



BOARD OF COUNTY COMMISSIONERS

JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

Stephen Fulford
District 1 Chairman

Gene Hall
District 2

J T Surles
District 3

Betsy Barfield
District 4 ViceChair

Stephen Walker
District 5

Regular Session Agenda

February 15, 2018 at the Courthouse Annex 435

W. Walnut Street, Monticello, FL 32344

1. **6 PM – Call to Order, Invocation, Pledge of Allegiance**
2. **Public Announcements, Presentations & Awards**
Library Literacy Project Annual Report - Natelie Binder
3. **Consent Agenda**
 - a) Approval of Agenda
 - b) General/Transportation Fund Vouchers
 - c) Minutes of January 25, Joint Workshop
 - d) Minutes of February 1, Regular Session
 - e) Library – Literacy Partnership agreement with University of North Florida
 - f) Change Order Request A-Building - Additional Service Authorization #2 - William Douglas
4. **General Business**
 - a) Housing Request for Modification to Grant Agreement (CDBG Project) - Fred Fox Inc.
5. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
6. **County Coordinator**
 - a) Proclamation - Designation of April as Water Conservation Month
 - b) Road Construction Projects Discussion - Commissioners/P Barwick
7. **Commissioner Discussion Items**
8. **Adjourn**

From the manual "Government in the Sunshine", page 40: Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Tim Sanders
Clerk of Courts

Parrish Barwick
County Coordinator

T. Buckingham Bird
County Attorney

REPORT DATE 02/05/2018
SYSTEM DATE 02/05/2018
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
CHECK REGISTER
COMPLETE REGISTER OF ALL SORTED CHECKS

PAGE 1
TIME 08:59:49
USER KNEWBERRY

BATCH NUMBER CHKX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
01001	120018554300	CDBG HOUSING REHAB/ADMINIVR	12020518-003	01/29/2018	-	CDBG Pay App#1 Barker	18775.00
CHECK TOTAL FOR CHECK NUMBER 312215 DATED 02/05/2018 WRITTEN TO CERTROOF CERTIFIED ROOFING &CONST for the amount of							18775.00
01001	012104513450	INSURANCE:PROP/AUTO/LIAB VR	01020518-001	01/23/2018	-	Surety Bond-McNeill, Alf	125.00
CHECK TOTAL FOR CHECK NUMBER 312216 DATED 02/05/2018 WRITTEN TO FLSHERIN Fla Sheriffs Insurance for the amount of							125.00
01001	120018554300	CDBG HOUSING REHAB/ADMINIVR	12020518-002	01/06/2018	-	CDBG PayAp#1 Scott-Cher	68875.00
CHECK TOTAL FOR CHECK NUMBER 312217 DATED 02/05/2018 WRITTEN TO JERRYWAL JERRY WALTERS CONSTRUCTIOfor the amount of							68875.00
01 Bank Code TOTALS for 00003 Checks to 00003 Vendors for the amount of							87775.00
REPORT TOTALS for 00003 Checks to 00003 Vendors for the amount of							87775.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY	VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-01001	G/L	CASH ACCOUNT-011010000				CASH-CHECKING-GEN. FUND			
Advanced Business System	02/15/2018	-	301727	01/10/2018	VR	01021518-023	Mtr#69696	3.48	.00
Advanced Business System	02/15/2018	-	302014	01/16/2018	VR	01021518-024	Mtr#70304	16.82	.00
Advanced Business System	02/15/2018	-	302014	01/16/2018	VR	01021518-025	Mtr#70304	16.82	.00
Advanced Business System	02/15/2018	-	302794	01/31/2018	VR	01021518-010	Mtr#71985	15.75	.00
CHECK TO VENDOR==>VENDOR ADVBUSIN Advanced Business Systems TOTALS								52.87	.00
Animal Medical Clinic*	02/15/2018	-	276490	01/26/2018	VR	01021518-015	#4512 Vet Services	135.00	.00
CHECK TO VENDOR==>VENDOR ANIMALCL Animal Medical Clinic* TOTALS								135.00	.00
Apalachee Center	02/15/2018	-	681804	02/02/2018	VR	01021518-033	JeffCntyBaker-MarchmanAct	2742.10	.00
Apalachee Center	02/15/2018	-	681804	02/02/2018	VR	01021518-034	JeffCntyBaker-MarchmanAct	524.57	.00
CHECK TO VENDOR==>VENDOR APAMENHE Apalachee Center TOTALS								3266.67	.00
Ard, Shirley & Rudolph,P	02/15/2018	-	11584	01/31/2018	VR	01021518-036	#2-101.1 Overages 01/18	936.75	.00
CHECK TO VENDOR==>VENDOR ARDSHIRL Ard, Shirley & Rudolph,PA TOTALS								936.75	.00
Beall Tire Company	02/15/2018	-	327088	02/01/2018	VR	22021518-066	#12091 Tires (2)	649.94	.00
CHECK TO VENDOR==>VENDOR BEALL Beall Tire Company TOTALS								649.94	.00
Big Bend-Eubanks Termite	02/15/2018	-	209128	01/03/2018	VR	01021518-041	#10437 Qtrly Service	150.00	.00
Big Bend-Eubanks Termite	02/15/2018	-	209130	01/03/2018	VR	01021518-040	#8522 Monthly Pest Ctrl	400.00	.00
Big Bend-Eubanks Termite	02/15/2018	-	209399	01/15/2018	VR	19021518-065	#10642 Wacissa-PestCtrl	30.00	.00
CHECK TO VENDOR==>VENDOR BIGBTERM Big Bend-Eubanks Termite TOTALS								580.00	.00
Oliver Bradley	02/15/2018	-	92920118	01/31/2018	VR	01021518-016	VA Travel 01/18	220.72	.00
CHECK TO VENDOR==>VENDOR BRADLEYO Oliver Bradley TOTALS								220.72	.00
CenturyLink	02/15/2018	-	17430118	01/23/2018	VR	01021518-017	Act#463021743	101.58	.00
CenturyLink	02/15/2018	-	37050118	01/17/2018	VR	01021518-056	Act#444093705	65.83	.00
CenturyLink	02/15/2018	-	37050118	01/17/2018	VR	19021518-055	Act#444093705	65.82	.00
CHECK TO VENDOR==>VENDOR CENTLINK CenturyLink TOTALS								233.23	.00
CurtisMorganGarageInc	02/15/2018	-	11665	01/09/2018	VR	01021518-031	EMS-Brake Pads, Axle Seal	252.00	.00
CurtisMorganGarageInc	02/15/2018	-	11665	01/09/2018	VR	01021518-032	EMS-Brake Pads, Axle Seal	113.48	.00
CurtisMorganGarageInc	02/15/2018	-	11671	01/12/2018	VR	01021518-026	EMS-BrakePads,Alignment	501.00	.00
CurtisMorganGarageInc	02/15/2018	-	11671	01/12/2018	VR	01021518-027	EMS-BrakePads,Alignment	197.61	.00
CurtisMorganGarageInc	02/15/2018	-	11732	02/01/2018	VR	01021518-028	EMS-IntakeManifoldGasket	344.00	.00
CurtisMorganGarageInc	02/15/2018	-	11732	02/01/2018	VR	01021518-029	EMS-IntakeManifoldGasket	158.56	.00
CHECK TO VENDOR==>VENDOR CURTISMO CurtisMorganGarageInc TOTALS								1566.65	.00

