

***TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS***

***PERRY, FLORIDA***

***TUESDAY, NOVEMBER 28, 2023***

***6:00 P.M.***

***201 E. GREEN STREET***

***TAYLOR COUNTY ADMINISTRATIVE COMPLEX***

***OLD POST OFFICE***

***REORGANIZATION OF THE BOARD FOR FY 2023/2024***

**THE FOLLOWING BEING PRESENT, JAMIE ENGLISH OF DISTRICT NO. 1, WHO WAS DULY ELECTED ON AUGUST 18, 2020 TO SERVE A TERM OF FOUR (4) YEARS OR UNTIL HIS SUCCESSOR IS DULY ELECTED AND QUALIFIED; JIM MOODY OF DISTRICT 2, WHO WAS DULY ELECTED ON AUGUST 23, 2022 TO SERVE A TERM OF FOUR (4) YEARS UNTIL HIS SUCCESSOR IS DULY ELECTED AND QUALIFIED; MICHAEL NEWMAN OF DISTRICT NO. 3, WHO IS DULY ELECTED ON AUGUST 18, 2020 TO SERVE A TERM OF FOUR (4) YEARS OR UNTIL HIS SUCCESSOR IS DULY ELECTED AND QUALIFIED; PAM FEAGLE OF DISTRICT NO. 4, WHO WAS DULY ELECTED ON AUGUST 23, 2022 TO SERVE A TERM OF FOUR (4) YEARS OR UNTIL HER SUCCESSOR IS DULY ELECTED AND QUALIFIED; AND THOMAS DEMPS OF DISTRICT NO. 5, WHO WAS DULY ELECTED ON AUGUST 18, 2020 TO SERVE A TERM OF FOUR (4) YEARS OR UNTIL HIS SUCCESSOR IS DULY ELECTED AND QUALIFIED.**

**A FULL BOARD BEING PRESENT.**

**ALSO PRESENT, GARY KNOWLES, CLERK OF CIRCUIT COURT, DULY ELECTED ON AUGUST 18, 2020 TO SERVE A TERM OF FOUR (4) YEARS OF UNTIL HIS SUCCESSOR IS DULY ELECTED AND QUALIFIED.**

THE CHAIR CALLED THE REGULAR MEETING TO ORDER AT 6:00 P.M.

COUNTY STAFF ATTENDED THE MEETING AS FOLLOWS:

<u>POSITION</u>	<u>NAME</u>	<u>HOW ATTENDED</u>	<u>PORTION ATTENDED</u>
CO ADMINISTRATOR	LAWANDA PEMBERTON	IN PERSON	ALL
ASST CO ADMIN	MARSHA DURDEN	IN PERSON	ALL
COUNTY ATTORNEY	CONRAD BISHOP	IN PERSON	ALL
COUNTY ENGINEER	KENNETH DUDLEY	IN PERSON	ALL
GRANTS WRITER	MELODY COX	CALL IN	ALL

COMMISSIONER DEMPS LED THE BOARD IN PRAYER, FOLLOWED BY THE PLEDGE OF ALLEGIANCE TO THE FLAG. BUSINESS WAS TRANSACTED AS FOLLOWS:

THE CHAIRMAN READ INSTRUCTIONS FOR CONFERENCE CALL-IN LINE.

**3. REORGANIZATION OF THE BOARD FOR FY 2023/2024:**

**A. ELECTION OF A CHAIRPERSON**

CHAIR ENGLISH RELINQUISHED THE GAVEL TO THE CLERK OF COURT, WHO ANNOUNCED THAT THE FIRST ORDER OF BUSINESS WILL BE THE ELECTION OF A CHAIR OF THE BOARD.

CLERK:

THE FLOOR IS NOW OPEN FOR NOMINATIONS FOR CHAIR.

DO I HEAR NOMINATIONS FOR CHAIR?

COMMISSIONER FEAGLE NOMINATED COMMISSIONER ENGLISH TO BE CHAIRMAN OF THE BOARD.

ARE THERE ANY OTHER NOMINATIONS FOR CHAIRMAN?

UPON COMMISSIONER DEMPS, WITH A SECOND BY COMMISSIONER FEAGLE, AND BY UNANIMOUS VOTE, THE NOMINATIONS FOR CHAIRMAN CLOSED.

BOARD MEMBERS VOTING FOR COMMISSIONER ENGLISH TO BE CHAIR OF THE BOARD:

YEA: COMMISSIONERS FEAGLE, DEMPS, NEWMAN AND MOODY.

NAY:

THE CLERK DECLARED THAT COMMISSIONER ENGLISH WAS ELECTED BY A UNANIMOUS VOTE OF THE BOARD, TO BE THE CHAIR OF THE BOARD.

THE CLERK RELINQUISHED THE CHAIR TO NEWLY ELECTED CHAIR ENGLISH.

## **B. ELECTION OF A VICE-CHAIRPERSON**

CHAIR ENGLISH THEN CALLED FOR NOMINATIONS FOR VICE-CHAIR.

COMMISSIONER MOODY NOMINATED COMMISSIONER NEWMAN FOR VICE-CHAIR OF THE BOARD.

COMMISSIONER FEAGLE NOMINATED COMMISSIONER MOODY FOR VICE-CHAIR OF THE BOARD.

ARE THERE ANY OTHER NOMINATIONS FOR VICE-CHAIR?

THERE BEING NO OTHER NOMINATIONS FOR VICE-CHAIR, AND UPON MOTION OF COMMISSIONER MOODY, WITH A SECOND BY COMMISSIONER FEAGLE, AND BY UNANIMOUS VOTE, THE NOMINATIONS FOR VICE-CHAIR CLOSED.

BOARD MEMBERS VOTING FOR COMMISSIONER NEWMAN TO BE VICE-CHAIR OF THE BOARD:

YEA: COMMISSIONERS DEMPS, MOODY AND ENGLISH

NAY: COMMISSIONER FEAGLE

BOARD MEMBERS VOTING FOR COMMISSIONER FEAGLE TO BE VICE-CHAIR OF THE BOARD:

YEA: COMMISSIONER MOODY

NAY: COMMISSIONER DEMPS, NEWMAN AND ENGLISH

THE CHAIR DECLARED THAT COMMISSIONER NEWMAN WAS ELECTED BY A MAJORITY VOTE OF THE BOARD, TO BE THE VICE-CHAIR OF THE BOARD.

## **C. DISCUSSION OF BOARD PERSONNEL**

COMMISSIONER FEAGLE, MADE A MOTION TO RETAIN COUNTY ATTORNEY BISHOP, COUNTY AUDITORS, AS WELL AS ALL OTHER BOARD PERSONNEL IN THEIR CURRENT POSITIONS.

THE MOTION WAS SECONDED BY COMMISSIONER NEWMAN, AND PASSED BY UNANIMOUS VOTE OF THE BOARD.

**D. DISCUSSION REGARDING BOARD MEETING DATES AND TIMES AND APPROVE BOARD CALENDAR**

1. RETAIN THE REGULAR MEETING DAYS ON THE FIRST MONDAY (6:00 P.M.) AND THE THIRD TUESDAY (6:00 P.M.) OF EACH MONTH.
2. RETAIN ALL REGULAR WORKSHOPS ON THE FOURTH TUESDAY OF EACH MONTH, BEGINNING AT 6:00 P.M.
3. ADOPTED THE BOARD CALENDAR FOR FY 23/24.

COMMISSIONER FEAGLE, MADE A MOTION TO NOT HAVE WORKSHOP IN JUNE AND NOVEMBER 2024.

THE MOTION WAS SECONDED BY COMMISSIONER DEMPS, AND PASSED BY UNANIMOUS VOTE OF THE BOARD.

**E. MISCELLANEOUS DISCUSSION (COMMITTEE APPOINTMENTS, ETC.)**

COUNTY ADMINISTRATOR SUGGESTED ADDING AN ADDITIONAL MEMBER TO NORTH FLORIDA ECONOMIC DEVELOPMENT PARTNERSHIP JOINING TCDA.

UPON MOTION OF COMMISSIONER FEAGLE, WITH SECOND BY COMMISSIONER DEMPS, AND BY UNANIMOUS VOTE, THE BOARD VOTED TO LEAVE ALL COMMITTEE APPOINTMENTS, AS IS CONTINGENT UPON TCDA JOINING IN NORTH FLORIDA ECONOMIC DEVELOPMENT PARTNERSHIP.

**F. THE BOARD TO APPROVE ITS RULES OF PROCEDURE.**

COMMISSIONER FEAGLE WOULD LIKE TO INVOLVE THE CLERGY AND COMMUNITY FOR OPENING PRAYER FOR MEETINGS.

UPON MOTION OF COMMISSIONER FEAGLE, WITH SECOND BY COMMISSIONER MOODY, AND BY UNANIMOUS VOTE, THE BOARD APPROVED THE RULES OF PROCEDURE FOR FY 23/24.

ATTACHMENTS: BOARD CALENDAR FOR FY 23/24; 23/24 COMMITTEE ASSIGNMENTS; 23/24 RULES OF PROCEDURE

**4. APPROVAL OF AGENDA:**

UPON MOTION OF COMMISSIONER FEAGLE, WITH SECOND BY COMMISSIONER MOODY, AND BY UNANIMOUS VOTE, THE BOARD APPROVED THE AGENDA FOR THIS DATE, AS FOLLOWS:

**5. THE BOARD TO RECEIVE AND ORDER FILED, THE REPORTS OF RECEIPTS, EXPENSES AND NET INCOME FOR SEPTEMBER 30, 2023, ON ALL CONSTITUTIONAL OFFICERS.**

COUNTY ADMINISTRATOR- THE BOARD, IN THE PAST, HAS UTILIZED THIS INCOME FOR INCENTIVES FOR EMPLOYEES. TAKING IN CONSIDERATION OF THE RECENT \$2 RAISE AND THE GP CLOSURE, WOULD THE BOARD LIKE TO CONSIDER A \$50 GIFT CARD FOR ALL COUNTY EMPLOYEES?

MOTION FOR \$50 GIFT CARD FOR ALL COUNTY EMPLOYEES.

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody		X	X			
Newman			X			
Feagle	X		X			
Demps			X			

MOTION CARRIED BY UNANIMOUS VOTE.

ATTACHMENTS:

**CONSENT ITEMS:**

**6. EXAMINATION AND APPROVAL OF INVOICES.**

**THE APPROVAL OF THE CURRENT BILLS BY THE BOARD, AS FOLLOWS:**

<b>GENERAL REVENUE FUND</b>	<b>70632</b>	<b>THROUGH</b>	<b>70665</b>	<b>INCLUSIVE</b>
<b>GENERAL FUND VOUCHERS</b>	<b>V70666</b>	<b>THROUGH</b>	<b>V70694</b>	<b>INCLUSIVE</b>
<b>ROAD AND BRIDGE FUND</b>	<b>5017932</b>	<b>THROUGH</b>	<b>5017935</b>	<b>INCLUSIVE</b>
<b>ROAD AND BRIDGE FUND VOUCHERS</b>	<b>V5017936</b>	<b>THROUGH</b>	<b>V5017945</b>	<b>INCLUSIVE</b>

**AND THAT THE CHAIRMAN AND THE CLERK BE AUTHORIZED TO ISSUE COUNTY WARRANTS COVERING SAME.**

- 7. THE BOARD TO CONSIDER ADOPTION OF RESOLUTIONS TO REFLECT UNANTICIPATED MONIES IN THE AIRPORT FUND AND THE DOT – BEACH RD FUND, AS AGENDAED BY DANNIELLE WELCH, COUNTY FINANCE DIRECTOR.**
- 8. THE BOARD TO CONSIDER APPROVAL OF THREE (3) YEAR CONTRACT EXTENSION WITH POWELL AND JONES, CPA, AS AGENDAED BY GARY KNOWLES, CLERK OF COURT.**
- 9. THE BOARD TO CONSIDER APPROVAL OF THE SUBGRANT AGREEMENT BETWEEN THE STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT AND THE COUNTY, GRANT AGREEMENT NUMBER Z3914, AS THE COUNTY HAS BEEN APPROVED BY FEMA FOR PUBLIC ASSISTANCE FOR DAMAGE BY HURRICANE IDALIA, AS AGENDAED BY DANNIELLE WELCH, COUNTY FINANCE DIRECTOR.**
- 10. THE BOARD TO CONSIDER APPROVAL OF REQUEST TO RATIFY THE SIGNATURE OF THE COUNTY ADMINISTRATOR FOR CHANGE ORDER NO. 2 WITH ANDERSON COLUMBIA FOR THE LOCAL AGENCY PROGRAM SAFETY IMPROVEMENT PROJECT ALONG BEACH ROAD (CR361) FROM PERRY TO STEINHATCHEE, AS AGENDAED BY KENNETH DUDLEY, COUNTY ENGINEER.**
- 11. THE BOARD TO CONSIDER APPROVAL OF REQUEST TO ADVERTISE FOR THE PROPOSED WIDENING/RESURFACING OF 1<sup>ST</sup> AVENUE SOUTH UNDER THE FDOT SMALL COUNTY OUTREACH AND COUNTY INCENTIVE GRANT PROGRAMS, AS AGENDAED BY THE COUNTY ENGINEER.**

- 12. THE BOARD TO CONSIDER APPROVAL OF NOTICE TO BIDDERS FOR THE CONCRETE APRON REHABILITATION – PHASE 2 AT PERRY-FOLEY AIRPORT, AS AGENDAED BY MELODY COX, GRANTS WRITER.**
- 13. THE BOARD TO CONSIDER APPROVAL OF REQUEST BY THE TAYLOR COUNTY HISTORICAL SOCIETY FOR THE USE OF THE COURTHOUSE PARKING LOT FOR THE ANNUAL DOWNTOWN CHRISTMAS OPEN HOUSE AND PARADE ON DECEMBER 1, 2023, AS AGENDAED BY LAWANDA PEMBERTON, COUNTY ADMINISTRATOR.**
- 14. THE BOARD TO CONSIDER APPROVAL OF TAYLOR COUNTY DESIGNATED RECEIVING SYSTEM AND BEHAVIORAL HEALTH TRANSPORTATION PLAN 2023-2026, AS REQUESTED BY CATHERINE BRUNSON, NWF HEALTH NETWORK.**
- 15. THE BOARD TO CONSIDER APPROVAL OF REQUEST TO RATIFY THE SIGNATURE OF THE CHAIRPERSON FOR THE PLANNING AND PREPARATION GRANT APPLICATION TO THE FLORIDA COMMERCE, FLORIDA RURAL INFRASTRUCTURE FUND PROGRAM FOR THE POSSIBLE DEVELOPMENT OF THE 61-ACRE STEINHATCHEE COASTAL PARK SITE (KNOWN AS, THE WOODS), AS AGENDAED BY THE GRANTS WRITER.**
- 16. THE BOARD TO CONSIDER APPROVAL OF AGREEMENT WITH THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES FOR MOSQUITO CONTROL OPERATIONS FUNDING, AS AGENDAED BY THE COUNTY ADMINISTRATOR.**
- 17. THE BOARD TO CONSIDER APPROVAL OF REQUEST FOR PROPOSALS, NOTICE TO ADVERTISE AND AGREEMENT FOR THE ECG MANAGEMENT SYSTEM PROJECT AT DOCTORS' MEMORIAL HOSPITAL, AS AGENDAED BY MARSHA DURDEN, ASSISTANT COUNTY ADMINISTRATOR.**
- 18. THE BOARD TO CONSIDER APPROVAL OF REQUEST FOR PROPOSALS, NOTICE TO ADVERTISE AND AGREEMENT FOR THE DIGITAL C-ARM PROJECT FOR DOCTORS' MEMORIAL HOSPITAL, AS AGENDAED BY THE ASSISTANT COUNTY ADMINISTRATOR.**



MOTION TO APPROVE CONSENT ITEM NOS. SIX (6) THROUGH EIGHTEEN (18).

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody		X	X			
Newman			X			
Feagle	X		X			
Demps			X			

MOTION CARRIED BY UNANIMOUS VOTE.

ATTACHMENTS: CHECK REGISTRY, RESOLUTIONS, SUBGRANT AGREEMENT BETWEEN THE STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT AND THE COUNTY, GRANT AGREEMENT NUMBER Z3914, NOTICE TO BIDDERS, MOSQUITO CONTROL OPERATIONS FUNDING AGREEMENT.

**PUBLIC REQUESTS:**

**19. THE BOARD TO CONSIDER APPROVAL OF REQUEST FOR FUNDING FOR ENVIRONMENTAL CONSULTING SERVICES FROM DUE DILIGENCE ASSOCIATES, INC., AS REQUESTED BY MICHELE CURTIS, CITIZENS ACTION TASK FORCE CHAIR.**

DAN SIMMONS REQUEST THE BOARD TO SEND A LETTER IN SUPPORT OF SRWM TO FUND THE ENVIRONMENTAL CONSULTING SERVICES. ANY INFORMATION WOULD BE AVAILABLE TO THE BOARD AND PUBLIC.

MOTION TO SEND LETTER OF SUPPORT TO SRWM TO FUND CONSULTING SERVICES.

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody			X			
Newman			X			
Feagle	X		X			
Demps		X	X			

MOTION CARRIED BY UNANIMOUS VOTE.

ATTACHMENTS:

**COUNTY STAFF ITEMS:**

**20. THE BOARD TO CONSIDER APPROVAL OF SUPPLEMENTAL AGREEMENT NO. 1 AND AUTHORIZING RESOLUTION FOR THE PROPOSED WIDENING/RESURFACING OF CEDAR ISLAND ROAD UNDER THE FDOT SMALL COUNTY ROAD ASSISTANCE PROGRAM, AS AGENDAED BY THE COUNTY ENGINEER.**

UPON MOTION BY COMMISSIONER FEAGLE, SECOND BY COMMISSIONER DEMPS, TO AUTHORIZE THE COUNTY ATTORNEY TO READ THE RESOLUTION BY TITLE.

MOTION CARRIED BY UNANIMOUS VOTE.

COUNTY ATTORNEY READ RESOLUTION BY TITLE.

UPON MOTION BY COMMISSIONER FEAGLE, SECOND BY COMMISSIONER NEWMAN, AND BY UNANIMOUS VOTE, THE BOARD ADOPTED RESOLUTION FOR THE PROPOSED WIDENING/RESURFACING OF CEDAR ISLAND ROAD UNDER THE FDOT SMALL COUNTY ROAD ASSISTANCE PROGRAM.

MOTION TO APPROVE THE SUPPLEMENTAL AGREEMENT NO. 1

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody			X			
Newman	X		X			
Feagle		X	X			
Demps			X			

MOTION CARRIED BY UNANIMOUS VOTE.

ATTACHMENTS: RESOLUTION, SUPPLEMENTAL AGREEMENT

**21. THE BOARD TO CONSIDER APPROVAL OF SUPPLEMENTAL AGREEMENT NO. 2 AND AUTHORIZING RESOLUTION FOR THE PROPOSED WIDENING/RESURFACING OF 1<sup>ST</sup> AVENUE SOUTH UNDER THE FDOT SMALL COUNTY OUTREACH PROGRAM AND COUNTY INCENTIVE GRANT PROGRAM, AS AGENDAED BY THE COUNTY ENGINEER.**

UPON MOTION BY COMMISSIONER FEAGLE, SECOND BY COMMISSIONER NEWMAN, TO AUTHORIZE THE COUNTY ATTORNEY TO READ THE RESOLUTION BY TITLE.

MOTION CARRIED BY UNANIMOUS VOTE.

COUNTY ATTORNEY READ RESOLUTION BY TITLE.

UPON MOTION BY COMMISSIONER FEAGLE, SECOND BY COMMISSIONER DEMPS, AND BY UNANIMOUS VOTE, THE BOARD ADOPTED RESOLUTION FOR THE PROPOSED WIDENING/RESURFACING OF 1<sup>ST</sup> AVENUE SOUTH UNDER THE FDOT SMALL COUNTY OUTREACH PROGRAM AND COUNTY INCENTIVE GRANT PROGRAM.

MOTION TO APPROVE THE SUPPLEMENTAL AGREEMENT NO. 2

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody			X			
Newman		X	X			
Feagle	X		X			
Demps			X			

MOTION CARRIED BY UNANIMOUS VOTE.

ATTACHMENTS: RESOLUTION, SUPPLEMENTAL AGREEMENT

**22. THE BOARD TO CONSIDER APPROVAL OF SUPPLEMENTAL AGREEMENT NO. 2 AND AUTHORIZING RESOLUTION FOR THE PROPOSED WIDENING/RESURFACING OF SLAUGHTER ROAD UNDER THE FDOT SMALL COUNTY OUTREACH PROGRAM, AS AGENDAED BY THE COUNTY ENGINEER.**

UPON MOTION BY COMMISSIONER FEAGLE, SECOND BY COMMISSIONER NEWMAN, TO AUTHORIZE THE COUNTY ATTORNEY TO READ THE RESOLUTION BY TITLE.

MOTION CARRIED BY UNANIMOUS VOTE.

COUNTY ATTORNEY READ RESOLUTION BY TITLE.

UPON MOTION BY COMMISSIONER FEAGLE, SECOND BY COMMISSIONER DEMPS, AND BY UNANIMOUS VOTE, THE BOARD ADOPTED RESOLUTION FOR THE PROPOSED WIDENING/RESURFACING OF SLAUGHTER ROAD UNDER THE FDOT SMALL COUNTY OUTREACH PROGRAM.

MOTION TO APPROVE THE SUPPLEMENTAL AGREEMENT NO. 2

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody			X			
Newman		X	X			
Feagle	X		X			
Demps			X			

MOTION CARRIED BY UNANIMOUS VOTE.

ATTACHMENTS: RESOLUTION, SUPPLEMENTAL AGREEMENT

**23. THE BOARD TO CONSIDER APPROVAL OF SUPPLEMENTAL AGREEMENT NO. 2 AND AUTHORIZING RESOLUTION FOR THE PROPOSED WIDENING/RESURFACING OF SLAUGHTER ROAD UNDER THE FDOT SMALL COUNTY ROAD ASSISTANCE PROGRAM, AS AGENDAED BY THE COUNTY ENGINEER.**

UPON MOTION BY COMMISSIONER FEAGLE, SECOND BY COMMISSIONER DEMPS, TO AUTHORIZE THE COUNTY ATTORNEY TO READ THE RESOLUTION BY TITLE.

MOTION CARRIED BY UNANIMOUS VOTE.

COUNTY ATTORNEY READ RESOLUTION BY TITLE.

UPON MOTION BY COMMISSIONER DEMPS, SECOND BY COMMISSIONER MOODY, AND BY UNANIMOUS VOTE, THE BOARD ADOPTED RESOLUTION FOR THE PROPOSED WIDENING/RESURFACING OF SLAUGHTER ROAD UNDER THE FDOT SMALL COUNTY ROAD ASSISTANCE PROGRAM.

MOTION TO APPROVE THE SUPPLEMENTAL AGREEMENT NO. 2

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody			X			
Newman			X			
Feagle	X		X			
Demps		X	X			

MOTION CARRIED BY UNANIMOUS VOTE.

ATTACHMENTS: RESOLUTION, SUPPLEMENTAL AGREEMENT

**24. THE BOARD TO CONSIDER APPROVAL OF THE JONES EDMUNDS AND ASSOCIATES PROFESSIONAL SERVICES AGREEMENT FOR GROUNDWATER SAMPLING AT THE TAYLOR COUNTY LANDFILL, AS AGENDAED BY THE COUNTY ENGINEER.**

COUNTY ENGINEER- THERE IS NO MORE MONITORING OF THE LANDFILLS, HOWEVER THERE WERE ELEVATED LEVELS OF ARESENIC. FDLE IS NOW REQUIRING TWO CLEAN SAMPLES.

MOTION TO APPROVE THE JONES EDMUNDS AND ASSOCIATES PROFESSIONAL SERVICES AGREEMENT FOR GOUNDWATER SAMPLING AT THE TAYLOR COUNTY LANDFILL.

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody		X	X			
Newman			X			
Feagle	X		X			
Demps			X			

MOTION CARRIED BY UNANIMOUS VOTE.

ATTACHMENTS:

**25. THE BOARD TO CONSIDER APPROVAL OF MODIFICATION NUMBER ONE TO SUBGRANT AGREEMENT BETWEEN THE DEPARTMENT OF COMMERCE AND TAYLOR COUNTY REQUESTING A ONE (1) YEAR EXTENSION TO THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR HOUSING REHABILITATION AND/OR REPLACEMENT PROJECTS, AS AGENDAED BY THE GRANTS WRITER.**

MOTION TO APPROVE MODIFICIATION NUMBER ONE TO EXTEND THE CDBG FOR HOUSING REHABILITATION AND/OR REPLACEMENT PROJECT.

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody			X			
Newman			X			
Feagle	X		X			
Demps		X	X			

MOTION CARRIED BY UNANIMOUS VOTE.

MOTION TO RESCIND BIDS FOR REPLACEMENT HOMES.

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody		X	X			
Newman	X		X			
Feagle			X			
Demps			X			

MOTION CARRIED BY UNANIMOUS VOTE.

ATTACHEMENTS: SUBGRANT AGREEMENT-MODIFICATION NUMBER ONE



**26. THE BOARD TO DISCUSS THE UPCOMING FUNDING CYCLE FOR THE FISCAL YEAR 2030  
FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TRANSPORTATION  
ALTERNATIVES PROGRAM (TAP), AS AGENDAED BY THE GRANTS WRITER.**

GRANTS WRITER- BOARD CAN APPLY FOR 2 TAP PROJECTS FOR THE UPCOMING FUNDING CYCLE FOR THE FISCAL YEAR 2030.

COMMISSIONER NEWMAN SUGGEST A SIDEWALK AROUND THE STEINHATCHEE SCHOOL AND AROUND THE STEINHATCHEE BRIDGE.

BOARD RECOMMENDS SIDEWALKS:

1. INDUSTRIAL PARK TO PUCKETT RD
2. PLANTATION (SOUTH SIDE PARK) TO US 19
3. MILLER TO US 19

MOTION TO SUBMIT TWO PROJECTS FOR TAP. 1)PLANTATION (SOUTHSIDE PARK) TO US 19, 2) ON ASH ST FROM MILLER TO US 19.

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody		X	X			
Newman				X		
Feagle	X		X			
Demps			X			

MOTION CARRIED BY 4-1 VOTE.

ATTACHMENTS:

**27. THE BOARD TO DISCUSS THE UPCOMING 2029-2030 FUNDING CYCLE FOR THE FDOT SHARED-USE NON-MOTORIZED (SUN) TRAIL GRANT PROGRAM, AS AGENDAED BY THE GRANTS WRITER.**

PUBLIC HEARING WILL BE HELD ON DECEMBER 4, 2023.

MOTION TO MOVE FORWARD WITH THE PLAN DESIGN, FEASIBILITY STUDY AND CONSTRUCTION FROM TENNILLES TO STEINHATCHEE TO DARK ISLAND.

Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody		X	X			
Newman	X		X			
Feagle				X		
Demps			X			

MOTION CARRIED BY 4-1 VOTE.

ATTACHMENTS:

## **COUNTY ADMINISTRATOR ITEMS:**

### **28. THE COUNTY ADMINISTRATOR TO DISCUSS INFORMATIONAL ITEMS.**

1. UPCOMING BOARD MEETINGS:  
DECEMBER 4<sup>TH</sup>-REGULAR MEETING  
DECEMBER 12<sup>TH</sup>- WORKSHOP TO DISCUSS REDISTRICTING  
DECEMBER 19<sup>TH</sup> -INVOICES AND BIDS
2. JOE COLLINS HIRED AS THE VETERANS SERVICE OFFICER.
3. FDEM HAS HIRED A CONSULTANT FIRM FOR ESTIMATED COST FOR DEBRIS REMOVAL ON NONCOUNTY MAINTAINED ROADS.
4. DEP COMPELETED REMOVAL OF DEBRIS FROM WATERWAYS.

### **29. COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED ITEMS:**

JIM ZURBRICK- I WAS ADVISED BY A CONTRACTOR REMOVING DEBRIS FROM STEINHATCHEE RIVER THAT THERE IS FUNDING AVAILABLE.

BILL BRYANS- THIS DEBRIS PICKUP IS THE STRANGEST THING.

**30. BOARD INFORMATIONAL ITEMS:**

COMMISSIONER FEAGLE-WHAT TIME DOES THE ROLL-OFF SITES CLOSE? CAN WE CHANGE THE TIME TO DAYLIGHT SAVING TIME?

UPON MOTION BY COMMISSIONER DEMPS, SECOND BY COMMISSIONER MOODY TO DECLARE AN EMERGENCY TO EXTEND THE STATE OF EMERGENCY. MOTION CARRIED BY UNANIMOUS VOTE.

MOTION TO EXTEND LOCAL STATE OF EMERGENCY UNTIL JANUARY 15, 2024.

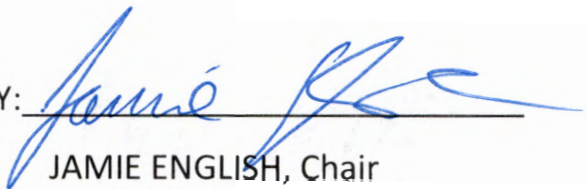
Commissioner	Motion	Second	Yea	Nay	Absent	Abstain
English			X			
Moody			X			
Newman			X			
Feagle		X	X			
Demps	X		X			

MOTION CARRIED BY UNANIMOUS VOTE.

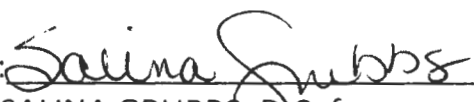
ATTACHMENTS: LOCAL STATE OF EMERGENCY DECLARATION

THE HOUR BEING APPROXIMATELY 8:10 PM, AND THERE BEING NO FURTHER BUSINESS, COMMISSIONER DEMPS MADE A MOTION, WITH A SECOND BY COMMISSIONER MOODY, TO ADJOURN. THE MOTION TO ADJOURN PASSED BY UNANIMOUS VOTE OF THE BOARD, SUBJECT TO CALL.

BOARD OF COUNTY COMMISSIONERS  
TAYLOR COUNTY, FLORIDA

BY:   
JAMIE ENGLISH, Chair

ATTEST:

BY:   
SALINA GRUBBS, D.C. for  
GARY KNOWLES, Clerk



# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, 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 6 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

## Board Calendar for FY 2024

### PROPOSED BOARD MEETING DATES

1<sup>st</sup> meeting of the month - 6:00 P.M.

2<sup>nd</sup> meeting of the month - 6:00 P.M.

