

SUGGESTED AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
PERRY, FLORIDA

MONDAY, FEBRUARY 5, 2018
6:00 P.M.

201 E. GREEN STREET
TAYLOR COUNTY ADMINISTRATIVE COMPLEX
OLD POST OFFICE

REGULAR MEETING

NOTICE IS HEREBY GIVEN, PURSUANT TO FLORIDA STATUTES 286.0105, THAT ANY PERSONS DECIDING TO APPEAL ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE MEETING AND 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.

ANY PERSON WISHING TO ADDRESS THE BOARD REGARDING AN AGENDAED ITEM WILL BE GIVEN THREE (3) MINUTES FOR COMMENT. A COMMENTER MAY ONLY SPEAK ONE (1) TIME FOR EACH AGENDAED ITEM.

1. Prayer (GUEST PASTOR)
2. Pledge of Allegiance
3. Approval of Agenda

BIDS/PUBLIC HEARINGS:

4. THE BOARD TO HOLD A PUBLIC HEARING, SET FOR THIS DATE AT 6:00 P.M., OR AS SOON THEREAFTER AS POSSIBLE, TO HEAR AN APPLICATION FOR A SPECIAL EVENTS PERMIT (MUD-BOG), AS SUBMITTED BY IRON HORSE MUD RANCH.
5. THE BOARD TO HOLD A PUBLIC HEARING, SET FOR THIS DATE AT 6:05 P.M., OR AS SOON THEREAFTER AS POSSIBLE, ON THE PASSAGE OF A PROPOSED ORDINANCE TO REPEAL ORDINANCE NO. 2017-03 (NO-WAKE SPRING WARRIOR).

- 7
6. THE BOARD TO RECEIVE BIDS FOR TAYLOR COUNTY RIVER ENTRANCE LIGHTS SYSTEM MAINTENANCE SERVICES, SET FOR THIS DATE AT 6:10 P.M., OR AS SOON THEREAFTER AS POSSIBLE.

CONSENT ITEMS:

7. APPROVAL OF MINUTES OF JANUARY 2, 16 and 25, 2018.
8. EXAMINATION AND APPROVAL OF INVOICES.
9. THE BOARD TO CONSIDER ADOPTION OF RESOLUTIONS TO REFLECT UNANTICIPATED MONIES IN THE GENERAL FUND, SCOP ROAD PROJECT (SAN PEDRO ROAD) FUND, SCOP ROAD PROJECT (CARLTON CEMETERY ROAD) FUND, SCRAP ROAD PROJECT (FOLEY CUT-OFF ROAD) FUND, SCOP ROAD PROJECT (EAST ELLISON ROAD) FUND, SCRAP ROAD PROJECT (EAST ELLISON ROAD) FUND AND SCRAP ROAD PROJECT (NORTH ELLISON ROAD) FUND, AS AGENDAED BY DANNIELLE WELCH, COUNTY FINANCE DIRECTOR.
10. THE BOARD TO CONSIDER APPROVAL OF LICENSE AND HOLD HARMLESS AGREEMENTS FOR POLLING PLACES, AS AGENDAED BY DANA SOUTHERLAND, SUPERVISOR OF ELECTIONS.
11. THE BOARD TO CONSIDER APPROVAL OF CHANGE ORDERS TO THE CARLTON CEMETERY ROAD WIDENING AND RESURFACING CONSTRUCTION CONTRACT, AS AGENDAED BY KENNETH DUDLEY, COUNTY ENGINEER.
12. THE BOARD TO CONSIDER APPROVAL OF AGREEMENT FOR MODIFICATION TO EXTEND THE HANGAR/WAREHOUSE SPACE LEASE AGREEMENT WITH FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES AT THE PERRY-FOLEY AIRPORT, AS AGENDAED BY MELODY COX, GRANTS DIRECTOR.
13. THE BOARD TO RATIFY THE CHAIRMAN'S SIGNATURE ON LETTERS TO RECOGNIZED TRIBAL LEADERS, AS REQUIRED BY THE DEO COMMUNITY DEVELOPMENT BLOCK GRANT AND THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, AS AGENDAED BY THE GRANTS DIRECTOR.

PUBLIC REQUESTS:

14. DAWN TAYLOR, TOURISM DEVELOPMENT COUNCIL, TO APPEAR TO PRESENT ECONOMIC IMPACT STUDY OF TOURISM IN TAYLOR COUNTY.
15. DAWN TAYLOR, TOURISM DEVELOPMENT COUNCIL, TO APPEAR TO PRESENT "KEEP TAYLOR COUNTY BEAUTIFUL" UPDATE AND TO DISCUSS SIGNAGE PLACEMENT.
16. SCOTT FREDERICK, DIRECTOR, TAYLOR COUNTY DEVELOPMENT AUTHORITY (TCDA), TO APPEAR TO REQUEST THE RELEASE OF FY 2017-2018 APPROPRIATED FUNDS, IN THE AMOUNT OF \$142,500.

COUNTY STAFF ITEMS:

17. THE BOARD TO CONSIDER APPROVAL OF APPLICATION FOR A MUD BOG SPECIAL EVENT AT THE PUDDING CREEK MUD BOG SITE FOR FEBRUARY 16-18, 2018, AS AGENDAED BY DANNY GRINER, BUILDING OFFICIAL.
18. THE BOARD TO CONSIDER AWARD OF THE NEXT GEN 911 ANSWERING POINT COMMUNICATIONS SYSTEM BID TO AK ASSOCIATES, AS AGENDAED BY SARAH WEIRICK, 911 COORDINATOR.
19. THE BOARD TO CONSIDER APPROVAL OF THE REVISED TAYLOR COUNTY MULTI YEAR IMPLEMENTATION PLAN (MYIP) FOR SUBMISSION TO THE DEPARTMENT OF TREASURY, AS AGENDAED BY THE GRANTS DIRECTOR.
20. THE BOARD TO CONSIDER APPROVAL OF THE STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) LOCAL HOUSING ASSISTANCE PLAN (LHAP) CERTIFICATION AND ADOPTING RESOLUTION FOR STATE FISCAL YEARS 2018-2019, 2019-2020 AND 2020-2021, AS AGENDAED BY THE GRANTS DIRECTOR.
21. THE BOARD TO CONSIDER AWARD OF BID FOR FEMA RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM REHABILITATION TO CERTIFIED ROOFING AND CONSTRUCTION FOR THE HOME OF MARY JONES, AS AGENDAED BY THE GRANTS DIRECTOR.

GENERAL BUSINESS:

22. THE BOARD TO DISCUSS HIGHWAY 98 ECONFINA BRIDGE, AS AGENDAED BY CHAIRMAN FEAGLE.

COUNTY ATTORNEY:

23. THE COUNTY ATTORNEY TO REQUEST DIRECTION FROM THE BOARD REGARDING SECTION 4, PARAGRAPH A, OF THE EMPLOYMENT CONTRACT WITH THE COUNTY ADMINISTRATOR.

COUNTY ADMINISTRATOR ITEMS:

24. THE COUNTY ADMINISTRATOR TO DISCUSS POSSIBLE LEASING OF COUNTY PROPERTY.
25. THE COUNTY ADMINISTRATOR TO DISCUSS POSSIBLE REQUEST FOR PROPOSALS FOR ASBESTOS REMOVAL AT THE OLD HOSPITAL.
26. THE COUNTY ADMINISTRATOR TO DISCUSS POSSIBLE PURCHASE OF TWO MOTOR GRADERS FOR THE ROAD DEPARTMENT.
27. THE COUNTY ADMINISTRATOR TO DISCUSS INFORMATIONAL ITEMS.
28. COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED ITEMS:
29. BOARD INFORMATIONAL ITEMS:

Motion to Adjourn

FOR YOUR INFORMATION:

- THE AGENDA AND ASSOCIATED DOCUMENTATION, IF APPLICABLE, IS AVAILABLE TO THE PUBLIC ON THE FOLLOWING WEBSITE: www.taylorcountygov.com
- IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT LAWANDA PEMBERTON, ASSISTANT COUNTY ADMINISTRATOR, 201 E. GREEN STREET, PERRY, FLORIDA, 850-838-3500, EXT. 7, WITHIN TWO (2) WORKING DAYS OF THIS PROCEEDING.
- BALLOTS USED TO APPOINT CITIZENS TO ADVISORY COMMITTEES AND ADVISORY BOARDS ARE AVAILABLE FOR PUBLIC INSPECTION AFTER THE MEETING AND ARE RETAINED AS PART OF THE PUBLIC RECORD.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to hold a public hearing to consider an application for a Mud Bog Special Event at the Iron Horse Mud Ranch site for February 28th – March 4th, 2018 with attendance expected to be greater than 1,000.

MEETING DATE REQUESTED:

September 5, 2018

Statement of Issue: Mud Bog Special Event for more than 1,000 attendees.

Recommendation: Hold public hearing

Fiscal Impact: Potential increase in tourist related purchases

Budgeted Expense: Yes ☐ No ☐ N/A ☒

Submitted By: Danny Griner

Contact: building.director@taylorcountygov.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: An application was submitted to the planning department on January 11, 2018 to hold a Mud Bog Special Event from February 28th through March 4th at the Iron Horse Mud Ranch site located at 8999 S. US 19. The application states that the expected attendance will be greater than 1,000, which, requires a public hearing pursuant to Section 10-65 of the Code of Ordinances. Public notice was run in the local newspaper and individual notice was sent to all property owners within 660 feet of the event site.

Options:

1. Approve the application.
2. Deny the application.

Attachments:

1. Copy of application
2. Supporting documents
3. Checklist

MALCOLM PAGE District 1	JIM MOODY District 2	FRANK RUSSELL District 3	PAM FEAGLE District 4	THOMAS DEMPS District 5
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TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk
P. O. Box 620, Perry, FL 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

TED LAKEY, County Administrator
201 E. Green Street, Perry, FL 32347
(850) 838-3500, extension 6 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR. County Attorney
P.O. Box 167, Perry, FL 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

APPLICATION FOR SPECIAL EVENT PERMIT

FEE: \$250.00

PERMIT TYPE: MUD BOG

DATE: 1/11/18

APPLICANT NAME: 3 Ponds, LLC DBA Iron Horse Mud Ranch

MAILING ADDRESS: P.O. Box 22

PROPERTY OWNER: Big Ponds, LLC

PROPERTY ADDRESS: 8999 US 19 South, Perry, FL 32348

PHONE#: 813-909-3288

8744-350, 8744-200
PARCEL #: 8744-050, 8743-200

PROPERTY OWNERS WITHIN 660 FEET OF ACTIVITY

- | | |
|----------------------------|--------------------------|
| 1. <u>Big Ponds, LLC</u> | 2. <u>Andyland, LLC</u> |
| 3. <u>Sandra Laura Lee</u> | 4. <u>Jack Fernandez</u> |
| 5. <u>Martin Ellison</u> | 6. _____ |
| 7. _____ | 8. _____ |

EVENT DATE(S):	<u>2/28 – 3/4</u>	START:	<u>Wednesday</u>	END:	<u>Sunday</u>
HOURS OF OPERATION:		START:	<u>7:00 a.m.</u>	END:	<u>7:00 p.m.</u>

EXPECTED ATTENDANCE: 1000+

MAXIMUM ATTENDANCE: No way to determine

SECURITY PROVIDER:
(Attach statement from provider)

SHERIFFS OFFICE *

PRIVATE SECURITY *

SANITARY FACILITIES PROVIDER:

Murray's Septic 850-672-0103

SOLID WASTE CONTRACTOR:

Waste Pro 352-463-6200

ATTACH THE FOLLOWING

1. Exact location, legal description, area and shape of all lands used for parking or other incidental uses.
2. Exact location, legal description, area and shape of the land on which the event will take place.
3. Sworn statement from security provided, if other than Taylor County Sheriff's Department.
4. Statement as to what medical / ambulance services will be provided. (Agreement with DMH-EMS must contain signature of hospital CEO).
5. Copy of, or Statement of intent to issue, \$1,000,000.00 Insurance Policy.
6. Copy of Contract for Solid Waste Disposal.
7. Copy of Contract for Sanitary Waste Disposal.
8. Entry Consent, Adjoining Property Owner, and Hold Harmless agreements signed and notarized.
9. A map drawn to scale of at least 1" = 400', showing:
 - a. Property location;
 - b. Location of highways, roads, lots and lands within 660 feet activity;
 - c. Location of parking area and all incidental uses;
 - d. All interior access ways;
 - e. Access to the property;
 - f. Location of toilet, medical, and drinking facilities.
10. Proof of ownership of the property, or an agreement signed by the property owner permitting such use of the property.
11. Signed waiver from all property owners within 660 feet of the activity.
12. Signed statement from County Fire Chief that adequate fire protection provisions will be provided.

HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT

MUD BOG SPECIAL EVENT

1. I hereby agree to indemnify, hold harmless and defend the county and the sheriff, as well as the board of county commissioners, all county employees, agents, appointees, and designees from any and all manner of action or actions, cause and causes of action, suits, damages, judgments, and claims of any kind whatsoever which may result from or be in any way connected or related to the event.
2. I hereby agree that venue of any litigation, as a result of this Hold Harmless Release and Indemnity Agreement shall be exclusively in Taylor County, Florida and the laws of the State of Florida shall govern.

Kari Larson managing member
Print Name

[Signature]
Signature

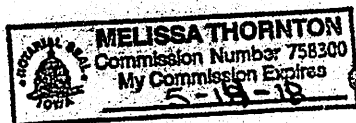
I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Kari Larson, personally known to me (✓) produced identification () to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness my hand and official seal this 12 day of January, 2018.

Melissa Thornton

NOTARY PUBLIC

My Commission Expires:



Swann Insurance Agency
105 ½ N Jefferson St
Perry, FL 32347
850-584-5800
swanninsurance@fairpoint.net

1/30/2018

3 Ponds LLC.

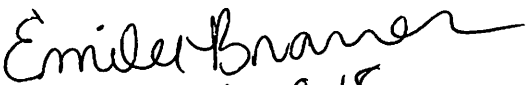
Trey Howard

Dear Taylor Co Board of Commissioners,

The 3 ponds LLC. has applied for insurance and we are waiting to bind the policy. We will forward it to you as soon as possible. I cannot guarantee coverage until the policy is purchased and bound.

Thanks,

Emilee Brannen


1-30-18

ENTRY CONSENT AGREEMENT

MUD BOG SPECIAL EVENT

1. I hereby consent to the entry at any time in the course of his or her duties of any emergency personnel (EMS), peace officer, member or employee of the board of county commissioners, county manager, county engineer, county forester or county fire chief or state fire marshal, sheriff, county health officer and any other county officer or state officer in the performance of his or her duties.

KARL LARSON managing member
Print Name

[Signature] managing member
Signature

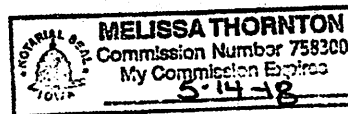
I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, KARL LARSON, personally known to me (✓) produced identification () to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness my hand and official seal this 12 day of January, 20 18.

Melissa Thornton

NOTARY PUBLIC

My Commission Expires:



ADJOINING PROPERTY OWNER AGREEMENT

MUD BOG SPECIAL EVENT

1. I hereby agree to reimburse all owners and occupants of property adjoining the subject premises for all damages of any kind to such owners or occupants or to their property caused by the applicant, owner of the subject premises, or by any person attending the event with knowledge of the applicant, which damage would not have occurred had the event not been held

KARI LARSON
Print Name

[Signature]
Signature

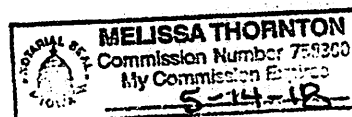
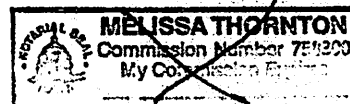
I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, KARI LARSON, personally known to me (✓) produced identification () to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness my hand and official seal this 12 day of January, 2018.

Melissa Thornton

NOTARY PUBLIC

My Commission Expires:





A partnership with Tallahassee Memorial HealthCare



Date: 1/23/2018

Ref: Iron Horse Mud Ranch Mud Bogs

This letter is to verify that Doctor's Memorial Hospital EMS will provide Advanced Life Support ambulance coverage to Iron Horse Mud Ranch Mud Bogs on the following dates in 2017:

March 1st

March 2nd

March 3rd

March 4th

This coverage will include a dedicated crew for the duration of each event. If demand dictates, a third crewmember may be scheduling during peak hours.

Please feel free to contact me for more information.

Sincerely,

Albert "Mac" Leggett
EMS Director
Doctors Memorial Hospital

(850) 584-2227



Taylor County Fire Rescue



501 Industrial Park Dr. – Perry FL 32348

(850) 838-3522

Fax (850)838-3524

To whom it may concern

Taylor County Fire Rescue will provide fire coverage for the Iron Horse Mud Bog event on March 2nd and March 3rd. In addition to the fire coverage provided by Fire Rescue the event staff shall also have mobile fire extinguisher of an appropriate class and size and an emergency plan to contact Fire Rescue should an incident occur during non-staffed hours.


Dan Cassel
Fire Chief



GUARDIANS LLC

January 30, 2018

**Taylor County Board of County Commissioners
Park and Recreation Department
201 East Green Street
Perry, Florida 32347**

RE: Confirmation to provide private security

This Letter is to serve notice that Guardians LLC B1400294 / DS 160008 is contracted with Iron Horse Mud Ranch Located at 8999 US Highway 19 South Perry Florida 32348, to provide licensed Security Officers Armed and Un-armed, for internal security for a Mud Bogg event scheduled March 1st,2nd,3rd and 4th 2018. In accordance with Taylor County's Ordinances.

Tracy Dowdy

**Tracy Dowdy
Managing Director
Guardian LLC**

F.W. Murray's Septic
P.O. Box 1328
Perry, Florida 32348

January 8, 2018

To Whom It May Concern:

We propose to provide any and all sanitation needs for the Iron Horse Mud Ranch located on South Highway 19 during the following dates: February 28, 2018 – March 4, 2018.

If you have any questions feel free to contact me directly.

Sincerely,
F.W. Murray
Owner

PLACE BUSINESS CARD HERE



Franchised
area

Service Agreement

A. CUSTOMER SITE INFORMATION

Site Name: <i>Iron Horse Mud Ranch</i>	Customer Class: <i>FL</i>	Effective Date: <i>4/25/2011</i>	Account #: <i>026290</i>
Service Address: <i>8999 US Hwy 19 S</i>	Service Area: <i>Taylor</i>	Salesperson:	
City/State: <i>Perry FL</i>	Zip Code: <i>32348</i>	Contact Name: <i>Rusty</i>	
Email:	Telephone: <i>813 943 9811</i>	Fax:	Mobile:

B. BILLING INFORMATION

Billing Name:	P.O. # Required? <i>Y / N</i>
Billing Address: <i>PO Box 203</i>	Billing Cycle: <i>FL</i>
City/State: <i>Gresh KY</i>	Customer Deposit:
Email:	Contact Name:
Telephone:	Fax:
	Mobile:

C. EQUIPMENT / SERVICE SPECIFICATIONS

Qty	Service Type	Material	Size	Freq	Compact Y/N	Locker	Wheels	Gates	Rate	Schedule
1	FL	SW	4	1x				Yes	96.90	Month Haul S M <u>T</u> W T F S
										Month Haul S M T W T F S
										Month Haul S M T W T F S
										Month Haul S M T W T F S

D. ADDITIONAL FEES

Delivery: <i>150</i>	Removal:	Lock/Containers:
Container Rental:	Franchise Fee:	
Disposal:	Fuel/Environmental:	
Extra Pickups: <i>55.00</i>	*A fuel surcharge and environmental compliance cost recovery charge, calculated as a percentage of the Charge(s), will be included on your invoice.	
Special Services:		

Other Instructions:

Special Services:

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF THE CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, ON THE REVERSE SIDE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER.

Customer Signature: _____

Date: _____

Waste Pro Representative

Date: *9/12/2012*

Print Name: _____

TERMS & CONDITIONS ON THE REVERSE

WASTE PRO ~~TEMPORARY~~ ROLL OFF SERVICE AGREEMENT
P.O. Box 380
Midway, FL 32343
www.wasteprousa.com

Phone # 352-551-0300
Fax # 352-531-0300

Company <u>Waste Pro 110</u>	Service Area <u>Taylor</u>	Terms <u>30 days</u>
Salesperson <u>Franchised</u>	Effective Date <u>9/14/2011</u>	P.O. #
Class <u>Roll off</u>	Bill Cycle	Acct # <u>036298</u>

CUSTOMER INFORMATION

Site Name <u>Don Horan Mud Ranch</u>	Billing Name
Contact <u>Quincy</u>	Contact
email	email
Address <u>8999 US Hwy 19 S</u>	Address <u>P.O. Box 203</u>
Address 2	Address 2
City, Zip <u>Bradley, FL 32548</u>	City, Zip <u>Rush KY 41168</u>
Phone # <u>813 943 7811</u>	Phone #
Fax #	Fax #
Mobile #	Mobile #

CUSTOMER ORDER INFORMATION & CHARGES

Quantity <u>1</u>	Delivery Charge	C.O.D./Charge
Size <u>20</u>	Haul Charge <u>230.00</u>	Maintenance Charge
Material <u>SW</u>	Disposal Charge <u>58.95/TON</u>	Deodorizing Charge
Est # Loads	Flat haul Charge	Fuel Surcharge
Length of Job	Trip Charge	Inactivity Fee <u>\$100 PER 30 DAYS NON USE</u>
Closest intersection or landmark:		
Other Instructions:		

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF THE CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, ON THE REVERSE SIDE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER

Authorized Signature

Date Representative Signature

Date

Name (Print or Type)

Company Address

SPECIAL EVENT WAIVER

DATE: 7/20/11

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

J. M. ELLISON

Print Name

J M Ellison

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

Attention GARY Wells

SPECIAL EVENT WAIVER
DATE: 3/9/2011 Event must be a mini.
of 450 feet. (Four hundred fifty feet) awa
from my property.

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.
Andrew KOTSAFIS
Print Name
Signature

SPECIAL EVENT WAIVER
DATE: _____
I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name _____ Signature _____

SPECIAL EVENT WAIVER
DATE: _____
I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name _____ Signature _____

SPECIAL EVENT WAIVER
DATE: _____
I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name _____ Signature _____

606 9280093

SPECIAL EVENT WAIVER

DATE: 8-10-11

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Jack Fernandez
Print Name

Jack Fernandez
Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

AT 207 PROPERTIES
Print Name

[Signature]
Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

SANDRA LAURA LEE
Print Name

[Signature]
Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

NOTICE OF PUBLIC HEARING
PURSUANT TO SECTION 10-
65, TAYLOR COUNTY CODE OF
ORDINANCES
(ORDINANCE NO. 2001-12)
Notice is hereby given that the
Taylor County Board of County

LEGALS



Commissioners will hold a public hearing on Tuesday, February 5, 2018 at 6:00 p.m., or as soon thereafter as possible, in the Taylor County Administrative Complex, 201 East Green Street, Perry, Florida 32347, to hear an application for a SPECIAL EVENTS PERMIT (MUD-BOG) to be held on February 28th - March 4th, 2018 from 7:00 a.m. to 7:00 p.m. The event will be held at the Iron Horse Mud Ranch site located at 8989 S. US 19, Perry, Florida.

The application is available to the public and may be inspected at the Taylor County Planning Department, located at the Administrative Complex (Old Post Office), 201 E. Green Street, Perry, Florida 32347.

Notice is further given, pursuant to Florida Statutes 286.0105, that any persons deciding to appeal any matter considered at this hearing will need a record of the hearing and 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.

BY ORDER OF THE BOARD OF
COUNTY COMMISSIONERS, Taylor
County, Florida.

1/24

MUD BOG CHECKLIST

EVENT NAME: IRON HORSE MUD BOG


1.	APPLICANTS NAME	✓
2.	OWNERS NAME	✓
3.	PHYSICAL LOCATION	✓
4.	LEGAL DESCRIPTION	✓
5.	WAIVER FROM ADJOINING PROPERTY OWNERS	✓
6.	DATE & HOURS OF EVENT	✓
7.	MAXIMUM ATTENDANCE	*
8.	SECURITY STATEMENT	✓
9.	AMBULANCE STATEMENT (DMH-EMS with hospital CEO signature)	✓
10.	MAP OF PROPERTY	✓
11.	PROPERTY WITHIN 660 FEET OF EVENT	✓
12.	LOCATION OF PARKING	✓
13.	LIST OF OWNERS WITHIN 660 FEET	✓
14.	ENTRY CONSENT STATEMENT	✓
15.	HOLD HARMLES STATEMENT	✓
16.	ADJOINING PROPERTY OWNER STATEMENT	✓
17.	WASTE HAULER STATEMENT	✓
18.	INSURANCE STATEMENT	*
19.	SANITARY FACILITY PROVIDER STATEMENT	✓
20.	FIRE PROTECTION STATEMENT (signed by Fire Chief)	✓

States cannot determine

*- Private Provided
- waiting on sheriff*

** Pending statement*

COMPLETED BY: W D Griner DATE: 1.30.18
William D. (Danny) Griner

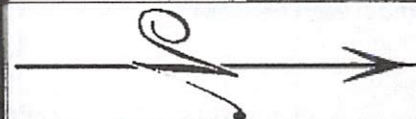


LEG 0320.00 ACRES
- W1/2 OF SECTION
OR 665-908-912-926 -
SUBJ TO & TOGETHER
WITH ESMTS IN - OR
233-683 & 665-880 &
665-897 -

LEG 0200.00 ACRES
N 1/2 OF SE 1/4 & SW
1/4 OF SE 1/4 - & E1/2
OF NE1/4 - OR 665-908-912
SUBJ TO & TOGETHER
WITH ESMTS -

IRON HORSE MUD RANCH

Note: This map is for information purposes only and is not intended to be used as a navigational device. Iron Horse Mud Ranch assumes no responsibility for any losses resulting from the use thereof.

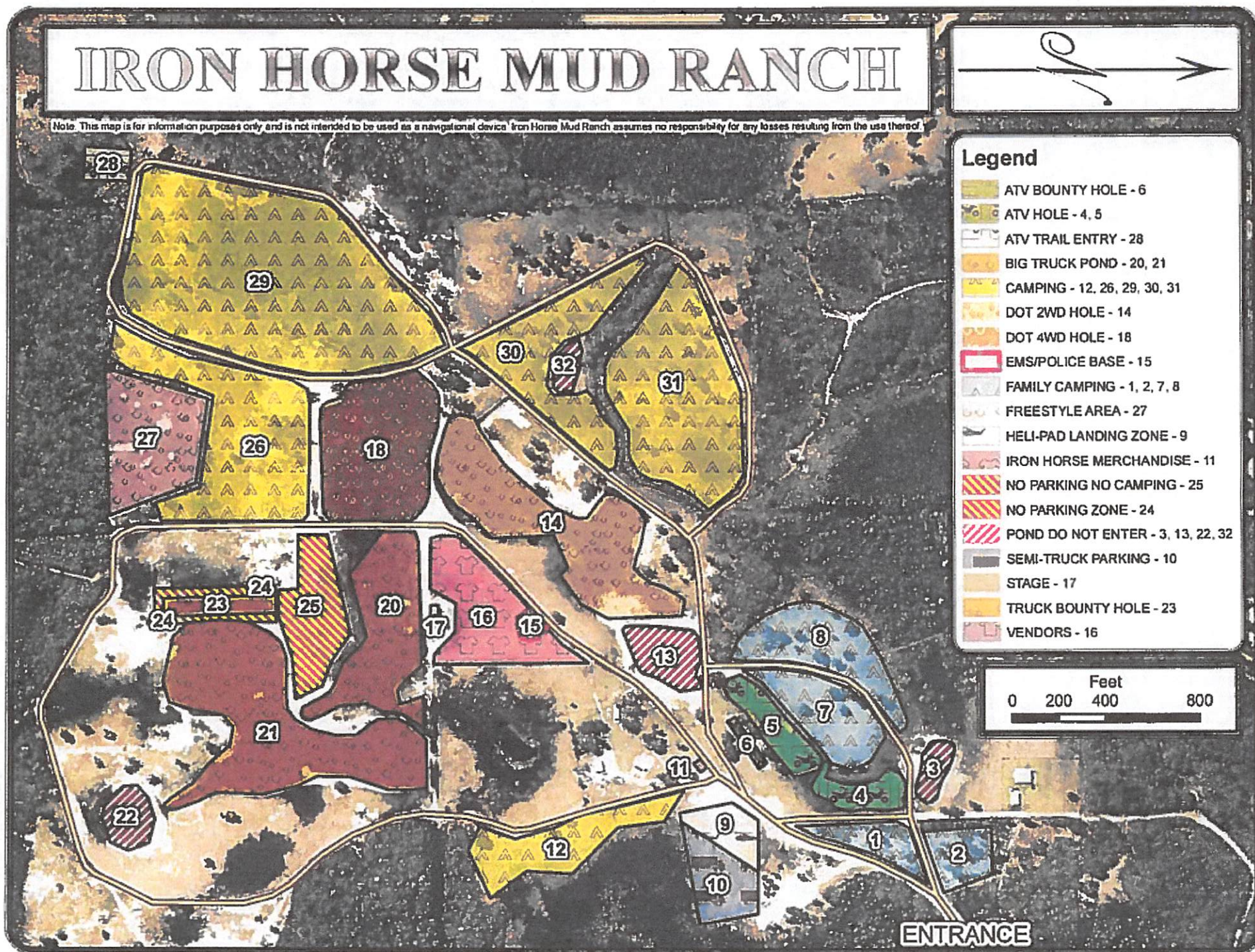


Legend

- ATV BOUNTY HOLE - 6
- ATV HOLE - 4, 5
- ATV TRAIL ENTRY - 28
- BIG TRUCK POND - 20, 21
- CAMPING - 12, 26, 29, 30, 31
- DOT 2WD HOLE - 14
- DOT 4WD HOLE - 18
- EMS/POLICE BASE - 15
- FAMILY CAMPING - 1, 2, 7, 8
- FREESTYLE AREA - 27
- HELI-PAD LANDING ZONE - 9
- IRON HORSE MERCHANDISE - 11
- NO PARKING NO CAMPING - 25
- NO PARKING ZONE - 24
- POND DO NOT ENTER - 3, 13, 22, 32
- SEMI-TRUCK PARKING - 10
- STAGE - 17
- TRUCK BOUNTY HOLE - 23
- VENDORS - 16

Feet
0 200 400 800

ENTRANCE





Sheriff



WAYNE PADGETT – TAYLOR COUNTY

108 N. Jefferson St, Suite 103 • Perry, Florida 32347

850-584-4225 • 1-800-800-4740

Dispatch 1-800-669-7123

January 30th, 2018

To Whom It May Concern:

The Taylor County Sheriff's Office will provide deputies for security on March 1st thru the 4th, 2018 as requested by Trey Howard, for the Iron Horse Mud Ranch Mud Bog.

Any Additional security needed must be provided by private security.

Thank you,

A handwritten signature in black ink, appearing to read "Marty Tompkins". The signature is stylized with a large loop at the end. To the right of the signature, the number "264" is handwritten.

Major Marty Tompkins

Taylor County Sheriff's Office

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY TO REPEAL ORDINANCE NO. 2017-03, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of County Commissioners of Taylor County, Florida, have been informed that prior to adding Spring Warrior area to a NO-Wake Zone, the Board needs to apply and get approval from FWCC.

THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA THAT:

Section 1.

That Ordinance No. 2017-3 of Taylor County is hereby repealed.

Section 2. Severability. If any section, portion or phrase of this Ordinance is ruled invalid or unconstitutional by any court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.

Section 3. Effective Date. This Ordinance shall take effect immediately upon receipt of official acknowledgement from the Office of the Secretary of State of Florida that this Ordinance has been filed in said office.

PASSED and ADOPTED in regular session by the Board of County Commissioners of Taylor County, Florida, on this ____ day of _____, 201____.

BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA

PAM FEAGLE, Chairperson

ATTEST

ANNIE MAE MURPHY,
Clerk of Court

R E S O L U T I O N

9

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **GENERAL FUND** for the fiscal period ending September 30, 2018, to be in excess of the advertised budget.

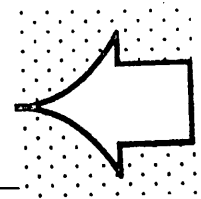
BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the **GENERAL FUND** budget for the fiscal year ending September 30, 2018.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$34,473	001-3899010	Cash Carry Forward State Aid Library -
\$34,473	0431-56400	Capital Outlay / Equipment

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 5th day of February, 2018 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2018 with a motion by Commissioner _____, seconded by Commissioner _____, and carried unanimously.

Annie Mae Murphy, Clerk-Auditor

Chairman



**SIGN
HERE**

The actual balance of **designated funds** at FYE '17 was more than projected/budgeted in the FY '18 budget

STATE AID LIBRARY FUNDS

BEGINNING BALANCE 10/1/16		\$5,353.55
FY 2016/17 RECEIPTS		\$81,044.00
State Aid Grant	3347100	
FY 2016/17 EXPENDITURES	0431	<u>(\$51,924.98)</u>
ENDING BALANCE 9/30/2017		<u><u>\$34,472.57</u></u> (*)



(*) This amount is reserved on the balance sheet (001-2470022).
Remaining funds are carried forward to the following year budget.

Actual CF amount
Budgeted in FY2018
was -0-.

Need to increase FY2018
by \$34,473.

State Aid Library Funds (12/19/17 dmw)

dmw

Welch
12/19/17

SUNGARD PENTAMATION, INC.
DATE: 12/19/2017
TIME: 11:31:43

TAYLOR COUNTY BOARD OF COMMISSIONERS
REVENUE AUDIT TRAIL

PAGE NUMBER: 1
AUDIT41

SELECTION CRITERIA: revledgr.account='3347100'
ACCOUNTING PERIODS: 1/17 THRU 13/17

(INACTIVE ACCOUNTS INCLUDED)
SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT,ACCOUNT,PERIOD

TOTALED ON: FUND,TOTL/DEPT,ACCOUNT

PAGE BREAKS ON: FUND,TOTL/DEPT

ACCOUNT DATE	T/C	RECEIVE	REFERENCE	PAYER/VENDOR	BUDGET	RECEIPTS	RECEIVABLES DESCRIPTION	CUMULATIVE BALANCE
3347100							STATE AID-LIBRARY (0431)	
001-001 - GENERAL FUND								
3347100							STATE AID-LIBRARY (0431)	
	10/01/16	12-1			.00	.00		.00 BEGINNING BALANCE
	04/25/17	24-7	2017-509	P029 DEPT. OF STATE	74,724.00			POSTED FROM BUDGET SYSTEM
	05/01/17	14-8			6,320.00	81,044.00		.00 1/1 ST.AID-LIBRARY FY2017
							ADD FUNDS RECEIVED	
TOTAL					81,044.00	81,044.00		.00 .00
TOTAL TOTL/DEPT - TITLE NOT FOUND					81,044.00	81,044.00		.00 .00
TOTAL FUND - GENERAL FUND					81,044.00	81,044.00		.00 .00
TOTAL REPORT					81,044.00	81,044.00		.00 .00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.
DATE: 12/19/2017
TIME: 11:36:11

TAYLOR COUNTY BOARD OF COMMISSIONERS
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: expledgr.key_orgn='0431'
ACCOUNTING PERIOD: 13/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT
TOTALD ON: FUND, TOTL/DEPT
PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-001 GENERAL FUND
FUNCTION-570 CULTURE/RECREATION
~~ACTIVITY-571-LIBRARIES~~
TOTL/DEPT-0431 LIBRARY GRANTS-STATE AID

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
51200	REGULAR SALARIES & WAGES	46,717.00	44,927.00	-1,790.00	33,128.80	11,798.20	73.74
52110	FICA/MEDICARE TAXES	3,574.00	3,574.00	.00	2,534.52	1,039.48	70.92
52200	RETIREMENT CONTRIBUTIONS	4,708.00	4,708.00	.00	3,723.46	984.54	79.09
52300	HEALTH INSURANCE	16,576.00	16,576.00	.00	8,292.89	8,283.11	50.03
52320	LIFE INSURANCE	100.00	100.00	.00	46.80	53.20	46.80
52400	WORKERS' COMPENSATION	107.00	217.00	110.00	209.68	7.32	96.63
54610	R&M BUILDINGS & GROUNDS	.00	1,680.00	1,680.00	1,680.00	.00	100.00
55260	DEMONSTRATION MATL/SUPPL	2,942.00	2,942.00	.00	308.83	2,633.17	10.50
55401	BOOK/PUBL/SUB/MEMB/TRAIN	.00	6,320.00	6,320.00	2,000.00	4,320.00	31.65
	TOTAL LIBRARY GRANTS-STATE AI	74,724.00	81,044.00	6,320.00	51,924.98	29,119.02	64.07
	TOTAL GENERAL FUND	74,724.00	81,044.00	6,320.00	51,924.98	29,119.02	64.07
	TOTAL REPORT	74,724.00	81,044.00	6,320.00	51,924.98	29,119.02	64.07

FY 16/17

RESOLUTION

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCOP ROAD PROJECT (San Pedro Road) FUND** for the fiscal period ending September 30, 2018, to be in excess of the advertised budget.

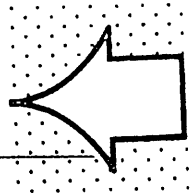
BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the **SCOP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2018.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$156,165	175-3344905	SCOP Grant - Revenue
\$156,165	0338-53401	SCOP Project/San Pedro Road Contractual Services

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 5th day of February, 2018 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2018 with a motion by Commissioner _____, seconded by Commissioner _____, and carried unanimously.

Annie Mae Murphy, Clerk-Auditor

Chairman



SIGN
HERE

Balance of Grant Funding at 2017 FYE not included in 2018 FY Budget

SCOP San Pedro Road
Analysis at FYE

San Pedro Road (SCOP) Dept 0338 / Fund 175

BEGINNING BALANCE 10/1/16 \$ 1,085,915.84

REVENUE \$ -
received \$ -

EXPENDITURES \$ (52,001.00)

ENDING BALANCE 9/30/17 \$ 1,033,914.84

Budgeted Amount FY 17/18 \$877,750

Need to amend/increase FY 17/18 pay \$156,164.84

DWEL
1/10/18

SCOP San Pedro Road Dept 0338 (01/10/18 dmw)

SUNGARD PENTAMATION, INC.
DATE: 01/10/2018
TIME: 11:54:21

TAYLOR COUNTY BOARD OF COMMISSIONERS
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTALL

SELECTION CRITERIA: expldedr.key_orgn='0338'
ACCOUNTING PERIOD: 13/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT
TOTALLED ON: FUND, TOTL/DEPT
PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-175 SCOP PROJ/SAN PEDRO RD
FUNCTION-540 TRANSPORTATION
ACTIVITY-541 ROAD & STREET FACILITIES
TOTL/DEPT-0338 SCOP PROJ/SAN PEDRO RD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	158,519.00	208,166.00	49,647.00	52,001.00	156,165.00	24.98
53401	CONTRACTUAL SERVICES	877,350.00	877,350.00	.00	.00	877,350.00	.00
54902	LEGAL ADVERTISING	200.00	200.00	.00	.00	200.00	.00
54907	LICENSE/PERMIT/REGISTRAT	200.00	200.00	.00	.00	200.00	.00
	TOTAL SCOP PROJ/SAN PEDRO RD	1,036,269.00	1,085,916.00	49,647.00	52,001.00	1,033,915.00	4.79
	TOTAL SCOP PROJ/SAN PEDRO RD	1,036,269.00	1,085,916.00	49,647.00	52,001.00	1,033,915.00	4.79
TOTAL REPORT		1,036,269.00	1,085,916.00	49,647.00	52,001.00	1,033,915.00	4.79

Balance @ 9/30/17 \$ 1,033,915

Melinda
1/10/18

RESOLUTION

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCOP ROAD PROJECT (Carlton Cemetery Road) FUND** for the fiscal period ending September 30, 2018, to be in excess of the advertised budget.

BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the **SCOP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2018.

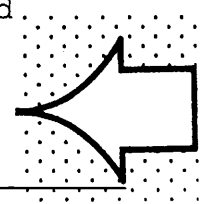
<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$1,404,014	174-3344905	SCOP Grant - Revenue
		SCOP Project/Carlton Cemetery Road
\$ 57,445	0337-53101	Professional Services
\$1,346,169	0337-53401	Contractual Services
\$ 200	0337-54902	Legal Advertising
\$ 200	0337-54907	License/Permit/Registration

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 5th day of February, 2018 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2018 with a motion by Commissioner _____, seconded by Commissioner _____, and carried unanimously.

Annie Mae Murphy, Clerk-Auditor

Chairman

Balance of Grant Funding at 2017 FYE not included in the 2018 FY Budget



**SIGN
HERE**

SCOP Carlton Cemetery Road
Analysis at FYE

Carlton Cemetery Road (SCOP) Dept 0337 / Fund 174

BEGINNING BALANCE 10/1/16 \$ 1,794,288.80

REVENUE \$ -
received \$ -

EXPENDITURES \$ (32,657.85)

ENDING BALANCE 9/30/17 \$ 1,761,630.95

FY 17/18 Budgeted Amt \$ 357,617

need to amend/increase FY 17/18 by \$ 1,404,013.95

SCOP Carlton Cemetery Road Dept 0337 (01/10/18 ^{dmw}dmw)

SUNGARD PENTAMATION, INC.
DATE: 01/10/2018
TIME: 11:36:26

TAYLOR COUNTY BOARD OF COMMISSIONERS
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: expledgr.key_orgn='0337'
ACCOUNTING PERIOD: 13/17

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT
TOTALLED ON: FUND,TOTL/DEPT
PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-174 SCOP PROJ/CARLTON CEMETRY
FUNCTION-540 TRANSPORTATION
ACTIVITY-541 ROAD & STREET FACILITIES
TOTL/DEPT-0337 SCOP/CARLTON CEMETARY RD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	77,713.00	107,294.00	29,581.00	28,040.00	79,254.00	26.13
53401	CONTRACTUAL SERVICES	973,495.00	1,692,377.00	708,882.00	.00	1,682,377.00	.00
54902	LEGAL ADVERTISING	200.00	118.00	-82.00	117.85	.15	99.87
54907	LICENSE/PERMIT/REGISTRAT	200.00	4,500.00	4,300.00	4,500.00	.00	100.00
	TOTAL SCOP/CARLTON CEMETARY R	1,051,608.00	1,794,289.00	742,681.00	32,657.85	1,761,631.15	1.82
	TOTAL SCOP PROJ/CARLTON CEMET	1,051,608.00	1,794,289.00	742,681.00	32,657.85	1,761,631.15	1.82
TOTAL REPORT		1,051,608.00	1,794,289.00	742,681.00	32,657.85	1,761,631.15	1.82

Balance @ 9/30/17 \$1,761,631.15

RESOLUTION

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCRAP ROAD PROJECT (Foley Cutoff Road) FUND** for the fiscal period ending September 30, 2018, to be in excess of the advertised budget.

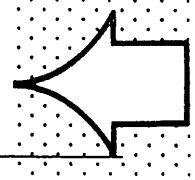
BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the **SCRAP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2018.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$83,544	176-3344906	SCRAP Grant Revenue
\$83,544	0339-53401	SCRAP Foley Cutoff Road Contractual Services

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 5th day of February, 2018 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2018 with a motion by Commissioner _____, seconded by Commissioner _____, and carried unanimously.

Annie Mae Murphy, Clerk-Auditor

Chairman



**SIGN
HERE**

Balance of Grant Funding at 2017 FYE not included in the 2018 FY Budget

SCRAP Foley Cut Off Road
Analysis at FYE

Foley Cut Off Road (SCRAP) Dept 0339 / Fund 176

BEGINNING BALANCE 10/1/16	\$ 816,052.00
REVENUE	\$ -
received \$ -	
EXPENDITURES	<u>\$ (41,856.05)</u>
ENDING BALANCE 9/30/17	<u><u>\$ 774,195.95</u></u>

FY17/18 Budgeted Amt \$690,652

need to amend/increase FY17/18 by \$83,544

12/10/10
1/10/10

SUNGARD PENTAMATION, INC.
DATE: 01/10/2018
TIME: 11:20:25

TAYLOR COUNTY BOARD OF COMMISSIONERS
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: expldgr.key_orgn='0339'
ACCOUNTING PERIOD: 13/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT
TOTALLED ON: FUND, TOTL/DEPT
PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-176 SCRAP-FOLEY CUT-OFF ROAD
FUNCTION-540 TRANSPORTATION
ACTIVITY-541 ROAD & STREET FACILITIES
TOTL/DEPT-0339 SCRAP-FOLEY CUT-OFF ROAD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	115,380.00	115,380.00	.00	41,856.05	73,523.95	36.28
53401	CONTRACTUAL SERVICES	700,272.00	700,272.00	.00	.00	700,272.00	.00
54902	LEGAL ADVERTISING	200.00	200.00	.00	.00	200.00	.00
54907	LICENSE/PERMIT/REGISTRAT	200.00	200.00	.00	.00	200.00	.00
	TOTAL SCRAP-FOLEY CUT-OFF ROA	816,052.00	816,052.00	.00	41,856.05	774,195.95	5.13
	TOTAL SCRAP-FOLEY CUT-OFF ROA	816,052.00	816,052.00	.00	41,856.05	774,195.95	5.13
TOTAL REPORT		816,052.00	816,052.00	.00	41,856.05	774,195.95	5.13

Actual Balance @ 9/30/17 \$ 774,195.95

D. Welch

RESOLUTION

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCOP ROAD PROJECT (East Ellison Road) FUND** for the fiscal period ending September 30, 2018, to be in excess of the advertised budget.

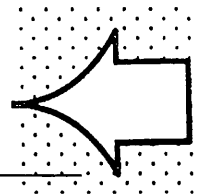
BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the **SCOP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2018.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$140,793	172-3344906	SCOP Grant - Revenue
		SCOP East Ellison Road
\$140,793	0334-53401	Contractual Services

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 5th day of February, 2018 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2018 with a motion by Commissioner _____, seconded by Commissioner _____, and carried unanimously.

Annie Mae Murphy, Clerk-Auditor

Chairman



**SIGN
HERE**

Balance of Grant Funding at 2017 FYE not included in the 2018 FY Budget

SCOP East Ellison Road
Analysis at FYE

East Ellison Road (SCOP) Dept 0334 / Fund 170

BEGINNING BALANCE 10/1/16	\$ 254,636.00
REVENUE	\$ -
received \$ -	
EXPENDITURES	\$ -
ENDING BALANCE 9/30/17	<u>\$ 254,636.00</u>

FY17/18 Budgeted Amount \$ 113,843

need to amend / increase FY17/18 by \$ 140,793

DWELCH
1/10/18

DMW

SCOP E Ellison (01/10/18 dmw)

SUNGARD PENTAMATION, INC.
DATE: 01/16/2018
TIME: 14:24:20

TAYLOR COUNTY BOARD OF COMMISSIONERS
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: expledgr.key_orgn='0334'
ACCOUNTING PERIOD: 13/17

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT
TOTALLED ON: FUND,TOTL/DEPT
PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-172 SCOP/EAST ELLISON ROAD
FUNCTION-540 TRANSPORTATION
ACTIVITY-541 ROAD & STREET FACILITIES
TOTL/DEPT-0334 SCOP/EAST ELLISON ROAD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	23,790.00	47,360.00	23,570.00	.00	47,360.00	.00
53401	CONTRACTUAL SERVICES	101,513.00	207,276.00	105,763.00	.00	207,276.00	.00
	TOTAL SCOP/EAST ELLISON ROAD	125,303.00	254,636.00	129,333.00	.00	254,636.00	.00
	TOTAL SCOP/EAST ELLISON ROAD	125,303.00	254,636.00	129,333.00	.00	254,636.00	.00
TOTAL REPORT		125,303.00	254,636.00	129,333.00	.00	254,636.00	.00

Grant Balance
@ 9/30/17

DWELH
1/16/18

R E S O L U T I O N

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCRAP ROAD PROJECT (East Ellison Road) FUND** for the fiscal period ending September 30, 2018, to be in excess of the advertised budget.

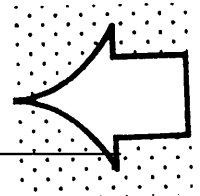
BE IT RESOLVED that the listed receipts and appropriations be transferred from the **SCRAP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2018.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$83,579	170-3344906	SCRAP Grant - Revenue
\$83,579	0332-53401	SCRAP Project/E. Ellison Road Contractual Services

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 5th day of February, 2018 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2018 with a motion by Commissioner _____, seconded by Commissioner _____, and carried unanimously.

Annie Mae Murphy, Clerk-Auditor

Chairman



**SIGN
HERE**

Balance of Grant Funding at 2017 FYE not included in the 2018 FY Budget

SCRAP East Ellison Road
Analysis at FYE

East Ellison Road (SCRAP) Dept 0332 / Fund 170

BEGINNING BALANCE 10/1/16 \$ 155,821.00

REVENUE \$ -
received \$ -

EXPENDITURES \$ -

ENDING BALANCE 9/30/17 \$ 155,821.00

17/18 Budgeted Amt \$ 72,242

Need to amend / increase FY 17/18 by \$ 83,579

Dr. [Signature]
1/10/18

SCRAP E Ellison Rd Dept 0332 (01/10/18 drw) ^{DMC}

SUNGARD PENTAMATION, INC.
DATE: 01/10/2018
TIME: 10:19:42

TAYLOR COUNTY BOARD OF COMMISSIONERS
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund='170'
ACCOUNTING PERIOD: 13/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT
TOTALLED ON: FUND, TOTL/DEPT
PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-170 SCRAP PROJ/E. ELLISON RD
FUNCTION-540 TRANSPORTATION
ACTIVITY-541 ROAD & STREET FACILITIES
TOTL/DEPT-0332 SCRAP/ E. ELLISON RD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	15,210.00	30,277.00	15,067.00	.00	30,277.00	.00
53401	CONTRACTUAL SERVICES	64,298.00	125,544.00	61,246.00	.00	125,544.00	.00
	TOTAL SCRAP/ E. ELLISON RD	79,508.00	155,821.00	76,313.00	.00	155,821.00	.00
	TOTAL SCRAP PROJ/E. ELLISON R	79,508.00	155,821.00	76,313.00	.00	155,821.00	.00
TOTAL REPORT		79,508.00	155,821.00	76,313.00	.00	155,821.00	.00

Grant Balance @
9/30/17

D Welch
1/10/18

R E S O L U T I O N

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCRAP ROAD PROJECT (North Ellison Road) FUND** for the fiscal period ending September 30, 2018, to be in excess of the advertised budget.

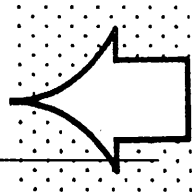
BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the **SCRAP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2018.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$127,039	171-3344906	SCRAP Grant - Revenue
\$127,039	0333-53401	SCRAP North Ellison Road Contractual Services

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 5th day of February, 2018 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2018 with a motion by Commissioner _____, seconded by Commissioner _____, and carried unanimously.

Annie Mae Murphy, Clerk-Auditor

Chairman



**SIGN
HERE**

Balance of Grant Funding at 2017 FYE not included in the 2018 FY Budget

SCRAP North Ellison Road
Analysis at FYE

North Ellison Road (SCRAP) Dept 0333 / Fund 171

BEGINNING BALANCE 10/1/16 \$ 233,053.00

REVENUE \$ -
 received \$ -

EXPENDITURES \$ -

ENDING BALANCE 9/30/17 \$ 233,053.00

FY 17/18 Budgeted Amt \$ 106,014

*need to amend/increase
FY 18 by \$ 127,039*

dmw
SCRAP North Ellison Rd Dept 0333 (01/10/18 dmw)

SUNGARD PENTAMATION, INC.
DATE: 01/16/2018
TIME: 14:05:16

TAYLOR COUNTY BOARD OF COMMISSIONERS
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: expldgr.key_orgn='0333'
ACCOUNTING PERIOD: 13/17

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT
 TOTALED ON: FUND,TOTL/DEPT
 PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-171 SCRAP PROJ/ N. ELLISON RD
FUNCTION-540 TRANSPORTATION
ACTIVITY-541 ROAD & STREET FACILITIES
TOTL/DEPT-0333 SCRAP/ N. ELLISON RD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	29,250.00	58,193.00	28,943.00	.00	58,193.00	.00
53401	CONTRACTUAL SERVICES	87,080.00	174,860.00	87,780.00	.00	174,860.00	.00
	TOTAL SCRAP/ N. ELLISON RD	116,330.00	233,053.00	116,723.00	.00	233,053.00	.00
	TOTAL SCRAP PROJ/ N. ELLISON	116,330.00	233,053.00	116,723.00	.00	233,053.00	.00
TOTAL REPORT		116,330.00	233,053.00	116,723.00	.00	233,053.00	.00

Ending Balance
9/30/17

LaWanda Pemberton

From: Dana Southerland <taylorelections@gtcom.net>
Sent: Friday, January 19, 2018 3:30 PM
To: LaWanda Pemberton
Subject: Hold Harmless Agreements - Polling Places
Attachments: Hold Harmless Agreements - Polling Places.pdf

Lawanda,

I am in the process of notifying each of the polling places that we will be using during the 2018 election cycle. I need the board to sign their portion of the agreements before I distribute them to the contacts at each of the sites. I have attached copies of the agreements. They are exactly like years past except I have updated the election dates as needed.

Could you please place this on the next available agenda so that I can get this approved and get the signatures required.

Dana Southerland

Dana Southerland, CERA, MFCEP
Supervisor of Elections
Taylor County, Florida
State Certified Supervisor of Elections
P O Box 1060
Perry, Florida 32348
Phone: 850.838.3515
Fax: 850.838.3516
Email: taylorelections@gtcom.net
Web: www.taylorelections.com

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 1**

THIS AGREEMENT is made by **TAYLOR COUNTY**, a political subdivision of the State of Florida, the **LICENSEE**, and **First United Methodist Church**, the **LICENSOR**, whose address is **302 N Jefferson St, Perry, Florida 32347**.

The **LICENSEE** desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the **LICENSOR** has appropriate facilities for use as a polling place; **THEREFORE**, the parties agree as follows:

1. **GRANT OF LICENSE** The **LICENSOR** hereby grants to the **LICENSEE** a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

First United Methodist Church - Sunday School Room

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the **LICENSEE** as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the **LICENSEE** from 6:00 a.m. until all election day activities are completed on the above dates. Also, the **LICENSOR** agrees to allow the **LICENSEE** accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the **LICENSEE** will pay the **LICENSOR** \$ in kind for each election the premises are used. No payment shall be due and owing until after each election, and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** **LICENSOR** agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the **LICENSEE** during the **LICENSEE'S** use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The **LICENSOR** will provide the premises to **LICENSEE** in a clean and usable condition and the **LICENSEE** will be responsible for any necessary cleanup after use by the **LICENSEE**.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the **LICENSOR** agrees to indemnify and hold the **LICENSEE** harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the **LICENSOR**. The **LICENSEE** agrees to indemnify and hold the **LICENSOR** harmless from any and all liability resulting from injury to persons or property due to the **LICENSEE'S** negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By:

Signature _____

(Print or type name here) _____

Title: _____

Date: _____

LICENSEE:

ATTEST:

By:

Chairman, BCC _____

Date: _____

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By:

County Attorney _____

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 2**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and Taylor County District School Board – Big Bend Technical College, the LICENSOR, whose address is 3233 Highway 19 South, Perry, Florida 32348.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Big Bend Technical College - Commons Area

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By: _____

Signature

(Print or type name here)

Title: _____

Date: _____

LICENSEE:

ATTEST:

By: _____

Chairman, BCC

Date: _____

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By: _____

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 3**

THIS AGREEMENT is made by **TAYLOR COUNTY**, a political subdivision of the State of Florida, the **LICENSEE**, and **Blue Creek Baptist Church**, the **LICENSOR**, whose address is **21028 Beach Rd, Perry, Florida 32348**.

The **LICENSEE** desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the **LICENSOR** has appropriate facilities for use as a polling place; **THEREFORE**, the parties agree as follows:

1. **GRANT OF LICENSE** The **LICENSOR** hereby grants to the **LICENSEE** a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Blue Creek Baptist Church, Church Fellowship Hall

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the **LICENSEE** as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the **LICENSEE** from 6:00 a.m. until all election day activities are completed on the above dates. Also, the **LICENSOR** agrees to allow the **LICENSEE** accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the **LICENSEE** will pay the **LICENSOR** \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** **LICENSOR** agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the **LICENSEE** during the **LICENSEE'S** use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The **LICENSOR** will provide the premises to **LICENSEE** in a clean and usable condition and the **LICENSEE** will be responsible for any necessary cleanup after use by the **LICENSEE**.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the **LICENSOR** agrees to indemnify and hold the **LICENSEE** harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the **LICENSOR**. The **LICENSEE** agrees to indemnify and hold the **LICENSOR** harmless from any and all liability resulting from injury to persons or property due to the **LICENSEE'S** negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By:

Signature

(Print or type name here)

Title:

Date:

LICENSEE:

ATTEST:

By:

Chairman, BCC

Date:

ANNIE MAE MURPHY
Clerk of Circuit Court

By:

Approved as to form and legal sufficiency

By:

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 4**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and Salem Baptist Church, the LICENSOR, whose address is 10400 Fish Creek Rd, Salem, Florida 32356.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Salem Baptist Church – Sunday School Rooms

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By: _____

Signature

(Print or type name here)

Title: _____

Date: _____

LICENSEE:

ATTEST:

By: _____

Chairman, BCC

Date: _____

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By: _____

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 5**

THIS AGREEMENT is made by **TAYLOR COUNTY**, a political subdivision of the State of Florida, the **LICENSEE**, and **Taylor County – Steinhatchee Community Center**, the **LICENSOR**, whose address is **10135 Riverside Dr, Steinhatchee, Florida 32359**.

The **LICENSEE** desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the **LICENSOR** has appropriate facilities for use as a polling place; **THEREFORE**, the parties agree as follows:

1. **GRANT OF LICENSE** The **LICENSOR** hereby grants to the **LICENSEE** a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Steinhatchee Community Center

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the **LICENSEE** as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the **LICENSEE** from 6:00 a.m. until all election day activities are completed on the above dates. Also, the **LICENSOR** agrees to allow the **LICENSEE** accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the **LICENSEE** will pay the **LICENSOR** \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** **LICENSOR** agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the **LICENSEE** during the **LICENSEE'S** use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The **LICENSOR** will provide the premises to **LICENSEE** in a clean and usable condition and the **LICENSEE** will be responsible for any necessary cleanup after use by the **LICENSEE**.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the **LICENSOR** agrees to indemnify and hold the **LICENSEE** harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the **LICENSOR**. The **LICENSEE** agrees to indemnify and hold the **LICENSOR** harmless from any and all liability resulting from injury to persons or property due to the **LICENSEE'S** negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

By:

Signature

(Print or type name here)

Title:

Date:

WITNESS:

LICENSEE:

By:

Chairman, BCC

Date:

ATTEST:

ANNIE MAE MURPHY
Clerk of Circuit Court

By:

Approved as to form and legal sufficiency

By:

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 6**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and Shady Grove Missionary Baptist Church, the LICENSOR, whose address is 4230 Alton Wentworth Rd, Shady Grove, Florida 32357.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Shady Grove Missionary Baptist Church Fellowship Hall

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By:

Signature

(Print or type name here)

Title:

Date:

LICENSEE:

ATTEST:

By:

Chairman, BCC

Date:

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By:

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 7**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and Taylor County – Johnson Stripling Rd Voting House, the LICENSOR, whose address is 3160 Johnson Stripling Rd, Perry, Florida 32347.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Johnson Stripling Road Voting House

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By: _____

Signature

(Print or type name here)

Title: _____

Date: _____

LICENSEE:

ATTEST:

By: _____

Chairman, BCC

Date: _____

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By: _____

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 8**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and United Steel Workers Union, Local 1192, the LICENSOR, whose address is 1878 S Old Dixie Hwy, Perry, Florida 32348.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

United Steel Workers Union Building, Local 1192

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By: _____

Signature

(Print or type name here)

Title: _____

Date: _____

LICENSEE:

ATTEST:

By: _____

Chairman, BCC

Date: _____

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By: _____

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 9**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and Taylor County – Forest Capital Hall, the LICENSOR, whose address is 203 Forest Park Drive, Perry, Florida 32348.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Forest Capitol Armory – Educational Room

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By:

Signature

(Print or type name here)

Title:

Date:

LICENSEE:

ATTEST:

By:

Chairman, BCC

Date:

ANNIE MAE MURPHY
Clerk of Circuit Court

By:

Approved as to form and legal sufficiency

By:

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 10**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and Lakeside Baptist Church, the LICENSOR, whose address is 3111 Lakeside Dr, Perry, Florida 32348.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Lakeside Baptist Church – Fellowship Hall

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By: _____

Signature

(Print or type name here)

Title: _____

Date: _____

LICENSEE:

ATTEST:

By: _____

Chairman, BCC

Date: _____

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By: _____

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 11**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and Taylor County – Kelly Grade Voting House, the LICENSOR, whose address is 3239 Kelly Grade, Perry, Florida 32348.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Kelly Grade Voting House

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By:

Signature

(Print or type name here)

Title:

Date:

LICENSEE:

ATTEST:

By:

Chairman, BCC

Date:

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By:

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 12**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and Perry Shrine Club, the LICENSOR, whose address is 1050 Courtney Rd, Perry, Florida 32347.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Perry Shrine Club Building

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By:

Signature

(Print or type name here)

Title:

Date:

LICENSEE:

ATTEST:

By:

Chairman, BCC

Date:

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By:

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 13**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and Taylor County – Leadership Council, the LICENSOR, whose address is 1201 Martin Luther King Ave, Perry, Florida 32348.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Jerkins Building – Conference Room

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By: _____

Signature

(Print or type name here)

Title: _____

Date: _____

LICENSEE:

ATTEST:

By: _____

Chairman, BCC

Date: _____

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By: _____

County Attorney

**LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE
PRECINCT 14**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and Taylor County – Sports Complex, the LICENSOR, whose address is 16865 U S Hwy 19 N, Perry, Florida 32347.

