

**Regular Session Agenda
October 21, 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 September 16, 2014 Tentative Budget Hearing**
 - c) Minutes of September 30, 2014 Final Budget Hearing**
 - d) Minutes of October 7, 2014 General Session**
 - e) Health Department Contract**
- 4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
- 5. General Business**
 - a) North Barber Hill Road SCRAP Resolution – Kirk Reams**
 - b) VAB Hearing/Tax Roll Extension – Kirk Reams/Angela Gray/Lois Howell-Hunter**
- 6. PUBLIC HEARING: FIRST READING-LAND DEVELOPMENT CODE ORDINANCE**
- 7. County Coordinator**
 - a) SHIP Bids & Certification of Annual Report**
 - b) Land Purchase Discussion**
- 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.

ITEM 3: CONSENT AGENDA ITEMS

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
TENTATIVE BUDGET HEARING
September 16, 2014

The Board met this date for the tentative budget hearing. Present were Chair Betsy Barfield, Commissioners John Nelson, Stephen Walker, Benny Bishop and Hines Boyd, County Coordinator Parrish Barwick and Clerk of Court Kirk Reams.

1. Small Business Development Consultant Marcia Elder gave a proposal for web design and coordination. **On motion by Commissioner Boyd, seconded by Commissioner Walker, and carried 3 to 2 (Nelson, Bishop opposed), the proposal was approved.**
2. Clerk of Court Kirk Reams announced that the tentative millage rate set for adoption for the Board would be 8.3114 mills.
3. **On motion by Commissioner Nelson, seconded by Commissioner Bishop and unanimously carried, the Board tentatively adopted the millage rate of 8.3114 mills.**
4. Property Appraiser Angela Gray presented Fire Assessment scenarios of multi-family versus square footage. **On motion by Commissioner Boyd, seconded by Commissioner Bishop and unanimously carried, the Board agreed to allow the Property Appraiser the discretion to assess the lowest rate of the two options.** Property Appraiser Angela Gray presented multi-family rate of \$175 versus multi-family, one bedroom unit rate of \$87.50. **On motion by Commissioner Boyd, seconded by Commissioner Walker and unanimously carried, the Board adopted the rate of \$87.50.**
5. Clerk of Court Kirk Reams announced the tentative budget of \$23,233,944.
6. **On motion by Commissioner Bishop, seconded by Commissioner Nelson, and unanimously carried, the Board tentatively adopted the budget at \$23,233,944.**
7. Clerk of Court Kirk Reams announced the Final Budget Hearing set for Tuesday, September 30th at 6:00 pm at the Courthouse Annex.
8. **On motion by Commissioner Nelson, seconded by Commissioner Walker and unanimously carried, the meeting was adjourned.**

Chairman

Attest: _____
Clerk

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
FINAL BUDGET HEARING
September 30, 2014

The Board met this date for the final budget hearing. Present were Chair Betsy Barfield, Commissioners John Nelson, Benjamin “Benny” Bishop, Hines Boyd and Stephen Walker, County Attorney Buck Bird, County Coordinator Parrish Barwick and Clerk of Court Kirk Reams.

1. Chair Barfield announced that the FY 2014-2015 proposed millage rate of 8.3114 mills is 3.78% lower than the rollback rate of 8.6377 mills.
2. Chair Barfield asked for public comment and questions regarding millage rate and budget.
3. **On motion by Commissioner Boyd, seconded by Commissioner Bishop and unanimously carried, the Board adopted resolution number 14-093014-01, adopting the millage rate of 8.3114 mills.**
4. **On motion by Commissioner Walker, seconded by Commissioner Nelson, and unanimously carried, the Board adopted resolution number 14-093014-02, adopting the budget at \$23,233,944.**
5. **On motion by Commissioner Nelson, seconded by Commissioner Walker, and carried 4 to 1 (Boyd opposed), the Board adopted resolution number 14-093014-03, adopting the Fire Assessment.**
6. **On motion by Commissioner Nelson, seconded by Commissioner Boyd, and unanimously carried, the Board adopted resolution number 14-093014-04, adopting the Solid Waste Assessment.**
7. **On motion by Commissioner Walker, seconded by Commissioner Nelson and unanimously carried, the meeting was adjourned.**

Chairman

Attest: _____
Clerk

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
October 7, 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 1: Call to Order, Invocation, Pledge of Allegiance

1. Charles Culp gave the invocation and led the Pledge of Allegiance.

ITEM 2: Public Announcements, Presentations & Awards

2. Dick Bailar, on behalf of the Chamber of Commerce, announced the final election forum would be held tonight at 6 pm at the Jefferson County Courthouse Annex.
3. Commissioner Nelson presented a draft of the proclamation for Mr. Dennis Gallon that would be given at a future meeting.

ITEM 3: Consent Agenda

4. Commissioner Walker requested that the Wacissa Volunteer Fire Department lease agreement be moved to item 5(a) of general business. **On motion by Commissioner Boyd, seconded by Commissioner Nelson and unanimously carried, the Board approved the agenda as amended. On motion by Commissioner Boyd, seconded by Commissioner Bishop and unanimously carried the consent agenda—consisting of the minutes of the September 16th, 2014 Regular Session, the TDC Appointment and the Tall Timber Support Letter—was approved.**

ITEM 5a: Wacissa Volunteer Fire Department Lease Agreement

5. County Attorney Buck Bird presented this item. **On motion by Commissioner Walker, seconded by Commissioner Bishop and unanimously carried, the Board approved the lease agreement for 30 years.**

ITEM 5b: 2015 Legislative Priorities

6. Dicky Bailar with the Legislative Committee presented this item and requested the Board consider their 2015 legislative priorities. Chairperson Barfield stated that she did not see the Wacissa River listed under the Amendment 1 purchasing/funding of wetlands and conservation land, but if approved, would like to see about getting the Wacissa River added to this list. Mr. Bailar stated the Board should also consider FRDAP funds now that funds are available. Citizen Troy Avera stated he would like to see funds to restore Howard Academy.

ITEM 5c: VAB Appointments

7. Clerk of Court Kirk Reams introduced this item and stated the Value Adjustment Board consisted of two Commissioners, one School Board member, a local business owner appointed by the School Board and a citizen appointed by the Board. He further stated he had advertised for a citizen volunteer for a two week period and received no responses.

Mr. Reams stated he had contacted previous citizen appointee, Paul Michael, who was willing to serve if it was the pleasure of the Board. **On motion by Commissioner Boyd, seconded by Commissioner Bishop and unanimously carried, the Board appointed Paul Michael as the citizen appointee to the Value Adjustment Board.** Mr. Reams also noted that Commissioners Boyd and Walker were the two Commissioners appointed back in January and that the VAB organizational meeting would be held at 10 am on October 28th with the VAB meeting at 10 am on October 30th.

ITEM 6: County Coordinator – Medical Director Agreement for Services

8. County Coordinator Parrish Barwick introduced this item, stating that the Medical Director was required for EMS service by law. He requested the Board to renew the contract for Dr. Spindell. Chief Matthews noted that the County received great value for Mr. Spindell's services. **On motion by Commissioner Nelson, seconded by Commissioner Bishop and unanimously carried, the Board approved the agreement.**
9. Citizen Michael Lamar requested assistance in improving Lamar Road. Commissioner Bishop responded that it was a private road. Citizen Martha Lamar Odom stated she did not want the road paved but rather the holes filled. Commissioner Bishop explained that if the residents on that road paid for the material, the Road Department would do the work.

ITEM 7: Commissioner Discussion Items

10. At the request of Commissioner Boyd, County Coordinator Parrish Barwick provided a brief update on the current road projects.
11. Commissioner Nelson commended City Manager Steve Wingate on his assistance with some clean-up work in District 2.
12. Chairperson Barfield briefly discussed the previous night's CRTPA meeting and stated she needed citizens to go online to fill out a survey to help drive the county's transportation needs for the next 20 years.

ITEM 9: Adjournment

13. The warrant register was reviewed and bills ordered paid.
14. **On motion by Commissioner Bishop, seconded by Commissioner Nelson and unanimously carried, the meeting was adjourned.**

Attest: _____
Clerk

Chairman

**CONTRACT BETWEEN
JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
AND
STATE OF FLORIDA DEPARTMENT OF HEALTH
FOR OPERATION OF
THE JEFFERSON COUNTY HEALTH DEPARTMENT
CONTRACT YEAR 2014-2015**

This agreement ("Agreement") is made and entered into between the State of Florida, Department of Health ("State") and the Jefferson County Board of County Commissioners ("County"), through their undersigned authorities, effective October 1, 2014.

RECITALS

A. Pursuant to Chapter 154, Florida Statutes, the intent of the legislature is to "promote, protect, maintain, and improve the health and safety of all citizens and visitors of this state through a system of coordinated county health department services."

B. County Health Departments were created throughout Florida to satisfy this legislative intent through "promotion of the public's health, the control and eradication of preventable diseases, and the provision of primary health care for special populations."

C. Jefferson County Health Department ("CHD") is one of the County Health Departments created throughout Florida.

D. It is necessary for the parties hereto to enter into this Agreement in order to ensure coordination between the State and the County in the operation of the CHD.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **RECITALS**. The parties mutually agree that the forgoing recitals are true and correct and incorporated herein by reference.

2. **TERM**. The parties mutually agree that this Agreement shall be effective from October 1, 2014, through September 30, 2015, or until a written agreement replacing this Agreement is entered into between the parties, whichever is later, unless this Agreement is otherwise terminated pursuant to the termination provisions set forth in paragraph 8, below.

3. **SERVICES MAINTAINED BY THE CHD**. The parties mutually agree that the CHD shall provide those services as set forth on Part III of Attachment II hereof, in order to maintain the following three levels of service pursuant to Section 154.01(2), Florida Statutes, as defined below:

a. "Environmental health services" are those services which are organized and operated to protect the health of the general public by monitoring and regulating activities in the environment which may contribute to the occurrence or transmission of disease.