December 4, 2023 and December 19, 2023  
January 02, 2024\* and January 16, 2024  
February 05, 2024 and February 20, 2024  
March 04, 2024 and March 19, 2024  
April 01, 2024 and April 16, 2024  
May 06, 2024 and May 21, 2024  
June 03, 2024 and June 18, 2024  
July 08, 2024\* and July 23, 2024 (4<sup>th</sup> of July week)  
August 05, 2024 and August 20, 2024  
September 03, 2024\* and September 17, 2024  
October 07, 2024 and October 22, 2024  
November 04, 2024 and November 19, 2024  
December 02, 2024 and December 17, 2024

### PROPOSED BOARD WORKSHOP DATES

All workshops - 6:00 P.M.

December - No workshop scheduled  
January 23, 2024  
February 27, 2024  
March 26, 2024  
April 23, 2024  
May 28, 2024  
June-No workshop Scheduled  
July 30, 2024  
August 27, 2024  
September 24, 2024  
October 29, 2024  
November-No workshop scheduled  
December-No workshop scheduled

\*Meeting date scheduled on alternative day due to holiday or other scheduling conflict

### BUDGET WORKSHOP DATES – 9:00AM

Monday, July 15, 2024  
Monday, July 22, 2024

Thursday, July 18, 2024  
Thursday, July 25, 2024

### BUDGET MEETING DATES - 6:00PM

Tuesday, July 30, 2024 (set proposed millage rate)

### BUDGET PUBLIC HEARINGS

September 2024 – TBA

### HOLIDAYS

Christmas Eve and Day 2023  
New Year's Day 2024  
Martin Luther King Jr. Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Holidays  
Christmas Eve and Day

Updated 11/28/2023

### DATE OBSERVED

December 25 (Mon) and December 26 (Tue)  
January 1 (Mon)  
January 15 (Mon)  
March 29 (Fri)  
May 27 (Mon)  
July 4 (Thu)  
September 2 (Mon)  
November 11 (Mon)  
November 28 (Thurs) November 29 (Fri)  
December 24 (Tue) and December 25 (Wed)

**2023-2024 COMMITTEE ASSIGNMENTS**

COM FEAGLE	COM ENGLISH	COM MOODY	COM NEWMAN	COM DEMPS
TCDA (MONTHLY)	AUCILLA LANDFILL (MONTHLY)	DMH (MONTHLY)	BIG BEND WATER/SEWER (MONTHLY)	NFRPC (MONTHLY)
TRANS DISADVANTAGE (QUARTERLY)	TCRAB (MONTHLY)	3 RIVERS LIBRARY (QUARTERLY)	TDC (MONTHLY)	NFEDP (QUARTERLY)
BUDGET/FINANCE (AS NEEDED)	SMALL COUNTY COALITION (ALTERNATE) (VARIES)	NORTH FL WORKFORCE CONSORTIUM (QUARTERLY)	SMALL COUNTY COALITION (VARIES)	SUWANEE RIVER ECONOMIC COUNCIL (QUARTERLY)
LTPT (VARIES)		GULF CONSORTIUM (VARIES) NFEDP (VARIES)		

**NOTE: BOCC COMMITTEE MEMBERS DO NOT VOTE DUE TO CONFLICTS OF INTEREST ON COMMITTEE ISSUES THAT HAVE THE POTENTIAL TO COME BACK FOR A BOARD VOTE**

ORGANIZATION	FREQUENCY	TIME	LOCATION	CONTACT
AUCILLA LANDFILL	MONTHLY, 3 <sup>RD</sup> MON	VARIES	LANDFILL, GREENVILLE	JOHN MCHUGH 850-948-4875
BIG BEND WATER/SEWER (BBWA)	MONTHLY, 4 <sup>TH</sup> THURS	6:00 PM	BBWA BLDG, STEINHATCHEE	MARK REBLIN 352-498-3576
BUDGET/FINANCE	AS NEEDED	VARIES	BOCC BOARD ROOM	COUNTY ADMINISTRATOR 850-838-3500
DMH BOARD	MONTHLY, LAST TUES	6:00 PM	DMH	DMH ADMINISTRATOR 850-584-0885
NORTH FLORIDA WORKFORCE CONSORTIUM	QUARTERLY	VARIES	MADISON	DIANE HEAD 850-973-2672
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (NCFRPC)	MONTHLY, LAST THURS	7:30 PM	HOLIDAY INN, LAKE CITY	SCOTT KOONS 352-955-2200
NORTH FLORIDA ECONOMIC DEVELOPMENT PARTNERSHIP (NFEDP) <b>*NEEDS 2 MEMBERS</b>	QUARTERLY	VARIES	VARIES	JEFF HENDRY 850-443-7103
SMALL COUNTY COALITION	W/FAC MEETINGS	VARIES	VARIES, CO-LOCATED W/FAC	CHRIS DOOLIN 850-224-3180



SUWANEE RIVER ECONOMIC COUNCIL	QUARTERLY	6:00 PM	LIVE OAK SENIOR CENTER	MATT PEARSON 386-362-4078
TDC	MONTHLY, 2 <sup>ND</sup> THURS	12 NOON	CHAMBER BOARD ROOM	DAWN TAYLOR 850-584-5366
TCRAB	MONTHLY, 2 <sup>ND</sup> TUESDAY	12 NOON	BOCC BOARD ROOM	COUNTY ADMINISTRATOR 850-838-3500
TCDA	MONTHLY, 3 <sup>RD</sup> THURSDAY	12 NOON	HISTORIC PERRY STATION	850-584-5627
THREE RIVERS REGIONAL LIBRARY	QUARTERLY	7:30 PM	ROTATES BETWEEN TAYLOR, DIXIE, LAFAYETTE & GILCHRIST COUNTIES	CHERYL PULLIAM 386-294-3858
TRANSPORTATION DISADVANTAGED	QUARTERLY	1:00 PM	BOCC BOARD ROOM	JAMI BOOTHBY 850-838-3553
LOCAL TECHNOLOGY PLANNING TEAM (LTPT)	AS NEEDED	VARIES	BOCC BOARD ROOM	COUNTY ADMINISTRATOR 850-838-3500
GULF CONSORTIUM	AS NEEDED	VARIES	VARIES	DANIEL DOURTE

**\*\* COUNTY ADMINISTRATOR ALTERNATE FOR: GULF CONSORTIUM AND NFEDP**



**TAYLOR COUNTY  
BOARD OF COUNTY COMMISSIONERS**



**FY 2024**

**RULES OF PROCEDURE**

JAMIE ENGLISH  
District 1

JIM MOODY  
District 2

MICHAEL NEWMAN  
District 3

PAM FEAGLE  
District 4

THOMAS DEMPS  
District 5



## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, 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 6 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

November 21, 2023

The Taylor County Board of County Commissioners recognizes that as a deliberative body it needs agreed upon procedures by which the behavior of the body and of individual members is to be governed. An orderly process is necessary not only for the Commission (Board) but also for members of the staff and general public or persons doing business with the Commission.

Although there are several Florida statutes which, in effect, specify certain rules, many of the rules of a county board of county commissioners are not specified by state statute. The intent is that various boards of county commissioners develop rules that fit their specific situation. Florida Statute Chapter 125.01(1)(a) specifies that the Board has the power to adopt its own rules of procedures.

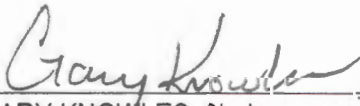
In compiling our board rules we had three major considerations. The first is that the rules adopted should reflect procedures that enhance our Commission's ability to operate. Second, the commission adopts rules to operate as required by law. Third, the rules adopted should be internally consistent.


The Taylor County Board of County Commissioners' Rules as herein adopted are intended to include most of the relevant procedural topics that the Commission faces; topics which, for the most part, have been gleaned from a number of counties. It is important to note that while the Commissions' Rules of Procedures should be readopted annually at the reorganization meeting held each third Tuesday, in November or as soon as practical thereafter, the Board can change or amend its rules not governed by statute by a simple majority vote during any meeting as detailed below.

Adopted in regular session 11/28, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS

  
GARY KNOWLES, Clerk

  
, Chairperson

Revised November 21, 2023

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## SECTION I - PUBLIC PARTICIPATION IN COUNTY GOVERNMENT

**1: Board Meetings -Open to the Public.** All meetings of the Taylor County Board of County Commissioners, its various Boards and committees thereof, shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, F.S.

(a) *The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions - Section 447.605(1), F.S.; meetings regarding risk management claims -Section 768.28(15), F.S.; and litigation meetings pursuant to Section 286.011(8) F.S. The Board shall follow all statutory requirements for exempt meetings.*

(b) Because of the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited. At the sole discretion of the Commission, when an unusually large crowd is anticipated the Commission may consider holding the meeting in the County courtroom or other large public facility. Limited seating may also be imposed due to public health concerns, such as a pandemic, and meetings may be made available to the public through virtual media platforms.

(c) Regular, as well as Special meetings of the Commission will be conducted in a publicly owned or controlled building. All meetings will be held in a building that is open to the public.

(d) For public-safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures will be allowed in County Commission meeting rooms.

(e) All persons with disabilities shall be provided the assistance that is necessary to enable them to effectively participate in Commission meetings.

**2: Appearance before the Commission.** Persons desiring to address the Commission on a matter pending before it, or which needs the attention of the Board may do so upon being recognized by the Chair. To ensure that everyone has a fair opportunity to participate, these procedures will be followed:

(a) After being recognized, the person shall:

- step up to the speaker's rostrum and give her/his name and home address;
- unless further time is granted by the Chair, limit the comments to three minutes;
- address all remarks to the Commission as a body, and not a member thereof; and make comments and present documents to the Commission and the Clerk;
- Speakers shall make comments concise and to the point, and present any data or evidence they wish the Commission to consider. No person may speak more than once on the same subject unless granted permission by the Chair.

- NOTE: If there are a large number of people wishing to speak on a particular issue, the Chair or the Board may require those wishing to speak to fill out a "Request to Speak on Agendaed Items form," see attachment 2, page 20.

(b) The Commission may discuss the matter, assign it to a committee, or refer it to the County Administrator and/or County Attorney for review and comment.

(c) No person other than a member of the Commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Chair. No question may be asked except through the Chair.

(d) A person may not interfere with, or interrupt, the orderly procedure of the Commission, any Commissioner, or the person speaking that has been properly recognized by the Chair.

(e) If the Chair or the Commission declares an individual out-of-order, s/he will be requested to relinquish the speaker's rostrum. If the person does not do so, s/he is subject to removal pursuant to Rule 19 Sergeant-at-Arms.

(f) Prior to the beginning of a meeting or public hearing, the Chair may require that all persons who wish to be heard sign in with the Clerk, give their name and home address, the agenda item and whether they wish to speak as a proponent, opponent, or otherwise. If a sign-in sheet is required, any person who does not sign in may be permitted to speak after all those who signed in have done so.

(g) The Chair, subject to concurrence of the majority of the Commission, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.

(h) Employees of the County may address the Commission on matters of public concern. Employee comments that address an active grievance/arbitration, employee appeal matter or a personnel dispute will not be entertained as a part of Citizen Comments. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.

**3: Public Comments and Inquiries for Non Agendaed Items.** The Commission shall not take final action on public comment items presented at the same meeting unless it waives its Rules of Procedure. When inquiries and comments are brought before the Commission, other than for items already on an agenda, the Chair may first determine whether the issue is legislative or administrative in nature and then:

(a) If legislative, and the complaint is about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Commission finds consideration of such suggestions advisable, the Commission may refer the matter to a committee, to the County Attorney and/or the County Administrator for review and recommendation, or may take other actions it deems appropriate.

(b) If administrative, and the complaint is regarding the performance of administrative staff, administrative interpretation of legislative policy, or administrative policy within the authority of the County Administrator; the Chair shall then refer the complaint directly to the



County Administrator for her/his review, if said complaint has not been so reviewed. The Commission may direct that the County Administrator report to the Commission when her/his review is completed.

(c) The Chair may also assign to a Commissioner, issues that require additional examination. If so assigned, the Commissioner shall provide a report to the Commission when the examination is complete.

**4: Commission Meetings -Regular.** Unless otherwise advertised, all regular meetings of the Taylor County Board of County Commission are conducted at 6:00 p.m. on the 1<sup>st</sup> Monday and 3<sup>rd</sup> Tuesday of the month at 6:00 p.m. in the Commission Chambers at the County Commissioners Administrative Complex, 201 East Green Street, Perry, Florida.

(a) From time-to-time, regular meetings may be adjusted by the Commission to accommodate a holiday schedule or other special circumstances. Prior notice of such change shall be provided to the public, the Clerk and the media. While a minimum notice of 24 hours is required, the Commission will provide as much advance notice of a regular meeting as is feasible.

(b) On election years, organizational meetings will be held on the 2<sup>nd</sup> Tuesday following the election.

**5: Commission Meetings – Special (Requires a Minimum of 24 hrs Notice).** The Chair, any two Commissioners, or the County Administrator may call a special meeting.

(a) The call for a special meeting shall be in writing and shall contain time, place and business to be conducted. The notice of a special meeting shall be posted on the East and West doors of the County Courthouse. The time and place of the special meeting will be added to the meetings list. Special meetings may be held upon no less than twenty-four (24) hours public notice.

(b) Each Commissioner, the Clerk of the Court, the Sheriff, the County Administrator and the County Attorney shall be given 24 hours prior notice of the special meeting. Such notice shall be provided by any reasonable means, including telephone, email or facsimile transmission to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.

(c) Twenty-four hours prior notice of the special meeting shall be provided to the business office of each local media organization that has on file a written request for notice of special meetings. Such notice shall be provided by any reasonable means, including telephone, email or facsimile transmission.

(d) Special meetings may be scheduled on days or evenings.

(e) An agenda outlining the business to be conducted will be available prior to the meeting. No business other than items listed on the agenda shall be conducted. Public comment shall be allowed on items on the agenda.

(f) If there is no longer a need for a special meeting, the person(s) who called the meeting is/are authorized to cancel the meeting.

**6: Commission Meetings -Emergency.** Any one Commissioner or the County Administrator may call, orally or in writing, an emergency meeting. An Emergency Meeting is a time-sensitive meeting of such a nature that a 24-hour notice would be detrimental to the action to be addressed at the meeting.

(a) The call for an emergency meeting shall contain the time, place, and business to be conducted. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable under the circumstances.

(b) Each Commissioner, the Clerk of the Court, the Sheriff, the County Administrator and the County Attorney shall be given the most reasonable notice allowable under the circumstances. Such notice shall be provided by any reasonable means, including telephone, email, or facsimile transmission to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.

(c) The most reasonable notice allowable under the circumstances of the emergency meeting shall be provided to the business office of each local media organization that has on file a written request for notice of emergency meetings. Such notice shall be provided by any reasonable means, including telephone, email or facsimile transmission.

(d) Emergency meetings may be scheduled on days or evenings.

(e) An agenda outlining the business to be conducted will be available prior to the meeting. No business shall be conducted other than items listed on the agenda. Public comment shall be allowed on items on the agenda.

(f) If there is no longer a need for an emergency meeting, the person(s) who called the meeting is/are authorized to cancel the meeting.

**7: Informal Commission Meetings - Inspection Trips, Retreats and Workshops.**

(a) The Chair, Commission, or County Administrator may schedule informal meetings, inspection trips, retreats or workshops to gain new information, request clarification and in general improve communication between elected officials, and the general public. Advance notice of these meetings shall be given in the same manner as special meetings. Minutes of these meetings shall be made by County Commission staff.

(b) Regularly Scheduled Board Workshop. The Board usually conducts a workshop once a month normally scheduled to start at 6:00 p.m. on the 4<sup>th</sup> Tuesday of the month (following the 1<sup>st</sup> Board meeting of the month) in the Commission Chambers at the County Commissioners' Administrative Complex, 201 East Green Street, Perry, Florida. From time-to-time, regular workshop meetings may be adjusted by the Commission to accommodate a holiday schedule or other special circumstances. Prior notice of such change shall be provided to the public, the Clerk and the media. While a minimum notice of 24 hours is required, the Commission will provide as much advance notice of a regular meeting as is

feasible. No motions are made or passed at a workshop unless an unforeseen emergency arises and then the Commission would have to declare an emergency and enter into an emergency meeting as detailed above.

#### **8: Public Hearings; Time; Location.**

(a) Public hearings shall be held as part of the regularly scheduled Commission meetings and will be so agendaed by the Clerk of the Court and are normally scheduled to begin at 6:00 p.m.

(b) The matters under consideration shall be heard at the designated time, or as soon thereafter as practicable. However, by vote (of a majority plus one pursuant to Subsection 125.66(4) (b) (1), F.S.), the County Commission may conduct public hearings for those applications identified in this subsection usually required after 6:00 p.m. at another time of day. Public hearings may be continued from a prior meeting, or scheduled on days or evenings in addition to the first Monday and third Tuesday of each month.

(c) Prior to the beginning of any meeting or public hearing, the Chair may require that all persons that wish to be heard sign in with the Clerk, give their name and home address, the agenda item, and whether they wish to speak as a proponent, opponent, or otherwise. If a sign-in sheet is required, any person who does not sign in may be permitted to speak after all those who signed in have done so. The Chair, subject to concurrence of a majority of the Commission, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.

#### **9: Public Hearing; Procedures.**

(a) General Public Hearings - The procedures to be followed for public hearings are, generally, as follows:

(1) The County Administrator or his/her designee shall describe the agenda item to be considered, and provide the staff recommendation. The Chair shall then inquire as to whether any Commissioners have questions for administration. After Commissioners' questions are answered, the Chair then opens the public hearing.

(2) Following public comment (if any), the Chair closes the public hearing and inquires if any Commissioner wishes to put forth a motion. If a motion and a second are made, the Chair then calls for discussion among Commissioners.

(3) The Chair inquires if there is any further discussion by the Commissioners and any final comments or recommendations from administration. The Chair restates the motion.

(4) The Chair inquires of the Commissioners as to whether they are ready for the question, calls for the vote and after the vote restates the vote.

(b) Quasi-Judicial Hearings - The procedures to be followed for quasi-judicial hearings are generally as follows:



- (1) Prior to the commencement of quasi-judicial hearings, the County Attorney will provide the public with an explanation of quasi-judicial hearing proceedings and shall read the following statement:

"All persons wishing to participate and speak will be sworn in prior to speaking during this proceeding. All persons have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers and respond to comments or presentations of staff or other speakers. All persons who present written materials to Commissioners for consideration must ensure that a copy of such materials is provided to the Clerk for inclusion in the Commission's record of proceedings and official minutes.

While we welcome comments from all persons with an interest in this proceeding, Florida law requires that the County Commission's decision in a quasi-judicial action be supported by competent substantial evidence presented to the Commission during the hearing on the application. Competent substantial evidence is such evidence as a reasonable mind would accept as adequate to support a conclusion. There must be a factual basis in the record to support opinion testimony from both expert and non-expert witnesses. Persons presenting testimony may rely on factual information that they present, that is presented by County staff, that the applicant presented, or on factual information included in the County staff report to support their testimony."

- (2) After reading the statement, the Clerk will make the following inquiry of the County Commissioners:

"Has any Commissioner received any oral or written communications regarding the land use items to be discussed? If so, please disclose the substance of the communication and identify the person making the communication."

Disclosure made must be made before or during the public meeting at which a vote is taken on such matters, so that persons who have opinions contrary to those expressed in the ex-parte communication are given a reasonable opportunity to refute or respond to the communication.

- (3) The Clerk shall administer the affirmation to all persons who desire to speak at quasi-judicial proceedings before the County Commission

- (4) The County Administrator or his/her designee shall describe the quasi-judicial item to be considered and make a presentation pertaining to the item. The Chair shall then inquire as to whether any Commissioner has questions for the staff that made the presentation. After the Commissioners' questions are answered, the Chair will ask if any of the parties to the proceeding have any questions of staff members who made presentations.

- (5) The applicant for a land use change or his/her representative will make a

presentation pertaining to the application. The Chair will once again inquire as to whether Commissioners and then parties to the proceeding have questions of the applicant and the applicant's representatives.

(6) The Chair will next ask if any members in the audience wish to present testimony. At the conclusion of the testimony, the Chair will ask if any of the Commissioners or any of the parties to the proceeding have questions of the witness.

(7) There will be an opportunity for applicant rebuttal and staff closing comments.

(8) The Chair will then inquire of the Commissioners as to whether they are prepared to vote to address the application before them.

(c) Ex-Parte Communications

Florida Statutes Section 286.0115 provides that any person who is not otherwise prohibited by statute, charter provision or ordinance may discuss with any commissioner the merits of any matter that the County Commission may take action. The following procedures, which remove the presumption of prejudice, shall be followed for ex-parte communication.

(1) The substance of any ex-parte communication with a Commissioner which relates to a quasi-judicial action pending before the Commission (such as a land use decision) is not presumed prejudicial to the action if the subject of the communication and the identity of the person, group or entity with whom the communication took place is disclosed and made a part of the record before the final action on the matter.

(2) A County Commissioner may read a written communication from any person. A written communication that relates to quasi-judicial action pending before the Commission (such as a land use decision) shall not be presumed prejudicial to the action. Such written communication shall be made a part of the record before final action on the matter.

(3) Commissioners may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before the Commission. Such activities shall not be presumed prejudicial to the action if the existence of the investigation, site visit or expert opinion is made a part of the record before final action on the matter.

**10: Public Records; Inspection; Duplication.** Pursuant to Chapter 119, F.S., all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, email messages, or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business by any agency, are public records. A public record (including information stored in computers) is open to public inspection and duplication, unless exempted by law. The Clerk is the official records Custodian of public records for the County.

(a) If the purpose of a document prepared in connection with the official business of the agency is to perpetuate, communicate or formalize knowledge, then it is a public record regardless of whether it is in final form, or the ultimate product of an agency.

(b) Requests for copies of public information (including the Chair's mail and videotapes of County Commission meetings and workshops) shall be fulfilled pursuant to the Board's policy specifically addressing the handling of public records requests.

(c) Any and every media conference officially sponsored by Taylor County Government will be open to all media representatives and to the general public. Press conferences will be conducted in a location that is publicly accessible.

**11: Commission Mail; Circulation; Public Review and Duplication.** All mail addressed to the Chair and the Commissioners which is received pursuant to law or in connection with the transaction of official County business, is a public record (Chapter 119, F.S.). The public may review and duplicate these records as allowed by law.

(a) Each Commissioner may be provided a copy of the Chair's mail. The originals with attachments will remain in the Chair's mail file. Items of considerable length (such as petitions) will not be copied; instead, a memorandum will be distributed which announces the availability and location of the item in the office. Publications and lengthy agenda materials for other boards on which Commissioners serve will not be copied; only the agenda will be circulated.

(b) Each Commissioner will receive the original of items addressed to her/him. Mail with the words similar to "Personal", "Confidential" or "For the Addressee Only", shall be delivered unopened to the addressee.

(c) The Chair and Commissioners who receive individually-addressed mail will be responsible for replying. Asking the County Administrator to draft a response for their signature or requesting that the item be agendaed for formal Commission consideration is appropriate. The County Administrator shall be responsible for ensuring that mail addressed to the Chair or the Commission is properly answered or placed on an agenda.



## **SECTION II - PREPARATION OF AGENDA; ORDER OF BUSINESS**

**12: Preparation of Agenda.** The Clerk is responsible for the final preparation of the suggested agenda. The County Administrator in conjunction with the Clerk's office shall assist in preparing the agenda. The Chair, any Commissioner or Constitutional Officer, the County Administrator, or the County Attorney may place an item on the agenda. The Chair and County Administrator may meet to discuss each agenda.

(a) As a general practice, all supporting documentation (original plus five copies) must be provided to the County Administrator's office not later than Wednesday, 10:00 a.m., by the week prior to the scheduled Commission meeting. Item(s) may not be included on the suggested agenda if the supporting documentation is not provided by the deadline unless approved by the Chair.

(b) Presentations will normally not exceed fifteen (15) minutes in length.

(c) Agenda review is a session conducted between the Chair and the County Administrator designed for discussion of the suggested Board agenda items prior to the Commission Meeting. The Chair is the final approval authority for the suggested agenda. During a Commission meeting the suggested agenda may be approved as is or changed at the discretion of the Commission. The Commission can amend the suggested agenda over the objections of the Chair by a simple majority vote.

**13: Agenda Material.** The Clerk's office insures a copy of the suggested agenda and supporting materials is ready to be distributed to each Board Member, the Clerk, the County Administrator, the County Attorney and the media by 5:00 p.m. on the Thursday prior to the scheduled Commission meeting or Public Hearing, except when legally observed holidays affect copying and distribution. The agenda, as well as lengthy reports that are part of agenda documentation, will be available for public review in the Clerk's office located on the 1<sup>st</sup> floor of the Taylor County Courthouse at 108 N. Jefferson Street, Perry, Florida, 32347 and made available on the Commission's website.

(a) Each Commissioner should carefully review the Consent Agenda to determine whether there is any item s/he wishes to have removed from the Consent Agenda and placed on the Regular Agenda. If any Commissioner wants an item removed from the Consent Agenda and placed on the Regular Agenda s/he should contact the County Administrator or request that such be done prior to the approval of the agenda by the full Board at the meeting.

### **14: Meeting; Order of Business.**

(a) The business of all regular meetings of the Commission should be transacted as follows - provided, however that the Chair may, by simple majority vote or consensus of the Commission, re-arrange items on the suggested agenda to more expeditiously conduct the business before the Commission.

(1) Invocation and Pledge of Allegiance - The Commission may maintain a clergy rotational roster for the invocation. Members of the Commission as well as others may also be

designated to present the invocation. The Chair shall lead the pledge.

- (2) Adjustments and Approval of the Regular and Public Hearing Agenda. Except for items advertised for public hearings, items may be added to, or removed from, the agenda. Adjustments are made to the suggested agenda based upon the review of the suggested agenda, or recommended additions or deletions to the general business agenda by Board members or staff. Examples of items to be added include grant applications or items received after the established deadline that are time-sensitive. A motion to approve the agenda adopts the agenda and any amendments and approves all items on the Consent agenda to stay on the Consent agenda.
- (3) Awards/Recognitions
- (4) Approval of the Consent Agenda - The County Administrator may place items on the Consent Agenda which are routine or technical in nature; have been previously discussed by the Board; are resolutions of a routine nature; are authorizations to advertise ordinances, public hearings, and bid specifications; are items that have a unanimous recommendation of the Planning Board and staff for approval and no opposition on the agenda; or are other items as authorized by the board. Approval of minutes from previous meetings and examination and approval of invoices will be placed on the Consent Agenda.
- (5) Bids/Public Hearings
- (6) Hospital Items
- (7) Public Requests
- (8) Advisory Committee Reports
- (9) Constitutional Officers/Other Governmental Units
- (10) General Business
- (11) County Staff Items
- (12) County Attorney Items
- (13) County Administrator Items
- (14) Comments and Concerns from the Public – Public comment is encouraged and received for every item agendaed for discussion before the Board. This is a standing item for the Board to receive additional input from the public regarding comments and concerns not discussed by the Board.
- (16) Commissioner Comments – Board Informational Items



(17) Motion to Adjourn

(b) Any items not listed on the printed agenda, for which a Commissioner will request Commission action, should be in writing, and should be provided to the Commission, the County Administrator, the Clerk and the public not later than the beginning of the meeting. The exceptions are items of an emergency nature or those that do not require a written explanation.

(c) No meeting should be permitted to continue beyond 10 p.m. without the approval of a majority of the Commission. A new time limit must be established before taking a Commission vote to extend the meeting. In the event that a meeting has not been closed or continued by Commission vote prior to midnight, the items not acted on are to be continued to a designated time on the following day, unless State law requires a hearing at a different time or unless the Commission, by a majority vote of members present, determines otherwise.

**15: Quorum.** A quorum for the transaction of business by the Commission consists of (3) three Commissioners. Once a quorum has been established, a majority of Commissioners present at the meeting shall be required to carry a motion, unless by statute, ordinance or other regulation, an extraordinary majority (4/5ths) of the Commission is required for approval of an item (e.g. consideration of emergency ordinances, gas tax).

**16: Required Attendance of Officials.** In addition to Commissioners, County officials whose regular attendance shall be required at meetings of the Commission are the: County Administrator, County Attorney, Clerk of the Court, or their designees. A representative of the Taylor County Sheriff's Office shall be present to provide security and assistance in maintaining order.

**17: County Attorney - Parliamentarian.** The County Attorney serves as parliamentarian, and advises the Chair as to correct rules of procedure or questions of specific rule application. The parliamentarian calls to the attention of the Chair any errors in the proceedings that may affect the substantive rights of any member, or may otherwise do harm.

**18: Clerk of the Court - Minutes.** The Clerk of the Court or her/his designee shall make correct minutes of the proceedings of each regular, special or emergency Commission meeting. The draft minutes are reviewed by the Chair. The Clerk shall provide corrected copies of the final minutes to each Commissioner for their reading.

(a) The Clerk's office places the minutes on the Consent agenda for approval by the Commission. Such minutes stand confirmed at the regular Commission meeting without a reading in open meeting, unless some error is shown. In such event, an appropriate correction is made.

(b) The Clerk of the Court or her/his designee shall be responsible for recording County Commission workshops. The Clerk will be included in the selection of dates and times for workshops.

**19: Sergeant at Arms.** The Sheriff's designee shall be sergeant-at-arms of the Commission meetings. The Taylor County Sheriff's Office is authorized to assist the Board in performing

this duty. The Sheriff's designee shall carry out all orders and instructions given by the County Commission for the purpose of maintaining order and decorum at the Commission meeting. The following policy will provide guidance in handling disruptions:

(a) If an individual refuses to relinquish the podium after being allowed to address the Commission, the Chair will inform the individual that their time to address the Commission has expired and the Chair will direct the individual to leave the podium.

(b) If an individual causes disruption in the Commission meeting, the Chair will inform the individual causing the disruption to cease the disruptive activity.

(c) If the disruption fails to stop:

(1) The Chair will inform the individual causing the disruption that their actions are contrary to the orderly function of the meeting and that the individual is to cease such action or the Sergeant-at-Arms will be instructed to remove the individual from the meeting site.

(2) The Chair will direct the individual to leave the meeting site. The Chair will inform the individual that, if s/he is directed to leave and fails to do so, the individual will be subject to arrest for trespass.

(3) If the disruption fails to cease, the Chair shall be authorized to take final action and read the following: "As the Commission Chair, I inform you that your actions are inconsistent with the orderly function of this meeting and you have failed to comply with the lawful order of the Chair. I am instructing the Sergeant-at-Arms to remove from this meeting site, and if deemed necessary by the Sergeant-at-Arms, to remove you from this building."

