

SUGGESTED AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
PERRY, FLORIDA

TUESDAY, SEPTEMBER 3, 2013

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

NOTICE IS HEREBY GIVEN, PURSUANT TO FLORIDA STATUTES 286.0105, THAT ANY PERSONS DECIDING TO APPEAL ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE MEETING AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

Prayer and Pledge of Allegiance

Welcome

1. APPROVAL OF AGENDA
2. APPROVAL OF CONSENT ITEMS A - J:

ITEMS ON THE CONSENT AGENDA ARE ROUTINE OR TECHNICAL IN NATURE, HAVE BEEN PREVIOUSLY DISCUSSED BY THE BOARD, RESOLUTIONS OF A ROUTINE NATURE, AUTHORIZATION TO ADVERTISE ORDINANCES, PUBLIC HEARINGS, AND BID SPECIFICATIONS, ITEMS THAT HAVE A UNANIMOUS RECOMMENDATION OF THE PLANNING BOARD AND STAFF FOR APPROVAL, AND OTHER ITEMS AS AUTHORIZED BY THE BOARD (TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS RULES OF PROCEDURE, SECTION II, 14:(2)(c))

- A. APPROVAL OF MINUTES of July 18/24, July 26 (Budget Work Sessions) and August 9, 2013.
- B. EXAMINATION AND APPROVAL OF INVOICES.

- C. THE BOARD TO CONSIDER APPROVAL OF CERTIFICATE OF EXPENDITURE FOR THE FLORIDA FOREST SERVICE VOLUNTEER FIRE ASSISTANCE GRANT, REQUESTING REIMBURSEMENT IN THE AMOUNT OF \$4,268, FOR THE PURCHASE OF FIREFIGHTER TURNOUT GEAR AND HELMETS, AS AGENDAED BY MELODY COX, GRANTS COORDINATOR.
- D. THE BOARD TO CONSIDER APPROVAL OF A CONTRACT WITH TRI-COUNTY FIRE AND SAFETY EQUIPMENT COMPANY, FOR FIRE EXTINGUISHER MAINTENANCE AND REPAIR SERVICES, AS AGENDAED BY DANNY GRINER, COUNTY BUILDING OFFICIAL.
- E. THE BOARD TO CONSIDER APPROVAL OF ANNUAL CONTRACT WITH THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (NCFRPC) FOR PLANNING SERVICES, AS AGENDAED BY THE COUNTY BUILDING OFFICIAL.
- F. THE BOARD TO CONSIDER APPROVAL OF STATE AID GRANT APPLICATION FOR THE TAYLOR COUNTY PUBLIC LIBRARY, AS AGENDAED BY LINDA HAWKINS, LIBRARY MANAGER.
- G. THE BOARD TO CONSIDER APPROVAL OF THE COUNTY'S LOCAL MITIGATION PROJECT ANNUAL PROGRESS REPORT, AS AGENDAED BY DUSTIN HINKEL, EMERGENCY MANAGEMENT DIRECTOR.
- H. THE BOARD TO CONSIDER RATIFICATION OF THE COUNTY ADMINISTRATOR'S SIGNATURE APPROVING GRANT CLOSEOUT REPORTS FOR THE FISCAL YEAR 2013 EMERGENCY MANAGEMENT BASE GRANTS, AS AGENDAED BY THE EMERGENCY MANAGEMENT DIRECTOR.
- I. THE BOARD TO CONSIDER APPROVAL OF A FULL TIME EQUIVALENT POSITION FOR THE COURTHOUSE CUSTODIAN POSITION, AS AGENDAED BY DUSTIN HINKLE, ASSISTANT COUNTY ADMINISTRATOR.
- J. THE BOARD TO REQUEST THE COUNTY ATTORNEY TO DRAFT A HOLD HARMLESS AGREEMENT TO ALLOW FOR A STUDENT TO PERFORM RESEARCH AND PLANNING FOR A POSSIBLE RESTORE ACT PROJECT, AS AGENDAED BY THE ASSISTANT COUNTY ADMINISTRATOR.

BIDS/PUBLIC HEARINGS:

3. THE BOARD TO HOLD A PUBLIC HEARING ON THE PASSAGE OF A PROPOSED RESOLUTION TO ESTABLISH A THREE-WAY STOP AT THE INTERSECTION OF JIMMY ARCHER ROAD AND JOEL AMAN ROAD, SET FOR THIS DATE AT 5:30 P.M., OR AS SOON THEREAFTER AS POSSIBLE.
4. COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED ITEMS:

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, REQUEST OR GIVE INFORMATION, AND REQUEST ACTION ON ITEMS NOT ON THE AGENDA.

IN MOST CASES, YOU WILL NOT RECEIVE AN IMMEDIATE RESPONSE BECAUSE THE ITEM MAY NEED TO BE RESEARCHED AND PLACED ON THE AGENDA AT A FUTURE BOARD MEETING.

YOU ARE ALLOWED TO SPEAK FOR THREE (3) MINUTES.

CONSTITUTIONAL OFFICERS/OTHER GOVERNMENTAL UNITS:

5. THE BOARD TO CONSIDER APPROVAL OF CERTIFICATE REGARDING MATCHING FUNDS AND CERTIFICATE OF EQUIPMENT FOR CASTING AND COUNTING BALLOTS FOR THE HELP AMERICA VOTE ACT GRANT, AS AGENDAED BY DANA SOUTHERLAND, SUPERVISOR OF ELECTIONS.
6. THE BOARD TO CONSIDER APPROVAL OF FISCAL YEAR 2013/2014 ANNUAL CORE CONTRACT BETWEEN THE FLORIDA DEPARTMENT OF HEALTH AND TAYLOR COUNTY, AS AGENDAED BY DAWN GUNTER, FLORIDA DEPARTMENT OF HEALTH IN TAYLOR COUNTY.

COUNTY STAFF ITEMS:

7. THE BOARD TO CONSIDER AWARDDING THE PERRY-FOLEY TREE REMOVAL PROJECT TO THE FORESTRY COMPANY AS RECOMMENDED BY THE BID REVIEW COMMITTEE, AS AGENDAED BY THE GRANTS COORDINATOR.

8. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF THE AMENDED STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR STATE FISCAL YEARS 2012-2013, 2013-2014, AND 2014-2015 AND ADOPTION OF AUTHORIZING RESOLUTION, AS AGENDAED BY THE GRANTS COORDINATOR.

COUNTY ADMINISTRATOR ITEMS:

9. THE COUNTY ADMINISTRATOR TO DISCUSS INFORMATIONAL ITEMS.
10. ADDITIONAL COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED ITEMS:

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, REQUEST OR GIVE INFORMATION, AND REQUEST ACTION ON ITEMS NOT ON THE AGENDA.

IN MOST CASES, YOU WILL NOT RECEIVE AN IMMEDIATE RESPONSE BECAUSE THE ITEM MAY NEED TO BE RESEARCHED AND PLACED ON THE AGENDA AT A FUTURE BOARD MEETING.

YOU ARE ALLOWED TO SPEAK FOR THREE (3) MINUTES.

11. BOARD INFORMATIONAL ITEMS:

12. MOTION TO ADJOURN.

FOR YOUR INFORMATION:

- THE AGENDA AND ASSOCIATED DOCUMENTATION, IF APPLICABLE, IS AVAILABLE TO THE PUBLIC ON THE FOLLOWING WEBSITE:

www.taylorcountygov.com

- IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR, 201 E. GREEN STREET, PERRY, FLORIDA, 850-838-3500, EXT. 7, WITHIN TWO (2) WORKING DAYS OF THIS PROCEEDING.
- ANY PERSON WISHING TO ADDRESS THE BOARD REGARDING AN AGENDAED OR NON-AGENDAED ITEM WILL BE GIVEN THREE (3) MINUTES FOR COMMENT.
- BALLOTS USED TO APPOINT CITIZENS TO ADVISORY COMMITTEES AND ADVISORY BOARDS ARE AVAILABLE FOR PUBLIC INSPECTION AFTER THE MEETING AND ARE RETAINED AS PART OF THE PUBLIC RECORD.

2-C

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to approve Certificate of Expenditure for the Florida Forest Service, Volunteer Fire Assistance Grant requesting reimbursement in the amount of \$4,268 for the purchase of firefighter turnout gear and helmets.

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue: Board to approve Certificate of Expenditure requesting reimbursement in the amount of \$4,268 for the purchase of firefighter turnout gear and helmets.

Recommended Action: Board to approve Certificate of Expenditure

Fiscal Impact: \$4,268 to be reimbursed to the County for the purchase of firefighter equipment. The County had requested funding assistance in the amount of \$4,268 December 18, 2012 for the purchase of turnout gear and helmets. The project had a total cost of \$8,536 which required a match \$4,268 from the County. The match had previously been budgeted.

Budgeted Expense: Yes, the match had been budgeted for FY 2012-2013.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Florida Forest Service has a Volunteer Fire Assistance Grant program which provides funding assistance to Volunteer Firefighters in rural areas. The grant is federally funded and requires a 1:1 match. This grant has provided considerable funding to the County over the past ten years for purchases which include but are not limited to hose nozzels, wildfire equipment, turnout gear, helmets and radios.

Attachments: Certificate of Expenditure and support documents



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Florida Forest Service

CERTIFICATE OF EXPENDITURE

This will certify that all funds received by:

Taylor County Board of Commissioners

(Name of Entity)

under the Year 20 13 Volunteer Fire Assistance Federal Cost-share program were spent in accordance with the Grant application, as amended, and as approved by the Florida Department of Agriculture and Consumer Services, Division of Forestry.

This I attest, under penalties of perjury:

Pam Feagle

(Printed Name)

Chairperson

(Title)

(Signature)

STATE OF FLORIDA

COUNTY OF _____

Sworn before me on this _____ day of _____, 20____

_____ personally appeared before me,
whom I personally know.

NOTARY PUBLIC **(Seal)**

BOARD OF COUNTY COMMISSIONERS

VENDOR NO. 003711

CHECK NO. 47152

Account	Purchase Order	Invoice Number	Amount	Description
0195	55201	20131161	3,673.00	COWHIDE OSHA/CAL GLOV
0195	55201	20131161	4,398.00	COAT CHIEF TURNOUT KH
0195	55201	20131161	465.00	XTREME COVERALLS

003711

LAW ENFORCEMENT SUPPLY CO., INC.

CHECK DATE

07/16/13

CHECK NO.

47152

TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS
P.O. BOX 620
PERRY, FL 32348
GENERAL FUND

CITIZENS STATE BANK
PERRY, FL 32347

63-650/631

AMOUNT

\$*****8,536.00*

VOID AFTER 180 DAYS
GENERAL FUND

PAY THE SUM OF *****8536* DOLLARS AND *NO* CENTS

TO THE
ORDER
OF

LAW ENFORCEMENT SUPPLY CO., INC.
8604 CLIFF CAMERON DRIVE #105
P.O. BOX 602763
CHARLOTTE NC 28260

*0*** ~~NON-NEGOTIABLE~~ **
CHAIR
*0*** ~~NON-NEGOTIABLE~~ **
CLERK

** NON-NEGOTIABLE **



TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS
PO BOX 620
PERRY, FL 32348

LAW ENFORCEMENT SUPPLY CO., INC.
8604 CLIFF CAMERON DRIVE #105
P.O. BOX 602763
CHARLOTTE NC 28260



Remit To:
P.O. Box 602763
Charlotte, NC 28260-2763

Correspondence:
8604 Cliff Cameron Dr Ste105
Charlotte, NC 28269- 8505

P 800.733.9281
F 704.548.0399

CHIEFSupply.com

[1106]

INVOICE NUMBER 265768 INVOICE DATE 06/24/13

SOLD TO: 303473
TAYLOR COUNTY FIRE RESCUE
ACCOUNTS PAYABLE
PO BOX 620
PERRY, FL 32348-0620

SHIP TO: 0
TAYLOR COUNTY FIRE RESC
DEPUTY CHIEF CARL MCAFE
501 INDUSTRIAL PARK DR

PERRY, FL 323486354

CUSTOMER ACCOUNT	OUR ORDER	ORDER DATE	P.O. NUMBER	TERMS	SHIP VIA	WHSE
303473	671546	05/22/13	20131161	NET 30 DAYS		50

SPECIAL INSTRUCTIONS:

ORDER PLACED BY: N/A

SALES: DAM4

INVOICE IS DUE 30 DAYS FROM INVOICE DATE. NO SHIPMENTS WILL BE MADE TO ACCOUNTS WITH PAST DUE BALANCES.

ITEM NUMBER	DESCRIPTION	UNIT	ORDER	SHIP	B/O	PRICE	EXTENSION
XC1TXLR	~XTREME COVERALLS L	EA	1	0	1	465.000	0.00
FXBK	~FX FIREDOME HELMET	EA	4	4		199.000	796.00
XC1TMDR	~XTREME COVERALLS L	EA	1	1		465.000	465.00
XC1TLGR	~XTREME COVERALLS L	EA	2	2		465.000	930.00
5012WLG	COWHIDE OSHA/CAL-OS	PR	2	2		32.750	65.50
5012WXL	COWHIDE OSHA/CAL-OS	PR	2	2		32.750	65.50
3038185	FIRE HOOD NOMEX/LEN	EA	4	4		23.250	93.00
807600312M	RUBBER INSULATED FE	PR	1	1		111.000	111.00
807600311M	RUBBER INSULATED FE	PR	1	1		111.000	111.00
80760039M	RUBBER INSULATED FE	PR	1	1		111.000	111.00
807600310M	RUBBER INSULATED FE	PR	1	1		111.000	111.00
PXBK	PX FIREDOME HELMET	EA	4	4		203.500	814.00

JUL 16 2013

* NEW REMITTANCE ADDRESS: CHIEF SUPPLY *
* CORPORATION P O BOX 602763 CHARLOTTE NC *
* 28260-2763 *

** These commodities, technologies, or software were (will be) exported from the U.S. in accordance with export administration regulations. Export of such items to U.S. law prohibited.

PAID

PAY THIS AMOUNT			
JBTOTAL	SALES TAX	SHIPPING & HANDLING	TOTAL
3673.00	0.00	0.00	3673.00

CH THIS PORTION AND RETURN WITH REMITTANCE*****



Remit To:
P.O. Box 602763
Charlotte, NC 28260-2763

Correspondence:
8604 Cliff Cameron Dr Ste105
Charlotte, NC 28269-8505

P 800.733.9281
F 704.548.0399
CHIEFSupply.com

[1106]

INVOICE NUMBER 265769 INVOICE DATE 06/24/13

SOLD TO: 303473
TAYLOR COUNTY FIRE RESCUE
ACCOUNTS PAYABLE
PO BOX 620
PERRY, FL 32348-0620

SHIP TO: 0
TAYLOR COUNTY FIRE RESC
DEPUTY CHIEF CARL MCAFE
501 INDUSTRIAL PARK DR
PERRY, FL 323486354

CUSTOMER	OUR	ORDER				
ACCOUNT	ORDER	DATE	P.O. NUMBER	TERMS	SHIP VIA	WHSE
303473	689271	06/21/13	20131161	NET 30 DAYS		50

SPECIAL INSTRUCTIONS:

ORDER PLACED BY: N/A

SALES: DAM4

INVOICE IS DUE 30 DAYS FROM INVOICE DATE. NO SHIPMENTS WILL BE MADE TO
ACCOUNTS WITH PAST DUE BALANCES.

ITEM NUMBER	DESCRIPTION	UNIT	ORDER	SHIP	B/O	PRICE	EXTENSION
FIRESTOFF	STOFFEL FLYER	EA	1	1		0.000	0.00
XSPWH19249	BA2205K/44 - BATTAL	EA	2	2		500.000	1000.00
XSPWH19250	BA2205K/46 - BATTAL	EA	2	2		500.000	1000.00
XSPWH19251	BA2305K/40-30 - BAT	EA	1	1		463.500	463.50
XSPWH19252	BA2305K/44-30 - BAT	EA	1	1		463.500	463.50
XSPWH19253	BA2305K/48-30 - BAT	EA	1	1		463.500	463.50
XSPWH19254	BA2305K/50-30 - BAT	EA	1	1		463.500	463.50
XSPWH19255	CO-LPH - HANGING LE	EA	4	4		67.500	270.00
XSPWH19256	CO-LPV - VELCRO TAI	EA	4	4		68.500	274.00

APPROVED
TAYLOR COUNTY
BOC

JUL 16 2013

* NEW REMITTANCE ADDRESS: CHIEF SUPPLY *
* CORPORATION P O BOX 602763 CHARLOTTE NC *
* 28260-2763 *

** These commodities, technologies, or software were (will be) exported
from the U.S. in accordance with export administration regulations.
Diversions contrary to U.S. law prohibited.

PAID

=====PAY THIS AMOUNT=====			
SUBTOTAL	SALES TAX	SHIPPING & HANDLING	TOTAL
4398.00	0.00	0.00	4398.00

*****DETACH THIS PORTION AND RETURN WITH REMITTANCE*****



**LAW ENFORCEMENT
SUPPLY**

Remit To:
P.O. Box 602763
Charlotte, NC 28260-2763

[1106]

Correspondence:
8604 Cliff Cameron Dr Ste105
Charlotte, NC 28269-8505

P 800.733.9281
F 704.548.0399

CHIEFSupply.com

INVOICE NUMBER 268040 INVOICE DATE 06/27/13

SOLD TO: 303473
TAYLOR COUNTY FIRE RESCUE
ACCOUNTS PAYABLE
PO BOX 620
PERRY, FL 32348-0620

SHIP TO: 0
TAYLOR COUNTY FIRE RESC
DEPUTY CHIEF CARL MCAFE
501 INDUSTRIAL PARK DR

PERRY, FL 323486354

CUSTOMER ACCOUNT	OUR ORDER	ORDER DATE	P.O. NUMBER	TERMS	SHIP VIA	WHSE
303473	671546-1	05/22/13	20131161	NET 30 DAYS		50

SPECIAL INSTRUCTIONS:

ORDER PLACED BY: N/A

SALES: DAM4

INVOICE IS DUE 30 DAYS FROM INVOICE DATE. NO SHIPMENTS WILL BE MADE TO
ACCOUNTS WITH PAST DUE BALANCES.

ITEM NUMBER	DESCRIPTION	UNIT	ORDER	SHIP	B/O	PRICE	EXTENSION
XC1TXLR	~XTREME COVERALLS L EA	1	1	1		465.000	465.00

APPROVED
TAYLOR COUNTY
BO

JUL 18 2013

* NEW REMITTANCE ADDRESS: CHIEF SUPPLY *
* CORPORATION P O BOX 602763 CHARLOTTE NC *
* 28260-2763 *

** These commodities, technologies, or software were (will be) imported
from the U.S. in accordance with export administration regulations.
Diversion contrary to U.S. law prohibited.

PAID

=====			PAY THIS AMOUNT
SUBTOTAL	SALES TAX	SHIPPING & HANDLING	TOTAL
465.00	0.00	0.00	465.00

*****DETACH THIS PORTION AND RETURN WITH REMITTANCE*****

**TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS**
PO BOX 620
PERRY, FL 32348

PURCHASE ORDER NO. 20131161

PAGE NO. 1

Submit original invoice to the above address

RECEIVED

VENDOR: 003711 FAX: 850-763-9031
LAW ENFORCEMENT SUPPLY CO., INC.
8604 CLIFF CAMERON DRIVE #105
P.O. BOX 602763
CHARLOTTE NC 28260

TAYLOR COUNTY FIRE DEPARTMENT
501 INDUSTRIAL PARK DRIVE
PERRY, FL. 32347

TAYLOR COUNTY, FLORIDA

purchasing@taylorcountygov.com

ORDER DATE: 05/13/13		BUYER: CARL MCAFEE		REQ. NO.: R0001001	REQ. DATE:
TERMS: NET 30 DAYS			F.O.B.:	DESC.: BUNKER GEAR	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	4.00	EA.	PANT CHIEF TURNOUT KHAK	514.0000	2,056.00
02	4.00		COAT CHIEF TURNOUT KHAK	514.0000	2,056.00
03	4.00		LETTERING ON COAT	35.7500	143.00
04	4.00		LETTERING ON COAT TAIL	35.7500	143.00
05	4.00		PX FIREDOME HELMET THERMAL	203.5000	814.00
06	4.00		FX FIREDOME HELMET	199.0000	796.00
07	4.00		COWHIDE OSHA/CAL GLOVES	32.7500	131.00
08	4.00		RUBBER INSULATED BOOTS	111.0000	444.00
09	4.00		XTREME COVERALLS	465.0000	1,860.00
10	4.00		FIRE HOOD NOMEX	23.2500	93.00

RECEIVED
DATE 5-13-13
NAME [Signature]

ITEM#	ACCOUNT		AMOUNT	PROJECT CODE	PAGE TOTAL \$
01	0195	55201	2,056.00		8,536.00
02	0195	55201	2,056.00		
03	0195	55201	143.00		
04	0195	55201	143.00		
05	0195	55201	814.00		
06	0195	55201	796.00		
07	0195	55201	131.00		
08	0195	55201	444.00		
09	0195	55201	1,860.00		
10	0195	55201	93.00		
					TOTAL \$ 8,536.00

Jack R. Brown
COUNTY ADMINISTRATOR

John Taylor
DIRECTOR OF PURCHASING

APPROVED BY

MEMORY TRANSMISSION REPORT

TIME : 02-07-2013 11:55
FAX NO.1 :
NAME :

FILE NO. : 717
DATE : 02.07 11:54
TO : 618508383501
DOCUMENT PAGES : 2
START TIME : 02.07 11:54
END TIME : 02.07 11:55
PAGES SENT : 2
STATUS : OK

SUCCESSFUL TX NOTICE

FLORIDA DEPARTMENT OF
AGRICULTURE AND CONSUMER
SERVICES

FLORIDA FOREST
SERVICE

FOREST PROTECTION
BUREAU



FAX COVER PAGE

PAGE 1 OF A 2 PAGE TRANSMISSION

TO: Volunteer Fire Assistance Grant Recipient

FROM: Matt Welnell, Fire Resources Manager

PHONE: 850/488-6271

FAX: 850/488-4443

Attached you will find a list of approved items for purchase through the VFA Grant Program. The "AMOUNT APPROVED" column lists the amount that was approved to spend, the column marked "FED COST SHARE (50%)" is the total possible amount to be reimbursed. The recipient can spend up to the approved amount, but will only get reimbursed for half of that amount.

Please remember to provide the complete Proof-of-Purchase package (ex. copy of check, invoice with zero balance) for approved items to be reimbursed. Invoices must be stamped paid and indicate a check number.

Send Proof-of-Purchase package with Certificate of Expenditure to our office for reimbursement:

VFA Grants Room 150
Florida Forest Service
3125 Conner Blvd.
Tallahassee, FL 32390-1650

The Certificate of Expenditure must be signed and notarized and returned with the Proof-of-Purchase package. Copies of the Certificate of Expenditure can be found on our website at: <http://www.fl.dor.com/land/forest/grants.html>. Please remember that the sooner the proof-of-purchase package is returned, the sooner we can reimburse the 50% match.

2013 APPROVED FEDERAL COST SHARE

05 Taylor

Taylor County Board of Commissioners

	AMOUNT APPROVED	FED COST SHARE (50%)	NUMBER	DESCRIPTION
	\$8,536	\$4,268.00	4	Pants, 4 Coats, 8 Helmets
FIRE DEPT. TOTAL	\$8,536	\$4,268.00		

2-D

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO CONSIDER APPROVAL OF A CONTRACT WITH TRI-COUNTY FIRE AND SAFETY EQUIPMENT COMPANY FOR FIRE EXTINGUISHER MAINTENANCE AND REPAIR SERVICES, AS AGENDAED BY DANNY GRINER, COUNTY BUILDING OFFICIAL

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue:

THE BOARD TO APPROVE A CONTRACT FOR FIRE EXTINGUISHER MAINTENANCE AND REPAIR

Recommended Action: APPROVE

Fiscal Impact: TO BE DETERMINED

Budgeted Expense: YES

Submitted By: DANNY GRINER, BUILDING OFFICIAL

Contact: 838-3500x111

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: THE COUNTY'S CURRENT CONTRACT WITH AFSI WILL EXPIRE AT THE END OF THE MONTH. COUNTY STAFF SOLICITED QUOTES AND RECEIVED RESPONSES FROM FOUR VENDORS.

Options: APPROVE CONTRACT; OFFER EDITS

Attachments: QUOTE EVALUATION MEMO
CONTRACT



TAYLOR COUNTY BUILDING & PLANNING DEPARTMENT

MEMORANDUM

TO: Whom it may concern
FROM: William D. (Danny) Griner
RE: Fire Extinguisher Services
DATE: August 20, 2013

County staff prepared quote sheets for Fire Extinguisher Maintenance and Repair services for Taylor County buildings and facilities. The quote sheets were mailed to seven (7) Fire System Contractors, resulting in five (5) respondents. The quote sheets responses are as follows:

		INTERSTATE	TRI-COUNTY	R & R FIRE	PANHANDLE	A. F. S. I.
Testing		Per Extinguisher				
Annual Inspection	\$	8.00	3.00	2.25	4.00	3.00
Hydrostatic (high)	\$	35.00	23.00	40.00	18.00	28.00
Hydrostatic (low)	\$	10.00	10.00	10.00	18.00	15.00
Six Year Maintenance	\$	N/C	N/C	12.50	8.00	N/C
Recharging						
5 lb ABC dry chemical	\$	19.00	18.50	12.50	19.50	21.00
10 lb ABC dry chemical	\$	32.00	24.00	14.50	21.50	26.00
20 lb ABC dry chemical	\$	55.00	32.00	18.50	23.50	34.00
5 lb CO2	\$	15.00	16.95	67.50	20.00	30.00
10 lb CO2	\$	24.00	24.00	82.50	23.00	40.00
30 lb class D	\$	175.00	50.00	24.00	176.00	38.00
Replacement						
5 lb ABC	\$	46.00	45.00	37.95	55.00	44.00
10 lb ABC	\$	74.00	76.00	67.95	75.00	72.00
20 lb ABC	\$	160.00	120.00	127.95	130.00	115.00
Pressurized Water	\$	138.00	95.00	124.95	168.00	95.00
30 lb class D	\$	425.00	295.00	719.50	385.00	295.00
TOTAL QUOTE:		1,216.00	832.45	1,362.55	1,144.50	856.00

Based on the results of the quote requests and determination that a 5% local vendor preference would not impact the result, staff decided to enter contractual services with Tri-County Fire & Safety Equipment Company for Fire Extinguisher Maintenance and Repair services.

William D. Griner
 Building Official, Taylor County

CONTRACT FORM

This contract made the _____ day of September, 2013 between, **TAYLOR COUNTY**, hereinafter called the **COUNTY**, and **TRI-COUNTY FIRE & SAFETY EQUIPMENT COMPANY**, hereinafter called the **CONTRACTOR**.

WITNESSETH, that the County and the Contractor for the consideration stated herein agree as follows:

1. SCOPE OF WORK. The Contractor shall perform all tasks required to be performed and shall provide and furnish all the labor, necessary tools, expendable equipment and all utility and transportation services required to perform and complete in a workmanlike manner all the work required in connection with **FIRE EXTINGUISHER MAINTENANCE AND REPAIR** for County facilities. The Contractor agrees to provide, replace, recharge and maintain all fire extinguishers annually in accordance with the proposal prepared by **TRI-COUNTY FIRE & SAFETY EQUIPMENT COMPANY** for the service and clean up and legally dispose of all associated trash and debris. The Contractor shall schedule maintenance services with individual Departments dependant on the location of the service.

2. STAFF. The Contractor shall employ sufficient staff to complete the aforementioned tasks and such employees will be easily identifiable through some type of recognizable means, (i.e. uniforms designating a corporate logo and employee name or a photo identification badge with a signature of a corporate principle.)

3. THE CONTRACT PRICE. The County shall pay to the Contractor for the performance of this contract, subject to any additions or deductions provided therein, in current funds, the sum of the services provided at each facility, or location, and will be paid in increments consistent with the following:

Testing	Per Extinguisher
Annual Inspection & Tagging	\$ 3.00
Hydrostatic Testing (high pressure)	\$ 23.00
Hydrostatic Testing (low pressure)	\$ 10.00
Recharging	
5 lb ABC dry chemical	\$ 18.50
10 lb ABC dry chemical	\$ 24.00
20 lb ABC dry chemical	\$ 32.00
5 lb CO2	\$ 16.95

10 lb CO2	\$ 24.00
30 lb class D	\$ 50.00

Replacement Extinguishers

5 lb ABC	\$ 45.00
10 lb ABC	\$ 76.00
20 lb ABC	\$ 120.00
Pressurized Water	\$ 95.00
30 lb class D	\$ 295.00

4. **DURATION OF CONTRACT.** The Contract shall take effect upon final execution and terminate one (1) year from that date. If requested by the Contractor, the County may extend the contract annually for a period of time not to exceed three (3) years total contract duration.

5. **ASSIGNMENTS.** This contract shall not be subletted, transferred, assigned or otherwise conveyed by the Contractor without prior written approval of the County.

6. **TERMINATION OF CONTRACT.** The County reserves the right to terminate or suspend the contract in whole or in part at any time the interest of the County requires such termination or suspension. The County shall notify the Contractor in writing of such action with instructions as to the effective date of termination or suspension or specify the stage of work at which the action is to be taken. The Contractor will be paid for all work satisfactorily performed and any reasonable termination expenses that can be documented. Payment for work performed will be based on proposal item prices, which include or should have included profit and overhead. No profit or overhead will be allowed for work not performed. If the County determines that the performance of the Contractor is not satisfactory, the County shall have the option of: (a) immediately terminating the contract, or (b) notifying the Contractor of the deficiency with a requirement that the deficiency be corrected within a specified time. Failure to correct such deficiencies in the specified time will result in the Contractor being declared in default and the contract may be terminated. If the contract is terminated for cause before performance is completed, the Contractor shall be paid for the work units satisfactorily accomplished and accepted at the contract unit price.

7. **DEFAULT OF CONTRACT.** If the Contractor fails to accomplish the service under the Contract within the time specified, or fails to perform the work with sufficient workmen and equipment or with sufficient materials to assure the prompt completion of the contract, or

performs the work unsuitably or neglects or refuses to remove materials or discontinues the prosecution of work, or fails to resume work which has been discontinued within a reasonable time after notice to do so, or becomes insolvent or is declared bankrupt, or files for reorganization under the bankruptcy code, or commits any act of bankruptcy or insolvency, either voluntarily for a period of ten calendar days, or makes an assignment for the benefit of creditors, or fails to comply with contract requirements, minimum wage payments or EEO requirements, or for any reasonable cause becomes unsatisfactory in the opinion of the County, the County will give notice in writing to the Contractor or his surety of such delay, neglect, or default. If the Contractor, within a period of ten calendar days after the notice described above, shall not proceed to correct the conditions of which complaint is made, the County shall, have full power or authority, without violating the contract, to take the prosecution of the work out of the hands of the Contractor and to declare the contract in default.