Environmental health services shall be supported by available federal, state and local funds and shall include those services mandated on a state or federal level. Examples of environmental health services include, but are not limited to, food hygiene, safe drinking water supply, sewage and solid waste disposal, swimming pools, group care facilities, migrant labor camps, toxic material control, radiological health, and occupational health.

b. "Communicable disease control services" are those services which protect the health of the general public through the detection, control, and eradication of diseases which are transmitted primarily by human beings. Communicable disease services shall be supported by available federal, state, and local funds and shall include those services mandated on a state or federal level. Such services include, but are not limited to, epidemiology, sexually transmissible disease detection and control, HIV/AIDS, immunization, tuberculosis control and maintenance of vital statistics.

c. "Primary care services" are acute care and preventive services that are made available to well and sick persons who are unable to obtain such services due to lack of income or other barriers beyond their control. These services are provided to benefit individuals, improve the collective health of the public, and prevent and control the spread of disease. Primary health care services are provided at home, in group settings, or in clinics. These services shall be supported by available federal, state, and local funds and shall include services mandated on a state or federal level. Examples of primary health care services include, but are not limited to: first contact acute care services; chronic disease detection and treatment; maternal and child health services; family planning; nutrition; school health; supplemental food assistance for women, infants, and children; home health; and dental services.

4. **FUNDING.** The parties further agree that funding for the CHD will be handled as follows:

a. The funding to be provided by the parties and any other sources are set forth in Part II of Attachment II hereof. This funding will be used as shown in Part I of Attachment II.

i. The State's appropriated responsibility (direct contribution excluding any state fees, Medicaid contributions or any other funds not listed on the Schedule C) as provided in Attachment II, Part II is an amount not to exceed \$ 1,235,882 (State General Revenue, State Funds, Other State Funds and Federal Funds listed on the Schedule C). The State's obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

ii. The County's appropriated responsibility (direct contribution excluding any fees, other cash or local contributions) as provided in Attachment II, Part II is an amount not to exceed \$40,385 (amount listed under the "Board of County Commissioners Annual Appropriations section of the revenue attachment).

b. Overall expenditures will not exceed available funding or budget authority, whichever is less, (either current year or from surplus trust funds) in any service category. Unless requested otherwise, any surplus at the end of the term of this Agreement in the

County Health Department Trust Fund that is attributed to the CHD shall be carried forward to the next contract period.

c. Either party may establish service fees as allowed by law to fund activities of the CHD. Where applicable, such fees shall be automatically adjusted to at least the Medicaid fee schedule.

d. Either party may increase or decrease funding of this Agreement during the term hereof by notifying the other party in writing of the amount and purpose for the change in funding. If the State initiates the increase/decrease, the CHD will revise the Attachment II and send a copy of the revised pages to the County and the Department of Health, Office of Budget and Revenue Management. If the County initiates the increase/decrease, the County shall notify the CHD. The CHD will then revise the Attachment II and send a copy of the revised pages to the Department of Health, Office of Budget and Revenue Management.

e. The name and address of the official payee to who payments shall be made is:

County Health Department Trust Fund
Jefferson County
1255 W Washington Street
Monticello, FL 32344

5. CHD DIRECTOR/ADMINISTRATOR. Both parties agree the director/administrator of the CHD shall be a State employee or under contract with the State and will be under the day-to-day direction of the Deputy Secretary for Statewide Services. The director/administrator shall be selected by the State with the concurrence of the County. The director/administrator of the CHD shall ensure that non-categorical sources of funding are used to fulfill public health priorities in the community and the Long Range Program Plan. A report detailing the status of public health as measured by outcome measures and similar indicators will be sent by the CHD director/administrator to the parties no later than October 1 of each year (*This is the standard quality assurance "County Health Profile" report located on the Division of Public Health Statistics and Performance Management Intranet site*).

6. ADMINISTRATIVE POLICIES AND PROCEDURES. The parties hereto agree that the following standards should apply in the operation of the CHD:

a. The CHD and its personnel shall follow all State policies and procedures, except to the extent permitted for the use of county purchasing procedures as set forth in subparagraph b., below. All CHD employees shall be State or State-contract personnel subject to State personnel rules and procedures. Employees will report time in the Health Management System compatible format by program component as specified by the State.

b. The CHD shall comply with all applicable provisions of federal and state laws and regulations relating to its operation with the exception that the use of county purchasing procedures shall be allowed when it will result in a better price or service and no statewide Department of Health purchasing contract has been implemented for those goods or services. In such cases, the CHD director/administrator must sign a justification therefore,

and all county-purchasing procedures must be followed in their entirety, and such compliance shall be documented. Such justification and compliance documentation shall be maintained by the CHD in accordance with the terms of this Agreement. State procedures must be followed for all leases on facilities not enumerated in Attachment IV.

c. The CHD shall maintain books, records and documents in accordance with those promulgated by the Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), and the requirements of federal or state law. These records shall be maintained as required by the Department of Health Policies and Procedures for Records Management and shall be open for inspection at any time by the parties and the public, except for those records that are not otherwise subject to disclosure as provided by law which are subject to the confidentiality provisions of paragraph 6.i., below. Books, records and documents must be adequate to allow the CHD to comply with the following reporting requirements:

- i.* The revenue and expenditure requirements in the Florida Accounting System Information Resource (FLAIR).
- ii.* The client registration and services reporting requirements of the minimum data set as specified in the most current version of the Client Information System/Health Management Component Pamphlet;
- iii.* Financial procedures specified in the Department of Health's Accounting Procedures Manuals, Accounting memoranda, and Comptroller's memoranda;
- iv.* The CHD is responsible for assuring that all contracts with service providers include provisions that all subcontracted services be reported to the CHD in a manner consistent with the client registration and service reporting requirements of the minimum data set as specified in the Client Information System/Health Management Component Pamphlet.

d. All funds for the CHD shall be deposited in the County Health Department Trust Fund maintained by the state treasurer. These funds shall be accounted for separately from funds deposited for other CHDs and shall be used only for public health purposes in Jefferson County.

e. That any surplus/deficit funds, including fees or accrued interest, remaining in the County Health Department Trust Fund account at the end of the contract year shall be credited/debited to the state or county, as appropriate, based on the funds contributed by each and the expenditures incurred by each. Expenditures will be charged to the program accounts by state and county based on the ratio of planned expenditures in the core contract and funding from all sources is credited to the program accounts by state and county. The equity share of any surplus/deficit funds accruing to the state and county is determined each month and at contract year-end. Surplus funds may be applied toward the funding requirements of each participating governmental entity in the following year. However, in each such case, all surplus funds, including fees and accrued interest, shall

remain in the trust fund until accounted for in a manner which clearly illustrates the amount which has been credited to each participating governmental entity. The planned use of surplus funds shall be reflected in Attachment II, Part I of this contract, with special capital projects explained in Attachment V.

f. There shall be no transfer of funds between the three levels of services without a contract amendment unless the CHD director/administrator determines that an emergency exists wherein a time delay would endanger the public's health and the Deputy Secretary for Statewide Services has approved the transfer. The Deputy Secretary for Statewide Services shall forward written evidence of this approval to the CHD within 30 days after an emergency transfer.

g. The CHD may execute subcontracts for services necessary to enable the CHD to carry out the programs specified in this Agreement. Any such subcontract shall include all aforementioned audit and record keeping requirements.

h. At the request of either party, an audit may be conducted by an independent CPA on the financial records of the CHD and the results made available to the parties within 180 days after the close of the CHD fiscal year. This audit will follow requirements contained in OMB Circular A-133 and may be in conjunction with audits performed by county government. If audit exceptions are found, then the director/administrator of the CHD will prepare a corrective action plan and a copy of that plan and monthly status reports will be furnished to the contract managers for the parties.

i. The CHD shall not use or disclose any information concerning a recipient of services except as allowed by federal or state law or policy.

j. The CHD shall retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings.

k. The CHD shall maintain confidentiality of all data, files, and records that are confidential under the law or are otherwise exempted from disclosure as a public record under Florida law. The CHD shall implement procedures to ensure the protection and confidentiality of all such records and shall comply with sections 384.29, 381.004, 392.65 and 456.057, Florida Statutes, and all other state and federal laws regarding confidentiality. All confidentiality procedures implemented by the CHD shall be consistent with the Department of Health Information Security Policies, Protocols, and Procedures. The CHD shall further adhere to any amendments to the State's security requirements and shall comply with any applicable professional standards of practice with respect to client confidentiality.

l. The CHD shall abide by all State policies and procedures, which by this reference are incorporated herein as standards to be followed by the CHD, except as otherwise permitted for some purchases using county procedures pursuant to paragraph 6.b. hereof.

m. The CHD shall establish a system through which applicants for services and current clients may present grievances over denial, modification or termination of services. The CHD will advise applicants of the right to appeal a denial or exclusion from services, of failure to take account of a client's choice of service, and of his/her right to a fair hearing to the final governing authority of the agency. Specific references to existing laws, rules or program manuals are included in Attachment I of this Agreement.

n. The CHD shall comply with the provisions contained in the Civil Rights Certificate, hereby incorporated into this contract as Attachment III.

o. The CHD shall submit quarterly reports to the county that shall include at least the following:

i. The DE385L1 Contract Management Variance Report and the DE580L1 Analysis of Fund Equities Report;

ii. A written explanation to the county of service variances reflected in the DE385L1 report if the variance exceeds or falls below 25 percent of the planned expenditure amount. However, if the amount of the service specific variance between actual and planned expenditures does not exceed three percent of the total planned expenditures for the level of service in which the type of service is included, a variance explanation is not required. A copy of the written explanation shall be sent to the Department of Health, Office of Budget and Revenue Management.

p. The dates for the submission of quarterly reports to the county shall be as follows unless the generation and distribution of reports is delayed due to circumstances beyond the CHD's control:

- i. March 1, 2015 for the report period October 1, 2014 through December 31, 2014;
- ii. June 1, 2015 for the report period October 1, 2014 through March 31, 2015;
- iii. September 1, 2015 for the report period October 1, 2014 through June 30, 2015; and
- iv. December 1, 2015 for the report period October 1, 2014 through September 30, 2015.

7. **FACILITIES AND EQUIPMENT.** The parties mutually agree that:

a. CHD facilities shall be provided as specified in Attachment IV to this contract and the county shall own the facilities used by the CHD unless otherwise provided in Attachment IV.

b. The county shall ensure adequate fire and casualty insurance coverage for County-owned CHD offices and buildings and for all furnishings and equipment in CHD offices through either a self-insurance program or insurance purchased by the County.

c. All vehicles will be transferred to the ownership of the County and registered as county vehicles. The county shall ensure insurance coverage for these vehicles is available through either a self-insurance program or insurance purchased by the County. All vehicles will be used solely for CHD operations. Vehicles purchased through the County Health Department Trust Fund shall be sold at fair market value when they are no longer needed by the CHD and the proceeds returned to the County Health Department Trust Fund.

