be permanently revoked. As part of the cardholder application process, the cardholder will be advised of all their rights and responsibilities, including the possibility of firing for misuse of the card. If the cardholder misuses the P-Card, the Finance Department reserves the right to cancel a P-Card at any point in time with notification to the Department Director.

Any employee who knowingly and willingly makes purchases or attempts to make purchases that violate state law, county policy, procedures contained in this manual or assists another employee in such purchases, or fails to report the violation, may be subject to disciplinary action in accordance with Cardholder Agreement and the policies of the County.

Contact the Finance Department at (850) 342-0218 for non-routine or questionable purchases **before** the purchase is made.

All transactions conducted within the State of Florida are exempt from State Sales Tax and Use Tax. Federal or local taxes are not exempt. Each P-Card holder will also be given a wallet-sized Tax-Exempt Certificate to be used when making a purchase. The cardholder should **always** inform the merchant that the purchase is tax-exempt before the card is swiped and ensure that they are not charged taxes

before signing any receipt. If taxes are charged, the cardholder should ensure the merchant removed the taxes prior to signing any receipt.

P-Cards will be immediately cancelled and destroyed for the following reasons:

- Cardholder terminates employment
- Cardholder no longer requires a P-Card
- Cardholder reports the loss or theft of P-Card
- Cardholder misuses the P-Card

Section 2 – Cardholder Transaction Information

There are two levels of spending authorized under normal condition. The limits are as follows:

Default Profile

Individual Transaction Limit: \$ 1,000 per single transaction AND per vendor per day.

(You cannot exceed this limit with any one vendor in a day nor have the vendor split the charge to circumvent limit)

Daily Total Transaction Limit: \$ 2,000

Extended Profile

Individual Transaction Limit: \$ 3,000 per single transaction AND per vendor per day.

(You cannot exceed this limit with any one vendor in a day nor have the vendor split the charge to circumvent limit)

Daily Total Transaction Limit: \$ 4,000

Cardholder limits and restrictions are set by the P-Card Administrator in the Finance Office. Should you need limits and/or restrictions raised for an emergency or one-time purchase, you must contact the Finance Department in advance prior to ordering goods/services. Depending upon the request, prior Board approval could be necessary.

Section 3 – P-Card Security

Use of the P-Card is limited to the county employee whose name appears on the face of the card. The P-Card should not be loaned to another person under any circumstances. If a cardholder is absent for an extended period of time, the department should seek to obtain another card for a different designated employee, either temporarily or permanently. Any cardholder sharing their card information or allowing another individual to use their card for purchases will have their cardholder privileges revoked.

Each cardholder is responsible for the security of his/her card. All precautions should be used to maintain confidentiality of all information relating to the card, such as the cardholder account number and expiration date. The account number should never be left in a conspicuous place.

Should the cardholder suspect fraudulent charges on his/her P-Card, the P-Card is ever lost/stolen, the Finance Department should be contacted immediately.

Section 4 – Receipt Requirements

Receipts are a critical part of the P-Card program. Accurate, detailed records of P-Card purchases allow the Finance Department and auditors to verify and audit charges for compliance with County and State policies, rules, and statutes. Receipts and other documentation must be kept for all purchases.

If a receipt is lost or cannot be obtained, the cardholder must contact the vendor and obtain a duplicate receipt. If a duplicate cannot be obtained, the cardholder must use the Replacement Receipt Form. Excessive use of the Replacement Receipt Form may result in suspension of card privileges.

Section 5 – Invoice Submission Process

All P-Card invoices must be submitted with a copy of the cardholder's P-Card statement. ***Do not submit P-Card invoices with regular invoices.*** The cardholder must verify all charges and ensure that the amounts are true and correct.

Once all charges have been validated, the cardholder must attach all invoices/receipts with the statement and submit it to the Finance Department for processing. If the cardholder's signature is not present on the statement, Finance will return it and the information will not be processed. If any invoices/receipts are

missing/absent when turned in, the information will not be processed until a Replacement Receipt Form has been filled out.