The LICENSEE desires to obtain the use of facilities necessary for the Supervisor of Elections to conduct elections, and the LICENSOR has appropriate facilities for use as a polling place; THEREFORE, the parties agree as follows:

1. **GRANT OF LICENSE** The LICENSOR hereby grants to the LICENSEE a license to occupy and use, subject to all the terms and conditions stated herein, the following described premises, including available parking areas and directly connecting passageways:

Sports Complex Office Building

2. **TERM/USE OF PREMISES** The above premises may be occupied and used by the LICENSEE as a polling place for holding the following elections:

PRIMARY ELECTION – AUGUST 28, 2018

GENERAL ELECTION – NOVEMBER 6, 2018

The premise is to be occupied and used by the LICENSEE from 6:00 a.m. until all election day activities are completed on the above dates. Also, the LICENSOR agrees to allow the LICENSEE accessibility to the premises on the day before the designated election day and the day after the designated election day for use by the election team set-up crew in order to set-up and prepare the premises for voting on election day and to remove all election related equipment the day after.

3. **PAYMENT** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ in kind for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

4. **UTILITIES** LICENSOR agrees to pay for all utilities (such as electricity, gas, water, and local telephone service) reasonably consumed by the LICENSEE during the LICENSEE'S use of the premises. This includes use of available air conditioning or heating equipment as needed.

5. **CONDITION OF PREMISES** The LICENSOR will provide the premises to LICENSEE in a clean and usable condition and the LICENSEE will be responsible for any necessary cleanup after use by the LICENSEE.

6. **INDEMNITY/HOLD HARMLESS** During the term of this Agreement the LICENSOR agrees to indemnify and hold the LICENSEE harmless from any damages, claims, or demands which may arise out of any condition of the premises within the control of the LICENSOR. The LICENSEE agrees to indemnify and hold the LICENSOR harmless from any and all liability resulting from injury to persons or property due to the LICENSEE'S negligent use of the premises, to the extent of its waiver of sovereign immunity pursuant to section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this License and Hold Harmless Agreement for Polling Place on the date stated below.

LICENSOR:

WITNESS:

By:

Signature

(Print or type name here)

Title:

Date:

LICENSEE:

ATTEST:

By:

Chairman, BCC

Date:

ANNIE MAE MURPHY
Clerk of Circuit Court

By: _____

Approved as to form and legal sufficiency

By:

County Attorney

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



COMMISSIONERS TO APPROVE CHANGE ORDERS TO THE CARLTON CEMETERY ROAD WIDENING & RESURFACING PROJECT CONSTRUCTION CONTRACT.

MEETING DATE REQUESTED:

February 5, 2018

Statement of Issue:

Change Orders addressing unforeseen circumstances with the Carlton Cemetery Road Widening and Resurfacing project will exceed the available funding under the FDOT SCOP reimbursement agreement.

Recommended Action: Staff recommends the Board approve funding the Change Orders using the Secondary Road Paving Common Account 0308-56310. Staff further recommends that any additional issues that may arise and constitute a need for an increase in funding be reviewed and jointly approved by Staff and the County Administrator when such requests are consistent with the associated 10 percent adjustment threshold within the County Purchase Order policy guidelines.

Fiscal Impact: FISCAL YR 2017/18 - \$34,978.92

Budgeted Expense: FUNDING AVAILABLE

Submitted By: ENGINEERING DIVISION

Contact: COUNTY ENGINEER

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

The Board entered into a contract with Anderson Columbia Co., Inc. for the widening and resurfacing of Carlton Cemetery Road from Puckett Road to US HWY 19/98, approximately 1.9 miles. Funding for this project is provided by a FDOT Small County Outreach Program (SCOP) reimbursement agreement in the amount of \$1,865,000.

Encumbered funds for this project include \$102,160.00 for CHW, Inc. Engineering Design Services, \$75,797.50 for Dewberry|Preble Rish Construction Engineering Services, and \$1,682,183.01 for Anderson Columbia Co., Inc. Construction Services. This left an expected balance of \$4,859.49 which could be used for any unforeseen situations that typically arise. To date, two situations have arisen involving this construction project and are embodied in Change Order No. 1 and No. 2.

Change Order No. 1 in the amount of \$6,129.36 was the result of design changes resulting from the discovery and subsequent protection of gopher tortoise burrows that were discovered during the time period the project was bid until it was officially permitted. Such costs were not considered appropriate to require the Contractor to absorb.

Change Order No. 2 in the amount of \$28,849.56 was the result of incorrect labeling on the construction plans of two cross-drain culvert sizes that was discovered during the installation stage. More specifically, a 48" culvert was labeled as a 42" and a 60" culvert was labeled as a 48". To address this issue, the Contractor proposed to use the 48" precast headwalls purchased for the 60" culvert location and cast-in-place the 60" headwalls. This partial repurposing appears to be the least cost option after removing all overlapping cost.

The Contractor submitted their change order requests which have been reviewed and accepted by the Construction Engineering Inspector. Staff recommends that the total of these Change Orders (\$34,978.92; 2.1% of the original construction contract amount), that exceed the available FDOT funding be approved and funded using the Secondary Road Paving Common Account 0308-56310 given the overall community benefit of this roadway. Staff further recommends that any additional issues that may arise and constitute a need for an increase in funding be reviewed and jointly approved by Staff and the County Administrator when such requests are consistent with the associated 10 percent adjustment threshold within the County Purchase Order policy guidelines.

Options:

- 1) Approve the proposed recommendation.
- 2) Reject the proposed recommendation and state reasons for such denial.
- 3) Consider an overall proposal that represents Taylor County's best interest as determined by the Board of County Commissioners.

Attachments:

Change Order No. 1 and No. 2

Change Order

No. 1

Date of Issuance: 12/8/2017

Effective Date: 12/8/2017

Project: Carlton Cemetery Road Widening/Resurfacing	Owner: Taylor County BoCC	Owner's Contract No.: 2015-008-ENG
Contract: Carlton Cemetery Road Widening/Resurfacing		Date of Contract: March 21, 2017
Contractor: Anderson Columbia Co., Inc.		Engineer's Project No.: CHW 16-0033

The Contract Documents are modified as follows upon execution of this Change Order:

Additional items as depicted in revised plan quantities submitted in Field Order 1.

Attachments (list documents supporting change): Adjustment in cost provided by contractor.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$1,682,183.01

[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___:

Contract Price prior to this Change Order:

[Increase] [Decrease] of this Change Order:

\$6,129.36

Contract Price incorporating this Change Order:

\$1,688,312.37

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☐ Calendar days

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___:

Substantial completion (days):

Ready for final payment (days):

Contract Times prior to this Change Order:

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date):

Ready for final payment (days or date):

Contract Times with all approved Change Orders:

Substantial completion (days or date):

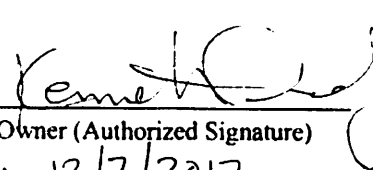
Ready for final payment (days or date):

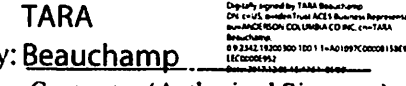
RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: 
Engineer (Authorized Signature)

By: 
Owner (Authorized Signature)

TARA
By: 
Contractor (Authorized Signature)

Date: 12/5/17

Date: 12/7/2017

Date: 12/5/17

Approved by Funding Agency (if applicable):

Date:

EJCDC C-941 Change Order

Prepared by the Engineers Joint Contract Documents Committee and endorsed by the Construction Specifications Institute.

Page 1 of 2

Contractor:
 ANDERSON COLUMBIA CO., INC
 P. O. BOX 1829, LAKE CITY, FL 32056
 TELEPHONE 752-7585 FAX 755-5430

TAYLOR COUNTY BOARD OF COUNTY COMM
 PO Box 620
 PERRY, FL 32348

Item Number	Description	Units	Quantity	Unit Price	Total Cost
003	SEDIMENT BARRIER	LF	1756.00	\$1.73	3,037.88
008	REGULAR EXCAVATION	CY	(28.00)	\$17.90	(501.20)
009	EMBANKMENT	CY	273.00	\$13.16	3,592.68
					0.00
TOTALS					6,129.36

Kenneth Dudley

From: Flanagan, Brenda <BFlanagan@Dewberry.com>
Sent: Tuesday, January 30, 2018 3:52 PM
To: Tony Flegert
Cc: Kenneth Dudley
Subject: Carlton Cemetery Road
Attachments: AC CO2 Estimate Breakdown.pdf; AC CO2 Estimate Summary.pdf; PLAN 171130 Carlton Cemetery Road FO 3.pdf; Carlton CO2.pdf

Tony,

I have attached Change Order 2 and supporting documents. Supporting documents include ACCI estimate summary and detailed breakdown for pipe and headwall being changed from 48" to 60" and for ease, Field Order #3. This estimate has been negotiated just over \$4,300 less than the first estimate provided. A summary is shown below. Please review, sign, and return attached change order if you concur.

Construction of 60" pipe and headwall	\$44,443.44
17.5% allowable markup	\$7,777.60
Total	\$52,221.04
Credit for 2 - 48" headwalls	-\$22,943.59
Difference associated with pipe size of 60" instead of 48"	\$29,277.45
Field Order 3 Credit	
Turf and Prepared Soil	-\$787.89
Total Net Increase for Change Order 2	\$28,489.56

Brenda Flanagan
Project Manager
Dewberry | Preble-Rish
654 SE Baya Drive
Lake City, FL 32025
386.361.2132
386.365.0697
www.dewberry.com/

Visit Dewberry's website at www.dewberry.com

If you've received this email even though it's intended for someone else, then please delete the email, don't share its contents with others, and don't read its attachments. Thank you.

Change Order

No. 2

Date of Issuance: _____ Effective Date: _____

Project: Carlton Cemetery Road Widening/Resurfacing	Owner: Taylor County BoCC	Owner's Contract No.: 2015-008-ENG
Contract: Carlton Cemetery Road Widening/Resurfacing		Date of Contract: March 21, 2017
Contractor: Anderson Columbia Co., Inc.		Engineer's Project No.: CHW 16-0033

The Contract Documents are modified as follows upon execution of this Change Order:

Increase of \$29,277.47 for 60" pipe and headwalls to match existing pipe instead of 48".

Decrease of \$787.89 to reflect revised plan quantities submitted in Field Order 3.

Attachments (list documents supporting change): Field Order 3, Contractors Estimate, Summary

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$1,682,183.01

[Increase] [Decrease] from previously
approved Change Orders No. 1 to No. :

\$6,129.36

Contract Price prior to this Change Order:

\$1,688,312.37

[Increase] [Decrease] of this Change Order:

\$28,489.56

Contract Price incorporating this Change
Order:

\$1,716,801.93

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☐ Calendar days

~~Substantial completion (days or date):~~ _____

~~Ready for final payment (days or date):~~ _____

~~[Increase] [Decrease] from previously approved Change Orders
No. to No. :~~

~~Substantial completion (days):~~ _____

~~Ready for final payment (days):~~ _____

~~Contract Times prior to this Change Order:~~

~~Substantial completion (days or date):~~ _____

~~Ready for final payment (days or date):~~ _____

~~[Increase] [Decrease] of this Change Order:~~

~~Substantial completion (days or date):~~ _____

~~Ready for final payment (days or date):~~ _____

~~Contract Times with all approved Change Orders:~~

~~Substantial completion (days or date):~~ _____

~~Ready for final payment (days or date):~~ _____

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: _____
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____

Approved by Funding Agency (if applicable):

Date: _____

Estimate Summary

ANDERSON COLUMBIA CO., INC.

Job Code: 2018 1 11 Carlton Cemetery

Description: Carlton Cemetery Change Order

From Cost Item: 1

To Cost Item: 0.10

Cost Item:

GBS Position Code	Quantity UM	Description	Cost Source	Unit Cost	Total Cost
1	16.00 LF	60" RCP	Detail	767.98	12,287.68
1.1	16.00 LF	60" RCP	Plug	140.03	2,240.48
1.2	16.00 LF	Place	Detail	294.60	4,713.60
Resource Code	Description	Hours	Quantity UM	Unit Cost	Total Cost
EX2300	EXCAVATOR	10.00	0.50 Each (hourly)	80.00	800.00
EX2200	EXCAVATOR (Idle)	10.00	0.50 Each (hourly)	32.00	320.00
1.3	2.00 EA	Concrete Collar	Detail	2,666.80	5,333.60
1.3.1	3.00 CY	Concrete	Plug	120.00	360.00
1.3.2	2.00 EA	Place	Detail	2,486.80	4,973.60
Resource Code	Description	Hours	Quantity UM	Unit Cost	Total Cost
EX2200	EXCAVATOR (Idle)	10.00	0.50 Each (hourly)	32.00	320.00
2	22.60 CY	60" Straight Headwall, Class II, Index 251, 2 each	Detail	1,081.42	24,440.00
2.1	22.60 CY	Concrete	Plug	120.00	2,712.00
2.2	22.60 CY	Form/Pour	Detail	961.42	21,728.00
Resource Code	Description	Hours	Quantity UM	Unit Cost	Total Cost
EX2300	EXCAVATOR (CAT 336 1.75 CY)	50.00	0.50 Each (hourly)	80.00	4,000.00
EX2200	EXCAVATOR (Idle)	50.00	0.50 Each (hourly)	32.00	1,600.00
3	1,390.00 LB	Reinforcing Steel	Detail	1.59	2,210.10
3.1	1,390.00 LB	Steel	Plug	1.59	2,210.10
4	10.00 Day	MOT	Detail	469.76	4,697.60
Resource Code	Description	Hours	Quantity UM	Unit Cost	Total Cost
LL105	LABOR, SEMI-SKILLED	200.00	2.00 Each (hourly)	15.49	3,097.60
EO1000	LIGHT DUTY PICKUP TRUCK	100.00	1.00 Each (hourly)	16.00	1,600.00
0.2	1.00 Lump Sum	Prime Bond	Detail		808.06
0.3	1.00 Lump Sum	Price % Add-On	Detail		0.00
0.4	1.00 Lump Sum	Job Financing	Plug		0.00
0.5	1.00 Lump Sum	Indirect Cost Escalation	Detail		0.00
0.6	1.00 Lump Sum	Direct Cost Escalation	Detail		0.00
0.7	1.00 Lump Sum	Indirect Cost Add-On	Detail		0.00
0.8	1.00 Lump Sum	Job Management & Equipment	Detail		0.00
0.9	1.00 Lump Sum	General Expense	Detail		0.00
0.10	1.00 Lump Sum	Direct Cost Add-On	Detail		0.00
Report Total:					44,443.44

			Cost Item		
CBS					
Position Code	Quantity	UM	Description	Cost Source	Unit Cost
				Total Cost	
Category				Total	
Labor				15,372.80	
Owned Equipment				20,740.00	
Materials				4,952.48	
Subcontract				2,570.10	
Fees				808.06	

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to review and approve Agreement for Modification to extend the Hangar /Warehouse Space Lease Agreement with Florida Department of Agriculture and Consumer Services at Perry Foley Airport.

MEETING DATE REQUESTED:

February 5, 2018

Statement of Issue: Board to review and approve the Agreement for Modification to extend the Lease Agreement with Florida Department of Agriculture and Consumer Services for hangar/warehouse space at Perry-Foley Airport for an additional two years from March 1, 2018 to February 29, 2020.

Recommended Action: Board to approve Agreement for Modification with the Florida Department of Agriculture and Consumer Service for the lease of hangar space at Perry Foley Airport.

Budgeted Expense: The County will be leasing the facility for \$1,959.61 for a total annual rent of \$23,515.35.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Florida Division of Agriculture and Consumer Services has leased this space for several years from the County and it is used by the Division of Forestry. The Agreement of Modification extends the lease agreement for two years until February 29, 2020. There were no other changes to the lease agreement. The facility is leased for \$1.85 per square foot a month which is a total of \$1,959.61 per month. The Department of Agriculture and Consumer Services also leases a t-hangar space at the Airport for Florida Forestry aircraft .

Attachments: State of Florida Agreement for Modification and Updated Disclosure Statement



STATE OF FLORIDA Agreement for Modification

Bureau of Leasing, Department of Management Services Form 4040

Lease Number: 420:0479

Modification Number: 1

WHEREAS, the Department of Agriculture and Consumer Services, as Lessee, has previously entered into Lease Number 420:0479, on February 2nd, 2015 which became effective March 1st, 2015 and consists of 12,711 square feet; the current Lessor being Taylor County Board of County Commissioners

and WHEREAS, the current description of the leased premises is:

Perry-Foley Airport
511 Industrial Drive, Building 401
Perry, FL 32347

and the covenants and conditions contained in the original State of Florida, Department of Management Services' Lease Agreement, as amended by the below modification(s) are hereby readopted and incorporated herein.

1. ☐ Agreement for Lease Renewal:

Lessor and Lessee agree that, pursuant to Article _____ of the Lease Agreement described above, the Lessee hereby exercises the option to renew Lease for a period of _____ year(s) beginning _____, _____ and ending _____, _____.

2. ☒ Agreement for Lease Extension:

Lessor and Lessee hereby agree to extend the term of the Lease Agreement described above for a period of 24 month(s), beginning March 1st, 2018 and ending February 29th, 2020.

3. ☐ Restructuring the Rental Rate:

Commencing _____, _____, the Lease referenced above is amended to increase ☐ or decrease ☐ the rental rate per square foot per year paid to the Lessor by the Lessee to the amounts as specified in Article 8 of this agreement.

4. ☐ Increase or Decrease Square Footage:

Commencing _____, _____, the Lease referenced above is amended to increase ☐ or decrease ☐ the square footage leased under this Lease by _____ square feet from _____ square feet to _____ square feet. The description of added or deleted square footage is: _____ and the rental rates, pursuant to this change, shall be as specified in Article 8 of this Agreement.

5. ☐ Change the Renewal Option Terms:

Commencing _____, _____, the Lease is hereby amended to change the renewal option periods from _____, _____ year periods to _____, _____ year periods.

6. ☒ Cooperation with the Inspector General:

Pursuant to section 20.055(5), Florida Statutes, contractor and any subcontractors understand and will comply with their duty to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.



STATE OF FLORIDA Agreement for Modification

Bureau of Leasing, Department of Management Services Form 4040

Lease Number: 420:0479

Modification Number: 1

7. ☐ Other:

(Use this section to specify terms not included in the sections above. If this box is not selected, no additional modifications are included.)

8. Effective Rental Rates – Square Footage 12,711

TERM		RATE PER SQUARE FOOT	MONTHLY RATE	ANNUAL RATE
Start (MM/DD/YYYY)	End (MM/DD/YYYY)			
03/01/2018	- 02/28/2019	\$1.85	\$1,959.61	\$23,515.35
03/01/2019	- 02/29/2020	\$1.85	\$1,959.61	\$23,515.35
-	-		\$0.00	\$0.00
-	-		\$0.00	\$0.00
-	-		\$0.00	\$0.00
-	-		\$0.00	\$0.00
-	-		\$0.00	\$0.00
-	-		\$0.00	\$0.00
-	-		\$0.00	\$0.00
-	-		\$0.00	\$0.00

Agreement to Incorporate Addendum

WHEREAS, both the Lessor and the Lessee wish to amend and modify said lease so as to incorporate Addendum _____ effective _____, _____.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained; the parties hereto hereby agree as follows:

Commencing _____, _____, said lease is hereby amended and modified to incorporate Addendum _____.



STATE OF FLORIDA Agreement for Modification

Bureau of Leasing, Department of Management Services Form 4040

Lease Number: 420:0479

Modification Number: 1

IN WITNESS WHEREOF, the parties hereto have hereunto executed this instrument for the purpose herein expressed, the _____ , _____ , _____ .

ANY MODIFICATION OF A LEASE AGREEMENT SHALL NOT BECOME LEGALLY EFFECTIVE UNTIL APPROVED/ACCEPTED BY THE DEPARTMENT OF MANAGEMENT SERVICES.

ORIGINAL SIGNATURES REQUESTED ON ALL COPIES

As to Lessor – Lessor, or authorized representative and two witnesses must sign, print name and enter date.

X	_____	_____	_____
	Lessor or Authorized Representative	Printed Name/Title	Date
X	_____	_____	_____
	Witness #1	Printed Name	Date
X	_____	_____	_____
	Witness #2	Printed Name	Date

As to Lessee Agency – Agency head, or authorized delegate, and representative of Agency Office of General Counsel must sign, print name and enter date.

X	_____	Joey B. Hicks, Director of Administration	_____
	Agency Head or Authorized Delegate	Printed Name/Title	Date
X	_____	Jonathan Rhodes, Senior Attorney	_____
	Agency Office of General Counsel	Printed Name	Date

As to the Department of Management Services – Chief Real Property Administrator (or authorized designee) and Secretary (or authorized delegate) must sign, print name and enter date. When applicable, DMS Office of General Counsel shall sign, print name and enter date.

X	_____	_____	_____
	Chief Real Property Administrator	Printed Name/Title	Date
X	_____	_____	_____
	Secretary or Authorized	Printed Name	Date
X	_____	_____	_____
	DMS Office of General Counsel	Printed Name	Date



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
UPDATED DISCLOSURE STATEMENT

Lease Number: 420:0479

Location: Perry-Foley Airport
511 Industrial Drive, Building 401
Perry, FL 32347

The Disclosure of Ownership Statement, form FM 4114, currently on file dated 01/20/2015,
remains valid and correct.

Lessor: Taylor County, Board of County Commissioners

(x) _____

Authorized Signature

Name/Title

Date

(SEAL)

13

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to ratify the Chairman's signature on letters sent to recognized Tribal Leaders as required of the DEO Community Development Block Grant and the U.S. Department of Housing and Urban Development (HUD) prior to the rehabilitation of existing homes or the demolition and reconstruction of approved homes with CDBG grant funds.

MEETING DATE REQUESTED:

February 5, 2018

Statement of Issue: Board to ratify the Chairman's signature on letters to recognized Tribal Leaders.

Recommended Action: Ratify the Chairman's signature on Tribal letters

Fiscal Impact: This is a requirement prior to expenditure of CDBG grant funds the County was awarded in the amount of \$750,000.

Budgeted Expense: Y/N

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The CDBG grant program and HUD require the County to send letters of notification to recognized Tribes prior to initiating any work on projects which will be funded by a CDBG grant. Letters of notification were sent to the following:

Nita Battise- Alabama-Choushatta Tribe of Texas
Colley Billie- Miccosukee Tribe of Indians
Gary Batton- Choctaw Nation of Oklahoma
Phyliss Anderson- Mississippi Band of Chocotaw Indians
Lovelin Ponco- Coushatta Tribe of Louisiana
George Tiger- Muscogee (Creek) Nation

We are required to give the Tribal Leaders 30 days to response to if there is any possible conflict of interest or National Historic Preservation Act properties which may be impacted by the CDBG Housing Rehabilitation Projects.

Attachments: Letters sent to Tribal Leaders



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk
Post Office Box 620
Perry, Florida 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

TED LAKEY, County Administrator
201 East Green Street
Perry, Florida 32347
(850) 838-3500, extension 7 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney
Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

January 26, 2018

Chairperson Nita Battise
Alabama-Coushatta Tribe of Texas
571 State Park Road 56
Livingston, TX 77351

Re: Taylor County Florida – CDBG Housing Rehabilitation Program
HUD - State of Florida Small Cities Program # I8DB-OM-03-72-01-H 02

Dear Chairperson Battise,

Taylor County is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the County has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

Taylor County will conduct a review of this project to comply with Section 106 of the National Historic Preservation Act and its implementing regulations 36 CFR Part 800. We would like to invite you to be a consulting party in this review to help identify historic properties in the project area that may have religious and cultural significance to your tribe, and if such properties exist, to help assess how the project might affect them. If the project might have an adverse effect, we would like to discuss possible ways to avoid, minimize or mitigate potential adverse effects.

To meet project timeframes, if you would like to be a consulting party on this project, can you please let us know of your interest within 30 days? If you have any initial concerns with impacts of the project on religious or cultural properties, can you please note them in your response?

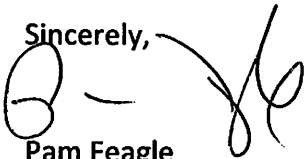
While a list of homes has not been developed now, we anticipate replacing approximately eight existing single family homes with new homes, primarily in the same footprint as the existing homes. The project consists of replacing these single family homes or mobile homes with new concrete block homes constructed on concrete slabs. All the homes will be located within the unincorporated areas of Taylor County.

More information on the Section 106 review process is available at
<http://www.onecpd.info/environmental-review/historic-preservation/>.

HUD's process for tribal consultation under Section 106 is described in a Notice available at
<https://www.onecpd.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58>.

If you do not wish to consult on this project, can you please inform us? If you do wish to consult, can you please include in your reply the name and contact information for the tribe's principal representative in the consultation? Thank you very much. We value your assistance and look forward to consulting further if there are historic properties of religious and cultural significance to your tribe that may be affected by this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pam Feagle', written over the word 'Sincerely,'.

Pam Feagle
Chairperson – Taylor County Board of County Commissioners
850-838-3500
201 East Green Street
Perry, FL 32347

cc: [THPO]

Wesley Payton – 17805 S. US Highway 441, Micanopy, FL



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney
Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

January 26, 2018

Chairperson Colley Billie
Miccosukee Tribe of Indians
P.O. Box 440021
Miami, FL 33144

Re: Taylor County Florida – CDBG Housing Rehabilitation Program
HUD - State of Florida Small Cities Program # I8DB-OM-03-72-01-H 02

Dear Chairperson Billie,

Taylor County is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the County has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

Taylor County will conduct a review of this project to comply with Section 106 of the National Historic Preservation Act and its implementing regulations 36 CFR Part 800. We would like to invite you to be a consulting party in this review to help identify historic properties in the project area that may have religious and cultural significance to your tribe, and if such properties exist, to help assess how the project might affect them. If the project might have an adverse effect, we would like to discuss possible ways to avoid, minimize or mitigate potential adverse effects.

To meet project timeframes, if you would like to be a consulting party on this project, can you please let us know of your interest within 30 days? If you have any initial concerns with impacts of the project on religious or cultural properties, can you please note them in your response?

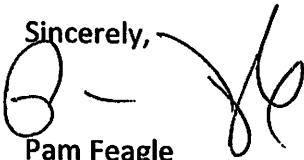
While a list of homes has not been developed now, we anticipate replacing approximately eight existing single family homes with new homes, primarily in the same footprint as the existing homes. The project consists of replacing these single family homes or mobile homes with new concrete block homes constructed on concrete slabs. All the homes will be located within the unincorporated areas of Taylor County.

More information on the Section 106 review process is available at
<http://www.onecpd.info/environmental-review/historic-preservation/>.

HUD's process for tribal consultation under Section 106 is described in a Notice available at
<https://www.onecpd.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58>.

If you do not wish to consult on this project, can you please inform us? If you do wish to consult, can you please include in your reply the name and contact information for the tribe's principal representative in the consultation? Thank you very much. We value your assistance and look forward to consulting further if there are historic properties of religious and cultural significance to your tribe that may be affected by this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pam Feagle', written over the word 'Sincerely,'.

Pam Feagle
Chairperson – Taylor County Board of County Commissioners
850-838-3500
201 East Green Street
Perry, FL 32347

cc: [THPO]

Wesley Payton – 17805 S. US Highway 441, Micanopy, FL



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney
Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

January 26, 2018

Chief Gary Batton
Choctaw Nation of Oklahoma
P.O. Drawer 1210
Durant, OK 74702-1210

Re: Taylor County Florida – CDBG Housing Rehabilitation Program
HUD - State of Florida Small Cities Program # I8DB-OM-03-72-01-H 02

Dear Chief Batton,

Taylor County is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the County has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

Taylor County will conduct a review of this project to comply with Section 106 of the National Historic Preservation Act and its implementing regulations 36 CFR Part 800. We would like to invite you to be a consulting party in this review to help identify historic properties in the project area that may have religious and cultural significance to your tribe, and if such properties exist, to help assess how the project might affect them. If the project might have an adverse effect, we would like to discuss possible ways to avoid, minimize or mitigate potential adverse effects.

To meet project timeframes, if you would like to be a consulting party on this project, can you please let us know of your interest within 30 days? If you have any initial concerns with impacts of the project on religious or cultural properties, can you please note them in your response?

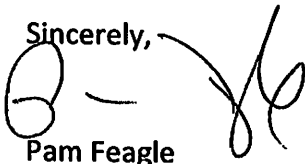
While a list of homes has not been developed now, we anticipate replacing approximately eight existing single family homes with new homes, primarily in the same footprint as the existing homes. The project consists of replacing these single family homes or mobile homes with new concrete block homes constructed on concrete slabs. All the homes will be located within the unincorporated areas of Taylor County.

More information on the Section 106 review process is available at <http://www.onecpd.info/environmental-review/historic-preservation/>.

HUD's process for tribal consultation under Section 106 is described in a Notice available at <https://www.onecpd.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58>.

If you do not wish to consult on this project, can you please inform us? If you do wish to consult, can you please include in your reply the name and contact information for the tribe's principal representative in the consultation? Thank you very much. We value your assistance and look forward to consulting further if there are historic properties of religious and cultural significance to your tribe that may be affected by this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pam Feagle', written over the word 'Sincerely,'.

Pam Feagle
Chairperson – Taylor County Board of County Commissioners
850-838-3500
201 East Green Street
Perry, FL 32347

cc: [THPO]

Wesley Payton – 17805 S. US Highway 441, Micanopy, FL



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Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

January 26, 2018

Chief Phyliss Anderson
Mississippi Band of Choctaw Indians
P.O. Box 6010
Choctaw, MS 39350

Re: Taylor County Florida – CDBG Housing Rehabilitation Program
HUD - State of Florida Small Cities Program # I8DB-OM-03-72-01-H 02

Dear Chief Anderson,

Taylor County is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the County has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

Taylor County will conduct a review of this project to comply with Section 106 of the National Historic Preservation Act and its implementing regulations 36 CFR Part 800. We would like to invite you to be a consulting party in this review to help identify historic properties in the project area that may have religious and cultural significance to your tribe, and if such properties exist, to help assess how the project might affect them. If the project might have an adverse effect, we would like to discuss possible ways to avoid, minimize or mitigate potential adverse effects.

To meet project timeframes, if you would like to be a consulting party on this project, can you please let us know of your interest within 30 days? If you have any initial concerns with impacts of the project on religious or cultural properties, can you please note them in your response?

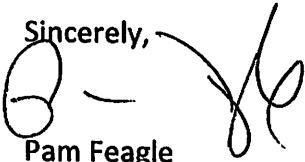
While a list of homes has not been developed now, we anticipate replacing approximately eight existing single family homes with new homes, primarily in the same footprint as the existing homes. The project consists of replacing these single family homes or mobile homes with new concrete block homes constructed on concrete slabs. All the homes will be located within the unincorporated areas of Taylor County.

More information on the Section 106 review process is available at
<http://www.onecpd.info/environmental-review/historic-preservation/>.

HUD's process for tribal consultation under Section 106 is described in a Notice available at
<https://www.onecpd.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58>.

If you do not wish to consult on this project, can you please inform us? If you do wish to consult, can you please include in your reply the name and contact information for the tribe's principal representative in the consultation? Thank you very much. We value your assistance and look forward to consulting further if there are historic properties of religious and cultural significance to your tribe that may be affected by this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pam Feagle', with a stylized flourish extending from the end.

Pam Feagle
Chairperson – Taylor County Board of County Commissioners
850-838-3500
201 East Green Street
Perry, FL 32347

cc: [THPO]

Wesley Payton – 17805 S. US Highway 441, Micanopy, FL



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Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

January 26, 2018

Chairman Lovelin Poncho
Coushatta Tribe of Louisiana
P.O. Box 818
Elton, LA 70532

Re: Taylor County Florida – CDBG Housing Rehabilitation Program
HUD - State of Florida Small Cities Program # I8DB-OM-03-72-01-H 02

Dear Chairman Poncho,

Taylor County is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the County has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

Taylor County will conduct a review of this project to comply with Section 106 of the National Historic Preservation Act and its implementing regulations 36 CFR Part 800. We would like to invite you to be a consulting party in this review to help identify historic properties in the project area that may have religious and cultural significance to your tribe, and if such properties exist, to help assess how the project might affect them. If the project might have an adverse effect, we would like to discuss possible ways to avoid, minimize or mitigate potential adverse effects.

To meet project timeframes, if you would like to be a consulting party on this project, can you please let us know of your interest within 30 days? If you have any initial concerns with impacts of the project on religious or cultural properties, can you please note them in your response?

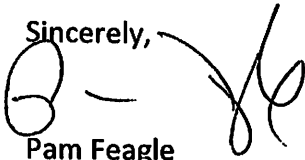
While a list of homes has not been developed now, we anticipate replacing approximately eight existing single family homes with new homes, primarily in the same footprint as the existing homes. The project consists of replacing these single family homes or mobile homes with new concrete block homes constructed on concrete slabs. All the homes will be located within the unincorporated areas of Taylor County.

More information on the Section 106 review process is available at
<http://www.onecpd.info/environmental-review/historic-preservation/>.

HUD's process for tribal consultation under Section 106 is described in a Notice available at
<https://www.onecpd.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58>.

If you do not wish to consult on this project, can you please inform us? If you do wish to consult, can you please include in your reply the name and contact information for the tribe's principal representative in the consultation? Thank you very much. We value your assistance and look forward to consulting further if there are historic properties of religious and cultural significance to your tribe that may be affected by this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pam Feagle', with a large, stylized flourish extending from the end of the signature.

Pam Feagle
Chairperson – Taylor County Board of County Commissioners
850-838-3500
201 East Green Street
Perry, FL 32347

cc: [THPO]

Wesley Payton – 17805 S. US Highway 441, Micanopy, FL



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk
Post Office Box 620
Perry, Florida 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

TED LAKEY, County Administrator
201 East Green Street
Perry, Florida 32347
(850) 838-3500, extension 7 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney
Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

January 26, 2018
Principal Chief George Tiger
Muscogee (Creek) Nation
P.O. Box 580
Okmulgee, OK 74447

Re: Taylor County Florida – CDBG Housing Rehabilitation Program
HUD - State of Florida Small Cities Program # I8DB-OM-03-72-01-H 02

Dear Principal Chief Tiger,

Taylor County is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the County has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

Taylor County will conduct a review of this project to comply with Section 106 of the National Historic Preservation Act and its implementing regulations 36 CFR Part 800. We would like to invite you to be a consulting party in this review to help identify historic properties in the project area that may have religious and cultural significance to your tribe, and if such properties exist, to help assess how the project might affect them. If the project might have an adverse effect, we would like to discuss possible ways to avoid, minimize or mitigate potential adverse effects.

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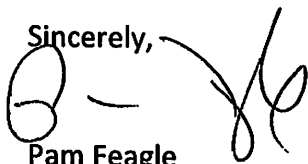
While a list of homes has not been developed now, we anticipate replacing approximately eight existing single family homes with new homes, primarily in the same footprint as the existing homes. The project consists of replacing these single family homes or mobile homes with new concrete block homes constructed on concrete slabs. All the homes will be located within the unincorporated areas of Taylor County.

More information on the Section 106 review process is available at
<http://www.onecpd.info/environmental-review/historic-preservation/>.

HUD's process for tribal consultation under Section 106 is described in a Notice available at
<https://www.onecpd.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58>.

If you do not wish to consult on this project, can you please inform us? If you do wish to consult, can you please include in your reply the name and contact information for the tribe's principal representative in the consultation? Thank you very much. We value your assistance and look forward to consulting further if there are historic properties of religious and cultural significance to your tribe that may be affected by this project.

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Pam Feagle
Chairperson – Taylor County Board of County Commissioners
850-838-3500
201 East Green Street
Perry, FL 32347

cc: [THPO]

Wesley Payton – 17805 S. US Highway 441, Micanopy, FL

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Tourism Development Council
Dawn Taylor
PO Box 892
Perry, FL 32348

MEETING DATE REQUESTED:

February 5, 2018

Statement of Issue: TDC

Recommended Action: Economic Impact Study of Tourism in Taylor County

Fiscal Impact:

Budgeted Expense: N/A

Submitted By: Dawn V. Taylor

Contact: Dawn V. Taylor

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: None

Options: N/A

Attachments: Slide Show



“Share Our Good Nature”

Taylor County

FLORIDA

Steinhatchee to Perry, Naturally

PERRY TAYLOR COUNTY CHAMBER
OF COMMERCE & TOURISM DEVELOPMENT





Taylor County 2017 Bed Tax Collected

TOTAL BED TAX COLLECTED	
Bed Tax Collected	Month
\$ 23,350.36	January
\$ 27,844.57	February
\$ 29,208.65	March
\$ 35,894.00	April
\$ 32,738.92	May
\$ 33,894.68	June
\$ 49,422.97	July
\$ 59,397.63	August
\$ 24,997.78	September
\$ 57,214.14	October
\$ 33,412.35	November
\$ 33,469.39	December
\$ 440,845.44	TOTAL



Taylor County

Since 1998
Bed Tax has increased by 59.4%

Since 2007
Bed Tax has increased by 31.6%

Since 2016
Bed Tax has increased by 6.59%



Taylor County

We use approximately
\$94,000.00 Annually
For Tourism Promotion & Development

\$50,000.00 Annually for Administration
2 FULL TIME STAFF
Office & Overhead



What We Promote in Taylor County



- Fishing & Boating
- Birdwatching
- Scalloping
- Shellfish Trail
- Big Bend Saltwater Trail
- Camping & RV Parks
- Biking & Horse Trails
- Resorts & Parks
- Coastline & Rivers
- Cultural Events
- Festivals



Promotions & Development

- Print Advertising
- Social Media
- Radio & Television Advertising
- Brochure Distribution
- Events & Festivals





Visit Natural North Florida Partnership

Visit Natural
NORTH FLORIDA®

VISITFLORIDA™

www.VISITFLORIDA.com

Taylor County
Steinhatchee to Perry, Naturally

PERRY TAYLOR COUNTY CHAMBER
OF COMMERCE & TOURISM DEVELOPMENT

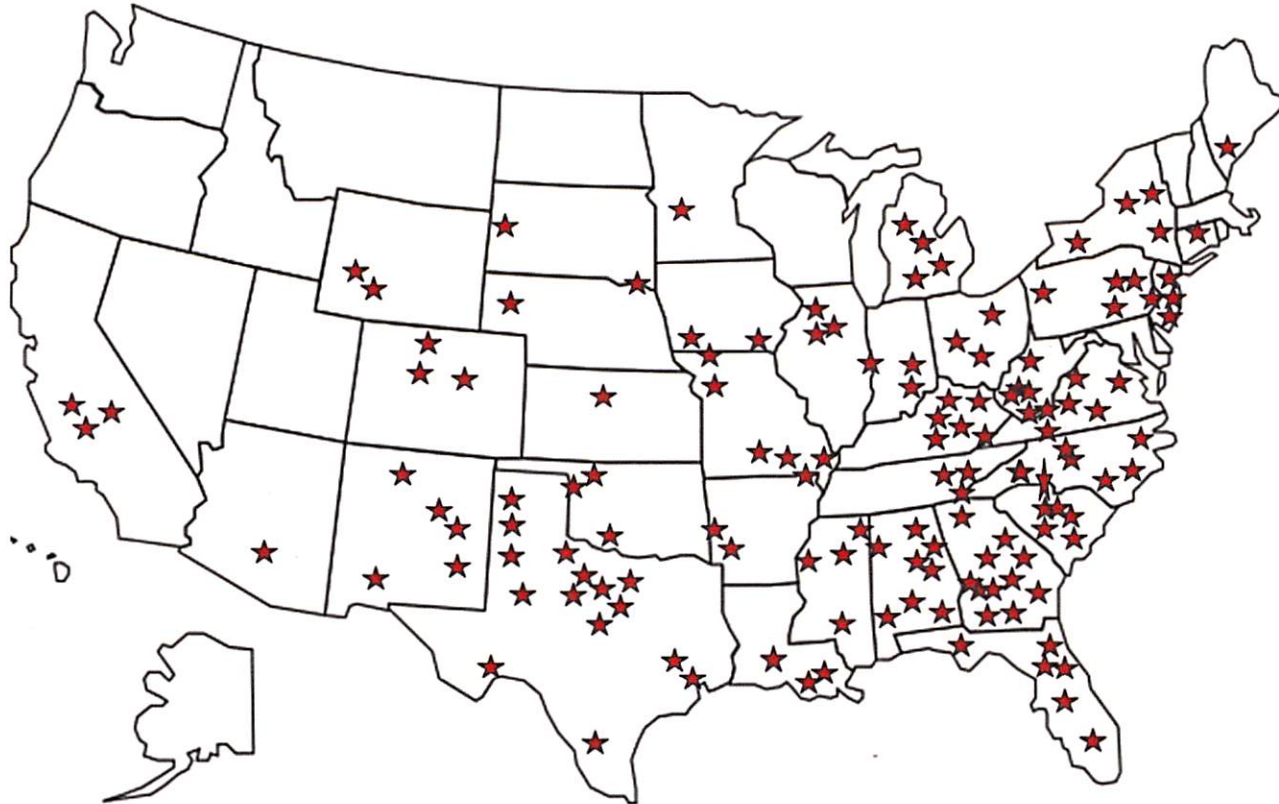
Attended 16 Travel
Shows throughout
the United States

16% in Bed Tax
Revenue for VNNF
Region

GRANT
FUNDED



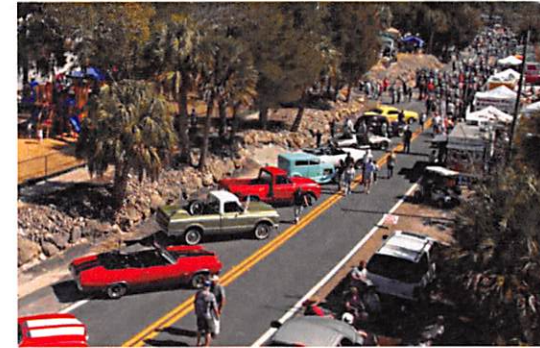
Where are they coming from??





Economic Impact of Events

Festivals & Events	
Fiddler Crab Festival	\$ 370,000.00
Florida State Bluegrass	\$ 1,147,000.00
Smokin In The Pines	\$ 860,000.00
Florida Forest Festival	\$ 1,250,000.00
	\$ 3,627,000.00





THIS IS WHAT WE DO For Taylor County!

Taylor County, Florida	
Hotel Rooms	635
Available Nights	231,775
52% Occupancy	120,523
Average Rate \$50.00	\$ 6,026,150.00
Average Daily \$135.00	\$ 16,270,605.00

YES...An Economic Impact of \$16,270,605.00 !!



taylorchamber@fairpoint.net

Questions?

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Tourism Development Council
Dawn Taylor
PO Box 892
Perry, FL 32348

MEETING DATE REQUESTED:

February 5, 2018

Statement of Issue: KTCB

Recommended Action: Keep Taylor County Beautiful

Fiscal Impact:

Budgeted Expense: N/A

Submitted By: Dawn V. Taylor

Contact: Dawn V. Taylor

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: None

Options: N/A

Attachments: Update & Request for signage placement

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Taylor County Development Authority
FY 2017-2018 Appropriated Funds

Meeting Date:

Statement of Issue: The Taylor County Development Authority requests the release of FY 2017 - 2018 appropriated funds in the amount of \$142,500.

Recommendation: Approval of Release

Fiscal Impact: \$ 142,500 **Budgeted Expense:** Yes ☒ No ☐ N/A ☐

Submitted By: Taylor County Development Authority

Contact: Scott Frederick, Director

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: _____

Options: 1. _____
2. _____

Attachments: 1. TCDA Financial Statements ending September 30, 2017.
2. _____

RECEIVED

JAN - 4 2018

1/4/18 emailed Scott
reference to meeting, an invoice
and blank pages in the audit report
1/10/18 received invoice + complete
audit report DW

ANNIE MAE MURPHY
CLERK CIRCUIT COURT
TAYLOR COUNTY, FLORIDA



Taylor County Development Authority

103 E. Ellis St.
Perry, FL32347

Invoice

Date	Invoice #
1/8/2018	27

Bill To
Taylor County Bd. of County Commissioners 201 East Green Street Perry, Florida 32347

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Continuation of Budget (2016/17 Budget Allocation) <u>2017/18 FY</u>	1	142,500.00	142,500.00
<div>RECEIVED</div> <div>JAN 10 2018</div> <div>ANNIE MAE MURPHY CLERK CIRCUIT COURT TAYLOR COUNTY, FLORIDA</div>			

Total	\$142,500.00
-------	--------------

Payments/Credits	\$0.00
------------------	--------

Balance Due	\$142,500.00
-------------	--------------

TAYLOR COUNTY DEVELOPMENT AUTHORITY

FINANCIAL STATEMENTS

YEAR ENDED SEPTEMBER 30, 2017



Powell & Jones
Certified Public Accountants

RECEIVED

JAN 10 2018

**ANNIE MAE MURPHY
CLERK CIRCUIT COURT
TAYLOR COUNTY, FLORIDA**

**TAYLOR COUNTY DEVELOPMENT AUTHORITY
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SEPTEMBER 30, 2017**

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Powell & Jones
Certified Public Accountants

Richard C. Powell, Jr., CPA
Marian Jones Powell, CPA

1359 S.W. Main Blvd.
Lake City, Florida 32025
386 / 755-4200
Fax: 386 / 719-5504
admin@powellandjonescpa.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Taylor County Development Authority;
Perry, Florida

We have audited the accompanying basic financial statements of the governmental activities of the Taylor County Development Authority (the "Authority") as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities of the Taylor County Development Authority, as of September 30, 2017, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and budgetary comparison, and schedules of proportionate share of net pension liability and contribution information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated November 18, 2018 on our consideration of the Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.



POWELL & JONES
Certified Public Accountants
November 18, 2017

MANAGEMENT'S DISCUSSION AND ANALYSIS

The discussion and analysis of the financial performance of Taylor County Development Authority (the Authority) provides an overall review of the Authority's financial activities for the fiscal year ended September 30, 2017. The intent of this discussion and analysis is to look at the Authority's financial performance as a whole. Readers should also review the basic financial statements and the notes to the basic financial statements to enhance their understanding of the Authority's financial performance.

Report Layout

The Authority has implemented Governmental Accounting Standards Authority (GASB) Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. This statement requires governmental entities to report finances in accordance with specific guidelines. Among those guidelines are the components of this section dealing with management's discussion and analysis. Besides this Management's Discussion and Analysis (MD&A), the report consists of government-wide statements, fund financial statements, and the notes to the financial statements. The first two statements are condensed and present a government-wide view of the Authority's finances. Within this view, all Authority operations are categorized as applicable, and reported as either governmental or business-type activities. Governmental activities include basic planning related services and general administration. The Authority had no business-type activities in this fiscal year. These government-wide statements are designed to be more corporate-like in that all activities are consolidated into a total for the Authority.

Basic Financial Statements

- The Statement of Net Position focuses on resources available for future operations. In simple terms, this statement presents a snap-shot view of the assets the Authority, the liabilities it owes and the net difference. The net difference is further separated into amounts restricted for specific purposes and unrestricted amounts. Governmental activities are reported on the accrual basis of accounting.
- The Statement of Activities focuses on gross and net costs of the Authority's programs and the extent to which such programs rely upon general revenues. This statement summarizes and simplifies the user's analysis to determine the extent to which programs are self-supporting and/or subsidized by general revenues.
- Fund financial statements focus separately on governmental and proprietary funds, as applicable. Governmental fund statements follow the more traditional presentation of financial statements. As stated above, the Authority has no proprietary funds and business-type activities.
- The notes to the financial statements provide additional disclosures required by governmental accounting standards and provide information to assist the reader in understanding the Authority's financial condition.
- The MD&A is intended to serve as an introduction to the Authority's basic financial statements and to explain the significant changes in financial position and differences in operations between the current and prior years.

Required Supplementary Information

- The Authority adopts an annual appropriated budget for its general fund and other governmental funds. A budget to actual comparison statement has been provided for the general fund and for the other governmental funds to demonstrate compliance with this budget. In addition, the Authority presents schedules of proportionate share of net pension liability and contribution information

FINANCIAL HIGHLIGHTS AND ANALYSIS

Government-wide Financial Statements

The assets of the Authority exceeded its liabilities at the close of the fiscal year ended September 30, 2017 by \$128,162, a net increase of \$38,553 in net position from the prior year. The operations resulted in a decrease in net assets of \$35,334, but a prior period upward adjustment of \$21,200 netted for the overall increase in net position. The prior period adjustment is related to assets that were not previously reported.

A condensed version of the Statement of Net Position at September 30, 2017 follows:

Statements of Net Position

	<u>September 30, 2017</u>	<u>September 30, 2016</u>
Assets		
Current and other assets	\$ 153,402	\$ 188,312
Capital assets, net	73,887	21,200
Total assets	<u>227,289</u>	<u>209,512</u>
 Deferred outflows	 <u>14,921</u>	 <u>14,921</u>
 Liabilities		
Current liabilities	8,913	8,489
Long-term liabilities	50,273	50,273
Total Liabilities	<u>59,186</u>	<u>58,762</u>
 Deferred inflows	 <u>2,175</u>	 <u>2,175</u>
 Net Position		
Net Investment in capital assets	21,200	21,200
Unrestricted, as restated	106,962	142,296
Total net position, as restated	<u>\$ 128,162</u>	<u>\$ 163,496</u>

Analysis of Change in Net Position

The Authority's net position overall increased by \$38,553 during the current fiscal year. This increase is explained in the government activities discussion below. The governmental operations resulted in a loss of \$35,334 however, netted with the prior period adjust for the addition of capital assets of \$21,200 resulted in the overall increase.

	September 30, 2017	September 30, 2016
Revenues:		
Program revenues:		
Grants and contributions	\$ -	\$ 953
General revenues:		
Intergovernmental	142,500	182,182
Interest and other revenues	80	500
Total revenues	<u>142,580</u>	<u>183,635</u>
Expenses:		
Economic development	<u>177,914</u>	<u>325,065</u>
Total expenses	<u>177,914</u>	<u>325,065</u>
Change in net position	(35,334)	(141,430)
Net position, beginning	163,496	283,726
Prior period adjustment	-	21,200
Net position, ending	<u>\$ 128,162</u>	<u>\$ 163,496</u>

FINANCIAL ANALYSIS OF THE AUTHORITY'S FUNDS

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Authority's governmental funds is to provide information on near-term inflows, outflows, and balances of resources that are available for spending. Such information is useful in assessing the Authority's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. Types of governmental funds reported by the Authority include the General Fund.

As of the end of the current fiscal year, the Authority's governmental funds reported unrestricted ending fund balances of \$150,609. Revenues for governmental functions overall totaled \$142,580 for the current fiscal year. Expenditures totaled \$177,914, which means that expenditures exceeded revenues by \$35,334. The general fund is the chief operating fund of the Authority. At the close of the current fiscal year, the unassigned fund balance of the general fund was \$150,609. The fund balance of the Authority's general fund decreased by \$35,334 during the current fiscal year.

CAPITAL ASSET AND DEBT ADMINISTRATION

The Authority's capital assets for its governmental activities as of September 30, 2017, amount to \$21,200 (net of accumulated depreciation).

	<u>Governmental Activities</u>
Land	\$ 21,200
Equipment	41,173
Less: depreciation	<u>(41,173)</u>
Total	<u>\$ 21,200</u>

GENERAL FUND BUDGETARY HIGHLIGHTS

During 2017, the Authority did not amend its General fund Budget. The final expenses were higher than the budgeted expenses by \$42,854. Actual revenues were higher than the final budgeted amounts by \$2,580.

ECONOMIC OUTLOOK - TAYLOR COUNTY, FLORIDA

2017 saw unprecedented growth in prospect, national site consultant and real estate broker visits in Taylor County. This resulted in a dramatic shift in increased expenses in order to facilitate these visits, which are considered an essential component and/or cornerstone of a growing economic development organization. Furthermore, the organization has evolved into an entity that stretches beyond its traditional role of industrial recruitment to also include: retail, restaurant, commercial and workforce housing business attraction.

The organization launched a new signage program, TCDA APPROVED, that has assisted in generating new leads and inquiries from interested sources passing through town. In fact, since its launch, this promotion has netted two national chain restaurants that will commence operations in December. The campaign also expedited the sale and purchase of the former Pepsi Cola distribution center.

To help grow the community and expand its efforts in attracting additional workers, the Organization teamed up with developers and investors from South Florida to build new workforce housing. Prospect Developments Perry Apartment Initiative will be closing on property during the middle of December for 130 new units and will begin construction in early 2017. The apartments will be built in phases and are targeting over 300 apartments, which will be built over the next several years. This is significant since the last apartment complex built here was in 1971. Workforce housing is a major component of economic development and we are nearing success in this endeavor.

Duke Energy selected Perry as the first location for their new solar panel farm rollout in Florida. The project has already been completed and is in operation. This year Lance suspended its long time Cape Cod Potato Chip factory, laying off 100 full time employees. TCDA formed a task force to identify new food-related companies that would move or expand operations in Perry. After four months of communicating with national real estate firms, New England to California, specializing in food properties, one has been identified as a good fit for both the building and the community. It is an international food manufacturing company with an existing food processing plant in South

Florida. Company executives have made several visits to the community and have toured the facility. TCDA is currently engaged in final negotiations with the company and its broker. A target date of end of first quarter 2018 has been discussed relative to actual sale of the facility. The company has said that besides food manufacturing, they are considering building a packaging plant on site to serve the food processing plant. This could have a positive impact on the number of employees it would need to effectively operate both plants.

TCDA has also been working with CEOs and CFOs from two manufacturing companies that plan to locate their operations in Taylor County. Ongoing dialog and communications continue on a weekly, if not daily basis with the goal of locating these two companies. Each is projected to hire, at full capacity, between 50 and 70 full time employees with full benefit packages. The pay will be equivalent to Taylor County's current largest employer. Additionally, request for proposals for an assisted living center will be advertised by December 15. The Organization continues to grow and evolve as a full-service economic development operation.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Taylor County Development Authority's finances for all those with an interest in the government's finances. If you have questions about this report or need additional information, contact:

Taylor County Development Authority
103 East Ellis St.
Perry, Florida 32347
850-584-5627

Basic Financial Statements

TAYLOR COUNTY DEVELOPMENT AUTHORITY
STATEMENT OF NET POSITION
SEPTEMBER 30, 2017

	<u>Governmental Activities</u>
Assets	
Cash and cash equivalents	\$ 153,315
Prepays	87
Capital assets, net	21,200
Total assets	<u>174,602</u>
 Deferred Outflows	
Pension obligations	<u>14,921</u>
 Liabilities	
Current liabilities	
Accounts payable	2,090
Accrued expenses	703
Net pension liability	6,120
Total current liabilities	<u>8,913</u>
 Long-term liabilities	
Net pension liability	<u>50,273</u>
Total liabilities	<u>59,186</u>
 Deferred Inflows	
Pension obligations	<u>2,175</u>
 Net Position	
Invested in capital assets	21,200
Unrestricted	106,962
Total net position	<u>\$ 128,162</u>

TAYLOR COUNTY DEVELOPMENT AUTHORITY
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended September 30, 2017

		Net (Expense) Revenue and Changes in Net Position
Governmental Activities	Expenses	Governmental Activities Total
Economic development	\$ 177,914	\$ 177,914
Total governmental activities	<u>\$ 177,914</u>	<u>177,914</u>
General revenues:		
Intergovernmental		142,500
Miscellaneous income		80
Total general revenues		<u>142,580</u>
Change in net position		(35,334)
Net position, beginning of year		142,296
Prior period adjustment		<u>21,200</u>
Net position, end of year		<u>\$ 128,162</u>

**TAYLOR COUNTY DEVELOPMENT AUTHORITY
BALANCE SHEET
GOVERNMENTAL FUND
September 30, 2017**

	<u>General Fund</u>
Assets	
Cash and cash equivalents	\$ 153,315
Prepaid expenses	87
Total assets	<u>\$ 153,402</u>
Liabilities and Fund Balances	
Liabilities	
Accounts payable	\$ 2,090
Accrued liabilities	703
Total liabilities	<u>2,793</u>
Fund balance	
Non-spendable	87
Unassigned	150,522
Total fund balances	<u>150,609</u>
Total liabilities and fund balance	<u>\$ 153,402</u>
Reconciliation to Statement of Net Position	
Governmental Fund balance	\$ 150,609
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	21,200
Deferred outflows of resources represent a consumption of fund equity that will be reported as an outflow of resources in a future period and, therefore, are not reported in the governmental funds.	14,921
Deferred inflows of resources represent an acquisition of fund equity that will be recognized as an inflow of resources in a future period and, therefore, are not reported in the governmental funds.	(2,175)
Long-term liabilities are not due in the current period and, therefore, are not reported in governmental funds.	(56,393)
Net position	<u>\$ 128,162</u>

TAYLOR COUNTY DEVELOPMENT AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For The Fiscal Year Ended September 30, 2017

	<u>General Fund</u>
Revenues	
Intergovernmental	\$ 142,500
Miscellaneous income	80
Total revenues	<u>142,580</u>
 Expenditures	
Economic development	
Personnel services	89,520
Operating expenses	88,394
Total expenditures	<u>177,914</u>
 Change in fund balance	 (35,334)
 Fund balance, beginning of year	 <u>185,943</u>
 Fund balance, end of year	 <u><u>\$ 150,609</u></u>

TAYLOR COUNTY DEVELOPMENT AUTHORITY
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For The Fiscal Year Ended September 30, 2017

Net change in fund balance - total governmental funds	\$ (35,334)
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Amounts reported for governmental activities in the Statement of Activities are different because:

Depreciation on capital assets is not recognized in the governmental fund financial statements, but is recorded as an expense in the statement of activities.

Depreciation expense	-
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Some expenses related to other assets reported in the statement of activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds. Also, recognition of certain obligations related to prior and subsequent periods are recognized in the statement of activities.

Net pension liability	-
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Recognition of certain obligations related to prior and future periods are not recognized in governmental funds.

Change in net position of governmental activities	<u>\$ (35,334)</u>
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**TAYLOR COUNTY DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2017**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of Significant Accounting Policies is presented to assist the reader in interpreting the financial statements and other data in this report. These policies are considered essential and should be read in conjunction with the accompanying financial statements.

The financial statements of the Authority have been prepared in accordance with generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards, which along with the subsequent GASB pronouncements (Statements and Interpretations) constitutes GAAP for governmental units. The most significant of these accounting policies are described below.

Effective October 1, 2003, the Authority adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis- for State and Local Governments, GASB Statement No. 37, Basic Financial Statements- and Management's Discussion and Analysis - for State and Local Governments; Omnibus, GASB Statement No. 38, Certain Financial Statement Note Disclosures, and Interpretation No. 6, Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements. Effective October 1, 2011, the Authority adopted the provisions of GASB Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions.

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27*, effective for periods beginning after June 15, 2014, replaces the requirements of GASB Statements Nos. 27 and 50 as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements that meet certain criteria. The standard requires government employers to recognize as a liability, for the first time, their long-term obligation for pension benefits. The employer liability is to be measured as the difference between the present value of projected benefit payments to be provided through the pension plan for past periods of service less the amount of the pension plan's fiduciary net position. Obligations for employers with cost sharing plans will be based on their proportionate share of contributions to the pension plan. The standard also requires more immediate recognition of annual service cost, interest and changes in benefits for pension expense; specifies requirements for discount rates, attribution methods; and changes disclosure requirements.

The Authority's financial statements have been prepared in accordance with the presentation requirements of these statements and interpretation.

Reporting Entity

The Taylor County Development Authority was authorized under Chapter 59-1936, 59-1922 and 59-1927 House Bill No, 1013 (May 14, 1959) Laws of Florida, as amended by Chapter 67-2133 and 86-382, Laws of Florida for the purpose of "performing such acts as shall be necessary for the sound planning for and the development of Taylor County Florida". It is governed by a board of directors.

As required by GAAP, the accompanying financial statements present the Authority as the primary government.

The Authority did not participate in any joint ventures during fiscal year 2016-2017.

Basis of Presentation Government-wide and Fund Financial Statements

Governmental-wide Financial Statements

The *government-wide financial statements* include the statement of net position and the statement of activities. These statements report financial information for the Authority as a whole. Government-wide financial statements are prepared using the economic resources measurement focus. The *statement of activities* reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity.

Program revenues may include: (1) charges for services which report fees, fines and forfeitures, and other charges to users of the Authority's services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets. These revenues are subject to externally imposed restrictions to these program uses. Other revenue sources not properly included with program revenues are reported as general revenues.

Fund Financial Statements

Fund financial statements are provided for governmental, proprietary and fiduciary funds. The Authority reports the following major governmental fund:

General Fund- The *General Fund* is the general operating fund of the Authority. It is used to account for all financial resources, which are not properly accounted for in another fund. Activities related to the promotion of economic development flow through the *General Fund*.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resource measurement focus and the accrual basis of accounting. Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and recorded in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Government fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures

related to compensated absences and claims and judgments and principal and interest on long term debt, are recorded only when payment is due.