8. PRESERVATION OF PROPERTY. The Contractor shall preserve from damage all property associated with, or which is in the vicinity of, or is in any way affected by the work. This applies to public and private property and/or utilities. Any damage occurring to such properties shall be immediately repaired at the expense of the Contractor.

9. HOLD HARMLESS AND INSURANCE. To the extent allowed by law, the Contractor shall indemnify, defend and save and hold harmless, the County, all of its officers, agents or employees from all suits, actions, claims, demands, liabilities of any nature whatsoever arising out of, because of, or due to breach of this agreement by the Contractor, its sub-contractors, agents or employees or due to any negligent act or occurrence of omission or commission of the Contractor, its subcontractors, agents, or employees. Neither Contractor nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its officers, agents or employees.

10. GENERAL LIABILITY INSURANCE. The Contractor shall maintain general liability insurance of at least \$1,000,000.00 per person and property damage insurance of at least \$50,000.00 each occurrence, holding the County harmless for the contractor's negligence, and list the County as additionally insured under the contractor's coverage. Certificates of such insurance shall be filed with the County prior to beginning work under this contract and shall be subject to approval for adequacy of protection.

11. **WORKER'S COMPENSATION INSURANCE.** The Contractor shall provide Worker's Compensation Insurance in accordance with the laws of the State of Florida and in amounts sufficient to secure the benefits of the Florida Worker's Compensation Law for all of its employees. Workers Compensation exemptions will be accepted upon providing a current certificate, Articles of Incorporation, and a signed Taylor County Workers Compensation Hold Harmless Agreement. The Contractor shall insure that the employees of a subcontractor are covered by similar insurance.

12. **PERMITS, RULES & REGULATIONS.** It shall be the Contractor's responsibility to secure all permits necessary to conduct the work in accordance with required regulations and to notify all applicable utilities or parties affected by the Contractor's operations. The Contractor shall further be responsible for all fees associated with the performance of this contract. The Contractor agrees to abide by all applicable State and Federal Laws, rules and regulations.

13. **WARRANTY.** The Contractor agrees to guarantee work and materials against defects in workmanship and material for one (1) year from the date of service completion and will repair or replace such products or components found defective.

14. **ACCESS TO RECORDS.** The Contractor agrees to provide access to those records, books and documents that pertain to this project during the project period and for a three (3) year period thereafter.

15. **COMPONENT PARTS OF THIS CONTRACT.** This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim or, if not attached, as if hereto attached.

(a) The Contractors proposal

(b) This Instrument

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

16. **AUTHORIZED PERSONNEL.** The Contractor is to contact the following for any correspondence or questions regarding this project: Taylor County Facilities Maintenance Department, 201 East Green Street, Perry, Florida 32347, telephone number (850) 838-3500, Ext. 1.

17. **LITIGATION.** If any litigation arises out of this Contract, venue of all such cases shall be Taylor County, Florida, and the prevailing party is entitled to a reasonable attorney fee and costs.

In WITNESS WHEREOF, the parties hereto have caused this instrument, as of the _____ day of _____, 2013.

WITNESSES:

TAYLOR COUNTY

Pam Feagle, Chairperson

WITNESSES:

CONTRACTOR

Tri-County Fire & Safety Equip Co.

STATE OF FLORIDA
COUNTY OF TAYLOR

The foregoing instrument was acknowledged before me this _____ day of _____, 2013, _____, who is personally known to me and who did not take an oath.

NOTARY PUBLIC

My Commission Expires: _____

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

2-E

SUBJECT/TITLE:



Board to consider approval of annual contract with North Central Florida Regional Planning Council (NCFRPC) for Planning Services

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue: Request for Board approval of contract for Planning Services with the North Central Florida Regional Planning Council (NCFRPC) for fiscal year 2013/2014.

Recommended Action: Approve contract.

Fiscal Impact: \$12,500

Budgeted Expense: Yes

Submitted By: Danny Griner

Contact: building.director@taylorcountygov.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The NCFRPC has provided planning services for the County through a contractual agreement for numerous years. The services provided include, but are not limited to, Future Land Use Map amendment processing, statutorily required comprehensive plan amendment processing, land development code amendment processing, public notice preparation for legal and display advertisements, state agency notification of amendments, data and analysis calculations for required amendments, concurrency calculation review for amendments, negotiation with the Department of Community Affairs and consultation with county staff. The contract price for was at one time \$23,500; however, due to the budgetary constraints faced by the County, the Council has agreed to perform the service for \$12,500.

Planning staff deems a contractual agreement with the Planning Council to be a necessity for operation of the planning responsibilities of the County. The actions performed by the Council for previous issues, such as; proportionate fair share, capital improvement amendment, public school facilities element and associated interlocal agreement has allowed the county to move forward without acting in a reactionary manner and not being subject to the repercussions of missed deadlines that are common with such mandated amendments. The Planning Council has agreed orally to assist county staff with amendment of the Land Development Code to reflect the changes to the Comprehensive Plan as part of the Evaluation and Appraisal Report (EAR) based amendments.

Planning staff respectfully requests the County Commission approve the attached contract in the amount of \$12,500 for fiscal year 2013/2014.

- Options:**
1. Approve contract.
 2. Choose not to approve contract.

Attachments: Copy of contract.

FISCAL YEAR 2014
LOCAL GOVERNMENT COMPREHENSIVE PLANNING SERVICES
AGREEMENT
BETWEEN THE
BOARD OF COUNTY COMMISSIONERS
OF TAYLOR COUNTY, FLORIDA
AND THE
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

This Agreement made and entered into this _____ day of _____ 2013, by and between the Board of County Commissioners of Taylor County, Florida, hereinafter referred to as the "Purchaser" and the North Central Florida Regional Planning Council, hereinafter referred to as the "Planning Council".

This AGREEMENT/CONTRACT IS ENTERED INTO BASED UPON THE FOLLOWING FACTS: The Purchaser desires to engage the Planning Council to render certain technical or professional services; and

The Planning Council possesses the qualifications and expertise to perform the services required.

NOW THEREFORE, THE PURCHASER AND THE PLANNING COUNCIL DO MUTUALLY AGREE AS FOLLOWS:

ARTICLE I - SCOPE OF SERVICES

The Planning Council agrees to provide services to the Purchaser in accordance with the terms and conditions set forth in Appendix A, Scope of Services, of this Agreement which is incorporated by reference herein and considered as an integral part of this Agreement.

ARTICLE II - COMPENSATION

The Planning Council shall be paid by the Purchaser a fixed fee of Twelve Thousand Five Hundred Dollars and No Cents (\$12,500.00) for services provided in completing the Scope of Services described in Appendix A, which is incorporated herein by reference.

Payment to the Planning Council for services rendered in accordance with the Scope of Services as set forth in Appendix A, Scope of Services, of this Agreement, which is incorporated by reference herein and considered as an integral part of this Agreement, will become due within thirty (30) days following receipt by the Purchaser of a requisition of payment. Requisitions may be made on a monthly basis.

ARTICLE III - TIME COMPLETION

This Agreement shall begin on October 1, 2013 and shall end on September 30, 2014. Any allowable costs incurred by the Planning Council during the period covered by this Agreement in providing services in performing the work described in Appendix A, Scope of Services, of this Agreement, which is incorporated by reference herein and considered as an integral part of this Agreement are eligible expenses chargeable to the Purchaser. However, if this Agreement is not executed by all parties, the Purchaser shall not be liable for any such costs incurred by the Planning Council.

ARTICLE IV - TERMINATION WITHOUT CAUSE

Each party may terminate this Agreement without cause providing fifteen (15) days written notice to the other. Written notice shall be via U.S. Mail, first class mail, postage prepaid, by certified mail, return receipt requested. In such an event, all finished or unfinished documents and other materials prepared by the Planning Council pursuant to this Agreement shall become the property of the Purchaser. Upon termination as provided in this Article, the Planning Council shall be reimbursed for all of its actual costs incurred in providing services hereunder this Agreement as the same are defined in Article II of this Agreement.

ARTICLE V - DEFAULT AND TERMINATION

The failure of either party to comply with any provision of this Agreement shall place that party at default. Prior to terminating this Agreement, the nondefaulting party shall notify the defaulting party in writing. Written notice shall be via U.S. Mail, first class mail, postage prepaid, by certified mail, return receipt requested. The notification shall make specific reference to the provision which gave rise to the default. The defaulting party shall then be entitled to a period of ten (10) days in which to cure the default. In the event said default is not cured within the ten (10) day period, the Agreement may be terminated. The failure of either party to exercise this right shall not be considered a waiver of such right in the event of any further default or noncompliance. Upon default and termination as provided in this Article, the Planning Council shall be reimbursed for all of its actual costs incurred in providing services hereunder this Agreement as the same are defined in Article II of this Agreement and all finished or unfinished documents and other materials prepared by the Planning Council pursuant to this Agreement shall become the property of the Purchaser.

ARTICLE VI - NONDISCRIMINATION

In carrying out the work of this Agreement, the Planning Council shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin or handicapped status. The Planning Council shall take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, creed, color, sex, national origin or handicapped status. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Planning Council agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The Planning Council shall, in all solicitations or advertisements for employees placed by or on behalf of the Planning Council, state that it is an Equal Opportunity/Affirmative Action Employer. The Planning Council shall incorporate the foregoing requirement of this paragraph in all subcontracts for services covered by this Agreement.

ARTICLE VII - LIABILITY

The Planning Council hereby agrees to hold harmless the Purchaser, to the extent allowed and required by law, from all claims, demands, liabilities and suits of third persons or entities not a party to this Agreement arising out of, or due to any act, occurrence, or omission of the Planning Council, its subcontractors or agents, if any, that is related to the Planning Council's performance under this Agreement.

ARTICLE VIII - ASSIGNABILITY

The Planning Council shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation), without the prior consent of the Purchaser.

ARTICLE IX - REPRESENTATIVES FOR THE PARTIES

In all matters relating to the performance of this Agreement, the County Administrator of the Purchaser shall represent and act for the Purchaser and the Executive Director of the Planning Council shall represent and act for the Planning Council.

ARTICLE X - VENUE AND JURISDICTION FOR LITIGATION BETWEEN THE PARTIES

This Agreement shall be construed according to the laws of the State of Florida. Venue shall be exclusively in Taylor County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in a court of competent jurisdiction of Taylor County, Florida. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of the Agreement.

ARTICLE XI - AMENDMENT OF AGREEMENT

The Planning Council and the Purchaser by mutual agreement may amend, extend, or modify this Agreement. Any such modification shall be mutually agreed upon by and between the Planning Council and Purchaser and shall be incorporated in a written amendment to this Agreement, duly signed by both parties.

ARTICLE XII - COMPLETE CONTRACT

This Agreement, including Appendix A, Scope of Services, of this Agreement, which is incorporated by reference herein and considered as an integral part of this Agreement, constitutes the entire contract between the parties, and any changes, amendments, or modifications hereof shall be void unless the same are reduced to writing and signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized on the date first above written.

BOARD OF COUNTY COMMISSIONERS
OF TAYLOR COUNTY

Attest:

Seal


Annie Mae Murphy
County Clerk

Pamela Feagle
Chair

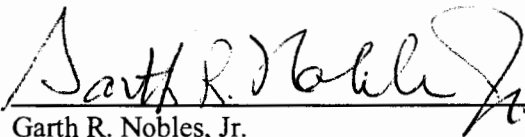
NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Attest:

Seal



Scott R. Koons
Executive Director



Garth R. Nobles, Jr.
Chair

APPENDIX A
SCOPE OF SERVICES
FOR THE
FISCAL YEAR 2014
LOCAL GOVERNMENT COMPREHENSIVE PLANNING SERVICES AGREEMENT

The following services will be provided by the Planning Council to the Purchaser.

- I. General Technical Assistance - conducting research, answering questions and assisting with comprehensive plan and land development regulations interpretations; and
- II. Amendment Assistance - preparing public notices, draft ordinances, data and analysis and concurrency review for comprehensive plan text and map and land development regulations text and zoning map amendments.



TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Taylor County Public Library State Aid Application

MEETING DATE REQUESTED:

September 03, 2013

Statement of Issue: Request approval for State Aid to Libraries grant application for FY 2013 - 2014

Recommended Action: Approval of grant application and required signatures

Fiscal Impact: \$80,906

Budgeted Expense: Yes / No

Submitted By: Linda Hawkins, Library Manager

Contact: Linda Hawkins, 850-838-3512
para.pro@taylorcountygov.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Application for State Aid from the Bureau of Library Development is submitted each year by October 1. The funding is based on funding received from the county.

local

The purpose of the State Aid program is to encourage governments to establish and continue development of free library services to all residents of Florida.

Options:

Attachments: State Aid to Libraries Grant Application Agreement for FY 2013 - 2014.

Florida Department of State, Division of Library and Information Services
STATE AID TO LIBRARIES GRANT AGREEMENT

The Applicant (GRANTEE) Taylor County Board of County Commissioners

Governing body for Taylor County Public Library

hereby makes application and certifies eligibility for receipt of grants authorized under Section 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

The Division, as administrator of state funds provided under Section 257, *Florida Statutes*, has approved an application for State Aid to Libraries Grant funds submitted by the GRANTEE. By reference, the application is hereby made a part of this agreement.

Grant Purpose. This grant shall be based upon the following scope of work during Fiscal Year 2013-2014:

The single library administrative unit, as an eligible political subdivision under 257.17 *Florida Statutes*, is responsible for managing or coordinating free library service to the residents of its legal service area. The library shall:

1. Have a single administrative head employed full time by the library's governing body;
2. Provide free library service, including loaning library materials available for circulation free of charge, and providing reference and information services free of charge;
3. Provide access to materials, information and services for all residents of the area served; and
4. Have at least one library, branch library or member library operated by the library's governing body open 40 hours or more each week.

The parties agree as follows:

I. The GRANTEE agrees to:

a. Provide the following as grant deliverables:

1. For payment number one:

- i. The amount of local funds expended during the second preceding local fiscal year for the operation and maintenance of the library and certification that the expenditures were for the operation and maintenance of the library.

2. For payment number two:

- i. A copy of the annual audit that was done in accordance with the requirements of Section 215.97, *Florida Statutes*, Chapter 10.550, *Rules of the Auditor General*, and generally accepted accounting principles.

- b. Expend all grant funds awarded and perform all acts in connection with this agreement in full compliance with the terms and conditions of Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

- c. Expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated.
- d. Provide the DIVISION with statistical, narrative, financial and other evaluative reports as requested.
- e. Retain and make available to the DIVISION, upon request, all financial and programmatic records, supporting documents, statistical records, and other records for the project.
- f. Retain all records for a period of five years from the date of submission of the final project report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the five year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period, whichever is later.
- g. Establish and maintain a proper accounting system in accordance with generally accepted accounting procedures. To use and maintain adequate fiscal authority, control, and accounting procedures that will ensure proper disbursement of, and accounting for, project funds.
- h. Perform all acts in connection with this agreement in strict conformity with all applicable laws and regulations of the State of Florida.
- i. Not use any grant funds for lobbying the legislature, the judicial branch, or any state agency.
- j. Hereby certify that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes*, and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The GRANTEE further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State employee to avoid a potential violation of those statutes.
- k. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, or marital status. The GRANTEE shall insert a similar provision in all subcontracts for services by this agreement.
- l. In the event that the grantee expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such GRANTEE, the grantee 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 GRANTEE shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, 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.

In connection with the audit requirements addressed in part k, paragraph 1, the GRANTEE shall ensure that the audit complies with the requirements of Section 215.97(8), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), *Florida Statutes*, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*.

If the GRANTEE expends less than \$500,000 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. In the event that the GRANTEE expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the grantee's resources obtained from other than State entities).

Information related to the requirements of Section 215.97, *Florida Statutes*, (the Florida Single Audit Act) and related documents may be found at <https://apps.fldfs.com/fsaa>.

Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the GRANTEE directly to each of the following:

1. The Department of State at the following addresses:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough Street
Tallahassee, Florida 32399-0250

2. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

- m. Identify an individual or position with the authority to make minor modifications to the application, if necessary, prior to execution of the agreement.

II. The DIVISION agrees:

- a. To provide a grant in accordance with the terms of this agreement in consideration of the GRANTEE's performance hereinunder, and contingent upon funding by the Legislature. The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the state has no further liability to the GRANTEE beyond that already incurred by the termination date. In the event of a state revenue shortfall, the total grant may be reduced accordingly.

- b. To notify the grantee of the grant award after review and approval of required documents. The grant amount shall be calculated in accordance with Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.
- c. To distribute grant funds in two payments. The first payment will be requested by the DIVISION from the Chief Financial Officer upon execution of the agreement. The remaining payment will be made by June 30.
- d. That any balance of unobligated cash that has been paid to the grantee may be retained for direct program costs in a subsequent period.

III. The GRANTEE and the DIVISION mutually agree that:

- a. This instrument embodies the whole agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representation, or agreements either verbal or written, between the parties. No amendment shall be effective unless reduced in writing and signed by the parties.
- b. The agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this agreement. If any matter arising out of this Agreement becomes the subject of litigation, venue shall be in Leon County.
- c. If any term or provision of the agreement is found to be illegal and unenforceable, the remainder of the agreement shall remain in full force and effect and such term or provision shall be deemed stricken.
- d. No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or default by either party under this Agreement shall impair any such right, power, or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
- e. This agreement shall be terminated by the DIVISION because of failure of the GRANTEE to fulfill its obligations under the agreement in a timely and satisfactory manner unless the GRANTEE demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by GRANTEE shall be determined by the DIVISION, based on the terms and conditions imposed on the GRANTEE in paragraphs I and III of this agreement and guidelines for the State Aid to Libraries Grant Program. The DIVISION shall provide GRANTEE a written notice of default letter. GRANTEE shall have 15 calendar days to cure the default. If the default is not cured by GRANTEE within the stated period, the DIVISION shall terminate this agreement, unless the GRANTEE demonstrates good cause as to why it cannot cure the default within the prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the GRANTEE's control. Notice shall be sufficient if it is delivered to the party personally or mailed to its specified address. In the event of termination of this agreement, the GRANTEE will be compensated for any work satisfactorily completed prior to notification of termination, if equitable.

- f. The DIVISION shall unilaterally cancel this agreement in the event that the GRANTEE refuses to allow public access to all documents or other materials made or received in regard to this agreement that are subject to the provisions of Chapter 119, *Florida Statutes*. GRANTEE agrees to immediately contact the DIVISION for assistance in the event that it receives a public records request related to this agreement or the grant the it awards.
- g. The DIVISION shall not be liable to pay attorney fees, interest, late charges and service fees, or cost of collection related to the grant.
- h. The DIVISION shall not assume any liability for the acts, omissions to act or negligence of the GRANTEE, its agents, servants, or employees; nor shall the GRANTEE exclude liability for its own acts, omissions to act, or negligence to the DIVISION. In addition, the GRANTEE hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the GRANTEE.
- i. The GRANTEE, other than a GRANTEE which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities performed under this agreement and shall investigate all claims at its own expense.
- j. The GRANTEE shall be responsible for all work performed and all expenses incurred in connection with the project. The GRANTEE may subcontract as necessary to perform the services set forth in this agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved by the DIVISION, such approval not to be unreasonably withheld, and provided that it is understood by the GRANTEE that the DIVISION shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the GRANTEE shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- k. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into a contractual relationship.
- l. The GRANTEE, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the DIVISION. Under this agreement, GRANTEE is not entitled to accrue any benefits of state employment, including retirement benefits, and any other rights or privileges connected with employment in the State Career Service. GRANTEE agrees to take such steps as may be necessary to ensure that each subcontractor of the GRANTEE will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.

- m. The GRANTEE shall not assign, sublicense, nor otherwise transfer its rights, duties, or obligations under this agreement without the prior written consent of the DIVISION, whose consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the DIVISION approves a transfer of the GRANTEE's obligations, the GRANTEE remains responsible for all work performed and all expenses incurred in connection with the Agreement. In the event the Legislature transfers the rights, duties, or obligations of the Department to another governmental entity pursuant to Section 20.06, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to the agreement.
- n. This agreement shall bind the successors, assigns, and legal representatives of the GRANTEE and of any legal entity that succeeds to the obligation of the DIVISION.
- o. The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the DIVISION has no further liability to the GRANTEE beyond that already incurred by the termination date. In the event of a state revenue shortfall, the total grant shall be reduced in accordance with Section 257.21, *Florida Statutes*.
- p. If the GRANTEE is in noncompliance with any term(s) of this grant agreement or any other grant agreement with the Division of Library and Information Services, the Division of Historical Resources or the Division of Cultural Affairs, the Division may withhold grant payments until the GRANTEE comes into compliance. Violation of a grant program requirement, including but not limited to failure to submit grant reports and other grant documents; submission of incomplete grant reports or other grant documents; or violation of other grant agreement requirements; shall constitute a basis for the Division to place the GRANTEE in noncompliance status with the Department of State.
- q. The Division shall apply the following financial consequences for failure to perform the duties / tasks required in the scope of work. Should the library fail to provide free library service to the public or be open fewer than 40 hours per week, it will no longer be eligible to receive State Aid Libraries grant funding, and its funding will be reduced to \$0.
- r. Unless there is a change of address, any notice required by this agreement shall be delivered to the Division of Library and Information Services, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State and, for the GRANTEE, to its single library administrative unit. In the event of a change of address, it is the obligation of the moving party to notify the other party in writing of the change of address.

IV. The term of this agreement will commence on the date of execution of the grant agreement.

THE APPLICANT/GRANTEE

Chair of Governing Body or
Chief Executive Officer

Typed Name

Date

Clerk or Chief Financial Officer

Typed Name and Title of Official

Date

THE DIVISION

Florida Department of State
Division of Library and Information Services

Typed Name

Date

Division Witness

Division Witness

2-6

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO REVIEW AND CONSIDER APPROVAL OF THE COUNTY'S LOCAL MITIGATION PROJECT ANNUAL PROGRESS REPORT, AS AGENDAED BY DUSTIN HINKEL, EMERGENCY MANAGEMENT DIRECTOR

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue: THE BOARD TO APPROVE A PROGRESS REPORT

Recommended Action: APPROVE

Fiscal Impact: N/A

Budgeted Expense: N/A

Submitted By: DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR

Contact: 838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: THE LOCAL MITIGATION STRATEGY WORKING GROUP IS REQUIRED BY FEMA AND THE STATE DIVISION OF EMERGENCY MANAGEMENT TO SUBMIT AN ANNUAL PROGRESS REPORT ON LOCAL MITIGATION PROJECTS.

Options: APPROVE; NOT APPROVE

Attachments: LMS PROJECT PROGRESS REPORT



DUSTIN HINKEL, EM DIRECTOR
591 East US Hwy 27
Perry, Florida 32347
(850) 838-3575, Phone
(850) 838-3523 Fax

To: Jami Boothby

From: Dustin Hinkel, EM Director

Date: August 27, 2013

Subject: Taylor County Unified Local Mitigation Strategy Plan Annual Progress Report

Jami,

The LMS/LTR work groups met four times since the last writing of this progress report on November 29, 2012, February 28, 2013, May 23, 2013, and August 22, 2013 (minutes currently unavailable). The group meets quarterly to discuss potential mitigation and recovery projects and planning. Below is a status update for the individual projects identified in the LMS. This report will be submitted for Board review and approval on the September 3 Regular Meeting. Upon approval this report will be posted to the Board's website and advertised in the paper. Copies of this report will be maintained in my office, your office, and at the EOC.

[illegible]

[illegible]

ID	Mitigation Project	Hazard	Description	Status	Lead Agency	Est. Cost	Timeline
Flood8	Analysis and evaluation of the repetitive loss locations	storms and flooding	This project will research the 18 repetitive loss locations throughout the county and study the various options to mitigate this flooding damage. This project will consider property buyouts, building elevation and other means to avoid this repetitive loss.	Completed /ongoing	Taylor County Emergency Manage't, Engineering Department	\$5,000	12 months
<p>2010 Update: The Taylor County Engineering Department and Emergency Management worked jointly to capture all repetitive loss structures in Taylor County. The Engineering Department maintains a list of all such structures, and their current owners on a .dbf database and can provide shape files locating each structure in the county. Taylor County Emergency Management provides annual mitigation opportunities for these structures, to include opportunities to be included on a buyout list, should the County receive such funds from the State or FEMA.</p> <p>2012 Update: The County continues to maintain an up-to-date database and shapefile and continues its outreach efforts.</p> <p>2013 Update: Database has been updated</p>							
Flood9	Study and development of a sewer system in the growing coastal areas	hurricanes, storms, and flooding	Taylor County proposes to study and eventually develop a county maintained sewer system in the growing communities along the coast. Currently 100's of septic tanks are used and these often flood and contaminate drinking water, canals and dirt during hurricanes and storms.	Ongoing	Taylor County Public Works	\$1,000,000	36 months
<p>2010 Update: There has been significant progress made on this serious situation. The Steinhatchee community (Taylor County Water Authority) is seeking funds from the Florida Department of Environmental Protection to expand the current sewer system to take people off of hazardous septic systems that often flood and create unsafe water conditions along the coastline with coliform bacteria. Phase I on this project is completed, and Phase II is underway. Taylor Coastal Sewer and Water Authority, and the Big Bend Water Authority are engaged. In addition, the City of Perry is looking to expand its sewer treatment capacity.</p> <p>2012 Update: Phase II is still in progress.</p>							
Flood10	Additional sirens	hurricanes, storms	Taylor County currently has five warning sirens along the coast. This Project proposes to add additional sirens to improve the warning capabilities	Ongoing	Taylor County Emergency Management	\$50,000	24 months
<p>2010 Update: Additional sirens are needed for placement on top of the Courthouse, at Jerald Walker Park located on Warner Street, and at Leisure Retreats. Funding for this has not been secured, but remains on the LMS Working Group priority projects.</p> <p>2011 Update: TCEM and TCSD coordinated and oversaw the installation of two grant funded Local Alert Network Sirens at the School Administration Complex and Taylor Technical Institute.</p> <p>2012 Update: TCEM continues to maintain the County's siren system and has added the capability of warning residents via text message and email.</p> <p>2013 Update: TCEM narrowbanded and performed major maintenance on the system.</p>							
Flood11	Maintenance of debris removal contract	hurricane, storms, flooding, winter storms	Taylor County plans to maintain the existing debris removal contract with DRC Inc. This contract has no cost until actual work needs to be done.	Ongoing	Taylor County Emergency Managemen't	\$0	Current
<p>2010 Update: The County maintains its contract with DRC for debris removal, and with Beck, Inc., for debris monitoring. In addition, the County is upgrading its debris site at Foley Airport in anticipation of any further events requiring debris clearance and removal. The County is ensuring the City of Perry is covered by MOU for debris removal.</p> <p>2011 Update: Plan annexes have been updated, temporary debris sites leases were renewed, and the County will be seeking RFPs for Debris removal and monitoring at the end of the year.</p> <p>2012 Update: O'Brien's Response Management was awarded the pre-incident bid to be the County's Debris Monitoring Contractor.</p> <p>2013 Update: CERES was awarded primary debris management contract. CrowderGulf was added as a standby contractor.</p>							
All1	All-hazard public awareness and educational programs	Hurricanes, tornadoes, severe storms, forest fires, drought, heat wave, winter storms, sinkholes, landslides, erosion, earthquakes	This project proposes the development of public awareness programs to address flood prevention, forest fire prevention, evacuation routes, shelters, safe-room program, current and future construction. These program with the associated information would be continually offered to the public through a variety of methods including	Ongoing	Taylor County Emergency Managemen't	\$10,000	6 months

ID	Mitigation Project	Hazard	Description	Status	Lead Agency	Est. Cost	Timeline
			classes, internet data dissemination, and printed materials.				

2010 Update: The County commissioned Disaster Strategies and Ideas Group to produce hazard awareness brochures, which they did, but they have not been reprinted for general distribution. They will be printed for future events where materials can be distributed to the general public. In addition, the Building Department sent out flood mitigation/insurance information to areas around NFIP repetitive loss structures. The Building Department spoke to two repetitive loss structure owners about mitigation, of which one determined it was economically not feasible, and the other was not interested.

2011 Update: An ongoing process. TCEM did distribute updated Re-Entry permits and hurricane evacuation zone maps. TCEM continues to present at public events.

2012 Update: TCEM has continued its re-entry permit and public awareness campaigns and the Building Department has continued its repetitive loss outreach.

2013 Update: TCEM has continued its re-entry permit and public awareness campaigns by attending and hosting several public meetings and events and the Building Department has continued its repetitive loss outreach.

All2	Countywide disaster recovery business alliance	all hazards	This project proposes to develop a public/private partnership to reduce vulnerabilities in the area through cooperation and education.	Ongoing	Taylor County Emergency Management	\$7,500	12 months
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2010 Update: Taylor County Emergency Management continues to reach out to local businesses and engage them in emergency management in order to reduce vulnerabilities. Representatives from the Buckeye Corporation are sitting members of the LMS working group. Other businesses (Progress Energy, Martin Electronics, etc) have been engaged to participate in emergency management activities. Progress Energy was involved in the County's table top exercise in March, 2010, as they have a major role in utility restoration. This will remain an ongoing effort. The LMS Working Group also keeps the City Commission and County Board apprised of mitigating the impacts of new and existing buildings.

2011 Update: TCEM is actively seeking funds for including this project into its new Long-Term Recovery Plan.

2012 Update: TCEM continues to engage its private sector partners in all phases of disaster. TCEM produced a long-term recovery plan in November 2011 that incorporates the County's economic development vision and TCEM is in development of a business re-entry program.

2013 Update: Business Re-Entry program has been rolled out to the private sector.

Fire1	Mitigation Burning and Forest fire Management	forest fires	This project proposes the continuation and increase of Department of Forestry mitigation burning on public and private lands. This is an on-going program for FDOF that is contingent on funding and manpower.	Ongoing	Florida Division of Forestry	\$26,500	6 months
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2010 Update: The following areas have been, or will be controlled burned. This is an ongoing effort with the Division of Forestry, and will continue to be a joint effort between the County and the Florida DOF.