All P-Card receipts must be turned into Finance by the designated deadline. See the Invoice Calendars to determine when P-Card information should be submitted.

Section 6 – Disallowable Purchases

P-Cards may not be used for personal items, food, alcohol, entertainment, ringtones, phone apps, etc. as these are not allowable uses of public funds.

Any cardholder who purchases any of these items will be asked to refund the county for the exact amount of the purchase. Multiple violations of this policy will result in cancelation of the P-Card.

**Jefferson County Purchasing Card
Replacement Receipt Form**

DATE OF PURCHASE: _____

VENDOR NAME: _____

ITEM 1: _____ AMOUNT OF ITEM \$ _____

ITEM 2: _____ AMOUNT OF ITEM \$ _____

ITEM 3: _____ AMOUNT OF ITEM \$ _____

ITEM 4: _____ AMOUNT OF ITEM \$ _____

ADDITIONAL ITEMS LISTED (MUST INCLUDE PRICE FOR EACH ITEM):

RECEIPT WAS (CHECK ONE):

_____ LOST _____ NOT OBTAINABLE

I, _____, the undersigned do certify that the above purchase was made for official county business. (Type or print name clearly)

CARDHOLDER SIGNATURE

DATE

**BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY**

TRAVEL POLICY

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
Travel Policy**

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Travel Reimbursement Policy

This manual provides guidance on expenditures authorized for travel in accordance with Section 112.061, Florida Statutes.

In complying with Section 112.061, F.S., this manual may have requirements in addition to, but does not supersede or take place of requirements in OIR AP&P 1-3 Examination Travel Expenses for travel reimbursement for company examinations in accordance with Section 624.320. F.S.

Expenditures properly chargeable to travel include, but are not limited to:

- registration payments,
- reimbursements of mileage for use of privately owned vehicle
- per diem
- substance allowance (meals)
- actual lodging in lieu of per diem
- common carrier (airline, rental car, etc.) transportation and
- other expenses incidental to travel which are authorized by law

Travel should be carefully planned in advance to ensure that the most economical and efficient method of travel and the most economical class of transportation is used.

Travelers shall be reimbursed for travel expenses pursuant to Section 112.061, F.S. However, travelers shall ensure that they have sufficient funds to cover out-of-pocket expenses. Except for meals and certain incidental expenses, travelers must retain receipts and other documentation necessary to obtain reimbursement (i.e. hotel, rental car, tolls, parking, etc.)

Seatbelt use is mandatory while on travel status, regardless of whether the vehicle is a county owned vehicle, privately owned vehicle, or a rented vehicle. Failure to use a seat belt may be considered an improper use of a vehicle and may subject the traveler to disciplinary action. If an accident resulting in injury occurs and failure to use the seat belt contributed to the injuries, workers' compensation benefits may be reduced under the provisions of Section 440.09(4), F.S.

A traveler may not, under any circumstances compose or read text or email messages on their county issued or personal cellular devices while operating a motor vehicle on county business.

Section 1 – General Information

Class A travel – Continuous travel of 24 hours or more away from official headquarters.

Class B travel – Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class C travel – Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

Vicinity Miles – Miles incurred on official county business when travel is within the vicinity of the city limits of the city traveled to.

It is the responsibility of each traveler to plan travel arrangements in advance, when possible, to ensure that the travel is within budget, the most economical and efficient methods are used, and must request standard accommodations.

Class A and B travelers are allowed a per diem rate of \$80 or the actual costs of lodging plus meal allowances, whichever is greater. It is suggested that hotel or motel rooms be paid for by using the County Purchasing Card and travelers will be reimbursed for their meals at the rates listed below.

Class C travelers, those taking trips in a single day, are paid for transportation (common carrier, rental car, or mileage) and reimbursable incidental expenses. *Currently, a traveler shall neither be reimbursed for Class C travel on a per diem basis, nor shall a traveler receive a meal allowance incurred.* If a P-Card is used for fuel, a traveler will not receive mileage.