Interest revenue and charges for services, if any, associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Authority reports the Government Fund. The measurement focus of the Government Funds (in the Fund Financial Statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The Government Fund accounts for the Authority's primary services - economic development and is the primary operating unit of the Authority.

Assets, Liabilities, and Net Position or Equity

Cash and Cash Equivalents:

The Authority has defined Cash and Cash Equivalents to include cash on hand, demand deposits, and cash with fiscal agent.

Capital Assets:

Capital assets, which include land, buildings, equipment, improvements other than buildings, intangibles are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets, other than infrastructure, are defined as assets with a cost of \$500 or more and an estimated useful life greater than one year. Infrastructure assets are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most general capital assets. Examples of such assets are buildings, roads, bridges, sidewalks, paved paths, utility systems, storm water drainage systems, traffic control and lighting systems. There are no infrastructure assets reported in the financial statements.

Capital assets are recorded at historical cost when purchased or constructed. Donated capital assets are recorded at the estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the fund's financial statements. These general capital assets are included in the governmental activities column of the government-wide financial statements. Depreciation on all exhaustible capital assets used in the General Funds is charged as an expense against their operations. Accumulated depreciation is reported on the respective fund's Statement of Net Assets.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	20 - 30
Improvements other than buildings	15 - 50
Equipment and machinery	2 - 20
Vehicles	3 - 10
Infrastructure	10 - 40

Compensated Absences:

Full-time, permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the Authority. Sick leave accrues to full-time, permanent employees to specified maximums. Generally, after one year of service, employees are entitled to a percentage of their sick leave balance and all accrued vacation leave upon termination. The estimated liabilities include required salary-related payments. Compensated absences are not reported as accrued in the government-wide statements because they are not considered material.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Authority only has one item that qualifies for reporting in this category. This is the deferred charge on pensions in the government-wide statement of net position. Deferred outflows on pensions are recorded when actual earnings on pension plan investments exceed projected earnings and are amortized to pension expense using a systematic and rational method over a closed five-year period. Deferred outflows on pensions also include the difference between expected and actual experience with regard to economic or demographic factors; changes of assumptions about future economic, demographic, or other input factors; or changes in the Authority's proportionate share of net pension liability. These are amortized over the average expected remaining service lives of all employees that are provided with pensions through each pension plan. Contributions to pension plans made subsequent to the measurement date are also deferred and reduce net pension liability in the subsequent year.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Authority has only one type of item, which is related to pensions. Deferred inflows on pension plan investments exceed actual earnings and are amortized to pension expense using a systematic and rational method over a closed five-year period. Deferred inflows on pensions also include the difference between expected and actual experience with regard to economic or demographic factors; changes of assumptions about future economic, demographic, or other input factors; or changes in the Authority's proportionate share of net pension liability. These are amortized over the average expected remaining service lives of all employees that are provided with pensions through each pension plan.

Fund Balances – Governmental Funds

As of September 30, 2017, fund balances of the governmental funds are classified as follows:

Non-spendable – amounts that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.

Restricted – amounts that can be spent only for specific purposes because of constitutional provisions, charter requirements or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – amounts that can be used only for specific purposes determined by a formal action of the Governing Board. The Board is the highest level of decision making for the Board. Commitments may be established, modified, or rescinded only through resolutions approved by the Board of Trustees.

Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Board's general procedure, only the Board of Trustees may assign amounts for specific purposes.

Unassigned – all other spendable amounts.

As of September 30, 2017, fund balances are composed of the following:

	General Fund
Non-spendable	\$ 87
Unassigned	150,522
	<u>\$ 150,609</u>

As applicable year to year, when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Board of Trustees considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Board considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board of Trustees has provided otherwise in its commitment or assignment actions.

Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from these estimates.

NOTE 2. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of Differences Between the Governmental Funds Balance Sheet and the Government-wide Statement of Net Position.

"Total fund balances" of the Board's governmental funds \$150,609 differs from "net position" of governmental activities \$180,849 reported in the statement of net position. This difference results from the long-term economic focus of the statement of net position versus the current financial resources focus of the governmental funds balance sheet.

Long-term debt transactions

Long-term liabilities to the Board's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the statement of net position. Balances at September 30, 2017 were:

Net pension liability	\$ (56,393)
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Deferred outflows/inflows of resources

Deferred outflows of resources represent a consumption of net position in a future period while deferred inflows of resources represent an acquisition of net position in a future period and accordingly, are not reported in the governmental fund statements. However, the statement of net position included those deferred outflows/inflows of resources.

Deferred outflows	\$ 14,921
Deferred inflows	(2,175)
	<u>\$ 12,746</u>

Capital assets

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.

	<u>\$ 21,200</u>
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NOTE 2. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of Differences Between Government Fund Operating Statements and the Statement of Net Position

	<u>General Fund</u>	<u>Capital Related Items</u>	<u>Deferred Outflows / Inflows</u>	<u>Long-Term Debt</u>	<u>Statement of Net Position</u>
Assets					
Cash and cash equivalents	\$ 153,315	\$ -	\$ -	\$ -	\$ 153,315
Prepaid expenses	87	-	-	-	87
Capital assets, net	-	21,200	-	-	21,200
Total assets	<u>\$ 153,402</u>	<u>21,200</u>	<u>-</u>	<u>-</u>	<u>174,602</u>
Deferred Outflows					
Pension obligations	-	-	14,921	-	14,921
Liabilities					
Liabilities					
Accounts payable	\$ 2,090	-	-	-	2,090
Accrued liabilities	703	-	-	-	703
Net pension liability	-	-	-	56,393	56,393
Total liabilities	<u>2,793</u>	<u>-</u>	<u>-</u>	<u>56,393</u>	<u>59,186</u>
Deferred Inflows					
Pension obligations	-	-	2,175	-	2,175
Fund Balance/Net Position					
Fund balance	150,609	21,200	12,746	(56,393)	128,162
Total fund balance/Net position	<u>\$ 150,609</u>	<u>\$ 21,200</u>	<u>\$ 12,746</u>	<u>\$ (56,393)</u>	<u>\$ 128,162</u>

B. Explanation of Differences Between Governmental Fund Operating Statements and the Statement of Activities

The "net change in fund balances" for governmental funds (\$35,334) differs from the "change in net position" for governmental activities (\$35,334) reported in the statement of activities. The differences arise primarily from the long-term economic focus of the statement of activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated below.

Long-term Debt Related Items

Some expenses reported in the statement of activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.

Deferred outflows/inflows of resources

Recognition of certain obligations related to prior and subsequent periods are not recognized in governmental funds.

Capital related items

Sale of capital assets are reported as gross proceeds in governmental funds, but are recognized as gains and losses in the statement of activities.

TAYLOR COUNTY DEVELOPMENT AUTHORITY

NOTE 2. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

B. Explanation of Differences Between Government Fund Operating Statements and the Statement of Activities

	<u>General Fund</u>	<u>Capital Related Items</u>	<u>Deferred Outflows / Inflows</u>	<u>Capital Related Items</u>	<u>Statement of Activities</u>
Revenues					
Intergovernmental	\$ 142,500	\$ -	\$ -	\$ -	\$ 142,500
Miscellaneous income	80	-	-	-	80
Total revenues	<u>142,580</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>142,580</u>
Expenditures					
Economic development					
Personnel services	89,520	-	-	-	89,520
Operating expenses	88,394	-	-	-	88,394
Total expenditures	<u>177,914</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>177,914</u>
Change in fund balance	(35,334)	-	-	-	(35,334)
Fund balance, beginning of year	185,943	-	12,746	(56,393)	142,296
Prior period adjustment	-	21,200	-	-	21,200
Fund balance, end of year	<u>\$ 150,609</u>	<u>\$ 21,200</u>	<u>\$ 12,746</u>	<u>\$ (56,393)</u>	<u>\$ 128,162</u>

NOTE 3. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Information

The Authority follows these procedures in establishing the budgetary data reflected in the financial statements.

1. Prior to September 1, the Authority Director submits to Taylor County and the Authority Board a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public meetings and workshops are conducted to obtain comments.
3. Prior to October 1, the budget is legally enacted through passage of a resolution.
4. The Board adopts the budget resolution for the governmental funds. Annual budgets are adopted on a basis consistent with GAAP. The appropriated budget is prepared by fund, function and department. The Authority Director may make transfers of appropriations within a department. Expenditures may not legally exceed appropriations for each individual department.
5. All budget amounts presented in the accompanying financial statements may be adjusted for revisions of the annual budgets during the year. The effect of these revisions would be to reallocate funds within the budget, which did not cause an overall increase in the total budget. Appropriations, except open project appropriations, lapse at the end of the fiscal year. The Authority does not use the encumbrance method.

Compliance with Finance-Related Legal and Contractual Provisions

The Authority has no finance-related legal and contractual provisions.

NOTE 4. CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of restricted and unrestricted cash and investments with maturities, when purchased, of ninety days or less.

Deposits and Investments

Deposits - At year end, the book balance of the Authority's deposits was \$153,315, consisting of \$155,220 maintained in two checking accounts.

The Florida Security for Public Deposits Act; Chapter 280 of the *Florida Statutes*, provides that qualified public depositories must maintain eligible collateral having a market value equal to fifty percent of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held by the depository during the twelve months immediately preceding the date of any computation of the balance. As such, the depository is not required to hold collateral in the Authority's name nor specify which collateral is held for the Authority's benefit. The Public Deposit Security Trust Fund, as created under the laws of the State of Florida, would be required to pay the Authority for any deposits not covered by depository insurance or collateral pledged by the depository as previously described.

Except for the pension trust funds, the Authority's investment activity for the year consisted solely of certificates of deposit with various short-term maturities, i.e., for periods of less than three months. All such investments are recorded at cost which approximates market value and would be classified in category (1) reflected above.

NOTE 5. PREPAID EXPENSES

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. Prepaid items recorded in governmental funds do not reflect current appropriable resources and, thus, are reported as part of non-spendable fund balance. Prepaid expenses in the amount of \$87 were recorded at the fiscal year end.

NOTE 6. CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2017 was as follows:

	Primary Government				Ending Balance
	Beginning Balance	Additions	Reductions	Prior Period Adjustments	
Governmental activities:					
Land	\$ -	\$ -	\$ -	\$ 21,200	\$ 21,200
Depreciable assets:					
Equipment	42,123	-	(950)	-	41,173
	42,123	-	(950)	-	41,173
Less: Accumulated depreciation	(42,123)	-	950	-	(41,173)
Total depreciable assets, net	-	-	-	-	-
Capital assets, net	\$ -	\$ -	\$ -	\$ 21,200	\$ 21,200

NOTE 7. OTHER INFORMATION

Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Authority carries commercial insurance. Through the Florida League of Cities, insurance against losses are provided for the following types of risk:

- Workers' Compensation and Employer's Liability
- General and Automobile Liability
- Real and Personal Property Damage
- Public Officials Liability
- Accidental Death and Dismemberment

The Authority's coverage for Workers' Compensation is under a retrospectively rated policy. Premiums are accrued based on the ultimate cost to date of the Authority's experience for this type of risk.

NOTE 8. SUMMARY DISCLOSURE OF SIGNIFICANT CONTINGENCIES

Litigation

During the ordinary course of its operation, the Authority may be a party to various claims, legal actions and complaints. These matters are covered by the Authority's Risk Management Program.

In the opinion of the Authority's management and legal counsel, there are no matters that are anticipated to have a material financial impact on the Authority.

NOTE 9. DEFINED BENEFIT/DEFINED CONTRIBUTION PENSION PLANS AND COST SHARING MULTIPLE EMPLOYER DEFINED BENEFIT PENSION PLANS – FLORIDA RETIREMENT SYSTEM PENSION PLAN AND THE RETIREMENT HEALTH INSURANCE SUBSIDY PROGRAM

Florida Retirement System

General Information - All full-time employees of the Authority hired prior to January 1, 1996, participate in the Florida Retirement System (FRS). As provided by Chapters 121 and 112, *Florida Statutes*, the FRS provides two cost sharing, multiple employer defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan ("Pension Plan") and the Retiree Health Insurance Subsidy ("HIS Plan"). Under Section 121.4501, *Florida Statutes*, the FRS also provides a defined contribution plan ("Investment Plan") alternative to the FRS Pension Plan, which is administered by the State Board of Administration ("SBA"). As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, Authority school board, state university, community college, or a participating Authority or special Authority within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, *Florida Statutes*, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or from the Web site: www.dms.myflorida.com/workforce_operations/retirement/publications.

A. Pension Plan

Plan Description - The Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program ("DROP") for eligible employees.

Benefits Provided - Benefits under the Pension Plan are computed on the basis of age, average final compensation, and service credit. For Pension Plan members enrolled before July 1, 2011, Regular class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Vested members with less than 30 years of service may retire before age 62 and receive reduced retirement benefits. Special Risk Administrative Support class members who retire at or after age 55 with at least six years of credited service or 25 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of

credited service. Special Risk class members (sworn law enforcement officers, firefighters, and correctional officers) who retire at or after age 55 with at least six years of credited service, or with 25 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 3.0% of their final average compensation based on the five highest years of salary for each year of credited service. Senior Management Service class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 2.0% of their final average compensation based on the five highest years of salary for each year of credited service. Elected Officers' class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 3.0% (3.33% for judges and justices) of their final average compensation based on the five highest years of salary for each year of credited service.

For Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all these members and increasing normal retirement to age 65 or 33 years of service regardless of age for Regular, Senior Management Service, and Elected Officers' class members, and to age 60 or 30 years of service regardless of age for Special Risk and Special Risk Administrative Support class members. Also, the final average compensation for all these members will be based on the eight highest years of salary.

As provided in Section 121.101, *Florida Statutes*, if the member is initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is three percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of three percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by three percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed 60 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants

Contributions – Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute three percent of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. The employer contribution rates by job class for the periods from October 1, 2016 through June 30, 2017 and from July 1, 2017 through September 30, 2017, respectively, were as follows: Regular—7.26% and 7.52%; Special Risk Administrative Support—32.95% and 28.06%; Special Risk—22.04% and 22.57%; Senior Management Service—21.43% and 21.77%; Elected Officers—42.27% and 42.47%; and DROP participants—12.88% and 12.99%. These employer contribution rates include 1.66% and 1.66% HIS Plan subsidy for the periods October 1, 2016 through June 30, 2017 and from July 1, 2017 through September 30, 2017, respectively.

The Authority's contributions, including employee contributions, to the Pension Plan totaled \$4,794 for the fiscal year ended September 30, 2017.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At September 30, 2017, the Authority reported a liability of \$21,581 for its proportionate share of the Pension Plan's net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016. The Authority's proportionate share of the net pension liability was based on the Authority's 2016-17 fiscal year contributions relative to the 2015-16 fiscal year contributions of all participating members. At June 30, 2016, the Authority's proportionate share was 0.000085469 percent, which was an increase (decrease) of (0.000030882) percent from its proportionate share measured as of June 30, 2015.

For the fiscal year ended September 30, 2017, the Authority recognized pension expense of \$2,560. In addition the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,652	\$ (201)
Changes in assumptions	1,306	
Net difference between projected and actual earnings on Pension Plan investments	4,172	
Changes in proportion and differences between City Pension Plan contributions and proportionate share of contributions	3,734	(1,016)
Authority Pension Plan contributions subsequent to the measurement date	1,120	
Total	<u>\$ 11,984</u>	<u>\$ (1,217)</u>

The deferred outflows of resources related to the Pension Plan, totaling \$1120 resulting from Authority contributions to the Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

Fiscal Year Ending September 30	Amount
2018	\$ 1,329
2019	3,846
2020	2,632
2021	387
Thereafter	124
	<u>\$ 8,318</u>

Actuarial Assumptions – The total pension liability in the July 1, 2016 actuarial valuation was determined using the following actuarial assumption, applied to all period included in the measurement:

Inflation	2.60 %
Salary increases	3.25%, average, including inflation
Investment rate of return	7.60%, net of pension plan investment expense, including inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB tables.

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2013 completed in 2014.

The long-term expected rate of return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation*	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.0%	3.0%	3.0%	1.7%
Fixed income	18.0%	4.7%	4.6%	4.6%
Global equity	53.0%	8.1%	6.8%	17.2%
Real estate	10.0%	6.4%	5.8%	12.0%
Private equity	6.0%	11.5%	7.8%	30.0%
Strategic investments	12.0%	6.1%	5.6%	11.1%
Assumed Inflation - Mean			2.6%	1.9%

*As outlined in the Pension Plan's investment policy

Discount Rate - The discount rate used to measure the total pension liability was 7.60%. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation the total pension liability is equal to the long-term expected rate of return.

Sensitivity of the Authority's Proportionate Share of the Net Position Liability to Changes in the Discount Rate - The following represents the Authority's proportionate share of the net pension liability calculated using the discount rate of 7.60%, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.60%) or one percentage point higher (8.60%) than the current rate:

	1% Decrease 6.60%	Current Discount Rate 7.60%	1% Increase 8.60%
Authority's proportionate share of the net pension liability	\$ 39,732	\$ 21,581	\$ 6,473

Pension Plan Fiduciary Net Position - Detailed information regarding the Pension Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan - At September 30, 2017, the Authority had \$450 payable for outstanding contributions to the Pension Plan required for the fiscal year ended September 30, 2017.

B. HIS Plan

Plan Description – The HIS Plan is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*, and may be amended by the Florida legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided – For the fiscal year ended September 30, 2017, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions – The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended September 30, 2017, the HIS contribution for the period October 1, 2016 through June 30, 2017 and from July 1, 2017 through September 30, 2017 was 1.66% and 1.66%, respectively. The Authority contributed 100% of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

The Authority's contributions to the HIS Plan totaled \$2,696 for the fiscal year ended September 30, 2017.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At September 30, 2017, the Authority reported a liability of \$34,812 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016. The Authority's proportionate share of the net pension liability was based on the Authority's 2016-17 fiscal year contributions relative to the 2015-16 fiscal year contributions of all participating members. At June 30, 2016, the Authority's proportionate share was 0.000298696 percent, which was an increase (decrease) of (0.000038852) percent from its proportionate share measured as of June 30, 2015.

For the fiscal year ended September 30, 2017, the Authority recognized pension expense of \$1,441. In addition the Authority reported deferred outflows of resources and deferred in flows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ (79)
Changes in assumptions	4,057	
Net difference between projected and actual earnings on HIS Plan investments	18	
Changes in proportion and differences between Authority HIS Plan contributions and proportionate share of contributions	(1,459)	(879)
Authority HIS Plan contributions subsequent to the measurement date	321	
Total	<u>\$ 2,937</u>	<u>\$ (958)</u>

The deferred outflows of resources related to the HIS Plan, totaling \$321 resulting from Authority contributions to the HIS Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the HIS Plan will be recognized in pension expense as follows:

<u>Fiscal Year Ending September 30</u>	
2018	\$ 297
2019	296
2020	295
2021	256
Thereafter	217
	<u>\$ 1,361</u>

Actuarial Assumptions - The total pension liability in the July 1, 2016, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60%
Salary increases	3.25%, average, including inflation
Municipal bond rate	2.85%

Mortality rates were based on the Generational RP-2000 with Projection Scale BB tables.

The actuarial assumptions used in the July 1, 2016, valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2013.

Discount Rate - The discount rate used to measure the total pension liability was 2.85%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal

to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

Sensitivity of the Authority's Proportionate Share of the Net Position Liability to Changes in the Discount Rate - The following represents the Authority's proportionate share of the net pension liability calculated using the discount rate of 2.85%, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (1.85%) or one percentage point higher (3.85%) than the current rate:

	1% Decrease 1.85%	Current Discount Rate 2.85%	1% Increase 3.85%
Authority proportionate share of the net pension liability	\$ 39,937	\$ 34,812	\$ 30,558

Fiduciary Net Position - Detailed information regarding the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan - At September 30, 2017, the Authority had \$253 payable for outstanding contributions to the HIS Plan required for the fiscal year ended September 30, 2017.

B. Investment Plan

The SBA administers the defined contribution plan officially titled the FRS Investment Plan. The investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, *Florida Statutes*, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. Authority employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected Authority Officers, etc.), as the Pension Plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.04 percent of payroll and by forfeited benefits of plan members. Allocations to the investment member's accounts during the 2016-17 fiscal year, as established by Section 121.72, *Florida Statutes*, are based on a percentage of gross compensation, by class, as follows: Regular class 6.30%, Special Risk Administrative Support class 7.95%, Special Risk class 14.00%, Senior Management Service class 7.67% and Authority Elected Officers class 11.34%.

For all membership classes, employees are immediately vested in their own contributions and are vested after one year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the Pension Plan is transferred to the Investment Plan, the member must have the years of service required for

Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to five years. If the employee returns to FRS-covered employment within the five-year period, the employee will regain control over their account. If the employee does not return within the five-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended September 30, 2017, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the Authority.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The Authority did not have any participants in the Investment Plan for the fiscal year ended September 30, 2017.

NOTE 9. SUBSEQUENT EVENTS

In preparing these financial statements, the Authority has evaluated events and transactions for potential recognition or disclosure through November 18, 2017, the date the financial statements were available to be issued.

NOTE 10. PRIOR PERIOD ADJUSTMENT - RECOGNITION OF FIXED ASSETS

In reviewing the fixed assets of the Authority, it came to their attention that there was a substantial amount of land that had not been recognized in past statements. The correction of the fixed assets resulted in an increase in assets and net position on the government-wide statements as shown below.

Land	\$ 21,200
Net position	(21,200)
	<u>\$ -</u>

REQUIRED SUPPLEMENTARY INFORMATION

TAYLOR COUNTY DEVELOPMENT AUTHORITY
BUDGET TO ACTUAL COMPARISON STATEMENT - GENERAL FUND
For The Year Ended September 30, 2017

	Original and Final Budgeted Amounts	Actual Amounts	Variance Under / (Over) Final Budget
Revenues			
Grants	\$ -	\$ -	\$ -
Intergovernmental	140,000	142,500	2,500
Miscellaneous income	-	80	80
Total revenues	140,000	142,580	2,580
Expenditures			
Economic development:			
Personnel costs	109,571	89,520	20,051
Legal and consulting services	4,080	3,059	1,021
Accounting services	3,500	3,000	500
Contractual services	6,000	7,630	(1,630)
Travel and meetings	900	2,389	(1,489)
Communications	4,495	4,057	438
Insurance	-	3,133	(3,133)
Utility services	1,824	1,560	264
Repairs and maintenance	1,300	2,035	(735)
Promotional activities	235	5,328	(5,093)
Miscellaneous	30	4,054	(4,024)
Office supplies	2,000	1,239	761
Operation supplies	-	434	(434)
Memberships and dues	175	175	-
Grant expenditures	950	50,301	(49,351)
Total economic development expenditures	135,060	177,914	(42,854)
Excess (deficit) of revenues over expenditures	4,940	(35,334)	(40,274)
Fund balance, beginning of year	10,378	185,943	175,565
Fund balance, end of year	\$ 15,318	\$ 150,609	\$ 135,291

REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF TAYLOR COUNTY DEVELOPMENT AUTHORITY'S PROPORTIONATE SHARE OF NET PENSION LIABILITY
FLORIDA RETIREMENT SYSTEM AND HEALTH INSURANCE SUBSIDY PROGRAM
LAST 10 FISCAL YEARS*

	2017	2016	2015	2014
Authority's proportion of the FRS net pension liability (asset)	0.000085469%	0.000085469%	0.000116351%	0.000106705%
Authority's proportionate share of the FRS net pension liability (asset)	\$ 21,581	\$ 21,581	\$ 15,028	\$ 6,511
Authority's proportion of the HIS net pension liability (asset)	0.000298696%	0.000298696%	0.000337548%	0.000336435%
Authority's proportionate share of the HIS net pension liability (asset)	34,812	34,812	34,425	31,457
Authority's proportionate share of the total net pension liability (asset)	\$ 56,393	\$ 56,393	\$ 49,453	\$ 37,968
Authority's covered-employee payroll	\$ 95,101	\$ 95,101	\$ 102,462	\$ 103,278
Authority's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	59.30%	59.30%	48.26%	36.76%
Plan fiduciary net position as a percentage of the total pension liability	85.85%	85.85%	92.00%	96.09%

Note 1) The amounts presented for each year were determined as of the June 30 year end of the Florida Retirement System

*GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, only those years for which information is available is presented.

REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF TAYLOR COUNTY DEVELOPMENT AUTHORITY'S CONTRIBUTIONS
FLORIDA RETIREMENT SYSTEM AND HEALTH INSURANCE SUBSIDY PROGRAM
LAST 10 FISCAL YEARS*

	2017	2016	2015	2014
Contractually required FRS contribution	\$ 5,234	\$ 5,234	\$ 4,840	\$ 3,953
Contractually required HIS contribution	2,944	2,944	2,723	2,224
Total Contractually Required Contributions	<u>8,178</u>	<u>8,178</u>	<u>7,563</u>	<u>6,177</u>
Contributions in relation to the contractually required contribution	(8,178)	(8,178)	(7,563)	(6,177)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Authority's covered-employee payroll	\$ 95,101	\$ 95,101	\$ 102,462	\$ 103,278
Contributions as a percentage of covered-employee payroll	8.60%	8.60%	7.38%	5.98%

*GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, only those years for which information is available is presented.

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
TAYLOR COUNTY DEVELOPMENT AUTHORITY'S PROPORTIONATE SHARE OF THE NET PENSION
LIABILITY AND REQUIRED CONTRIBUTIONS
FLORIDA RETIREMENT SYSTEM AND HEALTH INSURANCE SUBSIDY PROGRAM
For the Fiscal Year End September 30, 2017**

Net Pension Liability

The components of the collective net pension liability of the participating employers for each defined benefit plan for the measurement date of September 30, 2017, are shown below (in thousands):

	FRS	HIS
Total pension liability	\$ 167,030,999	\$ 11,768,445
Plan fiduciary net position	(141,780,921)	(113,859)
	<u>\$ 25,250,078</u>	<u>\$ 11,654,586</u>
 Plan fiduciary net position as a percentage of the total pension liability	 84.88%	 0.97%

The total pension liability for each plan was determined by the plans' actuary and reported in the plans' valuations dated July 1, 2016. The fiduciary net position used by the actuary to determine the net pension liability (as shown above) was determined on the same basis used by the plan. The fiduciary net position is reported in the financial statements and the net pension liability is disclosed in the notes to the financial statements. Update procedures were not used.

The HIS actuarial valuation was prepared as of July 1, 2016, and update procedures were used to determine liabilities as of July 1, 2016. The fiduciary net position used by the actuary to determine the net pension liability (as shown above) was determined on the same basis used by the Plan. The fiduciary net position is reported in the financial statements and the net pension liability is disclosed in the notes to the financial statements.

Basis for Allocation

The employer's proportionate share reported in the pension allocation schedules was calculated using accrued retirement contributions related to the reporting periods included in the System's fiscal years ending June 30, 2015, 2016 and 2017, respectively, for employers that were members of the FRS and HIS during those fiscal years. For fiscal year 2016, in addition to contributions from employers the required accrued contributions for the Division (paid on behalf of the Division's employees who administer the Plans) were allocated to each employer on a proportionate basis. The Division administers the Plans, and therefore, cannot allocate a portion of the liability to itself. Although GASB 68 encourages the use of the employers' projected long-term contribution effort to the retirement plan, allocating on the basis of historical employer contributions is acceptable. The aggregate employer contribution amounts for each fiscal year agree to the employer contribution amounts reported in the system's CAFR for that fiscal year.

The proportion calculated based on contributions for each of the fiscal years presented in the pension allocation schedules was applied to the net pension liability and other pension amounts

applicable for that fiscal year to determine each employer's proportionate share of the liability, deferred outflows of resources, deferred inflow of resources and associated pension expense.

For the purposes of the pension allocation schedules, pension amounts are allocated to reporting employers. The pension amounts of participating employers whose payrolls are reported and contributions are remitted by another entity are included in the reporting employer's amounts and will be allocated to the participating employer by the reporting employer.

Actuarial Methods and Assumptions

Actuarial assumptions for both cost-sharing defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS Pension Plan has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS Pension Plan was completed in 2014 for the period July 1, 2008 through June 30, 2013. Because the HIS Program is funded on a pay-as-you-go basis, no experience study has been completed for that program. The actuarial assumptions that determined the total pension liability for the HIS Program were based on certain results of the most recent experience study for the FRS Pension Plan.

The total pension liability for each cost-sharing defined benefit plan was determined using the individual entry age actuarial cost method. Inflation increases for both Plans is assumed at 2.60%. Payroll growth, including inflation, for both Plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS Pension Plan investments is 7.60%. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Because the HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 2.85% was used to determine the total pension liability for the program (Bond Buyer General Obligation 20-Bond Municipal Bond Index). Mortality assumptions for both Plans were based on the Generational RP-2000 with Projection Scale BB tables (refer to the valuation reports for more information – See Additional Financial and Actuarial Information).

The following changes in actuarial assumptions occurred in 2017:

- FRS: The long-term expected rate of return was decreased from 7.65% to 7.60%, and the active mortality assumption was updated.
- HIS: The municipal rate used to determine total pension liability was decreased from 3.80% to 2.85%.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Taylor County Development Authority
Perry, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of Taylor County Development Authority, as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise Taylor County Development Authority's basic financial statements, and have issued our report thereon dated November 18, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Taylor County Development Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Taylor County Development Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Taylor County Development Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, we identified the following deficiency in internal control over financial reporting that we consider to be a significant deficiency in internal control over financial reporting.

**Finding 2017-1
Financial Statement Preparation**

A system of internal control over financial reporting includes controls over financial statement preparation, including footnote disclosures. While your auditor can assist with the preparation of your financial statements and related footnotes, the financial statements are the responsibility of

management. A deficiency in internal control exists when the government does not have the expertise necessary to prevent, detect, and correct misstatements. A deficiency in internal control exists in instances where Taylor County Development Authority is not capable of drafting the financial statements and all required footnote disclosures in accordance with generally accepted accounting principles. Possessing suitable skill, knowledge, or experience to oversee services an auditor provides in assisting with financial statement presentation requires a lower level of technical knowledge than the competence required to prepare the financial statements and disclosures.

MANAGEMENT'S RESPONSE

We agree with this finding. We are a very small government. We currently utilize the services of our Treasurer, who maintains excellent accounting records and provides accurate monthly financial reports prepared generally on the cash basis. We likewise have confidence in our audit firm to utilize these records and prepare annual financial statements in the required formats and with all associated note disclosures. The Board of Directors reviews the annual financial reports and have the opportunity to ask the auditor any questions regarding the report prior to its formal presentation. The report is formally presented by the auditor at a scheduled meeting of the Board of Directors.

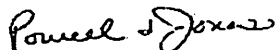
At this time, we do not believe it would be a justifiable expense to employ another accountant on either a part-time or full-time basis to prepare the annual financial statements. We thus accept this required disclosure finding and will continue to monitor this situation in the future.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Taylor County Development Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



POWELL & JONES
Certified Public Accountants
November 18, 2017

MANAGEMENT LETTER

To the Board of Directors
Taylor County Development Authority;
Perry, Florida

We have audited the financial statements of the Taylor County Development Authority (the Authority) as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated November 18, 2017.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. We have issued our report on internal control over financial reporting and compliance and other matters dated November 18, 2017. Disclosures in the report, if any, should be considered in conjunction with this management letter.

However, during our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiencies. In addition to furnishing information required by Chapter 10.550, *Rules of the Auditor General*, and other compliance matters, the remaining sections of this report discuss these findings.

PRIOR YEAR FINDINGS

There were no reportable findings in the prior year.

CURRENT YEAR FINDINGS

2017-01 - Employment Contract and Employee Manual

During our audit we found that the Authority does not have a written employment contract with the Executive Director, nor is there an employee manual describing employment policies. Because of the lack of official employment policy, we recommend that the Authority enter into an employment contract with the Executive Director defining the terms of employment. This agreement should set forth the terms of employment related to requirements of attendance, paid time off, whether in the form of sick time or annual leave and how it is to be earned, used and tracked, set rate of pay, and other items at the Authority's discretion. The Authority should also consider documenting official employment policies in the form of an employee manual.

2017-02 - Contractual Services

In performing our audit, we found that for some reoccurring contractual services there was not an agreement defining each of the participating party's expectations for services to be rendered and the payment thereof. In addition, we found that there were no invoices being submitted detailing services rendered and the charge for the related services. We also found that the Authority did not file Form 1099-MISC with the Internal Revenue Service to report payments made to these contractors. We recommend that a written agreement be entered into for all services considered to be contractual in nature as well as formal invoices submitted for review, approval and payment. We also recommend that all required tax filing be submitted as required by the Internal Revenue Code.

It also came to our attention that administrative services are considered a contractual service. Due to the Internal Revenue Service's definition of an employee, we feel that these services are actually more correctly identified as a part-time employee and should be treated as such.

2017-03 – Vendor Payments by Bank Draft

During our audit we found that many invoices are paid via a bank draft or online payments. Because this practice does not leave an appropriate audit trail, and could easily open the Authority to theft through the misappropriation of assets, we recommend that written or accounting software printed checks be used for all vendor payments. There are few exceptions to this, such as direct deposit for paying employees, payroll tax and retirement payments. Otherwise checks should be used as the main method of payment.

2017-04 – Credit Card Charges

In performing our audit we found that the payments of credit card balances are recorded as a lump sum expense to a generic operating expense account, as well as the general lack of receipts for the incurred expenses. This is not correct in regard to recording expenditures in the proper classifications in following generally accepted accounting principles, as well as again exposing the Authority to theft through the misappropriation of assets. We recommend that the individual purchases be recorded to the proper expense classification and all purchases be evidenced with a receipt and kept with the respective credit card statement. A monthly credit card statement reconciliation should be performed to ensure all expenses are properly recorded and supported by adequate documentation.

2017-05 – Budget Implementation

During our audit we could not find that the budget for the fiscal year had been presented to and approved by the Board. The Bylaws require that prior to July first of each year the Authority will adopt a budget and present it to the Taylor County Board of County Commissioners (TCBCC).

We recommend that the Authority adhere to its Bylaws and ensure a budget is adopted by the Board and it is presented to the TCBCC as required.

AUDITOR GENERAL AND OTHER COMPLIANCE MATTERS

- The *Rules of the Auditor General* [Section 10.554(1)(i)1.] requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. There were no such items disclosed in the preceding audit report.
- The *Rules of the Auditor General* [Section 10.544.(1)(i)3.] requires that we address in the management letter any findings and recommendations to improve the Taylor County Development Authority financial management, accounting procedures, and internal controls. In connection with our audit we did not have any such findings or recommendations.
- The *Rules of the Auditor General* [Section 10.544(1)(i)4.] requires that we address violations of laws, regulations, contracts and grant agreements or abuse that have occurred, or are likely to have occurred, that have an effect on the determination of financial statements that is less than material but more than inconsequential. In connection with our audit, we did not have any such findings.

- The *Rules of the Auditor General* [Section 10.544(1)(i)5.] provides that the auditor may, based on professional judgment, report the following matters that are inconsequential to the determination of financial statement amounts, considering both qualitative and quantitative factors: (1) violations of laws, rules, regulations, and contract provisions or abuse that have occurred or are likely to have occurred, and (2) control deficiencies that are not significant deficiencies. In connection with our audit, we did not have any such finding.
- The *Rules of the Auditor General* [Section 10.554(1)(i)6.] requires that the name or official title and legal authority for the government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements (see Note 1 to the financial statements). There were no component units to the Taylor County Development Authority.
- The *Rules of the Auditor General* [Section 10.554(1)(i)7.(a)] requires a statement to be included as to whether or not the local government entity has met one or more of the conditions described in Section 218.503(1), *Florida Statutes*, and identification of the specific condition(s) met. In connection with our audit, we determined that the Taylor County Development Authority did not meet any of the conditions described in Section 218.503(1), *Florida Statutes* that might result in a financial emergency.
- The *Rules of the Auditor General* [Section 10.554(1)(i)7.(b)] requires that we determine whether the annual financial report for the Taylor County Development Authority for the fiscal year ended September 30, 2017 filed with the Department of Financial Services pursuant to Section 218.32(1)(a), *Florida Statutes*, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2017. In connection with our audit, we determined that these reports were in agreement.
- The *Rules of the Auditor General* [Section 10.554(1)(i)7.(c) and 10.556(7.)] require that we apply financial assessment procedures. In connection with our audit, we applied financial condition assessment procedures. It is management's responsibility to monitor the entity's financial condition, and our financial assessment was based in part on representations made by management and the review of the financial information provided by same.

Pursuant to Chapter 119, *Florida Statutes*, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of the Taylor County Development Authority, management and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties.

Powell & Jones

POWELL & JONES
 Certified Public Accountants
 November 18, 2017

INDEPENDENT ACCOUNTANT'S REPORT

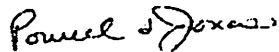
To the Board of Directors
Taylor County Development Authority
Perry, Florida

We have examined the Taylor County Development Authority's compliance with Section 218.415, *Florida Statutes*, regarding the investment of public funds during the year ended September 30, 2017. Management is responsible for the Authority's compliance with those requirements. Our responsibility is to express an opinion on the Authority's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Authority's compliance with specified requirements.

In our opinion, the Authority complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2017.

This report is intended solely for the information and use of the Authority and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.



POWELL & JONES
Certified Public Accountants
November 18, 2017

Communication with Those Charged with Governance

To the Board of Directors
Taylor County Development Authority;
Perry, Florida

We have audited the financial statements of Taylor County Development Authority for the year ended September 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Taylor County Development Authority are described Note 1 to the financial statements. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no sensitive estimates affecting Taylor County Development Authority financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There are no sensitive disclosures affecting the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no such misstatements identified during our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 18, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a

determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

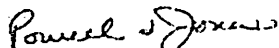
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Taylor County Development Authority and management of Taylor County Development Authority, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



POWELL & JONES
Certified Public Accountants
November 18, 2017

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to consider an application for a Mud Bog Special Event at the Pudding Creek Mud Bog site for February 16th–18th, with attendance expected to be less than 1,000.

MEETING DATE REQUESTED:

February 5, 2018

Statement of Issue: Mud Bog Special Event for less than 1,000 attendees.

Recommendation: Consider for approval

Fiscal Impact: Potential increase in tourist related purchases

Budgeted Expense: Yes ☐ No ☐ N/A ☒

Submitted By: Danny Griner

Contact: building.director@taylorcountygov.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: A Mud Bog Special Event application was submitted to the planning department on 1/29/18 to hold a Mud Bog Special Event from February 16th through February 18th at the Pudding Creek Mud Bog site located at 6519 South Red Padgett Rd. The application states that the expected attendance will be less than 1,000, which, does not require a public hearing pursuant to Section 10-65 of the Code of Ordinances. The checklist included was last updated on Monday, 8-28-17.

- Options:**
1. Approve the application.
 2. Deny the application.

- Attachments:**
1. Copy of application
 2. Supporting documents
 3. Checklist

MALCOLM PAGE District 1	JIM MOODY District 2	FRANK RUSSELL District 3	PAM FEAGLE District 4	THOMAS DEMPS District 5
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TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

1692

ANNIE MAE MURPHY, Clerk
P. O. Box 620, Perry, FL 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

DUSTIN HINKEL, County Administrator
201 E. Green Street, Perry, FL 32347
(850) 838-3500, extension 6 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR. County Attorney
P.O. Box 167, Perry, FL 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

APPLICATION FOR SPECIAL EVENT PERMIT

FEE: \$250.00

PERMIT TYPE: MUD BOG

DATE: 1-26-18

APPLICANT NAME: John Knight
MAILING ADDRESS: 6580 Hwy 19 South PERRY FL 32348
PROPERTY OWNER: Eldon Sadler
PROPERTY ADDRESS: 6519 South Red Padgett Rd
PHONE#: 850-371-2525 PARCEL #: 8608-300

PROPERTY OWNERS WITHIN 660 FEET OF ACTIVITY

- | | |
|--------------------------------|-----------------------------|
| 1. <u>Helen Houck</u> | 2. <u>Eldon Sadler</u> |
| 3. <u>Foley Lands + Timber</u> | 4. <u>Leslie Cruce Land</u> |
| 5. <u>Joe Brock</u> | 6. <u>Floyce Posey</u> |
| 7. <u>Dan Simmons</u> | 8. _____ |

EVENT DATE(S): START: 16th-17th-18th Feb 18 END: 18th of Feb 2018

HOURS OF OPERATION: START: 7:00 AM END: 5:00 PM

EXPECTED ATTENDANCE: -1000 MAXIMUM ATTENDANCE: 1000

SECURITY PROVIDER: SHERIFFS OFFICE _____ PRIVATE SECURITY ☒

SANITARY FACILITIES PROVIDER: Howdy's

SOLID WASTE CONTRACTOR: RECYCLING CENTER

HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT

MUD BOG SPECIAL EVENT

1. I hereby agree to indemnify, hold harmless and defend the county and the sheriff, as well as the board of county commissioners, all county employees, agents, appointees, and designees from any and all manner of action or actions, cause and causes of action, suits, damages, judgments, and claims of any kind whatsoever which may result from or be in any way connected or related to the event.
2. I hereby agree that venue of any litigation, as a result of this Hold Harmless Release and Indemnity Agreement shall be exclusively in Taylor County, Florida and the laws of the State of Florida shall govern.

John Knight

Print Name

John Knight

Signature

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, John Knight, personally known to me (☒) produced identification (☐) to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness my hand and official seal this 26th day of JAN, 2018.



JOHN JOSEPH RODGERS
Notary Public, State of Florida
My Comm. Expires Jan. 23, 2022
Commission No. 66165048

John Joseph Rodgers

NOTARY PUBLIC

My Commission Expires:

ADJOINING PROPERTY OWNER AGREEMENT

MUD BOG SPECIAL EVENT

1. I hereby agree to reimburse all owners and occupants of property adjoining the subject premises for all damages of any kind to such owners or occupants or to their property caused by the applicant, owner of the subject premises, or by any person attending the event with knowledge of the applicant, which damage would not have occurred had the event not been held

John Knight
Print Name

John Knight
Signature

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, John Knight, personally known to me (☒) produced identification () to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness my hand and official seal this 26th day of JAN, 2018.



JOHN JOSEPH RODGERS
Notary Public, State of Florida
My Comm. Expires Jan. 23, 2022
Commission No. GG165048

John Joseph Rodgers
NOTARY PUBLIC

My Commission Expires:

ENTRY CONSENT AGREEMENT

MUD BOG SPECIAL EVENT

1. I hereby consent to the entry at any time in the course of his or her duties of any emergency personnel (EMS), peace officer, member or employee of the board of county commissioners, county manager, county engineer, county forester or county fire chief or state fire marshal, sheriff, county health officer and any other county officer or state officer in the performance of his or her duties.

John Knight
Print Name

John Knight
Signature

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, John Knight, personally known to me () produced identification () to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness my hand and official seal this 26th day of JAN, 2018.



JOHN JOSEPH RODGERS
Notary Public, State of Florida
My Comm. Expires Jan. 23, 2022
Commission No. GG165048

John Joseph Rodgers
NOTARY PUBLIC
My Commission Expires:

GENERAL CHANGE ENDORSEMENT

RAP-99-16

This Endorsement changes the terms and conditions of the Coverage Contract issued. Please read it carefully!

Subject to all of the terms and conditions of the Coverage Contract, unless expressly changed hereby, this Endorsement and any attached Endorsement(s) are to be deemed to be and form a part of the following Coverage Contract: LAP0217 17060003

Participating Member: The Original Pudding Creek Mud Bog
D.B.A.

Insurer: Certain Underwriters at Lloyd's, London / Prime Insurance Company (IL)

At its agency located in Salt Lake City, Utah Endorsement Effective Date: 1/9/2018

Endorsement type date: 1/9/2018

The undersigned hereby represents, acknowledges, and agrees that the Coverage Contract is amended through the inclusion of this Endorsement, and any attached Endorsement(s), as follows:

- To add the following Item(s): # - 2/16/18 - 2/18/18 Mudbog Event

Coverage and Service Provider Fee Coverage Charge:

\$0.00	Insurance Company Coverage Charge Net Coverage Charge
\$0.00	Underwriting and Coverage Contract Management Service Provider Fee
\$0.00	Inspections, Audit, Claims and Legal Service Provider Fee
\$0.00	Association Management Service Provider Fee
\$0.00	Countersignature and Representative Service Provider Fee
\$0.00	Program Administrator Service Provider Fee
\$0.00	Total Taxable Premium
\$0.00	State Tax
\$0.00	Stamping Fee
	Assessments
\$0.00	Total Member Coverage Charge

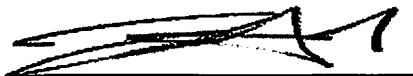
Any premium charged in connection with the issuance of this Endorsement is a flat-rate fully earned premium as of the date of issuance. If this Policy is cancelled by the Insured or the Insurer, no premium will be returned.

All other terms and conditions of the Coverage Contract remain unchanged.

Endorsement: 3



Authorized Signature



Rick J. Lindsey

P000663

PERMIT LETTER

1-24-17

TAYLOR COUNTY BOARD OF COMMISSIONERS

ATTEN: PERMIT DEPARTMENT

RE: *PUDDIN CREEK MUD BOGG*

LOCATION: S. RED PADGETT ROAD
FEBRUARY 16-19

THIS LETTER IS TO INFORM YOU THAT WE ARE PROVIDING PORTABLE TOILETS @ THE ABOVE MENTIONED EVENT.

WE WILL PROVIDE SERVICE OF UNITS EACH DAY OF THE EVENT. WE WILL DELIVER UNITS THE DAY BEFORE THE EVENT STARTS, AND PICKUP ON MONDAY AFTER EVENT ENDS.

IF YOU SHOULD HAVE ANY QUESTIONS REGARDING THIS MATTER, PLEASE CONTACT ME @ (850) 656-8633.

PERMIT # 37-Q1-00018

THANK YOU,
KELLEY A. JENKINS (OWNER)
E-MAIL: howdys@howdysrentatoilet.com
WEB: howdysrentatoilet.com

LEG 0123.98 ACRES - SW 1/4 N OF OLD RR RW LESS W 567 FT - ALSO: COM NW COR OF NE 1/4 OF NW - 1/4 RUN E 1.06 FT TO E RW RR FOR - POB TH S 41D E 60 FT N 41D W - 2836.06 FT S 89D W 79.77 FT TO POB - TOGETHER WITH ESMT IN OR 470-333 - OR 758-10

LEG 0040.00 ACRES - NW 1/4 OF SE 1/4 - OR 574-833 - OR 758-10

LEG 0025.00 ACRES - N 1/2 OF NE 1/4 OF SE 1/4 & N 1/2 - OF SW 1/4 OF NE 1/4 OF SE 1/4 - ALSO: NW 1/4 OF SE 1/4 - OR 578-369 - OR 758-10

LEG 0004.36 ACRES - COM SW COR SECT N 2013.2 FT FOR POB - N 414.57 FT S82DE 576.48 FT S25DW - ALG RW 168.33 FT SW ALG CRV 202.32 - FT W 430.66 FT TO POB

356

TURNER

98

19

27A

MUD BOG SITE

TURNER

356

19

27A

98

S 19 S

U.S. 19 S



pudding Creek

We have a parametic
on site a all times

We have our on Fire
extinguishers on hand

(Fire chief approved)

Insurance policy
ISERA

Contract Lap 0217 17060003

Jimmy Salmans

801-472-3803

801-304-5557

Recycling center

Solid waste

~~856-888-5885~~

386-590-1161



GUARDIANS LLC

January 28, 2018

**Taylor County Board of County Commissioners
Park and Recreation Department
201 East Green Street
Perry, Florida 32347**

RE: Confirmation to provide private security

This Letter is to serve notice that Guardians LLC B1400294 / DS 160008 is contracted with PUDDING CREEK MUD BOG, Perry Florida 32348, Proprietor John Knight, to provide licensed Security Officers Armed and Un-armed, and Paramedic First Responders for internal security for a Mud Bogg event scheduled Feb. 16,17,18th 2018. In accordance with Taylor County's Ordnnances.


**Tracy Dowdy
Managing Director
Guardian LLC**

SPECIAL EVENT WAIVER

DATE: April 1 2015

I give my consent to have Special Events (Mudd Bogg) within 660 feet of my property during the three year time period from April 1 2015, 2015 through March 31 st, 2018

Foyce Posey
Print Name

Foyce Posey
Signature

SPECIAL EVENT WAIVER

DATE: 5/12/2015

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property during the next twelve months.
Travis McCoy
Print Name

Travis McCoy
Signature

SPECIAL EVENT WAIVER

DATE: 5-31-2015 Thru 5-31-2018

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Lessie Coland
Print Name

Lessie Coland
Signature

SPECIAL EVENT WAIVER

DATE: April 1 2015

I give my consent to have Special Events (Mudd Bogg) within 660 feet of my property during the three year time period from April 1st, 2015 through March 31st, 2018.

Ernest A. Houck

Print Name

Ernest A. Houck

Signature

SPECIAL EVENT WAIVER

DATE: April 1, 2015 TWO EVENTS PER YEAR

I give my consent to have Special Events (Mudd Bogg) within 660 feet of my property during the three year time period from April 1, 2015 through March 31, 2018.

Dan Simmons

Print Name

Dan Simmons

Signature

SPECIAL EVENT WAIVER

DATE: April 1, 2015

I give my consent to have Special Events (Mudd Bogg) within 660 feet of my property during the three year time period from April 1, 2015 through March 31, 2018.

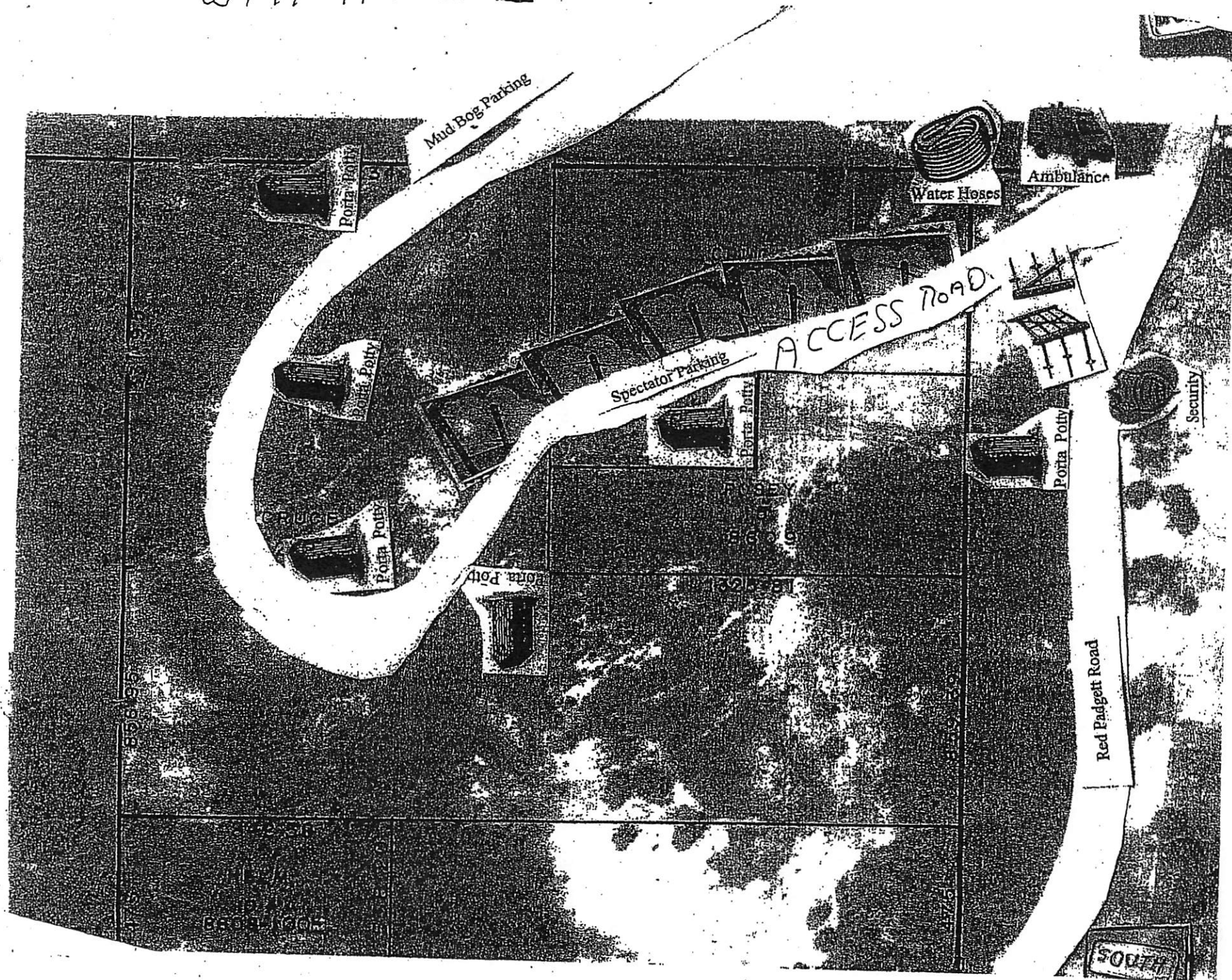
Walter J. Brock

Print Name

Walter J. Brock

Signature

W 111 111 111 111



MUD BOG CHECKLIST

EVENT NAME: PUDDING CREEK MUD BOG

1.	APPLICANTS NAME	✓
2.	OWNERS NAME	✓
3.	PHYSICAL LOCATION	✓
4.	LEGAL DESCRIPTION	✓
5.	WAIVER FROM ADJOINING PROPERTY OWNERS	✓
6.	DATE & HOURS OF EVENT	✓
7.	MAXIMUM ATTENDANCE	✓
8.	SECURITY STATEMENT	✓
9.	AMBULANCE STATEMENT (DMH-EMS with hospital CEO signature)	
10.	MAP OF PROPERTY	✓
11.	PROPERTY WITHIN 660 FEET OF EVENT	✓
12.	LOCATION OF PARKING	
13.	LIST OF OWNERS WITHIN 660 FEET	✓
14.	ENTRY CONSENT STATEMENT	✓
15.	HOLD HARMLES STATEMENT	✓
16.	ADJOINING PROPERTY OWNER STATEMENT	✓
17.	WASTE HAULER STATEMENT	
18.	INSURANCE STATEMENT	✓
19.	SANITARY FACILITY PROVIDER STATEMENT	✓
20.	FIRE PROTECTION STATEMENT (signed by Fire Chief)	

states paramedic on site

states recycling center

states they have fire extinguishers on site

COMPLETED BY: _____ DATE: _____

William D. (Danny) Griner

TAYLOR COUNTY BOARD OF COMMISSIONERS**County Commission Agenda Item****SUBJECT/TITLE:**COMMISSIONERS TO CONSIDER AWARD FOR THE NEXT GEN 9-1-1
ANSWERING POINT COMMUNICATIONS SYSTEM

18

MEETING DATE REQUESTED:

February 5, 2018

Statement of Issue:

The Board received proposals for Next Gen 9-1-1 Ready Public Safety Answering Point Communications System on Jan. 12, 2018. The Board appointed Sarah Weirick, Marty Tompkins, Jamie Cruse and Lawanda Pemberton as the Bid Review Committee.

Bids received for the Project are as follows:

AK Associates \$ 135,606.00

Recommended Action:

Staff recommends that the Board award the NG 9-1-1 System Project to AK Associates as the only responsive bidder.

Fiscal Impact:

FISCAL YEAR 2017/2018 - \$135,606.00
911 Reserve Fund \$101,699.00; Rural County Grant \$33,907.00

Budgeted Expense:

No, Will be paid for out of 911 Reserve Fund earmarked for this and other projects.

Submitted By:

911 Coordinator

Contact:

Sarah Weirick 850-838-1104, sarah.weirick@taylorsheriff.org

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**History, Facts & Issues:**

The Board requested to receive bids on December 12, 2017 for Next Gen 9-1-1 Ready Public Safety Answering Point Communications System. A mandatory pre-bid conference was held January 3, 2018. On January 12, 2018, one bid was received by the Board, opened publicly and distributed to the Bid Committee for review. The bid was reviewed and the results of that review are included below.

AK Associates proposal was determined to be compliant with the requirements of the solicitation. Staff therefore recommends AK Associates as the only bidder and further recommends awarding the Next Gen 9-1-1 Ready Public Safety Answering Point Communications System Project to AK Associates. The project will be funded by the 911 Reserve Fund in conjunction with the Rural County Grant Program. The total cost of this project will be \$135,606.00 with \$33,907.00 paid for by the State of Florida Rural County Grant Program.

RFP Checklist

X	3 certified technicians within 2 hours
X	must have 1 year experience servicing the following:
X	proposed system
X	Exacom Log Recorders
X	Data Master DBMS
X	West MapFlex map display
X	GIS maintenance tool software & hardware
X	Must provide a trainer (their own employee not manufacturer)
X	Must have experience routing calls over MFN
X	All costs are included in yearly maintenance cost
X	Minimum of 10 year history in IP-based telecommunications systems
X	Three References
X	Local distribution and equipment depot within 2 hour response time (for spare parts)
x	Clear Documentation of equipment, services and prices offered.

Options:

- 1) Award the Next Gen 9-1-1 Ready Public Safety Answering Point Communications System Project bid to AK Associates as the lowest repsonsive bidder.
- 2) Reject AK Associates as the lowest responsive bidder stating reasons for such denial.

Attachments:

AK Associates Proposal

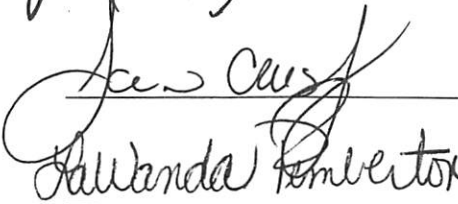
Review Committee:



Sarah Weirick, 911 Coordinator



Marty Tompkins, Major, Taylor County Sheriff's Office



Jamie Cruse, Chief of Police, Perry Police Department



LaWanda Pemberton, Assistant County Administrator, TCBC

DUPLICATE



Where Technology, Creativity, & Quality Service Meet

Taylor County, FL

NG 9-1-1 System
January 2018

326 Porta Rosa Circle, St. Augustine, FL 32092

1	Required County Forms Checklist, Bid Pricing Sheet, Entity Crimes Form, Hold Harmless Agreement
2	Cover Letter
3	Executive Summary
4	Bidder Profile and References
5	Point by Point Response to RFP
6	System Diagram Diagram and Timeline
7	Pricing Required and Optional Line Item Pricing
8	Insurance Certificates Worker's Compensation & General Liability
9	Additional Documentation
10	

TOTAL LUMP SUM PRICE: \$ 135,606.00

Bidder acknowledges that the award of this project or any portion thereof will be contingent upon the availability of funds. If funding is not available to award the project in its entirety, the Board of County Commissioners reserves the right to award the project for purposes of value engineering.

COMPANY NAME: Kraus Associates, Inc. d/b/a AK Associates

SUBMITTED BY: Julie Chase
Print Name

Julie Chase
Signature

1/9/18
Date

(please place this sheet at the front of the bid package)

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. None given
for NG9-1.1 System
2. This sworn statement is submitted by Kraus Associates, Inc.
(Name of entity submitting sworn statement)
Whose business address is 326 Porta Rosa Circle
St Augustine, FL 32092 and
(if applicable) its Federal Employer Identification Number (FEIN) is 02-0529836,
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement: N/A.)
3. My name is Julie Chase and my relationship to the entity
name above is President.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287-133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(g)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, share holders, employees, members, or agents who are active in management of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order).

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing office of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Julie Chase, President
(Signature)

1/9/18
(Date)

STATE OF New Hampshire

COUNTY OF Rockingham

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Julie Chase,
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this 9th day
of January, 2018.

Beth A. Stankus
NOTARY PUBLIC

My commission expires: 04/19/2022 FORM PUR 7068 (Rev. 11/89)

BETH A STANKUS

Notary Public, New Hampshire
My Commission Expires April 19, 2022

HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT

COMES NOW, Kraus Associates, Inc., and after having obtained a State of Florida Worker's Compensation Certificate, a copy of which is attached hereto and marked Exhibit "A" and in consideration of Taylor County having accepted the said Worker's Compensation exemption and Taylor County having agreed for me to proceed with the following project, to-wit:

NG9-1-1 System for Taylor County

1. I hereby agree to indemnify, hold harmless and defend Taylor County, Florida from any liability claim, demand, action, cause of action, suit, loss, damage, expense, cost attorney fee, settlement or judgment as a result of my being injured while performing the above project. I will not allow anyone to subcontract and no other person will be allowed on the job site.
2. I also hereby indemnify and release Taylor County, from any liability, claim, demand, action, cause of action, suit, loss, damage, expense, cost, settlement or judgment for any medical, dental, orthopedic, surgery or any rehabilitation or any expense as a result of any injury on said project.
3. I hereby release Taylor County from any liability of whatever kind or nature as a result of any injury on the above project.
4. I hereby agree that venue of any litigation, as a result of this Hold Harmless Release and Indemnity Agreement shall be exclusively in Taylor County, Florida and the laws of the State of Florida shall govern.
5. I hereby agree that I have relied on the legal advice of my attorney and that I fully understand this agreement and I have voluntarily executed same.

DONE AND EXECUTED this 9th day of January, ~~2017~~, ²⁰¹⁸

WITNESS:

Julie Chase

President

Julie Chase

STATE OF ~~FLORIDA~~ New Hampshire
COUNTY OF ~~TAYLOR~~ Rockingham

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Julie Chase, personally known to me (✓) produced identification () to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness may hand and official seal this 9th day of January, ~~2017~~, ²⁰¹⁸.