Location	County	Area	Date Begin	Date End
Steinhatchee Falls	Taylor		1/29/09	3/19/10
Cabbage Grove	Taylor	Central and north end	1/13/10	3/19/10
Natural Well Branch	Taylor	Central and north end	2/8/10	3/19/10
Cabbage Creek	Taylor		2/8/10	3/19/10
Mount Gilead	Taylor		2/8/10	3/19/10
Shady Grove	Taylor		2/8/10	3/19/10

2011 Update:

Project Name	Treatment Type	Acres Treated	Structures Protected	Estimated Value of Homes or Structures	Date Completed
Pidgeon	Rx Burn	11	31	\$2,578,798	3/9/2010
York	Rx Burn	8	19	\$966,977	3/24/2010
Keaton Beach	Mowing/Plowing	10	36	\$3,464,885	5/13/2010
Hunter	Mowing/Plowing	9.7	18	\$599,594	6/30/2010
Waldo	Mowing/Plowing	7.9	26	\$796,731	6/30/2010
Martin	Mowing/Plowing	7.3	30	\$3,915,697	6/30/2010
Cash	Mowing/Plowing	7.7	51	\$3,128,091	6/30/2010
Energy Technical System	Mowing/Plowing	40	25	\$2,120,000	9/13/2010

[illegible]

LMS Working Group/Long-Term Recovery Planning Meeting
Taylor County Emergency Operations Center

November 29, 2012
2:00PM – 3:00PM

Meeting Agenda

- Review of Minutes and Action Items from 8/23/12 meeting
- Hazard Mitigation Grant Program Discussion
 - Eligibility and requirements
 - Match requirements
 - Potential Projects
- Finalize Project Additions
 - Property Acquisition
 - Stand-by Generators
 - Wind mitigation retrofits for Forest Capital Hall and primary shelters
 - Charles Sadler Lane mitigation
 - CRS enhancement projects
 - Salt Water Intrusion
- Long-term recovery discussion
- EM Department Visioning and Strategic Plan
- Agency Reports
- Questions and comments

8/23/12 Meeting Minutes

D. Hinkel opened the meeting by introducing the agenda and reviewing the action items from the last meeting. D. Hinkel suggested that all meetings be scheduled on the 4th Thursday of November, February, May and August at 2PM. The county has selected O'Brien's Response Management, Inc. as our Debris Monitoring contractor and we are currently in contract negotiations. We have contracted with Foley Timber for sites to stage debris and we have requested approval from DEP for permission to use them.

Although efforts were made to solicit representatives from the School District and City, no individuals were available to attend today's meeting.

E. Ward reported that lessons learned from Debby was that several areas flooded that never had before and they were in the process of putting together a "Hot Spot" lists.

D. Imbler suggested that we add surge zone and 100-500 year flood zones for justification of future mitigation funds. We should get the list in now, because we are now eligible due to having a declared event.

P. Anderson advised that she had been involved with recovery in Suwannee County after TS Debby's floods and there were several lessons learned. Several business, such as Publix donated items, BP donated gas cards and the jail was a great resource for beds, etc.

Several of the LMS projects have no change or are continuing. However, the following projects do have changes or are completed.

Flood6: Increase size of retention pond at Warner Street and Demps Lane is complete.

Flood11: Maintenance of debris removal contract is complete.

All1: All hazard public awareness and education programs are ongoing with the acquisition of Hurricane informational playing cards and 2012 Hurricane Survival Guides.

Fire1: Mitigation and Burning and Forestry Management. FFS is currently in the process of compiling an update on what has been accomplished to date. They did report that they no longer have a Mitigation Specialist assigned to the district.

Fire2: Additional Fire Department Resources. Approximately \$200k has been spent for equipment in 2012.

PROPOSED ADDITIONS TO THE LMS PROJECTS LISTS WERE SUGGESTED.

Flood12: M. Cox suggested that another mitigation effort could be the acquisition of property in areas that have repeated damage or affects from coastal flooding.

All3: D. Hinkel suggested that we need additional standby generators and hardening of shelters and public buildings.

Some mitigation issues identified include solutions of contamination of drinkable water and wells in the Nutall Rise area of the Aucilla River. F. Vose also pointed out that we should monitor and be prepared for possible saltwater intrusion into our water table. He further pointed out that sea level is rising each year. J. Smith advised that FFS has seen some tree damage due to a possible rise in saltwater.

M. Cox reported she is working with FDEM on mitigation opportunities to leverage CDBG and SHIP funds with RCMP funds is currently ongoing.

D. Hinkel reported that TCEM is still working with FLDEM on updating our CEMP and ESF and SOG plans.

The EM has compiled a list of lessons learned during the county response to TS Debby. TCEM has completed the RFP's to upgrade the EM website.

Presentation

Denise Imbler works for the Region 2 Domestic Security Task Force of the Apalachee Regional Planning Council. She advised that she is now involved with Volunteer Florida and spoke about Big Bend Community Organizations Active in Disaster (COAD). Jeri Bush with Volunteer Leon has been the Director but the organization is in the process of being re-organized and Denise will now be our representative. Their goal is to assist us with organizing and improving coordination and collaboration and expanding our volunteer's in Taylor County.

Action Items

- Next LMS/LTR meeting is tentatively set for Thursday, November 22, 2012, at 2 PM (TCEM)
- TCEM to schedule a damage assessment meeting to go over the IDAM program to coordinate damage assessment and reporting.
- TCEM to meet with TCHD and P. Anderson to go over Special Needs Registry and response to events.
- TCEM to coordinate damage assessment team assignments and training (TCEM & TCPAO)
- LTR group to research coastal resilience index program (TCEM & Grants Department)
- TCEM to research residential construction mitigation grant program (TCEM)
- TCEM to solicit representatives from the School District, City, and Florida Forest Service (TCEM)
- LMS Group to continue to research and evaluate potential LMS projects for inclusion into the LMS Project List.

LMS Working Group/Long-Term Recovery Planning Meeting
Taylor County Emergency Operations Center

February 28, 2013
2:00PM – 3:00PM

Meeting Minutes

Attendance

Meeting Agenda

- Review of Minutes and Action Items from 11/29/12 meeting

NAME	ORGANIZATION	PHONE	EMAIL
Steve Spradley	Taylor County EM	838-3575	Eoc.coordinator@taylorcountygov.com
Dustin Hinkel	TCEM	850-672-0830	Dustin.hinkel@taylorcountygov.com
Edye Rowell	Buckeye	584-1104	Edye_rowell@bkitech.com
Bill Roberts	Airport	838-3519	airport@taylorcountygov.com
Drucilla Sands	Buckeye Safety	584-1404	Durcilla_sands@bkitech.com
Robyn Gedeon	Buckeye	584-1104	Robyn_gedeon@bkitech.com
Ed Ward	FDOT	386-961-7581	Ed.ward@dot.state.fl.us
Jack Smith	FFS	838-2292	Jack.smith@freshfromflorida.com
Chris Brannon	FFS	838-2299	Christopher.brannon@freshfromflorida.com
Paula Anderson	FDOH	850-606-8769	Paula_anderson@doh.state.fl.us
Stephen Caruso	City of Perry	584-3709	perrywwsuper@fairpoint.net

- Staff to provide update on Tropical Storm Debby mitigation items
- Staff to provide update on Annual Progress report submitted to FDEM
- Volunteers and donations planning update
- Forest Capital Hall host shelter renovation
- Mitigation projects updates
- Agency Reports
- Questions and comments

Minutes

D. Hinkel stated that he was very happy to see such a good turnout at this meeting and thanked everyone for attending. He asked if there were any questions about the meeting minutes and there were none.

REVIEW OF ACTION ITEMS:

Damage assessment team assignments and training will be rolled into the tornado exercise Tuesday March 5. The first half of the exercise will be response functions after a tornado touches down. The second half will be for recovery discussion in the afternoon, covering damage assessment, documentation, reimbursement and give us time to separate out.

Melody Cox is working to have her contact come down and work with the board on coastal resilience. The Coastal Resilience Index has a lot of questions about perception and they will walk through it with us on how to identify resilience areas and fill out the paperwork.

Florida Forest Service was present at the meeting and is active in mitigation and we work closely with Dan Anderson of the School District. Also, Stephen Caruso with the City Water and Waste was present in the meeting.

We are working with our Building Dept. to get them more involved as a department and also in the work group to be involved on some of our projects with the difficulties the Building Dept. is experiencing in the NFIP.

In working with Danny at the Building Department we learned that we already have an emergency disaster housing ordinance to allow for the temporary placement of RVs and trailers on lots where damage was sustained to primary residence.

The mitigation project that we wanted to pursue with Charles Sadler Lane experienced some obstacles, mainly engineering and a question about what kind of vehicle the county needs to take to fund a project on a private road. We have passed the deadline, but we are working with Engineering to identify specifics on what needs to be done to fix that road. Then we will work towards putting together an application for DEM.

D. Hinkel inquired from the LMS Group on any updates for inclusion into the LMS Project List revealed none at this time.

FFS Smith advised that they had nothing budgeted in this FY for mitigation.

B. Roberts stated that the airport still had need for water diverters and they had experienced water on the airport with a potential to be blown into the secondary EOC.

D. Hinkel pointed out that FFS probably would be interested in preventing water into their hanger. He stated that there may be a FAA grant that Melody Cox is familiar with that we could collaborate on.

E. Rowell stated that Buckeye is moving forward with the "line 3" expansion of one of their areas. D. Hinkel asked if there were possibly some pre-storm impacts on operations that we could possibly work on from a mitigation standpoint. Ms. Rowell stated that they have some pre-storm planning for prevention, but they don't have a lot of mitigation planning there. Buckeye did do a tornado drill within the last 6 months and D. Sands stated that they test their siren every 3rd Thursday of the month. They receive their weather alerts from the EM EAS system.

P. Anderson advised that FDOH is doing very well and they have revised all of their emergency operations plans and they have done some communications training and have exercises planned for the next four years. She went on to say that we, EM and DOH, needed to get together to update the Special Needs operations. She knew of no TCHD mitigation needs.

S. Caruso with Perry W&W stated that they are currently in the process of upgrading their facility now. Their concerns are flooding of control panels causing lift stations to back up. They have 29 lift stations at this time. These systems are most susceptible. D. Hinkel said that a generator for a lift station may be a permissible project for mitigation purposes. He asked that Mr. Caruso supply us with the locations of the 29 lift stations for awareness during future hazards.

Hinkel said that he wanted to speak to all ESF leads to discuss with them and we will have our concept of operations briefing before hurricane season and go through the changes structure and go over

In January TCEM sent our annual mitigation update to DEM and it has been posted on the TaylorCountyGov.com website for anyone to see. Basically we supplied the minutes of the meetings with an update of the projects on our projects list.

Additions to the project lists was a property acquisition project that Melody Cox suggested, should the county identify any natural habitat for an ecological buffer to the effects of hurricanes and tropical surge.

Another was generators, which are generally not an approved project, but if the generator supports another approved project they might be OK.

Wind mitigation to some of our shelters has been broadened to Forest Capital Hall and working to start bringing it back up to a standards for a host shelter.

TCEM, Animal Control and the School District just identified an area at Perry Elementary to utilize as a pet shelter. We are now trying to make sure that we have all of the resources and procedures in place.

D. Hinkel advised that we are nearing closeout of Tropical Storm Debby. At this time the county still has not been reimbursed of any TS Debby funds. They say they have a check of \$208,000 that is in the mail.

D. Hinkel advised that he and S. Spradley met with the Big Bend COAD (Community Organizations Active in Disaster) last week. Big Bend COAD serves Region 2, thirteen counties and they pool and take some of the bigger regional oriented companies and non-profits that focus on serving the public good and volunteering to provide a network for our chapters here in Taylor County. This will help us with not relying on the state or contracting with someone else. Volunteers can do a lot more than what governments can do and provide that personal touch.

D. Hinkel advised that our debris management contracts will be on the Board agenda for review on March 4th. We will have two debris contractors and one debris monitor. Our primary debris contractor will be Ceres Environmental and the alternate contractor will be CrowderGulf. Our debris monitor is Witt-Obrien.

Also, the Board will review an agreement with FDOT to allow them to place equipment on our county tower and then will give us another communication piece with FDOT.

D. Hinkel gave an update on public service announcements every other Friday and these will be done until hurricane season. EM is also working on a business re-entry program to allow businesses to enter damaged areas. There are phases to re-enter an area and we want to create a Tier system for businesses to re-enter the damaged areas and check on their property.

LONG TERM RECOVERY

D. Hinkel advised that the fire department added new bunker gear and new air packs this year and they have a Forestry grant for more equipment.

D. Hinkel informed the group that EM and the IT department of the county to provide better disaster resilience for those agencies that are part of the emergency response team. We are putting in a redundant backup system that will also back up to an offsite location.

For the coming fiscal year one of our main focus points is making a volunteer coordinator to promote volunteer outreach. The coordinator can recruit, train and maintain volunteers and have an active base to get out during the recovery phase. We will also set up a system for accepting donations.

D. Hinkel asked if there were any Long Term Recovery issues as community members and to think about the effects of a catastrophic impact and if their home was impacted what kind of service or program would need to be in place to make them feel comfortable again to get back to work and leaving their home and getting their business back up and operating again.

D. Hinkel said that those programs and ideas are what we need to work on as a group to provide those services post disaster. D. Hinkel, think of, clean roads, child care, power recovery, housing, the economy. We also want to role in the Development Authority for input.

P. Anderson offered a suggestion that we look for input from our staff as training needs assessment and also drilling their communications system. The training needs assessment has been an eye opening experience for FDOH.

D. Hinkel said that EM has hired a contractor to put together a Continuity of Operations Plan and a Continuity of Government plan for the county departments to help us recover if a department is affected the plan can help them get back into operations.

D. Hinkel said that we are going to begin having training and exercise committee meetings again to try and set a better calendar for county emergency response teams. We've already talked to the Red Cross on having a shelter operations course and refreshers and then an exercise on alternate years.

ACTION ITEMS NEXT QUARTER

- Next LMS/LTR meeting is tentatively set for Thursday, May 23, 2013, at 2 PM (TCEM)

- LMS Group to continue to research and evaluate potential LMS projects for inclusion into the LMS Project List, especially projects that enhance CRS Class.
- Debris removal contacts to Board meeting for approval
- Complete and submit HMGP application
- Board to review an agreement with FDOT to allow them to place equipment on our county tower
- Work to make a volunteer coordinator to promote volunteer outreach.
- Implement a training and exercise committee

LMS Working Group/Long-Term Recovery Planning Meeting
Taylor County Emergency Operations Center

May 23, 2013
2:00PM – 3:00PM

Meeting Minutes

Attendance

Meeting Agenda

- Review of Minutes and Action Items from 02/28/13 meeting
- Staff to provide update on LMS projects for inclusion into the LMS Project List

NAME	ORGANIZATION	PHONE	EMAIL
Steve Spradley	Taylor County EM	838-3575	Eoc.coordinator@taylorcountygov.com
Dustin Hinkel	TCEM	850-672-0830	Dustin.hinkel@taylorcountygov.com
Jamie Cruse	TPD	843-9945	Jamie.cruse@perrypolice.net
Paula Anderson	FDOH/TCHD	850-606-8769	Paula_anderson@doh.state.fl.us
Brian Bradshaw	FDEM	850-519-8639	Brian.bradshaw@em.myflorida.com

- Staff to provide update on Debris removal contracts to Board meeting for approval
- Report on HMGP application
- FDOT equipment on county tower
- Volunteers and donations planning update
- Implement a training exercise committee
- Forest Capital Hall host shelter renovation
- Agency Reports
- Questions and comments

Minutes

D. Hinkel thanked everyone for coming and advised that this would be a short meeting with fewer attendees present.

REVIEW OF ACTION ITEMS:

Mr. D. Hinkel stated that all debris removal contracts have been approved by the Board and are now executed.

He advised further that we had decided to delay making application on the HMGP application.

FDOT has completed their installation on our tower, but they still have not brought their system on line due to some linking with the tower at FDOT. S. Spradley reported that in the negotiations for FDOT to put equipment at our site they were supposed to supply us with a low band radio so that we could monitor their operations during activation.

D. Hinkel advised that we still need to meet with County Extension about helping with volunteer and donations and they possibly have one of their staff coordinate the program. He went on to say that the role is too important to have only one of the EM staff coordinate. The Big Bend COAD has started stepping up and we need someone that EM supported to coordinate with them. J. Cruse advised that the PD was very involved with several different groups and he would help look for a person to be the coordinator. All agreed that a city or county employee would probably be best suited.

D. Hinkel said that we have scheduled June 13, for the first training group meeting. J. Cruse advised that he had spoken with Mike Altman at AMTEC and he had expressed the desire to be involved in tactical training. D. Hinkel said that he had also spoken with Matt Eckel of AMTEC and he had also offered their expertise.

J. Cruse advised that the training group idea was formed after a LE response to an aircraft incident. He has put his supervisors in ICS 300 and 400 classes at the EOC in an attempt to become more pro-active in responses. D. Hinkel said the training meeting will assist EM to be more proactive and assist with putting together better training opportunities.

S. Spradley advised that Forest Capital Hall host shelter renovations for the generator hook up have been advertised and we are waiting on bids for the electrical connectivity. D. Hinkel stated that the County is pursuing a grant for renovations to the FCH and we were able to include renovations to make the restrooms ADA compliant and also a sprinkler system to that grant application.

D. Hinkel stated that we are also looking for software programs, possibly through the Dispatch-Center to aid in resource tracking during responses. J. Cruse stated that during the vendor proposals Frequentis did have a mobile application to assist with tracking resources, but funding the application is an issue.

P. Anderson asked if the region had some sort of event and the Special Needs Shelter in Tallahassee was filled is there any way that our local general shelter could become a Special Needs shelter. B. Bradshaw stated that we would need to try and use Dixie or Suwannee's SpNS. S. Spradley advised that EM has ordered shelter supplies with a few SpNS cots for emergency use. D. Hinkel said in a dire situation we would work with the hospital and if necessary we would utilize our risk shelter and attempt to make room and do the best we can.

P. Anderson reported that the TCHD vacancies are in the process of being filled, with one already filled and one on the way.

B. Bradshaw advised that he is trying to obtain more public handouts for us to give out to the public. S. Spradley stated that EM would be attending a Safety Fair at Chemring the next day and we could use some updated handouts.

D. Hinkel stated that EM will be hosting a homeowner Wind Mitigation Workshop on June 15 at FCH.

D. Hinkel inquired if there were any mitigation concerns in the City of Perry for structures that need to be hardened if funds should become available. J. Cruse advised that the City fuel storage depot does not have generator power. Police cars, or any city vehicles, would not have the ability to fuel up during a power shortage. The depot does not have a transfer switch or generator hookup. He said that he would speak to the City Manager to see if there is a plan to address the issue.

D. Hinkel spoke of EM intentions to have damage assessment training every year in July. B. Bradshaw advised that he would inquire if we could have the FDEM Power Point and conduct our own training here at the EOC.

LONG TERM RECOVERY

D. Hinkel said that EM is rolling out our Business Re-Entry program. Businesses will have a similar re-entry pass as the current residential pass. The residential pass allows property owners the ability to re-enter their property to help people recover. The business pass is the same principle and allows a business the ability to re-enter and begin clean up and hopefully get back to business as soon as possible.

Another issue that we have been discussing in the special needs meeting is talking about evacuations and triggers and setting certain scenario timelines. One scenario, such as 36 hours out, would identify when we will meet and coordinate evacuation into the re-entry phase. This timeline will also address other factors such as staging, emergency response, etc.

Hinkel stated that EM has developed CEMP Guides which will assist departments in knowing their duties during a disaster. We will be getting those guides out to our ESF partners.

Hinkel also advised that we are discussing with Fairpoint on making a room into a Citizens Information Center. We want to segregate the public calls that come in to the EOC so that they will not interfere with operations during a disaster.

D. Hinkel also asked that we keep an eye on what the County is doing with the Restore Act, because it is exactly what we need to do in a Long-Term Recovery. The Board has set up a Citizens Advisory Council of 11 people that are preplanning and making recommendations in case money does come into the County from the Act.

Another project that EM wants to begin is to consolidate our multiple plans into one document where possible.

ACTION ITEMS NEXT QUARTER

- Next LMS/LTR meeting is tentatively set for Thursday, August 22, 2013, 2 PM (EOC)
- LMS Group to continue to research and evaluate potential LMS projects for inclusion into the LMS Project List, especially projects that enhance CRS Class
- Work to make a volunteer coordinator to promote volunteer outreach
- Attempt to obtain Damage Assessment training
- Push out the CEMP Guides to all ESF
- Continue with establishing a Citizens Information Center in the EOC

2-H

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO CONSIDER RATIFICATION OF THE COUNTY ADMINISTRATOR'S SIGNATURE APPROVING GRANT CLOSEOUT REPORTS FOR THE FISCAL YEAR 2013 EMERGENCY MANAGEMENT BASE GRANTS, AS AGENDAED BY THE EMERGENCY MANAGEMENT DIRECTOR

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue: THE BOARD TO RATIFY THE COUNTY ADMINISTRATOR'S SIGNATURE

Recommended Action: APPROVE

Fiscal Impact: THE COUNTY HAS BEEN REIMBURSED FOR ALL OF ITS EXPENDITURES

Budgeted Expense: N/A

Submitted By: DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR

Contact: 838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: PER GRANT RULES, THE EM DEPARTMENT IS REQUIRED TO SUBMIT A CLOSEOUT REPORT DOCUMENTING THE RECEIPT OF ALL REQUESTED FUNDS AND SHOWING OUTSTANDING BALANCES.

Options: APPROVE; NOT APPROVE

Attachments: FY 2013 EMPA CLOSEOUT
FY 2013 EMPG CLOSEOUT

Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Emergency Management Preparedness and Assistance Grant Program

Close-Out Report

This form should be completed and submitted to the Division no later than forty-five (45) days after the termination date of the Agreement.

Grantee Taylor County

Agreement No. 13-BG-83-03-72-01-062

Address P.O. Box 620

Agreement Amount \$105,806

City and State Perry, FL

Agreement Period 7/1/12 - 6/30/13

Payments Received Under this Agreement

(Include any advanced funds and final requested payment)

Cost Categories	By Category - Total Contract Expenditures
Salary and Benefits	\$20,234.67
Other Personal/Contractual Services	
Expenses	\$58,918.89
Operating Capital Outlay (Equipment)	\$19,381.63
Fixed Capital Outlay	
Total	\$98,535.19

	Date	Amount
1	12/20/12	\$11,447.98
2	2/28/13	\$10,986.63
3	5/20/13	\$18,795.52
4	8/19/13	\$57,305.06
5		
Total 6		\$98,535.19

Agreement Amount \$105,806.00

Minus Total Payments
(Including final requested funds - Line 6) \$98,535.19

Unspent balance \$7,270.81

Refund and/or final interest checks are due no later than ninety (90) days after the expiration of the Agreement.

Make checks payable to:
Cashier, Division of Emergency Management

Mail To:
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Attn: (contract manager)

I hereby certify that the above costs are true and valid costs incurred in accordance with this Agreement.

Signed 
Grantee Contract Manager or Financial Officer

Date 8/23/2013

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

FLAIR ACCOUNT CODE	OLO	SITE	DOCUMENT NUMBER	OBJECT	DATE	PAYMENT NO
31-202191001-31700100-00-10112300	310000	07	D3000629068	7500	05/20/13	1146082
						PAYMENT AMOUNT \$ 18,795.52

TAYLOR COUNTY
201 EAST GREEN STREET
PERRY FL 32347

AGENCY DOCUMENT NO
V004144

PLEASE DIRECT QUESTIONS TO: (850) 922-1648, DIVISION OF EMERGENCY MANAGEMENT

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT [HTTP://FLAIR.DSF.STATE.FL.US](http://FLAIR.DSF.STATE.FL.US)

INVOICE NUMBER	AMOUNT
3 \$	18,795.52

0226
EMPA

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND. CAPITOL BUILDING MUST APPEAR BELOW TO BE AUTHENTIC

WARRANT NO. 64-875
31-202191001-31700100-00-10112300
1146082-0
12 MONTHS
189 288
AMOUNT
18,795.52
TO THE ORDER OF

EMPA

Check Here for Initial Payment ☐Payment Number: 3

DIVISION OF EMERGENCY MANAGEMENT

REQUEST FOR PAYMENT

 DEM-FISCAL MANAGEMENT
 13 MAY -9 AM 8:45
PLEASE TYPE
 Originating Division: Emergency Management

 Make Warrant Payable to: Taylor County
 (Same as Contract Name)

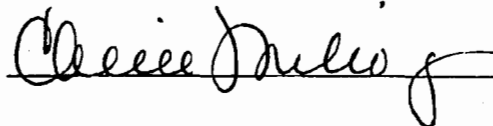
 Mailing Address: 201 E. Green St.
Perry, FL. 32347

 Contract Number: 13-BG-83-03-72-01-062

 Amount of Warrant: \$18,795.52

(Same as Backup Documentation)

TR	<u>70</u>	ENC # <u>664108</u>	LINE # <u>0001</u>	FOR CONSULTANT CONTRACTS ONLY:
**ORG LEVEL	<u>31800600000</u>	**EO <u>83</u>	OBJ CODE <u>0001</u>	Date Invoice Received: _____
FINAL PAYMENT INDICATOR: _____				Date Goods/Services Received: _____
(Leave Blank if Partial; Insert "F" if Final Payment)				Date Goods/Services Received: _____
CF	DESCRIPTION			Date Goods/Services Received: _____
AMOUNT \$	<u>\$18,795.52</u>			Invoice # <u>3</u>
**VENDOR NO.	<u>F 59-6000879 - 004</u>			TRANS DATE <u>000000</u>
VOUCHER NO.	_____			BATCH NUMBER <u>C</u>
BEN OBJ	BEN CAT _____			
**GRANT NO.	<u>4210S</u>	CONTRACT NO. _____		
**FID NO.	<u>2-191001-101123</u>	BY <u>AA</u>	DATE: <u>5/13/13</u>	
	(Fund No. and Category)			

DATE: 5.8.13APPROVED: TAW


Instructions:

- (1) Retain copy of this form for your files.
- (2) Submit 4 sets of this form and backup documentation to Division Finance (Original and 3 copies)
- (3) Submit the approved routing sheet and required attachments as per DEM instructions.
- (4) Items marked with ** are to be provided by the Program Office.

DEM

**DIVISION OF EMERGENCY MANAGEMENT
EMERGENCY MANAGEMENT PREPAREDNESS AND ASSISTANCE GRANT - EMPA BASE GRANT
QUARTERLY FINANCIAL REPORT**

Form 1

GRANTEE:		Claim # <u>3</u>
County Name:	<u>Taylor</u>	
Address:	<u>P.O. Box 620</u>	
	<u>Perry, FL 32348</u>	
	(Select the quarter of submission)	
	QUARTERLY REPORTING DUE DATES	
Point of Contact:	<u>Dustin Hinkel</u>	July 1 - September 30 - Due no later than October 31
Telephone #:	<u>850-838-3500x7</u>	October 1 - December 31 - Due no later than January 31
AGREEMENT #	<u>13-BG-83-03-72-01-062</u>	January 1 - March 31 - Due no later than April 30 X
		April 1 - June 30 - Due no later than July 31

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

CUMULATIVE	TOTAL ALLOCATED	CURRENT CLAIM	CUM. FUNDS EXPENDED	REMAINING BALANCE
1. Salary and Benefits	\$20,149.00	\$4,630.02	\$14,705.31	\$5,443.69
2. Other Personal /Contractual Services	\$0.00			\$0.00
3. Expenses	\$66,935.00	\$9,080.50	\$21,339.82	\$45,595.18
4. Operating Capital Outlay (OCO)	\$18,722.00	\$5,085.00	\$5,085.00	\$13,637.00
5. Fixed Capital Outlay (FCO)	\$0.00			\$0.00
TOTAL	\$105,806.00	\$18,795.52	\$41,130.13	\$64,675.87

TOTAL AMOUNT TO BE PAID ON THIS **\$18,795.52**

I hereby certify that the above costs are true and valid costs incurred in accordance with the project agreement.

Signed: *Jack R. Brown* **JACK R. BROWN**
COUNTY ADMINISTRATOR
TAYLOR COUNTY, FL
201 E. GREEN ST.
PERRY, FL 32347

4/22/2013
Date

QUARTERLY STATUS REPORT

This information must be clearly linked to the project **TIMELINE, DELIVERABLES AND THE SCOPE OF WORK.**

Report events, progress, delays, etc. that pertain to this project.

EM Staff hosted Tornado TTX on 5 March and attended Quarterly region meeting on 14 March

EM Staff attended FEPA annual conference on 28 - 31 January and 1 February

EM Staff participated in Midyear SOW review on 28 January

EM Staff has uploaded its shelter retrofit data to FDEM sharepoint

(Attach additional page(s) if needed.)

