

SUGGESTED AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
PERRY, FLORIDA

TUESDAY, APRIL 16, 2019
9:00 A.M.

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

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
2. Pledge of Allegiance
3. Approval of Agenda

BIDS/PUBLIC HEARINGS:

4. THE BOARD TO RECEIVE BIDS FOR PURCHASE OF OLD HOSPITAL PROPERTY, SET FOR THIS DATE AT 9:00 A.M., OR AS SOON THEREAFTER AS POSSIBLE.

AWARDS/RECOGNITION:

5. THE BOARD TO CONSIDER ADOPTION OF A PROCLAMATION DECLARING APRIL AS *CHILD ABUSE PREVENTION MONTH*, AS AGENDAED BY LINDA PEACOCK, GUARDIAN AD LITEM.
6. THE BOARD TO CONSIDER ADOPTION OF A PROCLAMATION DECLARING MAY 7, 2019 AS *NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (NCFRPC) DAY*, AS AGENDAED BY SCOTT KOONS, NCFRPC.

CONSENT ITEMS:

7. APPROVAL OF MINUTES OF MARCH 26 AND APRIL 1, 2019.
8. EXAMINATION AND APPROVAL OF INVOICES.
9. THE BOARD TO CONSIDER APPROVAL OF CERTIFICATE OF FINAL ACCEPTANCE FOR THE NEW FIRE ENGINE, AS AGENDAED BY DAN CASSEL, FIRE CHIEF.
10. THE BOARD TO CONSIDER APPROVAL OF EXECUTION OF THE PERRY-FOLEY AIRPORT HAY HARVESTING CONTRACT WITH DORMAN HAY COMPANY, AS AGENDAED BY MELODY COX, GRANTS DIRECTOR.
11. THE BOARD TO CONSIDER RATIFICATION OF THE CHAIRMAN'S SIGNATURE ON THE 2019 FLORIDA BOATING IMPROVEMENT PROGRAM GRANT APPLICATION, REQUESTING ADDITIONAL FUNDING ASSISTANCE FOR THE DOCKING AREA IMPROVEMENT PROJECT AT STEINHATCHEE BOAT RAMP, AS AGENDAED BY THE GRANTS DIRECTOR.
12. THE BOARD TO CONSIDER APPROVAL OF TRANSPORTATION DISADVANTAGED SERVICE PLAN UPDATE 2016-2021 FOR FY 2018-2019, AS AGENDAED BY THE GRANTS DIRECTOR.
13. THE BOARD TO CONSIDER APPROVAL OF CERTIFICATE OF ACCEPTANCE FOR THE JUSTICE ASSISTANCE GRANT, AS AGENDAED BY SARAH WEIRICK, 911 COORDINATOR.
14. THE BOARD TO CONSIDER APPROVAL OF INTERNSHIP AND TRADE/VOCATIONAL PROGRAM POLICY 4.13, AS AGENDAED BY LAWANDA PEMBERTON, COUNTY ADMINISTRATOR.
15. THE BOARD TO CONSIDER APPROVAL OF THE DRAFT ANNUAL REPORT FOR ECONOMIC AD VALOREM TAX EXEMPTION PROGRAM, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

PUBLIC REQUESTS:

16. ANN HODGES, GULF BREEZE REALTY, TO APPEAR TO DISCUSS THE POSSIBLE ACQUISITION BY THE COUNTY OF COASTAL PROPERTY OWNED BY DR. KEN HUTCHINS.
17. URSULA MILLER TO APPEAR TO DISCUSS 4-WAY STOP SIGN REQUEST FOR 11TH. STREET E. AND 2ND. AVENUE, STEINHATCHEE.

18. URSULA MILLER TO APPEAR TO DISCUSS GENERATOR USAGE ORDINANCE REQUEST.

CONSTITUTIONAL OFFICERS/OTHER GOVERNMENTAL UNITS:

19. THE BOARD TO CONSIDER APPROVAL OF 2010 TAX YEAR ERRORS & INSOLVENCIES, AS AGENDAED BY MARK WIGGINS, TAX COLLECTOR.
20. STEPHEN BROWNING, P.E., FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT), TO APPEAR TO DISCUSS STATE ROAD 51 RECONFIGURATION IN STEINHATCHEE.

COUNTY STAFF ITEMS:

21. THE BOARD TO CONSIDER APPROVAL TO SUBMIT FIREHOUSE SUBS FOUNDATION ON-LINE GRANT APPLICATION, TO BE USED FOR VEHICLE EXTRICATION EQUIPMENT, AS AGENDAED BY THE FIRE CHIEF.
22. THE BOARD TO CONSIDER APPROVAL OF CHANGE ORDER IN THE AMOUNT OF \$2,900.00, FOR THE CONTRACT REHABILITATION WORK THROUGH THE SHIP PROGRAM ON ONE (1) HOME AND CONSIDER APPROVING THE EXCEEDING ARBITRARY COST LIMITS FOR THE SHIP LOCAL HOUSING ASSISTANCE PLAN, AS AGENDAED BY JAMI BOOTHBY, GRANTS COORDINATOR.
23. THE BOARD TO CONSIDER APPROVAL FOR THE CHANGE ORDER NO. 1, TO THE CONTRACT BETWEEN THE COUNTY AND TCA ELECTRICAL CONTRACTORS, INC., IN THE AMOUNT OF \$9,200, FOR THE UPGRADE AIRFIELD LIGHTING PROJECT AT PERRY-FOLEY AIRPORT, AS AGENDAED BY THE GRANTS DIRECTOR.
24. THE BOARD TO CONSIDER RE-APPROVAL OF THE HAMPTON SPRINGS PARK SITE HOST JOB DESCRIPTION AND HOST APPLICATION, AS AGENDAED BY THE GRANTS DIRECTOR.
25. THE BOARD TO CONSIDER ACCEPTING THE BID COMMITTEE RECOMMENDATION FOR RIGHT-OF-WAY MOWING BIDS, AND AWARD CONTRACT TO KERRY PUHL LAWNWORKS, AS AGENDAED BY HANK EVANS, PUBLIC WORKS DIRECTOR.

GENERAL BUSINESS:

26. THE BOARD TO CONSIDER TASKING THE COUNTY ATTORNEY TO REVISE THE CURRENT ECONOMIC AD VALOREM TAX EXEMPTION ORDINANCE WITH REQUESTED CHANGES, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

COUNTY ADMINISTRATOR ITEMS:

27. THE BOARD TO CONSIDER APPROVAL OF THE REQUEST FROM THE CENSUS BUREAU TO FORM AND APPOINT ONE (1) COMMISSIONER TO THE CENSUS 2020 COMPLETE COUNT COMMITTEE, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
28. THE BOARD TO CONSIDER APPROVAL OF REQUEST TO ADD THE SANDHILL CEMETERY TO THE COUNTY MOWING LIST, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
29. THE BOARD TO CONSIDER INSTRUCTING THE COUNTY ATTORNEY TO DRAFT AN ORDINANCE PROHIBITING VAPING AT ALL COUNTY PARKS, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
30. THE COUNTY ADMINISRATOR TO DISCUSS INFORMATIONAL ITEMS.
31. COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED ITEMS:
32. 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 MARSHA DURDEN, 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.

April 16, 2019 TAYLOR COUNTY BOARD OF COMMISSIONERS	
County Commission Agenda Item	
SUBJECT/TITLE:	Proclamation declaring April as Child Abuse Prevention Month
	
MEETING DATE REQUESTED:	April 16, 2019

Statement of Issue: Proclamation

Recommended Action:

Fiscal Impact:

Budgeted Expense: None

Submitted By: Linda Peacock / Guardian ad Litem

Contact: 850-584-2159 or 850-843-2782

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

Attachments: Proclamation attached

CHILD ABUSE PREVENTION MONTH PROCLAMATION

WHEREAS, Florida's future depends on nurturing the healthy development of our children; and

WHEREAS, the mission of the Guardian ad Litem Program is to promote and protect the best interests of abused and neglected children involved in Dependency Court proceedings through advocacy efforts of trained volunteers; and

WHEREAS, in the Third Judicial Circuit, which includes Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee and Taylor counties, more than 518 children are involved in the Dependency Courts and the Guardian ad Litem Program represents 432 of them; and

WHEREAS, the abuse and neglect of children can cause severe, costly and lifelong problems; and

WHEREAS, children who are represented by a Guardian ad Litem are likely to spend less time in foster care, less likely to return to foster care, are more likely to be adopted, do better in school, and score better on several key protective factors that contribute to positive, lawful behavior; and

WHEREAS, every child has a right to a safe, healthy and happy childhood where they are educationally and developmentally on track; and

WHEREAS, individuals, businesses, schools, and faith-based and community organizations must make children a top priority and take action to support the physical, social, emotional, and educational development and competency of all children; and

WHEREAS, the blue and silver pinwheel stands as a symbol of the health and happiness all children deserve; and

WHEREAS, during the month of April, Prevent Child Abuse Florida, in collaboration with the Governor's Office of Adoption and Child Protection, the Guardian ad Litem Program, the Florida Department of Children and Families and the Ounce of Prevention Fund of Florida, will implement Pinwheels for Prevention, a statewide campaign promoting awareness of healthy child development, positive parenting practices, and the types of concrete support families need within their communities;

NOW, THEREFORE, The Taylor County Board of County Commissioners do hereby proclaim April 2019 as *Child Abuse Prevention Month* and urge all Floridians to engage in activities whose purpose is to strengthen families and communities to provide the optimal environment for healthy child development.

PASSED in regular session this


day of , 2019.

**BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA.**

**BY: _____
Pam Feagle, Chair**

ATTEST:

**_____
ANNIE MAE MURPHY, Clerk**

TAYLOR COUNTY BOARD OF COMMISSIONERS	
County Commission Agenda Item	
SUBJECT/TITLE:	
	
MEETING DATE REQUESTED:	April 16, 2019

Statement of Issue: Proclamation declaring May 7, 2019 as North Central Florida Regional Planning Council Day

Recommended Action: Accept a proclamation

Fiscal Impact: None

Budgeted Expense: None

Submitted By: Scott Koons

Contact: North Central Florida Regional Planning Council
352.955.2200

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Taylor County became a member local government of the North Central Florida Regional Planning Council on June 1, 1975.

Options:

Attachments: yes



Serving Alachua
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Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

April 3, 2019

Ms. LaWanda Pemberton, County Administrator
Taylor County
201 East Green Street
Perry, FL 32347

RE: Proclamation Proclaiming May 7, 2019 as
North Central Florida Regional Planning Council Day

Dear LaWanda:

The North Central Florida Regional Planning Council will be celebrating its 50th Anniversary on May 7, 2019.

The mission of the Council is to improve the quality of life of the Region's citizens by enhancing public safety, protecting regional resources, promoting economic development and provide technical services to local governments. For the past 50 years, the Council, in partnership with economic development organizations and local governments, has promoted regional strategies, partnerships and solutions to strengthen the economic competitiveness and quality of life of the 12 counties and 40 incorporated municipalities in the north central Florida region.

Taylor County became a member local government of the North Central Florida Regional Planning Council on June 1, 1975.

Therefore, the Council requests that the County, as a member local government of the Council, adopt the enclosed proclamation declaring May 7, 2019 as North Central Florida Regional Planning Council Day throughout the County.

If you have any questions concerning this matter, please do not hesitate to contact me at 352.955.2200, ext. 101.

Sincerely,

Scott R. Koons, AICP
Executive Director

Enclosure

xc: Cindy Mock, Secretary to the Board of County Commissioners

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Dedicated to improving the quality of life of the Region's citizens,
by enhancing public safety, protecting regional resources,
promoting economic development and providing technical services to local governments.

PROCLAMATION

DECLARING MAY 7, 2019 AS NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL DAY

WHEREAS, the North Central Florida Regional Planning Council was formed as the fourth regional planning council in the State of Florida on May 7, 1969; and

WHEREAS, the mission of the North Central Florida Regional Planning Council is to improve the quality of life of the Region's citizens by enhancing public safety, protecting regional resources, promoting economic development and providing technical services to local governments; and

WHEREAS, the North Central Florida Regional Planning Council, in partnership with economic development organizations and local governments, promotes regional strategies, partnerships and solutions to strengthen the economic competitiveness and quality of life of the 12 counties and 40 incorporated municipalities in the north central Florida region; and

WHEREAS, local governments throughout the north central Florida region recognize the need for regional coordination to address community issues that extend beyond county and municipal boundaries; and

WHEREAS, the North Central Florida Regional Planning Council has engaged in strategic regional planning, comprehensive economic development strategy planning and emergency preparedness planning for the future of the north central Florida region; and

WHEREAS, for the past 50 years, the North Central Florida Regional Planning Council has brought together local governments and gubernatorial appointees to provide a venue for analyzing issues, revolving problems and sharing solutions among 52 jurisdictions in Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor and Union Counties; and

WHEREAS, Taylor County became a member local government of the North Central Florida Regional Planning Council on June 1, 1975.

NOW, THEREFORE, the Board of County Commissioners of Taylor County, Florida proclaims May 7, 2019 as North Central Florida Regional Planning Council Day throughout Taylor County in recognition of the 50th Anniversary of the North Central Florida Regional Planning Council and its contributions in advancing the regional agenda.

DULY ADOPTED AND PROCLAIMED this 16th day of April 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF
TAYLOR COUNTY, FLORIDA

Annie Mae Murphy, County Clerk

Pam Feagle, Chair

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to approve final acceptance of new fire engine.

Meeting Date:

4/16/2019

Statement of Issue: A final acceptance certificate must be signed to finalize the purchase of the
recently delivered fire engine. An incumbency certificate must also be signed to update the
signature on file.

Recommendation:

Staff recommends the board accept the new apparatus.

Fiscal Impact: \$ _____ **Budgeted Expense:** Yes ☐ No ☐ N/A ☒

Submitted By: Dan Cassel

Contact: _____

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: _____

The board has purchased a new fire engine from Rosenbuaer through a five year financing.

Options: 1. _____

2. _____

Attachments: 1. Incumbency Certificate

2. Final Acceptance Certificate

FINAL ACCEPTANCE CERTIFICATE

To Lessor: Leasing 2, Inc. / City National Capital Finance, Inc.

In accordance with the Terms of the **Lease-Purchase Agreement** dated **November 15, 2017** (the "Lease") between **Leasing 2, Inc. ("Lessor")** and **Taylor County Board of County Commissioners ("Lessee")**, Lessee hereby represents to, and agrees with, Lessor as follows:

1. The Equipment defined below, as such term is defined in the Lease, has been delivered and installed at the Equipment location specified in Exhibit D-Description of Equipment to the Lease, and accepted on the date indicated below.
2. Lessee has conducted such inspection and/or testing of the Equipment as it deems necessary and appropriate and hereby acknowledges that it accepts the equipment for all purposes.
3. No Event of Default, as such term is defined in the Lease, and no event, which with notice of lapse of time, or both would become an Event of Default, has occurred at the date hereof.

ACCEPTED EQUIPMENT:

(1) Rosenbauer pumper/tanker on 2019 Freightliner M2112 chassis, VIN: 3ALAC5FE3KDKG8739

LESSEE: Taylor County Board of County Commissioners

By: _____
Pam Feagle
Taylor County BOCC Chairperson

Date: _____

INCUMBENCY CERTIFICATE

I do hereby certify that I am the duly elected or appointed and acting _____ of **Taylor County Board of County Commissioners**, a municipality duly organized and existing under the laws of the State of Florida, that I have custody of the records of such entity, and that, as of the date hereof, the individuals named below are the duly elected or appointed officers of such entity holding the offices set forth opposite their respective names.

I further certify that (i) the signatures set opposite their respective names and titles are their true and authentic signatures and (ii) such officers have the authority on behalf of such entity to execute all Exhibits and/or documents related to that certain Lease-Purchase Agreement dated as of **November 15, 2017**, between such entity and **Leasing 2, Inc.**

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Pam Feagle</u>	<u>Taylor County BOCC Chairperson</u>	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN WITNESS WHEREOF, I have duly executed this certificate as of this _____ day of _____, _____.

By: _____

Name: _____

Title: _____

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to approve the execution of the Perry-Foley Airport Hay Harvesting Contract with Dorman Hay Company (William Dorman).

**MEETING DATE REQUESTED:**

April 16, 2019

Statement of Issue: Board to approve execution of the contract with Dorman Hay Company for the harvesting of hay on 80 acres at Perry- Foley Airport.

Recommended Action: Board to execute contract

Budgeted Expense: Eighty acres will be leased for the harvesting of hay which will provide revenue in the amount of \$5,200 to the Airport/County.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The County received two bids for the harvesting of 80 acres of hay at Perry- Foley Airport. Dorman Hay Company was the highest bidder proposing \$65.00 per acre for an annual payment of \$5,200. The second bid received was from Swain's for \$51.00 per acre for an annual payment of \$4,080. The contract will be for a five year period. The Contract does reserve the right for the County to cancel the contract with a ninety (90) day notice in the event the hay harvesting area is needed for aviation development and/or the development of a solar farm. The Contractor will be allowed to complete the hay harvesting season during the year the contract is cancelled.

Attachments: Contract and Bid Tabulations



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

LAWANDA PEMBERTON, 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

THIS CONTRACT, made the _____ day of _____, 2019
between TAYLOR COUNTY, hereinafter called the COUNTY, and William R. Dorman
(Dorman Hay Company) hereinafter called the CONTRACTOR. WITNESSETH, that
the County and the Contractor for the consideration stated herein agree as follows:

1. **SCOPE OF WORK.** The contractor shall provide all equipment and materials in strict accordance with the specification of the County and other documents herein mentioned which are a part of this Contract in connection with the following

**“THE LEASING OF EIGHTY (80) ± ACRES TO BE HARVESTED AT
THE PERRY – FOLEY AIRPORT.”**

Hay is typically harvested in early June or late May, again in early August and again in early October as weather permits. It is the successful Contractor's option to harvest hay either as rolls or square bales.

For information regarding the hay field and Perry-Foley Airport guidelines and regulations including the airport security procedures contact Ward Ketrang, Airport Manager at 850-838-3519 or at airport@taylorcountygov.com.

The Contractor is required to fertilize the eighty (80) ± acres at each hay cutting. The successful Contractor is required to provide the County all information as to the type of fertilization and micro nutrients used at each cutting. Non-compliance with these requirements is grounds for contract termination.

The Contractor will provide weed control at rate and times to maintain or improve stand purity. Contractor will have all materials and rates and application technologies approved by the County prior to application. Non-compliance with these requirements is grounds for contract termination.

The bid has been awarded according based on the maximum revenue generated for the County.

Payment for lease will be due by September 30 of each year. The eighty (80) ± acres is being leased at \$65.00 per acre for a total annual payment of \$5,200.00.

2019 lease payment is due by 9/30/2019
2020 lease payment is due by 9/30/2020.
2021 lease payment is due by 9/30/2021.
2022 lease payment is due by 9/30/2022.
2023 lease payment is due by 9/30/2023.

This agreement will be for a period of five (5) years.

The County reserves the right to cancel this contract with a ninety (90) day notice in the event the hay harvesting area is needed for aviation development purposes and/or the development of a solar farm. The Contractor will be allowed to complete the hay harvesting season during the year the contract is cancelled.

If for some reason the successful Contractor is unable to fertilize and harvest hay for an entire season the annual lease fee is still due to the County unless there is prior written consent from the Taylor County Board of Commission.

The successful Contractor may not sub-lease the acreage.

Successful Contractor has 30 days to provide proof of liability insurance according to County Policy.

The successful Contractor may only use the land leased for the harvesting of hay.

Hay must to be removed from the field within 30 days of baling.

2. **THE CONTRACT PRICE.** Successful Contractor shall pay to the County for the performance of this Contract, subject to any additions or deductions provided therein, by Cashier's check payable to the Taylor County Board of County Commissioners.
3. **PRESERVATION OF PROPERTY.** The Contractor shall preserve from damages all property associated with or which is in the vicinity of, or is in any way affected by the work. This applies to public and private property and/or utilities.
4. **HOLD HARMLESS AND INSURANCE.** To the extent allowed by law, the Contractor shall indemnify, defend and save and hold harmless, the County, all of its officers, Agents or Employees from all suits, actions, claims, demands, liabilities of any nature whatsoever arising out of, because of, or due to breach of this Agreement by the Contractor, its subcontractors, agents or employees or due to any negligent act or occurrence of omission or commission of the Contractor, its Subcontractors, Agents or employees. Neither Contractor nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its Officer, Agents or Employees.
5. **GENERAL LIABILITY INSURANCE.** The Contractor shall maintain general liability insurance of at least \$1,000,000.00 holding the County harmless for the Contractor's negligence, **and list the County as additionally insured under the Contractor's coverage.**
6. **WORKER'S COMPENSATION INSURANCE.** The Contractor shall provide Worker's Compensation insurance in accordance with the laws of the State of Florida and in amounts sufficient to secure the benefits of the Florida Worker's Compensation law for all of its employees. The Contractor may also provide a Waiver of Worker's Compensation Insurance if so eligible.
7. **COMPONENT PARTS OF THIS CONTRACT.** This Contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim or, in not attached, as if hereto attached.
 - (a) Bid Specification and Details

- (b) The Contractor's Proposal
- (c) This Instrument

In the event that any provision in any of the above component parts, the provision in the component list enumerated above shall govern over any other component part, which follows it numerically except as may be otherwise specifically stated.

8. **AUTHORIZED PERSONNEL.** The Contractor is to contact the following for any correspondence or questions regarding this project: **WARD KETRING- AIRPORT MANAGER, PERRY – FOLEY AIRPORT, 501 INDUSTRIAL PARK DRIVE, PERRY, FLORIDA 32348 TELEPHONE (850)838-3519, or airport@taylorcountygov.com**
9. **LITIGATION.** If any litigation arises out of this Contract, venue of all such cases shall be in Taylor County, Florida, and the prevailing party is entitled to reasonable attorney fees and costs.

IN WITNESS WHEREOF, THE Parties hereto have caused this instrument, as of the _____ day of _____, 2019.

WITNESS:

TAYLOR COUNTY

Chairman

ATTEST: _____
Annie Mae Murphy
Clerk of Courts

WITNESSES:

CONTRACTOR

Signature

STATE OF FLORIDA
COUNTY OF TAYLOR

THIS FOREGOING INSTRUMENT was acknowledged before me this _____ day of _____, 20____, who is personally know to me and who did not take an oath.

NOTARY PUBLIC
My Commission Expires: _____

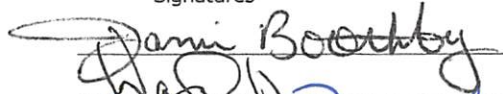

Perry-Foley Airport 80 Acre Hay Harvesting Project

Tuesday, March 19, 2019

CONTRACTOR	BID AMOUNT				
THOMAS SWAIN/AMERICAN ALUMINUM	\$51.00/ACRE \$4,080.00				
DORMAN HAY COMPANY	\$65.00/ACRE \$5,200.00				
Recommended Contractor	DORMAN HAY COMPANY				

Bid Opening:

Signatures

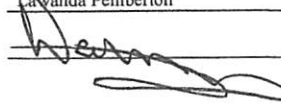



Print Name

Jami Boothby

Ward Ketring

Layanda Pemberton



TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to ratify Chairman's signature on the 2019 Florida Boating Improvement Program (FBIP) grant application requesting additional funding assistance for the Docking Area Improvement Project at Steinhatchee Boat Ramp.

MEETING DATE REQUESTED:

April 16, 2019

Statement of Issue: The Board to ratify the Chairman's signature on the 2019 FBIP grant application requesting additional funding assistance for the Docking Area Improvement Project at Steinhatchee Boat Ramp.

Recommended Action: Ratify the Chairman's signature on 2019 FBIP grant application.

Fiscal Impact: The project currently has an estimated cost of \$450,497.40 due to increases in construction and material costs. In 2016, when the application was originally submitted the project had an estimated cost of \$303,257. The Board approved a cash match of \$72,000 at the March 22, 2016 meeting and this funding is included in the 2018-2019 budget. Additional match funds are not being requested from the County for the project. The grant application requested the additional funding in the amount of \$147,240 needed for the project.

Budgeted Expense: Not applicable at this time.

Submitted By: Melody Cox

Contact: Melody Cox

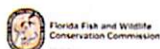
SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The County was awarded an FBIP grant for the improvements to the docking area at Steinhatchee Boat Ramp in 2016-2017. There have been several staffing changes within the program at FWC and the project contracts were finally going to be issued in April 2019. It has been determined by the County Engineer that project costs have risen considerably and there would be a budget shortfall of approximately \$147,240. The grant request included the additional funding needed for the project.

Steinhatchee Boat Ramp
Docking Area Improvement Project
Taylor County, Florida



Florida Boating Improvement Program
2019-2020



Florida Boating Improvement Program Grant Application for Boating Access Facilities

FOR OFFICE USE ONLY

Grant Application Number :

Date Received:

Fill in all sections that apply – Leave all other sections blank

I – APPLICANT INFORMATION

a. Applicant: Taylor County Board of Commissioners

b. Federal Employer Id. No.: 59-6000879

c. Project Manager Name: Melody Cox and Jami Boothby

Project Manager Title: Grants Director

d. Mailing Address: 201 E. Green Street

City: Perry

Zip Code: 32347

e. Shipping Address: 201 E. Green Street

City: Perry

Zip Code: 32347

f. Telephone: 850-838-3553

Fax: 850-838-3563

Email: melody.cox@taylorcountygov.com &
grants.assist@taylorcountygov.com

g. District Numbers:

U.S. Congressional: 2

State Senate: 3

State House: 7

II – PROJECT SUMMARY

a. Project Title: Steinhatchee Boat Ramp Docking Area Improvement Project

b. Type of Application: ☐ New (never considered before) ☐ Reconsideration ☒ Phased Continuation–Phase No.: _____

c. Project Cost: Total Cost: \$ 450,497.40

Amount Requested: \$ 333,480.00

d. Project Summary:

Taylor County is requesting funding assistance for the construction and installation of 2080 SF of 8 lf wide x 20 lf long marine grade aluminum surfaced poly tub floating docks securely anchored on new 6" galvanized pilings with aluminum handrails at Steinhatchee Boat Ramp. The scope of work includes the installation of 720 SF of 6 lf wide x 20 lf marine grade aluminum finger docks stabilized on new 4" galvanized pilings. In 2011, due to the critical need for a boating facility in Steinhatchee, the County purchased the site with funding assistance provided by FWC through the Sport Fish Restoration-Boat Access Grant. With the county's fiscal constraints, the site has been developed in phases contingent on the availability of funding. The proposed docking improvement project is the final phase to complete development of the facility. In the past few years, Steinhatchee Boat Ramp has become the most heavily used boating facility in the County with Keaton Beach Boat Ramp being second. Prior to acquiring the site, a developer had installed wooden docking with finger slips which were designed for light residential use. The existing wooden dock cannot accommodate the high recreational boating and fishing use at the facility and is in serious disrepair. The dock does not have secure handrailings needed for a public facility. The finger docks were removed by the County shortly after acquiring the site due to lack of stability and being a serious safety hazard. Steinhatchee Boat Ramp has been an extremely successful public/private partnership with funding assistance provided throughout the development phases by FWC, the Coastal Partnership Initiative program, \$100,000 from two key county employers, and \$15,000 donated by citizens through local fund raisers. The County is a designated "Rural Area of Opportunity" and one of "critical economic concern". Steinhatchee is a designated Waterfronts Florida Community. Taylor County's tourism trade is dependent on recreational fishing and boating, which has an annual economic impact of \$15M and creates more than 175 jobs. 85.7% of the Steinhatchee ramp users are from out of County with 33.3% being from out of state. Per the Boating Access and Economic Valuation in Taylor County, Florida completed through a Sea Grant, 83.5% of the expenditures and purchases made by visitors to the area remain in the County. The boating facility is the ONLY public boat ramp in Steinhatchee and having a safe, boater friendly facility with adequate amenities is critical for economic growth and continued tourism development in not only Taylor County but the entire Big Bend region which is renowned for recreational fishing and scalloping.

III - FACILITY INFORMATION

a. Facility Name: Steinhatchee Boat Ramp

b. Type of Facility:

☒ Existing Boat Ramp / Public Launching Facility

☐ Existing Marina / Tie-up / Overnight Moorage Facility

☐ Proposed Boat Ramp / Public Launching Facility

☐ Proposed Marina / Tie-up / Overnight Moorage Facility

☐ Other: _____

c. Facility location:

County: Taylor

Water body: Steinhatchee River/Gulf of Mexico

Township: 09

Section: 26

Range: 09

Latitude: N 29 deg. 40 min. 22.63 sec.

Longitude: W 83 deg. 23 min. 33.06 sec.

Facility Street Address or Location: 100 Riverside Drive, Steinhatchee, FL 32359

d. Upland Ownership:

☒ Public - Fee Simple

☐ Public - Lease

Number of Years Remaining in Lease: _____

Name of Owner: Taylor County Board of Commissioners

e. Is this facility open to the general public? ☒ Yes ☐ No

f. Estimate Percent (%) Use of Launching Facility: 99% Motorboats/Sailboats 1% Non-Motorboats

g. Day Use, Parking or Launch Fee Amount: \$5.00 Tie-up/Overnight Moorage: \$ _____

h. Number of Launch Lanes: 2

Condition: ☒ New ☐ Good ☐ Average ☐ Poor

i. Number of Boarding Docks: 3

Length: 20 Ft.

Condition: ☒ New ☐ Good ☐ Average ☐ Poor

Type of docks: ☐ Fixed Wooden ☐ Fixed concrete ☒ Floating ☐ Other : _____

j. Number of Boat Trailer Parking Spaces: 77

Condition: ☐ New ☒ Good ☐ Average ☐ Poor

k. Tie-up Dock or Moorage: 490Ft or _____ Slip

Condition: ☐ New ☐ Good ☐ Average ☒ Poor

Type of docks: ☐ Fixed Wooden ☐ Fixed concrete ☒ Floating ☐ Other : _____

l. Other Facility Attributes:

Restroom: ☒ Yes ☐ No ☐ Proposed

Other: Picnic Pavilion, Paved Parking, Boater Safety Signs

Pump out or Dump Station: ☐ Yes ☐ No

Other: _____

m. Names of adjacent boating facilities, public and private (ramps, tie-up facilities/marinas) within a 10-mile radius.

Name	Distance	Name	Distance
1. <u>Sea Hag Marina</u>	<u>1 Mile</u>	2. <u>Gulf Stream Marina (Dixie Co.)</u>	<u>6 Miles</u>
3. <u>River Haven Marina</u>	<u>2 Miles</u>	4. <u>Jena Boat Ramp (Dixie Co.)</u>	<u>3.5 Miles</u>
5. <u>Dallus Creek</u>	<u>8.5 Miles</u>	6. _____	_____
7. _____	_____	8. _____	_____
9. _____	_____	10. _____	_____

IV – PROJECT DESCRIPTION

a. List Primary Need for Project:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Safety | <input checked="" type="checkbox"/> High Demand by Users |
| <input checked="" type="checkbox"/> Age-end of Useful Life | <input checked="" type="checkbox"/> Recommended by FWC Staff |
| <input checked="" type="checkbox"/> Environmental Needs of the Area | <input type="checkbox"/> Lack of In-house Capability |
| <input checked="" type="checkbox"/> Other: <u>Tourism Development</u> | |

b. Need Statement:

Steinhatchee Boat Ramp is the most heavily used boating facility in the County and is key to the local economy and tourism development in the Big Bend region. As Taylor County and Dixie County, which shares the Steinhatchee River with Taylor, are both "Rural Areas of Opportunity" and designated counties of "critical economic concern", the economic impact of the Steinhatchee boating facility is extremely significant. Per the Boating Access and Economic Valuation in Taylor County, Florida Study, one of the key avoidance factors of a boating facility is inadequate docks. With this, providing safe, secure, user-friendly docking is essential. The Steinhatchee Ramp primarily serves visitors from out of County (85.7%). A significant number of these boaters (48.35%) spend 2 to 3 days in the area expending an average cost of \$378 per night. Of the boaters who visit the County, 97% engage in recreational fishing. As Steinhatchee Boat Ramp has high usage throughout the year, providing adequate, safe, and secure docking areas is critical for continued tourism development as well as boater safety.

c. Approach (Scope of Work): Describe the project's scope of work by providing a list of tasks and deliverables:

The County will move forward with the project immediately after execution of a grant agreement as the design, engineering, and permitting are complete. The County anticipates completing the project within 164 days of grant agreement execution.

Task 1: Advertise and receive bids, award contract, and issue Notice To Proceed. Task will be complete within 45 days of grant agreement execution.

Deliverable 1.1: Provide copies of final design and engineering documents to FBIP for approval.

Deliverable 1.2: Provide FBIP bid documents, bid rankings, and Notice To Proceed prior to construction being underway.

Task 2: County to remove existing docks and pipes which remain after the removal of the finger docks. Task will take 10 days to complete.

Deliverable 2.1: Provide pictures to FBIP documenting removal of existing docking and pipes.

Task 3: Construction and installation of aluminum surfaced poly tub floating docks with handrailings on new 6" pilings and installation of aluminum floating finger docks on new 4" pilings. Task to take 60 days to complete.

Deliverable 3.1: Provide FBIP pictures and appropriate documentation of construction and installation of new docking and finger docks.

Task 4: County Engineer to inspect site and prepare final punch list for contractor. Engineer to make final inspection upon completion of punch list and approve final contractor payments. Task will be complete within 14 days.

Deliverable 4.1: Provide FBIP list of changes and/or corrections and documentation all are complete.

Task 5: All invoices for project to be paid and final report submitted to FBIP with support documentation including pictures. Task will be complete within 21 days.

Deliverable 5.1: Final report with support documentation submitted to FBIP.

Task 6: FBIP to make final inspections. County will make any required changes within 14 days.

Deliverable 6.1: Provide documentation of completion of changes requested by FBIP

d. Project Benefits:

The County is renowned for exceptional year round fishing and scalloping in the summer months and Steinhatchee Boat Ramp is the most heavily used boating facility in the County. The ramp is in an excellent location, offering both fresh and salt water fishing being located at the mouth of the Steinhatchee River and the Gulf. The boat ramp is nine nautical miles from the Steinhatchee Reef, and this extensive artificial reef system provides for a year round supply of trout, sheepshead, blue fish, and Spanish mackerel. The fertile grass flats support a wide variety of species of fish including shell fish making for very abundant fishing grounds. With Florida known as the "Fishing Capital of the World", Steinhatchee is known as a "fishermen's utopia" and a "fishermen's paradise" per www.traveltips.usatoday.com and www.gulffishing.com. With 85.7% of the boaters accessing the Steinhatchee ramp being from out of County and 33.3% being from out of state, the facility has a significant impact on the economy and tourism trade in the Big Bend region, particularly the fiscally constrained counties of Taylor and Dixie. As an estimated 3.2M anglers visit Florida annually, it is critical for not only local tourism but state wide tourism that high usage boat ramps and facilities have amenities needed to accommodate anglers and their families. The docking project provides for a safe, easy access to the water, user friendly boating facility in a premier fishing and scalloping location.

V – BUDGET

a. Has a detailed cost estimate been developed for this project? If yes, attach a copy to application.