BETH A STANKUS

Notary Public, New Hampshire
My Commission Expires April 19, 2022

Beth A. Stankus

NOTARY PUBLIC

My Commission Expires: 4/19/22

Accepted by Taylor County, Florida this _____ day of _____, 2017, by



Where Technology, Creativity and Quality Service Meet

Taylor County Board of County Commissioners
Taylor County Administrative Complex
201 East Green Street
Perry, Florida 32347.

Dear Taylor County BoCC,

On behalf of AK Associates we appreciate the opportunity to respond to this proposal. Over the past ten years we have developed many relationships within Florida. Our mission is to provide the best products and service to our new and existing customers. We at AK go beyond what others may offer. Enclosed you will find our bid for a Solacom Guardian.

We sincerely thank you for the opportunity to address your needs, and for ensuring Taylor County has the best 9-1-1 system available for its citizens. If we can answer any additional questions beyond what we have provided in response to this request for proposal, please don't hesitate to let us know.

Respectfully,

A handwritten signature in cursive script that reads 'Julie Chase'.

Julie Chase
President
AK Associates

Executive Summary

AK Associates is excited about the opportunity to respond to Taylor County's RFP "NG911 System". It has been our pleasure to have had a long history of working with the Taylor County's 9-1-1 system. This familiarity with the County's 9-1-1 systems and operation, uniquely qualifies us to recommend a Solacom solution. We are very confident that our proposed Solacom solution will meet or exceed all of your needs now and into the future.

This solution provides Taylor County with all of the features and functionality that are stated throughout the RFP, as well as additional features and functionality that can be turned on at any time without additional cost to the County.

With the industry heading towards an i3 standard, our proposal will ensure the most seamless transition from your existing system into your new 9-1-1 system. We are open to helping Taylor County establish the most cost effective, reliable and functional 9-1-1 system for the county today and into the future.

AK Associates' objective is to help key clients like Taylor County succeed in their mission. Over the past several years, Kraus Associates, Inc., dba AK Associates, a certified minority business enterprise by the State of Florida, has experienced national recognition for our expertise in the evolution of the existing Enhance 9-1-1 infrastructure for Wireless Phase I and II as well as VoIP. We attribute our continued growth to our ability to understand and respond to the many challenges our clients face in acquiring feature rich and reasonably cost efficient 9-1-1 systems. Not only will there be savings on the initial purchase, this proposed system will provide additional savings on maintenance and network charges year after year.

AK Associates' highly skilled specialty staff is suited to work efficiently in the public safety arena. We have worked extensively with numerous government agencies, assisting them in the development of technical and operational standards, 9-1-1 Addressing and Geographic Information Systems (GIS) solutions and engineering, installation and maintenance of 9-1-1 networks, databases and CPE. Our specialists quickly provide valuable assistance to our clients with public safety applications because they have experience in law enforcement, fire, and EMS systems, as well as in-depth knowledge of data issues, telecommunications, and information technology. AK Associates is sub-contracted by several of the biggest 9-1-1 equipment manufacturers to provide installation and training around the country due to the high quality and reliable services they provide.

Next Generation 9-1-1, ready when you are

The Solacom Guardian platform is flexible, scalable, easily managed and capable of supporting both local and remote positions. The fault-tolerant configuration contains no single point of failure. In addition, the system is highly configurable with virtually unlimited conferencing capability, enhanced audio control, multi-PSAP capability, along with many

other 9-1-1 centric features, making the Guardian NG9-1-1 Controller the premier choice for a Next Generation 9-1-1 System.

The modular design provides backward compatibility with legacy PSAP systems and telecommunications networks, and allows Taylor County to set the timetable for transitioning to Next Generation 9-1-1.

Built on Standards and Interoperability

The Solacom Guardian family of products has been developed according to i3 NENA 08-003 providing a simplified means of integration with any NENA compliant software. Solacom is a recognized leader in emerging standards for NG9-1-1 and dedicated to ensuring compliance with industry standards.

Solacom is committed to open standards and interoperability, and is helping to define Next Generation 9-1-1 through NENA initiatives such as Proof of Concept and Industry Collaboration Events (ICE) – as well as demonstrating new capabilities such as SMS/IM/emergency messaging prototypes at industry conferences.

This commitment is carried through to our product engineering to allow for straight forward integration with other standards-compliant systems in the PSAP and data center. This ensures that our customers aren't locked into a proprietary corner – our customers retain the option to select the most cost effective 'off-the-shelf' components to build their PSAP.

Solacom is a member of numerous professional organizations including NENA and APCO, and has actively participated in the advance of Next Generation 9-1-1 standards and technologies and is an active participant in the NENA sponsored Industry Collaboration Events.

Strong local experience

AK Associates will provide expert, local, ongoing technical support for this project after completion. Both Solacom and AK Associates have extensive experience in transitioning users from the Frequentis Protect to the Solacom Guardian platform. In addition, AK Associates a preferred business partner of both **911 Datamaster** and **Exacom**. This experience will ensure the transition for users is smooth, while at the same time, allowing Taylor County to take advantage of the advances offered by the Guardian system.

AK Associates is confident that we can provide the most appropriate and qualified PSAP maintenance service for your existing wireline, wireless and VoIP 9-1-1 equipment and into the future as you move into an i3 environment. When comparing AK Associates with other service providers, the AK model sets itself apart. Unlike the typical LEC, every AK technician is dedicated strictly to 9-1-1. We specialize in providing installation and maintenance to public safety agencies just like Taylor County, and pride ourselves in being the best. Our Executive Vice President, Mr. Arthur Kraus, is nationally recognized as a 9-1-1

SME (subject matter expert) and is a preeminent authority in New England, New York and Florida for Enhanced 9-1-1 solutions. Our Executive Director, Mr. Kerry McCarthy, has years of experience, formerly one of CML's top service technicians. We have a record of accomplishments implementing and maintaining various wireline and wireless solutions for municipalities, counties and states that will be highlighted in this proposal. Our solution will allow Taylor County to grow and increase the number of 9-1-1 trunks to handle the increasing population without having to spend money for additional wireless, VoIP and landline 9-1-1 trunks.

Proven NG9-1-1 and ESInet solutions

Solacom and AK Associates have deployed both large and small PSAPs. Some of these are standalone systems while others are hosted.

Our proposal contains a turnkey solution that will equip Taylor County with the ability to address the immediate need for processing, answering and directing all voice and future text calls placed to the 9-1-1 emergency number, as well as integrated administrative telephone lines, where applicable.

A project of this size and scope not only require highly qualified people, it requires the processes and systems to ensure a timely and high quality implementation. AK will incorporate a program and implementation team to support this effort starting with the assignment of a Project Manager who will act as the single point of contact throughout the project. We will assign our most experienced Project Manager, Mr. Kerry McCarthy to this project.

It is our firm belief that the experience we've gained deploying systems of this nature uniquely qualify us to meet the needs of Taylor County.

Smooth Transition

At both AK Associates and Solacom, our passion is public safety. Our mission is to ensure that Taylor County's initial installation and ongoing equipment upgrades are a complete success. AK will ensure that the installation and cutover plan for the Guardian solution will cause minimal interruptions during the installation and transition period. We want to be your long-term partner in critical communications. The solution we have proposed, which includes AK Associate's maintenance support, will provide Taylor County with one of the most technologically advanced deployments in the country.

- Solacom and AK Associates have a proven track record
- Strong local support from AK Associates
- Knowledge of Taylor County's existing system allows for a better tailoring of a new Solacom system

- AK and Solacom a business preferred business partner of Exacom and 911 Datamaster

Seasoned Support Team

AK Associates to provide Tier 1 support as outlined.

AK Associates is a service-oriented company focusing exclusively on public safety technology customers, providing highly-trained, dedicated service personnel. We have more certified, trained technicians on the Frequentis Protect and Solacom Guardian than anyone else. We can ensure your support of your existing system and new 9-1-1 equipment will be supported with the most experienced technical staff.

In addition, Solacom will provide Tier 2 support through its 24 hour Network Operations Centers located in Chicago, IL and Ottawa, Canada which are capable of detecting many issues before they become problems. When a technician is required onsite, AK Associates' will be there to support your staff with trained technicians.

If you have any questions or require any additional information, please contact:

AK Associates

T 603.432.5755 ext. 2

info@akassociates9-1-1.com

Mailing Address:

AK Associates

7 Independence Avenue

Derry, NH 03038



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Bidder Profile

In 1997, AK Associates was founded as a small 911 Consulting Company. AK Associates also engineered and implemented the first deployments of wireless phase II for both Intrado and TCS, providing the delivery of the X and Y coordinates to the PSAP, in addition to just about every national wireless carrier's first Phase II deployment. After solving the issues related to Phase II wireless, the next big challenge was VoIP for 9-1-1. AK engineered a 9-1-1 solution for the State of Rhode Island for Vonage that has become the standard used by most VoIP providers today.

Today, AK Associates has grown to become a premier 9-1-1 service provider. Throughout the years and presently, it has partnered with the industry's top manufacturers to provide its customers the highest quality products and installation and maintenance services in the country. Specializing in 9-1-1, AK Associates has experience with the installation and maintenance of CPE, recorders, mapping systems, ALI DBMS, and other associated equipment.

AK Associates is a Florida Woman Owned Business, headquartered in St. Augustine, FL. Currently AK Associates employs 52 people. As previously mentioned, this company takes pride in providing the highest quality service to its customers. Because of this, the organization is structured to do just that. Of the 52 employees at AK Associates, 42 of them are 911 technicians. This ensures that customers receive the most attentive and dedicated service, along with quick response times.

AK Associates Personnel

Taylor County can rest assured that AK Associates has experienced, trained and capable personnel ready to install and maintain its new 911 system. From account management, to project management, to installation and ongoing maintenance, the AK Associates team is one you can count on. AK Associates' account manager for Taylor County, James Robinson, is a former 911 coordinator, giving the ability to understand the needs of the County. The project manager assigned to the Taylor County installation is Anthony Cammarano. Mr. Cammarano is a certified Project Management Professional (PMP), and has a great deal of experience with the installation and maintenance of the Solacom Guardian (the proposed solution).

Finally, your ongoing maintenance and installation team will be led by Robert Arnold. This team is comprised of a local and regional team of individuals that also have a great deal of experience not only on the current and proposed systems, but also on the needs and procedures of Taylor County. Each individual that is on your maintenance team is certified by both Solacom Technologies.



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References

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Solacom

Flexible NG9-1-1 Call Management—Voice, Data, Image

January 12, 2018

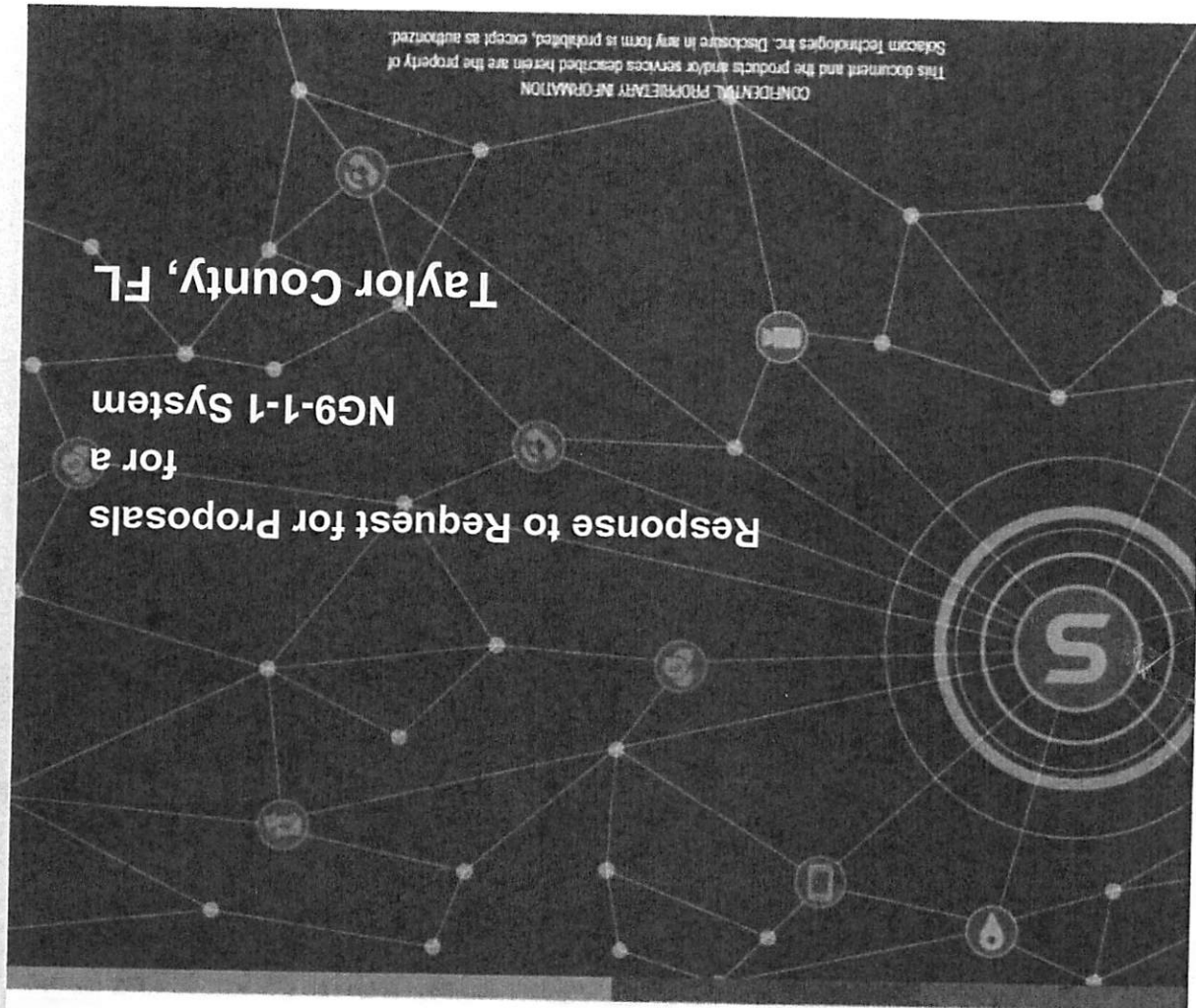


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SOLACOM

*Response to the Taylor County, FL
Request for Proposals for a NG9-1-1 System*

Date: January 12, 2018

Proposal Number: P180112-01

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1 Project Scope

1.1 Project Description

Taylor County, 587 E US Highway 27 Perry, FL 32347 hereafter referred to as the "County", is seeking a qualified and experienced Bidder to provide an Next Generation 9-1-1 (NG9-1-1) ready Communications System, hereafter referred to as the "System", that will be used to process, answer and direct all applicable calls placed to the 9-1-1 emergency number.

Response: Understood

1.2 Project Objectives

The County recognizes the need for a robust NG9-1-1 ready Communications System, capable of accepting calls for emergency services, regardless of the network of origin, (i.e., Public Switched Telephone Network (PSTN), Voice over Internet Protocol VoIP), Voice over Instant Messaging (VoIM)), in both an efficient and accurate manner. The County desires to purchase a System to meet the current and future needs of the citizens of the County. Reduced System cost, enhanced call taker capability, remote diagnostics, and a System architecture designed to accept future types of calls are equally important objectives of this project.

The intent of this Request for Proposal (RFP) is to replace the existing 9-1-1 System with an NG9-1-1 Ready Public Safety Answering Point (PSAP) solution. The identified requirements focus on supporting a complete turnkey Customer Premise Equipment (CPE) installation utilizing NG9-1-1 industry standards or recommendations for interconnection.

This document provides the minimum requirements for the System, intelligent workstation options and NG9-1-1 network interfaces. The intent of this document is to provide the requirements for an NG9-1-1 solution. It is not the intent to provide details that will focus a Bidder's proposed solution toward one particular technology. Bidders shall provide their individual solution(s) and products configured in a manner consistent with the latest NG9-1-1 recommendations of National Emergency Number Association (NENA) and Association of Public Safety Communications Officials (APCO).

Response: Understood

1.3 Procuring and Contracting Office

This RFP is issued by the County which shall be the sole point of contact during the selection process. The County intends for this RFP to encourage competition while ensuring that the most qualified vendor is selected to install and maintain the 911 system.

Response: Understood

1.3.1 Pre-Bid Conference

A mandatory Pre-Bid Conference will be held according to the following schedule:

January 3, 2018 @ 9:00 a.m. at Taylor County Emergency Management Building located at 591 Hwy 27 E, Perry, FL 32347.

It is mandatory that all interested Bidders attend the Pre-Bid Conference. All Bidders not having a duly-authorized representative at the Pre-Bid Conference will be disqualified from submitting a bid for this project.

Response: Understood

1.3.2 Calendar of Events

Event	Date
RFP Available	12/13/2017

Publish in Perry Newspapers	12/20/2017
Pre-Bid Conference	1/3/2018
Deadline for bids	1/12/2018 @ 4:00 p.m.
Open Bids	1/16/2018 @ 9:00 a.m.
Bid Committee	1/24/2018
Announce Contract	2/5/2018

Response: Understood

2 Preparing and Submitting a Proposal

2.1 General Instructions

The evaluation and selection of a contractor in addition to the contract shall be based upon the information submitted in the Bidder's proposal in addition to references and any required on-site visits and/or oral presentations.

Each point-by-point response from the Bidder must be answered with one of the following responses:

Understood – The Bidder completely understands the specific requirements and conditions of this RFP.

Comply – The proposed solution will fully meet all requirements and functionality within the product software release at the time of the sale.

Exception – The proposed solution partially complies with a given requirement. All exceptions must be explained in writing. If a Bidder indicates an exception they are requested to recommend any foreseeable alternative. The alternative shall be clearly explained in writing and also include any associated cost with each individual exception. Exceptions and alternatives will be evaluated and alternatives may be considered, however, alternative solutions may be deemed as an unacceptable solution to an individual requirement.

Does not Comply – The proposed solution does not comply with a specific requirement.

Explanation – This particular section of the RFP requires an answer to a question rather than an answer to a particular requirement.

Response: Understood

2.2 Proposal Organization and Format

Two hard copies and one electronic copy of proposals shall be provided.

Proposals shall be typed, printed and submitted entirely on 8.5 by 11 inch paper. Electronic proposals shall be sent on a USB drive. Facsimile or emailed responses will not be accepted. The proposal shall be organized with the following major sections:

- Cover Letter
- Executive Summary
- Bidder Profile & Bidder/Vendor References
- IP Based NG9-1-1 ready Communications System (point-by-point response to the RFP)
- System Diagram(s)
- Pricing

Prices must be valid for ninety (90) days after the date of the deadline for Bidders' submission of proposals.

Response: Understood

3 Background on Current Environment

3.1 Population Served

Population served is approximately 22,175

Response: Understood

3.2 Personnel

The following table outlines the current number of personnel supported by the current system, as well as the number expected to be supported by the Bidder's proposed solution.

Personnel	Current Number Supported	Number to be Supported by New System
9-1-1 PSAP Call Takers	4	4
Dispatchers	3	4
Supervisors	2	2

Response: Understood

3.3 Calls for Service

Approximately 60,998 telephone calls for service were received by the County in 2016, broken out as follows:

Call for Service	Number
9-1-1 Calls	12,531
7- or 10-digit emergency calls	unknown
7- or 10-digit administrative calls	48,467

Response: Understood

3.4 Current Environment

3.4.1 9-1-1 Phone System

The current 9-1-1 System is a Frequentis Protect which was installed in July 3, 2013

Response: Understood

3.4.2 Administrative Phone System

The current administrative Telephone System is a Fairpoint direct administrative trunks/lines.

Response: Understood

4 General System Requirements

4.1 Introduction

The County intends to replace its existing 9-1-1 System with a System that is NG9-1-1 ready. The replacement System must position the County such that a forklift upgrade of the purchased System will not be required at any time along the migration path to true NG9-1-1. The System must use TCP/IP and related internetworking technologies to support the NG9-1-1 ready PSAP solution.

Response: Comply

Solacom has designed and is offering a solution meeting all applicable RFP requirements, including 4 full workstations with 4 x CAMA 9-1-1 trunks, 26 T1 9-1-1 trunks and 8 administrative lines. The proposed solution is geo-capable, along with an option listing the additional components that would be required for a fully geo-diverse solution. TDD is an inherent integrated function of the Solacom Guardian solution which meets and exceeds NENA and other national standards. Instant Recall Recording (IRR) has been included to allow the call taker the ability to play back all calls from the position. The proposed solution has been in operation at hundreds of PSAPs throughout the United States for over five years, and provides a platform designed to evolve with the needs of the customer and the industry as technologies evolve.

Figure 1 illustrates the proposed system configuration. The system's architecture is client/server based and is composed of the following major components:

- Application Servers: general purpose servers running the system software. Either server is capable of supporting the required call processing capacity for both locations. Failure of a server does not result in a loss of calls or system functionality.
- VoIP Audio Switching Modules: provides the audio switching capability.
- Administration/MIS Servers: used for routine, non-critical system administrative tasks.
- Guardian Intelligent Workstations: PC-based call taker interface.
- Media Gateway: signaling and media interconnection point between the legacy PSTN networks and the IP-centric Guardian system administrative lines.
- Emergency Gateway: signaling and media interconnection point between legacy CAMA trunks and the IP-centric Guardian system 9-1-1 trunks.
- Ethernet Switches: provides interfaces for the system's IP components.

Figure 2 shows the cabinet layout for the proposed geo-diverse ready solution.

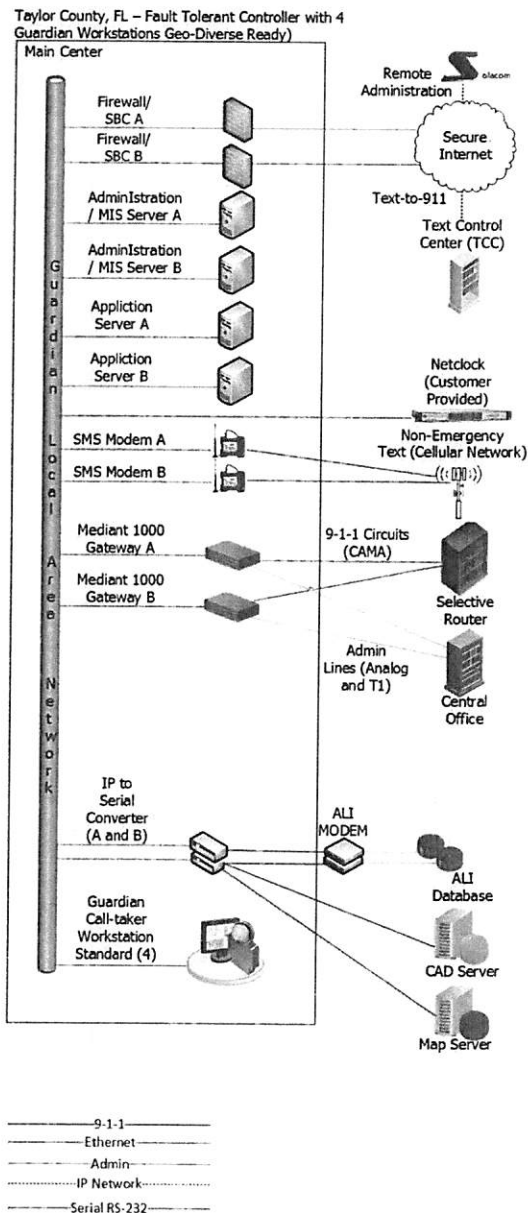


Figure 1: Proposed System Configuration

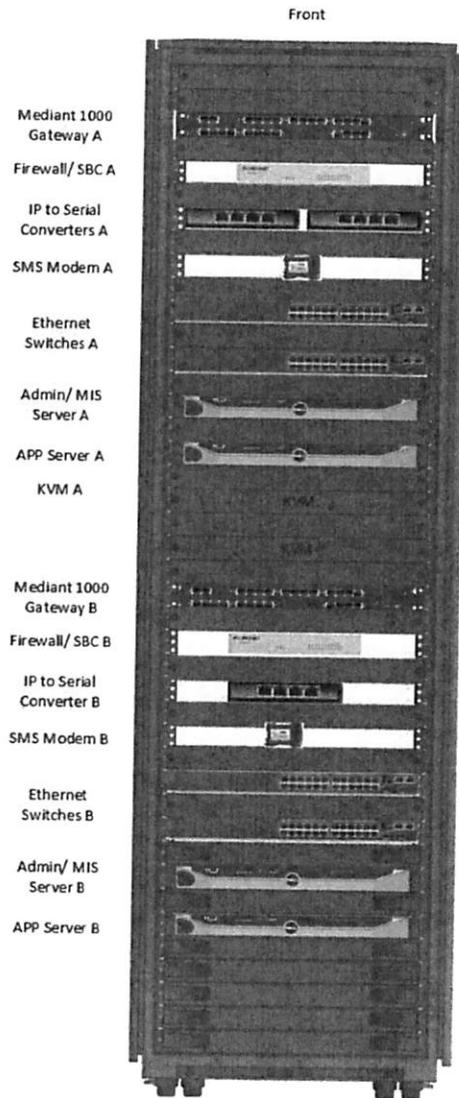


Figure 2: Proposed System Cabinet Layout

It is anticipated that a state level ESInet (Emergency Services IP (Internet Protocol) Network) will be implemented in the future and will interconnect regional ESInets, individual PSAPs and eventually become part of a nation-wide ESInet. The ESInet will allow flexibility in call taking such that call takers will no longer be physically constrained to a specific PSAP if so desired.

Response: Comply

The new System must be built on a secure, open standards platform such that interoperability with other NENA- compliant systems and ESInets is assured.

Response: Comply

The System must accept NENA i3 VoIP calls natively.

Response: Comply

Under no circumstance shall a failure of any System component disable more than 50% of the intelligent workstations or telephone positions.

Response: Comply

The County will provide one broadband internet connection to be used for remote access by the successful Bidder. The Bidder shall be responsible for providing, programming and maintaining a secure Virtual Private Network (VPN)/firewall device for remote connectivity.

Response: Comply

The County requires that a single headset be used for telephone and radio audio without the requirement for manual switching between the two sources. One (1) optional handset shall also be included in the price proposal.

Response: Comply

The new System shall be capable of connecting to multiple Automatic Location Identification (ALI) databases via IP or serial Recommended Standard-232 (RS-232).

Response: Comply

4.1.1 Mandatory Vendor Requirements

The County requires the following Mandatory Vendor Installation and Maintenance Requirements:

- The successful bidder must have at least 3 certified technicians within two hours of the County PSAP that are manufacturer certified and have installed the proposed system without the assistance of the equipment manufacturer. This is to ensure that the service technicians can service the system without the support of the equipment manufacturer.
- The successful bidder's technicians must have 1 year experience of providing maintenance on the proposed system, Exacom Log Recorders, Data Master DBMS and West MapFlex map display and GIS maintenance tool software and hardware.
- The successful bidder must provide a trainer (their own employee) that is certified to train on the equipment manufacturer's system and has 1 year experience training on the proposed system. This is to ensure that the vendor has the ability to provide additional training to the County whenever asked without having to hire the equipment manufacturer.
- The successful bidder must have experienced routing calls over MFN (MyFlorida Network). Example: today calls are routed from Steinhatchee (ATT telephone service) to Taylor County PSAP over the MYFlorida Network. This route saves Taylor County from having to pay ATT for 911 services. This provides 911 calls from Steinhatchee to be routed directly to Taylor without having the calls answered by Dixie County.

- All labor to maintain the proposed system including additional training, adds, moves, changes and programming of the selective router shall be done at no additional cost to the County (included in yearly maintenance).

Please provide documentation to demonstrate your company meets these mandatory requirements. Failure to meet these requirements will result in disqualification

Response: Comply

AK Associates has 5 technicians that are certified and trained on all of the required equipment listed above, that are within two hours response time. Not only that, but all five technicians have over 1 year experience providing maintenance on the systems listed above. AK Associates also has numerous certified trainers available for the County for the duration of the contract. AK Associates is the current maintenance provider for Taylor County and we were the ones that set up the MFN configuration for Steinhatchee, meaning we have the expertise moving forward to support. Everything listed above, as well as any other labor (adds, moves and changes) is included in the AK Elite Premiere maintenance contract.

4.1.2 System Sizing

The System shall be sized to meet the following requirements:

Analog CAMA Trunks Direct from an End Office	4
T1 9-1-1 Trunks	26
Analog Admin Lines	8
Call taker Positions	4
Dispatcher Positions	3

Response: Comply

4.2 General Bidder and Vendor Requirements

The Bidder shall propose a solution that complies with the following general requirements:

- Certified to the 9001:2008 standard
- Minimum of a ten (10) year history in providing IP-based mission-critical telecommunications systems.
- Minimum of 3 references from customers who have purchased similar IP-based NG9-1-1 ready systems.
- Local distribution and equipment depot(s) capable of providing access to adequate spare parts, materials and testing equipment needed to maintain the System within the response time(s) specified within this RFP.
- Clear documentation of equipment, services and prices offered.

Response: Comply

4.2.1 ISO Certification

Bidders shall note that all solutions must be bid from a Vendor certified to the ISO 9001:2008 standard.

Response: Comply

4.2.2 Interoperability

Please identify all NENA NG9-1-1 Industry Collaboration Events (ICE) that your company has participated in and what your involvement was in each event.

If you have not participated in the ICE events and/or not tested proposed products, please explain any alternative interoperability testing that you have participated in.

Response: Comply

Solacom is a member of numerous professional organizations including NENA and APCO, and has actively participated in the advance of Next Generation 9-1-1 standards and technologies. We are active participant in the NENA sponsored Industry Collaboration Events (ICE) and participated in the following events:

- ICE 1 - i3 end to end testing
- ICE 2 - NG9-1-1 transitional elements
- ICE 3 - location information
- ICE 4 - ECRF/LVF Geo-spatial events
- ICE 7 - Apps, EIDD, Additional Data, GIS/mapping
- ICE 8 - SIP invite to Voice Recorder.

We understand that public safety systems have to deliver high availability; the Solacom Guardian solution delivers mission-critical levels of reliability and does not require system downtime for upgrades or maintenance. Our solution expertise, however, does not stop with our own products. We work with leading third-party vendors to design, install and maintain integrated communication systems for public safety, ensuring the highest possible level of interoperability between systems.

4.3 System Diagrams

Bidders shall provide a minimum of one System diagram detailing the proposed System connectivity and major components.

Response: Comply

A diagram of the proposed solution (see Figure 1) is included in the response to section 4.1.

5 Central Equipment Technical Requirements

5.1 Telephony Switch

The System shall be IP-based and comply with all current NENA standards. By definition, IP-based means that the design of the System is such that the primary processing of voice communications is accomplished within an IP-based architecture. Hybrid Time-division Multiplexing (TDM) systems that have IP capability are not acceptable solutions.

Response: Comply

Solacom delivers an innovative approach to NG9-1-1 by offering a versatile and easy to use Guardian NG9-1-1 platform. Solacom offers a portfolio of public safety appliances and applications that have been developed according to i3 NENA 08-003, providing a simplified means of interfacing with any NENA compliant system. The architecture is flexible to adapt and scale to new functionality that will be implemented and standardized in the future.

The Guardian system manages IP calls end to end while supporting legacy interfaces to allow for a phased migration from legacy to new IP technology solutions.

Solacom is a leader in deploying IP-based interfaces between the Guardian NG9-1-1 controller and other 9-1-1 systems. Solacom has all of the required serial interfaces to connect to CAD, ALI, Map, etc., and we have also implemented these interfaces over direct IP links. In addition to having both serial and IP interface options, Solacom can manipulate the data being sent over these links. Manipulation of the ANI/ALI and location information format allows the Guardian system to adjust to any specific requirements of CAD/Map

systems. This dual capability of flexible connection type, along with data manipulation, ensures the Guardian system interfaces optimally with existing and future sub-systems.

5.1.1 T1 system connectivity

The system must include an on-site site selective router with the ability to connect T1's directly into the system without the use of a gateway.

Response: Comply

Solacom's products provide an IP-based solution capable of replacing any legacy controller and, our solution can provide selective routing (referred to as an ESRP) functionality within the next generation architecture. This important distinction can provide a PSAP with more control of the networking options between its PSAP and other neighboring PSAPs.

5.1.2 Call Control

The System's core VoIP call control must be owned and controlled by the System's manufacturer and shall be based upon SIP Protocol. Systems which use soft switch VoIP call control are not acceptable due to the potential for "hung calls."

The System shall be specifically designed for 9-1-1 and shall not permit calls to be "hung" or lost nor shall it use 'keep alive' signaling for call recovery.

Response: Comply

The Guardian has a patented modular non-blocking, fault tolerant switching fabric. All interface ports on the system have a built in audio mixing capability. All callers and users on all trunks and lines can be joined in one large conference or numerous simultaneous smaller conferences. There is no degradation of audio as the number of conferences or participants increases due to the built-in, per-port audio mixing feature.

The Solacom solution is not a soft switch; it is designed to prevent "hung" calls. The Guardian's call control layer actively monitors both the SIP (call set up and teardown) and RTP (audio) streams of each VoIP call. If the audio stream of a call segment terminates incorrectly the system automatically goes into call recovery mode and, depending on which segment of the call has stopped (caller or 9-1-1 operator) takes appropriate action. This is in contrast to most E9-1-1 soft switches which would simply tear down the call when a portion of the audio stream disappears, leaving the decision of the appropriate action to either the caller or the operator or both with at least one of the two people unclear as to why the call ended. This ability to detect problems with VoIP calls without the requirement for 'keep alive' (heart beat) messages results in a well improved call control (and lower net IP transport bandwidth usage).

5.1.3 Audio Signal Processing

Any COder/DECoder or COmpression/DECompression (CODEC) audio signal protocol entering the central CPE equipment from direct VoIP ISPs (Internet Service Providers) must be supported utilizing VoIP CODEC techniques. The System shall attempt to negotiate the use of G711 to maximize call fidelity.

Response: Comply

The Guardian solution supports a range of voice codecs including G711, G729 and G723; it is also capable of supporting any mix of codecs simultaneously. The codec is selected by the system during initial call setup negotiations with the caller/called party. The system is configured to use G711 where possible to maximize call fidelity, but the system synchronizes on an alternative codec when the calling/called party is not capable of supporting G711.

5.1.4 Protocols

The System shall use Transmission Control Protocol / Internet Protocol (TCP/IP) network connectivity and client/server network design. Calls shall be transported as VoIP between the Central Equipment and the call taker positions.

The System must support the Presence Information Data Format-Location Object (PIDF-LO) protocol for the delivery of location information in SIP.

Response: Comply

The proposed system uses a client/server network design. The workstations are networked via a standards-based structured cable plant that provides the local area network. The TCP/IP suite of protocols provides the connectivity for the calls that are transported via IP, between the controller (server) and the workstations (clients).

The system supports both standard SIP/IP and NENA's NG9-1-1 SIP/IP traffic with embedded location information (i.e., PIDF-LO). The system also supports SIP MSRP to allow for direct connections for SMS 9-1-1 calls.

5.1.5 Voice over Internet Protocol (VoIP)

The System must utilize VoIP switching technology and be capable of supporting access via VPN for online monitoring, System administration, and maintenance positions.

The System must analyze VoIP quality metrics including jitter and delay and be capable of re-initiating the call on a different network if these metrics fall under pre-determined thresholds.

Response: Comply

The Solacom equipment provides, at the tear down of a call leg, as part of the End Media I3 log event, the following QoS measures which report on the audio quality of each participant in a call as perceived by the Solacom equipment:

- mediaIpSourceAddr
- mediaIpDestAddr
- mediaUdpRtpSourcePort
- mediaUdpRtpDestPort
- mediaNumOfIpPktRxed
- mediaNumOfIpPktTxed
- mediaNumOfIpErroredPktRxed
- mediaNumOfRtpPktRxed
- mediaNumOfRtpPktTxed
- mediaNumOfRtpPktLost
- mediaNumOfRtpPktDiscarded
- mediaRtpJitter
- mediaRtpLatency
- mediaNumOfRtcpPktRxed
- mediaNumOfRtcpPktTxed
- mediaFarEndPacketLostPercentage
- mediaFarEndCumulativePacketLost
- mediaFarEndInterarrivalJitter

5.2 Future-proofed Architecture

The System shall be designed to future-proof the County against the requirement for a 'forklift' upgrade of CPE equipment at any time during the transition to NG9-1-1.

Response: Comply

The proposed Solacom solution complies with NENA Technical Standard 08-003, Detailed Functional and Interface Specification for the NENA i3 Solution – Stage 3. The IP-centric Guardian NG9-1-1 system is NENA NG9-1-1 ready now and will not require a forklift upgrade at any time during the migration to fully functional NG9-1-1. Additional hardware and software modules may be required for compliance to future standards; hardware replacement will not be required.

The Solacom solution retains backwards compatibility with existing legacy telecommunication circuits and systems and allows customers to migrate to NG9-1-1 on their own timelines.

The Guardian system has been engineered to allow the addition of incremental NG9-1-1 capabilities, and can be upgraded to incorporate NENA i3 functions as they become standardized. The recent addition of Text-to-9-1-1 capability to the Guardian system is a demonstration of the ability to add incremental i3 functionality. Adding Text-to-911 capabilities did not require any additional hardware; only a simple software upgrade.

Having a system that is IP at the core, with an architecture that anticipates future enhancements without the need to 'rip and replace' hardware, is an inherent value of the Solacom solution and will help the county future-proof its investment.

5.2.1 Future Expansion

The System described in these specifications shall be capable of meeting today's needs as well as future expansion in order to meet anticipated future growth. It shall be capable of supplying the equipped wired and maximum quantities specified in this RFP without replacing any in-place common equipment. The System shall be installed with an adequate processor and hardware to meet this growth.

Bidders shall state the expansion capability of their equipment, describing the overall System capacities including the number of incoming NG9-1-1 trunks, the number of answering positions and the number of telephone lines.

Response: Comply

The system is designed to support up to 18 answering positions. The system is wired to support 8 legacy analog CAMA trunks, 8 analog admin lines and mix of up to 48 trunks and lines over T1. Additional telephone lines, trunks and sip trunks are a function of sharing existing VoIP resources in the system. In this case, the system includes 128 VoIP resources. Shared across these resources, system capacities are as listed in the following table.

Capacity/ Expansion Capability

	Capacity	Initial Implementation	Expansion Capability as Wired	Expansion Capability Through Procurement
Positions	18	4	14	148
Legacy Trunks	8	4	4	88
Admin Lines	56	32	24	88

SIP Trunks	0	0	0	88
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5.2.2 Scalability

The architecture must be flexible, scalable and modular to allow the County to migrate from a single site to multiple hosted sites or tenants. The System shall accommodate multiple tenants while allowing each PSAP tenant to manage their individual call taker positions, PSAP configuration and local call routing.

The architecture must also support interoperability as required.

Response: Comply

The Guardian Next Generation 9-1-1 (NG9-1-1) system is a powerful and flexible ANI/ALI controller, designed to open standards, and is IP from the core to the call taker user interface. The Guardian system is a modular and scalable platform, designed specifically for public safety, and provides a seamless migration from legacy emergency communications to National Emergency Number Association (NENA) i3 standards. The Guardian system can be deployed in a variety of configurations, ranging from traditional stand-alone systems, to geographically diverse configurations, to hosted configurations, all designed to meet the needs of today's 9-1-1 customers. The Guardian system can be made to provide any or all of the following NG9-1-1 components:

- **LNG, LSRG:**
 - For converting legacy calls into NG9-1-1 SIP calls and preserving transfer requests to selective routers
 - For converting NG9-1-1 SIP calls into legacy calls
- **LPG:** For sending calls to legacy PSAPs and accepting legacy transfer requests
- **ESRP:**
 - As an originating or interim ESRP for geo-location based call routing
 - Terminating for geo-location based call routing and geo-location based call transfers
 - The Guardian ESRP includes:
 - A policy routing function (PRF) for controlling call treatment and call routing
 - A non-blocking low latency conference bridge
 - i3 log generation
- **I3 Logging Service (data only):** For call traceability, MIS, call mapping and computer aided dispatch (CAD) systems.

The Guardian NG9-1-1 communication system can also be provisioned with both legacy and NG9-1-1 standardized interfaces:

- **Legacy:**
 - 9-1-1 trunks (CAMA trunks (digital and analog), SS7, ISDN PRI, SIP trunks, SIP RFAI)
 - PBXs, Centrex lines, POT lines, Ringdowns
 - ALI databases with steering capability
 - ALI/MSAG for SRDB updates for legacy call routing
 - CAD systems
 - MIS
 - Mapping
 - Radio consoles
 - Voice recorders
 - Netclock
 - Other ancillary systems (call taker busy lamp, door opening, cameras, etc.)
- **NG9-1-1:**

- o i3 SIP with location information (PIDF-LO)
- o LIS/LDB using HELD for caller location retrieval
- o ECRF using LoST for obtaining routing and transfer information
- o i3 logging services with SIP REC and i3 log events using HTTP.

5.2.3 Next Generation Functionality

The County fully intends to participate as part of an ESInet and requires that the System be compliant with consensus standards of industry associations and regulatory bodies. Bidders must describe how the System will comply with NG9-1-1 standards as they emerge.

Compliance with all new standards is expected as soon as possible. The Bidder shall describe how the timing between ratification of a new standard and NENA recommended compliance will be minimized.

Response: Comply

The proposed Solacom solution complies with NENA Technical Standard 08-003, Detailed Functional and Interface Specification for the NENA i3 Solution – Stage 3. The IP-centric Guardian NG9-1-1 system is NENA NG9-1-1 ready now and will not require a forklift upgrade at any time during the migration to fully functional NG9-1-1. Additional hardware and software modules may be required for compliance to future standards; hardware replacement will not be required.

The Solacom solution retains backwards compatibility with existing legacy telecommunication circuits and systems and allows customers to migrate to NG9-1-1 on their own timelines.

The Guardian system has been engineered to allow the addition of incremental NG9-1-1 capabilities, and can be upgraded to incorporate NENA i3 functions as they become standardized. The recent addition of Text-to-9-1-1 capability to the Guardian system is a demonstration of the ability to add incremental i3 functionality. Adding Text-to-911 capabilities did not require any additional hardware; only a simple software upgrade.

Having a system that is IP at the core, with an architecture that anticipates future enhancements without the need to 'rip and replace' hardware, is an inherent value of the Solacom solution and will help the county future-proof your investment.

5.2.4 Multi-media Calls

As part of the evolution of 9-1-1, new multi-media call types are expected to be directed to our PSAP. The County intends to be able to accept all types of multi-media calls natively, when they are capable of being delivered to our PSAP.

The County requires a solution that offers a combined multi-media communications window that is contained within the call taker user interface. Multi-media communications shall include, but not be limited to, the following types of communications: Text-to-911, Text from 9-1-1, Instant Messaging, TDD/TTY, DTMF tone detection, etc. The call taker user interface shall provide a common window which clearly identifies all multi-media call types in progress and their current status.

Describe how the proposed System supports all multi-media call types today.

Response: Comply

As commonly noted, the NG9-1-1 vision is the processing of calls received "from any networked device, anywhere, anytime," in an end-to-end IP framework. The proposed solution is NG9-1-1 ready today and supports SIP MSRP to allow for direct connections for SMS 9-1-1 calls. The system will not require a forklift upgrade to accommodate multi-media calls. Additional hardware and software modules may be required depending on the future media added, however, complete or significant hardware replacement will not be required.

The proposed Solacom system offers a multi-media interface at the call taker position, for SMS 9-1-1, TTY, Silent Caller and IM. The interface also provides a call-taker with the ability to issue pre-canned text messages stored in the system. The system will automatically send pre-canned messages to a 9-1-1 caller using the correct connection type, i.e. TTY, SMS or IM. This allows the pre-canned messages to be structured for quick response and not require a call-taker to take different action, based on the type of text call, in order to issue a canned message - improving the speed of a call-taker's response.

5.2.5 Text to 9-1-1 Call Delivery

The System shall be capable of receiving text-to-911 calls by all three methods currently endorsed by NENA. The System shall present text to 9-1-1 calls to all call takers and be applicable to any chosen ACD scheme as well as skills-based routing of calls. The County shall be able to choose any one of the three methods of text to 9-1-1 call delivery prior to the time of cutover, realizing there may be a delay in receiving text to 9-1-1 via SIP/MSRP; however, the County desires a System which is immediately capable of receiving native SIP/MSRP text to 9-1-1 call delivery with proven, live reference sites. Please identify a minimum of 3 reference sites with live text to 9-1-1 call delivery. Please identify the Text Control Centers (TCCs) that your solution has been certified to work with for SIP/MSRP connections.

Response: Comply

The Solacom Guardian 911 system is capable of receiving text-to-911 calls by all three methods currently endorsed by NENA. Solacom can connect to all 3 TCCs (Comtech, West and INdigital). AK Associates recommends using INdigital as the TCC due to they provide this service at a lower cost, their TCC was built with the highest quality hardware and software and they provide the most functionality.

Currently, St Johns, Clay, Duval and Nassau Counties are all live with Text to 911 service. (contact info is included in References)

The ANSI standard calls for Carrier Text Control Centers (TCCs) to accept SMS text messages from 9-1-1 callers and deliver the call to PSAPs utilizing one of three methods. The proposed system is designed to operate in any of the three methods identified in Figure 3. When the TTY or SIP / MSRP methods are used, the system can aggregate calls from different TCCs and deliver messages to the Integrated Text panel at the call taker workstation. This allows call takers to handle the SMS text calls in the same manner as voice calls, including the ability to 'conference' transfer calls to other call takers and/or PSAPs. The system can also accept SMS 9-1-1 calls via a secure browser connected to a TCC Web Service.

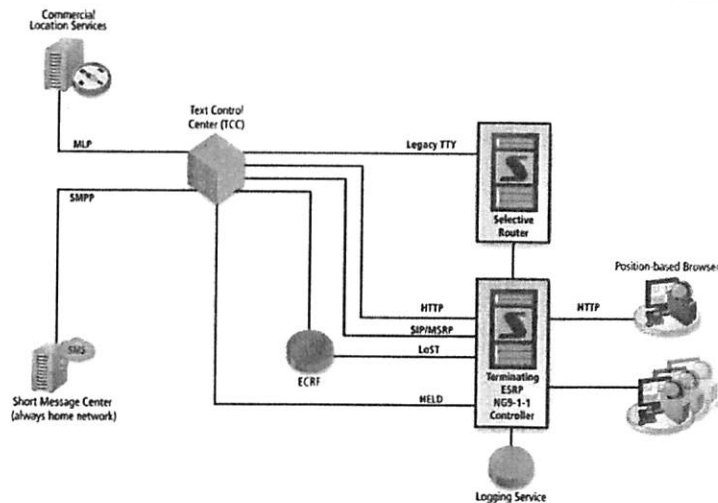


Figure 3: TCC SMS Call Delivery

Text Messaging Receipt

Solacom recommends the use of SIP MSRP which allows uniformity of call distribution between voice calls and SMS "calls" as well as complete inclusion of the SMS calls in the calls statics.

Note that the distribution of SMS calls to call takers is further controlled by a user role privilege, i.e., even if a call taker is included in an Automatic Call Distribution scheme, if the call taker does not have the "privilege" associated to handling SMS calls they will be skipped in the call distribution.

User Interface

The workstations allow call takers to communicate with both SMS and TDD/TTY text based callers directly from their 9-1-1 workstation keyboard, without requiring the use of any external equipment. The SMS text calls will be presented with distinctive audible and visual means.

The texting panels for SMS, TDD/TTY and IM are almost identical between themselves to maximize ease of use and minimize training requirements (see Figure 4, Figure 5, Figure 6 and Figure 7).

Figure 4: Emergency Text-to-911 Texting Window

Figure 5: Outbound Text-from-911 Texting Window

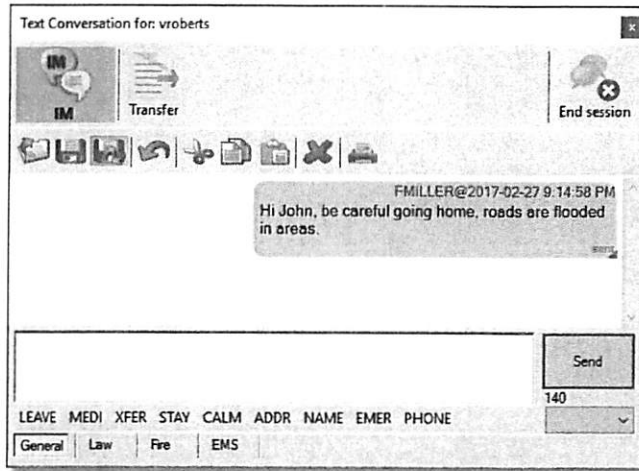


Figure 6: IM Texting Window

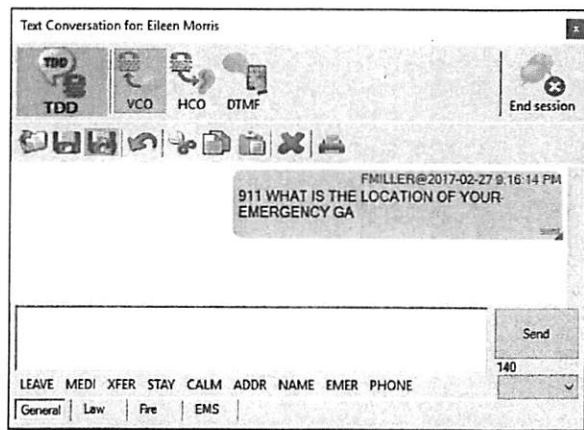


Figure 7: TDD/TTY Texting Window

CAD/MIS Transfer

For CAD and MIS systems capable of supporting I3 log messages, the Text-to-9-1-1 message exchange is conveyed using the Log Event "Message" while the "texter" location is conveyed in the I3 log event "HELD response". For legacy CAD and MIS systems, the location of the "texter" is sent by Solacom by converting the Geodetic PIDF_LO received in the HELD response into a legacy ALI CAD push so that it can be processed by the CAD or MIS as if it was a voice call. The "text" ALI record can be adjusted to indicate that the call is a text call by specifying a COS type TEXT if supported by the CAD or MIS. Optionally, the message exchange can also be sent to the CAD or MIS at the end of the call as an "ASCII data dump" in the same fashion as it can be done for TDD calls.

5.2.6 Text from 9-1-1 Call Initiation

The System must be capable of initiating text from 9-1-1 calls via a cellular gateway from any authorized call taker workstation. The gateway shall be capable of being located in an environmentally secure location remote from the PSAP in an effort to take advantage of the best possible cellular signal. Please identify how many simultaneous text sessions can be initiated at one time. The County desires a System which is immediately capable of initiating three (3) simultaneous text from 9-1-1 calls. Please provide a minimum of 3 reference sites with live text from 9-1-1 capability.

Commented [CW1]: 3 references

Response: Comply

Text-to-911 is offered as an optional feature.

The following Solacom customers are currently utilizing Solacom's Text-from-911 solution.

Gulf County Florida/Tri-County regional 911 system
1000 Cecil G. Costin, Sr., Blvd.
Port St. Joe, FL 32456
Ben Guthrie
bguthrie@gulfcountry-fl.gov

State of Vermont – statewide system
operated by Fairpoint Communications
Nathan Wilcox
nwilcox@fairpoint.com

State of Maine – statewide system
operated by Fairpoint Communications
Nathan Wilcox
nwilcox@fairpoint.com

Capital Area Emergency Communications District
6800 Burleson Road, Building 310, Suite 165
Austin, TX 78744
Gregg Obuch
(512) 916-6044
gobuch@capcog.org

5.3 Redundancy

The System architecture shall be such that the failure of any one component or module will not result in total System failure, but rather only the loss of the equipment associated with that module. All vital System modules must be protected through the use of redundant modules to ensure single point of failure tolerance.

Response: Comply

The Guardian Next Generation 9-1-1 system hardware components are carrier grade and engineered to offer a 99.999% system reliability. The system is configured with no single point of failure, ensuring that no single event would result in any loss of functionality. A pair of application servers (Side A and Side B) operates in an active/active mode, as a virtual pair. System information is automatically replicated between each server and synchronized by the software.

Guardian workstations are dynamically controlled by the controller and if a failure of either server is detected or network connectivity is compromised the position will automatically switch to the available server.

The Guardian controller has been designed with multiple layers of redundancy, offering no single point of failure. The Guardian system will deliver 99.999% availability using demonstrated best practices of replication, redundancy and diversity to deliver mission-critical levels of system availability.

- **Replication:** At the core of the proposed solution are two continuously available application servers which deliver 99.999% availability – one on side A of the system and one on side B. The servers operate in active/active mode. Data is replicated between the two servers, ensuring equal data availability. Either server is capable of supporting the required call processing capacity.
- **Redundancy:** All vital modules are deployed redundantly to ensure that failure of a module does not result in system downtime or loss of system functionality.
- **Diversity:** Telecommunication circuits are distributed across multiple interface modules, ensuring only a minor and temporary decrease in system capacity in the unexpected event that an interface module fails (until the module is replaced).

Replication is used to maintain the two sides in synchronicity.

The system's Side A – Side B architecture is designed such that failure of a major component does not result in system downtime. Furthermore, system maintenance and/or upgrades can be performed without downtime. The system's reaction to the failure of a major component is described below:

- **Application Servers:** The Side A – Side B architecture ensures that failure of an application server does not result in the loss of active calls or system functionality. Either server is capable of supporting all system call processing; failure of a server does not result in a loss of calls or system functionality. If the system detects a problem with the Primary side's application server, call taker positions will automatically be moved over to the Secondary side.
- **VoIP Switching Modules:** The Solacom solution is configured with a redundant pair of VoIP Audio Switching Modules. One VoIP module can support the system entire audio switching requirements. Failure of a VoIP module does not result in loss of calls or system functionality. If the system detects a problem with the Primary side's VoIP Module, call taker positions will automatically be moved over to the Secondary side.
- **Administration Server:** Failure of the administration server does not have an impact on call processing, however, system administrative capability will temporarily be restricted.
- **MIS Server:** Failure of the MIS server does not have an impact on call processing, however, system administrative capability will temporarily be restricted.
- **Guardian Intelligent Workstation:** The failure of a call taker position results in a minor and temporary reduction in system capacity i.e. one less call taker position but does not result in the loss of active calls or system functionality. Calls that are active at a call taker workstation will not be lost, instead they will be maintained by the system and returned to the call queue.
- **Media Gateway:** The system will be configured with multiple gateways distributing administrative circuits – Media gateways offer the best survivability strategy for traditional circuits. By diversifying circuits across multiple gateways, the potential impact of a failed gateway is minimized. In the event of a gateway failure, there will be an isolated loss of capacity, affecting only those legacy circuits associated with that particular gateway, until the gateway is replaced. There will be no loss of system functionality.

- **Emergency Gateway:** The system will be configured with multiple gateways distributing emergency circuits – Emergency gateways offer the best survivability strategy for traditional circuits. By diversifying circuits across multiple gateways, the potential impact of a failed gateway is minimized. In the event of a gateway failure, there will be an isolated loss of capacity, affecting only those legacy circuits associated with that particular gateway, until the gateway is replaced. There will be no loss of system functionality.
- **Ethernet Switch:** The system will be configured with multiple diversified Ethernet switches to minimize the impact of a failure. The precise impact of a switch failure is dependent upon the devices connected to a particular switch. All critical redundant components will be connected to two switches. Failure of one switch will not result in the loss of call processing capability.

5.3.1 System Availability

It is a requirement that the System deliver an industry standard up time of 99.999%.

Response: Comply

5.3.2 System Application Servers

The System must have at least two physical application servers.

Response: Comply

Refer to the response to section 5.3.

5.3.3 Power Distribution

Power must be delivered to the central equipment such that the failure of a single power feed will not result in the loss of more than 50% of the System capacity.

Response: Comply

Each controller cabinet is equipped with 2 power distribution units which operate in a 115V, 60Hz single-phase power environment. Each PDU supports 20 amps, has 24 outlets, mounts vertically in the cabinet, and connects to the power source via a 5-20p twist lock connector.

5.3.4 Ethernet Switch Configuration

Bidder shall provide at least two managed Ethernet switches of sufficient capacity to allow for distribution of all IP based devices across such switches in such a fashion that the loss of one Ethernet switch will not disable more than 50% of the intelligent workstations and phone positions, servers and gateways.

Response: Comply

Refer to the response to section 5.3.

5.4 Interfaces/ Functions

The new CPE System architecture must consist of a complete ANI/ALI Controller System with interface modules to external circuits. The ANI/ALI controller functions shall combine into a fully redundant system. The architecture must conform to NENA standards as well as requirements outlined later in this document.

Response: Comply

5.4.1 Flexibility

The proposed System shall have the demonstrated ability to effectively manage and process a variety of different call formats including:

- Traditional analog or digital telephone calls

- Wireless calls in compliance with the Federal Communications Commission (FCC) Phase 1 and Phase II mandate for full call integration.
- Voice over IP in native format.
- Instant Messaging (IM) when standards are ratified.

Response: Comply

The system is provisioned with gateways that provide signal mediation between legacy telecommunication circuits (i.e., CAMA, POTS and ISDN/PRI) and the IP architecture of the proposed solution. IP-to-serial converters provide the interfaces to legacy systems such as ALI databases and CAD systems. When calls are delivered via IP, the gateways are removed and the connection is then IP end-to-end. Similarly, when the ALI database, CAD, mapping application and other legacy systems support an IP interface the IP-to-serial converters are removed and the connection is then IP end-to-end. In summary, the proposed solution retains backwards compatibility with legacy systems and networks indefinitely and is NG9-1-1 ready upon delivery. This allows the PSAPs to migrate to NG9-1-1 on their own individual timelines.

5.4.2 Legacy Compatibility

The proposed System must handle calls from legacy selective routers with the same speed and accuracy as if they were VoIP calls.

Response: Comply

Refer to the response to section 5.4.1.

5.4.3 Wireless Compatibility

The System shall be Wireless Phase I and Wireless Phase II compatible per FCC requirements.

Response: Comply**5.4.4 CAS and NCAS**

The System must be compatible with eight, ten, and twenty-digit ANI delivery, and Non-Call Associated Signaling (NCAS) solutions.

Response: Comply**5.4.5 Remote ALI Retrieval System Interface**

The ANI / ALI equipment must interface to the ALI database provided by the telephone company. The System must have at least two output interfaces for transmission and receipt of wireless and VoIP call data to the ALI database. The proposed System shall have auto ALI rebid capability and shall also be configured to allow manual ALI queries. The ANI / ALI equipment must be compatible with eight and ten digit remote database query methods.

Response: Comply

The Guardian Workstation is capable of displaying the caller's telephone number and street address information based on the ANI. The Guardian workstation is also capable of displaying X, Y and Z coordinates when provided by the received ALI or by the received PIDF-LO. This information can also be sent to CAD systems or other MAP systems in the form of i3 Event Logs or legacy ALI "dumps".

The ALI format is entirely configurable per ALI source.

The Guardian system can connect to ALI databases with RS-232 or direct IP connectivity. When RS-232 is required, an IP-to-RS-232 converter is used.

The system also supports connecting to multiple ALI databases and provides ALI steering capability. The ALI steering is performed using the incoming call policies which is part of the system's policy routing function.

The Guardian system provides a protocol adaptation mechanism using scripts so that the ALI query and response formats can be adapted to the needs of each ALI database to which it must interface.

The system can simultaneously handle caller locations in the form of ALI records or in the form of civic or geodetic PIDF-LO. The system can then display one or both types of location to the call taker. This is especially important for handling of SMS calls using SIP MSRP. These types of calls only come with a PIDF-LO location. Legacy ALI wireless location is not available for these types of calls.

The Guardian system also has the capability of transforming ALI into PIDF-LO which is useful for NG9-1-1 selective transfers. In NG9-1-1, the ECRF provides the contact information for the agencies servicing a location. Since ECRFs only use PIDF-LO as location, it is therefore important that a system be capable of converting legacy ALI location in NG9-1-1 PIDF-LO to communicate with ECRFs.

5.4.5.1 ALI Caching

The System must cache ALI data received from third-party ALI databases (i.e., Telco ALI database). The System must send stored (cached) ALI information in response to subsequent queries for the same information from multiple call taker workstations, providing faster ALI display on all respective call taking workstations.

Response: Comply

Guardian initiates an ALI query immediately after the ANI is decoded regardless of the condition of the call. The ALI is cached and available for view by all call-takers.

5.4.5.2 ALI Corrections

In the event of an incorrect ALI, ALI corrections must be able to be e-mailed to a preconfigured e-mail address for administrative action.

Response: Comply

The Guardian system has a comprehensive monitoring/logging/discrepancy reporting capability for troubleshooting, ongoing operations and maintenance.

The entire ALI record and components which have been parsed are logged. An error report also fills in parsed components for the call taker to correct. Users may print or email these electronically created discrepancy reports. The reports will populate all available information, including a snap shot of the ALI record, automatically, without the need for re-entering information. Figure 8 provides a sample printed record where only the street number has been modified.

Caller	
Maggie Jenkins	(247) 593-2015
Location	
111 E MURRAY AVE	
-> 113 E Murray Ave DURHAM NC 27704	
Other Information	
057	247-911-0001
LAW 247-345-9521	FIRE 247-256-9451
EMS Station 4	
Notes	

Corrections made by swilkes

Figure 8: Sample ALI Error Report

5.4.5.3 Supplemental ALI

The System shall be capable of providing supplemental ALI information based upon any calling party number. All call takers must be capable of entering supplemental information specific to any CPN. There must be up to 4 custom fields available for supplemental ALI notes. The supplemental information shall require supervisor/administrator approval before it is made visible with an incoming call. All supplemental information shall be configurable with an administrator defined expiration date at which time the information will require administrative approval to be reinstated, amended, deleted or left in an expired state for future use. Expired information shall not be deleted unless so desired, however, expired information should no longer be presented with an incoming call. Supplemental ALI notes must be available for export and printing. Please describe how call takers will be made aware of any available supplemental ALI information per incoming call.