Section 2 – Conferences and Conventions

No public funds shall be expended for attendance at conferences or conventions unless the main purpose of the conference or convention is in connection with the official business of the County and directly related to the performance of the statutory or constitutional duties and responsibilities of the department participating; or unless the activity provides a direct educational or other benefit supporting the work and public purpose of the person attending; or the duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the particular conference or convention.

When claiming reimbursement for conference or convention travel when no registration fee was required, the statement “no registration fee required” must appear on the travel voucher. If the registration fee is paid by use of the Purchasing Card, a copy of the Purchasing Card receipt must be attached to the voucher and a statement must be on the voucher that the registration fee was paid by the P-Card.

When registration fee is required and no meals are included in the fee, the statement “no meals included” must appear on the travel voucher. When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides for personal reasons not to eat the meal. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted if included in the registration fee for a conference, seminar, or workshop.

If a traveler is claiming per diem for a day on which a meal is provided, the per diem rate for that day will be reduced by the meal allowance authorized.

Section 3 – Travel Voucher

The traveler must fill out the Travel Reimbursement Voucher and submit it to the Finance Department within two weeks of returning. Any form other than the County approved Travel Reimbursement Voucher will not be accepted. Emails, memos, or any other types of requests will be denied until the Voucher is completed and submitted.

The traveler must indicate the purpose of the travel and attach the necessary documentation justifying the reason for travel (i.e. conference agenda). The Voucher must contain the destination, dates of the trip, mileage with the mileage map, meal allowances, hotel receipt, and any other reasonable expenses that were incurred while traveling (i.e. tolls, parking, etc.). If the traveler is claiming per diem rates, meal receipts are not necessary to be submitted with the Voucher.

A traveler must be approved to travel by their immediate supervisor. When completing the travel voucher for reimbursement, the supervisor’s signature must be included. If said signature is not included, the travel voucher will be returned and not be processed until the signature is included.

A traveler will not be allowed an advancement of monies for meal allowances or mileage.

Section 4 – Per Diem

A traveler may not claim per diem or reimbursement for lodging or overnight travel within 50 miles of his/her official headquarters or residence unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the Department Head or their designee.

Travelers will be reimbursed \$20.00 for each quarter that travel begins or ends. Example: If the traveler opts to receive per diem and leaves at 9:00 a.m. on Monday and returns at noon on Wednesday, the traveler will be reimbursed \$60.00 for the 2nd, 3rd, and 4th quarters on Monday, \$80.00 for all day on Tuesday, and \$40.00 for the 1st and 2nd quarters on Wednesday, for a total of \$180.

Section 5 – Actual Expenses

The traveler may claim reimbursement for actual expenses or per diem for Class A travel on a day by day basis (midnight to midnight).

A traveler choosing actual expenses for Class A or B travel must attach the original hotel receipt to the Travel Voucher in order to receive reimbursement even if the traveler uses a purchasing card to pay for the lodging (use of the P-Card is recommended).

Section 5.01 – Lodging

Travelers will receive reimbursement of lodging expenses if the expenses are necessary, reasonable, are based on a single occupancy rate, and are substantiated by paid receipts.

Travelers should request the single occupancy government rate for hotel or motel rooms if claiming the actual cost of the room instead of per diem. Authorized travelers are reminded that obtaining economical hotel accommodations is a priority for in-state and out-of-state travel. Travelers should be prepared to justify situations where hotel costs appear excessive for the geographic areas in which the traveler is staying. In determining whether a hotel rate is excessive, consideration should be given to geographical area, seasonal fluctuations, and distance from the intended assignment location. A justification should be provided for hotel expenses that exceed \$150 per night (room rate only).