**20: Rules of Order and Debate.** Every Commission member desiring to speak should address the Commission Chair and, upon recognition by the Chair, the speaker shall confine their comments to the question under debate.

(a) The maker of a motion shall be entitled to the floor first for debate.

(b) A member once recognized shall not be interrupted when speaking unless to call said member to order. The member should then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said member will be at liberty to proceed.

(c) If the Commission Chair wishes to put forth or second a motion, s/he shall relinquish the chair to (1), the Vice Chair, (2), the senior Commission member (if the Vice Chair is absent), (3) another Commission member who has remained impartial or (4), the Clerk, until the main motion on which the presiding officer spoke has been disposed.

**21: Voting.** The votes during all Commission meetings should be transacted as follows:

(a) In order to expedite business, the Chair shall determine whether to call a simple vote (all in favor of) or by roll call. At the request of any Commissioner, a roll call vote shall be taken by the Clerk. The roll call vote may be determined in alphabetical order, with the Chair voting last.



(b) When the Chair calls for a vote on a motion, every member, who is present in the Commission chambers must give his/her vote, unless the member has publicly stated that s/he is abstaining from voting due to a conflict of interest, pursuant to Section 112.3143 or Section 286.011, Florida Statutes. If any Commissioner declines to vote "aye" or "nay" by voice, his or her vote shall be counted as an "aye" vote.

(c) The passage of any motion, policy or resolution shall require the affirmative vote of at least a majority of the membership of the Commissioners who are present and eligible to vote. In case of a tie in votes on any proposal, the proposal shall be considered lost.

(d) Any Commissioner shall have the right to express dissent from or protests against any ordinance, resolution or policy of the Commission, and to have the reason therefore entered in the minutes.

**22: Conflict of Interest as Specified in 112.3143 or Section 286.011, Florida Statutes.** No Commissioner shall vote in her/his official capacity on a matter which would inure to his/her special private gain, or which the Commissioner knows would inure to the special private gain of any principal by whom s/he is retained, of the parent organization or subsidiary of a corporate principal by which s/he is retained, or a relative or of a business associate. Within fifteen (15) days following that Commission meeting, s/he shall file with the Clerk to the Commission a Form 8B which describes the nature of her/his interest in the matter. The Form 8B shall be received by the Clerk and incorporated into the minutes of the meeting.

**23: Ordinances.** An enacted ordinance is a legislative act which prescribes general, uniform, and permanent rules of conduct relating to the corporate affairs of the county. Commission action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty. All ordinances shall be introduced in writing, and scheduled for public hearing after advertisement.

(a) **Emergency Ordinances.** By vote of one more than the majority, the Commission may without notice or hearing adopt an emergency ordinance. The emergency ordinance shall contain a declaration describing the emergency, and shall be passed in accordance with Section 125.66(3), F.S.

**24: Resolutions.** Generally, an enacted resolution is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. Commission action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing. A resolution may be put to its final passage on the same day on which it was introduced. Resolutions are to be assigned numbers and recorded with the number by the Clerk or designee.

**25: Motions.** An enacted motion is a form of action taken by the Commission to direct that a specific action be taken on behalf of the county. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not

required by law. All motions shall be made and seconded before debate.

Before a motion has been stated by the Chair, its proposer may change or withdraw it without the Commission's permission, and any member or the Chair may request that the maker withdraw it. Once the motion has received a second and has been stated by the Chair, the Commission must vote on the motion.

Examples of properly made motions are found in Attachment 5, page 23 of this document and may be used as appropriate in Board proceedings.

**26: Reconsideration of Action Previously Taken.** Refer to examples of properly made motions in Attachment 5, page 23.

**27: Rescinding Action Previously Taken.** Refer to examples of properly made motions in Attachment 5, page 23.

### **SECTION III -GENERAL PROVISIONS**

**28: Newly-Elected Commissioners.** The term of County Commissioners elected to office shall commence on the second Tuesday following the general election as specified in Florida Statutes Section 100.41.

A swearing-in ceremony for newly-elected commissioners will be coordinated by the County Administrator. The County Administrator shall provide an orientation program for new Commissioners and the Chair.

**29: Election of Chair and Vice-Chair.** The Clerk shall preside over the election of officers. Procedures for electing officers are as follows:

- (a) At the second regularly scheduled Commission Meeting of November each year, or as soon thereafter as practicable, the Commission elects a Chairperson from among its members. The Clerk calls for nominations for Chair; nominations do not require a second. A roll-call vote is conducted by the Clerk if there is more than one nomination. If a vacancy occurs in the office of the Chair, the Commission shall, at its next meeting, select a Chair for the remainder of the term.
- (b) In conjunction with the above election, a Vice-Chair is also elected in a like manner.
- (c) In case of the absence or temporary disability of the Chair, the Vice-Chair serves as Chair during the absence. In case of the absence or temporary disability of the Chair and the Vice-Chair, an Acting Chair and Vice-Chair, selected by members of the Commission, serves during the continuance of the absences or disabilities.

**30: Commission Chair; Presiding Officer.** The Presiding Officer (the Chair) presides at all meetings of the Commission, and is recognized as the head of the County for all ceremonial purposes. In addition to the powers conferred upon her/him as Chair, s/he continues to have all the rights, privileges and immunities of a member of the Commission. The Chair's responsibilities include:

- (a) Call the meeting to order, having ascertained that a quorum is present;
- (b) Recognize all Commissioners who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by her/him, and s/he declares all votes;
- (c) Preserve order and call to order any member of the Commission who violates any of these procedures; and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal;
- (d) Expedite business in every way compatible with the rights of members;
- (e) Remain objective while enjoying the same rights in debate as any other member; but the impartiality required of the Chair in an assembly precludes exercising these rights while



presiding. The Chair shall have nothing to say on the merits of pending questions until the Commissioners and citizens have fully debated the question. On certain occasions which should be extremely rare the Chair may believe that a crucial factor relating to such a question has been overlooked and that his/her obligation as a member to call attention to the point outweighs the duty to preside at that time. If the Chair wishes to place a motion, the gavel must be relinquished.

Based upon these Rules of Procedure, the gavel will be relinquished in the following order:

- (1) Vice Chair;
- (2) Other Commissioners based upon seniority;
- (3) Another Commission member who has remained impartial;
- (4) Clerk to the County Commission;

The presiding officer who relinquished the chair should not return to it until the pending main question has been disposed of, since s/he has expressed partisanship as far as that particular matter is concerned.

(f) Declare the meeting adjourned when the Commission so votes, or at any time in the event of an emergency affecting the safety of those present;

(g) When time constraints dictate, the Chair is authorized to approve authorizations to advertise for public hearings.

(h) Assign Commissioner's seats in the commission chambers.

(i) For time-sensitive matters only, send letters to the Taylor County's State and Federal Legislative Delegations and other government officials in support of Taylor County municipality or community-based organization initiatives, such as legislative changes and grant requests, provided the Board of County Commissioners has taken a position in support of the initiative in its legislative agenda or by some other action expressed its position on the issue presented.

(j) The Chair is to be paid an additional \$50 a month as provided by Florida Statute to offset the additional cost associated with the duties and responsibilities of the position.

**31: Legislative Program and Communication with Lobbyists.** Each year, prior to the Legislative Session, the County Administrator shall submit to the Commission a proposed legislative program for the State Legislature and the Federal Government. This program shall be based on legislative concerns submitted by Taylor County, the City of Perry and other Special Districts of the County. The County will coordinate with the Florida League of Cities and the Florida Association of Counties, as is appropriate, to protect the interests of Taylor County in the legislative process.

(a) The final State and Federal Legislative Program will be approved at a County Commission meeting. Copies of the approved Legislative Program shall be submitted to the appropriate Legislative Delegation in order to seek favorable legislation and appropriations to further the goals of Taylor County. The Legislative Program and lobbying efforts shall be developed to coordinate and leverage federal and state appropriations.

(b) As deemed necessary by the County Commission, the County Administrator may solicit and obtain the services of professional lobbyists to gain approval or favorable consideration of issues within the Legislative Program, or to intercede on behalf of Taylor County before governmental administrative agencies. The County Administrator shall notify the County Commission when such services are to be rendered.

(c) Professional registered lobbyists or county staff members assigned to advance the County's Legislative Program shall meet all legal requirements of the State of Florida and conduct themselves ethically to eliminate any conflict of interest, as they represent the citizens of Taylor County. Firms or individuals lobbying on behalf of the County will use the approved Taylor County Legislative Program, including those issues submitted by municipalities and approved by the County Commission, as a guide for their activities. New issues shall be approved by the County Commission for inclusion in the adopted Legislative Program.

(d) In the event of emergency or in the changing climate of the legislative amendment process, the County Administrator may (in consultation with the Chair of the County Commission) take action on bills or amendments that would have a favorable impact on Taylor County. Such emergency authorizations will be reported to the County Commission in a timely manner. The County Administrator may, at his/her discretion, assign county employees to the legislative tasks (including attendance in Tallahassee, or appearance before legislative or administrative bodies) to promote the Legislative Program.

**32: Commissioners Appointment to Boards and Committees.** Members of the County Commission serve on various boards and committees (e.g., Aucilla Regional Landfill, North Central Florida Regional Planning Council, and Suwannee River Management District etc.). Appointments are reviewed and assigned the second meeting in November each year or as soon thereafter as practicable by the new Chair.

(a) A listing of previous-year appointments will be disseminated by the County Administrator to the County Commission at the last meeting in October so that each Commissioner can determine his/her interest in serving on various boards/committees.

(b) If there is no nominee or no volunteer or more than one volunteer for a vacancy, the Chair will appoint a Commissioner to serve. The Commission shall ratify the appointments to boards and committees.

(c) Each Commissioner shall call upon and seek the recommendation of the County Administrator regarding staff support for various committees. Employees shall assist Commissioners as directed by the County Administrator. When the County Administrator's and a Commissioner's recommendation differ, both recommendations will be discussed at an appropriate regular commission meeting.



- (d) The County Administrator is responsible for scheduling recommendations on the Commission agenda in a timely manner.

**33: Appointment by the Board of County Commissioners of Citizens to serve on Boards and Committees.**

The County Commission is required to select individuals to serve on various boards and committees (e.g., Planning Board, Hospital Board, Taylor County Development Authority, Tourist Development County, Big Bend Water and Sewer, Taylor Coastal Water and Sewer, Library Board, etc.). It is the policy of the Commission that all vacancies are advertised. Applications are to be turned into the office of the County Administrator or his designee for the Board or Committee. Applications must be turned in not later than the established closing date unless it is a position that has been hard to fill and has been advertised as "until filled." The Commission will make the selection for appointment in an open Board meeting by using an Applicant Ranking Form listing the applicants provided by the County Administrator's office (see attachment 4 on page 22).

- (a) Prior to each ranking the Commission will agree upon how many applicants are to be ranked. Each Commissioner must rank the number of candidates specified. If more than one position is to be filled the Board may use one ranking to fill multiple positions. If the Commission in its sole discretion determines that there are no suitable applicants they may choose to re-advertise for applicants instead of going through the ranking process.

- (b) If the Commission decides to rank order the applicants available, each Commissioner will rank order the specified number of applicants from the names provided on the Applicant Ranking Form. Commissioners are to rank their top applicant as #1, ranking their second best applicant as #2, etc. The rankings of all Commissioners present will be combined to provide the overall ranking. The applicant with the lowest score will then be designated as the selected candidate by the Commission. If there are multiple positions to be filled the applicant with the second lowest position would fill the second vacancy. This procedure would be followed until all positions are filled... These rules may be modified to fit the specific situation.

- (b) Once an applicant is selected a member of the Commission will make a motion to fill the position with that individual.

**34: Suspension and Construction of Rules.** Temporary suspension of these procedures shall permit the Commission to take some action that would otherwise be prevented by a procedural rule already adopted. These Rules of Procedure may be amended or temporarily suspended at any Commission meeting with an affirmative vote of a majority of the Commission. These rules are for the efficient and orderly conduct of Commission business only; no violation of such rules shall invalidate any action of the Commission when approved by a majority vote required by law.

Note: This set of Rules of Procedure shall be reviewed and if applicable, adopted no later than the second meeting of each November or as soon thereafter as practicable.



## Attachment 1: Request to Speak for Non-Agendaed Items.

JAMIE ENGLISH  
District 1

JIM MOODY  
District 2

MICHAEL NEWMAN  
District 3

PAM FEAGLE  
District 4

THOMAS DEMPS  
District 5



# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, 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 6 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

### Request to Speak on Non-Agendaed Items

The Board welcomes you to this meeting. All meetings are conducted in compliance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statute. We value the ideas and insights of the public. Therefore, it is the policy of the Board to allow a period for the public to ask questions, requests for information and requests for action on items not on the agenda.

To speak on an issue not on the agenda you need to complete a "Request to Speak for Non-Agendaed Items" form available at Board meetings and hand it to the County Administrator or his designee before the meeting or prior to speaking.

Only those who have completed and submitted the "Request to Speak for Non Agendaed Items" form are allowed to speak on non-agendaed items. Each individual is allowed to speak for three (3) minutes. In most cases you will not receive an immediate response. The Board may direct the County Administrator or the County Attorney research the issue and respond to you directly or to agenda the issue at a future Board meeting. At times during Board meetings, Board members may ask for information from audience participants. Please refrain from comment unless the Board recognizes you. If you have received this form via mail, fax or email, you may email it to [county.admin@taylorcountygov.com](mailto:county.admin@taylorcountygov.com) or fax it back to (850) 838-3501 a minimum of 1 hour prior to the meeting. If you have any questions, please contact the County Administrator's office at (850) 838-3500, Ext. 6. Thanks for helping us conduct an open and orderly meeting.

### Request to Speak on Non-Agendaed Items

Name

Date

Group/Organization you represent, if any:

Phone:

Email:

Topic:

## Attachment 2: Request to Speak for Agendaed Items.

JAMIE ENGLISH  
District 1

JIM MOODY  
District 2

MICHAEL NEWMAN  
District 3

PAM FEAGLE  
District 4

THOMAS DEMPS  
District 5



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

### Request to Speak on Agendaed Items

The Board welcomes you to this meeting. All meetings are conducted in compliance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statute. We value the ideas and insights of the public. Therefore, it is the policy of the Board to allow the public to comment on and ask questions regarding items on the agenda.

To speak on an issue on the agenda you need to complete a "Request to Speak for Agendaed Items" form available at Board meetings and hand it to the County Administrator or his designee before the meeting or prior to speaking. Please insure that you identify the agenda item number and topic you wish to speak on. You must fill out a separate request for each item you wish to speak on.

When specified by the Board only those who have completed and submitted the "Request to Speak for Agendaed Items" form are allowed to speak on agendaed items. Each individual is allowed to speak for two minutes per item requested. At times during Board meetings, Board members may ask for information from audience participants. Please refrain from comment unless the Board recognizes you. If you have received this form via mail, fax or email, you may email it to [county.admin@taylorcountygov.com](mailto:county.admin@taylorcountygov.com) or fax it back to (850) 838-3501 a minimum of 1 hour prior to the meeting. If you have any questions, please contact the County Administrator's office at (850) 838-3500, Ext. 6. Thanks for helping us conduct an open and orderly meeting.

### Request to Speak on Agendaed Items

Name \_\_\_\_\_

Date \_\_\_\_\_

Group/Organization you represent, if any: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agenda item Number: \_\_\_\_\_

Topic: \_\_\_\_\_

### Attachment 3: Request to Amend Suggested Agenda.

JAMIE ENGLISH  
District 1

JIM MOODY  
District 2

MICHAEL NEWMAN  
District 3

PAM FEAGLE  
District 4

THOMAS DEMPS  
District 5



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

### Request to Amend Suggested Agenda

1: Date of Meeting Agenda to be amended. \_\_\_\_\_

2: Position of Person Making the request. (Circle one)

County Commissioner,      Clerk,      County Administrator,      County Attorney

3: Name of Person Making the request. \_\_\_\_\_

Please move the following items from the consent to the regular agenda (may refer by number):

Please place the following topics on the regular or consent agenda (use additional pages for backup or explanation).

Please sign \_\_\_\_\_ date \_\_\_\_\_

## Attachment 4: Board and Committee Applicants' Ranking Form

JAMIE ENGLISH  
District 1

JIM MOODY  
District 2

MICHAEL NEWMAN  
District 3

PAM FEAGLE  
District 4

THOMAS DEMPS  
District 5



# **TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS**

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

## Board and Committee Applicants Ranking Form

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

Commissioner: \_\_\_\_\_

Commissioner Signature \_\_\_\_\_

Note: Rank applicants as follows the best applicant is #1; the second best is number two, etc.

Applicant Name:	Rank Applicants 1-10



## **Attachment 5: Examples of Motions.**

**1: Main Motion.** “Mr. Chair/Madam Chair, I move....” Requires a second – is debatable.

### **2: Subsidiary Motions:**

a. **Amend:** “Mr. Chair/Madam Chair, I move to amend the motion.”, “Mr. Chair/Madam Chair, I move to strike the word(s) \_\_\_\_\_.”, “Mr. Chair/Madam Chair, I move to insert the word(s) \_\_\_\_\_ and strike the word(s) \_\_\_\_\_.” Requires a second – majority vote necessary for approval.

b. **Refer:** “Mr. Chair/Madam Chair, I move we refer the question to....” Requires a second – majority vote necessary for passage – limited debate.

c. **Defer to a time certain (postpone):** “Mr. Chair/Madam Chair, I move we postpone the question until (state a specific time).” Requires a second – majority vote necessary for passage – not debatable.

d. **Limit Discussion or Debate:** “Mr. Chair/Madam Chair, I move we limit debate (or discussion) to (state specific limit of time). Requires a second – a vote of a majority of the members present shall be required to pass. The motion is not debatable.

e. **Call the Question:** “Mr. Chair/Madam Chair, I call the question.” OR “I move to close discussion.” A majority of the members present shall be required to pass. The motion is not debatable, the Chair will make a termination if the debate is finished or not.

f. **Amend Something Previously Adopted:** “Mr. Chair/Madam Chair, I move to amend the motion adopted at our last meeting by...” Second is required – is debatable – a majority vote of the members present shall be required to pass. This motion may only be made by a person who was on the prevailing side of the original motion.

g. **Reconsider:** “Mr. Chair/Madam Chair, I move we reconsider the ... (previously adopted motion).” Second is required – majority vote necessary for passage – is debatable as to the reasons for reconsideration. This motion may only be made by a person who was on the prevailing side of the original motion.

h. **Rescind:** “Mr. Chair/Madam Chair, I move to rescind the ....” Second is required – majority vote with previous notice – discussion on motion is allowed. This motion may only be made by a person who was on the prevailing side of the original motion.

### **3: Incidental Motions.**

a. **Point of Order:** “Mr. Chair/Madam Chair, Point of Order” After recognition by the Chair, the member states his/her objection. There can be no discussion on the Point of Order. No vote, unless a motion arises out of the Point of Order.

b. **Divide a Motion:** “Mr. Chair/Madam Chair, I move to divide the motion so as to consider separately... (stating the issues to be considered).”  
Second is required – majority vote necessary for passage – discussion shall be allowed on why it should be divided.

c. **Consider by paragraph or seriatim:** “Mr. Chair/Madam Chair, I move that the motion be considered by paragraph (or seriatim).” Second is required – majority vote necessary for passage – discussion shall be brief on the necessity for the action.

d. **Withdrawing a Motion:** “Mr. Chair/Madam Chair, I withdraw the motion.” The maker of a motion or the person who seconded the motion may withdraw their motion or second at any time before the motion has been called for a vote.

e. **Appeal the decision (of the Chair):** “I appeal the decision of the Chair.” Second is required – a majority or tie vote upholds the Chair’s decision –  
debate on motion to appeal is allowed with the Chair speaking first and last.

#### 4: Privileged Motions.

a. **Adjourn:** “Mr. Chair/Madam Chair, I move to adjourn.” Requires a second – majority vote necessary for passage – there can be no discussion.

b. **Motions of Privilege:** “I rise to a question of privilege affecting the meeting.” OR “I rise to a question of personal privilege.” The Chair will then request that the member state his/her question or point of privilege. There can be no discussion on the question.

c. **Recess:** “Mr. Chair/Madam Chair, I move to recess until ... (state exact limit of recess).” Second is required – majority vote necessary for passage – there can be no discussion on the motion. The Chair may call for a recess, when necessary.

## **Attachment 6: Definition of Parliamentary Terms.**

**Adhere:** to be attached to and dependent on; pending amendments adhere to the motion to which they are applied.

**Ad-hoc Committee:** a special committee chosen to do a particular task of work only.

**Adjourn:** to officially terminate a meeting.

**Adjourned Meeting:** a meeting that is a continuation at a later specified time of an earlier regular or special meeting. The continuation is always a part of the earlier meeting.

**Adopt:** to approve by vote; to pass by whatever vote required for the motion.

**Affirmative Vote:** the “aye” or “yes” vote supporting a motion as stated.

**Agenda:** the official list of items of business planned for consideration during a meeting.

**Approval of Minutes:** Formal acceptance of the record of a meeting thus making the record the official minutes of the Board. **Chair:** the Taylor County Chair, or in his/her absence, the Vice-Chair or other Board member elected to preside.

**Board (The Board of County Commissioners):** The legislative governing body of County government. Board and Commission are synonymous and are used interchangeable in this document.

**Common Parliamentary Law:** The body of rules and principles that is applied by the courts in deciding litigation involving the procedure of any organization. It does not include statutory law or particular rules adopted by any organization or board.

**Convene:** to open a meeting.

**Debate:** formal discussion of a motion under the rules of parliamentary law. (More often in these rules referred to as discussion.)

**Defer:** to not take action by either referring it to a committee; County Administrator or

County Attorney for further action.

**Delegation of Authority:** authority given by the Board in certain matters to act for the Commission that is lawful and capable of being delegated.

**Demand:** an assertion of a parliamentary right by a member of the Commission.

**Dilatory Motions or Tactics:** misuse of procedures or motions that are out of order or would delay or prevent progress in a meeting.

**Discretionary Duty:** a duty that usually cannot be delegated to another because of the special intelligence, skill, or ability of the person chosen to perform the duty.

**Executive Session:** statutorily exempt meeting or session, such as executive collective bargaining sessions -Section 447.605(1), F.S.; meetings regarding risk management claims - Section 768.28(15), F.S.; and litigation meetings pursuant to Section 286.011(8) F.S. The Board shall follow all statutory requirements for exempt meetings.

**Ex-officio:** a person who is assigned to a board or committee by virtue of the office they hold.

**Floor (as in "you have the floor"):** when a member receives formal recognition from the Chair, s/he "has the floor" and is the only member entitled to make a motion or to speak.

**General Consent:** an informal method of disposing of routine motions by assuming unanimous approval unless objection is raised. Method: Are there any objections? Hearing none, the motion has passed.

**Germane Amendment:** an amendment relating directly to the motion to which it is applied.

**Hearing:** a meeting of the Commission for the purpose of listening to the views of an individual or of a particular group on a particular subject.

**Hostile Amendment:** an amendment that is opposed to the spirit or purpose of the motion to which it is applied.

**In Order:** permissible and right from a parliamentary standpoint, at the particular time.

**Invariable in Wording:** when a motion can be worded only one way and therefore is not subject to amendment, it is said to be invariable in wording.



**Majority Vote:** more than half of the number of legal votes cast for a motion.

**Minutes:** the legal record of the action of the Board (or any body) that has been approved by vote of the body.

**Motion:** a proposal submitted to the Board for its consideration and decision; it is introduced by the words, "I move...."

**Objection:** the formal expression of opposition to a proposed action.

**Order of Business:** the adopted order in which the business is presented to the meeting of the Board.

**Out of Order:** not correct, from a parliamentary standpoint, at the particular time.

**Parliamentary Authority:** the code of procedure adopted by the Board as its parliamentary guide and governing in all parliamentary situations not otherwise provided for in the Board's rules or Florida Statutes.

**Pending Motion:** sometimes referred to as Pending Question. Any motion that has been proposed and stated by the Chair for the Board's consideration and is awaiting decision by vote.

**Precedence:** the rank or priority governing the motion.

**Precedent:** a course of action that may serve as a guide or rule for future similar situations.

**Proposal or Proposition:** a statement of a motion of any kind for consideration and action.

**Quorum:** the number of persons that must be present at a meeting of the Board to enable it to act legally on business.

**Recognition:** acknowledgement by the Chair, giving a member sole right to speak.

**Reconsider:** to review again a matter previously disposed of, and to vote on it again, a motion to reconsider can be made at the same meeting day or at a future meeting.

**Request:** a statement to the Chair asking a question or some "right."

**Rescind:** to nullify or cancel a previous action.

**Resolution:** a formal motion, usually in writing, and introduced by the word "resolved," that is

presented to the Board for a decision.

**Resolution of Thanks:** a formal resolution given to a person(s) for a special service(s) from the Board.

**Restricted Discussion:** discussion on certain motions in which discussion is restricted to a few specified points.

**Roll Call Vote:** a recorded vote taken by calling the roll of the Commission.

**Ruling:** a pronouncement of the Chair that relates to the procedure of the Board.

**Second:** after a motion has been proposed, the statement "I second the motion" by another member who thus indicates his/her willingness to have the motion considered.

**Seriatim:** consideration by sections or paragraphs.

**Standing Committees or Boards:** committees or boards that have a fixed term and perform any work in its field assigned to it by the County or the Commissioners.

**Statute:** a law passed by the Legislature.

**Tie Vote:** a vote in which the affirmative and negative vote are equal on a motion. A motion receiving a tie vote is deemed denied, since a majority vote is required to take action.

**Unanimous Consent:** deciding a routine motion without voting on it. If anyone objects, a vote must be taken.

**Unfinished Business:** any business that is postponed definitely to a time certain.

**Voice Vote:** a vote taken by asking for the "ayes" and "nays". A person voting "aye" shall be in favor and a person voting "nay" shall be opposed. : "Aye" may never be used to vote in opposition.

## COMMISSIONERS CODE OF CONDUCT

Commissioners shall be held to the same standard of conduct that is expected of the public and the staff during board meetings, workshops or any special meetings. The following Commissioner Code of Conduct shall be followed:

- a. Commissioners shall be recognized by the Chair before speaking, commenting or asking a question.
- b. Commissioners shall not interrupt or interfere with any person who has the floor.
- c. Commissioners shall at all times be respectful of other Commissioners, staff and members of the public. This shall include the tone, volume and context of what is being stated.
- d. Commissioners shall not engage in unprofessional debate with another Commissioners, staff or member of the public.
- e. Commissioners shall not display negative facial expressions or any other unprofessional behavior such as negative sounds.
- f. Commissioners shall not threaten another Commissioner, staff member or member of the public.
- g. A Commissioner that is called out-of-order shall refrain from debate or continuing to speak until recognized by the Chair to speak.
- h. A Commissioner that is declared out-of-order and does not comply with the Commissioner Code of Conduct is subject to a verbal warning from the Chair and if the behavior continues, is subject to removal from the meeting by the attending officer.
- i. Commissioners shall not interfere with day-to-day operations.
- j. Commissioners shall not directly make requests from Department Heads.

