



# 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  
August 5, 2014 at the Courthouse Annex  
435 W. Walnut St. Monticello, FL 32344**

- 1. 9:00 A.M. – Call to Order, Invocation, Pledge of Allegiance**
- 2. Public Announcements, Presentations, & Awards**
- 3. Consent Agenda**
  - a) Approval of Agenda**
  - b) TDC Marketing Plan/Budget & Grant Request**
- 4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
- 5. General Business**
  - a) SCOP/CIGP Resolutions – Kirk Reams**
  - b) Audited Financial Report – Chris Johnson, CPA – Carr, Riggs, & Ingram**
  - c) Land Development Code Revision – Chair Barfield**
- 6. County Coordinator**
  - a) CDBG Housing Plan**
  - b) SHIP Certification**
- 7. PUBLIC HEARING: AMENDED FIRE ASSESSMENT ORDINANCE**
- 8. Commissioner Discussion Items**
- 9. Adjourn**

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

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

**Kirk Reams**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney

## **ITEM 3: CONSENT AGENDA MATERIALS**

# Memorandum

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**To:** Kirk Reams  
**CC:** BOCC  
**From:** Nancy Wideman, Jefferson County TDC  
**Date:** 7/21/2014  
**Re:** TDC 2014-2015 budget, Marketing Plan, and one grant request from Main Street

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The following includes the TDC budget and Marketing Plan for 2014-2015 and one grant request for advertising for Main Street's Water Conference. They have been placed on the consent agenda for your approval.

Although I will be out of town from July 22-August 10, Emily Anderson (342-0292) can answer any questions you may have.

# Jefferson County TDC

## Marketing Plan – 2014-2015

### 1. Mission Statement

The mission of the Jefferson County Tourist Development Council is to enhance the tourist economy of Jefferson County by expanding awareness of our natural and historic resources to current and potential overnight visitors.

### 2. Demographics – Drawing Area -Targeted Market

	<u>Drawing Area</u>	<u>Target for all markets (not prioritized)</u>
<b>Primary</b>	Monticello	Brides
	Thomasville	Outdoor enthusiasts
	Tallahassee	Event attendees
<b>Secondary</b>	Tampa, St. Pete	Fishermen and hunters
	Jacksonville	Retirees
	Atlanta	Event Attendees
	Birmingham	Outdoor enthusiasts
	Panhandle of Florida	History enthusiasts
<b>Tertiary</b>	Northeastern US	Travelers on I-10
	US and International	Outdoor enthusiasts
		History enthusiasts
		Cyclists

### 3. Strengths – Opportunities

Jefferson County and Monticello are rich in historic, cultural and natural resources. Monticello is home to over 600 buildings that were built before 1920, including the Monticello Opera House with its perfect acoustics. It is located 5 miles from an interstate and a short drive along a road bursting with crape myrtles, from Florida's capital city of Tallahassee. Cultural events are plentiful at the Opera House's theatrical and musical productions as well as at Jefferson Arts Gallery, Monticello's turn of the century jail, Main Street's lecture series, the Lloyd Pavilion and the Jefferson County Historical Society's tour of homes and cemeteries. Monticello also has the distinction of being the most haunted small town in America. Annual events that occur in the city and county include the Watermelon Festival, the New Leaf Tour of local farms, a Martin Luther King parade and the Southern Music Rising Festival. The natural resources of Jefferson County are abundant. The Rivers of AWE (Aucilla, Wacissa and Ecofina) are pristine for canoeing, kayaking, boating, fishing and bird watching. Additional areas that provide great outdoor recreation such as fishing and hunting include Lake Miccosukee, the Aucilla Wildlife Management Area and the nearby St. Marks Wildlife Refuge. Other activities that a visitor may enjoy are racing at Monticello Karting, biking on our

wildflower strewn country and heritage roads, hiking on the Florida Trail, driving the old Cotton Trail and exploring the Letchworth Indian Mounds.

Jefferson County is fortunate to have many small farms that produce home grown and organic food. There are also sheep, goat and pig ranches and several apiaries. Jefferson County always has the largest number of stops on the New Leaf Market Farm Tour. The county is also home to Monticello Vineyards.

Jefferson County has become known as a wedding destination through Willow Pond, the B&Bs, the Opera House and the nearby Honey Lake Plantation. Accommodations for visitors include four Bed and Breakfasts, five modern motels, the KOA Campground and RV Resort and several smaller campgrounds.

#### **4. Weaknesses**

The major weaknesses facing tourist development in Jefferson County include lack of funds for professional branding, marketing and research, available dinner options, shopping opportunities, a lack of community support for events and a limited visibility on the highways.