☐ Yes, Preliminary☒ Yes, Final☐ No**b. PROJECT COST: NON-CASH/IN-KIND**

Cost Item	Planning/Pre-Construction Costs		Construction Costs	TOTAL
	Pre-Award	Post-Award		
Administration	\$	\$	\$ 2,038.00	\$ 2,038.00
Project Management	\$	\$	\$ 4,362.00	\$ 4,362.00
In-Kind Engineering	\$	\$	\$ 3,200.00	\$ 3,200.00
In-Kind Labor	\$	\$	\$ 5,417.00	\$ 5,417.00
In-Kind Materials	\$	\$	\$	\$
In-Kind Equipment	\$	\$	\$	\$
Total Non-Cash/In-Kind Services:	\$	\$	\$ 15,017.00	\$ 15,017.00

c. PROJECT COST: CASH FUNDS

Cost Item	Planning/Pre-Construction Costs		Construction Costs	TOTAL
	Pre-Award	Post-Award		
Administration / Project Management	\$	\$	\$	\$
Design / Engineering	\$	\$	\$	\$
Permitting	\$	\$	\$	\$
Construction / Repair: Boat Ramps	\$	\$	\$	\$
Construction / Repair: Lifts, Hoists, Marine Railways	\$	\$	\$ 435,480.40	\$ 435,480.40
Construction / Repair: Piers or Docks	\$	\$	\$	\$
Construction / Repair: Parking	\$	\$	\$	\$
Construction / Repair: Restrooms	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Total Cash Funds	\$	\$	\$ 435,480.40	\$ 435,480.40

d. TOTAL COST: (non-cash/in-kind + cash funds) \$ \$ \$ 450,497.40 \$ 450,497.40**e. COST SHARE:**

Grantee Share:	\$ 87,017.40
Partnerships (Other sources of funds): Coastal Partnership Initiative Grant (CPI)	\$ 30,000.00
FBIP Grant Request:	\$ 333,480.00
Total Project Cost:	\$ 450,497.40

VI – OTHER SOURCE OF FUNDS (Partnerships)a. Funding source / Agency: Florida Department of Environmental Protectionb. Type of funding: ☐ Federal grant ☒ State/Local grant ☐ Loanc. Grant Name: Coastal Partnership Initiative Grant Amount \$ 30,000.00d. Approval Status: ☒ Approved ☐ Pending ☐ Intend to Apply, Date: _____

a. Funding source / Agency: _____

b. Type of funding: ☐ Federal grant ☐ State/Local grant ☐ Loan

c. Grant Name: _____ Amount \$ _____

d. Approval Status: ☐ Approved ☐ Pending ☐ Intend to Apply, Date: _____

a. Funding source / Agency: _____

b. Type of funding: ☐ Federal grant ☐ State/Local grant ☐ Loan

c. Grant Name: _____ Amount \$ _____

d. Approval Status: ☐ Approved ☐ Pending ☐ Intend to Apply, Date: _____**VII - PROJECT ENGINEERING AND CONSTRUCTION**

a. Who is or will be completing project design/engineering?

- ☒ Applicant's Own Staff
☐ Consulting Engineers
☐ N/A (Materials or Equipment Purchase)
☐ Other:

b. Level of engineering completed at time of application:

- ☐ None
☐ Conceptual (Master Plan Phase)
☐ Preliminary
☒ Final (Ready to Bid)

VIII - PERMITS

	Submitted	Approved	N/A
a. Florida Department of Environmental Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Florida Fish and Wildlife Conservation Commission*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. U.S. Army Corps of Engineers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Local and Others (If needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*** Note: Projects involving mooring buoys must be permitted pursuant to Chapter 68D-23, F.A.C.**

IX – ENVIRONMENTAL ASSESSMENT

a. Explain how the project may impact the environment and describe any mitigation or actions proposed to minimize impacts.

The Steinhatchee Boat Ramp docking improvement project will have a positive impact on the environment and coastal ecosystem. The existing wood docks constructed of treated lumber will be removed and replaced with corrosive resistant aluminum docking. Removing the lumber will reduce the potential of chemical intrusion into the underlying water surface and the ecological environment of the Steinhatchee River tributary. Marine grade aluminum which will be used to fabricate the new docks will provide long lasting durability in the harsh marine environment and will be designed to withstand high traffic and heavy duty use for a long period of time. This durability will provide for low maintenance and resist corrosion for many years. In addition, the aluminum will be slip resistant and will be cooler to touch compared to wood decking thus providing for a much safer and boater friendly docking area. The protective handrailings will be constructed of marine and pedestrian grade aluminum providing for the same long term durability, low maintenance, and boater friendly standards. Currently, due to the instability of the existing docks and lack of finger docks, boat passengers frequently walk along the edge of the north-west shoreline of the facility to board boats waiting in a shallow area. The coastal vegetation had been restored in this area in 2012 after being significantly degraded by the developer who previously owned the site. The foot traffic is eroding the shoreline and is detrimental to the vegetation. The new finger docks will enable passengers to board and load cargo safely and efficiently thus eliminating foot traffic on the shoreline and the salt marsh area. Best management practices to eliminate any additional impact will be used during the construction process to ensure there is no further damage to the shoreline and vegetation. Upon completion of the docking improvement project, the County will continue to follow coastal low impact best management practices to stabilize the shoreline and eliminate further degradation to the vegetation and associated habitat.

X – BOATER SAFETY

a. Explain how the project may affect boater safety whether positively or negatively.

Steinhatchee Boat Ramp has high usage throughout the year and the proposed docking improvement project will have a positive impact on boater safety. The existing wooden docks are in disrepair and do not have sufficient stability needed for a heavily used public boating facility. Handrailing is minimal and the railing which does exist offers little stability and limited safety measures. The finger docks have been removed due to being unsafe and unstable. The existing docks and the finger docks which have been removed were on site when the County purchased the location and had been designed and constructed for residential use only. The developer who owned the site had planned on constructing condominiums and each unit was to include a boat slip and docking area. The Steinhatchee Boat Ramp has high recreational boater and fishing usage year round. The boating facility has 77 parking spaces and a parking overflow area of 2 acres across the street and both are frequently filled to capacity. Providing safe, slip resistant docking with protective handrailings constructed to accommodate high public use is essential for boater safety. The new docking area will provide for handicap accessibility and be in compliance with ADA standards. The docking and finger slips will assist in alleviating traffic congestion at the launch by providing sufficient areas where boaters can load/unload passengers and vessel cargo and equipment thus making for a safer boating experience. The new docking and handrailings will be constructed of marine grade aluminum ensuring for long term durability and low maintenance. The aluminum will provide for a cooler touching surface in the hot Florida sun providing additional boater safety measures particularly for families with young children and elderly recreational boaters and fishermen.

XI – APPLICATION ATTACHMENTS CHECKLIST

Submit one (1) signed original plus two (2) photocopies of the application with attachments and an electronic copy on CD.

Inc.	--- Required Attachments ---
<input checked="" type="checkbox"/>	a. Cover Letter: application transmittal cover letter (Identify priority rank with multiple applications).
<input checked="" type="checkbox"/>	b. Application: One (1) application with original signature from authorized individual.
<input checked="" type="checkbox"/>	c. Resolution: An adopted resolution, by the Governing Body, authorizing that the Project Manager has the authority to apply for and administer the grant on behalf of the applicant. If the Applicant is applying on behalf of another public entity, then a Memorandum of Understanding between the Applicant and the public entity must also be submitted.
<input checked="" type="checkbox"/>	d. Boundary Map: indicate boundary of the project area.
<input checked="" type="checkbox"/>	e. Site Control Documentation: (e.g. a deed, lease, results of title search, etc. for the project site.)
<input checked="" type="checkbox"/>	f. Existing Condition Photographs: (sufficient to depict the physical characteristics of the project area)
<input checked="" type="checkbox"/>	g. Aerial Photographs: (marked with the approximate boundaries of the project site)
<input checked="" type="checkbox"/>	h. Detailed Cost Estimate: Cost estimate in the form of a formal bid, written quote from proposed vendor or an engineer's cost estimate.
<input checked="" type="checkbox"/>	i. Navigational Chart: An 8.5" x 11" photocopy of a current NOAA North American Datum 83 nautical chart (provide the NOAA chart name and number) indicating the precise location of the project site.
<input checked="" type="checkbox"/>	j. Permits: (For construction projects only) Photocopies of necessary project permit(s). If exempt, provide notification of exemption from permitting agency.
--- Optional Attachments ---	
<input checked="" type="checkbox"/>	k. Plans: preliminary site plan or conceptual plan (if completed).
<input checked="" type="checkbox"/>	l. Support/Opposition: Attach letters of known public support or known public opposition.

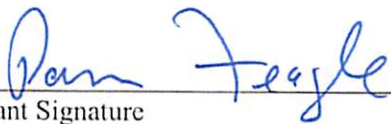
APPLICANT SIGNATURE

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and, to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority including the necessary requisite property interests to undertake the proposed activities.

I also certify that the Applicant's governing body is aware of and has authorized the Project Manager as the official representative of the Applicant to act in connection with this application and subsequent project as well as to provide additional information as may be required. By signature below, the Applicant agrees to comply with all applicable federal, state, and local laws in conjunction with this proposal and resulting project so approved.

Pam Feagle

Print/Type Name


Applicant Signature

Chairman

Title

3/25/19
Date

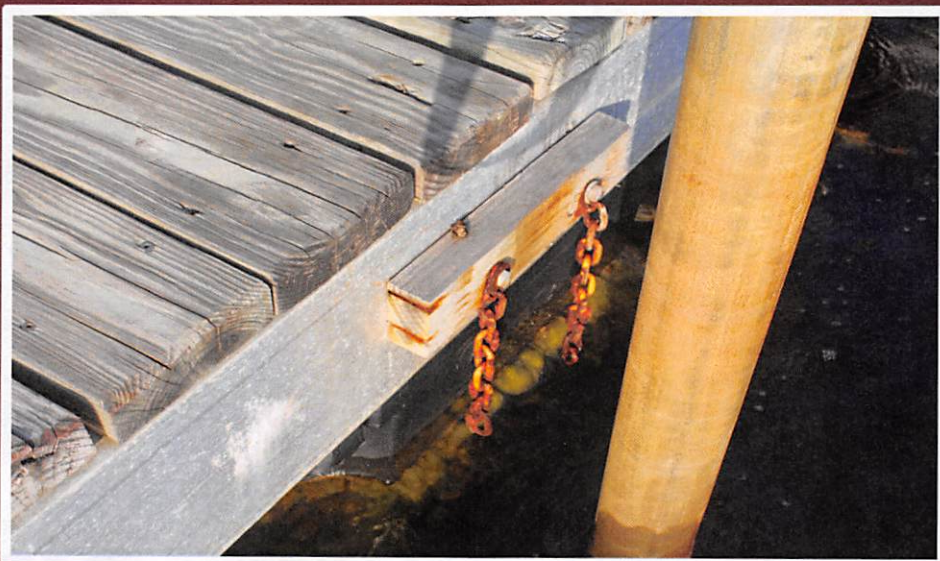
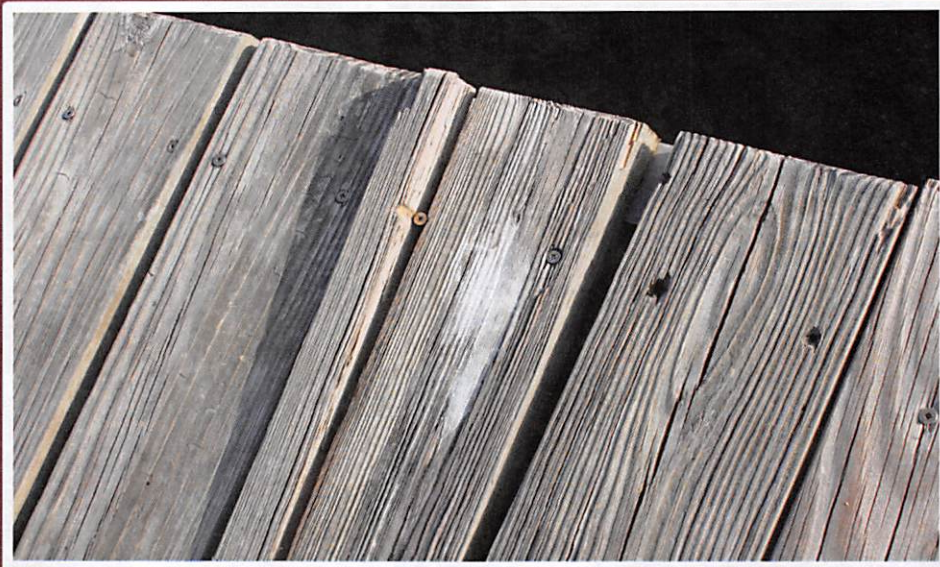
WARNING: "Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083." § 837.06, Florida Statutes.

NOTE: Instruction and further information regarding this application and the Florida Boating Improvement Program can be found in the Florida Boating Improvement Program Guidelines or you may contact the Program Administrator at: Florida Fish and Wildlife Conservation Commission, Florida Boating Improvement Program, 620 South Meridian Street, Tallahassee, FL 32399-1600; or call (850) 488-5600; or email fbip@MyFWC.com.

Existing Conditions



Existing Conditions



Existing Conditions



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

STEINHATCHEE BOAT RAMP FLORIDA BOATING IMPROVEMENT PROGRAM DOCK REPLACEMENT

PLAN INDEX

SHEET	DESCRIPTION
1	COVER AND INDEX
2	EXISTING CONDITIONS
3	NEW CONDITION

TAYLOR COUNTY PROJECT NO. 2006-005-ENG

PROJECT LOCATION
S 26 T 09S R 09E



VICINITY MAP
N.T.S.



LOCATION MAP
N.T.S.

BEFORE YOU DIG!
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DIGGING OR DISTURBING EARTH



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GOVERNING STANDARDS AND SPECIFICATIONS:
FLORIDA DEPARTMENT OF TRANSPORTATION,
DESIGN STANDARDS DATED JANUARY 2010,
STANDARD SPECIFICATIONS FOR ROAD AND
BRIDGE CONSTRUCTION DATED 2010, AND
TAYLOR COUNTY LAND DEVELOPMENT REGULATIONS,
AS AMENDED BY CONTRACT DOCUMENTS.

SHOP DRAWINGS TO BE SUBMITTED TO:

BRENT BURFORD
TAYLOR COUNTY ENGINEERING DIVISION
201 EAST GREEN STREET
PERRY, FL 32347

NOTE: ALL ELEVATIONS ARE NORTH
AMERICAN VERTICAL DATUM NAVD88.

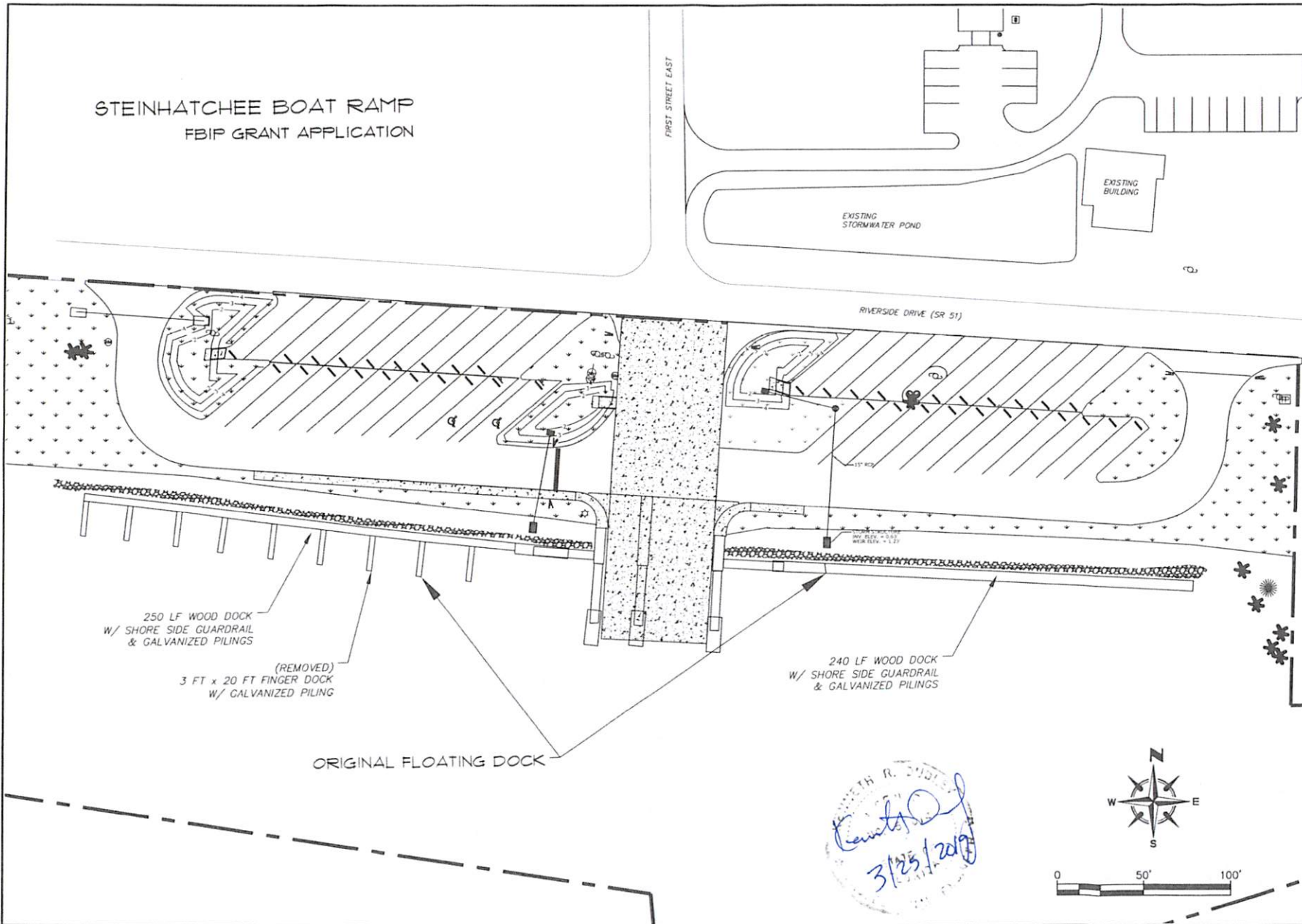
NOTE: THE SCALE OF THESE PLANS MAY
HAVE CHANGED DUE TO REPRODUCTION.

CONSTRUCTION PLANS
ENGINEER OF RECORD: KENNETH R. DUDLEY
P.E. NO.: 58014

PROJECT NO.		2006-005-ENG	
SHEET NO.		1	
PROJECT NAME		SBR DOCK REPLACEMENT	
DATE		03/18/16	
DRAWN BY		AS SHOWN	
CHECKED BY		BOCC	
APPROVED BY		BOCC	
TAYLOR COUNTY ENGINEERING DIVISION BOARD OF COUNTY COMMISSIONERS 201 E. GREEN STREET PERRY, FL 32347 PHONE: 904.231.1700 E-MAIL: countyengineer@taylorcountygov.com			
DATE		3/17/2016 4:19 PM	
FILE NAME		sbr_new docks.dwg	
SCALE		58014	

3/18/2016 2:41 PM SBR_new docks.dwg

STEINHATCHEE BOAT RAMP FBIP GRANT APPLICATION



PROJECT NAME		SBR DOCK REPLACEMENT 2006-005-ENG	
DATE	3/18/2016	PROJECT NO.	2
DESIGNER		TAYLOR COUNTY ENGINEERING DIVISION	
APPROVED BY		BOARD OF COUNTY COMMISSIONERS	
PROJECT LOCATION		201 E. GREEN STREET PERRY, FL 32347	
PROJECT TYPE		PH: (850) 838-3500 FAX: (850) 838-3501	
PROJECT STATUS		E-MAIL: countyengineering@taylorcountygov.com	
PROJECT DATE		3/17/2016 4:19 PM	
PROJECT DRAWING		3/18/2016 2:41 PM	
PROJECT SCALE		1" = 50'	
PROJECT SHEET		BOCC	

STEINHATCHEE BOAT RAMP
FBIP GRANT APPLICATION

FIRST STREET EAST

EXISTING STORMWATER POND

EXISTING BUILDING

RIVERSIDE DRIVE (SR 51)

13 - 8 FT x 20 FT DOCK
W/ SHORE SIDE GUARDRAIL
& 6" GALVANIZED PILINGS

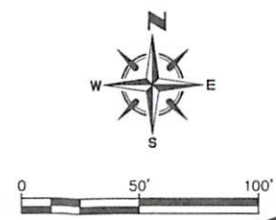
6 FT x 20 FT FINGER DOCK
W/ INTERNAL 4" GALVANIZED PILINGS

REPLACEMENT FLOATING DOCK

0 50' 100'

3/25/2019

3/25/2019



DATE	REVISION	 TAYLOR COUNTY ENGINEERING DIVISION BOARD OF COUNTY COMMISSIONERS 201 E. GREEN STREET PERRY, FL 32347 PH: (850) 838-3560 FAX: (850) 838-3561 E-MAIL: county.engineer@taylorcountygov.com	KENNETH R. DUDLEY 58014	SBR DOCK REPLACEMENT 2005-005-ENG 3
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Estimate of Probable Cost

Project:

Steinhatchee Boat Ramp - Dock Replacement

Program:

Florida Boating Improvement Program

Date:

Tuesday, February 26, 2019

Prepared By:

Kenneth Dudley

*Common Project Cost*

Description	Width LF	Length LF	Quantity	Unit SF	Unit Price	Cost
Bond/Insurance			1		\$ 8,000.00	\$ 8,000.00
Mobilization/Demobilization			1		\$ 15,000.00	\$ 15,000.00
					Subtotal	\$ 23,000.00

Floating Docks

Description	Width LF	Length LF	Quantity	Unit SF	Unit Price	Cost
West Main Dock	8	20	13	2,080	\$ 35.00	\$ 72,800.00
East Main Dock	8	20	13	2,080	\$ 35.00	\$ 72,800.00
Dock Install			26		\$ 400.00	\$ 10,400.00
20' Handrail			26		\$ 650.00	\$ 16,900.00
New 6" Pilings w/ install			30		\$ 2,450.00	\$ 73,500.00
					Subtotal	\$ 246,400.00

Finger Docks

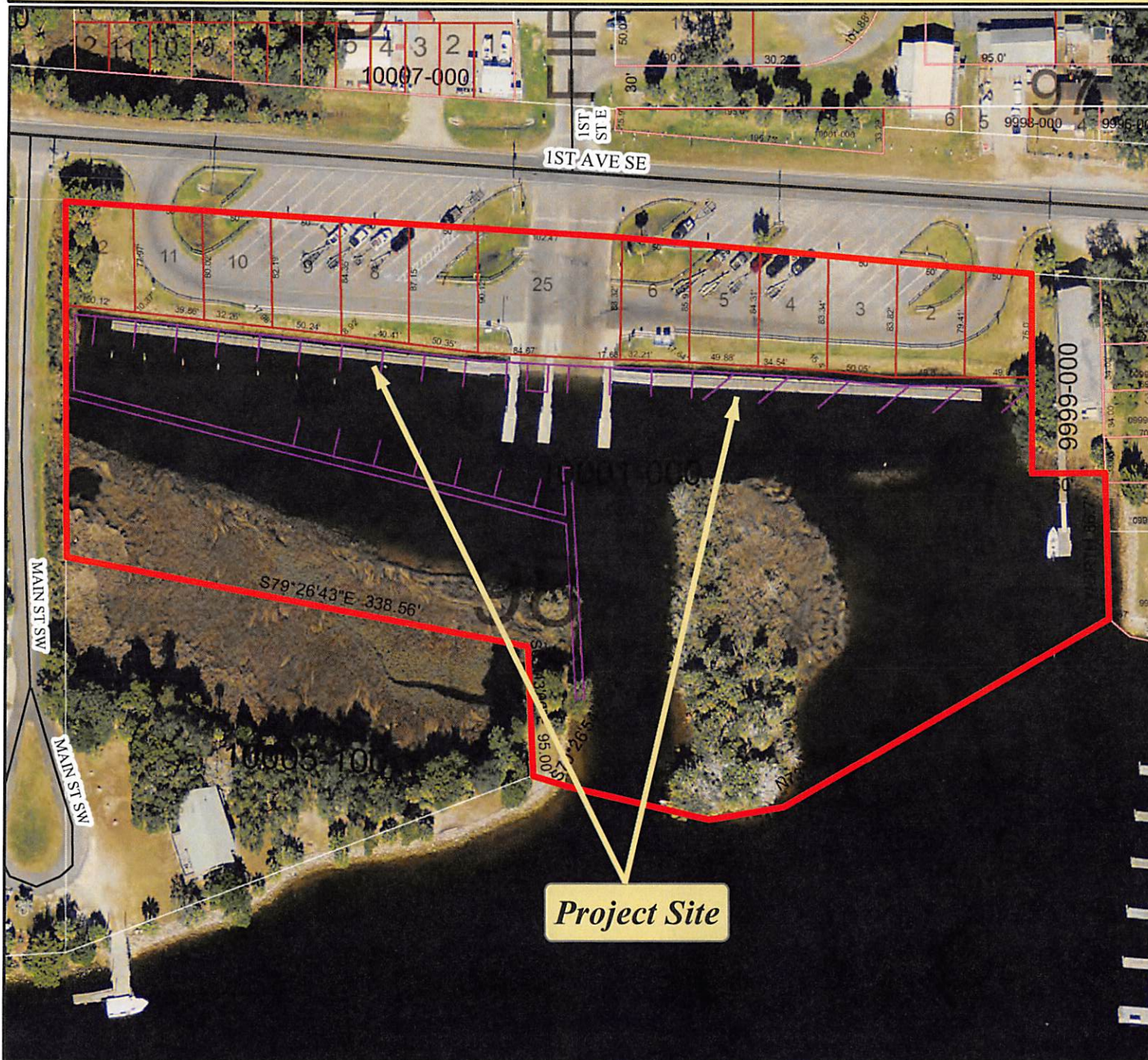
Description	Width LF	Length LF	Quantity	Unit SF	Unit Price	Cost
West Side	6	20	6	720	\$ 38.50	\$ 27,720.00
East Side	6	20	6	720	\$ 38.50	\$ 27,720.00
Dock Install			12		\$ 400.00	\$ 4,800.00
New 4" Pilings w/ install			48		\$ 2,205.00	\$ 105,840.00
					Subtotal	\$ 166,080.00

Contractual Services Total \$ 435,480.00*In-Kind Services*

Description	Width LF	Length LF	Quantity	Unit SF	Unit Price	Cost
PW West Dock Removal	6	250	1	1,500	\$ 1.84	\$ 2,763.98
PW East Dock Removal	6	240	1	1,440	\$ 1.84	\$ 2,653.42
Design & Engineering			40.00	1	\$ 80.00	\$ 3,200.00
Administration & Project Management			80.00	1	\$ 80.00	\$ 6,400.00
					Subtotal	\$ 15,017.40

Project Total \$ 450,497.40

Steinhatchee Boat Ramp Docking Area Improvement Project



Legend

- State/ US Highway
- Major Road
- Minor Road
- Graded/Milling Road
- Parcel Boundaries




1 inch = 100 feet

Printed on: Date: Thursday, March 28, 2019



MAP PREPARED BY THE TAYLOR COUNTY ENGINEERING DEPARTMENT
This information was compiled from the best information available and the Taylor County Board of County Commissioners assume no responsibility for errors or omissions.

TAYLOR COUNTY BOARD OF COMMISSIONERS		
County Commission Agenda Item		
	SUBJECT/TITLE: Board to review and approve the Transportation Disadvantaged Service Plan (TDSP) Update for 2016-2021 for FY 2018-2019.	
	MEETING DATE REQUESTED: April 16, 2019	

Statement of Issue: Board to review and approve the TDSP Update 2016-2021 for the local transportation disadvantaged programs.

Recommended Action: Approve TDSP Update 2016-2021.

Budgeted Expense: The TDSP Update is a requirement to receive funding for the local transportation programs from the Florida Commission for the Transportation Disadvantaged program and FDOT programs which assist in funding transportation ridership programs.

Submitted By: Melody Cox

Contact: Melody Cox

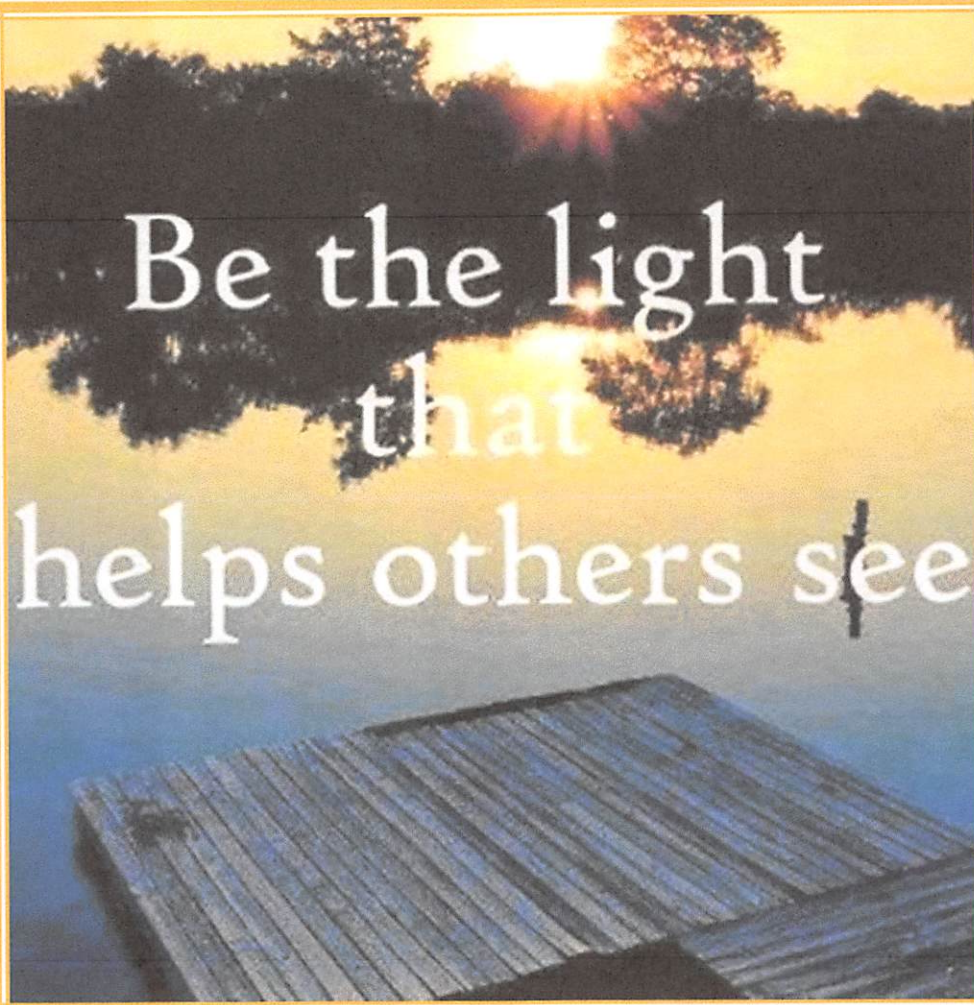
SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Per the terms of the Memorandum of Agreement (MOA) and the Planning Grant Agreement between the Florida Commission for the Transportation Disadvantaged, Big Bend Transit, and the County the TDSP is a requirement. Though the County approved a new TDSP in October 2016, the TD Commission still requires an annual update. This update is for FY 2018-2019. There were no changes to the TDSP other than changes in demographics which included a change in the population, and the unemployment rate.

Attachments: Transportation Disadvantaged Service Plan Update 2016-2021 completed for FY 2018-2019.

**TAYLOR COUNTY
TRANSPORTATION DISADVANTAGED
SERVICE PLAN UPDATE 3
2016-2021**

Taylor County Board of Commissioners



Updated April 2019

Completed and Approved by the:

Taylor County Board of County Commissioners-The Official Planning Agency

Taylor County Transportation Disadvantaged Local Coordinating Board

Big Bend Transit, Incorporated-The Community Transportation Coordinator

TRANSPORTATION DISADVANTAGED
SERVICE PLAN
TAYLOR COUNTY BOARD OF COMMISSIONERS
2016-2021

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SECTION I – DEVELOPMENT PLAN

A. INTRODUCTION TO THE SERVICE AREA

1. Background of the Transportation Disadvantaged Program

Mission Statement:

[Mission Statement](#)
[Florida Commission for the Transportation Disadvantaged](#)

“To ensure the coordination of transportation services that enhance access to employment, health care, education and other life-sustaining activities for older adults, persons with disabilities, people with low income and at risk children who are dependent upon others for transportation.”

Transportation is often the vital link between not only the quality of life, but jobs, access to medical care, and other life sustaining needs for some of the most vulnerable citizens. The Florida Coordinated Transportation System (FCTS) was created in 1979 with the enactment of Chapter 427, F.S. Chapter defines transportation disadvantaged as:

“...those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.”

The statewide Transportation Disadvantaged Program (TD) was developed to improve coordination among transportation disadvantaged services sponsored by social and human service agencies. The program’s purpose was to address concerns about duplication and fragmentation of transportation services. The initial Chapter 427 legislation created the Coordinating Council for the Transportation Disadvantaged within the Florida Department of Transportation (FDOT) for the purpose of coordinating TD transportation services throughout the state. Chapter 427 was revised in 1989 to replace the Coordinating



Council with the Commission for the Transportation Disadvantaged (CTD) which was established as an independent commission authorized to hire its own staff and allocate funding for specialized transportation services available through the new Transportation Disadvantaged Trust Fund (TDTF). The 1989 legislation revisions also established Community Transportation Coordinators (CTCs) and Local Coordinating Boards (LCBs) to administer and monitor the TD program at the local level. The Transportation Planning Organization (TPO) or designated official planning agency (DOPA) performs long-range planning and assists the CTD and LCB in implementing the TD program within the designated service area.

2. Designation and History

Since August 1994, the Taylor County Board of County Commissioners (TBOCC) has been designated the Official Planning Agency for Taylor County. The County has received funding from the Transportation Disadvantaged Trust Fund since 1993.

Big Bend Transit, Inc. (BBT) is a private, non-profit corporation, and the Community Transportation Coordinator (CTC) for Taylor County. BBT was incorporated in March 1978 for the primary purpose of coordinating, consolidating, planning for and/or providing efficient and effective paratransit services for the elderly, handicapped, and other transportation disadvantaged persons and to further the public knowledge of paratransit needs, and transportation patterns and opportunities. BBT was selected to serve as the CTC through the competitive procurement process and a Memorandum of Agreement (MOA) with the TD Commission was executed July 1, 2016 and the MOA will expire June 30, 2021.

Big Bend Transit Inc. provides reservation (scheduled at least 24 hours in advance) transportation service, contracted transportation services, an “in town” shuttle program and four transportation programs funded by the Taylor County Board of Commissioners. Two of the programs are for Veterans and one is for the Special Needs Adults Program (SNAP) and the fourth program is for Special Olympics participants. The shuttle provides transportation to employment centers, social services, health, medical, shopping, and recreational facilities. Inter-county transportation service is provided from and between each of the counties in the service area, with predominate inter-county movement being between rural counties contiguous to Leon County, which provides a high concentration of employment opportunities.

All BBT transportation services are scheduled and dispatched by BBT personnel located in the three operations centers. The services are utilized seven days a week, generally between the hours of 6:00 a.m. and until 6:00 p.m. excluding major holidays. Big Bend Transit Inc. services include but are not limited to: intra-county and inter-county reservation, demand, response and contracted service available to the general public and Transportation Disadvantaged sponsored and non-sponsored in Gadsden, Jefferson, Leon, Madison, and Taylor Counties. When applicable BBT contracts with other local providers of specialized transportation services in order to expand the resources available to accomplish the transportation services requirements of the Transportation Disadvantaged.