REPORT DATE	02/08/2018	JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS						PAGE	2
SYSTEM DATE	02/08/2018	LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER						TIME	09:30:54
FILES ID	B							USER	KNEWBERRY
VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
Doug's Tree & Lawn, Inc.	02/15/2018	-	570827	01/23/2018	VR 01021518-053	FireRescue-Pecan&PineTree	437.50	.00	
Doug's Tree & Lawn, Inc.	02/15/2018	-	570827	01/23/2018	VR 19021518-054	FireRescue-Pecan&PineTree	437.50	.00	
CHECK TO VENDOR==>VENDOR DOUGSTRE Doug's Tree & Lawn, Inc.							TOTALS	875.00	.00
Duke Energy	02/15/2018	-	22830218	02/01/2018	VR 01021518-050	Act#6872002283	6.40	.00	
Duke Energy	02/15/2018	-	22830218	02/01/2018	VR 19021518-049	Act#6872002283	6.40	.00	
Duke Energy	02/15/2018	-	35520218	02/01/2018	VR 01021518-035	Act#0392903552	640.78	.00	
CHECK TO VENDOR==>VENDOR DUKE Duke Energy							TOTALS	653.58	.00
First Call Truck Parts	02/15/2018	-	10377	10/06/2017	VR 22021518-069	#4515 Bulk Gallon Def	447.30	.00	
First Call Truck Parts	02/15/2018	-	17104	01/30/2018	VR 22021518-070	#4515 CREDIT	-447.30	.00	
CHECK TO VENDOR==>VENDOR FIRSTCAL First Call Truck Parts							TOTALS	.00	.00
FourStar Freightliner,In	02/15/2018	-	CM70436F	01/30/2018	VR 22021518-073	#518280 Exchange Switch	-3.60	.00	
FourStar Freightliner,In	02/15/2018	-	70407F	01/25/2018	VR 22021518-071	#518280 Switch	37.10	.00	
FourStar Freightliner,In	02/15/2018	-	70436F	01/29/2018	VR 22021518-072	#518280 Exchange Switch	11.02	.00	
FourStar Freightliner,In	02/15/2018	-	70528F	02/02/2018	VR 22021518-079	#518280 Switch	43.45	.00	
CHECK TO VENDOR==>VENDOR FOURSTAR FourStar Freightliner,Inc							TOTALS	87.97	.00
Gulf Coast Lumber/Supply	02/15/2018	-	29483	01/15/2018	VR 01021518-060	#300166 Broom	4.49	.00	
Gulf Coast Lumber/Supply	02/15/2018	-	29483	01/15/2018	VR 19021518-059	#300166 Broom	4.50	.00	
Gulf Coast Lumber/Supply	02/15/2018	-	30324	01/31/2018	VR 22021518-074	#300166 Sp Inter Breaker	9.49	.00	
Gulf Coast Lumber/Supply	02/15/2018	-	30451	02/01/2018	VR 01021518-051	#300166 YP 2x10x12	32.14	.00	
Gulf Coast Lumber/Supply	02/15/2018	-	30451	02/01/2018	VR 19021518-052	#300166 YP 2x10x12	32.15	.00	
CHECK TO VENDOR==>VENDOR GULFCOLU Gulf Coast Lumber/Supply*							TOTALS	82.77	.00
Jeff.Co.Health Departmen	02/15/2018	-	33-OCT17	11/07/2017	VR 01021518-044	#JCFR-33-OCT17	150.00	.00	
Jeff.Co.Health Departmen	02/15/2018	-	33-OCT17	11/07/2017	VR 19021518-045	#JCFR-33-OCT17	150.00	.00	
Jeff.Co.Health Departmen	02/15/2018	-	33-OCT17	11/07/2017	VR 19021518-046	#JCFR-33-OCT17	75.00	.00	
CHECK TO VENDOR==>VENDOR HEALTH Jeff.Co.Health Department							TOTALS	375.00	.00
Jeff.Co. Clerk of Courts	02/15/2018	-	01311801	01/31/2018	VR 01021518-001	Filing Fees 01/18	1633.50	.00	
CHECK TO VENDOR==>VENDOR JEFCLERK Jeff.Co. Clerk of Courts							TOTALS	1633.50	.00
Jefferson Community Wate	02/15/2018	-	12000118	01/31/2018	VR 19021518-061	Act#0311200	38.50	.00	
Jefferson Community Wate	02/15/2018	-	37000118	01/31/2018	VR 19021518-062	Act#0403700	84.67	.00	
CHECK TO VENDOR==>VENDOR JEFFCOMM Jefferson Community Water							TOTALS	123.17	.00
Jones Welding & Industri	02/15/2018	-	00511253	01/31/2018	VR 01021518-030	#58675 Cylinder Rental	386.87	.00	
CHECK TO VENDOR==>VENDOR JONESWEL Jones Welding & Industria							TOTALS	386.87	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
Ketchum, Wood & Burgert	02/15/2018	-	9-29	02/02/2018	VR	01021518-037	Medical Fees 01/18	2950.00	.00
CHECK TO VENDOR==>VENDOR KETCHUMW Ketchum, Wood & Burgert TOTALS								2950.00	.00
Marr & Assoc Appraisal C	02/15/2018	-	C2279	02/01/2018	VR	01021518-002	File #C2279	1500.00	.00
CHECK TO VENDOR==>VENDOR MARRASSO Marr & Assoc Appraisal Co TOTALS								1500.00	.00
MunicipalEmergencyServic	02/15/2018	-	N1184852	12/12/2017	VR	19021518-063	#C57362 HelmetLightingKit	65.23	.00
MunicipalEmergencyServic	02/15/2018	-	N1191982	01/09/2018	VR	19021518-064	#C57362 Helmet (3)	591.00	.00
CHECK TO VENDOR==>VENDOR MES MunicipalEmergencyService TOTALS								656.23	.00
Monticello Carquest Inc.	02/15/2018	-	38156285	01/31/2018	VR	22021518-068	Cust#263 RTV Ult Blk	15.56	.00
Monticello Carquest Inc.	02/15/2018	-	38156294	01/31/2018	VR	22021518-067	Cust#263 Offst Link 40	6.53	.00
Monticello Carquest Inc.	02/15/2018	-	38156358	02/02/2018	VR	22021518-080	#263 CREDIT	-2.11	.00
CHECK TO VENDOR==>VENDOR MONTCARQ Monticello Carquest Inc. TOTALS								19.98	.00
Monticello News	02/15/2018	-	7848	01/17/2018	VR	01021518-038	Notice-AdoptOrdinance	50.65	.00
Monticello News	02/15/2018	-	7897	01/19/2018	VR	01021518-039	Notice-Joint Workshop	43.90	.00
CHECK TO VENDOR==>VENDOR MONTINEW Monticello News TOTALS								94.55	.00
Office Depot*	02/15/2018	-	10272459	01/29/2018	VR	01021518-047	#102724594-1 Paper,Marker	42.22	.00
Office Depot*	02/15/2018	-	10272459	01/29/2018	VR	19021518-048	#102724594-1 Paper,Marker	42.23	.00
Office Depot*	02/15/2018	-	9054643	01/31/2018	VR	01021518-003	Cardstock	42.79	.00
Office Depot*	02/15/2018	-	9054643	01/31/2018	VR	01021518-004	Pens,Index,BinderClips	43.02	.00
Office Depot*	02/15/2018	-	9054643	01/31/2018	VR	01021518-005	Chair,AddBook,BinderClips	158.00	.00
Office Depot*	02/15/2018	-	9054643	01/31/2018	VR	01021518-006	Pens	15.56	.00
Office Depot*	02/15/2018	-	9054643	01/31/2018	VR	01021518-007	Copy Paper	67.64	.00
Office Depot*	02/15/2018	-	9054643	01/31/2018	VR	01021518-008	Envelopes,Tissue,LysWipes	37.54	.00
Office Depot*	02/15/2018	-	9054643	01/31/2018	VR	01021518-009	Labels	10.38	.00
CHECK TO VENDOR==>VENDOR OFFDEP Office Depot* TOTALS								459.38	.00
Piggly Wiggly	02/15/2018	-	868940	12/30/2017	VR	01021518-057	Act#103 Cleaners,Bags,TP	112.29	.00
Piggly Wiggly	02/15/2018	-	868940	12/30/2017	VR	19021518-058	Act#103 Cleaners,Bags,TP	112.29	.00
CHECK TO VENDOR==>VENDOR PIGGLYWI Piggly Wiggly TOTALS								224.58	.00
Priced Right Services LL	02/15/2018	-	012789	01/27/2018	VR	22021518-075	SolidWaste-ReplaceStarter	75.00	.00
CHECK TO VENDOR==>VENDOR PRICEDRI Priced Right Services LLC TOTALS								75.00	.00
Purchase Power*	02/15/2018	-	01241801	01/24/2018	VR	01021518-042	#8000-9000-0348-3785	143.34	.00
Purchase Power*	02/15/2018	-	01241801	01/24/2018	VR	01021518-043	#8000-9000-0348-3785	143.35	.00
CHECK TO VENDOR==>VENDOR PURCHASP Purchase Power* TOTALS								286.69	.00