Response: Comply

The Guardian system offers a Supplemental ALI Notes capability. This feature enables a call taker, while on an active emergency call, to add an ALI note which is associated to the call back phone number of the caller. Once saved, the note is sent to a queue for approval by the system administrator.

Once reviewed and approved, the note will be viewable for all calls from the same phone number (see Figure 9). Existing ALI notes in the system are available for review whenever you answer an emergency call from the phone number.

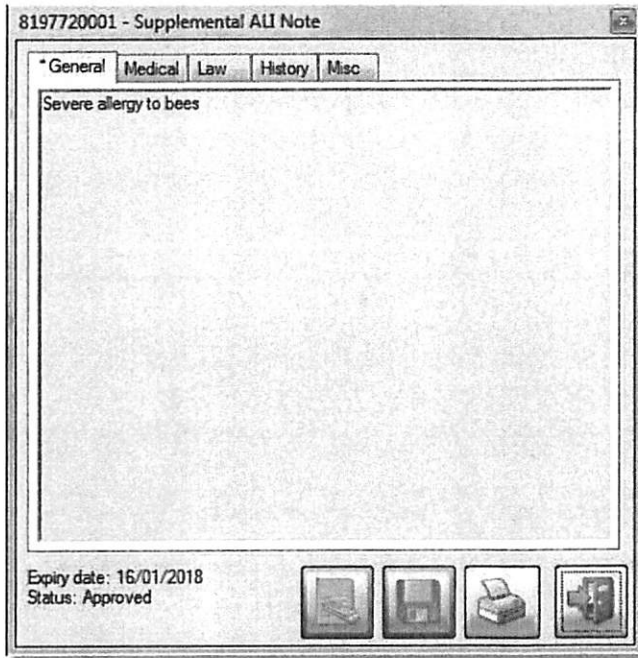


Figure 9: Approved Supplemental ALI Note Window

5.4.6 Administrative Trunks

The System shall support loop start 2-wire telephone line interfaces.

Response: Comply

5.4.7 E9-1-1 CAMA (EM9-1-1) Trunks

The System shall provide legacy TDM support for analog CAMA and T1 facilities.

Response: Comply

5.4.8 i3 SIP Interface

It is the County desire to use IP connectivity in all respects wherever possible. Where IP connectivity is not immediately available, the System shall support both internal and external IP connectivity in all respects without a hardware upgrade, as soon as IP connectivity is made available.

Response: Comply

The Guardian system is IP capable today and processes NENA i3 compliant calls.

The system supports both standard SIP/IP and NENA's NG9-1-1 SIP/IP traffic with embedded location information (i.e. PIDF-LO). The system also supports SIP MSRP to allow for direct connections for SMS 9-1-1 calls.

5.4.9 Outgoing Trunks

The proposed System must provide outgoing NG9-1-1 trunk capabilities so that received 9-1-1 calls can be sent to other 9-1-1 Systems via a CAMA trunk or SIP trunk. The call shall appear as a 9-1-1 call to the other 9-1-1 Systems.

Response: Comply

The Guardian system has the capability for a call taker to transfer/conference an established 9-1-1 call to another PSAP via an outgoing trunk. The transfer can be initiated by a single click of an icon representing the destination PSAP. The outbound transfer can be achieved using dedicated trunks such as an outbound CAMA trunk and/or using the PSTN with administrative lines or SIP trunks. For example, the PSTN route can be used as an alternate route and only used when the CAMA trunks are not usable.

5.4.10 CAD Interface

The Bidder shall provide for NENA compliant serial system interfaces for the delivery of ANI / ALI information to Computer Aided Dispatch (CAD) and Mapping applications. The System shall be capable of delivering ANI / ALI information to CAD and Mapping applications natively via IP without a hardware or software upgrade being required.

Response: Comply

The proposed Solacom solution supports both legacy and IP connectivity to CAD, mapping applications and voice recorders.

The Guardian system architecture is IP from the core to the call taker user interface. The system is provisioned with IP-to-serial converters that provide the interface to legacy platforms via serial RS-232 connectivity. IP connectivity is accomplished via ports on network switches (one port per CAD / mapping application or voice recorder).

The system also includes a scripting capability that permits the adaptation to multiple location information formats (multiple ALI sources and even i3 type locations; PIDF-LO) into legacy spills toward a CAD system. Using this scripting capability, each CAD link can have a separate spill format. PIDF-LO formatted locations are important since in Text-to-911 (SMS), the location information is only available as a PIDF-LO.

The system can also be configured to send or not send the CAD spill upon call transfer to the appropriate agency. In addition to choosing to have a CAD spill or not to have a CAD spill on transfer, the administrator can configure when and what to send within the CAD spill (see Figure 10).

Disable Push ALI on Roaming	<input type="checkbox"/>
Push ALI on Ringing	<input type="checkbox"/>
Push ALI on Answer	<input type="checkbox"/>
Push ALI on Release	<input type="checkbox"/>
Push Call History ALI	<input type="checkbox"/>
Push Manual ALI (On call)	<input type="checkbox"/>
Push Manual ALI (No call)	<input type="checkbox"/>
Push ALI on Transfer/Conference	<input type="checkbox"/>
Push ALI on Automatic Rebid	<input type="checkbox"/>
Push ALI on Refresh	<input type="checkbox"/>
Push Erase on Leg Release	<input type="checkbox"/>
Push SMS Text on Release	<input type="checkbox"/>
Push TDD Text on Release	<input type="checkbox"/>

Figure 10: Configuration of CAD Spill Timing

5.4.11 External Clock Interface

The System shall be equipped to interface to an external clock source in order to ensure from all PSAP equipment consistency of time stamps added to event records and reports.

Response: Comply

Within the Guardian system, the administration servers synchronize directly with the time source provided by an external Network Time Protocol (NTP) clock source (such as a Spectracom NetClock) via a port on a network switch.

5.4.12 Call Detail Records

The System shall provide Call Detail Records (CDR) for all calls including VoIP calls. The System shall provide Quality of Service (QoS) information for each call, including data such as; jitter and delay, to allow the County to assess whether network Service Level Agreements (SLA) are being met.

Response: Comply

The Solacom equipment provides, at the tear down of a call segment, as part of the End Media I3 log event, the following QoS measures which report on the audio quality of each participant in a call as perceived by the Solacom equipment:

- mediaIpSourceAddr
- mediaIpDestAddr
- mediaUdpRtpSourcePort
- mediaUdpRtpDestPort
- mediaNumOfIpPktRxed
- mediaNumOfIpPktTxed
- mediaNumOfIpErroredPktRxed
- mediaNumOfRtpPktRxed
- mediaNumOfRtpPktTxed
- mediaNumOfRtpPktLost
- mediaNumOfRtpPktDiscarded
- mediaRtpJitter
- mediaRtpLatency

- mediaNumOfRtcpPktRxed
- mediaNumOfRtcpPktTxed
- mediaFarEndPacketLostPercentage
- mediaFarEndCumulativePacketLost
- mediaFarEndInterarrivalJitter

5.4.13 i3 Logging

Event logging information shall be sent via a Hypertext Transport Protocol (HTTP-POST) to a minimum of four links to allow for redundancy and downloading logging event information to multiple systems such as a mapping database, MIS or CAD. The system shall support logging recorder redundancy.

Response: Comply

The Solacom solution incorporates i3 logging, the next generation evolution of the legacy Call Detail Record (CDR). i3 logging collects significantly more call information elements than was previously available in a traditional CDR feed. The i3 logging service is sent via HTTP Post to the MIS application – and can also be bridged or “forked” to feed the captured information to additional devices such as CAD, mapping and/or a logging recorder system.

5.4.14 Automatic Call Detail Recorder

The System contain a Call Detail Recorder (CDR) which shall capture and store all available information pertaining to each 9-1-1 call on the application / telephony virtual server and be accessible to the system Management Information System (MIS) package for reports.

Response: Comply

Per NENA i3 principles, the Guardian system’s CDRs are produced from the MIS subsystem and derived from i3 Event Logs. This allows the CDRs to be completely customizable. A rich set of information is available to be included, if required.

5.4.15 Call Continuity

Incoming NG9-1-1 calls must be presented to a call taker even if the caller hangs up or if there is a failure in the call path prior to delivery of the call. The call taker must be able to initiate a call back.

If an outbound call leg fails, the System must preserve the call and route it to another destination.

Response: Comply

5.4.16 Automatic Call Distribution

The System shall support the following ACD algorithms:

- Ring All
- Ring All with Conference (rings all call takers, as each answers they are joined in the conference)
- Priority
- Longest Idle
- Round Robin

Response: Comply

Guardian’s ACD functionality was designed to replace mature telephony based ACD systems such as the Nortel Meridian family. Guardian provides functionality above and beyond the functionality in these legacy generation products. The Guardian system supports several types of automatic call distribution:

- **Ring all** – all calls are presented to all workstations

- **Ring all with conference** – all calls are presented to all workstations and transferring of calls will take place without placing the caller on hold. The call taker is included in the transferred call until such time they choose to remove their workstation from the call.
- **Sequential Priority** – calls are presented to the highest priority call taker first. If the call is not answered within a pre-defined ring time, a second call taker in the group is presented with the call, and so on.
- **Longest Idle** – calls are presented to the call taker that has not answered a call for the longest period of time.
- **Closest Last Call/Round Robin** – calls are presented to the next available call taker starting with the last call taker that received a call.

5.4.16.1 Skills-based Call Routing

The System shall support skills-based call routing and priority-based queuing to direct calls to available call takers with a specific skill or skill level to handle the call. Skills need to be assignable to an individual user or to a group of users that have like skills. For example, assignments should support the following:

- Skill by physical location (for the Workstation and/or Phone Devices)
- Skill based upon user login
- Skill based upon a group of users that have the same responsibilities, i.e. call takers, police dispatchers, etc.

The System shall support a distinctive ring and visual indicator for each ring group.

Response: Comply

The Guardian system can also support skills based call distribution, based on login (user, role or role group). The system also includes advanced ACD features which allow calls to be routed based on a variety of variables, including the elements defined below:

- Call queues can be established, each with a unique call presentation priority level, allowing for individual users, entire roles, or role groups to be members of each queue.
- Calls can cascade to different queues based on timers or the availability of call takers within a queue.
- Call takers have the flexibility to log in and log out of various queues, based on permissions assigned at each role level.
- Multiple visual indicators are available within the system which alert call takers of calls in queue.
- Threshold levels are configurable for different call conditions, i.e., ringing calls and calls on hold.
- Multiple thresholds can be configured for varying levels of incoming calls.
- Scrolling marquis messages can be configured to move across a call taker's screen when certain variables are met, for example, a high volume of calls within a particular call queue.
- Relay closures and tri-colored lights are configurable to generate audible and visual alerts for different thresholds (not included in our proposal but optional and available for future consideration).
- The Guardian system supports recorded announcement functionality for ACD groups. Two audio announcements can be played to a call in queue; an initial greeting, followed by a second announcement that can be configured to loop at a pre-determined interval.
- The Guardian system supports automatic greeting prompts upon call answer, either in the call taker's own voice or as a generic PSAP greeting.
- Each incoming call presents with a large flashing icon and the type of call is displayed. Different icons represent the indication of an emergency call, a Text-to-911 call or an administrative call. Call takers can also be alerted by a distinctive ring tone from external speakers which clearly

indicate the arrival of emergency calls and administrative calls. System administrators can use default system ring tones or customize preferred ringtones using any .wav file.

5.4.16.2 Round Robin ACD mode

The System shall support call distribution capabilities to ensure calls are distributed in a fashion where active call takers within a given group receive calls in a fashion often referred to as Round Robin.

For example: the first call to arrive in the System for a particular group is sent to the first call taker in the group list. The second call is then sent to the second call taker in the list and so forth. When a call taker is not reachable, the ACD should skip over that call taker and present the call to the next available call taker in the list. When the bottom of the call taker list is reached, the System should start again from the top of the pre-defined group list. The group list of call takers shall be administered by moving call takers up and down in the group list.

Response: Comply

5.4.16.3 Viewing of Assigned Queue Assignment

The System must provide the capability for a call taker to view the queue or queues which are assigned to them based on user privilege.

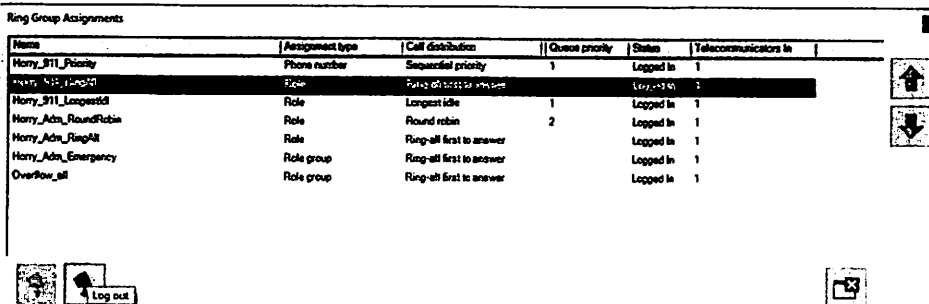
The System must provide a window that shows this information in a logical fashion. It must be available to a call taker through a toolbar or other menu. The window must provide resizing capabilities and sortable columns. At a minimum the window must provide the following fields:

- Name: Name of queue or group name
- Assignment type: Physical, login or group
- ACD call distribution: Longest Idle, Sequential Priority, Round Robin, Ring all, etc.
- Priority: Priority assigned to the Queue

From this menu, call takers will be capable of logging in or out of selected queues, providing the user has been assigned the permission to do so.

Response: Comply

Figure 11 shows the Ring Group Assignments window.



The screenshot shows a window titled "Ring Group Assignments" with a table containing the following data:

Name	Assignment type	Call distribution	Queue priority	Status	Telecommunicators in
Harry_911_Priority	Phone number	Sequential priority	1	Logged in	1
Harry_911_Emergency	Role	Ring all first to answer		Logged in	1
Harry_911_LongestIdle	Role	Longest idle	1	Logged in	1
Harry_Adms_RoundRobin	Role	Round robin	2	Logged in	1
Harry_Adms_RingAll	Role	Ring-all first to answer		Logged in	1
Harry_Adms_Emergency	Role group	Ring-all first to answer		Logged in	1
Overflow_all	Role group	Ring-all first to answer		Logged in	1

At the bottom left of the window is a toolbar with a "Log out" button. On the right side of the table, there are two arrow buttons (up and down) for sorting.

Figure 11: Ring Group Assignments Window

5.4.16.4 Wrap-up Time Function

The System must provide a wrap-up capability for Longest Idle, Sequential Priority and Round Robin type ACD. This function, if implemented, must permit a call taker to remain unavailable to take calls and allow the specified idle time to perform other post call administrative functions.

The wrap-up time must be configurable as follows:

- Fixed duration in seconds: The wrap-up shall last for a fixed amount of time after which time a call taker will be made available and a "get ready" zip-tone shall be provided. This zip-tone must be different from the "auto answer" zip-tone.
- Manual duration: A call taker manually uses a feature button to enter an unavailable state after a call is released and similarly must manually use a feature button to be removed from the unavailable state.

Response: Comply

The system provides the option of specifying a wrap-up time for a call taker. If selected, this wrap-up time will busy out the workstation per the configurable busy out feature. This is designed to provide call takers with idle time to perform other tasks prior to answering another call.

There are 3 wrap-up options configurable for a ring group (queue):

- Fixed duration in seconds; wrap-up lasts for a fixed amount of time after which the call taker is made available. A "get ready zip tone" will be provided to each call taker prior to receiving a call. A zip tone will be played 3 seconds prior to the busy-out condition being removed. This zip tone will be different from the tone provided with auto answer.
- Manual duration; the call taker enters a busy- state after a call is released and must use the Make Busy button to remove the busy condition to be returned to the applicable ACD.
- No wrap-up.

5.4.17 Wallboard/Dashboard Function

The System must provide a wallboard / dashboard function that will display information about call queues in the System. This function shall be supported by Systems serving multiple PSAPs and shall be configurable such that a particular PSAP will only see calls related to that individual PSAP. This function must be able to be resized, sorted and permit the changing of the order of columns, etc.

The System shall also be capable of supporting the wallboard / dashboard on an office monitor or on a large screen such as an LCD, LED or plasma television panel.

The wallboard / dashboard function shall be capable of displaying the following data:

- Name of Call Queue: i.e. 9-1-1, alarm lines, etc.
- Assignment Type: Physical, login or group
- Routing Type: Longest Idle, Sequential Priority, Round Robin, Ring all First to Answer
- Queue Priority: Priority assigned to the queue
- Total Calls: The total number of active calls that have been routed to this queue
- Distinguish State of Call: i.e. ringing, answered, on hold
- On Line: The total number of call takers and phone devices logged in call takers and phone devices assigned to the queue
- Available: The number of idle call takers and phone devices that are logged in or ringing
- Busy: The number of busy call takers and phone devices

- Longest waiting call; In seconds, the longest currently waiting call (total of queued and ring time)
- Longest duration call: in seconds, current longest call (from queued/ringing to released)

Response: Comply

Solacom has offered alternative options in response to this section:

- Additional position for a supervisor's office or other desired location where call status monitors can be displayed in order to monitor PSAP activity.
- The ring group dashboard and associated wall mounted large screen display with functionality as described in the following paragraphs.

Ring Group Dashboard and call status monitors provide users with real-time statistics on call traffic and handling by providing a summary of the activity of all ring groups and members within a table-style display. This information can be displayed across a wallboard or a supervisor's screen. The Ring Group Dashboard summarizes the following activity for each ring group queue:

- Ring group name
- Ring group type
- Call distribution setting
- Resource phone number assigned to the ring group
- Priority setting for the ring group
- Total number of calls
- Number of ringing calls
- Number of calls in queue
- Number of answered calls
- Longest time of call in queue
- Longest time of call in answered state
- Number of phone devices in the ring group
- Number of members logged in to the ring group
- Number of members that are busy or on a call
- Number of available members

The dashboard layout can be tailored to display queue statistics by user, role or tenant group. a user can specify what information is displayed as well as how the information is displayed.

A user can easily navigate a large amount of information on the dashboard by hiding, unhiding and re-ordering columns. The list can also be filtered to narrow the view. For example, a user may want to display calls in the queue, longest wait time, and number of available/unavailable members in the ring group only (see Figure 12).

Ring Groups Dashboard					
Custom Order	L Duration	L Wait	Name	Assignment Type	Call Distribution
9		091	RG_FA 4005	Phone Number	Ring-All First to Answer
17	000	000	testEG	Phone Number	Ring-All First to Answer
18	000	000	rgrb	Phone Number	Round Robin
4	000	000	LJ 6003	Phone Number	Ring-All First to Answer
5	000	000	SEQ 6004	Phone Number	Sequential Priority
7	000	000	RA_FA 4006	Phone Number	Ring-All First to Answer
111					

Figure 12: Ring Groups Dashboard

Call status monitors are provided as part of each Guardian license and allow real-time information regarding call takers, active calls, and calls on hold which can be viewed based upon login permissions. Status monitors can be provided as part of a standard screen layout, enabling additional real-time information to be displayed, as desired.

5.4.18 Interactive Voice Response

An interactive voice response (IVR) system must be available to allow for call screening. The IVR must provide an announcement to the caller and instruct them to enter digits which are then routed to a specific queue. A button must be available to send the caller to the IVR screening system.

Response: Comply

Hardware associated with the IVR capability is offered as an option.

5.5 Transfers

5.5.1 Central Office/Tandem/PSAP Transfer

The System shall provide the capability for an established E9-1-1 call to be transferred by a call taker, via the E9-1-1 tandem office, to another PSAP or some other destination using hook flash signaling.

Response: Comply

Using a single keystroke or mouse click, call takers can transfer emergency calls to other agencies by several means, including supervised transfer, blind transfer, supervised blind transfer, selective transfer, fixed transfer, manual transfer, and speed dial from a global contact lists. The call will remain active at the call taker position until the transfer is complete.

The Guardian call taker workstation provides the capability to transfer 9-1-1 calls to another group or queue of intelligent workstations by either a speed dial or a manually dialed number. There is also no practical limit to the number of speed dial numbers assignable within the system.

Calls can also be transferred to other call takers within the system.

The proposed solution supports multiple transfer methods, as described in the following paragraphs.

Selective Transfer

The Guardian system supports selective transfer agency (STA) icons. The workstation will present STA icons to call takers based upon the emergency services zone (ESZ) (see Figure 13) that the caller has been identified in (this does require that the upstream selective router is configured to support this functionality).

The selective transfer agencies are the recommended primary transfer locations for callers in the ESZ, for example, police, fire and EMS response agencies having jurisdiction within that ESZ.

Call takers can simply click on the desired STA icon to conference in the appropriate agency.



Figure 13: Typical STA Toolbar

Fixed Transfer

Fixed transfer codes (FTC) are similar to STA resources except they are configured with preset telephone numbers for; emergency services, neighboring PSAPs, state police, etc., as shown in Figure 14. FTC are

preconfigured speed dials for transferring calls via the E9-1-1 tandem office and are only enabled for use on 9-1-1 calls. The fixed transfer icons provide single click 9-1-1 transfers with ALI.

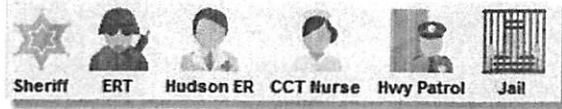


Figure 14: Typical FTC Toolbar

Manual Transfer

Call takers can manually initiate a hook flash and enter the desired transfer number (via the smart pad) to transfer a call (see Figure 15) when this requirement is applicable.

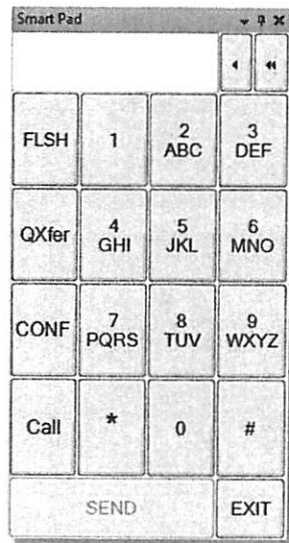


Figure 15: Smart Pad

Speed Dial Transfer from Contacts List

Call takers select a contact from the Contacts List to initiate a transfer of an emergency call.

5.5.2 Outgoing Trunk/PSAP Transfer

The System shall provide the capability for an established E9-1-1 call to be transferred by the call taker on an outgoing trunk to another PSAP without requiring hook flash signaling. The transfer shall be initiated by the single click of a transfer button and shall be transparent to the tandem. The ANI shall be transmitted with the transferred call.

Response: Comply

5.5.3 Selective Transfer

The System must be able to provide the capacity for access to a minimum of ten (10) emergency service providers via speed dial for each Emergency Service Number (ESN). This capability will allow a call taker to transfer a call to an agency and establish a conference call.

Response: Comply

5.5.4 Abandoned Call Information

The System shall be capable of collecting the ANI digits and processing the ALI lookup regardless of the condition of the call: active or on-hook.

The ANI of the abandoned caller must be immediately available for viewing by a call taker in an abandoned call queue.

Abandoned 9-1-1 calls must be able to be rerouted to a specific group or queue.

The Guardian system supports abandoned 9-1-1 calls and presents these calls to an answering position while providing an abandoned indication to the call taker. Abandoned call treatment can be pre-configured on an incoming 9-1-1 trunk so that all abandoned 9-1-1 calls present to a call taker.

Abandoned 9-1-1 calls can be configured with a unique ring tone and call icon to easily distinguish them audibly and visually among all 9-1-1 calls. Abandoned calls can also be configured in a special ringing queue for abandoned calls only.

A call taker can easily access all abandoned calls and initiate a call back using the single-click call back button from the Abandoned Emergency Calls window (see Figure 16). This capability eliminates the need to send the call to the dial pad in order to initiate a call back.

The system can also be configured so that a new call from the same number (ANI or Call back number) can replace an existing abandoned queued call.

A caller history function is also available by which a repeat caller can be identified. If mapped in the call taker layout, the button will change color when a call is received from a repeated caller. When pressed, the button opens a list of the caller's previous calls including abandoned calls.

Start time	ANI	Caller name	ALI display	Elapsed time
2016-12-07 7:32:10 AM	2478296402	Kory Stiles	409 - MAYNARD - DEERFIELD	00:00:27
2016-12-07 7:32:14 AM	2478643350	Jason Watts	100 - GRESHAM - PARKWOOD	00:00:23
2016-12-07 7:32:23 AM	2478724785	Steve Marsh	111 - MURRAY - HUDSONVILLE	00:00:15
2016-12-07 7:32:27 AM	2478728825	Jennifer Carter	1000 - EDGEWOOD - HUDSONVIL	00:00:10

Figure 16: Abandoned Emergency Calls Window

5.6 Central Equipment

All central equipment shall be rack mounted in a cabinet. The cabinet must be securely mounted to the floor and properly grounded. The rack must have dual power supplies. A minimized footprint is desirable.

Response: Comply

The cabinet has an all steel, welded frame construction. Its modular design and split rear door saves space in the server room. It is designed to suit many server room footprints, while housing standard 19-inch rack-mounted equipment. Adjustable front and rear rails allow changes in mounting depths to suit most rack-mounted equipment.

5.6.1 Environmental

All central equipment shall be capable of operation at the following minimum and maximum conditions:

- Temperature: 5 to 40 degrees Celsius
- Relative Humidity: 10% to 85%, non-condensing

Response: Comply with Exception

Environmental operating parameters for the solution are as follows:

- Operating Temperature: 0 degrees to 50 degrees Celsius.
- Relative Humidity: 20% to 80% (non-condensing)

5.6.2 Maintenance Access/System Reconfiguration

Both on-site and off-site personnel shall be able to remotely access the 9-1-1 System and perform the following minimum tasks:

- (a) Modify the answering positions parameters
- (b) Modify the user login Identification (ID) information and permission
- (c) Modify the 9-1-1 trunk parameters
- (d) Modify the Central Office (CO) line parameters
- (e) Modify the ring-down line parameters
- (f) Assign a module or a port to give the user the ability to:
 - 1) Quickly view a multitude of System settings for each entity (9-1-1 trunk, user, etc.)
 - 2) Reconfigure advanced settings to adapt the System to the exact requirements of a particular setup without technical assistance from the manufacturer
 - 3) Customize the System according to preferred operational preferences
 - 4) Upgrade the System for new or expanded uses
 - 5) Safeguard the System by performing a backup of the System database
 - 6) Troubleshoot the System

A foldable Liquid Crystal Display (LCD) screen/4 port Keyboard, Video, Monitor (KVM) unit must be installed on the central equipment rack to allow local maintenance personnel access to System servers.

Response: Comply

The system continually monitors individual components along with the system's overall health. Alarms will be generated when predetermined performance thresholds have been exceeded. Results will be



presented in the system's alarm viewer application for review by support personnel. Support personnel can access the alarm viewer application locally or remotely via a secure VPN connection.

The Solacom solution uses a modular approach to system monitoring. Each module parenting a child module is responsible to constantly verify and ensure proper sanity of the child modules. Heart beat mechanisms and internal data exchange ensure each module is responding appropriately. Any non-responsive module will trigger the parent module to raise an alert and activate the contingency plan for this sub module (restart or switch over to back up module if available). The Solacom alerts are collected by the IQprobe module, categorized with priority and detailed description and can be reviewed with the IQadmin interface. The Solacom alerts can also be reported externally to be distributed to an email server and or sent to a Network Monitoring System via SNMP (Simple Network Management Protocol).

Based on user roles and permissions, users will receive alarms if assigned permission to do so. Users can define if alarms are minor/major/critical alarms. For audible alarms, an optional alarm panel is available.

Two mouse clicks are required to extinguish audible alarms. The first click opens the alarm notification panel, and the second mutes the audible alarm.

5.6.3 System Administration

Authorized System Administrators must be capable of performing all administrative functions from any call taker workstation based on user login and permissions.

Remote administration shall also be required through a secure VPN tunnel.

Response: Comply

Guardian provides two system administrative tools, one which is Web based (Web Admin), and one which is a standalone application (IQAdmin). Both applications can be accessed locally or remotely. For IQAdmin to be accessed remotely, RAdmin is used. This is a secure remote access software to network computers and servers over a LAN, a VPN or via the Internet.

IQAdmin and WebAdmin provide, among other elements, the following:

- Modify the 9-1-1 trunk parameters
- Modify the Central Office (CO) line parameters
- Modify the ring-down line parameters
- Customize the system according to the operational preferences of a particular configuration
- Upgrade the system for new or expanded uses
- Troubleshoot the system
- Quickly view a multitude of system settings for each entity (9-1-1 trunk, user, etc.).

Note that safeguarding the system using system database back-ups is an automated process.

For the PSAP supervisors/administrators routine administrative tasks such as creating call taker users and roles, changing privileges associated to a user role, changing contact numbers, changing screen layouts, modify ACD priorities, as well as monitoring PSAP activities and statistics in real time, are performed using administration menus on the Guardian Workstation itself. Access to such menus is restricted by privileges associated the user login role and all configuration changes are logged in the system.

5.6.4 Multi-user Configuration

Multiple administrators shall be capable of initiating changes to individual PSAP configurations. Changes shall only be visible to each respective PSAP.

Response: Comply

5.7 Specifications

All equipment shall comply with, but not be limited by, the following specifications and standards:

- Comply with FCC rules part 15, class A for EMI
- Comply with FCC rules part 68
- UL/CSA 6950 3rd edition
- NENA 04-001 Generic Standards for E9-1-1 PSAP Equipment.

Response: Comply

5.8 Remote Positions

Remote positions shall not require more than 100 Kilobits per second (kbps) bandwidth connectivity with the central System.

Response: Comply with Exception

Solacom's solution is governed by the following general bandwidth requirements:

- Line and trunks: 100 Kbps each
- Remote Workstation: 125 Kbps; since the central equipment acts as a B2BUA that includes a conferencing bridge, the bandwidth is fixed no matter the amount of participants in a conference.

5.9 Bandwidth

Bidders must state the bandwidth requirements for remote call taker positions, lines and trunks. Bidders must describe any overhead created by "keep alive" messaging between components.

Response: Comply

Refer to the response to section 5.8.

5.10 Virus Protection

All Personal Computer (PC) based machines (servers and workstations) in the network shall have virus protection software installed by either the Bidder or the Vendor.

Response: Comply

All Guardian systems leave the factory floor with the latest antivirus elements installed on servers and computers. This comprehensive protection includes; antivirus and anti-malware detection and removal engines in real time, phishing protection, a spam guard, a system performance optimizer, file encryption, multiple scan levels, parental controls, two way firewall, identity theft and a USB immunizer which immunizes flash drives from virus infections when connected to a computer.

6 Intelligent Call Taker Workstation

6.1 Equipment

6.1.1 PC Hardware Requirements

The Intelligent Workstation (IWS) shall be state-of-the-art, digital technology and must be equipped with all necessary ancillaries including keyboard, mouse, speakers and one monitor per position.

Response: Comply

Solacom's proposed workstation consists of the elements shown in Figure 17. Each will include a keyboard, mouse, speakers and dual 23.5 inch flat panel monitors.

P-SUP POS-5SYS+	Dell Precision T5810
Base Unit:	T5810 XTCO base
Processor:	Xeon E5-1607v3, 4C, 10MB Cache, 3.1GHz
Memory:	8GB RAM 2x4 2133MHz DDR4
Hard Drive:	500GB HDD SATA 7.2K 3.5in
RAID Controller	no RAID
Media:	DVD+/-RW
Graphics	Dual 512MB NVIDIA Quatro NVS 310, 4x display
Network - Wired	Integrated Ethernet LAN 10/100/1000;
OS	Win 10 Pro 64 English, French, Spanish
Expansion Slots	5 Slots (5 Full length, 1 Half length) Two PCIe x16 Gen 3 One PCIe x 16 Gen 3 wired x8 (Half length) One PCIe x4 Gen 2 One PCIe x1 Gen 2 One PCI 32bit/33MHz
Support	ProSupport with Mission Critical: 4-hour 7x24 Onsite Service After Remote Diagnosis, 1 Year + 2 Years
Speaker	AX210 USB Stereo Speakers
Sound	Asus Xonar GDX PCIe
Dimension	H x W x D - inches / mm : 16.30 x 6.79 x 18.54"; 414 x 172.6 x 471mm

Figure 17: Typical Guardian Workstation Specifications

6.1.2 Headset/Handset

The intelligent workstation shall provide an analog audio interface to a headset/handset and to the radio system arbitration unit to accommodate both radio and 9-1-1 audio in the same headset/handset.

Response: Comply

Each Guardian call taker workstation is provisioned with a position audio control two (PAC II) module. The PAC II provides an interface to the radio and allows one headset to be used for both radio and telephone communications. The PAC II units provide two 600 ohm balanced voice wire pairs and an off-hook relay output to interface with radio console.

The Solacom PAC II module is a device that enhances audio functionality at call taker workstations. The PAC II supports multiple input and output ports to monitor and control audio devices (see Figure 18). The PAC II supports three modes of operation:

- 9-1-1 call taking
- Radio integration

- External radio integration.

9-1-1 Call Taking Mode

In 9-1-1 call taking mode, there is no radio connection. The PAC II delivers the following functionality:

- Two separate jack box ports in 4W mode (TX/RX) supporting carbon or electret headset/handset and independently configurable.
- Two relay closures for call taker lamp post operation indicating ringing, active call, and idle states
- Two user-operated (from Guardian GUI) relay outputs
- One relay closure to activate recording
- Two audio recording ports:
 - PC REC records caller and call taker(s) audio
 - REC ALL records caller, call taker(s), administrative phone, ringer and auxiliary port (if used)
- Three auxiliary audio input ports (MONO, standard 3.5mm TRS audio jack)
- Port for administrative phone with on hook / off hook detection.

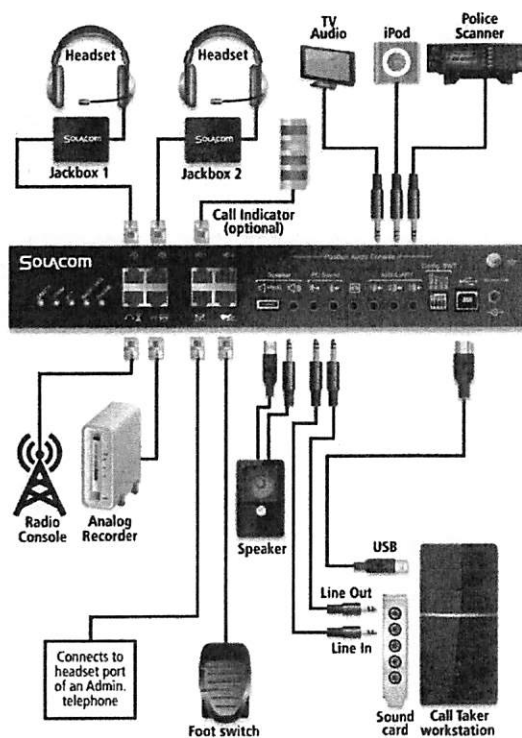


Figure 18: Solacom PAC II with Generic External Interface Representation

Radio Integration Mode

In radio integration mode, the PAC II module allows single headset operation for one or two call takers for telephone call taking and radio dispatching. Radio integration mode provides the following features:

- Two separate jack box ports in 6W mode (TX/RX and PTT) supporting carbon or electret headset/handset and independently configurable
- Footswitch for PTT signal (jack box 1)
- Two relay closures for call taker lamp post operation indicating, ringing, active call, and idle states
- Two user operated (from Guardian GUI) relay outputs
- One relay closure to activate recording
- Two audio recording ports:
 - PC REC records caller and call taker(s) audio
 - REC ALL records caller, call taker(s), administrative phone, radio, ringer and auxiliary port (if used)
- Three auxiliary audio input ports (MONO, standard 3.5mm TRS audio jack)
- Port for administrative phone with On Hook/Off Hook detection
- Port for radio console with radio headset sense and keying relays output

External Radio Integration

In external radio integration mode, the PAC II module allows to interface with an external radio console call director which provides single headset operation for telephone call taking and radio dispatching. External radio integration mode provides the following features:

- Two relay closures for call taker lamp post operation indicating, ringing, active call, and idle states
- Two user operated (from Guardian GUI) relay outputs
- One relay closure to activate recording
- Two audio recording ports
 - PC REC records caller and call taker(s) audio
 - REC ALL records caller, call taker(s), administrative phone, ringer and auxiliary port (if used)
- Three auxiliary audio input ports (MONO, standard 3.5mm TRS audio jack)
- Port for administrative phone with On Hook/Off Hook detection
- One jack box ports in 4W mode (TX/RX) supporting carbon or electret headset/handset that can be used for phone calls only (split operation). Split operation requires a special cable arrangement

6.1.3 Radio Integration

The intelligent workstation shall provide an interface to the radio system. Call takers shall use the same headset for both radio and telephone conversations.

Response: Comply

Refer to the response to section 6.1.2.

6.1.4 Print Capabilities

The intelligent workstation shall provide an interface port for manual printing of ALI and Telecommunications Device for the Deaf (TDD) conversation upon call release. It is required that the intelligent workstation send print jobs to a network printer.

Response: Comply

6.1.5 Diagnostics

The System shall include built-in diagnostic software that will automatically monitor alarm conditions of the equipment and initiate audible and visual alarms in the event of any failure or disruption of the operation/recording processes.

The System must be capable of automatic email notification upon the occurrence of critical events.

Response: Comply

6.1.6 Expansion Capability

The System shall be expandable to 55 local and/or remote call taker positions.

Response: Comply

The system continually monitors individual components along with the system's overall health. Alarms will be generated when predetermined performance thresholds have been exceeded. Results will be presented in the system's alarm viewer application for review by support personnel. Support personnel can access the alarm viewer application locally or remotely via a secure VPN connection.

The Solacom solution uses a modular approach to system monitoring. Each module parenting a child module is responsible to constantly verify and ensure proper sanity of the child modules. Heart beat mechanisms and internal data exchange ensure each module is responding appropriately. Any non-

responsive module will trigger the parent module to raise an alert and activate the contingency plan for this sub module (restart or switch over to back up module if available). The Solacom alerts are collected by the IQprobe module, categorized with priority and detailed description and can be reviewed with the IQadmin interface. The Solacom alerts can also be reported externally to be distributed to an email server and or sent to a Network Monitoring System via SNMP (Simple Network Management Protocol).

Based on user roles and permissions, users will receive alarms if assigned permission to do so. Users can define if alarms are minor/major/critical alarms. For audible alarms, an optional alarm panel is available.

Two mouse clicks are required to extinguish audible alarms. The first click opens the alarm notification panel, and the second mutes the audible alarm.

6.1.7 Audio Equipment

The intelligent workstation must support multiple input and output ports to monitor and control audio devices for call taking, radio audio and external radio integration.

Response: Comply

6.2 General Software Requirements

The 9-1-1 client application software must be compatible with Microsoft Windows 7™. The Computer Telephone Integration (CTI) must be highly customizable. The 9-1-1 client application must be a true soft phone and operate independent of any associated telephone instrument. If a fault occurs in the call taking application or on the call taking PC, while a call is active, the call must be presented to another call taker.

Response: Comply

At the core of every PSAP is a great call taking workstation. Solacom's Guardian Intelligent Workstation brings IP to the desktop and delivers a new level of performance for responding to all types of calls, whether they arrive on legacy trunks or a Next Generation IP network. Guardian Intelligent Workstation interfaces with Computer Aided Dispatch, voice recording, video, Short Message Service, and Instant Messaging. Call takers can process 9-1-1, administrative, enterprise PBX, 211, 311, 511, and 711 lines, all in a unified environment.

The Guardian Intelligent Workstation is an extremely powerful NG9-1-1 9-1-1 call taking position designed to maximize the effectiveness of call taking. The intuitive graphical user interface allows call takers to quickly assess, prioritize and handle wireline, wireless, text and VoIP calls. All calls, regardless of network of origin, are transported and processed as VoIP calls within the Guardian system - with identical speed and accuracy.

The layout of the application is very flexible and completely customizable (see Figure 19). Assigned role privileges determine the windows and other resources that are available to each user, as well as, how they're laid out in the application space. Call takers can quickly create conference calls, transfer calls, determine the location of wireless callers and recall recently recorded conversations.

Solacom's standard workstation operating system offering is Windows 10 Professional.

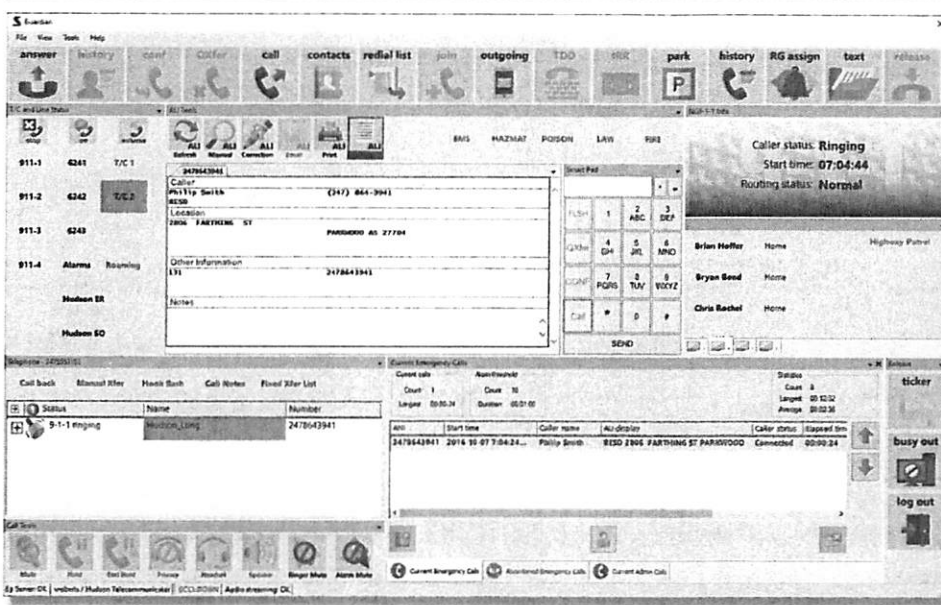


Figure 19: Sample of Guardian's Graphical User Interface

6.2.1 User Interface

The user interface must be based on the Microsoft .NET framework to allow incorporation of new application requirements.

Response: Comply

6.2.2 Call Taker Logon

The System shall require call takers to logon with a username and password combination. Upon successful completion of the logon, each call taker will be presented with a selection of pre-configured roles which identify their unique permissions.

The screen layout presented to the call taker shall be based on a user and role combination. If a user/role combination has not been defined for the call taker then the screen layout presented to a call taker shall be based solely on the default role. Call takers shall be able to log-on at any position and select from any role assigned to their unique logon. Selection of a given role shall provide a consistent layout between all positions.

Response: Comply

The system provides the ability to create various levels of access through the use of roles and privileges. Infinite numbers of roles can be created within the system and each can contain different assigned privileges. For example, you can create a system administrative role which will have all privileges applied, allowing the role to create/edit/delete/view all components from Guardian Administration, or a site administrative role with limited privileges allowing the role to create/edit/delete components, such as the contact list and direct access toolbars for a specific tenant group (PSAP), and another role for users which do not contain any privileges to make modifications to the system.

Privileges also flow through to a user's function, duties or qualifications based on the type of information to which the user has access.

At login, upon entering their username and password, users will be presented with the list of roles assigned to them (see Figure 20 and Figure 21). Users assigned a single default role will not need to select a role and will login directly following entry of their username and password. For users with multiple roles, login is quick after a user selects the desired role from the assigned list.

Figure 20: Login Screen

Figure 21: Role Selection

6.2.3 Position Software Update

At log-on, the server shall verify the intelligent workstation's software version against its own cached intelligent workstation software version. If a newer version of the software exists on the server, the User shall be prompted to upgrade the software which shall then be completed automatically by the server.

Response: Comply

6.3 Configurability

6.3.1 Graphical User Interface User Customization

In addition to the GUI containing Vendor specific windows and toolbars, the GUI shall also contain the ability to create no less than 24 new windows and 24 new toolbars on the fly and permit the population of applicable customer-created resources within each window and toolbar as required. In order to maximize the use of the GUI real estate, both Vendor provided windows and customer-created windows shall be capable of user optimization via docking, floating, auto-hide and temporary hide on the fly.

Textual windows must be able to be customized in terms of font size and type to suit the needs of the agency.

Response: Comply

The Guardian Intelligent Workstation is an extremely powerful next generation 9-1-1 call taking position designed to maximize the effectiveness of call taking. The intuitive user interface allows call takers to quickly assess, prioritize and handle landline, wireless and VoIP calls. The layout of the application is very flexible and completely customizable. Assigned role privileges determine the windows and other resources that are available to each user, as well as how they're laid out in the application space.

6.3.2 Screen Layout Restore

The supervisor shall have the capability to restore the original screen layout while making modifications.

Response: Comply

6.3.3 System Sounds and Icons

The intelligent workstation shall allow a supervisor to modify System sounds and buttons.

Buttons must be customizable with customer chosen logos and picture representation to identify personnel and emergency response agencies.

Response: Comply

Authorized supervisors can add, modify and delete icons. System sounds, including emergency and non-emergency audible alerts are configurable. Buttons can be customized with crests or logos of response agencies to allow call takers to make a quick visual association.

6.4 Incoming Call Display

6.4.1 Call/Line Indicators

The intelligent workstation shall indicate incoming emergency and non-emergency calls by both audible and visual means. 9-1-1 trunks shall have a different audible and visual presentation from admin lines.

Response: Comply

The Guardian system offers separate ring tones for 9-1-1 calls, abandoned 9-1-1 calls, Text-to-911 calls and administrative calls. Furthermore, ring groups (or call queues) can be configured with their own unique ring tone and associated call icon to easily identify the type of incoming call both audibly and visually. The NG9-1-1 Information window is also an intuitive indication of which call type is ringing at the call taker workstation, i.e., 9-1-1 or Admin (see Figure 22). The image and color of each call indicator displayed will identify whether the incoming call is a 9-1-1 call or an Admin call.



Figure 22: NG9-1-1 Information Window

6.4.2 9-1-1 Status Windows

The intelligent workstation shall present the supervisors and call takers with the status of the following categories:

- Number of Active 9-1-1 Calls
- Number of 9-1-1 Calls on Hold
- Number of 9-1-1 Calls Ringing
- Number of 9-1-1 Abandoned Calls
- Number of Active Call takers

The numbers related to individual 9-1-1 status categories shall be summarized and presented on icons to conserve space. A call taker must be able to open each status category as a window in order to obtain additional pertinent information. A call taker shall also have the ability to perform answer, call back, pick up a call on hold, call an abandoned call, conference and transfer a call from the applicable status window.

Response: Comply

When analog or T1 lines and trunks are used, the Guardian call taker workstation has the ability to show line and trunk appearances on buttons. The same can be provided when calls are received using SIP provided that the To: of the SIP INVITE message header contains a phone number representing a line or trunk. The status information provided on the line appearance buttons are: idle, ringing, in use and on hold.

More complete information can be supplied in a tabular fashion as described in the following paragraphs, which does not rely on information provided in the To: of the SIP INVITE header.

The Guardian workstation layouts can have PSAP status windows for the following categories:

NOTE: All columns in the PSAP status windows are sortable, movable or can be hidden. For emergency calls, all of the windows include the capability of displaying ANI and ALI fields as well other SIP headers such as media type and caller name.

Emergency Calls

- Overall Emergency Calls Status tool bar (see Figure 23) showing number of, active calls, calls on hold, calls waiting, abandoned calls and number of active call takers. Each button/category has an associated threshold which can be configured to display a visual indicator when a visual alarm is triggered. Each button is also capable of launching a corresponding tenant status window.

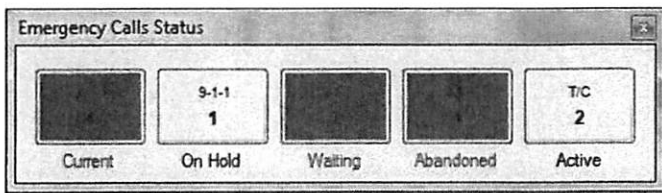


Figure 23: Emergency Calls Status Tool Bar

- The Current Emergency Calls status window (see Figure 24) lists all of the active emergency calls within an individual PSAP.

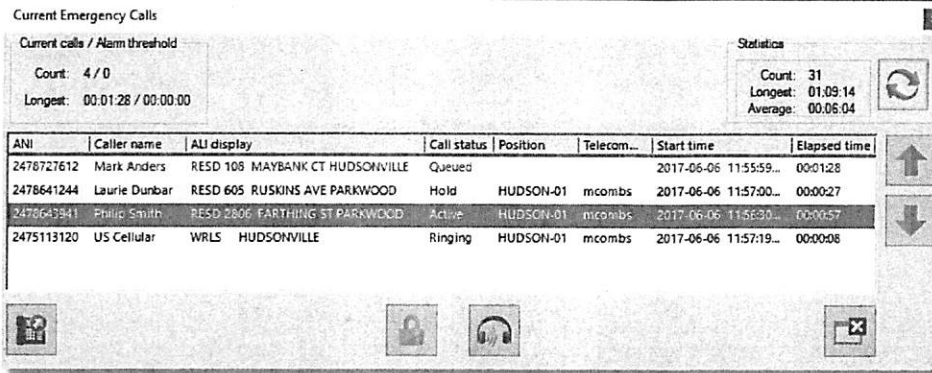


Figure 24: Current Emergency Calls Status Window

- Emergency Call on Hold status window (see Figure 25) lists all of the emergency calls currently on hold within an individual PSAP.

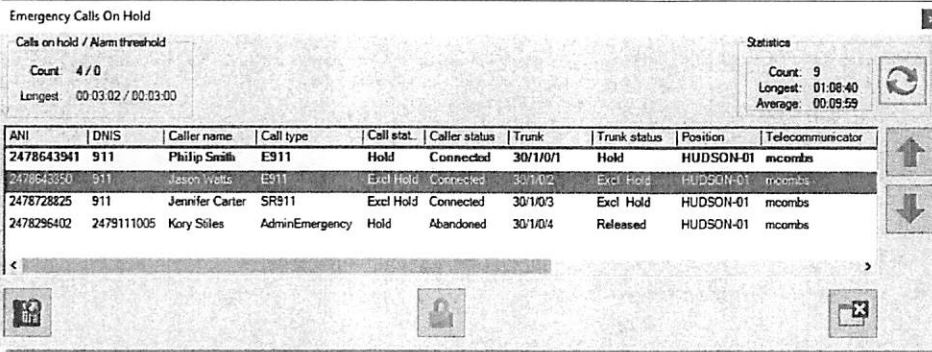


Figure 25: Emergency Calls On-Hold Window

- Emergency Call Waiting status window (see Figure 26) lists all of the emergency calls currently ringing or queued within an individual PSAP.

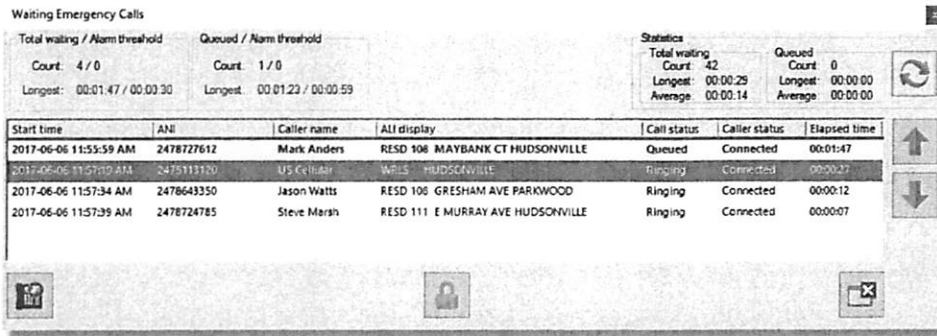


Figure 26: Emergency Call Waiting Status Window

- The abandoned Emergency Calls status window (see Figure 27) lists all of the abandoned emergency calls currently active within an individual PSAP.

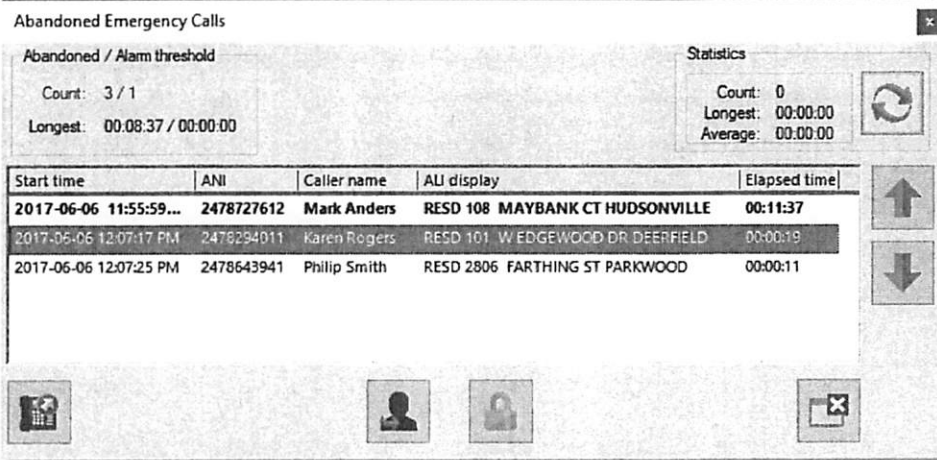


Figure 27: Abandoned Emergency Calls Status Window

- Active Telecommunicators status window (see Figure 28) lists all of the call takers currently logged-in at an individual PSAP.

Active Telecommunicators

Position	Telecommunicator	Status	Role name	Logged in time	Elapsed time
HUDSON-01	mcombs	Idle	Hudson Administrator	2017-06-06 7:54:53 AM	00:01:13
HUDSON-02	ismithers	Idle	Hudson Telecommunicator	2017-06-06 12:14:18 PM	00:00:31

Icons: [Headset], [Monitor], [Lock], [Close]

Figure 28: Active Telecommunicator Status Window

6.4.3 Admin Status Windows

The intelligent workstation shall present the supervisors and call takers with the status of the following categories:

- Number of Active Admin Calls
- Number of 9-1-1 Calls on Hold
- Number of 9-1-1 Calls Ringing

The numbers related to individual Admin status categories shall be summarized and presented on icons to conserve space. A call taker must be able to open each status category as a window in order to obtain additional pertinent information. A call taker shall also have the ability to perform answer, pick up a call on hold, conference and transfer a call from the applicable status window.

Response: Comply

The overall Administrative Calls Status tool bar (see Figure 29) shows number of active calls, calls on hold, calls waiting and number of active call takers. Each button/category has an associated threshold which can be configured to display a visual indicator. Each button can change to red when a visual alarm is triggered. Each button is also capable of launching a corresponding tenant status window.

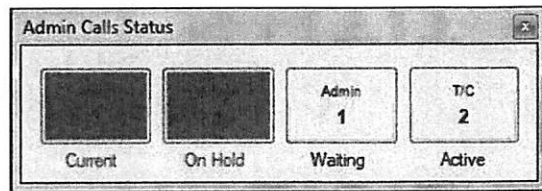


Figure 29: Administrative Calls Status Tool Bar

Note: Status windows similar to those available for emergency calls (as shown in section 6.4.2) also exist for administrative calls.

6.4.4 Distinctive Ringing for Abandoned Calls

The System shall support configuration of a specific .wav file to be played when an abandoned call is ringing at a call taker position.

Response: Comply

The Guardian system offers separate ring tones for 9-1-1 calls, abandoned 9-1-1 calls, Text-to-911 calls and administrative calls.

6.4.5 Reroute Abandoned Calls to a Specific Ring Group

The System shall support an option to send abandoned 9-1-1 calls to a specific ring group during or prior to a call ringing at a call taker position.

Response: Comply

6.5 ANI/ALI Handling

6.5.1 Automatic Number Identification

The intelligent workstation must be capable of providing visual display of the emergency caller's telephone number.

Response: Comply

6.5.2 Automatic Location Identification

The intelligent workstation shall be capable of providing visual display of the calling party's street address information based on the ANI. The intelligent workstation must also be capable of extracting geographical coordinate information from the ALI file received and transmitting this information to geographical mapping software.

Response: Comply

The Guardian system will deliver the ANI/ALI information on the user's screen as soon as a call is presented to the call taker position, while still in the ringing state, allowing the user to view the information prior to answering each call.

The ANI/ALI is displayed even when multiple calls are ringing at a position. The data for each call is identified in a separate window. Call takers can easily move between ALI records by selecting the corresponding tab for each call (see Figure 30).

Call Information	
Phone:	8197471849
Name:	Carol Brown
Class of Service:	RESO
Type of Service:	
Callback #:	8197471849
Source:	
Street Address	
Address:	1012 Ironside Street
Unit Type:	
Unit Number:	
City:	Gatineau
State:	QC
Zip:	J8Z 2R4
County:	
Geographic Information	
Longitude (X):	75.3
Latitude (Y):	45.22
Geo Result:	
Uncertainty:	
Transfer Information	
ESN:	111
1st STA:	
2nd STA:	
3rd STA:	
4th STA:	

Figure 30: ANI/ALI Information Presentation

When a call taker is on an active emergency call, the Guardian system also provides the capability to add an ANI note associated to the call back telephone number of the caller. Upon review and approval by an administrator, this note will be viewable when receiving calls from the same telephone number. Pre-existing ANI notes are available for review when an emergency call is received.

In addition, the Phone window can display caller ID for administrative and emergency administrative calls (see Figure 31). The user can view the status and type of all calls, as well as the relevant Caller ID, and choose which call to answer.

	Status	Name
1	ringing	Caller 8191234567
2	9-1-1 ringing	Caller 818111234
3	9-1-1 ringing	Caller 8192224567
4	ringing	Caller 8193331245
5	9-1-1 ringing	Caller 8194445678

Figure 31: Presentation of Incoming Calls

6.5.3 ALI Presentation Options

The County shall be able to specify the format of the ALI information that is displayed on the call taker screen.

Response: Comply

The Guardian workstation is capable of displaying the caller's telephone number and street address information based upon the caller's ANI. The intelligent workstation is also capable of displaying X, Y and Z coordinates when provided by the received ALI or by the received PIDF-LO. This information can also be sent to a CAD system or Map system in the form of an i3 Event Log or legacy ALI spill.

The ALI format is entirely configurable per ALI source.

The system can connect to ALI databases via RS-232 or direct IP connectivity. When RS-232 is required, an IP-to-RS-232 converter is used.

The system also supports connecting to multiple ALI databases and provides ALI steering capability. The ALI steering is performed using the incoming call policies which is part of the system's Policy Routing Function.

The system provides a protocol adaptation mechanism using scripts so that the ALI query and response formats can be adapted to the needs of each ALI database to which the system must interface.

The Guardian system can simultaneously accept caller locations in the form of ALI records or in the form of civic or geodetic PIDF-LO. The system can then display one or both types of location information to the call taker. This is especially important for the processing of SMS calls using SIP MSRP. These types of calls only come with a PIDF-LO location; legacy ALI wireless location is not available for these types of calls.

The system also has the capability of transforming ALI into PIDF-LO which is useful for NG9-1-1 selective transfers. In NG9-1-1, the ECRF provides the contact information for the agencies serving any given location. Since ECRFs only use PIDF-LO to determine location, it is important that a system is capable of converting legacy ALI location into NG9-1-1 PIDF-LO in order to communicate with ECRFs.

6.5.4 ANI/ALI Preview

The intelligent workstation shall open a new call information window, containing the ALI, for each new call in the queue. Each call information window shall display the ANI of the call on the call information window in a manner in which the call taker can easily navigate between call information windows and view the ALI of calls in progress as well as calls in queue.

Response: Comply

Refer to the response to section 6.5.2.

6.5.5 Automatic ALI Rebid

The intelligent workstation shall automatically update X, Y coordinates at regular, user-defined intervals. This feature shall be configurable to the number and frequency of intervals per wireless provider.

Response: Comply

The Guardian Workstation offers the capability of performing both manual and automatic ALI rebids. The automatic rebids of ALI can occur based on the ALI COS field and include the number of rebids permitted, the initial rebid time and the time interval for the subsequent rebids. The same configuration parameters exist in the incoming call policies for PIDF-LO rebids (see Figure 32).

<input type="checkbox"/> Rebids	+
<input type="checkbox"/> Rebid	-
Class Of Service Key	ClassOfService
Class Of Service	WPH2
InitialRebid	120
RebidInterval	60
MaximumRebids	20

Figure 32: Rebid Configuration Window

Note: Manual ALI requests through which the call taker enters an ANI, are also possible while on a call or while idle. The queries are based upon user privilege.

6.5.6 ALI Parsing

The intelligent workstation shall guarantee that ALI data is appropriately and consistently displayed when interfacing with different ALI providers understanding that different ALI providers send their information in various formats (i.e. wireline vs. wireless).

The System must provide a method for formatting the ALI for calls with 20-digit ANI Call Path Associated Signaling (CAS) and 10-digit Non-Call Path Associated Signaling (NCAS) so the Calling Party Number (CPN) appears in the same location as landline calls. This formatting or "normalizing" must provide the CPN to the ANI callback list for both CAS and NCAS calls.

Response: Comply

Refer to the response to sections 6.5.2 and 6.5.3.