SUNGARD PENTAMATION, INC.  
DATE: 11/29/2023  
TIME: 13:57:08

TAYLOR COUNTY BOARD OF COMMISSIONERS  
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1  
ACCTPA21

SELECTION CRITERIA: transact.check\_no between '70632' and '70665'  
ACCOUNTING PERIOD: 2/24

FUND - 810 - CLEARING/DISBURSEMENT FD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011010	70632	11/29/23	5106	RENAISSANCE ORLANDO RESO	0105	11/29-12/1/23 LODGING	0.00	597.00
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	3635330 200A LOAD CENT	0.00	810.39
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	23708 2" UNIVERSAL HUB	0.00	22.70
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	1992834 LOCKNUT	0.00	3.16
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	404988 2" BUSHING	0.00	1.80
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	24016 2" GALVANIZED ST	0.00	220.54
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	12405 2" CLAMP TYPE EN	0.00	48.26
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	2104026 RIGIID HANGAR	0.00	13.28
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	2998287 5/8 GROUND ROD	0.00	49.67
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	1265764 5/8 GROUND CLA	0.00	3.61
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	19415 34 SOILD COPPER	0.00	22.52
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	824 200 AMP SERVICE CA	0.00	147.94
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	214625 WOOD POLE 20'	0.00	325.00
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	442675 METER CANS	0.00	899.85
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	36832 HUB ADAPTER	0.00	8.57
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	353 2X6 GAVALVANIZED N	0.00	30.66
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	36832 HUB ADAPTER	0.00	8.57
1011010	70633	11/29/23	7041	ANIXTER, INC.	0501-01	36832 HUB ADAPTER	0.00	8.57
TOTAL CHECK							0.00	2,625.09
1011010	70634	11/29/23	002420	AUCILLA AREA SOLID WASTE	0261	LANDFILL CHARGES	0.00	28,816.50
1011010	70635	11/29/23	004389	CENTURYLINK	0164	ACCT# 58514406	0.00	25.00
1011010	70636	11/29/23	7144	CERES ENVIRONMENTAL SERV	0212-02	DEBRIS REMOVAL	0.00	244,032.90
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	1" TAP 8x1	0.00	37.50
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	1" CORP STOP	0.00	13.93
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	1" FEMALE COMP	0.00	26.44
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	1" CURB STOP	0.00	46.23
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	1" METER 1" BACKFLOW	0.00	277.20
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	1" GATE VALVE	0.00	13.86
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	1X6 GALV NIPPLE	0.00	5.63
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	1" POLY PIPE	0.00	19.00
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	TRACING WIRE	0.00	1.75
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	1" INSERTS	0.00	1.22
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	TRAFFIC BOX AND LID	0.00	70.00
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	LABOR	0.00	300.00
1011010	70637	11/29/23	000063	CITY OF PERRY	0501-01	WATER TURN ON DEPOSIT	0.00	50.00
TOTAL CHECK							0.00	862.76
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	INSTALL DSS INSTALLATI	0.00	2,325.00
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	ENFWB00EP8 SOI, NFILB,	0.00	766.31
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	ENFWB01018 SOI, NFOLB,	0.00	766.31
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	ESLRL6105E SOI, SL RUN	0.00	532.68
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	PSLVBK03 SOI NLINE RUN	0.00	41.32
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	EMPS4STS4E SOI, MPWR H	0.00	418.28
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	PMP2WSDD8 SOI 4" MPOWE	0.00	29.86
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	EMPS2STS4E SOI MPWR FA	0.00	627.42
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	PMP2BKDGJ SOI 4" MPOW	0.00	14.00
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	PMP2BK004 SOI TWO MODU	0.00	93.04

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SUNGARD PENTAMATION, INC.  
 DATE: 11/29/2023  
 TIME: 13:57:08

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 CHECK REGISTER - DISBURSEMENT FUND

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 ACCTPA21

SELECTION CRITERIA: transact.check\_no between '70632' and '70665'  
 ACCOUNTING PERIOD: 2/24

FUND - 810 - CLEARING/DISBURSEMENT FD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	PMP2BKUMB5-P SOI 21+ T	0.00	22.19
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	PMP2BKUMB5-D SOI 21+TA	0.00	22.19
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	ENT3B3E SOI INTERSECTO	0.00	317.56
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	EMPS2QMS4E SOI, MPWR F	0.00	418.28
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	ETSA462HPP SOI, 400 SE	0.00	364.83
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	ETSS100J SOI 100J SERI	0.00	276.00
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	ETSSVBK07 SOI 2021 TAH	0.00	27.74
1011010	70638	11/29/23	7082	DANA SAFETY SUPPLY, INC.	1507	INSTALL KIT MISC INSTA	0.00	165.00
TOTAL CHECK							0.00	7,228.01
1011010	70639	11/29/23	6582	DAWN HATHCOCK	0487	REPAIR ICE MACHINE	0.00	265.00
1011010	70640	11/29/23	002300	STATE OF FLORIDA	0237	ACCT# F10-20296	0.00	682.27
1011010	70641	11/29/23	001546	DEPT. OF ENVIRONMENTAL P	0500	FUEL STORAGE TANK REGI	0.00	90.00
1011010	70642	11/29/23	000126	DOCTORS' MEMORIAL HOSPIT	0111	OCTOBER 2023	0.00	40.00
1011010	70643	11/29/23	000110	DUKE ENERGY FLORIDA, INC	0501-01	SET UP COST FOR THE FE	0.00	2,555.34
1011010	70644	11/29/23	000942	FLORIDA ASSOCIATION OF C	0105	REG 11/15-17 DEMPS	0.00	325.00
1011010	70645	11/29/23	5548	GOODMAN'S BBQ OF PERRY,	0350	BBQ MEAL - 1/4 CHICKEN	0.00	2,000.00
1011010	70646	11/29/23	7405	SHIV LARGO HOTEL, LLC	0350	12/4-7/23 LODGING	0.00	445.00
1011010	70646	11/29/23	7405	SHIV LARGO HOTEL, LLC	0350	12/3/23 LODGING	0.00	121.00
TOTAL CHECK							0.00	566.00
1011010	70647	11/29/23	5082	HANDY RENTALS	0473	SOD CUTTER RENTAL PER/	0.00	170.00
1011010	70648	11/29/23	7810	WHITNEY BOWERS	0283	SHORT SLEEVE SHIRTS	0.00	96.00
1011010	70648	11/29/23	7810	WHITNEY BOWERS	0283	2X SHORT SLEEVE	0.00	18.00
1011010	70648	11/29/23	7810	WHITNEY BOWERS	0283	LONG SLEEVE TSHIRTS	0.00	120.00
1011010	70648	11/29/23	7810	WHITNEY BOWERS	0283	2X LONG SLEEVE TSHIRT	0.00	22.00
TOTAL CHECK							0.00	256.00
1011010	70649	11/29/23	003645	J.B.'S TIRE & REPAIR SER	0261	BLANKET FOR OCTOBER 20	0.00	35.00
1011010	70649	11/29/23	003645	J.B.'S TIRE & REPAIR SER	0500	225/60/16 TIRES FOR TH	0.00	304.00
1011010	70649	11/29/23	003645	J.B.'S TIRE & REPAIR SER	0192	TIRE PATCH - DODGE JOU	0.00	30.00
1011010	70649	11/29/23	003645	J.B.'S TIRE & REPAIR SER	0500	REPAIR THE FRONT LEFT	0.00	150.00
TOTAL CHECK							0.00	519.00
1011010	70650	11/29/23	000873	JACK'S BOATS & TRAILERS,	0473	REAR SHOCKS	0.00	289.98
1011010	70650	11/29/23	000873	JACK'S BOATS & TRAILERS,	0473	BATTERY	0.00	89.99
1011010	70650	11/29/23	000873	JACK'S BOATS & TRAILERS,	0473	OIL QUARTS	0.00	67.96
1011010	70650	11/29/23	000873	JACK'S BOATS & TRAILERS,	0473	OIL FILTER	0.00	29.98
1011010	70650	11/29/23	000873	JACK'S BOATS & TRAILERS,	0473	AIR FILTER	0.00	75.98
1011010	70650	11/29/23	000873	JACK'S BOATS & TRAILERS,	0473	STATE BATTERY SURCHARG	0.00	1.50
TOTAL CHECK							0.00	555.39
1011010	70651	11/29/23	7280	JAMES WALTER MCGUIRE	0500	RHEEM 3.5 TON HEAT PUM	0.00	13,846.00
1011010	70651	11/29/23	7280	JAMES WALTER MCGUIRE	0500	ELECTRIC CONDENSATION	0.00	390.00

SUNGARD PENTAMATION, INC.  
 DATE: 11/29/2023  
 TIME: 13:57:08

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 CHECK REGISTER - DISBURSEMENT FUND

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 ACCTPA21

SELECTION CRITERIA: transact.check\_no between '70632' and '70665'  
 ACCOUNTING PERIOD: 2/24

FUND - 810 - CLEARING/DISBURSEMENT FD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK							0.00	14,236.00
1011010	70652	11/29/23	7286	WILLIAM DANNY MCLEOD	0212-02	STUMP GRINDING AT FORE	0.00	3,360.00
1011010	70653	11/29/23	7071	ODELL CONSTRUCTION SERVI	0489	FIX A LEAK IN PIPE	0.00	257.85
1011010	70653	11/29/23	7071	ODELL CONSTRUCTION SERVI	0489	FIX LEAK IN PIPE	0.00	257.85
TOTAL CHECK							0.00	515.70
1011010	70654	11/29/23	6247	O'REILLY AUTOMOTIVE, INC	0170	V2201 WIPER BLADE	0.00	33.14
1011010	70655	11/29/23	000124	PERRY NEWSPAPERS, INCORP	0111	OCT HELP WANTED	0.00	70.40
1011010	70655	11/29/23	000124	PERRY NEWSPAPERS, INCORP	0114	10/11 SHIP ANNUAL	0.00	71.60
1011010	70655	11/29/23	000124	PERRY NEWSPAPERS, INCORP	0403-01	10/13&18 SHIP FUNDS	0.00	698.10
1011010	70655	11/29/23	000124	PERRY NEWSPAPERS, INCORP	0447	10/20 HODGES PARL	0.00	202.54
1011010	70655	11/29/23	000124	PERRY NEWSPAPERS, INCORP	0350	10/4&6 VA SHOTS	0.00	511.50
TOTAL CHECK							0.00	1,554.14
1011010	70656	11/29/23	003832	PONDER'S	0164	8.5 X 11 COPY PAPER (C	0.00	398.80
1011010	70657	11/29/23	5779	PUBLIC DEFENDER I.T.	0603	NOVEMBER 2023	0.00	866.92
1011010	70658	11/29/23	002624	PUBLIC DEFENDER OCCUPANC	0603	NOVEMBER 2023	0.00	914.84
1011010	70658	11/29/23	002624	PUBLIC DEFENDER OCCUPANC	0603	NOVEMBER 2023	0.00	258.08
TOTAL CHECK							0.00	1,172.92
1011010	70659	11/29/23	001407	RAGANS ACE HARDWARE, INC	0463	52956 PADLOICK STEEL 2	0.00	35.99
1011010	70659	11/29/23	001407	RAGANS ACE HARDWARE, INC	0261	BLANKET FOR OCTOBER 20	0.00	13.18
1011010	70659	11/29/23	001407	RAGANS ACE HARDWARE, INC	0261	BLANKET FOR OCTOBER 20	0.00	23.97
1011010	70659	11/29/23	001407	RAGANS ACE HARDWARE, INC	0261	BLANKET FOR OCTOBER 20	0.00	18.99
1011010	70659	11/29/23	001407	RAGANS ACE HARDWARE, INC	0261	BLANKET FOR OCTOBER 20	0.00	12.49
1011010	70659	11/29/23	001407	RAGANS ACE HARDWARE, INC	0261	BLANKET FOR OCTOBER 20	0.00	3.98
1011010	70659	11/29/23	001407	RAGANS ACE HARDWARE, INC	0500	BLANKET PO FOR OCTOBER	0.00	14.99
TOTAL CHECK							0.00	123.59
1011010	70660	11/29/23	7851	STONES, INC.	0160	OCTOBER BLANKET P.O. 2	0.00	16.98
1011010	70660	11/29/23	7851	STONES, INC.	0160	OCTOBER BLANKET P.O. 2	0.00	11.97
TOTAL CHECK							0.00	28.95
1011010	70661	11/29/23	7956	SYSCO JACKSONVILLE, INC	1509	GAS CONNECTOR HOSE KIT	0.00	203.85
1011010	70661	11/29/23	7956	SYSCO JACKSONVILLE, INC	1509	ITEM#VC55GD	0.00	11,175.50
1011010	70661	11/29/23	7956	SYSCO JACKSONVILLE, INC	1509	CASSTERS, SET OF 4	0.00	120.76
TOTAL CHECK							0.00	11,500.11
1011010	70662	11/29/23	7620	TAYLOR COUNTY CLERK OF C	0114	RECORDING FEE ELLIS	0.00	10.00
1011010	70663	11/29/23	7933	THE SCRUGGS COMPANY	0473	SAND/TOP DRESSING PER	0.00	325.09
1011010	70664	11/29/23	7072	USA OIL, LLC	0261	BLANKET FOR OCTOBER 20	0.00	500.00
1011010	70665	11/29/23	001137	YARBROUGH TIRE & AUTOMOT	0283	PURGE VALVE REPLACEMEN	0.00	148.58
1011010	70665	11/29/23	001137	YARBROUGH TIRE & AUTOMOT	0283	OIL CHANGE/TIRE ROTATT	0.00	68.45
TOTAL CHECK							0.00	217.03

SUNGARD PENTAMATION, INC.  
DATE: 11/29/2023  
TIME: 13:57:08

TAYLOR COUNTY BOARD OF COMMISSIONERS  
CHECK REGISTER - DISBURSEMENT FUND

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SELECTION CRITERIA: transact.check\_no between '70632' and '70665'  
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FUND - 810 - CLEARING/DISBURSEMENT FD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CASH ACCOUNT							0.00	327,053.65
TOTAL FUND							0.00	327,053.65
TOTAL REPORT							0.00	327,053.65

SUNGARD PENTAMATION, INC.  
 DATE: 11/29/2023  
 TIME: 13:58:14

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 CHECK REGISTER - DISBURSEMENT FUND

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 ACCTPA21

SELECTION CRITERIA: transact.check\_no between 'v70666' and 'v70694'  
 ACCOUNTING PERIOD: 2/24

FUND - 810 - CLEARING/DISBURSEMENT FD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011010	v70666	11/29/23	001887	ADVANCED BUSINESS SYSTEM	0250	ACCT# TC27	0.00	84.19
1011010	v70666	11/29/23	001887	ADVANCED BUSINESS SYSTEM	0192	ACCT# TC31	0.00	77.25
TOTAL CHECK							0.00	161.44
1011010	v70667	11/29/23	004114	AIRGAS SOUTH, INC.	0172	10/1-10/31/23	0.00	38.44
1011010	v70667	11/29/23	004114	AIRGAS SOUTH, INC.	0261	YEARLY PO FOR CYLINDER	0.00	76.88
TOTAL CHECK							0.00	115.32
1011010	v70668	11/29/23	7873	ALLSTATE CONSTRUCTION, I	0200-01	DESIGN/BUILD CONSTRUCT	0.00	806,666.41
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	TIMBOOTECVH WIRELESS H	0.00	109.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	VCE HDMI COUPLER	0.00	6.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	ANBEAR BI-DIRECTIONAL	0.00	6.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	USD TO DISPLAY PORT AD	0.00	7.95
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	USB TO HDMI ADAPTER	0.00	13.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	FALUBS USBC TO HDMI AD	0.00	17.89
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	BELKIN HDMI 30 FT CABL	0.00	42.02
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	OTTERBOX CASE IPHONE 6	0.00	21.51
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	QGEEM USBC TO HDMI ADA	0.00	11.90
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	TORK MULTIFOLD TOWEL	0.00	41.82
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	6 ROLLS WHITE ADDING M	0.00	11.75
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	CASIO HR-200RC PRINTIN	0.00	42.00
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	AIR HORN CAN	0.00	44.52
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	BEAR SPRAY	0.00	239.97
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	LYSOL DIS WIPES	0.00	31.02
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	SPARKLE PAPER TOWELS	0.00	182.73
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	DAWN PROFESSIONAL DISH	0.00	90.00
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	LYSOL DIS SPRAY PACK O	0.00	130.84
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	CARRAND 93039 20" LONG	0.00	46.62
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	MEANWELL PT-65B POWER	0.00	104.30
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	SHIPPING	0.00	14.48
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	HIGH PRESSURE GREASE C	0.00	25.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	GLASS FILLER FAUCET WA	0.00	79.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	SPIRAL NOTEBOOKS 12 PA	0.00	24.07
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0261	SCOTCH MAGIC TAPE 6 RO	0.00	18.77
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0350	6 PIECES PATRIOTIC BOW F	0.00	15.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0350	MICOMON AMERICAN FLAG	0.00	21.98
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0350	MULTIFUNCTIONAL COLLAP	0.00	151.98
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0350	16 OUNCE DISPOSABLE FO	0.00	21.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0350	MICOMON AMERICAN FLAG	0.00	21.98
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0350	9X13 DISPOSABLE ALUMIN	0.00	21.59
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0350	5 PK CLEAR DOUBLE SIDE	0.00	15.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0350	AMAZON BASICS HEAVY DU	0.00	9.64
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0350	ECOLIPAK 50 PACK CLAMS	0.00	21.89
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0350	EAGRYE 5 PACK SMALL CO	0.00	23.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0192	CEILING FAN	0.00	-163.72
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0192	ELECTRIC COOLER	0.00	209.00
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0192	LED LIGHT BULBS 5PK	0.00	33.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0191	GARAGE LIGHT 6PK	0.00	109.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0192	COOLER TIE DOWN	0.00	103.98
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0192	COFFEE PACKS	0.00	159.31
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0192	CARGO BAR	0.00	76.06



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SELECTION CRITERIA: transact.check\_no between 'v70666' and 'v70694'  
ACCOUNTING PERIOD: 2/24

FUND - 810 - CLEARING/DISBURSEMENT FD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0192	CEILING FAN	0.00	163.72
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	LOGITECH C922X WEBCAM	0.00	97.00
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	MICROSOFT WIRELESS KEY	0.00	41.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	JABRA SPEAK 510 SPEAKE	0.00	151.20
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	USBC WALL CHARGER	0.00	19.80
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	2 PACK POWER STRIP	0.00	36.99
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	FAA CHART MIAMI SECTIO	0.00	20.06
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	FAA SECTIONAL CHART JA	0.00	21.94
1011010	v70669	11/29/23	7474	AMAZON CAPITAL SERVICES,	0500	USBA EXTENSION CORD	0.00	13.20
TOTAL CHECK							0.00	2,789.63
1011010	v70670	11/29/23	7651	B&B PORTA TOILETS, INC	0261	9/29-10/26/23	0.00	693.00
1011010	v70671	11/29/23	004265	BATES HYDRAULICS, INC.	0261	SEAL KIT 4X6	0.00	273.06
1011010	v70671	11/29/23	004265	BATES HYDRAULICS, INC.	0261	LABOR	0.00	800.00
TOTAL CHECK							0.00	1,073.06
1011010	v70672	11/29/23	004592	BEST PLUMBING SPECIALTIE	0200	RETRO-AIR METERING VAL	0.00	1,949.35
1011010	v70672	11/29/23	004592	BEST PLUMBING SPECIALTIE	0200	RETRO-AIR METERING VAL	0.00	1,049.65
TOTAL CHECK							0.00	2,999.00
1011010	v70673	11/29/23	002171	BIG BEND TRANSIT, INC.	0425	SNAP PROGRAM RIDER TOK	0.00	2,000.00
1011010	v70673	11/29/23	002171	BIG BEND TRANSIT, INC.	0423	OCT SHUTTLE SVC	0.00	3,920.00
TOTAL CHECK							0.00	5,920.00
1011010	v70674	11/29/23	6791	CAMPBELL'S AUTO REPAIR S	0473	FIRESTONE 245/75R16	0.00	402.20
1011010	v70674	11/29/23	6791	CAMPBELL'S AUTO REPAIR S	0473	MOUNTING	0.00	45.00
1011010	v70674	11/29/23	6791	CAMPBELL'S AUTO REPAIR S	0473	TIRE DISPOSAL FEE	0.00	10.00
1011010	v70674	11/29/23	6791	CAMPBELL'S AUTO REPAIR S	0473	TIRE SENSOR	0.00	83.60
1011010	v70674	11/29/23	6791	CAMPBELL'S AUTO REPAIR S	0473	TIRE SENSOR INSTALL LA	0.00	33.00
TOTAL CHECK							0.00	573.80
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0261	BLANKET FOR OCTOBER 20	0.00	93.95
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0261	BLANKET FOR OCTOBER 20	0.00	14.99
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0172	POLY HOSE PER FT 3/8"	0.00	0.87
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0172	RUBBER HOSE PER FT	0.00	0.78
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0172	1/2 X 520 PTFE TAPE	0.00	3.87
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0172	3/8" BALL VALVE	0.00	16.99
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0172	3/8 X CLOSE GALV NIPPL	0.00	6.98
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0172	3/8 X 1 1/2 GALV NIPPL	0.00	7.98
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0172	3/8 X 3 GALV NIPPLE	0.00	7.78
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0172	3/8" GALV COUPLING	0.00	3.89
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0172	3/8 X 3/8 BRASS MALE E	0.00	13.98
1011010	v70675	11/29/23	000116	CASHWAY BLDG.PRODUCTS OF	0172	3/8" GALV TEE	0.00	3.69
TOTAL CHECK							0.00	175.75
1011010	v70676	11/29/23	7517	CENTURY AMBULANCE SERVIC	0240	DECEMBER 2023	0.00	68,086.00
1011010	v70677	11/29/23	004749	CINTAS CORPORATION #148	0260	SOLID WASTE	0.00	22.68
1011010	v70677	11/29/23	004749	CINTAS CORPORATION #148	0261	SOLID WASTE	0.00	22.68
1011010	v70677	11/29/23	004749	CINTAS CORPORATION #148	0170	COURTHOUSE	0.00	35.00
1011010	v70677	11/29/23	004749	CINTAS CORPORATION #148	0260	SOLID WASTE	0.00	22.68

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FUND - 810 - CLEARING/DISBURSEMENT FD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011010	v70677	11/29/23	004749	CINTAS CORPORATION #148	0261	SOLID WASTE	0.00	22.68
1011010	v70677	11/29/23	004749	CINTAS CORPORATION #148	0170	COURTHOUSE	0.00	35.00
1011010	v70677	11/29/23	004749	CINTAS CORPORATION #148	0261	SOLID WASTE	0.00	22.68
1011010	v70677	11/29/23	004749	CINTAS CORPORATION #148	0260	SOLID WASTE	0.00	22.68
TOTAL CHECK							0.00	206.08
1011010	v70678	11/29/23	7960	COMCAST FINANCIAL AGENCY	0723	8535 10 179 0075629	0.00	86.90
1011010	v70679	11/29/23	7247	CORPORATE TRANSLATION SE	0237	10/1-10/31/23	0.00	2.74
1011010	v70680	11/29/23	003797	DELL MARKETING L.P.	0113	POWEREDGE R350 TAILOR	0.00	2,326.47
1011010	v70681	11/29/23	004525	FLORIDA DEPARTMENT OF LA	0111	OCT CRIM HISTORY	0.00	24.00
1011010	v70682	11/29/23	7165	CBC CAPITAL, INC.	0261	BLANKET FOR OCTOBER 20	0.00	387.50
1011010	v70682	11/29/23	7165	CBC CAPITAL, INC.	0261	BLANKET FOR OCTOBER 20	0.00	163.86
1011010	v70682	11/29/23	7165	CBC CAPITAL, INC.	0261	BLANKET FOR OCTOBER 20	0.00	1,162.50
TOTAL CHECK							0.00	1,713.86
1011010	v70683	11/29/23	7828	MORPHO USA, INC.	0200	MAINTENANCE CONTRACT A	0.00	2,774.00
1011010	v70684	11/29/23	000068	KONE, INC.	0160	11/1-11/30/23	0.00	1,272.00
1011010	v70684	11/29/23	000068	KONE, INC.	0160	EMERGENCY ELEVATOR CAL	0.00	626.18
TOTAL CHECK							0.00	1,898.18
1011010	v70685	11/29/23	003309	LIVE OAK PEST CONTROL, I	0430	LIBRARY	0.00	13.50
1011010	v70685	11/29/23	003309	LIVE OAK PEST CONTROL, I	0174	DL OFFICE	0.00	13.50
1011010	v70685	11/29/23	003309	LIVE OAK PEST CONTROL, I	0250	ANIMAL CONTROL	0.00	13.50
1011010	v70685	11/29/23	003309	LIVE OAK PEST CONTROL, I	0160	COURTHOUSE	0.00	40.05
1011010	v70685	11/29/23	003309	LIVE OAK PEST CONTROL, I	0166	HISTORICAL SOCIETY	0.00	13.50
1011010	v70685	11/29/23	003309	LIVE OAK PEST CONTROL, I	0164	ADMIN COMPLEX	0.00	13.50
1011010	v70685	11/29/23	003309	LIVE OAK PEST CONTROL, I	0172	CAP BUILDING	0.00	13.50
1011010	v70685	11/29/23	003309	LIVE OAK PEST CONTROL, I	0489	COUNTY EXTENSION	0.00	26.50
1011010	v70685	11/29/23	003309	LIVE OAK PEST CONTROL, I	0165	STEIN COMM CTR	0.00	13.50
TOTAL CHECK							0.00	161.05
1011010	v70686	11/29/23	6223	MUSCO FINANCE, LLC	0212-02	CIRCUIT BREAKER	0.00	1,680.00
1011010	v70686	11/29/23	6223	MUSCO FINANCE, LLC	0212-02	ORANGE WIRE	0.00	10.00
1011010	v70686	11/29/23	6223	MUSCO FINANCE, LLC	0212-02	WHITE WIRE	0.00	5.00
1011010	v70686	11/29/23	6223	MUSCO FINANCE, LLC	0212-02	BLACK WIRE	0.00	10.00
1011010	v70686	11/29/23	6223	MUSCO FINANCE, LLC	0212-02	ESTIMATED SHIPPING/HAN	0.00	100.00
TOTAL CHECK							0.00	1,805.00
1011010	v70687	11/29/23	004415	NEXTRAN TRUCK CENTER	0261	BLANKET FOR OCTOBER 20	0.00	976.10
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	AT A GLANCE PLANNER	0.00	17.59
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	AT A GLANCE PLANNER	0.00	25.59
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	OFFICE DEPOT HANGING F	0.00	20.04
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	OFFICE DEPOT FILE FOLD	0.00	14.16
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	SCOTCH MAGIC TAPE, PAC	0.00	21.99
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	NEENAH CARD STOCK - WH	0.00	25.98
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	2024 BLUE SKY PLANNER	0.00	20.79

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FUND - 810 - CLEARING/DISBURSEMENT FD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	SCOTCH LAMINATING POU	0.00	25.99
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	WESTCOTT SCISSORS, PAC	0.00	9.89
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	SCOTCH SHIPPING TAPE W	0.00	19.08
1011010	v70688	11/29/23	7815	ODP BUSINESS SOLUTIONS,	0283	AVERY ADDRESS LABELS,	0.00	23.16
TOTAL CHECK							0.00	224.26
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0261	WHL NUT	0.00	17.16
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0261	WHEEL STUD-GUNITE	0.00	21.87
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0261	WHEEL STUD - WEBB	0.00	22.08
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0261	BRAKE KIT	0.00	676.84
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0261	DRUM	0.00	1,395.23
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0473	TRAILER HUB	0.00	52.95
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0473	OIL CHANGE KIT	0.00	125.00
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0261	BLANKET FOR OCTOBER 20	0.00	317.32
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0261	BLANKET FOR OCTOBER 20	0.00	19.06
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0261	BLANKET FOR OCTOBER 20	0.00	47.91
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0172	0128 CITRUS HAND CLEAN	0.00	19.99
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0172	9801 POWER STEERING FL	0.00	24.49
1011010	v70689	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0500	BLANKET PO FOR OCT	0.00	42.28
TOTAL CHECK							0.00	2,782.18
1011010	v70690	11/29/23	001940	TAYLOR COUNTY SHERIFF'S	001	LE SALARIES	0.00	94,926.00
1011010	v70691	11/29/23	001740	W.W. GRAINGER, INC.	0200	DEWALT DRAIN GUN KIT	0.00	500.17
1011010	v70691	11/29/23	001740	W.W. GRAINGER, INC.	0200	BATTERIES FOR DRAIN GU	0.00	383.74
1011010	v70691	11/29/23	001740	W.W. GRAINGER, INC.	0200	FLEXIBLE COUPLING (DIS	0.00	36.69
1011010	v70691	11/29/23	001740	W.W. GRAINGER, INC.	0430	60 GAL BLACK TRASH BAG	0.00	32.44
TOTAL CHECK							0.00	953.04
1011010	v70692	11/29/23	7170	WAYNE PADGETT, SHERIFF	0901	DEC DISTRIBUTION	0.00	739,392.75
1011010	v70692	11/29/23	7170	WAYNE PADGETT, SHERIFF	1224	QTR 1	0.00	60,000.00
TOTAL CHECK							0.00	799,392.75
1011010	v70693	11/29/23	004114	AIRGAS SOUTH, INC.	0261	9/1-9/30/23	0.00	51.46
1011010	v70694	11/29/23	7651	B&B PORTA TOILETS, INC	0449	9/1-9/28/23	0.00	105.50
1011010	v70694	11/29/23	7651	B&B PORTA TOILETS, INC	0463	9/1-9/28/23	0.00	141.00
1011010	v70694	11/29/23	7651	B&B PORTA TOILETS, INC	0448	9/1-9/28/23	0.00	105.50
TOTAL CHECK							0.00	352.00
TOTAL CASH ACCOUNT							0.00	1,799,909.48
TOTAL FUND							0.00	1,799,909.48
TOTAL REPORT							0.00	1,799,909.48

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FUND - 105 - ROAD & BRIDGE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011010	5017932	11/29/23	5092	BURNS MONUMENT & VAULT C	0301	7 FEET BY 9 INCHES COP	0.00	150.00
1011010	5017933	11/29/23	001546	DEPT. OF ENVIRONMENTAL P	0301	FUEL STORAGE TANK REGI	0.00	90.00
1011010	5017934	11/29/23	003645	J.B.'S TIRE & REPAIR SER	0301	MOUNT	0.00	90.00
1011010	5017934	11/29/23	003645	J.B.'S TIRE & REPAIR SER	0301	DISP FEE - TRUCK - 689	0.00	6.00
1011010	5017934	11/29/23	003645	J.B.'S TIRE & REPAIR SER	0301	DISMOUNT & MOUNT TIRES	0.00	130.00
1011010	5017934	11/29/23	003645	J.B.'S TIRE & REPAIR SER	0301	180Z BALANING - TRUCK	0.00	64.00
TOTAL CHECK							0.00	290.00
1011010	5017935	11/29/23	7958	SOUTHERN PIPE & SUPPLY C	0301	ADS12850020DW - 12" NI	0.00	223.40
TOTAL CASH ACCOUNT							0.00	753.40
TOTAL FUND							0.00	753.40
TOTAL REPORT							0.00	753.40

SUNGARD PENTAMATION, INC.  
 DATE: 11/29/2023  
 TIME: 13:59:27

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1  
 ACCTPA21

SELECTION CRITERIA: transact.check\_no between 'v5017936' and 'v5017945'  
 ACCOUNTING PERIOD: 2/24

FUND - 105 - ROAD & BRIDGE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011010	v5017936	11/29/23	004114	AIRGAS SOUTH, INC.	0302	7018 1/8- 10 POUND BOX	0.00	55.80
1011010	v5017936	11/29/23	004114	AIRGAS SOUTH, INC.	0301	RENTAL FOR OCTOBER, 20	0.00	134.54
TOTAL CHECK							0.00	190.34
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	R880045 SCREW	0.00	87.60
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	R88044 SCREW	0.00	77.60
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	R88043 SCREW	0.00	76.16
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	R88042 SCREW	0.00	75.60
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	RE524409 GASKET KIT	0.00	375.01
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	AT135260 SWITCH - GRAD	0.00	120.35
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	T437051 - V-BELT	0.00	43.38
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	AT211041 PULLEY	0.00	55.04
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	AT211041 PULLEY	0.00	55.04
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	T437051 V-BELT	0.00	43.38
1011010	v5017937	11/29/23	6375	BEARD EQUIPMENT COMPANY,	0301	RE506352 BELT TENSIONE	0.00	151.37
TOTAL CHECK							0.00	1,160.53
1011010	v5017938	11/29/23	7591	CANON FINANCIAL SERVICES	0301	11/1-11/30/23	0.00	77.37
1011010	v5017939	11/29/23	004749	CINTAS CORPORATION #148	0301	PUBLIC WORKS	0.00	179.27
1011010	v5017939	11/29/23	004749	CINTAS CORPORATION #148	0301	PUBLIC WORKS	0.00	179.27
TOTAL CHECK							0.00	358.54
1011010	v5017940	11/29/23	7890	CINTAS CORPORATION NO. 2	0301	44249 ELASTIC STRIP SM	0.00	11.21
1011010	v5017940	11/29/23	7890	CINTAS CORPORATION NO. 2	0301	72220 ROLLER GAUZE 2IN	0.00	8.66
1011010	v5017940	11/29/23	7890	CINTAS CORPORATION NO. 2	0301	100039 TRIPLE ANTIBIOT	0.00	11.92
1011010	v5017940	11/29/23	7890	CINTAS CORPORATION NO. 2	0301	111929 IBUPROFEN TABS	0.00	18.35
1011010	v5017940	11/29/23	7890	CINTAS CORPORATION NO. 2	0301	163051 BURN RELIEF PAC	0.00	18.06
TOTAL CHECK							0.00	68.20
1011010	v5017941	11/29/23	003949	ED STRAKA EQUIPMENT REPA	0301	LABOR ON GRADER - CHAN	0.00	1,200.00
1011010	v5017941	11/29/23	003949	ED STRAKA EQUIPMENT REPA	0301	PARTS - HYD HOSE - ANT	0.00	105.00
TOTAL CHECK							0.00	1,305.00
1011010	v5017942	11/29/23	001712	MUNICIPAL SUPPLY & SIGN	0301	91UF OL 90 CAP FOR U-C	0.00	139.00
1011010	v5017942	11/29/23	001712	MUNICIPAL SUPPLY & SIGN	0301	30" PRISM STOP SIGNS	0.00	550.00
1011010	v5017942	11/29/23	001712	MUNICIPAL SUPPLY & SIGN	0301	30X6X080 PRISM/DF GREE	0.00	263.00
1011010	v5017942	11/29/23	001712	MUNICIPAL SUPPLY & SIGN	0301	36X6X080 PRISM/DF GREE	0.00	315.00
TOTAL CHECK							0.00	1,267.00
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	246-5178 STARTER WITH	0.00	204.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	7620 OIL FILTER	0.00	18.49
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	358XE FUEL FILTER	0.00	37.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	GAL15W40 DELO 400 15W4	0.00	59.97
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	AW68 AW68 HYD OIL	0.00	194.95
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	61-2915 IMPACT SOCKET	0.00	30.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	7-9040 AIR CONDITIONIN	0.00	214.50
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	7258204 .75IN X 70 FL	0.00	62.36
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	G60152-1212 ADAPTERS	0.00	13.30
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	3377 FUEL FIL	0.00	12.44
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	3527 FUEL FIL - TRUCK	0.00	22.10
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	34977 CONTROLLER - FRU	0.00	392.50