8. **TERMINATION.**

a. **Termination at Will.** This Agreement may be terminated by either party without cause upon no less than one-hundred eighty (180) calendar days notice in writing to the other party unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery.

b. **Termination Because of Lack of Funds.** In the event funds to finance this Agreement become unavailable, either party may terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery.

c. **Termination for Breach.** This Agreement may be terminated by one party, upon no less than thirty (30) days notice, because of the other party's failure to perform an

obligation hereunder. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery. Waiver of breach of any provisions of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement.

9. MISCELLANEOUS. The parties further agree:

a. Availability of Funds. If this Agreement, any renewal hereof, or any term, performance or payment hereunder, extends beyond the fiscal year beginning July 1, 2015, it is agreed that the performance and payment under this Agreement are contingent upon an annual appropriation by the Legislature, in accordance with section 287.0582, Florida Statutes.

b. Contract Managers. The name and address of the contract managers for the parties under this Agreement are as follows:

For the State:

For the County:

Colleen Harmon
Name

Kirk Reams
Name

Operations & Management
Consultant Manager
Title

Clerk of Court
Title

1255 W Washington St.

1 Court House Circle

Monticello, FL 32344
Address

Monticello, FL 32344
Address

850-342-0170, Ext. 2021
Telephone

850-342-0218, Ext. 232
Telephone

If different contract managers are designated after execution of this Agreement, the name, address and telephone number of the new representative shall be furnished in writing to the other parties and attached to originals of this Agreement.

c. Captions. The captions and headings contained in this Agreement are for the convenience of the parties only and do not in any way modify, amplify, or give additional notice of the provisions hereof.

In WITNESS THEREOF, the parties hereto have caused this 20 page agreement to be executed by their undersigned officials as duly authorized effective the 1st day of October, 2014.

**BOARD OF COUNTY COMMISSIONERS
FOR JEFFERSON COUNTY**

**STATE OF FLORIDA
DEPARTMENT OF HEALTH**

SIGNED BY: _____

NAME: Betsy Barfield

TITLE: Chair

DATE: _____

ATTESTED TO:

SIGNED BY: _____

NAME: Kirk Reams

TITLE: Clerk of Court

DATE: _____

SIGNED BY: _____

NAME: John H. Armstrong, MD

TITLE: Surgeon General/Secretary of Health

DATE: _____

SIGNED BY: _____

NAME: Kim Allbritton

TITLE: Acting CHD Administrator

DATE: _____

ATTACHMENT I

JEFFERSON COUNTY HEALTH DEPARTMENT

PROGRAM SPECIFIC REPORTING REQUIREMENTS AND PROGRAMS REQUIRING COMPLIANCE WITH THE PROVISIONS OF SPECIFIC MANUALS

Some health services must comply with specific program and reporting requirements in addition to the Personal Health Coding Pamphlet (DHP 50-20), Environmental Health Coding Pamphlet (DHP 50-21) and FLAIR requirements because of federal or state law, regulation or rule. If a county health department is funded to provide one of these services, it must comply with the special reporting requirements for that service. The services and the reporting requirements are listed below:

<u>Service</u>	<u>Requirement</u>
1. Sexually Transmitted Disease Program	Requirements as specified in F.A.C. 64D-3, F.S. 381 and F.S. 384.
2. Dental Health	Periodic financial and programmatic reports as specified by the program office.
3. Special Supplemental Nutrition Program for Women, Infants and Children (including the WIC Breastfeeding Peer Counseling Program)	Service documentation and monthly financial reports as specified in DHM 150-24* and all federal, state and county requirements detailed in program manuals and published procedures.
4. Healthy Start/ Improved Pregnancy Outcome	Requirements as specified in the 2007 Healthy Start Standards and Guidelines and as specified by the Healthy Start Coalitions in contract with each county health department.
5. Family Planning	Requirements as specified in Public Law 91-572, 42 U.S.C. 300, <i>et seq.</i> , 42 CFR part 59, subpart A, 45 CFR parts 74 & 92, 2 CFR 215 (OMB Circular A-110) OMB Circular A-102, F.S. 381.0051, F.A.C. 64F-7, F.A.C. 64F-16, and F.A.C. 64F-19. Requirements and Guidance as specified in the Program Requirements for Title X Funded Family Planning Projects (Title X Requirements)(2014) and the Providing Quality Family Planning Services (QFP): Recommendations of CDC and the U.S. Office of Population Affairs published on the Office of Population Affairs website. Programmatic annual reports as specified by the program office as specified in the annual programmatic Scope of Work for Family Planning and Maternal Child Health Services, including the Family Planning Annual Report (FPAR), and other minimum guidelines as specified by the Policy Web Technical Assistance Guidelines.
6. Immunization	Periodic reports as specified by the department pertaining to immunization levels in kindergarten and/or seventh grade pursuant to instructions contained in the Immunization Guidelines-Florida Schools, Childcare Facilities and Family Daycare Homes (DH Form 150-615) and Rule 64D-3.046, F.A.C. In addition, periodic reports as specified by the department pertaining to the surveillance/investigation of reportable vaccine-preventable diseases, adverse events, vaccine accountability, and assessment of immunization

ATTACHMENT I (Continued)

levels as documented in Florida. SHOTS and supported by CHD Guidebook policies and technical assistance guidance.

- 7. Environmental Health Requirements as specified in Environmental Health Programs Manual 150-4* and DHP 50-21*
- 8. HIV/AIDS Program Requirements as specified in F.S. 384.25 and F.A.C. 64D-3.030 and 64D-3.031. Case reporting should be on Adult HIV/AIDS Confidential Case Report CDC Form DH2139 and Pediatric HIV/AIDS Confidential Case Report CDC Form DH2140.

Requirements as specified in F.A.C. 64D-2 and 64D-3, F.S. 381 and F.S. 384. Socio-demographic and risk data on persons tested for HIV in CHD clinics should be reported on Lab Request DH Form 1628 in accordance with the Forms Instruction Guide. Requirements for the HIV/AIDS Patient Care programs are found in the Patient Care Contract Administrative Guidelines.
- 9. School Health Services Requirements as specified in the Florida School Health Administrative Guidelines (May 2012). Requirements as specified in F.S. 381.0056, F.S. 381.0057, F.S. 402.3026 and F.A.C. 64F-6.
- 10. Tuberculosis Tuberculosis Program Requirements as specified in F.A.C. 64D-3 and F.S. 392.
- 11. General Communicable Disease Control Carry out surveillance for reportable communicable and other acute diseases, detect outbreaks, respond to individual cases of reportable diseases, investigate outbreaks, and carry out communication and quality assurance functions, as specified in F.A.C. 64D-3, F.S. 381, F.S. 384 and the CHD Epidemiology Guide to Surveillance and Investigations.
- 12. Refugee Health Program Programmatic and financial requirements as specified by the program office.

*or the subsequent replacement if adopted during the contract period.

ATTACHMENT II

JEFFERSON COUNTY HEALTH DEPARTMENT

PART I. PLANNED USE OF COUNTY HEALTH DEPARTMENT TRUST FUND BALANCES

	Estimated State Share of CHD Trust Fund Balance	Estimated County Share of CHD Trust Fund Balance	Total
1. CHD Trust Fund Ending Balance 09/30/14	282,502	8,287	290,789
2. Drawdown for Contract Year October 1, 2014 to September 30, 2015	-45849	-10376	-56225
3. Special Capital Project use for Contract Year October 1, 2014 to September 30, 2015			
4. Balance Reserved for Contingency Fund October 1, 2014 to September 30, 2015	328,351	18,663	347,014

Special Capital Projects are new construction or renovation projects and new furniture or equipment associated with these projects, and mobile health vans.

ATTACHMENT II

JEFFERSON COUNTY HEALTH DEPARTMENT

Part II, Sources of Contributions to County Health Department

October 1, 2014 to September 30, 2015

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
1. GENERAL REVENUE - STATE					
015040 CHD - TB COMMUNITY PROGRAM	3,000	0	3,000	0	3,000
015040 DENTAL SPECIAL INITIATIVE PROJECTS	7,075	0	7,075	0	7,075
015040 FAMILY PLANNING GENERAL REVENUE	24,320	0	24,320	0	24,320
015040 PRIMARY CARE PROGRAM	48,586	0	48,586	0	48,586
015040 SCHOOL HEALTH SERVICES - GENERAL REVENUE	68,292	0	68,292	0	68,292
015050 CHD GENERAL REVENUE NON-CATEGORICAL	293,630	0	293,630	0	293,630
GENERAL REVENUE TOTAL	444,903	0	444,903	0	444,903
2. NON GENERAL REVENUE - STATE					
015010 STATE UNDERGROUND PETROLEUM RESPONSE ACT	2,559	0	2,559	0	2,559
015010 ENVIRONMENTAL BIOMEDICAL WASTE PROGRAM	1,545	0	1,545	0	1,545
015010 TOBACCO STATE AND COMMUNITY INTERVENTIONS	114,717	0	114,717	0	114,717
NON GENERAL REVENUE TOTAL	118,821	0	118,821	0	118,821
3. FEDERAL FUNDS - STATE					
007000 ABSTINENCE EDUCATION GRANT PROGRAM	272,139	0	272,139	0	272,139
007000 BIOTERRORISM HOSPITAL PREPAREDNESS	438	0	438	0	438
007000 COMPREHENSIVE COMMUNITY CARDIO - PHBG	13,668	0	13,668	0	13,668
007000 FAMILY PLANNING TITLE X - GRANT	49,236	0	49,236	0	49,236
007000 PUBLIC HLTH INFRASTRUCTURE	20,505	0	20,505	0	20,505
007000 IMMUNIZATION ACTION PLAN	1,690	0	1,690	0	1,690
007000 MCH SPECIAL PROJCT DENTAL	11,457	0	11,457	0	11,457
007000 PHP PUBLIC HEALTH PREPAREDNESS BASE ALLOC	163,082	0	163,082	0	163,082
007000 TOBACCO PREVENTION AND CONTROL PROGRAM	1,322	0	1,322	0	1,322
015075 SUPPLEMENTAL SCHOOL HEALTH	104,985	0	104,985	0	104,985
FEDERAL FUNDS TOTAL	638,522	0	638,522	0	638,522
4. FEES ASSESSED BY STATE OR FEDERAL RULES - STATE					
001020 CHD STATEWIDE ENVIRONMENTAL FEES	7,638	0	7,638	0	7,638
001092 CHD STATEWIDE ENVIRONMENTAL FEES	15,171	0	15,171	0	15,171
001170 CHD STATEWIDE ENVIRONMENTAL FEES	900	0	900	0	900
001170 LABS CONTRACT BILLINGS	943	0	943	0	943
001206 ON SITE SEWAGE DISPOSAL PERMIT FEES	1,000	0	1,000	0	1,000
001206 SANITATION CERTIFICATES (FOOD INSPECTION)	207	0	207	0	207
001206 SEPTIC TANK RESEARCH SURCHARGE	150	0	150	0	150
001206 DRINKING WATER PROGRAM OPERATIONS	100	0	100	0	100
001206 TANNING FACILITIES	26	0	26	0	26
001206 ONSITE SEWAGE TRAINING CENTER	125	0	125	0	125
001206 MOBILE HOME & RV PARK FEES	180	0	180	0	180
FEES ASSESSED BY STATE OR FEDERAL RULES TOTAL	26,440	0	26,440	0	26,440
5. OTHER CASH CONTRIBUTIONS - STATE:					
010306 DOC PHARMACY INTERAGENCY AGREEMENT	308,172	0	308,172	0	308,172
010306 CHD FEDERAL & LOCAL INDIRECT EARNINGS	60,331	0	60,331	0	60,331