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JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER

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VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
Jefferson Co. Road Dept.	02/15/2018	-	01311804	02/01/2018	VR 22021518-076	Solid Waste Fuel	9180.85	.00
Jefferson Co. Road Dept.	02/15/2018	-	01311806	02/01/2018	VR 01021518-022	Building Dept Fuel	159.66	.00
Jefferson Co. Road Dept.	02/15/2018	-	01311807	02/01/2018	VR 01021518-014	Extension Fuel	392.69	.00
Jefferson Co. Road Dept.	02/15/2018	-	01311811	02/01/2018	VR 01021518-013	MosqCtrl(Ext Using Vehic)	50.51	.00
CHECK TO VENDOR==>VENDOR RDDEPT Jefferson Co. Road Dept. TOTALS							9783.71	.00
Keith Roddenberry	02/15/2018	-	575447	02/02/2018	VR 01021518-021	Courthouse Lawn Service	50.00	.00
CHECK TO VENDOR==>VENDOR RODDENBE Keith Roddenberry TOTALS							50.00	.00
The Bancorp	02/15/2018	-	404783	01/31/2018	VR 01021518-011	#12788-36274,36275,36276	2283.54	.00
CHECK TO VENDOR==>VENDOR THEBANCO The Bancorp TOTALS							2283.54	.00
UniFirst Corporation	02/15/2018	-	0141591	07/27/2017	VR 01021518-018	Cust#1381144	28.48	.00
UniFirst Corporation	02/15/2018	-	0154459	02/01/2018	VR 22021518-077	Cust#1237569	151.46	.00
UniFirst Corporation	02/15/2018	-	0154469	02/01/2018	VR 01021518-020	Cust#1311916	88.20	.00
UniFirst Corporation	02/15/2018	-	0154479	02/01/2018	VR 01021518-019	Cust#1381144	26.62	.00
CHECK TO VENDOR==>VENDOR UNIFIRST UniFirst Corporation TOTALS							294.76	.00
Waukeelah Fertlizer	02/15/2018	-	65442	01/30/2018	VR 22021518-078	JEFFLA Gate Hinge	7.15	.00
CHECK TO VENDOR==>VENDOR WAUKFERT Waukeelah Fertlizer TOTALS							7.15	.00
2k webgroup	02/15/2018	-	6327	02/01/2018	VR 01021518-012	Monthly Maint & Hosting	219.45	.00
CHECK TO VENDOR==>VENDOR 2KWEBGRO 2k webgroup TOTALS							219.45	.00
CASH ACCOUNT # 011010000 TOTALS							30764.71	.00
BANK ACCOUNT # 0101001611 TOTALS							30764.71	.00
FINAL REPORT TOTALS							30764.71	.00

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JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
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SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