#### **5. Strategies and Tactics**

- Increase weddings

  - Attend bridal trade shows

- Gain Visibility

  - Through PR, advertising and free Internet Listings

  - Participation in Visit Natural North Florida (Original Florida), Visit Florida, The Florida Outdoor Writers Association and Visit Tallahassee

  - And to take take advantage of their web site listings

- Increase articles written about the county

  - FAMS and networking with writers

- Aggressively encourage TDC grants for regional advertising for local events

- Increase social media presence

- Continue posting on Discover Monticello

- Increase cycling and hunting through heritage roads and wildlife management areas

- Develop and print a brochure describing our heritage roads through a grant awarded from Visit Florida

#### **6. Public Relations**

- Develop media list - for media/press releases

- TV and radio stations

- Articles in magazines and newspaper

- Develop Photo Opportunities

- Free Internet links

- Networking – attend tourism meetings and promote town at clubs and organizations

Travel Fairs –Tallahassee and Honey Lake Bride Expos and the Villages through co-op  
with Visit Natural North Florida

Welcome Centers

Visit Florida grants

Brochure and map distribution

Promotional items for travel agents

Increase use of social media – Discover Monticello Facebook page, Instagram

## **8. Advertising**

- TV and Radio ads through the TDC grant program
- Coop ads with Original Florida
- Coop ads and creative packages for the B&Bs, motels and businesses to offer incentives to visitors.

	<b>2013-2014</b>	<b>PROJECTED</b>	2014-2015
	<b>BUDGET</b>	<b>THRU 9-30-14</b>	PROPOSED
<b>REVENUE</b>			
Tax Receipts	25,000	30,200	30,200.00
Grant Revenue - VF	875	875	1,375.00
From Reserve	8,800	6,515	8,000.00
<b>TOTAL REVENUE</b>	<b>34,675</b>	<b>37,590</b>	<b>39,575</b>
<b>EXPENSES</b>			
Contract Labor	10,500	10,500	11,000
Blogging Services	0	250	600
Supplies/Postage	280	300	300
<i>Tallahassee Bride Trade Show</i>	200	200	200
<i>Honey Lake Plantation Trade Show</i>	250	0	250
Travel	400	875	1,000
<i>Association Membership-Visit Florida</i>	400	400	400
<i>Association Membership-Original Florida</i>	2,000	2,000	2,000
<i>Association Membership-Chamber</i>	100	125	125
<i>Association Membership-Outdoor Writers</i>	0	0	150
<i>Monticello News Wedding Supplement Ad</i>	450	450	0
<i>Times Enterprise Wedding Supplement Ad</i>	210	210	0
<i>KOA RV map ad</i>	230	230	230
<i>Watermelon Festival ad</i>	160	175	175
<i>Chamber map</i>	0	1,200	0
<i>Printing Monticello Informational map</i>	320	320	320
<i>Opera House Season Program Ad</i>	150	150	150
<i>New Leaf Farm Tour Sponsorship</i>	250	250	250
Billboard Program	8,000	8,400	0
Web Services - IT Support	300	250	300
Sical Media Contract	0	0	10,000
Event/Activity Advertising Grants	9,000	10,000	10,000
Visit FL grant matching expense	625	625	1,375
FAM Expenses	0	0	0
<i>Original Florida Conference Expense</i>	200	200	200
Legal notices	150	80	150
Miscellaneous	500	400	400
<b>TOTAL EXPENSES</b>	<b>34,675</b>	<b>37,590</b>	<b>39,575</b>
BEG BALANCE RESERVE 10/1/2014	30,000 app.		
ENDING BALANCE RESERVE 10/1/2015	22,000 app.		

IX. **Jefferson County Tourist Development Council**  
**SPECIAL EVENT GRANT PROGRAM APPLICATION**

Please Print or Type:

1. Name of Event:

2. Date of Event:

Start time:  End Time:  Fee: \$

3. Description of Event:

4. Amount of Grant Request: \$

5. Host Organization:

6. Description of Organization (include date organization was created):

7. Contact Person:   
(Name) (Title)

Address:

City:  State:  Zip:

Daytime Contact #:  Email Address:

Public Information #:  Website:

**INFORMATION FOR TOURISM DEVELOPMENT PORTION OF COMMITTEE SCORING – 25 POINTS MAX.**

12. Anticipated # of out-of-town overnight visitors

13. How does this event contribute to the overall appeal of Jefferson County as a preferred visitor destination? It shows off our beautiful town and county, introducing visitors to our



wealth of historic buildings, stunningly beautiful natural environment and friendly people.

**INFORMATION FOR EVENT EVALUATION PORTION OF COMMITTEE SCORING – 25 POINTS MAX.**

14. How does the event support your organization’s mission? It is grass-roots economic development – bringing several hundred people in town and giving them time to find a meal, shop and find a place to eat helps every business. Visitors also see our historic town and our magnificent natural environment.

15. Describe how grant funds would be used. We will advertise in Tallahassee and/or Valdosta

16. Describe how you evaluate the outcome of the event. We will collect an evaluation instrument from registered attendees

17. Describe how you plan to document overnight hotel stays. We will copy your form and take it to each inn or motel – we will list name, phone and email of all hotels on our website.