ATTACHMENT II

JEFFERSON COUNTY HEALTH DEPARTMENT

Part II, Sources of Contributions to County Health Department

October 1, 2014 to September 30, 2015

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
090001 DRAW DOWN FROM PUBLIC HEALTH UNIT	-45,849	0	-45,849	0	-45,849
OTHER CASH CONTRIBUTION TOTAL	0	0	0	0	0
6. MEDICAID - STATE/COUNTY:					
001059 LOW INCOME POOL ALLOCATION MNGD BY DOH	0	200,000	200,000	0	200,000
001075 CHD CLINIC FEES	0	3,000	3,000	0	3,000
001078 CHD CLINIC FEES	0	400	400	0	400
001082 CHD CLINIC FEES	0	36,000	36,000	0	36,000
001083 CHD CLINIC FEES	0	5,000	5,000	0	5,000
001087 CHD CLINIC FEES	0	200	200	0	200
001148 CHD CLINIC FEES	0	11,965	11,965	0	11,965
001180 CHD CLINIC FEES	0	176,000	176,000	0	176,000
001191 CHD CLINIC FEES	0	7,500	7,500	0	7,500
001192 CHD CLINIC FEES	0	750	750	0	750
001193 CHD CLINIC FEES	0	5,000	5,000	0	5,000
001208 CHD CLINIC FEES	0	150	150	0	150
MEDICAID TOTAL	0	445,965	445,965	0	445,965
7. ALLOCABLE REVENUE - STATE:					
	0	0	0	0	0
ALLOCABLE REVENUE TOTAL	0	0	0	0	0
8. OTHER STATE CONTRIBUTIONS NOT IN CHD TRUST FUND - STATE					
ADAP	0	0	0	621	621
PHARMACY DRUG PROGRAM	0	0	0	18,181	18,181
STD	0	0	0	0	0
WIC PROGRAM	0	0	0	250,931	250,931
BUREAU OF PUBLIC HEALTH LABORATORIES	0	0	0	3,700	3,700
IMMUNIZATIONS	0	0	0	25,197	25,197
OTHER STATE CONTRIBUTIONS TOTAL	0	0	0	298,630	298,630
9. DIRECT LOCAL CONTRIBUTIONS - BCC/TAX DISTRICT					
008034 CHD LOCAL REVENUE & EXPENDITURES	0	40,385	40,385	0	40,385
DIRECT COUNTY CONTRIBUTIONS TOTAL	0	40,385	40,385	0	40,385
10. FEES AUTHORIZED BY COUNTY ORDINANCE OR RESOLUTION - COUNTY					
001077 CHD CLINIC FEES	0	29,350	29,350	0	29,350
001094 CHD STATEWIDE ENVIRONMENTAL FEES	0	5,315	5,315	0	5,315
001114 VITAL STATISTICS CERTIFIED RECORDS	0	7,184	7,184	0	7,184
001115 VITAL STATISTICS CERTIFIED RECORDS	0	7,460	7,460	0	7,460
001117 VITAL STATISTICS CERTIFIED RECORDS	0	455	455	0	455
FEES AUTHORIZED BY COUNTY TOTAL	0	49,764	49,764	0	49,764
11. OTHER CASH AND LOCAL CONTRIBUTIONS - COUNTY					
001090 CHD CLINIC FEES	0	2,500	2,500	0	2,500
010304 PETROLEUM STORAGE TANK CONTRACT	0	75,512	75,512	0	75,512

ATTACHMENT II

JEFFERSON COUNTY HEALTH DEPARTMENT

Part II, Sources of Contributions to County Health Department

October 1, 2014 to September 30, 2015

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
011000 CHD LOCAL REVENUE & EXPENDITURES	0	18,000	18,000	0	18,000
011001 CHD HEALTHY START COALITION CONTRACT	0	63,046	63,046	0	63,046
011001 HEALTHY START MEDIPASS WAIVER - COALITION TO CHD	0	24,482	24,482	0	24,482
090002 DRAW DOWN FROM PUBLIC HEALTH UNIT	0	-10,376	-10,376	0	-10,376
OTHER CASH AND LOCAL CONTRIBUTIONS TOTAL	0	173,164	173,164	0	173,164
12. ALLOCABLE REVENUE - COUNTY					
	0	0	0	0	0
COUNTY ALLOCABLE REVENUE TOTAL	0	0	0	0	0
13. BUILDINGS - COUNTY					
ANNUAL RENTAL EQUIVALENT VALUE	0	0	0	0	0
OTHER (Specify)	0	0	0	0	0
UTILITIES	0	0	0	0	0
BUILDING MAINTENANCE	0	0	0	0	0
GROUNDS MAINTENANCE	0	0	0	0	0
INSURANCE	0	0	0	0	0
OTHER (Specify)	0	0	0	0	0
OTHER (Specify)	0	0	0	0	0
BUILDINGS TOTAL	0	0	0	0	0
14. OTHER COUNTY CONTRIBUTIONS NOT IN CHD TRUST FUND - COUNTY					
EQUIPMENT / VEHICLE PURCHASES	0	0	0	0	0
VEHICLE INSURANCE	0	0	0	0	0
VEHICLE MAINTENANCE	0	0	0	0	0
OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
OTHER COUNTY CONTRIBUTIONS TOTAL	0	0	0	0	0
GRAND TOTAL CHD PROGRAM	1,551,340	709,278	2,260,618	298,630	2,559,248

JEFFERSON COUNTY HEALTH DEPARTMENT

Part III, Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service
October 1, 2014 to September 30, 2015

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd (Whole dollars only)	3rd	4th			
A. COMMUNICABLE DISEASE CONTROL:										
IMMUNIZATION (101)	0.58	266	287	8,884	7,613	8,884	8,881	1,690	32,572	34,262
SEXUALLY TRANS. DIS. (102)	0.21	69	90	4,219	3,615	4,219	4,216	15,719	550	16,269
HIV/AIDS PREVENTION (03A1)	0.00	0	0	0	0	0	0	0	0	0
HIV/AIDS SURVEILLANCE (03A2)	0.00	0	0	0	0	0	0	0	0	0
HIV/AIDS PATIENT CARE (03A3)	1.89	750	2,800	63,908	54,764	63,908	63,884	246,464	0	246,464
ADAP (03A4)	0.04	0	0	558	478	558	559	2,153	0	2,153
TUBERCULOSIS (104)	0.12	53	57	1,950	1,671	1,950	1,949	7,020	500	7,520
COMM. DIS. SURV. (106)	0.19	0	0	1,434	1,229	1,434	1,434	5,531	0	5,531
HEPATITIS (109)	0.01	0	0	140	120	140	140	540	0	540
PREPAREDNESS AND RESPONSE (116)	1.09	0	0	43,418	37,206	43,418	43,402	163,520	3,924	167,444
REFUGEE HEALTH (118)	0.00	0	0	0	0	0	0	0	0	0
VITAL RECORDS (180)	0.11	400	618	1,225	1,049	1,225	1,224	0	4,723	4,723
COMMUNICABLE DISEASE SUBTOTAL	4.24	1,538	3,852	125,736	107,745	125,736	125,689	442,637	42,269	484,906
B. PRIMARY CARE:										
CHRONIC DISEASE PREVENTION PRO (210)	0.00	0	0	2,929	2,510	2,929	2,929	11,297	0	11,297
WIC (21W1)	0.00	0	0	0	0	0	0	0	0	0
TOBACCO USE INTERVENTION (212)	1.41	0	60	33,911	29,059	33,911	33,897	130,778	0	130,778
WIC BREASTFEEDING PEER COUNSELING (21W2)	0.00	0	0	0	0	0	0	0	0	0
FAMILY PLANNING (223)	1.97	221	539	30,043	25,745	30,043	30,031	95,323	20,539	115,862
IMPROVED PREGNANCY OUTCOME (225)	1.42	107	716	22,776	19,517	22,776	22,766	76,085	11,750	87,835
HEALTHY START PRENATAL (227)	1.07	129	787	17,403	14,913	17,403	17,398	13,706	53,411	67,117
COMPREHENSIVE CHILD HEALTH (229)	0.19	49	59	3,768	3,229	3,768	3,767	12,132	2,400	14,532
HEALTHY START CHILD (231)	0.68	104	419	9,846	8,437	9,846	9,843	3,855	34,117	37,972
SCHOOL HEALTH (234)	7.94	0	21,500	167,319	148,154	100,391	100,352	513,216	3,000	516,216
COMPREHENSIVE ADULT HEALTH (237)	4.95	411	1,356	80,158	68,689	80,158	80,127	91,632	217,500	309,132
COMMUNITY HEALTH DEVELOPMENT (238)	0.55	0	0	8,557	7,333	8,557	8,554	33,001	0	33,001
DENTAL HEALTH (240)	4.19	808	1,834	73,131	62,668	73,131	73,104	56,569	225,465	282,034
PRIMARY CARE SUBTOTAL	24.37	1,829	27,270	449,841	390,254	382,913	382,768	1,037,594	568,182	1,605,776
C. ENVIRONMENTAL HEALTH:										
Water and Onsite Sewage Programs										
COSTAL BEACH MONITORING (347)	0.00	0	0	0	0	0	0	0	0	0
LIMITED USE PUBLIC WATER SYSTEMS (357)	0.07	14	82	1,588	1,361	1,588	1,589	5,926	200	6,126
PUBLIC WATER SYSTEM (358)	0.00	0	0	2	2	2	1	7	0	7
PRIVATE WATER SYSTEM (359)	0.02	0	1	373	320	373	373	849	590	1,439
ONSITE SEWAGE TREATMENT & DISPOSAL (361)	0.58	50	173	10,489	8,988	10,489	10,484	36,950	3,500	40,450
Group Total	0.67	64	256	12,452	10,671	12,452	12,447	43,732	4,290	48,022
Facility Programs										
TATTOO FACILITY SERVICES (344)	0.00	0	0	0	0	0	0	0	0	0
FOOD HYGIENE (348)	0.04	7	28	684	586	684	685	2,639	0	2,639
BODY PIERCING FACILITIES SERVICES (349)	0.01	0	0	113	97	113	112	435	0	435
GROUP CARE FACILITY (351)	0.03	6	9	475	407	475	476	808	1,025	1,833
MIGRANT LABOR CAMP (352)	0.00	0	0	0	0	0	0	0	0	0
HOUSING & PUB. BLDG. (353)	0.00	0	0	0	0	0	0	0	0	0