SELECT CRITERIA: DUE DATE 02/15/2018 TO 02/15/2018
VENDOR
VOUCHER TO 99999999
CASH CODE 01001

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END OF REPORT

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-08008	G/L CASH ACCOUNT-111010000					CASH-CHECKING-CO TRANS		
AG-PRO Companies	02/15/2018	-	P74903	01/29/2018	VR 11021518-001	#JEFFE0014 Wheel Ring (2)	765.38	.00
AG-PRO Companies	02/15/2018	-	S66867	12/29/2017	VR 11021518-003	#JEFFE0014 Repair PTO	6623.52	.00
AG-PRO Companies	02/15/2018	-	S67228	01/11/2018	VR 11021518-002	#JEFFE0014 RepairOilLeak	1120.93	.00
CHECK TO VENDOR==>VENDOR AGPRO AG-PRO Companies TOTALS							8509.83	.00
Conrad Yelvington Distri	02/15/2018	-	762979	01/16/2018	VR 11021518-014	Walker Spring	4020.13	.00
Conrad Yelvington Distri	02/15/2018	-	763234	01/17/2018	VR 11021518-013	Walker Spring	3062.88	.00
Conrad Yelvington Distri	02/15/2018	-	763448	01/18/2018	VR 11021518-015	Walker Spring	2541.43	.00
Conrad Yelvington Distri	02/15/2018	-	763777	01/19/2018	VR 11021518-018	Walker Spring	119.44	.00
Conrad Yelvington Distri	02/15/2018	-	763930	01/22/2018	VR 11021518-016	Yard	1868.85	.00
Conrad Yelvington Distri	02/15/2018	-	764250	01/23/2018	VR 11021518-017	Yard	1104.81	.00
CHECK TO VENDOR==>VENDOR CONRADYE Conrad Yelvington Distrib TOTALS							12717.54	.00
Gulf Coast Lumber/Supply	02/15/2018	-	28404	12/20/2017	VR 11021518-007	#300170 MortarMix, Rake	26.97	.00
Gulf Coast Lumber/Supply	02/15/2018	-	30255	01/30/2018	VR 11021518-004	#300170 GP PH Digger	33.99	.00
Gulf Coast Lumber/Supply	02/15/2018	-	30412	02/01/2018	VR 11021518-009	#300170 Mailbox Post	42.53	.00
Gulf Coast Lumber/Supply	02/15/2018	-	30413	02/01/2018	VR 11021518-010	#300170 BoltsNutsWashers	7.49	.00
CHECK TO VENDOR==>VENDOR GULFCOLU Gulf Coast Lumber/Supply* TOTALS							110.98	.00
Morris Petroleum, Inc*	02/15/2018	-	129944	01/24/2018	VR 11021518-005	Road Dept Fuel	16861.00	.00
Morris Petroleum, Inc*	02/15/2018	-	129945	01/24/2018	VR 11021518-006	Road Dept Fuel	3480.00	.00
CHECK TO VENDOR==>VENDOR MORRISPE Morris Petroleum, Inc* TOTALS							20341.00	.00
Office Depot*	02/15/2018	-	10148385	01/24/2018	VR 11021518-012	#101483855-1 Sponge,Recpt	23.96	.00
Office Depot*	02/15/2018	-	10148430	01/24/2018	VR 11021518-011	#101484300-1 Mop Bucket	44.59	.00
CHECK TO VENDOR==>VENDOR OFFDEP Office Depot* TOTALS							68.55	.00
O'Reilly Automotive, Inc	02/15/2018	-	5-318363	01/31/2018	VR 11021518-008	#336410 Fuel Filter	6.50	.00

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VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
			CHECK TO VENDOR==>VENDOR OREILLY		O'Reilly Automotive, Inc.	TOTALS	6.50	.00
			CASH ACCOUNT # 111010000			TOTALS	41754.40	.00
			BANK ACCOUNT # 0101006511			TOTALS	41754.40	.00
						FINAL REPORT TOTALS	41754.40	.00

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JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
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SUMMARY PAGE INFORMATION

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END OF REPORT

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Joint Workshop Meeting

January 25, 2018

Monticello City Hall

6:00 P.M.

The Board met this date in a Workshop meeting with the Monticello City Council. Present were Chairman Stephen Fulford, Gene Hall, and Stephen Walker. Present for the City Council were Mayor John Jones, Vice-Mayor George Evans, Troy Avera, Julie Conley, and Steve Rissman. Also present for the County were County Attorney Buck Bird and County Clerk Tim Sanders. Also present for the City were City Clerk Emily Anderson and City Manager Steve Wingate.

1. The Joint meeting was called to order by Mayor Jones, who explained that the purpose of the joint meeting was to discuss economic development strategies and planning for the city and county.
2. Chairman Fulford reported on the Board's present direction, which is to utilize county staff to respond to economic development inquiries.
3. Council Member Conley shared an observation that the county was in a better position to take the lead in economic development with the city being a recruitment tool for the county.
4. Council Member Avera opined that the city with its existing infrastructure should collaborate and partner with the county in its efforts to attract new businesses.
5. By consensus the existing assets of the Economic Development Council (EDC) would be returned proportionately to the city and county.
6. Chairman Fulford explained that he was working with Property Appraiser Angela Gray, Chamber Executive Director Katrina Richardson, County Coordinator Parrish Barwick, and Phil Calandra to help formulate a direction for economic development in the county. By consensus City Manager Wingate was added to said committee to provide information related to the city, such as utilities and infrastructure.
7. At the request of Council Member Rissman, Mr. Sanders shared the City of Madison's and Madison County's shared economic development efforts to attract new businesses and industry.
8. In conclusion, it was the consensus of the two bodies to move forward together as a group in the city's and county's economic development efforts.

9. There being no further discussion related to economic development, the Board of County Commissioners were excused at 6:55 P.M.

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
Regular Session
February 1, 2018

The Board met this date in regular session. Present were Chairman Stephen Fulford, Commissioners Betsy Barfield, Eugene Hall, JT Surles and Stephen Walker. Also present were County Attorneys Buck Bird and Scott Shirley, County Coordinator Parrish Barwick and Chief Deputy Clerk Tyler McNeill.

1. Chairman Fulford led the invocation and pledge of allegiance.
2. PUBLIC HEARING: Ordinance #2018-020118-01: All-Terrain Vehicles on Unpaved Roads. Attorney Scott Shirley introduced this item and provided an overview of the ordinance. He also noted that there was a minor revision made necessary by a portion of the road being recently paved. Attorney Shirley also stated this was a single reading ordinance and this would be the only public hearing. **On motion by Commissioner Walker, seconded by Commissioner Barfield and unanimously carried, the Board adopted the ordinance with the amended language provided by Attorney Shirley.**
3. County Coordinator Parrish Barwick requested item 5b—US Hwy 19 Beautification Project— be removed from General Business for a future meeting. County Engineer Rob Davis stated it was good news on the maintenance of the US Highway 19 project but requested it be pushed to the next meeting. Commissioner Barfield requested that item 5a—Surplus of County Property—be removed from the agenda. Commissioner Hall requested that an item—Resolution for Lance corporal Clyde Alexander—be added to the agenda. **On motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, the consent agenda—including the approval of agenda as amended, the General/Transportation Fund Vouchers and the Minutes of the January 18th, 2018 Regular Session—was approved.**
4. County Coordinator Barwick introduced the Road Bond construction projects item. He provided a list of roads to the Board and stated the document is a suggestion but the decision is ultimately the Board's. He recommended the Board take the packet home and prioritize/rank roads in their district and then return to provide him with directions on how to proceed. Commissioner Walker requested a 6th column be added to the sheet for any roads that present conflicts for Commissioners. Commissioner Barfield inquired if County Coordinator Barwick was going to run two road crews during this round of road bond paving, to which County Coordinator stated not to begin with but he was looking at running seven hauling trucks. County Coordinator Barwick stated the paving should be completed within three years. Commissioner Barfield requested that as each road is completed, that the Board be presented with a report on how much was spent with the cost of rock, cost of asphalt and the length of the road. Commissioner Barfield inquired if more employees would be hired at the Road Department, to which County Coordinator Barwick stated possibly two temporary drivers if the Road Department is able to get two more trucks. Chairman Fulford requested that the current SCRAP/SCOP schedule be incorporated on a future iteration of the road document. Citizen Phil Calandra noted that the 2012 road bond was intended to pave 25-28 miles of road, but due to County Coordinator Barwick's efforts