Receipts for lodging expenses must show the name and address of the establishment, the name of the traveler, the daily rate(s) actually paid, the dates of “check-in” and “check-out”, and the number of persons who occupied the room. Employees will not be reimbursed for additional occupancy charges for non-

county employees. Lodging expenses paid within the State of Florida with a county-issued purchasing card are exempt from sales tax. A sales tax exempt certificate will be given to all employees with a purchasing card. Travelers should make sure that any state sales tax is removed from the bill and not paid. If sales tax is paid, a traveler will not be reimbursed for sales tax. Should certain circumstances occur where the hotel refuses to accept the tax exempt certificate you must notify the Finance Department and they will contact the hotel and attempt to have sales tax taken off of the bill or receive a refund.

If there is a mandatory hotel parking or valet parking charge, it should be included on the hotel receipt and should be noted on the travel voucher and should be noted on the hotel invoice that the parking or valet parking was a mandatory charge.

Section 5.02 – Meal Allowances

In addition to receiving reimbursement of actual lodging expenses (if not paid by the purchasing card which is the preferred method), travelers will receive meal allowances according to departure and return times per the chart below:

Meal	Traveler Must Depart Before:	And Return After:	To Claim Meal Allowance of:
Breakfast	6:00 a.m.	8:00 a.m.	\$ 6.00
Lunch	12:00 noon	2:00 p.m.	\$ 11.00
Dinner	6:00 p.m.	8:00 p.m.	\$ 19.00
All Day	6:00 a.m.	8:00 p.m.	\$ 36.00

It is not necessary for travelers to submit meal receipts in order to claim reimbursement for meals. Currently, there is no reimbursement for meals during Class C travel. (The Implementing Bill for the General Appropriations Act will annually address the applicability of Class C travel reimbursement for meals.) *Currently, a traveler shall neither be reimbursed for Class C Travel on a per diem basis, nor shall a traveler receive a meal allowance.*

Section 6 – Transportation

Travelers may use a common carrier, a county owned vehicle, a privately owned vehicle, or a rented vehicle for transportation. Whether the traveler chooses one or a combination of modes of transportation, the traveler must use the most economical travel route and the most economical and efficient travel method. However, travelers are not required to use their privately owned vehicle. The use

of a privately owned vehicle is voluntary and is contingent upon such use conforming to the requirements above. If a rental car or another mode of transportation is used other than a privately owned vehicle, a Department Director must approve the means of transportation *before* arrangements are made and invoices are paid for.

Section 6.01 – Airline

Travel by airline, when authorized, shall be “coach class” accommodations only (free upgrades are allowed). “First class” accommodations are not authorized and will result in reimbursement of expenses at the lower “coach” rate. The traveler must attach the original receipt for the purchase of the ticket (even if the county-issued purchasing card is used to purchase the ticket).

When appropriate, travelers should make use of discount airfares; however, many discount offers are either non-refundable or require payment of a penalty if exchanged or canceled. Penalties for exchange or cancellation of discount airfares may be reimbursed only if the cause or cancellation is in the best interest of the county. Reimbursement will not be made if the change is made strictly for the convenience of the traveler. A detailed justification for reimbursement of the exchange or cancellation penalty must be included on the traveler’s reimbursement voucher.

No group tickets or group charges are to be made. Each traveler must have an individual ticket.

Charges imposed by air carriers for lost or stolen tickets because of employee negligence will not be reimbursed by the county.

Section 6.02 – County Owned Vehicles

Travelers using a county owned vehicle must include the vehicle number on the Travel Reimbursement Voucher. The traveler will not be reimbursed for mileage; however, if the traveler paid for fuel out-of-pocket, the traveler will be reimbursed for the amount of fuel only. It is recommended that the purchasing card be used for fuel when using a county owned vehicle.