6.5.7 Wireless Call Handling

The intelligent workstation shall present wireless calls and shall include all standard call-handling features.

Single step wireless callback is mandatory as a call taker shall not be required to perform a manual ANI callback for wireless calls.

Response: Comply

6.5.8 Text to 9-1-1 Call Handling

The NG9-1-1 system shall be capable of receiving text-to-911 calls via SIP/MSRP. The call shall be presented to any or all intelligent workstations that are associated with the NG9-1-1 system. The intelligent workstation shall notify the call taker by a unique visual and audible indicator. The location of the text caller shall be included at the time the call is received. The NG9-1-1 system shall support rebidding of text-to-911 calls, as desired, in an effort to better

determine a caller's location. The System shall permit call takers to conference all other call taker workstations into the text conversation and allow them to view the text conversation that has occurred between the original call taker and the caller. The conversation must be presented in real time and must also allow each call taker within the associated conference call to communicate with the text caller. Each message, whether initiated by the caller or the call taker, must be date and time stamped, as well as, identifying the call taker who initiated each text message exchanged with the caller. Conferencing capabilities must allow call takers, outside parties, agencies, to be conferenced via text / voice communication, or combination thereof. Conference participants shall include, but not be limited to; other call takers, public safety agencies, emergency responders, language interpreters, suicide prevention, as well as any presently unknown participants who may need to be reached by manually dialing a caller provided telephone number. Pre-programmed messages specific to text communication shall also be available within the text call handling interface. The System shall support i3 logging of text-to-911 calls. All text communications must be capable of being imported into CAD, archived for future retrieval and included in call handling statistical information where applicable.

Response: Comply

The proposed system is capable of receiving text to 9-1-1 calls from Text Control Centers (TCC) that are capable of sending them to the county's 9-1-1 PSAPs.

There is no charge for the Text-to-911 capability on the Guardian system, it is included in the standard software and can be implemented at any time (implementation services apply).

The Guardian Call taker Workstation includes a Text Conversation window that supports multiple types of multi-media sessions from within the same user interface panel (see Figure 33):

- Text to 9-1-1 calls (SIP/MSRP)
- Text from 9-1-1 calls
- TDD/TTY calls
- Instant Messaging (IM) between call takers
- Dual Tone Multi Frequency (DTMF) e.g. "Press 1 if you are not able to talk"

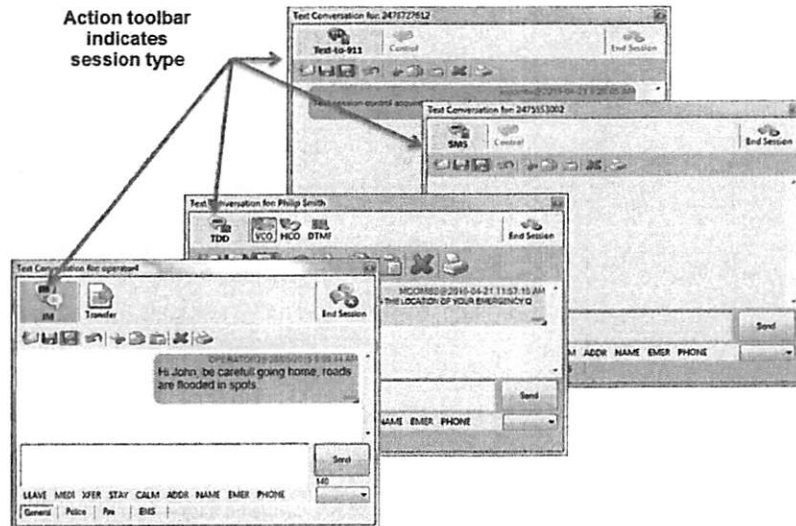


Figure 33: Multi-Media Calls Panels

The Guardian system provides the capability to transfer text to 9-1-1 calls between call takers, as well as between PSAPs connected to the proposed system, using a 'conference' transfer so that the original text to 9-1-1 session is maintained.

Multiple text sessions can exist simultaneously at any Guardian Call taker Workstation. The management of each session is done via the Sessions list.

The sessions list displays multiple types of calls including text to 9-1-1, text from 9-1-1 (offered optionally), TDD/TTY, IM and DTMF. Each multi-media session type will be identified with a separate call-out icon as shown in Figure 34.

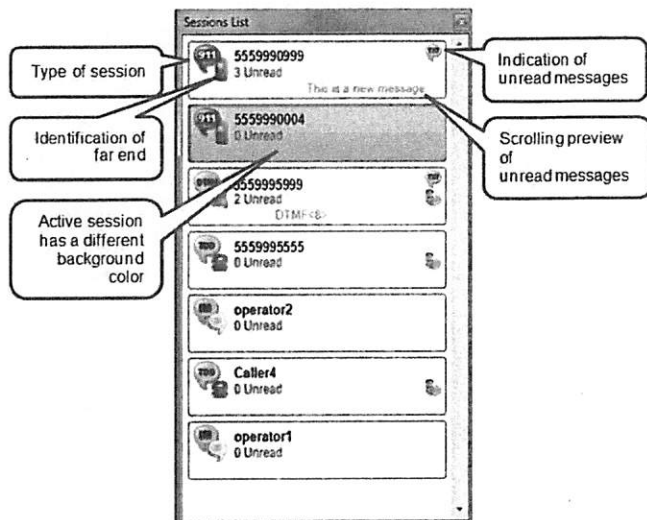


Figure 34: Sessions List

The text to 9-1-1 functionality using SIP MSRP routes and handles text calls the same way as voice calls. Text calls can be sent to specific call queues or can be distributed with voice calls.

Text Control Center fees are not included in this proposal.

6.5.9 Text from 9-1-1 Call Handling

The intelligent workstation shall provide the capability, within the call taker user interface, for SMS calls to be initiated by a 9-1-1 call taker. A call taker shall be capable of initiating a text call at any time by simply typing in a 10 digit cellular telephone number and initiating a send function within the call taker user interface. The call taker interface shall identify the identity of the call taker initiating each message exchanged within the conference call as well as the date and time of each message sent and received. The conversation shall be archived for retrieval at a later time. The System shall permit all call takers to conference into a text session in progress. Conference participants shall include, but not be limited to; other call takers, public safety agencies, emergency responders, language interpreters, suicide prevention, as well as, any presently unknown participants who may need to be reached by manually dialing a caller provided telephone number. Pre-programmed messages specific to text communication shall also be available within the text call handling interface. The System shall support i3 logging of text-to-911 calls. All text communications must be capable of being imported into CAD, archived for future retrieval and included in call handling statistical information where applicable.

Response: Comply

Refer to the response to sections 6.5.8.

6.6 TDD Support

6.6.1 TDD Detection

The intelligent workstation shall be capable of automatically detecting emergency calls originating from Baudot type TDD equipment.

Response: Comply

The Guardian system supports TDD/TTY communications using Baudot protocols in compliance with NENA and ADA standards. When a TDD call is detected, a pop-up window is presented to the call taker which provides them with access to all resources that are required to process TDD/TTY calls (see Figure 35).

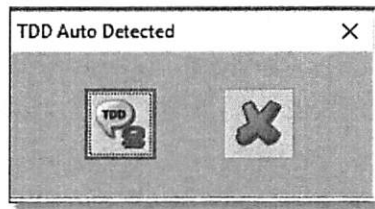


Figure 35: TTY/TDD Detection

6.6.2 TDD Communication

The intelligent workstation must allow call takers to communicate with TDD callers directly from their 9-1-1 intelligent workstation keyboard without requiring the use of any external device.

The intelligent workstation shall allow users to categorize, store and access (send) a minimum of twenty (20) pre-programmed TDD messages. In addition, a call taker shall have the capability to selectively print TDD conversations.

A call taker shall have the ability to create a conference call between a TDD caller and other call takers, as well as other external resources.

The TDD function must allow a call taker to transfer a TDD call to another call taker position.

The TDD function must allow a call taker to communicate with a caller using a combination of voice and text messages in order to accomplish HCO and VCO.

Response: Comply

TDD/TTY functionality is fully integrated into the Guardian user interface Multi-media panel. External devices are not required to process TDD/TTY calls.

Administrator can create pre-programmed messages for call takers to use when communicating with a TDD/TTY caller. Pre-programmed messages offer a quick, alternative way of selecting text from a drop-down list or customized button. The messages can be further modified prior to sending. Pre-programmed messages are accessed via categorized tabs (e.g. Law) in the Multi-media panel.

The TDD/TTY functionality is fully integrated into the Guardian user interface (see Figure 36). Call takers can access the TDD window at any time by clicking on the "TDD" icon. When the "TDD" icon is selected, the TDD window will be presented in the foreground of the intelligent workstation.

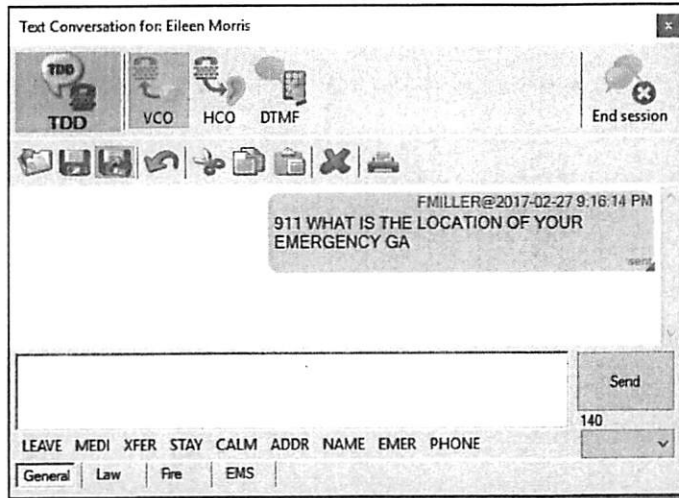


Figure 36: Multi-Media Panel/TTY/TDD User Interface

6.7 Telephony Features

6.7.1 Callback

The intelligent workstation shall have the ability to callback a 9-1-1 caller by dialing the ANI received during the E9-1-1 call setup.

The intelligent workstation shall provide a single feature key to perform this operation. Manual dialing of the number by a call taker shall not be necessary.

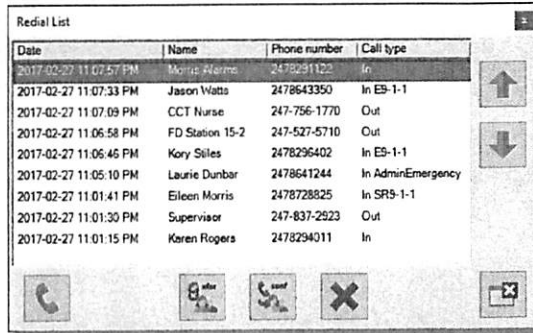
The callback of emergency TDD and wireless calls shall be performed in the same manner.

Response: Comply

The Guardian system includes an automatic call back feature. The button can be mapped as a single button, anywhere within the Guardian Call-taker Workstation layout, within a toolbar, within multiple toolbars, and/or can also be accessed through the Call History window.

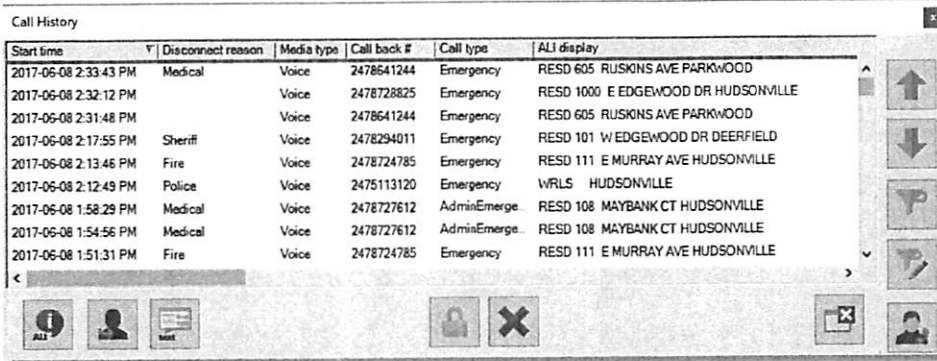
The Guardian intelligent workstation also offers a Redial List and a Call History window. The Redial List (see Figure 37) displays up to the last 150 calls dialed and received by each individual call taker. The list is maintained by a call taker and is cleared when the call taker logs out. The green telephone handset icon located within the redial list allows a call taker to quickly reconnect to any displayed number.

The Call History window (see Figure 38) displays the last 999 9-1-1 calls that were answered at the PSAP by all call takers. The window displays a sortable list of information specific to each call, provides access to ALI, and allows call takers to call back any caller by simply clicking on the "Call Back" icon.



Date	Name	Phone number	Call type
2017-02-27 11:07:57 PM	Morris Morris	2478291122	In
2017-02-27 11:07:33 PM	Jason Watts	2478643350	In ES-1-1
2017-02-27 11:07:09 PM	CCT Nurse	247-756-1770	Out
2017-02-27 11:06:58 PM	FD Station 15-2	247-527-5710	Out
2017-02-27 11:06:46 PM	Kory Stiles	2478296402	In ES-1-1
2017-02-27 11:05:10 PM	Laurie Dunbar	2478641244	In AdminEmergency
2017-02-27 11:01:41 PM	Eileen Morris	2478728825	In SR5-1-1
2017-02-27 11:01:30 PM	Supervisor	247-837-2923	Out
2017-02-27 11:01:15 PM	Karen Rogers	2478294011	In

Figure 37: Redial List Screen



Start time	Disconnect reason	Media type	Call back #	Call type	ALI display
2017-06-08 2:33:43 PM	Medical	Voice	2478641244	Emergency	RESO 605 RUSKINS AVE PARKWOOD
2017-06-08 2:32:12 PM		Voice	2478728825	Emergency	RESO 1000 E EDGEWOOD DR HUDSONVILLE
2017-06-08 2:31:48 PM		Voice	2478641244	Emergency	RESO 605 RUSKINS AVE PARKWOOD
2017-06-08 2:17:55 PM	Sheriff	Voice	2478294011	Emergency	RESO 101 W EDGEWOOD DR DEERFIELD
2017-06-08 2:13:46 PM	Fire	Voice	2478724785	Emergency	RESO 111 E MURRAY AVE HUDSONVILLE
2017-06-08 2:12:49 PM	Police	Voice	2475113120	Emergency	WRSL HUDSONVILLE
2017-06-08 1:58:29 PM	Medical	Voice	2478727612	AdminEmerg	RESO 108 MAYBANK CT HUDSONVILLE
2017-06-08 1:54:56 PM	Medical	Voice	2478727612	AdminEmerg	RESO 108 MAYBANK CT HUDSONVILLE
2017-06-08 1:51:31 PM	Fire	Voice	2478724785	Emergency	RESO 111 E MURRAY AVE HUDSONVILLE

Figure 38: Call History Window

6.7.2 Hold

The intelligent workstation must allow a call taker to place up to fifteen (15) 9-1-1 and/or administrative calls on hold with a single keystroke or mouse click. If a subsequent call is received while a 9-1-1 call is in progress, a call taker shall simply need to answer the ringing call and the call in progress shall automatically be placed on hold. The System must store the ANI / ALI information while the call is on hold, hence avoiding repetition of the ALI request. In the event the caller disconnects while their call is on hold, the call taker shall be presented with an audible and visual disconnect alert. The NG9-1-1 system shall support a SIP interface to the call logging recorder. All calls on hold must continue to be recorded.

Response: Comply

There is virtually no limit to the number of calls that can be placed on hold, other than the number of incoming trunks and lines. Call takers can place any call on hold simply by selecting the "Hold" icon. Administrators can set a threshold for the duration of calls on hold. For example, pre-configured thresholds can trigger a visual alert when a call has been on hold for more than a pre-determined period of time (see Figure 39). When the threshold has been exceeded, the "On Hold" icon will change color alerting call takers to the potentially undesirable situation. A configurable scrolling ticker message can also be displayed on the call taker's screen when the hold threshold has been exceeded, for example, the scrolling message might read "Call on hold for over one minute", alerting all call takers and supervisors to the call on hold. Any call

taker or supervisor can retrieve a call on hold at any time from the Emergency Calls On Hold information window (see Figure 40). The system also allows for exclusive hold functionality, subject to permission. Exclusive hold permits a user to place a call on hold and the call cannot be retrieved by another user.

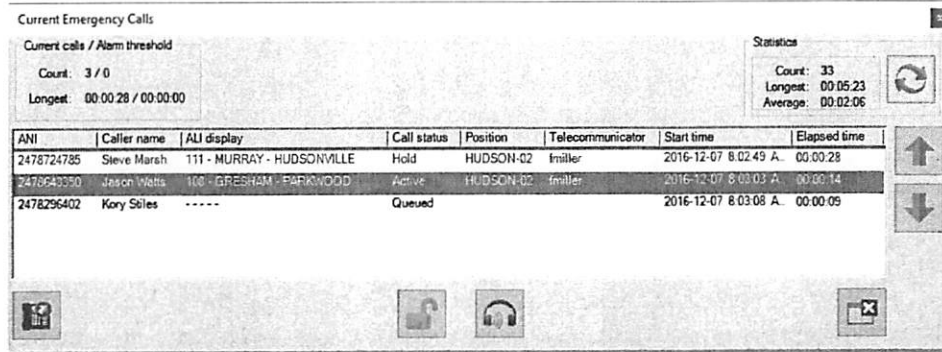


Figure 39: Current Emergency Calls Status Window showing Held Call Visual Alert

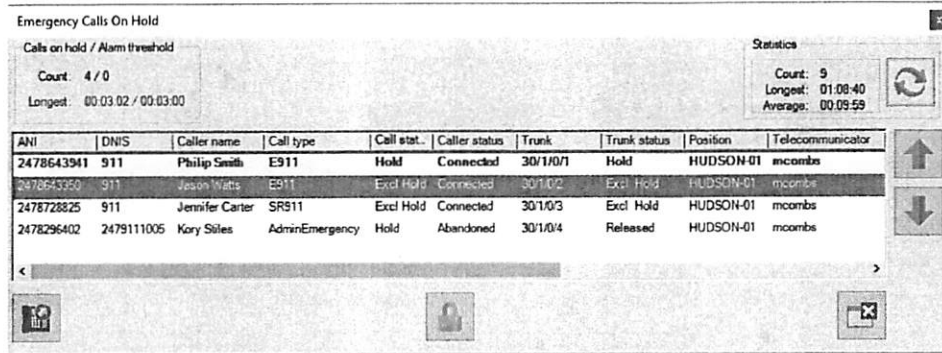


Figure 40: Emergency Calls On-Hold Window

6.7.3 Forced Disconnect

Call takers shall be capable of releasing an existing NG9-1-1 call at any time, regardless of whether the calling party has hung up or is still on the line.

Response: Comply

Call takers can disconnect a call at any time by selecting the Release button.

6.7.4 Muting

Call takers must have the ability to block a caller from talking to all other parties in a conference.

Response: Comply

Users can mute or un-mute calls at any time by using a keystroke shortcut or a mouse click on the "Mute" button.

In addition, a user who initiates a conference call has full control over the participants within the call; they can apply mute, privacy and/or disconnect any participant at any time as well as add an existing call in progress using the join feature. A user can select any call segment and take action which affects only that segment of a call. For example, a call segment representing a participant in a conference call can be muted simply by selecting that particular call segment and then clicking the mute button.

6.7.5 Privacy

Call takers shall have the ability to block a caller from hearing all other parties in a conference, regardless of the size of the conference call.

Response: Comply

6.7.6 Monitor

Any authorized individual - possessing the appropriate privilege - shall have the ability to silently monitor any call taker served by the NG9-1-1 System - from his/her own workstation. This action shall assist in day-to-day operations as well as call taker trainee monitoring and Q&A. Such action shall not cause any audible or visible disturbance at the call taker workstation being monitored.

Once a monitoring session has begun, the individual initiating the monitor shall have access to all of the conversations in which a user is involved, i.e. 9-1-1 calls, admin calls – both incoming and outgoing, Text-to-911 and Text from 9-1-1 sessions alike. In addition, any location information, i.e. ALI and PIDF_LO data that was presented to the target workstation, should also be available for review at the time the monitor is initiated. The individual initiating the monitor shall have a complete view of the status of the targeted workstation (hold, mute, privacy) in any conference call that the targeted workstation is involved in.

During such time an individual has implemented monitor mode, that individual shall be prevented from receiving any calls, i.e. a busy status shall be automatically applied to prevent any conflict between call taking and monitoring.

Response: Comply

With the appropriate login privilege, a call taker or supervisor can monitor or barge-in to another call taker's calls in two different ways.

The first way is by using either the Current Emergency Calls window or the Current Admin Calls window. Call takers can select a call and then simply select the silent monitor button or the barge-in button depending on the feature they require (see Figure 41). The barge-in button can also be selected when the conversation is being monitored. Barge-in is shown as a new call segment in the Call Information window.

The screenshot shows a software interface titled 'Current Emergency Calls'. It includes a 'Current calls / Alarm threshold' section with 'Count: 3 / 0' and 'Longest: 00:00:28 / 00:00:00'. A 'Statistics' box shows 'Count: 33', 'Longest: 00:05:23', and 'Average: 00:02:06'. Below these is a table of active calls with columns for ANI, Caller name, ALI display, Cell status, Position, Telecommunicator, Start time, and Elapsed time. At the bottom, there are icons for monitoring and barge-in.

ANI	Caller name	ALI display	Cell status	Position	Telecommunicator	Start time	Elapsed time
2478724785	Steve Marsh	111 - MURRAY - HUDSONVILLE	Hold	HUDSON-02	Initiator	2016-12-07 8:02:45 A.	00:00:28
2478643350	Jason Watts	108 - BRESHAM - PARKWOOD	Active	HUDSON-02	Initiator	2016-12-07 8:03:03 A.	00:00:14
2478296402	Kory Stiles	-----	Queued			2016-12-07 8:03:08 A.	00:00:09

Figure 41: Example of Using Monitoring and Barge-In

The second method is the User monitoring feature. This feature allows a call taker or supervisor to 'camp-on' to any call taker position to automatically monitor all of the calls and actions performed by a given call taker. This is especially useful for training a new call taker and for quality assurance purposes.

Using either method, there can be any number of call takers monitoring a call.

Monitoring a Call Taker

Position Monitoring allows an authorized supervisor or trainer to automatically monitor all calls handled by a call taker.

After a supervisor or trainer selects a call taker from the Active Telecommunicator window, every call answered by that call taker will be presented to the supervisor or trainer in Monitor mode.

The NG9-1-1 Information button on the monitoring workstation will identify their status as "Busied Out – Monitoring". No other calls will be presented to the monitoring position until they have finished monitoring, however, the monitoring position can selectively answer any other call at any time.

For example, the supervisor or trainer initiating the monitor, can barge-in to a call in progress, at a monitored workstation, at any time to provide help to a call taker.

6.7.7 Barge-In

The intelligent workstation shall give any authorized call taker or supervisor the ability to barge-into a call in progress by selecting the appropriate circuit on their screen or by pressing the appropriate line appearance on the telephone and one additional feature button to enable the barge-in function.

Response: Comply

Refer to the response to section 6.7.6.

6.7.8 Automatic Greetings

Call takers, with appropriate System permissions, shall be capable of recording and applying a personal or general greeting for both 9-1-1 and Admin call types.

Response: Comply

The system's auto greeting feature eliminates the repetitive need of verbally answering each incoming call. A call taker can record a greeting which will automatically be played to a caller based upon the incoming circuit and call type.

A call taker can stop the automatic greeting at any time during a call as well as disable the automatic greeting feature.

Greetings include 2 modes; General Auto Greeting and Personal Auto Greeting. General Auto Greeting is assigned as a generic entry message as calls come into the center, for example, "You have reached the Taylor County 9-1-1 center, please remain on the line for assistance." The Personal Auto Greeting is intended to alleviate the repetitive question asked by call takers at the start of each call, for example, "9-1-1, what is your emergency?"

Each type of greeting, General and Personal, can be assigned to any of the 4 following parameters, each with a unique greeting; Emergency, Admin Emergency (10 digit emergency) and Admin.

Recordings are stored centrally and are tied to each user name and role, and will follow call takers regardless of which workstation they login to.

6.7.9 Make-Busy

Call takers, with appropriate System permissions, shall be capable of temporarily removing themselves from a ring group (call queue) in order to wrap-up a previous call or perform another task such as CAD or

radio communications while remaining logged on. Call takers shall click a single "Make Busy" icon to remove their position from the current call queue while remaining logged on.

Response: Comply

Call takers possessing the appropriate permission can select the Make Busy button to remove themselves from the active queue (with or without auto-answer enabled).

In addition, if a workstation is configured to automatically enter a busy state after a call is released (Manual busy), a call taker will remain in a state of 'not ready' until they click on the Make Busy button to remove the busy condition.

6.7.10 Conference

The intelligent workstation must provide the call taker with the ability to remain on a call and add a new party to the conversation without placing the caller on hold - the caller must remain on the line at all times.

The System must support a minimum of 10 simultaneous conference calls containing a minimum of 10 participants each.

Any party shall be able to drop out of the conference leaving all other parties in the conference providing at least one of the other parties possesses line supervision on their connection.

Call takers shall be able to silence any participant in a conference from being heard by any other party in the conference and similarly be able to exclude any participant from hearing all other parties in a conference.

Audio quality of individual conferences shall not degrade as more participants are added or as more conferences are initiated.

Local call taker intelligent workstation bandwidth requirements shall not increase as the number of conference participants increases. Local intelligent workstation bandwidth requirements shall remain cost effective and not increase above 100kbps unless otherwise specified. When intelligent workstation bandwidth requirements exceed 100kbps, Bidders shall state the reason for the increased bandwidth requirement.

Response: Comply

The Guardian system includes a conference call bridge designed to handle 9-1-1 emergency calls, with no limit to the number of parties that can be added to a conference call. The Guardian system operates as a B2BUA and conference bridge and therefore provides the control for all of the call segments within a conference call. Solacom's audio mixing technology allows for the addition, or removal of, participants at will while providing full duplex participation, or listen only.

As such, the conferencing bridge provides a call taker with the following capabilities:

- Add or remove an individual conference participant
- Always hear the 9-1-1 caller
- Always record the 9-1-1 caller, even when on hold, when using trunk recording
- Mute the microphone of any conference participant independently
- Suppress the capability of hearing (privacy mode) of any conference participant independently
- Terminate an entire conference call
- Remove their call taker position from a conference call and allow the other conference participants to continue.

These permissions are available to any call taker(s) participating in a conference call regardless of who originated the conference.

A call taker has the ability to place an individual conversation, conference participant, or an entire conference call, on hold. Three hold features are available to all users, which include: global hold –

retrievable by any user; call park – also retrievable by any user, and exclusive hold – only retrievable by the user who placed the call on hold.

The Guardian system has extensive conferencing capability. The system can support any number of participants, i.e., 1 conference call consisting of up to 4000 participants or 2000 conference calls consisting of 2 parties, as well as many other combinations in between.

The Phone Window is a visual representation of all participants that have been included in a conference call. Action can be taken on the call as a whole, or taken specifically upon individual participants within the call. By selecting the appropriate “segment” of the call (an individual participant), actions are available, including; applying hold, mute and privacy as well as releasing an individual participant (see Figure 42).

5-party conference call:

Caller 1 cannot hear any other parties but the other parties can hear Caller 1.

Caller 2 cannot hear or speak on the call.

Caller 3 has two-way audio with the Call Taker.

Caller 4 cannot speak on the call but can hear the other parties.

Status	Name	Number	DNIS
9-1-1 active	Eileen Morris	2475553102	
9-1-1 privacy	Eileen Morris	2476728825	2479111001
onhold	FD Station 15-2	2475275710	
connected	CCT Nurse	2477561770	
muted	Supervisor	2478372923	

Figure 42: Typical Phone Window

6.7.11 Speed Dial - Contacts

A call taker's speed dial list shall consist of a contact list including both global and local speed dial numbers. This combined list shall permit call takers to quickly access frequently called telephone numbers from a pre-programmed list of contacts. Local contacts shall not be visible to other System users.

A call taker shall simply choose a contact and click on an icon to initiate a speed dial. Speed dials shall be customizable with, for example, the logo of a response agency.

The contact list must contain up to 10 custom fields for data entry. Contacts must be able to be filtered and the results displayed in a unique window (e.g., display all EMS duty officers). An alternate number must be available for each contact such that if the primary number is busy or unavailable, the alternate number is automatically dialed.

Response: Comply

Speed dial lists within the Guardian call taker workstation are maintained centrally and, as a result, any changes are immediately propagated to all workstations that are actively logged into the system. Generally speaking, each speed dial is made up of contacts, therefore, maintenance of the speed dial list takes place within the contacts list. Contacts can be added manually or by way of importing the data in a .csv file. Figure 43 shows a typical contact list.

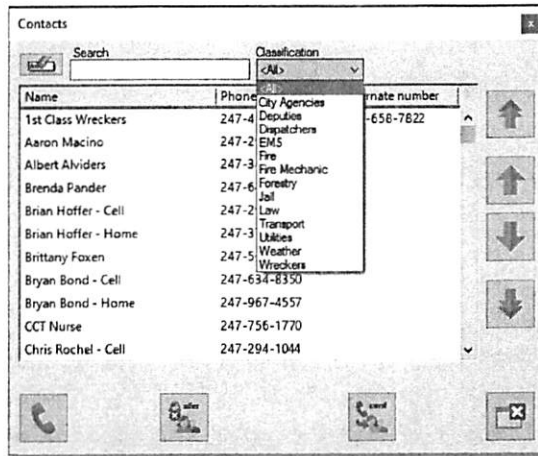


Figure 43: Contact List

In a multi-PSAP environment, Solacom supports the concept of both global and local speed dial lists. Contacts utilized by all tenants can be maintained centrally, if desired. Speed dials unique to a PSAP are stored centrally but filtered such that only their PSAP's speed dial list is presented. PSAPs can also only edit those contacts and speed dials which are assigned to their individual PSAP or tenant list, for example, a fire PSAP (tenant 1) could have a different set of transfer buttons/ speed dial buttons than a police PSAP (tenant 2).

There are no practical limits to pre-programming numbers into an individual speed dial number. A speed dial can be configured with alphanumeric dial strings, including pauses of sufficient length, for dialing any number required by a PSAP.

The speed dial list is an icon based grouping of typically, but not necessarily, similar types of entities, including contacts, phone devices, workstations, ring groups, line appearances (9-1-1 trunks and admin lines), program links (secure URLs) and roaming users.

6.7.12 Intelligent Contacts

It shall be possible for a call taker to press a single speed dial button to transfer and conference calls to different phone numbers, or * codes, based on the incoming route.

Response: Comply

The Guardian system supports an "Intelligent Transfer" feature whereby the system can determine the best possible means of transferring a call based upon which type of resource that any given call is answered on. For example, the system recognizes when a call is received on a 9-1-1 CAMA trunk, the preferred method of transfer is to initiate a star code transfer back through the tandem selective router. If, however, the call comes in on an administrative line, the system recognizes that a star code transfer is not supported, therefore the system will automatically transfer the call via a second admin line or SIP trunk, depending on what the county dictates as appropriate. This functionality is transparent to the call taker who can simply select the same speed dial icon to transfer a call at any time and the system intelligence will complete the transfer via the appropriate means.

6.7.13 Speed Dial – Icons

A call taker shall be capable of initiating a speed dial simply by clicking on an icon which has been preconfigured with a telephone number. It shall be possible to group speed dial icons in a logical manner.

It shall be possible to initiate a speed dial conference with the single click of a speed dial icon.

Response: Comply

The Guardian system provides the capability for a call taker to transfer/conference an established E9-1-1 call to another PSAP on an outgoing trunk without requiring hook flash signaling. The transfer can be initiated by the single click of a button that has been configured with an icon which represents the destination PSAP. The ANI of the caller is transmitted with the transferred call.

This is achieved with the “intelligent button concept”; a button on the Guardian workstation can be programmed with the ability to transfer a call to another PSAP without reusing the incoming trunk. In the call routing policies, the system will translate this number to seize an outgoing trunk. ANI will also be sent to the transferred PSAP as per the instruction set in the outgoing call policy.

The outbound transfer can be achieved using dedicated trunks such as, an outbound CAMA trunk, but also using the PSTN with administrative lines or SIP trunks. A combination of both can also exist. For example, the PSTN route can be used as an alternate route to reach the dedicated CAMA trunks and only used when the CAMA trunk are not available.

Customized button icons can be downloaded or created and made representative of a targeted PSAP or individual responding agency.

Figure 44 shows an example of a Direct Access tool bar.

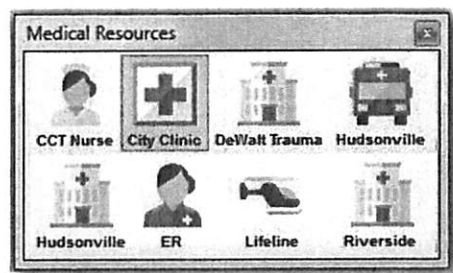


Figure 44: Direct Access Toolbar

Customized button icons can be downloaded or created and made representative of a targeted PSAP or individual responding agency.

6.7.14 Instant Recall Recording

The intelligent workstation must provide a dual channel Instant Recall Recording (call-check) functionality for the workstation / telephone audio and select radio channel at the call taker workstation. Calls shall be accessible by an easy to use interface and provide a rolling log of calls available for review. The Bidder shall state how IRR calls will be handled and for what interval they will be available for review.

The IRR must be IP based and fully integrated with the MIS application. The intelligent workstation must provide the following options:

- Record both caller and call taker audio
- Record Select Radio Channel

- Support all functionality to record caller, call taker(s), administrative phone, radio, ringer and auxiliary port (if used).

Response: Comply

The Solacom system includes an integrated dual instant recall recorder (IRR) application which runs in the background on each call taker's workstation (see Figure 45). The IRR application continually records and saves files at preset intervals so that users can quickly play back portions of the current call or any previous recordings. The IRR can be invoked for playback at any time. The IRR is a recording solution for both workstation audio and select radio audio developed specifically to meet the requirements and liability protection needs within public safety communications. Calls are shown sequentially and can be recalled for review at any time.

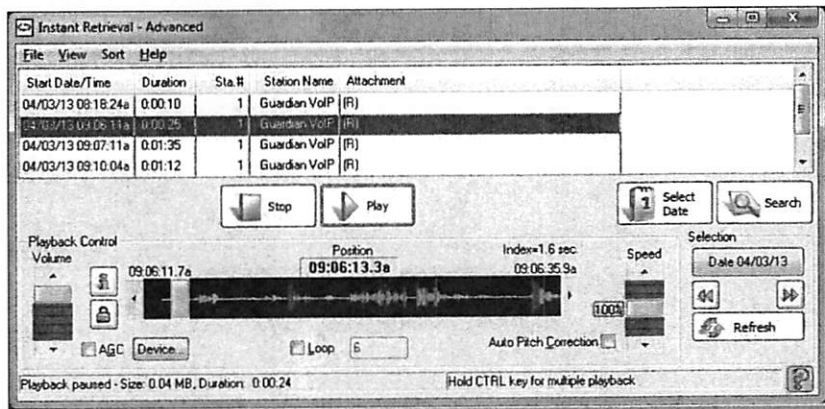


Figure 45: Instant Recall Recorder

Use of the recording application is very intuitive including start, stop, fast forward and a number of other common audio controls. Administrators can configure the IRR to delete calls after a specified period of time or after a certain amount of hard disk space has been used. Solacom will work with the county to identify the optimal IRR recording retention strategy.

6.7.15 Static Images

It shall be possible to configure and display static images on the call taker user interface. Static images may be used to display landmarks, fire hydrants, cameras, missing person's information, etc. Static images shall temporarily be replaced when a 9-1-1 call is received.

Response: Comply

6.7.16 Auxiliary Audio

The intelligent workstation must provide an option for a call taker to listen to auxiliary audio through their headset. The auxiliary audio must automatically switch to the radio or telephone when a call is present.

Response: Comply

This is supported via the PAC II module.

6.7.17 Recommended Spares

The Bidder shall provide a list of recommended individual spares and identify them as options along with the respective pricing.

Response: Comply

Solacom has included optional system spares in its pricing.

6.7.18 Volume Calibration

The System must provide the ability to adjust and calibrate volume settings for audio input and output devices.

Response: Comply

6.7.19 Call Taker Status

It shall be possible for a call taker to view the current state of other call taker positions.

Response: Comply

The Active Telecommunicators status window (see Figure 46) lists all of the call takers currently logged-in at an individual PSAP, along with their status.

Active Telecommunicators

Position	Telecommunicator	Status	Role name	Logged in time	Elapsed time
HUDSON-01	mcombs	Idle	Hudson Administrator	2017-06-06 7:54:53 AM	00:01:13
HUDSON-02	ismithers	Idle	Hudson Telecommunicator	2017-06-06 12:14:18 PM	00:00:31

Figure 46: Active Telecommunicators Status Window

6.7.20 Notification Messages

The intelligent workstation must allow the administrator to create messages to be displayed in a marquee fashion to all call taker positions.

Response: Comply

Various informational messages can be configured and displayed in a ticker (one-line scrolling) window. The window will also display in red alarms indicating a malfunction such as a loss of server connectivity or loss of audio stream.

6.7.21 Instant Messaging

Each workstation shall have the ability to send an instant message to any other workstation on the System. Pre-programmed messages specific to IM communication shall also be available within the IM interface.

Response: Comply

6.7.22 Call Review

The intelligent workstation shall allow a call taker to view the ANI information of at least the last 10 calls released at their answering position.

Response: Comply

The Redial List (see Figure 37) displays up to the last 150 calls dialed and received by each individual call taker. The list is maintained by a call taker and is cleared when the call taker logs out.

Date	Name	Phone number	Call type
2017-02-27 11:07:57 PM	Morris Alarms	2478294122	In
2017-02-27 11:07:33 PM	Jason Welts	2478643350	In ES-1-1
2017-02-27 11:07:09 PM	CCT Nurse	247-756-1770	Out
2017-02-27 11:06:58 PM	FD Station 15-2	247-527-5710	Out
2017-02-27 11:06:46 PM	Kory Siles	2478296402	In ES-1-1
2017-02-27 11:05:10 PM	Laurie Dunbar	2478641244	In Admin:Emergency
2017-02-27 11:01:41 PM	Eileen Morris	2478728825	In SRS-1-1
2017-02-27 11:01:30 PM	Supervisor	247-837-2523	Out
2017-02-27 11:01:15 PM	Karen Rogers	2478294011	In

Figure 47: Redial List Screen

7 Administration, Alarms and Reporting

7.1 Administration

Administration shall be a web browser or windows-based application that provides the maintenance functions required for the 9-1-1 specific functions implemented by the System. These functions include:

- Tandem transfer code configuration
- Outgoing trunk configuration
- User configuration
- ALI configuration
- Resources configuration
- Services configuration
- Speed dial numbers
- Agency information

Response: Comply

Guardian provides two system administrative tools, one which is Web based (Web Admin), and one which is a standalone application (IQAdmin). Both applications can be accessed locally or remotely. For IQAdmin to be accessed remotely, RAdmin is used. This is a secure remote access software to network computers and servers over a LAN, a VPN or via the Internet.

IQAdmin and WebAdmin provide, among other elements, the following:

- Modify the 9-1-1 trunk parameters
- Modify the Central Office (CO) line parameters
- Modify the ring-down line parameters
- Customize the system according to the operational preferences of a particular configuration
- Upgrade the system for new or expanded uses

- Troubleshoot the system
- Quickly view a multitude of system settings for each entity (9-1-1 trunk, user, etc.).

Note that safeguarding the system using system database back-ups is an automated process.

For the PSAP supervisors/administrators routine administrative tasks such as creating call taker users and roles, changing privileges associated to a user role, changing contact numbers, changing screen layouts, modify ACD priorities, as well as monitoring PSAP activities and statistics in real time, are performed using administration menus on the Guardian Workstation itself. Access to such menus is restricted by privileges associated the user login role and all configuration changes are logged in the system.

7.2 Self-Monitoring

The local System must be capable of self-monitoring vital processes and sending alarms in the event of an alarm condition. The System shall notify via email the local System Administrator and/or local maintenance personnel upon detection of an alarm and provide a brief description of the alarm condition.

Response: Comply

The system continually monitors individual components along with the system's overall health. Alarms will be generated when predetermined performance thresholds have been exceeded. Results will be presented in the system's alarm viewer application for review by support personnel. Support personnel can access the alarm viewer application locally or remotely via a secure VPN connection.

The Solacom solution uses a modular approach to system monitoring. Each module parenting a child module is responsible to constantly verify and ensure proper sanity of the child modules. Heart beat mechanisms and internal data exchange ensure each module is responding appropriately. Any non-responsive module will trigger the parent module to raise an alert and activate the contingency plan for this sub module (restart or switch over to back up module if available). The Solacom alerts are collected by the IQprobe module, categorized with priority and detailed description and can be reviewed with the IQadmin interface. The Solacom alerts can also be reported externally to be distributed to an email server and or sent to a Network Monitoring System via SNMP (Simple Network Management Protocol).

Based on user roles and permissions, users will receive alarms if assigned permission to do so. Users can define if alarms are minor/major/critical alarms. For audible alarms, an optional alarm panel is available.

Two mouse clicks are required to extinguish audible alarms. The first click opens the alarm notification panel, and the second mutes the audible alarm.

7.3 Remote Access

The System must provide maintenance personnel with the capability to query the System, locally and remotely through an internet connection via VPN, in order to better understand the System fault(s) and their effect on the operation of the System. Alarm history queries, reporting, and printing must be also available.

Response: Comply

Refer to the response to section 7.2.

7.4 Alarm Categories

There shall be a minimum of 2 categories of alarms (major and minor) depending upon the criticality of the event. It is desirable for the System to allow the administrator to configure notification thresholds.

The types of alarms are defined as follows:

Critical failures are major System failures that render the System completely unusable or significantly reduce system operability, and are considered to be operationally unacceptable by the County.

Minor failures are minor System failures or open punch list items that minimally reduce System operability and have little or no effect on System operability and usability, and are considered to be operationally acceptable by the County. The System shall be capable of sending email notifications of alarm conditions to maintenance personnel. The email notification must summarize the SNMP trap which triggered the alarm condition.

Response: Comply

The system categorizes alarms in 4 different levels based on severity:

- Critical
- Major
- Minor
- Information

8 Reporting

The Bidder shall provide a comprehensive management and statistical reporting functionality to provide the PSAP management personnel with real-time and historical information. It shall be user-friendly, customizable and capable of generating reports for varying time periods. The System shall also be capable of auto-scheduling the generation of predefined reports. The Bidder shall include one black and white networked laser printer to be used as a System printer.

- As a minimum, the following information shall be readily available for reporting purposes:
- ANI
- Seizure time
- Position answered
- Answer time
- Disconnect time
- Incoming trunk number.
- Total count of wireline and wireless calls
- Average call waiting report
- Average call duration
- Total abandoned calls
- Calls by incoming trunk
- Call by hour of day
- Calls answered by position

Response: Comply

The proposed solution includes an MIS application which supports queries, ad hoc reports and custom reports. Administrators can pull ALI and CDR data fields into a report and then customize that report as desired, using filters, checkboxes (e.g. select workstations to report on), buttons and fill-in-the blank. In addition, the MIS application provides a library of 25 report templates that Administrators can use.

The Solacom solution incorporates i3 logging, the next generation evolution of the legacy Call Detail Record (CDR). i3 logging collects significantly more call information elements than was previously available in a traditional CDR feed. The i3 logging service is sent via HTTP Post to the MIS application –

and can also be bridged or "forked" to feed the captured information to additional devices such as CAD, mapping and/or a logging recorder system.

The MIS is designed with built-in redundancy to provide high availability. Each MIS server can accept all i3 logs. The two MIS servers replicate data back and forth to ensure equal data availability and retention.

The system has also been designed to protect data and provide data integrity. The MIS reporting ability is based on the assigned user level and only allows the person generating reports to see call data from agencies or users that they have been assigned to view. Only certain levels of users can save reports/recordings for external use.

The MIS system is designed to receive metadata and media for voice, text and video. All forms of media can be attached to a specific incident. Currently voice and text have been implemented. Video is on the roadmap and will be implemented when origination networks can support these new media types.

i3 Logging and reporting encompasses several different elements of any given call processed by the Solacom solution and can include the following:

- Call taker actions (hold, mute, busy out and others)
- ALI response information from an ALI provider
- Call recordings
- Call records (start of call, call answered, call released and others)
- HELD (HTTP-Enabled Location Delivery Protocol)
- LOST (Location to Service Translation)
- Attachments (Call taker screen captures and others)

The MIS servers are normally sized to provide access to seven years of data. Older data can be archived for longer periods of time on a network storage device.

User Interface

Customizable dashboards allow administrators to monitor key performance indicators. The MIS includes a comprehensive, yet easy to use, reporting tool. Reports can be printed, emailed, exported to a file and scheduled to run automatically. PSAP administrators can choose to view preconfigured reports and/or generate ad hoc reports (see Figure 48).

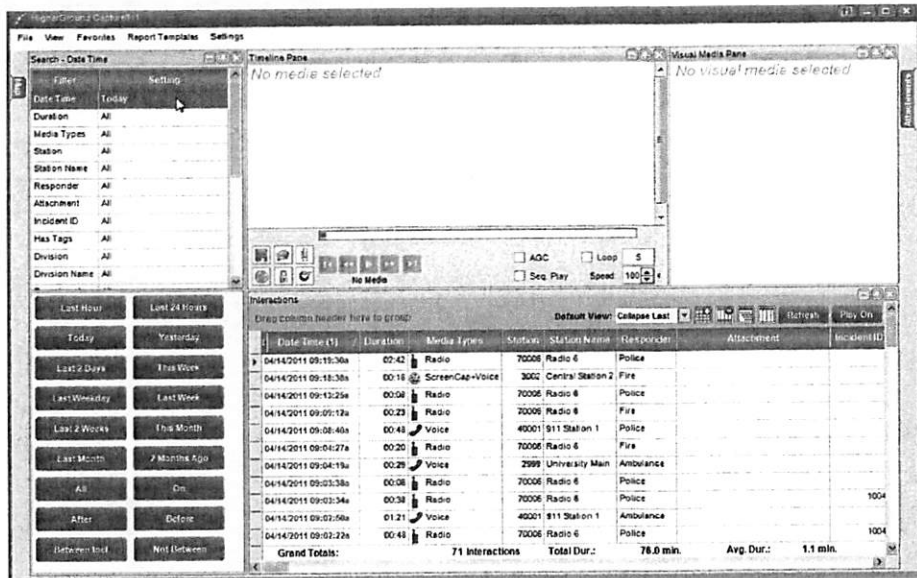


Figure 48: MIS Dashboard

The MIS application allows administrators to easily define search parameters using buttons, checkboxes and field completion which define the interactions to display. As an example, an administrator can select the Station Name filter and then use checkboxes to choose which stations will be included in the results (see Figure 49). By selecting the Date-Time filter the results can quickly be narrowed with the press of a button.

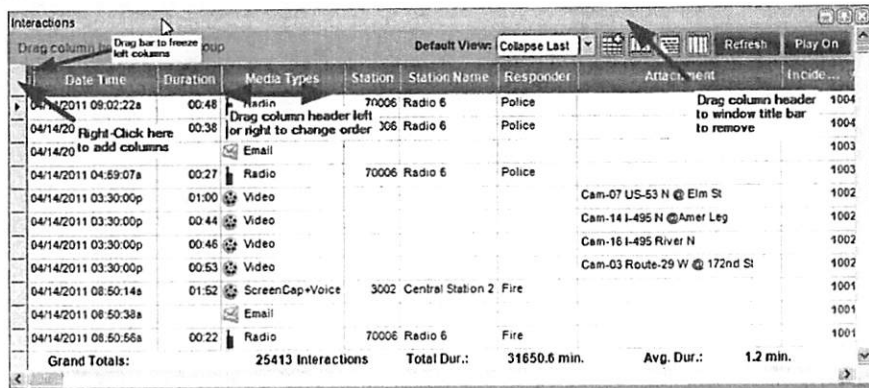


Figure 49: Filters

The MIS includes dashboard reports which graphically display critical PSAP operational parameters (see Figure 50 and Figure 51).

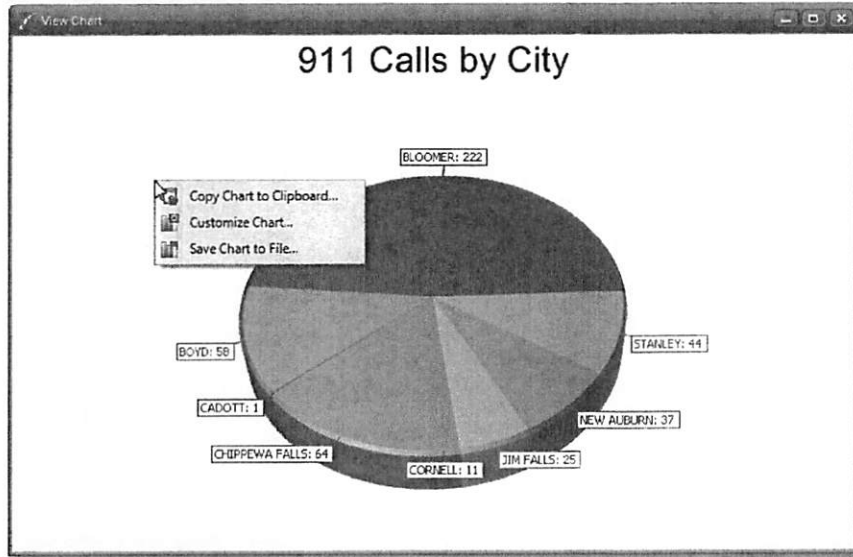


Figure 50: Typical Graphical Report

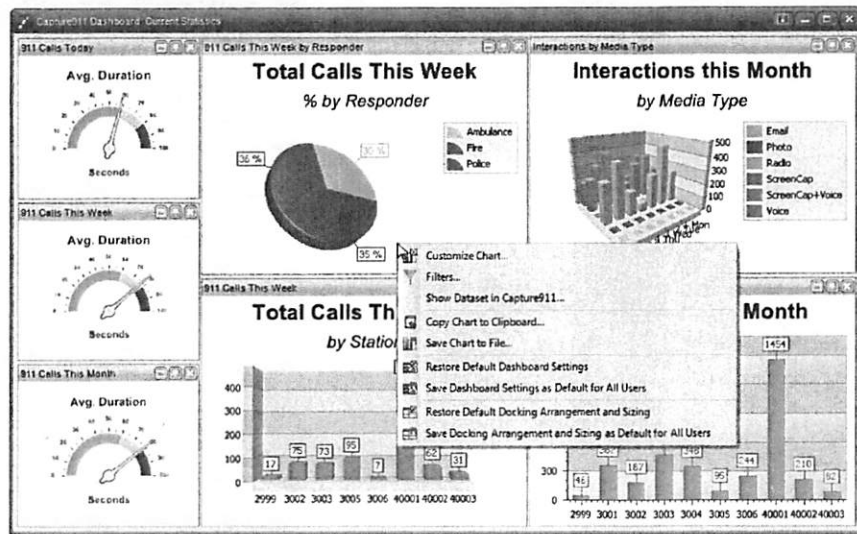


Figure 51: Typical Dashboard Report

8.1 Reports

8.1.1 Data Analysis

The System's reporting capabilities must be designed to enable authorized users to drill up and drill down as well as sort and view all applicable information relating to various agents, managers, supervisors, and executives. This detailed information shall provide the necessary information to answer virtually any telecom question in the exact level of detail necessary to support a given administrative decision.

The System shall provide comprehensive management and statistical reports for individual PSAPs and Jurisdictions.

Response: Comply

The Solacom MIS solution incorporates call related elements in a way that can link these details together to represent a single call. Default reports are delivered with the MIS package. These can be modified or used as a template to build tailored reports for each PSAP.

Default reports include:

- 911 Calls By Hour Of The Day
- 911 Calls By Hour Period
- 911 Calls By Day - Single
- 911 Calls By Day
- 911 Calls By Day Period
- 911 Calls By Day Of The Week
- 911 Calls By Week Start Date
- 911 Calls By Week Period
- 911 Calls By Week Current
- 911 Calls By Month Current
- 911 Calls By Month Name
- 911 Calls By Call Taker
- 911 Calls Single Call Trace
- 911 Calls Answered versus Abandoned
- 911 Calls Overflowed and Answered
- 911 Calls Overflowed and Answered By PSAP
- 911 Calls Overflowed and Redirected
- 911 Callbacks by PSAP
- All Call Taker Logouts
- 911 Calls Uninitialized Wireless Calls
- 911 Call Transferred To PSAP
- 911 Call Transferred From PSAP
- 911 Calls By Location
- 911 TDD/TTY Calls
- 911 Calls Answered by City
- 911 Calls Answered by ESN
- 911 Calls Answered by Class of Service
- Admin Calls By Hour
- Admin Calls By Day
- Admin Calls By Week
- Admin Calls By Month
- Admin Calls By Line

- Admin Calls By Call Taker
- Admin Calls Abandoned
- Call Taker Statistics – all 9-1-1 calls sorted by Division and Call Taker
- ACD Statistics – queue statistics (how many calls reached each queue and were answered or unanswered)
- Specific Call Details (about a single 9-1-1 call).

8.1.2 Report Manager

The report manager must be able to save a customized report as a browser type favorite for quick execution.

Response: Comply

8.1.3 Report Parameters

ANI / ALI must be captured and stored with each 9-1-1 call.

The following items contained in the ANI / ALI data stream must be captured and stored in their respective and individual database fields of appropriate size. This data shall be storable and searchable:

- Originating Phone Number (ANI)
- Address or Coordinate (ALI)
- Caller Name
- ANI / ALI Time of Initiation
- ANI / ALI Time of Pickup
- ANI / ALI Time of Disconnect
- ANI / ALI Date
- ESN
- Class of Service
- LEC

Response: Comply

9 Professional Services

9.1 Installation

9.1.1 Completion

The Bidder shall complete the installation of equipment and demonstrate operability within 90 days after awarding of the bid unless other arrangements are negotiated in writing with the County.

The successful Bidder is responsible for installing all equipment required for the proposed System.

The County will provide the structured wiring cable plant required to support the System and also provide an intermediate distribution frame at the location of the Systems central equipment.

Response: Comply

AK and Solacom understands that in order to complete an orderly installation, planning must begin long before equipment starts to arrive onsite. Solacom draws on extensive installation experience from similar programs, and works closely with the county on any plans affecting the installation of the system.

Dialog with the County

Early in the contract, Solacom initiates dialog with the county to determine installation and transition details. The result of this dialogue will be an installation and transition plan that meets all the requirements of the project.

The potential impact on existing operations, personnel, and system interfaces is of prime significance. It is therefore essential that all details be carefully identified, tested, and agreed to in advance of any installation and integration activities on site. Solacom's experience, coupled with a careful analysis of the county's needs, will be used to develop the installation and transition approach.

9.1.2 Removal of Old System

The Bidder shall be responsible for coordinating and executing the removal of the existing 9-1-1 telephone equipment and cable that is abandoned as a result of the new System installation.

The Bidder shall be responsible for any damage done to the new System as a direct result of their removal of the old System.

Response: Comply

9.1.3 System Grounding

System grounding must comply with industry standards and engineering practices.

Response: Comply

9.1.4 System Power

The System must operate from standard 115V, 60 Hz, single-phase power. The Bidder shall state the Vendor's power requirements for all backroom equipment as well as each answering position.

Response: Comply

Solacom's solution requires the following power for the backroom equipment and call taker workstations:

- Cabinet (Geo-Diverse Ready):
 - 884.4 Watt
 - 7.4 Amp
 - 3017.8 BTU/hr
- Per Position (Dual Monitors):
 - 138.0 Watt
 - 1.2 Amp
 - 470.9 BTU/hr

9.1.5 System Build-Out

The successful Bidder will procure, receive, build-out and stage the entire System as outlined in the final, negotiated contract process prior to the installation at the PSAP. The location of the build-out will be agreed upon by the County and the successful Bidder as part of contract negotiations. Specifics about the Bidder's intended process for the build-out must be included as part of the response to this RFP.

The equipment shall be delivered to its proper location and installed by the Bidder without additional cost or expense and at the convenience and direction of the County. The County shall not be deemed to have accepted any component or piece of equipment until such time, as said equipment has been installed and operating in accordance with the specifications contained herein.

All work shall comply with the applicable national, state and local codes and regulations.

Response: Comply

9.2 Documentation

9.2.1 As-built Drawings

Two complete sets of as-built drawings are required. As-built drawings must be submitted in a Microsoft Visio format, or other agreed upon graphic format as delineated in the contract, on two individual sets of CD's. The installation and acceptance of the System shall not be complete until as-built drawings are delivered.

Response: Comply

A detailed system configuration manual is delivered as part of the site acceptance process. The manual includes a list of all hardware and software components and contains many as-built diagrams in Microsoft Visio format, for example, rack layouts, IP Schema and power circuits. User and administrator documentation is also delivered in conjunction with the system configuration manual.

The manual is updated at the Solacom Technical Services Center whenever a component is changed in the system and, a new electronic version will be provided to the county.

9.2.2 Manuals

Provide documentation for the installation, operation and maintenance of each component of the System. This documentation will include user manuals, maintenance manuals, parts lists of the equipment necessary for the continued and proper preventative maintenance and repair of the System.

Response: Comply

Refer to the response to section 9.2.1.

9.3 System Acceptance Testing

9.3.1 Acceptance Testing

The County will create a written acceptance plan after award of the contract based on the equipment selected. The County will not accept or certify the equipment until all items on the System Acceptance Test (SAT) plan are met to the satisfaction of the County.

The Bidder will be responsible for all materials, hardware and software provided until subject items have been delivered, implemented, tested, and accepted by the County. The Bidder will certify in writing to the County when the System is installed and ready for testing. Degrees of System failure and operability for SAT purposes shall be determined solely by the County.

Response: Comply

AK Associates will provide the manufacturer's SAT template for review and edit. This document will be tailored to all purchased materials and features. Pre-Acceptance will be demonstrated upon completion of the installation to ensure that all items and features are identified for testing, and that the system is complete and in full operation.

9.3.2 Failure Levels

The following failure priority levels are defined for use during the SAT process.

Critical failures are major System failures that render the System completely unusable or significantly reduce System operability, and are considered to be operationally unacceptable by the County.

Minor failures are minor System failures or open punch list items that minimally reduce System operability and have little or no effect on System operability and usability, and are considered to be operationally acceptable by the County.

Response: Comply

The below template is the default testing results from Solacom. AK will add the above classifications to ensure that all measurements are included.

9.3.3 Final Acceptance Testing

The final SAT is expected to commence immediately upon System cut over and proceed for fourteen (14) consecutive critical-alarm failure-free days. If a critical failure occurs during the final SAT period, the final SAT period will be stopped, and the failure(s) expediently corrected to the County's satisfaction.

During this period of interruption, the System must continue to operate with the greatest degree of reliability possible given the respective failure(s). The final SAT period of fourteen (14) consecutive failure-free days will restart the day after the critical failure is corrected.

Response: Comply and Understood**9.3.4 Measurable Testing**

Testing must include a measurable testing process for each functional and technical aspect of the specifications listed in the Bidder's proposal, in addition to, System performance measurements based on the telephone activity to date in the County's PSAPs. This testing shall serve as a sign off process for payment to the Bidder.

Response: Comply and Understood**9.3.5 System Failures due to External Causes**

Specific to the SAT, System failures resulting from external causes, including but not limited to; acts of God, fire, County supplied hardware, software and/or connectivity failure will be excluded from the SAT.

Response: Understood**9.4 Training****9.4.1 Training Requirements**

Training on all System functions must be provided by the Bidder of the System (Vendor). Training must include sufficient information and experience (certified by equipment manufacturer) to familiarize personnel (administrators, supervisors and call takers) with all System functions, features and operation for their particular assignments.

The Bidder must implement a train-the-trainer plan for call takers and PSAP administrators. Describe how you will meet this requirement.

Response: Comply

AK Associates will provide Administrative, Train the Trainer, and Call Taker training. This will be provided by our training manager who possesses vast knowledge of the Guardian Call Taker platform.

The proposed solution includes a train-the-trainer course for supervisors and administrators. The course accommodates 4 students and is 2 days in length.

The Train-the-Trainer course is a compilation of Guardian administration and Guardian call taker features with the emphasis placed on preparing students to be capable of providing effective training to County personnel. The first part of the course explains the configuration and call flow options available within the Guardian system. The second part of the course covers using the Guardian call taker workstation to answer incoming calls, transfer calls, place calls, retrieve recordings, etc. All system features will be explained in a call taker simulated working environment. The last part of the training session will be a review and question and answer period where students can ask the trainer to demonstrate call procedures relevant to their individual PSAP.

Upon successful completion of the Train-the-Trainer course, the student will be able to demonstrate the ability to:

- Work with future administrators to configure and propose configuration changes to the Guardian solution
- Train future Guardian call taker personnel.

A Guardian Train-The-Trainer manual will be provided to each student (and an electronic copy will be provided to the County).

For customer reference, the syllabi of the call-taker and administrator training courses are provided in the following paragraphs.

Guardian Call-Taker Training

Maximum number of students per course: 6

Duration: 4 hours

Course Overview

The Guardian Operator training course provides an introduction to all features of the Guardian administrative and emergency call processing software that runs on the Guardian Intelligent Workstation. In this leader-led course, the trainer presents an interactive demonstration of each Guardian feature as described in the "Guardian Operator Training Guide." Students are grouped in pairs and practice using system features in a call taking simulation environment. The last module of the course allows students to review specific topics and ask the trainer to demonstrate call procedures relevant to their operating environment.