JEFFERSON COUNTY HEALTH DEPARTMENT

Part III, Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service

October 1, 2014 to September 30, 2015

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd (Whole dollars only)	3rd	4th			
MOBILE HOME AND PARK (354)	0.02	8	17	288	246	288	287	1,109	0	1,109
POOLS/BATHING PLACES (360)	0.00	2	6	0	0	130	141	271	0	271
BIOMEDICAL WASTE SERVICES (364)	0.01	7	8	127	108	127	126	488	0	488
TANNING FACILITY SERVICES (369)	0.00	1	1	47	40	47	47	181	0	181
Group Total	0.11	31	69	1,734	1,484	1,864	1,874	5,931	1,025	6,956
Groundwater Contamination										
STORAGE TANK COMPLIANCE SERVICES (355)	1.14	169	206	20,280	17,378	20,280	20,273	2,699	75,512	78,211
SUPER ACT SERVICES (356)	0.04	0	4	679	582	679	679	2,619	0	2,619
Group Total	1.18	169	210	20,959	17,960	20,959	20,952	5,318	75,512	80,830
Community Hygiene										
COMMUNITY ENVIR. HEALTH (345)	0.00	0	0	0	0	0	0	0	0	0
INJURY PREVENTION (346)	0.00	0	0	0	0	0	0	0	0	0
LEAD MONITORING SERVICES (350)	0.00	0	0	0	0	0	0	0	0	0
PUBLIC SEWAGE (362)	0.00	0	0	0	0	0	0	0	0	0
SOLID WASTE DISPOSAL SERVICE (363)	0.00	0	0	0	0	0	0	0	0	0
SANITARY NUISANCE (365)	0.00	1	3	47	40	47	47	181	0	181
RABIES SURVEILLANCE (366)	0.00	1	3	47	40	47	47	181	0	181
ARBORVIRUS SURVEIL. (367)	0.00	0	0	38	32	38	37	145	0	145
RODENT/ARTHROPOD CONTROL (368)	0.36	0	2	5,895	5,051	5,895	5,892	4,733	18,000	22,733
WATER POLLUTION (370)	0.00	0	0	0	0	0	0	0	0	0
INDOOR AIR (371)	0.00	0	0	2	2	2	1	7	0	7
RADIOLOGICAL HEALTH (372)	0.00	0	0	0	0	0	0	0	0	0
TOXIC SUBSTANCES (373)	0.00	0	0	0	0	0	0	0	0	0
Group Total	0.36	2	8	6,029	5,165	6,029	6,024	5,247	18,000	23,247
ENVIRONMENTAL HEALTH SUBTOTAL	2.32	266	543	41,174	35,280	41,304	41,297	60,228	98,827	159,055
D. NON-OPERATIONAL COSTS:										
NON-OPERATIONAL COSTS (599)	0.00	0	0	0	0	0	0	0	0	0
ENVIRONMENTAL HEALTH SURCHARGE (399)	0.00	0	0	473	405	473	472	1,823	0	1,823
MEDICAID BUYBACK (611)	0.00	0	0	2,349	2,013	2,349	2,347	9,058	0	9,058
NON-OPERATIONAL COSTS SUBTOTAL	0.00	0	0	2,822	2,418	2,822	2,819	10,881	0	10,881
TOTAL CONTRACT	30.93	3,633	31,665	619,573	535,697	552,775	552,573	1,551,340	709,278	2,260,618

ATTACHMENT III

JEFFERSON COUNTY HEALTH DEPARTMENT

CIVIL RIGHTS CERTIFICATE

The applicant provides this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance. The provider agrees to complete the Civil Rights Compliance Questionnaire, DH Forms 946 A and B (or the subsequent replacement if adopted during the contract period), if so requested by the department.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C., 2000 Et seq., which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving or benefiting from federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
5. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
6. All regulations, guidelines and standards lawfully adopted under the above statutes. The applicant agrees that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contracts, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the applicant understands that the grantor may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

ATTACHMENT IV
JEFFERSON COUNTY HEALTH DEPARTMENT
FACILITIES UTILIZED BY THE COUNTY HEALTH DEPARTMENT

<u>Facility Description</u>	<u>Location</u>	<u>Owned By</u>
Jefferson County Health Department	1255 W Washington St. Monticello, FL 32344	Jefferson County BOCC
Jefferson County Health Department Annex	1175 W Washington St. Monticello, FL 32344	Jefferson County BOCC

ATTACHMENT V
JEFFERSON COUNTY HEALTH DEPARTMENT
SPECIAL PROJECTS SAVINGS PLAN

CASH RESERVED OR ANTICIPATED TO BE RESERVED FOR PROJECTS

<u>CONTRACT YEAR</u>	<u>STATE</u>	<u>COUNTY</u>	<u>TOTAL</u>
2013-2014*	\$ _____	\$ _____	\$ _____ -
2014-2015**	\$ _____	\$ _____	\$ _____ -
2015-2016***	\$ _____	\$ _____	\$ _____ -
2016-2017***	\$ _____	\$ _____	\$ _____ -
PROJECT TOTAL	\$ _____ -	\$ _____ -	\$ _____ -

SPECIAL PROJECT CONSTRUCTION/RENOVATION PLAN

PROJECT NUMBER: _____

PROJECT NAME: _____

LOCATION/ ADDRESS: _____

PROJECT TYPE: NEW BUILDING _____ ROOFING _____
 RENOVATION _____ PLANNING STUDY _____
 NEW ADDITION _____ OTHER _____

SQUARE FOOTAGE: _____

PROJECT SUMMARY: *Describe scope of work in reasonable detail.*

START DATE (*initial expenditure of funds*): _____

COMPLETION DATE: _____

DESIGN FEES: \$ _____

CONSTRUCTION COSTS: \$ _____

FURNITURE/EQUIPMENT \$ _____

TOTAL PROJECT COST: \$ _____ -

COST PER SQ FOOT: \$ _____ #DIV/0!

Special Capital Projects are new construction or renovation projects and new furniture or equipment associated with these projects and mobile health vans.

*Cash balance as of 9/30/14.
 **Cash to be transferred to FCO account.
 ***Cash anticipated for future contract years.

ITEM 5(a): SCRAP RESOLUTION

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION #2014-102114-01

WHEREAS, Jefferson County’s North Barber Hill 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 Road Assistance 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 _____ for costs directly related to resurfacing and improvements on North Barber Hill Road from US 19/27 to CR 257, 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 Road Assistance Agreement” related to the project.

DONE THIS 21st DAY OF OCTOBER 2014.

Betsy Barfield, Chair

Attest: _____
Kirk B. Reams, Clerk

**ITEM 5(b): VAB HEARING/TAX ROLL
EXTENSION**

YOUNG VAN ASSENDERP, P.A.
ATTORNEYS AND COUNSELORS AT LAW

**215 South Monroe Street
Suite 802
Tallahassee, Florida 32301**

**Post Office Box 1833
Tallahassee, FL 32302-1833**

**Telephone (850) 222-7206
Telecopier (850) 561-6834**

Memorandum

To: Jefferson County Board of County Commissioners
From: Tim Qualls, attorney for Lois H. Hunter, Tax Collector
Date: October 14, 2014
Re: 2014 Tax Roll

JA

On behalf of Lois H. Hunter whom my firm represents and due to the schedule of the 2014 Jefferson County Value Adjustment Board Hearing, we hereby respectfully request that the Board of County Commissioners order the 2014 tax roll be extended, and that the Property Appraiser undertake all actions required so that the tax notices may be mailed by November 1, 2014, or as soon thereafter as possible.

This request is made pursuant to Section 197.323, Florida Statutes, and at the request of and in cooperation with the Property Appraiser and the County Attorney's office.

As always, please do not hesitate to contact us with any questions, comments, concerns, etc.



October 13, 2014

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The 2014 Florida Statutes

[Title XIV](#) [Chapter 197](#) [View Entire Chapter](#)
TAXATION AND FINANCE TAX COLLECTIONS, SALES, AND LIENS

197.323 Extension of roll during adjustment board hearings. –

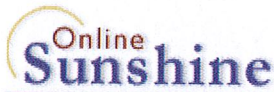
(1) Notwithstanding the provisions of s. [193.122](#), the board of county commissioners may, upon request by the tax collector and by majority vote, order the roll to be extended prior to completion of value adjustment board hearings, if completion thereof would otherwise be the only cause for a delay in the issuance of tax notices beyond November 1. For any parcel for which tax liability is subsequently altered as a result of board action, the tax collector shall resolve the matter by following the same procedures used for correction of errors. However, approval by the department is not required for refund of overpayment made pursuant to this section.

(2) A tax certificate or warrant shall not be issued under s. [197.413](#) or s. [197.432](#) with respect to delinquent taxes on real or personal property for the current year if a petition currently filed with respect to such property has not received final action by the value adjustment board.

History.—s. 156, ch. 85-342; s. 163, ch. 91-112.

Interpreter Services
for the Hearing Impaired





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Information Center
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Committees &
Other Entities
- Historical Committees
- Florida Government
Efficiency Task Force
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- Legistore
- Links

Interpreter Services
for the Hearing Impaired



The 2014 Florida Statutes

[Title XIV](#)
TAXATION AND FINANCE

[Chapter 193](#)
ASSESSMENTS

[View Entire Chapter](#)

193.122 Certificates of value adjustment board and property appraiser; extensions on the assessment rolls.–

(1) The value adjustment board shall certify each assessment roll upon order of the board of county commissioners pursuant to s. [197.323](#), if applicable, and again after all hearings required by s. [194.032](#) have been held. These certificates shall be attached to each roll as required by the Department of Revenue.