Section 6.03 – Privately Owned Vehicles

Travelers may use their privately owned vehicle and when doing so will be reimbursed for authorized business travel. Travelers using a privately owned vehicle will be reimbursed on a mile for mile basis at the rate authorized in Section 112.061, F.S., which is currently \$.445 per mile. Miles traveled between the

traveler's residence and official headquarters will not be reimbursed. Miles traveled between the point of origin must be based on the most current map miles maintained by the Florida Department of transportation at:

<http://www2.dot.state.fl.us/CityToCityMileage/viewer.aspx>.

Note: Travelers must calculate out to the third decimal point and round down to the nearest cent when calculating the allowable amount for all mileage.

Example: 15 miles multiplied by \$.445 would equal \$6.675 and the amount to be paid to the traveler would be \$6.67.

Vicinity miles incurred while conducting county business while in official travel status will be reimbursed on a mile -for-mile basis at the rate authorized in Section 112.061, F.S., which is currently \$.445 per mile, as a separate item on the reimbursement voucher. Vicinity mileage will only be reimbursed for driving around the city traveled to. Vicinity mileage may not be reimbursed for personal business (i.e. sightseeing, extracurricular activities, etc.). Vicinity miles are determined in addition to the mileage map discussed in the previous paragraph. An example of vicinity mileage would be the distance from a hotel (point of origin) in a city or town to a work assignment. It is the traveler's responsibility to accurately report vicinity miles incurred. The traveler must justify any vicinity miles that are deemed to be excessive.

When two or more travelers are traveling together, mileage reimbursement will be paid only to the owner of the vehicle.

Travelers will not be reimbursed for expenditures relating to the operation, maintenance, and ownership of a privately owned vehicle while on authorized travel.

Section 6.04 – Rental Vehicle

It is the traveler's responsibility to ensure that he/she receives the appropriate rate under the terms of the contract and the appropriate class vehicle at that rate. The traveler must have received approval *prior* to the rental reservations being made and also ensuring there is sufficient appropriations to cover said costs.

The traveler will not be reimbursed for mileage or vicinity mileage if using a rental car.

Section 6.05 – Incidental Expenses

Travelers must have a receipt for the following incidental expenses: taxi fares, all tolls, parking fees, and storage.

Reasonable tips and gratuities may be reimbursed for actual tips paid to taxi drivers (not to exceed 15% of the fare), actual tips paid for mandatory valet parking (not to exceed \$1 per occasion), and actual tips for portage of baggage (not to exceed \$1 per bag and not to exceed \$5 total per incident); additional tips will require justification. Tips for meals are not reimbursable.

Expenses related to lost keys or keys locked in a vehicle due to employee negligence are not reimbursable. Other expenses incurred that are county-related will be reimbursed if reasonable and can be proven to be in the best interest of the county.

Section 7 – Request for Reimbursement of Expenses

The traveler must complete the Travel Reimbursement Voucher to receive reimbursement of travel related expenses.

Travelers are not authorized Class A or Class B per diem when the work assignment is within 50 miles from their official headquarters or residence.

The traveler must submit a Travel Reimbursement Voucher within ten (10) days after returning to their official headquarters.

Vouchers requesting reimbursement must be typed or completed in ink and must be legible. Vouchers that are not legible or that are incomplete will not be processed for reimbursement and will be returned to the traveler.

The traveler must provide his/her name, the last four (4) digits of their social security number, department name, and expenditure account number. The traveler must include the purpose of travel, travel destination, travel times, and requested reimbursement of expenses as appropriate. All Travel Reimbursement Vouchers must be signed and dated by the traveler and their supervisor.

The traveler will note travel expenses paid with a county issued purchasing card and should include the receipts with the voucher. Receipts shall be clearly marked "P-Card". The traveler shall not use the purchasing card to purchase items not authorized, such as meals or personal items such as movie rentals, games, etc. If the traveler has nonetheless used the county issued purchasing card to purchase or pay for items that are not authorized, the traveler will note the times and will either deduct the amount of the item(s) from the amount due to the traveler or attach a person cashier's check or money order to the Travel Reimbursement Voucher when the voucher is submitted along with all receipts for the improper purchases.