- over 40 miles of road were paved. Mr. Calandra stated that in 2012, the committee that ranked roads used objective factors in their rankings and also allowed subjective portion from both the Road Superintendent and head of the School Board's bus barn. Mr. Calandra also recommended the Board reach out to the City for a possible inter-local agreement for roads such as Pearl Street. Chairman Fulford stated that it is the city's intent to keep their portion of gas tax money to do roads in the city. Citizen John Nelson thanked the Board for moving forward with the road bond. Chairman Fulford inquired about Fornes Road, to which County Coordinator Barwick stated he would research.
5. Commissioner Hall introduced resolution 2018-020118-01 for Lance Corporal Clemens "Clyde" Alexander. He stated the Board previously approved a resolution but this iteration provided the language and wording as recommended by Representative Halsey Beshears. He further stated it was the intent that a portion of US-90 recognized/be in memory of Clyde Alexander. **On motion by Commissioner Hall, seconded by Commissioner Walker and unanimously carried, the Board adopted the resolution to send to Representative Beshears.**
 6. Citizen Paul Henry stated he was proud of the Board's work on the road paving and also thanked the attorneys for all of their efforts.
 7. County Coordinator Barwick introduced the surplus property items. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the Board approved the surplus of the Solid Waste PeterBuilt front load garbage truck.** County Coordinator Barwick noted the Solid Waste department has already acquired a replacement vehicle. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the Board approved the surplus of the Extension Office's Crown Victoria.** County Coordinator Barwick stated the Extension Office was in need of a new vehicle and that he would like authorization to move forward with acquiring a vehicle to be paid for over a three-year lease. **On motion by Commissioner Walker, seconded by Commissioner Surles and unanimously carried, the Board approved the lease of the vehicle for the Extension Office.** County Coordinator Barwick stated anything not in the budget for this year would be provided in the subsequent two years' budgets.
 8. County Coordinator Barwick introduced the old Extension Office item and stated a commercial appraisal had been performed but it would not be a good business practice to release the number publicly because it could possibly be put out for sealed bid. He noted that significant improvements would be needed unless the Board sold the building "as-is." Chairman Fulford recommended the building be sold as-is, to which Commissioner Surles concurred and stated he would like to see it done via sealed bid. **On motion by Commissioner Barfield, seconded by Commissioner Hall and unanimously carried, the Board approved the surplus sale of the old Extension Office building via the sealed bid process.** The Board discussed a 45-day period to allow sealed bids to be submitted.
 9. County Coordinator Barwick introduced and questioned a change order on the A building and stated the architect had provided information to Clerk of Court Tim Sanders. This item was placed on the next agenda for further discussion. He also

stated the Legislative Committee will reach out to Representative Beshears and Senator Montford for possible future appropriation from the state.

10. Commissioner Fulford provided a recap of the joint workshop held with the City Council regarding economic development. He also noted the EDC website was being transitioned into the County's name and that the EDC was in the process of formally disbanding. Commissioner Barfield inquired about NFEDP's involvement to which Chairman Fulford stated it was presently via a month-to-month contract. Commissioner Barfield also noted there were 3-4 lots available for development at the Industrial Park but lots of wetlands there as well. In addition, she commented on a recent study that listed the most attractive lands for potential developers and wanted it noted on the record for future discussion. Commissioner Barfield also stated an overlay map for the Lloyd or US-19 interchange was something the Board may need to look at in the future.
11. Commissioner Hall complimented the work performed on West Lake Road
12. Commissioner Barfield discussed the state expenditure plan for the BP oil spill and stated there was a draft out for comments with a meeting scheduled on February 8th for a final vote.
13. Commissioner Barfield stated she was receiving phone calls about the detour on Lloyd Creek Road and asked Sheriff McNeill if he could have a presence on Barrington Road from 4-7 pm to discourage people speeding in this area. She also requested FDOT be approached about signs.
14. Commissioner Walker requested a list of roads in need of striping be developed. Chairman Fulford stated road bond money could possibly be used for some of the striping. Commissioner Barfield requested that the road bond work be bid out so the process could begin. Chairman Fulford concurred and requested they start putting documents together to go out for bid.
15. The warrant register was reviewed and bills ordered paid.
16. **On motion by Commissioner Walker, seconded by Commissioner Surles and unanimously carried, the meeting was adjourned.**

Chairman

Attest: _____
Clerk

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
FLORIDA INSTITUTE OF EDUCATION
at the UNIVERSITY OF NORTH FLORIDA
AND THE
JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS/
JEFFERSON COUNTY R.J. BAILAR PUBLIC LIBRARY**

The Florida Institute of Education at the University of North Florida, (hereinafter called "FIE"), enters into this Agreement with the Jefferson County Board of County Commissioners/Jefferson County R.J. Bailar Public Library (hereinafter called "Sponsor");

WHEREAS, Sponsor desires that FIE provide counsel, support, and evaluation services for the Jefferson County Literacy Alliance (JCLA), and FIE has agreed to do so under the terms and conditions hereinafter set forth;

NOW THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereto agree to the following:

Article 1. Scope of Work

UNIVERSITY OF NORTH FLORIDA through the FLORIDA INSTITUTE OF EDUCATION - FIE:
- see attached Scope of Work and Detailed Budget (Attachment A).

Article 2. Period of Performance

The period of performance under this Agreement is specified as October 1, 2017 through September 30, 2018, unless sooner terminated in accordance with the terms herein. An annual report shall be submitted as detailed in Attachment B.

Article 3. Key Personnel

FIE shall provide Drs. Madelaine Cosgrove and Janice Wood as the primary researchers for work under this agreement. Other FIE researchers and/or staff may also provide needed services.

Sponsor shall provide Natalie Binder as the Sponsor Representative for work under this Agreement.

Article 4. Fixed Price: Cost and Payment Schedule:

For the services, counsel, evaluation, and report, Sponsor shall pay FIE on a fixed-price basis in the amount of \$79,908. FIE shall submit invoices for work performed as defined in the Scope of Work and Detailed Budget (Attachment A). Sponsor agrees to pay FIE for the total amount billed upon receipt of invoices from FIE based on the following schedule:

AMOUNT: PAYMENT DATE

- First payment of \$40,000 will be due upon execution of the Memorandum of Understanding;
- Second payment of \$19,954 to be invoiced March 16, 2018 and due within ten (10) business days of receipt of invoice from FIE;
- Final payment of \$19,954 to be invoiced September 14, 2018 and due within ten (10) business days of receipt of invoice from FIE.