THIS SECTION BELOW IS TO BE COMPLETED BY DEM WITH EACH QUARTERLY FINANCIAL PAYMENT

Total EMPA (State) Amount	<u>\$105,806.00</u>
Prior Payments	<u>22,434.11</u>
This Payment	<u>18,795.52</u>
Unexpended Funds	<u>64,575.87</u>

RECEIVED
 EMERGENCY MANAGEMENT
 APR 25 13 MAY 2 PM
 FISCAL

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

FLAIR ACCOUNT CODE	OLO	SITE	DOCUMENT NUMBER	OBJECT	DATE	PAYMENT NO
31-202191001-31700100-00-10112300	310000	07	D3000460132	7500	02/28/13	0861205
					PAYMENT AMOUNT	
					\$ 10,986.63	

AGENCY DOCUMENT NO
V002964

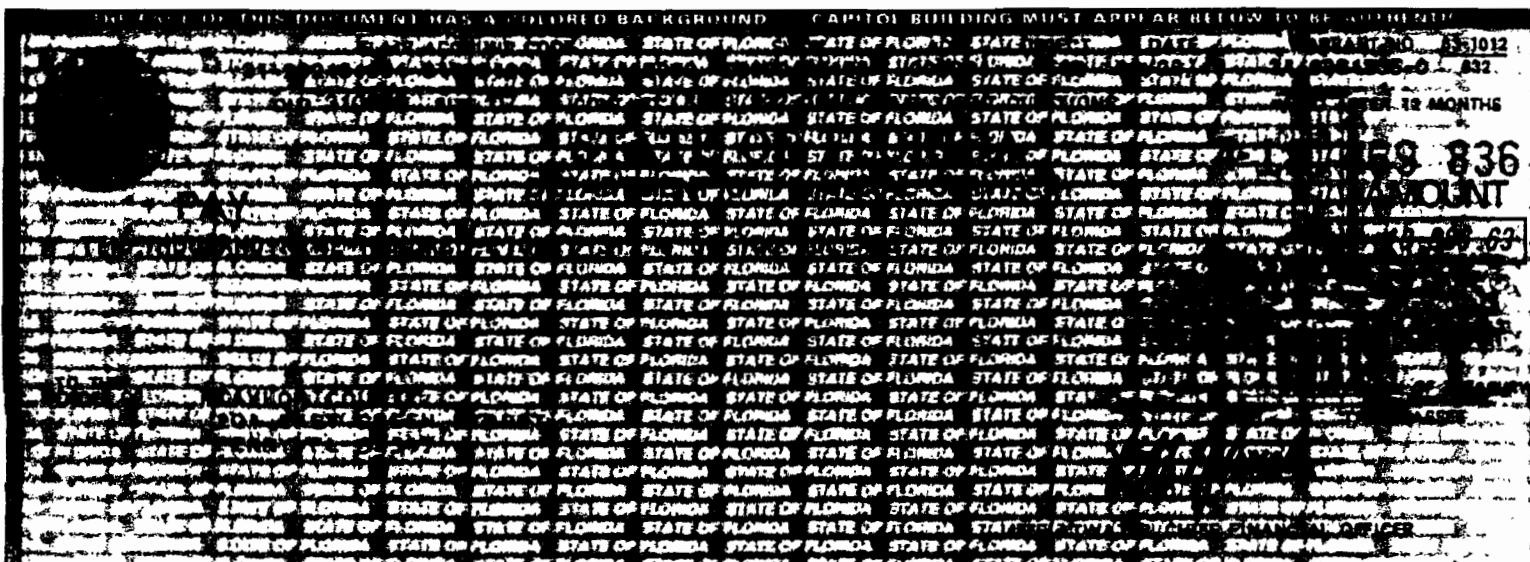
TAYLOR COUNTY
201 EAST GREEN STREET
PERRY FL 32347

PLEASE DIRECT QUESTIONS TO: (850) 922-1848, DIVISION OF EMERGENCY MANAGEMENT

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT [HTTP://FLAIR.DBF.STATE.FL.US](http://FLAIR.DBF.STATE.FL.US)

INVOICE NUMBER	AMOUNT
2	\$ 10,986.63

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT



EMPA

Check Here for Initial Payment ☐Payment Number: 2

DIVISION OF EMERGENCY MANAGEMENT

REQUEST FOR PAYMENT

 DEM-FISCAL MANAGEMENT
 13 FEB - 4 AM 10:28
PLEASE TYPE
 Originating
 Division:

Emergency Management

Make Warrant Payable to:

Taylor County

(Same as Contract Name)

Mailing Address:

 201 E. Green Street
 Perry, FL. 32347

Contract Number:

13-BG-83-03-72-01-062

Amount of Warrant:

\$10,986.63

(Same as Backup Documentation)

TR

70

ENC #

EX-108

LINE #

0001

**ORG LEVEL

31800600000

**EO

83

OBJ CODE

75003

FOR CONSULTANT CONTRACTS ONLY:

Date Invoice Received:

FINAL PAYMENT INDICATOR:

(Leave Blank if Partial; Insert "F" if Final Payment)

 Date Goods/Services
 Received:

CF

DESCRIPTION

 Date Goods/Services
 Received:

AMOUNT \$

\$10,986.63

Invoice #

2

**VENDOR NO.

F59-6000879

-004

VOUCHER NO.

LINE NO.

TRANS DATE

000000

BEN OBJ

BEN CAT

**GRANT NO.

4210S

CONTRACT NO.

BATCH NUMBER

C

**FID NO.

2-191001-101123

BY

AA

DATE:

2/17/13

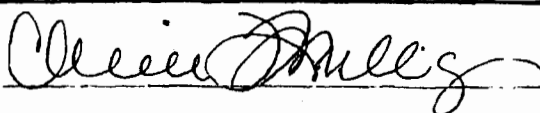
(Fund No. and Category)

DATE:

2/1/13

APPROVED:

TAW



Instructions:

- (1) Retain copy of this form for your files.
- (2) Submit 4 sets of this form and backup documentation to Division Finance (Original and 3 copies)
- (3) Submit the approved routing sheet and required attachments as per DEM instructions.
- (4) Items marked with ** are to be provided by the Program Office.

DEM

DIVISION OF EMERGENCY MANAGEMENT
EMERGENCY MANAGEMENT PREPAREDNESS AND ASSISTANCE GRANT - EMPA BASE GRANT
QUARTERLY FINANCIAL REPORT

Form 1

GRANTEE:

Claim # 2

County Name:

Taylor

Address:

P.O. Box 620

Perry, FL 32348

(Select the quarter of submission)

QUARTERLY REPORTING DUE DATES

Point of Contact:

Dustin Hinkel

Telephone #:

850-838-3500x7

AGREEMENT #

13-BG-83-03-72-01-062

July 1 - September 30 - Due no later than October 31

October 1 - December 31 - Due no later than January 31

January 1 - March 31 - Due no later than April 30

April 1 - June 30 - Due no later than July 31

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

CUMULATIVE	TOTAL ALLOCATED	CURRENT CLAIM	CUM. FUNDS EXPENDED	REMAINING BALANCE
1. Salary and Benefits	\$20,149.00	4741.17	\$10,064.21	\$15,518.91
2. Other Personal /Contractual Services	\$0.00		\$0.00	\$0.00
3. Expenses	\$66,935.00	\$6,245.46	\$12,259.32	\$60,689.54
4. Operating Capital Outlay (OCO)	\$18,722.00		\$0.00	\$18,722.00
5. Fixed Capital Outlay (FCO)	\$0.00		\$0.00	\$0.00
TOTAL	\$105,806.00	10986.63	\$22,323.53	\$94,930.45

TOTAL AMOUNT TO BE PAID ON THIS

10,986.63
~~\$10,875.55~~

I hereby certify that the above costs are true and valid costs incurred in accordance with the project agreement.

Signed:

Jack R. Brown
JACK R. BROWN
 COUNTY ADMINISTRATOR
 TAYLOR COUNTY, FL
 201 E. GREEN ST.
 PERRY, FL 32347

Date

1/23/13

QUARTERLY STATUS REPORT

This information must be clearly linked to the project TIMELINE, DELIVERABLES AND THE SCOPE OF WORK.

Report events, progress, delays, etc. that pertain to this project.

(Attach additional page(s) if needed.)

THIS SECTION BELOW IS TO BE COMPLETED BY DEM WITH EACH QUARTERLY FINANCIAL PAYMENT

Total EMPA (State) Amount	\$105,806.00
Prior Payments	11,445.98
This Payment	10,986.63
Unexpended Funds	83,371.39

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

FLAIR ACCOUNT CODE	OLO	SITE	DOCUMENT NUMBER	OBJECT	DATE	PAYMENT NO
31-202191001-31700100-00-10112300	310000	07	D3000331061	7500	12/20/12	0612769
PAYMENT AMOUNT						\$ 11,447.98

AGENCY DOCUMENT NO
V002160

TAYLOR COUNTY
201 EAST GREEN STREET
PERRY FL 32347

PLEASE DIRECT QUESTIONS TO: (850) 922-1648, DIVISION OF EMERGENCY MANAGEMENT

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT [HTTP://FLAIR.DBF.STATE.FL.US](http://FLAIR.DBF.STATE.FL.US)

INVOICE NUMBER	AMOUNT
1	\$ 11,447.98

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND. CAPITOL BUILDING MUST APPEAR BELOW TO BE AUTHENTIC.

STATE OF FLORIDA STATE OF FLORIDA STATE OF FLORIDA STATE OF FLORIDA STATE OF FLORIDA STATE OF FLORIDA STATE OF FLORIDA STATE OF FLORIDA STATE OF FLORIDA STATE OF FLORIDA

WARRANT NO 83-1012
632

DATE 12/20/12

AMOUNT \$ 11,447.98

TO THE CASHIER OF

STATE OF FLORIDA

EMPA

Check Here for Initial Payment ☒ XPayment Number: 1

DIVISION OF EMERGENCY MANAGEMENT

REQUEST FOR PAYMENT

-PLEASE TYPE

Originating
Division: Emergency ManagementMake Warrant Payable to: Taylor County
(Same as Contract Name)Mailing Address: 201 E. Green Street
Perry, FL 32347Contract Number: 13-BG-83-03-72-01-062 Amount of Warrant: \$11,447.98
(Same as Backup Documentation)

TR	<u>70</u>	ENC # <u>64108</u>	LINE # <u>0001</u>	FOR CONSULTANT CONTRACTS ONLY:
**ORG LEVEL	<u>31800600000</u>	**EO	<u>83</u>	Obj CODE <u>750002</u>
Date Invoice Received:				
Date Goods/Services Received:				
Date Goods/Services Received:				
Invoice #				<u>1</u>
TRANS DATE				<u>000000</u>
BATCH NUMBER				<u>000000</u>
DATE: <u>12/18/12</u>				
DATE: <u>11/2/12</u>				

DATE: 11/2/12 APPROVED: Cherie D. Jones

Instructions:

- (1) Retain copy of this form for your files.
- (2) Submit 4 sets of this form and backup documentation to Division Finance (Original and 3 copies)
- (3) Submit the approved routing sheet and required attachments as per DEM instructions.
- (4) Items marked with ** are to be provided by the Program Office.

DEM

Form 1

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

TOTAL AMOUNT TO BE PAID ON THIS \$11,447.98

Total EMPA (State) Amount	105,806. ⁰⁰
Prior Payments	0
This Payment	11,447.98
Unexpended Funds	94,358. ⁰²

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

FLAIR ACCOUNT CODE	OLO	SITE	DOCUMENT NUMBER	OBJECT	DATE	PAYMENT NO
31-202191001-31700100-00-10112300	310000	07	D4000077921	7500	08/19/13	0138607
PAYMENT AMOUNT						\$ 57,305.06

TAYLOR COUNTY
201 EAST GREEN STREET
PERRY FL 32347

AGENCY DOCUMENT NO
V000493

PLEASE DIRECT QUESTIONS TO: (850) 922-1846, DIVISION OF EMERGENCY MANAGEMENT

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT [HTTP://FLAIR.DBF.STATE.FL.US](http://FLAIR.DBF.STATE.FL.US)

INVOICE NUMBER	AMOUNT
4	\$ 57,305.06

0226

IN LATE AUGUST 2013, THE WARRANT COLOR WILL TRANSITION FROM RED TO BLUE.

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND. CAPITOL BUILDING MUST APPEAR BELOW TO BE AUTHENTIC



STATE OF FLORIDA
31-202191001-31700100-00-10112300
OLO 310000 SITE 07
WARRANT NO 04-376
4-19-13 0138607-0
VALID AFTER 12 MONTHS
4-19-13 0138607-0
AMOUNT
\$ 57,305.06

PAY

FIFTY-SEVEN THOUSAND THREE HUNDRED FIVE DOLLARS AND NO CENTS

TO THE
ORDER OF

TAYLOR COUNTY
201 EAST GREEN STREET
PERRY FL 32347

[Signature]

DEPT. ATTORNEY, CHIEF FINANCIAL OFFICER

EMPA

Check Here for Initial Payment ☐

Payment Number: 4

13 AUG -5 PM 3:48

DEM-FISCAL MANAGEMENT

DIVISION OF EMERGENCY MANAGEMENT

REQUEST FOR PAYMENT

-PLEASE TYPE

Originating
Division:

Emergency Management

Make Warrant Payable to: Taylor County

(Same as Contract Name)

Mailing Address: 201 E. Green Street, Perry, FL. 32347

Contract Number: 13-BG-83-03-72-01-062

Amount of Warrant: \$57,305.06

(Same as Backup Documentation)

TR

70

ENC #

664108

LINE #

0001

FOR CONSULTANT CONTRACTS ONLY:

**ORG LEVEL

31800600000

**EO

83

OBJ CODE

750002

Date Invoice Received:

FINAL PAYMENT INDICATOR:

(Leave Blank if Partial; Insert "F" if Final Payment)

Date Goods/Services
Received:

CF

C

DESCRIPTION

Date Goods/Services
Received:

AMOUNT \$

\$57,305.06

Invoice #

4

**VENDOR NO.

F 59-6000879 - DD4

VOUCHER NO.

LINE NO.

TRANS DATE

000000

BEN OBJ

BEN CAT

BATCH NUMBER

C

**GRANT NO.

4210S

CONTRACT NO.

**FID NO.

2-191001-101123

BY

AA

DATE:

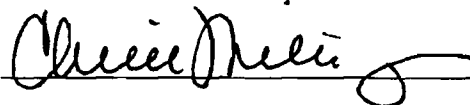
8/13/13

(Fund No. and
Category)

DATE:

8.5.13

APPROVED:

JAW


Instructions:

- (1) Retain copy of this form for your files.
- (2) Submit 4 sets of this form and backup documentation to Division Finance (Original and 3 copies)
- (3) Submit the approved routing sheet and required attachments as per DEM instructions.
- (4) Items marked with ** are to be provided by the Program Office.

DEM

GRANTEE:

Claim # 4

County Name:

Taylor

Address:

P.O. Box 620

Perry, FL 32348

(Select the quarter of submission)

QUARTERLY REPORTING DUE DATES

Point of Contact:

Dustin Hinkel

Telephone #:

850-838-3500x7

AGREEMENT #

13-BG-83-03-72-01-062

July 1 - September 30 - Due no later than October 31

October 1 - December 31 - Due no later than January 31

January 1 - March 31 - Due no later than April 30

April 1 - June 30 - Due no later than July 31

X

CUMULATIVE	TOTAL ALLOCATED	CURRENT CLAIM	CUM. FUNDS EXPENDED	REMAINING BALANCE
1. Salary and Benefits	\$20,149.00	\$5,429.36	\$20,234.67	(\$85.67)
2. Other Personal /Contractual Services	\$0.00			\$0.00
3. Expenses	\$66,935.00	\$37,579.07	\$58,918.89	\$8,016.11
4. Operating Capital Outlay (OCO)	\$18,722.00	\$14,298.63	\$19,381.63	(\$659.63)
5. Fixed Capital Outlay (FCO)	\$0.00			\$0.00
TOTAL	\$105,806.00	\$57,305.06	\$98,535.19	\$7,270.81

TOTAL AMOUNT TO BE PAID ON THIS**\$57,305.06**

I hereby certify that the above costs are true and valid costs incurred in accordance with the project agreement.

Signed:

Contract Manager or Financial Officer

Date

This information must be clearly linked to the project TIMELINE, DELIVERABLES AND THE SCOPE OF WORK.

Report events, progress, delays, etc. that pertain to this project.

EM Staff participated in the Statewide Hurricane Exercise

EM Staff updated contact information and uploaded requested GIS and shelter information

EM Staff attended the Governor's Hurricane Conference

(Attach additional page(s) if needed.)

THIS SECTION BELOW IS TO BE COMPLETED BY DEM WITH EACH QUARTERLY FINANCIAL PAYMENT

Total EMPA (State) Amount	\$105,806.00
Prior Payments	41,230.13
This Payment	57,305.06
Unexpended Funds	7,270.81

FISCAL

3 AUG 2013 11:03

RECEIVED
HARRIS COUNTY
CLERK OF COURTS
JULY 29 2013

Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM - BASE GRANT

FORM 3
Close-Out Report

This form should be completed and submitted to the Division no later than forty-five (45) days after the termination date of the Agreement.

Grantee Taylor County

Address P.O. Box 620

City and State Perry, FL

Agreement No. 13-FG-86-03-72-01-129

Agreement Amount \$54,919

Agreement Period 7/1/12 - 6/30/13

Payments Received Under this Agreement
(Include any advanced funds and final requested payment)

Cost Categories	By Category - Total Contract Expenditures
1. Organizational Activities	\$48,989.00
2. Planning Activities	
3. Training Costs	
4. Exercise Costs	
5. Equipment Acquisition Costs	\$5,930.00
6. Management and Administration Costs	
Total	\$54,919.00

	Date	Amount
1	12/20/12	\$12,306.46
2	2/13/13	\$10,894.14
3	5/2/13	\$10,870.83
4	8/16/13	\$19,399.04
5		
6		
Total 7		\$53,470.47

Agreement Amount \$54,919.00

Minus Total Payments
(Including final requested funds - Line 7) \$53,470.47

Unspent balance \$1,448.53

Refund and/or final interest checks are due no later than ninety (90) days after the expiration of the Agreement.

Make checks payable to:
Cashier, Division of Emergency Management

Mail To:
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Attn: (contract manager)

I hereby certify that the above costs are true and valid costs incurred in accordance with this Agreement.

Signed

Jack R. Brown
Grantee Contract Manager or Financial Officer

Date

8/23/2013

JACK R. BROWN
COUNTY ADMINISTRATOR
TAYLOR COUNTY, FL
201 E. GREEN ST.
PERRY, FL 32347

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

FLAIR ACCOUNT CODE	OLO	SITE	DOCUMENT NUMBER	OBJECT	DATE	PAYMENT NO
31-202261037-31700100-00-05038500	310000	07	D3000595106	7300	05/02/13	1093990
					PAYMENT AMOUNT	
					\$	10,870.83

TAYLOR COUNTY
201 EAST GREEN STREET
PERRY FL 32347

AGENCY DOCUMENT NO
V003953

PLEASE DIRECT QUESTIONS TO: (850) 922-1848, DIVISION OF EMERGENCY MANAGEMENT

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT [HTTP://FLAIR.DBF.STATE.FL.US](http://FLAIR.DBF.STATE.FL.US)

INVOICE NUMBER	AMOUNT
3	\$ 10,870.83

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND CAPITOL BUILDING MUST APPEAR BELOW TO BE AUTHENTIC

WARRANT NO - 64-975
35-10380-0 612

YONE AFTER 12 MONTHS

14-00000 260

14-00000

URGENT

AMOUNT

44-38861-83

THE

100

10-10-68

100-443887-1

10-11-68

7-11-65

1994

100

... ..

INCIAL OFFICER

EMPG

Check Here for Initial Payment ☐Payment Number: 3

DIVISION OF EMERGENCY MANAGEMENT

REQUEST FOR PAYMENT

DEM-FISCAL MANAGEMENT
13 APR 24 AM 8:50

-PLEASE TYPE

Originating
Division:

Emergency Management

Make Warrant Payable to: Taylor County

(Same as Contract Name)

Mailing Address:

201 E. Green St.
Perry, FL 32347

Contract Number:

13-FG-86-03-72-01-129Amount of Warrant: \$10,870.83

(Same as Backup Documentation)

TR

70

ENC #

G64109

LINE #

0001

**ORG LEVEL

31800600000

**EO

86

OBJ CODE

730000

FOR CONSULTANT CONTRACTS ONLY:

Date Invoice Received: _____

FINAL PAYMENT INDICATOR:

(Leave Blank if Partial; Insert "F" if Final Payment)

Date Goods/Services
Received: _____

CF

DESCRIPTION

Date Goods/Services
Received: _____

AMOUNT \$

\$10,870.83

Invoice #

3

**VENDOR NO.

F 59-6000879- 001

VOUCHER NO.

LINE NO.

TRANS DATE

000000

BEN OBJ

BEN CAT

**GRANT NO.

4270F

CONTRACT NO.

**FID NO.

2-261037-050385

BY

AA

DATE:

4/29/13

BATCH NUMBER

C(Fund No. and
Category)

DATE:

4.23.13

APPROVED:

TAWChen Miller

Instructions:

- (1) Retain copy of this form for your files.
- (2) Submit 4 sets of this form and backup documentation to Division Finance (Original and 3 copies)
- (3) Submit the approved routing sheet and required attachments as per DEM instructions.
- (4) Items marked with ** are to be provided by the Program Office.

DEM

**DIVISION OF EMERGENCY MANAGEMENT
EMERGENCY MANAGEMENT PERFORMANCE GRANT - EMPG BASE GRANT
QUARTERLY FINANCIAL REPORT
FORM 1**

GRANTEE:

Claim # 3

County Name:

Taylor

Address:

POBox 620

Perry, FL 32348

(Select the quarter of submission)

QUARTERLY REPORTING DUE DATES

Point of Contact:

Dustin Hinkel

Telephone #:

850-838-3500 x7

AGREEMENT #

13-FG-86-03-72-01-129

July 1 - September 30 - Due no later than October 31

October 1 - December 31 - Due no later than January 31

January 1 - March 31 - Due no later than April 30

April 1 - June 30 - Due no later than July 31

X

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

CUMULATIVE	TOTAL ALLOCATED	CURRENT CLAIM	CUM. FUNDS EXPENDED	REMAINING BALANCE
1. Organizational Costs	\$48,989.00	\$10,870.83	\$34,071.43	\$14,917.57
2. Planning Costs				\$0.00
3. Training Costs				\$0.00
4. Exercise Costs				\$0.00
5. Equipment Costs	\$5,930.00			\$5,930.00
6. Management and Administration Costs (limited to 5% of the total award)				\$0.00
TOTAL	\$54,919.00	\$10,870.83	\$34,071.43	\$20,847.57

TOTAL AMOUNT TO BE PAID ON THIS \$10,870.83

EMPG MATCH

Federal funds provided under this Agreement shall be matched by the Recipient dollar for dollar from non-federal funds. NOTE: If the amount entered below is NOT EMPA, provide appropriate back-up/supporting documentation.

MATCH	EMPA	LOCAL	OTHER NON-FEDERAL
	\$54,919.00		

I hereby certify that the above costs are true and valid costs incurred in accordance with the project agreement.

Signed:

Jack R. Brown
JACK R. BROWN
COUNTY ADMINISTRATOR
TAYLOR COUNTY, FL
201 E. GREEN ST.
PERRY, FL 32347

Date

4/17/2013

QUARTERLY STATUS REPORT

This information must be clearly linked to the project TIMELINE, DELIVERABLES AND THE SCOPE OF WORK.
Report events, progress, delays, etc. that pertain to this project.

EM Coordinator participated in a Tornado activation table-top exercise on 5 March.

RECEIVED
EMERGENCY MANAGEMENT
13 APR 22 PM 1:30
FISCAL

(Attach additional page(s) if needed.)

THIS SECTION BELOW IS TO BE COMPLETED BY DEM WITH EACH QUARTERLY FINANCIAL PAYMENT

Total EMPG (Federal) Amount	\$ 54,919.00
Prior Payments	23,200.60
This Payment	10,870.83
Unexpended Funds	20,847.57

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

FLAIR ACCOUNT CODE	OLO	SITE	DOCUMENT NUMBER	OBJECT	DATE	PAYMENT NO
31-202261037-31700100-00-05038500	310000	07	D3000331062	7300	12/20/12	0612773

PAYMENT AMOUNT
\$ 12,306.46

TAYLOR COUNTY
201 EAST GREEN STREET
PERRY FL 32347

AGENCY DOCUMENT NO
V002161

PLEASE DIRECT QUESTIONS TO: (850) 822-1846, DIVISION OF EMERGENCY MANAGEMENT

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT [HTTP://FLAIR.DBF.STATE.FL.US](http://FLAIR.DBF.STATE.FL.US)

INVOICE
NUMBER

AMOUNT

1 \$ 12,306.46

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND. CAPITOL BUILDING MUST APPEAR BELOW TO BE AUTHENTIC



EMPG

Check Here for Initial Payment ☒Payment Number: 1

DIVISION OF EMERGENCY MANAGEMENT

REQUEST FOR PAYMENT

-PLEASE TYPE

Originating
Division:

Emergency Management

Make Warrant Payable to:

Taylor County

(Same as Contract Name)

Mailing Address:

201 E Green Street
Perry, FL 32347

Contract Number:

13-FG-86-03-72-01-129

Amount of Warrant:

\$12,306.46

(Same as Backup Documentation)

TR

70

ENC #

604109

LINE #

0001

FOR CONSULTANT CONTRACTS ONLY:

**ORG LEVEL

31800600000

**EO

86

OBJ CODE

730000

Date Invoice Received:

FINAL PAYMENT INDICATOR:

(Leave Blank if Partial; Insert "F" if Final Payment)

Date Goods/Services
Received:

CF

DESCRIPTION

Date Goods/Services
Received:

AMOUNT \$

\$12,306.46

Invoice #

**VENDOR NO.

F 59-6000879

-004

VOUCHER NO.

LINE NO.

TRANS DATE

000000

BEN OBJ

BEN CAT

BATCH NUMBER

**GRANT NO.

4270F

CONTRACT NO.

**FID NO.

2-261037-050385

BY

AA

DATE:

12/18/12

(Fund No. and
Category)

DATE:

11.5.12

APPROVED:

Cherie Davis

Instructions:

- (1) Retain copy of this form for your files.
- (2) Submit 4 sets of this form and backup documentation to Division Finance (Original and 3 copies)
- (3) Submit the approved routing sheet and required attachments as per DEM instructions.
- (4) Items marked with ** are to be provided by the Program Office.

DEM

**DIVISION OF EMERGENCY MANAGEMENT
EMERGENCY MANAGEMENT PERFORMANCE GRANT - EMPG BASE GRANT
QUARTERLY FINANCIAL REPORT
FORM 1**

GRANTEE: _____ Claim # 1
 County Name: Taylor
 Address: P.O. Box 620
Perry, FL 32348
 (Select the quarter of submission)
 QUARTERLY REPORTING DUE DATES
 Point of Contact: Dustin Hinkel July 1 - September 30 - Due no later than October 31 X
 Telephone #: 850-838-3500x7 October 1 - December 31 - Due no later than January 31
 AGREEMENT #: 13-FG-86-03-72-01-129 January 1 - March 31 - Due no later than April 30
 April 1 - June 30 - Due no later than July 31

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

CUMULATIVE	TOTAL ALLOCATED	CURRENT CLAIM	CUM. FUNDS EXPENDED	REMAINING BALANCE
1. Organizational Costs	\$48,989.00	\$12,306.46	\$12,306.46	\$24,376.08
2. Planning Costs				\$0.00
3. Training Costs				\$0.00
4. Exercise Costs				\$0.00
5. Equipment Costs	\$5,930.00	\$0.00		\$5,930.00
6. Management and Administration Costs (limited to 5% of the total award)				\$0.00
TOTAL	\$54,919.00	\$12,306.46	\$12,306.46	\$30,306.08

TOTAL AMOUNT TO BE PAID ON THIS INVOICE

\$12,306.46

EMPG MATCH				
Federal funds provided under this Agreement shall be matched by the Recipient dollar for dollar from non-federal funds. NOTE: If the amount entered below is NOT EMPA, provide appropriate back-up/supporting documentation.				
MATCH	EMPA	LOCAL	IN-KIND	OTHER NON-FEDERAL
	\$54,919.00			

I hereby certify that the above costs are true and valid costs incurred in accordance with the project agreement.

Signed:

Jack R. Brown
 Contract Manager or Financial Officer

10/26/12
 Date

JACK R. BROWN
 COUNTY ADMINISTRATOR
 TAYLOR COUNTY, FL
 201 E. GREEN ST.
 PERRY, FL 32347

QUARTERLY STATUS REPORT

This information must be clearly linked to the project TIMELINE, DELIVERABLES AND THE SCOPE OF WORK.
 Report events, progress, delays, etc. that pertain to this project.

EM Coordinator responded to Tropical Storm Debby - July 2012

(Attach additional page(s) if needed.)

THIS SECTION BELOW IS TO BE COMPLETED BY DEM WITH EACH QUARTERLY FINANCIAL PAYMENT

Total EMPG (Federal) Amount	54,919.00
Prior Payments	0
This Payment	12,306.46
Unexpended Funds	42,612.54

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

FLAIR ACCOUNT CODE	OLD	SITE	DOCUMENT NUMBER	OBJECT	DATE	PAYMENT NO
31-202261037-31700100-00-05038500	310000	07	D3000430300	7300	02/13/13	0805197

PAYMENT AMOUNT
\$ 10,894.14

AGENCY DOCUMENT NO
V002731

TAYLOR COUNTY
201 EAST GREEN STREET
PERRY FL 32347

PLEASE DIRECT QUESTIONS TO: (850) 922-1848, DIVISION OF EMERGENCY MANAGEMENT

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT [HTTP://FLAIR.DBF.STATE.FL.US](http://FLAIR.DBF.STATE.FL.US)

INVOICE NUMBER	AMOUNT
2	\$ 10,894.14

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND

CAPITOL BUILDING MUST APPEAR BELOW TO BE AUTHENTIC

PAY

12-10-71 652
AMOUNT
10,000.14

EMPG

Check Here for Initial Payment ☐Payment Number: 2

DIVISION OF EMERGENCY MANAGEMENT

REQUEST FOR PAYMENT

DEM-FISCAL MANAGEMENT

13 FEB -4 AM 10:27

-PLEASE TYPEOriginating
Division:**Emergency Management**Make Warrant Payable to: Taylor County

(Same as Contract Name)

Mailing Address:

201 E. Green Street
Perry, FL 32347

Contract Number:

13-FG-86-03-72-01-129

Amount of Warrant:

\$10,894.14

(Same as Backup Documentation)

TR 70 ENC # G/1109 LINE # 0001
 **ORG LEVEL 31800600000 **EO 86 OBJ CODE 130000

FOR CONSULTANT CONTRACTS ONLY:

Date Invoice Received: _____

FINAL PAYMENT INDICATOR:

(Leave Blank if Partial; Insert "F" if Final Payment)

Date Goods/Services
Received: _____

CF DESCRIPTION

Date Goods/Services
Received: _____AMOUNT \$ \$10,894.14Invoice # 2**VENDOR NO. F 59-6000879 - 004

VOUCHER NO. _____ LINE NO. _____

TRANS DATE 000000

BEN OBJ _____ BEN CAT _____

**GRANT NO. 4270F CONTRACT NO. _____BATCH NUMBER C

**FID NO. 2-261037-050385 BY AA DATE 2/1/13
 (Fund No. and
Category)

DATE: 2/1/13APPROVED: TRW

Instructions:

- (1) Retain copy of this form for your files.
- (2) Submit 4 sets of this form and backup documentation to Division Finance (Original and 3 copies)
- (3) Submit the approved routing sheet and required attachments as per DEM instructions.
- (4) Items marked with ** are to be provided by the Program Office.

DEM

**DIVISION OF EMERGENCY MANAGEMENT
EMERGENCY MANAGEMENT PERFORMANCE GRANT - EMPG BASE GRANT
QUARTERLY FINANCIAL REPORT
FORM 1**

GRANTEE:

Claim # 2

County Name:

Taylor

Address:

POBox 620

Perry, FL 32348

(Select the quarter of submission)

QUARTERLY REPORTING DUE DATES

Point of Contact:

Dustin Hinkel

Telephone #:

850-838-3500 x7

AGREEMENT #

13-FG-86-03-72-01-129

July 1 - September 30 - Due no later than October 31

October 1 - December 31 - Due no later than January 31

January 1 - March 31 - Due no later than April 30

April 1 - June 30 - Due no later than July 31

X

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

CUMULATIVE	TOTAL ALLOCATED	CURRENT CLAIM	CUM. FUNDS EXPENDED	REMAINING BALANCE
1. Organizational Costs	\$48,989.00	10,894.14 \$10,692.61	\$22,999.07	\$25,989.93
2. Planning Costs				\$0.00
3. Training Costs				\$0.00
4. Exercise Costs				\$0.00
5. Equipment Costs	\$5,930.00	\$0.00		\$5,930.00
6. Management and Administration Costs (limited to 5% of the total award)				\$0.00
TOTAL	\$54,919.00	10,894.14 \$10,692.61	\$22,999.07	\$31,919.93

TOTAL AMOUNT TO BE PAID ON THIS 10,894.14 ~~\$10,692.61~~

EMPG MATCH

Federal funds provided under this Agreement shall be matched by the Recipient dollar for dollar from non-federal funds. NOTE: If the amount entered below is NOT EMPA, provide appropriate back-up/supporting documentation.