Section 8 – Submission of the Travel Reimbursement Voucher

Assemble the following documents:

- Your completed Travel Voucher (see above)
- Documentation of the purpose for your travel (conference agenda, etc.)
- Mileage Map from the Florida Department of Transportation
- Attach receipts for all of your additional expenses
- In addition, attach the receipt for your hotel showing paid verification

Submit these documents to your supervisor or department director for review and approval. ***All travel vouchers that do not have the supervisor signature on them will be returned and will not be paid until the supervisor has signed the voucher.*** Make sure that you include the proper expenditure account code on the voucher.

Once approved, make copies for your records and forward the originals to the Finance Department. Your Travel Voucher must be submitted within ten (10) days after returning.

Check the Accounts Payable schedule to determine when you should receive your reimbursement.

Please see the sample Travel Reimbursement Voucher at the end of this manual which can be used as general guide when completing the voucher.

**BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY**

CAPITAL ASSET POLICY

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
Capital Asset Policy**

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The acquisition, disposition, and monitoring of County owned property is governed by Chapter 274 of the Florida Statutes and Rule 69I-73 of the Florida Administrative Code. The County will consider capital assets to be any tangible or intangible property with a value of \$1,000 or more and a projected useful life of more than one year.

Section 1 – Designation of Custodian

The Department Head will designate custodian(s) of all capital assets held by that department. The custodian will be responsible for monitoring the locations of all capital assets and facilitating the purchase, disposition, and transfer of any assets within their inventory. The custodian will work with the Finance Department during the annual physical inventory to ensure all assets are accounted for and will also be responsible for ensuring all procedures are followed in the acquisition and disposition of capital assets.

Section 2 – Asset Capitalization Guidelines

These guidelines are being provided to assist management when making the determination between which asset related expenditures are/are not recommended to be capitalized in accordance with governing laws, rules, and regulations. The following guidelines, except where noted, apply equally to both Governmental Funds and Proprietary Funds. Definitions are provided as needed.

1. New Asset – Cost of \$1,000.00 or more incurred to acquire an individual asset or to make an asset ready for its intended use should be capitalized.
2. Additions – Purchased additions to previously capitalized assets that meet the capitalization threshold, should be capitalized as add-ons to the existing property record.
3. Replacements/Improvements – The cost to replace or improve an existing asset should be capitalized if it meets the capitalization threshold and at least one of the following criteria:
 - a. Extends the useful life of the existing asset
 - b. Increases the effectiveness or efficiency of an asset

For replacements, the old asset should be removed from the fixed asset system if it can be separately identified or if a cost can be

estimated for its original value and then adjusted in the fixed asset system.

4. Repairs and Maintenance – Costs that are associated with repairs and maintenance are not recommended for capitalization because they do not add value to the existing asset. However, major repairs that extend the useful life or increase the effectiveness or efficiency of an asset may be classified as improvements and therefore should be capitalized (see #3).

Any questions regarding whether the purchases should be capitalized should be directed to the Finance Department.

Section 3 – Acquisition of Capital Assets

All acquisitions will follow the procedures outlined:

1. After a department determines a need for a capital asset, they will obtain approval to purchase the item from the Board of County Commissioners or designee during the annual budget process. In the event a capital asset needs to be purchased and was not approved in the budget, the department will need approval from the Board through a budget amendment or line transfer. All items that cost \$10,000 or more must be approved by the Board and recorded in the minutes prior to making the purchase. See the Jefferson County Purchasing Policy for more information.
2. After purchasing the capital asset, the requesting department will submit the invoice to the Finance Department for processing along with the Capital Asset Form. This form must be submitted with the invoice before the invoice will be paid.
3. The Finance Department will place an inventory tag on all capital assets except for County vehicles, computer equipment, or items that are unable to be tagged.
4. Donated property with a market value in excess of \$1,000.00 will be added into the capital assets records. The department must provide written notification to the Finance Department of any donated capital assets.