SUNGARD PENTAMATION, INC.  
 DATE: 11/29/2023  
 TIME: 13:59:27

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2  
 ACCTPA21

SELECTION CRITERIA: transact.check\_no between 'v5017936' and 'v5017945'  
 ACCOUNTING PERIOD: 2/24

FUND - 105 - ROAD & BRIDGE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	FD/DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	BCN20 BRAKE CLEAN	0.00	43.08
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	DKS668 SENSOR - KNOCK	0.00	47.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	DKS668 SENSOR - KNOCK	0.00	47.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	TS7258 CYLINDER HEAD	0.00	28.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	1372 OIL FIL	0.00	11.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	42574 NEW WATER PUMP	0.00	129.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	IC558 IGNITION COIL -	0.00	319.92
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	275520 NEW COMPRESSOR	0.00	409.87
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	801651 PAG OIL - TRUCK	0.00	8.78
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	728302 BATT CABLE TERM	0.00	16.47
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	728018 BATTERY TERMINA	0.00	9.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	728019 BATTERY TERMINA	0.00	9.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	3566 BATTERY CABLE	0.00	50.07
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	2446887 REMAN/STARTER	0.00	157.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	903915BVVT1 TIMING KIT	0.00	729.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	V550687R VALVE COVER G	0.00	51.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	TCS46078 TIMING COVER	0.00	72.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	86475 HYDRAULIC OIL	0.00	114.84
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	7237 18MO WTY BAT - TR	0.00	311.70
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	U3351 UJOINT	0.00	52.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	9084 NAPA CABIN AIR FI	0.00	71.98
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	765-1344 PX CLEAR RTV	0.00	8.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	1255H11 CAPSULE	0.00	17.49
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	7443 BULB	0.00	4.29
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	25-220 22IN TRICO FORC	0.00	53.98
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	655-2189 BLOWER MOTOR	0.00	61.99
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	9396 NAPAGOLD AIR FILT	0.00	120.79
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	600128 FUEL FILTER -NA	0.00	28.33
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	E9275 NAPAGOLD AIR FIL	0.00	48.38
1011010	v5017943	11/29/23	000082	PERRY AUTO SUPPLY, INC.	0301	7750S FILTER - TRACTOR	0.00	15.65
TOTAL CHECK							0.00	4,324.06
1011010	v5017944	11/29/23	000119	WARE OIL & SUPPLY COMPAN	105	UNLEADED GASOLINE	0.00	23,640.12
1011010	v5017945	11/29/23	003617	MILLER HARDWARE COMPANY	105	SURVEY STAKES	0.00	72.92
1011010	v5017945	11/29/23	003617	MILLER HARDWARE COMPANY	105	CRYSTAL GEYSR WATER (2	0.00	86.25
1011010	v5017945	11/29/23	003617	MILLER HARDWARE COMPANY	105	PAINT & RELATED ITEMS	0.00	38.64
TOTAL CHECK							0.00	197.81
TOTAL CASH ACCOUNT							0.00	32,588.97
TOTAL FUND							0.00	32,588.97
TOTAL REPORT							0.00	32,588.97



RESOLUTION

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **AIRPORT FUND** for the fiscal period ending September 30, 2024, to be in excess of the advertised budget.

BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the **AIRPORT FUND** budget for the fiscal year ending September 30, 2024.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
Revenue:		
\$ 43,250	003-3344107	FDOT Design/Rehab Apron
Expenditures:		
\$ 43,250	0524-01 53401	Contractual Services

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 28th day of November, 2024 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2024 with a motion by Commissioner Feagle, seconded by Commissioner Moody, and carried unanimously.

Gary Knowles  
Gary Knowles, Clerk-Auditor

Chairman  
Chairman

Grant balance at FYE'23 not budgeted in FY24 budget

SUNGARD PENTAMATION, INC.  
DATE: 11/06/2023  
TIME: 09:31:17

TAYLOR COUNTY BOARD OF COMMISSIONERS  
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: exp|edgr.key\_orgn='0524-01'  
ACCOUNTING PERIOD: 1/24

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

FUND-003 AIRPORT FUND  
FUNCTION-540 TRANSPORTATION  
ACTIVITY-542 AIRPORTS  
TOTL/DEPT-0524-01 FDOT - DESIGN/REHAB APRON

ACCOUNT	- - - - - TITLE - - - - -	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53401	CONTRACTUAL SERVICES	50,000.00	50,000.00	.00	.00	50,000.00	.00
56300	CAPITAL/INFRASTRUCTURE	900,000.00	900,000.00	.00	.00	900,000.00	.00
	TOTAL FDOT - DESIGN/REHAB APR	950,000.00	950,000.00	.00	.00	950,000.00	.00
	TOTAL AIRPORT FUND	950,000.00	950,000.00	.00	.00	950,000.00	.00
TOTAL REPORT		950,000.00	950,000.00	.00	.00	950,000.00	.00

Budgeted  
amt @  
Fy'24

need to amend  
Budget by: 43,250.00

DWelleh.

TAYLOR COUNTY BOARD OF COMMISSIONERS  
GASB EXPENDITURE STATUS REPORT

SELECTION CRITERIA: expldgr.key\_orgn='0524-01'  
ACCOUNTING PERIOD: 13/23

FUND-003 AIRPORT FUND  
FUNCTION-540 TRANSPORTATION  
ACTIVITY-542 AIRPORTS  
TOTL/DEPT-0524-01 FDOT - DESIGN/REHAB APRON

Actual balance  
@ FYE '23

## R E S O L U T I O N

**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **AIRPORT FUND** for the fiscal period ending September 30, 2024, to be in excess of the advertised budget.

**BE IT RESOLVED** that the listed receipts and appropriations be added to, included in and transferred to the **AIRPORT FUND** budget for the fiscal year ending September 30, 2024.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
Revenue:		
\$ 1,832	003-3344129	FDOT Wildlife Haz Mgmt Plan
Expenditures:		
\$ 1,832	0541-01 53401	Contractual Services

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 28th day of November, 2023 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2024 with a motion by Commissioner Feagle, seconded by Commissioner Muddy, and carried unanimously.

Gary Knowles  
Gary Knowles, Clerk-Auditor

Chairman

**Grant balance at FYE'23 not budgeted in FY24 budget**

SUNGARD PENTAMATION, INC.  
DATE: 11/06/2023  
TIME: 09:37:54

TAYLOR COUNTY BOARD OF COMMISSIONERS  
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: exp~~l~~edgr.key\_orgn in ('0541-01','0541-02')  
ACCOUNTING PERIOD: 1/24

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

FUND-003 AIRPORT FUND  
FUNCTION-540 TRANSPORTATION  
ACTIVITY-542 AIRPORTS  
TOTL/DEPT-0541-01 FDOT-WILDLIFE HAZ MGMT PL

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53401	CONTRACTUAL SERVICES	6,000.00	6,000.00	.00	.00	6,000.00	.00
	TOTAL FDOT-WILDLIFE HAZ MGMT	6,000.00	6,000.00	.00	.00	6,000.00	.00



Budgeted  
amount



Need to amend  
FY24 Budget by: \$1,832

DW. H.



SUNGARD PENTAMATION, INC.  
DATE: 11/06/2023  
TIME: 09:37:33

TAYLOR COUNTY BOARD OF COMMISSIONERS  
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: exp~~l~~edgr.key\_orgn in ('0541-01','0541-02')  
ACCOUNTING PERIOD: 13/23

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

FUND-003 AIRPORT FUND  
FUNCTION-540 TRANSPORTATION  
ACTIVITY-542 AIRPORTS  
TOTL/DEPT-0541-01 FDOT-WILDLIFE HAZ MGMT PL

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53401	CONTRACTUAL SERVICES	.00	9,500.00	9,500.00	1,668.12	7,831.88	17.56
	TOTAL FDOT-WILDLIFE HAZ MGMT	.00	9,500.00	9,500.00	1,668.12	7,831.88	17.56

actual balance.  
@ FYE '23

DW

## R E S O L U T I O N

**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **AIRPORT FUND** for the fiscal period ending September 30, 2024, to be in excess of the advertised budget.

**BE IT RESOLVED** that the listed receipts and appropriations be added to, included in and transferred to the **AIRPORT FUND** budget for the fiscal year ending September 30, 2024.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
Revenue:		
\$ 4,987	003-3314117	FAA Wildlife Haz Mgmt Plan
Expenditures:		
\$ 4,987	0541-02 53401	Contractual Services

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 28th day of November, 2024 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2024 with a motion by Commissioner Feagle, seconded by Commissioner Muddy, and carried unanimously.

Gary Knowles  
Gary Knowles, Clerk-Auditor

Chairman  
Chairman

**Balance of grant at FYE'23 not budgeted in FY24 budget**

TAYLOR COUNTY BOARD OF COMMISSIONERS  
GASB EXPENDITURE STATUS REPORT

Budgeted  
Amount  
need to amend  
FY'24 Budget  
By: \$4,987

SUNGARD PENTAMATION, INC.  
DATE: 11/06/2023  
TIME: 09:37:33

TAYLOR COUNTY BOARD OF COMMISSIONERS  
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXPSTA11

SELECTION CRITERIA: expledgr.key\_orgn in ('0541-01','0541-02')  
ACCOUNTING PERIOD: 13/23

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

FUND-003 AIRPORT FUND  
FUNCTION-540 TRANSPORTATION  
ACTIVITY-542 AIRPORTS  
TOTL/DEPT-0541-02 FAA-WILDLIFE HAZ MGMT PLA

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53401	CONTRACTUAL SERVICES	.00	85,500.00	85,500.00	15,013.13	70,486.87	17.56
	TOTAL FAA-WILDLIFE HAZ MGMT P	.00	85,500.00	85,500.00	15,013.13	70,486.87	17.56
	TOTAL AIRPORT FUND	.00	95,000.00	95,000.00	16,681.25	78,318.75	17.56
TOTAL REPORT		.00	95,000.00	95,000.00	16,681.25	78,318.75	17.56

actual balance.  
@ FYE'23

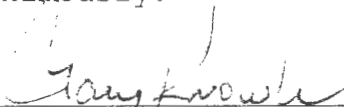
## R E S O L U T I O N


**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **DOT - BEACH RD (CR361) FUND** for the fiscal period ending September 30, 2024, to be in excess of the advertised budget.

**BE IT RESOLVED** that the listed receipts and appropriations be added to, included in and transferred to the **DOT - BEACH RD (CR361) FUND** budget for the fiscal year ending September 30, 2024.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$207,536	189-3344910	LAP Grant - Revenue
		DOT - Beach Rd (CR361)
\$207,536	0362-53401	Contractual Services

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 28th day of November, 2023 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2024 with a motion by Commissioner Feagle, seconded by Commissioner Moody, and carried unanimously.

  
\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

  
\_\_\_\_\_  
Chairman

**Grant balance at FYE'23 not budgeted in FY'24**



SUNGARD PENTAMATION, INC.  
DATE: 11/15/2023  
TIME: 09:11:58

TAYLOR COUNTY BOARD OF COMMISSIONERS  
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: `explredgr.key_orgn='0362'`  
ACCOUNTING PERIOD: 1/24

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

FUND-189 DOT - BEACH RD (CR361)  
FUNCTION-540 TRANSPORTATION  
ACTIVITY-541 ROAD & STREET FACILITIES  
TOTL/DEPT-0362 DOT - BEACH RD (CR361)

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53401	CONTRACTUAL SERVICES	.00	.00	.00	.00	.00	.00
	TOTAL DOT - BEACH RD (CR361)	.00	.00	.00	.00	.00	.00
	TOTAL DOT - BEACH RD (CR361)	.00	.00	.00	.00	.00	.00
TOTAL REPORT		.00	.00	.00	.00	.00	.00

Budget @  
FY24

need to amend  
Budget by

\$207,536

DWelch

11/15/23

SELECTION CRITERIA: expledgr.key\_orgn='0362'  
ACCOUNTING PERIOD: 13/23

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

FUND-189 DOT - BEACH RD (CR361)  
FUNCTION-540 TRANSPORTATION  
ACTIVITY-541 ROAD & STREET FACILITIES  
TOTL/DEPT-0362 DOT - BEACH RD (CR361)

ACCOUNT	- - - - - TITLE - - - - -	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53401	CONTRACTUAL SERVICES	.00	750,473.00	750,473.00	542,937.30	207,535.70	72.35
	TOTAL DOT - BEACH RD (CR361)	.00	750,473.00	750,473.00	542,937.30	207,535.70	72.35
	TOTAL DOT - BEACH RD (CR361)	.00	750,473.00	750,473.00	542,937.30	207,535.70	72.35
TOTAL REPORT		.00	750,473.00	750,473.00	542,937.30	207,535.70	72.35



## Powell and Jones CPA

1359 SW Main BLVD  
Lake City, FL 32024  
Phone: 386.755.4200  
Fax: 386.719.5504  
office@powellandjonescpa.com

October 13, 2023

### CONTRACT EXTENSION PROPOSAL - AUDIT & ASSURANCE SERVICES TAYLOR COUNTY, FLORIDA

As provided in our contract with Taylor County (the County), I am submitting a proposal to extend our audit services contract with the County for an additional three years. The fee includes the full scope of services outlined in the contract including preparation of financial statement, the business-type activities, each major fund, the aggregate remaining fund information, and ongoing support for County commissioners and constitutional officers. This is in conjunction with both inflation and growth in the County's financial operations.

We propose the following audit fees:

Year Ended	Audit Fee (\$)
9/30/2023	64,000
9/30/2024	67,000
9/30/2025	70,000

#### ADDITIONAL SERVICES

Federal or state single audit services for the major programs of the County, in accordance with applicable auditing standards and requirements. These services are assumed and have been included in the proposed audit fee above.

#### RIGHT TO TERMINATE

The County has the right to cancel this contract after completion of any given audit period if the County becomes dissatisfied with our services or if sufficient funds are not available.

The County's only financial responsibility to us upon termination is to pay for all services completed to date and provide reasonable notice of termination.

#### Renewal

At the end of the term of this proposal, our services may be renewed annually. Future fees will be at the prior year fee plus an adjustment for CPI-U unless otherwise agreed upon by both parties.

We appreciate the opportunity to be of continued service to the County. If you have any questions, please let us know. If you agree to the terms of this contract extension, please sign below.

Board of County Commissioners

Clerk of the Circuit Court

Auditor, Powell & Jones CPA

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE-FUNDED GRANT  
SUPPLEMENTAL AGREEMENT**

525-010-60  
PROGRAM MANAGEMENT  
12/18  
Page 1 of 1

SUPPLEMENTAL NO.

2

CONTRACT NO.

G1E43

FPN

436462-2-54-01

Recipient: Taylor County

This Supplemental Agreement ("Supplemental"), dated \_\_\_\_\_ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on October 1, 2019 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

---

The parties agree that the Agreement is to be amended and supplemented as follows:

Supplemental Agreement #2 extends contract time from December 31, 2023 to June 30, 2024 for Slaughter Road from Freeman Courtney to Harrison Blue Road

Reason for this Supplemental and supporting engineering and/or cost analysis:

Extend contract time only

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:  
Taylor County

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

By: 

Name: Jamie English

Title: Chairman

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

Name: Greg Evans

Title: District Secretary

Legal Review:

\_\_\_\_\_

Agreement Number: Z3914

**FEDERALLY FUNDED SUBAWARD AND GRANT AGREEMENT for DR - 4734 - Hurricane Idalia**

The following Agreement is made and information is provided pursuant to 2 CFR §200.332(a)(1):

Subrecipient's name:	<u>Taylor County</u>
Subrecipient's unique entity identifier:	_____
Federal Award Date:	<u>09/01/2023</u>
Subaward Period of Performance Start and End Date (Cat A-B):	<u>08/31/2023 - 2/29/2024</u>
Subaward Period of Performance Start and End Date (Cat C-G):	<u>08/31/2023 - 2/28/2025</u>
Amount of Federal Funds Obligated by this Agreement:	<u>N/A</u>
Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity to include this Agreement:	_____
Total Amount of the Federal Award committed to the Subrecipient by the pass-through entity:	_____
Federal award project description (see Federal Funding Accountability and Transparency Act (FFATA):	<u>Grant for communities to respond to and recover from major disasters or emergencies and for limited mitigation measures.</u>
Name of Federal awarding agency:	<u>Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA)</u>
Name of pass-through entity:	<u>Florida Division of Emergency Management (FDEM)</u>
Contact information for the pass-through entity:	<u>2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100</u>
Assistance Listing Number (Formerly CFDA Number):	<u>97.036</u>
Assistance Listing Program Title (Formerly CFDA program Title):	<u>Disaster Grants - Public Assistance (Presidentially Declared Disasters)</u>

THIS AGREEMENT is entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Division"), and Taylor County (hereinafter referred to as the "Subrecipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

- A. The Subrecipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein;
- B. The Subrecipient, by its decision to participate in this grant program, bears the ultimate responsibility for ensuring compliance with all applicable State and Federal laws, regulations and policies, and bears the ultimate consequences of any adverse decisions rendered by the Division, the Federal Awarding Agency, or any other State and Federal agencies with audit, regulatory, or enforcement authority;



C. This Agreement establishes the relationship between the Division and the Subrecipient to allow the Division to pay grant funds to the Subrecipient.

THEREFORE, the Division and the Subrecipient agree to the following:

**(1) APPLICATION OF STATE LAW TO THIS AGREEMENT**

2 CFR § 200.302 provides: "Each state must expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds." Therefore, section 215.971, Florida Statutes, entitled "Agreements funded with federal or state assistance," applies to this Agreement.

**(2) LAWS, RULES, REGULATIONS AND POLICIES**

a. Performance under this Agreement is subject to 2 CFR Part 200, entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

b. In addition to the foregoing, the Subrecipient and the Division shall be governed by all applicable State and Federal laws, rules, and regulations. Any express reference in this Agreement to a particular statute, rule, or regulation in no way implies that no other statute, rule, or regulation applies. The applicable statutes, rules, or regulations are the statutes, rules, or regulations in effect at the time of the declaration of the incident through which federal funds are awarded, or as otherwise indicated as retroactively applied.

**(3) CONTACT**

a. In accordance with section 215.971(2), Florida Statutes, the Division's Grant Manager shall be responsible for enforcing performance of this Agreement's terms and conditions and shall serve as the Division's liaison with the Subrecipient. As part of his/her duties, the Grant Manager for the Division shall:

- i. Monitor and document Subrecipient performance; and
- ii. Review and document all deliverables for which the Subrecipient requests payment.

b. The Division's Grant Manager for this Agreement is:

Name	<u>Jennifer Stallings</u>
Title	<u>Finance &amp; Administration Manager</u>
Bureau of	<u>Recovery</u>
Address:	<u>Florida Division of Emergency Management</u> <u>2555 Shumard Oak Blvd.</u> <u>Tallahassee, FL 32399-2100</u>
Telephone:	<u>(850) 815-4458</u>
Email:	<u>Jennifer.Stallings@em.myflorida.com</u>

c. The name and address of the Representative of the Subrecipient responsible for the administration of this Agreement is:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

d. In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title, and address of the new representative will be provided to the other party in writing via letter or electronic email.

e. Systems Access: It is the Subrecipient's responsibility to maintain current active users in the Division's grants management system in accordance with Attachment B to this Agreement ("Systems Access Form").

**(4) TERMS AND CONDITIONS**

This Agreement contains all the terms and conditions agreed upon by the parties.

**(5) EXECUTION**

This Agreement may be executed in any number of counterparts, of which may be taken as an original.

**(6) MODIFICATION**

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

**(7) SCOPE OF WORK**

The Subrecipient shall perform the work as approved by FEMA and provide the necessary documentation to substantiate work completed.

**(8) PERIOD OF AGREEMENT/PERIOD OF PERFORMANCE**

The Period of Agreement establishes a timeframe for all Subrecipient contractual obligations to be completed. Upon execution by both parties, this Agreement shall begin on the first day of the incident period for the disaster applicable to the agreement and shall end upon closeout of the Subrecipient's account for this disaster by the Federal Awarding Agency, unless terminated earlier as specified elsewhere in this Agreement. This Agreement survives and remains in effect after termination for the herein referenced State and Federal audit requirements and the referenced required records retention periods. Work may only be performed during the timeframes established and approved by FEMA for each Category of Work type.

**(9) FUNDING**

a. The amount of total available funding for this subgrant is limited to the amount obligated by the Federal Awarding Agency for all projects approved for this Subrecipient for DR - 4734 - Hurricane Idalia. Payments to Subrecipients are contingent upon the granting of budget authority to the Division.

b. Pursuant to section 252.37(5)(a), Florida Statutes, unless otherwise specified in the General Appropriations Act, whenever the State accepts financial assistance from the Federal Government or its agencies under the Federal Public Assistance Program and such financial assistance is conditioned upon a requirement for matching funds, the State shall provide the entire match requirement for state agencies and one-half of the required match for grants to Local governments. **Affected Local governments shall be required to provide one-half of the required match prior to receipt of such financial assistance. Section 252.37, Florida Statutes, does not**

**apply to Subrecipients that are considered Private Non-Profit entities, therefore the entire non-federal share shall be the responsibility of the Private Non-Profit Subrecipient.**

c. The Executive Office of the Governor may approve a waiver to local governments for the Non-Federal match requirement. The local government must apply for the waiver in accordance with Section 252.37(5)(b), Florida Statutes. Local governments must apply for the match waiver independently from their respective County.

#### **(10) PAYMENT**

a. The payment method used by the Division is either a Cost Reimbursement or an Advance Payment. Advance payments will be governed by Chapter 216, Florida Statutes.

b. The Division's Grant Manager, as required by section 215.971(2)(c), Florida Statutes, shall reconcile and verify all funds received against all funds expended during the grant agreement period and produce a final reconciliation report. The final report must identify any funds paid in excess of the expenditures incurred by the Subrecipient.

#### **(11) REPAYMENTS**

a. Refunds or repayments of obligated funds may be paid to the Division through check or through a payment plan as approved by the Department of Financial Services. Additionally, FEMA may permit the Division to off-set against other obligated projects where deemed appropriate. In accordance with Chapter 255, Florida Statutes, the Subrecipient has 30 days to repay the funds from the issuance of the invoice from the Division. The Division may impose a 1% per month interest fee for unpaid invoices.

b. All refunds or repayments due to the Division under this Agreement are to be made payable to the order of "Division of Emergency Management," and must include the invoice number and the applicable Disaster and Project number(s) that are the subject of the invoice, and be mailed directly to the following address:

Division of Emergency Management  
Cashier  
2555 Shumard Oak Boulevard  
Tallahassee FL 32399-2100

#### **(12) RECORDS**

a. As required by 2 CFR § 200.334, and modified by Florida Department of State's record retention requirements (Fla. Admin. Code R. 1B-24.003), the Subrecipient shall retain sufficient records to show its compliance with the terms of this Agreement and all relevant terms and conditions of the award paid from funds under this Agreement, for a period of five (5) years from the date of submission of the final expenditure report. This period may be extended for reasons including, but not limited to, litigation, fraud, or appeal. As required by 2 CFR § 200.303(e), the Subrecipient shall take reasonable measures to safeguard protected personally identifiable information and other information the Federal Awarding Agency or the Division designates as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

b. The Subrecipient shall maintain all records for the Subrecipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient

to determine compliance with the requirements and objectives of the award and all other applicable laws and regulations.

**(13) AUDITS**

- a. The Subrecipient shall comply with the audit requirements contained in 2 CFR Part 200, Subpart F.
- b. As required by 2 CFR § 200.337(a), "The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the [Division], or any of their authorized representatives, shall enjoy the right of access to any documents, papers, or other records of the [Subrecipient] which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the [Subrecipient's] personnel for the purpose of interview and discussion related to such documents." The right of access is not limited to the required retention period but lasts as long as the records are retained (2 CFR § 200.337(c)).
- c. As required by 2 CFR § 200.332(a)(5), the Division, the Chief Inspector General of the State of Florida, the Florida Auditor General, or any of their authorized representatives, shall enjoy the right of access to any documents, financial statements, papers, or other records of the Subrecipient which are pertinent to this Agreement, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the Subrecipient's personnel for the purpose of interview and discussion related to such documents.

**(14) REPORTS**

- a. Consistent with 2 CFR § 200.329, the Subrecipient shall provide the Division with quarterly reports and any applicable financial reporting, including reports required by the Federal Funding Accountability and Transparency Act (FFATA). These reports shall include the current status and progress by the Subrecipient and, as applicable, all subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the Division.

	<b>Reporting Time Period</b>	<b>Subrecipient Report Submittal Deadline</b>
Quarter 1 (Q1)	October 1 – December 31	January 15
Quarter 2 (Q2)	January 1 – March 31	April 15
Quarter 3 (Q3)	April 1 – June 30	July 15
Quarter 4 (Q4)	July 1 – September 30	October 15

- b. The Subrecipient agrees to submit quarterly reports to the Division no later than fifteen (15) days after the end of each quarter of the program year and to submit quarterly reports each quarter until one quarter past the closeout of each project in the Division's Grant Management System. The ending dates for each quarter of the program year are March 31, June 30, September 30, and December 31.
- c. The closeout report is due sixty (60) days after completion of each project worksheet associated with the applicant executing this Agreement, or sixty (60) days after termination of this Agreement, whichever first occurs.



d. The Subrecipient shall provide additional program reports, updates, or information that may be required by the Division or the Federal awarding agency.

#### **(15) MONITORING**

a. The Division shall monitor the performance of the Subrecipient under this Agreement to ensure that the Scope of Work is being accomplished within the specified time periods, and that other performance goals are being met.

b. The Subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Division. In the event that the Division determines that an audit of the Subrecipient is appropriate, the Subrecipient agrees to comply with any additional instructions provided by the Division to the Subrecipient regarding such audit.

c. Small Projects, as defined in 44 CFR § 206.203, that are obligated above the Federal Simplified Acquisition Threshold (SAT) will be subject to enhanced oversight and monitoring by the Division as authorized by 2 CFR § 200.332(a)(2).

#### **(16) LIABILITY**

a. Unless the Subrecipient is a State agency or political subdivision, as defined in section 768.28(2), Florida Statutes, the Subrecipient is solely responsible to third parties it deals with in carrying out the terms of this Agreement. As authorized by section 768.28(19), Florida Statutes, Subrecipient shall hold the Division harmless against all claims of whatever nature by third parties arising from the work performance under this Agreement. For purposes of this Agreement, Subrecipient agrees that it is not an employee or agent of the Division but is an independent contractor.

b. As required by section 768.28(19), Florida Statutes, any Subrecipient which is a State agency or political subdivision, as defined in section 768.28(2), Florida Statutes, agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Division and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any Subrecipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a State agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

#### **(17) TERMINATION**

This Agreement terminates upon the completion of all eligible work and payment of all eligible costs in accordance with the Public Assistance Program requirements. The Division and Subrecipient agree that all records will be maintained until the conclusion of any record retention period.

#### **(18) PROCUREMENT**

a. The Subrecipient must ensure that any procurement involving funds authorized by the Agreement complies with all applicable Federal and State laws and regulations, including 2 CFR §§ 200.318 through 200.327 as well as Appendix II to 2 CFR Part 200 (entitled "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards"). Additional requirements, guidance, templates, and checklists regarding procurement may be obtained through the FEMA Procurement Disaster Assistance Team. Resources found here: <https://www.fema.gov/grants/procurement>.

b. The Subrecipient must include all applicable federal contract terms for all contracts for which federal



funds are received.

If the Subrecipient contracts with any contractor or vendor for performance of any portion of the work required under this Agreement, the Subrecipient must incorporate into its contract with such contractor or vendor an indemnification clause holding the Federal Government, its employees and/or their contractors, the Division, its employees and/or their contractors, and the Subrecipient and its employees and/or their contractors harmless from liability to third parties for claims asserted under such contract.

c. The Subrecipient must monitor and document, in the quarterly report, the contractor's progress in performing its work on its behalf under this Agreement in addition to its own progress.

d. The Subrecipient must ensure all contracts conform to sections 287.057 and 288.703, Florida Statutes, as applicable.

#### **(19) ATTACHMENTS**

a. All attachments to this Agreement are incorporated as if set out fully.

b. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

c. This Agreement has the following attachments:

- i. Attachment A – Certification Regarding Debarment
- ii. Attachment B – Systems Access Form
- iii. Attachment C – Certification Regarding Lobbying

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

**SUBRECIPIENT:** Taylor County

By: 

(Signature)

Name: Jamie English

Title: Chairman

Date: 11/28/2023

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_  
Governor's Authorized Representative

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

Attachment A

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
and VOLUNTARY EXCLUSION**

The Subrecipient certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within the five-year period preceding entering into this Agreement had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
3. Have not within the five-year period preceding entering into this proposal been convicted of or had a civil judgment rendered against them for:
  - a) the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or a contract under public transaction, or b) violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

The Subrecipient understands and agrees that the language of this certification must be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, contracts under grants, loans, and cooperative agreements) and that all contractors and sub-contractors must certify and disclose accordingly.