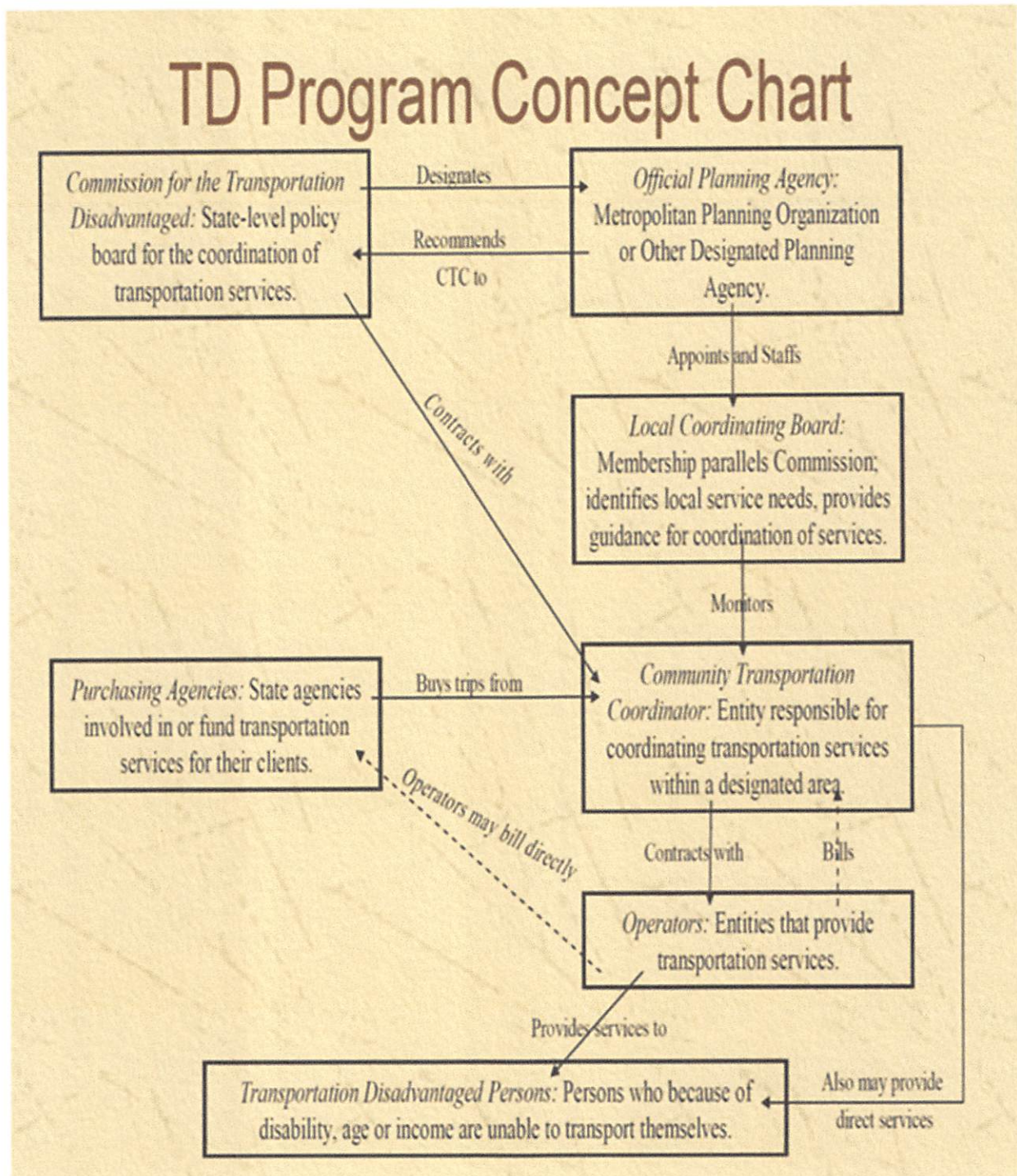
In addition to the general public, users of the coordinated transportation system for Taylor County include:

- Department of Children & Families Developmental Services
- Taylor County Head Start
- Taylor County Health Department
- DOE, Division of Blind Services
- DCF, Disability Determination
- DLES, Wages
- Special Olympics, Taylor County Board of Commissioners
- Taylor County “In Town” Shuttle
- Special Needs Adult Program (SNAP), Taylor County Board of Commissioners
- Community Care of Disabled Adults
- Veteran’s Services Program, Taylor County Board of Commissioners
- AHCA, Medicaid
- Various hospitals, clinics and physicians
- Various insurance companies

The active fleet of the coordinated system for the delivery of specialized transportation services consists of 10 and 12-passenger vans, modified vans equipped with wheelchair lifts and securements, modified vans equipped with stretcher transport capability, and school type buses.



3. Organizational Chart



4. Consistency Review of Other Plans

This Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the following approved documents:

- a. Local Government Comprehensive Plan. Pursuant to Chapter 163, FS, each local government in Florida must prepare and adopt a comprehensive plan which inventories existing land uses, infrastructures, housing conditions, transportation systems, and establish goals, objectives and policies designed to manage growth. Local comprehensive plans must contain at least one or more specific objectives that would “coordinate with the plans of any appropriate resource and management plan prepared pursuant to Chapter 380, FS and approved by the Governor and Cabinet, and the Florida Department of Transportation’s 5-year Transportation Plan”.
- b. Commission for the Transportation Disadvantaged 5 Year / 20 Year Plan. The statewide five-year plan, mandated by the Chapter 427, FS, projects the demand for Transportation Disadvantaged services over the next five years and compares the cost of meeting that demand with the projected availability of funds. The plan also develops goals, objectives, and implementation strategies for meeting the needs of the Transportation Disadvantaged.
- c. Taylor County Local Coordinating Board By Laws. The By Laws are updated annually and approved by the Taylor County Board of Commissioners and the Local Coordinating Board. The By Laws meet the Board of Commissioners policies and guidelines as well as all requirements of the Florida Commission of the Transportation Disadvantaged. The By Laws are attached in Appendix J.



5. Public Participation

Pursuant of Chapter 427.0157, Florida Statutes, LCB Membership consists of stakeholders representing appropriate governmental agencies, human services providers, users/riders, and program advocates, (*See Appendix A for current LCB Roster*). In addition, the LCB invites other stakeholders of interest, to participate and provide additional information or guidance. These stakeholders do not have voting privileges. All LCB meetings are publically advertised. Taylor County LCB holds two (2) public hearings annually to receive public input in reference to the local Transportation Disadvantaged Program and transportation needs in the community.

The Taylor County Planning Agency annually submits the roster/membership certification of the Transportation Disadvantaged Coordinating Board to the Commission. The membership varies periodically due to term expirations, resignations, and member's unavailability to attend meetings on a regular basis. The Taylor County Board of Commissioners reviews and approves the appointment of Local Coordinating Board Members.

B. COUNTY PROFILE/DEMOGRAPHICS

Service Area Description

Taylor County has a total population of 21,833 and is one of the largest counties in the state as far as land mass with a total of 1,042 square miles. The County is designated as one of "critical economic concern" and as a "Rural Area of Opportunity." Taylor County is located directly on the Gulf of Mexico and has one of the longest continuous coastlines in Florida at 53.2 miles. The County coastline is largely undeveloped consisting of timberlands or state owned wildlife management areas. The coastal waters adjacent to the county are part of the Big Bend National Seagrass Aquatic Preserve. The counties that border Taylor are Dixie, Lafayette, Madison, and Jefferson and are also rural counties and designated as those of "critical economic concern."

The City of Perry is the county seat and the only incorporated city in the county. Perry has a population of 6,937 with the unincorporated area having a population of 14,896. Sixty-nine percent (68.5%) of the County's population lives in rural unincorporated areas. Per Florida Charts and the current Census figures, there are approximately 21.6 persons per square mile.

The 65 and over age group comprises 18.6% of the County population which is an increase over the previous Census figures. The 45 to 64 year old group is the largest age group within the county. Previously the largest group had been 25-44. The community of Steinhatchee is located at the far south end of the County and the median age is 66.5 years. With this, statistics reflect Taylor County has an increasingly aging population. It is important to note according to the latest Census, of the civilian non-institutionalized population in the County, 22.5% have disabilities with 53% of the population over 65 having disabilities and/or a self-care limitation.

The increased aging and disabled population as well as the population density will play a key role in future transportation planning and determining mobility and transit needs. The elderly and disabled typically are less likely to have access or limited access to a vehicle and are more dependent on public transit systems. Steinhatchee is 40 miles from the City of Perry and the residents must travel outside the small coastal community to access medical, retail, employment, education, and commercial facilities. It will be important for future public transit planning to accommodate the needs of Steinhatchee and the outlying coastal areas which include Keaton Beach, Dekle Beach, and Cedar Island.

Land Use

Taylor County is a rural community with a largely undeveloped land mass of 1,042 square miles. 85% of the county is currently timberlands and is in private business or state ownership. The state lands are designated as wildlife management areas. The County is located in the Big Bend region of Florida and is also known as the Nature Coast. The majority of the County's coastline and associated estuaries are protected and included in the Big Bend National Seagrass Aquatic Preserve.

In May 2008, Taylor County Vision 2060 was adopted by the Board of Commissioners which will be instrumental in future land use decisions concerning protecting, sustaining, and enhancing the quality of life in Taylor County. Vision 2060 was also approved by Florida Department of Economic Opportunity (FDEO) formerly known as the Department of Community Affairs (DCA). The Taylor County Vision 2060 received an Award of Excellence from the American Planning Association Florida Chapter. Adopted by ordinance Vision 2060 along with the County Comprehensive Plan will provide the County long range planning guidelines from all aspects from the development of employment hubs, to coastal residential development, to the protection of the sensitive coastal habitat and wildlife.

Transportation

Big Bend Transit (BBT) is the only public transportation provider in Taylor County which provides daily service. Transportation arrangements are made by reservation service, and the fixed rate "in town" shuttle or the contracted or set programs such as the Veterans shuttle program. The Greyhound bus stops at a local convenience store twice a day, seven days a week, to pick up passengers. BBT and the Greyhound bus are the only public transportation carriers in Taylor County. The Taylor County Senior Center has a van which provides transportation to seniors who attend events at the center.

BBT transports Veterans weekly on Tuesdays to the Lake City VA Hospital and on Thursdays to the VA Hospital in Tallahassee. This program is funded by the Board of County Commissioners. BBT transports Special Needs adults to school and Special Olympics participants to practices and this is also funded by the Board of County Commissioners.

According to Department of Highway Safety and Motor Vehicles as of February 3, 2019, Taylor County has 13,380 tagged automobiles and pickup trucks. Fuel costs have fluctuated up and down over the last year. The fluctuating costs have a significant impact on the transportation methods of our citizens, particularly our senior citizens and those with fixed incomes.

There are 15,266 licensed drivers in the County per the Department of Highway Safety and Motor Vehicles, with 50.5% of the drivers being female and 49.5% male. 3,900 (25.5%) of the licensed drivers are 65 and over, with 96 of those being over the age of 90.

The latest Census estimated 7,919 workers over the age of 16 commute to work. 81.7% drove alone and 13.4% used carpools. 1% used public transportation and 1% walked. The remaining 2.9% worked at home. The mean travel time to work in the County is 20.9 minutes per the previous Census.

The US 98, US 19, US 27, and US 221 are the primary routes transportation in Taylor County. In the city limits of Perry, US 221 is known as Jefferson Street. US 19 is known as Byron Butler Parkway within the city limits. The primary roads located in the south end of the County are State Road 51 and County Road 361, also known as Beach Road. As a fiscally constrained county, more than half of the roads in Taylor County are unpaved.

Major Trip Generators/Attractors

Key commercial and public facility stops of the Taylor County Public Transit users are:

- Walmart
- Winn Dixie
- Doctors' Memorial Hospital
- Taylor County Health Department
- Taylor County Court House
- Senior Center on Ash Street
- Family Dollar
- Perry Post Office
- Taylor Technical Institute
- Dollar General/Save A Lot
- Taylor County Public Library
- Tidewater Apartment Complex
- Taylor County Supervisor of Elections Office

Economic Information

Taylor County is designated as one of “critical economic concern” by the State of Florida. The unemployment rate in Taylor County is currently 3.6% (February 2019) with the state average being 3.8%. The median household income in the County is \$36,907 with the state average being \$47,212. With that, the County’s median household income is \$10,300 below the state average. The per capita income is \$16,748; which is well below the state average of \$26,499. It is also important to note the Taylor County mean retirement income is \$18,460, again well below the state average of \$24,602. 23% of the citizens are 100% below poverty level. 30.5% of all children in the County live below poverty level with 36.6% of the children living in a single parent household living below poverty level. Low income households often have limited access to transportation and often have no choice other than public transit. The Board of Commissioners currently fund the local “in town” shuttle service program with Big Bend Transit, Inc. being the service provider. The shuttle makes 22 stops on an hourly schedule 5 days a week at a cost of one dollar (1.00) per person. This has been a tremendous benefit to the community with a shuttle ridership of 17,233 in 2018. For the past few years, the Board of Commissioners funded the shuttle 100% with no cost for riders during the month of December and anticipates continuing this. The 2018 December (holiday) shuttle was funded by a local donor.

*The economic statistics and information was obtained from the latest U.S. Census Bureau figures, www.floridacharts.com, www.fedstates.gov, and www.bestplaces.net/economy/county/florida/taylor.

Labor

Key Employers for Taylor County

Georgia Pacific Cellulose (Pulp Mill)

One Buckeye Way, Perry, FL 32348 850-584-1121

Employees: **595**

Taylor County School Board (School)

318 North Clark Street, Perry, FL 32347 850-838-2500

Employees: **554**

Taylor County Correctional Institute (Correctional Facility)

8501 Hampton Springs Road, Perry, FL 32348 850-838-4000

Employees: **562**

Doctor's Memorial Hospital, Inc. (Hospital)

333 N. Byron Butler Parkway, Perry, FL 32347 850-584-0800

Employees: **309**

Walmart Super Center (Retail Store)

1900 Jefferson Street, Perry, FL 32348 850-223-4179

Employees: **243**

Chemring, Inc. (Pyrotechnics)

10625 Puckett Road, Perry, FL 32348 850-584-2634

Employees: **300**

Thule, Inc. (Aluminum Truck Accessories)

606 Industrial Park Drive, Perry, FL 32348 850-584-3448

Employees: **184**

Fru-Con Construction Corporation (Engineering & Construction)

3949 Contractor's Road, Perry, FL 32348

Employees: **166**

West Fraser Timber Co. (Wood Products)

1509 S. Byron Butler Parkway, Perry, FL 32348 850-601-2560

Employees: **130**

RDS Manufacturing, Inc. (Aluminum Products)

PO Box 1908, Perry, FL 32348 850-584-6898

Employees: **81**

Taylor County Board of County Commissioners (County Offices)

108 N. Jefferson Street, Perry, FL 32347 850-838-3500

Employees: **107**

Super-Pufft Snacks.USA, LLC

700 Lance Drive, Perry, FL 32348

Employees: **75**



Housing

According to the most recent U.S. Census figures the total number of occupied housing units in Taylor County was 7,920 and the average household size was 2.44. Of the occupied housing units, 6,059 are owner occupied. 32.4% of the households had individuals 65 years and over. The rental vacancy rate is 16.8%. 9.4% of Taylor County residents reside in mobile homes. 75% of homes were constructed prior to 2000 and do not meet current Florida Building Code standards. There have been minimal changes in the local housing market as only 0.2% of the housing units in the County have been constructed after 2010. The Board of Commissioners and the City of Perry have approved a tax incentive package for a developer who anticipates constructing a 300 unit apartment complex in Perry in 2019-2020. As reflected in the Service Area Description and Economic Information, a large number of households have residents who are 65 and over. This stresses the importance of the need for transit/transportation planning to ensure adequate transportation options are available for an increased aging population.

Health

Taylor County ranks #61 out of 67 counties in Florida for poor physical and mental health and low birth weight. Cardiovascular disease is the number one cause of death in the County with 28.9% of all deaths being heart/cardiac related. Per the CDC, Taylor County has the highest (twice the state average) Heart Failure Death Rate in the state for adults age 35 and over. The County has one of the highest death rates in Florida for strokes and diabetes. Strokes are 1.5 times over the state average and diabetes is 3 times the state average. 30% of County residents smoke and 35% are considered obese, both well over the state average.

The County has one hospital, Doctors' Memorial Hospital, Inc. (DMH). There are eleven medical offices and clinics. There are 18 licensed medical doctors: 3 pediatricians, 2 urologists, 2 surgeons, 2 osteopathic doctors, 1 orthopedic doctor, 5 doctors of internal medicine, and 3 family practices. There are 4 dentists, 4 chiropractors, 1 optometrist, 3 occupational therapists, 6 physical therapists, and 263 practicing registered, practical and advanced nurses. There are no licensed psychologists in Taylor County. There is one licensed extended/skilled care facility in Taylor County which also offers physical, speech, and occupational therapy. It is important to note DMH offers no cardiac, critical, or trauma care and all of these patients must be transported out of county to Tallahassee or Gainesville. Any type of cancer treatment/care is also out of county.

Taylor County Health Department is located in the City of Perry and offers numerous health care programs to low income and those who do not receive health care due to lack of financial means. The County Health Department offers the following programs: primary care services, immunization programs, Chronic Disease Programs, HIV testing and counseling, AIDs drug and assistance program, Sexually Transmitted Disease Program, Tobacco Cessation, Family Planning Services, Healthy Start Program, and Mom Care Program.

Health issues and access to health care facilities is obviously critical to the welfare of the citizens of Taylor County. Ensuring transportation is available for the disadvantaged and elderly to access medical care and services is essential for the planning of transit services and programs in Taylor County.

The statistics and information for this section were obtained from www.countyhealthrankings.org, www.cdc.gov, www.floridacharts.com, www.bebr.ufl.edu/data/county/Taylor, www.doh.state.fl.us, and www.quickfacts.census.gov.

C. SERVICE ANALYSIS

Taylor County is a rural county designated as one of “critical economic concern” by the State of Florida and is a “Rural Area of Opportunity”. The average income is more than \$10,000 below the state average. The County has one of the largest land masses in the state with a total of 1,042 square miles, with more than half of the roads being unpaved. This land is largely undeveloped being 85% timberlands. 69% of the County’s population lives in the outlying areas often making it difficult to provide adequate services to the transportation disadvantaged population. To successfully provide adequate and essential transportation services to our most vulnerable citizens and the disadvantaged population it will be a necessity for the Taylor County Local Coordinating Board, Board of Commissioners, the Transportation Disadvantaged Commission, and the Community Transportation Coordinator to work closely together as a team to address these needs and the potential problems of working within the local demographics and financial constraints.

1. Forecast of Transportation Disadvantaged Population

Per the Forecast of General and Critical Need Transportation Disadvantaged Population spreadsheet, the County has an estimated annual growth of less than 1%. Over the next five years the County has an expected growth of 589 new residents. The current population is 21,833. It is important to note Taylor County is a fiscally constrained county and 35.7% of the population qualifies as transportation disadvantaged. The Forecast of General and Critical Need Transportation Disadvantaged Population spreadsheet for Taylor County is included in Appendix D.

2. Needs Assessment

Based on local demographics and statistics from the US Census Bureau, Florida Charts, ridership reports from the Community Transportation Coordinator, public input at the LCB meetings and annual public hearings, and direct input from current riders, the key needs over the next five to ten years will be expanding services to the outlying areas. Per the Census, the population within the City of Perry (the only incorporated town/city in Taylor County) has decreased while the population in the rural unincorporated areas has increased. The population increases have mainly been in the coastal areas. In addition to recent growth in the coastal and outlying areas, the Taylor County Comprehensive Plan 2015-2035 and Vision 2060 project a large percentage of the future residential and community development to be in the coastal areas on a corridor from Dekle Beach to Steinhatchee. The Census reflects that the County has a growing Veterans population. As of 2015, 11.5% of the County’s citizens were Veterans. Ensuring our disadvantaged Veterans have adequate transportation to medical facilities in Lake City, Florida and Tallahassee, Florida is also essential in our Needs Assessment. Working with TD funds and the CTC, Taylor County provides a weekly shuttle to the VA Hospital in Lake City and to the VA Medical Center in Tallahassee to Veterans. Taking this into consideration, all aspects of the Needs Assessment, the County and the CTC will target expanding services to the coastal communities and Veteran’s over the next five years. The County and the CTC will also work closely together researching and pursuing funding sources to provide transportation services as well as the capital purchases of vehicles and other necessary equipment. As a fiscally constrained County, funding will continue to be an ongoing issue.

3. Barriers to Coordination

As a rural, economically constrained County with a large land mass, the key barriers are travel distance and the availability of funding to provide transportation in the outlying areas. There are 542 miles of roads in Taylor County and 277.5 are unpaved which makes travel in many areas of Taylor County difficult. The coastal community of Steinhatchee, which has an estimated population of 1,800, is more than 40 miles from key services including medical care. Per the US Census figure projections, the population growth in Taylor County is anticipated to be approximately 7% from 2015-2025. Though this is not a substantial figure, per the Taylor County Comprehensive Plan and the Vision 2060 Land Development Plan adopted for Taylor County by the Florida Department of Economic Opportunity, the growth is expected in the outlying coastal areas. Historically, the coastal communities in Taylor County are comprised of an aging population with the current median age being 66.5 years. In addition, per Florida Charts 53% of the citizens over the age of 65 in Taylor County have disabilities and/or physical limitations.

Over the next 10 years, it will be a priority of the Taylor County Local Coordinating Board as well as the Board of Commissioners to work closely with the TD Commission and the Community Transportation Coordinator to expand services to address the transportation disadvantaged needs, especially the elderly and disabled in the outlying areas. This falls directly in line with the Goals and Objectives outlined in Section 1-D of the Service Plan.

The US Census Population Estimates for Taylor County are included in Appendix L of the 2016-2021 Service Plan. The Taylor County Comprehensive Plan Traffic Circulation Element Maps 5, 7, 12A, 12C, 14 and 16 are included in Appendix L of the Service Plan. These maps reflect anticipated future growth areas from 2015-2035. The maps also document current travel corridors and proposed future corridors.

D. GOALS AND OBJECTIVES

Taylor County Transportation Disadvantaged Program Goals and Objectives

Statement of Mission, Goals, and Objectives

The purpose of this chapter is to provide specific direction for this plan by providing a statement of mission, goals, and objectives. The Taylor County Local Coordinating Board (LCB) for the Transportation Disadvantaged has adopted the following mission statement, goals, and objectives.

Local Coordinating Board Mission Statement

“To insure the availability of efficient, cost-effective and quality transportation services for transportation disadvantaged persons in Taylor County.”

Goal 1: Eliminate physical barriers to the use of transportation services by elderly and the disabled and comply with the requirements of the Americans with Disabilities Act (ADA).

Objective 1.1: CTC will ensure service is provided to all persons including the elderly and those with disabilities. The CTC will also ensure the level of service provided to the elderly and to those with disabilities is equivalent to those without disabilities including but not limited to service hours, trips rates, and equipment availability.

Strategy 1.1.1: Ensure CTC and the assisting staff understands the American with Disabilities Act (ADA). Documentation of the CTC meeting ADA standards will be included in the CTC annual evaluation.

Strategy 1.1.2: CTC will train assisting staff members regarding the utilization of special equipment for the disabled as well as recognizing the abilities of persons with disabilities.

Strategy 1.1.3: CTC will ensure that alternative methods will be used for accessing transportation disadvantaged services for the elderly and individuals with disabilities (i.e. Telephone Device for Deaf (TDD), radio advertising, close captioned public service announcements, etc.)

Strategy 1.1.4: County Planning staff and/or the LCB to address any lack of service or problem with transportation or services provided to the elderly and those with disabilities quarterly or sooner if so needed.

Strategy 1.1.5: Ensure vehicles are properly equipped with features which will assist the elderly such as but not limited to, hand railing, easy to use seat belts, and easily accessible package/bag storage areas.

Strategy 1.1.6: Ensure shuttle and van drivers are properly trained to provide assistance to elderly riders if so needed.

Goal 2: Monitor the quality of service provided by the CTC and designated transportation provider ensuring transportation needs are met for all citizens.

Objective 2.1: Monitor the quality of service and maintain minimum standards.

Strategy 2.1.1: CTC will provide ridership reports and information on any complaints or grievances filed on a quarterly basis to the LCB. This will be an agenda item at each LCB meeting.

Strategy 2.1.2: On a quarterly basis the CTC will review transportation routes, pick-up locations, and other pertinent information. Make recommendation to LCB as so needed.

Strategy 2.1.3: Planning Manager and members of LCB to ride “in town” shuttle quarterly to ensure quality of service and rider needs are being met.

Objective 2.2: Maximize customer comfort and safety.

Strategy 2.2.1: Regularly inspect vendor vehicles, monitor drivers, and adhere to the drug and alcohol program, and all safety programs.

Strategy 2.2.2: Monitor safety related complaints and seek ways to minimize.

Strategy 2.2.3: Maintain and review accident records to determine future actions deemed necessary to improve the overall safety record.

Strategy 2.2.4: Ensure CTC maintains the quality of the vehicles by replacing older vehicles with high mileage or vehicles known to have recurring mechanical problems.

Strategy 2.2.5: Respond to all complaints, concerns, and suggestions concerning transportation for the disadvantaged.

Strategy 2.2.6: Establish written policies which set standards that differentiate a complaint from a grievance and how both will be addressed and resolved.

Strategy 2.2.7: Ensure that services are provided in a safe and secure manner in accordance with the CTD and FDOT standards and recommendations as well as local standards.

Objective 2.3: Increase avenues for customers to access information on the coordinated transportation system. Ensure riders are educated on policies and rules to be followed and adhered to when using and accessing the coordinated transportation system.

Strategy 2.3.1: Provide information and training to all organizations that serve the transportation disadvantaged and disabled.

Strategy 2.3.2: Pursue marketing opportunities through community associations and clubs, and the local media.

Strategy 2.3.3: Ensure that all websites and other electronic media in reference to the program are compliant with Section 508 of the Rehabilitation Act, as amended in 1998.

Strategy 2.3.4: Inform riders of program changes: if at all possible, riders should be informed of program changes prior to the change.

Goal 3: Assure quality, cost-effective transportation disadvantaged services

Objective 3.1: Assess the needs of the local population using ridership reports and information on demographics.

Strategy 3.1.1: Collect transportation disadvantaged needs data and projections

Strategy 3.1.2: Identify major trip generators and attractors in the County being accessed or potentially accessed.

Strategy 3.1.3: Develop a profile on the transportation disadvantaged population in Taylor County.

Strategy 3.1.4: Working closely with the CTC, adjust “in town” shuttle pick-up locations as needed to ensure cost-effective and efficient services.

Strategy 3.1.5: Continue to monitor the costs per trip and work to operate as efficiently as possible.

Strategy 3.1.6: Annually review trip rates to ensure the program is being operated as efficiently and effectively as possible.

Strategy 3.1.7: Assist and advise CTC in providing transportation programs that are consumer-oriented and maximize the use of vehicles to eliminate duplication of service without inconveniencing the rider. The LCB to review as so needed.

Strategy 3.1.8: Expand local transportation programs to include a weekly shuttle service from the coastal community of Steinhatchee to Perry. Also, possibly from the small rural community of Shady Grove located on the north end of the County to Perry.

Goal 4: Ensure program accountability with State and Federal requirements for transportation disadvantaged planning.

Objective 4.1: Continue to coordinate transportation services with the CTC and the County.

Strategy 4.1.1: Prepare and submit an Annual Operations Report (AOR) to the CTC on all TD operations coordinated by the CTC (Big Bend Transit).

Strategy 4.1.2: Prepare and submit an Annual Expenditure Report (AER).

Strategy 4.1.3: Monitor Coordination Agreements with contractors if so applicable.

Strategy 4.1.4: Continue to provide quarterly reports and updates to the LCB.

Strategy 4.1.5: Review and update Transportation Disadvantaged Service Plan (TDSP) annually. Update and amend TDSP as so needed to comply with all requirements, goals, and standards of the TD Commission and the Taylor County Board of Commissioners.

Strategy 4.1.6: Update Grievance Procedures annually and include in the TDSP update.

Strategy 4.1.7: Update LCB By-Laws annually and include in the TDSP update.

Goal 5: Secure additional funding to meet the transportation disadvantaged needs and goals in Taylor County.

Objective 5.1: Investigate and pursue all available funding opportunities at the federal, state, and local levels for programs or projects that serve the transportation disadvantaged.

Strategy 5.1.1: Identify and pursue opportunities for private sector participation and public/private partnerships for funding assistance opportunities for the local transportation program.

Strategy 5.1.2: Apply for FDOT Service Development funds, 5310 and 5311 Grants, Shirley Conroy Rural Area Assistance Program funds, or similar funds for the implementation of new and expanded projects and programs for the community.

Strategy 5.1.3: Apply for funds for the implementation of projects that support transportation to employment and/or employment-related activities, and schools, colleges, and educational facilities.

Strategy 5.1.4: Work with the CTD, the Florida Legislature, FDOT, and FTA to receive sufficient funding to meet the service demands of the Transportation Disadvantaged community.

Strategy 5.1.5: Review and evaluate fares on a regular basis to ensure customers contribute to maintaining the system within reasonable means.

Objective 5.2: Work closely with the Board of Commissioners and the public to secure dedicated funding for various local programs which are funded with TD funds and a local match.

Strategy 5.2.1: Educate the Board of Commissioners, local decision makers, and general public on the importance of public transportation and the need for local financial support.

Strategy 5.2.2: Prepare and submit annual budget requests to the Board of Commissioners seeking ongoing funding and support for county funded transportation programs. This includes programs funded in part with TD funds which require a local match.

Strategy 5.2.3: Hold an annual public hearing at a Board of Commissioners meeting to ensure the Board understands the importance of the program and how many citizens are served by the program.

E. IMPLEMENTATION PLAN/CAPITAL IMPROVEMENT PLAN

The Taylor County LCB as well as the Board of Commissioners will support and assist the CTC in seeking funding assistance for the purchase of capital equipment. Due to being a rural area, with many unpaved roads it is essential for driver and rider safety for Big Bend Transit to have vehicles in good mechanical and operational condition. The addition of vehicles to the fleet will allow for service expansion in the area. As the CTC (Big Bend Transit, Inc.) is the only provider of public transportation in the County and has a coverage area of 1,042 square miles, it is critical the vehicles are in excellent mechanical condition and provide safe and reliable transportation to riders. It is also a goal of the CTC and the County to purchase and provide capital improvements such as covered pick-up areas with benches at various “in town” shuttle stops and install bus stop signs along the shuttle route. Big Bend Transit (BBT) has put two new vehicles in service in Taylor County over the past two years. The BBT vehicles which operate in the County have new digital signage making it much easier for riders to identify the shuttle and know what location it is enroute to. The shuttle locations can now be accessed via cell phones at <http://www.bigbendtransit.org/taylor/>. The shuttles were funded by FDOT 5310 grant funds.

As per Section D. Goals and Objectives, the following goals specifically address the Capital Improvement Plan and outlines objectives which will assist in addressing future capital needs and requirements to provide for riders comfort, safety, and ADA requirements:

- Goal 1: Eliminate physical barriers to the use of transportation services by elderly and the disabled and comply with the requirements of the American with Disabilities Act (ADA).
- Goal 2: Monitor the quality of service and maintain minimum standards.
- Goal 3: Secure additional funding to meet the transportation disadvantaged needs and goals in Taylor County.

Big Bend Transit, Inc. Community Transportation Coordinator Capital Improvement Plan 2016-2021

Project	Proposed Year of Replacement	Anticipated Costs/ Other Expenditures	Anticipated Funding Source
12 Passenger, 2 Wheelchair	2016-2017	\$72,500.00	5310
12 Passenger, 2 Wheelchair	2017-2018	\$73,500.00	5310
Purchase four replacement vehicles	2018-2020	\$354,276.00	5310
Purchase and install bus stop signs and covered pick-up areas with benches	2020-2021	\$30,000.00	Big Bend Transit

SECTION II SERVICE PLAN AND STANDARDS

A. OPERATIONS

The operations element is a profile of the Taylor County coordinated transportation system. This element is intended to provide basic information about the daily operations of Big Bend Transit and its contracted transportation operators.

1. TYPES, HOURS AND DAYS OF SERVICE

Advance Reservation	Within Taylor-County Between Taylor County and other Florida Counties	Curb to Curb Door to Door (on exception)	Ambulatory Wheelchair	24 Hour Advance Notice	Monday - Saturday 6:00 a.m. to 6:00 p.m.
Evacuation	Within Taylor County	Door to Door	Ambulatory Wheelchair	Service provided according to agreement.	Service provided according to agreement.
Taylor County to Leon County	Taylor County to Leon County	Curb to Curb	Ambulatory Wheelchair	Daily	Monday through Friday
Taylor County to Lake City and or Gainesville	Taylor County to Columbia and/or Alachua County	Curb to Curb	Ambulatory Wheelchair	Demand response	Monday through Friday

BARIATRIC TRANSPORTATION

Transportation Disadvantaged Program: Big Bend Transit is required to transport all “common wheelchairs”. A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not be transported.

HOURS AND DAYS OF SERVICE

Transportation Disadvantaged Program: Monday through Saturday, 6:00 a.m. to 6:00 p.m. excluding holidays.

HOLIDAYS

Transportation Disadvantaged Program sponsored service will not be provided on the following observed holidays.

Thanksgiving Day
Christmas Day
New Year's Day

Non-Emergency Transportation Program sponsored service except for urgent care service will not be provided on the following observed holidays:

Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King, Jr.'s Birthday
Memorial Day
Independence Day
Labor Day

2. ACCESSING SERVICES

OFFICE HOURS AND WEBSITE

Big Bend Transit's office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. / www.bigbendtransit.org

PHONE NUMBER

Big Bend Transit's Phone Number is: (850) 584-5566 or Florida Relay Service at 1-800-955-8711 for TDD access

ADVANCE NOTIFICATION TIME

Transportation Disadvantaged Program - Trip reservations must be placed by 2:00 p.m. the day before travel and no more than 14 days in advance of the day of travel. Trips are scheduled Monday through Friday from 8:00 a.m. to 5:00 p.m.

TRIP CANCELLATION PROCESS

Trip cancellations shall be made to Big Bend Transit a minimum of two (2) hours prior to the earliest pick-up time. A "no show" will be charged to passengers who do not cancel trips a minimum of two (2) hours prior to their pick-up time. Hours for cancelling service are Monday through Friday 6:00 a.m. to 6:00 p.m.

NO-SHOW POLICIES

Transportation Disadvantaged Program - Trips must be cancelled a minimum of two hours before the scheduled pick-up time. If trips are not cancelled at least two hours in advance, the passenger will be considered a no-show. Cancellations at the door will be considered no-shows. If an individual is charged with frequent no-shows, they may be temporarily suspended from service.

On the first “no-show,” the driver will leave a “no-show” notice on the client’s door. On the second “no-show” occurrence, a letter of warning will be sent from the Community Transportation Coordinator. If a third infraction occurs within 60 days, the Community Transportation Coordinator will send a letter notifying the client that they have been suspended from service for a 30 day period. When the client is again reinstated to the program, and if three (3) infractions occur within 60 days, the suspension will be 45 days. When the client is again reinstated to the program and if three (3) infractions occur within 60 days, the suspension will be 60 days.

TRANSPORTATION DISADVANTAGED PROGRAM ELEGIBILITY

Big Bend Transit determines the eligibility of each rider accessing transportation disadvantaged services through the Coordinated Transport System of Taylor County through an application process. This application process will ensure compliance with TD Commission and local standards. A copy of the Eligibility Status Application Form is included in Appendix B. Criteria which will be used to determine TD eligibility includes:

- Mobility or physical disability or rider
- If applicant is vision or hearing impaired
- Mental disabilities of applicant
- If applicant has access to a vehicle
- Rider’s ability to purchase transportation services
- Types of other public assistance or benefits rider is a recipient of
- If rider requires an escort to provide assistance and/or personal care

Transportation Disadvantaged sponsored services are provided on a first come first served basis. Every effort will be made to meet all local TD needs. However, TD services may be denied if insufficient funds are available to provide services.

TRANSPORTATION DISADVANTAGED TRIP PRIORITIES

Big Bend Transit in cooperation with the Coordinating Board has established the following trip priorities for the use of the Transportation Disadvantaged Trust Funds:

- Life Sustaining Medical Trips
- Employment Trips
- Essential Business Trips
- Education/Training Trips
- Nutrition/Mealsite Trips
- Recreational/Social Trips

3. TRANSPORTATION OPERATORS AND COORDINATION CONTRACTORS

Big Bend Transit is a sole source provider.

4. PUBLIC TRANSIT UTILIZATION

Perry Shuttle operated by Big Bend Transit.

5. SCHOOL BUS UTILIZATION

Currently, there is no need to use school buses at this time. If Big Bend Transit determines a need to use school buses in the future, the Taylor County School Board will be contacted for assistance.

6. VEHICLE INVENTORY

Big Bend Transit's vehicle inventory is shown as Appendix D-1.

7. SYSYTEM SAFETY PROGRAM PLAN CERTIFICATION

Big Bend Transit's System Safety Program Plan Certification is shown as Appendix D-2

8. INTER-COUNTY SERVICES

Big Bend Transit provides regular scheduled and non-scheduled inter-county transportation services. Big Bend Transit participates, when operationally and cost effective, in inter-county service routes operated by adjacent Community Transportation Coordinators.

9. NATURAL DISASTER/EMERGENCY PREPAREDNESS

Upon request, and on a capacity available basis, Big Bend Transit enters into disaster/emergency transportation assistance agreements with residential facilities to provide ambulatory and non-ambulatory transportation services. A disaster/emergency transportation assistance agreement is in place with Marshall Health of Perry.

10. MARKETING

The availability of Big Bend Transit transportation services will continue to be promoted through general and specific distribution of informational materials at locations which concentrate eligible population activity.

11. ACCEPTABLE ALTERNATIVES

There have been no acceptable alternatives for the provision of transportation service identified in Taylor County.

12. SERVICE STANDARDS

The Community Transportation Coordinator and any transportation operator from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Florida Commission for the Transportation Disadvantaged approved standards. These standards include:

DRUG AND ALCOHOL POLICY

Rule 41-2.006 (4) (a), F.A.C.: Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

Big Bend Transit shall comply with this standard.

TRANSPORT OF ESCORTS AND DEPENDENT CHILDREN

Rule 41-2.006 (4) (b), F.A.C.: An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.

Local Policy: Children under age 12 will be required to be accompanied by an escort. Escorts must be provided by the passenger. Escorts must be able to provide the necessary assistance to the passenger. Escorts will be transported at the regular rate.

USE, RESPONSIBILITY AND COST OF CHILD RESTRAINT DEVICES

Rule 41-2.006 (4) (c), F.A.C.: Use of child restraint devices shall be determined locally as to their responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan.

Local Policy: All passengers under the age of 4 and/or under 50 pounds will be required to use a child restraint device. This device will be provided by the passenger.

PASSENGER PROPERTY

Rule 41-2.006 (4) (d), F.A.C.: Passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

Local Policy: Passengers shall be allowed to have two pieces of personal property which they can place in their lap. Passengers must be able to independently carry all items brought onto the vehicle.

VEHICLE TRANSFER POINTS

Rule 41-2.006 (4) (e), F.A.C.: Vehicle transfer points shall provide shelter, security and safety of passengers.

Big Bend Transit shall comply with this standard.

LOCAL TOLL FREE NUMBER

Rule 41-2.006 (4) (f), F.A.C.: A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The Transportation Disadvantaged Helpline phone number (1-800-983-2435) shall also be posted inside all vehicles of the coordinated system. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the

local Coordinating Board. All rider information/materials (brochures, user's guides, etc.) will include the Transportation Disadvantaged Helpline phone number.

Big Bend Transit shall comply with this standard.

OUT-OF-SERVICE AREA TRIPS

Rule 41-2.006 (4) (g), F.A.C.: Out of service area trips shall be provided when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.

Local Policy: Inter-county services between Taylor and Leon Counties is available weekly. Other inter-county services are provided when available.

VEHICLE CLEANLINESS

Rule 41-2.006 (4) (h), F.A.C. Interior of all vehicles shall be free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.

Local Policy: All vehicles shall be cleaned (interior and exterior) on a regular schedule (minimum once a week).

BILLING REQUIREMENTS

Rule 41-2.006 (4) (I), F.A.C. Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the local Coordinating Board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within seven (7) calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, Florida Statutes.

Local Policy: Big Bend Transit shall comply with this standard.

PASSENGER/TRIP DATABASE

Rule 41-2.006 (4) (j), F.A.C.: Passenger/trip database must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system.

Big Bend Transit shall comply with this standard.

ADEQUATE SEATING

Rule 41-2.006 (4) (k), F.A.C.: Adequate seating for paratransit services shall be provided to each rider and escort, child or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.

Big Bend Transit shall comply with this standard.

DRIVER IDENTIFICATION

Rule 41-2.006 (4) (l), F.A.C.: Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with specific passengers, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.

Local Policy: Big Bend Transit shall comply with this standard.

PASSENGER ASSISTANCE

Rule 41-2.006 (4) (m), F.A.C.: The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and closing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

Local Policy: Drivers are not permitted individually to assist persons in wheelchairs up or down more than one step, through grass or sand or an incline of more than 8.33% (1:12 slope).

SMOKING, EATING AND DRINKING

Rule 41-2.006 (4) (n), F.A.C.: Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Transportation Disadvantaged Service Plan.

Local Policy: The use of tobacco products on vehicles is prohibited. Eating and drinking on board the vehicle is also prohibited

PASSENGER NO-SHOWS

Rule 41-2.006 (4) (o), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board shall jointly develop a policy on passenger no-shows. Assessing fines to passengers for no-shows is acceptable but such policy and process shall be identified in the local Transportation Disadvantaged Service Plan.

Local Policy - Passenger no-shows are defined as trips not cancelled a minimum of two (2) hours prior to the scheduled pick-up time. Passengers shall be notified if they are considered a no-show.

TWO-WAY COMMUNICATIONS

Rule 41-2.006 (4) (p), F.A.C.: All vehicles providing service within the coordinated system shall be equipped with two-way communications in good working order and audible to the driver at all times to the base.

Local Policy: All vehicles shall have cellular phones or two-way radios.

AIR CONDITIONING/HEATING

Rule 41-2.006 (4) (q), F.A.C.: All vehicles providing service within the coordinated system shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

Local Policy: Big Bend Transit shall comply with this standard.

FIRST AID

Rule 41-2.006 (4) (r), F.A.C.: First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers shall be certified in First Aid.

CARDIOPULMINARY RESUSCITATION

Rule 41-2.006 (4) (s), F.A.C.: Cardiopulmonary resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers shall be certified in cardiopulmonary resuscitation.

DRIVER CRIMINAL BACKGROUND SCREENING

Rule 41-2.006 (4) (t), F.A.C.: Driver background screening shall be determined locally, dependent upon purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers in the coordinated system shall meet Level 2 criminal background screening requirements in accordance with Chapter 435, Florida Statutes.

FIXED ROUTE TRANSIT UTILIZATION

Rule 41-2.006 (4) (u), F.A.C.: In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the local Coordinating Board a percentage of total trips that will be placed on the fixed route system.

Local Policy: Big Bend Transit shall comply with this standard.

PICK-UP WINDOW

Rule 41-2.006 (4) (v), F.A.C.: The Community Transportation Coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers.

Local Policy: There is a ninety (90) minute pick-up window in place for all intra-county trips based on the arrival time of the passenger. There is a sixty (60) minute pick-up window in place for all intra-county trips based on the departure time of the passenger.

ON-TIME PERFORMANCE

Rule 41-2.006 (4) (w), F.A.C.: The Community Transportation Coordinator and local Coordinating Board should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies and passengers. This measure should also be included as part of the Community Transportation Coordinator's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: Big Bend Transit will have a 90% on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.

ADVANCE RESERVATION REQUIREMENT

Rule 41-2.006 (4) (x), F.A.C.: The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies, and other applicable entities.

SAFETY

Rule 41-2.006 (4) (y), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy 1: There shall be no more than 1.2 chargeable accidents per 100,000 miles during the evaluation period.

Local Policy 2: As maintenance is critical to ensure for safe operation of CTC vehicles, there shall be no more than 1 road call per 100,000 miles.

RELIABILITY

Rule 41-2.006 (4) (z), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

13. PASSENGER CODE OF CONDUCT

For everyone's safety, drivers and riders of the system are expected to act in an appropriate manner at all times and abide by the policies of Big Bend Transit.

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke on board any vehicle.

- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS it is connected to a headset.
- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

VERBAL ABUSE

Verbal abuse by a rider against staff, drivers or other clients will not be tolerated. Verbal abuse includes but is not limited to use of profanity, obscene gestures, yelling or screaming. Riders who verbally abuse staff, drivers or other clients may be suspended from service.

PHYSICAL ABUSE

Physical abuse of either a rider to another rider or rider to a driver will not be tolerated. Physical abuse includes but is not limited to grabbing, hitting or touching. Such abuse shall be deemed as assault. In such cases, the local police shall be notified, and the rider shall be issued a notice of suspension from service.

SUBSTANCE ABUSE

No passenger who is under the influence of alcohol or illegal drugs will be transported. If a passenger is scheduled to be returned home and they are under the influence, they will be required to find alternative means of transportation. If a pattern of such behavior exists, a suspension of transportation privileges shall be invoked.

PENALTIES

The following penalties shall apply to service sponsored by Florida's Transportation Disadvantaged Program. Service suspension for Medicaid NET sponsored passengers must follow the Medicaid Program guidelines.

Verbal Abuse

- First offense – written warning
- Second offense – one week suspension of services
- Third offense – 30 day suspension of services
- Fourth offense – 90 day suspension of services
- Fifth offense – permanently removed from service

Physical Abuse

First offense - Big Bend Transit will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that Big Bend Transit intends to suspend his or her riding privileges and the reason for such action.

Second offense – 180 day suspension of services

Third offense - permanently removed from service

14. APPEALS

A rider has ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Taylor County Transportation Disadvantaged Coordinating Board Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program. All requests for reconsideration must be in writing and delivered to:

Big Bend Transit, Inc.
P.O Box 1721
Tallahassee, Florida 32302

The written request must include the name and address of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue. Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 10 working days. Taylor County Board of Commissioners staff will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing. At the hearing, the person will be given the opportunity to present the reasons why they believe the suspension should not take place.

The Taylor County LCB updates and approves the local Grievance Procedures at the minimum of annually. The Board of Commissioners also approves the Grievance Procedures annually. The Grievance Procedures are shown in Appendix C. The Taylor County Transportation Disadvantaged Coordinating Board Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by Big Bend Transit to the person requesting the hearing.

15. COMPLAINTS

It is the goal of the Community Transportation Coordinator (Big Bend Transit-BBT) as well as the Local Coordinating Board to provide the best transportation services possible. Resolving and addressing complaints immediately is a priority. The Big Bend Transit and TD Helpline contact numbers are posted in a visible location in all CTC transport vehicles. Big Bend Transit has a formal complaint form which is provided to any rider or their representatives when so requested. The complaint form incorporates all elements of the CTD's Uniform Service Reporting Guidebook. If the passenger complaint cannot be resolved by the CTC in compliance with TD and local standards, the Grievance Procedures included in Appendix C will be followed. A copy of the Big Bend Transit Complaint Form is also included in Appendix C.

B. COST REVENUE ALLOCATION AND RATE STRUCTURE JUSTIFICATION

The CTC is required to prepare Rate Model Worksheets annually. The Rate Model Worksheet is approved by the Local Coordinating Board (LCB) and the Transportation Disadvantaged (TD) Commission. In addition to the Rate Model Worksheets, the CTC prepares an Annual Operations Report which again reflects rates and expenditures and this is also approved by the LCB and the TD Commission. The current Rate Model Worksheets are shown in Appendix H and the Annual Operations Report is shown in Appendix G.

SECTION III QUALITY ASSURANCE

A. SERVICE STANDARDS REQUIREMENTS

It is a priority of the Local Coordinating Board as well as the Taylor County Board of Commissioners to ensure that the Community Transportation Coordinator (CTC), Big Bend Transit, Inc. (BBT) is providing a high quality of service and that it is being provided in a cost effective, efficient, unduplicated, and unfragmented manner. This is especially critical as BBT is the only public transportation provider in the County. BBT will be evaluated at a minimum of annually using the QAPE/LCB CTC Evaluation Workbook. BBT will be evaluated on levels of service which include both TD Commission standards as outlined in Rule 41-2.(006), Florida Administrative Code and Chapter 427, Florida Statutes and local standards. The criteria, which was used in the development of the service standards includes:

- a. service effectiveness;
- b. cost efficiency and effectiveness;
- c. vehicle utilization;
- d. service availability;
- e. reliability;
- f. safety and training.

Details of service standards which are used in the evaluation process to determine compliance with both TD Commission and local standards are listed under Section II Service Plan and Standards.

B. EVALUATION PROCESS

Taylor County utilizes the QAPE/LCB CTC Evaluation Workbook to ensure quality of service as well as being cost efficient, effective, and unduplicated. The most recent evaluation of the CTC is found in Appendix H.

1. CTC Evaluation Process

Members of the Transportation Disadvantaged Local Coordinating Board (LCB) evaluate the Community Transportation Coordinator (CTC) a minimum of annually to ensure quality of service is being obtained and that it is being provided in the most effective, efficient, and unduplicated manner. The LCB and appropriate staff representing the Taylor County Board of Commissioners (the designated Planning Agency) review the evaluation. Upon approval by the LCB and the Board of Commissioners, the evaluation is forwarded to the CTC. The LCB Chairman or planning agency staff will discuss with the CTC as so needed. If there are findings which need to be addressed immediately this will be emphasized with timelines set to correct the problems/deficiencies. The evaluation will be forwarded to the Commission for the Transportation Disadvantaged for review and approval. The LCB and Planning Manager will make a recommendation to the Commission for the Transportation Disadvantaged as to whether the CTC should continue to be the designated CTC for the County.

The evaluation of the Community Transportation Coordinator (CTC) is conducted using the CTC Evaluation Workbook for the Florida Commission for the Transportation Disadvantaged. At a minimum, the following modules will be used:

1. Cost Effectiveness and Efficiency – Worksheet #1
2. Competition – Worksheet #2
3. Level of Coordination – Worksheet #3

In addition to the required modules, surveys will be conducted with passenger and purchasing agencies as to the quality of service provided by the CTC. Commission standards and local standards will be examined for compliance, as well as the goals and objectives incorporated in the service plan. The Americans with Disabilities Act Compliance Checklist will also be used to determine compliance.

2. CTC Monitoring Procedures of Operation and Coordination Contractors

CTC's are responsible for evaluation of their operators and coordination contractors to ensure contractual compliance. The evaluation is done on a periodic basis depending on the needs and requirements of the CTC. A comprehensive annual evaluation is completed to ensure compliance with the System Safety Program Plan, locally approved standards, Commission standards, annual operating data, and insurance requirements. The CTC utilizes the appropriate worksheets provided in the Evaluation Workbook for Community Transportation Coordinators and Providers in Florida. At this time the CTC does not use any coordination contractors.

3. Planning Agency Evaluation Process

The LCB will participate and assist the Commission for the Transportation Disadvantaged's quality assurance review of the planning agency. The Taylor County Board of Commissioners and assigned staff serves as the designated planning agency for Taylor County.

C. ADDITIONAL QUALITY ASSURANCE STANDARDS

In addition to the CTC evaluation process, the CTC provides a presentation and update at each LCB quarterly meeting. Questions and concerns are addressed at that time to ensure problems and issues are addressed quickly. The Planning Grant Manager and CTC work closely together and historically the CTC has addressed any problem on request **immediately**. The LCB and the Board of Commissioners hold two public hearings instead of the one as required by the TD Commission in an effort to make sure local ridership needs are being addressed and to ensure quality assurance by both the CTC and the Planning Agency.

LOCAL COORDINATING BOARD MEMBERSHIP CERTIFICATION

The Taylor County Transportation Disadvantaged Planning Office and LCB, located at 201 E. Green Street, Perry, Florida, 32347, hereby certifies the following:


1. The membership of Local Coordinating Board (LCB), established pursuant to Rule-412.012(3), Florida Administrative Code (F.A.C), does in fact represent the appropriate parties as identified on the membership roster; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature: _____

Date: _____

MEMBERSHIP ROSTER OF THE LOCAL COORDINATING BOARD

Name	Designation	Position
Pam Feagle	Taylor Co. BOCC	Chairman
Betsey Stephens	Elderly (Over 60)	Primary
Open	Elderly (Over 60)	Alternate
Theresa Copeland	Economically Disadvantaged	Primary
Open	Economically Disadvantaged	Alternate
Sandra Collins	FDOT	Primary
Janell Damato	FDOT	Alternate
Leslee Sunderland	Disabled	Primary
Mary Wallace	Disabled	Alternate
Kristie Lutz	Department of Health	Primary
Martine Young	Department of Health	Alternate
Diane Head	Career Source North Florida	Primary
Anthony Jennings	Career Source North Florida	Alternate
Rhonda Brooks	Children at Risk	Primary
Tremmie Robinson	Children at Risk	Alternate
Sharon Hathcock	Taylor County School Board	Primary
Open	Taylor County School Board	Alternate
Deweece Ogden	FAHCA Medicaid	Primary
Pamela Hagley	FAHCA Medicaid	Alternate
Rose Rucks	Advocate	Primary
Vivian Coleman	Advocate	Alternate
Jami Boothby	Veterans	Primary
Denny Knight	Veterans	Alternate
Geraldine Sparrow	Vocational Rehab	Primary
Melody Cox	Taylor Co. BOCC.	PGM – Non-voting member
Shawn Mitchell	Big Bend Transit Inc.	Non-voting member
Robert Adams	Big Bend Transit Inc.	Non-voting member

TAYLOR COUNTY BOARD OF COMMISSIONERS	
County Commission Agenda Item	
SUBJECT/TITLE: 	Certificate of Acceptance Letter 2019-JAGC-TAYL-1-N2-052
Meeting Date:	April 16, 2019

Statement of Issue: The attached certificate of acceptance for the JAG C grant is required to be completed and returned before any funds can be released.

Recommendation: Sign acceptance letter

Fiscal Impact: \$ 19,988.00 **Budgeted Expense:** Yes ☐ No ☐ N/A ☒

Submitted By: Sarah Weirick

Contact: 850-584-4225 sarah.weirick@taylorsheriff.org

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: FDLE has awarded Taylor County subgrant in amount of \$19,988 For the Taylor County Drug Eradication Task Force. This subgrant Is provided under the Edward Byrne Memorial Justice Assistance Grant. The attached Certificate of Acceptance is required to be Completed and returned before funds can be released.

Options: 1. _____
2. _____
Certificate of Acceptance Letter

Attachments: 1. _____
Grant
2. _____



Florida Department of
Law Enforcement

Richard L. Swearingen
Commissioner

Business Support
Office of Criminal Justice Grants
Post Office Box 1489
Tallahassee, FL 32302-1489
(850) 617-1250
www.fdle.state.fl.us

Ron DeSantis, *Governor*
Ashley Moody, *Attorney General*
Jimmy Patronis, *Chief Financial Officer*
Nikki Fried, *Commissioner of Agriculture*

March 15, 2019

Honorable Pam Feagle
Chairperson
Taylor County Board of Commissioners
108 North Jefferson Street
S-102
Perry, FL 32347-3252

Re: Contract No. 2019-JAGC-TAYL-1-N2-052

Dear Chairperson Feagle:

The Florida Department of Law Enforcement is pleased to award to the Taylor County Board of Commissioners a subgrant in the amount of \$19,988.00 for the project titled TAYLOR COUNTY DRUG ERADICATION TASK FORCE. This subgrant is provided under the Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Program and approved under Florida's state JAG award 2017-MU-BX-0187 from the United States Department of Justice (DOJ). These funds shall be used for the purpose(s) identified in the enclosed subaward agreement.

This subaward is subject to all administrative and financial requirements, including timely submission of all financial and performance reports and compliance with all standard conditions.

In order to meet the requirements of the Transparency Florida Act (215.985, F.S.), this agreement is provided to the Florida Accountability Contract Tracking System (FACTS). If this agreement contains confidential or exempt information not subject to disclosure under Chapter 119, F.S., please contact the Office of Criminal Justice Grants (OCJG) for guidance on requesting an exemption.

The enclosed Certificate of Acceptance is required to be completed and returned within thirty (30) calendar days from the date of award. Completion of the Certificate of Acceptance constitutes official acceptance of the subaward and all associated terms and conditions. The Department is unable to reimburse any project expenditures until this certificate is received.

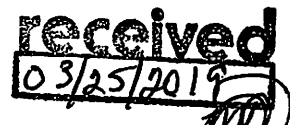
We look forward to working with you on this project. Please contact your grant manager at (850)617-1250 if you have any questions or if we can be of further assistance.

Sincerely,

Rona Kay Cradit
Bureau Chief

RKC/ar

Enclosures



**State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308**

CERTIFICATE OF ACCEPTANCE

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2019-JAGC-TAYL-1-N2-052, in the amount of \$19,988.00, for a project titled, TAYLOR COUNTY DRUG ERADICATION TASK FORCE, for the period of 10/01/2017 through 09/30/2019, to be implemented in accordance with the approved subgrant application, and subject to the Florida Department of Law Enforcement's Standard Conditions and any special conditions governing this subgrant.

This subaward requires that the subrecipient adhere to the following:

SUPPLANTING: Federal funds must be used to supplement existing state or local funds for program activities and may not replace state or local funds which have been appropriated or allocated for the same purpose. Federal funds may also not be used to replace state or local funds required by law. In accepting this award the subrecipient certifies that it will not or has not supplanted with federal funds for the approved project.

PROCUREMENT STANDARDS: The subrecipient certifies all procurement transactions will comply with the subrecipient's procurement policy provided the policy is compliant with the requirements set forth in the Office of Management and Budget (OMB) Uniform Requirements, 2 C.F.R. 200.317-326. In the event the subrecipient's procurement policy does not comply with the OMB procurement requirements, the subrecipient ensures all grant-related procurements will be conducted in a manner consistent with the federal standards.

CONFLICT OF INTEREST: Decisions related to use these grant funds must be free from undisclosed personal or organizational conflicts of interest, both in fact and in appearance. The subrecipient certifies the unit of government below is compliant with OMB Uniform Requirements, 2 C.F.R. 200.112, regarding conflict of interest, and will notify FDLE's Office of Criminal Justice Grants, in writing, of any potential conflicts of interest in accordance with this agreement. The subrecipient also agrees to disclose in a timely manner, in writing, all violations of state or federal criminal law involving fraud, bribery, or gratuity violations.

8 U.S.C. 1373: The subrecipient certifies the unit of government below is in, and will maintain throughout the life of this subaward, compliance with the conditions outlined in the subaward Standard Conditions, Section VII Compliance with 8 U.S.C. 1373. The subrecipient also agrees to disclose in a timely manner, in writing, all violations of these conditions, and any credible evidence indicating a federally funded program or activity, at any tier, is subject to an "information communication restriction."

(Signature of Subgrantee's Authorized Official)

(Print Name and Title of Official)

(Name of Subgrantee)

(Date of Acceptance)

CERTIFICATE OF SUBAWARD

Subrecipient: Taylor County Board of Commissioners

Date of Award: March 15, 2019

Grant Period: From: 10/01/2017 TO: 09/30/2019

Project Title: TAYLOR COUNTY DRUG ERADICATION TASK FORCE

Grant Number: 2019-JAGC-TAYL-1-N2-052

Federal Funds: \$19,988.00

Matching Funds: \$0.00

Total Project Cost: \$19,988.00

CFDA Number: 16.738

Federal Award Number: 2017-MU-BX-0187

Federal Awarding Agency: U.S. Department of Justice (USDOJ)

Pass-through Entity: Florida Department of Law Enforcement (FDLE)

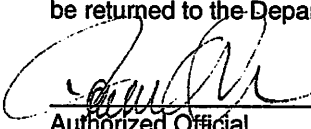
Award is hereby made in the amount and for the period shown above of a subgrant under Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 as amended Subpart 1 of such part (42 U.S.C. 3751-3759); the Consolidated Appropriations Act, 2008, Public Law 110-161; and Public Law 109-162, Title XI, Department of Justice Reauthorization, Subtitle B, Improving the Department of Justice's Grant Programs, Chapter 1, Assisting Law Enforcement and Criminal Justice Agencies, Section 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Office of Justice Programs (OJP) Financial Guide, Common Rule for State and Local Governments, and/or Office of Management and Budget (OMB) Uniform Grant Requirements (2 C.F.R. Part 200), in their entirety. It is also subject to the attached standard conditions and such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of Public Law 90-351, as amended, and Public Law 100-690.

This award is a cost-reimbursement agreement for satisfactory performance of eligible activities. Requests for reimbursement may be submitted quarterly or monthly as designated in the Financial Section of the agreement. Requests for reimbursement will be processed in conjunction with receipt and review of programmatic performance reports to determine successful completion of minimum performance for deliverables. Expenditures must be supported with documentation and provided to the Department upon request.

Failure to comply with provisions of this agreement, or failure to meet minimum performance specified in the agreement will result in required corrective action up to and including project costs being disallowed, withholding of federal funds and/or termination of the project, as specified within the terms of the agreement and OMB Uniform Guidance 200.338 - 200.342.

Within thirty (30) days from the date of award, a properly executed Certificate of Acceptance of Subgrant Award must be returned to the Department.



Authorized Official
Rona Kay Credit
Bureau Chief



Date

☒ () This award is subject to special conditions (attached).

**State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308**

SPECIAL CONDITION(S)

Subrecipient: Taylor County Board of Commissioners

Grant Number: 2019-JAGC-TAYL-1-N2-052

Grant Title: TAYLOR COUNTY DRUG ERADICATION TASK FORCE

In addition to the general conditions applicable to fiscal administration, the grant is subject to the following Special Condition(s):

Ref# S39254: WITHHOLDING OF FUNDS: Prior to the obligation and drawdown of funds for equipment such as laptops, desktops or tablets, the Taylor County Sheriffs Office must submit a properly executed Automated Data Processing (ADP) Form to the Office of Criminal Justice Grants for review and approval.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1: Administration

Subgrant Recipient

Organization Name: Taylor County Board of Commissioners

County: Taylor

Chief Official

Name: Pam Feagle

Title: Chairperson

Address: 108 North Jefferson Street
S-102

City: Perry

State: FL **Zip:** 32347-3252

Phone: 850-838-3500 **Ext:**

Fax:

Email: pfeagle@taylorcountygov.com

Chief Financial Officer

Name: Annie Murphy

Title: Clerk of the Court

Address: Post Office Box 620

City: Perry

State: FL **Zip:** 32348-0620

Phone: 850-838-3506 **Ext:**

Fax: 850-838-3549

Email: cmock@taylorclerk.com

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1: Administration

Implementing Agency

Organization Name: Taylor County Sheriff's Office

County: Taylor

Chief Official

Name: Wayne Padgett

Title: Sheriff

Address: 108 North Jefferson Street
Suite 103

City: Perry

State: FL **Zip:** 32347-3252

Phone: 850-584-4225 **Ext:**

Fax:

Email: wpadgett@tcsofl.org

Project Director

Name: James Cash

Title: Lieutenant

Address: Post Office Box 1732

City: Perry

State: FL **Zip:** 32348-7305

Phone: 850-584-4225 **Ext:**

Fax:

Email: jcash@taylorcountysheriff.fl.org

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2: Project Overview

General Project Information

Project Title: TAYLOR COUNTY DRUG ERADICATION TASK FORCE
Subgrant Recipient: Taylor County Board of Commissioners
Implementing Agency: Taylor County Sheriff's Office
Project Start Date: 10/1/2017 **End Date:** 9/30/2019

Problem Identification

In 1992, The Taylor County Sheriff's Office initiated the Taylor County Drug Eradication Task Force to combat the continual drug problems in Taylor County. This was made possible by federal funding. Currently the budget for the Taylor County Board of Commissioners does not have the resources to provide for the necessary expenses needed by the Taylor County Sheriff's Drug Eradication Task Force. Grant funding will provide the assistance necessary for this much needed equipment and supplies. The Drug Task Force operates within the 1,052 square mile area-encompassing Taylor County. Taylor County's large area of woodlands makes it a prime area to manufacture cannabis.

The County also has many traversable waterways including the Fenholloway River, Econfinia River, Steinhatchee River, Aucilla River and the Gulf of Mexico coastline. Additionally, it is believed that waterways are being used to transport controlled substances in Taylor County due to the fact that our coastline is mostly undeveloped. Past investigations have netted crops ranging from 100 to 2,500 marijuana plants per site. Many man-hours were spent on surveillance of organizations and eradication teams on these crops with a limited number of arrests occurring due to the lack of needed personnel. Aerial cannabis eradication operations are limited due to the unavailability of aircraft and funding.

Additional resources are being sought to assist in these areas. Taylor County continues to have problems with habitual offenders who are in the market of selling illegal drugs. Significant increases in the number of murders, burglaries, thefts, and other drug related crimes can be directly related to the drug epidemic. The drug task force has, in the past couple of years, received numerous complaints from residents in and around small churches concerning drug sales in these neighborhoods and took immediate action to correct and curtail this activity. Many man-hours or surveillance and buy operations are conducted to minimize the amount of drugs being transported in and out of the county and many mid-to-upper level dealers have been incarcerated due to these efforts. However, due to the multi-tier levels of these drug operatives, what were once low-to mid-level dealers, primarily juveniles, have stepped up operations and are now taking the place of those dealers who have been incarcerated.

This is a continuation JAGC program grant for Contractual Services and Expenses to provide services and equipment for # 2017-JAGC-TAYL-2-F9-110. This grant was awarded for the project period 10/1/2016-9/30/2017 in the amount of \$19,526.05. Cocaine, cannabis, methamphetamines, and pharmaceutical drugs are the primary drugs of choice for users in Taylor County, investigations have netted drug dealers responsible for smuggling illegal drugs to the area. Past and current investigations have been very successful in dismantling drug trafficking organizations. Investigative techniques continually change because local dealers are becoming more educated in

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2 Project Overview

law enforcement investigation techniques. Through many drug investigations and arrests, a large number of street dealers have been identified as being able to monitor the movement of law enforcement units through the County, hindering the crackdown of on all levels of drug operations.

Project Summary (Scope of Work)

The Taylor County Sheriff's Office has staff and resources to form the Taylor County Drug Eradication Task Force. The County Drug Investigators are responsible for overseeing all drug related operations involving the Task Force, to include but not limited to, organizing surveillance, gathering confidential information, requesting search warrants, and compiling data to determine drug operations and techniques. Together they work directly with numerous federal, state and local agencies to accomplish their mission. The Task force organizes and maintains confidential source files which include paying for information and working with confidential informants. the Task Force concentrates on the eradication of all controlled substances covered under Florida Statue 893. The investigators conduct eradication investigations, which include under cover surveillance, aerial surveillance and coastal interdiction. These investigations target street-level, mid-level and high-level drug trafficking organizations. Information is gathered, compiled and entered into the computer allowing investigators to connect informants, dealers and other related suspects together to determine if there is any organizational structure to the operations in the area.

This grant will continue to assist in the operational costs to run the Drug Task Force, which will include utilities, Program operations, Annual Maintenance, training, Repairs, Equipment Maintenance, Office Maintenance and Repairs, Office Utilities. The Task Force will follow the Taylor County Sheriff's Office purchasing policy. Items as available will be purchased from the state contract pricing. Operational capital outlay items will be purchased utilizing a bidding process. Purchase order is filled out for items that are purchased followed by an invoice and a check is then issued. All purchases will be maintained and shown on our expenditure report which is also reconciled with our bank statements. Task Force Investigators will provide periodic drug related training to other law enforcement personnel as well as civilians. Contractual Services will be ongoing through-out the grant period. Once expenses have been selected, quotes will be obtained, a vendor identified and purchase orders submitted by the Project Director. The time line for the procurement of equipment and supplies will be determined during the course of the grant period.

This project requests federal grant funding for a law enforcement or criminal justice technology related project and may be subject to review and approval by the State Information Technology (IT) Point of Contact. By utilizing funds for this project, the subrecipient and implementing agency agree to conform to all state and national standards for technology and information sharing systems that connect to, and/or interface with state and national systems, and/or reside on the state Criminal Justice Network (CJNet). These standards include, but are not limited to, the FBI CJIS Security Policy and any rules, regulations or guidance enacted by the Criminal and Juvenile Justice Information System (CJJIS) Council under F.S. 943.06.

Documentation of deliverables must be maintained by the subrecipient and/or implementing agency and made available for monitoring. A copy of all subcontracts will be provided to the FDLE's Office of Criminal Justice within 30 days of execution and prior to reimbursement of expenditures for these items. The deliverables for this

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

grant is the quarterly performance of the tasks and activities described in the scope of work.

Deliverables will be completed in accordance with the contractual agreement(s) between the subrecipient(s) and their vendor/provider. Minimum performance required for drawdown of funds includes the completion of at least one activity described above as attested to on the financial expenditure report.

All activities discussed in the scope of work or project deliverables are for Drug Task Force operations.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2: Project Overview

Section Questions:

Question: What percentage of the total cost of this project is being funded by sources other than this award?

Answer: 0

Question: What is the name of the jurisdiction(s) your agency provides service to. (e.g., City of Miami, Orange County, State of Florida)

Answer: Taylor County

Question: What is the address of the location being used to provide services for this project?

Answer: 2762 Pisgah Rd
Perry, Florida 32347

Question: Describe your agency. (e.g., non-profit, community based, government)

Answer: government

Question: Have you verified that the subgrantee has an active and current registration in SAM.gov?

Answer: Yes

Question: What is the Operating Capital Outlay threshold used by the subgrantee?
If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.

Answer: 1,000.00

Question: Does the subgrantee receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the implementing agency receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: In your organization's preceding completed fiscal year, did your organization (the subgrantee) receive at least (a) 80 percent or (b) \$25,000,000 of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Answer: No

Question: If you answered yes above, does the public have access to information about the compensation of the executives in your organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.

Answer: No

Question: What is the combined population of the jurisdiction(s) your agency provides services to (according to the 2010 census)?

Answer: 22570

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Monthly

Prime Purpose Area: 01 - Law Enforcement (Includes Task Forces)

State Purpose Area: 1G - General Questions

Objectives and Measures

Objective: General Questions - General Questions for All Recipients

Measure: General 01

Will your organization be using the crimesolutions.gov website during the grant period regardless of JAG funding? Crimesolutions.gov provides information on several crime reduction and prevention programs and practices.

Goal: Yes

Measure: General 02

Will your organization be using the The National Training and Technical Assistance Center (NTTAC) during the grant period, regardless of JAG funding? The NTTAC serves as BJA's training and technical assistance center. You can find resources, tools, webinars, and TTA support on a variety of criminal justice issues and initiatives.

Goal: No

Measure: General 03

Will your organization be using the NCJP.org website during the grant period, regardless of JAG funding? NCJP.org contains resources to support strategic planning, program development, and implementation of evidence-based policy and practice.

Goal: No

Measure: General 04

Will your organization be using the Evidence-Based Policing Matrix during the grant period regardless of JAG funding? The Evidence-Based Policing Matrix provides information on evidence-based practices for law enforcement.

Goal: No

Measure: General 05

Will your organization be using the What Works in Reentry Clearinghouse during the grant period regardless of JAG funding? The clearinghouse provides research on the effectiveness of reentry programs and practices.

Goal: No

Measure: General 06

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

Will your organization be using Research to Practice during the grant period regardless of JAG funding? Research to Practice promotes the dissemination of research on drug courts to practitioners and policymakers.

Goal: No

Measure: General 07

Will your organization be using any other resources during the grant period regardless of JAG funding? If yes, please describe them.

Goal: Our agency will be using NADIS, ROCIC and LP POLICE

Measure: General 08

During the grant period, will your agency conduct or sponsor (with or without JAG funds) a survey or focus group of citizens on any of the following topics? Enter all that apply from the following list: Public satisfaction with police services; public satisfaction with prosecution services; public satisfaction with public defender/indigent defense services; public satisfaction with courts; public perceptions of crime/disorder problems; personal crime experiences of citizens; none of the above; unsure/don't know.

Goal: None of the above

Measure: General 09

During the grant period, which of the following community activities will your organization be involved in, with or without JAG funds and how often will they each occur (yearly, monthly, etc.)? Choose from the following list: Hosting community meetings; attending community meetings; distributing a newsletter, e-mail, or other bulletin; attending community events; conducting social media activities; conducting outreach to minority populations; other (please describe)

Goal: Conducting social media via Facebook and agency website. Facebook in daily updates, website is monthly. We will also be attending community meetings on a monthly basis.

Measure: General 10

Law Enforcement Agencies ONLY: In which of the following ways has your agency fostered community involvement in the last year? Enter all that apply from the following list: Citizen Review Board or other review board with citizen representation, Citizen's Police Academy, Internships for university or high school students, Volunteer Program, Auxiliary police officer program, Police Cadet Program, k-12 school programs, Youth Athletic Programs, Other (please Describe), None of the above, Unsure/Don't know.

Goal: Our agency hosts a teen driving program every summer. We are also active in k-12 school programs.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

Measure: General 11

Identify the goal(s) you hope to achieve with your funding. If you have multiple goals, describe each goal separately.

Goal: Our agencies goal is to continue our work identifying drug manufacturers, users and dealers within our county. To develop evidence leading to the arrest and successful prosecution of all those identified.