(2) After the first certification of the tax rolls by the value adjustment board, the property appraiser shall make all required extensions on the rolls to show the tax attributable to all taxable property. Upon completion of these extensions, and upon satisfying himself or herself that all property is properly taxed, the property appraiser shall certify the tax rolls and shall within 1 week thereafter publish notice of the date and fact of extension and certification on the property appraiser's website and in a periodical meeting the requirements of s. [50.011](#) and publicly display a notice of the date of certification in the office of the property appraiser. The property appraiser shall also supply notice of the date of the certification to any taxpayer who requests one in writing. These certificates and notices shall be made in the form required by the department and attached to each roll as required by the department by rule.

(3) When the tax rolls have been extended pursuant to s. [197.323](#), the second certification of the value adjustment board shall reflect all changes made by the board together with any adjustments or changes made by the property appraiser. Upon such certification, the property appraiser shall recertify the tax rolls with all changes to the collector and shall provide public notice of the date and fact of recertification pursuant to subsection (2).

(4) An appeal of a value adjustment board decision pursuant to s. [194.036](#)(1)(a) or (b) by the property appraiser shall be filed prior to extension of the tax roll under subsection (2) or, if the roll was extended pursuant to s. [197.323](#), within 30 days of recertification under subsection (3). The roll may be certified by the property appraiser prior to an appeal being filed pursuant to s. [194.036](#)(1)(c), but such appeal shall be filed within 20 days after receipt of the decision of the department relative to further judicial proceedings.

(5) The department shall promulgate regulations to ensure that copies of the tax rolls are distributed to the appropriate officials and maintained as part of their records for as long as is necessary to provide for the orderly collection of taxes. Such regulations shall also provide for the maintenance of the necessary permanent copies of such rolls.

(6) The property appraiser may extend millage as required in subsection (2) against the assessment roll and certify it to the tax collector even though there are parcels subject to judicial or administrative review pursuant to s. [194.036](#)(1). Such parcels shall be certified and have taxes extended against them in accordance with the decisions of the value adjustment board or the

property appraiser's valuation if the roll has been extended pursuant to s. [197.323](#), except that payment of such taxes by the taxpayer shall not preclude the taxpayer from being required to pay additional taxes in accordance with final judicial determination of an appeal filed pursuant to s. [194.036\(1\)](#).

(7) Each assessment roll shall be submitted to the executive director of the department in the manner and form prescribed by the department within 1 week after extension and certification to the tax collector and again after recertification to the tax collector, if applicable. When the provisions of s. [193.1145](#) are exercised, the requirements of this subsection shall apply upon extension pursuant to s. [193.1145\(3\)\(a\)](#) and again upon reconciliation pursuant to s. [193.1145\(8\)\(a\)](#).

History.—s. 18, ch. 70-243; s. 1, ch. 71-371; s. 9, ch. 73-172; s. 4, ch. 74-234; s. 2, ch. 76-133; s. 5, ch. 76-234; s. 1, ch. 77-174; s. 14, ch. 82-226; s. 2, ch. 82-388; ss. 3, 26, ch. 83-204; s. 55, ch. 83-217; ss. 208, 221, ch. 85-342; s. 141, ch. 91-112; s. 976, ch. 95-147; s. 3, ch. 2013-72.

Note.—Consolidation of provisions of former ss. 193.401-193.421.



INITIAL CERTIFICATION OF THE VALUE ADJUSTMENT BOARD

DR-488P
N. 12/09

Rule 12D-16.002
Florida Administrative Code

Section 193.122(1), Florida Statutes

Tax Roll Year

2	0	1	4
---	---	---	---

The Value Adjustment Board of _____ Jefferson County has not completed its hearings and certifies on order of the Board of County Commissioners according to sections 197.323 and 193.122(1), F.S., that the

Check one.

Real Property Tangible Personal Property

assessment roll for our county has been presented by the property appraiser to include all property and information required by the statutes of the State of Florida and the requirements and regulations of the Department of Revenue.

On behalf of the entire board, I certify that we have ordered this certification to be attached as part of the assessment roll. We will issue a Certification of the Value Adjustment Board (Form DR-488) under section 193.122(1) and (3), F.S., when the hearings are completed. The property appraiser will make all extensions to show the tax attributable to all taxable property under the law.

Signature, Chair of the Value Adjustment Board

Date



INITIAL CERTIFICATION OF THE VALUE ADJUSTMENT BOARD

DR-488P
N. 12/09

Rule 12D-16.002
Florida Administrative Code

Section 193.122(1), Florida Statutes

Tax Roll Year

2	0	1	4
---	---	---	---

The Value Adjustment Board of _____ Jefferson County has not completed its hearings and certifies on order of the Board of County Commissioners according to sections 197.323 and 193.122(1), F.S., that the

Check one.

Real Property

Tangible Personal Property

assessment roll for our county has been presented by the property appraiser to include all property and information required by the statutes of the State of Florida and the requirements and regulations of the Department of Revenue.

On behalf of the entire board, I certify that we have ordered this certification to be attached as part of the assessment roll. We will issue a Certification of the Value Adjustment Board (Form DR-488) under section 193.122(1) and (3), F.S., when the hearings are completed. The property appraiser will make all extensions to show the tax attributable to all taxable property under the law.

Signature, Chair of the Value Adjustment Board

_____ Date

**ITEM 6: PUBLIC HEARING –
FIRST READING-
LAND DEVELOPMENT CODE ORDINANCE**

PLANNING AND ZONING DEPARTMENT
JEFFERSON COUNTY/CITY OF MONTICELLO
445 W. PALMER MILL RD, MONTICELLO, FLORIDA 32345

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

MEMORANDUM

TO: JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
FROM: BILL TELLEFSEN, PLANNING OFFICIAL
SUBJECT: 2014 LAND DEVELOPMENT CODE EXHIBIT "A"
DATE: 10/14/2014

This is a brief explanation of the changes made to the LDC document since a full version was last distributed in August of 2014. Exhibit "A" Adopted 2014 LDC - All internal Article documents were renamed "Adopted 11.18.2014 Article#" and Ordinance # 2014-11182014-01 and the "Last Revised" notation in the footer of the documents removed. The individual Article documents marked below as "no changes" have been unchanged since the last joint PC/BOCC workshop of Tuesday evening, 07/29/2014. Any other Articles that have been changed since the publishing of the original Exhibit "A" published 8/12/2014 08:14 AM are noted below. Most of the changes are corrections of scrivener's errors, with the exception of the revisions to Section 2.8.0.

Article 1 Inserted Effective Date 11, 18, 2014 on page 16 of 16
Article 2 Page 3 of 27, noted by Planning Commissioner there was an extra word in sub-Section 2.1.1.B. "Certain areas are may have..." - As a result, removed the word "are" from the sentence so it reads "Certain areas may have..."

Section 2.8.0.: Removed old LHOD language and map and replaced with language as read aloud by Planning Commission Chairman Corwin Padgett and the revised map as exhibited and agreed to insert as final documentation at the joint workshop of October 9, 2014.

Discovered Section 2.12.0. – 2.12.9. Business Permits, which was supposed to be moved to Article 9, had never been removed from Article 2, creating duplication. To avoid confusion, the sub-sections were removed from Article 2 as intended, deleting 3 pages from the document.

Article 3 no changes
Article 4 no changes
Article 5 no changes
Article 6 no changes
Article 7 removed the "DRAFT" watermark when discovered 08/08/2014
Article 8 removed the "DRAFT" watermark when discovered 08/08/2014
Article 9 Discovered all 9.18.0.-9.18.7. inadvertently were left out of the Table of Contents even though the language was in the proper place in the document due to an apparent software "glitch". Inserting the missing sections into the TOC cause pagination to change.

BOCC Public Hearings 10/21/2014 and 11/18/2014

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

ORDINANCE NO. 2014-081914-01

AN ORDINANCE OF JEFFERSON COUNTY FLORIDA, RELATING TO THE JEFFERSON COUNTY LAND DEVELOPMENT CODE; ADOPTING AMENDMENTS TO THE JEFFERSON COUNTY LAND DEVELOPMENT CODE CONFORMING TO THE EVALUATION AND APPRAISAL REPORT AMENDMENTS TO THE COMPREHENSIVE PLAN; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; REPEALING THE JEFFERSON COUNTY LAND DEVELOPMENT CODE IN ITS ENTIRETY AND ADOPTING A NEW LAND DEVELOPMENT CODE 2014; ADOPTING A TITLE PAGE AND TABLE OF CONTENTS; ADOPTING ARTICLE ONE, GENERAL PROVISIONS; ADOPTING ARTICLE TWO, LAND USE; ADOPTING ARTICLE THREE, CONCURRENCY; ADOPTING ARTICLE FOUR, RESOURCE PROTECTION; ADOPTING ARTICLE FIVE, DEVELOPMENT DESIGN; ADOPTING ARTICLE SIX, SIGNS; ADOPTING ARTICLE SEVEN, NON-STANDARD DEVELOPMENT; ADOPTING ARTICLE EIGHT, BOARDS AND AGENCIES; ADOPTING ARTICLE NINE, ADMINISTRATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR COPY ON FILE; PROVIDING FOR AUTHORITY; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED by the Board of County Commissioners of Jefferson County, Florida, as follows:

SECTION 1: FINDINGS OF FACT

WHEREAS, pursuant to the requirements of the Community Planning Act, Chapter 163, Part II, Florida Statutes, (formerly the Local Government Comprehensive Planning and Land Development Regulation Act of Chapter 163, Part II, Florida Statutes, and former Chapter 9J-5, Florida Administrative Code) (hereinafter “Community Planning Act”) Jefferson County has adopted and has in effect a Comprehensive Land Use Plan and a Land Development Code; and

WHEREAS, pursuant to the requirements of the Community Planning Act, Jefferson County

BOCC Public Hearings 10/21/2014 and 11/18/2014

has adopted the 2010 Final Evaluation and Appraisal Report (hereinafter “EAR”) which was transmitted to, and was reviewed by, the State of Florida Department of Community Affairs, the former State Land Planning Agency, and the EAR was determined to be sufficient; and

WHEREAS, in order to implement the EAR, Jefferson County prepared and adopted certain amendments to the Jefferson County Comprehensive Plan, which amendments were entitled “Comprehensive Plan 2025 Jefferson County Florida” (hereinafter “Plan Amendments”); and

WHEREAS, pursuant to Section 163.3202, Florida Statutes, Jefferson County is required to adopt amendments to its Land Development Code in order to implement the adopted Plan Amendments; and

WHEREAS, in order to implement the Plan Amendments, Jefferson County has prepared amendments to the Land Development Code, entitled the “Jefferson County Land Development Code 2014” which are to be adopted by repealing and replacing the previous Land Development Code in its entirety; and

WHEREAS, a public hearing has been conducted after due public notice by the Jefferson County Planning Commission which has recommended adoption of the Land Development Code 2014 by the Board of County Commissioners; and

WHEREAS, the Jefferson County Board of County Commissioners has determined that this ordinance is necessary to protect the health, safety, and welfare of Jefferson County, Florida and its citizens.