**GENERAL INFORMATION**

18. Have you received a JCTDC grant in the past?  Yes  No

If yes, include amount, name of event and year received:

Amount	Name of Event	Year
1500	First Floridians First Americans	2012
1200	John Moran Wildflower Show	2013
1000	Smithsonian Exhibit – Journey Stories	2014

## CERTIFICATION AND COMPLIANCE STATEMENT

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### APPLICANT:

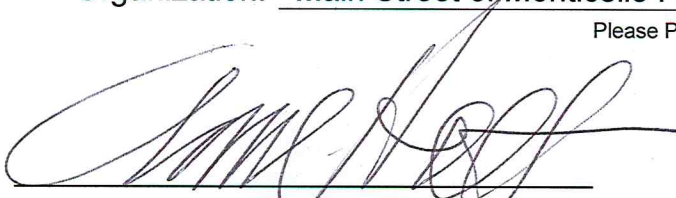
I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I have read the Policies and Procedures of the Jefferson County Special Event Grants Program and will abide by all legal, financial, and reporting requirements as a condition of receiving grant funds from the Jefferson County Tourist Development Council. Signatures must be **original in ink**.

Name: Anne H. Holt

Please Print or Type

Organization: Main Street of Monticello Florida, Inc.

Please Print or Type

  
(Signature)

25 June 2014

(Date)

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Please return the original of the Application and  
the Certification & Compliance Page to:

Nancy Wideman, Coordinator  
Jefferson County TDC  
P.O. Box 275  
Monticello, FL 32345  
[Nancyw1100@yahoo.com](mailto:Nancyw1100@yahoo.com)  
850-997-0517

## **ITEM 5(a): SCOP/CIGP RESOLUTIONS**



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District 2

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District 3

**Betsy Barfield**  
District 4

**Stephen Walker**  
District 5

## JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS RESOLUTION #2014-080514-01

**WHEREAS**, Jefferson County's St. Augustine Road is in need of repairs, and

**WHEREAS**, Jefferson County does not have the funds to pay for the repairs, and

**WHEREAS**, the Small County Outreach Program has been created by Section 339.2818, Florida Statutes, to assist small county governments in resurfacing or reconstruction of county roads or in construction of capacity or safety improvements on county roads, and

**WHEREAS**, the Florida Department of Transportation is willing to provide the County with financial assistance under Financial Management Number 433352-1-58-01 for costs directly related to resurfacing and improvements on St. Augustine Road, from US 27 to SR 59, hereinafter referred to as the "Project",

**NOW, THEREFORE**, the Jefferson County Board of County Commissioners accepts the financial assistance offered by the Florida Department of Transportation, and authorized the Chairman of the Board to execute the "Small County Outreach Program Agreement" related to the project.

**DONE THIS 5<sup>th</sup> DAY OF AUGUST 2014.**

\_\_\_\_\_  
Betsy Barfield, Chair

Attest: \_\_\_\_\_  
Kirk B. Reams, Clerk



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## **JEFFERSON COUNTY** **BOARD OF COUNTY COMMISSIONERS** **RESOLUTION #2014-080514-02**

**WHEREAS**, Jefferson County's Watermill Road is in need of repairs, and

**WHEREAS**, Jefferson County does not have the funds to pay for the repairs, and

**WHEREAS**, the Small County Outreach Program has been created by Section 339.2818, Florida Statutes, to assist small county governments in resurfacing or reconstruction of county roads or in construction of capacity or safety improvements on county roads, and

**WHEREAS**, the Florida Department of Transportation is willing to provide the County with financial assistance under Financial Management Number 428037-2-58-01 for costs directly related to resurfacing and improvements on the unpaved portion of Watermill Road hereinafter referred to as the "Project",

**NOW, THEREFORE**, the Jefferson County Board of County Commissioners accepts the financial assistance offered by the Florida Department of Transportation, and authorized the Chairman of the Board to execute the "Small County Outreach Program Agreement" related to the project.

**DONE THIS 5<sup>th</sup> DAY OF AUGUST 2014.**

\_\_\_\_\_  
Betsy Barfield, Chair

Attest: \_\_\_\_\_  
Kirk B. Reams, Clerk

**Kirk Reams**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney  
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## **JEFFERSON COUNTY** **BOARD OF COUNTY COMMISSIONERS** **RESOLUTION #14-080514-03**

**WHEREAS**, Jefferson County's Tecumseh Road is in need of repairs, and

**WHEREAS**, Jefferson County does not have the funds to pay for the entire amount of repairs/improvements, and

**WHEREAS**, the County Incentive Grant Program(CIGP) has been created by Section 339.2817, Florida Statutes, to assist small county governments in resurfacing or reconstruction of county roads or in construction of capacity or safety improvements on county roads, and

**WHEREAS**, the Florida Department of Transportation is willing to provide the County with financial assistance under Financial Management Number 433555-1-58-01 for costs directly related to widening and resurfacing of Tecumseh Road, from US 19 to the CR 142 (Lake Road), hereinafter referred to as the "Project",

**NOW, THEREFORE**, the Jefferson County Board of County Commissioners accepts the financial assistance offered by the Florida Department of Transportation, and authorized the Chairman of the Board to execute the "County Incentive Grant Program Agreement" related to the project.