The Subrecipient further understands and agrees that this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

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

Signature

Jamie English, Chairman

Name and Title

591 US Highway 27 East

Street Address

Perry, FL, 32347

City, State, Zip

11/28/23

Date

Taylor County

Subrecipient's Name

Z3914

DEM Contract Number

## Attachment B

### SYSTEMS ACCESS

The **System Access Form** is submitted with each new disaster or emergency declaration to identify the Subrecipient's contacts for the FDEM Grants Management System in order to enter notes, review notes and documents, and submit the documentation necessary to work the new event. The Systems Access Form is originally submitted as Attachment "B" to the PA Funding Agreement. The Subrecipient is responsible for regularly reviewing its contacts. Contacts should be removed within 14 days of separation, retirement, or are reassignment by the Subrecipient. A new form will only be needed if all listed contacts have separated from the Agency. If a new Systems Access form is submitted, all Agency Representatives currently listed as contacts that are not included on the updated form will be deleted from FDEM Grants Management System for the specified grant. All users must log in on a monthly basis to keep their accounts from becoming locked. **Note: the Systems Access Form is NOT a delegation of authority. A signatory must have an attached delegation of authority as appropriate.**

#### Instructions for Completion

Complete the form in its entirety, listing the name and information for all representatives who will be working in the FDEM Grant Management System. Users will be notified via email when they have been granted access. The user must log in to the FDEM Grants Management System within twelve (12) hours of being notified or their account will lock them out. Each user must log in within a sixty (60) day period or their account will lock them out. In the event you try to log in and your account is locked, users must submit a request for unlocking to [RPA.Help@em.myflorida.com](mailto:RPA.Help@em.myflorida.com).

The form is divided into twelve blocks; each block must be completed where appropriate.

**Block 1: "Authorized Agent"** – This should be the highest authority in your organization who is authorized to sign legal documents on behalf of your organization. A subsequent new Authorized Agent must be designated through a letter on letterhead from the Subrecipient's Authorized Representative. It is recommended to delegate this authority to an organizational staff member to avoid delays in grant management (Only one Authorized Agent is allowed, and this person will have full access/authority unless otherwise requested).

**Block 2: "Primary Contact"** – This is the person designated by your organization to receive all correspondence and is our main point of contact. This contact will be responsible for answering questions, uploading documents, and submitting reports/requests in FDEM Grants Management System. The Authorized Agent may designate a new Primary Contact. (Only one Primary Contact is allowed, and this contact will have full access).

**Block 3: "Alternate Contact"** – This is the person designated by your organization to be available when the Primary is not. Either the Authorized Agent or Primary Contact may designate a new Alternate Contact. (Only one Alternate Contact is allowed, and this contact will have full access).

**Block 4, 5, and 6: "Other"** (Finance/Point of Contact, Risk Management-Insurance, and Environmental-Historic). Providing these contacts is essential in the coordination and communication required between State and Local subject matter experts. We understand that the same agent may be identified in multiple blocks, however we ask that you enter the name and information again to ensure we are communicating with the correct individuals.

**Block 7 – 12: "Other"** (Read Only Access) – There is no limit on "Other" contacts, but we ask that this be restricted to those that are going to actually need to log in and have a role in reviewing the information. This designation is only for situational awareness purposes as individuals with the "Other Read-Only" designation cannot take any action in FDEM Grants Management System.

**Note: The Systems Access Form is NOT a delegation of authority. A signatory must have an attached delegation of authority as appropriate.**

**SYSTEMS ACCESS FORM (CONTACTS)  
FEMA/GRANTEE PUBLIC ASSISTANCE PROGRAM  
FLORIDA DIVISION OF EMERGENCY MANAGEMENT**

**Subrecipient:** Taylor County

**Box 1: Authorized Agent (Full Access)**

Name
Signature
Organization / Official Position
Mailing Address
City, State, Zip
Daytime Telephone
E-mail Address

**Box 2: Primary Contact (Full Access)**

Name
Signature
Organization / Official Position
Mailing Address
City, State, Zip
Daytime Telephone
E-mail Address

**Box 3: Alternate Contact (Full Access)**

Name
Signature
Organization / Official Position
Mailing Address
City, State, Zip
Daytime Telephone
E-mail Address

**Box 4: Other-Finance/Point of Contact (Full Access)**

Name
Signature
Organization / Official Position
Mailing Address
City, State, Zip
Daytime Telephone
E-mail Address

**Box 5: Other-Risk Mgmt-Insurance (Full Access)**

Name
Signature
Organization / Official Position
Mailing Address
City, State, Zip
Daytime Telephone
E-mail Address

**Box 6: Other-Environmental-Historic (Full Access)**

Name
Signature
Organization / Official Position
Mailing Address
City, State, Zip
Daytime Telephone
E-mail Address

The above contacts may utilize the FDEM Grants Management System to perform the Subrecipient's responsibilities regarding the Public Assistance Grant according to their level of access. The Subrecipient is responsible for ensuring that all contacts are correct and up-to-date.

\_\_\_\_\_  
**Subrecipient Authorized Representative Signature**

\_\_\_\_\_  
**Date**



**SYSTEMS ACCESS FORM (CONTACTS)  
FEMA/GRANTEE PUBLIC ASSISTANCE PROGRAM  
FLORIDA DIVISION OF EMERGENCY MANAGEMENT**

**Subrecipient:** Taylor County

**Date:**

<b>Box 7: Other (Read Only Access)</b>		<b>Box 8: Other (Read Only Access)</b>	
Name		Name	
Signature		Signature	
Organization / Official Position		Organization / Official Position	
Mailing Address		Mailing Address	
City, State, Zip		City, State, Zip	
Daytime Telephone		Daytime Telephone	
E-mail Address		E-mail Address	
<b>Box 9: Other (Read Only Access)</b>		<b>Box 10: Other (Read Only Access)</b>	
Name		Name	
Signature		Signature	
Organization / Official Position		Organization / Official Position	
Mailing Address		Mailing Address	
City, State, Zip		City, State, Zip	
Daytime Telephone		Daytime Telephone	
E-mail Address		E-mail Address	
<b>Box 11: Other (Read Only Access)</b>		<b>Box 12: Other (Read Only Access)</b>	
Name		Name	
Signature		Signature	
Organization / Official Position		Organization / Official Position	
Mailing Address		Mailing Address	
City, State, Zip		City, State, Zip	
Daytime Telephone		Daytime Telephone	
E-mail Address		E-mail Address	
Subrecipient's Fiscal Year (FY) Start: <b>Month:</b> <b>Day:</b>			
Subrecipient's Federal Employer's Identification Number (EIN)      59-6000879			
Subrecipient's Grantee Cognizant Agency for Single Audit Purposes: Florida Division of Emergency Management			
Subrecipient's: FIPS Number (If Known)      123-99123-00			



**Attachment C**  
**Certification Regarding Lobbying**

**APPENDIX A, 44 CFR PART 18 – CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Subrecipient or contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Subrecipient/contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Subrecipient/contractor's Authorized Official

\_\_\_\_\_  
Date

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



**Board to approve Notice to Bidders for the Concrete Apron Rehabilitation – Phase 2 at Perry-Foley Airport.**

**MEETING DATE REQUESTED:**

**November 28, 2023**

**Statement of Issue:** Board to review and approve Notice to Bidders for the Concrete Apron Rehabilitation Project at Perry- Foley Airport.

**Recommended Action:** Approve Notice to Bidders

**Fiscal Impact:** The project is 100% grant funded.

**Budgeted Expense:** The project is 100% grant funded and is included in the FY 2023-2024 budget.

**Submitted By:** Melody Cox, Grants Writer

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The Concrete Apron Rehabilitation at Perry-Foley Airport includes the removal and replacement of concrete joints, removal and replacement of damaged concrete pavement, and miscellaneous concrete rehabilitation work on the Apron at Perry-Foley Airport. The project is 100% grant funded. AVCON, Inc. provided all design, and engineering of the project and will provide all project management services.

**Attachments:** Notice to Bidders

**NOTICE TO BIDDERS**

**CONCRETE APRON REHABILITATION – PHASE 2 at  
PERRY FOLEY AIRPORT  
TAYLOR COUNTY, FLORIDA**

Notice is hereby given that Taylor County will receive sealed bids at the Taylor County Board of County Commissioners, Attn: Clerk's Office, 108 North Jefferson Street, Perry, Florida 32347 (850-838-3506) until 4 pm local time on Friday, January 12, 2024, for the Concrete Apron Rehabilitation – Phase 2 project at the Perry Foley Airport, Perry, Fl. Bids must be submitted in a sealed enveloped clearly marked **“BID ENCLOSED: CONCRETE APRON REHABILITATION – PHASE 2; PERRY FOLEY AIRPORT.”** Bids will be opened at the Taylor County Board of County Commissioners meeting to be held at the Taylor County Administration Complex, 201 East Green Street, Perry, Florida on Tuesday, January 16, 2024 at 6:05 pm or as soon thereafter as possible. Bids will be publicly opened and read aloud.

The project consists of providing all labor, materials, machinery, tools, equipment, and other means of construction necessary and incidental to the completion of the work shown on the plans and described in these specifications including, but not necessarily limited to the following:

Removal and replacement of concrete joints, removal and replacement of damaged concrete pavement, and other miscellaneous concrete rehabilitation work.

The contract time for substantial completion of the Base Bid work shall be 30 calendar days from the date of the “Notice to Proceed (NTP).” The final project completion shall be 60 calendar days from the date of the “Notice to Proceed (NTP)”. Additional days will be awarded if additional alternates are awarded.

Beginning on Wednesday, November 29, 2023, drawings, specifications, and project documents may be examined by appointment at the Airport Terminal Building of the Perry Foley Airport at 481 Industrial Park Drive, Perry, Florida 32348. Appointments may be made by calling Ward Ketring at Perry Foley Airport at 850-838-3519. Beginning on Wednesday, November 29, 2023, digital copies of the above documents may be obtained from the offices of AVCON, INC., 320 Bayshore Drive, Suite A, Niceville, Florida, 32578, (850) 678-0050.

Bid security in the amount of at least five percent (5%) of the total quote must be submitted with the quote. The quote security may be either a certified check or a proposal guaranty bond executed by a surety company authorized to do business in the State of Florida. Quote security shall be made payable to Taylor County. The successful contractor must be able to furnish proof of required insurance, a 100% Performance Bond, and a 100% Labor and Materials Payment Bond, and shall begin execution of this contract within five (5) calendar days following the date of the Notice to Proceed.

Funding for this project is being provided by the Florida Department of Transportation and will be subject to all applicable requirements of the U.S. Department of Transportation grant assurances.

The successful contractor will be required to comply with all provisions of the Federal Government Equal Employment Opportunity clauses issued by the Secretary of Labor on May 21, 1968 and published in the Federal Register (41CFR Part 60-1, 33 F.2 7804). Wages paid to employees must comply with the minimum established by the U.S. Department of Labor Wage Determination. The successful contractor must comply with the Davis-Bacon Act, Copeland Act (Anti-Kickback Act), the Occupational Safety and Health Act, the Contract Work Hours and Safety Standards Act (CWHSSA), Title VI of the Civil Rights Act of 1964 and Executive Order 11246.

Taylor County has an approved Disadvantaged Business Enterprise (DBE) Program for Airport Improvement Program projects which the successful contract must comply with. The DBE participation goal for this project is 4.78% and compliance requirements are listed in the project documents.

A non-mandatory Pre-Bid Conference will be conducted at the Terminal Building of the Perry Foley Airport at 481 Industrial Park Drive, Perry, Florida 32348 on Wednesday, December 13, 2023 at 10:00 a.m. local time (EDT). Questions relating to the Project Documents will be answered at that time. Attendance by prospective prime contractors is strongly recommended.

The Taylor County Board of County Commissioners reserves the right, in its sole and absolute discretion, to reject, 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 to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the bid deemed to be in the County's best interest. **No faxed Proposals will be accepted.**

**OWNER'S CONTACT:**

Jami Evans  
County Grants Coordinator  
**Taylor County Board of County  
Commissioners**  
201 East Green Street  
Perry, Florida 32347  
Tel: 850-838-3553  
Fax: 850-838-3563

**ENGINEER'S CONTACT:**

John Collins, P.E.  
Senior Project Manager  
**AVCON, INC.**  
320 Bayshore Drive, Suite "A"  
Niceville, Florida 32578  
Tel: 850-678-0050

All bids should be addressed as follows:

**BID ENCLOSED: CONCRETE APRON REHABILITATION - PHASE 2  
PERRY FOLEY AIRPORT**

Taylor County Board of County Commissioners  
Attention: Clerk's Office  
108 North Jefferson Street  
Perry, Florida 32347

By:

**Taylor County Board of County Commissioners**

Name: [Signature]

Title: Chairman

11/28/2023  
Date



# **TAYLOR COUNTY BOARD OF COMMISSIONERS**

## ***County Commission Agenda Item***

**SUBJECT/TITLE:**



**THE BOARD TO CONSIDER APPROVAL OF AGREEMENT WITH THE FLORIDA DEPARTMENT OF AGRICULTURAL AND CONSUMER SERVICES FOR MOSQUITO CONTROL OPERATIONS FUNDING.**

**MEETING DATE REQUESTED:**

**NOVEMBER 28, 2023**

**Statement of Issue:** TO RECEIVE SUPPLEMENTAL FUNDING FOR MOSQUITO CONTROL OPERATIONS.

**Recommended Action:** APPROVE

**Fiscal Impact:** \$37,748.53

**Budgeted Expense:** N/A

**Submitted By:** LAWANDA PEMBERTON, COUNTY ADMINISTRATOR

**Contact:** (850) 838-3500 ext. 6

### **SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** TAYLOR COUNTY RECEIVES ANNUAL FUNDING FROM FDACS TO SUPPLEMENT MOSQUITO CONTROL OPERATIONS. THE CURRENT FISCAL YEAR GRANT IS SLIGHTLY LOWER THAN THE PAST FISCAL YEAR AND THE BUDGET WILL BE ADJUSTED TO REFLECT THE DIFFERENCE.

**Options:** APPROVE/ DO NOT APPROVE

**Attachments:** AGREEMENT



## INTERNAL CONTRACT ROUTE SLIP

Division: **AGRICULTURAL ENVIRONMENTAL SER** Date: **10/09/2023**  
 Contract Manager: **MATTHEWS, RACHEL J** Contract : **30609**  
 Contract Period: **Upon Execution To 09/30/2024** Org Code: **42130103001**  
 Procurement Method: **EXEMPT - GOVERNMENT AGENCIES**  
 Appropriation Category: **050896** EO: **A2**  
 Funding: General Revenue: **NO** Federal Funding: **NO** Obj. Code: **751002**  
 Trust Fund Name: **GENERAL INSPECTION TRUST FUND DACS**  
 Services Required:

**Mosquito Control oversight to State Mosquito Control District pursuant to Chapter 388 Florida Statutes and Rule 5E-13, Florida Administrative Code.**

Vendor Name: **TAYLOR COUNTY MOSQUITO CONTROL**

Commodity Code: Contractor's FEID# **F596000879019**

Rate of Compensation: Contract Amount: **\$37,748.53**

Division	Authorized
Director: _____	Supervisor: _____
Signature	Signature
Date	Date

\*\*\*\*\* BELOW FOR USE BY DIVISION OF ADMINISTRATION ONLY \*\*\*\*\*

Contract Administrator: <u>Joseph Duncan</u>	10/19/2023
Legal Section: <u>[Signature]</u>	Signature Date
Finance and Accounting: _____	10/30/2023
Purchasing Director: _____	Signature Date
Planning and Budgeting: _____	Signature Date
_____	Signature Date

DACS-01084 05/01

Scan Documents using Request Number : **17225933**





**INTERNAL CONTRACT ROUTE SLIP****FACTS INFORMATION**Contract Number **30609**Original Contract Amt **\$37,748.53** DFS Contract Type **GD**Long Title **TAYLOR COUNTY MOSQUITO CONTROL DISTRICT**Short Title **TAYLOR COU** Authorized Advance Payment **N**Execution Date \_\_\_\_\_ Effective Date \_\_\_\_\_ Expiration Date **09/30/2024**

State Term Contract or Alternate Source ID \_\_\_\_\_

Contract Exempt Justification \_\_\_\_\_

**GOVERNMENT AGENCY**

Agency Solicitation Num \_\_\_\_\_

Business Case Study **N** Case Study Date \_\_\_\_\_Legal Challenges to Procurement **N**

Legal Challenge Description \_\_\_\_\_

Contract Statutory Authority **388.261 FLORIDA STATUTES**Provide for Administrative Cost **N** Administrative Cost Percent \_\_\_\_\_ %Provide for Periodic Increase **N** Periodic Increase Percent \_\_\_\_\_ %Was the Contract Function Previously performed by the State? **N**Was the Contract Function Considered for Insourcing Back to the State? **N**Did the Vendor make Capital Improvements on State Property? **N**

Capital Improvement Description \_\_\_\_\_

Value of Capital Improvements? \_\_\_\_\_

Value of Unamortized Capital Improvements? \_\_\_\_\_

Contract involves State or Fed Financial Aid State Fed **Y**Recipient Type **C** **LOCAL GOVERNMENT**

## Vendor List

Vendor Number	Name	Address	Phone Number
F596000879	TAYLOR COUNTY MOSQUITO CC	3750 HIGHWAY 98 WEST	0000000

## Funding Sets

Org Code	EO	Obj Code	App Cat	Amount	FY Effective Dt	RE-NR
Account Code	Fund Description					
42130103001	A2	751002	050896	\$ 37,748.53	07/01/2023	NR
42202321001421601000005089600	GENERAL INSPECTION TRUST FUND D					

## Division List

AGRICULTURAL ENVIRONMENTAL SERVICE

## Approvers List

Approver	Date	Reasoning/Stop
OSLAND, JEAN L	10/09/23 12:56	AES FISCAL LIAISON
OSLAND, JEAN L	10/09/23 12:56	AES DIVISION DIRECTOR
FRIEND, KELLY A	10/13/23 13:57	DIVISION DIRECTOR - AES
DUNCAN, JOSEPH	10/16/23 14:18	CONTRACT ADMIN 1ST STOP
BOREE, KELLEY J	10/16/23 14:24	DEPUTY COMMISSIONER OF AGRICULTURE
WISEHEART, MARSHALL G	10/16/23 15:41	POLICY AND BUDGET
YOUNG, MABLE C	10/18/23 10:15	FINANCE AND ACCOUNTING
FAIRCLOTH, MICHELLE O	10/19/23 08:11	GENERAL SERVICES

Deliverables		
Commodity Code	Commodity	
Method of Payment		Major Deliverable Price

85111704 Mosquito management or control services

FIXED FEE / UNIT RATE \$37,748.53

Non Price Justification

**PRICE CANNOT BE DETERMINED UNTIL THE WORK HAS BEEN COMPLETED.**

Source Documentation Reference Page

Major Deliverable

**Conduct arthropod/mosquito control in adherence to Chapter 388 Florida Statutes and Rule 5E-13 Florida Administrative Code**

Performance Metrics

1. Mosquito Control Monthly Report - State Funds (FDACS-13650, Rev. 07/13) due no later than 30 days after the last day of each month for October-August reports and no later than 60 days after the last day of the month for September reports.
2. Mosquito Control Monthly Report - Local Funds (FDACS-13663, Rev. 07/13) due no later than 30 days after the last day of each month for October-August reports, and no later than 60 days after the last day of the month for September reports.
3. Mosquito Control Monthly Activity Report (FDACS-13652, Rev. 07/13) due no later than 30 days after the last day of each month.

Financial Consequences

**The Department shall have all rights and remedies provided at law or in equity, including without limitation the following: Temporarily withhold cash payments, disallow all or part of the cost of the services not in compliance, or wholly or partly suspend or terminate the contract.**

CSFA	
CSFA Code	Description
42.003	MOSQUITO CONTROL

CFDA	
Code	Description



WILTON SIMPSON  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Administration

**STATE FINANCIAL ASSISTANCE RECIPIENT AGREEMENT**

This AGREEMENT made and entered into on \_\_\_\_\_, by and between the FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, the DEPARTMENT, and TAYLOR COUNTY MOSQUITO CONTROL PROGRAM, the RECIPIENT.

**ARTICLE 1: TERM**

1.1 Contract Period: Upon Execution - September 30, 2024.

1.2 Extension and Renewal.

1.2.1 Extension of a contract for contractual services shall be in writing for a single period only not to exceed six (6) months and shall be subject to the same terms and conditions set forth in the initial contract. There shall be only one extension of a contract unless the failure to meet the criteria set forth in the contract for completion of the contract is due to events beyond the control of the RECIPIENT.

1.2.2 Contracts for commodities or contractual services may be renewed on a yearly basis for no more than three (3) years, or for a period no longer than the term of the original contract, whichever period is longer. Renewal of a contract for commodities or contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract. Renewals shall be contingent upon satisfactory performance evaluations by the DEPARTMENT and subject to the availability of funds. Renewal costs may not be charged by the RECIPIENT. Exceptional purchase contracts (single source and emergency contracts) pursuant to Section 287.057(3)(a) and (c), Florida Statutes, may not be renewed.

**ARTICLE 2: SERVICES**

2.1 Scope of Work. The RECIPIENT agrees to provide the following commodities and/or services:

Comply with the requirements of Chapter 388, Florida Statutes, Section 215.97, Florida Statutes, and Chapter 5E-13, Florida Administrative Code to conduct arthropod/mosquito control.

2.2 The Department of Management Services' designated United Nations Standard Products and Services Code (UNSPSC) is: 85111704.

2.3 Deliverables. The RECIPIENT must provide the following quantifiable, measurable and verifiable units of deliverables which must be received and accepted in writing by the contract manager before payment. These deliverables are directly related to the Scope of Work specifying minimum levels of service to be performed and criteria for evaluating the successful completion of each deliverable. The RECIPIENT agrees to provide mosquito management/control services as specified in the above scope of work. The RECIPIENT must meet the below minimum levels of services:

A. Submit a monthly financial report and supporting documentation to the DEPARTMENT on the form "Mosquito Control Monthly Report - State Funds" for State funds (FDACS-13650, Rev. 07/13) no later than thirty days after the end of each month for October through August reports and no later than sixty days after the close of each fiscal year for September reports.

B. Submit a monthly financial report and supporting documentation to the DEPARTMENT on the form "Mosquito Control Monthly Report - Local Funds" for Local Funds (FDACS-13663, Rev. 07/13) no later than thirty days after the end of each month for October through August reports and no later than sixty days after the close of each fiscal year for September reports.

C. Submit a monthly pesticide activity report to the DEPARTMENT on the form "Mosquito Control Monthly Activity Report" (FDACS-13652, Rev. 07/13) no later than thirty days after the end of each month for October through August reports and no later than sixty days after the close of each fiscal year for September reports.

D. Submit a copy to the DEPARTMENT of each financial reporting package containing Non-state entities' financial statements, Schedule of State Financial Assistance, auditor's reports, management letter, auditee's written responses or corrective action plan, correspondence on follow-up of prior years' corrective actions taken, and such other information determined by the Auditor General of the State of Florida to be necessary.



E. Execution of this contract shall serve as RECIPIENT'S acknowledgment that it is subject to Section 215.97, Florida Statutes.

- 2.4 Financial Consequences. Failure to meet the deliverables of this AGREEMENT shall result in a financial consequence. The RECIPIENT shall perform all deliverables within the time frame established in this AGREEMENT. The DEPARTMENT shall reduce payment by: If RECIPIENT fails to meet one or more of deliverables A, B, or C of Section 2.3 hereof, due on or before August 30, 2024, then in addition to any other available remedies the DEPARTMENT shall reduce payment by a 5% reduction of the corresponding quarters invoice. The RECIPIENT shall perform all deliverables within the time frame established in this AGREEMENT, except that the DEPARTMENT in its sole discretion may grant a written extension of one or more deliverable deadlines upon prior written notification from RECIPIENT and for good cause shown.
- 2.5 Department Services. The DEPARTMENT agrees to provide the following services: N/A

### **ARTICLE 3: COMPENSATION & EXPENSES**

- 3.1 The DEPARTMENT will pay the RECIPIENT as follows:  
An amount not to exceed \$37,748.53 payable in equal quarterly installments upon receipt of required reports submitted to the DEPARTMENT within statutory deadlines.
- 3.1.1 The DEPARTMENT may make partial payments to the RECIPIENT upon partial delivery of services when a request for such partial payment is made by the RECIPIENT and approved by the DEPARTMENT.
- 3.2 Travel Expenses. Justified and reasonable travel expenses which are directly and exclusively related to the services rendered under this AGREEMENT will be reimbursed in accordance with Section 112.061, Florida Statutes. Authorization for travel expenses must be specified in this AGREEMENT.
- 3.3 Invoices. Bills for services shall be submitted to the DEPARTMENT in detail sufficient for a proper pre-audit and post-audit thereof.
- 3.3.1 Section 215.422, Florida Statutes, provides that agencies have five (5) working days to inspect and approve goods and services, unless bid specifications



or the purchase order specifies otherwise. With the exception of payments to health care providers for hospital, medical or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the date the goods or services are received, inspected and approved, a separate interest penalty set by the Chief Financial Officer pursuant to Section 55.03, Florida Statutes, will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at (850) 617-7200 or Purchasing Office at (850) 617-7181.

3.3.2 Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the DEPARTMENT.

3.4 Transaction Fee. RECIPIENT shall be pre-qualified as meeting mandatory requirements and qualifications and shall remit fees pursuant to Section 287.057(22), F.S., and any rules implementing Section 287.057, F.S.

3.5 Dispute Resolution. If a dispute over fees invoiced under this AGREEMENT arises, the parties shall work to resolve the dispute informally at first. Should the parties be unable to resolve the dispute informally, the DEPARTMENT and RECIPIENT shall participate in mandatory binding arbitration.

3.5.1 Pursuant to Section 215.422(5), Florida Statutes, the Department of Financial Services has established a Vendor Ombudsman to act as an advocate for vendors. The Vendor Ombudsman may be reached at (850) 413-5516 or by calling the Department of Financial Services' Hotline, 1-877-693-5236.

3.6 Contingency. In accordance with Section 287.0582, Florida Statutes, the DEPARTMENT's performance and obligation to pay under this AGREEMENT is contingent upon an annual appropriation by the Legislature. Payments under this AGREEMENT are further subject to the approval of the State Chief Financial Officer (Department of Financial Services).

#### **ARTICLE 4: INTELLECTUAL PROPERTY**

4.1 Anything by whatsoever designation it may be known, that is produced by, or developed in connection with this contract shall become the exclusive property of the DEPARTMENT and may be copyrighted, patented or otherwise restricted as provided by Florida or federal law. Neither the RECIPIENT nor any

individual employed under this contract shall have any proprietary interest in the product.

- 4.2 With respect to each deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the DEPARTMENT.
- 4.3 In the event it is determined as a matter of law that any such work is not a "work for hire," RECIPIENT shall immediately assign to the DEPARTMENT all copyrights subsisting therein for the consideration set forth in the contract and with no additional compensation.
- 4.4 The foregoing shall not apply to any preexisting software, or other work of authorship used by RECIPIENT to create a deliverable but which exists as work independent of the deliverable, unless the preexisting software or work was developed by RECIPIENT pursuant to a previous contract with the DEPARTMENT or a purchase by the DEPARTMENT under a State Term Contract.
- 4.5 The RECIPIENT shall fully indemnify, defend, and hold harmless the DEPARTMENT from any suits, actions, damages and costs of every name and description, including attorneys' fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellection property right, provided, however, the foregoing obligation shall not apply to the DEPARTMENT's misuse or modification of RECIPIENT's products or DEPARTMENT's operation or use of RECIPIENT's product in a manner not contemplated by the AGREEMENT. If any product is the subject of an infringement suit, or in the RECIEPIENT's opinion is likely to become the subject of such a suit, the RECIPIENT at its sole expense shall procure for the DEPARTMENT the right to continue using the product or to modify it to become non-infringing. If the RECIPIENT is not reasonably able to modify or otherwise secure for the DEPARTMENT the right to continue using the product, the RECIPIENT shall remove the product and refund the DEPARTMENT the amounts paid in excess of a reasonable rental for past use. The DEPARTMENT shall not be liable for any royalties.
- 4.6 The RECIPIENT's obligations under the preceding paragraph with respect to any legal action are contingent upon the DEPARTMENT giving RECIPIENT (1) written notice of any action or threatened action, (2) the opportunity to take over and

settle or defend any such action at the RECIPIENT's sole expense, and (3) assistance in defending the action at the RECIPIENT's sole expense. The RECIPIENT shall not be liable for any cost, expense, or compromise incurred or made by the DEPARTMENT in any legal action without the RECIPIENT's prior written consent, which shall not be unreasonably withheld.

#### **ARTICLE 5: ACKNOWLEDGMENTS, REPRESENTATIONS, WARRANTIES AND COVENANTS**

- 5.1 RECIPIENT acknowledges and agrees that any articles that are the subject of, or required to carry out this AGREEMENT, in accordance with Section 287.042, Florida Statutes, shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in Section 413.036(1) and (2), Florida Statutes; and for purposes of this contract the person, firm or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the state agency insofar as dealings with such qualified nonprofit agency are concerned. Available products, pricing and delivery information may be obtained by contacting: RESPECT of Florida, 2475 Apalachee Parkway, Suite 205, Tallahassee, Florida 32301-4946, telephone number (850) 942-3555 and fax number (850) 942-7832.
- 5.2 RECIPIENT acknowledges and agrees that any articles which are the subject of, or required to carry out this AGREEMENT, in accordance with Section 287.095(3), Florida Statutes, shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the same procedures set forth in Section 946.515(2) and (4), Florida Statutes; and for the purposes of this contract the person, firm or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the DEPARTMENT insofar as dealings with such corporation are concerned. The "corporation identified" is Prison Rehabilitative Industries and Diversified Enterprises, Incorporated. Available products, pricing and delivery schedules may be obtained by contacting: PRIDE Enterprises, 223 Morrison Road, Brandon, Florida 33511-4835, telephone number (813) 324-8700.
- 5.3 RECIPIENT acknowledges and agrees that, pursuant to Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid,

proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit a bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

- 5.4 RECIPIENT acknowledges and agrees that, pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
- 5.5 RECIPIENT acknowledges and agrees that, pursuant to Section 287.137(2)(a), Florida Statutes, a person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity.
- 5.6 RECIPIENT acknowledges and agrees that the employment of unauthorized aliens by any person or entity is considered a violation of 8 U.S.C. § 1324a. If the RECIPIENT knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this AGREEMENT. RECIPIENT avers that it is registered in the E-Verify system and further agrees to comply with the provisions of Section

448.095(2), Florida Statutes during the term of the contract, including receiving and maintaining required affidavits from subcontractors.

- 5.7 RECIPIENT shall not discriminate on the basis of race, sex, religion, color, national origin, age or disability and shall comply with all applicable state and federal laws and regulations related thereto, including without limitation, the Americans with Disabilities Act (42 USC 12101 et. Seq.); Section 504 of the Rehabilitation Act of 1973 (29 USC 795); and the Age Discrimination Act of 1975 (42 USC 6101-6107).
- 5.8 RECIPIENT shall comply with Section 20.055, Florida Statutes.
- 5.9 RECIPIENT represents and warrants that it has reviewed Sections 215.4725, 287.135, F.S. and is not listed on either the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. RECIPIENT further represents and warrants that it does not have business operations in Cuba or Syria as proscribed by Section 287.135, F.S. Failure to certify or falsely certifying compliance with Sections 215.4725 and 287.135, F.S., may subject the RECIPIENT to civil penalties, attorney's fees, and other penalties and consequences provided for by law.
- 5.10 RECIPIENT represents and warrants that it shall comply with the Federal Acquisition Regulation 52.204-25, prohibition on contracting for certain telecommunications and video surveillance services or equipment pursuant to the National Defense Authorization Act. Failure to comply or if the RECIPIENT knowingly provides funds to any entity prohibited from receiving a contract or award pursuant to the Federal Acquisition Regulation 52.204-25 shall be cause for unilateral cancellation of this AGREEMENT. Subcontractors shall be verified by RECIPIENT through the General Services Administration (GSA) Federal Excluded Parties List: <https://sam.gov/SAM/>.

## **ARTICLE 6: PUBLIC RECORDS**

- 6.1 To the extent that RECIPIENT meets the definition of "Contractor" under Section 119.0701, Florida Statutes, all documents, including papers, letters, or any other record or materials prepared pursuant to this AGREEMENT are subject to Florida's Public Records Law. RECIPIENT must:

- 6.1.1 Keep and maintain public records required by the DEPARTMENT to perform the service.
  - 6.1.2 Upon request from the DEPARTMENT's custodian of public records, provide the DEPARTMENT with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
  - 6.1.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract period and following completion or termination of the contract if the RECIPIENT does not transfer the records to the DEPARTMENT.
  - 6.1.4 Upon completion or termination of the contract, transfer, at no cost, to the DEPARTMENT all public records in possession of the RECIPIENT or keep and maintain public records required by the DEPARTMENT to perform the service. If the RECIPIENT transfers all public records to the DEPARTMENT upon completion or termination of the contract, the RECIPIENT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the RECIPIENT keeps and maintains public records upon completion or termination of the contract, the RECIPIENT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the DEPARTMENT, upon request from the DEPARTMENT's custodian of public records, in a format that is compatible with the information technology systems of the DEPARTMENT.
- 6.2 The DEPARTMENT shall have the right of unilateral cancellation for refusal by the RECIPIENT to allow public access to all documents, papers, letters or other material made or received by the RECIPIENT in conjunction with the contract, unless the records are exempt from s. 24(a) of Article I of the State Constitution and s. 119.07(1), Florida Statutes.
- 6.3 Nothing in this Article shall be considered a waiver of the provisions of Section 119.0701, Florida Statutes.



**IF THE RECIPIENT HAS ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:**

**OFFICE OF GENERAL COUNSEL  
407 SOUTH CALHOUN STREET, SUITE 520  
TALLAHASSEE, FL 32399  
PHONE: (850) 245-1000  
EMAIL: PRCUSTODIAN@FDACS.GOV**

**ARTICLE 7: TERMINATION**

- 7.1 For Convenience. The DEPARTMENT may terminate this AGREEMENT in whole or in part for its convenience by giving at least fifteen (15) days written notice by electronic or registered mail to the RECIPIENT, specifying the effective date of termination.
- 7.2 For Cause. The DEPARTMENT may terminate this AGREEMENT for cause; provided, however, no right of default shall accrue until thirty (30) days after the defaulting party is notified in writing of the reason(s) for termination and has failed to cure or give adequate assurances of performance within the thirty (30) day period after notice of termination.
- 7.2.1 For cause termination shall be defined as default, breach or failure of the RECIPIENT to fulfill any of its obligations hereunder.
- 7.2.2 Opportunity to cure. Prior to the exercise of any remedy provided for herein, the DEPARTMENT shall provide thirty (30) calendar days written notice of default and shall provide the RECIPIENT the opportunity to cure such failure or default within said thirty (30) day period. Upon the failure or inability to cure, the DEPARTMENT shall have all rights and remedies provided at law or in equity, including without limitation the following: (i) temporarily withhold cash payments pending correction of the deficiency by the RECIPIENT; (ii) disallow all or part of the cost of the services not in compliance; and/or (iii) wholly or partly suspend or terminate this contract.
- 7.3. Obligations of parties upon termination.

7.3.1. The DEPARTMENT shall pay and/or reimburse RECIPIENT for services satisfactorily completed in accordance with the terms and conditions outlined herein, subject to any damages sustained by the DEPARTMENT. Upon the effective date of termination, the DEPARTMENT shall have no further obligation to make any payments, other than that which became due prior to the effective date of termination or during the notice period.

7.3.2. The RECIPIENT shall:

7.3.2.1. Stop all work, make no further changes to completed work, and place no further orders related to this AGREEMENT, except that which may be needed to wind-down the contract or may be directed by the DEPARTMENT during the notice period.

7.3.2.2. Furnish notice of termination to any and all immediate subcontractors, suppliers, licensors or partners that may be affected by this termination.

7.3.2.3. Take actions necessary, or that the DEPARTMENT may direct, for the protection and preservation of the work produced under this AGREEMENT.

7.3.2.4. Return and deliver to the DEPARTMENT its property and/or inventoried items in the possession of contractor and/or its employees or subcontractors.

7.3.2.5. Disclose, transfer and assign to the DEPARTMENT all the rights, titles, and interests in licenses, copyrighted or patented work, as well as anything whatsoever constituting intellectual property produced within the subject matter and scope of this AGREEMENT.

7.3.2.6. Not be entitled to recover any cancellation charges or lost profits.

7.4. Force Majeure. If either party fails to fulfill its obligations hereunder, when such failure is due to an act of God, or other circumstances beyond its reasonable control, including but not limited to fire, flood, civil commotion, riot, war (declared and undeclared), revolution, or

embargoes, then said failure shall be excused for the duration of such event and for such a time thereafter as is reasonable to enable the parties to resume performance under this AGREEMENT.

7.4.1. Upon occurrence of a Force Majeure Event, the nonperforming party shall promptly notify the other party of occurrence of that Force Majeure Event, its effect on performance and its anticipated duration.

7.5. Notwithstanding the above, the RECIPIENT shall not be relieved of liability to the DEPARTMENT for damages sustained by the DEPARTMENT by virtue of any termination, default or breach of this AGREEMENT by the RECIPIENT.

#### **ARTICLE 8: FINANCIAL MATTERS**

8.1 The RECIPIENT is hereby prohibited from expending any of the funds provided hereunder for the purpose of lobbying the Legislature, the judicial branch or a state agency.

8.2 The RECIPIENT, as applicable, shall carry out the services outlined in Article 2 of this AGREEMENT in accordance with and subject to requirements of Section 215.97, Florida Statutes.

8.3 In the event that the RECIPIENT expends a total amount of state financial assistance equal to or in excess of \$750,000 in its fiscal year, the RECIPIENT must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the RECIPIENT shall consider all sources of state financial assistance, including state financial assistance received from this department resource, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

8.4 Audits conducted pursuant to Section 215.97, Florida Statutes, shall be: performed annually and conducted by independent auditors in accordance with auditing standards as stated in Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

8.5 Regardless of the amount of the state financial assistance, the provisions of Section 215.97, Florida Statutes, do not exempt the RECIPIENT from compliance with provisions of law

relating to maintaining records concerning state financial assistance or allowing access and examination of those records by the DEPARTMENT, the Chief Financial Officer, or the Auditor General.

- 8.6 If the RECIPIENT expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of section 215.97, Florida Statutes, is not required. If however the RECIPIENT elects to have an audit conducted in accordance with the provision of section 215.97, Florida Statutes, the cost of the audit must be paid from RECIPIENT's resources other than that which is obtained from the DEPARTMENT.
- 8.7 The DEPARTMENT shall provide to the RECIPIENT, information needed by the RECIPIENT to comply with the requirements of Section 215.97, Florida Statutes.
- 8.8 The DEPARTMENT shall have access to the RECIPIENT's records and the RECIPIENT's independent auditor's working papers as necessary for complying with the requirements of Section 215.97, Florida Statutes. The RECIPIENT is required to maintain sufficient records demonstrating its compliance with the terms of this AGREEMENT for a period of five years from the date the audit report is issued, and shall allow the DEPARTMENT or its designee, access to such records upon request.
- 8.9 Section 215.97, Florida Statutes, does not limit the authority of the DEPARTMENT to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any state agency Inspector General, the Auditor General, or any other state official.
- 8.10 RECIPIENT shall provide one copy of each financial reporting package prepared in accordance with the requirements of Section 215.97, Florida Statutes. The financial reporting package means financial statements, Schedule of State Financial Assistance, auditor's reports, management letter, auditee's written responses or corrective action plan, correspondence on follow-up of prior years' corrective actions taken, and such other information determined by the Auditor General to be necessary and consistent with the purposes of Section 215.97, Florida Statutes. Copies of the financial reporting package required by this AGREEMENT shall be submitted by or on behalf of the RECIPIENT directly to each of the following:

The Florida Department of Agriculture and Consumer Services  
Division of Administration

509 Mayo Building  
407 South Calhoun Street  
Tallahassee, Florida 32399-0800

The Auditor General's Office at the following address:

State of Florida Auditor General  
Room 401, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

- 8.11 Any reports, management letters, or other information required to be submitted to the DEPARTMENT pursuant to this AGREEMENT shall be submitted timely in accordance with Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
- 8.12 The RECIPIENT shall maintain sufficient records demonstrating its compliance with the terms of this AGREEMENT for a period of five (5) years from the date the audit report is issued, and shall allow the DEPARTMENT, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The RECIPIENT shall ensure that audit working papers are made available to the DEPARTMENT, or its designee, Chief Financial Officer, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the DEPARTMENT.
- 8.13 RECIPIENT shall ensure expenditures of state financial assistance is in compliance with laws, rules, and regulations applicable to expenditures of state funds, including, but not limited to, the Reference Guide for State Expenditures.
- 8.14 The RECIPIENT agrees that this AGREEMENT may be charged only with allowable costs resulting from obligations incurred during the term of this AGREEMENT.
- 8.15 The RECIPIENT agrees that any balances of unobligated cash that have been advanced or paid that are not authorized to be retained for direct program costs in a subsequent period must be refunded to the DEPARTMENT.
- 8.16 Any funds paid in excess of the amount to which the RECIPIENT is entitled under this AGREEMENT must be refunded to the DEPARTMENT.

## **ARTICLE 9: GENERAL PROVISIONS**



9.1 Independent Contractor. The RECIPIENT, and any of its employees, agents, or assigns, are independent contractors and are not employees or agents of the DEPARTMENT.

9.1.1 The RECIPIENT shall not pledge the DEPARTMENT'S credit or make the DEPARTMENT a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

9.2 Indemnification. The RECIPIENT shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the DEPARTMENT, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by the RECIPIENT, its agent, employees, partners, or subcontractors, provided, however that the RECIPIENT shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the DEPARTMENT.

9.2.1 The RECIPIENT's obligations under this paragraph with respect to any legal action are contingent upon the State or Customer giving the contractor (1) written notice of any action or threatened action, (2) the opportunity to take over and settle or defend any such action at RECIPIENT's sole expense, and (3) assistance in defending the action at RECIPIENT's sole expense. The RECIPIENT shall not be liable for any cost, expense, or compromise incurred or made by the DEPARTMENT in any legal action without the RECIPIENT's prior written consent, which shall not be unreasonably withheld.

9.3 Liability. The DEPARTMENT shall not assume any liability for the acts, omissions to act or negligence of the RECIPIENT, its agents, servants, and employees, nor shall the RECIPIENT disclaim its own negligence to the DEPARTMENT or any third party.

9.3.1 The RECIPIENT shall maintain, during the period of this AGREEMENT, liability insurance for the services to be rendered in accordance with industry standards as appropriate.

9.4 Amendments. Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.



- 9.5 Entire AGREEMENT. The instrument, including any attachments, embodies the entire AGREEMENT of the parties. This AGREEMENT supersedes all previous oral or written communications, representations or agreements on this subject.
- 9.6 Applicable Law. This AGREEMENT shall be governed by the laws of the State of Florida.
- 9.7 Severability. In the event that any one or more of the provisions of this AGREEMENT shall be determined to be void or unenforceable by a court of competent jurisdiction, or by law, such determination will not render this AGREEMENT invalid or unenforceable and the remaining provisions hereof shall remain in full force or effect. In the event that any clause or requirement of this AGREEMENT is contradictory to, or conflicts with the requirements of Florida law, including, but not limited to requirements regarding contracts with Florida's governmental agencies, the offending clause or requirement shall be without force and effect and the requirements of the Florida Statutes and rules promulgated thereunder on the same subject shall substitute for that clause or requirement and be binding on all parties to this contract.
- 9.8 Paragraph Headings. Paragraph headings contained in this AGREEMENT are for convenience or reference only. They shall not be deemed to modify, limit, define or describe in any respect the provisions of this AGREEMENT.
- 9.9 Compliance. RECIPIENT shall, at its sole cost and expense, comply with all requirements of all Municipal, County, State and Federal rules and regulations, statutes and/or ordinances now in force, or which hereafter come into force, pertaining to the duties and obligations arising from this AGREEMENT.
- 9.10 No Subcontracting. RECIPIENT agrees that all services to be performed hereunder shall be performed solely by the RECIPIENT and may not be subcontracted for or assigned without the prior written consent of DEPARTMENT, which may be withheld by DEPARTMENT for any reason or granted subject to RECIPIENT's compliance with one or more of the following: (i) RECIPIENT purchasing, at its sole expense, a payment bond in a form and amount that DEPARTMENT determines to be adequate to protect suppliers of labor and material; (ii) DEPARTMENT withholding, as retainage, 25% or the highest percent permitted by law, whichever is less, of all payments made to the RECIPIENT until RECIPIENT submits evidence satisfactory to DEPARTMENT that all subcontracts and outstanding indebtedness in connection with the services hereunder have been paid for by the RECIPIENT; and (iii) RECIPIENT

disclosing information satisfactory to DEPARTMENT regarding each subcontractor to perform services hereunder, including a description of the subcontractor's organization, ability to provide applicable services, cost to perform applicable services, previous work experience, and relationship to the RECIPIENT.

9.11 Survival. The termination of this AGREEMENT (whether by expiry, completion, the exercise of a termination right hereunder, or otherwise) will not relieve either party of any obligation, nor impair the exercise of rights, accrued hereunder prior to such termination. Without limiting the foregoing, the terms of Sections 4.5, 6.1, 9.2, and 9.10 hereof and Article 8 hereof will survive the termination of this AGREEMENT.

9.12 Administration of AGREEMENT.

The contract manager for the DEPARTMENT is Rachel Matthews and is located at the Division of Agricultural Environmental Services, 3125 Conner Boulevard, Suite E, Tallahassee, Florida 32399-1650, office number (850) 617-7911, email address: Rachel.Matthews@FDACS.gov.

The contract manager for the RECIPIENT is Lawanda Pemberton and is located at 3750 Highway 98 West, Perry, FL 32347.

## **ARTICLE 10: STATE FUNDING DISCLOSURE**

10.1 State resources awarded to the RECIPIENT pursuant to this agreement and are from the Florida Department of Agriculture and Consumer Services, Catalog of State Financial Assistance Mosquito Control Research, 42.003, \$37,748.53

If state resources awarded to the RECIPIENT are to be used as matching resources for federal programs, identify the name of federal agency and catalog of Federal Domestic Assistance (title and number).

10.2 Reporting Requirements. Contracts for services with non-profit organizations as defined in Section 215.97(2)(m), F.S. require the RECIPIENT to provide documentation that indicates the amount of state funds: 1) allocated to be used during the full term of the contract for remuneration of any member of the board of directors or an officer of the RECIPIENT, and 2) allocated under each payment by the DEPARTMENT to be used for remuneration of any member of the board of directors or an

officer of the RECIPIENT. The documentation must indicate the amounts and receipts of remuneration.

- 10.3 The RECIPIENT is not classified as a non-profit organization as defined in Section 215.97(2)(m), F.S.; therefore the RECIPIENT is not required to complete and return the Total Compensation Paid to Non-Profit Personnel Using State Funds Form (FDACS-01324) in accordance with Section 216.1366, F.S., no later than ten (10) business days from execution of this AGREEMENT, for each member of the board of directors or officer of the RECIPIENT as applicable.
- 10.4 RECIPIENTS that are classified as a non-profit organization must post on the RECIPIENT'S website the information required by Section 216.1366, F.S., if the RECIPIENT maintains a website.
- 10.5 Failure to comply with the requirements of Section 216.1336, F.S., may result in termination of the AGREEMENT as prescribed in Section 7.2.

#### **ARTICLE 11: EXECUTIVE COMPENSATION**

- 11.1 The RECIPIENT shall complete and return the Executive Compensation Attestation for State Financial Assistance Contracts (FDACS-01317) within ten (10) business from execution of this agreement.
- 11.2 In the event that the RECIPIENT receives fifty (50) percent or more of its budget from funding provided by the State of Florida, or a combination of funding from the State of Florida and the United States Government, then the RECIPIENT shall provide an annual report to the DEPARTMENT due on or before June 30th. An annual report shall be required for each year that this agreement remains in existence. The report shall detail the total compensation of the RECIPIENT's executive leadership team, to include salary, bonuses, cash-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real property gifts and any other payout. The annual report must also indicate what percent of compensation comes directly from State or Federal allocations, and the report shall contain the RECIPIENT's IRS Form 990.
- 11.3 RECIPIENT understands and agrees that it must provide DEPARTMENT of written notice detail any change in executive compensation in the intervening period between annual reports.

- 11.4 RECIPIENT understands and agrees that failure to comply with any provision of this section constitutes a material breach for which DEPARTMENT may seek termination of this agreement pursuant to Section I of this Agreement.
- 11.5 Absent written extension of the deadline to provide the annual report, the parties agree that the RECIPIENT shall be liable for a financial consequence of \$100 per calendar day until the report is delivered.
- 11.6 The final annual report shall be delivered to the Department as part of the close out process detailed in Article 8.

Signed by parties to this AGREEMENT:

FLORIDA DEPARTMENT OF AGRICULTURE  
AND CONSUMER SERVICES

RECIPIENT

Joey B. Hicks

Signature

Division of Administration

Title

11/1/2023

Date

[Signature]

Signature

County Administrator

Title

11/28/2023

Date

**Certificate Of Completion**

Envelope Id: DB535FC8D27D4104901A20621558D629

Subject: Please DocuSign: FDACS CONTRACT# 30564 MOSQUITO CONTROL TAYLOR COUNTY

Source Envelope:

Document Pages: 23

Signatures: 3

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

EnvelopeId Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

Status: Sent

Envelope Originator:

Joseph Duncan

407 South Calhoun Street

Mayo Building, SB-8

Tallahassee, FL 32399-0800

Joseph.Duncan@fdacs.gov

IP Address: 167.95.10.118

**Record Tracking**

Status: Original

October 19, 2023 | 10:59

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: Joseph Duncan

Joseph.Duncan@fdacs.gov

Pool: StateLocal

Pool: Florida Department of Agriculture and  
Consumer Services

Location: DocuSign

Location: DocuSign

**Signer Events**

Joseph Duncan

Joseph.Duncan@FDACS.Gov

Signing Group: Contract Administrator

Security Level: Email, Account Authentication  
(None)**Signature**

Signature Adoption: Pre-selected Style

Using IP Address: 167.95.10.118

**Timestamp**

Sent: October 19, 2023 | 11:02

Viewed: October 19, 2023 | 11:26

Signed: October 19, 2023 | 11:26

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Erik Sayler

Erik.Sayler@fdacs.gov

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Uploaded Signature Image

Using IP Address: 167.95.13.68

Sent: October 19, 2023 | 11:26

Viewed: October 19, 2023 | 11:27

Signed: October 30, 2023 | 13:40

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Joey B. Hicks

joey.hicks@fdacs.gov

Director of Administration

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 69.246.130.212

Sent: October 30, 2023 | 13:40

Viewed: November 1, 2023 | 16:11

Signed: November 1, 2023 | 16:11

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

LaWanda Pemberton

LPEMBERTON@TAYLORCOUNTYGOV.COM

County Administrator

Security Level: Email, Account Authentication  
(None)

Sent: November 1, 2023 | 16:11

Viewed: November 9, 2023 | 08:56

**Electronic Record and Signature Disclosure:**

Accepted: November 9, 2023 | 08:56

ID: 484c397b-1267-419f-b676-40d40143f598

<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b> Rachel Matthews rachel.matthews@fdacs.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div>COPIED</div>	<b>Timestamp</b> Sent: November 1, 2023   16:11
<b>CONTRACTS</b> Contracts@fdacs.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: April 19, 2022   10:10 ID: 5695f407-15b9-4d70-aded-c5e1c7791665		
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b> Envelope Sent Certified Delivered	<b>Status</b> Hashed/Encrypted Security Checked	<b>Timestamps</b> October 19, 2023   11:02 November 9, 2023   08:56
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Crahsoft OBO Florida Department of Agriculture and Consumer Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact Crahssoft OBO Florida Department of Agriculture and Consumer Services:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [salena.yarbrough@freshfromflorida.com](mailto:salena.yarbrough@freshfromflorida.com)

#### **To advise Crahssoft OBO Florida Department of Agriculture and Consumer Services of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [salena.yarbrough@freshfromflorida.com](mailto:salena.yarbrough@freshfromflorida.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from Crahssoft OBO Florida Department of Agriculture and Consumer Services**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [salena.yarbrough@freshfromflorida.com](mailto:salena.yarbrough@freshfromflorida.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with Crahssoft OBO Florida Department of Agriculture and Consumer Services**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [salena.yarbrough@freshfromflorida.com](mailto:salena.yarbrough@freshfromflorida.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Crahsoft OBO Florida Department of Agriculture and Consumer Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Crahsoft OBO Florida Department of Agriculture and Consumer Services during the course of your relationship with Crahsoft OBO Florida Department of Agriculture and Consumer Services.

***Cedar Island Road Widening/Resurfacing SCRAP Project  
Supplemental Agreement No. 1 - Signature Authorization***

**WHEREAS,** The Board of County Commissioners have been informed that a Resolution should be passed authorizing the Chairperson of the Board of County Commissioners to enter into the Cedar Island Road Widening/Resurfacing Project Supplemental Agreement No. 1, and

**WHEREAS,** Supplemental Agreement No. 1 will extend the current project completion deadline within the approved Small County Road Assistance Program Agreement until December 31, 2024 and

**WHEREAS,** The Board has determined that it is in the best interest of Taylor County to execute Supplemental Agreement No. 1.

**THEREFORE, BE IT RESOLVED** that the Board of County Commissioners of Taylor County, Florida authorize the Chairperson to enter into the Cedar Island Road Supplemental Agreement No. 1.

**PASSED** in regular session this 28 day of November, 2023.

BOARD OF COUNTY COMMISSIONERS  
TAYLOR COUNTY, FLORIDA.

BY: Jamie English  
JAMIE ENGLISH, Chairperson

ATTEST:

Gary Knowles  
GARY KNOWLES, Clerk

**STATE-FUNDED GRANT  
SUPPLEMENTAL AGREEMENT**

SUPPLEMENTAL NO.

1

CONTRACT NO.

G1E45

FPN

439670-1-54-01Recipient: Taylor County

This Supplemental Agreement ("Supplemental"), dated \_\_\_\_\_ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on October 2, 2019 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

---

The parties agree that the Agreement is to be amended and supplemented as follows:

Supplemental Agreement #1 extends contract time from December 31, 2023 to December 31, 2024 for Cedar Island Road from CR361 to end of pavement.

Reason for this Supplemental and supporting engineering and/or cost analysis:

Extend contract time only

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:

Taylor County

STATE OF FLORIDA

DEPARTMENT OF TRANSPORTATION

By: Name: Jamie EnglishTitle: Chairman

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

Name: Greg EvansTitle: District SecretaryLegal Review:  
  
\_\_\_\_\_

**1<sup>st</sup> Avenue South Widening/Resurfacing SCOP/CIGP Project  
Supplemental Agreement No. 1 - Signature Authorization**

**WHEREAS,** The Board of County Commissioners have been informed that a Resolution should be passed authorizing the Chairperson of the Board of County Commissioners to enter into the 1<sup>st</sup> Avenue South Widening/Resurfacing Project Supplemental Agreement No. 1, and

**WHEREAS,** Supplemental Agreement No. 1 will extend the current project completion deadline within the approved Small County Outreach Program and County Incentive Program Agreement until December 31, 2024 and

**WHEREAS,** The Board has determined that it is in the best interest of Taylor County to execute Supplemental Agreement No. 1.

**THEREFORE, BE IT RESOLVED** that the Board of County Commissioners of Taylor County, Florida authorize the Chairperson to enter into the 1<sup>st</sup> Avenue South Supplemental Agreement No. 1.

**PASSED** in regular session this 28<sup>th</sup> day of November, 2023.

BOARD OF COUNTY COMMISSIONERS  
TAYLOR COUNTY, FLORIDA.

BY: Jamie English  
JAMIE ENGLISH, Chairperson

ATTEST:

Gary Knowles  
GARY KNOWLES, Clerk



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE-FUNDED GRANT  
SUPPLEMENTAL AGREEMENT**

525-010-60  
PROGRAM MANAGEMENT  
12/18  
Page 1 of 1

SUPPLEMENTAL NO.

1

CONTRACT NO.

G1J93

FPN

439669-1-54-01

Recipient: Taylor County

This Supplemental Agreement ("Supplemental"), dated \_\_\_\_\_ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on February 25, 2020 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

---

The parties agree that the Agreement is to be amended and supplemented as follows:

Supplemental Agreement #1 extends contract time from June 30, 2024 to December 31, 2024 for 1<sup>st</sup> Avenue from SR51 to SR51 - Steinhatchee

Reason for this Supplemental and supporting engineering and/or cost analysis:

Extend contract time only

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:  
Taylor County

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

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

Name: Jamie English  
Title: Chairman

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

Name: Greg Evans  
Title: District Secretary

Legal Review:

\_\_\_\_\_

***Slaughter Road Widening/Resurfacing SCOP Project  
Supplemental Agreement No. 2 - Signature Authorization***

**WHEREAS,** The Board of County Commissioners have been informed that a Resolution should be passed authorizing the Chairperson of the Board of County Commissioners to enter into the Slaughter Road Widening/Resurfacing Project Supplemental Agreement No. 2, and

**WHEREAS,** Supplemental Agreement No. 2 will extend the current project completion deadline within the approved Small County Outreach Program Agreement until June 30, 2024 and

**WHEREAS,** The Board has determined that it is in the best interest of Taylor County to execute Supplemental Agreement No. 2.

**THEREFORE, BE IT RESOLVED** that the Board of County Commissioners of Taylor County, Florida authorize the Chairperson to enter into the Slaughter Road Supplemental Agreement No. 2.

**PASSED** in regular session this 28<sup>th</sup> day of November, 2023.

BOARD OF COUNTY COMMISSIONERS  
TAYLOR COUNTY, FLORIDA.

BY: Jamie English  
JAMIE ENGLISH, Chairperson

ATTEST:

Gary Knowles  
GARY KNOWLES, Clerk

**STATE-FUNDED GRANT  
SUPPLEMENTAL AGREEMENT**

SUPPLEMENTAL NO.

2

CONTRACT NO.

G0W46

FPN

436462-1-54-01Recipient: Taylor County

This Supplemental Agreement ("Supplemental"), dated \_\_\_\_\_ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on December 9, 2021 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

---

The parties agree that the Agreement is to be amended and supplemented as follows:

Supplemental Agreement #2 extends contract time from December 31, 2023 to June 30, 2024 for CR359A/Slaughter Road from US19 to Harrison Blue Road

Reason for this Supplemental and supporting engineering and/or cost analysis:

Extend contract time only

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:

Taylor County

STATE OF FLORIDA

DEPARTMENT OF TRANSPORTATION

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

Name: Jamie EnglishTitle: Chairman

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

Name: Greg EvansTitle: District Secretary

Legal Review:

\_\_\_\_\_

***Slaughter Road Widening/Resurfacing SCRAP Project  
Supplemental Agreement No. 2 - Signature Authorization***

**WHEREAS,** The Board of County Commissioners have been informed that a Resolution should be passed authorizing the Chairperson of the Board of County Commissioners to enter into the Slaughter Road Widening/Resurfacing Project Supplemental Agreement No. 2, and

**WHEREAS,** Supplemental Agreement No. 2 will extend the current project completion deadline within the approved Small County Road Assistance Program Agreement until June 30, 2024 and

**WHEREAS,** The Board has determined that it is in the best interest of Taylor County to execute Supplemental Agreement No. 2.

**THEREFORE, BE IT RESOLVED** that the Board of County Commissioners of Taylor County, Florida authorize the Chairperson to enter into the Slaughter Road Supplemental Agreement No. 2.

**PASSED** in regular session this 28<sup>th</sup> day of November, 2023.

BOARD OF COUNTY COMMISSIONERS  
TAYLOR COUNTY, FLORIDA.

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

JAMIE ENGLISH, Chairperson

ATTEST:

Gary Knowles  
GARY KNOWLES, Clerk



**TAYLOR COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**GARY KNOWLES, Clerk of Court**  
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

November 28, 2023

Blake Rockwood, FCCM  
Government Operations Consultant II, Region 3  
Florida Small Cities CDBG Program  
Department of Economic Opportunity  
107 East Madison Street – MSC 400  
Tallahassee, Florida 32399

**Re: Taylor County CDBG 22DB-OP-03-72-01-H05 Modification Request 1**

Dear Mr. Rockwood:

Please accept the Taylor County Modification to the above referenced FFY 2019 Small Cities Community Development Block Grant between Taylor County and the Florida Department of Economic Opportunity.

The County requests an extension of 12 months to the work plans. Selection of a grant administrator took some of the work plans time. The County had to advertise several times in the newspaper, on the County's Facebook page, on the County's website, and outreach done at local churches, and by flyers at the schools and Sheriffs Department, as there has been a lack of applications submitted. The tiered environmental review process for the approved applicants has taken much longer than anticipated. The attached work plans were revised to reflect these adjustments to make the work plans current.