Measure: General 12

Are the subrecipient and implementing agency aware that they will be required to report on the status of the identified goals during each reporting period?

Goal: Yes

Measure: General 13

Describe any barriers you may encounter which may prevent you from achieving your identified goal(s).

Goal: Uncooperative defendants and legal prosecution problems. If it were not for the JAGC funding we would not be able to continue this work.

Measure: General 14

Are you aware that the Office of Criminal Justice Grants encourages recipients to report on any noteworthy accomplishments, success stories, or program results that they would like to showcase?

Goal: Yes

Measure: General 11b

What major activities are planned for each of your goals listed in question 11?

Goal: Purchase all equipment needed for task force activities and issue the same to officers in the field. The task force will target high crime areas and address specific crimes as they occur.
Conduct operational plans with strategies to include use of surveillance cameras, controlled buy/busts and search warrants. Working with DEA to continue identifying new targets.

State Purpose Area: 3E - Equipment, Supplies, and Technology Enhancements

Objectives and Measures

Objective: Equipment - Questions for all recipients purchasing Equipment, Supplies, and Technology Enhancements.

Measure: Equipment 1

Do the Subrecipient and Implementing agencies understand that they will be required to submit an itemized account of all items purchased during each reporting period as part of their performance reporting?

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

Goal: Yes

State Purpose Area: 4T - Training

Objectives and Measures

Objective: Attending Training - Questions for all recipients attending training.

Measure: Training A1

If your staff will attend training with JAG funds during the grant period, what type of training will they attend? If more than one training will be attended, answer for each separately. Answer from the following list: Certification Training, In-service/annual training, skill building, leadership/management, conference, other (please describe).

Goal: Skill building, drug trends and investigative techniques, etc.

Measure: Training A2

Provide a short description of the training/conference which will be attended with JAG funds. If more than one training/conference will be attended, describe each separately.

Goal: Not yet determined.

Measure: Training A3

If your staff will attend a training/conference with JAG funds during the reporting period, how many hours will the training course last? A one day course is typically classified as an 8-hour course while a week long course is typically classified as a 40-hour course. If more than one, describe each separately.

Goal: 40 hours a week is normal.

Measure: Training A4

If your staff will attend training/conference during the reporting period, how many individuals will attend the training/conference using JAG funds? If more than one training/conference was attended, answer for each separately.

Goal: No more than 3.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4. Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Monthly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000879

Budget:

Budget Category	Prime	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$5,120.00	\$0.00	\$5,120.00
Expenses	\$14,868.00	\$0.00	\$14,868.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$19,988.00	\$0.00	\$19,988.00
Percentage	100.0	0.0	100.0

Project Generated Income:

Will the project earn project generated income (PGI)? Yes

PGI Reporting Frequency : Quarterly

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4 - Financial (cont.)

Budget Narrative:

Contracted Services: \$5,120.00

Taylor County will execute subcontracts for the following services to be provided between 10/01/2017 - 9/30/2018 for task force program operations.

Approximately 12 months of annual maintenance for alarm system at an estimated 1550.00

Approximately 12 months of building utilities at an estimated \$3,500.00

Approximately 12 months of post office box rental at an estimated \$70.00

Expenses \$8,868.00

Travel and training for professional development of task force members, including registration fees, per diem, hotel, airfare, ground transportation or other expense related to narcotics investigations training. Also included are fees related to task force member participation and access to drug enforcement courses and information. Training will be provided to officers involved in task force operations as deemed necessary once training types, locations and training calendars obtained.

Training equipment - including video screens, projector and AV training aids.

Operational expenses and investigative supplies - including Task Force and all-terrain vehicle maintenance and repair (such as tires, batteries, oil changes, mechanical or body repair), vehicle equipment (such as tool or lock boxes, lights, sirens, tinting), vehicle rental for undercover operations, drug kits/supplies, undercover disguise or tactical items for person or vehicle (such as snake boots, web gear, camouflage pants, jackets hats in the federally approved camouflage pattern, BDU clothing, holsters/belts, rifle slings, Taser cartridges, digital equipment chargers), ultra low light camera, dual lenses camera, DVR kits, infrared illuminators, tactical vest carriers, tools and tool kits, cell phone data retrievers and safety equipment/ supplies to dismantling methamphetamine laboratories, hand sanitizers, evidence containers, tarps, film, cables, small surveillance and video cameras, vehicle trackers, batteries, binoculars, gloves, digital recorders and hotel lodging expenses for undercover operations. All shipping and handling is included in cost estimates.

Program Operations: including costs for maintaining the task forces offsite location (such as maintenance and equipment for a/c repair, security system, surveillance cameras, furniture repair or replacement). Communications: including phones, cell phones, phone cards & computer and peripheral equipment (such as laptops, desktops, monitors, printers, mouse, hard drives, tablets, air cards or computer connectivity items). Office equipment and supplies: including copier, fax, printers and general office supplies (such as paper, postage, computer programs, ink cartridges, toner, pens, pencils, memo pads, highlighters, paper clips, envelopes, dry erase boards, file folders, binders, CD/DVD's, tape, notepads, book cases).

Confidential Funds: Approx. \$6,000.00 including the purchase of services (P/S) (such as travel transportation of an informant: the lease of an apartment, business front, aircraft or boat, or similar effects to create or establish the appearance of affluence:

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Budget Narrative (Continued):

and/ or meals, beverages, entertainment, and similar expenses (including buy money, flash rolls, etc.) for undercover purposes, within reasonable limits); the purchase of evidence (P/E) such as purchase evidence and/or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, and so forth, required to determine the existence of a crime or to establish the identity of a participant in a crime); and the purchase of specific information (P/I) (such as the payment of monies to an informant for specific information). All use of confidential funds will be in accordance with the stat of federal requirements and documented accordingly.

Total Costs: \$14,868

The items in this budget narrative will be purchased according to the Taylor County Sheriffs office purchasing policy. Items purchased that are currently on state contract will be bought at State contract pricing. Items that are purchased out of operating capital outlay, unless sole source, will be purchased by obtaining bids.

Items that require a shipping and handling payment will be included in the purchase price.

Warranties on all equipment will be factory warranties and will be included in the purchase price. If they are not they will be listed as a separate line item .

Any expenditures over the cost of the allocated JAG funding will be paid by the Taylor County Sheriffs Office.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4- Financial

Section Questions:

Question: If the budget contains salaries and benefits, will this project result in a net personnel increase, or continue to fund a prior federally grant funded net personnel increase?

Answer: No

Question: If Expenses or Operating Capital Outlay are included in your budget, what will be the method of procurement for those items? (e.g., competitive bid, sole source, state term contract)

Answer: Competitive bid, State term contract.

Question: If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

Answer: N/A

Question: If contractual services in the budget are based on unit costs, provide a definition and breakdown of cost for each service. Include the methodology for the unit cost plan and when it was approved.

Answer: N/A

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 5: Standard Conditions

Insert Standard Conditions Page here.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

SUBAWARD STANDARD CONDITIONS

The State of Florida, Department of Law Enforcement (FDLE) is a recipient of federal JAG funds. FDLE, as the non-federal pass-through entity and State Administering Agency (SAA) for this program, subawards JAG funds to eligible units of government. All subawards made by FDLE to units of government under this program require compliance with the agreement and Standard Conditions upon signed acceptance of the subaward.

Upon approval of the application, or subaward, the following terms and conditions will become binding. As a unit of government, the subrecipient will maintain required state and federal registrations and certifications for eligibility under this program. For JAG-Countywide subawards, the designated County Coordinator for local units of government will submit documentation in accordance with Florida Administrative Code 11D-9 supporting the strategic planning for allocation of these funds. The subrecipient agrees to submit required programmatic and financial reports supporting eligible activities were completed in accordance with the grant and program requirements.

The Department will only reimburse subrecipients for authorized activities. The Department will not reimburse for costs incurred for any purpose other than those specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform grant activities as specified in the agreement, will result in required corrective action up to and including financial consequences. A financial consequence may be imposed for non-compliance in accordance with 2 C.F.R. § 200 and these Standard Conditions, including but not limited to project costs being disallowed, withholding of federal funds and/or termination of the project.

GENERAL REQUIREMENTS

All subrecipients must comply with the financial and administrative requirements set forth in the following:

Current edition of the U.S. Department of Justice (DOJ) Grants Financial Guide

https://oip.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf

Office of Management and Budget (OMB) Uniform Grant Guidance (2 CFR Part 200)

Subpart A, Definitions

Subparts B-D, Administrative Requirements

Subpart E, Cost Principles

Subpart F, Audit Requirements and all applicable Appendices

Code of Federal Regulations: www.gpo.gov/fdsys/

2 C.F.R. §175.15(b), Award Term for Trafficking in Persons

28 C.F.R. §38, Equal Treatment for Faith-Based Organizations

28 C.F.R. § 66, U.S. Department of Justice Common Rule for State and Local Governments

28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace

28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:

<http://dos.myflorida.com/media/693574/general-records-schedulegs01-sl.pdf> and

<http://dos.myflorida.com/media/698314/g2-sl-2017-final.pdf>

State of Florida Statutes

Section 215.971, F.S., Agreements funded with federal or state assistance

Section 215.985, F.S., Transparency in government spending

not reflect the actions a prudent person would take in the circumstances.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is \$150,000, but this threshold is periodically adjusted for inflation. (Also see definition of Micro-purchase, 2 C.F.R. § 200.67)

Subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §200.20 Computing devices and 200.33 Equipment.

SECTION I: TERMS AND CONDITIONS

1.0 Payment Contingent on Appropriation and Available Funds - The State of Florida's obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse subrecipients for incurred costs is subject to available federal funds.

2.0 Commencement of Project - If a project is not operational within 60 days of the original start date of the award period, the subrecipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and

the expected start date.

If a project is not operational within 90 days of the original start date of the award period, the subrecipient must submit a second statement to the Department explaining the implementation delay.

Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subaward funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

3.0 Supplanting - The subrecipient agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.

4.0 Personnel Changes - The subrecipient agrees to promptly notify the Department through the SIMON Help Desk of any change in chief officials or key project staff, including changes to contact information or title changes. The subrecipient acknowledges that some changes in points of contact will require formal grant adjustment to reflect the change in the agreement.

5.0 Non-Procurement, Debarment and Suspension - The subrecipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines To Agencies On Government wide Debarment And Suspension (Non-procurement)". These procedures require the subrecipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the subaward is \$100,000 or more, the sub recipient and implementing agency certify that they and their principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal

party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

14.0 Insurance for Real Property and Equipment -

The subrecipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.

15.0 Flood Disaster Protection Act - The subrecipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.

16.0 Immigration and Nationality Act - No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e), Section 274A(e) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the subrecipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

SECTION II: CIVIL RIGHTS REQUIREMENTS

1.0 Participant Notification of Non-discrimination FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.

2.0 Title VI of the Civil Rights Act of 1964 - The subrecipient at any tier, must comply with all applicable requirements of 28 CFR § 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program.

Equal Employment Opportunity Certification (EEOC) - A subrecipient or implementing agency must submit an EEO Certification annually within 120 days of award.

Equal Employment Opportunity Program (EEOC) - A subrecipient or implementing agency must comply with all applicable requirements in 28 C.F.R. §42, Subpart E.

Subrecipients are advised to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (<https://ojp.gov/about/ocr/eeop.htm>).

3.0 Title IX of the Education Amendments of 1972

If the subrecipient operates an education program or activity, the subrecipient must comply with all applicable requirements of 28 C.F.R. § 54, "Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance."

4.0 Equal Treatment for Faith Based Organizations

The subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Equal Treatment for Faith Based Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.

5.0 Americans with Disabilities Act - Subrecipients

must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provision to provide reasonable accommodations.

6.0 Section 504 of the Rehabilitation Act of 1973 (28 C.F.R. § 42, Subpart G) - Subrecipients must

comply with all provisions prohibiting discrimination on the basis of disability in both employment and the delivery of services.

7.0 Age Discrimination Act of 1975 - Subrecipients

must comply with all requirements in Subpart I of 28 C.F.R. §42 which prohibits discrimination based on age in federally assisted programs.

8.0 Limited English Proficiency (LEP) - In

accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, subrecipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises subrecipients to have a written LEP Language Access Plan. For more information visit www.lep.gov.

9.0 Finding of Discrimination - In the event a

federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a subrecipient of funds, the subrecipient will forward a copy of the

Application Manager, or Performance Contacts shall submit Monthly or Quarterly Project Performance Reports to the Department, within fifteen (15) days after the end of the reporting period. In addition, if the subaward period is extended beyond the "original" project period, additional Project Performance Reports shall be submitted.

Failure to Submit - Performance Reports that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Subaward Management and Reporting Requirements.

Report Contents - Performance Reports must include a response to all objectives included in your subaward. A detailed response is required in the narrative portion for yes/no performance objectives. Submitted performance reports must clearly articulate, where appropriate, performance during the execution of the award has met a standard against which the subrecipient's performance can be measured. The narrative must also reflect on accomplishments for the period and identify problems with project implementation and address actions being taken to resolve the problems. Additional information may be required if necessary to comply with federal reporting requirements.

Requirement for Data on Performance and Effectiveness Under the Award - The subrecipient must collect and maintain data that measures the performance and effectiveness of work under this award. The data must be provided to OCJG in the manner (including within the timeframes) specified by OCJG. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

Financial Consequences for Failure to Perform - In accordance with s. 215.971 F.S., payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the subrecipient fails to meet the minimum level of service or performance identified in this agreement, or is customary for subawards, then the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or

services from an alternate source. Any payment made in reliance on subrecipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as an overpayment.

- 5.0 Grant Adjustments** - Subrecipients must submit a grant adjustment through SIMON for major substantive changes such as changes in project activities or scope of the project, target populations, service providers, implementation schedules, project director, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Adjustments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.

Subrecipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

Under no circumstances can transfers of funds increase the total budgeted award.

Requests for changes to the subaward agreement must be electronically signed by the subrecipient or implementing agency's chief official or the chief official's designee.

All requests for changes must be submitted in SIMON no later than ninety (90) days prior to grant expiration date.

6.0 Financial Expenditures and Reporting

Reporting Requirements - The subrecipient shall have a choice of submitting either a Monthly or a Quarterly Project Expenditure Report to the Department. Project Expenditure Reports are due thirty (30) days after the end of the reporting period. In addition, if the subaward period is extended, additional Project Expenditure Reports shall be submitted.

All project expenditures for reimbursement of subrecipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the SIMON (Subgrant Information Management Online).

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

The Board to consider approval of Internship and Trade/Vocational Program Policy 4.13.

**MEETING DATE REQUESTED:**

April 16, 2019

Statement of Issue: To allow for the temporary employment of students actively enrolled in a University or Trade/Vocational School.

Recommended Action: Approve policy

Fiscal Impact: Varies per Department

Budgeted Expense: Required

Submitted By: LaWanda Pemberton, County Administrator

Contact: 850-838-3500 ext. 6

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Board of County Commissioners work force has historically consisted of Full Time, Part Time, Seasonal, Call-In, and Temporary Employees. The BOCC has also periodically participated in both the Experience Works and the Summer Youth Programs. And lastly the Board, has on several occasions, utilized temporary High School Student Volunteers to enable those students Community Service Hours toward their Bright Future Scholarship requirements. To date, Taylor County has not formalized a process for temporarily employing Interns currently enrolled in a University or Trade/Vocational school.

Striving to look for new ways to engage in mutually beneficial programs that serves both the employed individual and the overall public service, Staff is offering Personnel Policy 4.13 – INTERNSHIP AND TRADE/VOCATIONAL PROGRAM for the Board's consideration. This policy is modeled after the current Florida Department of Transportation program and provides the framework to employ students actively enrolled in a University or Trade/Vocational program as a means of offering students an opportunity to develop skills and techniques directly applicable to their professional development.

As more fully explained in Policy 4.13, the program is structured to offer professional exposure in a related field to the student's academic pursuits while limiting the extent of employment to ensure academic obligations are not overwhelmed. Additionally, the

policy limits the overall term of program participation to 24 months to ensure the program is not being used as a means to achieve permanent employment. The Policy uses a sliding pay scale that is tied to the current level of academic completion (i.e. sophomore, Junior, Senior etc.) but allows for adjustment by the County Administrator when appropriate.

Program availability will initiate with proffering Departments working with the Human Resources Department to review and approve relevant program positions. Once approved, Students will be required to respond to an advertised vacancy as with any similar County employment opportunity. Applicants will then be reviewed for eligibility and then the best candidate for the position will be selected by the Department Head. To ensure continued success, participating Departments and program participants will complete a periodic assessment and survey.

**Options: 1) Approve the proposed policy
2) Reject the proposed policy
3) Consider an overall proposal that represents Taylor County's best interest as determined by the Board of County Commissioners.**

**Attachments: Draft Personnel Policy 4.13- INTERNSHIP
AND TRADE/VOCATIONAL PROGRAM**



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
4.13	INTERNSHIP AND TRADE/VOCATIONAL PROGRAM	

PURPOSE

The purpose of this policy is to provide guidance regarding the Board of County Commissioners Internship and Trade/Vocational Program.

POLICY

An integral part of the BOCC's Workforce Development, the Internship and Trade/Vocational Program offers students an opportunity to develop skills and techniques directly applicable to their professional development. These positions are intended to supplement the regular workforce and not displace such.

1. INTERNSHIP AND TRADE/VOCATIONAL REQUIREMENTS

- a. Internships operate per academic year. The duration of participation is one (1) semester; however, participants may be reappointed for up to five (5) additional semesters for a total of six (6) semesters not to exceed 24 months.
- b. Participants must be actively enrolled students in an accredited university, college, or vocational program during their employment in a degreed/certificated relevant program.
- c. Participants must be authorized to work in the United States and provide identification supporting citizenship or the authorization to work during the entirety of the internship semester(s).
- d. Participants are classified as a supervised TEMPORARY employee. There are no employment benefits associated with this position and there will also be no obligation for continued employment once the participant has completed this program.

- e. Participants are temporary employees of the County and are required to comply with all statutes and rules; and County policies, procedures, regulations, and Code of Ethics.
- f. Departments shall identify the scheduled number of hours per pay period for each position at the time of advertisement or reappointment.
- g. Departments shall be responsible to ensure approved funding for each Internship is available prior to a request for program participation.
- h. Departments shall allot Internship positions a minimum of twenty (20) hours but not more than forty (40) hours per bi-weekly pay period.
- i. In addition to ongoing supervisory feedback, an **Internship and Trade/Vocational Program Assessment** will be provided to a participant by the hiring manager or supervisor at the end of each semester.
- j. Participants shall complete an **Internship and Trade/Vocational Program Survey** at the end of each semester to provide feedback regarding their experience.

2. APPLICATION PROCESS

- a. The County Administrator shall review and approve positions used for the Internship and Trade/Vocational programs.
- b. Positions shall be reviewed by participating Department at the end of each semester to identify vacancies and establish applicant criteria.
- c. Available Internship and Trade/Vocational positions shall be advertised on the County Website and EmployFlorida.com when available.
- d. Applicants must complete and submit an **Intern and Trade/Vocational Application** via email or fax before the deadline identified on the posted advertisement.
- e. The Human Resources Department ensures submitted applications are provided to the appropriate hiring managers and supervisors.
- f. Hiring managers or supervisors shall comply with this policy and all relevant County Policies and Procedures referenced with the **Internship and Trade/Vocational Program Supervisor's Packet** available from the Human Resources Department.

3. TRAINING

- a. There is no training required for this policy. However, Participants shall verify eligibility for University Internship credit where applicable.

- b. Participants shall complete New Employee Orientation.
- c. Any required Department specific training will be the responsibility of the participating Department.

4. FORMS

- a. The following forms are available from the Human Resources Department
 - i. Internship and Trade/Vocational Program Application
 - ii. Internship and Trade/Vocational Program Assessment
 - iii. Internship and Trade/Vocational Program Survey

RESPONSIBLE DEPARTMENT

All Departments

Sunset Date: none



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS INTERNSHIP PROGRAM ASSESSMENT

Intern Name: _____

Semester and Year: _____

Department: _____

Supervisor Name: _____

The Taylor County Board of County Commissioners Internship Program is designed to offer students an in-depth view of the Local Government Public Service Industry and an opportunity to develop skills and techniques directly applicable to their professional development. The following competencies have been evaluated during the internship:

1. Technical Skills: The Intern displayed technical skills appropriate for the job requirements.

Comments: _____

2. Planning and Organization: The Intern organized and prioritized assigned tasks and was able to manage multiple assignments.

Comments: _____

3. Quality of Work: The Intern completed tasks accurately and thoroughly, showing attention to detail, neatness, and compliance to required standards.

Comments: _____

4. Communication: The Intern expressed ideas effectively, both verbally and in writing, and interacted well with others.

Comments: _____

5. Communication: The Intern expressed ideas effectively, both verbally and in writing, and interacted well with others.

Comments: _____

Signature of Supervisor

Date of Assessment

Signature of Intern



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS INTERNSHIP PROGRAM SURVEY

Intern Name: _____

University/College or Trade/Vocational Affiliation: _____

Semester and Year: _____

Department: _____

Supervisor Name: _____

1. Overview of Position Responsibilities: Provide a Summary of the technical activities your position involved:

Comments: _____

2. Summary of Learning Outcomes: Provide a synopsis of learning outcomes provided during your internship.

Comments: _____

3. Perspectives on Program Aspects: Provide a review, both positive and negative, of your internship experience. Please include the value of the assignments to the experience, and the level and substance of feedback provided by the supervisor and other departmental staff.

Comments: _____

4. Recommendations for future Internship Program improvements: Provide any suggestions you feel would help improve the Internship program.

Comments: _____

Signature of Intern

Date of Survey

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

The Board to consider approval of draft Annual Report for Economic Ad Valorem Tax Exemption Program



MEETING DATE REQUESTED:

April 16, 2019

Statement of Issue: To allow businesses that have been granted an Economic Ad Valorem Tax Exemption a standardized form to complete and submit annually per County Code section 70-41.

Recommended Action: Approve draft form

Fiscal Impact: TBD

Budgeted Expense: N/A

Submitted By: LaWanda Pemberton, County Administrator
850-838-3500 ext. 6

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Board discussed the draft reporting form at the March 26, 2019 workshop. It was the consensus of the Board that the draft form was adequate for receiving the request information needed to determine if the tax exemption granted will continue.

Options: Approve draft reporting form
Not approve
Revise

Attachments: Draft Annual Report
County Code 70-41

Sec. 70-41. - All exemptions granted are conditional.

All exemptions granted pursuant to this article shall be conditioned upon the applicant maintaining the new business or the expansion of an existing business, as defined in section 70-35, for the duration of time in which the exemption was granted. In addition the application is conditioned upon the applicant submitting an annual report to the commission evidencing the satisfaction of this condition. The report shall be on a form adopted by the county. The report shall be received by the commission no later than January 31 of each year. The applicant shall also submit any other information or reports as the commission deems reasonably necessary for purposes of determining whether the applicant is complying with the terms, conditions, and intent and purpose of this article, the terms and conditions of the ordinance granting the exemption, and any representations made in the application process.

(Ord. No. 2009-08, § 11, 5-4-2009)

MALCOLM PAGE
District 1

JIM MOODY
District 2

SEAN MURPHY
District 3

PAM FEAGLE
District 4

THOMAS DEMPS
District 5



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

LAWANDA PEMBERTON, 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

Annual Status Report for Economic Ad Valorem Tax Incentive

Exemption Programs

DRAFT

Business Name /DBA: _____

Address : _____

Phone: _____

Contact Person: _____

Please list all improvements to real property for which the ad valorem tax exemption was granted and when the construction of improvements and/or purchases of tangible personal property :

What is the number of jobs created for the tax exemption granted ? Please complete and attach Appendix A:

What is the total number of employees for company and what percentage of these employees reside in Taylor County ?

What is the type of industry or business ? :



What is the environmental impact of this business ?:

What is the actual volume of business or production ? :

What is the source of supplies of the business and are other business within Taylor County used to meet the supply demands of the business ?:

Signature: _____

Printed Name : _____

On behalf of : _____

Date: _____

APPENDIX A

DRAFT

Please list all full time positions that were added and are currently filled by the economic incentive project.

[illegible]

106361 - One of a Kind Gulf-front Property 25.0 Acres and Home!

Contract #
Vendor #
Keaton



Vacant/Land, Keaton Beach FL

Price: \$1,800,000.00 Stories: 2

Down Payment: \$0.00

Beds: 4 Sq. Ft.: 3128

Baths: 2 Full

Lot Size: 25 Acres Year Built: 1995

Status: Available

Contact Information

Ann Hodges

850-371-1099

Location

22645 Fish Creek Hwy, Keaton Beach, FL 32348

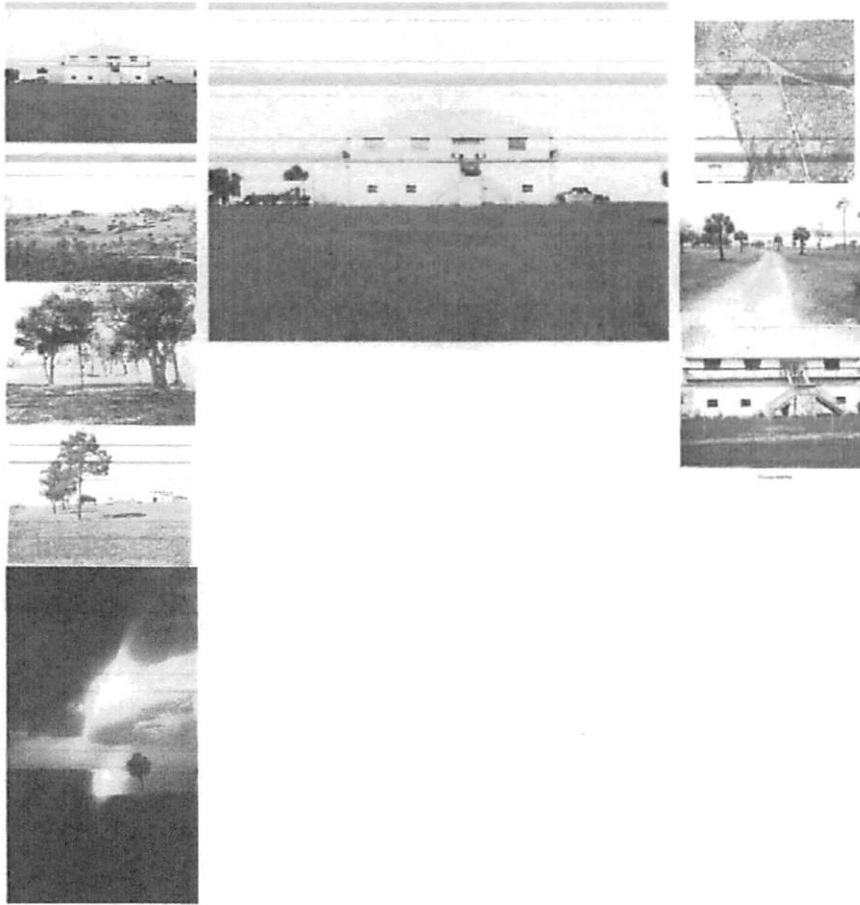
Taylor County

Short Description:

This beautiful Gulf front parcel in Taylor County is comprised of 25 acres with 14+/- acres of buildable uplands. Call listing agent for details. From Perry, US 19 to CR-361, pass Keaton Beach to Fish Creek Rd, property on right at fork.

Contract #
Vendor #
Keaton

-
-
-
-



106361 - One of a Kind Gulf-front
Property 25.0 Acres and Home!

^ Back to Top

- [Get a Website](#)
- [Tel: 714-999-9999](#)

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- [About Us](#)
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This is an absolutely beautiful and unique Gulf front property located in Taylor County in the Big Bend Area of North Florida, approximately three miles south of Keaton Beach and fourteen miles north of the coastal/river community of Steinhatchee. The parcel is comprised of 25 acres with 14+/- acres of buildable uplands. The property is surrounded on three sides by state-owned lands, and it fronts Fish Creek Highway at the juncture of CR-361 (known as The Loop) which runs from US-19 just south of Perry and follows the coastline along Taylor County's beaches through Steinhatchee along the Steinhatchee River, and looping back to US-19 north of Cross City.

This gorgeous coastal property is cleared and has a ground covering of Bahia grass with scattered pine, water oak, cedar, and sabal palm trees. Just north of the property are the coastal communities of Keaton Beach, Dekle Beach, Ezell Beach, Cedar Island, Dark Island and Bird Island. At Keaton Beach two public boat ramps are available with ample parking for vehicles and boat trailers. The county also recently acquired an additional 43 acres adjacent to the existing ramps for a new proposed county park. Steinhatchee also boasts adequate boat ramps, boat lifts and boat storage for large vessels. A smaller public ramp is located at Dark Island for shallow draft vessels with limited parking. Taylor County is well known for its vast fishing and scalloping opportunities.

This property would be a fantastic development site for condominiums, townhomes, single-family homes, a hotel, restaurant or upscale RV resort. The maximum density approved for this parcel is 140 units. A small creek at the edge of the property could provide a great launching area for kayaks and canoes. There is also a boat ramp at the Gulf's edge for small boat launching.

Great fishing can be found right at the water's edge, and a fishing pier could be built to provide even better fishing opportunities.

An elevated 4BR/2BA 3,128 sq. ft. home built in 1994/95 is located on the property, which could be remodeled for use as office space, a restaurant or clubhouse, etc. The panoramic views of the Gulf and its gorgeous sunsets are bound to attract customers from far and wide. The home includes a five-ton AC/heating system, a 360-degree wraparound deck, and is pre-framed for a 4x4 elevator. The ground floor currently serves as a 3-car garage, storage area and workshop. As is currently utilized, this property is an absolutely awesome private residential property. And it would also make a unique corporate retreat affording complete privacy, tranquility, fishing, water sports and the most breath-taking sunsets imaginable.

This is a once-in-a-lifetime opportunity!

Marsha Durden

From: LaWanda Pemberton
Sent: Tuesday, April 09, 2019 5:15 PM
To: Marsha Durden
Subject: FW: RE Listing
Attachments: RE Listing552.pdf

Importance: High

From: Ken H [mailto:papadoc22645@yahoo.com]
Sent: Tuesday, April 9, 2019 8:52 AM
To: LaWanda Pemberton <LPemberton@taylorcountygov.com>
Subject: RE Listing

Lawanda,

Attached is the listing with Gulf Breeze Realty that you requested.

I'll give you a call shortly concerning Ann Hodges appearing at the commission meeting.

For the agenda - "Ann Hodges of Gulf Breeze Realty to appear to discuss the possible acquisition by the County of coastal property owned by Dr. Ken Hutchins"

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE: Ursula Miller to Discuss 4 Way Stop Sign Request for 11th Street E and 2nd Avenue, Steinhatchee.



MEETING DATE REQUESTED: APRIL 16, 2019

Statement of Issue: 4 Way Stop 11th Street E and 2nd Avenue, Steinhatchee

Recommended Action:

Fiscal Impact:

Budgeted Expense:

Submitted By: Ursula Miller, Steve Hart, Georgia Hart and other residents of Steinhatchee.

Contact: Ursula Miller

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: This intersection is a hazard to the citizens and visitors of Steinhatchee. Several wrecks have occurred at this particular intersection along with speeding issues. It has also become a hazard to adults and/or children and golf cart and vehicle traffic that wish to walk/exercise or travel in this neighborhood as vehicles use 2nd Avenue as a bypass to speed/short cut.

There currently are no stop signs on this street, 2nd Avenue, in this area and the citizens of Steinhatchee humbly ask that the Board of County Commissioners address this safety concern and rectify the issue by installation of a 4-Way intersection.

Options:

Attachments: Signatures of Residents supporting this request will be provided in person at meeting.

TAYLOR COUNTY BOARD OF COMMISSIONERS*County Commission Agenda Item***SUBJECT/TITLE:****Ursula Miller to Discuss Generator Usage Ordinance.****MEETING DATE REQUESTED:****APRIL 16, 2019****Statement of Issue:****Recommended Action:****Fiscal Impact:****Budgeted Expense:****Submitted By:** Ursula Miller**Contact:****SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

History, Facts & Issues: Several out of state property owners along with new purchase/s use a generator for days and sometimes weeks to provide power to their lots prior to public utilities being installed. The generator/s run all weekend and have also run for weeks at a time.

Also generators have been used on "camp lots" that already have public utilities but the number of rv's on the lot "over power" these utilities so they hook 1 or more campers/rv's up to a generator which in turn runs 24 hours a day until they pack up and leave Taylor County.

We as property owners and tax payers have not and cannot have "Peaceful and Quiet Enjoyment" of our own properties during these times.

Options: We ask the Board of County Commissioners to consider the implementation of an ordinance to not allow generator use in residential zoned areas of the county unless it is an "Emergency" situation, i.e., storms, power outage etc. The City Of Perry currently has this ordinance in place and we ask that you consider the same.

Attachments:

MARK WIGGINS, TAX COLLECTOR

OFFICE OF THE TAX COLLECTOR

Taylor County • Post Office Box 30
Perry, Florida 32348-0030

Property Tax Office
Taylor County Courthouse

Phone 850-838-3580
Fax 850-838-3543

TAX COLLECTORS ERRORS & INSOLVENCIES

March 27, 2019

Nolan C. Cannon
Land Clearing/Seawall Contr
910 W. Pearce St. #138
Carlsbad, NM 88220-5246

Parcel number: P06185-000

Assessed Value: \$85,920.00
Tax Amount: \$ 2,477.50

**2010 TAX YEAR HAS BEEN REMOVED FROM DELINQUENT TANGIBLE
PERSONAL PROPERTY TAX ROLL. OWNER HAS CLOSED THE BUSINESS.
THEREFORE COULD NOT LOCATE THE EQUIPMENT.**



MARK WIGGINS, TAX COLLECTOR



MARK WIGGINS, TAX COLLECTOR
OFFICE OF THE TAX COLLECTOR
Taylor County • Post Office Box 30
Perry, Florida 32348-0030

Property Tax Office
Taylor County Courthouse

Phone 850-838-3580
Fax 850-838-3543

TAX COLLECTORS ERRORS & INSOLVENCIES

March 27, 2019

Big Tire Inc.
PO Box 1533
Perry, FL 32348

Parcel number: P01585-000

Assessed Value: \$67,231.00
Tax Amount: \$ 2,085.22

**2010 TAX YEAR HAS BEEN REMOVED FROM DELINQUENT TANGIBLE
PERSONAL PROPERTY TAX ROLL. OWNER HAS CLOSED THE BUSINESS.
THEREFORE COULD NOT LOCATE THE EQUIPMENT.**



MARK WIGGINS, TAX COLLECTOR





Florida Department of
TRANSPORTATION



Stephen Browning
Planning & Environmental Management Office



Why are we here?