5. If a capital asset is transferred from one department to another, the department must fill out the Capital Asset Transfer Form and send it to the Finance Department for their records.

Section 4 – Disposition of Capital Assets

All dispositions of capital assets must be submitted to the Finance Office on a Disposal/Transfer of Excess Property Form. The form must be signed by the Department Head and submitted to the Finance Department.

The Finance Department will compile a list of disposed assets. All departments may view the list to determine if there are any assets they wish to obtain. Once the list of disposable capital assets is final, it will be submitted to the Board of County Commissioners for approval to remove the items from the inventory. Once approval has been given, the Finance Department will delete those assets from the capital assets records.

The items will be disposed of in accordance with Florida Statutes, Section 274 and Florida Administrative Rule 69I-73. An auction will be held for the assets on the Excess Equipment list that are in working condition. Any funds received from the sale of those assets will be credited back to that department's fund.

Capital assets paid for by a grant should follow the granting agency's procedures for disposal.

If the capital asset is missing and believed stolen, a police report must be completed and a copy attached to the disposal form.

Section 4.01 – Disposition through Transfer

All transfers of capital assets between departments must be submitted to the Finance Department on a Disposal/Transfer of Excess Property Form. Please check the transfer box on the form. The Finance Department will make the necessary changes to the capital asset records.

Section 4.02 – Disposition through Trade-In

Before any capital asset can be used as a trade-in on a new piece of equipment, it must be approved by the Board of County Commissioners. All trade-ins of capital assets must be submitted on the Disposal/Transfer of Excess Property Form. Please check the trade-in box on the form. Once approval has been given by the Board, the Finance Department will delete the asset traded from the capital asset system and add the traded in piece of equipment.

Section 5 – Annual Physical Inventory of Capital Assets

A physical inventory of a department's capital assets will be conducted on an annual basis. A representative from the Finance Department will schedule the inventory check with each department's designated capital asset custodian. All assets will be physically located and accounted for by the custodian and the Finance Department representative. A list of the inventory will be sent to the department head after completion of the physical inventory that summarizes any additions, deletions, or changes noted during the inventory check. The department head must review the list, make changes as necessary, and approve by signing and returning it to the Finance Department.

JEFFERSON COUNTY FIXED ASSETS FORM

All equipment purchases of \$1,000.00 or more must be recorded in the Board of County Commissioners Capital Asset Files.

Please fill out and attach a copy of this form to all invoices that qualify as capital asset purchases.

DEPARTMENT: _____

EXPENDITURE ACCOUNT NUMBER: _____

VENDOR NAME: _____

PURCHASE COST: _____

SERIAL/MODEL NUMBER: _____

ACQUISITION METHOD: _____
(County Funds, Grant Monies, Gift, etc.)

DESCRIPTION: _____

<p>TO BE FILLED OUT BY FINANCE ONLY:</p> <p>ACQUISITION DATE: _____</p> <p>VOUCHER/CHECK NUMBER: _____</p> <p>PROPERTY STICKER NUMBER: _____</p>

JEFFERSON COUNTY DISPOSAL/TRANSFER OF EXCESS PROPERTY FORM

Please complete this form when a County-owned capital asset is relocated or to be disposed of.

DEPARTMENT: _____

SERIAL/MODEL NUMBER: _____

DESCRIPTION: _____

METHOD OF DISPOSITION:

SOLD TRADE-IN TRANSFER OTHER _____

TRANSFERRED TO (IF APPLICABLE):

DEPARTMENT: _____

TRANSFER OF FUNDS TO PURCHASE NEW EQUIPMENT:

TRANSFER FUNDS FROM _____ DEPARTMENT TO
_____ DEPARTMENT.

BOARD APPROVED ON: _____

AMOUNT OF TRANSFER: \$ _____

TO BE FILLED OUT BY FINANCE ONLY:

PROPERTY STICKER NUMBER: _____

NOTES: _____