MATCH	EMPA	LOCAL	IN-KIND	OTHER NON-FEDERAL
	\$54,919.00			

I hereby certify that the above costs are true and valid costs incurred in accordance with the project agreement.

Signed:

Jack R. Brown

JACK R. BROWN
COUNTY ADMINISTRATOR
TAYLOR COUNTY, FL
Contract Manager or Financial Officer
201 E. GREEN ST.
PERRY, FL 32347

Date

11/23/13

QUARTERLY STATUS REPORT

This information must be clearly linked to the project TIMELINE, DELIVERABLES AND THE SCOPE OF WORK.

Report events, progress, delays, etc. that pertain to this project.

(Attach additional page(s) if needed.)

THIS SECTION BELOW IS TO BE COMPLETED BY DEM WITH EACH QUARTERLY FINANCIAL PAYMENT

Total EMPG (Federal) Amount	
Prior Payments	
This Payment	
Unexpended Funds	

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

FLAIR ACCOUNT CODE	OLO	SITE	DOCUMENT NUMBER	OBJECT	DATE	PAYMENT NO
31-202261037-31700100-00-05038500	310000	07	D4000077922	7300	08/16/13	0135160
					PAYMENT AMOUNT \$ 19,399.04	

TAYLOR COUNTY
201 EAST GREEN STREET
PERRY FL 32347

AGENCY DOCUMENT NO
V000494

PLEASE DIRECT QUESTIONS TO: (850) 922-1646, DIVISION OF EMERGENCY MANAGEMENT

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT [HTTP://FLAIR.DBF.STATE.FL.US](http://FLAIR.DBF.STATE.FL.US)

INVOICE NUMBER	AMOUNT
4	\$ 19,399.04

IN LATE AUGUST 2013, THE WARRANT COLOR WILL TRANSITION FROM RED TO BLUE.

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND CAPITOL BUILDING MUST APPEAR BELOW TO BE AUTHENTIC



PAY

NINETEEN THOUSAND THREE HUNDRED NINETY

WARRANT NO: 64-976
64-0135180-0 012

VOID AFTER 12 MONTHS

4-18-62 9 168

AMOUNT

FD-302 (Rev. 11-29-60)

TO THE
ORDER OF

TAYLOR COLMICH
201 EAST GREEN STREET
PERRY FL 32567

FOR DIVISION OF LABORATORY

4/11/68

FINANCIAL OFFICER

CF

EMPG

Check Here for Initial Payment ☐

Payment Number:

4

DIVISION OF EMERGENCY MANAGEMENT

REQUEST FOR PAYMENT

PLEASE TYPE

Originating Division: Emergency Management

Make Warrant Payable to: Taylor County
(Same as Contract Name)Mailing Address: 201 E. Green St.,
Perry, FL 32347

Contract Number: 13-FG-86-03-72-01-129

Amount of Warrant: \$19,399.04

(Same as Backup Documentation)

DEM-FISCAL MANAGEMENT
13 AUG - 5 PM 3:48

TR 70 ENC # G64109 LINE # 0001

**ORG LEVEL 31800600000 **EO 86 OBJ CODE 730000

FOR CONSULTANT CONTRACTS ONLY:

Date Invoice Received:

FINAL PAYMENT INDICATOR:

(Leave Blank if Partial; Insert "F" if Final Payment)

Date Goods/Services
Received:

CF DESCRIPTION

Date Goods/Services
Received:

AMOUNT \$ \$19,399.04

Invoice # 4

**VENDOR NO. f 59-8000879 - 004

VOUCHER NO. LINE NO.

TRANS DATE 000000

BEN OBJ BEN CAT

BATCH NUMBER C

**GRANT NO. 4270F CONTRACT NO.

**FID NO. 2-261037-050385 BY AA DATE: 8/13/13

(Fund No. and
Category)

DATE: 8.5.13

APPROVED: TAW

Cheer Miller

Instructions:

- (1) Retain copy of this form for your files.
- (2) Submit 4 sets of this form and backup documentation to Division Finance (Original and 3 copies)
- (3) Submit the approved routing sheet and required attachments as per DEM instructions.
- (4) Items marked with ** are to be provided by the Program Office.

DEM

**DIVISION OF EMERGENCY MANAGEMENT
EMERGENCY MANAGEMENT PERFORMANCE GRANT - EMPG BASE GRANT
QUARTERLY FINANCIAL REPORT
FORM 1**

GRANTEE:

County Name:

Address:

Taylor

POBox 620

Perry, FL 32348

Claim # 4

(Select the quarter of submission)

QUARTERLY REPORTING DUE DATES

Point of Contact:

Telephone #:

AGREEMENT #

Dustin Hinkel

850-838-3500 x7

13-FG-86-03-72-01-129

July 1 - September 30 - Due no later than October 31

October 1 - December 31 - Due no later than January 31

January 1 - March 31 - Due no later than April 30

April 1 - June 30 - Due no later than July 31

X

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

CUMULATIVE	TOTAL ALLOCATED	CURRENT CLAIM	CUM. FUNDS EXPENDED	REMAINING BALANCE
1. Organizational Costs	\$47,614.00	\$12,094.04	\$46,165.47	\$1,448.53
2. Planning Costs				\$0.00
3. Training Costs				\$0.00
4. Exercise Costs				\$0.00
5. Equipment Costs	\$7,305.00	\$7,305.00	\$7,305.00	\$0.00
6. Management and Administration Costs (limited to 5% of the total award)				\$0.00
TOTAL	\$54,919.00	\$19,399.04	\$53,470.47	\$1,448.53

TOTAL AMOUNT TO BE PAID ON THIS \$19,399.04

EMPG MATCH

Federal funds provided under this Agreement shall be matched by the Recipient dollar for dollar from non-federal funds. NOTE: If the amount entered below is NOT EMPA, provide appropriate back-up/supporting documentation.

MATCH	EMPA	LOCAL	OTHER NON-FEDERAL
	\$54,919.00		

I hereby certify that the above costs are true and valid costs incurred in accordance with the project agreement.

Signed:

Grantee Contract Manager or Financial Officer

Date

JACK R. BROWN
COUNTY ADMINISTRATOR
TAYLOR COUNTY, FL
201 E. GREEN ST.
PERRY, FL 32347

QUARTERLY STATUS REPORT

This information must be clearly linked to the project TIMELINE, DELIVERABLES AND THE SCOPE OF WORK.
Report events, progress, delays, etc. that pertain to this project.

EM Coordinator participated in the Statewide Hurricane Exercise on 5/20 and 5/21.

FISCAL

13 JUL 29 PM 12:43

RECEIVED
EMERGENCY MANAGEMENT

(Attach additional page(s) if needed.)

THIS SECTION BELOW IS TO BE COMPLETED BY DEM WITH EACH QUARTERLY FINANCIAL PAYMENT

Total EMPG (Federal) Amount	\$54,919.00
Prior Payments	34,071.43
This Payment	19,399.04
Unexpended Funds	1,448.53

2-I

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO CONSIDER APPROVAL OF A FULL TIME EQUIVALENT POSITION FOR THE COURTHOUSE CUSTODIAN POSITION, AS AGENDAED BY THE ASSISTANT COUNTY ADMINISTRATOR

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue: BOARD TO APPROVE FTE POSITION FOR COURTHOUSE CUSTODIAN

Recommended Action: APPROVE

Fiscal Impact: Life insurance benefits and medical benefits

Budgeted Expense: 3% match for FRS, plus minimum wage of \$7.90/hour

Submitted By: Dustin Hinkel, Assistant County Administrator

Contact: Dustin Hinkel, Assistant County Administrator

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: THE POSITION HAS SHOWN A NEED TO EXCEED THE HOURS THE OF A PART-TIME POSITION. THE BOARD DISCUSSED THIS ISSUE AT THE AUGUST 27 WORKSHOP.

Options: Cut position hours to less than 30 hours per week
Approve FTE position

Attachments: Current job description

Taylor County Board of County Commissioners
JOB TITLE: Custodian

EXEMPT (Y/N):	No	UNION (Y/N):	No
SALARY LEVEL:		WORKERS COMP:	9101
LOCATION:	Courthouse	DEPARTMENT:	
PREPARED BY:	Human Resources	DATE:	04/02/07
APPROVED BY:	County Administrator	Reformatted:	08/24/2013

SUMMARY:

This is moderately heavy manual work in routine housekeeping and domestic tasks. Custodial workers do a variety of housekeeping tasks performed under general supervision. Primary responsibility is for the use of proper methods and materials in cleaning and otherwise caring for the building and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Duties listed are not intended to be all encompassing or descriptive of all responsibilities for the position. Other duties are to be accomplished as assigned and required.

- Sweeps, mops, buffs and strips floors.
- Vacuums all carpets.
- Washes windows.
- Cleans water fountain.
- Dusts and polishes furniture.
- Dusts shelves.
- Sterilize keyboards, printer, copy machine.
- Washes toilets, restrooms, and fixtures.
- Empties waste baskets.
- Cleans tables.
- Assists in setting up rooms, tables, and chairs.
- Cleans kitchen and refrigerator.
- Cleans storage areas.
- Performs any other related work as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High School diploma or GED. Must be 18 years of age.

Taylor County Board of County Commissioners

JOB TITLE: Custodian

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must successfully pass a physical exam.

Required to sit; use hands to finger, handle, or feel; talk and hear.

Occasionally required to stand; walk; reach with hands and arms; and stoop, bend and kneel.

Must be able to lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Workplace is in an office environment.

APPLICATIONS:

Applications can be obtained from www.taylorcountygov.com but must be returned to WORKFORCE by one of the following ways: save the application to either a disk or computer after you fill it out, then email to: EFM-Employers@nfwdb.org with your application attached or print and deliver to MOBILE CAREER LAB at SAVE-A-Lot Shopping Plaza on Tuesdays, Wednesdays or Thursdays 9:00 A.M.– 4:00 P.M.; or mail to 705 E. Base Street, Madison, FL. 32340 or fax to 850/ 973-9757. Position will be open until filled. Taylor County Board of County Commissioners is an Equal Opportunity, Veteran's Preference, background checking, drug testing employer.

2-5

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO REQUEST THE COUNTY ATTORNEY TO DRAFT A HOLD HARMLESS AGREEMENT TO ALLOW FOR A STUDENT TO PERFORM RESEARCH AND PLANNING FOR A POSSIBLE RESTORE ACT PROJECT, AS AGENDAED BY THE ASSISTANT COUNTY ADMINISTRATOR

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue: THE BOARD TO REQUEST THE DRAFTING OF A HOLD HARMLESS AGREEMENT

Recommended Action: APPROVE

Fiscal Impact: N/A

Budgeted Expense: N/A

Submitted By: DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR

Contact: 838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: DEAN FOWLER PRESENTED HIS RESTORE ACT PROJECT TO THE BOARD AT THE AUGUST 27 WORKSHOP. TO SAVE MONEY AND TO GET A BETTER IDEA OF THE REQUIREMENTS OF THE PROJECT MR. FOWLER ASKED THAT A COLLEGE STUDENT BE ALLOWED ACCESS TO THE PROPERTY TO COMPLETE THE SITE PLANS AS PART OF THEIR RESEARCH THESIS.

Options: APPROVE; NOT APPROVE

Attachments:

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO HOLD A PUBLIC HEARING ON THE PASSAGE OF A PROPOSED RESOLUTION TO ESTABLISH A THREE-WAY STOP AT THE INTERSECTION OF JIMMY ARCHER ROAD AND JOEL AMAN ROAD, SET FOR THIS DATE AT 5:30 P.M., OR AS SOON THEREAFTER AS POSSIBLE.

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue: THE BOARD TO CONSIDER APPROVAL A RESOLUTION

Recommended Action: APPROVE

Fiscal Impact: COST OF SIGNS

Budgeted Expense: YES

Submitted By: DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR

Contact: 838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: AT ITS AUGUST 5 REGULAR MEETING THE BOARD TASKED THE COUNTY ATTORNEY TO PREPARE A PUBLIC HEARING NOTICE AND RESOLUTION FOR THE INSTALLATION OF A 3-WAY STOP.

Options: APPROVE; NOT APPROVE

Attachments: NOTICE
RESOLUTION

The Bishop Law Firm, P.A.
Attorneys at Law

CONRAD C. BISHOP, JR.
CONRAD C. "SONNY" BISHOP, III
STEPHEN F. "BUDDY" MURPHY

POST OFFICE BOX 167
411 N. WASHINGTON STREET
PERRY, FLORIDA 32348

(850) 584-6113
FAX (850) 584-2433

August 7, 2013

VIA E-MAIL AND REGULAR MAIL

Hon. Annie Mae Murphy
Clerk of Court
Post Office Box 620
Perry, Florida 32348

Mr. Jack Brown
County Administrator
County Offices
201 E. Green Street
Perry, Florida 32347

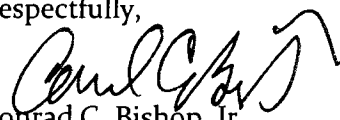
Dear Annie Mae and Jack:

Pursuant to the Board's instructions, please find enclosed a Resolution on the Three-Way Stop and Notice.

If you have any questions, please feel free to give me a call.

Thank you and I hope you are doing fine.

Respectfully,


Conrad C. Bishop, Jr.

CCB/kp

enclosures

TAYLOR COUNTY RESOLUTION NO. _____

WHEREAS, it has come to the attention of the Board of County Commissioners of Taylor County, Florida, that there is a need to establish a three-way stop at the intersection of Jimmy Archer Road and Joel Aman Road.

THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida that

1. A three-way stop is established at the intersection of Jimmy Aarcher Road and Joel Aman Road.
2. Any resolution or posting of any different stop signs on the above described intersection which is different is hereby repealed.

PASSED AND ADOPTED in regular session this _____ day of _____, 2013.

BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA.

BY: _____
PAM FEAGLE, Chairperson

ATTEST:

ANNIE MAE MURPHY, Clerk

NOTICE

Notice is hereby given that the Board of County Commissioners of Taylor County, Florida will hold a Public Hearing on the passage of a proposed Resolution to establish a three-way stop at the intersection of Jimmy Archer Road and Joel Aman Road. The Public Hearing shall be held at the County Commission Meeting Room, Old Post Office Building, 201 E. Green Street, Perry, Florida at the regular meeting of the Board, on _____, 2013, at _____ p.m. The Resolution is for the establishing a three-way stop at the intersection of Jimmy Archer Road and Joel Aman Road.

The proposed Resolution may be inspected by the public at the Clerk of the Circuit Court's Office at the Taylor County Courthouse, Perry, Taylor County, Florida.

All members of the public are welcome to attend. Notice is further hereby given, pursuant to Florida Statute 286.0105, that any person or persons deciding to appeal any matter considered at this public hearing will need a record of the hearing and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DATED this _____ day of _____, 2013, by ANNIE MAE MURPHY, Clerk of the Circuit Court and Clerk to the Board of County Commissioners of Taylor County, Florida.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO CONSIDER APPROVAL OF CERTIFICATE REGARDING MATCHING FUNDS AND CERTIFICATE OF EQUIPMENT FOR CASTING AND COUNTING BALLOTS FOR THE HELP AMERICA VOTE ACT GRANT, AS AGENDAED BY DANA SOUTHERLAND, SUPERVISOR OF ELECTIONS

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue: THE BOARD TO CONSIDER APPROVAL A REQUIRED GRANT DOCUMENTS

Recommended Action: APPROVE

Fiscal Impact: \$316.35 (ABSORBED BY THE SUPERVISOR OF ELECTIONS BUDGET)

Budgeted Expense: YES

Submitted By: DANA SOUTHERLAND, SUPERVISOR OF ELECTIONS

Contact: 838-3515

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: SEE ATTACHED LETTER

Options: APPROVE; NOT APPROVE

Attachments: GRANT AGREEMENT



Dana Southerland

SUPERVISOR OF ELECTIONS

Street Address: 108 N. Jefferson St., Suite 202 • Perry FL 32347

Mailing Address: P.O. Box 1060 • Perry FL 32348-1060

Phone: 850-838-3515 • Fax: 850-838-3516

taylor-elections@gtcom.net

August 7, 2013

Board of County Commissioners

Attn: Pam Feagle, Chairman

201 E Green St

Perry, Florida 32347

Re: Federal Election Activities Grant

Dear Board of County Commissioners:

The 2013 Legislature appropriated Help America Vote Act (HAVA) funds specifically for federal election activities. Taylor County will be receiving \$2,109.02 from the State as long as the county agrees to match this funding with a 15% matching amount of \$316.35.

Due to recent budget cuts I am willing to absorb this matching amount in my budget and will not be requesting any additional funds from the Board in order to secure this grant. I do however; still need the Chairman of the Board of County Commissioners to execute the attached Certificate Regarding Matching Funds indicating Taylor County's willingness to provide a 15% match as required. Also, attached you will find a Certificate of Equipment for Casting and County Ballots that I would request be executed as well.

This is the first year that the Department of State has allowed counties to use HAVA money to purchase emerging technological equipment to enhance and facilitate the election process. It is my desire to use the money allocated for 2013-2014 Federal Election Activities towards purchasing one additional EVID (Electronic Voter Identification) unit. As most of you know we used this piece of technology during the 2012 election cycle and it greatly increased our ability to check in voters and issue their ballots at a much greater speed. However, I have only been able to purchase one or two units each budget cycle and therefore we are only utilizing this technology in six (6) of our largest precincts. This grant money will allow for the purchase of one additional EVID unit and will enable deployment into one additional precinct in Taylor County.

This office is already beginning to prepare for the 2014 election cycle and we are excited about the prospects this grant money will have on reaching the voters of this county.

Sincerely,

Dana Southerland

Dana Southerland

Supervisor of Elections

Certificate Regarding Matching Funds

I, _____, Chairman of the Board of County Commissioners of Taylor County, Florida, do hereby certify that the Board of County Commissioners will provide matching funds for the Federal Election Activities grant in county FY 2013-2014 to the Supervisor of Elections in an amount equal to at least 15% of the amount to be received from the state, which for Taylor County is \$316.35. I understand that if the Board fails to appropriate the matching funds, all funds received from the state for this grant during the 2013-2014 state fiscal year will be required to be returned to the Department of State.

Chairman, Board of County Commissioners

Date

Certificate of Equipment for Casting and Counting Ballots

We, The Honorable Dana Southerland, Supervisor of Elections and _____ Chairperson of Board of County Commissioners, of Taylor County, Florida, do hereby certify that prior to the receipt and use of fiscal year 2013-2014 HAVA funds for the purchase of State-approved or certified (whichever is applicable) emerging or enhancing software or hardware technology as allowable per Attachment A, the county has purchased and made available sufficient equipment for casting and counting ballots to meet the needs of the county electors for the next regularly scheduled general election. If the Florida Department of State determines that there is insufficient equipment for casting and counting ballots for the next regularly scheduled general election as herein certified, we shall return the HAVA funds that were used to purchase other emerging or enhancing software and hardware technology to the State.



Supervisor of Elections

Chairman, Board of County Commissioners



Date

Date



FLORIDA DEPARTMENT of STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

MEMORANDUM

To: Supervisors of Elections

From: Maria Matthews, Esq.,
Director, Division of Elections

Date: July 18, 2013

Subject: FY 2013-14 Federal Election Activities Funds

The 2013 Legislature appropriated \$2,000,000 from the Help America Vote Act funds. These funds are allocated and will be distributed to the Supervisors of Elections based on a formula using the number of active registered voters in each county as of the 2012 General Election's book closing.

These funds can only be spent for any of the following federal election activities:

- Voter education;
- Poll worker training;
- Standardizing election results reporting;
- Other federal election administration activities, as approved by the Department of State, such as implementing and maintaining the provisions of the Military and Overseas Voter Empowerment (MOVE) Act and the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA); or
- Any software or hardware technology, including but not limited to any emerging technology, that enhances or facilitates the delivery of absentee ballots, the casting and counting of valid votes, voting system audits or recount processes, and the certification of accurate and complete official election results. Such technology or any pilot program that uses such technology must first be certified or approved, whichever is applicable, by the Department of State. Additionally, before the Supervisor can receive and use funds to purchase emerging or enhancing technology in this category, the county supervisor of elections and the chairperson of the county governing body must certify that the county has purchased and made available sufficient equipment for casting and counting ballots to meet the needs of the county electors including reducing the wait time at the polls during the early voting period and on election day for the next regularly scheduled general election.

Division of Elections

R.A. Gray Bldg., Rm. 316 • 500 S Bronough St. • Tallahassee, Florida 32399-0250
Telephone: (850) 245-6200 • Facsimile: (850) 245-6217 elections.myflorida.com
Commemorating 500 years of Florida history www.fl500.com



In order to receive and use these funds, you must execute the following documents which are attached:

- *Memorandum of Agreement, Receipt and Use of HAVA Funds for Federal Election Administration Activities*, MOA #2013-2014-0001 (Supervisor of Elections must sign)
- Attachment A, *Compliance Requirements*
- Attachment A-1, *Federal Election Activities Plan*, form DS-DE 126 (Supervisor of Elections must complete and return)
 - Simply place an X in the box for the programs that you plan to carry out this fiscal year, and place an X in the box for the topics that apply to each activity. Please also put an X in the appropriate boxes indicating which funds will be used for each activity. There is no need to enter specific dollar amounts on the plan. The dollar amounts will be addressed when you submit your annual financial report due December 31, 2013. If you need to make any changes to your original plan, the revised plan must be submitted in advance of the purchase, in writing and approved by the Department of State.
- Attachment A-2, *Certificate Regarding Matching Funds*, form DS-DE 127
 - The Chairperson of the Board of County Commissioners must certify in writing that the county will match the state funds with a 15% county match. If the county governing body fails to appropriate the matching funds, the Supervisor must return or repay to the State a portion of the funds for which the matching funds applied. Both the federal funds and the county matching funds must be held in a separate interest bearing account to be used solely for federal election activities purposes.
- Attachment A-3, *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions*, ED form GCS-009 (Supervisor of Elections must sign)
- Attachment A-4, *Certificate of Equipment for Casting and Counting Ballots*, form DS-DE 135 (if applicable, the Supervisor of Elections and the Chairperson of the Board of County Commissioners must sign)
- Attachment B, FY 2013-14 *Federal Election Activities Funds Spreadsheet*.

Please return all of these documents to the Division of Elections. You will be provided a copy of the agreement upon execution by the Division.

If you have any questions, please don't hesitate to contact me or the HAVA team.

MM/jd/ma

Enclosures

RECEIPT AND USE OF HAVA FUNDS FOR FEDERAL ELECTION ADMINISTRATION ACTIVITIES

This agreement is between the State of Florida, Department of State, Division of Elections ("Department"), R.A. Gray Building, 500 South Bronough Street, Tallahassee, FL 32399-0250 and The Honorable Dana Southerland, Supervisor of Elections ("Supervisor"), on behalf of Taylor County, P.O. Box 1060, Perry, FL 32348-1060. This agreement is effective as of the date fully executed by the parties.

I. GOVERNING LAW

The Department is authorized pursuant to specific appropriation 3106 of the 2013-2014 General Appropriations Act (see section 6, chapter 2013-040, Laws of Florida), to disburse a total of \$2,000,000 from the Federal Grants Trust Fund (HAVA Account # 261011) to the county supervisors of elections for the fiscal year 2013-2014 ("FY 2013-2014 funds"). Therefore, funds are made available through section 251 of the Help America Vote Act of 2002 (HAVA) and the Catalog of Federal Domestic Assistance (CFDA) 90.401, Help America Vote Act Requirements Payments for improving the administration of federal elections.

II. SCOPE OF USE AND RESTRICTIONS

The funds granted shall be used for federal election administration activities as more specifically set forth in **paragraph 1 of Attachment A**, which is hereby incorporated by reference. In addition, the FY 2013-2014 funds shall:

- Be used to support election activities related only to federal elections (that is, elections in which a federal candidate is on the ballot). If any of these funds are used for an election in which a federal candidate is not on the ballot, the cost must be pro-rated for the portion of the expenditure that is allocable to a federal election.
- Not be used to support state or federal lobbying activities but this does not affect the right, or that of any other organization to petition Congress, or any other level of Government, through the use of other resources.
- Not be distributed until the Supervisor first submits in accordance with **paragraph 2 of Attachment A**: 1) A Federal Election Activities plan (DS-DE 126, Revised 6/4/2013) that details the planned use of the funds; 2) Certification from the county governing body to provide matching funds equal to 15% of the HAVA funds received, [DS-DE 127, Revised 6/4/2013; 3) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form; and 4) if applicable, Certificate of Equipment for Casting and Counting Ballots (DS-DE 135, Effective 7/10/13). Any change, modification or deviation from the activities or expenses initially provided in the plan for use of the funds must be reviewed and approved by the Department prior to expenditure.

- Be placed in a separate interest bearing account in a qualified public depository as set out in section 280.03, Florida Statutes, and in accordance with accounting requirements as set forth in paragraphs 3 and 4 of **Attachment A**.
- Be reported timely and accounted for in accordance with this agreement and specifically paragraphs 5 and 6 of **Attachment A**, including any request for supplemental clarification or documentation.

III. DISBURSEMENT

The Department shall distribute to each eligible county supervisor of elections an amount equal to the funding level per voter multiplied by the number of active registered voters in the county for the 2012 General Election. The Supervisor shall receive a sum certain as outlined in **Attachment B**, incorporated by reference.

IV. MONITORING, AUDITS, AND REPORTING

The administration of resources awarded to the Supervisor is subject to the following monitoring, audits, and reporting:

A. Monitoring

In addition to reviews of audits conducted in accordance with OMB Circular A-133 (as revised), the Department may provide additional monitoring including on-site visits, and/or other procedures permitted under federal and state law. The Supervisor shall comply and cooperate with any monitoring procedures/processes the Department deems appropriate.

The Department shall closely monitor the Supervisors' annual expenditure reports required by paragraph 5 of **Attachment A** to ensure that the Supervisors expend HAVA funds in accordance with approved plans and will require reimbursement for all expenditures not approved or otherwise authorized. Also, the Department shall ensure that Supervisors report the expenditures made with HAVA funds separately from expenditures made with county funds.

B. Audits

1. Federal audit/OMB Circular A-133 (as revised)

If the Supervisor expends \$500,000 (\$300,000 for fiscal years ending before December 31, 2003) or more in federal awards in its fiscal year, a single or program-specific audit must be conducted in accordance with the provisions of OMB Circular A-133 (as revised). This may be satisfied by an audit of the Supervisor of Elections conducted by the Auditor General in accordance with OMB Circular A-133 (as revised). In determining the federal awards expended in its fiscal year, the Supervisor shall consider all sources of federal awards. **Attachment A** indicates federal resources are being awarded under this Agreement. The determination of amounts of federal awards expended shall be in accordance with the guidelines established by OMB Circular A-133 (as revised). In connection with an audit herein, the Supervisor shall fulfill

the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133 (as revised).

If the Supervisor expends less than \$500,000 (\$300,000 for fiscal years ending before December 31, 2003) in federal awards in its fiscal year, an audit pursuant to OMB Circular A-133 (as revised), is optional. If the Supervisor elects to have an audit conducted in accordance with the provisions of OMB Circular A-133 (as revised), the cost of the audit must be paid from non-federal resources (i.e., from sources other than federal entities).

2. Other audits

The Department may conduct a limited scope audit of federal funds as defined by OMB Circular A-133 (as revised) or other financial analysis or review of federal funds as permitted by federal law. In the event the Department determines that such audit analysis, or review is appropriate, the Supervisor agrees to comply with any additional instructions provided by Department staff to the Supervisor regarding such process. If the Department determines that federal funds received under this Agreement were used for any unauthorized purpose or that the Supervisor did not comply with this agreement or state or federal requirements for receipt, expenditure, or accounting, the Supervisor must return or repay these federal funds in an amount sufficient to ensure or obtain compliance, including expenses for any corrective or remedial action. Additionally, the Department may withhold funds, otherwise due, in an amount sufficient to cover any costs associated with the limited scope audit or financial analysis or review to determine or ensure compliance.

The Supervisor further agrees to comply and cooperate with any inspections, reviews, investigations, or audits of federal funds deemed necessary by the Department of State, Chief Financial Officer (CFO) or Auditor General.

For additional guidance to state and federal monitoring and auditing requirements, refer to: <http://election.dos.state.fl.us/hava/index.shtml> and <http://www.eac.gov>.

C. Reporting

Copies of financial reporting packages as described in section .320(c), OMB A-133 (as revised) for audits conducted by or on behalf of the Supervisor pursuant to Section IV.B.1 of this agreement, shall be submitted as required by sections .320(d) of such circular to:

<i>Department of State</i>	<i>Department of State</i>	<i>Auditor General's Office</i>	<i>Federal Audit Clearinghouse</i>
<i>Division of Elections</i>	<i>Office of Inspector General</i>	<i>Room 401, Pepper Bldg</i>	<i>Bureau of the Census</i>
<i>R.A. Gray Building, Ste 316</i>	<i>R.A. Gray Bldg., Rm 406</i>	<i>111 West Madison St.</i>	<i>1201 East 10th St.</i>
<i>500 S. Bronough Street</i>	<i>500 S. Bronough Street</i>	<i>Tallahassee, FL</i>	<i>Jeffersonville, IN 47132</i>
<i>Tallahassee, FL 32399-0250</i>	<i>Tallahassee, FL 32399-0250</i>	<i>32399-1450</i>	

Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133 (as revised).

Any reports, management letter, or other required information shall be submitted timely in accordance with OMB Circular A-133 (as revised), the Florida Single Audit Act, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable. When submitting financial reporting packages to the

Department for audits conducted in accordance with the aforementioned circular or Rules of the Auditor General, the Supervisor shall include within the information the date the Supervisor received the reporting package.

V. RECORD RETENTION

The Supervisor shall keep and maintain accurate and detailed records (e.g., invoices, receipts, and other documentation) sufficient to identify how and whether expenditures were used for authorized purposes, to support financial reporting, and to conduct audits as may be required or requested. The Supervisor shall retain in accordance with the guidelines of the Department of Financial Services and the Office of the Auditor General these records for five fiscal years after the last report that all funds have been fully expended or funds are returned by the county, or three years after the date an audit report is issued, whichever is earlier. The Supervisor shall allow the Department or its designee, CFO, or Auditor General access to such records, including the audit working papers upon request. **Failure to provide adequate documentation shall result in a request to return the funds to the Department.**

VI. ENTIRETY OF THE AGREEMENT

All terms and conditions of this agreement are fully set forth in this document and attachments incorporated by reference and shall be governed by the laws of the State of Florida regardless of any conflict of laws provisions. In any proceeding or action brought under this section, the parties agree that the prevailing party will be entitled to its reasonable attorney's fees from the other party. The parties agree that proper venue will be in Leon County, Florida.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their undersigned officials as duly authorized.

County Supervisor of Elections:

Department of State, Division of Elections

By: _____

By: _____

Printed name and title

Printed name and title

Witness

Witness

Date: _____

Date: _____

County FEID Number

Please complete, sign & return this Agreement and the required certifications to:
Joyce Durbin, HAVA Funds Coordinator, Florida Department of State, Division of Elections,
R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250

Federal Program: Federal Help America Vote Act—Catalog of Federal Domestic Assistance (CFDA) § 90.401 Help America Vote Act Requirements Payments

Compliance requirements applicable to the federal resources awarded under this agreement are as follows:

1. The Supervisor shall only use the FY 2013-2014 Funds (amount specified in Attachment B) for one or more of the following federal election administration activities:

- Voter education;
- Poll worker training;
- Standardizing election results reporting;
- Other federal election administration activities, as approved by the Department of State, such as implementing and maintaining the provisions of the Military and Overseas Voter Empowerment (MOVE) Act and the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA); or
- Any software or hardware technology, including but not limited to any emerging technology, that enhances or facilitates the delivery of absentee ballots, the casting and counting of valid votes, voting system audits or recount processes, and the certification of accurate and complete official election results. Such technology or any pilot program that uses such technology must first be certified or approved, whichever is applicable, by the Department of State. Additionally, before the Supervisor can receive and use these funds to purchase emerging or enhancing technology in this category, the county supervisor of elections and the chairperson of the county governing body must certify that the county has purchased and made available sufficient equipment for casting and counting ballots to meet the needs of the county electors including reducing the wait time at the polls during the early voting period and on election day for the next regularly scheduled general election. See Certificate of Equipment for Casting and Counting Ballots as set forth in the last bullet point in paragraph 2 of this attachment.

These are the acceptable uses for the funds under the categories listed above:

- Mailing or publishing sample ballots ***which must include additional information on voting procedures, voting rights or voting technology;***
- Voter information cards ***which must include additional voter education information on voting procedures, voting rights or voting technology;***
- Advertising or publications outlining voting procedures, voting rights or voting technology;
- Voting System demonstrations;
- Poll worker ***training*** stipends;
- Training materials for poll workers;
- Voter guides ***which must include voter education information concerning voting procedures, voting rights, or voting technology but shall not contain elected officials' contact information other than the supervisor's contact information;*** or

- Maintaining online or web-based absentee ballot request and ballot tracking and precinct-finder system as relates to use in federal elections and for the costs for upgrades and future license fees and maintenance fees for the MOVE Act and other UOCAVA expenditures.

2. Prior to receipt of FY 2013-2014 funds under this Agreement, the Supervisor must additionally submit to the Department:

- *A Federal Election Activities Plan (DS-DE 126, Revised 6/4/2013) that contains a detailed description of the Supervisor's plan to use the funds for federal election administration activities and include the source of funds (federal, county matching funds and other county funds (local) being used for each federal election activity set forth in the plan. This form is attached hereto as **Attachment A-1**.*
- *A written certification from the county governing body (e.g. Board of County Commissioners) (DS-DE 127, Revised 6/4/2013) that the county will provide *matching funds in the amount of 15%*. This form is attached hereto as **Attachment A-2**. If the county governing body fails to appropriate the matching funds, the Supervisor must return or repay to the State the portion of the funds for which the matching funds applied.*
- *A completed ED Form GCAS-009 (6/88), entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions", and attached hereto as **Attachment A-3**. [Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, prohibits the disbursement of federal funds to the intended recipient of such funds or to any sub-recipient thereunder unless such recipient and each sub-recipient, if any, certify that they are not excluded or disqualified from receiving federal funds by any federal department or agency.]*
- *A completed "Certificate of Equipment for Casting and Counting Ballots", attached hereto as **Attachment A-4** (DS-DE 135, Effective 7/10/13). This is required if the request, in part or in full, is to use HAVA funds for the purpose of purchasing emerging or enhancing software and hardware technology in the last bullet under paragraph 1.*

3. The Supervisor must establish and maintain the FY 2013-2014 funds in an interest bearing account in a **"qualified public depository"** as required by section 280.03, Florida Statutes. The Supervisor must segregate funds for federal election administration activities and required county matching dollars in a separate account established to hold only those funds. Any funds remaining at the end of the fiscal year shall remain in the account to be used for the same purposes for subsequent years or until such funds are fully expended.

Please note that separate public depository requirements apply under chapter 280, Florida Statutes, but are outside the scope of enforcement of this agreement. You will be required to execute and retain in your records a "Public Deposit Identification and Acknowledgment Form" (DFS-JI-11295) and to submit a Public Depositor Annual Report (DFS-J1-2009) to the Public Deposits Program, Florida Department of Financial Services. Refer to

<http://www.fltreasury.org/> for forms; and for more information, contact the program administrator at: 850-413-3383 or 850-413-3324.

4. The Supervisor shall maintain separate accounting records for each of the funding sources identified under its plan submitted pursuant to paragraph 2.
5. The Supervisor shall submit the following written financial reports to the Department:
 - **One-time annual report** for all actual expenditures from the date of receipt through September 30, 2013. Report forms will be provided by the Department (DS-DE 128, Revised 7/5/11). The report must include documentation (such as appropriation statement, committee meeting minutes approving appropriation, or account statement) that the county governing body appropriated matching funds as certified under paragraph 2. Failure to appropriate the matching funds must be reported to the Department. **This report is due on or before December 31, 2013.**

Each financial report shall include the billing or itemized receipts in support of the expenditures for the services or products used to provide voter education concerning voting procedures voting rights or voting technology. If deemed necessary after review of a financial report, you may be asked and will be required to provide any requested supplemental documentation. For products, that may include a copy of or the actual product or publication and an indication of how many individual items were produced or printed, or for services, that may include a copy of or the actual newspaper article, audio recording, or video clip and/or template or transcript thereof, and an indication of how many times it was published, aired, or accessed, or a copy of the graphics template and content layout for a special created webpage.

- **Annual remaining balance report** for unspent HAVA funds remaining on June 30 of each year being reported. The report form will be provided by the Department (DS-DE 129, Revised 7/5/11). **This report is due on or before July 31 of every year until such funds are fully expended.**
6. Copies of any reports or other submissions required by paragraphs 2 and 5 of this Attachment shall be submitted by or on behalf of the Supervisor directly to: Department of State, Division of Elections, R.A. Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399-0250.

State Resources Awarded to the Supervisor Under this Agreement Consist of the Following:

N/A

Matching Resources for Federal Programs: N/A

Subject to section 215.97, Florida Statutes (Florida Single Audit Act): N/A

Compliance requirements applicable to state resources awarded pursuant to this Agreement are as follows: N/A

Funds will be held in an interest bearing account until disbursed or expended.

Please provide SAMPLES of all voter education printed documents & transcripts of audio and video recordings or clips.

Federal Election Activities Plan
COUNTY NAME Taylor
State Fiscal Year 2013-2014

NOTE: Put an X in all boxes of topics that apply to each activity.	NOTE: Put an X in ALL sources of funding boxes that apply.				PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	FY 13-14 FEDERAL ELECTION ACTIVITIES FUNDS				Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
Activities and Descriptions	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
Poll Worker Training Stipends: Pay poll workers for their time to attend training classes	X	X	X	X									
Poll Worker Training Materials: Print tests and handouts for poll worker training classes. Examples of handouts may include the following. Additional topics may be added below.	X	X	X	X									
* Duties of the poll worker	X	X	X	X									
* Procedures to follow on election day	X	X	X	X									
* Disability and sensitivity training	X	X	X	X									
Mailing or Publishing Sample Ballots: Mail and/or publish sample ballots in local newspapers which include additional voter education information on voting procedures, voting rights or voting technology. Examples may include the following: Additional topics may be added below.	X	X	X	X									
* Election day voting procedures	X	X	X	X									
* Voting locations and hours of operation	X	X	X	X									
* Absentee voting deadline	X	X	X	X									
* Early voting information	X	X	X	X									
* Postage for mailing sample ballots	X	X	X	X									

Funds will be held in an interest bearing account until disbursed or expended.

Please provide SAMPLES of all voter education printed documents & transcripts of audio and video recordings or clips.

Federal Election Activities Plan

COUNTY NAME Taylor

State Fiscal Year 2013-2014

NOTE: Put an X in all boxes of topics that apply to each activity.	NOTE: Put an X in ALL sources of funding boxes that apply.				PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	FY 13-14 FEDERAL ELECTION ACTIVITIES FUNDS				Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
Activities and Descriptions	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
Voting System Demonstrations: List what funds will be spent on:													
* Mock ballots													
*													
Voter Guide: Print voter guides which must include information concerning voting procedures, voting rights or voting technology, but shall not contain elected officials' contact information other than the supervisor's contact information. Examples of information in the voter guide may include the following: Additional topics may be added below.													
* Information for Federal Elections only.													
* How to register to vote													
* Where to obtain voter registration applications													
* How to register by mail													
* How to update voter registration information													
* Dates for upcoming elections													
* Registration deadlines for the next primary and general election													
* How to obtain, vote and return an absentee ballot													

Please provide **SAMPLES** of all voter education printed documents & transcripts of audio and video recordings or clips.

COUNTY NAME Taylor

State Fiscal Year 2013-2014

[illegible]

Funds will be held in an interest bearing account until disbursed or expended.

Please provide SAMPLES of all voter education printed documents & transcripts of audio and video recordings or clips.

Federal Election Activities Plan
COUNTY NAME Taylor
State Fiscal Year 2013-2014

NOTE: Put an X in all boxes of topics that apply to each activity.	NOTE: Put an X in ALL sources of funding boxes that apply.				PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	FY 13-14 FEDERAL ELECTION ACTIVITIES FUNDS				Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
Activities and Descriptions													
Voter Information Cards: Print voter information cards which include additional voter education information on voting procedures, voting rights or voting technology. Examples may include the following: Additional items may be added below.													
* Information on how to update voter registration information													
* Information on what to bring to the polls including a list of acceptable ID's													
* Absentee ballot information													
* Early voting information													
MOVE Act Implementation and Maintenance: Maintaining online or web-based absentee ballot request and ballot tracking and precinct-finder system as relates to use in federal elections and for the costs for upgrades and future license fees and maintenance fees for the MOVE Act and other UOCAVA expenditures.													

Funds will be held in an interest bearing account until disbursed or expended.

Please provide SAMPLES of all voter education printed documents & transcripts of audio and video recordings or clips.

Federal Election Activities Plan

COUNTY NAME Taylor

State Fiscal Year 2013-2014

NOTE: Put an X in all boxes of topics that apply to each activity.	NOTE: Put an X in ALL sources of funding boxes that apply.				PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	FY 13-14 FEDERAL ELECTION ACTIVITIES FUNDS												
Activities and Descriptions	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
Software or Hardware Technology: Any software or hardware technology, including but not limited to any emerging technology, that enhances or facilitates the items listed below. NOTE: Such technology or any pilot program that uses such technology must first be certified or approved, whichever is applicable, by the Department of State. Please indicate below which items are part of your plan.	X	X	X	X									
* delivery of absentee ballots	X	X	X	X									
* the casting and counting of valid votes	X	X	X	X									
* voting system audits or recount processes	X	X	X	X									
* the certification of accurate and complete official election results.	X	X	X	X									

DEPARTMENT OF STATE
DIVISION OF ELECTIONS
FEDERAL ELECTION ACTIVITIES
FY 2013-2014

County	2012 General Election Registered Voters	Federal Election Activities Funding Per County	County Matching Funds 15%
Okeechobee	19,185	\$ 3,215.06	\$ 482.26
Orange	690,645	\$ 115,739.77	\$ 17,360.97
Osceola	163,384	\$ 27,380.24	\$ 4,107.04
Palm Beach	870,186	\$ 145,827.63	\$ 21,874.14
Pasco	310,322	\$ 52,004.42	\$ 7,800.66
Pinellas	626,348	\$ 104,964.74	\$ 15,744.71
Polk	351,119	\$ 58,841.27	\$ 8,826.19
Putnam	43,581	\$ 7,303.40	\$ 1,095.51
St. Johns	152,849	\$ 25,614.76	\$ 3,842.21
St. Lucie	175,554	\$ 29,419.71	\$ 4,412.96
Santa Rosa	116,941	\$ 19,597.22	\$ 2,939.58
Sarasota	277,672	\$ 46,532.87	\$ 6,979.93
Seminole	277,376	\$ 46,483.26	\$ 6,972.49
Sumter	73,946	\$ 12,392.03	\$ 1,858.80
Suwannee	25,043	\$ 4,196.76	\$ 629.51
Taylor	12,585	\$ 2,109.02	\$ 316.35
Union	7,313	\$ 1,225.53	\$ 183.83
Volusia	332,556	\$ 55,730.45	\$ 8,359.57
Wakulla	18,501	\$ 3,100.44	\$ 465.07
Walton	38,368	\$ 6,429.79	\$ 964.47
Washington	14,668	\$ 2,458.09	\$ 368.71
TOTAL	11,934,446	\$ 2,000,000.00	\$ 300,000.00

FY 2013-2014 APPROPRIATION - FEDERAL ELECTION ACTIVITIES \$2,000,000

2012 General Election-Total No. of registered voters in the state 11,934,446

FUNDING LEVEL PER INDIVIDUAL VOTER \$0.1676

(Based on FY 2013-2014 appropriation for Federal Election Activities
divided by the total number of registered voters in the state
for the 2012 General Election.)

DEPARTMENT OF STATE
DIVISION OF ELECTIONS
FEDERAL ELECTION ACTIVITIES
FY 2013-2014

County	2012 General Election Registered Voters	Federal Election Activities Funding Per County	County Matching Funds 15%
Alachua	164,912	\$ 27,636.31	\$ 4,145.45
Baker	14,006	\$ 2,347.16	\$ 352.07
Bay	112,915	\$ 18,922.54	\$ 2,838.38
Bradford	15,491	\$ 2,596.01	\$ 389.40
Brevard	380,469	\$ 63,759.81	\$ 9,563.97
Broward	1,140,454	\$ 191,119.72	\$ 28,667.96
Calhoun	8,278	\$ 1,387.24	\$ 208.09
Charlotte	115,050	\$ 19,280.33	\$ 2,892.05
Citrus	98,639	\$ 16,530.13	\$ 2,479.52
Clay	132,585	\$ 22,218.88	\$ 3,332.83
Collier	180,560	\$ 30,258.63	\$ 4,538.79
Columbia	35,539	\$ 5,955.70	\$ 893.36
DeSoto	16,376	\$ 2,744.33	\$ 411.65
Dixie	10,229	\$ 1,714.20	\$ 257.13
Duval	557,282	\$ 93,390.51	\$ 14,008.58
Escambia	198,275	\$ 33,227.35	\$ 4,984.10
Flagler	69,597	\$ 11,663.21	\$ 1,749.48
Franklin	7,174	\$ 1,202.23	\$ 180.34
Gadsden	29,625	\$ 4,964.62	\$ 744.69
Gilchrist	11,121	\$ 1,863.68	\$ 279.55
Glades	6,668	\$ 1,117.44	\$ 167.62
Gulf	9,030	\$ 1,513.27	\$ 226.99
Hamilton	7,963	\$ 1,334.46	\$ 200.17
Hardee	12,312	\$ 2,063.27	\$ 309.49
Hendry	17,264	\$ 2,893.14	\$ 433.97
Hernando	123,346	\$ 20,670.59	\$ 3,100.59
Highlands	62,076	\$ 10,402.83	\$ 1,560.42
Hillsborough	747,587	\$ 125,282.23	\$ 18,792.33
Holmes	11,560	\$ 1,937.25	\$ 290.59
Indian River	93,569	\$ 15,680.49	\$ 2,352.07
Jackson	29,003	\$ 4,860.38	\$ 729.06
Jefferson	9,517	\$ 1,594.88	\$ 239.23
Lafayette	4,568	\$ 765.52	\$ 114.83
Lake	201,652	\$ 33,793.27	\$ 5,068.99
Lee	388,947	\$ 65,180.57	\$ 9,777.09
Leon	190,574	\$ 31,936.80	\$ 4,790.52
Levy	25,053	\$ 4,198.44	\$ 629.77
Liberty	4,410	\$ 739.04	\$ 110.86
Madison	12,001	\$ 2,011.15	\$ 301.67
Manatee	209,468	\$ 35,103.10	\$ 5,265.46
Marion	223,478	\$ 37,450.92	\$ 5,617.64
Martin	101,835	\$ 17,065.73	\$ 2,559.86
Miami-Dade	1,313,850	\$ 220,177.79	\$ 33,026.67
Monroe	51,524	\$ 8,634.50	\$ 1,295.18
Nassau	51,607	\$ 8,648.41	\$ 1,297.26
Okaloosa	128,865	\$ 21,595.47	\$ 3,239.32

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Padraic Juarez, Interim Administrator to request approval of the annual Core Contract between the Florida Department of Health in Taylor County and the Taylor BOCC.

Meeting Date:

9/03/13

Statement of Issue: This agenda items requests Board approval of the annual core contract with the Florida Department of Health in Taylor County (DOH-Taylor) and approve an amendment to the DOH-Taylor authorized Clinical Fee Schedule amendment. Please see attachment #1 and #2 respectively.

Recommendation: approval of contract and fee schedule amendment

Fiscal Impact: \$ Pending FY Budget approval

Budgeted Expense: Yes ☒ No ☐ N/A ☐

Submitted By: Dawn Gunter for Padraic Juarez

Contact: Dawn Gunter 584-5087 ext. 131 or Padraic Juarez x 142

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Required by Florida Statutes to have annual Core Contract

Between BOCC and CHDs for every county. No changes have been made to the core contract boilerplate language; Same as last five years, if not longer. This contract outlines the fiscal and Service duties that both the county and the CHD will perform.

Options:

1. _____
2. _____
Core Contract with attachments

Attachments:

1. DOH-Taylor Amended Clinical Fee Schedule
2. _____

**CONTRACT BETWEEN
TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
AND
STATE OF FLORIDA DEPARTMENT OF HEALTH
FOR OPERATION OF
THE TAYLOR COUNTY HEALTH DEPARTMENT
CONTRACT YEAR 2013-2014**

This agreement ("Agreement") is made and entered into between the State of Florida, Department of Health ("State") and the Taylor County Board of County Commissioners ("County"), through their undersigned authorities, effective October 1, 2013.

RECITALS

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

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

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

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

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

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

2. TERM. The parties mutually agree that this Agreement shall be effective from October 1, 2013, through September 30, 2014, or until a written agreement replacing this Agreement is entered into between the parties, whichever is later, unless this Agreement is otherwise terminated pursuant to the termination provisions set forth in paragraph 8, below.

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

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

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

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

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

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

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

i. The State's appropriated responsibility (*direct contribution excluding any state fees, Medicaid contributions or any other funds not listed on the Schedule C*) as provided in Attachment II, Part II is an amount not to exceed \$ 1,133,908 (*State General Revenue, State Funds, Other State Funds and Federal Funds listed on the Schedule C*). The State's obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

ii. The County's appropriated responsibility (*direct contribution excluding any fees, other cash or local contributions*) as provided in Attachment II, Part II is an amount not to exceed \$50,000 (*amount listed under the "Board of County Commissioners Annual Appropriations section of the revenue attachment*).

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

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

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

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

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

County Health Department Trust Fund
Taylor County
1215 North Peacock Avenue
Perry, FL 32347

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- i. March 1, 2014 for the report period October 1, 2013 through December 31, 2013;
- ii. June 1, 2014 for the report period October 1, 2013 through March 31, 2014;
- iii. September 1, 2014 for the report period October 1, 2013 through June 30, 2014; and
- iv. December 1, 2014 for the report period October 1, 2013 through September 30, 2014.

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

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

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

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

8. TERMINATION.

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

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

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

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

9. MISCELLANEOUS. The parties further agree:

a. Availability of Funds. If this Agreement, any renewal hereof, or any term, performance or payment hereunder, extends beyond the fiscal year beginning July 1, 2014, it is agreed that the performance and payment under this Agreement are contingent upon an annual appropriation by the Legislature, in accordance with section 287.0582, Florida Statutes.

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

For the State:

Dawn E. Gunter
Name

OMCII (Business Manager)
Title

1215 N. Peacock Ave.

Perry, FL 32347
Address

(850) 584-5087 ext. 131
Telephone

For the County:

Pam Feagle
Name

Honorable Chairman
Title

201 E. Green Street

Perry, FL 32347
Address

(850) 584-3500
Telephone

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

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

In WITNESS THEREOF, the parties hereto have caused this 24 page agreement to be executed by their undersigned officials as duly authorized effective the 1st day of October, 2013.

**BOARD OF COUNTY COMMISSIONERS
FOR TAYLOR COUNTY**

**STATE OF FLORIDA
DEPARTMENT OF HEALTH**

SIGNED BY: _____

NAME: _____

TITLE: _____

DATE: _____

ATTESTED TO:

SIGNED BY: _____

NAME: _____

TITLE: _____

DATE: _____

SIGNED BY: _____

NAME: John H. Armstrong, MD

TITLE: Surgeon General/Secretary of Health

DATE: _____

SIGNED BY: _____

NAME: Padraic Juarez

TITLE: CHD Interim Administrator

DATE: _____

ATTACHMENT I

TAYLOR COUNTY HEALTH DEPARTMENT

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

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

<u>Service</u>	<u>Requirement</u>
1. Sexually Transmitted Disease Program	Requirements as specified in F.A.C. 64D-3, F.S. 381 and F.S. 384.
2. Dental Health	Monthly reporting on DH Form 1008*. Additional reporting requirements, under development, will be required. The additional reporting requirements will be communicated upon finalization.
3. Special Supplemental Nutrition Program for Women, Infants and Children (including the WIC Breastfeeding Peer Counseling Program)	Service documentation and monthly financial reports as specified in DHM 150-24* and all federal, state and county requirements detailed in program manuals and published procedures.
4. Healthy Start/ Improved Pregnancy Outcome	Requirements as specified in the 2007 Healthy Start Standards and Guidelines and as specified by the Healthy Start Coalitions in contract with each county health department.
5. Family Planning	Periodic financial and programmatic reports as specified by the program office.
6. Immunization	Periodic reports as specified by the department pertaining to immunization levels in kindergarten and/or seventh grade pursuant to instructions contained in the Immunization Guidelines-Florida Schools, Childcare Facilities and Family Daycare Homes (DH Form 150-615) and Rule 64D-3.046, F.A.C. In addition, periodic reports as specified by the department pertaining to the surveillance/investigation of reportable vaccine-preventable diseases, adverse events, vaccine accountability, and assessment of immunization levels as documented in Florida. SHOTS and supported by CHD Guidebook policies and technical assistance guidance.
7. Environmental Health	Requirements as specified in Environmental Health Programs Manual 150-4* and DHP 50-21*
8. HIV/AIDS Program	Requirements as specified in F.S. 384.25 and F.A.C. 64D-3.030 and 64D-3.031. Case reporting should be on Adult HIV/AIDS Confidential Case Report CDC Form DH2139 and Pediatric HIV/AIDS Confidential Case Report CDC Form DH2140.

ATTACHMENT I (Continued)

Requirements as specified in F.A.C. 64D-2 and 64D-3, F.S. 381 and F.S. 384. Socio-demographic and risk data on persons tested for HIV in CHD clinics should be reported on Lab Request DH Form 1628 in accordance with the Forms Instruction Guide. Requirements for the HIV/AIDS Patient Care programs are found in the Patient Care Contract Administrative Guidelines.

9. School Health Services

Requirements as specified in the Florida School Health Administrative Guidelines (May 2012).

10. Tuberculosis

Tuberculosis Program Requirements as specified in F.A.C. 64D-3 and F.S. 392.

11. General Communicable Disease Control

Carry out surveillance for reportable communicable and other acute diseases, detect outbreaks, respond to individual cases of reportable diseases, investigate outbreaks, and carry out communication and quality assurance functions, as specified in F.A.C. 64D-3, F.S. 381, F.S. 384 and the CHD Epidemiology Guide to Surveillance and Investigations.

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

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT

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

	Estimated State Share of CHD Trust Fund Balance	Estimated County Share of CHD Trust Fund Balance	Total
1. CHD Trust Fund Ending Balance 09/30/13	0	174,885	174,885
2. Drawdown for Contract Year October 1, 2013 to September 30, 2014	0	0	0
3. Special Capital Project use for Contract Year October 1, 2013 to September 30, 2014			
4. Balance Reserved for Contingency Fund October 1, 2013 to September 30, 2014	0	174,885	174,885

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

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT Part II. Sources of Contributions to County Health Department

October 1, 2013 to September 30, 2014

		State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
1. GENERAL REVENUE - STATE						
015040	AIDS PREVENTION	0	0	0	0	0
015040	ALG/CESSPOOL IDENTIFICATION AND ELIMINATION	0	0	0	0	0
015040	ALG/CONTR TO CHDS-AIDS PATIENT CARE NETWORK	0	0	0	0	0
015040	ALG/IPO HEALTHY START/IPO	0	0	0	0	0
015040	COMMUNITY SMILES - MIAMI-DADE	0	0	0	0	0
015040	COUNTY SPECIFIC DENTAL PROJECTS - ESCAMBIA	0	0	0	0	0
015040	DUVAL TEEN PREGANCY PREVENTION - DUVAL	0	0	0	0	0
015040	FL CLPPP SCREENING & CASE MANAGEMENT	0	0	0	0	0
015040	HEALTHY START GENERAL REVENUE CHD	0	0	0	0	0
015040	HEALTHY START MED-WAIVER - CLIENT SERVICES	0	0	0	0	0
015040	LA LIGA-LEAGUE AGAINST CANCER - MIAMI-DADE	0	0	0	0	0
015040	METRO ORLANDO URBAN LEAGUE - ORANGE	0	0	0	0	0
015040	MINORITY OUTREACH-PENALVER CLINIC - MIAMI-DADE	0	0	0	0	0
015040	PREPAREDNESS GRANT MATCH	0	0	0	0	0
015040	SCHOOL HEALTH GENERAL REVENUE	54,941	0	54,941	0	54,941
015040	STATEWIDE DENTISTRY NETWORK - ESCAMBIA	0	0	0	0	0
015040	STD GENERAL REVENUE	0	0	0	0	0
015040	TREASURE COAST MIDWIFERY - MARTIN	0	0	0	0	0
015040	AIDS SURVEILLANCE	0	0	0	0	0
015040	ALG/CONTR TO CHDS-AIDS PATIENT CARE	0	0	0	0	0
015040	ALG/CONTR TO CHDS-SOVEREIGN IMMUNITY	0	0	0	0	0
015040	ALG/PRIMARY CARE	112,960	0	112,960	0	112,960
015040	COMMUNITY TB PROGRAM	3,000	0	3,000	0	3,000
015040	DENTAL SPECIAL INITIATIVES	6,542	0	6,542	0	6,542
015040	FAMILY PLANNING GENERAL REVENUE	26,953	0	26,953	0	26,953
015040	FL HEPATITIS & LIVER FAILURE PREVENTION/CONTROL	0	0	0	0	0
015040	HEALTHY START MED WAIVER - SOBRA	0	0	0	0	0
015040	JESSIE TRICE CANCER CTR/HEALTH CHOICE - MIAMI-DADE	0	0	0	0	0
015040	MANATEE COUNTY RURAL HEALTH SERVICES	0	0	0	0	0
015040	MIGRANT LABOR CAMP SANITATION	0	0	0	0	0
015050	NON-CATEGORICAL GENERAL REVENUE	347,091	0	347,091	0	347,091
GENERAL REVENUE TOTAL		551,487	0	551,487	0	551,487
2. NON GENERAL REVENUE - STATE						
015010	ALG/CONTR. TO CHDS-BIOMEDICAL WASTE	1,580	0	1,580	0	1,580
015010	FOOD AND WATERBORNE DISEASE PROGRAM ADM TF/DACS	0	0	0	0	0
015010	PREPAREDNESS GRANT MATCH	0	0	0	0	0
015010	SCHOOL HEALTH TOBACCO TF	17,573	0	17,573	0	17,573
015010	TOBACCO COMMUNITY INTERVENTION	116,830	0	116,830	0	116,830
015010	ALG/CONTR. TO CHDS-SAFE DRINKING WATER PRG	0	0	0	0	0
015010	MEDICAID INCENTIVE FOR ELECTRONIC HEALTH RECORDS	46,398	0	46,398	0	46,398
015010	PUBLIC SWIMMING POOL PROGRAM	0	0	0	0	0
015010	DOH INDIRECT	23,491	0	23,491	0	23,491
015020	TRANSFER FROM ANOTHER STATE AGENCY	0	0	0	0	0
015020	TRANSFER FROM ANOTHER STATE AGENCY	0	0	0	0	0
015020	TRANSFER FROM ANOTHER STATE AGENCY	0	0	0	0	0
015060	NON-CATEGORICAL TOBACCO REBASING	3,711	0	3,711	0	3,711

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT Part II. Sources of Contributions to County Health Department

October 1, 2013 to September 30, 2014

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
NON GENERAL REVENUE TOTAL	209,583	0	209,583	0	209,583
3. FEDERAL FUNDS - State					
007000 ABSTINENCE EDUCATION GRANT PROGRAM	0	0	0	0	0
007000 AIDS PREVENTION	0	0	0	0	0
007000 BIOTERRORISM HOSPITAL PREPAREDNESS	0	0	0	0	0
007000 COASTAL BEACH MONITORING PROGRAM	0	0	0	0	0
007000 DENTAL SERVICES	0	0	0	0	0
007000 EPIDEMIOLOGY & LABORATORY CAPACITY FOR INFECTIOUS	0	0	0	0	0
007000 EXPANDED TESTING INITIATIVE (ETI)	0	0	0	0	0
007000 FGTF/BREAST & CERVICAL CANCER-ADMIN/CASE MAN	0	0	0	0	0
007000 HEPATITIS B VACCINATION PILOT PROJECT	0	0	0	0	0
007000 IMMUNIZATION AFIX	0	0	0	0	0
007000 IMMUNIZATION FIELD STAFF EXPENSE	0	0	0	0	0
007000 MCH BGTF-HEALTHY START COALITIONS	0	0	0	0	0
007000 MINORITY AIDS INITIATIVE	0	0	0	0	0
007000 MINORITY INVOLVEMENT IN HIV/AIDS PROGRAM	0	0	0	0	0
007000 PREGNANCY ASSOCIATED MORTALITY PREVENTION	0	0	0	0	0
007000 PUBLIC HEALTH PREPAREDNESS BASE	0	0	0	0	0
007000 RYAN WHITE	0	0	0	0	0
007000 RYAN WHITE-AIDS DRUG ASSIST PROG-ADMIN	13,571	0	13,571	0	13,571
007000 STATE OFFICE OF RURAL HEALTH	0	0	0	0	0
007000 STD FEDERAL GRANT - CSPS	0	0	0	0	0
007000 SYPHILIS ELIMINATION	0	0	0	0	0
007000 TOBACCO FAITH BASED PROJECT	0	0	0	0	0
007000 UNINTENDED/UNWANTED PREG-TEEN PREGNANCY PREV	17,167	0	17,167	0	17,167
007000 WIC BREASTFEEDING PEER COUNSELING	0	0	0	0	0
007000 ADULT VIRAL HEPATITIS PREVENTION & SURVEILLANCE	0	0	0	0	0
007000 AIDS SURVEILLANCE	0	0	0	0	0
007000 CHRONIC DISEASE PREVENTION & HEALTH PROMOTION	8,000	0	8,000	0	8,000
007000 COLORECTAL CANCER SCREENING	0	0	0	0	0
007000 ENHANCE COMPREHENSIVE PREVENTION PLANNING AND IMPL	0	0	0	0	0
007000 EPIDEMIOLOGY & LABORATORY CAPACITY HAI	0	0	0	0	0
007000 FGTF/AIDS MORBIDITY	0	0	0	0	0
007000 FGTF/FAMILY PLANNING-TITLE X	51,319	0	51,319	0	51,319
007000 HIV HOUSING FOR PEOPLE LIVING WITH AIDS	0	0	0	0	0
007000 IMMUNIZATION FEDERAL GRANT ACTIVITY SUPPORT	2,433	0	2,433	0	2,433
007000 MCH BGTF-GADSDEN SCHOOL CLINIC	0	0	0	0	0
007000 MEDICARE RURAL HOSPITAL FLEXIBILITY PROGRAM	0	0	0	0	0
007000 MINORITY AIDS INITIATIVE TCE COLLABORATIVE	0	0	0	0	0
007000 PHP - CITIES READINESS INITIATIVE	0	0	0	0	0
007000 PUBLIC HEALTH INFRASTRUCTURE	0	0	0	0	0
007000 RAPE PREVENTION & EDUCATION	0	0	0	0	0
007000 RYAN WHITE - EMERGING COMMUNITIES	0	0	0	0	0
007000 RYAN WHITE-CONSORTIA	0	0	0	0	0
007000 STATEWIDE ASTHMA PROGRAM	0	0	0	0	0
007000 STD PROGRAM INFERTILITY PREVENTION PROJECT (IPP)	0	0	0	0	0
007000 TEENAGE PREGNANCY PREVENTION REPLICATION	67,103	0	67,103	0	67,103
007000 TUBERCULOSIS CONTROL - FEDERAL GRANT	0	0	0	0	0

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT Part II. Sources of Contributions to County Health Department

October 1, 2013 to September 30, 2014

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
3. FEDERAL FUNDS - State					
007000 WIC ADMINISTRATION	0	0	0	0	0
015009 MEDIPASS WAIVER-HLTHY STRT CLIENT SERVICES	0	0	0	0	0
015009 MEDIPASS WAIVER-SOBRA	0	0	0	0	0
007055 ARRA FEDERAL GRANT - SCHEDULE C	0	0	0	0	0
015075 SCHOOL HEALTH TITLE XXI	213,245	0	213,245	0	213,245
015075 SCHOOL HEALTH	0	0	0	0	0
015075 SCHOOL HEALTH	0	0	0	0	0
015075 SCHOOL HEALTH	0	0	0	0	0
FEDERAL FUNDS TOTAL	372,838	0	372,838	0	372,838
4. FEES ASSESSED BY STATE OR FEDERAL RULES - STATE					
001020 PUBLIC WATER ANNUAL OPER PERMIT	0	0	0	0	0
001020 BODY ART FACILITIES	288	0	288	0	288
001020 SWIMMING POOLS	2,475	0	2,475	0	2,475
001020 BODY PIERCING	135	0	135	0	135
001020 MOBILE HOME AND PARKS	3,146	0	3,146	0	3,146
001020 BIOHAZARD WASTE PERMIT	680	0	680	0	680
001020 TANNING FACILITIES	567	0	567	0	567
001020 MIGRANT HOUSING PERMIT	0	0	0	0	0
001020 FOOD HYGIENE PERMIT	3,600	0	3,600	0	3,600
001020 PRIVATE WATER CONSTR PERMIT	0	0	0	0	0
001020 PUBLIC WATER CONSTR PERMIT	0	0	0	0	0
001020 SAFE DRINKING WATER	891	0	891	0	891
001092 OSDS PERMIT FEE	0	0	0	0	0
001092 AEROBIC OPERATING PERMIT	0	0	0	0	0
001092 NON SDWA LAB SAMPLE	0	0	0	0	0
001092 ENVIRONMENTAL HEALTH FEES	43,212	0	43,212	0	43,212
001092 I & M ZONED OPERATING PERMIT	0	0	0	0	0
001092 SEPTIC TANK SITE EVALUATION	0	0	0	0	0
001092 OSDS VARIANCE FEE	0	0	0	0	0
001092 OSDS REPAIR PERMIT	0	0	0	0	0
001170 LAB FEE CHEMICAL ANALYSIS	0	0	0	0	0
001170 NONPOTABLE WATER ANALYSIS	0	0	0	0	0
001170 WATER ANALYSIS-POTABLE	0	0	0	0	0
010304 MQA INSPECTION FEE	0	0	0	0	0
001206 CENTRAL OFFICE SURCHARGE	5,830	0	5,830	0	5,830
001093 CHD ON-LINE BILLING FEE	0	0	0	0	0
FEES ASSESSED BY STATE OR FEDERAL RULES TOTAL	60,824	0	60,824	0	60,824
5. OTHER CASH CONTRIBUTIONS - STATE					
010304 STATIONARY POLLUTANT STORAGE TANKS	0	0	0	0	0
090001 DRAW DOWN FROM PUBLIC HEALTH UNIT	0	0	0	0	0
031005 CHDTF CASH TRANSFER	0	0	0	0	0
OTHER CASH CONTRIBUTIONS TOTAL	0	0	0	0	0
6. MEDICAID - STATE/COUNTY					
001056 MEDICAID PHARMACY	0	0	0	0	0

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT Part II. Sources of Contributions to County Health Department

October 1, 2013 to September 30, 2014

		State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
6. MEDICAID - STATE/COUNTY						
001076	MEDICAID TB	0	0	0	0	0
001078	MEDICAID ADMINISTRATION OF VACCINE	0	1,200	1,200	0	1,200
001079	MEDICAID CASE MANAGEMENT	0	0	0	0	0
001081	MEDICAID CHILD HEALTH CHECK UP	0	0	0	0	0
001082	MEDICAID DENTAL	0	0	0	0	0
001083	MEDICAID FAMILY PLANNING	0	96,000	96,000	0	96,000
001087	MEDICAID STD	0	9,050	9,050	0	9,050
001089	MEDICAID AIDS	0	0	0	0	0
001147	MEDICAID HMO CAPITATION	0	0	0	0	0
001191	MEDICAID MATERNITY	0	71,000	71,000	0	71,000
001192	MEDICAID COMPREHENSIVE CHILD	0	0	0	0	0
001193	MEDICAID COMPREHENSIVE ADULT	0	0	0	0	0
001194	MEDICAID LABORATORY	0	0	0	0	0
001208	MEDIPASS \$3.00 ADM. FEE	0	0	0	0	0
001059	MEDICAID LOW INCOME POOL	0	0	0	0	0
001051	EMERGENCY MEDICAID	0	0	0	0	0
001058	MEDICAID - BEHAVIORAL HEALTH	0	0	0	0	0
001071	MEDICAID - ORTHOPEDIC	0	0	0	0	0
001072	MEDICAID - DERMATOLOGY	0	0	0	0	0
001075	MEDICAID - SCHOOL HEALTH CERTIFIED MATCH	0	14,000	14,000	0	14,000
001069	MEDICAID - REFUGEE HEALTH	0	0	0	0	0
001055	MEDICAID - HOSPITAL	0	0	0	0	0
001148	MEDICAID HMO NON-CAPITATION	0	284,728	284,728	0	284,728
001074	MEDICAID - NEWBORN SCREENING	0	0	0	0	0
001180	DENTAL MEDICAID HMO	0	0	0	0	0
MEDICAID TOTAL		0	475,978	475,978	0	475,978
7. ALLOCABLE REVENUE - STATE						
018000	REFUNDS	5,519	0	5,519	0	5,519
037000	PRIOR YEAR WARRANT	0	0	0	0	0
038000	12 MONTH OLD WARRANT	0	0	0	0	0
ALLOCABLE REVENUE TOTAL		5,519	0	5,519	0	5,519
8. OTHER STATE CONTRIBUTIONS NOT IN CHD TRUST FUND - STATE						
	ADAP	0	0	0	11,786	11,786
	OTHER (SPECIFY)	0	0	0	0	0
	PHARMACY SERVICES	0	0	0	34,950	34,950
	TB SERVICES	0	0	0	0	0
	STD SERVICES	0	0	0	0	0
	WIC FOOD	0	0	0	518,851	518,851
	DENTAL SERVICES	0	0	0	0	0
	OTHER (SPECIFY)	0	0	0	0	0
	LABORATORY SERVICES	0	0	0	6,707	6,707
	IMMUNIZATION SERVICES	0	0	0	22,604	22,604
	CONSTRUCTION/RENOVATION	0	0	0	0	0
OTHER STATE CONTRIBUTIONS TOTAL		0	0	0	594,898	594,898

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT Part II. Sources of Contributions to County Health Department

October 1, 2013 to September 30, 2014

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
9. DIRECT LOCAL CONTRIBUTIONS - BCC/TAX DISTRICT					
008010 CONTRIBUTION FROM CITY GOVERNMENT	0	0	0	0	0
008020 CONTRIBUTION FROM HEALTH CARE TAX NOT THRU BCC	0	0	0	0	0
008040 BCC GRANT/CONTRACT	0	0	0	0	0
008030 CONTRIBUTION FROM HEALTH CARE TAX	0	0	0	0	0
008034 BCC CONTRIBUTION FROM GENERAL FUND	0	50,000	50,000	0	50,000
DIRECT COUNTY CONTRIBUTION TOTAL	0	50,000	50,000	0	50,000
10. FEES AUTHORIZED BY COUNTY ORDINANCE OR RESOLUTION - COUNTY					
001060 CHD SUPPORT POSITION	0	0	0	0	0
001077 RABIES VACCINE	0	0	0	0	0
001077 PERSONAL HEALTH FEES	0	32,300	32,300	0	32,300
001077 CHILD CAR SEAT PROG	0	200	200	0	200
001077 AIDS CO-PAYS	0	0	0	0	0
001094 ADULT ENTER. PERMIT FEES	0	0	0	0	0
001094 LOCAL ORDINANCE FEES	0	4,410	4,410	0	4,410
001114 NEW BIRTH CERTIFICATES	0	13,000	13,000	0	13,000
001115 VITAL STATISTICS - DEATH CERTIFICATE	0	14,000	14,000	0	14,000
001117 VITAL STATS-ADM. FEE 50 CENTS	0	0	0	0	0
001073 CO-PAY FOR THE AIDS CARE PROGRAM	0	0	0	0	0
001025 CLIENT REVENUE FROM GRC	0	80	80	0	80
001040 CELL PHONE ADMINISTRATIVE FEE	0	0	0	0	0
FEES AUTHORIZED BY COUNTY TOTAL	0	63,990	63,990	0	63,990
11. OTHER CASH AND LOCAL CONTRIBUTIONS - COUNTY					
001009 RETURNED CHECK ITEM	0	0	0	0	0
001029 THIRD PARTY REIMBURSEMENT	0	40,500	40,500	0	40,500
001029 HEALTH MAINTENANCE ORGAN. (HMO)	0	0	0	0	0
001054 MEDICARE PART D	0	0	0	0	0
001077 RYAN WHITE TITLE II	0	0	0	0	0
001090 MEDICARE PART B	0	0	0	0	0
001190 HEALTH MAINTENANCE ORGANIZATION	0	0	0	0	0
005040 INTEREST EARNED	0	0	0	0	0
005041 INTEREST EARNED-STATE INVESTMENT ACCOUNT	0	4,300	4,300	0	4,300
007010 U.S. GRANTS DIRECT	0	0	0	0	0
008050 SCHOOL BOARD CONTRIBUTION	0	26,600	26,600	0	26,600
008060 SPECIAL PROJECT CONTRIBUTION	0	0	0	0	0
010300 SALE OF GOODS AND SERVICES TO STATE AGENCIES	0	0	0	0	0
010301 EXP WITNESS FEE CONSULTNT CHARGES	0	0	0	0	0
010405 SALE OF PHARMACEUTICALS	0	0	0	0	0
010409 SALE OF GOODS OUTSIDE STATE GOVERNMENT	0	0	0	0	0
011001 HEALTHY START COALITION CONTRIBUTIONS	0	149,436	149,436	0	149,436
011007 CASH DONATIONS PRIVATE	0	0	0	0	0
012020 FINES AND FORFEITURES	0	0	0	0	0
012021 RETURN CHECK CHARGE	0	20	20	0	20
028020 INSURANCE RECOVERIES-OTHER	0	0	0	0	0
090002 DRAW DOWN FROM PUBLIC HEALTH UNIT	0	0	0	0	0
011000 GRANT-DIRECT	0	0	0	0	0

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT Part II. Sources of Contributions to County Health Department

October 1, 2013 to September 30, 2014

		State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
11. OTHER CASH AND LOCAL CONTRIBUTIONS - COUNTY						
011000	DIRECT-ARROW	0	0	0	0	0
011000	GRANT-DIRECT	0	0	0	0	0
011000	GRANT DIRECT-ARROW	0	0	0	0	0
011000	GRANT DIRECT-HEALTH CARE DISTRICT PAHOKEE	0	0	0	0	0
011000	GRANT-DIRECT	0	0	0	0	0
011000	GRANT-DIRECT	0	0	0	0	0
011000	GRANT DIRECT-NOVA UNIVERSITY CHD TRAINING	0	0	0	0	0
011000	GRANT DIRECT-COUNTY HEALTH DEPARTMENT DIRECT SERVICES	0	0	0	0	0
011000	GRANT-DIRECT	0	0	0	0	0
011000	GRANT-DIRECT	0	0	0	0	0
011000	GRANT DIRECT-QUANTUM DENTAL	0	0	0	0	0
011000	GRANT-DIRECT	0	0	0	0	0
011000	GRANT-DIRECT	0	0	0	0	0
010402	RECYCLED MATERIAL SALES	0	0	0	0	0
010303	FDLE FINGERPRINTING	0	0	0	0	0
007050	ARRA FEDERAL GRANT	0	0	0	0	0
001010	RECOVERY OF BAD CHECKS	0	0	0	0	0
008065	FCO CONTRIBUTION	0	0	0	0	0
011006	RESTRICTED CASH DONATION	0	0	0	0	0
028000	INSURANCE RECOVERIES	0	0	0	0	0
001033	CMS MANAGEMENT FEE - PMPMP	0	0	0	0	0
010400	SALE OF GOODS OUTSIDE STATE GOVERNMENT	0	0	0	0	0
010500	REFUGEE HEALTH	0	0	0	0	0
005045	INTEREST EARNED-THIRD PARTY PROVIDER	0	0	0	0	0
005043	INTEREST EARNED-CONTRACT/GRANT	0	0	0	0	0
010306	DOH/DOC INTERAGENCY AGREEMENT	0	0	0	0	0
001053	MEDICARE - PART A	0	0	0	0	0
011002	ARRA FEDERAL GRANT - SUB-RECIPIENT	0	0	0	0	0
011004	LOW INCOME POOL - SUBRECIPIENT	0	0	0	0	0
001003	WIRE TRANSFER FEE	0	0	0	0	0
OTHER CASH AND LOCAL CONTRIBUTIONS TOTAL		0	220,856	220,856	0	220,856
12. ALLOCABLE REVENUE - COUNTY						
018000	REFUNDS	0	0	0	0	0
037000	PRIOR YEAR WARRANT	0	0	0	0	0
038000	12 MONTH OLD WARRANT	0	0	0	0	0
001053	CLIENT REVENUE FROM NCO	0	0	0	0	0
COUNTY ALLOCABLE REVENUE TOTAL		0	0	0	0	0
13. BUILDINGS - COUNTY						
	ANNUAL RENTAL EQUIVALENT VALUE	0	0	0	172,050	172,050
	OTHER (SPECIFY)	0	0	0	0	0
	UTILITIES	0	0	0	0	0
	BUILDING MAINTENANCE	0	0	0	0	0
	GROUNDS MAINTENANCE	0	0	0	3,000	3,000
	INSURANCE	0	0	0	0	0
	OTHER (SPECIFY)	0	0	0	0	0

ATTACHMENT II**TAYLOR COUNTY HEALTH DEPARTMENT
Part II. Sources of Contributions to County Health Department****October 1, 2013 to September 30, 2014**

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
BUILDINGS TOTAL	0	0	0	175,050	175,050
14. OTHER COUNTY CONTRIBUTIONS NOT IN CHD TRUST FUND - COUNTY					
EQUIPMENT/VEHICLE PURCHASES	0	0	0	0	0
VEHICLE INSURANCE	0	0	0	0	0
VEHICLE MAINTENANCE	0	0	0	0	0
OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
OTHER COUNTY CONTRIBUTIONS TOTAL	0	0	0	0	0
GRAND TOTAL CHD PROGRAM	1,200,251	810,824	2,011,075	769,948	2,781,023

ATTACHMENT II
TAYLOR COUNTY HEALTH DEPARTMENT

Part III. Planned Staffing, Clients, Services, And Expenditures By Program Service Area Within Each Level Of Service

October 1, 2013 to September 30, 2014

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd (Whole dollars only)	3rd	4th			
A. COMMUNICABLE DISEASE CONTROL:										
IMMUNIZATION (101)	0.40	399	455	9,474	8,118	9,474	9,470	6,511	30,025	36,536
STD (102)	0.23	190	277	3,854	3,302	3,854	3,852	0	14,862	14,862
HIV/AIDS PREVENTION (03A1)	0.00	0	0	0	0	0	0	0	0	0
HIV/AIDS SURVEILLANCE (03A2)	0.00	0	0	24	20	24	23	43	48	91
HIV/AIDS PATIENT CARE (03A3)	0.00	0	0	0	0	0	0	0	0	0
ADAP (03A4)	0.02	2	5	3,689	3,161	3,689	3,686	14,221	4	14,225
TB CONTROL SERVICES (104)	0.06	82	139	1,216	1,042	1,216	1,217	3,179	1,512	4,691
COMM. DISEASE SURV. (106)	0.10	0	0	2,034	1,743	2,034	2,034	7,845	0	7,845
HEPATITIS PREVENTION (109)	0.00	0	0	10	9	10	10	39	0	39
PUBLIC HEALTH PREP AND RESP (116)	0.02	0	0	466	400	466	466	1,798	0	1,798
REFUGEE HEALTH (118)	0.00	0	0	0	0	0	0	0	0	0
VITAL STATISTICS (180)	0.09	1,915	3,310	1,282	1,099	1,282	1,283	0	4,946	4,946
COMMUNICABLE DISEASE SUBTOTAL	0.92	2,588	4,186	22,049	18,894	22,049	22,041	33,636	51,397	85,033
B. PRIMARY CARE:										
CHRONIC DISEASE SERVICES (210)	0.37	0	0	4,474	3,834	4,474	4,471	17,253	0	17,253
TOBACCO PREVENTION (212)	2.50	0	15	36,798	31,533	36,798	36,785	141,914	0	141,914
WIC (21W1)	0.00	0	0	0	0	0	0	0	0	0
WIC BREASTFEEDING PEER COUNSELING (21W2)	0.00	0	0	0	0	0	0	0	0	0
FAMILY PLANNING (223)	3.36	687	1,610	58,142	49,823	58,142	58,119	114,331	109,895	224,226
IMPROVED PREGNANCY OUTCOME (225)	1.08	98	621	19,494	16,705	19,494	19,488	0	75,181	75,181
HEALTHY START PRENATAL (227)	2.42	185	2,323	32,579	27,918	32,579	32,567	0	125,643	125,643
COMPREHENSIVE CHILD HEALTH (229)	0.14	95	153	2,152	1,844	2,152	2,150	2,918	5,380	8,298
HEALTHY START INFANT (231)	2.00	208	2,415	21,898	18,765	21,898	21,889	44,597	39,853	84,450
SCHOOL HEALTH (234)	8.60	0	67,457	121,776	104,352	121,776	121,729	423,864	45,769	469,633
COMPREHENSIVE ADULT HEALTH (237)	4.19	543	1,462	59,167	50,702	59,669	59,197	102,323	106,412	208,735
COMMUNITY HEALTH DEVELOPMENT (238)	0.00	0	0	13,990	11,988	13,990	13,985	53,953	0	53,953
DENTAL HEALTH (240)	5.27	1,444	3,203	110,271	94,494	110,271	110,229	178,381	246,884	425,265
PRIMARY CARE SUBTOTAL	29.93	3,260	79,259	480,741	411,958	461,243	480,609	1,079,534	755,017	1,834,551
C. ENVIRONMENTAL HEALTH:										
Water and Onsite Sewage Programs										
COASTAL BEACH MONITORING (347)	0.00	0	0	0	0	0	0	0	0	0
LIMITED USE PUBLIC WATER SYSTEMS (357)	0.03	30	69	933	800	933	934	2,900	700	3,600
PUBLIC WATER SYSTEM (358)	0.00	0	0	67	58	67	68	50	210	260
PRIVATE WATER SYSTEM (359)	0.00	0	0	108	92	108	107	115	300	415
INDIVIDUAL SEWAGE DISP. (361)	0.79	51	129	15,439	13,230	15,439	15,434	56,342	3,200	59,542
Group Total	0.82	81	198	16,547	14,180	16,547	16,543	59,407	4,410	63,817
Facility Programs										
FOOD HYGIENE (348)	0.08	32	131	1,824	1,563	1,824	1,825	7,036	0	7,036
BODY PIERCING FACILITIES SERVICES (349)	0.01	0	0	290	249	290	291	1,120	0	1,120
GROUP CARE FACILITY (351)	0.03	45	66	479	411	479	480	1,849	0	1,849
MIGRANT LABOR CAMP (352)	0.00	0	0	0	0	0	0	0	0	0

ATTACHMENT II
TAYLOR COUNTY HEALTH DEPARTMENT

Part III. Planned Staffing, Clients, Services, And Expenditures By Program Service Area Within Each Level Of Service

October 1, 2013 to September 30, 2014

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd (Whole dollars only)	3rd	4th			
C. ENVIRONMENTAL HEALTH:										
Facility Programs										
HOUSING,PUBLIC BLDG SAFETY,SANITATION (353)	0.00	0	0	0	0	0	0	0	0	0
MOBILE HOME AND PARKS SERVICES (354)	0.01	8	15	363	311	363	362	1,399	0	1,399
SWIMMING POOLS/BATHING (360)	0.05	13	26	0	0	2,023	2,024	4,047	0	4,047
BIOMEDICAL WASTE SERVICES (364)	0.07	19	19	1,633	1,399	1,633	1,633	6,298	0	6,298
TANNING FACILITY SERVICES (369)	0.00	0	0	41	36	41	42	160	0	160
Group Total	0.25	117	257	4,630	3,969	6,653	6,657	21,909	0	21,909
Groundwater Contamination										
STORAGE TANK COMPLIANCE (355)	0.00	0	0	0	0	0	0	0	0	0
SUPER ACT SERVICE (356)	0.00	0	0	0	0	0	0	0	0	0
Group Total	0.00	0	0	0	0	0	0	0	0	0
Community Hygiene										
TATTOO FACILITIES SERVICES	0.01	0	0	292	250	292	291	1,125	0	1,125
COMMUNITY ENVIR. HEALTH (345)	0.00	0	0	0	0	0	0	0	0	0
INJURY PREVENTION (346)	0.00	0	0	0	0	0	0	0	0	0
LEAD MONITORING SERVICES (350)	0.00	0	0	0	0	0	0	0	0	0
PUBLIC SEWAGE (362)	0.00	0	0	0	0	0	0	0	0	0
SOLID WASTE DISPOSAL (363)	0.00	0	0	0	0	0	0	0	0	0
SANITARY NUISANCE (365)	0.05	30	73	1,086	930	1,086	1,085	4,187	0	4,187
RABIES SURVEILLANCE/CONTROL SERVICES (366)	0.00	0	0	9	8	9	9	35	0	35
ARBOVIRUS SURVEILLANCE (367)	0.00	0	0	108	93	108	109	418	0	418
RODENT/ARTHROPOD CONTROL (368)	0.00	0	0	0	0	0	0	0	0	0
WATER POLLUTION (370)	0.00	0	0	0	0	0	0	0	0	0
INDOOR AIR (371)	0.00	0	0	0	0	0	0	0	0	0
RADIOLOGICAL HEALTH (372)	0.00	0	0	0	0	0	0	0	0	0
TOXIC SUBSTANCES (373)	0.00	0	0	0	0	0	0	0	0	0
Group Total	0.06	30	73	1,495	1,281	1,495	1,494	5,765	0	5,765
ENVIRONMENTAL HEALTH SUBTOTAL	1.13	228	528	22,672	19,430	24,695	24,694	87,081	4,410	91,491
D. NON-OPERATIONAL COSTS:										
NON-OPERATIONAL COSTS (599)	0.00	0	0	0	0	0	0	0	0	0
ENVIRONMENTAL HEALTH SURCHARGE (399)	0.00	0	0	0	0	0	0	0	0	0
MEDICAID BUYBACK (611)	0.00	0	0	0	0	0	0	0	0	0
NON-OPERATIONAL COSTS SUBTOTAL	0.00	0	0	0	0	0	0	0	0	0
TOTAL CONTRACT	31.98	6,076	83,973	525,462	450,282	507,987	527,344	1,200,251	810,824	2,011,075

ATTACHMENT III
TAYLOR COUNTY HEALTH DEPARTMENT
CIVIL RIGHTS CERTIFICATE

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

The applicant assures that it will comply with:

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

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

Facility
Description

Location

Owned By

TAYLOR CHD
APPROX. 18,600 SQ. FT

1215 N. PEACOCK AVE.
PERRY, FL 32347

TAYLOR COUNTY BOARD
BOARD OF COUNTY
COMMISSIONERS

ATTACHMENT V
TAYLOR COUNTY HEALTH DEPARTMENT
SPECIAL PROJECTS SAVINGS PLAN

IDENTIFY THE AMOUNT OF CASH THAT IS ANTICIPATED TO BE SET ASIDE ANNUALLY FOR THE PROJECT.

<u>CONTRACT YEAR</u>	<u>STATE</u>	<u>COUNTY</u>	<u>TOTAL</u>
2011-2012	\$ _____	\$ _____	\$ _____ -
2012-2013	\$ _____	\$ _____	\$ _____ -
2013-2014	\$ _____	\$ _____	\$ _____ -
2014-2015	\$ _____	\$ _____	\$ _____ -
2015-2016	\$ _____	\$ _____	\$ _____ -
PROJECT TOTAL	\$ _____ -	\$ _____ -	\$ _____ -

SPECIAL PROJECT CONSTRUCTION/RENOVATION PLAN

PROJECT NAME: N/A

LOCATION/ ADDRESS: _____

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

SQUARE FOOTAGE: _____

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

ESTIMATED PROJECT INFORMATION:

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

COMPLETION DATE: _____

DESIGN FEES: \$ _____

CONSTRUCTION COSTS: \$ _____

FURNITURE/EQUIPMENT \$ _____

TOTAL PROJECT COST: \$ _____ -

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

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

**2012-2013 FEE SCHEDULE
TAYLOR COUNTY HEALTH DEPARTMENT**

DIAGNOSTIC SCREENINGS & PROCEDURES	OFFICE CODE	CURRENT FEE
Chest X-Ray (non-Tuberculosis related)		\$75.00
Tuberculosis Skin Test	86580	\$20.00
Colposcopy		\$100.00
Women's Health Screening (In conjunction with Doctors' Memorial)		\$75.00
Men's Health Screening		\$30.00

CLASSES & OTHER MISCELLANEOUS ITEMS	FEE
Car Seat Ticket Class	\$10.00
Parenting Classes (Non-Healthy Start Clients)	Maximum \$50 Per Person
Smoking Cessation Classes	Maximum \$50 Per Person
General Health Education Classes (Materials + Per Person Fee)	Maximum \$50 Per Person
Domestic Violence Education Classes	Maximum \$50 Per Person
Healthy Workplace Education Classes	Maximum \$50 Per Person
Health Education Classes	Maximum \$50 Per Person
Other Classes Developed Based on Individual Requests and/or Needs	Maximum \$50 Per Person
Implanon or Other IUD Rod Removal/Insertion	Current CBR*
	\$1.00 for 1st 25 pages; additional pages
Copy of Medical Records for Entities as Described in FAC64B8-10.003	\$0.25 each
Patient Copy of Medical Records	\$0.25 Per Page

CLINIC SERVICES BASED ON SLIDING FEE SCALE	OFFICE CODE	FEE	NEW PATIENT	ESTABLISHED PATIENT
Established Brief/ Limited Office Visit	99211		\$21.00	\$21.00
New Problem/Established Problem Visit	99202/99212		\$73.00	\$42.50
New-Expanded Problem/Established Expanded Problem Visit	99203/99213		Current CBR*	\$80.00
New-Detailed Problem/Established Detailed Problem Visit	99204/99214		Current CBR*	\$104.50
Family Planning-Initial/Annual Exam;	(99XXX), (58300)		Current CBR*	Current CBR*
Family Planning Problem Focused	99212		N/A	\$38.00
Family Planning Supply Visit	99211		\$21.00	\$21.00
Family Planning Counseling Visit	99403		Current CBR*	Current CBR*
Child & Adult Physical Exam			Current CBR*	Current CBR*
Laboratory Tests			Cost + \$20 admin fee	Cost + \$20 admin fee
Adult Work-Physicals			\$35.00	\$35.00
Athletic-Physicals/School-Physicals			\$35.00	\$35.00

IMMUNIZATIONS	FEE
All childhood immunizations ages 0-18	No Charge
Hepatitis A Vaccine (per injection) - Adult	\$97.00
Hepatitis B Vaccine (per injection)- Adult	\$89.00
Influenza High Dose for Population 65 Years of Age or Older (Flu shot)	\$50.00
Influenza Low Dose for Population under 65 Years of Age (Flu shot)	\$30.00
MMR vaccine - Adult	\$79.00
Pneumonia vaccine	\$86.00
Rabies Vaccine	Cost + \$20.00 Admin
TDAP	\$49.00
Tetanus/TD - Adult	\$39.00
HPV	\$163.00
Other client requested vaccines	Cost + \$20.00 Admin

VITAL STATISTICS	FEE	Proposed Change
Certified copy of death certificates, each	\$10.00	\$12.00
Certified copy of birth certificates, first copy	\$12.50	
Each additional copy	\$8.00	

ENVIRONMENTAL HEALTH FEES - COUNTY	FEE
These fees are in addition to State Environmental Health Fees	
Water samples (collected and delivered to TCHD)	\$30.00
Water samples (collected by TCHD staff) 1st sample	\$60.00
Water samples (collected by TCHD staff) 2nd sample at same time	\$74.00
Lab fee for testing low risk animals- Rabies	\$150.00
Surcharge fee for site evaluation for septic tank	\$20.00
Surcharge fee for septic tank application	\$10.00
City Residents: Per City of Perry utility inspection	\$50.00
All other Environmental Health fees are mandated by the State of Florida and cannot be revised by this office.	