**DONE THIS 5<sup>th</sup> DAY OF AUGUST, 2014.**

\_\_\_\_\_  
Betsy Barfield, Chair

Attest: \_\_\_\_\_  
Kirk B. Reams, Clerk

**Kirk Reams**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney  
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## **ITEM 6(a): CDBG HOUSING PLAN**

**24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN**

**LOCALITY NAME:** JEFFERSON COUNTY

**DATE:** \_\_\_\_\_

A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)

B. Determine if there are physical barriers to program participation? YES or NO.

<b>STRUCTURES</b>	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Toilets	11. Fountains	12. Warn-signal	13. Assem-areas	14. Tele-phones	<b>NEEDED CHANGES</b>
COURTHOUSE	No	No	No	No	No	Yes	Yes	No	N/A	No	No	Yes	No	N/A	1.Need ADA compliant lever door knobs at ADA exterior entrance and bathrooms. 2.Need ADA compliant Bathroom signs
COUNTY COORDINATORS OFFICE	No	No	No	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	No Changes Needed
COUNTY COMPLEX PUBLIC RESTROOMS	No	No	No	No	No	No	No	N/A	N/A	Yes	N/A	Yes	No	N/A	1.Need ADA compliant Bathroom grab bars 2. Install knee protectors to exposed plumbing under bathroom sinks 3. Install ADA compliant bathroom signs
PUBLIC DEFENDERS OFFICE	No	No	No	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	No Changes Needed
PROPERTY APPRAISERS OFFICE	No	No	No	No	No	No	No	N/A	N/A	No	N/A	Yes	No	N/A	1.Need ADA compliant Bathroom signs

Resolution #: \_\_\_\_\_ Date Approved \_\_\_\_\_



**24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN**

LOCALITY NAME: JEFFERSON COUNTY

**Page #2**

A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)

B. Determine if there are physical barriers to program participation? YES or NO.

<b>STRUCTURES</b>	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Toilets	11. Fountains	12. Warn-signal	13. Assem-areas	14. Tele-phones	<b>NEEDED CHANGES</b>
STATE ATTORNEY'S OFFICE	No	No	No	No	No	No	No	N/A	N/A	No	No	No	No	N/A	No Changes Needed
TAX COLLECTOR'S OFFICE	No	No	No	No	No	No	No	N/A	N/A	No	No	No	No	N/A	No Changes Needed
COURT HOUSE ANNEX	No	No	No	No	No	No	No	N/A	N/A	No	No	No	No	N/A	No Changes Needed
PLANNING BUILDING VETERANS AFFAIRS OFFICE	No	No	No	No	No	No	No	N/A	N/A	No	No	Yes	No	N/A	1.Need ADA compliant Bathroom signs

Resolution #: \_\_\_\_\_ Date Approved \_\_\_\_\_

**24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN**

LOCALITY NAME: JEFFERSON COUNTY

**Page #3**

- A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)  
 B. Determine if there are physical barriers to program participation? YES or NO.

<b>STRUCTURES</b>	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Toilets	11. Fountains	12. Warn-signal	13. Assem-areas	14. Tele-phones	<b>NEEDED CHANGES</b>
LIBRARY	No	No	Yes	No	No	No	No	No	N/A	Yes	Yes	Yes	No	N/A	1. Need ADA compliant parking signs 2. Need ADA compliant bathroom stalls to include grab bars 3. Need ADA compliant Bathroom signs 4. Need ADA compliant water fountain 5. Install knee protectors to exposed plumbing under bathroom sinks
RODEO ARENA	Yes	Yes	Yes	No	Yes	Yes	Yes	N/A	N/A	Yes	N/A	Yes	Yes	N/A	1. Need ADA compliant parking space with access route 2. Need ADA compliant access route to venues and meeting facility 3. Need ADA compliant lever style door knobs 4. Need ADA compliant Bathroom signs 5. Install ramps to meeting facility that meets ADA code to include door thresholds 6. Install knee protectors to exposed plumbing under bathroom sinks

Resolution #: \_\_\_\_\_ Date Approved \_\_\_\_\_

**24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN**

LOCALITY NAME: JEFFERSON COUNTY

**Page #4**

- A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)  
 B. Determine if there are physical barriers to program participation? YES or NO.