Payments made payable to THE UNIVERSITY OF NORTH FLORIDA to be sent to:

Florida Institute of Education at the University of North Florida
Attention: Terri Cook
12000 Alumni Drive
Jacksonville, Florida 32224

Article 5. Independent Contractor

FIE is an independent contractor and shall be free to exercise its discretion and independent judgment as to the method and means of performance of the services agreed to by the Sponsor.

Article 6. Non-Indemnification

Neither party shall by reason of this Agreement be obligated to defend, assume the cost of defense, hold harmless, or indemnify the other from any liability to third parties for loss of or damage to property, death, or bodily injury arising out of or connected with the work under this Agreement.

Article 7. Publicity

Neither party may use the name of the other party in news releases, publicity, advertising, or product promotion without the prior written consent of an authorized official of that party. The Key Personnel named in Article 3 of this agreement can grant this consent on behalf of FIE.

Notwithstanding the above, FIE may release the following information without prior approval of the Sponsor. FIE may include the Sponsor's name, project title, and total contract value in internal and external reports of awards received. FIE may, in response to a public records request, release the name of the FIE researcher, the title and a brief description of the project, the Sponsor's name, and the amount of funding for the project.

Article 8. Rights in Data, Copyrights and Publication

Title to data first produced or composed by FIE employees in the performance of work under this Agreement shall be the sole and exclusive property of FIE. FIE shall have the sole right to determine the disposition of intellectual property rights resulting from the project, provided, however, that FIE shall grant to Sponsor permission to reproduce, modify and use ABC Easy as 1, 2, 3 materials to support the overarching goal of the Jefferson County Literacy Alliance at no cost.

Title to and the right to determine the disposition of any copyrights relating to the performance of the work hereunder shall remain with FIE, who shall have the sole right to determine the disposition of those copyrights.

Sponsor recognizes the results of the project must be publishable and Sponsor agrees that FIE shall be permitted to present at symposia, national, or regional professional meetings, and to publish in journals, theses or dissertations, or otherwise of FIE's own choosing.

Article 9. Confidentiality and Privacy

Each party will use reasonable efforts to prevent the disclosure of any of the other party's confidential information to third parties. FIE agrees not to disclose the identity of program participants in any publications resulting from this agreement. FIE will not disclose the identity of any participants without a court order. Any data that could be used to identify an individual will be anonymized as soon as possible. Identifying information will not be collected unless necessary, and will not be retained longer than necessary.

Article 10. Termination

Either party may terminate this Agreement at any time by giving not less than thirty (30) days advance written notice to the other party. Termination or cancellation shall not affect the rights and obligations of the parties accrued prior to termination.

Sponsor shall be liable for all expenses incurred and all non-cancelable commitments made prior to FIE's receipt of the notice of termination and shall pay FIE for same on receipt of a final invoice.

All notices related to this Agreement given by either party to the other shall be in writing and sent via certified mail or commercial carrier with signature required for delivery and addressed to the following individuals:

For FIE:

Madelaine Cosgrove, Ed.D.,
Associate Director
Florida Institute of Education
University of North Florida
12000 Alumni Drive
Jacksonville, FL 32224
904-620-2496
904-620-2454 (fax)
Email: mcosgrove@unf.edu

For Sponsor:

Natalie Binder
Jefferson County R.J. Bailer Public Library
375 S. Water St
Monticello, FL 32344
850-342-0205
Email: nbinder@jeffersoncountyfl.gov

Article 11. State of Florida Provisions

Any obligations of FIE under the Agreement are subject to all applicable laws and regulations of the State of Florida. Acceptance of this agreement shall certify that Sponsor is aware of Chapter 112, of the Florida Statutes, and other laws and regulations concerning conflicts of interest in dealing with agencies of the State of Florida. For purposes of this Agreement, Sponsor hereby certifies, to the best of its knowledge and belief, (1) that no officer or employee of FIE is also an employee of Sponsor and (2) that no officer or employee of FIE has a contractual relationship with Sponsor. Violation of this section shall be grounds for cancellation of this agreement.

Article 12. Governing Law

This Agreement shall be governed and construed in accordance with the laws of the State of Florida.

Article 13. Assignment

Neither party to this Agreement may assign their rights and/or duties hereunder without the written permission of the other party.

Article 14. Amendments

This Agreement may be extended, renewed, or otherwise amended at any time by the mutual written consent of the parties. No modification of this Agreement or waiver of the terms or conditions hereof shall be binding upon either party hereto unless approved in writing by an authorized representative.

Article 15. Waiver

The failure of the parties to enforce at any time any of the provisions of this Agreement, or to require at any time performance by the other party of any provisions hereof, shall not be construed to be a waiver of such provisions, or the right of the party to thereafter enforce each and every such provision. No waiver of any breach of the Agreement shall be held to be a waiver of any other or subsequent breach.

Article 16. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements and understandings relating to the work to be performed.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

UNIVERSITY OF NORTH FLORIDA

By _____
Cheryl Fountain, Ed.D. Executive Director
Florida Institute of Education
University of North Florida

Date _____

SPONSOR

By 
Natalie Binder
Jefferson County R.J. Bailar Public Library

Date 2/8/18

By _____
Stephen Fulford, Chair
Board of County Commissioners

Date _____

ATTACHMENT A
SCOPE OF WORK AND DETAILED BUDGET
OCTOBER 1, 2017 – SEPTEMBER 30, 2018

Purpose: A partnership between the Florida Institute of Education (FIE) and the R.J. Bailer Public Library to establish a *Jefferson County Literacy Alliance* to 1) raise early literacy readiness and reading achievement in Jefferson County; 2) make early literacy and reading core values in Jefferson County; and 3) raise families' awareness of the importance of early literacy as the foundation for future learning and how they can support their children's early literacy growth.

Implementation and support activities include:

	Budget
I. FIE Personnel	\$ 34,720
a. FIE researchers will attend meetings to provide training, coaching, instructional support, and technical assistance.	
II. Travel Related to Training, Coaching, Instructional Support, and Technical Assistance	\$ 6,545
III. Other Learning Materials	\$ 3,000
a. 150 Bringing Baby Home books to distribute to families with new babies	
b. Educational materials (e.g., Brain Game, books for additional research and training)	
IV. Training Materials	\$ 1,290
a. Provide ELLM/Plus training materials for up to 10 participants (minimum 10 participants required)	
b. Provide FIE Infant and Toddler teacher training materials for up to 15 participants (minimum 10 participants required)	
V. Logistical Support For Entire Program	\$ 10,550
a. Supplies	
b. Graphics Support Services (Design and layout of brochures, fan, flyers, and other materials as needed)	
c. Paper and materials needed for implementation and dissemination	
VI. Child Assessment	\$ 13,609
a. Child Assessment (Spring 2018 and Fall 2018)	
i. Collect Informed Consents	
ii. Prepare testing materials	
iii. Train assessors	
iv. Schedule and conduct child assessments	
v. Prepare data for analysis	
VII. Reporting	\$ 5,000
a. Prepare Progress Brief (Brochure)	
b. Prepare Final Report	
FIE DIRECT COSTS	\$ 74,714
6.5% AUXILIARY FEE	\$ 5,194
TOTAL FIE COSTS	\$ 79,908

ATTACHMENT B

ANNUAL REPORTING WORKSHEET

FISCAL YEAR: OCTOBER 1, 2017 – SEPTEMBER 30, 2018

The Donor Grant Award Agreement specifies that a programmatic narrative and financial report will be submitted within 60 days of each fiscal year in which grant funds are received and/or expended. As the Donor Grant Award Agreement is with the Jefferson County R. J. Public Library, this entity will submit the annual report to the donor. The Year 2 Annual Report will be written by the Library with support from FIE as described below.