*Current CBR- Current Medicaid Cost Based Reimbursement Rate

Increased to meet the Centers for Medicare & Medicaid Services Allowable Reimbursement Rate

Chairman's Signature

Approved: _____

Date: _____

Effective Date Signed By Chairman

2012-2013 DENTAL FEE SCHEDULE TAYLOR COUNTY HEALTH DEPARTMENT

DIAGNOSTIC SCREENINGS & PROCEDURES	OFFICE CODE	CURRENT FEE	
		100% Pay	50% Pay
Periodic Exam	D0120	\$30.00	\$15.00
Limited/Emergency Exam	D0140	\$50.00	\$25.00
Oral Evaluation (under age 3)	D0145	\$30.00	\$15.00
Comprehensive Exam	D0150	\$30.00	\$15.00
Full Mouth X-ray	D0210	\$60.00	\$30.00
Periapical, first film	D0220	\$16.00	\$8.00
Periapical, additional films	D0230	\$10.00	\$5.00
Bitewing, single film	D0270	\$16.00	\$8.00
Bitewing, two films	D0272	\$30.00	\$15.00
Bitewing, four films	D0274	\$40.00	\$20.00
Adult Prophyl	D1110	\$70.00	\$35.00
Child Prophyl	D1120	\$60.00	\$30.00
Fluoride (child)	D1203	\$20.00	\$10.00
Fluoride (mod. to high cares)	D1206	\$20.00	\$10.00
Oral hygiene instruction	D1330	\$10.00	\$5.00
Sealant, per tooth	D1351	\$20.00	\$10.00
Scaling & root planing per quad	D4341	\$90.00	\$45.00
Scaling & root planing, 1-3 quad	D4342	\$60.00	\$30.00
Gross debridement	D4355	\$70.00	\$35.00
Amalgam 1-surf prim or perm	D2140	\$70.00	\$35.00
Amalgam 2-surf prim or perm	D2150	\$80.00	\$40.00
Amalgam 3-surf prim or perm	D2160	\$90.00	\$45.00
Amalgam 4-surf prim or perm	D2161	\$100.00	\$50.00
Resin 1-surf anterior	D2330	\$80.00	\$40.00
Resin 2-surf anterior	D2331	\$90.00	\$45.00
Resin 3-surf anterior	D2332	\$100.00	\$50.00
Resin 4-surf anterior	D2335	\$110.00	\$55.00
Resin 1-surf posterior	D2391	\$80.00	\$40.00
Resin 2-surf posterior	D2392	\$90.00	\$45.00
Resin 3-surf posterior	D2393	\$100.00	\$50.00
Stainless steel crown	D2930	\$140.00	\$70.00
Sedative filling	D2940	\$60.00	\$30.00
Extraction, deciduous	D7111	\$50.00	\$25.00
Extraction	D7140	\$70.00	\$35.00
Surgical extraction	D7210	\$150.00	\$75.00
Incision and drainage	D7510	\$70.00	\$35.00

Effective Date Signed By Chairman

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to approve awarding The Forestry Company the bid for the Perry Foley Airport tree removal project in the amount of \$68,367 per the recommendation of the review committee and Roland Luster, the FDOT District 2 Aviation Administrator.

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue: Board to approve awarding The Forestry Company the bid for the Airport tree removal project in the amount of \$68,367.00

Recommended Action: Board to award the bid in the amount of \$68,367 to The Forestry Company,

Budgeted Expense: Not Applicable. The project is 100% funded by an FDOT grant.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Board received one bid at the August 20, 2013 meeting for the removal of trees penetrating runway glide slopes at Perry Foley Airport. The bid was received from The Forestry Company in the amount of \$68,547. The bid committee found an error in the calculation of the bid documents and the total is actually \$68,367.00. The Forestry Company was contacted and concurred with the error and that the correct total is \$68,367.00. The bid documents were found to be in order by the bid committee and Roland Luster of FDOT Aviation. The Forestry Company has successfully completed similar projects at Jacksonville International Airport, Herlong Airport, Craig Airport, and Fernandina Airport.

Attachments: Correspondence from Roland Luster, FDOT District 2 Aviation Administrator

****Bid Committee was Bill Roberts, Melody Cox both of which are County staff, and John Collins with AVCON, Inc.**

BID SCHEDULE

BIDDER: The Forestry Company **DATE:** 8/16/13

AIRPORT NAME: Perry Foley Airport
PROJECT DESCRIPTION: Runway Obstruction Tree Clearing

BID SCHEDULE

Tree Removal in Areas 1 through 5

Bid Item No.	Item No.	Item Description & Unit Price Bid In Words	Unit	Estimated Quantity	Unit Price	Total Amount/ Item
1	P-151-1	Clear Area 1 (Runway 18) Eighteen Thousand Eighty Nine dollars and no cents	LS	1		\$18,089.00
2	P-151-2	Clear Area 2 (Runway 36) Eleven Thousand Nine Hundred Sixty dollars and no cents	LS	1		\$11,960.00
3	P-151-3	Clear Area 3 (Runway 12) Twenty Thousand Eighteen dollars and no cents	LS	1		\$20,018.00
4	P-151-4	Clear Area 4 (Runway 30) Nine Thousand Four Hundred Sixty dollars and no cents	LS	1		\$9,460.00
5	P-151-5	Clear Area 5 (Runway 6) Eight Thousand Eight Hundred Forty dollars and no cents	LS	1		\$8,840.00

For all work required to perform the Tree Removal in Areas 1 through 5 in accordance with the construction drawings, specifications, and other contract documents, including all costs related to the work, and any required permits, taxes, bonds and insurance, the undersigned submits a Total Bid amount of:

~~\$68,547.00~~ * 68,367.00 mce

TOTAL BID AMOUNT (in words): Sixty Eight Thousand Five Hundred Forty Seven

_____ Dollars and no _____ cents
(\$ ~~68,547.00~~ ^{68,347.00})
(amount in numbers)

Note: Total Bid amount shall equal the sum of the totals for Bid Items No. 1 through 5.

** The Basis of Award shall be based on the lowest Total Bid Amount. The Owner reserves the right to award all, none, or any combination of Bid Items 1 through 5.*

The Bidder represents that it has examined the site of the Work and informed itself fully in regard to all conditions pertaining to the place where the work is to be done; that it has examined the plans and specifications for the work and other Contract Documents relative thereto and has read all of the Addenda furnished prior to the opening of the Bids, as acknowledged below; and that it has otherwise fully informed itself regarding the nature, extent, scope and details of the Work to be performed.

If provided with a Notice of Intent to Award the Contract by the Owner, the Bidder shall execute and deliver to the Owner all of the documents required by the Contract Documents, including but not limited to, the Addendum to the Agreement and the Performance and Payment Bonds in the form contained in the Contract Documents, furnish the required evidence of the specified insurance coverages, furnish all necessary permits, license, materials, equipment, machinery, maintenance, tools, apparatus, means of transportation and labor necessary to complete the Work.

Dated and signed at Taylor County Florida, this 12th day of August, 2013.

The Forestry Company

Name of Bidder

Don R. Curtis Jr.

Authorized Signature

Don R. Curtis Jr. - President

Title

502 W Green Street

Mailing Address

Perry, FL 32347

City, State, Zip

59-3520799

(Federal ID No. or SS No.)

Any amended/expanded work will be negotiated at the time if we are the successful bidder.

Melody Cox

From: Luster, Roland Jr <RolandJr.Luster@dot.state.fl.us>
Sent: Monday, August 26, 2013 9:38 AM
To: Melody Cox
Subject: RE: Tree Clearing Bid

Melody,

I have no problem with and approve the bid of \$68,547.00 submitted by "The Forestry Company" for the tree clearing project at the Perry-Foley Airport. Thanks Roland

From: Melody Cox [<mailto:melody.cox@taylorcountygov.com>]
Sent: Monday, August 26, 2013 9:16 AM
To: Luster, Roland Jr
Subject: RE: Tree Clearing Bid

Roland,

AVCON is not charging any additional fees for their assistance on this project other than the \$3,890.00 for preparing the bid documents and conducting the pre-bid meetings. We should be fine with the available JPA funds.

Melody

From: Luster, Roland Jr [<mailto:RolandJr.Luster@dot.state.fl.us>]
Sent: Thursday, August 22, 2013 4:19 PM
To: Melody Cox
Subject: Tree Clearing Bid

Melody,

The bid looks fine, the only question I have is what are the fees for AVCON services since there is only \$80,000 in the JPA and the bid came in at \$68,547.

Roland C. Luster
Aviation Administrator
Phone (386) 961-7855
FAX (386) 758-3766
Email: rolandjr.luster@dot.state.fl.us

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to review and approve the amended State Housing Initiative Partnership (SHIP) Local Housing Assistance Plan (LHAP) for State Fiscal Years 2012-2013, 2013-2014, and 2014-2015 and Resolution required for the LHAP amendment. The only amendment made to the LHAP was Section O . Administrative Budget.

MEETING DATE REQUESTED:

September 3, 2013

Statement of Issue: To be in compliance with the new SHIP guidelines, the County was required to update Section O. to specify how the SHIP Administrative Budget grant funds will be expended. The changes made to the LHAP are highlighted.

Recommended Action: Approve amended Local Housing Assistance Plan for State Fiscal Years 2012-2013, 2013- 2014, 2014-2015 and Resolution.

Fiscal Impact: The County received \$350,000 FY 2013-2014 for the SHIP Program. No match is required from the County.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: SHIP funds are used for housing rehabilitation and first time home buyers down payment assistance. SHIP funds can also be used to repair homes in the event of a declared disaster. The County currently provides a maximum of \$25,000 for rehabilitation assistance, a maximum of \$75,000 for demolition and new construction of a home in 51% of more disrepair, and a maximum of \$10,000 to qualified First Time Homebuyers. SHIP funds cannot be used to repair or remove mobile homes. SHIP funds can also be used as a match for CDBG grant applications for additional grant ranking points as SHIP funds are state monies and CDBG is federally funded. The County is not accepting rehabilitation assistance applications as there is a waiting list of more than 40 applicants dating back to August 2011. There are

currently three rehabilitation projects underway and four pending First Time Home Buyers Assistance applicants.

Attachments: Amended SHIP LHAP for State Fiscal Years 2012-02013, 2013-2014, and 2014-2015 and Resolution required for the amended LHAP.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSION OF TAYLOR COUNTY, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by *Chapter 67-37.005(6)(f)3, F.A.C.*, It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the Meridian Community Services Group, Inc. and Taylor County Grants Administration Department has prepared a three-year Local Housing

Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the Board of County Commission finds that it is in the best interest of the public for Taylor County to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSION OF TAYLOR COUNTY, FLORIDA that:

Section 1: The Chairman of Taylor County Board of County Commission is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 2: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, _____.

Pam Feagle, Chair

ATTEST:

County Clerk

Taylor County

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

LOCAL HOUSING ASSISTANCE PLAN (LHAP)

STATE FISCAL YEARS COVERED

2012-2013, 2013-2014 & 2014-2015

I. PROGRAM DESCRIPTION:

A. Name of the participating local government and Interlocal if Applicable:

Taylor County

Interlocal:	Yes	<u>✓</u>	No
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Name of participating local government(s) in the Interlocal Agreement;

A copy of the Interlocal Agreement is attached as N/A

B. Purpose of the program:

Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan:

2012-2013
2013-2014
2014-2015

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code.

The SHIP Program does further the housing element of the local government Comprehensive Plan.

Cities and Counties must be in compliance with these applicable statutes and rules.

General Description

This Local Housing Assistance Plan was prepared for Taylor County's participation in the State Housing Initiatives Partnership (SHIP) Program. In compliance with Florida Statue 420.907 and Rule 67-37, Florida Administrative Code. The central focus of the County's strategies is home ownership. The County's home ownership program involves an active partnership between affordable housing developers, local lending institutions, realtors, home inspectors, credit counseling services and homebuyers.

E. Local Housing Partnership

SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups. The Board of County Commissioners established a partnership consisting of the County Commissioners, representatives from local lending institutions, local building contractors, the local non-profit community action agency, local realtors, and University of Florida Extension office, Chamber of Commerce, Taylor County Development Authority and Consumer Credit Counseling Services.

F. Leveraging:

The Plans are intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs. The SHIP program will enable Taylor County to continue to develop and implement several strategies that target specific needs that are not fully provided for through other programs. Efforts will be made to implement these strategies in such a way as to compliment existing weatherization programs, provide local match funds for federal housing programs such as CDBG, HOME, etc., and assist with post-disaster recovery and mitigation efforts in the event of a natural disaster.

G. Public Input:

Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability. This plan was also developed with substantial input from the local Housing Advisory Council (AHAC). The AHAC and County staff meets on an as-needed basis to review the Local Housing Assistance Plan and the Housing Incentive Strategies. Amendments to the Local Housing Assistance Plan shall be present to AHAC for review and recommendation to the Board of County Commissioners. Amendments will be considered within the standard public hearing procedures pursuant to Rule 67-37.006(1), Florida Administrative Code, the County will notify the Florida Housing Finance Corporation within 21 days of adoption of any amendments.

H. Advertising and Outreach

Taylor County or its administrative representative shall advertise the notice of funding availability in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required. Some strategies have a waiting list. The waiting list will be available for public viewing at the SHIP Administrative offices Monday through Friday 8am to 5pm. SHIP strategies that have an active waiting list will not be advertised. Applications for SHIP assistance will be taken continuously after the SHIP funds have been advertised for 30 days. The County realizes the importance of outreach to insure that the very low and low income residents are made aware of this plan and that housing assistance that can be provided. The mechanisms that will be used to accomplish outreach include, but are not limited to meetings with local church ministers to enlist their cooperation in the effort of achieving outreach; providing literature to local employers to provide to their employees; advertise through local media; conduct awareness meetings with local agencies, contractors, and realtors to insure their familiarity with the program; and support from local government officials and staff.

I. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing. All SHIP funds will be expended in a manner that will not discriminate on the basis of race, creed, color, age, gender, religion, marital status, family status, disability, or national origin.

J. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to: **Taylor County:** The County Provides technical assistance in expedited permitting, project review and resource allocation to the private sector. The County establishes the direction of its efforts in affordable housing by consulting various agencies throughout Taylor County for determining the housing needs of the community, the inventory of programs available, and appropriate allocation of resources.

Financial Institutions: Participating lenders provide favorable financing terms to homebuyer assistance applicants. This participation provides lenders the ability to meet Community Reinvestment Act (CRA) requirements with a sound and active program.

Non-Profit Providers: Participating non-profit builders cooperate by building at a fixed rate, two-, three-, and four-bedroom homes to homebuyer assistance applicants.

Realtors: Participating realtors provide assistance to very, low and moderate income homebuyer assistance applicants in obtaining affordable housing units. They coordinate efforts to insure applicants are informed of contract specifics, available funding options, and recapture provisions in the event the sales does not transpire.

Social Service Organizations: Taylor County firmly recognizes the need for all potential applicants to participate in home ownership and financial counseling to insure they fully understand the obligations of home ownership. This counseling shall be consistent with Taylor County Ordinance 93-8, Sections 420.907-420.9079, Florida Statutes and Rule 67-37, Florida Administrative Code.

The University of Florida, County Extension Office provides homeownership counseling to all eligible applicants. The program consists of family budgeting, credit analysis, home inspections, working with realtors and lenders, mortgage closings, and post-closing home maintenance. The completion of workshop certificate is valid for 24 months. If applicant has to retake the workshop, the amount of the workshop will be deducted from the award amount.

Consumer Credit Counseling Services provides financial counseling to all eligible applicants in need of credit repair. The program assists applicants with family budgeting, credit analysis, credit repair.

Suwannee River Economic Council provides weatherization services in conjunction with the housing rehabilitation strategy to all eligible very low and low income applicants.

K. Purchase Price Limits:

Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not 90% of the median area purchase price established by the U.S. Treasury Department or as described above. The methodology used is:

- ☐ Independent Study (copy attached)
- ☒ **U.S. Treasury Department**
- ☐ Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts

L. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 (19), (20) and (28), F.S. However it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

M. Welfare Transition Program:

Should a eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program will be given preference in the selection process.

N. Monitoring and First Right of Refusal:

In the case of rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

O. Administrative Budget:

A detailed listing including line-item budget of proposed Administrative Expenditures is attached as **Exhibit A**. These are presented on an annual basis for each State fiscal year submitted.

Taylor County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. In accordance with Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, a county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

*Taylor County has adopted the above findings in the attached resolution, **Exhibit E**.*

The County under the direction of the Housing Coordinator will administer the Local Housing Assistance Plan. The Board of County Commissioners has authorized that ten percent (10%) of the annual allocation amount plus any achieved interest be designated to cover administrative costs. See **Exhibit E** for applicable fiscal years.

Administrative funds will also be used for membership in the Florida Housing Coalition and attendance of seminars by Taylor County Affordable Housing staff and representatives of the Local Housing Advisory Council.

Additionally, as is customary with the implementation of many housing programs, reasonable "project delivery" costs will be charged to each project to ensure successful implementation and completion of the various housing activities. Project delivery costs may include the following:

- processing of applications for assistance
- appraisals required by program regulations
- preparation of work write-ups, work specifications, and cost estimates or review of these items if an owner has had them independently prepared
- project underwriting

- construction inspections and oversight
- project document preparation

All project delivery costs will be documented in accordance with the SHIP program parameters.

P. PROGRAM ADMINISTRATION:

Administration of the local housing assistance plan is the responsibility of *Taylor County*. Should a third party entity or consultant contract for all or part of the administrative or other functions of the program provide in detail the duties, qualification and selection criteria.

Q. Essential Service Personnel

Define in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3)(a) FS. Essential service personnel are defined as firefighters, police, nurses, nurses' aids and teachers.

R. To incorporate the following "Green" Rehabilitation Standards when funds are available and these items are addressed in the work performed.

1. Any appliances replaced or installed shall be Energy Star if possible.
2. Any door and/or window replaced or installed shall be Energy Star.
3. Any lighting fixture replaced or installed shall be Energy Star.
4. Weatherization of all homes rehabilitated if funds are available. At a minimum, weatherization shall include attic, and if appropriate, floor insulation as well as sealing all exterior walls. Other weatherization activities are at the local government's option. (New home construction is presumed to meet the minimum insulation and sealing requirements.
5. Any replaced or new (for new home construction) HVAC unit shall have a SEER rating of at least 14.

II LHAP HOUSING STRATEGIES:

A. Home Buyer Assistance

a. Summary of the Strategy:

The purpose of this strategy is to provide down payment assistance and principal reduction to all eligible home buyers. The County will set aside 21.1% of funded allocation per year to provide funding to qualified applicants who are able to secure financing from a lender for a first mortgage on a home located in the City of Perry or the unincorporated areas of Taylor County.

b. Fiscal Years Covered:

2012-2013, 2013-2014, 2014-2015

c. Income Categories to be served:

Very-low, Low and Moderate Income Levels

d. Maximum award is noted on the Housing Delivery Goals Charts:

The maximum amount of SHIP funds that may be awarded per unit is \$10,000; the maximum is not awarded to all applicants.

e. Terms, Recapture and Default. Include terms of recapture in the event of default (failure to make required payments on a loan

secured by a first mortgage which leads to foreclosure and/or loss of property ownership).

Assistance is in the form of a zero percent (0%) second mortgage, due on sale, transfer, or refinancing, will be made available for down payment, closing cost, and rehabilitation

expenses. The full amount of the loan will be forgiven if the homeowner continuously occupies the dwelling for five (5) years. The obligated amount will be prorated annually reducing the loan amount by twenty (20%) per year. Only the remaining portion of the obligation must be repaid to the Local Housing Assistance Trust Fund as Program Income.

Applicants are prohibited from receiving assistance for the duration of the respective mortgage under the SHIP program. Home Buyer applicants will receive assistance only once under this strategy.

f. Recipient Selection Criteria:

Funds may be used for the down payment, closing costs, and structural rehabilitation (funds can only be used for extreme health or safety defects) of an existing home. The funds for rehabilitation would be deducted from any down payment assistance. The down payment will not exceed ten percent (10%) of the sales price. Very low and low-income households may be awarded up to \$10,000 (\$9900- assistance & \$100-recording fees). Moderate-income households may be awarded up to \$7,000 (\$6900- assistance & \$100 - recording fees). Moderate households are not eligible for structural rehabilitation of an existing home. Applicants will be approved on a first-come, first-qualified basis. Applicants may not apply if they have claimed homestead exemption in the last three years (this excludes mobile homes). This activity will be coordinated with financial institutions and their affordable housing loan programs. The range of acceptable sales price for new or existing homes will be between \$25,000 and \$100,000, which is within the median area

purchase price of \$106,354 for new construction and \$98,523 for existing homes. The average sales price is \$54,264. The monthly housing costs, including taxes and insurance shall not exceed thirty percent (30%) of the applicant's monthly income, unless the first mortgage lender is satisfied that the household can afford mortgage payments in excess of the thirty percent (30%) benchmark. Where SHIP funds are being used, the combined First and Second Mortgage Loan to Value cannot exceed 105% of the appraised value of the home.

g. Sponsor Selection Criteria, if applicable:

All non-profit sponsors shall be required to contractually commit to and abide by the provisions relating to SHIP in the Florida Statutes, Florida Administrative Code Rule 67-37, and the Local Housing Assistance Plan.

h. Additional Information:

Since SHIP funds are distributed on a county-by-county basis, Taylor County SHIP funds shall only be used to provide housing assistance to eligible persons for housing units within Taylor County. DCA-approved modular homes are eligible for assistance with SHIP funds. Mobile homes and rental properties are not eligible for assistance. This is a Taylor County policy and not a SHIP policy.

B. Demolition/New Construction

a. Summary of the Strategy:

The purpose of this strategy is to assist households whose homes are more than fifty-one percent (51%) structurally unsound as determined by a certified Building Inspector. The County will provide 42.9% of funding allocation per year.

b. Fiscal Years Covered:

2012-2013, 2013-2014, 2014-2015

c. Income Categories to be served:

Very-low and low income household

d. Maximum award is noted on the Housing Delivery Goals Charts:

The maximum amount of SHIP funds that may be awarded is \$75,000 per unit; \$10,000 will be used for demolition purposes and \$65,000 for construction of the new unless funds are not needed to demo and therefore it will be applied to the reconstruction.

e. Terms, Recapture and Default.

Include terms of recapture in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership)

A mortgage will be placed on the property for the subsidy amount. Assistance is in the form of a zero percent (0%) deferred loan, due on sale, transfer, or refinancing of the property. The full amount of the loan will be forgiven if the homeowner continuously occupies the dwelling for twenty (20) years. The obligated amount will be prorated annually reducing the loan amount by five (5%) per year. If the applicant passes, the heir is eligible to assume the mortgage if approved by SHIP Income Guidelines. Only the remaining portion of the obligation must be repaid to the Local Housing Assistance Trust Fund.

f. Recipient Selection Criteria:

The homeowner may not own another home, must claim homestead exemption on the home being occupied and considered for demo/reconstruction. Funds will be available to very-low and low income households and on a first-come, first-qualified basis.

g. Sponsor Selection Criteria, if applicable:

All non-profit sponsors shall be required to contractually commit to and abide by the provisions relating to SHIP in the Florida Statutes, Florida Administrative Code Rule 67-37, and the Local Housing Assistance Plan.

h. Additional Information:

Applicants are limited to one-time assistance under the SHIP program. Since SHIP funds are distributed on a county-by-county basis, Taylor County SHIP funds shall only be used to provide housing assistance to eligible persons for housing units within Taylor County. DCA-approved modular homes are eligible for assistance. Mobile homes and rental properties are not eligible for assistance. This is a Taylor County policy and not a SHIP policy.

C. Rehabilitation

a. Summary of the Strategy:

The purpose of this strategy is to provide repairs or improvements needed for safe and sanitary habitation and/or correction of code violations. The County will provide 28.6% of funding allocation for the rehabilitation of owner-occupied units to qualified County applicants.

b. Fiscal Years Covered:

2012-2013, 2013-2014, 2014-2015

c. Income Categories to be served:

Very-low and low income households

d. Maximum award is noted on the Housing Delivery Goals Charts:

The maximum amount of SHIP funds that may be awarded per unit is \$25,000; the maximum may not be awarded to all applicants.

e. Terms, Recapture and Default.

Include terms of recapture in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership)

A first or second mortgage will be placed on the property for the subsidy amount. Assistance will be in the form of a zero (0%) percent deferred loan, due on sale, transfer or refinancing of the property. The full amount of the loan will be forgiven if the homeowner continuously occupies the dwelling for five (5) years. The obligation amount will be prorated annually reducing the loan amount by twenty (20%) percent per year. Only the remaining portion of the obligation must be repaid to the Local housing Assistance Trust Fund as Program Income.

f. Recipient Selection Criteria:

CDBG eligible applicant will receive first priority for SHIP assistance to increase match and to improve overall rehabilitation. In the event there are no CDBG funds available, applicants are selected and approved on a first-come, first qualified basis. The homeowner must claim homestead exemption on the home being occupied and considered for rehabilitation. Applicants are prohibited from receiving assistance more than one time under the SHIP program. Applicants are limited to assistance once.. Applicants will not be allowed to receive assistance for a second time.

g. Sponsor Selection Criteria, if applicable:

All non-profit sponsors shall be required to contractually commit to and abide by the provisions relating to SHIP in the Florida Statutes, Florida Administrative Code Rule 67-37, and the Local Housing Assistance Plan.

h. Additional Information:

All property taxes must be current. Since SHIP funds are distributed on a county-by-county basis, Taylor County SHIP funds shall only used to provide housing assistance to eligible persons for housing units within Taylor County. DCA-approved modular homes are eligible for assistance. Mobile homes and rental properties are not eligible for assistance.

D. Disaster Mitigation/Recovery

a. Summary of the Strategy:

Taylor County is a coastal community that has in the past been adversely affected by natural disasters, which have occurred during the hurricane season. Residents affected by these disasters have had limited viable resources to assist them with emergency repair of their homes. The purpose of this strategy is to provide temporary assistance to qualified applicants of owner-occupied units. The Disaster Strategy provides assistance to households following a natural disaster as declared by the President of the United States or Governor of the State of Florida by way of an Executive Order.

b. Fiscal Years Covered:

2012-2013, 2013-2014, 2014-2015

c. Income Categories to be served:

Very-low and low income levels

d. Maximum award is noted on the Housing Delivery Goals Charts:

The County will in the event of a disaster, provide funds to assist in paying deductibles, necessary repairs not covered by insurance and necessary repairs for individuals with no home owner insurance up to the maximum amount of \$5,000 per participant. The maximum amount may not be awarded to all applicants. These funds are intended as a match for other forms of disaster assistance.

e. Terms, Recapture and Default.

Include terms of recapture in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership)

Assistance is in a form of a grant.

f. Recipient Selection Criteria:

The County will not repair damages that are covered by the home owners insurance. The amount of funds to be designated to assist will be decided upon by the SHIP and County Administrator. Applicants are selected and approved on a first come, first qualified basis.

g. Sponsor Selection Criteria, if applicable:

All non-profit sponsors shall be required to contractually commit to and abide by the provisions relating to SHIP in the Florida Statutes, Florida Administrative Code Rule 67-37, and the Local Housing Assistance Plan.

h. Additional Information:

In case of an extreme emergency, the Taylor County Board of County Commissioners may move funds from a housing strategy to the mitigation disaster strategy as long as funds are used for home construction repairs. This excludes any funds that are encumbered toward projects under construction. Since SHIP funds are distributed on a county-by-county basis, Taylor County SHIP funds shall only be used to provide housing assistance to eligible persons for housing units within Taylor County. DCA-approved modular homes are eligible for assistance. **Mobile homes and rental properties are not eligible for assistance.**

III. LHAP INCENTIVE STRATEGIES

A. Name of the Strategy: Expedited Permitting

Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

a. Established policy and procedures: Provide Description:

In the event that the permitting process takes more than a week for qualified applicants for State, Federal, or Local Affordable Housing Programs, applicants shall receive first review priority.

B. Name of the Strategy: Ongoing Review Process

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

a. **Established policy and procedures: Provide Description**

The establishment of a process by which the County considers before adoption, of procedures and policies that have a significant impact on the cost of housing.

Procedures established for Taylor County: Any changes to procedures and policies that have a significant impact on the cost of housing in Taylor County shall be reviewed by the Taylor County Planning Department for review. The Taylor County Planning Board reviews these procedures and policies for compliance with Taylor County's Comprehensive Plan, these procedures and policies shall be referred to the Taylor County Board of County Commissioners. This referral shall include a determination if the proposed procedures/policies that may pose any significant impact on the cost of housing.

IV. **EXHIBITS:**

Please note: All Applicable Exhibits are bold

A. Administrative Budget for each fiscal year covered in the Plan. **Exhibit A.**

B. Timeline for Encumbrance and Expenditure:

Chapter 67-37.005(6)(d) and (f) F.A.C. A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.**

Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.

C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan: Completed HDGC for each fiscal year is attached as **Exhibit C.**

D. Certification Page:

Signed Certification is attached as **Exhibit D.**

E. Adopting Resolution:

Original signed, dated, witnessed or attested adopting resolution is attached as Exhibit E.

F. Program Information Sheet:

Completed program information sheet is attached as Exhibit F.

G. Ordinance:

If changed from the original ordinance, a copy is attached as Exhibit G.

H. Interlocal Agreement:

A copy of the Interlocal Agreement if applicable is attached as Exhibit H. **NOT
APPLICABLE**