<b>STRUCTURES</b>	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Toilets	11. Fountains	12. Warn-signal	13. Assem-areas	14. Tele-phones	<b>NEEDED CHANGES</b>
AGRICULTURAL EXTENSION BUILDING	No	No	No	No	Yes	No	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	1. Need ADA compliant Access routes to meeting room, ADA bathrooms and office area. 2. Install ADA compliant Bathroom signs
MAMIE SCOTT PARK	Yes	Yes	Yes	No	Yes	No	N/A	N/A	N/A	Yes	No	Yes	N/A	N/A	1. Need hard surface ADA compliant access route to all venues, bathrooms and ADA parking spaces to include ramps as needed 2. Install ADA compliant hard surface viewing areas with access routes to all fields 3. Update bathrooms as needed to make all ADA compliant to include signs, fixtures, stall sizes, door openings and knee protectors 4. Install ADA compliant parking with access routes to South Field and Babe Ruth Field

Resolution #: \_\_\_\_\_ Date Approved \_\_\_\_\_

**24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN  
Page #5**

LOCALITY NAME: JEFFERSON COUNTY

- A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)  
 B. Determine if there are physical barriers to program participation? YES or NO.

<b>STRUCTURES</b>	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Toilets	11. Fountains	12. Warn-signal	13. Assem-areas	14. Tele-phones	<b>NEEDED CHANGES</b>
RIVERFRONT PARK	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1. Need ADA compliant Parking with Access route to facilities

C. The schedule for taking steps necessary to make needed changes:

Year 1 –

***Court House***

1. Install ADA compliant bathroom signs with Brail
2. Install ADA compliant lever style door knobs at ADA entrance and bathrooms

***County Complex-  
Public Restrooms***

1. Install ADA compliant bathroom signs with Brail

***Property Appraisers-  
Office***

1. Install ADA compliant bathroom signs with Brail

***Planning/Building-  
Veterans Affairs Office***

1. Install ADA compliant bathroom signs with Brail

***Library -***

1. Install ADA compliant bathroom signs with Brail

***Rodeo Arena-***

1. Install ADA compliant bathroom signs with Brail

Resolution #: \_\_\_\_\_ Date Approved \_\_\_\_\_

24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN  
Page #6

LOCALITY NAME: JEFFERSON COUNTY

Year 1 –

***Agricultural Extension-  
Building***

- 1. Install ADA compliant bathroom signs with Brail

Year 2 –

***County Complex-  
Public Restrooms***

- 1. Install knee guards on exposed plumbing under wall hung sinks
- 2. Install ADA compliant grab bars to include additional bars as needed by code

***Library -***

- 1. Install knee guards on exposed plumbing under wall hung sinks
- 2. Install ADA compliant parking sign

***Rodeo Arena -***

- 1. Install knee guards on exposed plumbing under wall hung sinks
- 2. Install ADA compliant lever door knobs exterior and interior
- 3. Rework interior and exterior door thresholds as needed for ADA access

Year 3 –

***Library -***

- 1. Install ADA compliant water fountain
- 2. Install ADA compliant bathroom stalls with grab bars

***Rodeo Arena-***

- 1. Install ADA compliant parking space with sign and access route
- 2. Install ADA access route to all facilities
- 3. Install ADA compliant ramps to meeting hall and venues

***Agricultural Extension -  
Building***

- 1. Install ADA compliant access route to ADA compliant bathrooms, meeting room and offices

***Mamie Scott -  
Field***

- 1. Install ADA compliant parking spaces with striping, signs and access routes to South Field and Babe Ruth Field
- 2. Install ADA compliant access route to all venues, bathrooms and ADA parking spaces to include ramps as needed
- 3. Install ADA compliant hard surface viewing areas with access routes to all fields
- 4. Update bathrooms as needed to make all ADA compliant to include signs, fixtures, stall sizes, door openings and knee protectors

***Riverfront Park -***

- 1. Install ADA compliant parking space with striping, sign and access route to facilities

Resolution #: \_\_\_\_\_ Date Approved \_\_\_\_\_

**24 CFR PART 8**  
**SELF EVALUATION - TRANSITION PLAN**  
**Page #7**

**LOCALITY NAME:** JEFFERSON COUNTY

- D. The official responsible for implementation is: [REDACTED]
- E. The person(s) or groups with whose assistance the plan was developed: Fred Fox Enterprises, Inc.
- F. This Transition Plan for complying with 24 CFR part 8 was made public by:
  - 1. Posting on bulletin board.
  - 2. Making the public aware of its availability.

DATE ADOPTED \_\_\_\_\_ RESOLUTION # \_\_\_\_\_

Resolution #: \_\_\_\_\_ Date Approved \_\_\_\_\_

**JEFFERSON COUNTY, FLORIDA**  
**SECTION 504 GRIEVANCE PROCEDURE**

Section 504 of the Rehabilitation Act of 1973 provides that no qualified disabled person shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance. Jefferson County, Florida has completed its Section 504 Self Evaluation Guide and its Transition Plan which details the modifications/corrective actions needed to allow handicap accessibility relative to the County's public buildings and facilities. The Self Evaluation Guide and Transition Plan are on file in the County Clerk's office in the Jefferson County \_\_\_\_\_ Building and are available for public review and inspection, upon request.

In an effort to comply with all the provisions as set forth in Section 504 of the Rehabilitation Act of 1973, Jefferson County, Florida herein establishes the following Grievance Procedure by passage of Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, 2014.