It is the County's wish to request an amendment to the award agreement work plans. No change in beneficiaries or accomplishments is proposed in this amendment.

We appreciate your review and consideration. Should you have any questions or concerns, please feel free to contact Corbett Alday with Guardian CRM, Inc. at (813) 943-2627 or Jami Evans, Grant Coordinator, Taylor County at (850) 838-3553.

Sincerely,

Jamie English  
Chairman of the Board of County Commissioners  
Taylor County

Enclosures:    Modification Form 1  
Request for Modification 1  
Attachment C Revised Work Plans Mod 1



## **TAYLOR COUNTY BOARD OF COMMISSIONERS**

### ***County Commission Agenda Item***

**SUBJECT/TITLE:**

Board to review and approve Modification Number One to Subgrant Agreement Between the Department of Commerce and Taylor County requesting a one (1) year extension to the Community Development Block Grant (Contract Number 20DB-OP-03-72-01-H05) in the amount of \$750,000 to be used for housing rehabilitation and/or replacement projects. Grants staff to also discuss bid documents previously approved by the Board.

**MEETING DATE REQUESTED:****November 28, 2023****Statement of Issue:**

Board to approve Modification Number One to extend the CDBG timelines from January 2024 to January 2025. In addition, Grants staff to discuss CDBG housing replacement bid documents previously approved by the Board.

**Recommended Action:**

**Approve Modification Number One**

**Fiscal Impact:**

The Modification will extend the CDBG contract in the amount of \$750,000 to January 31, 2025. The County is required to provide a match in the amount of \$50,000 and SHIP funds have been committed to the match.

**Budget Expense Y/N**

The grant funds are included in the FY 2023/2024 budget.

**Submitted By:**

Melody Cox, Grants Writer

**Contact:**

Melody Cox

### **SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:**

The County was awarded a CDBG Housing Rehabilitation Grant in the amount of \$750,000. The contract expires January 31, 2024 and the County is requesting an extension to January 31, 2025. Guardian Community Resource Management administers the grant on behalf of the County. The grant is in the amount of \$750,000 and a \$50,000 match is being provided with SHIP funds the County has set aside. The CDBG grant funds housing rehabilitation and replacement projects in the unincorporated areas of the County. CDBG funds can be used for the replacement of mobile homes in disrepair. Grants staff to also update the Board on housing projects



**which may soon be underway and discuss previously approved bid documents and projects.**

**Attachments:**

**Modification Number One to Subgrant Agreement Between the Department of Commerce, Transmittal Letter, and amended Work Plan. Example of previously approved bid document for an upcoming housing replacement project.**

**Modification to Subgrant Agreement**

July 6, 2023

**Modification Number One to Subgrant Agreement**  
**Between the Department of Commerce and**  
**Taylor County**

This Modification Number one is entered into by and between the State of Florida, Department of Commerce, ("Florida Commerce"), and Taylor County, ("the Recipient"), (each individually a "Party" and collectively the "Parties").

**WHEREAS**, Florida Commerce and the Recipient entered into **Contract Number 20DB-OP-03-72-01-H05, FLAIR Contract Number H2452**, on November 1, 2021 ("the Agreement"), pursuant to which Florida Commerce provided a subgrant in the amount of \$750,000.00 to the Recipient under the Small Cities Community Development Block Grant ("CDBG") Program as set forth in the Agreement;

**WHEREAS**, Paragraph (4) of the Agreement provides that modifications to the Agreement shall be valid when executed in writing by both Parties;

**WHEREAS**, Florida Commerce and the Recipient desire to modify the Agreement;

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

☒ **Revise the Activity Work Plan**

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

☐ **Revise the Project Narrative**

2. Attachment \_\_\_\_, \_\_\_\_\_, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment \_\_\_\_, which is attached hereto and incorporated herein by reference.

☐ **Revise the Project Budget**

3. Attachment \_\_\_\_, \_\_\_\_\_, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment \_\_\_\_, which is attached hereto and incorporated herein by reference.

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

**Modification to Subgrant Agreement**

July 6, 2023

4. Attachments \_\_\_\_\_ of the Subgrant Agreement are hereby deleted and are replaced by the revised Attachments \_\_\_\_\_, which are attached hereto and incorporated herein by reference.

**Recipient: Taylor****County****Modification Number:****1****Contract Number:****20DB-OP-03-72-01-H05****FLAIR Contract****Number: H2452**☐ **Include an Unaddressed Need from the Application for Funding as Addressed Need**

5. Attachments \_\_\_\_ of the Subgrant Agreement are hereby deleted and are replaced by the revised Attachments \_\_\_\_\_, which are attached hereto and incorporated herein by reference.

☐ **Change the Participating Parties**

6. (Type in the name of firm), is removed as a Participating Party to the Subgrant Agreement.
7. (Type in the name of new firm) is added as a Participating Party to the Subgrant Agreement. A copy of the new Participating Party Agreement, containing provisions and caveats that meet or exceed the conditions agreed to in the original Participating Party Agreement, is attached.

☒ **Extend the Agreement**

8. Paragraph (3) titled Period of Agreement on page \_\_\_\_ of the Subgrant Agreement is hereby deleted and replaced by the following Paragraph (3):

**(3) Period of Agreement**

**This Agreement begins on August 1, 2021 (the effective date) and ends on January 31, 2025, unless otherwise terminated as provided in this agreement. Commerce shall not grant any extension of this Agreement unless the Recipient provides justification satisfactory to Commerce in its sole discretion, and the Commerce Director of Community Development approves such an extension. The justification must document that project delays are due to events beyond the Recipient's control and include a performance plan that demonstrates the Recipient's capacity to perform and complete the remaining project tasks within the extension period. Commerce will also take into consideration the Recipient's progress and verifiable achievements at Commerce's sole and absolute digression. Upon expiration or termination of this Agreement, the Recipient shall follow the agreement closeout procedures set forth in Attachment H.**

☐ **Other:**

9. All provisions of the Subgrant Agreement and any attachments thereto in conflict with this Modification



**Modification to Subgrant Agreement**

July 6, 2023

shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

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

**Recipient: Taylor**

**County**

**Modification Number:**

1

**Contract Number:**

20DB-OP-03-72-01-

H05

**FLAIR Contract**

**Number: H2452**

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

**State of Florida  
Department of Commerce**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Recipient:**

By: Jamie English

Name: Jamie English

Title: BOCC Chair

Date: 11/28/2023

Approved as to form and legal sufficiency,  
subject only to the full and proper execution  
by the Parties  
Office of the General Counsel  
Department of Commerce

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

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

## Attachment C – Activity Work Plan

Recipient:	Taylor County	Activity:	21A Administration	Project Budget:	\$112,500
Contract Number:	20DB-OP-03-72-01-H05	Date Prepared:	11/8/23	Modification Number:	1

Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the “End Date.” <i>Examples of Actions: Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, Number of Houses Rehabilitated, and Submit Closeout Package to DEO.</i>	Estimated Units to be Completed by the “End Date”	Estimated Funds to be Requested by the “End Date”
8/2021	11/2021	Fulfill requirements of the program and special conditions within the first 90 to 120 days. Begin environmental review. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Report.		
8/2021	12/2022	Complete Environmental Review and obtain release of funds. Advertise for housing participants and contractors. Prepare and submit Section 3 and Quarterly Progress Reports.		\$5,000
1/2023	5/2023	Rank and approve housing participants. Hold contractor’s meeting to establish pre-qualified contractor’s list. Start site-specific reviews including any lead testing and historic reviews. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Reports.		\$25,000
6/2023	12/2023	Continue site-specific reviews and receive release of funds on each proposed housing unit. Cost estimates and specifications completed for each house. Submit Quarterly Progress Report.		\$40,000
1/2024	6/2024	Advertise for bids and award contracts for first six houses. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Reports. Take photos before, during and after rehabilitation activities.		\$65,000
7/2024	10/2024	Construction completed on first six of houses. Advertise for bids and award contracts for remaining five houses. Take photos before, during and after rehabilitation activities. Prepare and submit Section 3 and Quarterly Progress Reports.		\$80,000
9/2024	12/2024	Construction completed on last five houses. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Reports. Take photos before, during and after rehabilitation activities.		\$100,000
1/2025	1/2025	Prepare and submit Quarterly Progress Report; and prepare and submit Administrative Closeout Package within 45 days after Agreement termination date.		\$112,500

## Attachment C – Activity Work Plan (Example)

Recipient:	Taylor County	Activity:	14A Housing Rehab/Demo/Replacement	Project Budget:	\$615,500
Contract Number:	20DB-OP-03-72-01-H05	Date Prepared:	11/8/23	Modification Number:	1

Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the “End Date.” <i>Examples of Actions: Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, Number of Houses Rehabilitated, and Submit Closeout Package to DEO.</i>	Estimated Units to be Completed by the “End Date”	Estimated Funds to be Requested by the “End Date”
2/2022	5/2023	Begin surveys for housing units selected for rehabilitation. Order lead testing, if necessary. Order housing plans.		
6/2023	12/2023	Complete lead testing and surveys for properties.		
1/2024	6/2024	Advertise for bids and award contracts for first six houses. Begin construction.		
7/2024	10/2024	Construction completed on first six houses. Advertise for bids and award contracts for next five housing units.	6 Housing Units	\$335,000
9/2024	12/2024	Construction completed on remaining five houses.	11 Housing Units	\$615,500



## Attachment C – Activity Work Plan

Recipient:	Taylor County	Activity:	08 Temporary Relocation	Project Budget:	\$22,000
Contract Number:	20DB-OP-03-72-01-H05	Date Prepared:	11/8/23	Modification Number:	1

Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the “End Date.” <i>Examples of Actions: Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, Number of Houses Rehabilitated, and Submit Closeout Package to DEO.</i>	Estimated Units to be Completed by the “End Date”	Estimated Funds to be Requested by the “End Date”
10/2022	12/2024	Pay relocation costs for up to eleven households to include moving, storage and rental costs; in accordance with the Recipient's Housing Assistance Plan/Anti-displacement and Relocation Policy.	11	\$22,000

**TAYLOR COUNTY**  
**HOUSING REHABILITATION PROGRAM**  
 Department of Grants Administration  
 401 Industrial Park Dr.  
 Perry, Florida 32347

**CDBG HOUSING REHABILITATION SCOPE OF WORK & Specifications**

**PROPERTY INFORMATION:**

Property Address:	5600 Smith Rd. Perry, FL 32348		
Property Owner:	Tina McMillan		
Home Phone:	850-295-0445		
Alt Phone:	850-838-7612		
Year Built:	1988		
<b>LBP/ACM</b>	LBP Action: N/A	ACM Action: See the attached report	
Building Description:	Number of bedrooms:	2	Number of bathrooms: 2
Parcel ID Number:	01619-610		

Note	System	Description of Work	Location	Price	Contractor Initials
A.	REHABILITATION	Special attention should be directed to the attached reports regarding Lead Base Paint, Asbestos, and/or Mold. Any recommendations included in the reports regarding such material shall become part of the Work.	Unit	\$ <u>N/A</u>	
B.	SITWORK	Rehabilitation of unit shall include: 1. Re- connects all existing TV, Satellite connections, & Phone Jacks. Install 911 addressing as required. 2. Disconnect and re-connect to community water systems if required by code or specification within this document. 3. Demolition and safe, legal, disposal of all materials, removal of all construction and replacement debris. 4. Disconnect and re-connect existing septic system or to community sewer utility (where applicable).	All	INCLUDE IN BID LINE ITEMS	

**THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID**

All work to be performed in a workmanlike manner, in accordance with the CDBG Program Specifications as listed in this Scope of Work, Florida Building Code, and manufacturer's specifications. The contractor shall be responsible for the repairs and/or reinstallation 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. Bid will be accepted on the **TOTAL BID** submitted, and all items must be cost itemized in the space provided or the bid will be rejected.

This house may or may not require the homeowner to vacate the premises during the construction period. In the case of the CDBG program unit will be vacant and shall remain so for the duration of the rehabilitation and construction process.

This document may not be altered in any manner. The scope of work set forth in this document may not be changed without the written consent of Guardian CRM, Inc. under direct authorization from Taylor County and/or its official representatives.

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 CDBG Housing rehab Program. I also agree that any change orders above the original contract amount shall only be paid for with CDBG funds to correct documented code violations or to meet Section 8 Housing Quality Standards. Change orders must be approved by the homeowner or his/her representative, the contractor, and local government prior to any initiation of work based on that change order.

Company Name (Print Name): \_\_\_\_\_ Contractor Name (Print Name): \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Phone Number: \_\_\_\_\_ Contractor's Email: \_\_\_\_\_

**PROPERTY OWNERS REVIEW & APPROVAL OF SPECIFICATIONS & AUTHORIZATION TO BID:**

I/ We have reviewed in detail this Work Write-Up consisting of all listed items, with the rehabilitation inspector and understand the specifications of the work to be performed on our property. I/We also agree that there will be "NO" changes in the specifications unless needed to meet Housing or Building Code Requirements. Furthermore, I/We authorize Taylor County CDBG to obtain bids for the work contained in this Work Write-Up.

<u>X</u> _____	<u>  </u> / <u>  </u> / <u>  </u>	<u>X</u> _____	<u>  </u> / <u>  </u> / <u>  </u>
Property Owner's Signature	Date	Property Owner's Signature	Date

**CONTRACTOR BID INFORMATION**

Total contractor bid for requested work: \$ \_\_\_\_\_

The proposed work shall be completed within 120 **Business/Working Days**.

**Bid submitted by:**

Company Name: \_\_\_\_\_

Authorized Signature\*: X \_\_\_\_\_

\* Signature of licensee, or signature of person authorized by licensee whose authorization must be on file



**TAYLOR COUNTY**  
**CDBG HOUSING REHABILITATION PROGRAM**

**Warranty Rehabilitation Scope of Work and Specifications**

<b>Client:</b>	<b>Tina McMillan</b>	<b>Date:</b>	<b>October 2023</b>
<b>Address:</b>	<b>5600 Smith Rd. Perry, FL 32348</b>		

This CDBG Scope of Work and Specification Analysis Report shall be submitted in its entirety, with the permit application. It shall fully disclose the scope of work (SOW) to be performed, permitted and inspected. One permitted copy, stamped by the building department of jurisdiction, shall be submitted to the Taylor County Housing and Program Inspector with the final pay application.

**NOTICE TO BIDDING CONTRACTORS:**

The bidding contractor must consider the following when estimating the value of each line item: measurements, sizes, materials, labor, permits, plans, all fees, surveys, engineering/Architecture, regulations, demolition and clean-up.

All material, components, and labor, that will be needed to complete each task thoroughly and to each item's primary operational function.

ALL work must be in compliance with all applicable Federal, State, and Local Codes.

Please fill in every line item in each section of this bid.

No contractor shall, without prior written approval from the Housing Program Administrator and/or Consulting Project Manager, deviate from any product recommendations listed within this Scope of Work (SOW). A verbal or written notice of "or equal" exchange shall be provided to the Inspector within forty-eight (48) hours of the proposed "or equal" substitution. This notice shall include:

- 1) The names of both the SOW recommended product and proposed substitute product specification
- 2) Comparable manufacturer specifications list, included but not limited to price, warranty information, consumer review reports
- 3) Any additional information requested by the Program or its agents.
- 4) All bids, unless otherwise specified, to include the repair/repaint to match existing, all damaged (plaster, stucco, Tile, or any other material), walls, ceilings, ECT... affected by construction.
- 5) The contractor will provide all material and shall be responsible for covering all homeowner belongings, including flooring and other items that cannot be moved during rehabilitation: this is not the owner's responsibility: Daily clean-up within and around the home is required.
- 6) All measurements and material will be the responsibility of the contracting firm.
- 7) All change order requests must be approved through the County offices prior to any change order work beginning.
- 8) No work shall begin until all permits are pulled. Starting work prior to obtaining permits will result in a 1 round suspension, and second violation will result in a full year program suspension, and third violation will lead to indefinite suspension.

Failure to provide any required notification will result in a violation of the terms and conditions of the SOW and Work Rehabilitation Contract and a loss of payment on the substituted product if it is not replaced with the SOW specified product. Approval will NOT be granted under any circumstance on or after the fact basis.

**NOTE: Signature required for acknowledgment of Notice to Bidding General Contractors**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

The above applies to all line items associated with this Scope of Work:

Description: Project Operation	Qty.	Location	Amount
--------------------------------	------	----------	--------

## 1. OPERATIONAL

1. Operational Unit Site \$ \_\_\_\_\_

The contractor shall be responsible for and provide all applications, permits, plans, drawings, product approvals, or other required local, state, or federal, documentation (To include all applicable Fees, Site Surveys, A&E, etc.).

### 1a. STORAGE

1a. Storage Unit Site \$ \_\_\_\_\_

The contractor shall be responsible for procuring and providing an onsite POD (for a maximum of four months-120 calendar days) to be placed on site during extermination and interior rehabilitation processes. *The homeowner shall be responsible for storing and replacing belongings into and out of the POD.*

#### Line-item Notes:

**NOTE 1:** Price to include keyed security lock. The homeowner shall be provided with the sole key and the responsibility for the key's location.

### 1b. GENERAL REPORTING

1b. Reporting Requirements Unit Site \$ \_\_\_\_\_

The contractor shall contact, either by phone or electronic communication (text or email), the homeowner at least once per week to provide project progress updates. This shall be documented via an every Monday Email Report (MER) to the project manager. Failure to contact the owner and/or provide the MER for two (2) consecutive weeks will result in a \$50 per week credit back to the owner's assistance availability or the SHIP program in general. This credit shall be applied at every failure of compliance occurrence.

#### Line-item Notes:

**NOTE 1:** Failure to place a cost for this line item will not exclude the contractor from the responsibility and required stated therein.

### 1c. MANUALS & SPECIFICATION DOCUMENTS

1c. Manuals & Specifications Unit Site \$ N/A

The contractor shall supply, at the time of the final CDBG Program inspection, all manufacturer manuals and specification booklets/packets for all supplied and installed products listed within the Scope of Work. Failure to do so may result in a failed final CDBG Program Inspection.

#### Line-item Notes:

**NOTE 1:** To Include all applicable Plans, Drawings, and Permits, & approved building department docs.

Description- STRUCTURE SPECIFICATIONS	Qty	Location	Bid Amount
---------------------------------------	-----	----------	------------

## 2. MOBILE HOME-DEMO AND REPLACEMENT

### 1. MH Demo & Replacement

Unit

Site

\$ \_\_\_\_\_

**NOTE:** The CDBG Program requires that in-progress visual inspections be completed prior to each payment draw. Perform all required actions (Site survey review, permitting, etc...) and prep the site for demolition of the existing dwelling unit (does not include any outbuildings):

Demolish the existing unit. Clean, level, and prepare the site to accommodate a new, one-for-one, fully code compliant, replacement dwelling. The new dwelling unit shall fit the footprint of the previously existing unit, as much as allowed per the specifications and requirements set forth in this Scope of Work.

- Demolish the existing mobile home unit and unless otherwise noted any attached components: The demolished unit shall be replaced with a new double-wide, 2 bedroom, 2 bath mobile/manufactured home unit in the existing footprint of the removed unit.

*The new mobile home unit base price shall include the following:*

- (a) Minimum (Approx.) 900 sq. ft, 2 bedrooms, 2 baths, kitchen, living room, dining area/nook, utility room; two entry exist doors (with compliant entry landing/railed steps).
- (b) All required new plumbing, sanitation, electrical, and utility hookups and/or connections.
- (c) A minimum 25-year, architectural shingled roof covering. Owner to be provided color choice.
- (d) A full appliance and ancillary package as listed: Stove, microwave range hood, refrigerator, hot water heater, toilet(s), vinyl window blinds, vanity set (1 drawer base, sink, mirror/mirrored medicine cabinet, carpet or vinyl floor covering (vinyl only in wet areas), closet shelving, television/cable/phone outlets in the living area, kitchen, and bedrooms, Living Room /Bed room Fan-light fixtures, Dining room overhead light fixture, and all other components required to ensure move in ready condition. All appliances and light fixtures to be energy star rated for the Southern Region of the U.S.A.
- (e) Grass seeding of all disturbed areas of the yard where vegetation was removed or damaged beyond salvage.
- (f) Total unit transportation and construction set-up and connection to existing water/waste facilities.

#### **Project notes to Follow:**

**NOTE 1:** The mobile/manufactured housing unit must meet all current Florida Local and State residential building codes at the time of purchase from the manufacturer and upon completion construction.

**NOTE 2:** The mobile/manufactured housing units electrical, plumbing, mechanical, and other base systems must meet all of the most current and applicable Florida Building Codes, and any applicable or superseding local ordinances, State, Federal requirements (i.e. were utility water/sewer services are available the dwelling must be hooked into the service and the existing well/septic system abandoned to code). The systems shall all be installed and in working order prior to project closeout and ready for owner occupation.

**NOTE 3:** Owner shall be provided a minimum of three color and style choices for all applicable items, including but not limited to exterior unit primary/trim color, shingle color, interior paint/trim color, cabinet/vanity, appliance package. See "Exhibit A".

**NOTE 4:** The existing septic system has failed. A new system and connection to be included in the bid.

**NOTE 5:** The water supply system was working at the time of inspection. The system shall be tested prior to reconnection.

**NOTE 6:** Master bath shall include tub/shower combo assembly.

**NOTE 7:** Bath #2 shall include walk-in shower assembly.



END SOW

EXISTING DWELLING FOOTPRINT



EXISTING DWELLING FOOTPRINT

**ENTER TOTAL BID BELOW**



**TOTAL BID AMOUNT \$**

\_\_\_\_\_

**"EXHIBIT A"**

**TAYLOR COUNTY  
CDBG  
HOUSING REHABILITATION PROGRAM  
HOUSING REHABILITATION PROGRAM COLOR/STYLE SELECTION**

1. Contractor must provide at least three (3) color choices for each eligible item.

**NOTE:** See attached scope of work for eligible items.

2. Taylor County reserves the right to veto a color choice made by the contractor and homeowner.

3. **It is the contractor's responsibility to provide selections for the homeowner to select the colors and designs, and then sign this form.**

4. Any deviations from this process must be submitted via email to the Housing Inspector (Diana.Pinto@Taylor.org) for approval.

5. Color/Style selections are to be signed and forwarded to the Housing Program Inspector no later than five (5) calendar days after the NTP takes effect.

**COLORS AND STYLES TO BE LISTED IN THE GRID BELOW:**

<b>ITEM LOCATION</b>	<b>ITEM PRODUCT #</b>	<b>ITEM STYLE CODE</b>	<b>ITEM COLOR CODE</b>

(NOTE: PLEASE MAKE A DUPLICATE COPY IF MORE SPACE IS REQUIRED. ALL COPIES MUST BE SIGNED)

The signatures on this document confirm acknowledgment of the above listed items:

Homeowner Signature: _____	Date: _____
Contractor Signature: _____	Date: _____
Housing Inspector Signature: _____	Date: _____

# Silver Springs 4811J

888 Square Feet, 2 Bedrooms, 2 Bathrooms, Multi-Section

This manufactured home is built to the federal (HUD) building code for manufactured housing.

## FLOOR PLAN

### Floor Plan



**THE EXAMPLE LISTED ABOVE IS NOT A MANDATED OPTION, BUT ONLY A PRODUCT EXAMPLE. ANY "OR EQUAL" PRODUCT MAY BE SUBMITTED FOR REVIEW AND APPROVAL BY THE PROGRAM PROJECT MANAGER.**



ENGINEERING &  
ENVIRONMENTAL  
SERVICES

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**ACM ENGINEERING & ENVIRONMENTAL SERVICES**

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SOUTH BEND, INDIANA • FORT WAYNE, INDIANA • ELMHURST, ILLINOIS  
TAMPA, FLORIDA • FORT LAUDERDALE, FLORIDA

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**NESHAP PRE-DEMOLITION SUSPECT ASBESTOS  
CONTAINING BUILDING MATERIAL SAMPLING  
AND ANALYSIS REPORT**

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**FOR:**

***Guardian CRM, Inc.  
15000 Citrus County Drive, Suite 331  
Dade City, Florida 33523***

**LOCATION:**

***McMillan Residence  
5600 Smith Road  
Perry, Florida 32348***

**PERFORMED BY:**

***ACM Engineering & Environmental Services  
5404 Hoover Blvd., Suite 9  
Tampa, Florida 33634***

**DATE:**

***September 5<sup>th</sup>, 2023***





## **ACM ENGINEERING & ENVIRONMENTAL SERVICES**

SOUTH BEND, INDIANA • FORT WAYNE, INDIANA • ELMHURST, ILLINOIS  
TAMPA, FLORIDA • FORT LAUDERDALE, FLORIDA

### **NESHAP PRE-DEMOLITION SUSPECT ASBESTOS CONTAINING BUILDING MATERIAL SAMPLING AND ANALYSIS REPORT**

**FOR:**

**Guardian CRM, Inc.  
15000 Citrus County Drive, Suite 331  
Dade City, Florida 33523**

**DATE: September 5<sup>th</sup>, 2023  
STRUCTURE: McMillan Residence  
LOCATION: 5600 Smith Road  
CITY, STATE: Perry, Florida 32348**

#### **PROJECT REVIEW:**

ACM Engineering and Environmental Services, Inc. (ACM- Asbestos Business License #ZA512) provided a NESHAP Pre-Demolition Suspect Asbestos Containing Building Material Survey at the McMillan Residence scheduled for demolition located at 5600 Smith Road in Perry, Florida. The site survey was performed by Joshua Baker on August 31<sup>st</sup>, 2023 under the direction of Mr. Patrick T. Griffin P.E., State of Florida Licensed Asbestos Consultant #AX56.

The assessment/survey conformed to the current United States Environmental Protection agency (US EPA) and the Asbestos Hazardous Emergency Response Act (AHERA) regulations. AHERA is the current standard with respect to training rules, assessment/survey procedures, and regulations that is enforced by Federal, State and local authorities.

Analysis of the bulk sample was performed by ACM Engineering & Environmental Service's National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory (NVLAP Lab Code: 101977-0) by Microscopists trained at the McCrone Research Institute. The bulk samples were analyzed pursuant to US EPA Method for the Determination of Asbestos in Bulk Building Materials (EPA/600/R-93/116) and in accordance with 40 CFR Part 763, Subpart F, Appendix A; and the EPA 40 CFR 61 Part 763, Subpart E. The bulk sample analysis utilizes the Polarized Light Microscopy (PLM) method for asbestos identification, which is the current US EPA approved method for asbestos bulk sampling analysis.

*RTA 9/5/23*

**EXECUTIVE SUMMARY:**

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The NESHAP Pre-Demolition Asbestos Containing Building Material Survey performed at the building scheduled for demolition located at 5600 Smith Road in Perry, Florida was intended to identify asbestos containing building materials (friable, non-friable, or both) that might be disturbed by the planned demolition activities. A total of twenty-eight (28) suspect asbestos bulk samples from ten (10) homogeneous materials were collected and analyzed for asbestos content.

A summary of the analysis results is as follows:

**A. The following sampled building materials were identified as containing greater than one percent (1%) asbestos content:**

- None

**B. The following sampled building materials were identified to be non-detectable for asbestos content.**

- Surface Texture
- Drywall Composite
- Tile Pattern Vinyl Flooring - Bathroom
- Flooring Adhesive
- Ceiling Texture
- Tile Pattern Vinyl Flooring - Bedroom
- Flooring Adhesive
- Vinyl Floor Tile
- Floor Tile Adhesive
- Counter Caulk

P.T.S. 9/5/23



## LOCAL STATE OF EMERGENCY DECLARATION

### TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA EXTENDING THE CURRENT LOCAL STATE OF EMERGENCY; WAIVING PROCEDURES AND FORMALITIES DURING THE PERIOD OF SUCH EMERGENCY; AUTHORIZING AND DIRECTING THE TAYLOR COUNTY EMERGENCY MANAGEMENT DIRECTOR JOHN LOUK TO TAKE WHATEVER PRUDENT ACTIONS AS MAY BE NECESSARY TO PROTECT THE HEALTH, SAFETY AND WELFARE OF THE COMMUNITY PURSUANT TO THIS DECLARATION.

WHEREAS, **Hurricane IDALIA** made landfall on the east coast of Florida on TUESDAY August 30, 2023, producing storm surge, high winds and causing extensive damage to property thereby threatening the public health, safety and welfare of the citizens of Taylor County and requiring expedient actions to be taken to implement emergency protective measures.

WHEREAS, Section 252.38(3) (a), Florida Statutes empowers political subdivisions to declare a Local State of Emergency for a period of up to seven (7) days, but may be extended, as necessary, in 7 day increments or longer for severe weather events.

WHEREAS, Section 252.38(3) (a), Florida Statutes empowers political subdivisions to waive the procedures and formalities otherwise required by law pertaining to;

1. Performance of public work and taking whatever action is necessary to ensure the health, safety and welfare of the Community.
2. Entering into contracts
3. Incurring obligations
4. Employment of permanent and temporary workers
5. Utilization of voluntary workers
6. Rental of equipment
7. Acquisition and distribution with or without compensation of supplies, materials and facilities.
8. Appropriation and expenditure of public funds.

WHEREAS, Section 501.106, Florida Statutes prohibits price gouging in a declared State of Emergency.

NOW THEREFORE BE IT RESOLVED, by the Board of County Commissioners of Taylor County, Florida as follows:

SECTION I

The current Local State of Emergency is hereby extended for all of Taylor County, for a period of thirty-one (31) days, effective December 1, 2023 – January 15, 2024, but may be extended as necessary, in 31 day increments.

SECTION II

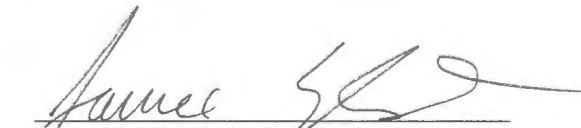
Procedures and formalities otherwise required by law pertaining to actions enumerated by items one through eight herein is hereby waved for the duration of this declaration.

SECTION III

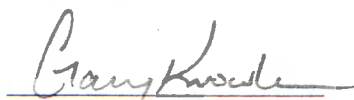
The Taylor County Emergency Management Director is hereby authorized and directed to take whatever prudent actions as may be necessary to protect the health, safety and welfare of the community pursuant to this declaration.

SECTION IV

This Resolution shall become effective immediately upon its adoption.  
resolved this 28<sup>th</sup> Day of November, 2023.

  
JAMIE ENGLISH, CHAIRMAN  
BOARD OF COUNTY COMMISSIONERS  
TAYLOR COUNTY, FLORIDA

ATTEST:

  
GARY KNOWLES  
Clerk of Court