Florida Department of
TRANSPORTATION

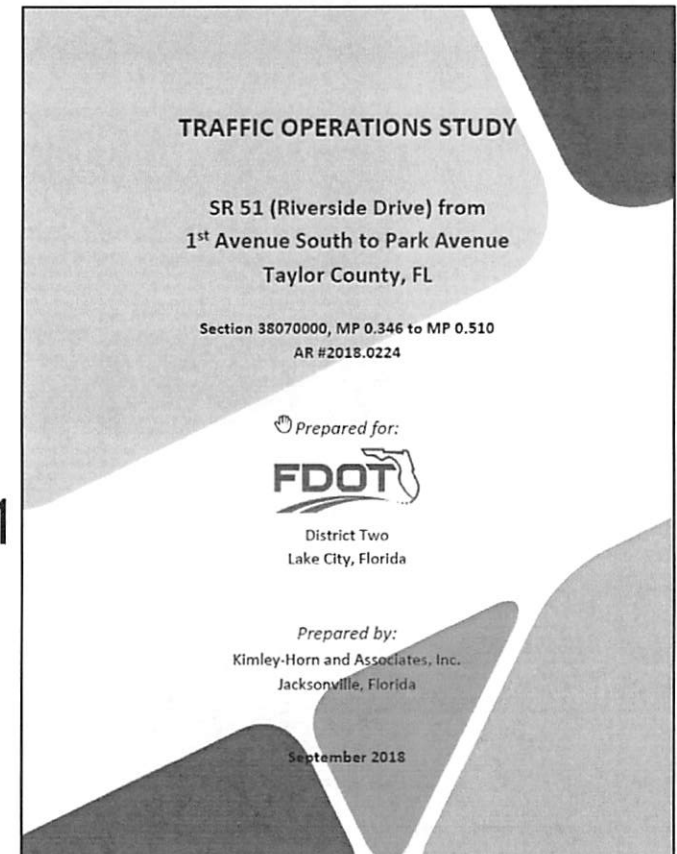


Project Study Area



Florida Department of
TRANSPORTATION

- 2018 Traffic Operations Study
 - Doesn't function as a SR from MP 0.346 to 0.510 (1st to Park)
- Upcoming SCOP Project
 - 439669-1; 1st Ave fm. SR 51 to SR 51
 - Scheduled for FY 2020
- Opportunity for Additional Improvements

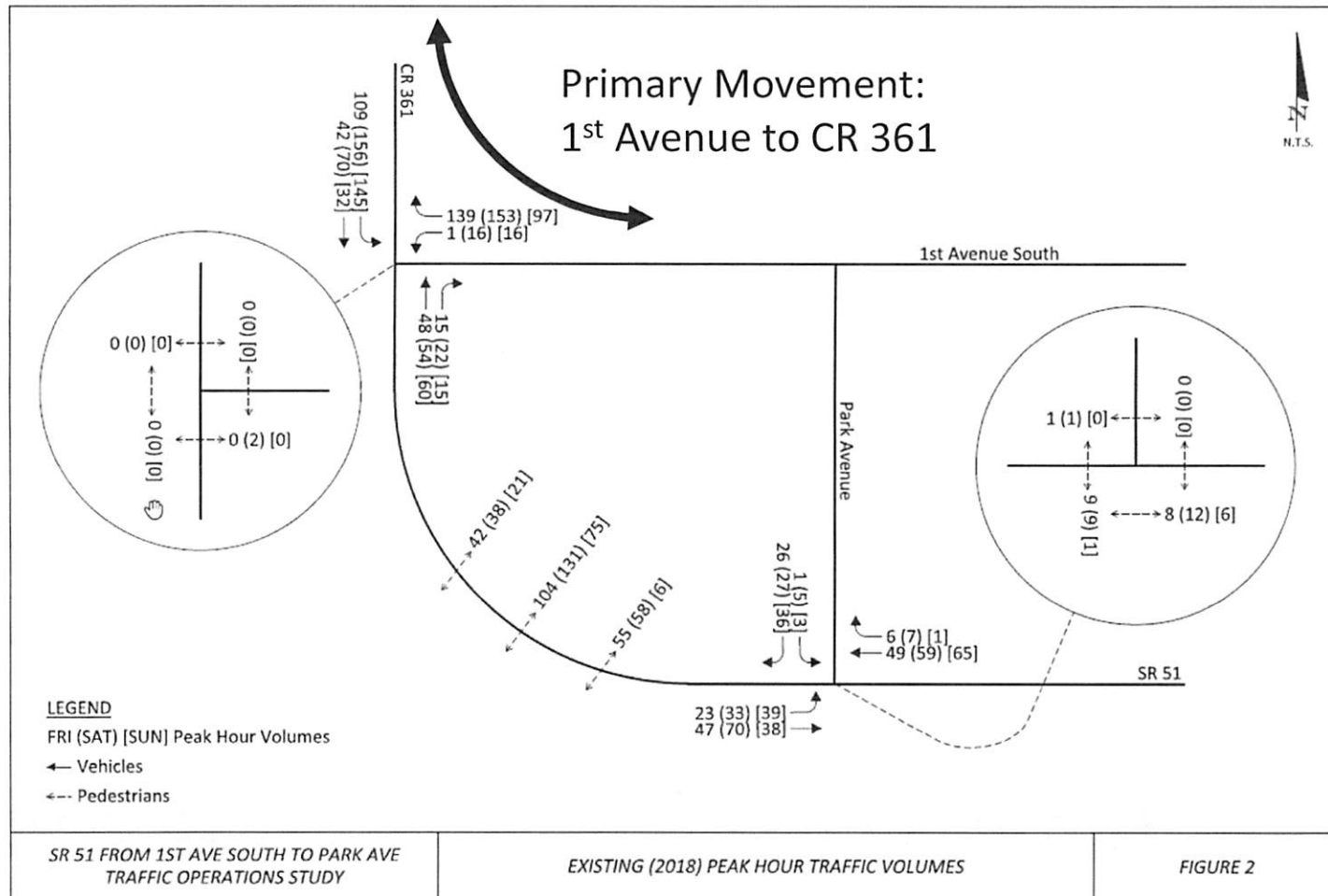




2018 Traffic Operations Study



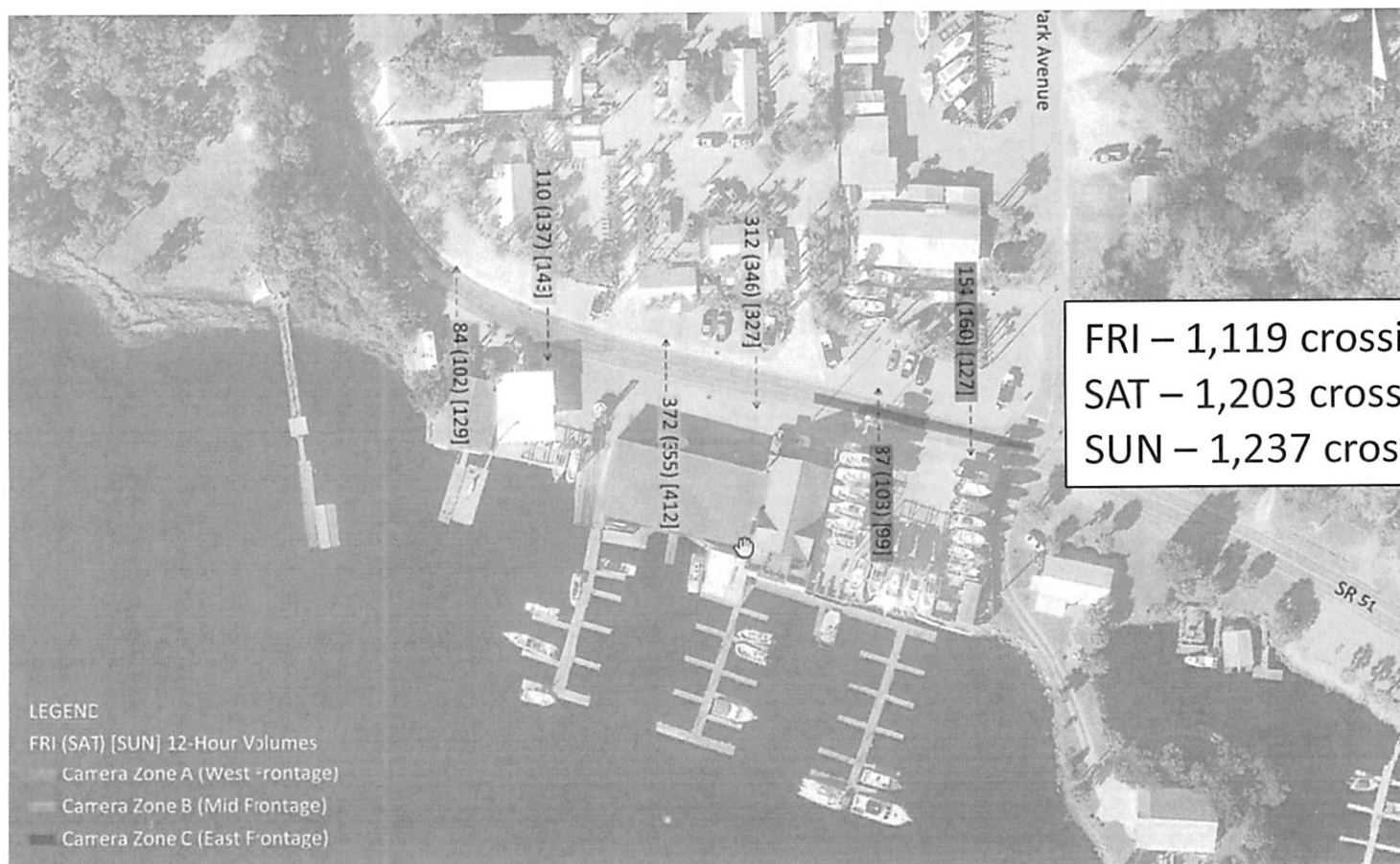
Florida Department of TRANSPORTATION



2018 Traffic Counts (Aug 3-5th)



Florida Department of TRANSPORTATION



2018 Pedestrian Counts (Aug 3-5th)



Additional Improvements

-
- Time for Additional Improvements to be made?



Florida Department of TRANSPORTATION

**Current
Configuration**



FDOT Concept





Florida Department of
TRANSPORTATION



Route Traffic Away from Area



Florida Department of
TRANSPORTATION



Route Traffic Away from Area



Florida Department of
TRANSPORTATION

SR 51 at Park Ave Intersection Concepts



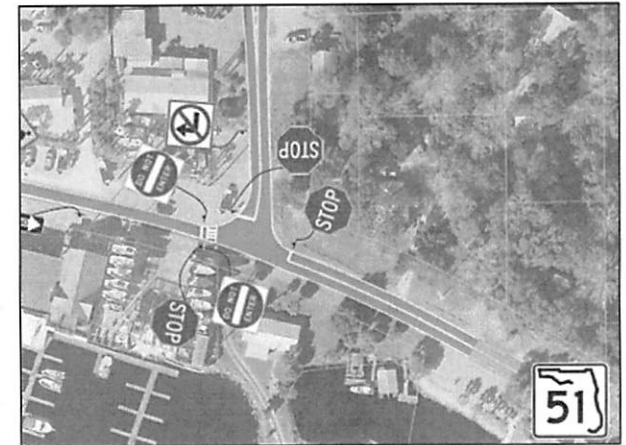
Concept "A"

- 25 MPH Design
- Provides continuous traffic on SR 51/Park Ave



Concept "B"

- 30 MPH Design
- Provides continuous traffic on SR 51/Park Ave

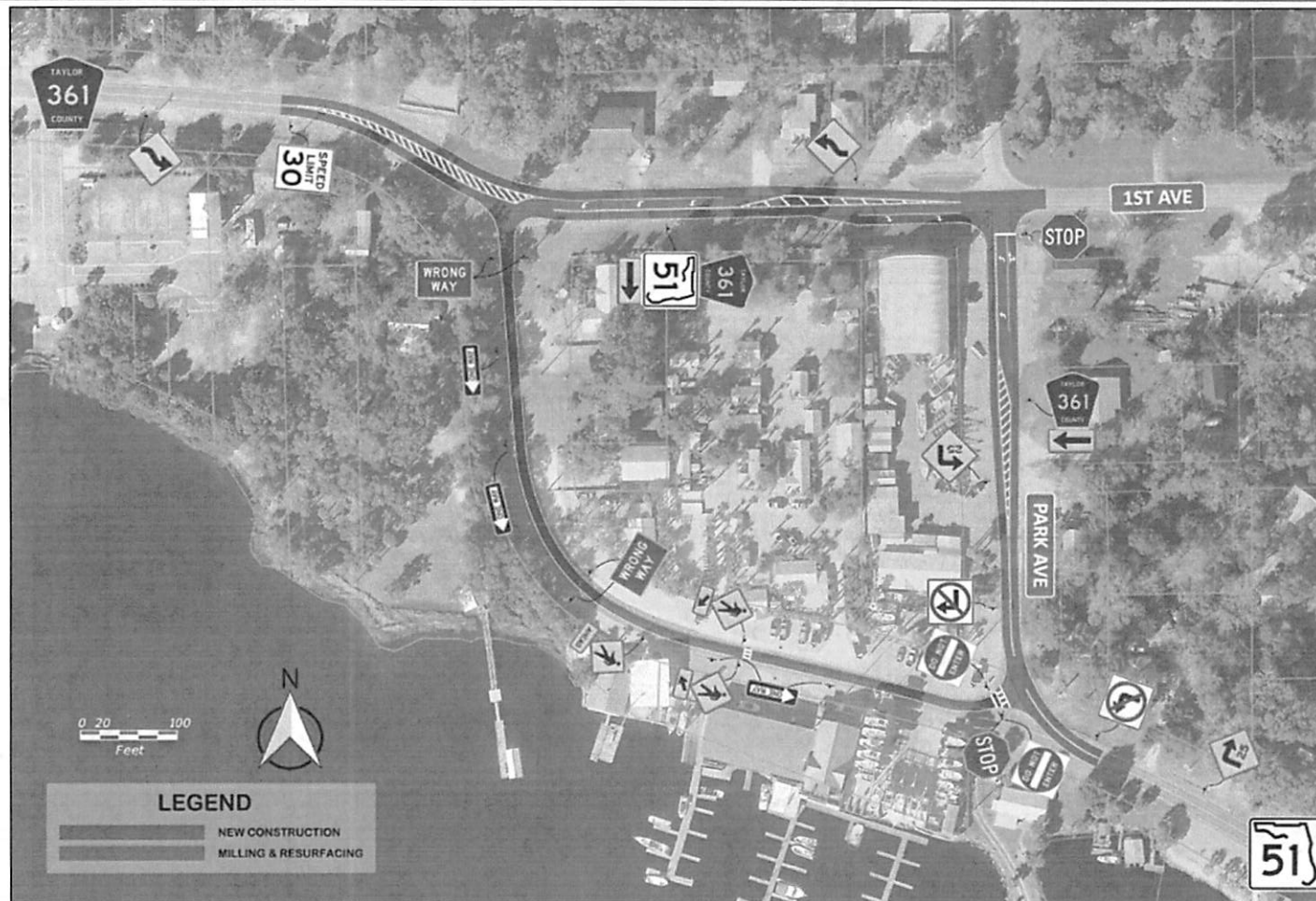


Concept "C"

- All Movements Stop Condition
- Provides lower speeds



Florida Department of
TRANSPORTATION



Overall Concept "A" or "B"





Roadway Transfer



Florida Department of TRANSPORTATION



Roadway Transfer



- Advantages of Improvements:
 - Reconfiguration of 1st Ave and SR 51
 - Improves overall traffic flow
 - Additional Turn Lanes at:
 - 1st Ave and existing SR 51
 - 1st Ave and Park Ave
 - Reconfiguration of Park Ave and SR 51
 - Allows for safer movement of traffic by reducing pedestrian - vehicle conflicts
 - Makes SR 51 a One-way Road from 1st Ave to Park Ave
-



- Next Steps:
 - Endorsement from County
 - Public Meeting – May 14th
 - Roadway Transfer Agreement
 - FDOT Provide Additional Funding for Improvements
-



Florida Department of
TRANSPORTATION

QUESTIONS?



Stephen Browning
Planning & Environmental Management Office

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Firehouse Subs Foundation grant application

Meeting Date:

4/16/2019

Statement of Issue: The Fire Chief to request board approval to submit an online grant application for vehicle extrication equipment

Recommendation:

Staff recommends the board approve the fire chief to submit an online grant application.

Fiscal Impact: \$ _____ **Budgeted Expense:** Yes ☐ No ☐ N/A ☒

Submitted By: Dan Cassel

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

The Firehouse Subs Foundation grant is a 100% funded grant with the purpose of providing life saving equipment to first responders.

The grant application is for two Genesis 17C Combi tools for vehicle extrication.

Options:

1. _____
2. _____

Attachments:

1. Tool Request specifications
2. _____

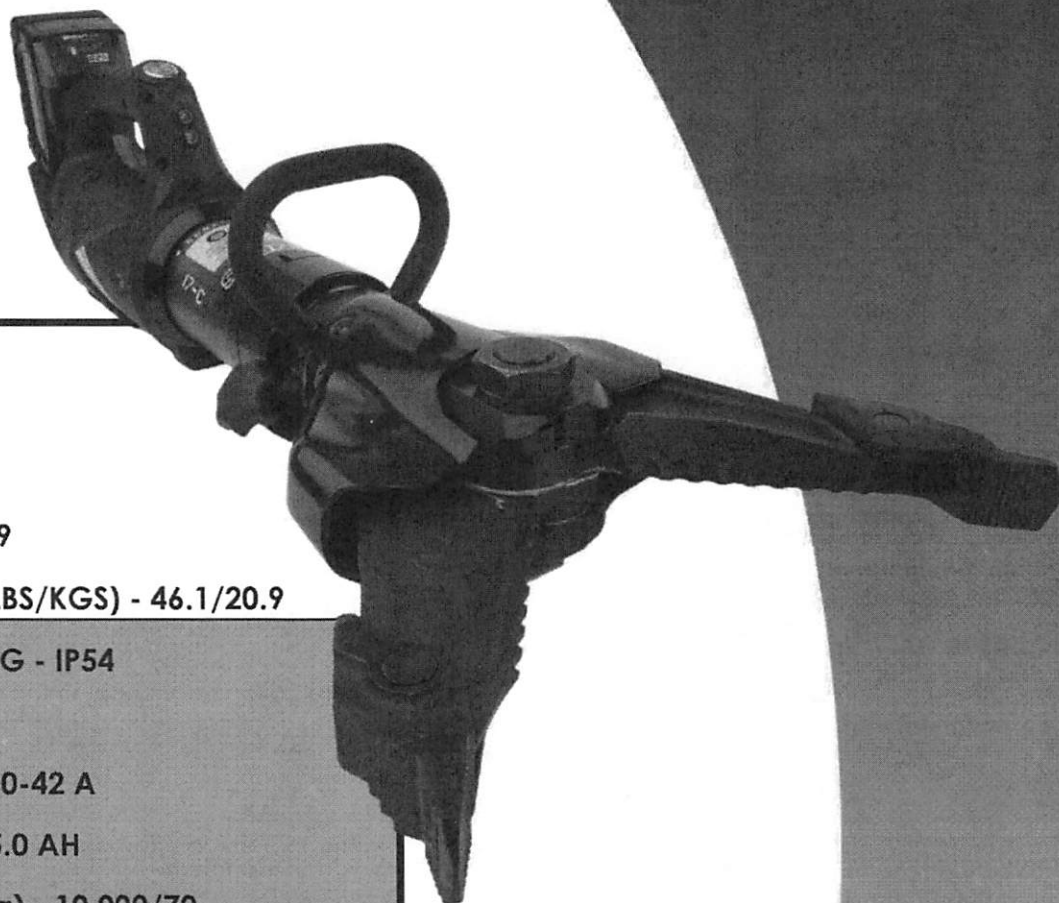
ART.107.918.1



GENESIS
RESCUE SYSTEMS
THE NEXT GENERATION OF EXTRICATION

17C BRUTE EFORCE 2.0

EFORCE 2.0



SPECIFICATIONS

LENGTH(IN/MM) - 37.6/956

WIDTH(IN/MM) - 9.3/236

DEPTH(IN/MM) - 9.5/241

WEIGHT(LBS/KGS) - 48.3/21.9

WEIGHT WITH OUT BATTERY(LBS/KGS) - 46.1/20.9

INGRESS PROTECTION RATING - IP54

NOMINAL VOLTAGE - 28V

CURRENT CONSUMPTION - 10-42 A

BATTERY - 28V DC / 3.0 OR 5.0 AH

NOMINAL PRESSURE(PSI/MPa) - 10,000/70

SPREADING DISTANCE(IN/MM) - 16.5/420

PULLING DISTANCE(IN/MM) - 15.9/405

CUTTING OPENING(IN/MM) - 13.2/335

NFPA 1936 COMPLIANT - YES

NFPA 1936 LEVEL RATING - A7 | B9 | C7 | D9 | E9

LOWEST SPREADING FORCE(LBF/KN) - 6,637/29.5

HIGHEST SPREADING FORCE(LBF/KN) - 9,450/42

LOWEST PULLING FORCE(LBF/KN) - 6,300/28

HIGHEST PULLING FORCE(LBF/KN) - 12,600/56

DATE: 1-10-2019	REV. (2)
PBY: GCC	028-713127540-001



(22)

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to approve Change Order in the amount of \$2,900.00 for the Contract for Rehabilitation Work through the SHIP Program on the home of Maxie Young.

Board also to approve exceeding the arbitrary cost limits for the SHIP Local Housing Assistance Plan (LHAP).

Meeting Date:

April 16, 2019

Statement of Issue: Requesting Board approval of the Change Order for Contract for Rehabilitation Work on the home of Maxie Young. The increase in cost is due to the need to install a new drainfield and replace a broken window and approve exceeding the cost limits as currently set forth in the SHIP LHAP.

Recommendation: Approve Change Order in the amount of \$2,900.00 and approve exceeding the cost limits in the SHIP LHAP.

Fiscal Impact: \$ N/A. The Change Order will be 100% funded through the SHIP Program.

Budgeted Expense: Yes ☐ No ☐ N/A ☒

Submitted By: Jami Boothby, Grants Coordinator

Contact: Jami Boothby

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: During construction, the Health Department has determined that the existing drainfield at the home of Maxie Young is unacceptable for the septic system. During the bidding process, prices were obtained as bid alternates for the replacement of the drainfield so that we can monitor the prices and keep costs as low as possible. This is done up front to try to anticipate the most common items that routinely come up during the construction that could not be identified until after contract signing. Also, during construction a broken window was discovered and must be replaced. This price includes the amount for the drainfield and window.

Options:

1. **Approve the Change Order**

2. **Deny the Change Order**

Attachments:


1. **Change Order, Original Bid Prices**

2. **Health Department Determination**



MEMORANDUM

TO: Taylor County Board of County Commissioners

FROM: Jay Moseley, Senior Consultant – GSG, Inc. 

SUBJECT: SHIP Change Order

DATE: March 27, 2019

During construction of the current group of houses, we have been informed by the Health Department that the Maxie Young Residence will require the installation of a new drainfield for the septic system. You will note that during the bidding process, a price was obtained as a bid alternate for the drainfield so that we can monitor the prices and keep costs as low as possible. This is done up front to try to anticipate this item that while suspected, could not be tested and definitively determined until after contract signing. In this instance, the Health Department determined that the drainfield was unacceptable, and the drainfield must be replaced. We have included the amount for the drainfield with the documentation. We also found a broken window that must be replaced. Both items are required so that we can get the required Certificate of Completion.

Homeowner	Contractor	Amount
Maxie Young	Certified Roofing and Construction, Inc.	\$2,900

The approval of the change order will also require the recommendation to exceed the maximum LHAP amount of \$25,000 for this house.

Recommended Action # 1: Motion to exceed the \$25,000 limit for this house.

Recommended Action # 2: Motion to approve the necessary change order.

Attachments: Change Order, Original Bid Price, Health Department Determination

**TAYLOR COUNTY
HOUSING REHABILITATION PROGRAM
CONTRACT FOR REHABILITATION WORK
CHANGE ORDER # 1**

Owner Maxie Young

Contractor Certified Roofing and Construction, Inc.

Job Address 103 El Rancho Drive, Perry, FL

The Contract for Rehabilitation Work entered into on Jan 31, 19, by and between the above Owner and Contractor and approved by the local government, is hereby amended to include the following changes, additions and/or deletions to the work (attach additional sheets if needed):

Item #	Spec #	Description of Work	Location	Price
		Replace drainfield		2,500 ⁰⁰
		Replace broken window glass - front bedroom.		400 ⁰⁰
			TOTAL	2,900 ⁰⁰

This Change Order hereby becomes an integral part of the Contract, pursuant the Contract. The Contract amount is hereby amended by \$ 2,900⁰⁰ for a new total of \$ 26,900⁰⁰.

The additional cost will be covered by \$ _____ in private funds and \$ 2,900⁰⁰ in SHIP funds.
The work completion deadline: _____ is not extended; X is extended to May 10, 2019.

X Occupancy of the structure will be as originally contracted;
_____ The structure will be vacant for an additional _____ days.

Charlotte Johnson 3/22/19
Contractor/Date

Maxie D. Young 3/22/19
Owner/Date

[Signature] 3/27/19
Housing Rehab. Spec./Date

Local Government Represent./Date

**TAYLOR COUNTY
HOUSING REHABILITATION PROGRAM
WORK WRITE-UP/BID FORM**

Owner: Maxie Young

Address: 103 El Rancho Dr. – Perry, FL

Mailing Address: Same

Phone #: 850-584-7301

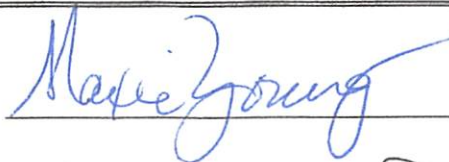
Alternate Phone #:

Parcel # 03085-000

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.

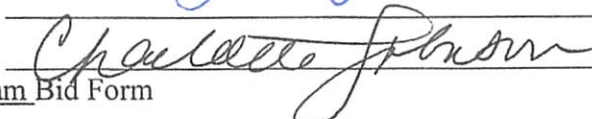
Item #	System	Description of Work	Location	Price
001	Floors	Replace any deteriorated floor decking and support members in master bathroom. Replace vinyl flooring in both bathrooms.		3700
002	Electrical	Install smoke detectors in hallways and bedrooms, hardwired in sequence with battery backup. Install GFCI receptacles in kitchen and bathrooms.	Various	2000
003	HVAC	Replace existing system with new Electric HVAC system with service to all habitable rooms. Include all ductwork, piping, electrical, return air vent, and registers for a complete new system. System must be Energy Star rated, minimum 15 SEER system.	All	7400
004	Plumbing	Have Septic tank pumped and inspected. Replace septic tank, drainfield installed in 2013 will probably pass inspection – if not, we will replace with alternate bid item. Replace kitchen sink faucet. Replace tub with new tile walk in shower with built in seat. Install handicap toilets in both bathrooms. Install 3 grab bars in hall bath and 1 grab bar in master bath – locations determined by	Various	

Owner Signature



Co-Owner Signature

Contractor's Signature



Taylor County Housing Program Bid Form

Page 1 of 3

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) Charles H Johnson
Contractor's Signature Charles H Johnson
Contractor's Address PO Box 1673 Glenview FL 32669
Contractor's License # CBC 1252541 CCC057237
Contractor's Phone Number 352-472-7663
Contractor's E-Mail Address certified687@gmail.com

Owner Signature Maxie Young
Co-Owner Signature _____
Contractor's Signature Charlotte Johnson



STATE OF FLORIDA
DEPARTMENT OF HEALTH
ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM
EXISTING SYSTEM AND SYSTEM REPAIR EVALUATION

PERMIT # _____

APPLICANT: Maxie D Young
CONTRACTOR / AGENT: Howard Septic Tank Service Inc.
LOT: 4 BLOCK: D SUBDIV: El Rancho ID#: 03085-000

TO BE COMPLETED BY FLORIDA REGISTERED ENGINEER, DEPARTMENT EMPLOYEE, SEPTIC TANK CONTRACTOR OR OTHER CERTIFIED PERSON. SIGN AND SEAL ALL SUBMITTED DOCUMENTS. COMPLETE ALL APPLICABLE ITEMS. COMPLETE TANK CERTIFICATION BELOW OR NOTE IN REMARKS WHY THE TANKS CANNOT BE CERTIFIED.

EXISTING TANK INFORMATION

[900]	GALLONS SEPTIC TANK/GPD ATU	LEGEND: <u>(enrnew)</u>	MATERIAL: <u>Fiberglass</u>	BAFFLED: [Y / <u>N</u>]
[]	GALLONS SEPTIC TANK/GPD ATU	LEGEND: _____	MATERIAL: _____	BAFFLED: [Y / N]
[]	GALLONS GREASE INTERCEPTOR	LEGEND: _____	MATERIAL: _____	
[]	GALLONS DOSING TANK	LEGEND: _____	MATERIAL: _____	# PUMPS: []

I CERTIFY THAT THE LISTED TANKS WERE PUMPED ON 2/25/19 BY Howard Septic, HAVE THE VOLUMES SPECIFIED AS DETERMINED BY [DIMENSIONS (FILLING) / LEGEND], ARE FREE OF OBSERVABLE DEFECTS OR LEAKS, AND HAVE A (SOLIDS DEFLECTION DEVICE) / OUTLET FILTER DEVICE] INSTALLED.
SIGNATURE OF LICENSED CONTRACTOR Howard Septic Tank Service Inc BUSINESS NAME Howard Septic Tank Service Inc DATE 2/25/19

EXISTING DRAINFIELD INFORMATION

[] SQUARE FEET PRIMARY DRAINFIELD SYSTEM NO. OF TRENCHES [] DIMENSIONS: _____ X _____
[] SQUARE FEET _____ SYSTEM NO. OF TRENCHES [] DIMENSIONS: _____ X _____
TYPE OF SYSTEM: [] STANDARD [] FILLED [] MOUND [] _____
CONFIGURATION: [] TRENCH [] BED [] _____
DESIGN: [] HEADER [] D-BOX [] GRAVITY SYSTEM [] DOSED SYSTEM
ELEVATION OF BOTTOM OF DRAINFIELD IN RELATION TO EXISTING GRADE _____ INCHES [ABOVE / BELOW]

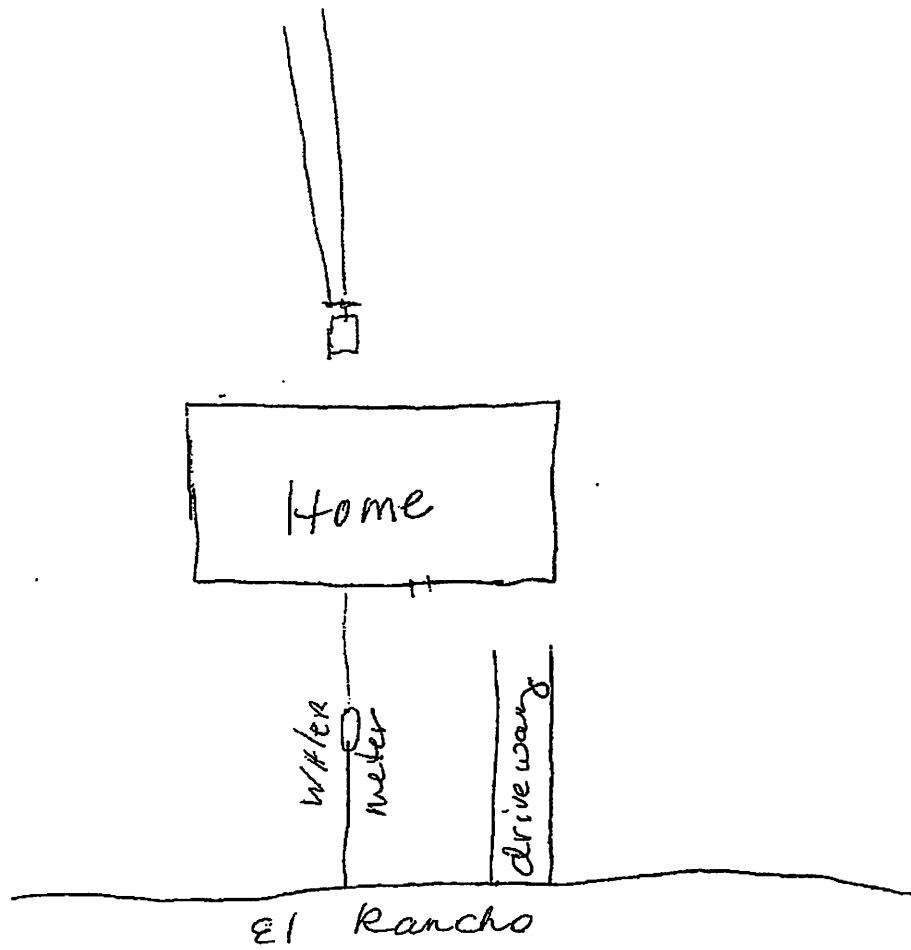
SYSTEM FAILURE AND REPAIR INFORMATION

[] SYSTEM INSTALLATION DATE _____ TYPE OF WASTE [] DOMESTIC [] COMMERCIAL
[] GPD ESTIMATED SEWAGE FLOW BASED ON [] METERED WATER [] TABLE 1, 64E-6, FAC
SITE [] DRAINAGE STRUCTURES [] POOL [] PATIO / DECK [] PARKING
CONDITIONS: [] SLOPING PROPERTY [] _____
NATURE OF [] HYDRAULIC OVERLOAD [] SOILS [] MAINTENANCE [] SYSTEM DAMAGE
FAILURE: [] DRAINAGE / RUN OFF [] ROOTS [] WATER TABLE [] _____
FAILURE [] SEWAGE ON GROUND [] TANK [] D BOX/HEADER [] DRAINFIELD
SYMPTOM: [] PLUMBING BACKUP [] _____

REMARKS/ADDITIONAL CRITERIA _____

SUBMITTED BY: _____ TITLE/LICENSE _____ DATE: _____
DH 4015, 08/09 (Obsoletes previous editions which may not be used)
Incorporated 64E-6.001, FAC

Young



Owner Agreement For Representative

A signed statement from the owner of the property must be submitted with all applications when someone is acting on behalf of the owner.

I Maxie Young assign authority to Fla. Homes, Inc. R/C to
(print name) (print name)

act on my behalf in all aspects of the Onsite Sewage Treatment and Disposal System application.

Maxie Young 02-20-19
Signature Date



STATE OF FLORIDA
DEPARTMENT OF HEALTH
ONSITE SEWAGE TREATMENT AND DISPOSAL
SYSTEM

PERMIT #: 62-SP-1931426
APPLICATION #: AP1402534
DATE PAID: 295.00
FEE PAID: 3/12/19
RECEIPT #: _____
DOCUMENT #: PR1206982

CONSTRUCTION PERMIT FOR: OSTDS Repair

APPLICANT: Maxie Young

PROPERTY ADDRESS: 103 El Rancho Dr Perry, FL 32347

LOT: _____ BLOCK: _____ SUBDIVISION: _____

PROPERTY ID #: 03085-000

[SECTION, TOWNSHIP, RANGE, PARCEL NUMBER]
[OR TAX ID NUMBER]

SYSTEM MUST BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AND STANDARDS OF SECTION 381.0065, F.S., AND CHAPTER 64E-6, F.A.C. DEPARTMENT APPROVAL OF SYSTEM DOES NOT GUARANTEE SATISFACTORY PERFORMANCE FOR ANY SPECIFIC PERIOD OF TIME. ANY CHANGE IN MATERIAL FACTS, WHICH SERVED AS A BASIS FOR ISSUANCE OF THIS PERMIT, REQUIRE THE APPLICANT TO MODIFY THE PERMIT APPLICATION. SUCH MODIFICATIONS MAY RESULT IN THIS PERMIT BEING MADE NULL AND VOID. ISSUANCE OF THIS PERMIT DOES NOT EXEMPT THE APPLICANT FROM COMPLIANCE WITH OTHER FEDERAL, STATE, OR LOCAL PERMITTING REQUIRED FOR DEVELOPMENT OF THIS PROPERTY.

SYSTEM DESIGN AND SPECIFICATIONS

T [900] GALLONS / GPD _____ Septic _____ CAPACITY
A [0] GALLONS / GPD _____ CAPACITY
N [0] GALLONS GREASE INTERCEPTOR CAPACITY [MAXIMUM CAPACITY SINGLE TANK: 1250 GALLONS]
K [] GALLONS DOSING TANK CAPACITY [] GALLONS [] DOSES PER 24 HRS #Pumps []
D [300] SQUARE FEET _____ Trench _____ SYSTEM
R [0] SQUARE FEET _____ SYSTEM
A TYPE SYSTEM: [X] STANDARD [] FILLED [] MOUND []
I CONFIGURATION: [X] TRENCH [] BED []
N

F LOCATION OF BENCHMARK: nail in oak S of Site

I ELEVATION OF PROPOSED SYSTEM SITE [24.00] [INCHES] FT [] ABOVE [] BELOW BENCHMARK/REFERENCE POINT

E BOTTOM OF DRAINFIELD TO BE [52.00] [INCHES] FT [] ABOVE [] BELOW BENCHMARK/REFERENCE POINT

D FILL REQUIRED: [0.00] INCHES EXCAVATION REQUIRED: [0.00] INCHES

O The system is sized for 3 bedrooms with a maximum occupancy of 6 persons (2 per bedroom), for a total estimated flow of 300 gpd.

H Required drainfield area based on rule 64E-6.015(6)(c)2.

E Drainfield may be reused if possible

SPECIFICATIONS BY: Anthony Carter

TITLE: Environmental Specialist I

APPROVED BY: Anthony Carter

TITLE: Environmental Specialist I

Taylor CHD

DATE ISSUED: 03/13/2019

EXPIRATION DATE: 05/11/2019

DH 4016, 08/09 (Obsoletes all previous editions which may not be used)

Incorporated: 64E-6.003, FAC

v 1.1.4

AP1402534

PR1206982

Page 1 of 3

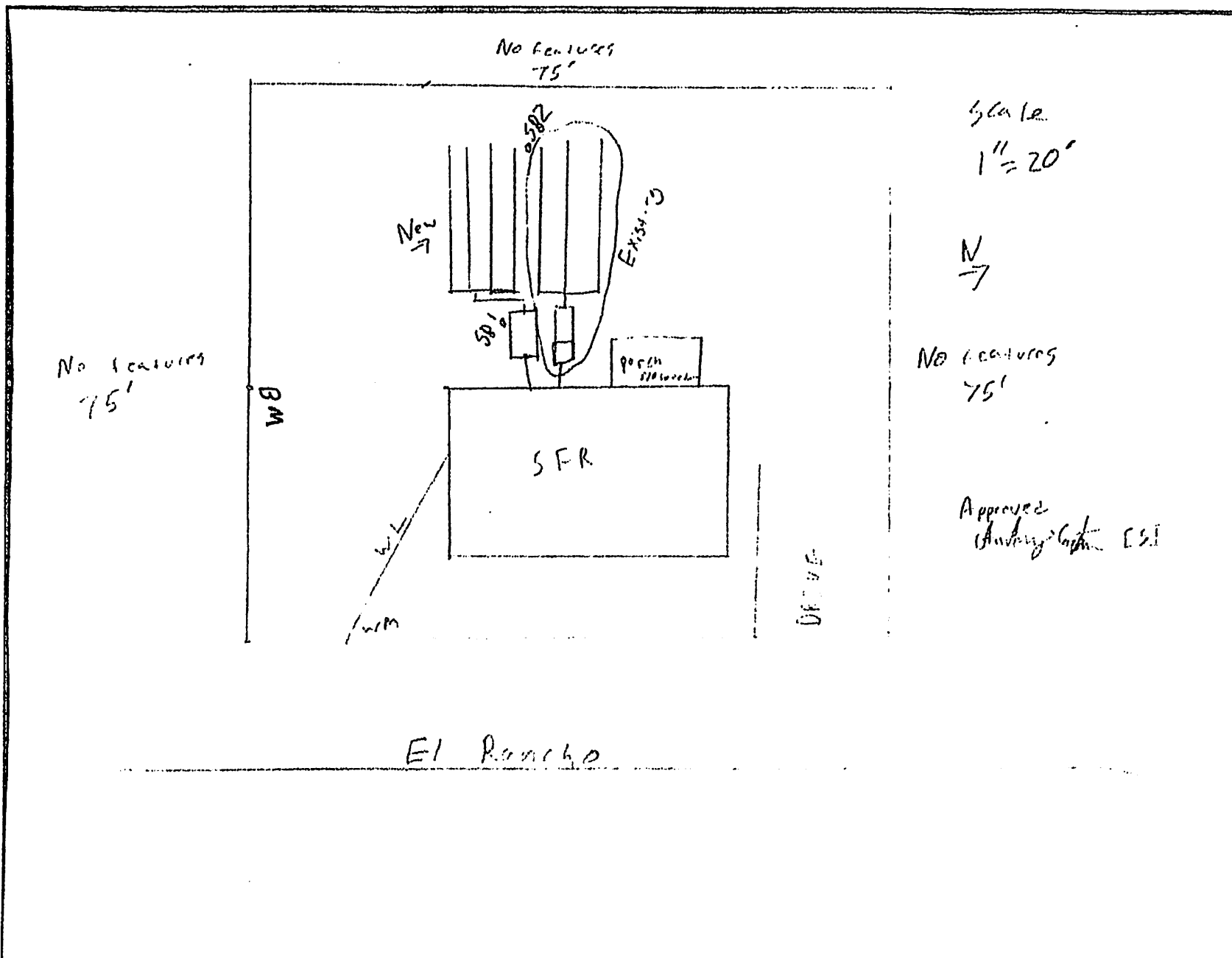
NOTICE OF RIGHTS

A party whose substantial interest is affected by this order may petition for an administrative hearing pursuant to sections 120.569 and 120.57, Florida Statutes. Such proceedings are governed by Rule 28-106, Florida Administrative Code. A petition for administrative hearing must be in writing and must be received by the Agency Clerk for the Department, within twenty-one (21) days from the receipt of this order. The address of the Agency Clerk is 4052 Bald Cypress Way, BIN A-02, Tallahassee, Florida 32399. The Agency Clerk's facsimile number is 850-413-8743.

Mediation is not available as an alternative remedy.

Your failure to submit a petition for hearing within 21 days from receipt of this order will constitute a waiver of your right to an administrative hearing, and this order shall become a 'final order'.

Should this order become a final order, a party who is adversely affected by it is entitled to judicial review pursuant to Section 120.68, Florida Statutes. Review proceedings are governed by the Florida Rules of Appellate Procedure. Such proceedings may be commenced by filing one copy of a Notice of Appeal with the Agency Clerk of the Department of Health and a second copy, accompanied by the filing fees required by law, with the Court of Appeal in the appropriate District Court. The notice must be filed within 30 days of rendition of the final order.



Scale
1" = 20'



No features
75'

Approved
Anthony Caputo [S.I.]

El Rancho

23

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to review and approve Change Order 1 to the contract between the County and TCA Electrical Contractors Inc. in the amount of \$9,200 for the Upgrade Airfield Lighting Project at Perry-Foley Airport.

MEETING DATE REQUESTED:

~~January 22, 2019~~ April 16, 2019

Statement of Issue: FDOT has agreed to 100% fund a lighted windsock for the airfield lighting upgrade project in the amount of \$9,200. A Change Order is required between the County and TCA to add the additional amount to the contract.

Recommended Action: Approve Change Order 1.

Fiscal Impact: The airfield lighting upgrade project has a total cost of \$406,047.50 and is being funded with an FDOT grant in the amount of \$52,326 and a FAA grant in the amount of \$384,100 and as part of the land release agreement with FAA, the County contributed \$8,743. The remainder of the grants funds are used for AVCON, Inc.'s construction inspection services.

Budgeted Expense: The additional grant funds from FDOT in the amount of \$9,200 will be included in the FY 2018-2019 budget by a budget amendment.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Board awarded the contract to TCA Electrical at the July 2, 2018 meeting and executed the contract and the Standard Form of Agreement at the September 18, 2018 meeting. The Notice To Proceed was approved by the Board at the January 22, 2019 meeting. The project is anticipated to be complete by June 1, 2019. The existing airfield lighting system at Perry-Foley Airport dated back to the 1940's and was in critical need of rehabilitation. The project replaces the existing buried electrical cable for Runway 18-36 (the primary runway) with new cable in

conduit which will protect the cable from the elements, replace the existing incandescent edge lighting with LED fixtures, and replace the directional beacon. The LED edge lighting fixtures are approximately 40% more energy efficient which will lower the electrical costs at the Airport. The design and engineering required for the project was 100% funded with a FDOT Aviation grant.

Attachments: Change Order 1 and support documentation

CHANGE ORDER NO. 1
Upgrade Airfield Lighting
Perry Foley Airport, Taylor County, Florida

CHANGE ORDER NO: **One (1)**
CONTRACTOR: **TCA Electrical Contractors, Inc.**
CONTRACT DESCRIPTION: **Upgrade Airfield Lighting**
CONTRACT DATE: **September 18, 2018**
C.O. ISSUE DATE: **April 5, 2019**

NO WORK COVERED BY THIS CHANGE ORDER MAY PROCEED UNTIL CONTRACTOR IS IN RECEIPT OF A COPY FULLY EXECUTED BY THE CONTRACTOR, THE OWNER AND THE ENGINEER. IF CONTRACTOR IS IN AGREEMENT WITH THIS CHANGE, HE SHOULD EXECUTE ALL COPIES AND RETURN ALL COPIES TO THE ENGINEER WITHIN SEVEN (7) CALENDAR DAYS. THIS CHANGE WILL INCREASE OR DECREASE THE CONTRACT AMOUNT AND TIME TO COMPLETE BY THE AMOUNT SHOWN BELOW. THE GENERAL, SUPPLEMENTARY AND OTHER CONDITIONS OF THE CONTRACT SHALL APPLY TO THIS CHANGE ORDER UNLESS EXPRESSLY MODIFIED BY THIS CHANGE ORDER

DESCRIPTION OF CHANGES:	ADJUSTED CALENDAR DAYS-CONTRACT TIME
Add Hali-Brite 12-ft internally lighted windsock for Runway 18-36. Work shall include conduit and cable between windsock and Runway 18-36 lighting circuit and new isolation transformer.	ORIGINAL: 110 Days from NTP (Feb. 11, 2019) TO DATE: 0 Days THIS C.O.: 0 Days TOTAL: 110 Days ORIG. COMPL. DATE: June 1, 2019 REVISED DATE/COMPL. N/A
NET CONTRACT CHANGE: ADD \$9,200.00	

SOURCE OF FUNDS: FEDERAL AVIATION ADMINISTRATION, FLORIDA DEPARTMENT OF TRANSPORTATION, TAYLOR COUNTY

AMOUNT OF THIS CHANGE ORDER	ADD <u> X </u> DELETE <u> </u>	\$	9,200.00
PERCENTAGE CHANGE FROM ORIG. CONTRACT PRICE.....			+2.3%
ORIGINAL TOTAL CONTRACT PRICE.....		\$	396,847.50
APPROVED ADDITIONS TO CONTRACT TO DATE		\$	0.00
APPROVED DELETIONS TO CONTRACT TO DATE		\$	0.00
REVISED TOTAL CONTRACT PRICE.....		\$	406,047.50

CONTRACTOR ACKNOWLEDGES, BY ITS EXECUTION AND ACCEPTANCE OF THIS CHANGE ORDER, THAT THE ADJUSTMENTS IN CONTRACT PRICE AND TIME SHOWN HEREON CONSTITUTE FULL AND COMPLETE COMPENSATION AND SATISFACTION FOR ALL COSTS AND MODIFICATIONS OF PERFORMANCE TIME INCURRED BY THE CONTRACTOR AS A RESULT OF THIS CHANGE ORDER. NO OTHER CLAIM FOR INCREASED COSTS OF PERFORMANCE OR MODIFICATIONS OF TIME WILL BE GRANTED BY THE OWNER FOR THE WORK COVERED BY THIS CHANGE ORDER. THE CONTRACTOR HEREBY WAIVES AND RELEASES ANY FURTHER CLAIMS FOR COST OR TIME AGAINST THE OWNER ARISING FROM OR RELATING TO THE MATTERS OR WORK SET FORTH OR CONTEMPLATED BY THIS CHANGE ORDER. CONTRACTOR ALSO ACKNOWLEDGES THAT THERE HAS BEEN NO CHANGE IN ITS OPERATIONS WHICH WOULD REQUIRE A MODIFICATION OF ITS SWORN STATEMENT ON PUBLIC ENTITY CRIMES SUBMITTED WITH ITS BID.

CONTRACTOR'S ACCEPTANCE:
For: TCA Electrical Contractors, Inc.

SIGNATURE

NAME

DATE

TITLE

RECOMMENDED FOR APPROVAL:

PROJECT ENGINEER: AVCON, INC.—John Collins, P.E.

DATE

OWNER: TAYLOR COUNTY BCC

DATE

FEDERAL: FEDERAL AVIATION ADMINISTRATION

DATE

STATE OF FLORIDA: DEPT. OF TRANS, DISTRICT 2

DATE

Jami Boothby

From: Melody Cox
Sent: Monday, April 08, 2019 9:19 AM
To: Jami Boothby
Subject: FW: New lighted windsock for electrical rehabilitation project
Attachments: Change Order 1, New Windsock, 4-5-19.doc

You will need this for an agenda item

From: Collins, John, P.E. [mailto:jcollins@avconinc.com]
Sent: Friday, April 5, 2019 4:17 PM
To: Melody Cox <melody.cox@taylorcountygov.com>
Cc: Ward Ketring <airport@taylorcountygov.com>; LaWanda Pemberton <LPemberton@taylorcountygov.com>
Subject: RE: New lighted windsock for electrical rehabilitation project

Melody,

Please find attached the change order discussed earlier today. I will mail this to TCA today to get their signature and will ask them to mail directly to the County. You should receive the original signed CO from TCA by Friday of next week.

Will that work?

Thanks.

John Collins, P.E.
Project Manager | AVCON, INC.



Transforming Today's Ideas Into Tomorrow's Reality

Engineers & Planners
320 Bayshore Dr. Ste. A
Niceville, FL 32578
Office: 850.678.0050
Cell: 850.737.0415
Fax: 850.678.0040
Email: jcollins@avconinc.com
www.avconinc.com

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From: Melody Cox <melody.cox@taylorcountygov.com>
Sent: Friday, April 5, 2019 9:09 AM
To: Collins, John, P.E. <jcollins@avconinc.com>; LaWanda Pemberton <LPemberton@taylorcountygov.com>
Cc: Ward Ketring <airport@taylorcountygov.com>
Subject: Re: New lighted windsock for electrical rehabilitation project

John, I will need the change order by close of business Monday to make the April 16 Bocc meeting agenda deadline. Thank you!

Melody

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Collins, John, P.E." <jcollins@avconinc.com>

Date: 4/5/19 9:39 AM (GMT-05:00)

To: LaWanda Pemberton <LPemberton@taylorcountygov.com>

Cc: Ward Ketring <airport@taylorcountygov.com>, Melody Cox <melody.cox@taylorcountygov.com>

Subject: RE: New lighted windsock for electrical rehabilitation project

Thanks LaWanda,

We'll prepare the change order (FDOT will pay 100%) and route for signatures.

John Collins, P.E.
Project Manager | AVCON, INC.



Transforming Today's Ideas Into Tomorrow's Reality

Engineers & Planners
320 Bayshore Dr. Ste. A
Niceville, FL 32578
Office: 850.678.0050
Cell: 850.737.0415
Fax: 850.678.0040
Email: jcollins@avconinc.com
www.avconinc.com

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From: LaWanda Pemberton <LPemberton@taylorcountygov.com>

Sent: Friday, April 5, 2019 8:38 AM

To: Ward Ketring <airport@taylorcountygov.com>; Collins, John, P.E. <jcollins@avconinc.com>; Melody Cox <melody.cox@taylorcountygov.com>

Subject: RE: New lighted windsock for electrical rehabilitation project

Yes, any changes to the existing agreement would require BOCC approval.

From: Ward Ketring

Sent: Friday, April 5, 2019 9:27 AM

To: Collins, John, P.E. <jcollins@avconinc.com>; Melody Cox <melody.cox@taylorcountygov.com>

Cc: LaWanda Pemberton <LPemberton@taylorcountygov.com>

Subject: RE: New lighted windsock for electrical rehabilitation project

Good morning,

John, I'm not sure. Lawanda, does this need to go in front of the board?

Thanks

Ward Ketring
Airport Manager
Perry-Foley Airprt
PH 850-838-3519
Cell 850-838-6075

From: Collins, John, P.E. [<mailto:jcollins@avconinc.com>]
Sent: Friday, April 05, 2019 9:21 AM
To: Melody Cox <melody.cox@taylorcountygov.com>
Cc: Ward Ketring <airport@taylorcountygov.com>
Subject: New lighted windsock for electrical rehabilitation project

Melody,

I just heard back from Donna and she approved the new windsock to be added to TCA's contract. Donna asked if the change order would have to be approved by the BCC and I told her it likely would and the next meeting in on April 16. Donna said she would prepare a supplemental agreement to the grant to add the windsock and try to get that to you before the April 16 meeting so we can sign the change order and supplemental agreement at the same time.

Can you confirm that the change order (\$9,200) does need to go before the BCC?

Thanks.

John Collins, P.E.
Project Manager | AVCON, INC.



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320 Bayshore Dr. Ste. A
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Cell: 850.737.0415
Fax: 850.678.0040
Email: jcollins@avconinc.com
www.avconinc.com

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TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to review and approve the Hampton Springs Park Site Host Job Description and Host Application for a second time. The application had been approved by the Board on June 19, 2018 however; staff is requesting Board approval for a second time prior to advertising and moving forward with the selection of a Park Host.

MEETING DATE REQUESTED:

April 16, 2019

Statement of Issue: The Hampton Springs Advisory Committee had prepared a Park Site Host Job Description and Host Application for the Board which was approved June 19, 2018. Staff is requesting the Board to review a second time prior to advertising for a Park Host due to the gap in time to advertise.

Recommended Action: The Hampton Springs Advisory Committee supports moving forward with the County approving an on-site Park Host at Hampton Springs.

Fiscal Impact: The Board approved in the 2018-2019 funding for the improvements needed to accommodate a Park Host at Hampton Springs. No additional funding is needed at this time.

Budgeted Expense: Yes. A budget was approved for FY 2018-2019.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Hampton Springs Advisory Committee voted unanimously to request the Board keep control of and maintain the park site and have an onsite park host. Working with examples of the State of Florida park host job description and application, the Advisory Committee drafted documents for Hampton Springs. The Board approved the Park Host application June 19, 2018 however staff wishes to ensure the Board has no changes to the application prior to advertising and moving forward with a park host selection.

Attachments: Hampton Springs Park Site Host Park Host Application

MALCOLM PAGE
District 1

JIM MOODY
District 2

SEAN MURPHY
District 3

PAM FEAGLE
District 4

THOMAS DEMPS
District 5



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

LAWANDA PEMBERTON, 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

Hampton Springs Park Host/Resident Application

First Name _____ MI _____

Last Name _____

Home Address _____

City _____ State _____ Zip Code _____

Phone (best) _____ Email _____

DOB _____ Do you have a valid driver's license? Yes _____ No _____

Emergency Contact

Contact Name _____ Relationship _____

Phone (best) _____

References

(List references that are familiar with your work or volunteer experience. Do not use relatives.)

Name _____ Relationship _____

Phone _____

Name _____ Relationship _____

Phone _____

Name _____ Relationship _____

Phone _____

Availability

When are you available to start? _____

What consecutive months are you available? _____

If selected as park host, are there any circumstances in which you would not be available to be on site during the contract period? _____

Park Host or Resident Volunteer

Host will be required to provide their own living quarters (RV, etc.). Please provide the following information:

Type of unit: Motorhome _____ 5th Wheel _____ Trailer/Camper _____

Length of unit _____ Width of unit _____

Amps Required: 20 _____ 30 _____ 50 _____

Will you have a pet? Yes _____ No _____

If yes, type and breed _____

Number of people (including applicant) that will be residing at the park.

Adults _____ Children/Youth _____

Name and date of births of others residing with you

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Background and Experiences

Highlight background and experiences that you feel contributes to being a Hampton Springs Park host/resident.

Please check all the skills/duties that you have experience in:

- ☐ Mowing/Landscaping
- ☐ General Maintenance and Cleaning
- ☐ Plumbing
- ☐ Electrical
- ☐ Painting
- ☐ CPR/First Aid

Please list any License, Registration or Certifications you may have.

What are some of your hobbies and interests?

Are you willing to supervise other volunteers? Yes _____ No _____

Have you ever been convicted, pled Nolo Contendere, or had the adjudication of guilt withheld for a crime which is a felony or a first degree misdemeanor? Yes _____ No _____

If "yes" to this question, please explain, what charges or convictions and when?

Note: A "Yes" answer to these questions will not automatically bar you from volunteering. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.

All park hosts and volunteers are subject to a background check. All adults which may be living at the site with the park host is also subject to a security background check. All adults living at the site may be subject to a drug-test and anyone working with and for or under contract with the Taylor County Board of Commissioners must abide by County Drug Free Workplace policies and standards.

I understand that I may be asked to provide date of birth, driver's license number(s) or other proof of identification, and Social Security Number(s) at a later date. I certify that all information contained in this application is true and correct. Further, I authorize the Taylor County Board of Commissioners to verify the information provided. I understand that if any living arrangements should change or the number of individuals or pets residing with park hosts should change, the Board of Commissioners must be notified immediately for approval.

By signing below you agree to the terms provided in this application.

Applicant Signature _____

Application Date _____

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

The Board to consider approval of bid committee recommendation of Right of Way mowing contract to the lowest bidder, Kerry Puhl Lawnworks.

MEETING DATE REQUESTED:

April 16, 2019

Statement of Issue:

To approve and execute the Right of Way mowing contract to the lowest bidder.

Recommended Action:

Approve bid committee recommendation.

Fiscal Impact:

Approximately \$98,120 annually.
Present bid would increase the annual budget by approximately \$8,800 per year.

Budgeted Expense:

Yes

Submitted By:

Hank Evans, Public Works Director

Contact:

850-838-3529

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The bid committee for the Roadside Right of Way Mowing bid consisted of Hank Evans, Scott Knight and Danny Griner. They committee met on April 4, 2019 to discuss the results of the bids received on April 1, 2019. The bid committee unanimously recommends that the Board of County Commissioners accepts the bid and approves the contract for Kerry Puhl Lawnworks, Inc.

Options:**Attachments:**

Recommendation from bid committee
Contract Specifications
Contract



TAYLOR COUNTY BUILDING & PLANNING DEPARTMENT

MEMORANDUM

TO: Board of County Commissioners
FROM: Bid Committee
RE: Roadside Right-of-way Mowing
DATE: April 4, 2019

The bid committee for the Roadside Right-of-way Mowing bid, consisting of Hank Evans, Scott Knight and Danny Griner met on April 4, 2019 to discuss the bid results for the bids that were received by the Board on April 1, 2019. The amount of the two bids received are as follows:

COMPANY	BID PART	PRICE
KERRY PUHL LAWNWORKS, INC.	PRICE P/ACRE	\$17.84
NANCY WEEKS, INC.	PRICE P/ACRE	\$84.00

The Bid Committee noted that both bids included the proof of insurance for liability and workers compensation. The Committee further noted both bids also contain the Public Entity Crimes Statement.

The Bid Committee unanimously recommends that the Board of County Commissioners accept the bid from Kerry Puhl Lawnworks, Inc., as the lowest and best bid.

Handwritten signature of Hank Evans.

Hank Evans

Handwritten signature of Scott Knight.

Scott Knight

Handwritten signature of Danny Griner.

Danny Griner



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

LAWANDA PEMBERTON, 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

INVITATION TO BID

The Taylor County Board of County Commissioners is soliciting sealed bids for **ROADSIDE RIGHT-OF-WAY MOWING**.

Qualified firms or individuals desiring to provide the required services must submit one (1) original and three (3) copies of their bid package, in an envelope or similar package marked "Sealed bids for **ROADSIDE RIGHT-OF-WAY MOWING**" to the Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, or P.O. Box 620, Perry, Florida 32348, to arrive no later than **4:00P.M.**, local time, on **Friday, March 29, 2019**. **All bids MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted.** Bids will be opened and bidders/respondents announced at **6:00 P.M.** local time, or as soon thereafter as possible, on **Monday, April 1, 2019** in the Taylor County Administrative Complex, Old Post Office, 201 E. Green Street, Perry, Florida 32347.

Bid documents **MUST** be obtained from the Clerk of Court, 1st. Floor Courthouse, 108 North Jefferson St., Suite 102, or P.O. Box 620, Perry, Florida 32348, (850) 838-3506.

The County reserves the right, in its sole and absolute discretion, to reject any or all bids, to cancel or withdraw this bid at any time and waive any irregularities in the bid process. The County reserves the right to award any contract(s) to the bidder/respondent which it deems to offer the best overall service, therefore, the County is not bound to award any contract(s) based on the lowest quoted price. The County, in its' sole and absolute discretion, also reserves the right to waive minor defects in the process and to accept the bid deemed to be in the County's best interest. The County, in its' sole and absolute discretion, also reserves the right to assign a local business preference in an amount of five (5) percent of the bid price, pursuant to Taylor County Ordinance No. 2003-12. **No faxed proposals/bids/SOQs will be accepted.**

For additional information contact:
Hank Evans, Director of Public Works
587 Hwy 27 East
Perry, Florida 32347
(850) 838-3528

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor Co., FL.



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

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

LAWANDA PEMBERTON, 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

GENERAL BID INFORMATION

1. Bid information **MUST** be obtained from the Clerk of Court, 1st. Floor Courthouse, 108 North Jefferson St., Suite 102, or P.O. Box 620, Perry, Florida 32348.
2. Bids must be submitted in person to the Clerk of Court, 1st Floor Courthouse, 108 North Jefferson St., Suite 102, or by mail to P.O. Box 620, Perry, Florida 32348 to arrive no later than **4:00P.M., local time, March 29, 2019.**
3. Bids must be in a sealed envelope plainly marked on the outside: **"Sealed Bids for ROADSIDE RIGHT-OF-WAY MOWING".**
4. **All bids MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted.**
5. Bids that are not delivered to the physical address of the Clerk of Court prior to the specified time will not be considered and **will be returned to the bidder/respondent unopened.**
6. Once opened no bid may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.
7. Bidders/Respondents must complete and furnish with their bid, the Florida Public Entity Crimes Statement as required by F.S. 287.133 (3) (a).
8. Bids shall be received and bidders/respondents announced on **April 1, 2019 at 6:00 P.M.,** or as soon thereafter as practical, in the Taylor County Administrative Complex, Old Post Office, 201 East Green Street, Perry, Florida 32347.
9. The Taylor County Board of County Commissioners reserves the right, in its sole and absolute discretion, to reject any or all bids, to cancel or withdraw this bid at

General Proposal/Bid/SOQ Information
(Continued)

any time and waive any irregularities in the bid process. The County reserves the right to award any contract(s) to the bidder/respondent which it deems to offer the best overall service, therefore, the County is not bound to award any contract(s) based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive minor defects in the process and to accept the bid deemed to be in the County's best interest.

10. It is the responsibility of the bidders/respondents to fully understand and follow all contract expectations.
11. All bids submitted, requiring General Liability and Workmen's Compensation Insurance, per the bid specifications, must include a Certificate of Insurance showing \$1,000,000.00 liability insurance, listing Taylor County as additional insured, or a sworn statement from an insurance agent, verifying that if the prospective bidder/respondent is awarded the bid, a Certificate of Insurance will be issued to the successful bidder/respondent within thirty (30) days of the acceptance of the bid, in the amount stated. Also include the Declaration Page from the insurance policy, showing Workmen's Compensation Insurance on all employees working on the project. Any bidder/respondent, who does not furnish the required insurance documents within thirty (30) days after the bid award, is hereby advised that the bid will be given to the lowest bidder/respondent who meets all bid specifications. Workers' Compensation exemptions will be accepted upon providing a current certificate, Articles of Incorporation, and a signed Taylor County Workers' Compensation Hold Harmless Agreement. Any responder who does not furnish the required insurance documents will not be considered.
12. The Taylor County Board of County Commissioners **Does Not Accept Faxed Bids.**
13. Bidders/Respondents who elect to send sealed bids Overnight Express or Federal Express, must send them to the physical address of: Clerk of Court, 1st Floor Courthouse, 108 North Jefferson St., Suite 102, Perry, Florida 32347.
14. For additional information, contact:

Hank Evans
Director of Public Works
587 Hwy 27 East
Perry, Florida 32347

(850) 838-3528

BID CHECKLIST

Check Items Included
With Bid:

- ✓ 1. Required bid information referenced above.
- ✓ 2. Certificate of Liability Insurance or Agent Statement as outlined in the General Considerations **(MUST BE INCLUDED)**.
- ✓ 3. Declaration Page from Workmen's Compensation Insurance or Exemption Certificate issued by the State and Workers' Compensation Hold Harmless Agreement **(MUST BE INCLUDED)**.
- ✓ 4. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a) **(AFFIDAVIT ENCLOSED)**.

If a Performance Bond is required, the successful bidder must provide same prior to the County accepting a contract for services.

Checklist must be included with the bid.

**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. _____
for Roadside Right of Way Mowing
2. This sworn statement is submitted by Nancy Weeks Inc.
(Name of entity submitting sworn statement)

Whose business address is 10464 W. Oliver St
Homosassa, FL 34448 and

(if applicable) its Federal Employer Identification Number (FEIN)
is 81-1878558

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

3. My name is Nancy Weeks and my relationship to the
entity
named above is Pres/Owner

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)

MR 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.)

Nancy P Weeks
(Signature)

Mar 29-2019
(Date)

STATE OF FLORIDA

COUNTY OF CITRUS

PERSONALLY APPEARED BEFORE ME, the undersigned authority,
NANCY WEEKS

(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this
29 day

of MARCH, 2019.

[Signature]
My commission expires: OCT-05-2022

NOTARY PUBLIC



BIDDERS QUALIFICATION STATEMENT

Nancy Weeks Inc. currently holds ROW mowing contracts with the Dept of Environmental Protection and Citrus County Florida.

All entities' have deemed our work as above and beyond their expectations.

Our background which goes many years past the 2016 incorporation is filled with extensive work in the use of equipment involved in Agriculture, Horticulture, Commercial Landscaping, Construction, Environmental Mitigation and ROW work across Florida. We have MOT certifications and mostly newer equipment. Our responsibilities have included quite a few multi million dollar contracts down to simply mowing and weedeating.

**You may contact Kelly Conley @ 352-427-0652 DEP
Or Matt Brower @ 352-400-0649 Citrus County**

For further information please contact Nancy @ 352 586-6777



CERTIFICATE OF LIABILITY INSURANCE

NANCY-6

OP ID: CP

DATE (MM/DD/YYYY)

03/15/2019

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
Florida Insurance Planners
195 Weliva Springs Rd Ste 104
Longwood, FL 32779

CONTACT

NAME:

PHONE:

(A/C No. Ext): 407 767 1634

FAX:

E-MAIL:

ADDRESS:

HAR (A/C No): 407 767 5034

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: CAPITOL SPECIALITY INS CORP

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
NANCY WEEKS INC
10464 W OLIVER ST
HOMMOSASSA, FL 34448

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.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (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 type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ 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 <input type="checkbox"/> N/A		CS17000838-02	01/30/2019	01/30/2020	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Per occurrence)</td><td>\$ 100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/PROP AGG</td><td>\$ 1,000,000</td></tr><tr><td>COMBINED SINGLE LIMIT (Per accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td>EACH OCCURRENCE</td><td>\$</td></tr><tr><td>AGGREGATE</td><td>\$</td></tr><tr><td>PER STATUTE</td><td>\$</td></tr><tr><td>OTH-ER</td><td>\$</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Per occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/PROP AGG	\$ 1,000,000	COMBINED SINGLE LIMIT (Per accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$	EACH OCCURRENCE	\$	AGGREGATE	\$	PER STATUTE	\$	OTH-ER	\$	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
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E.L. DISEASE - EA EMPLOYEE	\$																																							
E.L. DISEASE - POLICY LIMIT	\$																																							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

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

BID FORM

PROJECT IDENTIFICATION: Road Side Right of Way Mowing

THIS BID IS SUBMITTED TO:

**Clerk of Courts
1st Floor Courthouse
or P.O. Box 620
Perry, Florida 32348**

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders. This Bid will remain subject to acceptance for thirty-five days after the day of Bid opening. BIDDER will sign and deliver the required number of counterparts of the Agreement and other documents required by the Bidding Requirements within fifteen days after the date of OWNER's Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement that:
 - (a) BIDDER has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work.
 - (b) BIDDER is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
 - (c) BIDDER has given OWNER written notice of all conflicts, errors, ambiguities or discrepancies that BIDDER has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to BIDDER, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which the Bid is submitted.
 - (d) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

4. BIDDER will complete the Work in accordance with the Contract Documents for the following price(s):

a) BID PRICE PER ACRE FOR ALL INCLUSIVE WORK: 84⁰⁰

5. The following documents are attached to and made a condition of this Bid:

(a) Required Bidder's Qualification Statement with supporting data.

6. Communications concerning this Bid shall be addressed to:

_____ (850) 838-3529, if by telephone

Or

587 E. US 27
Perry, Florida 32347, if by mail.

7. Terms used in this Bid which are defined in the Standard General Conditions or Instructions will have the meanings indicated in the Standard General Conditions or Instructions.

SUBMITTED on

March 29 / 2019 (2015) 2019

If BIDDER is:

An Individual

By _____ (SEAL)
(Individual's Name)

doing business as _____

Business address: _____

Phone No.: _____

A Partnership

By _____ (SEAL)
(Firm Name)

(General partner)

Business address: _____

Phone No.: _____

A Corporation

By Nancy Weeks Inc (SEAL)
(Corporation Name)

FLORIDA

(State of Incorporation)

By Nancy Weeks (SEAL)
(Name of person authorized to sign)

Pres/Owner

(Corporate Seal)

(Title)

Attest same

(Secretary)

Business address: 10464 West Oliver St
Homosassa, FL 34448

Phone No.: 352 586 6777

Date of Qualification to do business is:

February 18 2016

SPECIFICATIONS FOR ROADSIDE RIGHT-OF-WAY MOWING

The contractor agrees to perform the following work in Taylor County, Florida for the County;

SCOPE OF WORK: To maintain county road right-of-way by mowing during the prescribed time period and at the required frequency. Contract term to begin April 1, 2019 and end on March 31, 2022, to mow approximately 1,100 acres at a frequency of 3 to 4 times or as otherwise directed by the Taylor County Director of Public Works. Mowing shall be along both sides of road right-of-ways from the edge of the roadway (pavement) to the currently maintained and cleared mow limit. The exact location of the County Roads to be mowed is filed with and in the County Public Works Department. This contract shall be for a 3 year (36 month) period commencing April 1, 2019, and ending on March 31, 2022. This contract may be renewed at the end of said (36 month) period for an additional term of (1) year under terms and conditions agreed to by both the County and the Contractor. If the Contractor desires, or decides not to renew the contract for the additional (1) year, it shall notify the County by certified mail no later than 60 days prior to the end of the contract term.

The County retains the right to vary the acres to be mowed and to adjust both the frequency of mowing as well as to extend or shorten the mowing period. The mowing schedule is under the direction of the County Public Works Director and payment for acres mowed will be at the end of each mowing cycle based on invoices furnished for work completed and approved. Mowing shall be conducted during daylight hours unless previously approved by the County Public Works Director. Mowing shall be done with accepted safe work practices and there shall be minimum interference with public access to and use of County Roads. The mowing shall be performed to minimize mowing debris on private property and public right-of-way.

This contract shall not be sublet, transferred, assigned or otherwise conveyed by the contractor without prior written approval of the Board of County Commissioners.

The contractor shall furnish all labor, materials, equipment, tools, transportation, and supplies required to complete the work in accordance with the work plan, specifications, procedures and terms of the contract.

REGISTRATIONS AND PERMITS: The contractor shall be required to register all vehicles operated under this contract in accordance with F. S. 320. A notarized affidavit from the Contractor stating that all vehicles they operate are registered in compliance with F. S. 320 will be acceptable as indication of compliance with this requirement. No payments may be made on this contract until the County has such proof on file. Failure by the Contractor to register all motor vehicles operated under this contract will be cause for disqualification of the Contractor.

It shall be the Contractor's responsibility to secure all permits necessary to conduct the work in accordance with required regulations and to notify all applicable utilities or parties affected by his operations. He shall further be responsible for all fees associated with the performance of this contract.

No work shall be performed under the provisions of this contract on any properties outside the limits of the County right-of-way.

WORK SCHEDULE: In general, all work shall be performed during daylight hours. For special operations, night work may be allowed if so authorized by the written approval of the Director of Public Works. No work shall be done when weather conditions limit good visibility to less than 500 feet.

PRESERVATION OF PROPERTY: The Contractor shall preserve from damage all property associated with, or which is in the vicinity of, or is in any way affected by, the work. This applies to public and private property and/or utilities.

HOLD HARMLESS: To the extent allowed by law, the Contractor shall indemnify, defend and save and hold harmless, the County, all of its officers, agents or employees from all suits, actions, claims, demands, liabilities of any nature whatsoever arising out of, because of, or due to breach of this agreement by the Contractor, its sub-consultants, agents, or employees or due to any negligent act or occurrence of omission or commission of the Contractor, its subcontractors, agents, or employees. Neither Contractor nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property caused or resulting from the sole negligence of the County or any of its officers, agents or employees.