1. Jefferson County, Florida has completed its Section 504 Self Evaluation Guide and has determined to what extent its public facilities, employment practices, communications system, programs, and services are accessible to handicapped individuals.
2. Jefferson County, Florida has appointed its \_\_\_\_\_ as its Section 504 Coordinator. The Section 504 Coordinator shall be responsible for the County's overall compliance with Section 504 of the Rehabilitation Act of 1973 and further shall coordinate the implementation of the Transition Plan with the respective County Departments.
3. It is the Policy of Jefferson County to eliminate discrimination against any person who: has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, and is regarded as having such an impairment.
4. Any handicapped person or groups representing handicapped persons that feel that a grievance is warranted relative to accessibility to handicapped persons in public facilities, employment practices, communication systems, programs, services, etc. under the direct control of Jefferson County shall submit said grievance in writing to the County \_\_\_\_\_'s Office
5. The County Clerk shall coordinate the response to the grievance with the Section 504 Coordinator and shall issue the County's response within thirty (30) days of receipt of said grievance. If the person/group feels that his/her complaint has not been sufficiently addressed by the County Clerk, an appeal may be made to the Jefferson County, Board of County Commissioners. The County Commission shall render its decision relative to the grievance within thirty (30) days of hearing the complaint. At any point, the aggrieved may register a complaint with the Department of Economic Opportunity, 107 East Madison Street-MSD 400, Tallahassee, Florida 32399-2100 the CDBG overseeing agency in place at the time of the complaint.
6. All complaints registered at the local level shall have a response from the County Commission or County Human Resource Officer within sixty (60) days of the lodging of the complaint and/or appeal. In the event the aggrieved has exhausted all appeals without a decision

satisfactory to himself/herself, he/she may pursue other legal channels in an attempt to achieve satisfaction.

7. A file of all "written" grievances and/or complaints and the County's response to said grievance/complaint shall be maintained and available for public inspection upon request.

**DULY ADOPTED** by the Board of County Commissioners of Jefferson County, Florida this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF JEFFERSON COUNTY FLORIDA UPDATING COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, ADOPTING A HANDICAP ACCESSIBILITY SELF EVALUATION PLAN, ADOPTING A TRANSITION PLAN FOR HANDICAP ACCESSIBILITY AND ADOPTING A SECTION 504 GRIEVANCE PROCEDURE**

**WHEREAS**, Jefferson County desires to comply with the Section 504 Handicap Accessibility Requirements of the Community Development Block Grant programs and have all publicly accessible County owned facilities made handicap accessible; and

**WHEREAS**, Jefferson County has completed a review of County-owned facilities accessible to the public for ADA handicap compliance; and

**WHEREAS**, Jefferson County desires to make all County-owned public facilities accessible to Handicap individuals, and

**WHEREAS**, Jefferson County is establishing a Complaint and Grievance Procedure to process any complaints including those relating to handicap accessibility, the treatment of handicapped individuals and to elimination discrimination against any person who: has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, and is regarded as having such an impairment.

**NOW THEREFORE, BE IT RESOLVED** by Jefferson County as follows:

1. That Jefferson County hereby adopts the following 24 CFR Part 8 Self Evaluation Plan, and
2. That Jefferson County hereby adopts the following 24 CFR Part 8 Transition Plan, and
3. That Jefferson County hereby adopts the following Section 504 Compliance and Grievance Procedure, and
4. That Jefferson County affirms the County Clerk as the person responsible for implementation of the Plan.

**THIS RESOLUTION ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014**

\_\_\_\_\_  
, Chair

**ATTEST:** \_\_\_\_\_

**JEFFERSON COUNTY  
24 CFR PART 8  
SELF EVALUATION PLAN**

A) Program and Activities Conducted:

PROGRAMS	PURPOSE
CDBG	To make infrastructure improvements to County owned facilities

B) The Policies and Practices that govern the above programs and activities:

- 1) Outreach and Communications
- 2) Complaint Procedures
- 3) Eligibility and Admission Criteria
- 4) Employment Policy
- 5) Physical Accommodations
- 6) Fair Housing Ordinance

C) Person responsible for Evaluation:

County \_\_\_\_\_

D) Do written policies or practices limit the participation of individuals with handicaps?

	<u>Needed Changes</u>
1) Notices (written)	Y___ N <u>X</u>
2) Complaint Procedures	Y___ N <u>X</u>
3) Eligibility Policy	Y___ N <u>X</u>
4) Employment Policy	Y___ N <u>X</u>
5) Transportation	Y___ N <u>X</u>
6) Telephone Communications (TDD's)	Y___ N <u>X</u>
7) Interpreters/Readers	Y___ N <u>X</u>
8) Use of Contractors	Y___ N <u>X</u>
9) Audio-Visual Preservations	Y___ N <u>X</u>
10) Automated Electronic Equipment	Y___ N <u>X</u>
11) Emergency Evacuation	Y___ N <u>X</u>
12) Fair Housing	Y___ N <u>X</u>

E) Ways handicapped persons and other interested persons have participated in the Self Evaluation Plan.

The Assistant County Coordinator for Jefferson County who is familiar with all the County owned buildings participated in the Self Evaluation process.

F) Recipients that employ 15 or more employees must maintain on file and make the information available to the public upon request. File must be kept for at least six (6) years.

Jefferson County employs over 15 employees. This information will be available to the public upon request.

Resolution #: \_\_\_\_\_ Date Approved \_\_\_\_\_

**JEFFERSON COUNTY  
TRANSITION PLAN  
SCHEDULE OF IMPROVEMENTS**

CHANGES TO BE MADE ACCORDING TO FISCAL YEAR BUDGET

Year 1 –

- Court House***            1. Install ADA compliant bathroom signs with Brail  
   2. Install ADA compliant lever style door knobs at  
   ADA entrance and bathrooms
  
- County Complex-  
Public Restrooms***       1. Install ADA compliant bathroom signs with Brail
  
- Property Appraisers-  
Office***                    1. Install ADA compliant bathroom signs with Brail
  
- Planning/Building-  
Veterans Affairs Office*** 1. Install ADA compliant bathroom signs with Brail
  
- Library -***                    1. Install ADA compliant bathroom signs with Brail
  
- Rodeo Arena-***              1. Install ADA compliant bathroom signs with Brail
  
- Agricultural -  
Extension Building***      1. Install ADA compliant bathroom signs with Brail

Year 2 –

- County Complex-  
Public Restrooms***       1. Install knee guards on exposed plumbing under wall  
   hung sinks  
   2. Install ADA compliant grab bars to include additional  
   bars as needed by code
  
- Library -***                    1. Install knee guards on exposed plumbing under wall  
   hung sinks  
   2. Install ADA compliant parking sign
  
- Rodeo Arena -***              1. Install knee guards on exposed plumbing under wall  
   hung sinks  
   2. Install ADA compliant lever door knobs exterior and  
   interior  
   3. Rework interior and exterior door thresholds as needed  
   for ADA access

Year 3 –

- Library -***                    1. Install ADA compliant water fountain  
   2. Install ADA compliant bathroom stalls with grab bars

Resolution #: \_\_\_\_\_ Date Approved \_\_\_\_\_

**JEFFERSON COUNTY  
TRANSITION PLAN  
SCHEDULE OF IMPROVEMENTS CONT.**

CHANGES TO BE MADE ACCORDING TO FISCAL YEAR BUDGET

Year 3 continued –

- Rodeo Arena-***
1. Install ADA compliant parking space with sign and access route
  2. Install ADA access route to all facilities
  3. Install ADA compliant ramps to meeting hall and venues

- Agricultural -  
Extension Building***
1. Install ADA compliant access route to ADA compliant bathrooms, meeting room and offices

- Mamie Scott -  
Field***
1. Install ADA compliant parking spaces with striping, signs and access routes to South Field and Babe Ruth Field
  2. Install ADA compliant access route to all venues, bathrooms and ADA parking spaces to include ramps as needed
  3. Install ADA compliant hard surface viewing areas with access routes to all fields
  4. Update bathrooms as needed to make all ADA compliant to include signs, fixtures, stall sizes, door openings and knee protectors

- Riverfront Park -***
1. Install ADA compliant parking space with striping, sign and access route to facilities

Resolution #: \_\_\_\_\_ Date Approved \_\_\_\_\_

## **ITEM 6(b): SHIP CERTIFICATION**

**State Housing Initiative Partnership (SHIP) Program  
Fiscal Year 2014-2015 Funding Certification**

Name of Local Government

Jefferson County

Projected Allocation\*

\$350,000

*\*See estimated allocation chart attached to this document. Funds are subject to approval of the Governor and transfer of funds to Florida Housing Finance Corporation.*

<b>Strategies</b>	<b>Does this strategy serve: HO or Rental?</b>	<b>Is this an approved strategy in current LHAP? (Y/N)</b>	<b>Will this strategy be eligible for Special Needs Applicants? (Y/N)</b>	<b>Total \$ Amount to be Expended</b>
Housing Rehabilitation	HO	Y	Y	\$220,000
Purchase Assistance	HO	Y	Y	\$80,000
Foreclosure Prevention	HO	Y	Y	\$15,000
<b>Total must equal total allocation for 2014-2015 minus administrative costs</b>				\$315,000
For strategies targeting the Special Needs requirement, describe any additional information that will be utilized to ensure this goal is met: For all categories, Special Needs Applicants will be given priority to insure goal is met.				