NOW, THEREFORE, BE IT ORDAINED by the Jefferson County Board of County Commissioners as follows:

SECTION 2: PURPOSE OF ORDINANCE

The purpose of this Ordinance is to repeal the Jefferson County Land Development Code and adopt the “Jefferson County Land Development Code 2014” replacing said previous code in its entirety with the new land development code adopted hereby.

SECTION 3: REPEAL OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE IN ITS ENTIRETY.

The Jefferson County Land Development Code, as may have been amended from time to time, is hereby repealed in its entirety. See “Exhibit B.”

SECTION 4: ADOPTION OF JEFFERSON COUNTY LAND DEVELOPMENT CODE 2014.

BOCC Public Hearings 10/21/2014 and 11/18/2014

The Jefferson County Land Development Code 2014 is hereby adopted as follows:

Title Page and Table of Contents, as reflected in “Exhibit A” attached hereto and incorporated herein by reference.

Article One, General Provisions, as reflected in “Exhibit A” attached hereto and incorporated herein by reference.

Article Two, Land Use, as reflected in “Exhibit A” attached hereto and incorporated herein by reference.

Article Three, Concurrency, as reflected in “Exhibit A” attached hereto and incorporated herein by reference.

Article Four, Resource Protection, as reflected in “Exhibit A” attached hereto and incorporated herein by reference.

Article Five, Development Design, as reflected in “Exhibit A” attached hereto and incorporated herein by reference.

Article Six, Signs, as reflected in “Exhibit A” attached hereto and incorporated herein by reference.

Article Seven, Non-standard Development, as reflected in “Exhibit A” attached hereto and incorporated herein by reference.

Article Eight, Boards and Agencies, as reflected in “Exhibit A” attached hereto and incorporated herein by reference.

Article Nine, Administration, as reflected in “Exhibit A” attached hereto and incorporated herein by reference.

SECTION 5: SEVERABILITY

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and affect.

SECTION 6: CONFLICT

All ordinances or parts of ordinances in conflict herewith are, to the extent of such of conflict,

BOCC Public Hearings 10/21/2014 and 11/18/2014

hereby repealed.

SECTION 7: COPY ON FILE

A certified copy of this enacting ordinance shall be filed with the Clerk of the Circuit Court.

SECTION 8: EFFECTIVE DATE

This Ordinance shall be filed with the Office of the Secretary of the State of Florida and shall immediately take effect upon receipt of official acknowledgment from the Department of State that the same has been filed.

SECTION 9: AUTHORITY

This ordinance is adopted pursuant to the authority granted by Chapter 125.01 and Chapter 163.3161 through 163.3215, Florida Statutes.

PASSED on first reading October 21, 2014.

PASSED AND DULY ADOPTED with a quorum present and voting by the Board of County Commissioners of Jefferson County upon second and final reading this _____ day of _____, 2014.

BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA

Betsy Barfield, Chair

ATTESTED BY:

Kirk Reams, Clerk of the Circuit Court

APPROVED as to FORM & SUBSTANCE:

Scott Shirley, County Planning Commission Attorney

**ITEM 7(a): COUNTY COORDINATOR'S
REPORT-
SHIP BID RECOMMENDATIONS AND
CERTIFICATION OF ANNUAL REPORT**

JEFFERSON COUNTY BID TAB: SHIP HOUSING REHAB PROJECTS

October 2, 2014 at 2:00PM

Contractor/Homeowners	Alfredia Thompson	Maeola Byrd	Mildred Butler	Mercedes Pleas	Eulce Cuyler	Nathaniel Gallon	Miranda Gillyard		
M. E. Perkins Construction, Inc.	39766	39760	42798	29867	28694	38536	17025		
HAGGAI Construction & Development, Inc.	32150	36550	34100	26655	29468	34928	14750		
Florida Homes, Inc.	35419	33189	34811	25790	25526	33141	16442		
C. B. Construction Inc.	34723	37536	30620	28101	26468	37630	19007		
J.G. Parker Enterprises, Inc.									
Jerry Walters Construction, Inc.									
Certified Roofing and Construction, Inc.	31340	35505	34825	27575	25175	32840	16650		
Recommended Contractor	Certified	FL Home	CB Good.	FL Home	Certified	Certified	Haggai		

Bid Opening: **2-Oct-14**
 Opened By: James F. Mosley
 Signature: 
 Witnessed by: Kathy Collier
 Signature: 
 Print Print

**Certification for Regulatory Reform Implementation
State Housing Initiatives Partnership (SHIP) Program**

On Behalf of Jefferson County (Local Government), I hereby certify that the following information is true and accurate as of the date of this submission for the following fiscal years: 2011-2012, 2012-2013, 2013-2014 (list all three fiscal years):

- 1. Permits as defined in s.163.3164 (15) and (16) for affordable housing projects are expedited to a greater degree than other projects; and
- 2. There is an ongoing process for review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing prior to their adoption.
- 3. The cumulative cost per newly constructed housing per housing unit, from these actions is estimated to be \$ 0.00.
- 4. The cumulative cost per rehabilitated housing per housing unit, from these actions is estimated to be \$ 0.00.

Witness Signature Date

Chief Elected Official or Designee Signature Date

Witness Printed Name

Betsy Barfield, Chair

Chief Elected Official or Designee Printed Name

Witness Signature Date

Witness Printed Name

Or

ATTEST (Seal)

Signature Date

163.3164 (15) of the Florida Statutes: "Development order" means any order granting, denying, or granting with conditions an application for a development permit.

163.3164(16) of the Florida Statutes: "Development permit" includes any building permit, zoning permit, subdivision approval, rezoning, certification, special exception, variance, or any other official action of local government having the effect of permitting the development of land.

October 2012

Title: SHIP Annual Report
Jefferson County FY 2011/2012

Report Status: Submitted

Form 1

SHIP Distribution Summary

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
2	Purchase Assistance	\$65,021.27	3				
3	Rehabilitation	\$251,446.21	8				
Homeownership Totals:		\$316,467.48	11				

Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
Rental Totals:							
Subtotals:		\$316,467.48	11				

Additional Use of Funds

Use	Expended	Encumbered	Unencumbered
Administrative	\$35,000.00		
Homeownership Counseling			
Admin From Program Income			
Admin From Disaster Funds			

Totals:	\$351,467.48	11	\$.00	\$.00
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Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$350,000.00
Program Income (Interest)	\$41.06
Program Income (Payments)	
Recaptured Funds	\$11,143.00
Disaster Funds	
Other Funds	
Carryover funds from previous year	\$163.53
Total:	\$361,347.59

*** Carry Forward to Next Year: \$9,880.11**

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed
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Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	\$316,467.48	100.00%
Public Moneys Expended		.00%
Private Funds Expended		.00%
Owner Contribution		.00%
Total Value of All Units	\$316,467.48	100.00%

SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$316,467.48	\$361,143.00	87.63%	65%
Construction / Rehabilitation	\$281,746.21	\$361,143.00	78.02%	75%

Program Compliance - Income Set-Asides

Income Category	SHIP Funds Expended	SHIP Funds Encumbered	SHIP Funds Unencumbered	Total of SHIP Funds	Total Available Funds % *
Extremely Low	\$62,585.00			\$62,585.00	17.32%
Very Low	\$113,683.48			\$113,683.48	31.46%
Low	\$120,199.00			\$120,199.00	33.26%
Moderate	\$20,000.00			\$20,000.00	5.53%
Totals:	\$316,467.48	\$0.00	\$0.00	\$316,467.48	87.58%

Project Funding for Expended Funds Only

Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Unit #s	Total SHIP Funds Expended	Total # Units
Extremely Low	\$62,585.00			2	\$62,585.00	2
Very Low	\$113,683.48			4	\$113,683.48	4
Low	\$120,199.00			4	\$120,199.00	4
Moderate	\$20,000.00			1	\$20,000.00	1
Totals:	\$316,467.48	0	\$0.00	11	\$316,467.48	11

Form 3**Number of Households/Units Produced**

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Total
Purchase Assistance New Construction	Monticello	1				1
Purchase Assistance	Monticello		1		1	2
Rehabilitation	Monticello	1	3	4		8
Totals:		2	4	4	1	11

Characteristics/Age (Head of Household)

Description	List Unincorporated and Each Municipality	0 - 25	26 - 40	41 - 61	62+	Total
Purchase Assistance New Construction	Monticello			1		1
Purchase Assistance	Monticello			2		2
Rehabilitation	Monticello		1	2	5	8
Totals:			1	5	5	11

Family Size

Description	List Unincorporated and Each Municipality	1 Person	2-4 People	5+ People	Total
Purchase Assistance New Construction	Monticello		1		1
Purchase Assistance	Monticello	2			2
Rehabilitation	Monticello	5	2	1	8
Totals:		7	3	1	11

Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hispanic	Asian	Amer-Indian	Other	Total
Purchase Assistance New Construction	Monticello		1					1
Purchase Assistance	Monticello	1	1					2
Rehabilitation	Monticello		8					8
Totals:		1	10					11

Special Needs (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Devel. Disabled	Homeless	Elderly	Special Needs	Special Needs	Total
Purchase Assistance New Construction	Monticello							0
Purchase Assistance	Monticello							0

Rehabilitation	Monticello				4			4
Totals:					4			4

Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside

Description	Special Target Group	Expended Funds	Total # of Expended Units
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Form 4

Status of Incentive Strategies

Incentive Strategy:

Expediting Permits and Ongoing Review Process.

Adopting Ordinance or Resolution Number or identify local policy:

Resolution 09-04-2009

Implementation Schedule (Date):

April 2, 2009

Has the plan or strategy been implemented? If no, describe the steps that will be taken to implement the plan:

Yes.

Status of Strategy - (is the strategy functioning as intended, i.e. are the time frames being met, etc.):

The strategies are functioning as intended. Time frames are being met. The Planning Council as well as the Building Inspector have been helpful in implementing these strategies.