GENERAL LIABILITY INSURANCE: The contractor shall carry and keep in force during the period of this contract a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance of one million dollars (\$1,000,000.00), for the services and work to be rendered in accordance with this contract.

Certificates of such insurance shall be filed with the County prior to beginning work under this contract and shall be subject to approval for adequacy of protection.

WORKER'S COMPENSATION INSURANCE: The Contractor shall provide Worker's Compensation Insurance in amounts sufficient to secure the benefits of the Florida Worker's Compensation Law for all of his employees. The Contractor shall insure that the employees of a subcontractor are covered by similar insurance. Workers' Compensation exemptions will be accepted upon providing a current certificate, Articles of Incorporation, and a signed Taylor County Workers' Compensation Hold Harmless Agreement.

DESCRIPTION: The work in this section consists of the routine mowing of grassed or vegetated roadside areas with conventional high production style mowing equipment. Vegetation shall consist of all grass, part grass and part succulent weed growth or all succulent weed growth within the area to be mowed.

MOWING AREAS: A map of areas to be mowed may be reviewed at the County Public Works Department. Roads are subject to be added or deleted at the discretion of the Director of Public Works.

Roadside mowing encompasses the routinely mowed areas of shoulders, front and back slopes of ditches of less than 3:1 slope, roadside ditch bottoms, median islands and similar areas conducive to the use of high production equipment.

Mowing shall conform to previously established mowing limits.

The County may require mowing of additional areas, in which case it shall allow payment for the additional areas.

QUANTITY AND FREQUENCY OF MOWING: The mowing acres specified in this contract, approximately one thousand one hundred (1100) acres, represents the mowing to be accomplished. The area and limits of mowing have been previously established and are distinguished in the field. Areas have been inventoried and calculated as to quantity. It shall be the responsibility of the contractor to verify the amount of mowing to be accomplished under this contract. Any discrepancies or disagreements concerning quantities shall be mutually resolved prior to beginning work in any area in question.

EQUIPMENT: All equipment shall be equipped with safety devices properly maintained at all times the equipment is in use. Safety devices to prevent flying debris shall be installed and maintained.

If the Director of Public Works determines that equipment is deficient in safety devices, the Contractor shall be notified immediately. The Contractor shall remove the equipment from service immediately and until the deficiency is corrected to the satisfaction of the Director.

Inspection and approval of the Contractor's equipment by the Director of Public Works shall not relieve the Contractor of responsibility or liability for injury to persons or damage to property caused by the operation of the equipment.

Equipment which damages curbs, pavement or turf in any way shall not be allowed.

The Contractor is required to use amber flashing lights on equipment. These lights shall be used only as required in the course of the work and not be used when traveling to and from the job site.

All of the mowing equipment regularly employed on the work shall be painted a color of high visibility.

The equipment used by the Contractor must be in good repair and shall be maintained so as to produce a clean, sharp cut and uniform distribution of the cuttings at all times. The mowers shall be constructed such that the height of cut can be adjusted to a minimum of six (6) inches.

The Contractor shall furnish equipment of a type and quantity to perform the work satisfactorily with the time specified herein. If in the opinion of the Director of Public Works, the Contractor has insufficient equipment on the job to satisfactorily complete the work within the required time, the Contractor shall provide additional equipment as directed by the Director.

METHOD OF OPERATION: The Contractor shall not begin any cutting cycle until authorized by the Director of Public Works to do so.

On the initial cutting cycle, mowing shall commence at either or both extremities of the project and proceed continuously toward the opposite end. Subsequent cycles shall follow the pattern adopted for the first cycle unless the Director of Public Works specifically authorizes the Contractor to change the pattern.

At the conclusion of each working day, all required mowing shall be completed within the longitudinal limits worked, except that no more than one (1) mile may be partially mowed.

Each cutting cycle is to be completed in its entirety prior to beginning another cycle.

When work by County forces, by other contractors, or weather conditions of a temporary nature, prevent the Contractor from cutting any areas, and such conditions are eliminated during the period designated for that mowing cycle, the Director of Public Works may require the contractor to cut these areas as part of the cycle without penalty for exceeding the time allowed. Grassed areas that are normally mowed which are saturated with standing water to the point wherein damage to the turf will occur, shall not be mowed when such conditions exist. These areas shall be mowed at subsequent cycles when required by the Director of Public Works. No deduction will be made from the pay quantities for any one area unless it exceeds one (1) acre in extent.

The Contractor will be responsible for the pickup, removal and disposal from the right-of-way of any obstacle such as wood, tires, cans, etc., that cannot be traversed by mowing equipment. It shall also be his responsibility to remove all litter from said right-of-way for a total litter control. Any litter that is mowed over and scattered shall be picked up immediately upon notification of Contractor.

The Contractor shall exercise the necessary care to preclude any source of litter by his operation.

The contractor will be responsible for the proper disposal of all road side debris and trash to a Taylor County roll-off site and will not be charged for disposing of debris or trash taken from Taylor County right-of-way.

During periods of mowing operations, the Contractor shall consult with the Director of Public Works for inspection and tentative approval of work quality being accomplished. In the event of unsatisfactory work, the Contractor shall re-mow without additional compensation those areas so that the total cutting cycle may be completed in a satisfactory manner within the specified time.

LIMITATIONS OF OPERATION: When mowing within ten (10) feet of the travel way, the equipment shall be operated in the direction of the traffic. This provision does not apply when the specific work site is protected by flagmen and warning signs in accordance with the Manual on Uniform Traffic Control Devices.

When necessary for mowing machines to cross bridges with full width shoulders on the right the crossing should be made on the shoulder. All bridges should be crossed with extreme care and operations planned to reduce such crossings to a minimum.

When necessary for mowing machines to cross the travel way, a location shall be selected that provides a safe and unobstructed sight distance. The operator shall stop before crossing the travel way and permit closely approaching vehicles to pass before crossing. Operations should be planned to minimize crossings.

Any equipment left on the right-of-way overnight shall be parked as close to the outside right-of-way line as possible. High visibility markers, such as traffic cones with reflective tape shall be placed adjacent to any equipment left on County right-of-way.

QUALITY: All grass and vegetation shall be cut to a height of six (6) inches with a maximum tolerance of 1/2 inch plus or minus unless otherwise directed by the Director of Public Works.

Mowing areas of different widths shall be connected with smooth flowing curve transitions. All cuttings shall be performed in such a manner as to result in a stand of mowed grass or vegetation cut uniformly at a nominal six (6) inch height and with no streaks or scalping. No accumulation or piling of cuttings will be allowed as a result of cleaning of the equipment.

In the event the Contractor damages the turf, curbs or pavement, he will be responsible for the repair and/or replacement thereof. This also includes sign structures, mail boxes, appurtenances, etc.

Where landscaping has been established or natural landscaping has been preserved, mowing shall conform to the established mowing contours.

The Contractor shall mow up to the limits maintained by the County around existing appurtenances located within the roadway right-of-way as directed by the Director of Public Works. Appurtenances shall include but are not limited to sign post and bases, delineator posts, fences, guardrails or barrier walls, end-walls, pipes, drainage structures, poles, guys, landscape areas, etc.

The Contractor is not required to remove grass or other vegetation cuttings from the right-of-way, nor is he required to rake or pick up the cuttings.

WEED EATING: The Contractor will be required to weed eat around all appurtenances located within the right-of-way. Appurtenances shall include but are not limited to sign posts and bases, delineator posts, mail box posts, fences, guardrails or barrier walls, end-walls, pipes, drainage structures, poles, guys, landscape areas, etc. Weed eating shall be performed as to create a uniform appearance with the adjacent mowed areas.

HERBICIDE TREATMENT: The Contractor may chose to treat problem areas that can not be mowed or are difficult to cut with a weed trimmer such as around certain culvert pipes or guard rails with a herbicide. Treatment of problem areas shall not cause an unsightly appearance and will be limited the most difficult areas to reach. The Contractor will coordinate the use of herbicides with the Director of Public Works prior to it's use.

PAYMENT: The quantities to be paid for shall be the number of acres of roadside mowed in accordance with these special provisions. The quantity of the mowing areas has been predetermined by the County. These quantities shall be the pay quantities for each mowing cycle completed and accepted, provided that deduction shall be made for any areas omitted under these special provisions. Payment shall be full compensation for furnishing all equipment, materials, labor, supervision and incidentals necessary to complete all mowing operations specified.

**CONTRACT FOR
TAYLOR COUNTY
ROADSIDE RIGHT-OF-WAY MOWING**

This contract made the _____ day of _____, 2019, between TAYLOR COUNTY, hereinafter called the County, and _____, hereinafter called the Contractor.

WITNESSETH, that the County and Contractor for the consideration stated herein agrees as follows:

SCOPE OF WORK: The Contractor shall perform everything required to be performed and shall provide and furnish all the labor, necessary tools, herbicide treatment, expendable equipment and all utility and transportation services required to perform and complete in a workmanlike manner, all the work required in connection with maintaining County roadside right-of-way by litter removal, weed eating, and mowing approximately 1,100 acres at a frequency of 3 to 4 times per year or as directed by the Director of Public Works. Mowing shall be along both road shoulders from the edge of the roadway to the currently maintained and cleared mow limit.

CONTRACT PRICE: The County shall pay to the Contractor for the performance of this contract, subject to any additions or deductions provided therein, in current funds, the sum of \$44.00 per acre, satisfactorily mowed. Payment for acres mowed is subject to acceptance and approval by the County Public Works Director and will be at the end of each mowing cycle based on invoices furnished by the Contractor.

CONTRACT TERM: This contract shall be for 3 years (36 months) period commencing April 1, 2019 and ending March 31, 2022. This contract may be renewed at the end of said 36 months period for an additional term of (1) year under terms and conditions agreed to by both the County and the Contractor. If the Contractor desires or decides not to renew the contract for the additional (1) year, they shall notify the other party by certified mail no later than 60 days prior to the end of the contract term. The County retains the right to vary the acres to be mowed and to adjust both the frequency of mowing as well as to extend or shorten the mowing period.

ASSIGNMENTS: This contract shall not be sublet, transferred, assigned or otherwise conveyed by the Contractor without prior written approval of the County.

If the County determines that the performance of the Contractor is not satisfactory, the County shall have the option of (a) immediately terminating the contract, or (b) notifying the Contractor of the deficiency with a requirement that the deficiency be corrected within a specified time. Failure to correct such deficiencies in the specified time will result in the Contractor being declared in default and the contract may be terminated.

If the contract is terminated for cause before performance is completed, the Contractor shall be paid for the work units satisfactorily accomplished and accepted, at the contract unit price.

DEFAULT OF CONTRACT: If the Contractor fails to begin the work under the contract within the time heretofore specified, or fails to perform the work with sufficient workmen and equipment or with sufficient materials to assure the prompt completion of the contract, or performs the work unsuitably or neglects or refuses to remove materials to perform a new or discontinues the prosecution of the work, or fails to resume work which has been discontinued within a reasonable time after notice to do so, or becomes insolvent or is declared bankrupt, or files for reorganization under the bankruptcy code, or commits any act of bankruptcy or insolvency, either voluntarily for a period of ten (10) calendar days, or makes an assignment for the benefit of creditors, or fails to comply with contract requirements, minimum wage payments or EEO requirements, or for any reasonable cause becomes unsatisfactory in the opinion

of the County, the County will give notice in writing to the Contractor or his surety of such delay, neglect, or default.

If the Contractor, within a period of ten (10) calendar days after the notice described above, shall not proceed to correct the conditions of which complaint is made, the County shall, have full power or authority, without violating the contract, to take the prosecution of the work out of the hands of the Contractor and to declare the contract in default.

PRESERVATION OF PROPERTY: The Contractor shall preserve from damage, all property associated with, or which is in the vicinity of, or is in any way affected by the work. This applies to public and private property and/or utilities. Any damage occurring to such properties shall be immediately repaired at the expense of the Contractor.

HOLD HARMLESS AND INSURANCE: To the extent allowed by law, the Contractor shall indemnify, defend and save and hold harmless, the County, all of its officers, agents or employees from all suits, actions, claims, demands, liabilities of any nature whatsoever arising out of, because of, or due to breach of this agreement by the Contractor, its sub-consultants, agents or employees or due to any negligent act or occurrence of omission or commission of the of the Contractor, its subcontractors, agents, or employees. Neither Contractor nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its officers, agents or employees.

GENERAL LIABILITY INSURANCE: The Contractor shall carry and keep in force during the period of this contract a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance of one million dollars (\$1,000,000.00), for services and work to be rendered in accordance with this contract.

The Contractor shall carry Worker's Compensation Insurance in amounts sufficient to secure the benefits of the Florida Worker's Compensation Law with a company in Florida on all employees working on County property for services and work to be rendered in accordance with this contract. Workers' Compensation exemptions will be accepted upon providing a current certificate, Articles of Incorporation, and a signed Taylor County Workers' Compensation Hold Harmless Agreement.

Certificates of such insurance shall be filed with the County prior to beginning work under this contract and shall be subject to approval for adequacy of protection.

PERMITS, RULES & REGULATIONS: It shall be the Contractors responsibility to secure all permits necessary to conduct the work in accordance with required regulations and to notify all applicable utilities for parties affected by his operations. He shall further be responsible for all fees associated with the performance of this contract. The Contractor agrees to abide by all applicable State and Federal laws, rules and regulations including, but not limited to the Florida Department of Environmental Regulation, Florida Department of Natural Resources, Environmental Protection Agency.

ACCESS TO RECORDS: The Contractor agrees to provide access to those records, books and documents which pertain to this project during the project period and for a three (3) year period thereafter.

VENUE: Taylor County, Florida, shall be the proper venue for any litigation involving this contact.

COMPONENT PARTS OF THIS CONTRACT: This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim or, if not attached, as if hereto attached.

- (a) The Advertisement for Bids
- (b) Instructions to Bidders
- (c) The Contractor's Proposal

(d) This Instrument

In the event that any provision in any of the above component parts of this contract conflicts with any provisions in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

AUTHORIZED PERSONNEL: The Contractor is to contact the following for any correspondence or questions regarding this project: Hank Evans, County Public Works Director, 587 East US 27, Perry, Florida 32347; telephone number (850) 838-3528.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this _____ day of _____, 20__.

**BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA**

BY: _____
PAM FEAGLE, CHAIRMAN

BY: _____
CONTRACTOR

ATTESTED: _____
ANNIE MAE MURPHY, CLERK

WITNESS: _____
FOR THE CONTRACTOR

WITNESS: _____
FOR THE CONTRACTOR

**CONTRACT FOR
TAYLOR COUNTY
ROADSIDE RIGHT-OF-WAY MOWING**

This contract made the _____ day of _____, 2019, between TAYLOR COUNTY, hereinafter called the County, and _____, hereinafter called the Contractor.

WITNESSETH, that the County and Contractor for the consideration stated herein agrees as follows:

SCOPE OF WORK: The Contractor shall perform everything required to be performed and shall provide and furnish all the labor, necessary tools, herbicide treatment, expendable equipment and all utility and transportation services required to perform and complete in a workmanlike manner, all the work required in connection with maintaining County roadside right-of-way by litter removal, weed eating, and mowing approximately 1,100 acres at a frequency of 3 to 4 times per year or as directed by the Director of Public Works. Mowing shall be along both road shoulders from the edge of the roadway to the currently maintained and cleared mow limit.

CONTRACT PRICE: The County shall pay to the Contractor for the performance of this contract, subject to any additions or deductions provided therein, in current funds, the sum of \$_____ per acre, satisfactorily mowed. Payment for acres mowed is subject to acceptance and approval by the County Public Works Director and will be at the end of each mowing cycle based on invoices furnished by the Contractor.

CONTRACT TERM: This contract shall be for 3 years (36 months) period commencing April 1, 2019 and ending March 31, 2022. This contract may be renewed at the end of said 36 months period for an additional term of (1) year under terms and conditions agreed to by both the County and the Contractor. If the Contractor desires or decides not to renew the contract for the additional (1) year, they shall notify the other party by certified mail no later than 60 days prior to the end of the contract term. The County retains the right to vary the acres to be mowed and to adjust both the frequency of mowing as well as to extend or shorten the mowing period.

ASSIGNMENTS: This contract shall not be sublet, transferred, assigned or otherwise conveyed by the Contractor without prior written approval of the County.

If the County determines that the performance of the Contractor is not satisfactory, the County shall have the option of (a) immediately terminating the contract, or (b) notifying the Contractor of the deficiency with a requirement that the deficiency be corrected within a specified time. Failure to correct such deficiencies in the specified time will result in the Contractor being declared in default and the contract may be terminated.

If the contract is terminated for cause before performance is completed, the Contractor shall be paid for the work units satisfactorily accomplished and accepted, at the contract unit price.

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of the County, the County will give notice in writing to the Contractor or his surety of such delay, neglect, or default.

If the Contractor, within a period of ten (10) calendar days after the notice described above, shall not proceed to correct the conditions of which complaint is made, the County shall, have full power or authority, without violating the contract, to take the prosecution of the work out of the hands of the Contractor and to declare the contract in default.

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HOLD HARMLESS AND INSURANCE: To the extent allowed by law, the Contractor shall indemnify, defend and save and hold harmless, the County, all of its officers, agents or employees from all suits, actions, claims, demands, liabilities of any nature whatsoever arising out of, because of, or due to breach of this agreement by the Contractor, its sub-consultants, agents or employees or due to any negligent act or occurrence of omission or commission of the of the Contractor, its subcontractors, agents, or employees. Neither Contractor nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its officers, agents or employees.

GENERAL LIABILITY INSURANCE: The Contractor shall carry and keep in force during the period of this contract a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance of one million dollars (\$1,000,000.00), for services and work to be rendered in accordance with this contract.

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Certificates of such insurance shall be filed with the County **prior to beginning work under this contract** and shall be subject to approval for adequacy of protection.

PERMITS, RULES & REGULATIONS: It shall be the Contractors responsibility to secure all permits necessary to conduct the work in accordance with required regulations and to notify all applicable utilities for parties affected by his operations. He shall further be responsible for all fees associated with the performance of this contract. The Contractor agrees to abide by all applicable State and Federal laws, rules and regulations including, but not limited to the Florida Department of Environmental Regulation, Florida Department of Natural Resources, Environmental Protection Agency.

ACCESS TO RECORDS: The Contractor agrees to provide access to those records, books and documents which pertain to this project during the project period and for a three (3) year period thereafter.

VENUE: Taylor County, Florida, shall be the proper venue for any litigation involving this contact.

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(d) This Instrument

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AUTHORIZED PERSONNEL: The Contractor is to contact the following for any correspondence or questions regarding this project: Hank Evans, County Public Works Director, 587 East US 27, Perry, Florida 32347; telephone number (850) 838-3528.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this _____ day of _____, 20__.

**BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA**

BY: _____
PAM FEAGLE, CHAIRMAN

BY: _____
CONTRACTOR

ATTESTED: _____
ANNIE MAE MURPHY, CLERK

WITNESS: _____
FOR THE CONTRACTOR

WITNESS: _____
FOR THE CONTRACTOR

The Bishop Law Firm, P.A.
Attorneys at Law

CONRAD C. BISHOP, JR.
CONRAD C. "SONNY" BISHOP, III

POST OFFICE BOX 167
411 N. WASHINGTON STREET
PERRY, FLORIDA 32348

IN MEMORIAL OF
KATHLEEN MCCARTHY BISHOP 1966-2013
(850) 884-6113
FAX (850) 884-2433

April 10, 2019

VIA E-MAIL

Ms. Lawanda Pemberton
County Administrator
County Offices
201 E. Green Street
Perry, Florida 32347

Re: Mowing Contract

Dear Lawanda:

Pursuant to your request, I have reviewed the Mowing Contract.

It looks okay to me as long as y'all fill in the blanks and date it.

If you have a question, please let me know.

Thank you and I hope you are doing fine.

Respectfully,


Conrad C. Bishop, Jr.

CCB/kp

Cc: Hon. Annie Mae Murphy (via e-mail)

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Request to form and appoint one commissioner to the Census 2020 Complete Count Committee.



MEETING DATE REQUESTED:

APRIL 16, 2019

Statement of Issue: The Census Bureau has requested that the Board of County Commissioners form a Complete County Committee and appoint one commissioner as the Board representative.

Recommended Action: Approve request

Fiscal Impact: Future federal funding

Budgeted Expense: N/A

Submitted By: LaWanda Pemberton, County Administrator

Contact: 850-838-3500 EXT 106

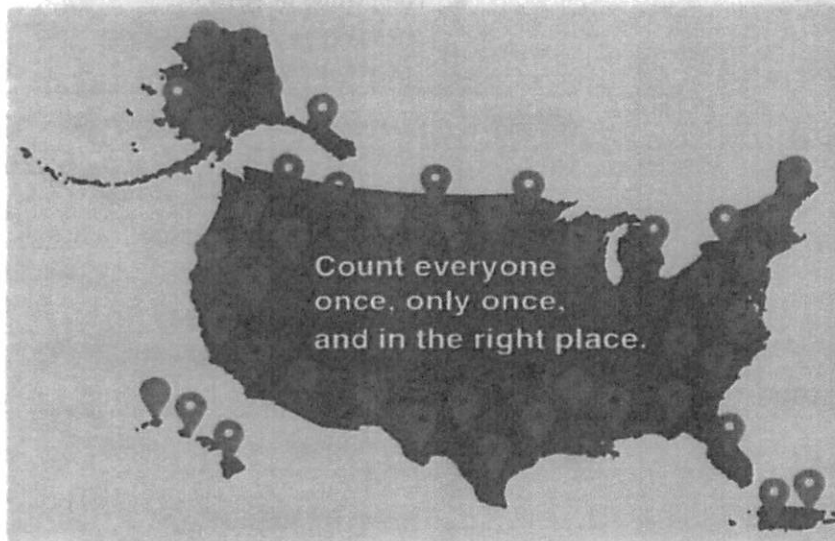
SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The U.S. Constitution requires that each decade a count is taken of America's population. The 2020 Census will determine how many representatives each state gets in Congress and also determines the amount of federal funding Taylor County may receive. Becoming a 2020 Census Partner and forming a Complete Count Committee will help educate the public of the upcoming census, which helps Taylor County receive an accurate count and also provides temporary employment opportunities to our citizens. The Census Bureau will provide educational and outreach materials to the Complete Count Committee.

Options:

Attachments: The 2020 Census at a Glance
2020 Census Key Dates
2020 Census Jobs Flier

The 2020 Census at a Glance



The U.S. Constitution requires that each decade we take a count—or a census—of America's population. The 2020 Census goal is to count everyone once, only once, and in the right place.

The census provides vital information for you and your community.

- It determines how many representatives each state gets in Congress.
- Communities rely on census statistics to plan for a variety of resident needs including new roads, schools, and emergency services.
- Businesses use census data to help provide more local jobs and places to shop.

Each year, the federal government distributes hundreds of billions of dollars to states and communities based on U.S. Census Bureau data.

In 2020, we will introduce new technology to make it easier than ever to respond to the census. For the first time, you will be able to respond online, by phone, or by mail. We will use data that the public has already provided to cut down on household visits. And, we are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe.

The Census Bureau is the leading source of statistical information about the nation's people. We provide snapshots on population size and growth and detailed portraits of our changing communities.

United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

Foundation of a Successful Census



Establish Where To Count

- Using aerial imagery and in-field work to identify new homes and buildings.
- Partner with U.S. Postal Service.
- Local governments input through the Boundary Annexation Survey and Local Update of Census Addresses.
- Comprehensive review of all addresses.



Motivate People To Respond

- Partner with community leaders and trusted voices.
- Use tailored messages.
- Encourage self-response.

4 5 6
7

Count The Population

- Respond online, by phone, or by mail.
- Visit households that do not respond.
- Online forms in multiple languages.
- Mailed Individual Census ID is not required for online response.



Release Census Results

- Deliver apportionment counts to the President by December 31, 2020.
- Release counts for redistricting by April 1, 2021.
- Make it easier for the public to access data.



August 2017



Become a 2020 Census Partner

Your partnership sends a strong message to your community about the importance of the census and the benefits of being counted. By partnering with the Census Bureau, you can help:

- Assure people that it is important—and safe—to respond to the census.
- Ensure accurate census data, which guide funding decisions for your community and affect your community's representation in Congress.
- Spread the word about temporary census jobs in your community.



Get Involved: What Can You Do Now?

- Create or join a Complete Count Committee and partner with other trusted voices and influential leaders in your area who are committed to increasing census participation. Encourage your peers to get involved too.
- Raise awareness by including census information in newsletters, social media posts, podcasts, mailings, and on Web sites.
- Help recruit census workers when jobs become available.



You can make a difference

As an influential community, business, or organization leader, you can raise awareness and encourage participation.

Key Dates

- | | |
|-------------|---|
| 2017 | <ul style="list-style-type: none"> Local Update of Census Addresses—invitations sent to local governments for completion in 2018 Publish final 2020 residence criteria and situations |
| 2018 | <ul style="list-style-type: none"> Question wording to Congress—March 31, 2018 2018 End-to-End Census Test Regional Census Centers opening |
| 2019 | <ul style="list-style-type: none"> Opening Field Offices Complete Count Committees established |
| 2020 | <ul style="list-style-type: none"> Advertising—begins in early 2020 Begin self response Census Day—April 1, 2020 Nonresponse Followup—early April–late July Apportionment counts to the President—December 31, 2020 |
| 2021 | <ul style="list-style-type: none"> Redistricting counts to the States—March 31, 2021 |

For more information, go to
census.gov.

To get involved in your community, contact us!

atlanta.rcc.partnership@census.gov

2020 CENSUS KEY DATES

COMMUNITY INVOLVEMENT – OFFICES – DATA COLLECTION OPERATIONS

January 2018 through December 2019	Engage & Educate Local Leaders, Partners & Communities
January 2019	Early Area Census Offices Open (these offices run the Address Canvass Operation)
June 2019	Additional Area Census Offices Open (ACOs)
August 2019 through October 2019	Address Canvassing Operation
March 2020	Call to Action for Residents to Respond (starting March 23 rd)
February 2020 through June 2020	Group Quarters Operations (Count of Residents in Shelters, Dorms, Nursing Homes, Transitory Locations, Prisons, Military Bases, RV Parks, etc. Local governments & Census identify & plan these operations)
Mid-March 2020	Residents Invited to Respond
Individual Housing Units (Hus) Invited by either:	
Mail (to USPS Mailable Addresses)	or Hand Delivery (to Rural/PO Box, non-USPS HU delivery)
1. Letter Mailed	1. List Housing Units (operation is called Update Leave)
2. Reminder Postcard	2. Leave Questionnaire (Spanish in certain areas) &
3. Then Paper Questionnaire	Letter w/other Response Options (internet & Phone)
Options to Self-Respond (all residents will have these 3 options & decide what is best for them)	
Internet	Telephone Paper
March 23, 2020	Self-Response Begins
April 1, 2020	Census Day – Reference Date = where you live on April 1
April 2020	Early Non-Response Follow-up begins (primarily areas around Colleges/Universities where the population leaves before early May)
May 2020	Non-Response Follow-up (NRFU) begins for households that do not self-respond (Households can continue to self-respond during this time)
Late August 2020 through September 2020	Areas Census Offices Begin Closing
August 2020 through December 2020	Quality Evaluation (re-contact of select Housing Units)
December 31, 2020	Deliver Counts to the President



Apply Online Today!

2020census.gov/jobs

1-855-JOB-2020

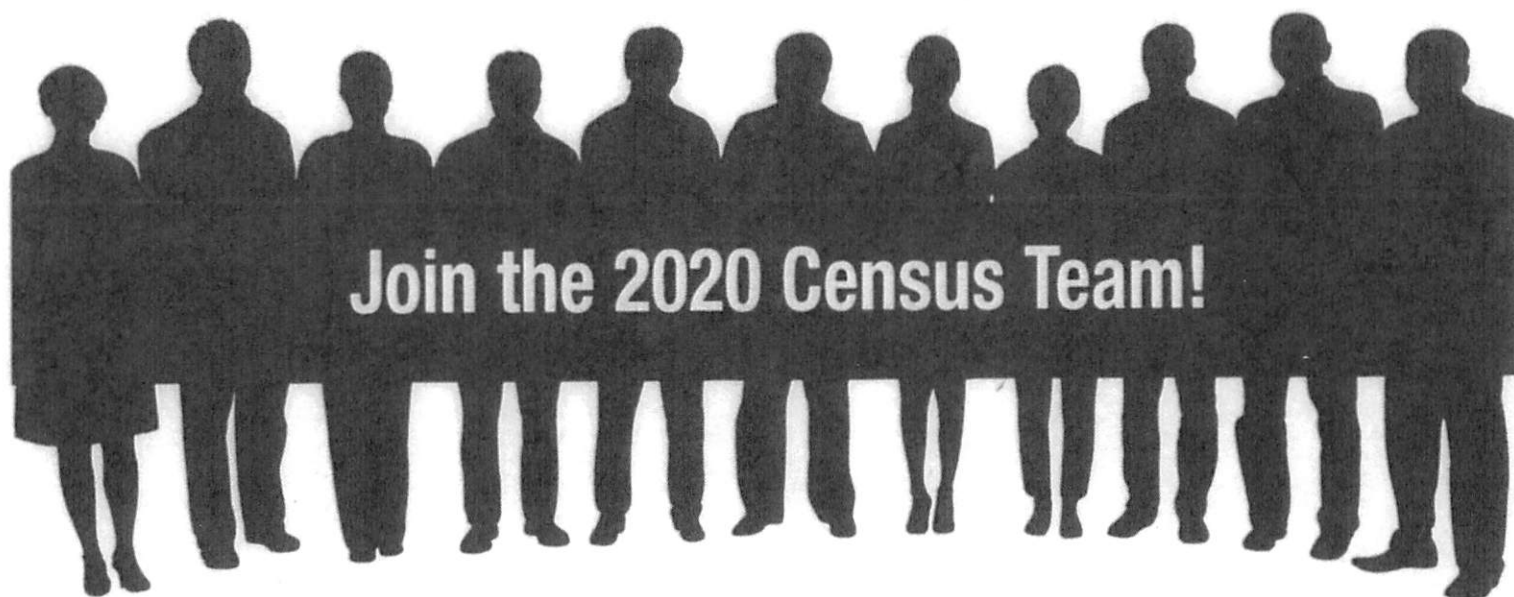
(1-855-562-2020)

Federal Relay Service: (800) 877-8339 TTY / ASCII

www.gsa.gov/fedrelay

The Federal Relay Service (FedRelay) provides telecommunications services to allow individuals who are deaf, hard of hearing, and/or have speech disabilities to conduct official business with and within the federal government.

The U.S. Census Bureau is an Equal Opportunity Employer.



Join the 2020 Census Team!

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TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO CONSIDER APPROVAL OF REQUEST TO ADD THE SANDHILL CEMETERY TO THE COUNTY MOWING LIST.



MEETING DATE REQUESTED:

APRIL 16, 2019

Statement of Issue: POLICY 2008-13 ESTABLISHES GUIDELINES FOR MAINTENANCE OF PUBLIC AND CHURCH CEMETERIES OPEN TO THE PUBLIC.

Recommended Action:

Fiscal Impact: ADDITIONAL LABOR

Budgeted Expense: NO

Submitted By: LAWANDA PEMBERTON, COUNTY ADMINISTRATOR

Contact: 850-838-3500 EXT. 6

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: POLICY 2008-13 ALLOWS FOR MAINTENANCE OF PUBLIC AND CHURCH CEMETERIES OPEN TO THE PUBLIC WITH THE CONDITION THAT THE CEMETERY GOVERNING BOARD CERTIFY THAT THE CEMETERY IS A PUBLIC CEMETERY AND ALL MEMBERS OF THE PUBLIC, UPON REQUEST, HAVE THE RIGHT TO BE INTERRED AT THE CEMETERY REGARDLESS OF RACE, CREED OR RELIGIOUS AFFILIATION.

Options: APPROVE
NOT APPROVE

Attachments: EMAIL FROM ROBERT LYNN, SANDHILL CEMETERY COMMITTEE
POLICY 2008-13 PUBLIC CEMETERY MAINTENANCE



Taylor County

Board of County Commissioners'

Policy Manual

6.04

Policy #:	Title:	Effective Date:
2008-13	Public Cemetery Maintenance	11/03/08

PURPOSE

Establish guidelines for maintenance of public cemeteries and church cemeteries open to the public.

REFERENCE

Laws of the State of Florida, Chapter 67-2131, 1-3 Special Legislative Act

POLICY

The County may perform minor maintenance on Church cemeteries open to the public. This maintenance is to be limited to periodic grass mowing. Routine mowing will only be accomplished by contractual services, inmate labor or County employees designated and budgeted to perform this service. The frequency of mowing will be based upon the level of service established by the Board of County Commissioners. Any request for work beyond routine mowing must be made to the Board of County Commissioners at a regularly scheduled Board meeting by a representative of the specific public cemetery governing board and approved by a majority vote of the Board of County Commissioners. The mowing will be done consistently with an established revolving cycle basis and this cycle will not be broken unless approved by the County Administrator.

Each cemetery maintained by the County must have a cemetery governing board and the board must enter into a written agreement under which it is understood that as a public cemetery it is open for use by the community at large (a private cemetery is used only by a small segment of the community and family). In order to have the County perform maintenance using public funds the cemetery governing board must certify that the cemetery is a public cemetery and that all members of the public upon request have the right to be interred at the cemetery regardless of race, creed or religious affiliation.

RESPONSIBLE DEPARTMENT

Public Works

Sunset Date: 03/01/2020

Last Updated: 11/03/08

LaWanda Pemberton

From: Robert Lynn <robertlynn100@hotmail.com>
Sent: Wednesday, April 10, 2019 7:33 AM
To: LaWanda Pemberton
Subject: Sandhill Cemetery

The Sandhill Cemetery Committee requests the County Commission assume mowing and light maintenance of the cemetery grounds.

The cemetery has set aside space for indigent burials upon request.

The cemetery is open and available to the public at all times and accepts all.

Thank you for your willingness to assist us to preserve our ancestral heritage. Robert
Sent from my iPhone

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

The Board to consider instructing the County Attorney to draft an Ordinance prohibiting vaping at all County parks.



MEETING DATE REQUESTED:

April 16, 2019

Statement of Issue: To prohibit vaping at all County parks, as discussed by the Board during the February 28, 2019 Board Workshop.

Recommended Action: Instruct the County Attorney to prepare draft Ordinance and advertisement.

Fiscal Impact: TBD

Budgeted Expense: N/A

Submitted By: LaWanda Pemberton, County Administrator
850-838-3500 ext. 6

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Board discussed vaping at County parks during the February 28, 2019 workshop. The Board reviewed the current codified ordinance that "prohibits the usage of tobacco products in specified County-owned recreational facilities". The County Administrator was tasked with working with the County Attorney to determine if vaping is considered a tobacco product. It is the County Attorney's opinion that vaping is not considered a tobacco product and a new Ordinance would be required to prohibit vaping.

Options: Task the County Attorney to draft Ordinance
Reconsider previous direction discussed during Workshop

Attachments: Letter from Conrad Bishop, County Attorney.

The Bishop Law Firm, P.A.

Attorneys at Law

CONRAD C. BISHOP, JR.
CONRAD C. "SONNY" BISHOP, III

POST OFFICE BOX 167
411 N. WASHINGTON STREET
PERRY, FLORIDA 32348

IN MEMORIAL OF
KATHLEEN MCCARTHY BISHOP 1966-2013

(850) 584-6113
FAX (850) 584-2433

April 1, 2019

VIA E-MAIL

Ms. Lawanda Pemberton
% County Administrator
County Offices
201 E. Green Street
Perry, Florida 32347

Re: Vaping at County Parks

Dear Lawanda:

It would be my position vaping would not be in Section 54-7 "Prohibition of all tobacco products in specified County-owned recreational facilities."

So, an Ordinance would need to be passed on vaping.

If you have a question, please let me know.

Thank you and I hope you are doing fine.

Respectfully,


Conrad C. Bishop, Jr.

CCB/kp

Cc: Hon. Annie Mae Murphy (via e-mail)