Note: Of the 12 terms specified in the Grant Award Agreement, 10 focus only on fiscal matters and the Library is the grantee and fiscal agent for the grant. Two of the terms (1 and 9) contain both fiscal and programmatic matters. FIE has a supporting role for the programmatic implementation of the grant with diminishing responsibility over the three-year period of the grant.

FISCAL YEAR: OCTOBER 1, 2017 – SEPTEMBER 30, 2018 (ANNUAL REPORT)				
Programmatic Narrative Component Response to Grant Terms #1 and # 9				Fiscal Component Response to Grant Terms #1, 2,3,4,5,6,7,8,9,10,11,12
FIE Responsibility	Due Date	Library Responsibility	Due Date	Financial Report will be prepared by Library.
Narrative related to the work of the JCLA Alliance Team (Fall, 2017-Sept 2018)	9.30.2018	Narrative related to implementation work of JCLA facilitator (Fall 2017-Sept 2018)	9.30.2018	
Narrative related to the implementation of the FIE Infant and Toddler and ELLM/Plus curricula (Fall 2017-Spring 2018)	9.30.2018	Narrative related to the work of the JCLA Implementation Team (Fall 2017-2018)	9.30.2018	
Narrative related to child assessments (Fall 2017 – Spring 2018)	9.30.2018	Narrative related to Year 2 Kick-Off	9.30.2018	
Narrative related to technical assistance (Fall 2017 – Sept 2018)	9.30.2018	Narrative related to the implementation of SEEDS (Fall 2017-May 2018)	9.30.2018	
		Narrative related to the implementation of ABC Simple as 1, 2, 3 (Fall 2017-May 2018)	9.30.2018	
		Narrative related to the implementation and use of Bringing Baby Home	9.30.2018	

31 January 2018

Mr. Tim Sanders
Jefferson County Clerk of Court
1 Courthouse Circle
Monticello, FL 32344

Re: **Historic Jefferson County High School Restoration**
EMI# 58202
State Grant SC728
Addition Service Authorization #02

Dear Tim:

The current state Grant SC728 Scope of Work includes the removal and replacement of the exterior stairs on the West Elevation. This will require excavation to an area approximately 30' x 30' x 10' deep. The Florida Department of State, Historical Resources requires that this excavation be monitored by our Office during dirt removal. RPCC, Construction Manager's estimate is this work will take 8 hours to complete. Florida Department of State, Historical Resources has tasked us with physically observing the soil removal and notification to them of any encounter with artifacts.

We are proposing a Lump Sum Fee for your authorization, based upon the following calculation:

Supervisory II: 8 hrs. @ \$189/hr =	\$1,512.00
Technical Level II (research): 2 hrs. @ \$76/hr =	\$ 152.00
Clerical: 0.5 hrs. @ 55 =	\$ 27.00
Total Lump Sum	\$ 1,691.00

RPCC anticipates this work will begin the middle of February 2018.

If this proposal is acceptable to you, please advise us at your earliest convenience. You can indicate your approval by signing and dating this letter proposal and either mailing or E-mailing it back to our attention. If you have any questions, or if we can be of any assistance to you in this matter, please contact us.

Sincerely,

EMI architects

Authorized by:
Jefferson County Board of County Commissioners

William F. Douglas, NCARB
Attachments

xc Tyler McNeill
Parrish Barwick
Commissioner Betsey Barfield
Lisa Garay, CFO
Brad Innes, AIA, President

Tim Sanders, Clerk of Courts

February 2, 2018

Mr. Mark Nixon, Gov't Operations Consultant II
Florida Department of Economic Opportunity
107 East Madison St., MSC 400
Tallahassee, Florida 32399-6408

Re: Jefferson County CDBG Grant #15DB-OJ-02-43-01-H20
Amendment Number Three (#3)

Dear Mr. Nixon:

Please consider this a request for Amendment number three (#3) for the above referenced project. With this amendment, the County is requesting to amend the budget line item amounts, request a sixty (60) day time extension and revise the activity work plans to more accurately reflect the pace of the project.

Currently the County has completed the rehabilitation of seven (7) homes and the replacement of one (1) home. Contracts have been signed for the three (3) remaining homes and all three (3) homes are under construction. The homes are scheduled to be completed by March 20, 2018; however the County would like to request an additional sixty (60) in case there are any unforeseen incidents (change orders, weather delays, etc).

Additionally, the County would like to move unencumbered funds in the amount \$4,500.00 from the Administration line item and \$2,500.00 from the temporary relocation line item into the Housing Rehabilitation line item. During the slab preparation for the replacement home located at 33 Curtis Mills Rd, Monticello, FL in unincorporated Jefferson County, it was determined that the soil was unstable and additional engineering and foundation design had to be completed. This additional work resulted in a change order which will exceed the Housing Rehabilitation line item amount of \$575,000.000. This amendment request will increase the housing rehabilitation line item to \$582,000.00. This amendment will not result in a decrease in the application score or beneficiary information.

Mr. Mark Nixon
February 2, 2018
Page 2

As part of this amendment package, we have included the following:

- DEO Modification to Grant Agreement
- DEO Request for Amendment Form
- Revised Activity Work Plans
- Revised Attachment A
- Source and Use of Funds Form

The County appreciates the Department's consideration of this amendment. If you have any questions regarding this Amendment, please contact Mr. Fred Fox, our Grants Administrator, at (904) 810-5183.

Sincerely,

Stephen Fulford, Chairman
Jefferson County Board of County Commissioners

Modification to Subgrant Agreement

April, 2015

**Modification Number Three (3) to Subgrant Agreement Between
the Department of Economic Opportunity and
JEFFERSON COUNTY, FLORIDA**

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity, (“the Department”), and Jefferson County, Florida, (“the Recipient”), to modify **DEO Contract Number 15DB-OJ-02-43-01-H20**, awarded on October 21, 2014 (“the Agreement”).

WHEREAS, the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a subgrant of \$700,000.00 to the Recipient under the Small Cities Community Development Block Grant (“CDBG”) Program as set forth in the Agreement;

WHEREAS, the Department and the Recipient desire to modify the Agreement;

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

☐ **Reinstate the Agreement**

1. The Agreement is hereby reinstated as though it had not expired.

☒ **Extend the Agreement**

2. Paragraph 3, Period of Agreement is hereby revised to reflect an ending date of May 19, 2018.

☒ **Revise the Activity Work Plan**

3. Attachment E, Activity Work Plan, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment E, which is attached hereto and incorporated herein by reference.

☒ **Revise the Program Budget**

4. Attachment A, Program Budget, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, which is attached hereto and incorporated herein by reference.

Modification to Subgrant Agreement

April, 2015

Modification Number: Three (#3)**DEO Contract Number:** 15DB-OJ-02-43-01-H20**Recipient:** Jefferson County**Page 2**☐ **Change the Participating Parties**

5. “(Type in the name, if applicable.)” is removed as a Participating Party to this agreement.
6. “(Type in the name, if applicable.)” is added as a Participating Party to this agreement. A copy of the new Participating Party Agreement, containing provisions and caveats that meet or exceed the conditions agreed to in the original Participating Party Agreement, is attached.

☐ **Include an Unmet Need as Addressed in the Original Application**

7. Attachment A, Program Budget, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, which is attached hereto and incorporated herein by reference.
8. Attachment , Activity Work Plan, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment , which is attached hereto and incorporated herein by reference.
9. A revised Project Narrative, Form G-2 from Part II of the approved CDBG Application Form, which shows the unmet need from the original application that is being included in the Subgrant Agreement listed as addressed need, is attached hereto and incorporated herein by reference.

☒ **Change the Number of Accomplishments and/or Beneficiaries**

10. Attachment A, Program Budget, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.

☐ **Reflect the Change in Agency from DCA to DEO**

11. This modification to the Subgrant Agreement hereby replaces “Department of Community Affairs” with “Department of Economic Opportunity” where appropriate in context.

☐ **Other:**

12. (Type in the reason for the modification.)

**Modification to Subgrant Agreement**

April, 2015

Modification Number: Three (#3)**DEO Contract Number:** 15DB-OJ-02-43-01-H20**Recipient:** Jefferson County**Page 3**

A ***Request for Amendment***, Form SC-35, shall be included with this Modification if there is a change to the Attachment A, Program Budget, of the Subgrant Agreement; if unmet need is being included as addressed need; or if there is a change in the number of accomplishments or beneficiaries.

All provisions of the Subgrant Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set herein.

State of Florida**Department of Economic Opportunity****Recipient: Jefferson County, Florida**

By: _____

By: _____

Name:

Name: Stephen Fulford

Title: Director
Division of Community Development

Title: Chairman, Board of County Commissioners

Date: _____

Date: _____

Modification to Subgrant AgreementApril, 2015

Instructions for Completing the *Modification to Subgrant Agreement* Form.

1. Use the “Tab” key to move from one field to the next. “Shift Tab” lets you move backwards.
2. Type in the Modification Number in the three fields where it asks for the number.
3. Type in the Contract Number in the three fields where it asks for the number.
4. Type in the Local Government Name in the five fields where it asks for the Recipient.
5. Type in the Date and Subgrant Amount in the fields on the first page where it asks for the information.
6. Move the cursor to the appropriate box(es) to indicate the modification(s) being requested. Left “click” on the box and an “X” will appear, indicating that the section is being modified.
7. If the modification seeks to extend the end of the subgrant, type in the new date on the appropriate line.
8. If the modification makes changes to the “Participating Parties,” type in the names where indicated.
9. If the reason for the modification is not one of the eight common reasons, put an “X” in the check box before “Other” at the bottom of the second page and then tab to the form field and type in the reason. An example of an “other” modification is to bring the Subgrant Agreement under the provisions of a revised administrative rule.
10. On page 3, type in the name and title of the person authorized to sign the modification and have the person sign two copies. **The date must be hand written. (*The person signing the modification must be either the chief elected official or have signature authority by resolution of the governing board.*)**
11. Submit a minimum of two originals of the modification along with the required supporting documentation.

Project Detail Budget

Recipient: Jefferson County

Contract Number: 15DB-OJ-02-43-01-H20

Modification Number (if applicable): 3

Date: February 6, 2018

Activity		Accomplishments		Beneficiaries				Budget			
Activity #	Description	Unit	Number	VLI	LI	MI	All	CDBG Amount	Other Funds	Source*	Total Funds
21A	Administration							\$100,500.00			\$100,500.00
08	Temporary Relocation	HU	11	4	7	0	11	\$ 17,500.00			\$ 17,500.00
14A	Housing Rehabilitation	HU	11	4	7	0	11	\$582,000.00	\$75,000.00	1	\$657,000.00
Totals:								\$700,000.00	\$75,000.00		\$775,000.00

* Show the sources and amounts of "Other Funds" needed to complete the project below, including local funds, grants from other agencies and program income.

Source	Other Funds Counted as Leverage	Other Funds Not Counted as Leverage
1. SHIP Funding	\$75,000.00	\$ 0.00
2.		
3.		
4.		
5.		

Request for Amendment

April, 2015

Activity Code		Beneficiaries										
		Total Beneficiaries			Low & Moderate Income				Very Low Income			
		Original #	Current #	Proposed #	Original		Proposed		Original		Proposed	
	Activity Name				#	%	#	%	#	%	#	%
21A	Administration	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
08	Temporary Relocation	10	10	11	10	100%	11	100%	2	20%	4	36%
14A	Housing Rehab/Demo/Replacement	10	10	11	10	100%	11	100%	2	20%	4	36%

Original

Proposed

20. Total # Unduplicated Beneficiaries: 10 11
21. Total # Unduplicated LMI Beneficiaries: 10 11
22. Total # Unduplicated VLI Beneficiaries: 2 4
23. Total # Unduplicated LMI Households: 10 11
24. Does this amendment reduce any other project funds previously committed as leverage from local or other sources? ☐ Yes ☒ No
- (If **yes**, you must complete and attach the **Sources and Uses of Funds** form, SC-36.)

Proclamation

Jefferson County Board of County Commissioners Jefferson County, Florida

WHEREAS, water is a basic and essential need of every living creature; and

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

WHEREAS, Jefferson County and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, Jefferson County has encouraged and supported water conservation, through various educational programs and special events; and

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

WHEREAS, every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community.

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Chairman of Jefferson County Commission do hereby proclaim the month of April as:

Water Conservation Month

Jefferson County, Florida is calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

STEPHEN FULFORD, CHAIRMAN

Attest:

Tim Sanders, Clerk of Courts

DISTRICT 1

DISTRICT 2

DISTRICT 3

DISTRICT 4

DISTRICT 5

1

2

3

4

5

ADDITIONS Per Commissioner

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