Support Services

Jefferson County Affordable Housing programs work in conjunction with other grant funding sources such as, but not limited to the Community Development Block Grant Small Cities, Housing Choice Voucher Program and Weatherization.

Other Accomplishments

N/A

Availability for Public Inspection and Comments

Public Advertisement in the local newspaper as well as posting in the County Coordinators office.

Default and Foreclosure

Mortgage Foreclosures

A. Very low income households in foreclosure: 0

B. Low income households in foreclosure: 0

C. Moderate households in foreclosure: 0

Loans Life-to-date: 0

Mortgage Defaults

A. Very low income households in default: 0
 B. Low income households in default: 0
 C. Moderate households in default: 0
 Loans Life-to-date: 0

Welfare to Work Programs

N/A

Strategies and Production Costs

Strategy	Average Cost
Purchase Assistance - New Construction	\$30,000.00
Purchase Assistance	\$17,510.64
Rehabilitation	\$27,938.47

Expended Funds

Total Unit Count: 11 Total Expended Amount: \$316,467.00

Strategy	Full Name	Address	City	Zip Code	Expended Funds	Unit Counted
Purchase Assistance	Janie M. Johnson	755 Emerald Ln.	Monticello	32344	\$30,000.00	<input type="checkbox"/>
Purchase Assistance	Leroy Profice	740 N. Rhodes St.	Monticello	32344	\$15,021.27	<input type="checkbox"/>
Purchase Assistance	Patrice Richert	2511 Old Lloyd Rd.	Monticello	32344	\$20,000.00	<input type="checkbox"/>
Rehabilitation	Carolyn Thompson	475 S. Marvin St.	Monticello	32344	\$11,929.21	<input checked="" type="checkbox"/>
Rehabilitation	Lawanda Jones	755 Pugsley Dr.	Monticello	32344	\$37,808.00	<input type="checkbox"/>
Rehabilitation	Jonnie M. Payne	1259 Steen Rd.	Monticello	32344	\$21,120.00	<input type="checkbox"/>
Rehabilitation	Endia Thomas	142 Hartsfield Rd.	Monticello	32344	\$17,036.00	<input type="checkbox"/>
Rehabilitation	Kelvin Gallon	1353 E. Washington St.	Monticello	32344	\$40,000.00	<input type="checkbox"/>
Rehabilitation	Cecil Carpenter	262 Sundance Dr.	Monticello	32344	\$30,838.00	<input type="checkbox"/>
Rehabilitation	Earnestine Keaton	875 Shady Ln.	Monticello	32344	\$32,585.00	<input type="checkbox"/>
Rehabilitation	Joretha Sloan	1355 N. Louisiana St.	Monticello	32344	\$32,325.00	<input type="checkbox"/>
Rehabilitation	Lucretia Brown	635 E. Madison St.	Monticello	32344	\$27,805.00	<input type="checkbox"/>

Administrative Expenditures

\$35,000, Government Services Group, Inc.

Sub Recipients and Consultants

Name	Business Type	Strategy Covered	Responsibility	Amount
Government Services Group, Inc.	Consultant	All	Administration	\$35,000.00

Program Income

Program Income Funds	
Loan Repayment:	
Refinance:	
Foreclosure:	
Sale of Property:	
Interest Earned:	\$41.06
Other ():	
Total:	\$41.06

Explanation of Recaptured funds

Description	Amount
Homeowner passed away and children sold home	\$11,143.00
Total:	\$11,143.00

Jefferson County 2011 Closeout

Title: SHIP Annual Report

Report Status: Submitted

Jefferson County FY 2012/2013

Form 1

SHIP Distribution Summary

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
3	Rehabilitation	\$24,950.00	1				

Homeownership Totals: \$24,950.00 1

Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units

Rental Totals:

Subtotals: \$24,950.00 1

Additional Use of Funds

Use	Expended	Encumbered	Unencumbered
Administrative	\$2,500.00		
Homeownership Counseling			
Admin From Program Income			
Admin From Disaster Funds			

Totals: \$27,450.00 1 \$0.00 \$0.00

Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$25,000.00
Program Income (Interest)	\$.50
Program Income (Payments)	
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	\$9,880.11
Total:	\$34,880.61

* Carry Forward to Next Year: \$7,430.61

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

Form 2**Rental Unit Information**

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed
-------------	------	-------	-------	-------	-------

Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	\$24,950.00	100.00%
Public Moneys Expended		.00%
Private Funds Expended		.00%
Owner Contribution		.00%
Total Value of All Units	\$24,950.00	100.00%

SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$24,950.00	\$25,000.00	99.80%	65%
Construction / Rehabilitation	\$24,950.00	\$25,000.00	99.80%	75%

Program Compliance - Income Set-Asides

Income Category	SHIP Funds Expended	SHIP Funds Encumbered	SHIP Funds Unencumbered	Total of SHIP Funds	Total Available Funds % *
Extremely Low				\$.00	.00%
Very Low	\$24,950.00			\$24,950.00	71.53%
Low				\$.00	.00%
Moderate				\$.00	.00%
Totals:	\$24,950.00	\$.00	\$.00	\$24,950.00	71.53%

Project Funding for Expended Funds Only

Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #'s	Total Funds SHIP Grants	SHIP Grant Unit #'s	Total SHIP Funds Expended	Total # Units
Extremely Low					\$.00	0
Very Low	\$24,950.00			1	\$24,950.00	1
Low					\$.00	0
Moderate					\$.00	0
Totals:	\$24,950.00	0	\$.00	1	\$24,950.00	1

Form 3

Number of Households/Units Produced

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Total
Rehabilitation	Monticello		1			1
Totals:			1			1

Characteristics/Age (Head of Household)

Description	List Unincorporated and Each Municipality	0 - 25	26 - 40	41 - 61	62+	Total
Rehabilitation	Monticello				1	1
Totals:					1	1

Family Size

Description	List Unincorporated and Each Municipality	1 Person	2- 4 People	5+ People	Total
Rehabilitation	Monticello	1			1
Totals:		1			1

Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hispanic	Asian	Amer-Indian	Other	Total
Rehabilitation	Monticello		1					1
Totals:			1					1

Special Needs (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Devel. Disabled	Home-less	Elderly	Special Needs	Special Needs	Total
Rehabilitation	Monticello				1			1
Totals:					1			1

Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside

Description	Special Target Group	Expended Funds	Total # of Expended Units
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Form 4

Expended Funds

\$24,950.00

Strategy	Full Name	Address	City	Zip Code	Expended Funds	Unit Counted
Rehabilitation	Daisy Branham	985 2nd St.	Monticello	32344	\$24,950.00	<input type="checkbox"/>

Jefferson County 2012 Interim-1

Title: SHIP Annual Report
Jefferson County FY 2013/2014

Report Status: Submitted

Form 1

SHIP Distribution Summary

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
2	Purchase Assistance			\$25,000.00	1		
3	Rehabilitation	\$23,773.00	1	\$321,930.61	8		
Homeownership Totals:		\$23,773.00	1	\$346,930.61	9		

Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
Rental Totals:							
Subtotals:		\$23,773.00	1	\$346,930.61	9		

Additional Use of Funds

Use	Expended	Encumbered	Unencumbered
Administrative	\$10,500.00		
Homeownership Counseling			
Admin From Program Income			
Admin From Disaster Funds			

Totals:	\$34,273.00	1	\$346,930.61	9	\$0.00
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Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$350,000.00
Program Income (Interest)	\$1.00
Program Income (Payments)	
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	\$7,430.61
Total:	\$357,431.61

*** Carry Forward to Next Year: -\$23,772.00**

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed
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Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	\$23,773.00	100.00%
Public Moneys Expended		.00%
Private Funds Expended		.00%
Owner Contribution		.00%
Total Value of All Units	\$23,773.00	100.00%

SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$346,203.61	\$350,000.00	98.92%	65%
Construction / Rehabilitation	\$321,930.61	\$350,000.00	91.98%	75%

Program Compliance - Income Set-Asides

Income Category	SHIP Funds Expended	SHIP Funds Encumbered	SHIP Funds Unencumbered	Total of SHIP Funds	Total Available Funds % *
Extremely Low		\$281,930.61		\$281,930.61	78.88%
Very Low	\$23,773.00	\$65,000.00		\$88,773.00	24.84%
Low				\$0.00	.00%
Moderate				\$0.00	.00%
Totals:	\$23,773.00	\$346,930.61	\$0.00	\$370,703.61	103.71%

Project Funding for Expended Funds Only

Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Unit #s	Total SHIP Funds Expended	Total # Units
Extremely Low					\$0.00	0
Very Low	\$23,773.00			1	\$23,773.00	1
Low					\$0.00	0
Moderate					\$0.00	0
Totals:	\$23,773.00	0	\$0.00	1	\$23,773.00	1

Form 3

Number of Households/Units Produced

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Total
Rehabilitation	Monticello		1			1
Totals:			1			1

Characteristics/Age (Head of Household)

Description	List Unincorporated and Each Municipality	0 - 25	26 - 40	41 - 61	62+	Total
Rehabilitation	Monticello			1		1
Totals:				1		1

Family Size

Description	List Unincorporated and Each Municipality	1 Person	2- 4 People	5 + People	Total
Rehabilitation	Monticello	1			1
Totals:		1			1

Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hispanic	Asian	Amer-Indian	Other	Total
Rehabilitation	Monticello		1					1
Totals:			1					1

Special Needs (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Devel. Disabled	Home-less	Elderly	Special Needs	Special Needs	Total
Rehabilitation	Monticello							0
Totals:								0

Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside

Description	Special Target Group	Expended Funds	Total # of Expended Units
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Form 4

Expended Funds

\$23,773.00

Strategy	Full Name	Address	City	Zip Code	Expended Funds	Unit Counted
Rehabilitation	Daisy Dappa	32 Mack Circle	Monticello	32344	\$23,773.00	<input type="checkbox"/>

Jefferson County 2013 Interim-2

Form 5

Special Needs Breakdown

SHIP Expended and Encumbered for Special Needs Applicants

Code(s)	Strategies	Expended Amount	Units	Encumbered Amount	Units
2	Purchase Assistance				
3	Rehabilitation			\$120,000.00	3

Special Needs Category Breakdown by Strategy

Strategies	Special Needs Category	Expended Amount	Units	Encumbered Amount	Units
(3) Rehabilitation	Receiving Veterans Disability Benefits			\$40,000.00	1
(3) Rehabilitation	Receiving Social Security Disability Insurance			\$80,000.00	2