**Legislative Proviso Language**

*From the funds in Specific Appropriation 2247, each local government must use a minimum of 20 percent of its allocation to serve persons with special needs as defined in section 420.0004, Florida Statutes. Before this portion of the allocation is released by the Florida Housing Finance Corporation (FHFC), a local government must certify that it will meet this requirement through existing approved strategies in the local assistance plan or submit a new local housing assistance plan strategy for this purpose to the FHFC for approval to ensure that it meets these specifications. The first priority of these special needs funds must be to serve persons with developmental disabilities as defined in section 393.063, Florida Statutes, with an emphasis on home modifications, including technological enhancements and devices, which will allow homeowners to remain independent in their own homes and maintain their homeownership.*

*420.0004 (13), F.S. "Person with special needs" means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling*

condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits.

393.063 (9), F.S. "Developmental disability" means a disorder or syndrome that is attributable to retardation, cerebral palsy, autism, spina bifida, or Prader-Willi syndrome; that manifests before the age of 18; and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely.

**Certifications for SHIP Fiscal Year 2014-2015 Funding:**

Jefferson County agrees that:  
*Local Government Name*

1. The city/county has read and understands the legislative language above.
2. The city/county understands that we are required to meet the goals as described in the language for the allocation of SHIP funds for fiscal year 2014-2015 in addition to meeting all other SHIP program requirements in section 420.9071-9079, Florida Statutes, and chapter 67-37, Florida Administrative Code.
3. The city/county will use at least 20% of the allocation of SHIP funds for fiscal year 2014-2015 for special needs households as defined in [section 420.0004 \(13\), Florida Statutes](#), and included below through approved strategies or by incorporating new strategies, prioritizing funding for persons with developmental disabilities as defined in [s-section 393.063 \(9\), Florida Statutes](#), and included below with an emphasis on home modifications, including technological enhancements and devices.
4. The city/county agrees to tracking each household for special needs and will report such data as part of the annual report or as required by FHFC.

**Authorized Signature:**

Betsy Barfield, Chair	
Name	Signature

Date: \_\_\_\_\_

Please return this completed form as a PDF document to [robert.dearduff@floridahousing.org](mailto:robert.dearduff@floridahousing.org)

**ITEM 7: PUBLIC HEARING: AMENDED FIRE  
ASSESSMENT ORDINANCE**



AMENDING ORDINANCE NO. 2014 \_\_\_\_\_

JEFFERSON COUNTY, FLORIDA

AN ORDINANCE AMENDING JEFFERSON COUNTY ORDINANCE NO. 89-1 CREATING A MUNICIPAL SERVICE BENEFIT DISTRICT PROVIDING FIRE PROTECTION SERVICES, AMENDING SECTIONS 1 & 2 TO ENLARGE THE SPECIAL FIRE DISTRICT TO ALL AREAS OF JEFFERSON COUNTY, FLORIDA INCLUDING THE CITY OF MONTICELLO; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, AS FOLLOWS:

Section 1. PURPOSE. The purpose of this ordinance is to amend Ordinance 89-1 so as to clarify and enlarge various provisions and to more equitably impose the special assessment provided herein.

Section 2. AMENDMENTS TO ORDINANCE NO. 89-1. Jefferson County Ordinance 89-1 is hereby amended to restate the sections set forth hereafter.

Section 3. AMENDMENT TO SECTION 1. SECTION 1 IS HEREBY AMENDED AND RESTATED AS FOLLOWS: Section 1. CREATION OF THE DISTRICT AND BOUNDARIES. Pursuant to the powers granted to the Board of County Commissioners of Jefferson County, Florida, by the Constitution of the State of Florida and the Florida Statutes, in particular, Florida Statutes F.S. 125.01, the affirmative referendum dated November 4, 1986 the Board of County Commissioners of Jefferson County, Florida hereby creates a Municipal Service Benefit Unit to be known as, "SPECIAL FIRE DISTRICT", hereinafter referred to as the "District", and more particularly described as:

All unincorporated and incorporated areas of Jefferson County, Florida, including the City of Monticello, Florida.

Section 4. AMENDMENT TO SECTION 2. SECTION 2 IS HEREBY AMENDED AND RESTATED AS FOLLOWS: Section 2. PURPOSE. The purpose of this District is to provide the unincorporated and incorporated areas of Jefferson County, including the City of Monticello, Florida with Fire Protection.

Section 5. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held or declared to be unconstitutional, invalid or void, such holding or invalidity shall not affect the remaining provisions of this Ordinance and the unconstitutional, invalid or void provisions shall be deemed to have been severed herefrom, and the remainder of this Ordinance, after the exclusive of such part or parts, shall be deemed to be valid, as if such part or parts had not been included herein. If this Ordinance of any provisions hereof shall be held inapplicable to any person, group or persons, property, or kind of property, circumstances, or set of circumstances, such holdings shall not affect the application hereof to any other person, property, or circumstances.

Section 6. EFFECTIVE DATE. This Ordinance shall become effective upon receipt of official acknowledgment from the Department of State that this Ordinance has been filed.

DONE AND ADOPTED in regular session on this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA

By: \_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Clerk

Approved as to Form:

\_\_\_\_\_  
T. BUCKINGHAM BIRD, County Attorney