The following topics are covered:

- Introduction to Guardian Call Processing Client
- Answering calls
- Alternative Site Log In
- Failover Behavior
- Answering Calls
- Call Legs with Interactive Examples
- Telephony Functions with Role-Playing Simulation
- Accessing and Exiting Groups using Ring Group Assignments
- Conferencing for POTS and CENTREX Functionality with Role-Playing Simulation
- Blind and "Warm" Transferring for POTS and CENTREX Functionality with Role-Playing

Simulation

- Outbound Dialing using Speed Dial Buttons, Contacts, and Manually Dialing
- Handling TTY Calls – Interactive Hands-On Training
- Multiple Call Handling and ALI Processing
- Accessing Call History and Call Backs
- Utilizing Call Taker Notes – Interactive Hands-On Training
- Retrieve Local Call Recordings
- Practice Period for Custom Call Scenarios

Course Objectives

Upon successful completion of the Guardian Operator Training course, the student can demonstrate ability to:

- Log in to the system
- Access and use all Guardian call processing features
- Answer, transfer, and release calls
- Handle TTY calls
- Retrieve previous call recordings
- Create, access and use contacts and call taker notes.

Student Prerequisites

Students taking Guardian Operator Training should have knowledge of written and spoken English.

Course Material

A Guardian Operator Training Guide will be provided to each student.

Classroom Setup

A Guardian Intelligent Workstation connected to the Guardian ESP is required for each student. An operational 9-1-1 test phone line is required for the duration of the class. The trainer will present course material via a projector.

Guardian Administrator Training

Maximum number of students per course: 5

Duration: 8 hours

Course Overview

The Guardian Administration training course provides an introduction to all features needed to administer and manage the Guardian administrative and emergency call processing software. In this leader-led course, the trainer presents an interactive demonstration of each of the Guardian Telecom features as described in the Guardian Administration Training Guide.

The course is divided into five sections: features, provisioning, layouts, administrator tools, and system tools. The course time is divided between describing the Guardian features, determining the required system configuration, and implementing the configuration including account and layout creation. To provide valuable hands-on experience, students enter the configuration into the customer system with the trainer's supervision. This course does not include call processing training.

The following topics will be covered:

- Introduction to Guardian Call Processing Client and Administration
- Guardian Configuration Overview and Description
- Guardian Administration Objects
- Roles and Privileges Creation
- User Accounts Creation
- 9-1-1 Selective and Fixed Transfer Code Assignments
- Threshold Setting Configuration
- Create and Configure Auto Greetings
- Intelligent Contacts
- Layout Creation including Speed Dial Buttons
- Tenant Status Accessibility
- Ring Groups Dashboard
- Ticker Message Configuration
- Import and Export of Contacts

- Preference Template Configuration
- Ringer Mode Management
- Interactive System Configuration.

Course Objectives

Upon successful completion of Guardian Administration Training course, the student can demonstrate ability to:

- Manage system components such as user accounts and role privileges
- Modify and configure screen layouts
- Maintain intelligent contacts
- Export contacts for backup purposes
- Configure ringers for different call types
- Record and apply auto greetings
- Configure speed dials
- Use tenant status to garner real-time statistics.

Student Prerequisites

Students taking Administration Training should have:

- Knowledge of written and spoken English
- Knowledge of voice communications
- Familiarity with 9-1-1 public safety systems.

Course Material

A Guardian Administration Training Guide will be provided to each student.

Classroom Setup

Two Guardian Intelligent Workstations connected to the Guardian ESP are required at a minimum for the class. The trainer will present course material via a projector and will require access to a whiteboard.

System Maintenance Training Course

Maximum number of students per course: 8

Duration: 5 days

Course Overview

The Level 1 System Maintenance Training Course provides an introduction to all tasks needed to configure, and maintain the Guardian Enhanced 9-1-1 Controller and the Guardian Intelligent Workstation. The course consists of theory as well as hands-on exercises to ensure that students learn about the various components and are able to perform the necessary tasks to administer and maintain the system. The course also includes a course completion examination addressing all features covered during class. This course will allow trained personnel to customize the system according to the operational preferences of a particular configuration, as requested. Including the following items:

- Upgrade the system for new or expanded uses
- Safeguard the system by backing-up the system database
- Troubleshoot the system
- Quickly view a multitude of system settings for each entity (9-1-1 trunk, user, etc.).

The following topics will be covered:

- Guardian Emergency Services Platform and Components
- Redundant and Geo-Diverse Models
- Guardian Next Generation Controller
- Guardian ESP Initial Power Up
- ESP Interconnectivity
- Guardian Controller Connectivity
- Audio Gateways
- Guardian Intelligent Workstation Configuration
- Position Audio Control Configuration
- Guardian Configuration including ACD, Line Appearances, and Tenant Groups
- Incoming Call Policies
- Call Routing
- Alternate Routes and Priority
- Automatic Location Identification Link Configuration
- Guardian Administration
- Event Logging and Alarms
- Maintenance and Troubleshooting.

Course Objectives

Upon successful completion of the Level I: System Maintenance course, the student can demonstrate ability to:

- Name, state the purpose of, and operate each call taker module and feature
- Configure incoming and outgoing call policies
- Configure routing and alternate route policies
- Manage system resources
- Diagnose problems
- Conduct repairs

Student Prerequisites

Technical students should have:

- Knowledge of written and spoken English
- Fundamental telecom/IT experience
- Familiarity with 9-1-1 public safety systems.

Course Material

A System Maintenance Training Guide will be provided to each student.

Classroom Setup

An operational Guardian E9-1-1 Controller is mandatory; either the county's system will be used, or a training system may be shipped to an appropriate location. A laptop or PC with remote access to the Guardian ESP is required for each student/pair. The trainer will present course material via a projector and will require access to a whiteboard.

9.4.2 Training Curriculum and Scheduling

Bidders shall include training curriculum and training courses for both call takers and administrators in their proposal. All training schedules shall be approved by the County.

Response: Comply

9.4.3 Training Material

Training materials shall be approved by the County prior to the delivery of any training courses.

Participants must receive individual copies of applicable training materials at the time the course is conducted. Authorization shall be granted to reproduce any training materials that are provided.

Response: Comply

9.4.4 Training Courses

Training shall be provided for the following personnel:

Personnel	Quantity
Call Takers	10
Administrators	4
Train-the-Trainers	4
Tier 1 Support Personnel	4

Response: Understood

10 References

The Bidder is required to provide 3 references that have purchased a similar System from the same Vendor.

Response: Comply.

Please see Reference Section

11 Warranty and Maintenance

System warranty and System maintenance periods for all hardware, software and on-site maintenance shall begin upon final acceptance of the entire System and shall run concurrently for a period of twelve (12) months. Pricing for System warranty and System maintenance for the initial twelve (12) month period shall be included in the Bidder's base price.

Twenty-four (24) hour technical and maintenance support must be available with an onsite response time of no more than two (2) hours for critical failures. Twenty-four (24) hour technical and maintenance support must be available 24 hours a day, 7 days a week.

The responding vendors shall provide weekly on-site visits to provide preventative maintenance on the 911 system and components. In addition, daily monitoring of the equipment is required and the County will provide remote access for daily system checks and monitoring.

Response: Comply

AK Associates meets all of the requirements listed above. Preventative Maintenance and remote monitoring are included in the pricing.

Solacom is proposing yearly and 5-year prepaid option for the following services:

- Software support
- Hardware support
- Anti-virus update management
- Remote monitoring (optional)
- O/S update patch management (optional)

Software Support

Software support provides for software and firmware updates and upgrade for new releases on products manufactured by Solacom, if and when they are available. Software fixes and upgrades will be made available to the county upon availability, during the term of the software support agreement.

Software Features

New software releases can include new features. It is important to note that some of the new software features can have an activation fee and/or a licensing fee.

Third Party Software

Third party software such as the Operating System or any other third-party applications not developed by Solacom are not covered by Solacom software maintenance and support programs; Solacom transfers the Third Party warranties and will offer an additional support program, if available and permitted by the third party software vendor.

Hardware Required for New Software Release

To implement a new software release with additional functionality desired by the county, new hardware may also be required. A quote for this new hardware will be provided, as required.

Installation of New Software

Installation of new software will be accomplished remotely. If necessary, Solacom will have a technician onsite to assist with the upgrade.

Exclusions

Systems/professional services for software/hardware re-configuration, new feature implementation, consultation on features and/or functions, relocation of equipment or;

Assistance in the isolation of faults that resides in third party equipment or involves inter-operability with third party equipment that is not provided by Solacom.

Hardware Support

The Hardware Support program covers Solacom-manufactured and supplied hardware, such as VoIP, T1, SS7 Gateway, Chassis, Lantronix, Damocles and Gateways, as applicable.

Repair – In Factory

Solacom provides the service to repair system components returned to the factory. This service comprises diagnostic testing and troubleshooting and repair labor to return the component to full working condition, or identify the component as beyond economical repair (BER), as appropriate.

Module Repair Service

Defective hardware components can be repaired through Solacom repair service department. A Return Material Authorization (RMA) number will be opened to ensure proper tracking of the module to repair.

The County must contact Solacom's Technical Support Center (TSC) to gain authorization of all returned materials prior to shipment. An RMA number will be issued to this specific item for tracking purposes.

Solacom's TSC can be reached by calling 1-888-Solacom (1-888-765-2266) or 1-819-205-8100.

Repaired components are warranted for the remainder of the warranty or ninety (90) days from the date of return of the component to the county, whichever occurs first. Solacom may decide to replace any component or module if this is the best course to repair the defective module.

RMA turn-around-time is within 24 hrs. This time is measured from the time and date the incident is logged with Solacom's TSC and the date equipment is shipped from the factory.

Exclusions

Consumable items are items that generally have an expected life of less than one year.

Hardware support excludes any act of God, products that are not properly used, or products that have been subject to misuse, unauthorized modification, detrimental exposure or involved in an accident.

To implement a new software release with additional functionality desired by the county, new hardware may also be required; this is the responsibility of the county. A quote for this new hardware will be provided, as required.

Third-Party COTS Hardware

Third Party Hardware not manufactured but supplied by Solacom will follow the same RMA process, however, the RMA turn-around-time will not apply as third party manufacturers are involved and have different processes. Solacom transfers third-party warranties and will offer additional support programs, if available and permitted by the third party hardware manufacturer. Solacom has included an extended 5-year warranty on the provided Third Party commercial off-the-shelf (COTS) hardware.

Managed Antivirus

All Guardian systems leave the factory floor with the latest antivirus elements installed on servers and computers. This comprehensive protection includes; antivirus and anti-malware detection and removal engines in real time, phishing protection, a spam guard, a system performance optimizer, file encryption, multiple scan levels, parental controls, two way firewall, identity theft and a USB immunizer which immunizes flash drives from virus infections when connected to a computer.

Managed Antivirus continues that high level of security, by ensuring the latest updates are first tested and verified in our lab, for false positives and system performance impact, then automatically distributed for download and installation.

Managed Antivirus protection, along with firewalls, application control and judicious network design, are an important component for the continued security and integrity of Solacom solutions.

Remote Monitoring (Optional)

The Solacom Network Operation Center (NOC) is monitored 24/7 by factory certified technicians who engage other Solacom personnel as required, to investigate, troubleshoot and resolve reported and detected issues. Escalation of critical events extend beyond service technicians and can involve the Solacom Vice President of Research & Development, as well as the Vice President of Product Development and the Chief Operating Officer.

Monitoring is provided via Solacom's Active Remote Monitoring and Response (ARMoR), a reliable real-time monitoring and response system. ARMoR ensures quick response to critical alarms within the system components (see Figure 52 and Figure 53).

ARMoR uses several different means and protocols to provide comprehensive monitoring of the Guardian system and associated IP devices.

- SNMP (Simple Network Management Protocol) query is used to monitor different Object Identifiers (OID's) to watch over devices. SNMP traps are captured and generate different alert levels based on pre-defined templates built specifically to monitor the Solacom system.

- System monitoring also raises preventive triggers that initiate verification before problems occur. Memory, CPU (Central Processing Unit), Disk, Fan, Temperature, processes are all examples of functions and components monitored by the ARMoR service. Servers are monitored via IPMI (Intelligent Platform Management Interface) for similar verifications.
- Constant presence is monitored via ICMP (Internet Control Message Protocol) to alert on any communication delays that are abnormal. The Network Interface Cards (NICs) of IP devices are monitored to detect abnormally high incoming or outgoing traffic and traffic with errors.
- Individual lines on analog gateways are monitored to detect abnormal usage or Central Office line status change (Disconnect/Reconnect). Network switches, and optionally routers, are monitored at the port level to identify abnormal delays, errors, or high bandwidth usage, including RAM (Random-Access Memory) and CPU usage.

ARMoR goes beyond simply responding to events. Trend analysis looks for vulnerabilities within the Guardian system, seeking to predict required maintenance prior to failure. On the security front, the network management system is monitored and guarded against unauthorized access, intrusion attacks and hacking. Solacom ARMoR service also provides a monthly system health report to optimize performance by taking a pro-active approach to maintaining the critical communications infrastructure. The service automatically generates daily, weekly, and monthly statistical reports. Report formats include graph, bar chart, distribution, and summary.

Solacom will configure a secure remote access port on the Guardian system to provide support and to provide upgrades. The county can access the system locally or remotely to review diagnostics and conduct Tier 1 troubleshooting and problem resolution. Remote monitoring is offered to identify potential issues before they become real problems.

System status							Host status			
Host group	Critical	High	Average	Warning	Information	Not classified	Host group	Without problems	With problems	Total
Active Monitored site	0	0	0	0	0	0	Active Monitored site	257	0	257
Active Monitored site (Test only)	0	0	0	0	0	0	Active Monitored site (Test only)	2	0	2
ARMoR	0	0	0	0	0	0	ARMoR	208	0	208
ARMoR-GeoCms	0	2	0	0	0	0	ARMoR-GeoCms	30	0	30
ARMoR-GeoCms-001	0	0	0	0	0	0	ARMoR-GeoCms-001	0	0	0
ARMoR-GeoCms-002	0	0	0	0	0	0	ARMoR-GeoCms-002	12	0	12
ARMoR-GeoCms-003	0	0	0	0	0	0	ARMoR-GeoCms-003	9	0	9
ARMoR-GeoCms-004	0	0	0	0	0	0	ARMoR-GeoCms-004	13	0	13
ARMoR-GeoCms-005	0	0	0	0	0	0	ARMoR-GeoCms-005	15	0	15
ARMoR-GeoCms-006	0	0	0	0	0	0	ARMoR-GeoCms-006	23	0	23
ARMoR-GeoCms-007	0	0	0	0	0	0	ARMoR-GeoCms-007	11	0	11
ARMoR-GeoCms-008	0	0	0	0	0	0	ARMoR-GeoCms-008	11	0	11
ARMoR-GeoCms-009	0	0	0	0	0	0	ARMoR-GeoCms-009	16	0	16
ARMoR-GeoCms-010	0	0	0	0	0	0	ARMoR-GeoCms-010	27	0	27
Updated: 16.10.07							Updated: 16.10.07			
Last 30 issues							Web console usage			
Host	Issue	Last change	Age	Info	Actions		Host group	OK	Failed	Unknown
Active Monitored site	Active Monitored site is available by 16.10.2007	16.10.2007 12:45:16	284 h 33m	0	0		Active Monitored site	0	0	0
Active Monitored site (Test only)	Active Monitored site (Test only) is available by 16.10.2007	16.10.2007 17:45:12	284 h 19m	0	0		Active Monitored site (Test only)	0	0	0
ARMoR	ARMoR is available by 16.10.2007	16.10.2007 17:28:26	284 h 19m 47m	0	0					
ARMoR-GeoCms	ARMoR-GeoCms is available by 16.10.2007	16.10.2007 17:26:00	284 h 20m 4m	0	0					
ARMoR-GeoCms-001	ARMoR-GeoCms-001 is available by 16.10.2007	16.10.2007 17:27:18	284 h 20m 8m	0	0					
ARMoR-GeoCms-002	ARMoR-GeoCms-002 is available by 16.10.2007	16.10.2007 17:27:03	284 h 20m 9m	0	0					
6 of 12 issues are shown										
Updated: 16.10.07										

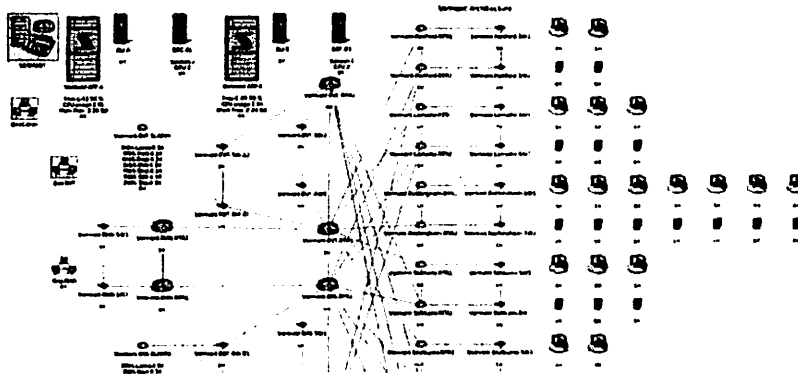


Figure 53: Typical Remote Monitoring View

Patch Management (Optional)

The IT environments of 9-1-1 centers are becoming increasingly complex. Supporting various platforms that are required for system operation is increasingly important. One of the most important aspects is patch management, designed to eliminate vulnerabilities in software. Guardian Patch Management provides thorough testing of Windows™ patches in conjunction with your operating environment to ensure updates and security patches are applied in a timely manner. Keeping up with Windows™ Server and Windows™ PC operating system (OS) updates and security patches is critical to network security.

Guardian Patch Management selects the latest Windows™ patches and updates for rigorous testing and certification in our manufacturing labs. After a thorough, functional and performance assessment, updates and patches are then synchronized for distribution to the system servers and computers in our customer's network.

This diligent approach to patch management minimizes the administrative burden on IT staff and ensures that newly installed updates and patches have no negative impact on the behavior of Solacom solutions.

12 Cost Proposal

The Bidder shall provide detailed pricing identifying all individual costs for the following:

- Hardware
- Software
- Installation
- Training
- Shipping
- Program management
- Services
- Options
- Ali Datamaster Maintenance
- Map Data Maintenance



Response to the Taylor County, FL
Request for Proposals for a NG9-1-1 System

Date: January 12, 2018

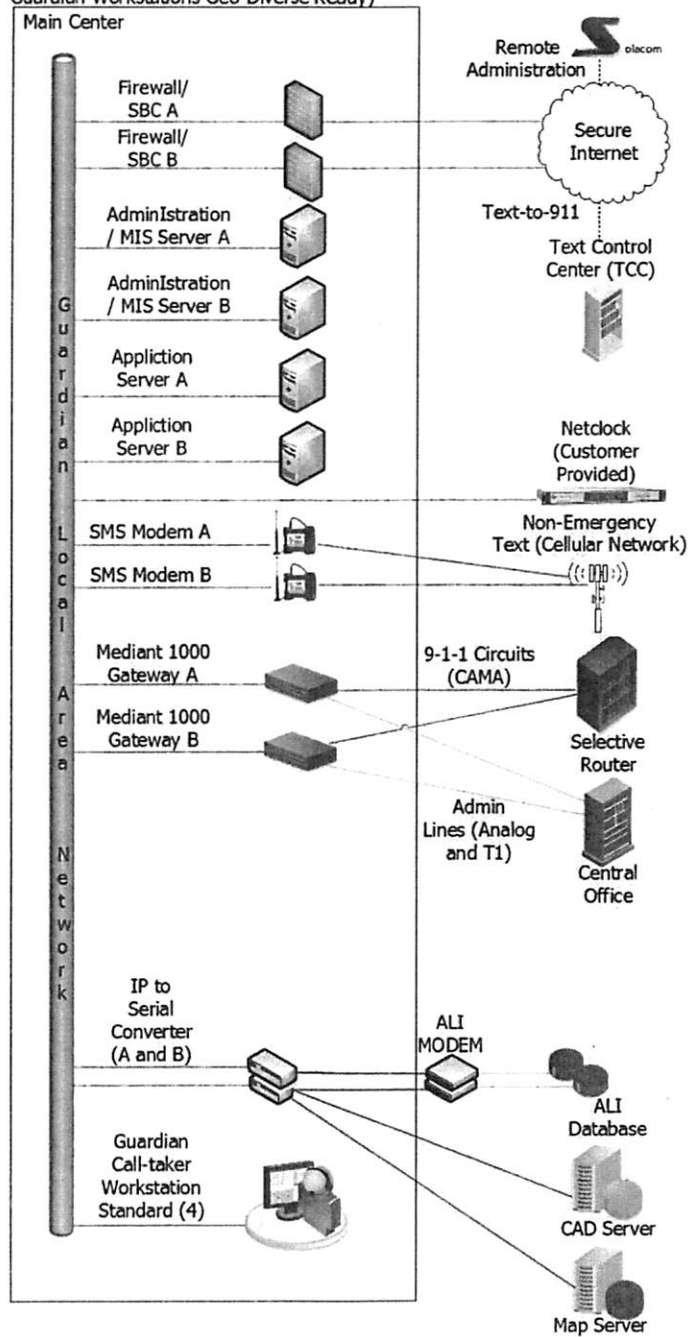
- Recorder Maintenance
- Maintenance costs to include, preventative on-site maintenance 1 day a week. Priced for the 1st year plus cost per year for the next 5 years.

Initial 12 months warranty and maintenance, necessary to implement the Next Generation Ready 9-1-1 Communications System.

Response: Comply

AK Associates has included all of the above in the Pricing Section

Taylor County, FL – Fault Tolerant Controller with 4
Guardian Workstations Geo-Diverse Ready)



——— 9-1-1 ———
 ——— Ethernet ———
 ——— Admin ———
 IP Network
 ——— Serial RS-232 ———

ID	WBS	Task Name	Duration	Start	Finish	Predecessors	% Complete	5 Jan 3, '16				
								M	F	T	S	
35	-6.1.2	Training Facility Staging Complete	0 days	Wed 3/14/18	Wed 3/14/18	31	0%					
36	-6.1.5	Inter-Connect Testing	2 days	Thu 2/22/18	Mon 2/26/18	25	0%					
37	-6.1.6	Solacom Position Equipment Configuration	6 days	Wed 2/21/18	Thu 3/1/18		0%					
38	-6.1.6.1	Equipment Transfer to Floor Complete	1 day	Wed 2/21/18	Thu 2/22/18	24	0%					
39	-6.1.6.2	Software load & configuration	5 days	Thu 2/22/18	Thu 3/1/18	38	0%					
40	-6.1.7	Solacom Manufacturing Complete	0 days	Thu 3/1/18	Thu 3/1/18	37	0%					
41	-6.2	Factory Acceptance Testing	2.5 days	Thu 3/1/18	Mon 3/5/18		0%					
42	-6.2.1	Conduct Factory Acceptance Test	2 days	Thu 3/1/18	Mon 3/5/18	40,36	0%					
43	-6.2.2	Factory Acceptance Test Review / Sign-off	0.5 days	Mon 3/5/18	Mon 3/5/18	42	0%					
44	-7	SHIPMENT, DELIVERY, AND INVENTORY OF SYSTEM	5 days	Thu 3/15/18	Wed 3/21/18		0%					
45	-1	Inventory Equipment	0.5 hrs	Thu 3/22/18	Thu 3/22/18	44	0%					
46	-8	UAT, Stress Test, Security Test Plan Development	4 days	Mon 3/5/18	Fri 3/9/18		0%					
47	-8.1	Create Test Plan documents	2 days	Mon 3/5/18	Wed 3/7/18	42	0%					
48	-8.2	Taylor Test Plan Document Review	1 day	Wed 3/7/18	Thu 3/8/18	47	0%					
49	-8.3	Complete Testing Schedule	1 day	Thu 3/8/18	Fri 3/9/18	48	0%					
50	-9	Cutover Planning	2 days	Fri 3/9/18	Tue 3/13/18	17	0%					
51	-9.1	Develop Cutover Plan	1 day	Fri 3/9/18	Mon 3/12/18	49	0%					
52	-9.2	Review Plan with all Vendors	1 day	Mon 3/12/18	Tue 3/13/18	51	0%					
53	-10	Site Readiness	25.5 days	Mon 2/12/18	Mon 3/19/18		0%					
54	-10.2	CPE & PSAP Site Preparation	9 days	Tue 3/6/18	Fri 3/16/18		0%					
55	-10.2.1	Rack Location Identified	1 day	Wed 3/7/18	Thu 3/8/18	10 days	0%					
56	-10.2.2	Power / Electrical / Grounding complete	2 days	Tue 3/6/18	Thu 3/8/18	10 days	0%					
57	-10.2.3	Cabling (Solacom-IDF, IDF-MDF, conduit) Complete	5 days	Thu 3/8/18	Wed 3/14/18	55,56	0%					
58	-10.2.4	PSAP Staging Location complete	2 days	Thu 3/15/18	Fri 3/16/18	57	0%					
59	-10.3	Core Network Circuit Provisioning @ Solacom	14 days	Mon 2/12/18	Fri 3/2/18	17	0%					
65	-10.4	Approval of Pre-Installation Site Readiness Document	1 day	Mon 3/19/18	Mon 3/19/18	59,54	0%					
66	-4	Taylor County PSAP	84 days	Mon 1/15/18	Thu 5/10/18		0%					
67	-4.20	Schedule Weekly Progress/ Update Con Call	0.2 days	Mon 1/15/18	Mon 1/15/18		0%					
68	-4.1	Onsite Project Meeting/Review Monthly	4 hrs	Mon 1/15/18	Mon 1/15/18	67	0%					
69	-4.2	Install Solacom Cabinet	1 day	Thu 3/22/18	Thu 3/22/18	44	0%					
70	-4.3	Establish Power / Grounding Connectivity	1 day	Fri 3/23/18	Fri 3/23/18	69	0%					
71	-4.4	Install Cabling to DMARC	1 day	Mon 3/26/18	Mon 3/26/18	70	0%					
72	-4.5	Establish IP Network Connectivity	1 day	Mon 3/26/18	Mon 3/26/18	70	0%					
73	-4.6	Establish VPN Connectivity	1 day	Tue 3/27/18	Tue 3/27/18	72	0%					
Taylor County, Florida												

ID	WBS	Task Name	Duration	Start	Finish	Predecessors	% Complete	Jan 3, '16			
								M	F	T	S
107	-4.71.45.	GO-LIVE	1 day	Tue 5/8/18	Wed 5/9/18	106	0%				
108	-4.71.45.61	Cutover Review	0.5 days	Wed 5/9/18	Wed 5/9/18	107	0%				
109	-4.71.45.61	As Built Documentation Hand-Off	1 day	Thu 5/10/18	Thu 5/10/18	108	0%				
110	-4.71.73	Hand-off to Customer Services	0 days	Wed 5/9/18	Wed 5/9/18	108	0%				
111	-4.71.74	Final Acceptance	0 days	Wed 5/9/18	Wed 5/9/18	110	0%				
112	-4.5	SYSTEM INSTALLATION COMPLETE REVIEW	0.25 days	Thu 5/10/18	Thu 5/10/18	111	0%				



QUOTE

Revision No. AK122917-101

Quote: AK122917-101 SOLACOM GUARDIAN TAYLOR-FL

7 Independence Avenue, Derry, New Hampshire 03038
t. 603-432-5755 f.

Date: Dec 29, 2017

Bill To	Ship To	Your Quote Specialist
Taylor County Sarah Weirick 591 Hwy 27 East Perry, Florida 32347 United States of America	Taylor County Sarah Weirick 591 Hwy 27 East Perry, Florida 32347 United States of America	Kerry J. McCarthy 603-432-5755 ext 217 kmcCarthy@akassociates911.com

Phone (850) 672-1976

Email lhershberger@tcsofl.org

Phone (850) 672-1976

Email lhershberger@tcsofl.org

Thank-You for your consideration of AK Associates to provide your products and services

Payment Terms	Ship Via
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Qty	Part #	Description	Unit Price	U/M	Ext. Price
	S-SystemCore-V3	Core System & Accessories			
1	P-KVM 4 PORT	KVM (Keyboard,Video,Mouse) Switch 4Ports	\$1,328.87	EA	\$1,328.87
1	P-CABINET-42U	42U Cabinet Kit with Sides	\$2,776.94	EA	\$2,776.94
2	P-PWR_BAR_20A	20Amp Vertical Power Bar (NEMA L5-20P)	\$119.33	EA	\$238.66
1	P-IP_SERIAL-8P	2 x 4 Port Serial to 100BT Converters	\$1,143.06	EA	\$1,143.06
1	P-SSP-ADM-R-GA	Small Site ADMIN / MIS Server Red/Geo A	\$3,801.69	ea	\$3,801.69
1	P-SSP-APP-GA	Small Site APP Server Geo A	\$3,831.55	ea	\$3,831.55
1	P-SSP-APP_GB	Small Site APP Server Geo B	\$3,831.55	ea	\$3,831.55
1	SL-GUARDSOFTLIC-GEO	Guardian Controller License	\$16,285.94	EA	\$16,285.94
	Geo-Diverse Side A				
1	P-ESK-SSP-GEO	Switch Kit SmallIPSAP GeoDiverse	\$1,399.92	ea	\$1,399.92
2	P-M1K-T1-KIT	Mediant 1000 T1 Kit with Dual Power	\$4,470.12	EA	\$8,940.24
	Includes Mediant 1000 chassis, Single m				
2	P-M1K-FXO	Mediant 1000 FXO Module	\$429.88	EA	\$859.76
	Single module quad FXO trunks				
2	P-M1K-FXS	Mediant 1000 FXS Module	\$546.00	EA	\$1,092.00
	Single module quad FXS trunks				

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Qty	Part #	Description	Unit Price	U/M	Ext. Price
8	P-SURGE-66A	M66 Surge Analog Protection (FXO)	\$22.00	EA	\$176.00
6	P-SURGE66D	M66 Surge Digital Protection (T1 & FXS)	\$17.94	EA	\$107.64
2	P-VOIPPCIE	LD VOIP Card for APP Server PCIe Slot	\$5,496.56	EA	\$10,993.12
2	P-FORTISBC	SBC Solution on Firewall	\$794.48	ea	\$1,588.96
Core System A SubTotal					\$58,395.90
	S-PSAPv3	PSAP & Accessories			
4	P-SUP POS	Superior Position PC	\$2,193.85	ea	\$8,775.40
8	P-MONITOR 24in	Standard Monitor 23.5 Inches	\$240.88	EA	\$1,927.04
4	P-IRR	Dual IRR Recording Software License- 911	\$586.35	EA	\$2,345.40
4	P-PAC II	Position Audio Controller II w/ Jack Box	\$1,885.88	EA	\$7,543.52
4	P-DP HANDSET_6W	Dual Prong Handset 6 Wires	\$74.94	EA	\$299.76
4	SL-GUARDPOS LIC	Guardian Call Taker Position License	\$7,838.24	EA	\$31,352.96
PSAP & Accessories SubTotal					\$52,244.08
	S-MIS-V3	MIS solution			
1	SL-MIS G/C_SVR	MIS Base for Guardian Controller	\$2,036.18	EA	\$2,036.18
	Geo-Diverse				
4	SL-MIS G/C_POS_GEO	MIS Position License	\$150.71	EA	\$602.84
MIS SubTotal					\$2,639.02
	S-Installation-V3	Installation Services Offering			
1	SV-SOLAPS	Solacom System Engineering- 1 Day Remote	\$1,620.00	ea	\$1,620.00
3	SV-InstRemDaily	Remote Installation Services - Daily Rate	\$1,300.00	EA	\$3,900.00
Services SubTotal					\$5,520.00
	S-Managed Services	Managed Services Offering			
4	SV-AVMgr-1yr	Anti-Virus Management per Pos - 1 year	\$150.00	EA	\$600.00
Managed Services SubTotal					\$600.00
	S-MAINTENANCE-V3	Maintenance and Support Offering			
1	AKEPM	AK Associates Elite Premier Maintenance Y1	\$28,707.00	AN	\$28,707.00
4	MT-SSGUARD-01	Position Software Support Year 1	\$1,300.00	EA	\$5,200.00
1	MT-HSGUARD-01	Annual Guardian Hardware Support Year 1	\$0.00	EA	\$0.00
	The Guardian hardware support program c				

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Qty	Part #	Description	Unit Price	U/M	Ext. Price
Maintenance and Support					\$33,907.00
Offering SubTotal					
1	DISCOUNT	MARKET INCENTIVE DISCOUNT	-\$18,900.00	ea	-\$18,900.00
1	ShippingFee	Shipping and Handling Charges	\$0.00	EA	\$0.00

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Qty	Part #	Description	Unit Price	U/M	Ext. Price
OPTIONAL ITEMS(not included in offering)					
1	AKEPM	AK Associates Elite Premier Maintenance Y2 (Optional)	\$28,707.00	AN	\$28,707.00
1	AKEPM	AK Associates Elite Premier Maintenance Y3 (Optional)	\$29,424.00	AN	\$29,424.00
1	AKEPM	AK Associates Elite Premier Maintenance Y4 (Optional)	\$29,424.00	AN	\$29,424.00
1	AKEPM	AK Associates Elite Premier Maintenance Y5 (Optional)	\$30,160.00	AN	\$30,160.00
1	AKEPM	AK Associates Elite Premier Maintenance Y6 (Optional)	\$30,160.00	AN	\$30,160.00
1	P-SSP-ADM-GB	Small Site ADMIN / MIS Server Geo B (Optional)	\$3,801.69	ea	\$3,801.69
1	P-ESK-SSP-GEO	Switch Kit SmallPSAP GeoDiverse (Optional)	\$1,399.92	ea	\$1,399.92
1	P-CABINET-42U	42U Cabinet Kit with Sides (Optional)	\$2,776.94	EA	\$2,776.94
1	P-IP_SERIAL-8P	2 x 4 Port Serial to 100BT Converters (Optional)	\$1,143.06	EA	\$1,143.06
1	P-KVM 4 PORT	KVM (Keyboard,Video,Mouse) Switch 4Ports (Optional)	\$1,328.87	EA	\$1,328.87
1	P-PWR_BAR_20A	20Amp Vertical Power Bar (NEMA L5-20P) (Optional)	\$119.33	EA	\$119.33
1	SL-MIS G/C_SVR_GEO	MIS Base for Guardian Controller (Optional)	\$1,628.94	EA	\$1,628.94
0	Geo-Diverse	(Optional)	\$0.00	ea	\$0.00
1	SL-GUARDSOFTLIC-GEO-B	Guardian Controller Lic - Add for Geo (Optional)	\$6,618.53	EA	\$6,618.53
	Geo-Diverse Side B				
1	P-DP HANDSET_6W	Dual Prong Handset 6 Wires (Optional)	\$74.94	EA	\$74.94
1	P-IRR	Dual IRR Recording Software License- 911 (Optional)	\$586.35	EA	\$586.35
1	P-MONITOR 24in	Standard Monitor 23.5 Inches (Optional)	\$240.88	EA	\$240.88
1	P-PAC II	Position Audio Controller II w/ Jack Box (Optional)	\$1,885.88	EA	\$1,885.88
1	P-SUP POS	Superior Position PC (Optional)	\$2,193.85	ea	\$2,193.85
1	SL-GUARDPOS LIC	Guardian Call Taker Position License (Optional)	\$7,838.24	EA	\$7,838.24
1	SL-MIS G/C_POS_GEO	MIS Position License (Optional)	\$150.71	EA	\$150.71
2	P-ENH_IP PHONE	Enhanced IP Phone (Optional)	\$287.08	EA	\$574.16
2	SL-RespondAdd	Guardian Responder Add-on (Optional)	\$191.18	EA	\$382.36
	for IP Phone (ALI)				
1	SL-TextOut	Guardian Outbound SMS base license (Optional)	\$833.53	ea	\$833.53

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Qty	Part #	Description	Unit Price	U/M	Ext. Price
4	SL-TextOut-POS	Guardian Outbound SMS position lic. (Optional)	\$191.18	ea	\$764.72
2	P-SMS GTW 1port	SMS Gateway 1 Port (Optional)	\$1,116.00	ea	\$2,232.00
	Customer to provide GSM SIM card per ga				
1	P-DP HANDSET_6W	Dual Prong Handset 6 Wires (Optional)	\$74.94	EA	\$74.94
1	P-PAC II	Position Audio Controller II w/ Jack Box (Optional)	\$1,885.88	EA	\$1,885.88
1	P-SUP POS	Superior Position PC (Optional)	\$2,193.85	ea	\$2,193.85
1	P-M1K-FXO	Mediant 1000 FXO Module (Optional)	\$429.88	EA	\$429.88
	Single module quad FXO trunks				
1	P-M1K-FXS	Mediant 1000 FXS Module (Optional)	\$546.00	EA	\$546.00
	Single module quad FXS trunks				
1	P-M1K-T1	Mediant 1000 T1 Module (Optional)	\$2,770.15	EA	\$2,770.15
1	P-ES-DLINK-1G	Managed 24 Port Gig Switch (Optional)	\$695.88	EA	\$695.88
4	SV-ARM_Guardian-1Y	Active Remote Monitoring per Pos (1Yr) (Optional)	\$430.00	ea	\$1,720.00
1	SV-ARM-SETUP	Active Remote Monitoring - Setup (Optional)	\$3,547.00	EA	\$3,547.00
1	SV-ARM-SETUP-AP	Active Remote Monitoring - Setup PSAP (Optional)	\$432.00	EA	\$432.00
4	SV-OSMgr-1yr	OS Patch Management per Position 1 Year (Optional)	\$150.00	EA	\$600.00
4	SV-ARM_Guardian-1Y	Active Remote Monitoring per Pos (1Yr) (Optional)	\$430.00	ea	\$1,720.00
4	SV-OSMgr-1yr	OS Patch Management per Position 1 Year (Optional)	\$150.00	EA	\$600.00
4	SV-ARM_Guardian-1Y	Active Remote Monitoring per Pos (1Yr) (Optional)	\$430.00	ea	\$1,720.00
4	SV-OSMgr-1yr	OS Patch Management per Position 1 Year (Optional)	\$150.00	EA	\$600.00
4	SV-ARM_Guardian-1Y	Active Remote Monitoring per Pos (1Yr) (Optional)	\$430.00	ea	\$1,720.00
4	SV-OSMgr-1yr	OS Patch Management per Position 1 Year (Optional)	\$150.00	EA	\$600.00
4	SV-ARM_Guardian-1Y	Active Remote Monitoring per Pos (1Yr) (Optional)	\$430.00	ea	\$1,720.00
4	SV-OSMgr-1yr	OS Patch Management per Position 1 Year (Optional)	\$150.00	EA	\$600.00
4	SV-ARM-Guardian-5Y	Active Remote Monitoring per Pos (5Y) (Optional)	\$1,720.00	ea	\$6,880.00

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Qty	Part #	Description	Unit Price	U/M	Ext. Price
4	SV-OSMgr-5yrs	OS Patch Management per Position 5 Yrs (Optional)	\$450.00	EA	\$1,800.00
1	MT-HSGUARD-0205	Annual Hardware Support Years 2 to 5 (Optional)	\$6,018.48	EA	\$6,018.48
4	MT-SSGUARD-05	Position Software Support Years 1 to 5 (Optional)	\$4,680.00	EA	\$18,720.00
4	SV-AVMgr-5yrs	Anti-Virus Management per Pos - 5 years (Optional)	\$450.00	EA	\$1,800.00
1	MT-HSGUARD-02	Annual Guardian Hardware Support Year 2 (Optional)	\$1,579.85	EA	\$1,579.85
4	MT-SSGUARD-01	Position Software Support Year 1 (Optional)	\$1,300.00	EA	\$5,200.00
4	SV-AVMgr-1yr	Anti-Virus Management per Pos - 1 year (Optional)	\$150.00	EA	\$600.00
1	MT-HSGUARD-03	Annual Guardian Hardware Support Year 3 (Optional)	\$1,658.84	EA	\$1,658.84
4	MT-SSGUARD-01	Position Software Support Year 1 (Optional)	\$1,300.00	EA	\$5,200.00
4	SV-AVMgr-1yr	Anti-Virus Management per Pos - 1 year (Optional)	\$150.00	EA	\$600.00
1	MT-HSGUARD-04	Annual Guardian Hardware Support Year 4 (Optional)	\$1,741.79	EA	\$1,741.79
4	MT-SSGUARD-01	Position Software Support Year 1 (Optional)	\$1,300.00	EA	\$5,200.00
4	SV-AVMgr-1yr	Anti-Virus Management per Pos - 1 year (Optional)	\$150.00	EA	\$600.00
1	MT-HSGUARD-05	Annual Guardian Hardware Support Year 5 (Optional)	\$1,828.88	EA	\$1,828.88
4	MT-SSGUARD-01	Position Software Support Year 1 (Optional)	\$1,300.00	EA	\$5,200.00
4	SV-AVMgr-1yr	Anti-Virus Management per Pos - 1 year (Optional)	\$150.00	EA	\$600.00
1	P-CSTM-MM	50 Inch LCD TV with Wallmount (Optional)	\$963.53	ea	\$963.53
4	P-IOBox-2Out-4In	Relay I/O Box - 2 Outputs 4 Inputs (Optional)	\$620.94	EA	\$2,483.76
4	P-KYPADU6	Keypad- 24 Buttons, 6' Cable w/ 10' ext (Optional)	\$100.38	EA	\$401.52
1	P-PBX-MEDIA-SRV	PBX or Media Kit (Optional)	\$871.48	ea	\$871.48
4	P-POS-LGTrev3	Position Status Light 4x LED desk mount (Optional)	\$602.00	ea	\$2,408.00
1	P-PRN-BW	Network B&W Laser Printer (Optional)	\$271.76	EA	\$271.76
1	P-STATPKG	Status Ring Group Package for Display (Optional)	\$3,921.65	ea	\$3,921.65
1	P-USB HDSET ST	Mobile PositionUSB Stereo Headset Bundle (Optional)	\$228.79	EA	\$228.79
1	P-ALI-DPLX	Duplex ALI Modem Kit (Optional)	\$2,379.18	EA	\$2,379.18

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Qty	Part #	Description	Unit Price	U/M	Ext. Price
4	P-SUPV_JACK	Supplemental/Supervisor Jackbox (Optional)	\$355.76	EA	\$1,423.04
					SubTotal \$134,406.00
					Tax \$0.00
					Shipping \$1,200.00
					Total \$135,606.00

Payment Options

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/10/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Cathleen L'Hommedieu PHONE (A/C No. Ext): (603) 669-3218 E-MAIL ADDRESS: clhommedieu@crossagency.com FAX (A/C No.): (603) 645-4331
INSURED Kraus Associates, Inc., DBA: AK Associates 7 Independence Ave Derry NH 03038	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Ins. Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 17-18 All lines

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZLP-15T7111A-17-TIL	1/6/2017	1/6/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BA-0J369727-17- IND (NH)	1/6/2017	1/6/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			ZUP-91M73388-17 TIL	1/6/2017	1/6/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Confirmation of Coverage.

CERTIFICATE HOLDER**CANCELLATION**

Taylor County Fl
108 N. Jefferson St
Perry, FL 32347

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

R Kittle, LPCS, CLCS/

Robin Kittle

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CERTIFICATE OF LIABILITY INSURANCE

MB
R001DATE (MM/DD/YYYY)
1/9/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PAYCHEX INSURANCE AGENCY INC 210705 P: F: (888) 443-6112 PO BOX 33015 SAN ANTONIO TX 78265	CONTACT NAME: PHONE (A/C, No, Ext):		FAX (A/C, No): (888) 443-6112
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC#
	INSURER A: Hartford Fire & Its P&C Affiliates.		0091
INSURED KRAUS ASSOCIATES INC. 7 INDEPENDENCE AVE DERRY NH 03038	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR TYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COM/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						X PER STATUTE <input type="checkbox"/> OTH-ER	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	76 WEG VK8409	01/01/2018	01/01/2019	E.L. EACH ACCIDENT	\$500,000
							E.L. DISEASE- EA EMPLOYEE	\$500,000
							E.L. DISEASE - POLICY LIMIT	\$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDERTaylor County Florida
108 N JEFFERSON ST
PERRY, FL 32347**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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State of Florida

Woman Business Certification

Kraus Associates, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

11/09/2017 to 11/09/2019



Erin Rock, Secretary
Florida Department of Management Services



office of supplier
DIVERSITY
We serve those who serve Florida

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to discuss and approve the revised Taylor County Multi-Year Implementation Plan (MYIP) for submission to the Department of Treasury per the Department of Treasury comments on the original submission.

MEETING DATE REQUESTED:

February 5, 2018

Statement of Issue: Board to discuss and approve the revised MYIP as requested by the initial review of the Department of Treasury. THERE WERE NO CHANGES TO THE SCOPE OF WORK.

Recommended Action: Approve the revised MYIP for submission to the Department of Treasury.

Fiscal Impact: The MYIP must be approved by the Department of Treasury before the County is eligible to submit grant application(s) to access the Restore Act funds allocated to Taylor County. Upon approval by the Department of Treasury, the County will be eligible to submit grant application up to \$1,050.355 in April 2018 which the Board had previously determined would be used for canal dredging.

Budgeted Expense: Y/N Not applicable at this time.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: To be eligible to receive Restore Act funds, the County must have an MYIP approved by the Department of Treasury. The Department of Treasury requested minor revisions to the MYIP and a letter from the Board indicating the MYIP has been approved by the Board.

The Board had previously approved using the Pot 1 Restore Act funds will be used for canal dredging at Keaton Beach, Steinhatchee Boat Ramp Basin, Dark Island, Cedar Island and Dekle Beach. The County will receive \$4,076,136.56 over a fifteen year period.

Attachments: Revised Gulf Coast Restoration Trust Fund, Multi-Year Implementation Plan for Taylor County, correspondence

**from the Department of Treasury and Langton Consulting,
and letter from Chairman that the BOCC has approved the
MYIP.**



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk
Post Office Box 620
Perry, Florida 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

TED LAKEY, County Administrator
201 East Green Street
Perry, Florida 32347
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(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney
Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

February 6, 2018

Marsha Humphries
Office of Gulf Coast Restoration
U.S. Department of Treasury
1500 Pennsylvania Avenue, N.W.
Washington, D.C. 20220

Dear Ms. Humphries:

On November 6, 2017, the Taylor County Board of County Commissioners approved the Multiyear Plan (MYP) to undergo the required forty-five (45) day public comment period between November 8, 2017 and December 22, 2017. The advertisement was placed in the Perry News-Herald and was available on line at the County's website- www.taylorcountygov.com. A hard copy the MYP was available for review at the Taylor County Administrative Complex and the Taylor County Grants Department during the public comment period. We received two (2) written comments, which have been included in the final MYP submission for your review.

The Taylor County Board of County Commissioners accepted the MYP, including each activity in the plan, and voted to approve it after consideration of meaningful input from the public. The Taylor County Board of County Commissioners voted to approve the final MYP on January 2, 2018. Upon receipt of the comments received January 18, 2018 from your initial review, the MYP has been revised and was reviewed and approved at the February 5, 2018 Board meeting for submission to the U. S. Department of Treasury.

We appreciate your consideration in approving this MYP, so that we may move forward and begin to utilize the RESTORE Act Direct Component funds to achieve our project goals and objectives. If you should need any additional information in reference to our MYIP, please do not hesitate to contact Melody Cox, our Grants Director at 850-838-3553 or at melody.cox@taylorcountygov.com. You may also contact Heather Pullen with Langton Consulting at 904-598-1368 or at hpullen@langtonconsulting.com. We look forward to hearing from you!

Respectfully,

Pam Feagle
Chairman
Taylor County Board of Commissioners

Gulf Coast Restoration Trust Fund
Multi-Year Implementation Plan
Taylor County, Florida



Keaton Beach, Florida

November 2017

RESTORE ACT Direct Component Multiyear Plan Narrative

Department of the Treasury

OMB Approval No. 1505-0250

Directions: Use this form for the Initial Multiyear Plan and any subsequent amendments to an accepted Multiyear Plan. For amendments, include only new and/or materially modified activities.

Multiyear Plan Version (Initial or Amendment Number):	Initial
Date of Initial Multiyear Plan Acceptance:	
Date of Last Multiyear Plan Acceptance:	

Eligible Applicant Name:	Taylor County, Florida Board of County Commissioners
Name and Contact Information of the Person to be contacted (POC) on matters concerning this Multiyear Implementation Plan:	
POC Name:	Melody Cox
POC Title:	Grants Director
POC Email:	melody.cox@taylorcountygov.com
POC Phone:	(850) 838-3553

NARRATIVE DESCRIPTION:
1. A description of each activity, including the need, purpose, objective(s), milestones and location. Include map showing the location of each activity.
It is the intention of the Board of County Commissioners and Staff of Taylor County, Florida to implement five (5) canal restoration and enhancement projects in the direct coastal areas of the Gulf of Mexico within the jurisdictional borders of Taylor County. The projects will be performed beginning in April 2018 and running through October 2031. The five (5) Canal dredging and improvement projects which will impact over five (5) total miles of the County's canal system are described in the attached document.
2. How the applicant made the multiyear plan available for 45 days for public review and comment, in a manner calculated to obtain broad-based participation from individuals, businesses, Indian tribes, and non-profit organizations, such as through public meetings, presentations in languages other than English, and postings on the Internet. The applicant will need to submit documentation (e.g., a copy of public notices) to demonstrate that it made its multiyear plan available to the public for at least 45 days. In addition, describe how each activity in the multiyear plan was approved after consideration of all meaningful input from the public and submit documentation (e.g., a letter from the applicant's leadership approving submission of the multiyear plan to Treasury or a resolution approving the applicant's multiyear plan).
The Taylor County Board of County Commissioners reviewed and approved the Draft Multiyear Implementation Plan at their regularly scheduled meeting of November 6, 2017. Public Comments were allowed as is common practice at all County Commission Meetings. At that point Taylor County began the solicitation process for public input and comments on the Draft Multiyear Implementation Plan.
The document was made available to the public for review and comment from November 8, 2017 until December 22, 2017 (a 45 day period).
The Taylor County Board of County Commissioners published NOTICE that the Draft MYIP was available for the Public's review and comment during the 45 day period at the following locations:
-Taylor County Administrative Complex located at 201 East Green Street, Perry, Florida 32347, from Monday to Friday during normal business hours.
-Taylor County Grants Department located at the Perry Foley Airport, 401 Industrial Park Drive, Perry, Florida 32348
-Taylor County Website @ taylorcountygov.com
There were two comments received during the 45 day public comment period. The two comments were submitted via e-mail and were addressed via e-mail. The final MYP was approved, by resolution, by the Taylor County Board of County Commissioners on January 2, 2018.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1505-0250. Comments concerning the time required to complete this Information collection, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information, should be directed to the Department of the Treasury, Office of Gulf Coast Restoration, 1500 Pennsylvania Ave., NW, Washington, DC 20220.

3. How each activity included in the applicant's multiyear plan narrative meets all the requirements under the RESTORE Act, including a description of how each activity is eligible for funding based on the geographic location of each activity and how each activity qualifies for at least one of the eligible activities under the RESTORE Act.

Please see attached document for a full description of how each activity meets all the requirements under RESTORE Act, including a description of how each activity is eligible for funding based on geographical location and qualifies for at least one eligible activity.

4. Criteria the applicant will use to measure the success of the activities included in the multiyear plan narrative in helping to restore and protect the Gulf Coast Region impacted by the Deepwater Horizon oil spill.

Please see attached document for a description of activity success measurement methods used by Taylor County.

5. How the activities included in the multiyear plan narrative were prioritized and list the criteria used to establish the priorities.

Our canal system is a vital and critical element of the commercial and natural resources of Taylor County. For example, 95% of our tourism is based on direct access to the Gulf of Mexico. 100% of our commercial fishing industry requires easy and fast access to the Gulf. Recreational fishing is a major source of our citizen's outdoor recreational interests and represents a \$15 million annual impact on our economy.

Our local commercial fisherman focus on shrimp, crabs, fish, and scallops. Their daily fresh catches are sold locally and regionally. The local commercial sport fishing industry of Charter Boats is very active and dependent on the canal system. Recreational boats can sometime include between 300 and 400 boats attempting to access the Gulf via the canals at each boating facility location during the height of the summer season.

The canal system properly dredged, clean and accessible to our citizens, tourists, and our local economy is vitally important to Taylor County. Selecting a series of canal dredging projects for Taylor County was immediately our first priority for the utilization of RESTORE Act, Direct Component funding. Please see the attached document for the specific ranking in order of priority of the five (5) canals based on historical data of need and utilization.

6. If applicable, describe the amount and current status of funding from other sources (e.g., other RESTORE Act contribution, other third party contribution) and provide a description of the specific portion of the project to be funded by the RESTORE Act Direct Component.

Please see attached document for a description of the amount and current status of funding from other sources for each activity.

RESTORE Act Direct Component Multiyear Plan Narrative

Department of Treasury

NARRATIVE DESCRIPTION (Questions 1, 3, 4 & 5 Continued):

1. A description of each activity, including the need, purpose, objectives(s), milestones and location. Include map showing the location of each activity

Project 1: Keaton Beach Canal Dredging.

Need: Taylor County's coastal communities, particularly in the coastal community of Keaton Beach have experienced numerous problems with the canal systems due to inaccessibility of the canals and associated channels during low tides. The need for dredging due to large limestone formations in the main canal at Keaton Beach has created boating traffic constrictions with frequent "bottle necking" in the main canal, restricted hours of operation for commercial fishing businesses, and boater safety issues. The side and finger canals can only be accessed by larger boats during high tides due to the accumulation of sediment. Boat traffic in general is increasing due to population growth, growth in the commercial fishing industry, increased tourism, new residential developments, and increased pressure from public and private boat ramps and docks.

Purpose: Improve overall conditions of the Keaton Beach canal system for water flow, water quality, and public accessibility for the commercial fishing trade, recreational fishing and boating, and tourism development.

Objectives: To dredge the Keaton Beach canal system (see aerial photo) to -4 feet MLW. More specific technical information and details can be found in the *Jones-Edmunds, Canal Dredging in Taylor County, Preliminary Engineering Report, dated September 2016*.

Milestones: 1. Prepare scope of services. 2. Complete project design and secure required permits. 3. Prepare bid package meeting U.S. Treasury specifications and solicit bids. 4. Select contractor and award Contract Agreement. 5. Perform canal dredging. 6. File periodic project status reports to Grantor. 7. Complete project closeout and file report with Treasury.

Location: On the Gulf of Mexico coastline of Taylor County. Please see map for Project 1.

Project 2: Steinhatchee Boat Ramp Basin and Channel Canal Dredging.

Need: The Steinhatchee Boat Ramp basin and the short channel from the basin to the Steinhatchee River which provides direct access to the Gulf of Mexico is in need of dredging due to the accumulation of sediment. The need for dredging is not only impacting the flow of boating traffic and accessibility to the coastal waterways, it is impacting the adjacent restored natural shoreline and associated coastal habitat in the turning basin. The accumulation of sediment greatly impedes the flow of the heavy boating traffic at this facility creating safety issues and hazardous conditions. Access to the Gulf of Mexico via the Steinhatchee Boat Ramp is critical to the commercial fishing trade in the area and is key to the welfare of the local economy. Boat traffic in general is increasing due to population growth, growth in the commercial fishing industry, increased tourism, new residential development, and increased pressure from public and private boat ramps and docks.

Purpose: Improve overall conditions of the Steinhatchee Boat Ramp basin and associated channel for water flow, water quality, and public accessibility for commercial fishing trade, recreational fishing and boating, and tourism development.

Objectives: To dredge the Steinhatchee Boat Ramp basin and channel (see aerial photo) to -5 feet MLW. More specific technical information and details can be found in the *Jones-Edmunds, Canal Dredging in Taylor County, Preliminary Engineering Report, dated September 2016*.

Milestones: 1. Prepare scope of services. 2. Complete project design and secure required permits. 3. Prepare bid package meeting U.S. Treasury specifications and solicit bids. 4. Select contractor and award Contract Agreement. 5. Perform canal dredging. 6. File periodic project status reports to Grantor. 7. Complete project closeout and file report with Treasury.

Location: The mouth of the Steinhatchee River and the Gulf of Mexico coastline of Taylor County. Please see map for Project 2.

Project 3: Dark Island Canal Dredging.

Need: The Dark Island canal system is in need of dredging due to the accumulation of sediment and limestone formations. The canals are frequently inaccessible on low tides restricting boating access to the Gulf of Mexico. Dark Island Boat Ramp is largely used for recreational fishing and boating. Dark Island boat traffic has increased due to population growth in our coastal communities, growth in the recreational fishing industry, residential development, and increased pressure from public and private boat ramps and docks.

Purpose: Improve overall conditions of the Dark Island canal system for water flow, water quality, and public accessibility for recreational fishing and boating, tourism development, and the residential communities in the area.

Objectives: To dredge the Dark Island canals (see aerial photo) to -4 feet MLW. More specific technical information and details can be found in the *Jones-Edmunds, Canal Dredging in Taylor County, Preliminary Engineering Report, dated September 2016*.

Milestones: 1. Prepare scope of services. 2. Complete project design and secure required permits. 3. Prepare bid package meeting U.S. Treasury specifications and solicit bids. 4. Select contractor and award Contract Agreement. 5. Perform canal dredging. 6. File periodic project status reports to Grantor. 7. Complete project closeout and file report with Treasury.

Location: On the Gulf of Mexico coastline of Taylor County. Please see map for Project 3.

Project 4: Cedar Island Canal Dredging.

Need: Cedar Island canal system has experienced numerous problems due to the need for dredging resulting from the accumulation of sediment in the canals. The canals are frequently inaccessible during low tides restricting the flow of boater traffic creating serious boater safety issues. Boating traffic is increasing due to population growth in our coastal communities, residential development, the increase of recreational fishing and boating in the region, tourism development, and increased pressure from public and private boat ramps and docks.

Purpose: Improve overall conditions of the Cedar Island canal system for water flow, water quality, and public accessibility for the recreational fishing and boating, tourism development, and use by the residential communities.

Objectives: To dredge the Cedar Island canals (see aerial photo) to -4 feet MLW. More specific technical information and details can be found in the *Jones-Edmunds, Canal Dredging in Taylor County, Preliminary Engineering Report, dated September 2016*.

Milestones: 1. Prepare scope of services. 2. Complete project design and secure required permits. 3. Prepare bid package meeting U.S. Treasury specifications and solicit bids. 4. Select contractor and award Contract Agreement. 5. Perform canal dredging. 6. File periodic reports to Grantor. 7. Complete project closeout and file report with Treasury.

Location: On the Gulf of Mexico coastline of Taylor County. Please see map for Project 4.

Project 5: Dekle Beach Canal Dredging.

Need: The Dekle Beach main canal and respective finger canals have experienced numerous problems with accessibility to the Gulf of Mexico due to the serious need for dredging resulting from the accumulation of sediment. The canals are frequently inaccessible during low tides restricting boater traffic and the flow thereof. This has created safety issues and hazardous boater conditions. Boat traffic has increased at Dekle Beach due to the increase of recreational fishing and boating in the region, tourism development, residential growth, and increased pressure from public and private boat ramps and docks.

Purpose: Improve overall conditions of the Dekle Beach canal system for water flow, water quality, and public accessibility for recreational fishing and boating, tourism development, and use by the residential communities in the area.

Objectives: To dredge the Dekle Beach canals (see aerial photo) to -4 feet MLW. More specific technical information and details can be found in the *Jones-Edmunds, Canal Dredging in Taylor County, Preliminary Engineering Report, dated September 2016*.

Milestones: 1. Prepare scope of services. 2. Complete project design and secure required permits. 3. Prepare bid package meeting U.S. Treasury specifications and solicit bids. 4. Select contractor and award Contract Agreement. 5. Perform canal dredging. 6. File periodic project status reports to Grantor. 7. Complete project closeout and file report with Treasury.

Location: On the Gulf of Mexico coastline of Taylor County. Please see map for Project 5.

3. How each activity included in the applicant's multiyear plan narrative meets all the requirements under the RESTORE Act, including a description of how each activity is eligible for funding based on the geographic location of each activity and how each activity qualifies for at least one of the eligible activities under the RESTORE Act.

Project 1: Keaton Beach Canal Dredging.

Primary Eligible Activity: Infrastructure projects benefitting the economy or ecological resources, including port infrastructure.

The deepening, cleansing, and enhancement of the Keaton Beach canal system will improve water flow, enhance water quality, and greatly develop access to the coastal areas of Taylor County for boating opportunities which support commercial fisherman, commercial charter fishing boats, residential boating, and tourism

development activities. The project impacts both environmental enhancement and economic development. 95% of the County's tourism economy is dependent on access to the Gulf of Mexico. The majority of the County's 51 mile coastline is part of the National Aquatic Seagrass Preserve and the enhancement of water quality and improved water flow will have a direct, positive impact on the Aquatic Preserve and associated habitat.

Geographic Requirement: The canal system to be dredged and thereby enhanced flows directly into the Gulf of Mexico on the coastal border of Taylor County.

Project 2: Steinhatchee Boat Ramp Basin Canal Dredging.

Primary Eligible Activity: Infrastructure projects benefitting the economy or ecological resources, including port infrastructure.

The deepening, cleansing, and enhancement of the basin and channel will improve water flow, enhance water quality, provide protective measures to restored natural shorelines and associated habitat, and greatly enhance and improve access to the coastal waters for boating opportunities which support commercial fisherman, commercial charter fishing boats, residential boating, and tourism and economic development opportunities. The majority of the County's 51 mile coastline is part of the National Aquatic Seagrass Preserve and the enhancement of water quality and improved water flow will have a direct, positive impact on the Aquatic Preserve. The project impacts both environmental enhancement and economic development. 95% of the County's tourism economy is dependent on access to the Gulf of Mexico.

Geographic Requirement: The basin and channels to be dredged and thereby enhanced, flows directly into the Steinhatchee River and the Gulf of Mexico on the coastal border of Taylor County.

Project 3: Dark Island Canal Dredging.

Primary Eligible Activity: Infrastructure projects benefitting the economy or ecological resources, including port infrastructure.

The deepening, cleansing, and enhancement of the canal system will improve water flow, enhance water quality, and greatly develop access to the coastal waters of Taylor County for boating opportunities which support recreational fishing and boating activities, tourism development, and boating for the residential community. The Dark Island canal dredging project impacts both environmental enhancement and economic and tourism development. This area of the County's coastline is part of the National Aquatic Seagrass Preserve and the enhancement of water quality and water flow will have a direct, positive impact on the Aquatic Preserve.

Geographic Requirement: The Dark Island canals to be dredged and thereby enhanced flows directly into the Gulf of Mexico on the coastal border of Taylor County.

Project 4: Cedar Island Canal Dredging.

Primary Eligible Activity: Infrastructure projects benefitting the economy or ecological resources, including port infrastructure.

The deepening, cleansing, and enhancement of the canal system will improve water flow, enhance water quality, and greatly develop access to the coastal waters adjacent to Taylor County for boating opportunities which support residential boating and tourism activities. The project impacts both environmental enhancement and economic development. The coastal waters adjacent to Cedar Island are included in the National Aquatic Seagrass Preserve and the enhancement of water quality and improved water flow will have a direct, positive impact on the Aquatic Preserve.

Geographic Requirement: The canals associated with Cedar Island to be dredged and thereby enhanced, flows directly into the Gulf of Mexico on the coastal border of Taylor County.

Project 5: Dekle Beach Canal Dredging.

Primary Eligible Activity: Infrastructure projects benefitting the economy or ecological resources, including port infrastructure.

The deepening, cleansing, and enhancement of the Dekle Beach canal system will improve water flow, enhance water quality, and greatly develop access to the coastal waterways adjacent to Taylor County for boating opportunities which support residential boating and fishing and tourism development. It impacts both environmental enhancement and economic development.

Geographic Requirement: The Dekle Beach canals to be dredged and thereby enhanced, flows directly into the Gulf of Mexico on the coastal border of Taylor County.

4. Criteria the applicant will use to measure the success of the activities included in the multiyear plan narrative in helping to restore and protect the Gulf Coast Region impacted by the Deepwater Horizon oil spill.

Project 1: Keaton Beach Canal Dredging.

Project success will be measured by:

- Was 31,700 cubic yards of total dredge volume removed?
- Was the Canal depth, MLW at -4.0?
- Was disposal material deposited at permitted Spoil Sites within the County?
- Was increased utilization of the canals by the boating community realized, year over year prior and after dredging completed?

Project 2: Steinhatchee Boat Ramp Basin Canal Dredging.

Project success will be measured by:

- Was 6,300 cubic yards of total dredge volume removed?
- Was the Canal depth, MLW at -5.0?
- Was disposal material deposited at permitted Spoil Sites within the County?
- Was increased utilization of the basin and channel by the boating community realized, year over year prior and after dredging completed?

Project 3: Dark Island Canal Dredging.

Project success will be measured by:

- Was 22,100 cubic yards of total dredge volume removed?
- Was the Canal depth, MLW at -4.0?
- Was disposal material deposited at permitted Spoil Sites within the County?
- Was increased utilization of the canals by the boating community realized, year over year prior and after dredging completed?

Project 4: Cedar Island Canal Dredging.

Project success will be measured by:

- Was 53,100 cubic yards of total dredge volume removed?
- Was the Canal depth, MLW at -4.0?
- Was disposal material deposited at permitted Spoil Sites within the County?
- Was increased utilization of the canals by the boating community realized, year over year prior and after dredging completed?

Project 5: Dekle Beach Canal Dredging.

Project success will be measured by:

- Was 5,600 cubic yards of total dredge volume removed?
- Was the Canal depth, MLW at -4.0?
- Was disposal material deposited at permitted Spoil Sites within the County?
- Was increased utilization of the canals by the boating community realized, year over year prior and after dredging completed?

5. How the activities included in the multiyear plan narrative were prioritized and list the criteria used to establish the priorities.

The specific ranking in order of priority of the five (5) dredging projects which are being proposed are based on historical data of need and utilization by all parts of the economy and citizens.

#1 Priority: Keaton Beach Canal Dredging is the #1 need of the County due to heavy use by commercial fishermen, recreational fishing and boating, and the promotion of tourism and economic development.

#2 Priority: Steinhatchee Boat Ramp Basin and Channel Dredging is the #2 need of the County due to heavy use by commercial fisherman, the charter boat industry, tourism related to recreational fishing and boating, and use by the residents of Steinhatchee and the nearby community of Jena located in Dixie County. The access and usability of the existing boat ramp is not as severely impacted as Keaton Beach, but the basin and channel dredging is still a major priority due to its high usage and critical importance to local businesses, commercial fishing, tourism and economic development, and use by residents of the coastal community.

#3 Priority: Dark Island Canal Dredging is the #3 need of the County due to heavy use for recreational fishing and boating by the many visitors to the area, and local residents. These impacts are a lesser degree than Steinhatchee.

#4 Priority and #5 Priority: Cedar Island Canal Dredging and Dekle Beach Canal Dredging both serve primarily residential neighborhoods and have a lesser impact on the local economy. Therefore, they were listed as the last two (2) priorities.

6. If applicable, describe the amount and current status of funding from other sources (e.g., other RESTORE Act contribution, other third-party contribution) and provide a description of the specific portion of the project to be funded by the RESTORE Act Direct Component.

Project 1: Keaton Beach Canal Dredging

Taylor County Board of County Commissioners has voted to contribute \$11,145.00 in the FY 2018 Budget as a match to the overall costs of the project of \$1,061,550.00. This Third-Party contribution represents about 1% of the total project costs and it is therefore impossible to describe a "specific portion" of the project it will fund.

Project 2: Steinhatchee Boat Ramp Basin Canal Dredging.

Taylor County Board of County Commissioners has expressed a willingness to contribute \$98,348.00 in their FY 2019 Budget as match to the total costs of the project of \$331,100.00. This Third-Party contribution represents approximately 29.7% of the total costs. The Taylor County contribution will be dedicated to the cost of Design, Engineering, Permitting, & Survey; grant writing; and grant implementation. The RESTORE Act funds will be allocated to the actual dredging costs.

Project 3: Dark Island Canal Dredging.

Taylor County Board of County Commissioners has expressed a willingness to contribute \$12,790.26 in their FY 2023 Budget as match to the total costs of the project of \$943,800.00. This Third-Party contribution represents approximately 1.35% of the total costs. The Taylor County contribution will be dedicated to the cost of a portion of the grant writing and grant implementation expense. The RESTORE Act funds will be allocated to the actual dredging costs; Design, Engineering, Permitting, & Survey; a portion of grant writing; and a portion of grant implementation.

Project 4: Cedar Island Canal Dredging.

Taylor County Board of County Commissioners has expressed a willingness to contribute \$552,481.00 in their FY 2031 Budget as match to the total costs of the project of \$2,041,500.00. This Third-Party contribution represents approximately 27% of the total costs. The Taylor County contribution will be dedicated to the cost of Design, Engineering, Permitting, & Survey; grant writing and grant implementation and a small portion of the Dredging costs. The RESTORE Act funds will be allocated to the actual dredging costs.

Project 5: Dekle Beach Canal Dredging.

Not applicable since all costs will be borne by The RESTORE Act funds.

RESTORE ACT Direct Component Multiyear Plan Matrix — Department of the Treasury							OMB Approval No. 1505-0250			
Applicant Name:		Taylor County, Florida Board of County Commission								
1. MULTYEAR PLAN VERSION (INITIAL OR AMENDMENT NUMBER):		Initial		2a. DATE OF INITIAL MULTYEAR PLAN ACCEPTANCE (mm/dd/yyyy):		2b. DATE OF LAST MULTYEAR PLAN ACCEPTANCE:				
3. CUMULATIVE DIRECT COMPONENT ALLOCATION AVAILABLE FOR DISTRIBUTION TO APPLICANT:				\$956,702.78		4. TOTAL ALLOCATIONS PLUS KNOWN FUNDS NOT YET DEPOSITED IN TRUST FUND FOR DIRECT COMPONENT:				
						\$4,076,136.56				
5. Primary Direct Component Eligible Activity Further Described in Application (State Field)	6. Activity Title (State Field)	7. Location (State Field)	8. Estimated Total Pending Contributions For Proposed Activity(ies) (refer to instructions)	9a. Direct Component Contribution	9b. Other RESTORE Act Contribution	9c. Other Third Party Contribution	9d. Total Contribution	9. Proposed Start Date mm/dd/yyyy	10. Proposed End Date mm/dd/yyyy	11. Status (refer to instructions)
Infrastructure projects benefitting the economy or ecological resources, including port infrastructure	Keston Beach Canal Dredging, Project 1	Taylor County, Florida. Please see attached Map and Ariel Photo of Project #1.	\$1,050,355.00	\$0.00	\$11,145.00	\$1,061,500.00		04-2018	04-2020	
Infrastructure projects benefitting the economy or ecological resources, including port infrastructure	Steinhatchee Boat Ramp Basin Canal Dredging, Project 2	Taylor County, Florida. Please see attached Map and Ariel Photo of Project #2.	\$232,752.00	\$0.00	\$98,348.00	\$331,100.00		04-2019	04-2021	
Infrastructure projects benefitting the economy or ecological resources, including port infrastructure	Dark Island Canal Dredging, Project 3	Taylor County, Florida. Please see attached Map and Ariel Photo of Project #3.	\$931,010.00	\$0.00	\$12,790.00	\$943,800.00		04-2023	04-2025	
Infrastructure projects benefitting the economy or ecological resources, including port infrastructure	Cedar Island Canal Dredging, Project 4	Taylor County, Florida. Please see attached Map and Ariel Photo of Project #4.	\$1,489,019.00	\$0.00	\$552,481.00	\$2,041,500.00		04-2030	04-2031	
Infrastructure projects benefitting the economy or ecological resources, including port infrastructure	Delke Beach Canal Dredging, Project 5	Taylor County, Florida. Please see attached Map and Ariel Photo of Project #5.	\$373,000.00	\$0.00	\$0.00	\$373,000.00		04-2031	04-2033	
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12. ESTIMATED TOTAL FUNDING CONTRIBUTIONS FOR ACTIVITY(IES) (refer to instructions)			\$4,076,136.00	\$0.00	\$674,764.00	\$4,750,900.00	Please note: Grant awards may reflect non-material changes in proposed dates and estimated funding.			

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1505-0250. Comments concerning the time required to complete this information collection, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information, should be directed to the Department of the Treasury, Office of Gulf Coast Restoration, 1500 Pennsylvania Ave., NW, Washington, DC 20220.

Taylor County RESTORE Act Direct Component (Pot 1) Multi-Project Location Map

Project #5 - Dekle Beach

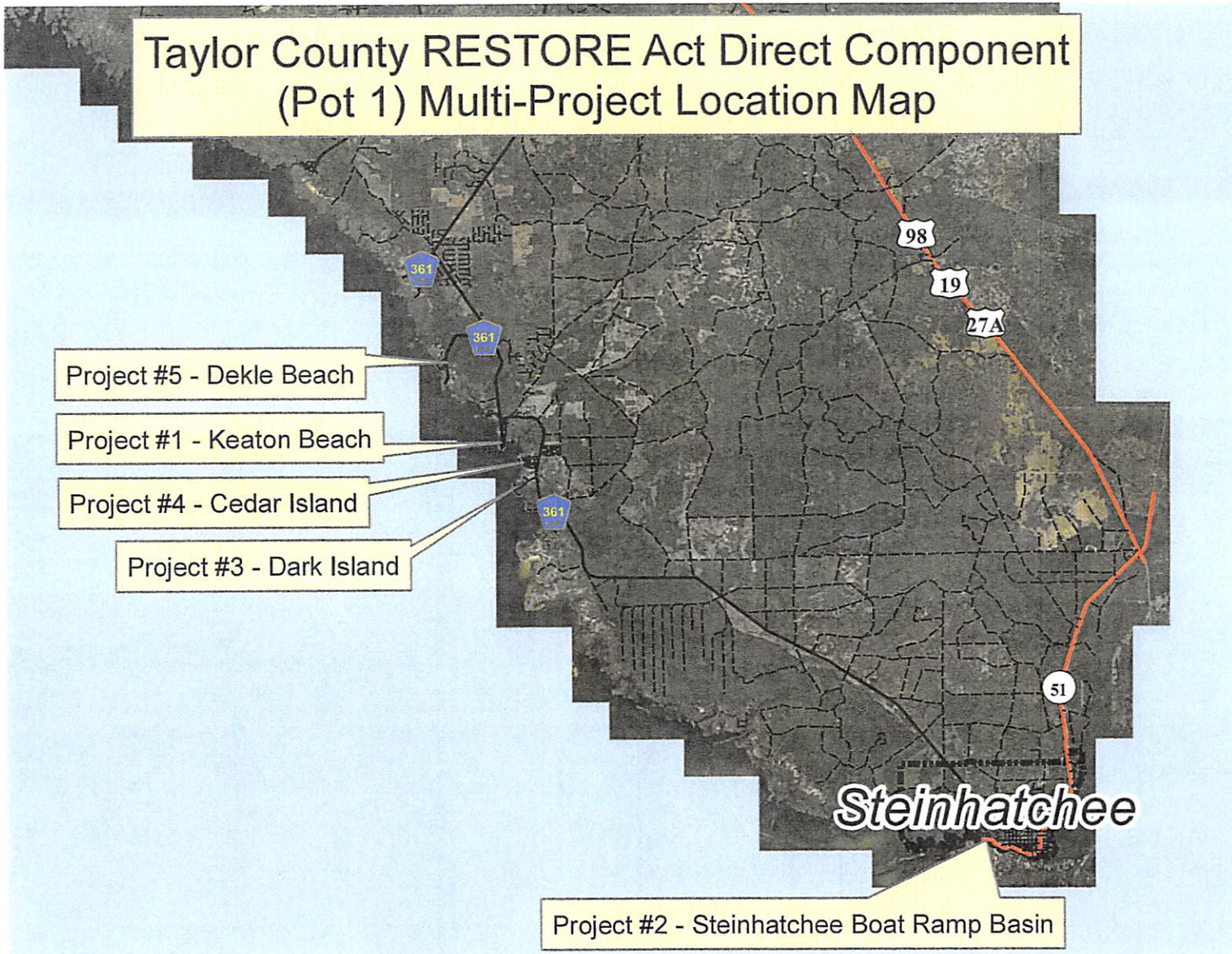
Project #1 - Keaton Beach

Project #4 - Cedar Island

Project #3 - Dark Island

Steinhatchee

Project #2 - Steinhatchee Boat Ramp Basin



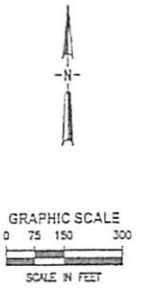
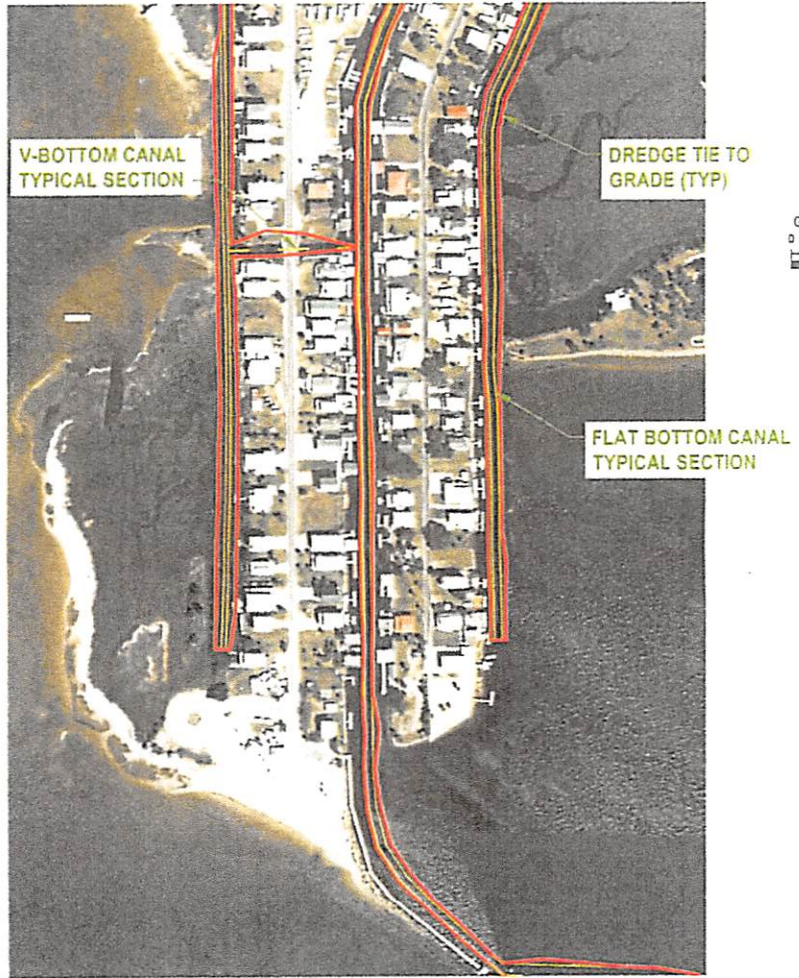
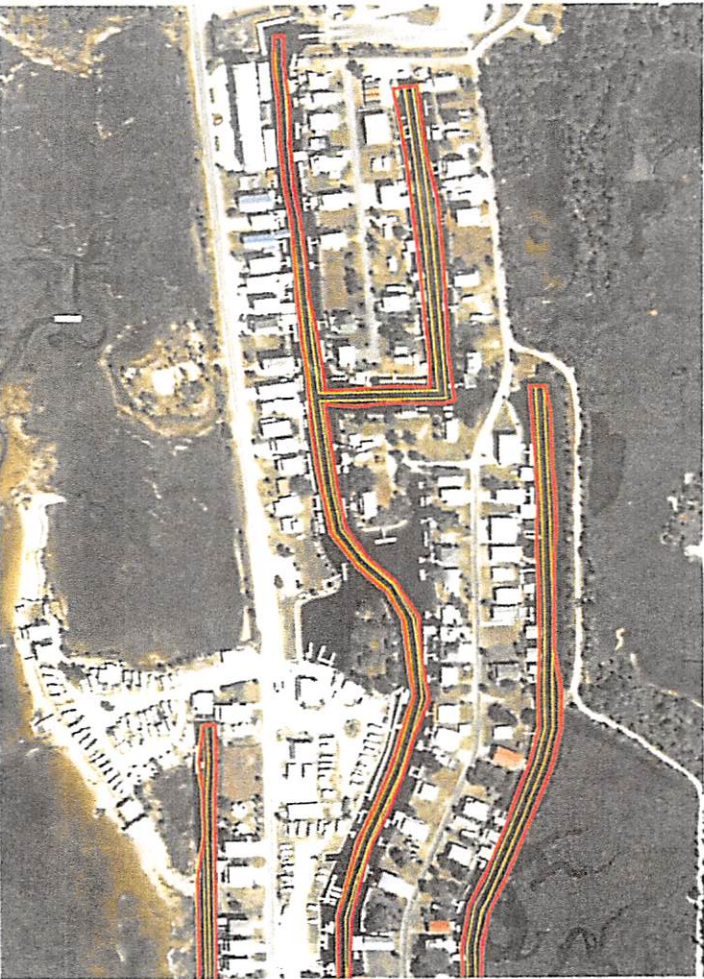


FIGURE 2
DREDGING PLAN
KEATON BEACH
TAYLOR COUNTY, FL

Project #2 - Steinhatchee Boat Ramp



FIGURE 5
DREDGING PLAN
STEINHATCHEE BOAT RAMP
TAYLOR COUNTY, FL

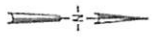
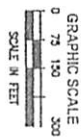
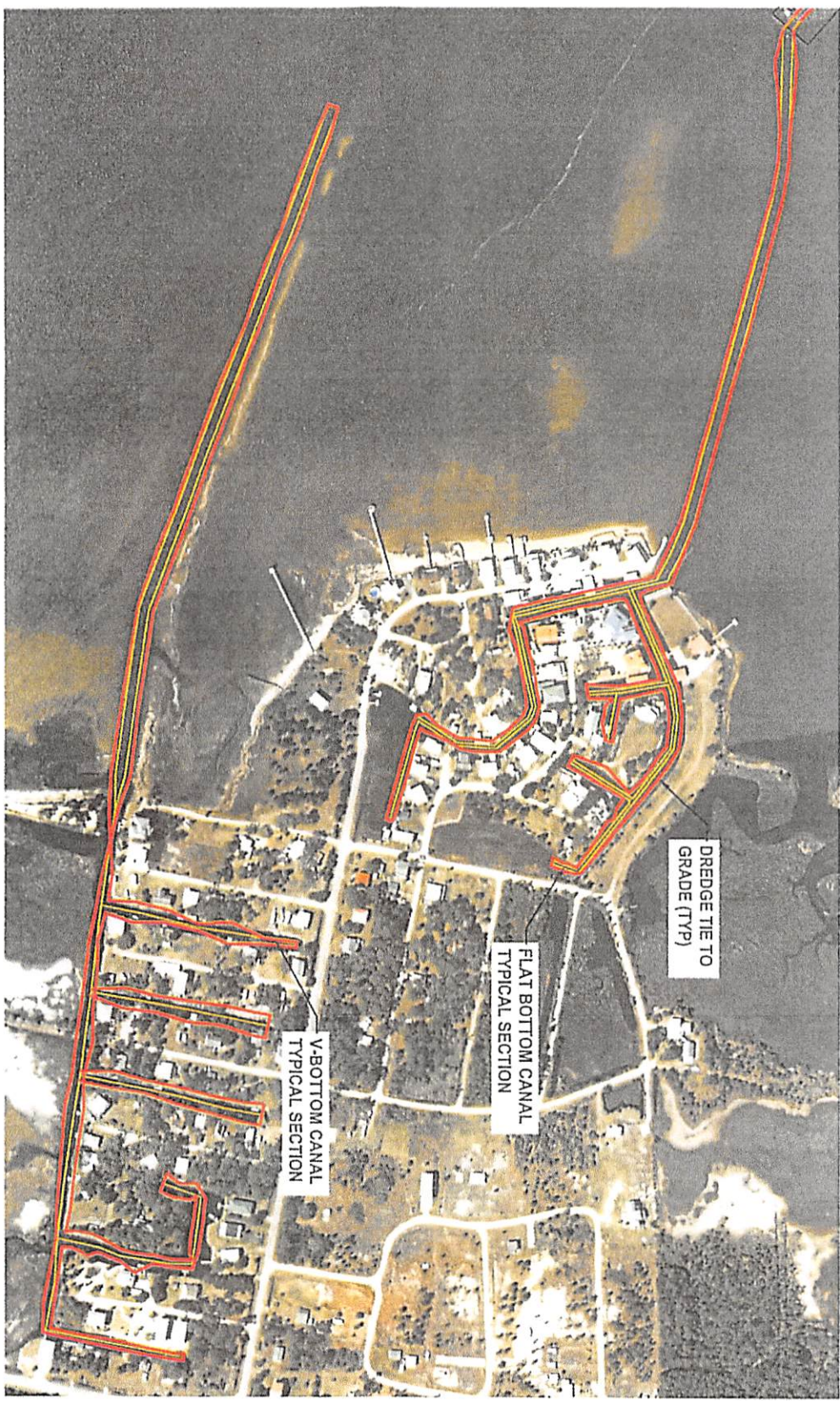


FIGURE 3
DREDGING PLAN
CEDAR ISLAND
TAYLOR COUNTY, FL

From: Jami Boothby grants.assist@taylorcountygov.com
Subject: MYIP
Date: December 6, 2017 at 9:58 AM
To: Melody Cox melody.cox@taylorcountygov.com



6. If applicable, describe the amount and current status of funding from other sources (e.g., other RESTORE Act contribution, other third party contribution) and provide a description of the specific portion of the project to be funded by the RESTORE Act Direct Component.

Project 1: Keaton Beach Canal Dredging

Taylor County Board of County Commissioners has voted to contribute \$11,145.00 in the FY 2018 Budget as a match to the overall costs of the project of \$1,061,550.00. This Third Party contribution represents about 1% of the total project costs and it is therefore impossible to describe a "specific portion" of the project it will fund.

Project 2: Steinhatchee Boat Ramp Basin Canal Dredging.

^{7 99,348}
Taylor County Board of County Commissioners has expressed a willingness to contribute ~~\$98,347.59~~ in their FY 2019 Budget as match to the total costs of the project of \$331,100.00. This Third Party contribution represents approximately 30% of the total costs. The Taylor County contribution will be dedicated to the cost of Design, Engineering, Permitting, & Survey; grant writing; and grant implementation. The RESTORE Act funds will be allocated to the actual dredging costs. ^{29,7%}

Project 3: Dark Island Canal Dredging.

^{1,354}
Taylor County Board of County Commissioners has expressed a willingness to contribute \$12,790.26 in their FY 2023 Budget as match to the total costs of the project of \$943,800.00. This Third Party contribution represents approximately 14% of the total costs. The Taylor County contribution will be dedicated to the cost of a portion of the grant writing and grant implementation expense. The RESTORE Act funds will be allocated to the actual dredging costs; Design, Engineering, Permitting, & Survey; a portion of grant writing; and a portion of grant implementation.

Project 4: Cedar Island Canal Dredging.

^{27%}
Taylor County Board of County Commissioners has expressed a willingness to contribute \$552,481.00 in their FY 2031 Budget as match to the total costs of the project of ~~\$1,489,019.00~~. This Third Party contribution represents approximately 33% of the total costs. The Taylor County contribution will be dedicated to the cost of Design, Engineering, Permitting, & Survey; grant writing and grant implementation and a small portion of the Dredging costs. The RESTORE Act funds will be allocated to the actual dredging costs.

^{2,041,500}

From: **Melody Cox** melody.cox@taylorcountygov.com 

Subject: MYIP Errors

Date: December 6, 2017 at 10:07 AM

To: publisher@perrynewspapers.com

Cc: **Heather Pullen** hpullen@langtonconsulting.com, **Mike Langton** mlangton@langtonconsulting.com, **Jami Boothby** grants.assist@taylorcountygov.com



Aaron,

Good morning! I took home the MYIP last night as promised and you are correct in the discrepancies you pointed out. I have attached the page with the errors and we will make the corrections on this page of the MYIP. I will also make sure to point out this correction T THE January 2 meeting where the BOCC will review and approve the draft and receive public comments.

I apologize for the discrepancies and I am honestly glad you found them before we sent to the Department of Treasury. I also commend you for wanting to make sure the paper is publishing the correct information and that you took the time to make sure you were providing the public the correct information.

Thank you Aaron! Please let me know if you have any additional questions or concerns on the MYIP. Happy Holidays!

Melody



Mail Attachment.eml

From: **Melody Cox** melody.cox@taylorcountygov.com
Subject: RE: Public Comment (POT 1)
Date: December 11, 2017 at 12:02 PM
To: Ken H papadoc22645@yahoo.com
Cc: The Bishop Law Firm P.A. lawbishop@gtcom.net, Heather Pullen hpullen@langtonconsulting.com



Dr. Hutchins,

I don't think the BOCC intended to finance the dredging, it is my understanding that was just general conversation. We are also trying to get a budget appropriation from the legislature to assist with the dredging funding to be able to move along a couple of the dredging projects quicker.

I know there are issues with existing docks and boat sheds with the dredging and this has been discussed at several meetings. I am relying on Mr. Conrad to guide the Board on what is legally right when we have the funding for the dredging.

I will be sure to include your comments as part of the public comment record. I really value your input and we really want to make sure we are turning in a good solid plan to the Dept. of Treasury and making good decisions on the use of the funds. The funding the County will be receiving is providing us the opportunity to use the funds for improvements we need but due to fiscal constraints have not been able to do.

Again, thank you for your input!

All the best,
Melody

From: Ken H [mailto:papadoc22645@yahoo.com]
Sent: Sunday, December 10, 2017 7:26 PM
To: Melody Cox <melody.cox@taylorcountygov.com>
Cc: The Bishop Law Firm P.A. <lawbishop@gtcom.net>
Subject: Public Comment (POT 1)

Melody,

The following are two areas of concern that I have concerning the Direct Component projects that I feel Conrad Bishop may want to address before moving forward on canal dredging and overall financing should the county elect to borrow money from a bank as suggested by the county administrator on May 18, 2017.

I further want to congratulate you on a job well done in putting together the Direct Component MYIP as it shows a high degree of expertise by a county employee.

FINANCING: The County Administrator on May 18, 2017 suggested that the county might consider a bank loan to finance the proposed projects and then use the BP funds to repay the loan. I direct your attention to the first attachment provided below concerning financing cost reimbursements. This may require an opinion from Conrad prior to moving forward on just how to approach future actions by the commission. Needless to say, loan financing costs could be quite considerable on a 4 plus million loan depending on the loan term and interest rate. The county should want to make sure that said costs are recoverable and in as such consider just how to address the issue prior to moving forward. I direct your attention to paragraphs #29 and #30, especially #30, of the Treasury guidelines set forth in the attachment.

CANAL DREDGING: If this specific issue has not been addressed then it should. Please review County Ordinance 42-436 which is attached hereto. Aerial views of the proposed canal projects show multiple inconsistencies with this ordinance as such relates to permanent boat docks and/or covered boat sheds extending into the canals. Conrad has recommended a hold harmless agreement with property owners relative to seawall collapse but the above mentioned docks and covered boat sheds present an entirely different problem as they involve permanent pilings embedded in the canals. Just how to address this foreseeable problem is a question that may need to be addressed as it is obvious that the structures will impede not only canal dredging but most likely will sustain possible damage or collapse during the dredging process. This will require a legal opinion from Conrad whereas the property owners can be advised well in advance of the inconsistency to said county ordinance. (See a sampling of said inconsistencies in attachment #3 as there appears to more than just these three)

Regards - Dr. Ken Hutchins



January 29, 2018

Taylor County Board of County Commissioners
The Honorable Pam Feagle, Chairperson
201 East Green Street
Perry, Florida 32347

Dear Chairperson Feagle:

On January 18, 2018 we received a memorandum from Marsha Humphries, Taylor County's RESTORE Act representative, regarding suggested revisions to the Multi-Year Implementation Plan (MYP) completed during her desktop review of the Plan. The memorandum included eight (8) minor, procedural edits as described below. These edits were completed by myself and Melody Cox and the revised MYP is being presented to the Board for final approval prior to final submission to Treasury.

- 1) Enclosed in this Agenda item is a letter for your signature that states the BOCC has accepted each activity in the MYP, and has approved the MYP after consideration of meaningful input from the public;
- 2) Relevant back-up documentation relating to the 45 day public comment period has been properly recorded and will be included in the final submission of the MYP;
- 3) The revised MYP has been updated to reflect Treasury's suggestion of changing the primary eligible activity for each project from "Restoration and protection of natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast Region," to "Infrastructure projects benefitting the economy or ecological resources, including port infrastructure" to avoid the requirement of using best available science in project design and selection;
- 4) Minor updates to the RESTORE Act Direct Component Multiyear Plan Matrix form were completed to reflect the following:
 - a. Removal anticipated submission date;
 - b. Update the Cumulative Direct Component Allocation to reflect the current available allocation amount, including interest to date, to \$956,702.78;
 - c. Revise the form to reflect the new suggested primary eligible activity; and

- d. Revise the proposed project start and finish dates to allow ample time to complete each project, based on anticipated budget allocation dates.

All of the comments and suggested edits received by Ms. Humphries were thoroughly reviewed and considered, and are reflected in the final revised MYP in this Agenda item for your consideration and approval.

If you, or any other Commissioner, have questions regarding the edits made, please do not hesitate to give me a call at (904) 598-1368.

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Pullen", with a stylized, flowing script.

Heather Pullen
Senior Public Affairs Consultant

TAYLOR MYP REVIEW COMMENTS

Date: 1/18/18

Applicant: Taylor County

Reviewer: Marsha Humphries, Contact: 202-622-2681 or marsha.humphries@treasury.gov

1. Please submit the final Multiyear Plan (MYP), including a resolution or letter from the Taylor County Board of County Commissioners stating that they have accepted the MYIP and that each activity in the plan was approved after consideration of meaningful input from the public. When you submit final, send to our restore email address:
restoreact@treasury.gov
2. [Question 2 on the Narrative Multiyear (MYP) Form]
Please submit copies of the advertisements (show dates, if possible). Were any comments received during the 45 day period? If so, state how they were addressed. If no comments were received, state that no comments were received. Also please add a statement that the MYP was approved by the Taylor County Board of Commissioners by resolution, which was adopted (XXXX date). Please submit a copy of the comments received during the public comment period, if any.
3. [Question 3 on the Narrative Multiyear (MYP) Form]
From your descriptions, the primary purpose of the dredging projects is to restore the depth of the canal for boating purposes, rather than the environmental restoration of the ecosystem. Such projects aligns with the eligible activity of infrastructure. If the primary purpose of your dredging projects is restoration of natural resources, then the projects must be designed based on best available science for the environmental outcome that you wish to achieve, not boat access. We recommend that you change the eligible activity of the projects to: "Infrastructure projects benefitting the economy or ecological resources, including port infrastructure" as this is the more appropriate eligible activity for your projects.
4. [Matrix Item 2a – date of initial MYIP Acceptance]
Leave blank
5. [Matrix Item 3 – Cumulative Direct Component Allocation]
Please revise to \$956,702.78 (this is the current allocation)
6. [Matrix Column 5]
Please revise all of the projects to: "Infrastructure projects benefitting the economy or ecological resources, including port infrastructure" as this is the more appropriate eligible activity for your projects.
7. [Matrix Columns 9 and 10 Proposed Start and End Dates] The projects as described will require a grant performance period of greater than one year, so we suggest the following edits:
 - a. Project 1 - Revise the Proposed End Date to 04/2020

- b. Project 2 - Revise the Proposed End Date to 04/2021
- c. Project 3 - Revise the Proposed End Date to 04/2025
- d. Project 4 - Revise the Proposed Start Date to 04/2030 (Funding will not be available for this project until 2030) and the Proposed End Date to 04/2031
- e. Project 5 - Revise the Proposed End Date to 04/2033

8. [Matrix Column 11] – Leave blank

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to review and approve the State Housing Initiative Partnership (SHIP) Local Housing Assistance Plan (LHAP), Certification, and Adopting Resolution for State Fiscal Years 2018-2019, 2019-2020 and 2020-2021.

MEETING DATE REQUESTED:

February 5, 2018

Statement of Issue: The County is required to update the LHAP at least once every three years or if there are any proposed changes to the program to be eligible to receive SHIP funding.

Recommended Action: Approve Local Housing Assistance Plan, Certification, and Adopting Resolution for State Fiscal Years 2018-2019, 2019-2020, and 2020-2021.

Fiscal Impact: The County normally receives \$350,000 annually for the SHIP Program with no match being required from the County. After Hurricane Hermine, the County received an additional \$175,000 to be used on qualified homes impacted by the storm. The County is required to update the LHAP and have it approved by the state a minimum of once every three years to be eligible for funding. The County set aside \$50,000 of the 2017-2018 SHIP funding to be used as the match for the Community Development Block Grant Program.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The County is required to submit an updated LHAP to the state at least once every three years to be eligible for SHIP funding. The LHAP was last updated in April 6, 2015. SHIP funds are used for housing rehabilitation including demolition and reconstruction, and First Time Home Buyers Down Payment Assistance. SHIP funds can also be used to repair homes in the event of a declared disaster. The County currently provides a maximum of \$25,000 for rehabilitation assistance and a maximum of \$10,000 to qualified First Time Homebuyers. The maximum allowable amount for a demolition and new construction is \$75,000. The County is required to expend at least 10% of the SHIP

funds on homeowners who are disabled or with Special Needs. The County is also required to give priority to applicants who are "Essential Services Personnel" who qualify for assistance. This includes applicants who work in law enforcement, emergency services, nurses, active military, and educators in K-12.

The changes to the updated LHAP were for homeowners to receive assistance more than one time but only receive a maximum amount of \$25,000 for rehab and/or down payment assistance. A recipient of demolition and reconstruction of a home is allowed assistance one time only. Purchase Price Limits and Income limits for down payment assistance on Pages 4 and 5 were adjusted to meet Florida Housing requirements to be in line with HUD and Department of Treasury limits and guidelines. We had hoped to include an emergency repair strategy to the LHAP, however with new Florida Housing requirements to meet Department of Treasury procurement policies all SHIP rehabilitation project must be completed through the competitive bidding process.

Government Services Group assists the County in administering the local program and all fees are grant funded with no funds required from the County.

Attachments: SHIP LHAP, Certification, and Adopting Resolution for State Fiscal Years 2018-2019, 2019-2020, and 2020-2021.

TAYLOR COUNTY



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2018-2019, and 2019-2020, 2020-2021

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A. Expedited Permitting	
B. Ongoing Review Process	
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A. Administrative Budget for each fiscal year covered in the Plan	
B. Timeline for Estimated Encumbrance and Expenditure	
C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan	
D. Signed LHAP Certification	
E. Signed, dated, witnessed or attested adopting resolution	
F. Ordinance: (If changed from the original creating ordinance)	

I. Program Details:

A. Name of the participating local government: Taylor County

Is there an Interlocal Agreement: ☐ Yes ☒ No

B. Purpose of the program:

1. To meet the housing needs of the very low, low and moderate income households;
2. To expand production of and preserve affordable housing; and
3. To further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: 2018-2019, 2019-2020, 2020-2021

D. Governance: The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership: The SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

F. Leveraging: The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input: Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach: SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Waiting List/Priorities: A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan.

Priorities for funding described here apply to all strategies unless otherwise stated in the strategy: The County will accept applications during the advertised "Application Period" which will be a minimum of 30 days. From the end of the application period, applicants will have 30 days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular

strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very-low income, then low, then moderate. The second priority will be to serve Essential Services Personnel (ESP). These applicants will further be ranked with priority given to very-low income, then low, then moderate. After serving enough Special Needs households to meet set-asides and any qualified ESP for the funding year, all applicants deemed eligible will be considered equally with priority given to very-low, then low, then moderate income groups.

Ranking Priority:

1. Special Needs Households
 - a. Very low
 - b. Low
 - c. Moderate
2. Essential Services Personnel
 - a. Very low
 - b. Low
 - c. Moderate
3. After Special Needs Set-asides and ESP goals are met
 - a. Very Low
 - b. Low
 - c. Moderate

J. **Discrimination:** In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.

K. **Support Services and Counseling:** Support services are available from various sources. The county will provide Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Foreclosure Counseling through qualified HUD approved agencies.

L. **Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

- | | |
|--|---------------------------|
| <input checked="checked" type="checkbox"/> | U. S. Treasury Department |
| <input type="checkbox"/> | Local HFA Numbers |

M. **Income Limits, Rent Limits and Affordability:** The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

- N. Welfare Transition Program: Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Administrative Budget: A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. Taylor County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: "A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan."

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs."

The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

- P. Program Administration: 1. A third party entity or consultant will be contracted for all or part of the administration of the program. The name of the entity is: Government Services Group, Inc.

The administrative duties they will provide are: Administration, Construction Project Management

- Q. Project Delivery Costs: In addition to the administrative costs listed above, the county will charge a reasonable project delivery cost to cover inspections performed by non-county employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note. Project Delivery Costs will not be charged unless the Allowable Administrative Fee falls below 10% of awarded funds.
- R. Essential Service Personnel Definition: For purpose of SHIP funding, the county considers the following groups as Essential Services to our county: First Responders, Educators in K-12, Nurses, Active Military, National Guard stationed in the county.
- S. Describe efforts to incorporate Green Building and Energy Saving products and processes: The

county will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:

1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
 - a. Toilets: 1.23 gallons/flush or less,
 - b. Faucets: 1.5 gallons/minute or less,
 - c. Showerheads: 2.0 gallons/minute or less;
3. Energy Star qualified refrigerator;
4. Energy Star qualified dishwasher, if provided;
5. Energy Star qualified washing machine, if provided in units;
6. Energy Star qualified exhaust fans in all bathrooms; and
7. Air conditioning: Minimum SEER of 15. Packaged units are allowed in studios and one bedroom units with a minimum of 11.7 EER.

- T. Describe efforts to meet the 20% Special Needs set-aside: The county will partner with social service agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goals will be met through the down payment assistance, owner occupied rehabilitation, demolition/reconstruction, and disaster repair/mitigation strategies.
- U. Describe efforts to reduce homelessness: The county will offer Down Payment Assistance to homeless persons that are eligible.

Section II. LHAP Strategies:

<i>A. Owner Occupied Rehabilitation</i>	<i>Code 3</i>
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- a. Summary of Strategy: SHIP funds will be awarded to households in need of repairs to correct code violations, health and safety issues, electrical, plumbing, roofing, windows and other structural items. Other items may be included on rehabilitation projects if funds are available after completing all required repairs listed above.
- b. Fiscal Years Covered: 2018-2019, 2019-2020, 2020-2021
- c. Income Categories to be served: Very-low, low
- d. Maximum award: \$25,000
- e. Terms
 1. Repayment Loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in Loan term: 5 years

4. Forgiveness: Loan is forgiven on a prorated basis so that 20% of the principal is forgiven annually.
5. Repayment: Not required as long as the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: All work will be performed by contractors on the county's approved contractor's list. Eligible applicants must have homestead exemption. Applicants are limited to one-time assistance under the SHIP program with the following exception: Applicants that previously received Down Payment or Rehabilitation Assistance will be assisted up to the maximum amount total of \$25,000 – Rehabilitation plus Down Payment Assistance amount received. Mobile homes are not eligible for rehabilitation assistance.
- i. Subordination Policy: County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment, no cash outs, and no additional loan proceeds going to other parties.

<i>B. Purchase Assistance</i>	<i>Code 2</i>
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- a. Summary of Strategy: SHIP funds will be awarded for downpayment and closing costs to households to purchase a newly constructed or existing home. A newly constructed home must have received a certificate of occupancy within the last twelve months.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a*

spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.

- b. Fiscal Years Covered: 2018-2019, 2019-2020, 2020-2021
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award:

Very Low:	\$10,000
Low	\$10,000
Moderate	\$7,000
- e. Terms:
 - 1. Repayment Loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in Loan term: 5 years
 - 4. Forgiveness: the funds will be forgiven on a prorated basis so that 20% of the principal is forgiven annually.
 - 5. Default: The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Applicants must secure a first mortgage by an approved lender. Applicants are limited to one-time assistance under the SHIP program.

Mobile homes are not eligible for purchase assistance.

- i. Subordination Policy: County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment, no cash outs, and no additional loan proceeds going to other parties.

<i>C. Disaster Mitigation</i>	<i>Code 5</i>
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- a. Summary of Strategy: Funds will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor. Repairs will be prioritized as follows:
 - 1. Immediate threats to health and life safety (sewage, damaged windows, roofing) in cases where the home is still habitable.
 - 2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
 - 3. Repairs necessary to make the home habitable.
 - 4. Repairs to mitigate dangerous situations (exposed wires)
- b. Fiscal Years Covered: 2018-2019, 2019-2020, 2020-2021
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award: \$5,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant with no recapture terms.
 - 2. Interest Rate: N/A
 - 3. Years in loan term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with the following additional requirements:
 - 1. Must provide proof of homeowner's insurance
 - 2. Must file for and use proceeds from insurance as first option
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Funds for disaster mitigation will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster. Mobile homes are not eligible for disaster/mitigation assistance.

- a. Summary of Strategy: The purpose of this strategy is to assist households whose homes are more than fifty-one percent (51%) structurally unsound as determined by a certified Housing Rehabilitation Inspector or Building Inspector.
- b. Fiscal Years Covered: 2018-2019, 2019-2020, 2020-2021
- c. Income Categories to be served: Very-low, low
- d. Maximum award: \$75,000
- e. Terms
 - 1. Repayment Loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in Loan term: 20 years
 - 4. Forgiveness: Loan is forgiven on a prorated basis so that 5% of the principal is forgiven annually.
 - 5. Repayment: Not required as long as the loan is in good standing.
 - 6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: All work will be performed by contractors on the county's approved contractor's list. Eligible applicants must have homestead exemption. Applicants are limited to one-time assistance under the SHIP program. Mobile homes are not eligible for Demolition/Reconstruction assistance.

- i. Subordination Policy: County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment, no cash outs, and no additional loan proceeds going to other parties.

III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

A. Name of the Strategy: **Expedited Permitting**

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

When contractors apply for a permit for a SHIP related project, the review and processing of that permit is given priority over other permits. It is moved to the front of the line and processed first.

B. Name of the Strategy: **Ongoing Review Process**

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

The Comprehensive Plan Housing Element is reviewed on a regular schedule and adjusted as necessary to make sure local policies are consistent with maintaining affordability.

C. Other Incentive Strategies Adopted:

IV. EXHIBITS:

G. Administrative Budget for each fiscal year covered in the Plan.

H. Timeline for Estimated Encumbrance and Expenditure.

I. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.

J. Signed LHAP Certification.

K. Signed, dated, witnessed or attested adopting resolution.

L. Ordinance: N/A (If changed from the original creating ordinance).

M. Interlocal Agreement N/A

N. Other Documents Incorporated by Reference

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A**LHAP 2009-001****Exhibit A****2-May-18**

Taylor County

Fiscal Year: 2018-2019		
Estimated Allocation for Calculating:	\$	350,000.00
Salaries and Benefits	\$	
Office Supplies and Equipment	\$	
Travel Per diem Workshops, etc.	\$	
Advertising	\$	
Other* - Consultant Administrative Services	\$	35,000.00
Total	\$	35,000.00
Fiscal Year: 2019-2020		
Estimated Allocation for Calculating:	\$	350,000.00
Salaries and Benefits	\$	
Office Supplies and Equipment	\$	
Travel Per diem Workshops, etc.	\$	
Advertising	\$	
Other* - Consultant Administrative Services	\$	35,000.00
Total	\$	35,000.00
Fiscal Year 2020-2021		
Estimated Allocation for Calculating:	\$	350,000.00
Salaries and Benefits	\$	
Office Supplies and Equipment	\$	
Travel Per diem Workshops, etc.	\$	
Advertising	\$	
Other* - Consultant Administrative Services	\$	35,000.00
Total	\$	35,000.00

*All "other" items need to be detailed here and are subject to review and by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in main document.

Details:

Exhibit B
Timeline for SHIP Expenditures

Taylor County affirms that funds allocated for these fiscal years will meet the following deadlines:

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2018-2019	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021
2019-2020	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022
2020-2021	6/30/2022	6/30/2023	9/15/2021	9/15/2022	9/15/2023

If funds allocated for these fiscal years is not anticipated to meet any of the deadlines in the table above, Florida Housing Finance Corporation will be notified according to the following chart:

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2018-2019	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021
2019-2020	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022
2020-2021	3/30/2022	3/30/2023	6/15/2021	6/15/2022	6/15/2023

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and terry.auringer@floridahousing.org and include:

1. A statement that “(city/county) requests an extension to the expenditure deadline for fiscal year _____.
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email terry.auringer@floridahousing.org when you are ready to “submit” the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government’s LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

FLORIDA HOUSING FINANCE CORPORATION														Please check applicable box			
HOUSING DELIVERY GOALS CHART												New Plan:		X			
												Amendment:					
												Fiscal Yr. Closeout:					
Name of Local Government: Taylor County										Allocation:		\$350,000.00					
										A		B		C	D	E	F
Strategy #	HOME OWNERSHIP		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
From Plan Text	Code	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units			
A	3	Owner Occupied Rehabilitation	3	\$25,000	2	\$25,000	0	\$0				\$125,000.00	35.71%	5			
B	2	Purchase Assistance	0	\$10,000	3	\$10,000	1	\$7,000				\$37,000.00	10.57%	4			
D	4	Demolition/Reconstruction	2	\$75,000	0	\$75,000	0	\$0				\$150,000.00	42.86%	2			
												\$0.00	0.00%	0			
												\$0.00	0.00%	0			
												\$0.00	0.00%	0			
												\$0.00	0.00%	0			
												\$0.00	0.00%	0			
		Subtotal 1 (Home Ownership)	5		5		1		\$0.00	\$0.00	\$0.00	\$312,000.00	89.14%	11			
	RENTAL		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
	STRATEGIES		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units			
												\$0.00	0.00%	0			
												\$0.00	0.00%	0			
												\$0.00	0.00%	0			
												\$0.00	0.00%	0			
												\$0.00	0.00%	0			
		Subtotal 2 (Non-Home Owner)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0			
		Administration Fees										\$35,000.00	10.00%				
		Admin. From Program Income											0.00%				
		Home Ownership Counseling											0.00%				
	GRAND TOTAL																
	Add Subtotals 1 & 2, plus all		5		5		1		\$0.00	\$0.00	\$0.00	\$347,000.00	99.14%	11			
	Percentage Construction		Calculate Constr./Re														
	Maximum Allowable																
	Purchase Price:																
										New	\$211,950	Existing	\$138,375				
Allocation Breakdown			Amount					Projected Program Income:		\$0.00	Max Amount Program Income For Admin		\$0.00				
Very-Low Income			\$225,000.00					Projected Recaptured Funds:		\$0.00							
Low Income			\$80,000.00					Distribution:		\$0.00							
Moderate Income			\$7,000.00					Total Available Funds:		\$0.00							
TOTAL																	

FLORIDA HOUSING FINANCE CORPORATION HOUSING DELIVERY GOALS CHART 2019-2020											Please check applicable box New Plan: <input checked="" type="checkbox"/> [eff. date] Amendment: <input type="checkbox"/> Fiscal Yr. Closeout: <input type="checkbox"/>		
Name of Local Government:		Taylor County						Estimated Funds:		\$350,000.00			
		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
Code	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
3	Owner Occupied Rehabilitation	3	\$25,000	2	\$25,000	0	\$0				\$125,000.00	35.71%	5
2	Purchase Assistance	0	\$10,000	3	\$10,000	1	\$7,000				\$37,000.00	10.57%	4
4	Demolition/Reconstruction	2	\$75,000	0	\$75,000	0	\$0				\$150,000.00	42.86%	2
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 1 (Home Ownership)	5		5		1		\$0.00	\$0.00	\$0.00	\$312,000.00	89.14%	11
	RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0
	Administration Fees										\$35,000.00	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	
	GRAND TOTAL												
	Add Subtotals 1 & 2, plus all Admin.	5		5		1		\$0.00	\$0.00	\$0.00	\$347,000.00	99.14%	11
	Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										0%	
	Maximum Allowable												
	Purchase Price:							New	\$211,950	Existing	\$138,375		
	Allocation Breakdown	Amount		%				Projected Program Income:		\$0.00	Max Amount Program Income For Admin:		\$0.00
	Very-Low Income	\$225,000.00		64.3%				Projected Recaptured Funds:		\$0.00			
	Low Income	\$80,000.00		22.9%				Distribution:		\$0.00			
	Moderate Income	\$7,000.00		2.0%				Total Available Funds:		\$0.00			
	TOTAL			89.1%									

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: Taylor County

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.

- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.
- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (15) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

Witness

Chief Elected Official or designee

Witness

Pam Feagle, Chairperson
Type Name and Title

Date

OR

Attest:
(Seal)

RESOLUTION #: _____

A RESOLUTION OF THE COUNTY COMMISSION OF TAYLOR COUNTY FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CHAIR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of

up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the Taylor County Housing Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the County Commission finds that it is in the best interest of the public for Taylor County to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF TAYLOR COUNTY, FLORIDA that:

Section 1: The Commission of Taylor County hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2018-2019, 2019-2020, and 2020-2021.

Section 2: The Chair is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, _____.

Pam Feagle, Chairperson

(SEAL)

ATTEST:

County Clerk

21

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

The Board received bids at the January 2, 2018 for 4 proposed hurricane mitigation projects through the FEMA Residential Construction Mitigation Program (RCMP/HLMP). The Bid Committee is recommending the bid for Mary Jones to Certified Roofing and Construction in the amount of \$25,000. The other three projects and bids are under consideration at this time.

MEETING DATE REQUESTED:

February 5, 2018

Statement of Issue: The Board received bids for 4 RCMP/HLMP projects at the January 2, 2018 meeting. The Bid Committee recommends awarding Certified Roofing and Construction the bid in the amount of \$25,000 for the home of Mary Jones. The other three projects and bids are under consideration at this time.

Recommended Action: Award bid to Certified Roofing and Construction in the amount of \$25,000 for the hurricane mitigation rehabilitation of the home of Mary Jones.

Fiscal Impact: This project e projects will be 100% grant funded.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Board received bids for 4 proposed projects at the January 2, 2018 meeting. In addition to the approval of the Bid Committee and the Board, the bids must be approved by the FDEM Hurricane Loss Mitigation Program staff. The only project which has been approved at this time is the home of Mary Jones in the amount of \$25,000. Certified Roof & Construction was in low bidder on the project at \$25,415. Certified has agreed to complete the project for \$25,000. The other three projects are the homes of Raymond Beach, Debra Allen, and Gary Cottrell. A recommendation on the bid status of these homes will be made to the Board at a later date.

Attachments: Bid Form and correspondence from FDEM

**TAYLOR COUNTY
RCMP PROGRAM
WORK WRITE-UP/BID FORM**

Owner: Mary E. Jones

Address: 121 N. Beverly St. – Perry, FL

Mailing Address: Same

Phone #: 850-223-3063

Parcel # 05721-590

Date: 10/23/2017

The work write-up/bid form is a general outline of the work to be performed. Please refer to the project specification booklet for detailed instructions for each item noted below.

Item #	System	Description of Work	Location	Price
001	Straps	Provide access and install straps as follows: STRAPS: Roof Straps should meet FBC standard referenced in FBC, 1506.7 of the General Building Code, 5 th ed. Repair access areas to meet current codes.	Roof to Wall Connection	1500
002	Roof	3 TAB SHINGLE ROOF Contractor will install a shingle roof according to current FBC, Building, 1507.2.7.1 of the 5 th ed. Shingle should be fungus resistant and carry a manufacture warranty of 25 years. Prior to installing shingles, the roof decking shall be re-nailed to meet current codes and the secondary water barrier installed prior to installing new 30 lb. felt. All joints in structural panel roof sheathing or decking shall be covered with <u>a minimum 4 in. wide strip of self-adhering polymer modified bitumen tape</u> applied directly to the sheathing or decking. The deck and self-adhering polymer modified bitumen tape shall be covered with one of the underlayment systems approved for the particular roof covering to be applied to the	Roof	

Owner Signature

Co-Owner Signature

Contractor's Signature

Taylor County RCMP/WWU-Bid Form

Charlotte Johnson

		roof.		7700
003	Gable Ends	GABLE ENDS: Remove existing wood at gable ends to install new 5/8 inch ply wood and finish to match existing. Permit as required for inspections from the Building Department. Gable ends should be retrofitted to meet the F.B.C. standards found in Chapter 17, 1704.1 of the Existing Building Manual, 5 th ed.	Gable Ends	
004	Door	<u>EXTERIOR DOOR: Install 1 Exterior Outswing Door (Emergency Egress)</u> Door must be 1 3/4" solid core flush exterior type unit or 1 3/4" metal clad door. Install exterior type threshold with a metal or vinyl type weather stripping and dead bolt. Apply one coat of primer/sealer and two coats of exterior latex paint on both sides and all edges. Each exterior door shall have spring/chain or pneumatic closer installed. Non removable pins must be used where door swings out. Reference FBC, 2411.3.15 of the General Building Code, 5 th ed.	Rear or Side Door	2700
005	Shutters	SHUTTERS at Windows and doors: Install code-approved accordion style hurricane shutters at all windows and exterior door openings (except emergency egress door as required by FBC). Refer to Plastic Standards for HVHZ found in FBC, 2413 of the General Building Code, 5 th ed.	All Openings (Except for Emergency Egress Door)	3000
006	Photos	Provide clear .jpg format photos of all work performed. With each pay request, provide thumb drive of photos documenting work, showing installations, product codes, and finished work. Pay special attention to any work or items that will not be readily evident or covered up at project completion.	All Work	8640
				460 ^{mech} 875

Owner Signature

Co-Owner Signature

Contractor's Signature

Taylor County RCMP/WWU-Bid Form

Charlotte Johnson

[illegible]

~~25,415.00~~

Owner Signature _____

Co-Owner Signature

Contractor's Signature

Taylor County RCMP/WWU-Bid Form

Charlotte Johnson

THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

All work to be performed in a workman-like manner, in accordance with the Taylor County Housing Program Specifications, local codes, and manufacturer specifications. The contractor shall be responsible for repairs and/or reinstallations of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein. All items must be cost itemized in the space provided or the bid will be rejected. Signature of contractor required at bottom of each page.

Work must be completed and approved within 60 days of the issuance of the Notice to Proceed.

The house is to be X occupied; _____ vacant for 60 days.

I hereby certify that I am licensed by the State of Florida, Department of Business, and Professional Regulation, and that I am eligible to participate in the housing program. I also agree that change orders above the original contract amount shall only be paid for with housing program funds to correct documented code violations or to meet Section 8 Housing Quality Standards. Change orders must be approved by the homeowner or his representative, the contractor, and local government prior to any initiation of work based on that change order. Change orders must be recommended by the building department.

Company Name Certified Roofing & Construction
Contractor's Name (Print Name) Charlotte Johnson
Contractor's Signature Charlotte Johnson
Contractor's Address PO Box 1673 Newberry FL 32669
Contractor's License # CCC057237 CBC 1252541
Contractor's Phone Number (352) 472-7663

*Attach current Insurance Certificates for Liability, Workers Compensation and Auto Insurance.

Owner Signature _____
Co-Owner Signature _____
Contractor's Signature Charlotte Johnson
Taylor County RCMP/WWU-Bid Form

Melody Cox

From: Beynart, Brianna <Brianna.Beynart@em.myflorida.com>
Sent: Monday, January 22, 2018 11:43 AM
To: Melody Cox
Subject: RE: HLMP Projects

Hi Melody,

Yes, you have our approval to move forward with Jones. I will issue a BCA waiver on the entire project list so you may move forward with any projects with costs lowered to the cost limit of \$25,000. Thank you for your efforts! I am hopeful about the SHIP funding.

Sincerely,
Brianna Beynart
Project Manager
Florida Division of Emergency Management
Hurricane Loss Mitigation Program
Hurricane Shelter Survey and Retrofit Program
Office Phone: (850) 815-4516

From: Melody Cox [mailto:melody.cox@taylorcountygov.com]
Sent: Monday, January 22, 2018 11:08 AM
To: Beynart, Brianna <Brianna.Beynart@em.myflorida.com>
Cc: 'certified687@gmail.com' <certified687@gmail.com>; Jay Moseley (JMoseley@govserv.com) <JMoseley@govserv.com>; LaWanda Pemberton <LPemberton@taylorcountygov.com>; Jami Boothby <grants.assist@taylorcountygov.com>
Subject: HLMP Projects
Importance: High

Brianna,

I have spoken with Charlotte Johnson with Certified Roofing in reference to the HLMP projects I had discussed with you. Ms. Johnson has agreed to complete the Mary Jones project for \$25,000 but she cannot do the Allen project for that amount.

I just want to confirm with you we have your approval to move forward with the Jones project. If so, I will have the project on the upcoming Board of Commissioners meeting agenda for approval and Jay can move forward with preparing the contract with Certified and we will get this project underway.

I am going to contact the other three homeowners whose projects are over the limits approved by FDEM and see if perhaps they would qualify for SHIP assistance to cover the difference.

Again, please let me know at your earliest convenience if we have your authorization to move forward with the Jones project. Thank you!

Melody

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO DISCUSS POSSIBLE PURCHASE OF TWO MOTOR GRADERS FOR THE PUBLIC WORKS DEPARTMENT, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

MEETING DATE REQUESTED:

FEBRUARY 5 , 2018

Statement of Issue: PUBLIC WORKS REQUESTED FUNDING IN THE CURRENT YEAR BUDGET IN THE AMOUNT OF \$58, 560 FOR THE LEASE OF TWO GRADERS. SINCE THAT TIME STAFF HAS EXPLORED OPTIONS FOR PURCHASE WITH FINANCING OPTIONS.

Recommended Action: CONSIDER PURCHASE VERSUS LEASE

Fiscal Impact: TO BE DISCUSSED

Budgeted Expense: PARTIALLY BUDGETED

Submitted By: TED LAKEY, COUNTY ADMINISTRATOR

Contact: 850-838-3500 EXT. 7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: THE PUBLIC WORKS DEPARTMENT HAS THE NEED TO REPLACE TWO OUT OF FOUR GRADERS DUE TO THE AGE AND CONDITION OF THE EQUIPMENT. UPON REVIEW OF THE LEASE AGREEMENT STAFF REQUESTED QUOTATIONS FOR PURCHASE OF THE EQUIPMENT WITH FINANCING OPTIONS. WHEN COMPARING LEASE WITH PURCHASE AT THE END OF A FIVE YEAR AGREEMENT VERSUS PURCHASING THE EQUIPMENT WITH FINANCING AND TRADE IN OF USED EQUIPMENT THE PURCHASE OPTION SHOULD BE CONSIDERED BY THE BOARD.

Options:

Attachments: