

SUGGESTED AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS  
PERRY, FLORIDA

MONDAY, FEBRUARY 3, 2014  
6:00 P.M.

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

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

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

1. Prayer
2. Pledge of Allegiance
3. Approval of Agenda

BIDS/PUBLIC HEARINGS:

4. THE BOARD TO RECEIVE BIDS, SET FOR THIS DATE AT 6:00 P.M., OR AS SOON THEREAFTER AS POSSIBLE, FOR REHABILITATION OF FOUR (4) AND REPLACEMENT OF ONE (1) SINGLE FAMILY HOMES IN TAYLOR COUNTY, UNDER THE SHIP PROGRAM.
5. THE BOARD TO RECEIVE BIDS, SET FOR THIS DATE AT 6:05 P.M., OR AS SOON THEREAFTER AS POSSIBLE, FOR CONSTRUCTION OF ROAD IMPROVEMENT PLAN PROJECTS.
6. THE BOARD TO RECEIVE BIDS, SET FOR THIS DATE AT 6:10 P.M., OR AS SOON THEREAFTER AS POSSIBLE, FOR TAYLOR COUNTY CLOSED LANDFILL MOWING & FERTILIZING.

COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED  
AND CONSENT AGENDA ITEMS:

CONSENT ITEMS:

7. APPROVAL OF MINUTES OF NOVEMBER 19, DECEMBER 17, 2013  
AND JANUARY 6, 2014.  
(COPIES PROVIDED BY E-MAIL)
8. EXAMINATION AND APPROVAL OF INVOICES.
9. THE BOARD TO CONSIDER ADOPTION OF RESOLUTION TO  
REFLECT UNANTICIPATED MONIES IN THE SCOP PAVING  
PROJECT FUND (ROBERTS AMAN ROAD), AS SUBMITTED BY  
COUNTY FINANCE.
10. THE BOARD TO CONSIDER APPROVAL OF A REQUEST FOR A  
LETTER OF SUPPORT FOR DOCTORS' MEMORIAL HOSPITAL (DMH)  
GRANT APPLICATION TO THE FLORIDA DEPARTMENT OF HEALTH  
EMERGENCY MEDICAL SERVICES MATCHING GRANT PROGRAM, AS  
AGENDAED BY GERI FORBES, CEO.
11. THE BOARD TO CONSIDER RATIFICATION OF THE COUNTY  
ADMINISTRATOR'S SIGNATURE APPROVING THE FIRST QUARTER  
FY 2013-2014 SMALL COUNTY CONSOLIDATED WASTE  
MANAGEMENT GRANT PAYMENT REQUEST, AS AGENDAED BY  
MELODY COX, GRANTS COORDINATOR.
12. THE BOARD TO CONSIDER APPROVAL OF TASK ORDER #2 WITH  
AVCON, INC., IN THE AMOUNT OF \$83,545, FOR THE DESIGN,  
ENGINEERING, BIDDING PHASE, AND CONSTRUCTION PHASE OF  
A CORPORATE HANGAR/FBO DEVELOPMENT AT PERRY-FOLEY  
AIRPORT, AS AGENDAED BY THE GRANTS COORDINATOR.
13. THE BOARD TO CONSIDER RATIFICATION OF THE COUNTY  
ADMINISTRATOR'S SIGNATURE ON QUARTERLY GRANT REPORTS  
FOR THE EMERGENCY MANAGEMENT PERFORMANCE GRANT  
PROGRAM, EMERGENCY MANAGEMENT PREPAREDNESS AND  
ASSISTANCE PROGRAM, FY 2012 STATE HOMELAND SECURITY  
GRANT PROGRAM, AND FY 2013 STATE HOMELAND SECURITY  
GRANT PROGRAM, AS AGENDAED BY DUSTIN HINKEL, EM  
DIRECTOR.

14. THE BOARD TO CONSIDER APPROVAL OF THE ESTABLISHMENT OF A MAINTENANCE BUDGET FOR FOREST CAPITAL HALL PARK, AS AGENDAED BY DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR.
15. THE BOARD TO CONSIDER APPROVAL OF A PROPOSED REVISION TO THE DECEASED INDIGENT'S POLICY, AS AGENDAED BY THE ASSISTANT COUNTY ADMINISTRATOR.
16. THE BOARD TO CONSIDER APPROVAL OF DRAFT POLICY REGARDING FLORIDA DRIVER'S LICENSE AND PERSONAL AUTO INSURANCE COVERAGE WITH REGARDS TO COUNTY EMPLOYEES, AS AGENDAED BY MARCELLA BRIDIER, DIRECTOR OF HUMAN RESOURCES.
17. THE BOARD TO CONSIDER APPROVAL OF THE LIBRARY MANAGER AND LIBRARY TECHNICIAN JOB DESCRIPTIONS AND PROPOSED REALIGNMENT, AS AGENDAED BY THE HUMAN RESOURCES DIRECTOR.
18. THE BOARD TO CONSIDER APPROVAL OF A POLICY ESTABLISHING WRITTEN PROCEDURES FOR RESPONDING TO PUBLIC RECORDS REQUESTS, AS AGENDAED BY THE HUMAN RESOURCES DIRECTOR.

CONSTITUTIONAL OFFICERS/OTHER GOVERNMENTAL UNITS:

19. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF LICENSE AND HOLD HARMLESS AGREEMENTS FOR THE COUNTY'S POLLING PLACES, AS AGENDAED BY DANA SOUTHERLAND, SUPERVISOR OF ELECTIONS.

COUNTY STAFF ITEMS:

20. THE BOARD TO CONSIDER A REQUEST TO TRANSFER \$5,000 FROM THE GENERAL FUND FOR CONTINGENCY TO PAY FOR INSURANCE DEDUCTIBLE INVOICES FOR TWO RECENT CLAIMS, AS AGENDAED BY THE ASSISTANT COUNTY ADMINISTRATOR.
21. THE BOARD TO DISCUSS THE UPCOMING FUNDING CYCLE FOR THE FLORIDA BOATING IMPROVEMENT PROGRAM, AS AGENDAED BY THE GRANTS COORDINATOR.
22. THE BOARD TO CONSIDER A REQUEST TO CLOSE THE TAYLOR COUNTY LIBRARY ON FRIDAY, MARCH 7 FOR STAFF TRAINING, AS AGENDAED BY LINDA HAWKINS, LIBRARY MANAGER.

GENERAL BUSINESS:

23. THE BOARD TO CONSIDER A REQUEST TO APPOINT A REPRESENTATIVE TO THE BIG BEND HOMELESS COALITION.
24. THE BOARD TO DISCUSS CHANGING THE DATE AND TIME OF ITS' MONTHLY WORKSHOP.

COUNTY ADMINISTRATOR ITEMS:

25. THE BOARD TO DISCUSS AN ADDENDUM TO THE LEASE AGREEMENT BETWEEN DMH AND THE COUNTY, TO INCLUDE THE EMERGENCY MEDICAL SERVICE (EMS - AMBULANCE) AGREEMENT.
26. THE BOARD TO CONSIDER ADDENDUM 2 TO THE LEASE AGREEMENT BETWEEN DMH AND THE COUNTY IN ORDER TO REFLECT ARTICLE 16.01 THROUGH 16.03 WHICH WERE PREVIOUSLY AGREED UPON BUT NOT REFLECTED IN THE EXECUTED LEASE.
27. THE COUNTY ADMINISTRATOR TO DISCUSS INFORMATIONAL ITEMS.

ADDITIONAL COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED ITEMS:

BOARD INFORMATIONAL ITEMS:

Motion to Adjourn



FOR YOUR INFORMATION:

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

[www.taylorcountygov.com](http://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.

# **TAYLOR COUNTY BOARD OF COMMISSIONERS**

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

**SUBJECT/TITLE:**


Board to receive bids for four rehabilitations and one demolition and new construction for five approved SHIP program recipients at 6:00 pm.

**MEETING DATE REQUESTED:**

February 3, 2014

**Statement of Issue:** Board to receive bids for four rehabilitation and one demolition and new construction projects for the below listed individuals who are eligible to receive assistance through the SHIP Program.

### **REHABILITATION**

Sharon Monroe 101 Joann Street, Perry, FL  
 Norma Wells 305 First Street, Perry, FL  
 Stanley and Tammy Smith 904 W. Wilcox, Perry, FL  
 Barbara Gent 117 E. Pace Drive, Perry, FL

### **DEMOLITION & NEW CONSTRUCTION**

Michelle (Tiki) Freeman 1146 N. Miller Road, Perry, FL

**Recommended Action:** Receive bids. Bids to be awarded at the February 18, 2014 Board meeting. Bid committee to be Jay Moseley of Meridian Community Services Group and Melody Cox

**Fiscal Impact:** Not applicable. The projects are 100% funded through the SHIP Program.

**Submitted By:** Melody Cox

**Contact:** Melody Cox

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

**History, Facts & Issues:** The Board approved the proposed applicants at the December 17, 2013 Board meeting. The home of Merdine Mathis was also approved for demolition and new construction but the project will be bid out a later date

contingent on funding availability. The proposed recipients have been on the SHIP rehabilitation waiting list since August 16, 2011. No new applications have been accepted since that time due to lack of funding. Funding was received in the amount of \$350,000 FY 2013-2014. The BOCC has set aside \$125,000 of these funds as a match for the upcoming Community Development Block Grant (CDBG) funding cycle. The County is requesting funding assistance in the amount of \$750,000 to be used for housing rehabilitation to qualified homeowners outside the city limits of Perry.

Florida Housing Finance Corporation has lifted the restriction on demolition and new construction on rehabilitation projects, HOWEVER THE RESTRICTION HAS NOT BEEN LIFTED ON First Time Home Buyers Down Payment Assistance (DPA). Homebuyers who are purchasing a home through SHIP DPA funds must purchase a home constructed prior to 2010.

**Attachments: Notice To Bidders**



**PUBLIC NOTICE**

**INVITATION TO BID**

**Housing Rehabilitation  
State Housing Initiatives Partnership (SHIP) Program**

Taylor County Board of County Commissioners invites interested residential contractors to submit bids for the Rehabilitation of four (4) and Replacement of one (1) single family homes in Taylor County.

**SEALED Bids are to be submitted on or before January 31, 2014 at 4:00 PM to Annie Mae Murphy, Clerk of the Court (850) 838-3506. Bid envelopes are to be identified as SHIP ITB-001.**

Hand Delivery:           Annie Mae Murphy  
Fed – X or UPS       Clerk of the Court  
                                  108 North Jefferson Street, Suite 102  
                                  Perry, FL. 32347

Mail Delivery:           Annie Mae Murphy  
                                  Clerk of the Court  
                                  108 North Jefferson Street, Suite 102  
                                  Perry, FL. 32347

A Public Opening of the Bids is scheduled for February 3, 2014 at 6:00 PM at 201 East Green Street, Perry, Florida, 32347. Bids will be opened during a regularly scheduled Board of County Commissioners meeting.

A **MANDATORY** meeting to provide contractor orientation materials and visit the scheduled project will be held on January 15, 2014 at 10:30 am, located at 401 Industrial Drive, Perry, 32348. The meeting will take place in the airport terminal conference room. You must attend this meeting in order to receive the bid documents and attend the review of the projects. The visit to the projects will immediately follow the orientation meeting.

For contractors that have not been pre-approved, you may obtain a contractor application package by calling Meridian Community Services Group, Inc. at (866) 484-1975 (Toll Free). Please bring your completed application package to the mandatory meeting on January 15, 2014.

WBE/MBE/DBE Firms are encouraged to participate. Taylor County is an Equal Opportunity Employer.

The Taylor County Board of Commissioners reserves the right to accept or reject any and/or all bids in the best interest of Taylor County.

**TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS**  
Malcolm Page, Chairman

**RESOLUTION**

**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCOP PAVING PROJECT FUND (Roberts Aman Road)** for the fiscal period ending September 30, 2014, to be in excess of the advertised budget.

**BE IT RESOLVED** that the listed receipts and appropriations be added to, included in and transferred to the **SCOP PAVING PROJECT FUND** Budget for the fiscal year ending September 30, 2014.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$369,949	163-3344905	SCOP Grant
		Roberts Aman Rd Paving Project
\$ 45,000	0322-53101	Professional Services
\$324,649	0322-53401	Contractual Services
\$ 300	0322-54902	Legal Advertising
<u>\$369,949</u>	Total Expenditures	

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 3rd day of February, 2014 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2014 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Annie Mae Murphy, Clerk-Auditor

\_\_\_\_\_  
Chairman

(New SCOP Grant Awarded 2014 Fiscal Year)



**SIGN  
& DATE**



The Honorable Pam Feagle, Chair Taylor County BOCC 201 E. Green Street Post Office Box 620 Perry, Florida 32348	<b>SMALL COUNTY OUTREACH PROGRAM (SCOP)</b>  <b>SCHEDULE OF FUNDING EXHIBIT "B"</b>	Financial Project ID: <b>430692-1-58-01</b>
		Contract Number:

**PROJECT DESCRIPTION**

Name: CR 361 (Robert Aman Road)

Length N/A

Termini: from east of Joel Aman Road to CR 361

Description of Work: Widening and Resurfacing

<b>TYPE OF WORK By Fiscal Year</b>	<b>(1) TOTAL PROJECT ESTIMATE FUNDS (100%)</b>	<b>(2) AGENCY FUNDS (1%)</b>	<b>(3) STATE &amp; FEDERAL FUNDS (100%)</b>
<b>Design</b>			
<u>2008-2009</u>	_____	_____	_____
<u>2009-2010</u>	_____	_____	_____
<u>2010-2011</u>	_____	_____	_____
Total Design Cost	_____	_____	_____
<b>Right of Way</b>			
<u>2008-2009</u>	_____	_____	_____
<u>2009-2010</u>	_____	_____	_____
<u>2010-2011</u>	_____	_____	_____
Total Right of Way Cost	_____	_____	_____
<b>Construction</b>			
<u>2009-2010</u>	_____	_____	_____
<u>2010-2011</u>	_____	_____	_____
<u>2011-2012</u>	_____	_____	_____
<u>2012-2013</u>	_____	_____	_____
<u>2013-2014</u>	\$ 369,949.00	_____	\$ 369,949.00
Total Construction Costs	\$ 369,949.00	_____	\$ 369,949.00
<b>Construction Engineering and Inspection</b>			
<u>2013-2014</u>	_____	_____	_____
<u>2014-2015</u>	_____	_____	_____
<u>2015-2016</u>	_____	_____	_____
<u>2016-2017</u>	_____	_____	_____
Total Construction Costs	_____	_____	_____
<b>Total Cost of Project</b>	<b>\$ 369,949.00</b>	_____	<b>\$ 369,949.00</b>

The Department's fiscal year begins on July 1. The Department will notify the Agency, in writing, when funds are available. The Small County Outreach Program project (SCOP) statutory percentage is 75/25% as outlined in Section 339.2818, Florida Statutes. The SCOP allows for the County's 25% participation to be accomplished through payment of funds or in-kind services. However, Taylor County is eligible for and has requested a Rural Economic Development Initiative (REDI) waiver for purposes of waiving the required 25% participation requirement outlined in Florida Statutes 339.2818. The Department has granted the REDI waiver.

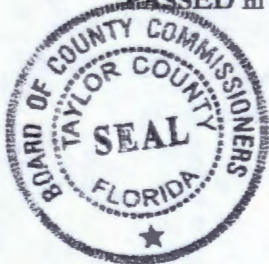
RESOLUTION NO. N/A

WHEREAS, The Board of County Commissioners have been informed that a Resolution should be passed authorizing the Chairperson of the Board of County Commissioners to enter into the Small County Outreach Program (SCOP) Reimbursement Agreement to widen and resurface Roberts Aman Road (CR 361B) from just East of Joel Aman Road to Johnson Stripling Road (CR 361).

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

1. The Chair of the Board is authorized to enter into the SCOP Reimbursement Agreement to widen and resurface Roberts Aman Road (CR 361B) from just East of Joel Aman Road to Johnson Stripling Road (CR 361).

PASSED in regular session this 17<sup>th</sup> day of December, 2013.



BOARD OF COUNTY COMMISSIONERS  
TAYLOR COUNTY, FLORIDA.

BY: Malcolm V. Page  
MALCOLM PAGE, Chairperson

ATTEST:

Annie Mae Murphy  
ANNIE MAE MURPHY, Clerk



## Tammy Taylor

---

**From:** Kenneth Dudley <county.engineer@taylorcountygov.com>  
**Sent:** Tuesday, January 28, 2014 11:02 AM  
**To:** 'Tammy Taylor'  
**Cc:** Jack Brown; Dustin Hinkel  
**Subject:** Roberts Aman Rd  
**Attachments:** FDOT Reimbursement Agreement\_Robert Aman Road.pdf

Good morning Tammy,

Are you going to continue using the original cost center (0322) for the current Roberts Aman Project?  
If so, I will need:

\$45,000 in Professional Services  
\$324,649 in Contractual Services  
\$300 in Legal Advertising

} # 319,949  
Total expenditures

See attached approved FDOT agreement. It has been sent to FDOT for their execution.

Kenneth Dudley, P.E.  
County Engineer  
Taylor County Board of County Commissioners  
201 East Green St.  
Perry, FL 32347  
Phone: 850.838.3500 x104  
Fax: 850.838.3501  
[county.engineer@taylorcountygov.com](mailto:county.engineer@taylorcountygov.com)<<mailto:county.engineer@taylorcountygov.com>>

Please note: Florida has a very broad public records law. Most written communications to or from public officials regarding public business are available to the media and public upon request. Your e-mail communications may be subject to public disclosure.

## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**

Doctors' Memorial Hospital, Inc. (DMH) respectfully requests a letter of support from the Board of Commissioners for a grant application DMH is submitting to the Florida Department of Health (FDOH) Emergency Medical Services Matching Grant program.

**Meeting Date:**

February 3, 2014

**Statement of Issue:** DMH is submitting a grant application to FDOH Emergency Medical Services grant program requesting funding assistance for the purchase of Bariatric Ambulance Lifts for each ambulance.

**Recommendation:** Respectfully requesting a letter of support from the Board.

**Fiscal Impact:** \$ This has no fiscal impact on the Board of Commissioners

**Budgeted Expense:** Yes ☐ No ☐ N/A ☒

**Submitted By:** Geri Forbes, CEO

**Contact:** Geri Forbes, CEO 584-0885

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** Doctors' Memorial Hospital is submitting grant application to the FDOH Emergency Medical Service grant program requesting funding assistance for the purchase of Bariatric Ambulance Lifts. The lifts will enable DMH to safely lift and efficiently load bariatric patients into ambulances. Taylor County has one of the highest obesity rates in the State. DMH EMS currently has three employees with workmen's compensation injuries due to excessive lifting. According to The Bureau of Labor Statistics Report of Nonfatal Occupation Injuries and Illnesses For 2012 released November 26, 2013, 63% of all work related injuries are due to overexertion with 49% being back and/or shoulder injuries.

**Options:** 1. Approve requested letter of support



2. Deny request

**Attachments:**

1. Proposed letter of support

2.





## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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

JACK R. BROWN, County Administrator  
201 East Green Street  
Perry, Florida 32347  
(850) 838-3500, extension 7 Phone  
(850) 838-3501 Fax

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

February 3, 2014

Mr. Alan Van Lewen  
Health Services and Facility Consultant  
DOH Emergency Medical Services  
4052 Bald Cypress Way, Mail Bin A22  
Tallahassee, Florida 32399-1738

Dear Mr. Van Lewen:

Taylor County Board of Commissioners is in support of the grant application Doctors' Memorial Hospital (DMH) is submitting to the Florida Department of Health EMS County Grant Program requesting funding assistance for the purchase of Bariatric Ambulance Lifts. This equipment will provide for a safer work environment for our emergency service personnel and for improved and more efficient patient care.

Thank you for your consideration of the DMH EMS County Grant Program application.

Sincerely,

Malcolm Page  
Chairman  
Taylor County Board of Commissioners

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



Board to ratify County's Administrator's signature on the 1<sup>st</sup> quarter FY 2013-2014 Small County Consolidated Waste Management Grant Payment Request.

**MEETING DATE REQUESTED:** February 3, 2014

**Statement of Issue:** Requesting Board to ratify the County Administrator's signature on the 1st quarter FY 2013-2014 Small County Consolidated Waste Management Grant Payment Request.

**Recommended Action:** Ratify the County Administrator's signature on the Payment Request.

**Fiscal Impact:** \$22,529.80 to be reimbursed to the County. No match is required.

**Budgeted Expense:** Y/N

**Submitted By:** Melody Cox

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The County received a Small County Consolidated Waste Management Grant in the amount of \$90,909.00 FY 2013-2014. We are requesting reimbursement in the amount of \$22,529.80 for the 1<sup>st</sup> quarter reporting period.

**Attachments:** Reimbursement Request Summary Form and support documentation.



**ATTACHMENT B  
PAYMENT REQUEST SUMMARY FORM**

Grantee: Taylor County  
Mailing Address: 201 E. Green  
Perry, FL 32347

DEP Agreement No.:

Date Of Request: 01/28/2014

Reimbursement Amount  
Requested:\$ \$22,529.80

Grantee's Grant Manager:  
Melody Cox

Payment Request No.: 1

Performance  
Period: 10/01/2013- 12/31/2013

Task  
No.: 1 & 2

**GRANT EXPENDITURES SUMMARY SECTION**

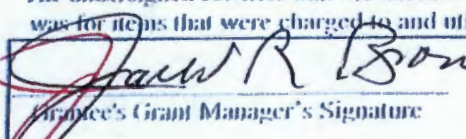
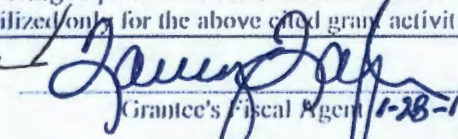
10/01/2013 - 09/30/2014

[Effective Date of Grant through End-of-Grant Period]

CATEGORY OF EXPENDITURE	AMOUNT OF THIS REQUEST	TOTAL CUMULATIVE PAYMENTS
Salaries	\$ 15,271.20	\$ 15,271.20
Fringe Benefits	\$ 2,229.60	\$ 2,229.60
Travel (if authorized)	\$N/A	\$N/A
Subcontracting:	\$	\$
Equipment Purchases	\$N/A	\$N/A
Supplies/Other Expenses    Waste	\$ 5,029.00	\$ 5,029.00
TOTAL AMOUNT                      Tire	\$ 22,529.80	\$ 22,529.80
GRANT AWARD AMOUNT	\$ 90,909.00	
Less Total Cumulative Payments of:	\$ 22,529.80	
GRANT AWARD BALANCE	\$ 68,379.20	

**GRANTEE CERTIFICATION**

The undersigned certifies that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

	
Grantee's Grant Manager's Signature	Grantee's Fiscal Agent
Jack Brown	Tammy Taylor
Print Name	Print Name
850-838-3500 Ex. 107	850-838-3506 Ex. 122
Telephone Number	Telephone Number

# ATTACHMENT D

## PROGRESS REPORT FORM

<b>DEP Agreement No.:</b>			
<b>Grantee Name:</b>	Taylor County		
<b>Grantee Address:</b>	201 E. Green St., Perry, FL 32347		
<b>Grantee's Grant Manager:</b>	Melody Cox	<b>Telephone No.:</b>	850-838-3553
<b>Reporting Period:</b>	10/01/2013- 12/31/2013		
<p><b>Provide a description of what expenditures were used for and how such expenditures relate to one of the allowable items described in the Grant Agreement.</b></p> <p>The expenditures were for Task 1- Salaries and Fringe Benefits and Task 2- Waste Tire Disposal.</p>			
<p><b>If expenditures were used for a specific project, include how the expenditures relate to the specific project, a description of any problems encountered and problem resolutions.</b></p> <p>Not Applicable</p>			



Identify below, and attach copies of, any relevant work products being submitted for the project for this reporting period (e.g., photographs of equipment purchased or work accomplished, etc.)

Not Applicable

Provide actual costs to date:

Expenditure Category	Amount of Expenditures Prior to this Reporting Period	Amount of Expenditures for this Reporting Period	Total of Amount of Expenditures to Date
Salaries		\$15,271.20	\$15,271.20
Fringe Benefits		2,229.60	\$2,229.60
Travel			
Subcontracting			
Equipment			
Supplies/Other Expenses Waste		\$5,029.00	\$5,029.00

This report is submitted in accordance with the reporting requirements of DEP Agreement No. 330SC and accurately reflects the activities and costs associated with the subject project.

Melody Cox  
Signature of Grantee's Grant Manager

1-28-2014  
Date



**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



Board to approve Task Order 2 with AVCON, INC. in the amount of \$83,545.00 for the design, engineering, bidding phase, and construction phase of a Corporate Hanger/FBO Development at Perry Foley Airport.

**MEETING DATE REQUESTED:**

February 3, 2014

**Statement of Issue:** Requesting Board to approve Task Order 2 with AVCON, INC.

**Recommended Action:** Approve Task Order 2.

**Fiscal Impact:** The Task Order is 100% funded with a grant from FDOT.

**Budgeted Expense:** See above

**Submitted By:** Melody Cox

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The County received a grant from FDOT in the amount of \$83,970 for this project. The Board approved the grant October 7, 2013. The facility will be designed to be used as a Corporate Hanger or a Fixed Based Operator (FBO) facility at the Airport. Additional grant funding will be available for the construction of the facility in July 2014.

**Attachments:** Task Order 2

**TASK ORDER 2**  
**CORPORATE HANGAR DEVELOPMENT**  
**JANUARY 10, 2014**

**Professional Engineering, Planning, Design, and Construction Administration Services**  
**Perry-Foley Airport, Taylor County, Florida**

**Task Order No. 2**

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for the **Taylor County Board of County Commissioners** (hereinafter "COUNTY"), in accordance with the terms and conditions of the Agreement for Professional Engineering, Planning, Design, and Construction Management Services, dated November 20, 2012, all of which terms and conditions are incorporated herein by reference.

1. **Task Location:** Perry-Foley Airport  
Perry, Florida
2. **Task Name:** Corporate Hangar Development
3. **Task Description/Scope of Services:** Consultant shall perform services as identified in Exhibit "A" – Scope of Services attached hereto and dated January 10, 2014.
4. **Compensation:** All work performed under this Task Order shall be compensated for on a Lump Sum basis as derived in Exhibit "A" – Scope of Services attached hereto and dated January 10, 2014 and summarized as follows:

Tasks	AVCON Fee	Subconsultant Fee	Total
Task 1: Initial Services:	\$3,880.00	\$5,900.00	\$9,780.00
Task 2: Design Phase (0-100%):	28,850.00	15,300.00	44,150.00
Task 3: Bidding Phase:	7,400.00	---	7,400.00
Task 4: Construction Phase:	15,715.00	6,500.00	22,215.00
Totals:	\$55,845.00	\$27,700.00	\$83,545.00

The Lump Sum fee for the services shall be Eighty-Three Thousand, Five Hundred Forty-Five dollars (\$83,545.00) and shall include all job-related travel costs, reprographic costs, printing/plotting costs, telephone/facsimile charges, and mail charges required to perform the work specified.

5. **Schedule:** The Consultant shall perform the services identified through Task 3 of Exhibit "A" within 120 calendar days from the project Notice-To-Proceed (NTP), excluding days required for County/FDOT review and responses.

**6. Deliverables:** Consultant shall submit the following items:

- Task 1.3 - Revised T-Hangar Area Development Plan
- Task 2.3 - 11x17, 10% conceptual layout (three copies)
- Task 2.5 - 11x17, 90% design drawings (three copies)
- Task 2.6 - 90% design specifications (three copies)
- Task 2.7 - 90% front-end documents (three copies)
- Task 2.8 - 90% opinion of construction costs (three copies)
- Task 2.9 - Engineer's Report (three copies)
- Task 2.13 - Stormwater permit modification letter to SRWMD
- Task 2.14 - Construction Safety and Phasing Plan (three copies)
- Task 2.15 - 11x17, 100% Design Documents (three copies)
- Task 3.1 - Bid Documents (three copies)
- Task 3.4 - Bid Tabulation and Recommendation of Award
- Task 3.5 - 22x34, Conformed Construction Documents (three copies)
- Task 4.6 - Substantial Completion Punch-List
- Task 4.9 - Record Drawings and Close-Out Documents (three copies)

Accepted by:

**Taylor County Board of  
County Commissioners**

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

Printed Name: Malcolm Page  
~~Ms. Pam Feagle~~

Title: Chair

Accepted by:

**AVCON, Inc.**

By: Sandeep Singh

Printed Name: Sandeep Singh, P.E.

Title: President

ATTEST:

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

Printed Name: Annie Mae Murphy

Title: Clerk

ATTEST:

By: Virgil C. Lewis

Printed Name: Virgil C. Lewis, P.E.

Title: Regional Manager



## **EXHIBIT A: SCOPE OF SERVICES – AVCON, INC. CORPORATE HANGAR DEVELOPMENT**

**Perry Foley Airport**

**January 10, 2014**

The demand for corporate/FBO hangar space at Perry Foley Airport is increasing based on inquiries from businesses looking for locations to operate corporate aircraft and from potential FBO operators and this immediate need for additional space is recognized by the County. A 60 ft x 60 ft corporate hangar could accommodate most light jet aircraft, such as the Learjet 40, 45, and 75, CJ1, CJ2, Falcon 10, Embraer Phenom 300 and the Hawker 400. The proposed corporate hangar will provide hangar space for a corporate tenant and could also serve as an FBO hangar if/when an independent FBO is established at the airport.

### **PURPOSE**

This scope of services describes professional aviation design, bid, and construction phase services to be performed by AVCON, INC. ("CONSULTANT") to facilitate the construction of a 60 ft x 60 ft corporate hangar and associated site improvements to include stormwater improvements, utility improvements, and associated site improvements. The proposed hangar location is just west of the existing fire station and east of the T-Hangar development area at Perry Foley Airport.

The hangar shall be designed with one ADA-compliant restroom which will be included as an additive alternate in the Bid Documents. The north, east, and west hangar walls shall be designed to accommodate future lean-to additions to the building for offices, additional restrooms, and maintenance and shop space. A schematic floor plan layout will be prepared in this scope to present a feasible layout and to assist in locating the exterior doors. The building design criteria shall be consistent with applicable wind loads.

### **DESCRIPTION OF TASKS**

The following elements describe the individual services to be performed by AVCON.

#### **Task 1: Initial Services**

- 1.1 Review existing documents & drawings:** CONSULTANT shall review existing airport records, available geotechnical data, existing drawings, and the Airport Layout Plan (ALP) drawings to determine the suitability of the site and any limitations for hangar development.
- 1.2 Coordinate geotechnical and survey:** CONSULTANT shall coordinate with subconsultants to facilitate geotechnical testing and site survey. CONSULTANT shall review and shall be responsible for the deliverables of the subconsultants as they pertain to the completion of the design work.

**Subconsultant Services:** Services provided by authorized subconsultants shall be compensated at the subconsultants' costs. With consideration of the services to be performed in **Task 1.2**, no mark-up shall be provided to the subconsultants fees identified. The following tasks shall be performed as part of this project:

- a. Geotechnical Investigations:** Geotechnical tests shall be performed to analyze soil conditions and other site characteristics required for the design of the corporate hangar structure.

**EXHIBIT A: SCOPE OF SERVICES – AVCON, INC.**  
**Corporate Hangar Development**  
**Perry Foley Airport**  
**January 10, 2014**  
**Page 2 of 7**

**b. Site Surveys:** A site topographic survey and identification of the existing site features shall be performed to identify existing grades and drainage characteristics.

- 1.3 Revise T-Hangar Area Development Plan:** CONSULTANT shall revise the previously coordinated T-Hangar Area Development Plan prepared during the North T-Hangar Development project. Modifications shall be made to the T-Hangar layout to accommodate the proposed corporate hangar development within the site. This revised plan shall depict an efficient build-out concept for the available development areas within the site based on development limits coordinated with the County and based on identified hangar size requirements as identified by the County.
- 1.4 Coordinate water flow requirements with Taylor County Fire Chief:** CONSULTANT shall coordinate the available water flow to the future fire hydrants with the Taylor County Fire Chief. Based on previous coordination, the existing 6-inch water line located north of the proposed site does not provide the required fire flow of 1,500 gpm as determined by NFPA 1. CONSULTANT shall coordinate with the Fire Chief to obtain a letter stating that the existing fire water flow is adequate for the proposed development. No water supply or pressure enhancements shall be performed. Improvements to enhance water pressure or supply shall be considered additional services.
- 1.5 Review fire separation and construction criteria (NFPA 409):** CONSULTANT shall research National Fire Protection Association code 409 (NFPA 409) *Standard on Aircraft Hangars* as it pertains to the design of the proposed corporate hangar adjacent to the future T-hangar development area. Hangar design criteria shall be developed to ensure implementation of appropriate and efficient building separations and fire-wall construction requirements.

**Consultant Professional Services for Task 1:**

Principal @ 2 hrs  
Project Manager @ 24 hrs  
Technician @ 10 hrs

Total Lump Sum Fee for Task 1: \$ 3,880.00

**Task 2: Design Phase Services (0%-100%)**

- 2.1 Coordinate with County Building Department:** CONSULTANT shall coordinate with representatives of the Taylor County Building Department to identify and facilitate compliance with County regulations. Coordination shall include discussions on parking requirements, fire protection requirements, general schedules, inspection arrangements, etc.
- 2.2 Coordinate with local power/utility providers:** CONSULTANT shall contact the local power and utility companies to coordinate connections for service laterals and demand requirements.



**EXHIBIT A: SCOPE OF SERVICES – AVCON, INC.**  
**Corporate Hangar Development**  
**Perry Foley Airport**  
**January 10, 2014**  
**Page 3 of 7**

- 2.3 Prepare 10% conceptual layout:** CONSULTANT shall prepare a conceptual layout based on a 10% design level which will depict the building size and location, preliminary floor plan layout, stormwater improvements, and utility locations.
- 2.4 Participate in 10% project progress meeting:** Consultant shall participate in a meeting with County staff via conference call to review the 10% conceptual layout. Consultant shall review the details of the conceptual layout and document questions pertaining to the 10% conceptual layout.
- 2.5 Prepare 90% design drawings:** Four copies of the 90% design drawings will be provided to the County staff for review and comment. These plans are anticipated to include the following sheets:
- a. Cover Sheet
  - b. General Notes, Summary of Quantities
  - c. General Layout, Staging Area, and Security Notes
  - d. Construction Safety and Phasing Plan
  - e. Existing Conditions and Survey Control
  - f. Erosion Control and Pollution Prevention Plan
  - g. Demolition Plan
  - h. Geometry and Site Layout Plan
  - i. Grading, Drainage, and Pavement Plan
  - j. Signage and Marking Plan
  - k. Typical Pavement Sections
  - l. Utility Plan and Notes
  - m. Hangar Plan, Elevation, and Bid Schedules
  - n. Hangar Foundation Plan Details
  - o. Hangar Details and Notes
  - p. Hangar Interior Lighting Plan
  - q. Hangar Plumbing Plan
  - r. Hangar Exterior Lighting and Grounding Plan
  - s. Hangar Electrical Circuiting Plan and Details
  - t. Panel Schedule and Electrical Notes
- 2.6 Prepare 90% design specifications:** CONSULTANT shall prepare and submit 90% design specifications governing the improvements contained in the 90% design drawings.
- 2.7 Prepare front-end/bid documents:** CONSULTANT shall prepare and submit draft front-end bid documents for County review and comment. The documents shall include draft review copies of the project advertisement, bid schedule and forms, required state certifications for grant compliance, standard agreement, general provisions, and general conditions.
- 2.8 Prepare 90% opinion of construction costs:** A 90% draft opinion of probable construction cost shall be prepared and submitted by the CONSULTANT.
- 2.9 Prepare Engineer's Report:** CONSULTANT shall prepare and submit three copies of an Engineer's Report that provides an overview of the project, summary of project features, justification for any deviations to standards, and related information.

**EXHIBIT A: SCOPE OF SERVICES – AVCON, INC.**

**Corporate Hangar Development**

**Perry Foley Airport**

**January 10, 2014**

**Page 4 of 7**

- 2.10 Perform quality control/assurance reviews:** CONSULTANT shall provide an internal review of all 90% design documents prior to submittal to ensure quality and accuracy in accordance with established quality control practices. The quality control review shall include review by a principal or senior engineering staff member with limited or no participation in the project. The 90% design documents shall be updated with the review comments prior to submittal to the County.
- 2.11 Participate in 90% project progress meeting:** Consultant shall participate in a meeting with County staff via conference call to review the 90% design documents. Consultant shall review the details of the project documents and document questions pertaining to the 90% design documents.
- 2.12 Respond to 90% design review comments:** CONSULTANT shall provide written responses to review comments received in the 90% review meeting prior to proceeding with permitting.
- 2.13 Prepare and coordinate modification letter with the Suwannee River Water Management District:** CONSULTANT shall coordinate a modification to the existing ERP permit previously issued for the North T-Hangar Development—Phase I project. This modification assumes runoff from the proposed corporate hangar development will be treated in the existing stormwater treatment pond located northwest of the T-Hangar development. No new stormwater treatment ponds or permitting will be required with this project. No expansion of the existing stormwater treatment pond shall be required.
- 2.14 Coordinate 90% Construction Safety and Phasing Plan (CSPP) with FAA:** In accordance with FAA AC 150/5370-2F, CONSULTANT shall coordinate the 90% CSPP plan with the FAA via the OEAAA website for approval prior to proceeding to 100% plans. AVCON shall review comments provided by the FAA and revise the 90% CSPP as needed.
- 2.15 Prepare 100% Design Documents:** Based on comments provided by the County in Task 2.11, CONSULTANT shall prepare the 100% design documents and technical specifications. Four (4) copies of the 100% design documents shall be provided to the County.
- 2.16 Coordinate 100% Design Documents with Taylor County Building Department:** CONSULTANT shall provide two (2) copies of the signed and sealed 100% Design Documents to the Taylor County Building Department for review. CONSULTANT shall respond to questions and comments provided by the Building Department.
- 2.17 Coordinate with FDOT:** CONSULTANT shall coordinate with regulatory agencies, including FDOT, by phone to provide periodic updates of project status and to facilitate grant compliance.

**Consultant Professional Services for Task 2:**

Principal @ 10 hrs  
Project Manager @ 166 hrs  
Technician @ 102 hrs  
Clerical @ 12 hrs

Total Lump Sum Fee for Task 2: \$ 28,850.00



**Task 3: Bidding Phase Services**

- 3.1 Prepare bid documents:** Following incorporation of review comments as part of the 90% design phase, CONSULTANT shall prepare, reproduce and administer distribution of bidding documents to prospective contractors. Four copies of the bidding documents shall be made available to the County as part of this task. Bidding documents shall be made available to prospective contractors at a nominal fee to address printing costs.
- 3.2 Address bidders questions:** CONSULTANT shall respond to questions from bidders to clarify the intent of the bid documents. CONSULTANT shall also prepare necessary addenda and administer distribution of any addenda or other information to all prospective bidders.
- 3.3 Attend Pre-Bid meeting:** CONSULTANT shall arrange and conduct a Pre-Bid Meeting to review the requirements and improvements contained in the bid documents. The meeting shall offer prospective bidders the opportunity to ask questions and to request clarification of items. Minutes of the meeting shall be prepared and distributed to the County and all participants.
- 3.4 Prepare bid tabulation and recommendation of award:** AVCON shall review all bid proposals and qualifications received, prepare a tabulation of all bids received (including Engineer's final estimate), and provide to the County a recommendation addressing the award of the construction contract.
- 3.5 Prepare conformed (construction) documents:** CONSULTANT shall prepare and submit conformed plans and specifications that incorporate addenda items to serve as the "Release for Construction" set. A total of five sets of conformed documents shall be provided to the County.

**Consultant Professional Services for Task 3:**

Principal @ 2 hrs  
Project Manager @ 40 hrs  
Technician @ 20 hrs  
Clerical @ 10 hrs

Total Lump Sum Fee for Task 3: \$ 7,400.00

**Task 4: Construction Phase Services**

- 4.1 Attend Pre-Construction Conference:** CONSULTANT shall attend and conduct a Pre-Construction conference with the construction contractor and the County to review the project work elements, schedule, phasing, safety, contractual items, and other issues pertaining to successful performance of the project. Consultant shall prepare and distribute written minutes of the meeting.
- 4.2 Review shop drawings and submittals:** CONSULTANT shall review and process shop drawings, samples and other submissions as to conformance with design concept and construction documents.
- 4.3 Respond to Contractor Requests for Information:** CONSULTANT shall respond to Request for Information or other questions by contractor during the construction phase.
- 4.4 Review pay applications:** CONSULTANT shall review and process the Contractor's applications for payment, and recommend to the County construction payments based upon properly completed construction.
- 4.5 Provide periodic site visits:** CONSULTANT shall make two (2) site visits to the site to observe the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the Contract Documents. CONSULTANT will not be required to make extensive and continuous on-site inspections to check the quality or quantity of work and the Consultant will not be responsible for the means, methods, techniques, sequences or procedures of the construction selected by the Contractor(s), or the safety precautions and programs incidental to the work of the Contractor(s). The Consultant's efforts will be directed toward providing assurance for the County and airport that the completed project will generally conform to the Contract Documents. During such visits and on the basis of on-site observations, Consultant shall keep the County and airport informed of the progress of the work, shall endeavor to guard the County and airport against defects and deficiencies on the work of Contractor(s) and may disapprove or reject work as failing to conform to the Contract Documents.
- 4.6 Participate in substantial completion inspection:** CONSULTANT shall attend the Substantial Completion inspection to verify the general conformance of the construction and to identify any deficiencies to be included in a project punch-list. CONSULTANT shall coordinate with regulatory agencies to invite their participation in the inspection.
- 4.7 Administer punch-list:** CONSULTANT shall coordinate with the Contractor to facilitate completion of identified punch-list items by the Contractor. CONSULTANT shall administer the punch-list through project completion.
- 4.8 Participate in Final Completion walk-thru:** CONSULTANT shall attend a final inspection walk-through of the construction upon completion of the identified punch-list items in order to verify completeness of work and to determine acceptance of the constructed work. The work shall include an evaluation to determine whether the work items satisfy the contract requirements and shall include the issuance of a notice of completion/acceptance.



**EXHIBIT A: SCOPE OF SERVICES – AVCON, INC.**  
**Corporate Hangar Development**  
**Perry Foley Airport**  
**January 10, 2014**  
**Page 7 of 7**

- 4.9 **Prepare record drawings/close-out documents:** CONSULTANT shall prepare and provide three sets of drawings and one set of electronic files in ACAD format reflecting the installation and construction of the work features as constructed on site. Drawings shall be stamped "Record Drawings."

**Consultant Professional Services for Task 4:**

Principal @ 8 hrs  
Project Manager @ 90 hrs  
Technician @ 24 hrs  
Clerical @ 12 hrs

Total Lump Sum Fee for Task 4: \$ 15,715.00

**Subconsultant Fees:**

Design Survey (Task 1): \$3,500.00  
Geotechnical Investigation (Task 1): \$2,400.00  
Architectural, Structural, Electrical, Plumbing Design (Task 2): \$15,300.00  
As-Built Survey (Task 4): \$2,500.00  
Material Testing (Task 4): \$4,000.00

Total Lump Sum Subconsultant Fees: \$27,700.00

**Total Project Lump Sum Fee: \$83,545.00**

**Exclusions and Assumptions:**

- Resident inspections services not included in scope.
- Landscape design services not included in scope.
- All permit application fees and impact fees to be paid separately by the County.
- Scope assumes that no wet-pipe sprinkler fire protection system will be required in accordance with NFPA 409, Section 8.9.1. If a wet-pipe sprinkler fire protection system is required by local building codes, design of this system shall be considered outside of this scope.
- Scope assumes that the SRWMD will approve the modification to the existing ERP permit to accommodate the stormwater runoff from the proposed hangar in the existing stormwater treatment pond located northwest of the existing T-Hangar development area. If the SRWMD does not approve the permit modification, a new stormwater permit will be required and this work shall be considered outside of this scope.
- Area lighting is limited to exterior flood lights located on the exterior of the proposed hangar.
- Except for required utility connections, no off-site improvements to be required in scope.

**END OF EXHIBIT A**

# TAYLOR COUNTY BOARD OF COMMISSIONERS

## County Commission Agenda Item

**SUBJECT/TITLE:**


THE BOARD TO CONSIDER RATIFICATION OF THE COUNTY ADMINISTRATOR'S SIGNATURE ON QUARTERLY GRANT REPORTS FOR THE EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM, EMERGENCY MANAGEMENT PREPAREDNESS AND ASSISTANCE PROGRAM, FY 2012 STATE HOMELAND SECURITY GRANT PROGRAM, AND FY 2013 STATE HOMELAND SECURITY GRANT PROGRAM, AS AGENDAED BY DUSTIN HINKEL, EM DIRECTOR.

**MEETING DATE REQUESTED:** 2/3/14

**Statement of Issue:** The County must submit a quarterly expenditure report and reimbursement request the Florida Division of Emergency Management (FDEM).

**Recommended Action:** Approve

**Fiscal Impact:** Reimbursement of \$21,658.07

**Budgeted Expense:** Yes

**Submitted By:** Dustin Hinkel, EM Director

**Contact:** 838-3500 ext 7

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** The EMPA and EMPG grants fund 85% of the Department of Emergency Management. EMPA expenses are 100% reimbursable and the EMPG is a 50/50 grant.

**Options:**

**Attachments:** EMPA, EMPG, SHSGP 2<sup>ND</sup> Quarter Reimbursement Requests



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

GRANTEE:

County Name:

Taylor

Address:

POBox 620

Perry, FL 32348

Claim # 2

(Select the quarter of submission)

QUARTERLY REPORTING DUE DATES

Point of Contact:	Dustin Hinkel	July 1 - September 30 - Due no later than October 31	
Telephone #:	850-838-3500 x7	October 1 - December 31 - Due no later than January 31	X
AGREEMENT #	14-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	\$48,866.00	\$12,413.10	\$24,755.55	\$24,110.45
2. Planning Costs				\$0.00
3. Training Costs				\$0.00
4. Exercise Costs	\$5,000.00			\$5,000.00
5. Equipment Costs	\$1,070.00	\$0.00	\$0.00	\$1,070.00
6. Management and Administration Costs (limited to 5% of the total award)				\$0.00
<b>TOTAL</b>	<b>\$54,936.00</b>	<b>\$12,413.10</b>	<b>\$24,755.55</b>	<b>\$30,180.45</b>

**TOTAL AMOUNT TO BE PAID ON THIS** **\$12,413.10**

**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
	\$54,936.00		

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

11/20/2014  
Date

**QUARTERLY STATUS REPORT**

**This information below is required EACH QUARTER. This information MUST be clearly linked to the project TIMELINE, DELIVERABLES AND SCOPE OF WORK.**

Report event, progress, delays, etc., that pertain to this project (i.e., incidents, activities, meetings, reporting training and /or exercises)

EM Coordinator developed and facilitated an Active Shooter Full Scale Exercise

EM Coordinator has completed and supplied all prerequisite ICS and PDS classes

(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	



**EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM - BASE GRANT  
DETAIL OF CLAIMS  
FORM 2**

**CATEGORY # 1**

(Please use one form per category. Pick from the below 1-6)

- 1. Organizational Expenditures**
- 2. Planning Expenditures**
- 3. Training Expenditures**
- 4. Exercise Expenditures**
- 5. Equipment Expenditures**
- 6. Management and Administration Expenditures**  
(limited to 5% of the total award)

**County Taylor**

**Costs Incurred During the Period of: 10 / 1 / 13 to 12 / 31 / 13**

**Claim Number: 2**

Vendor	Briefly Describe Item and its EM Purpose	Date Received / Date of Services	Date Paid	Check Number	Amount	AEL# (if applicable)
Steve Spradley	Salary and Benefits	12/22/2013	12/27/2013	V5019341	\$2,587.32	
Steve Spradley	Salary and Benefits	10/13/2013	10/18/2013	V5018799	\$2,590.41	
Steve Spradley	Salary and Benefits	10/27/2013	11/1/2013	V5018897	\$1,198.49	
Steve Spradley	Salary and Benefits	11/10/2013	11/15/2013	V5018992	\$2,587.32	
Steve Spradley	Salary and Benefits	11/24/2013	11/27/2013	V5019086	\$1,211.41	
Steve Spradley	Salary and Benefits	12/19/2013	12/19/2013	3332510	\$799.18	
Steve Spradley	Salary and Benefits	12/8/2013	12/13/2013	V50119249	1198.49	
Florida Municipal Insurance Trust	Workers' Compensation Insurance	10/1/13-12/31/13	12/31/13%	48110	\$240.48	

Total Costs Charged to this Grant

**\$12,413.10**



EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM - BASE GRANT

Form 2 (if applicable)

DETAIL OF CLAIMS

ORGANIZATIONAL / SALARIES AND BENEFITS COSTS

**SALARY DEFINITION:** The cash compensation for services rendered by a regular employee in an established position for a specific period of time.

County Taylor

Costs Incurred During the Period of: 7 10/1/2013 to 12/31/13

Claim Number: 2

Name of Employees	Job Title	% of Time Charged to this Grant	Salary \$ Charged to this Grant	Fringe Benefits \$ Charged to this Grant
Steve Spradley	EM Coordinator	100%	\$7,288.24	\$4,884.38
TOTALS			\$7,288.24	\$4,884.38
Total Salaries and Benefits Charged to this Grant				\$12,172.62

DIVISION OF EMERGENCY MANAGEMENT  
TAYLOR COUNTY  
FY 2013-2014  
FOR EMPG FUNDED EMPLOYEES ONLY  
FORM 3

EMPG Staffing Detail

Name & Position Title [1]	Approx # of hrs/Week Devoted to EM Activities [2]	Annual Total Salaries & Benefits by position [3]	% EMPG Base Grant (Federal) [4]
Stephen L. Spradley, EM Coordinator	40	\$ 48,858.61	100%

EMPG Training

Has the employee received certificate/completed the following: (yes or no)				
NIMS IS 100	NIMS IS 200	NIMS IS 700	NIMS IS 800	FEMA Professional Development Series
Yes	Yes	Yes	Yes	Yes

DIRECTIONS STAFFING DETAIL:

1. In column 1 list titles and name of ALL EMPG funded staff
2. Complete column 2 for each position.
3. In column 3 list total anticipated annual amount of Salaries and Benefits to be paid for each position.
4. In column 4, provide the funding distribution (%) for the amount in column 3.

EMPG Exercise(s) Per Quarter

Name & Position Title [1]	Date [2]	Description of Exercise [3]
Stephen L. Spradley, EM Coordinator	None	None

DIRECTIONS:

1. In column 1, list name and titles of Emergency Management staff that is funded with EMPG
2. In column 2, date of Exercise(s) employee participated in
3. In column 3, a brief description of the exercise(s) EMPG employee participated in



SUNGARD PENTAMATION, INC.  
DATE: 01/28/2014  
TIME: 15:28:11

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1  
AUDIT21

SELECTION CRITERIA: 1=1 expledgr.key\_orgn='0224'  
ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0224 - EMPG GRANT 10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
001-520-525-0224-0224 - EMPG GRANT 10/1-6/30										
51200	REGULAR SALARIES & WAGES					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1					21,275.00			POSTED FROM BUDGET SYSTEM	
10/13/13	22-1						1,090.98✓		PAYROLL CHARGES	
10/30/13	22-1						1,090.97✓		PAYROLL CHARGES	
11/04/13	13-2					246.00			FYE 2013 CF	
11/14/13	22-2						1,090.98✓		PAYROLL CHARGES	
11/25/13	22-2						1,090.97✓		PAYROLL CHARGES	
12/11/13	22-3						1,090.97✓		PAYROLL CHARGES	
12/17/13	22-3						742.39✓		PAYROLL CHARGES	
12/20/13	19-3			20140154			109.10		CORRECT JE#20140120	
12/20/13	19-3			20140155			109.10		REVERSE JE 20140154	
12/20/13	19-3			20140156			-109.10		REV 20140154	
12/20/13	19-3			20140156			-109.10		REV 20140155	
12/23/13	22-3						1,090.98✓		PAYROLL CHARGES	
TOTAL	REGULAR SALARIES & WAGES					21,521.00	7,288.24	.00		14,232.76
51400	OVERTIME					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1					.00			POSTED FROM BUDGET SYSTEM	
TOTAL	OVERTIME					.00	.00	.00		.00
52110	FICA/MEDICARE TAXES					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1					1,628.00			POSTED FROM BUDGET SYSTEM	
10/13/13	22-1						59.67✓		PAYROLL CHARGES-FRINGS	
10/13/13	22-1						13.96✓		PAYROLL CHARGES-FRINGS	
10/30/13	22-1						57.17✓		PAYROLL CHARGES-FRINGS	
10/30/13	22-1						13.37✓		PAYROLL CHARGES-FRINGS	
11/04/13	13-2					68.00			CF2013 BALANCES	
11/14/13	22-2						57.17✓		PAYROLL CHARGES-FRINGS	
11/14/13	22-2						13.37✓		PAYROLL CHARGES-FRINGS	
11/25/13	22-2						67.64✓		PAYROLL CHARGES-FRINGS	
11/25/13	22-2						15.82✓		PAYROLL CHARGES-FRINGS	
12/11/13	22-3						57.17✓		PAYROLL CHARGES-FRINGS	
12/11/13	22-3						13.37✓		PAYROLL CHARGES-FRINGS	
12/17/13	22-3						46.03✓		PAYROLL CHARGES-FRINGS	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
DATE: 01/28/2014  
TIME: 15:28:11

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 2  
AUDIT21

SELECTION CRITERIA: 1=1 expdedgr.key\_orgn='0224'  
ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0224 - EMPG GRANT 10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
52110										
					(cont'd)					
	12/17/13	22-3					10.76 ✓		PAYROLL CHARGES-FRINGE	
	12/20/13	19-3		20140154			8.35		CORRECT JEN#20140120	
	12/20/13	19-3		20140155			8.35		REVERSE JE 20140154	
	12/20/13	19-3		20140156			-8.35		REV 20140154	
	12/20/13	19-3		20140156			-8.35		REV 20140155	
	12/23/13	22-3					57.17 ✓		PAYROLL CHARGES-FRINGE	
	12/23/13	22-3					13.37 ✓		PAYROLL CHARGES-FRINGE	
TOTAL				FICA/MEDICARE TAXES		1,696.00	496.04	.00		1,199.96
52200						.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				722.00			POSTED FROM BUDGET SYSTEM	
	10/13/13	22-1					36.98 ✓		PAYROLL CHARGES-FRINGE	
	10/30/13	22-1					36.98 ✓		PAYROLL CHARGES-FRINGE	
	11/04/13	13-2				72.00			CF FYE2013 BALANCES	
	11/14/13	22-2					36.98 ✓		PAYROLL CHARGES-FRINGE	
	11/25/13	22-2					36.98 ✓		PAYROLL CHARGES-FRINGE	
	12/11/13	22-3					36.98 ✓		PAYROLL CHARGES-FRINGE	
	12/20/13	19-3		20140154			3.70		CORRECT JEN#20140120	
	12/20/13	19-3		20140155			3.70		REVERSE JE 20140154	
	12/20/13	19-3		20140156			-3.70		REV 20140154	
	12/20/13	19-3		20140156			-3.70		REV 20140155	
	12/23/13	22-3					36.98 ✓		PAYROLL CHARGES-FRINGE	
TOTAL				RETIREMENT CONTRIBUTIONS		794.00	221.88	.00		572.12
52300						.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				12,344.00			POSTED FROM BUDGET SYSTEM	
	10/13/13	22-1					1,394.92 ✓		PAYROLL CHARGES-FRINGE	
	10/17/13	19-1		20140013			-10.00 ✓		SPRADLEY	
	11/04/13	13-2				301.00			FYE 2013 CF	
	11/14/13	22-2					1,384.92 ✓		PAYROLL CHARGES-FRINGE	
	12/23/13	22-3					1,384.92 ✓		PAYROLL CHARGES-FRINGE	
TOTAL				HEALTH INSURANCE		12,645.00	4,154.76	.00		8,490.24
52320						.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				38.00			POSTED FROM BUDGET SYSTEM	
	10/13/13	22-1					3.90 ✓		PAYROLL CHARGES-FRINGE	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION



SUNGARD PENTAMATION, INC.  
 DATE: 01/28/2014  
 TIME: 15:28:11

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 3  
 AUDIT21

SELECTION CRITERIA: 1=1 expledgr.key\_orgn='0224'  
 ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
 FD/DEPT - 0224 - EMPG GRANT 10/1-6/30

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
52320				(cont'd)					
11/04/13	13-2				1.00			FYE 2013 CF	
11/14/13	22-2					3.90 ✓		PAYROLL CHARGES-FRINGE	
12/23/13	22-3					3.90 ✓		PAYROLL CHARGES-FRINGE	
TOTAL					39.00	11.70	.00		27.30
52400					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				641.00			POSTED FROM BUDGET SYSTEM	
11/04/13	13-2				197.00			FYE 2013 CF	
12/31/14	19-3		20140145			240.48 ✓		W/COMP QTR 12/31/14	
TOTAL					838.00	240.48	.00		597.52
52500					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					.00	.00	.00		.00
53101					.00	.00	.00	BEGINNING BALANCE	
TOTAL					.00	.00	.00		.00
53401					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					.00	.00	.00		.00
54000					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					.00	.00	.00		.00
54100					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					.00	.00	.00		.00
54115					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					.00	.00	.00		.00

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
 DATE: 01/28/2014  
 TIME: 15:28:11

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 4  
 AUDIT21

SELECTION CRITERIA: 1=1 expdedgr.key\_orgn='0224'  
 ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
 FD/DEPT - 0224 - EMPG GRANT 10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
54300						.00	.00		.00 BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
54402						.00	.00		.00 BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
54500						.00	.00		.00 BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
54610						.00	.00		.00 BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
54620						.00	.00		.00 BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
54630						.00	.00		.00 BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
54640						.00	.00		.00 BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
54645						.00	.00		.00 BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION



SUNGARD PENTAMATION, INC.  
DATE: 01/28/2014  
TIME: 15:28:11

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 5  
AUDIT21

SELECTION CRITERIA: 1=1 expdedgr.key\_orgn='0224'  
ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0224 - EMPG GRANT 10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
54901					OTHER CURRENT CHGS (MISC)	.00	.00	.00	BEGINNING BALANCE	
	10/01/13				11-1	.00			POSTED FROM BUDGET SYSTEM	
TOTAL					OTHER CURRENT CHGS (MISC)	.00	.00	.00		.00
54902					LEGAL ADVERTISING	.00	.00	.00	BEGINNING BALANCE	
	10/01/13				11-1	.00			POSTED FROM BUDGET SYSTEM	
TOTAL					LEGAL ADVERTISING	.00	.00	.00		.00
54907					LICENSE/PERMIT/REGISTRAT	.00	.00	.00	BEGINNING BALANCE	
	10/01/13				11-1	.00			POSTED FROM BUDGET SYSTEM	
TOTAL					LICENSE/PERMIT/REGISTRAT	.00	.00	.00		.00
54910					DRUG TESTING	.00	.00	.00	BEGINNING BALANCE	
	10/01/13				11-1	.00			POSTED FROM BUDGET SYSTEM	
TOTAL					DRUG TESTING	.00	.00	.00		.00
55101					OFFICE SUPPLIES	.00	.00	.00	BEGINNING BALANCE	
	10/01/13				11-1	.00			POSTED FROM BUDGET SYSTEM	
TOTAL					OFFICE SUPPLIES	.00	.00	.00		.00
55102					OFFC.EQUIP/FURN.<\$1,000	.00	.00	.00	BEGINNING BALANCE	
	10/01/13				11-1	.00			POSTED FROM BUDGET SYSTEM	
TOTAL					OFFC.EQUIP/FURN.<\$1,000	.00	.00	.00		.00
55103					EQUIPMENT < \$1,000	.00	.00	.00	BEGINNING BALANCE	
	10/01/13				11-1	.00			POSTED FROM BUDGET SYSTEM	
TOTAL					EQUIPMENT < \$1,000	.00	.00	.00		.00
55110					OFFICE COPIER EXPENSE	.00	.00	.00	BEGINNING BALANCE	
	10/01/13				11-1	.00			POSTED FROM BUDGET SYSTEM	
TOTAL					OFFICE COPIER EXPENSE	.00	.00	.00		.00

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
 DATE: 01/28/2014  
 TIME: 15:28:11

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 6  
 AUDIT21

SELECTION CRITERIA: 1=1 expdgr.key\_orgn='0224'  
 ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
 FD/DEPT - 0224 - EMPG GRANT 10/1-6/30

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
55201			GEN. OPERATING SUPPLIES		.00	.00		.00 BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL			GEN. OPERATING SUPPLIES		.00	.00	.00		.00
55202			SAFETY PRODUCTS/SUPPLIES		.00	.00		.00 BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL			SAFETY PRODUCTS/SUPPLIES		.00	.00	.00		.00
55210			PETROLEUM PRODUCTS		.00	.00		.00 BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL			PETROLEUM PRODUCTS		.00	.00	.00		.00
55220			TOOLS & IMPLEMENTS		.00	.00		.00 BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL			TOOLS & IMPLEMENTS		.00	.00	.00		.00
55230			COMPUTER SOFTWARE		.00	.00		.00 BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL			COMPUTER SOFTWARE		.00	.00	.00		.00
55401			BOOK/PUBL/SUB/MEMB/TRAIN.		.00	.00		.00 BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL			BOOK/PUBL/SUB/MEMB/TRAIN.		.00	.00	.00		.00
55900			DEPRECIATION EXPENSE		.00	.00		.00 BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL			DEPRECIATION EXPENSE		.00	.00	.00		.00
56200			CAPITAL OUTLAY-BUILDINGS		.00	.00		.00 BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL			CAPITAL OUTLAY-BUILDINGS		.00	.00	.00		.00

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION



SUNGARD PENTAMATION, INC.  
DATE: 01/28/2014  
TIME: 15:28:11

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 7  
AUDIT21

SELECTION CRITERIA: 1=1 expldgr.key\_orgn='0224'  
ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0224 - EMPG GRANT 10/1-6/30

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES DESCRIPTION	CUMULATIVE BALANCE
56300		CAPITAL/INFRASTRUCTURE			.00	.00	.00 BEGINNING BALANCE	
10/01/13	11-1				.00		POSTED FROM BUDGET SYSTEM	
TOTAL		CAPITAL/INFRASTRUCTURE			.00	.00	.00	.00
56400		CAPITAL OUTLAY-EQUIPMENT			.00	.00	.00 BEGINNING BALANCE	
10/01/13	11-1				4,551.00		POSTED FROM BUDGET SYSTEM	
11/04/13	13-2				519.00		CF FYE2013 BALANCES	
TOTAL		CAPITAL OUTLAY-EQUIPMENT			5,070.00	.00	.00	5,070.00
56401		CAPITAL OUTLAY-VEHICLES			.00	.00	.00 BEGINNING BALANCE	
10/01/13	11-1				.00		POSTED FROM BUDGET SYSTEM	
TOTAL		CAPITAL OUTLAY-VEHICLES			.00	.00	.00	.00
TOTAL TOTL/DEPT - EMPG GRANT 10/1-6/30					42,603.00	12,413.10	.00	30,189.90
TOTAL FUND - GENERAL FUND					42,603.00	12,413.10	.00	30,189.90
TOTAL REPORT					42,603.00	12,413.10	.00	30,189.90

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
DATE: 01/28/2014  
TIME: 15:30:34

TAYLOR COUNTY BOARD OF COMMISSIONERS  
CONCISE CHECK HISTORY REPORT

PAGE NUMBER: 1  
MODULE NUM: PAYPRO53

SELECTION CRITERIA: employee.1\_name='SPRADLEY' and checkhis.iss\_date between '20131001 00:00:00. 0' and '20131231 00:00:00. 0'

EARNINGS					DEDUCTIONS					
CODE	TITLE	HOURS	AMOUNT	ORGN	PROJECT	CLASS	CODE	TITLE	AMOUNT	EMPLOYER
CHECK NUMBER - V5018698      CHECK DATE - 10/04/2013      TRANS DATE - 09/29/2013										
EMPLOYEE - 306      STEPHEN L. SPRADLEY										
001	REG PAY	80.00	1,090.98		EMC		*FI	FICA	59.67	59.67
							*FM	MEDICARE	13.96	13.96
							*FT	FEDERAL	49.35	.00
							1015	RETIREMENT	.00	36.98
							1104	HEALTH-PT	90.82	.00
							1701	DENTAL-PT	37.70	.00
							2001	UNITED WAY	15.00	.00
							9999	DIR DEP	824.48	.00
TOTAL CHECK									1,090.98	110.61
.00 VOUCHER										
CHECK NUMBER - V5018799      CHECK DATE - 10/18/2013      TRANS DATE - 10/13/2013										
EMPLOYEE - 306      STEPHEN L. SPRADLEY										
001	REG PAY	8.00	109.10		EMC		*FI	FICA	59.67	59.67
001	REG PAY	72.00	981.88		EMC		*FM	MEDICARE	13.96	13.96
							*FT	FEDERAL	49.35	.00
							1015	RETIREMENT	.00	36.98
							1100	HEALTH	.00	755.51
							1103	HEALTH	.00	639.41
							1107	HEALTH-PT	90.82	.00
							1402	LIFE INS.	.00	3.90
							1705	DENTAL-PT	37.69	.00
							2001	UNITED WAY	15.00	.00
							2006	CELL PHONE	25.00	.00
							9999	DIR DEP	799.49	.00
TOTAL CHECK									1,090.98	1,509.43
.00 VOUCHER										
CHECK NUMBER - V5018897      CHECK DATE - 11/01/2013      TRANS DATE - 10/27/2013										
EMPLOYEE - 306      STEPHEN L. SPRADLEY										
001	REG PAY	70.00	954.60		EMC		*FI	FICA	57.17	57.17
020	SICK	10.00	136.37		EMC		*FM	MEDICARE	13.37	13.37
							*FT	FEDERAL	45.31	.00
							1015	RETIREMENT	.00	36.98
							1104	HEALTH-PT	90.82	.00
							1500	AFLAC	22.62	.00
							1501	AFLAC-PT	40.37	.00
							1701	DENTAL-PT	37.70	.00
							2001	UNITED WAY	15.00	.00
							9999	DIR DEP	768.61	.00
TOTAL CHECK									1,090.97	107.52
.00 VOUCHER										

Qtr 1



PAGE NUMBER: 2  
MODULE NUM: PAYPRO53

SELECTION CRITERIA: employee.l name='SPRADLEY' and checkhis.iss date between '20131001 00:00:00. 0' and '20131231 00:00:00. 0'

TAYLOR COUNTY BOARD OF COMMISSIONERS  
CONCISE CHECK HISTORY REPORT

SELECTION CRITERIA: employee.l\_name='SPRADLEY' and checkhis.iss\_date between '20131001 00:00:00. 0' and '20131231 00:00:00. 0'

--EARNINGS--					--DEDUCTIONS--		
CODE TITLE	HOURS	AMOUNT ORGN	PROJECT CLASS		CODE TITLE	AMOUNT	EMPLOYER
CHECK NUMBER - V5019341		CHECK DATE - 12/27/2013	TRANS DATE - 12/22/2013				
EMPLOYEE - 306		STEPHEN L. SPRADLEY					
001 REG PAY	80.00	1,090.98	EMC		*FI FICA	57.17	57.17
					*FM MEDICARE	13.37	13.37
					*FT FEDERAL	45.31	.00
					1015 RETIREMENT	.00	36.98
					1100 HEALTH	.00	745.51
					1103 HEALTH	.00	639.41
					1107 HEALTH-PT	90.82	.00
					1402 LIFE INS.	.00	3.90
					1505 AFLAC	22.62	.00
					1506 AFLAC-PT	40.37	.00
					1705 DENTAL-PT	37.69	.00
					2001 UNITED WAY	15.00	.00
					2006 CELL PHONE	25.00	.00
					9999 DIR DEP	743.63	.00
TOTAL CHECK .00 VOUCHER	80.00	1,090.98				1,090.98	1,496.34
TOTAL VOID .00	.00	.00				.00	.00
TOTAL MANUAL .00	.00	.00				.00	.00
TOTAL REGULAR 500.00	561.00	8,379.22				7,879.22	5,004.99
TOTAL REPORT 500.00	561.00	8,379.22				7,879.22	5,004.99



BOARD OF COUNTY COMMISSIONERS

VENDOR NO. 000288

CHECK NO. 48110

Account	Purchase Order	Invoice Number	Amount	Description
0106 54500		FMIT#0593	25,421.75	2ND QTR. PROPERTY COVER
0106 52400		FMIT#0593	26,373.75	2ND QTR. WORKERS' COMP
0106 54500		FMIT#0593DEC	1,036.08	2ND QTR. AUTO PHYSICAL

000288

FLORIDA MUNICIPAL INSURANCE TRUST

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

CHECK DATE

12/17/13

CHECK NO.

48110

CITIZENS STATE BANK  
PERRY, FL 32347

63-650/631

AMOUNT

\$\*\*\*52,831.58\*

VOID AFTER 180 DAYS  
GENERAL FUND

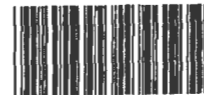
PAY THE SUM OF \*\*\*\*\*52831\* DOLLARS AND \*58\* CENTS

TO THE  
ORDER  
OF

FLORIDA MUNICIPAL INSURANCE TRUST  
P.O. BOX 1757  
TALLAHASSEE FL 32302-1757

*NON-NEGOTIABLE* \*\*  
CHAIR  
*NON-NEGOTIABLE*  
CLERK

\*\* NON-NEGOTIABLE \*\*



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

FLORIDA MUNICIPAL INSURANCE TRUST  
P.O. BOX 1757  
TALLAHASSEE FL 32302-1757



## Florida Municipal Insurance Trust (FMIT) Second Installment Billing - 13/14 Fund Year

FMIT # 0593

Invoice Date: 12/1/2013

Due Date: 1/1/2014

ATTN: Tammy Taylor

Taylor County Board of County Commissioners

P.O. Box 620

Perry, FL 32348

Please make check payable to:

Florida Municipal Insurance Trust

P.O. Box 1757

Tallahassee, FL 32302-1757

### Policy Summary

	General Liability	Auto Liability	Auto Physical Damage	Property	Workers Compensation	Total
Gross Premium	\$0.00	\$0.00	\$4,097.00	\$101,687.00	\$129,146.00	\$234,930.00
Incentive Credit	\$0.00	\$0.00	\$0.00	\$0.00	(\$23,651.00)	(\$23,651.00)
<b>Total Net Premium</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,097.00</b>	<b>\$101,687.00</b>	<b>\$105,495.00</b>	<b>\$211,279.00</b>

### Previous Activity

Previous Invoices \$52,784.25

Payment Received On 9/20/2013 (\$52,784.25)

**Total Balance Forward \$0.00**

### Current Installment

Coverage	Premium	Incentive Credit	Total Net Premium
Auto Physical Damage Coverage	\$1,036.08	\$0.00	0106-54500 \$1,036.08
Property Coverage	\$25,421.75	\$0.00	0106-54500 \$25,421.75
Workers Compensation Coverage	\$32,286.50	(\$5,912.75)	0106-54400 \$26,373.75
<b>Total Installment Amount</b> (2nd due)			<b>\$52,831.58</b>
<b>Total Due by 1/1/2014</b>			<b>\$52,831.58</b>

NOTE: Any change in premium from the previous installment is due to endorsement(s) to your policy. These endorsements are available to you on the FMIT website: <http://insurance.flcities.com>

Please see reverse side for a copy of our Premium Installment Plan and Penalty Policy.

PAID

PINK COPY - Please return with your payment

WHITE COPY - For your records



**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 #

14-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

**THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY**

CUMULATIVE	TOTAL ALLOCATED	CURRENT CLAIM	CUM. FUNDS EXPENDED	REMAINING BALANCE
1. Salary and Benefits	\$39,174.00	\$5,707.86	\$11,851.95	\$27,322.05
2. Other Personal /Contractual Services				\$0.00
3. Expenses	\$52,644.00	\$3,537.11	\$10,953.10	\$41,690.90
4. Operating Capital Outlay (OCO)	\$13,988.00		\$280.00	\$13,708.00
5. Fixed Capital Outlay (FCO)				\$0.00
<b>TOTAL</b>	<b>\$105,806.00</b>	<b>\$9,244.97</b>	<b>\$23,085.05</b>	<b>\$82,720.95</b>

**TOTAL AMOUNT TO BE PAID ON THIS**

**\$9,244.97**

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

Signed:

*James R. Brown*  
 Grantee Contract Manager or Financial Officer

1/20/2014  
 Date

**QUARTERLY STATUS REPORT**

**This information below is required EACH QUARTER. This information MUST be clearly linked to the project TIMELINE, DELIVERABLES AND SCOPE OF WORK.**

Report event, progress, delays, etc., that pertain to this project (i.e., incidents, activities, meetings, reporting training and /or exercises)

Staff attended the Region 2 meeting. Staff held an LMS meeting in December.

Staff is awaiting forms and reviewing all other deliverables.

Staff has hosted 3 meetings for the planning of an active shooter exercise in January.

Staff has met with and completed Mid-Year Review

Staff is engaged in a CEMP planning update

Staff is participating in State Hurrex planning

(Attach additional page(s) if needed.)

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

Total EMPA (State) Amount	
Prior Payments	
This Payment	
Unexpended Funds	



**EMERGENCY MANAGEMENT PREPAREDNESS AND ASSISTANCE PROGRAM**

Form 2

**DETAIL OF CLAIMS**

**1. SALARIES AND BENEFITS COSTS**

County aylor Costs Incurred During the Period of: 10 / 01 / 13 to 12 / 31 / 13 Claim Number: 2

Name of Employees	Job Title	% of Time Charged to this Grant	Salary \$ Charged to this Grant	Fringe Benefits \$ Charged to this Grant
Dustin Hinkel	EM Director	33%	\$3,792.88	\$1,914.98
<b>TOTALS</b>			<b>\$3,792.88</b>	<b>\$1,914.98</b>
<b>Total Salaries and Benefits Charged to this Grant</b>				<b>\$5,707.86</b>



# EMERGENCY MANAGEMENT PREPAREDNESS AND ASSISTANCE PROGRAM

Form 3

## 2.-5. DETAIL OF CLAIMS

CATEGORY # 3

(Please use only one form per category. Pick from 2.-5.)

2. Other Personal/Contractual Services (OPS)

3. Expenses

4. Operating Capital Outlay (OCO)

5. Fixed Capital Outlay (FCO)

County Taylor Costs Incurred During the Period of: 10 / 01 / 13 to 12 / 31 / 13 Claim Number: 2

Vendor	Briefly Describe Services Provided for EM	Date Received / Date of Services	Date Paid	Check Number	Amount
Municipal Supply	Siren Signs	11/12/2013	12/17/13	48131	\$144.40
Duke Energy	EOC Electric Service	13-Oct	11/12/13	47945	\$756.09
City of Perry	EOC Water Service	13-Oct	11/12/13	47943	\$31.77
Duke Energy	EOC Electric Service	13-Nov	12/10/13	48057	\$676.24
City of Perry	EOC Water Service	13-Nov	12/10/13	48053	\$31.77
Advanced Refrigeration	EOC HVAC Repairs	28-Oct	11/4/13	47870	\$120.00
Advanced Refrigeration	EOC HVAC Repairs	2-Dec	12/17/13	48076	\$80.00
Ring Power Corporation	Generator Repair	29-Oct	11/19/13	48019	\$230.00
Ryan's Sign Shop	EM Banner and Signs	8-Oct	11/4/13	47916	\$354.00
FEPA	MEMBERSHIP and REGISTRATION	17-Dec	12/17/13	48105	\$800.00
Florida Municipal Insurance Trust	Quarterly Workers' Comp Insurance for Director	10/1/13 - 12/31/13	12/31/13	48110	\$127.84
IAEM	Director's Dues	7-Oct	10/7/13	47744	\$185.00
Total					\$3,537.11

SUNGARD PENTAMATION, INC.  
DATE: 01/27/2014  
TIME: 11:40:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1  
AUDIT21

SELECTION CRITERIA: 1=1 expdedgr.key\_orgn='0226'  
ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0226 - EMPA/BASE GRANT10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
001-520-525-0226-0226 - EMPA/BASE GRANT10/1-6/30										
51200	REGULAR SALARIES & WAGES					.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				23,037.00			POSTED FROM BUDGET SYSTEM	
	10/13/13	22-1					601.33 ✓		PAYROLL CHARGES	
	10/30/13	22-1					601.34 ✓		PAYROLL CHARGES	
	11/04/13	13-2				3,410.00			CF FYE2013 BALANCES	
	11/14/13	22-2					601.34 ✓		PAYROLL CHARGES	
	11/25/13	22-2					601.33 ✓		PAYROLL CHARGES	
	12/11/13	22-3					601.34 ✓		PAYROLL CHARGES	
	12/17/13	22-3					244.99 ✓		PAYROLL CHARGES	
	12/20/13	19-3		20140120			-60.13 ✓		RVRS FYE'13 PR ACCRUAL	
	12/23/13	22-3					601.34 ✓		PAYROLL CHARGES	
TOTAL	REGULAR SALARIES & WAGES					26,447.00	3,792.88	.00		22,654.12
51400	OVERTIME					.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
	11/04/13	13-2				2,000.00			CF FYE2013 BALANCES	
TOTAL	OVERTIME					2,000.00	.00	.00		2,000.00
52110	FICA/MEDICARE TAXES					.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				1,162.00			POSTED FROM BUDGET SYSTEM	
	10/13/13	22-1					37.28 ✓		PAYROLL CHARGES-FRINGE	
	10/13/13	22-1					8.72 ✓		PAYROLL CHARGES-FRINGE	
	10/30/13	22-1					37.28 ✓		PAYROLL CHARGES-FRINGE	
	10/30/13	22-1					8.72 ✓		PAYROLL CHARGES-FRINGE	
	11/04/13	13-2				414.00			CF FYE2013 BALANCES	
	11/14/13	22-2					37.28 ✓		PAYROLL CHARGES-FRINGE	
	11/14/13	22-2					8.72 ✓		PAYROLL CHARGES-FRINGE	
	11/25/13	22-2					37.28 ✓		PAYROLL CHARGES-FRINGE	
	11/25/13	22-2					8.72 ✓		PAYROLL CHARGES-FRINGE	
	12/11/13	22-3					37.29 ✓		PAYROLL CHARGES-FRINGE	
	12/11/13	22-3					8.71 ✓		PAYROLL CHARGES-FRINGE	
	12/17/13	22-3					15.19 ✓		PAYROLL CHARGES-FRINGE	
	12/17/13	22-3					3.55 ✓		PAYROLL CHARGES-FRINGE	
	12/20/13	19-3		20140120			-4.60 ✓		RVRS FYE'13 PR ACCRUAL	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION



SUNGARD PENTAMATION, INC.  
DATE: 01/27/2014  
TIME: 11:40:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 2  
AUDIT21

SELECTION CRITERIA: 1=1 expledgr.key\_orgn='0226'  
ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0226 - EMPA/BASE GRANT10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
52110			FICA/MEDICARE TAXES	(cont'd)						
	12/23/13	22-3					37.29✓		PAYROLL CHARGES-FRINGE	
	12/23/13	22-3					8.71✓		PAYROLL CHARGES-FRINGE	
TOTAL			FICA/MEDICARE TAXES			1,576.00	290.14	.00		1,285.86
52200			RETIREMENT CONTRIBUTIONS			.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				1,602.00			POSTED FROM BUDGET SYSTEM	
	10/13/13	22-1					41.79✓		PAYROLL CHARGES-FRINGE	
	10/30/13	22-1					41.79✓		PAYROLL CHARGES-FRINGE	
	11/04/13	13-2				375.00			CF FYE2013 BALANCES	
	11/14/13	22-2					41.79✓		PAYROLL CHARGES-FRINGE	
	11/25/13	22-2					41.79✓		PAYROLL CHARGES-FRINGE	
	12/11/13	22-3					41.80✓		PAYROLL CHARGES-FRINGE	
	12/20/13	19-3		20140120			-4.18✓		RVRS FYE'13 PR ACCRUAL	
	12/23/13	22-3					41.80✓		PAYROLL CHARGES-FRINGE	
TOTAL			RETIREMENT CONTRIBUTIONS			1,977.00	246.58	.00		1,730.42
52300			HEALTH INSURANCE			.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				1,917.00			POSTED FROM BUDGET SYSTEM	
	10/13/13	22-1					460.33✓		PAYROLL CHARGES-FRINGE	
	10/28/13	25-1		20140058		2,693.00			EM MED ADJUST	
	11/14/13	22-2					457.03✓		PAYROLL CHARGES-FRINGE	
	12/23/13	22-3					457.03✓		PAYROLL CHARGES-FRINGE	
TOTAL			HEALTH INSURANCE			4,610.00	1,374.39	.00		3,235.61
52320			LIFE INSURANCE			.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				13.00			POSTED FROM BUDGET SYSTEM	
	10/13/13	22-1					1.29✓		PAYROLL CHARGES-FRINGE	
	11/04/13	13-2				2.00			CF FYE2013 BALANCES	
	11/14/13	22-2					1.29✓		PAYROLL CHARGES-FRINGE	
	12/23/13	22-3					1.29✓		PAYROLL CHARGES-FRINGE	
TOTAL			LIFE INSURANCE			15.00	3.87	.00		11.13
52400			WORKERS' COMPENSATION			.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				694.00			POSTED FROM BUDGET SYSTEM	
	11/04/13	13-2				188.00			CF FYE2013 BALANCES	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
DATE: 01/27/2014  
TIME: 11:40:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 3  
AUDIT21

SELECTION CRITERIA: 1=1 expledgr.key\_orgn='0226'  
ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0226 - EMFA/BASE GRANT10/1-6/30

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
52400	WORKERS' COMPENSATION		(cont'd)						
12/31/14	19-3		20140145			127.84 ✓		W/COMP QTR 12/31/14	
TOTAL	WORKERS' COMPENSATION				882.00	127.84	.00		754.16
52500	UNEMPLOYMENT COMPENSATION				.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				.00		.00	POSTED FROM BUDGET SYSTEM	
TOTAL	UNEMPLOYMENT COMPENSATION				.00	.00	.00		.00
53101	PROFESSIONAL SERVICES				.00	.00	.00	BEGINNING BALANCE	
TOTAL	PROFESSIONAL SERVICES				.00	.00	.00		.00
53401	CONTRACTUAL SERVICES				.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				6,750.00		.00	POSTED FROM BUDGET SYSTEM	
11/04/13	13-2				2,059.00		.00	CF FYE2013 BALANCES	
TOTAL	CONTRACTUAL SERVICES				8,809.00	.00	.00		8,809.00
54000	TRAVEL & PER DIEM				.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				6,750.00		.00	POSTED FROM BUDGET SYSTEM	
11/04/13	13-2				208.00		.00	CF FYE2013 BALANCES	
TOTAL	TRAVEL & PER DIEM				6,958.00	.00	.00		6,958.00
54100	COMMUNICATIONS				.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				4,125.00		.00	POSTED FROM BUDGET SYSTEM	
11/04/13	13-2				407.00		.00	CF FYE2013 BALANCES	
11/12/13	17-2	20140261-01		001712 MUNICIPAL SUPPLY			144.40	SIREN INFORMATION SIGNS	
12/17/13	21-3	20140261-01 48131 ✓		001712 MUNICIPAL SUPPLY		144.40 ✓	-144.40	SIREN INFORMATION SIGNS	
TOTAL	COMMUNICATIONS				4,532.00	144.40	.00		4,387.60
54115	POSTAGE				.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				150.00		.00	POSTED FROM BUDGET SYSTEM	
11/04/13	13-2				50.00		.00	CF FYE2013 BALANCES	
TOTAL	POSTAGE				200.00	.00	.00		200.00
54300	UTILITY SERVICES				.00	.00	.00	BEGINNING BALANCE	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
 DATE: 01/27/2014  
 TIME: 11:40:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 4  
 AUDIT21

SELECTION CRITERIA: 1=1 expledgr.key\_orgn='0226'  
 ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
 FD/DEPT - 0226 - EMPA/BASE GRANT10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
54300					UTILITY SERVICES (cont'd)					
	10/01/13	11-1				5,000.00			POSTED FROM BUDGET SYSTEM	
	11/04/13	13-2				419.00			CF FYE2013 BALANCES	
	11/12/13	21-2	47945 ✓		000110 DUKE ENERGY FLOR		756.09 ✓	.00	591 E US HWY 27*EOC	
	11/12/13	21-2	47943 ✓		000063 CITY OF PERRY		31.77 ✓	.00	591 HWY 27 EAST	
	12/10/13	21-3	48057 ✓		000110 DUKE ENERGY FLOR		676.24 ✓	.00	591 E US HWY 27*EOC	
	12/10/13	21-3	48053 ✓		000063 CITY OF PERRY		31.77 ✓	.00	591 HWY 27 EAST	
TOTAL					UTILITY SERVICES	5,419.00	1,495.87	.00		3,923.13
54401					RENT/LEASE-LAND/BLDGS	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					RENT/LEASE-LAND/BLDGS	.00	.00	.00		.00
54402					RENT/LEASE-EQUIPMENT	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					RENT/LEASE-EQUIPMENT	.00	.00	.00		.00
54500					INSURANCE	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					INSURANCE	.00	.00	.00		.00
54610					R&M BUILDINGS & GROUNDS	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				750.00			POSTED FROM BUDGET SYSTEM	
	10/28/13	17-1	20140168-01		001197 ADVANCED REFRIGE			120.00	CLEAR STOPPED AC DRAIN	
	11/04/13	13-2				83.00			CF FYE2013 BALANCES	
	11/04/13	21-2	20140168-01 47870 ✓		001197 ADVANCED REFRIGE		120.00 ✓	-120.00	CLEAR STOPPED AC DRAIN	
	12/02/13	17-3	20140339-01		001197 ADVANCED REFRIGE			80.00	AC CLEANING FOR DISPATCH.	
	12/17/13	21-3	20140339-01 48076 ✓		001197 ADVANCED REFRIGE		80.00 ✓	-80.00	AC CLEANING FOR DISPATCH.	
	01/02/14	17-3	20140457-01		000094 MIMS POWER CENTE			12.95	REPLACEMENT STRING	
TOTAL					R&M BUILDINGS & GROUNDS	833.00	200.00	12.95		620.05
54614					EXTERMINATION/PEST CONTRL	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					EXTERMINATION/PEST CONTRL	.00	.00	.00		.00

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION



SUNGARD PENTAMATION, INC.  
DATE: 01/27/2014  
TIME: 11:40:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 5  
AUDIT21

SELECTION CRITERIA: 1=1 expdgr.key\_orgn='0226'  
ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT

TOTALED ON: FUND, TOTL/DEPT

PAGE BREAKS ON: FUND, TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0226 - EMPA/BASE GRANT10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
54620										
					(cont'd)					
54620					R&M EQUIPMENT	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				563.00			POSTED FROM BUDGET SYSTEM	
	10/29/13	17-1	20140173-01		000076 RING POWER CORPO			230.00	GOVERNOR ADJUSTMENTS	
	11/04/13	13-2				95.00			CF FYE2013 BALANCES	
	11/19/13	21-2	20140173-01	48019 ✓	000076 RING POWER CORPO		230.00 ✓	-230.00	GOVERNOR ADJUSTMENTS	
TOTAL					R&M EQUIPMENT	658.00	230.00	.00		428.00
54630					R&M OFFICE MACHINES/EQUIP	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				375.00			POSTED FROM BUDGET SYSTEM	
	11/04/13	13-2				403.00			CF FYE2013 BALANCES	
TOTAL					R&M OFFICE MACHINES/EQUIP	778.00	.00	.00		778.00
54640					R&M AUTOMOBILE	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				1,125.00			POSTED FROM BUDGET SYSTEM	
TOTAL					R&M AUTOMOBILE	1,125.00	.00	.00		1,125.00
54645					R&M AUTO - COUNTY LABOR	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				188.00			POSTED FROM BUDGET SYSTEM	
TOTAL					R&M AUTO - COUNTY LABOR	188.00	.00	.00		188.00
54901					OTHER CURRENT CHGS (MISC)	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
	01/02/14	25-3		20140091		271.00			GOODMAN'S	
TOTAL					OTHER CURRENT CHGS (MISC)	271.00	.00	.00		271.00
54902					LEGAL ADVERTISING	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				4,125.00			POSTED FROM BUDGET SYSTEM	
	11/04/13	13-2				417.00			CF FYE2013 BALANCES	
	01/02/14	25-3		20140091		-271.00			GOODMAN'S	
TOTAL					LEGAL ADVERTISING	4,271.00	.00	.00		4,271.00
54907					LICENSE/PERMIT/REGISTRAT	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					LICENSE/PERMIT/REGISTRAT	.00	.00	.00		.00

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
 DATE: 01/27/2014  
 TIME: 11:40:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 6  
 AUDIT21

SELECTION CRITERIA: 1=1 expdledgr.key\_orgn='0226'  
 ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
 FD/DEPT - 0226 - EMPA/BASE GRANT10/1-6/30

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
54910					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				75.00			POSTED FROM BUDGET SYSTEM	
11/04/13	13-2				25.00			CF FYE2013 BALANCES	
TOTAL				DRUG TESTING	100.00	.00	.00		100.00
55101					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				188.00			POSTED FROM BUDGET SYSTEM	
11/04/13	13-2				63.00			CF FYE2013 BALANCES	
TOTAL				OFFICE SUPPLIES	251.00	.00	.00		251.00
55102					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				1,125.00			POSTED FROM BUDGET SYSTEM	
10/28/13	25-1		20140058		-500.00			EM MED ADJUST	
11/04/13	13-2				375.00			CF FYE2013 BALANCES	
TOTAL				OFFC.EQUIP/FURN.<\$1,000	1,000.00	.00	.00		1,000.00
55103					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				1,125.00			POSTED FROM BUDGET SYSTEM	
10/28/13	25-1		20140058		-500.00			EM MED ADJUST	
11/04/13	13-2				375.00			CF FYE2013 BALANCES	
TOTAL				EQUIPMENT < \$1,000	1,000.00	.00	.00		1,000.00
55110					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL				OFFICE COPIER EXPENSE	.00	.00	.00		.00
55201					.00	.00	.00	BEGINNING BALANCE	
10/01/13	11-1				188.00			POSTED FROM BUDGET SYSTEM	
11/04/13	13-2				71.00			CF FYE2013 BALANCES	
TOTAL				GEN. OPERATING SUPPLIES	259.00	.00	.00		259.00
55202					.00	.00	.00	BEGINNING BALANCE	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
DATE: 01/27/2014  
TIME: 11:40:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 7  
AUDIT21

SELECTION CRITERIA: 1=1 expledgr.key\_orgn='0226'  
ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0226 - EMPA/BASE GRANT10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
55202					SAFETY PRODUCTS/SUPPLIES (cont'd)					
	10/01/13	11-1				253.00			POSTED FROM BUDGET SYSTEM	
	11/04/13	13-2				85.00			CF FYE2013 BALANCES	
TOTAL					SAFETY PRODUCTS/SUPPLIES	338.00	.00	.00		338.00
55210					PETROLEUM PRODUCTS	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				188.00			POSTED FROM BUDGET SYSTEM	
	11/04/13	13-2				63.00			CF FYE2013 BALANCES	
TOTAL					PETROLEUM PRODUCTS	251.00	.00	.00		251.00
55220					TOOLS & IMPLEMENTS	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				375.00			POSTED FROM BUDGET SYSTEM	
	11/04/13	13-2				125.00			CF FYE2013 BALANCES	
TOTAL					TOOLS & IMPLEMENTS	500.00	.00	.00		500.00
55230					COMPUTER SOFTWARE	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL					COMPUTER SOFTWARE	.00	.00	.00		.00
55250					UNIFORMS	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				188.00			POSTED FROM BUDGET SYSTEM	
	11/04/13	13-2				63.00			CF FYE2013 BALANCES	
TOTAL					UNIFORMS	251.00	.00	.00		251.00
55401					BOOK/PUBL/SUB/MEMB/TRAIN.	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				4,125.00			POSTED FROM BUDGET SYSTEM	
	10/08/13	17-1	20140052-01		6631 RYAN'S SIGN COMP			120.00	EMERGENCY MANAGEMENT BANN	
	10/08/13	17-1	20140052-02		6631 RYAN'S SIGN COMP			78.00	SIREN TESTING SIGNS	
	10/08/13	17-1	20140052-03		6631 RYAN'S SIGN COMP			52.00	EXERCISE IN PROGRESS SIGN	
	10/08/13	17-1	20140052-04		6631 RYAN'S SIGN COMP			78.00	EMERGENCY SHLETER	
	10/08/13	17-1	20140052-05		6631 RYAN'S SIGN COMP			26.00	EMERGENCY OPERATIONS CENT	
	10/17/13	19-1	20140138	✓ 47744	IAEM		185.00		ACCTG PERIOD CORRECTION	
	10/28/13	25-1	20140058			-1,000.00			EM MED ADJUST	
	11/04/13	13-2				1,105.00			CF FYE2013 BALANCES	
	11/04/13	21-2	20140052-01	47916✓	6631 RYAN'S SIGN COMP		120.00✓	-120.00	EMERGENCY MANAGEMENT BANN	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION



SUNGARD PENTAMATION, INC.  
 DATE: 01/27/2014  
 TIME: 11:40:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 8  
 AUDIT21

SELECTION CRITERIA: 1=1 expledgr.key\_orgn='0226'  
 ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
 FD/DEPT - 0226 - EMPA/BASE GRANT10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
55401					BOOK/PUBL/SUB/MEMB/TRAIN. (cont'd)					
	11/04/13	21-2	20140052-02	47916	6631 RYAN'S SIGN COMP		78.00✓	-78.00	SIREN TESTING SIGNS	
	11/04/13	21-2	20140052-03	47916	6631 RYAN'S SIGN COMP		52.00✓	-52.00	EXERCISE IN PROGRESS SIGN	
	11/04/13	21-2	20140052-04	47916	6631 RYAN'S SIGN COMP		78.00✓	-78.00	EMERGENCY SHLETER	
	11/04/13	21-2	20140052-05	47916	6631 RYAN'S SIGN COMP		26.00✓	-26.00	EMERGENCY OPERATIONS CENT	
	12/17/13	21-3		48105✓	002144 FEPA, INC.		100.00✓	.00	'14DUES/DUSTIN HINKEL	
	12/17/13	21-3		48105	002144 FEPA, INC.		300.00✓	.00	REGISTR/DUSTIN HINKEL	
	12/17/13	21-3		48105	002144 FEPA, INC.		300.00✓	.00	REGI/STEPHEN SPRADLEY	
	12/17/13	21-3		48105	002144 FEPA, INC.		100.00✓	.00	'14DUES/STEP.SPRADLEY	
TOTAL					BOOK/PUBL/SUB/MEMB/TRAIN.	4,230.00	1,339.00	.00		2,891.00
55900					DEPRECIATION EXPENSE	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00		.00	POSTED FROM BUDGET SYSTEM	
TOTAL					DEPRECIATION EXPENSE	.00	.00	.00		.00
56200					CAPITAL OUTLAY-BUILDINGS	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00		.00	POSTED FROM BUDGET SYSTEM	
TOTAL					CAPITAL OUTLAY-BUILDINGS	.00	.00	.00		.00
56300					CAPITAL/INFRASTRUCTURE	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00		.00	POSTED FROM BUDGET SYSTEM	
TOTAL					CAPITAL/INFRASTRUCTURE	.00	.00	.00		.00
56400					CAPITAL OUTLAY-EQUIPMENT	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				1,692.00		.00	POSTED FROM BUDGET SYSTEM	
	10/28/13	25-1		20140058		-693.00		.00	EM MED ADJUST	
	11/04/13	13-2				332.00		.00	CF FYE2013 BALANCES	
TOTAL					CAPITAL OUTLAY-EQUIPMENT	1,331.00	.00	.00		1,331.00
56401					CAPITAL OUTLAY-VEHICLES	.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				.00		.00	POSTED FROM BUDGET SYSTEM	
TOTAL					CAPITAL OUTLAY-VEHICLES	.00	.00	.00		.00
56402					CAPITAL OUTLAY/SOFTWARE	.00	.00	.00	BEGINNING BALANCE	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
DATE: 01/27/2014  
TIME: 11:40:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 9  
AUDIT21

SELECTION CRITERIA: 1=1 expledgr.key\_orgn='0226'  
ACCOUNTING PERIODS: 1/14 THRU 3/14

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0226 - EMPA/BASE GRANT10/1-6/30

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
56402					CAPITAL OUTLAY/SOFTWARE (cont'd)					
	10/01/13	11-1				.00			POSTED FROM BUDGET SYSTEM	
	11/04/13	13-2				10,720.00			CF FYE2013 BALANCES	
TOTAL					CAPITAL OUTLAY/SOFTWARE	10,720.00	.00	.00		10,720.00
TOTAL TOTL/DEPT - EMPA BASE GRANT 10/1-6/30						91,780.00	9,244.97	12.95		82,522.08
TOTAL FUND - GENERAL FUND						91,780.00	9,244.97	12.95		82,522.08
TOTAL REPORT						91,780.00	9,244.97	12.95		82,522.08

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
DATE: 01/27/2014  
TIME: 11:42:41

TAYLOR COUNTY BOARD OF COMMISSIONERS  
CONCISE CHECK HISTORY REPORT

PAGE NUMBER: 1  
MODULE NUM: PAYPRO53

SELECTION CRITERIA: employee.empl\_no=261 and checkhis.iss\_date between '20131001 00:00:00. 0' and '20131231 00:00:00. 0'

-----EARNINGS-----					-----DEDUCTIONS-----						
CODE	TITLE	HOURS	AMOUNT	ORGN	PROJECT	CLASS	CODE	TITLE	AMOUNT	EMPLOYER	
CHECK NUMBER - V5018677					CHECK DATE - 10/04/2013			TRANS DATE - 09/29/2013			
EMPLOYEE - 261 DUSTIN HINKEL											
001	REG PAY	80.00	1,822.23			ACA	*FI	FICA	112.98	112.98	
							*FM	MEDICARE	26.42	26.42	
							*FT	FEDERAL	160.43	.00	
							1008	RETIREMENT	54.67	126.64	
							1110	HEALTH	90.82	.00	
							1409	VOL LIFE	6.00	.00	
							1709	DENTAL	37.70	.00	
							2001	UNITED WAY	5.00	.00	
							9999	DIR DEP	1,328.21	.00	
									1,822.23	266.04	
TOTAL CHECK 80.00 1,822.23											
.00 VOUCHER											
CHECK NUMBER - V5018779					CHECK DATE - 10/18/2013			TRANS DATE - 10/13/2013			
EMPLOYEE - 261 DUSTIN HINKEL											
001	REG PAY	8.00	182.22			ACA	*FI	FICA	112.98	112.98	
001	REG PAY	72.00	1,640.01			ACA	*FM	MEDICARE	26.42	26.42	
							*FT	FEDERAL	160.43	.00	
							1008	RETIREMENT	54.67	126.64	
							1100	HEALTH	.00	755.51	
							1103	HEALTH	.00	639.41	
							1113	HEALTH	90.82	.00	
							1402	LIFE INS.	.00	3.90	
							1409	VOL LIFE	6.00	.00	
							1713	DENTAL	37.69	.00	
							2001	UNITED WAY	5.00	.00	
							9999	DIR DEP	1,328.22	.00	
									1,822.23	1,664.86	
TOTAL CHECK 80.00 1,822.23											
.00 VOUCHER											
CHECK NUMBER - V5018877					CHECK DATE - 11/01/2013			TRANS DATE - 10/27/2013			
EMPLOYEE - 261 DUSTIN HINKEL											
001	REG PAY	80.00	1,822.23			ACA	*FI	FICA	112.98	112.98	
							*FM	MEDICARE	26.42	26.42	
							*FT	FEDERAL	160.43	.00	
							1008	RETIREMENT	54.67	126.64	
							1110	HEALTH	90.82	.00	
							1409	VOL LIFE	6.00	.00	
							1709	DENTAL	37.70	.00	
							2001	UNITED WAY	5.00	.00	
							9999	DIR DEP	1,328.21	.00	
									1,822.23	266.04	
TOTAL CHECK 80.00 1,822.23											
.00 VOUCHER											

QTR 1

EMPA = ~~1640~~ 541.20

EMPA  
37.28  
8.72  
37.28 41.79  
460.33  
1.29  
-8.78  
for 1st  
QTR pay

601.34

EMPA  
37.28  
8.72  
41.79



SUNGARD PENTAMATION, INC.  
DATE: 01/27/2014  
TIME: 11:42:41

TAYLOR COUNTY BOARD OF COMMISSIONERS  
CONCISE CHECK HISTORY REPORT

PAGE NUMBER: 2  
MODULE NUM: PAYPRO53

SELECTION CRITERIA: employee.empl\_no=261 and checkhis.iss\_date between '20131001 00:00:00. 0' and '20131231 00:00:00. 0'

-----EARNINGS-----				-----DEDUCTIONS-----		
CODE TITLE	HOURS	AMOUNT ORGN	PROJECT CLASS	CODE TITLE	AMOUNT	EMPLOYER
CHECK NUMBER - V5018972 CHECK DATE - 11/15/2013 TRANS DATE - 11/10/2013						
EMPLOYEE - 261 DUSTIN HINKEL						
001 REG PAY	80.00	1,822.23	ACA	*FI FICA	112.98	112.98
				*FM MEDICARE	26.42	26.42
				*FT FEDERAL	160.43	.00
				1008 RETIREMENT	54.67	126.64
				1100 HEALTH	.00	745.51
				1103 HEALTH	.00	639.41
				1113 HEALTH	90.82	.00
				1402 LIFE INS.	.00	3.90
				1409 VOL LIFE	6.00	.00
				1713 DENTAL	37.69	.00
				2001 UNITED WAY	5.00	.00
				9999 DIR DEP	1,328.22	.00
					1,822.23	1,654.86
TOTAL CHECK 80.00 1,822.23						
.00 VOUCHER						
CHECK NUMBER - V5019065 CHECK DATE - 11/27/2013 TRANS DATE - 11/24/2013						
EMPLOYEE - 261 DUSTIN HINKEL						
001 REG PAY	72.00	1,640.01	ACA	*FI FICA	112.98	112.98
003 HOLIDAY	8.00	182.22	ACA	*FM MEDICARE	26.42	26.42
				*FT FEDERAL	160.43	.00
				1008 RETIREMENT	54.67	126.64
				2001 UNITED WAY	5.00	.00
				9999 DIR DEP	1,462.73	.00
					1,822.23	266.04
TOTAL CHECK 80.00 1,822.23						
.00 VOUCHER						
CHECK NUMBER - V5019160 CHECK DATE - 12/13/2013 TRANS DATE - 12/08/2013						
EMPLOYEE - 261 DUSTIN HINKEL						
001 REG PAY	48.00	1,093.34	ACA	*FI FICA	112.98	112.98
003 HOLIDAY	16.00	364.45	ACA	*FM MEDICARE	26.42	26.42
032 ANNUAL	16.00	364.45	ACA	*FT FEDERAL	160.44	.00
				1008 RETIREMENT	54.67	126.65
				1110 HEALTH	90.82	.00
				1409 VOL LIFE	6.00	.00
				1709 DENTAL	37.70	.00
				2001 UNITED WAY	5.00	.00
				9999 DIR DEP	1,328.21	.00
					1,822.24	266.05
TOTAL CHECK 80.00 1,822.24						
.00 VOUCHER						
CHECK NUMBER - 3332421 CHECK DATE - 12/19/2013 TRANS DATE - 12/19/2013						
EMPLOYEE - 261 DUSTIN HINKEL						
056 WORK PERFO	1.00	742.39	ACA	*FI FICA	46.03	46.03
				*FM MEDICARE	10.76	10.76
				*FT FEDERAL	185.60	.00
					242.39	56.79
TOTAL CHECK 1.00 742.39						
500.00						

EMPA

37.28  
8.72

41.79  
457.03

1.29

37.28  
8.72

41.79

37.29  
8.71  
41.80

15.19  
3.55

601.34

601.33

601.34

244.99

SUNGARD PENTAMATION, INC.  
DATE: 01/27/2014  
TIME: 11:42:41

TAYLOR COUNTY BOARD OF COMMISSIONERS  
CONCISE CHECK HISTORY REPORT

PAGE NUMBER: 3  
MODULE NUM: PAYPRO53

SELECTION CRITERIA: employee.empl\_no=261 and checkhis.iss\_date between '20131001 00:00:00. 0' and '20131231 00:00:00. 0'

-----EARNINGS-----					-----DEDUCTIONS-----								
CODE	TITLE	HOURS	AMOUNT	ORGN	PROJECT	CLASS	CODE	TITLE	AMOUNT	EMPLOYER			
CHECK NUMBER - V5019255					CHECK DATE - 12/27/2013					TRANS DATE - 12/22/2013			
EMPLOYEE - 261					DUSTIN HINKEL								
001	REG PAY	64.00	1,457.79			ACA	*FI	FICA	112.98	112.98			
032	ANNUAL	16.00	364.45			ACA	*FM	MEDICARE	26.42	26.42			
										*FT	FEDERAL	160.44	.00
										1008	RETIREMENT	54.67	126.65
										1100	HEALTH	.00	745.51
										1103	HEALTH	.00	639.41
										1113	HEALTH	90.82	.00
										1402	LIFE INS.	.00	3.90
										1409	VOL LIFE	6.00	.00
										1713	DENTAL	37.69	.00
										2001	UNITED WAY	5.00	.00
										9999	DIR DEP	1,328.22	.00
												1,822.24	1,654.87
TOTAL CHECK					80.00	1,822.24							
VOUCHER					.00								
TOTAL VOID					.00	.00							
TOTAL MANUAL					.00	.00							
TOTAL REGULAR					561.00	13,498.02							
500.00							12,998.02 6,095.55						
TOTAL REPORT					561.00	13,498.02							
500.00							12,998.02 6,095.55						

601.34

37.29  
8.71  
41.80  
457.03  
1.29

**DIVISION OF EMERGENCY MANAGEMENT  
FINANCIAL HISTORY REPORT/QUARTERLY STATUS REPORT  
FORM 1 AND 2**

GRANTEE: Taylor County  
PO Box 620  
Perry, FL 32348

(Select the quarter of submission along with year)

**QUARTERLY REPORTING DUE DATES**

<input type="checkbox"/> JANUARY 1 - MARCH 31 - Due no later than April 30,	2013
<input type="checkbox"/> APRIL 1 - JUNE 30 - Due no later than July 31,	2013
<input type="checkbox"/> JULY 1 - SEPTEMBER 30 - Due no later than October 31,	2013
<input type="checkbox"/> OCTOBER 1 - DECEMBER 31 - Due no later than January 31,	2014

AGREEMENT # 13-DS-20-03-72-01-306

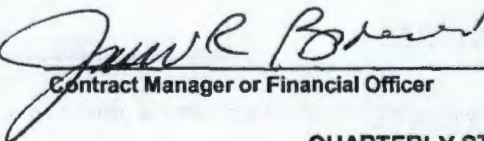
**FINANCIAL HISTORY REPORT**

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

CUMULATIVE	TOTAL ALLOCATED	QUARTERLY FUNDS EXPENDED	CUM. FUNDS EXPENDED	REMAINING BALANCE
1. Planning Costs	\$4,500.00	\$0.00	\$4,500.00	\$0.00
2. Training Costs	\$0.00	\$0.00	\$0.00	\$0.00
3. Exercise Costs				\$0.00
4. Organizational Costs				\$0.00
5. Equipment Costs	\$5,000.00			\$5,000.00
6. Managment and Administration Costs (limited to 3% of the total	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$9,500.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>\$5,000.00</b>

**TOTAL PAYMENTS PREVIOUSLY RECEIVED** \$3,000.00

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

**QUARTERLY STATUS REPORT**

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

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.

TCEM was approved to reallocate its training funds to purchase EOC equipment. Computers and wireless routers have been ordered and will be paid for in Quarter 3 prior to April 30. A request has been submitted for additional approval of IT equipment for the EOC and alternate EOC.

Funds expended for 2 firefighters to attend ICS training were disallowed and have been incorporated back into the expenditure budget for equipment.

(Attach additional page(s) if needed.)

TO BE COMPLETED BY FDEM STAFF

DATE SUBMITTED TO FDEM \_\_\_\_\_



**DIVISION OF EMERGENCY MANAGEMENT  
REIMBURSEMENT REQUEST  
FORM 3**

<b>Grantee</b> Taylor County	<b>Payment Date</b>
<b>Address</b> PO Box 620	<b>Agreement #</b> 13-DS-20-03-72-01-306
Perry, FL 32348	<b>Payment #</b>
<b>Phone #</b> 850-838-3500x107	<b>Amount</b> \$0.00

**COSTS INCURRED AND PAID DURING THE PERIOD OF:** 10/01/13 **through** 12/31/13

**THIS MUST BE ACCOMPANIED BY THE DETAIL OF CLAIMS FORM**

1. Planning Expenditures	\$ -
2. Training Expenditures	\$ -
3. Exercise Expenditures	\$ -
4. Organizational Exenditures	\$ -
5. Equipment Expenditures	\$ -
Management and Administration Expenditures	\$ -
6. (limited to 3% of the total award)	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>

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

**TO BE COMPLETED BY DEM STAFF**

<b>AGREEMENT AMOUNT</b>	\$0.00
<b>PREVIOUS PAYMENT(S)</b>	\$0.00
<b>THIS PAYMENT</b>	\$0.00
<b>REMAINING BALANCE</b>	\$0.00

<b>TOTAL AMOUNT TO BE PAID ON THIS INVOICE</b>  <div style="text-align: right; margin-top: 20px;">\$0.00</div>
--

**DATE SUBMITTED TO FDEM** \_\_\_\_\_

## Dustin Hinkel

---

**From:** McWhorter, Linda <Linda.Mcwhorter@em.myflorida.com>  
**Sent:** Monday, December 16, 2013 10:44 AM  
**To:** Dustin Hinkel  
**Cc:** Coleman, Carolyn (Carolyn.Coleman@em.myflorida.com);  
Laura.Beagle@em.myflorida.com  
**Subject:** RE: Status Check Taylor Co

Dustin,

Per our conversation, please resubmit timeline for exercise

Carolyn,

Dustin is given approval to reallocate on the additional monies he have remaining – please get with him and forward him a BDW for equipment.

Thanks!!

Linda

**From:** Dustin Hinkel [<mailto:dustin.hinkel@taylorcountygov.com>]  
**Sent:** Monday, December 16, 2013 10:28 AM  
**To:** McWhorter, Linda  
**Cc:** Spradley, Steve (Taylor County Alt EM); Bradshaw, Brian  
**Subject:** Status Check Taylor Co

Hey Linda!

Could you please check on our food and SHSGP reallocation requests?

Thanks!

## Dustin Hinkel, FAEM

Assistant County Administrator  
Emergency Management Director  
Taylor County Board of County Commissioners

[Click here to sign up for instant severe weather alerts and updates via email and text message!](#)

Office	EOC
201 E Green Street	591 East US Highway 27
Perry, FL 32347	Perry, Florida 32347
850-838-3500 ext 7 Office	850-838-3575 Phone
850-838-3501 Fax	850-838-3523 Fax
850-672-0830 Cell	

[dustin.hinkel@taylorcountygov.com](mailto:dustin.hinkel@taylorcountygov.com)

<http://www.taylorcountygov.com>

Please note: Florida has a very broad public records law. Most written communications to or from public officials regarding public business are available to the media and public upon request. Your e-mail communications may be subject to public disclosure.



## Dustin Hinkel

---

**From:** McWhorter, Linda <Linda.Mcwhorter@em.myflorida.com>  
**Sent:** Wednesday, December 11, 2013 7:10 PM  
**To:** Chief of Logistics Charles Hagan  
**Cc:** Dustin Hinkel  
**Subject:** Fwd: Taylor Co SHSGP FY 11 Reallocation (13DS...306)

Chuck,

Please review for allowability

*Sent from my Verizon Wireless 4G LTE DROID*

----- Original Message -----

Subject: RE: Taylor Co SHSGP FY 11 Reallocation (13DS...306)  
From: Dustin Hinkel <dustin.hinkel@taylorcountygov.com>  
To: "McWhorter, Linda" <Linda.Mcwhorter@em.myflorida.com>  
CC: Stephen Spradley <stephen.spradley@taylorcountygov.com>, Tyson Hill <mis.director@taylorcountygov.com>, Carolyn.coleman@em.myflorida.com

Computers and routers = 04HW-01-INHW

Weather radios = 21GN-00-OCEQ

Thanks!

**Dustin Hinkel, FAEM**

Assistant County Administrator

Emergency Management Director

Taylor County Board of County Commissioners

[Click here to sign up for instant severe weather alerts and updates via email and text message!](#)

201 E Green Street                      591 East US Highway 27  
Perry, FL 32347                      Perry, Florida 32347  
850-838-3500 ext 7 Office              850-838-3575 Phone  
850-838-3501 Fax                      850-838-3523 Fax  
850-672-0830 Cell

[dustin.hinkel@taylorcountygov.com](mailto:dustin.hinkel@taylorcountygov.com)

<http://www.taylorcountygov.com>

Please note: Florida has a very broad public records law. Most written communications to or from public officials regarding public business are available to the media and public upon request. Your e-mail communications may be subject to public disclosure.

**From:** McWhorter, Linda [mailto:Linda.Mcwhorter@em.myflorida.com]  
**Sent:** Wednesday, December 11, 2013 3:46 PM  
**To:** Dustin Hinkel  
**Cc:** Stephen Spradley; Tyson Hill; Carolyn.coleman@em.myflorida.com  
**Subject:** Re: Taylor Co SHSGP FY 11 Reallocation (13DS...306)

Please provide AEL and I will get Chuck to look at

*Sent from my Verizon Wireless 4G LTE DROID*

Dustin Hinkel <[dustin.hinkel@taylorcountygov.com](mailto:dustin.hinkel@taylorcountygov.com)> wrote:

Good Afternoon Linda!

We would like to request a reallocation of our remaining training funds under this grant (~\$4,566) towards the acquisition of updated computers for the EM staff, an updated wifi router to better accommodate staff and ERT members at the primary EOC, and weather radios for critical facilities to maintain our NWS StormReady

certification. We anticipate this project will exhaust the remaining funds and be completed within the original grant timeline. Please let me know if this reallocation will be acceptable and what next steps are required.

Thanks!

**Dustin Hinkel, FAEM**

Assistant County Administrator

Emergency Management Director

Taylor County Board of County Commissioners

[Click here to sign up for instant severe weather alerts and updates via email and text message!](#)

Office	EOC
201 E Green Street	591 East US Highway 27
Perry, FL 32347	Perry, Florida 32347
850-838-3500 ext 7 Office	850-838-3575 Phone
850-838-3501 Fax	850-838-3523 Fax
850-672-0830 Cell	

[dustin.hinkel@taylorcountygov.com](mailto:dustin.hinkel@taylorcountygov.com)

<http://www.taylorcountygov.com>

Please note: Florida has a very broad public records law. Most written communications to or from public officials regarding public business are available to the media and public upon request. Your e-mail communications may be subject to public disclosure.



**From:** Tyson Hill  
**Sent:** Tuesday, December 10, 2013 4:51 PM  
**To:** Dustin Hinkel  
**Subject:** FW: Dell Quote(s) : 670673430

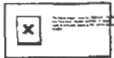
**From:** [Chris Herbert@Dell.com](mailto:Chris_Herbert@Dell.com) [[mailto:Chris Herbert@Dell.com](mailto:Chris_Herbert@Dell.com)]  
**Sent:** Tuesday, December 10, 2013 4:46 PM  
**To:** Tyson Hill  
**Subject:** Dell Quote(s) : 670673430

Dell - Internal Use - Confidential

Please find the new quote attached with the quad monitor set-up.

Let me know if you need anything else.

Thank you!  
Chris Herbert  
Account Manager  
K-12/Hi-Ed & State and Local Gov't  
HERE TO SERVE!  
866-537-0706 x5139033  
Fax: 512-283-9950



Networking solutions for the Virtual Era

**Core Performance, Rock-Bottom Economics** Dell Force10 z9000 = 128 ports of 10GbE that draws up to 1/20<sup>th</sup> the power, in 1/10<sup>th</sup> the footprint and at up to 1/5<sup>th</sup> the cost! Interesting? Before you forklift your network core into a costly, proprietary solution have a discussion with one of our Network specialists and find out how Dell is saving our customers hundreds of thousands of dollars. Just ask your sales team for details!

How is Dell networking **different**? Talk to your networking specialist today about our Virtual Networking Architecture (VNA) and find out how Dell's **Open & Flexible** complete solution approach is liberating our customers to choose best of breed components to create an efficient datacenter.

**\*\*\*How am I doing? Please contact my manager, April Phillips at april.1.phillips@dell.com with any feedback\*\*\***

CONFIDENTIALITY NOTICE: The information provided in this e-mail and any attachments is confidential and should not be disclosed outside of the company or institution to whom it is addressed. If you received this message in error, please notify the sender and delete this communication.

**From:** ServiceSym\_Dev **On Behalf Of** Herbert, Chris  
**Sent:** Tuesday, December 10, 2013 3:45 PM  
**To:** Herbert, Chris  
**Subject:** Requested Dell Quote(s) : 670673430

**DIVISION OF EMERGENCY MANAGEMENT  
FINANCIAL HISTORY REPORT/QUARTERLY STATUS REPORT  
FORM 1 AND 2**

GRANTEE: Taylor County  
PO Box 620  
Perry, FL 32348

(Select the quarter of submission along with year)

**QUARTERLY REPORTING DUE DATES**

<input type="radio"/> JANUARY 1 – MARCH 31 – Due no later than April 30,	<u>N/A</u>
<input type="radio"/> APRIL 1 – JUNE 30 – Due no later than July 31,	<u>N/A</u>
<input type="radio"/> JULY 1 – SEPTEMBER 30 – Due no later than October 31,	<u>2013</u>
<input checked="" type="radio"/> OCTOBER 1 – DECEMBER 31 – Due no later than January 31,	<u>2013</u>

AGREEMENT # 13-DS-97-03-72-01-358

**FINANCIAL HISTORY REPORT**

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

CUMULATIVE	TOTAL ALLOCATED	QUARTERLY FUNDS EXPENDED	CUM. FUNDS EXPENDED	REMAINING BALANCE
1. Planning Costs	\$0.00	\$0.00	\$0.00	\$0.00
2. Training Costs	\$0.00	\$0.00	\$0.00	\$0.00
3. Exercise Costs	\$10,923.00	\$0.00	\$0.00	\$0.00
4. Organizational Costs				
5. Equipment Costs				
6. Managment and Administration Costs (limited to 3% of the total	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$10,923.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,923.00</b>

**TOTAL PAYMENTS PREVIOUSLY RECEIVED** \_\_\_\_\_

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

**QUARTERLY STATUS REPORT**

THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED QUARTERLY

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.

RFQ have been posted with responses received from 5 contractors for a Flood Response TTX to be held

in Spring 2014.

(Attach additional page(s) if needed.)

TO BE COMPLETED BY FDEM STAFF

DATE SUBMITTED TO FDEM \_\_\_\_\_



**DIVISION OF EMERGENCY MANAGEMENT  
REIMBURSEMENT REQUEST  
FORM 3**

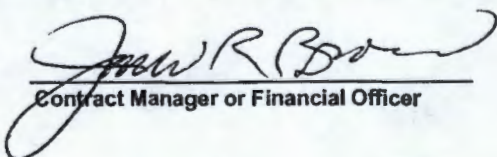
Grantee <b>Taylor County</b>	Payment Date _____
Address <b>PO Box 620</b>	Agreement # <b>13-DS-97-03-72-01-358</b>
Perry, FL 32348	Payment # _____
Phone # <b>850-838-3500x107</b>	Amount _____

COSTS INCURRED AND PAID DURING THE PERIOD OF: 10/01/13 through 12/31/13

**THIS MUST BE ACCOMPANIED BY THE DETAIL OF CLAIMS FORM**

1. Planning Expenditures	\$	-
2. Training Expenditures	\$	-
3. Exercise Expenditures		
4. Organizational Exenditures		
5. Equipment Expenditures		
Management and Administration Expenditures		
6. (limited to 3% of the total award)	\$	-
<b>TOTAL EXPENDITURES</b>		\$ -

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

**TO BE COMPLETED BY DEM STAFF**

AGREEMENT AMOUNT	\$0.00
PREVIOUS PAYMENT(S)	\$0.00
THIS PAYMENT	\$0.00
REMAINING BALANCE	\$0.00

<b>TOTAL AMOUNT TO BE PAID ON THIS INVOICE</b>
<u>\$0.00</u>

DATE SUBMITTED TO FDEM \_\_\_\_\_

## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**



THE BOARD TO CONSIDER APPROVAL OF THE ESTABLISHMENT OF A MAINTENANCE BUDGET FOR THE FOREST CAPITAL HALL PARK, AS AGENDAED BY DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR

**MEETING DATE REQUESTED:**

FEBRUARY 3, 2014

**Statement of Issue:** The Board to consider establishing a budget

**Recommended Action:** Approve

**Fiscal Impact:** \$2,000

**Budgeted Expense:** NO

**Submitted By:** Dustin Hinkel, Assistant County Administrator

**Contact:** 838-3500x7

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** Staff is tasked with the general maintenance and upkeep and occasional emergent repairs of Forest Capital Park. The Board has established maintenance expenditure budgets for all County maintained parks except for Forest Capital Park. Historically, maintenance of this park is paid out of the County Extension operations budget which impacts this department's annual operations.

**Options:** Approve/Not Approve

**Attachments:** Proposed Annual Budget



**DETAIL BUDGET REQUEST**  
**2013/2014 FISCAL YEAR**

**DEPARTMENT: FOREST CAPITAL PARK OPERATIONS**  
**DEPARTMENT #: TBA**

**PREPARED BY:**

(Department head signature & date)

**2013-2014 BUDGET**

**FOREST CAPITAL PARK OPERATIONS (DEPT. #TBA)**

53401	CONTRACTUAL SERVICES	\$0
54300	UTILITY SERVICES	\$0
54610	R&M BUILDINGS & GROUNDS	\$1,500.00
	REPAIRS THAT MAY BE NEEDED TO THE BUILDING AND GROUNDS	
55103	EQUIPMENT < \$1,000.00	\$450.00
	EQUIPMENT NEEDED FOR PARK	
55245	SIGNS/MATERIALS	\$50.00
	SUPPLIES USED IN MAINTAINING PARK	
<b>TOTAL REQUESTED:</b>		<b>\$2,000.00</b>



## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**

THE BOARD TO CONSIDER APPROVAL OF A PROPOSED REVISION TO THE DECEASED INDIGENT'S POLICY, AS AGENDAED BY DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR.

**MEETING DATE REQUESTED:**

FEBRUARY 3, 2014

**Statement of Issue:** The Board to consider a policy

**Recommended Action:** Approve

**Fiscal Impact:** N/A

**Budgeted Expense:** YES

**Submitted By:** Dustin Hinkel, Assistant County Administrator

**Contact:** 838-3500x7

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** The Board established its Deceased Indigents Policy (Policy #2008-16) on November 3, 2008. Staff has researched changes in State statute and other county policies and has incorporated the changes in the attached policy revision. The revisions also provide a clear procedure for implementation of the policy.

**Options:** Discussion

**Attachments:** Proposed Policy



# Taylor County

## Board of County Commissioners'

### Policy Manual

2.02

Policy #:	Title:	Effective Date:
2008-16	Deceased Indigents Policy	<u>2/3/14</u>

#### PURPOSE

The purpose of this policy is to provide uniform guidelines pursuant to Chapter 406.50 of the Florida Statutes for the cremation of deceased persons or remains unclaimed or which are required to be cremated at public expense in a decent and dignified manner.

#### REFERENCE

Florida Statute 406

#### POLICY

**Cremation of Deceased Indigents.** The intent of this policy is to provide guidelines for deceased indigents in Taylor County in accordance with the County's statutory responsibility to do so as detailed in Florida Statute 406.40, in county funeral homes at a flat fee to be set by the County.

The program applies to a deceased person who meets all the following criteria:

1. ~~Are~~ Pronounced dead in Taylor County or was are a resident of Taylor County and determined by a Taylor County Funeral Home to be indigent.
2. ~~Have~~ Had no living relatives or no living relatives with adequate income or resources to afford a private cremation.
3. Had relatives who cannot or will not accept responsibility for a burial or cremation.

Determination of indigence is the responsibility of the individual local Funeral Directors subject to approval by the County Administrator or his or her designee. The following criteria pertain to indigent burial assistance in Taylor County.



1. The deceased does not have to have been a resident of Taylor County or the United States.
2. Bodies may not be transported into or out of Taylor County under this particular program.
3. A certified copy of the death certificate must accompany the request for payment from the Funeral Home.
4. Prior to certification of indigence the local funeral home will attempt to recover expense(s) from the following resources:

- Social Security lump sum benefits.
- Miscellaneous Resources, i.e, Nursing Homes, cash estates, assets in bank, life insurance, etc.

The Funeral Home is not to proceed without a signed purchase order. When a decision has been made on the request for payment of a funeral bill, the funeral home will be issued a purchase order authorizing payment of the cremation and notified telephonically of the approval. The maximum authorized payment to funeral homes is \$500.

**Unclaimed dead bodies/remains disposition:** In accordance with Florida Statutes (F.S.), section 406.50, the State Anatomical Board located at the University of Florida Health Science Center, must be immediately notified each time any public officers, agents, or employees of Taylor County and every person in charge of any prison, morgue, hospital, funeral parlor, or mortuary and all other persons coming into possession, charge, or control of any dead human body or remains which are unclaimed or which are required to be directly cremated at public expense.

Notification of the anatomical board is NOT required if the death was:

- 1) caused by crushing injury,
- 2) deceased had a contagious disease,
- 3) autopsy was required to determine cause of death,
- 4) body was in a severe state of decomposition,
- 5) relative, by blood or marriage, claims the body for burial at the expense of the relative,
- 6) any friend, or any representative of a fraternal society of which the deceased was a member, or a representative of any charitable or religious organization, or a governmental agency which was providing residential care to the indigent person at the time of his or her death claims the body for burial at their expense.

Such dead human bodies, as described in this chapter, shall be delivered to the anatomical board as soon as possible after death. All related transportation costs will be incurred by the University of Florida Health Science Center Anatomical Board.

Taylor County reserves the right and in accordance with the rules, laws and practices for disposing of such unclaimed bodies to cremate the deceased person and to make a reasonable effort to locate relatives, prior to cremation, from the point of approval by the County Administrator's Office, up to a maximum of 10 days allowed to determine next of kin.



The Taylor County Board of County Commissioners, or designee, where such person dies, shall be considered a legally authorized person as defined in section 470.002, Florida Statutes. A person licensed under F.S. Chapter 470 or Chapter 497 shall not be liable for any damages resulting from the cremating of such body at the direction of the county's legally authorized person.

The person or entity in charge or control of the dead body or human remains shall make a reasonable effort to determine; whether or not the deceased person is entitled to burial in a national cemetery as a veteran of the Armed Forces and, if so, shall make arrangements for such services in accordance with the provisions of 38 C.F.R. For purposes of this subsection "a reasonable effort" includes contacting the Taylor County Veterans Service Officer or regional office of the United States Department of Veterans Affairs.

### **PROCEDURE**

---

1. If an individual initiates a request for disposition services with the County rather than with a funeral home, the individual shall be advised to contact the funeral home of his/her choice, and if he/she indicates no preference, the County shall provide a referral to the nearest available provider of services.

2. After exhausting all possibilities for private compensation, the Funeral Home Director shall certify in writing that the deceased lacks the adequate income, assets, and/or support from friends or family to support a private cremation. This certification of indigence along with a certified copy of the death certificate shall be submitted to the Office of the County Administrator to request approval for the payment of public funds under this program.

3. The County Administrator, or designee, shall review the request for indigence and payment and will authorize the issuance of purchase order to the requesting funeral home. The funeral home shall not proceed without an approved purchase order from the County.

4. Upon approval by the County Administrator, the funeral home shall notify the State Anatomical Board, if the deceased meets the criteria as set forth in section 406.50, Florida Statutes. If the body is accepted by the State Anatomical Board, the funeral home shall proceed according to subsection 406.50(2), Florida Statutes. The University of Florida Health Science Center Anatomical Board shall be responsible for the cost of preparation and transportation of the body to the Center. If the body is not accepted, the funeral home shall proceed with the cremation of the deceased.

5. The funeral home shall submit an itemized invoice for payment to the Taylor County Finance Department, along with documentation that contact was made with the State Anatomical Board.

6. The County shall make payment in the amount indicated under Policy Guidelines within 30 days from receipt of the invoice.

## RESPONSIBLE DEPARTMENT

---

Office of the County Administrator

---

Sunshine Revision Date: 11/03/2008  
02/04/2014

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



The Board to Discuss a Proposed Draft Policy Regarding Florida Driver's License and Personal Auto Insurance Coverage in Regard to County Employees, as Agendaed by Marcella Bridier, Director of Human Resources

**MEETING DATE REQUESTED:**

February 3, 2014

**Statement of Issue:**

Employees that are required to drive a county vehicle as an essential function of their job must maintain a current valid Florida Drivers License. Employees that drive their personal vehicle in the course and scope of their employment must maintain adequate personal auto insurance coverage.

**Recommended Action:**

Approve new policy 4.07

**Fiscal Impact:**

N/A – Reduce Potential Negligent Supervision, Negligent Hiring, Negligent Entrustment lawsuits and/or claims.

**Budgeted Expense:**

N/A

**Submitted By:**

Marcella Bridier, Director of Human Resources

**Contact:**

Marcella Bridier, Director of Human Resources

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** 1) Employees must maintain a current and valid Florida drivers license if their job description requires it. 2) Auto insurance coverage applies to the *vehicle*, not the *driver*. Employees are NOT covered under the county vehicle insurance policy when they drive their personal vehicle for work. Taylor County is not responsible for the auto insurance deductible for an employee's personal vehicle in the event of an accident. This policy will communicate these two important facts to our employees.

**Options:**

N/A

**Attachments:**

Policy Statement 4.07





# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
4.07	Florida Drivers License Personal Auto Insurance Coverage	02/03/2014

#### PURPOSE

---

Identify and minimize risk associated with employees driving in the course and scope of their employment.

#### REFERENCE

---

Florida Highway Safety and Motor Vehicles

<http://www.flhsmv.gov/ddl/vehicleinsurance.html>

#### POLICY

---

##### Driver's License and Driver Record Checks

Those employees required to operate an automobile, whether frequently or infrequently, must maintain a license at the level and classification consistent with their respective job description. Driver Record checks will be performed at minimum annually.

According to Florida State Law license holders ***must notify the State within 10 days of an address change***. It is illegal to possess a driver's license with an incorrect home address. If your license is suspended the State will send notification to the address listed on the license. Suspensions frequently occur for failure to maintain adequate PIP (personal injury protection) coverage on your auto insurance. It is your responsibility to notify the DMV if your auto insurance and/or your home address changes.

##### Personal Vehicle Use in the Course and Scope of Employment

Whenever possible, *the use of a County vehicle* is preferred over the use of a personal vehicle for County business. If you use your personal vehicle for County business, regardless of how often, you are responsible for insuring the vehicle in accordance with the law. The State of Florida is considered a "No Fault" state, and vehicle owners must carry the minimum requirements for personal injury protection (PIP) and property damage liability, which is \$10,000 each. If you are involved in an auto accident in your personal vehicle during the course and scope of your employment, any injury you sustain will be filed with Workers' Compensation.



**As with any auto accident, the negligent/"at-fault" driver's liability insurance is primary for all claims.** The County does not carry collision or comprehensive coverage for the damage to your personal vehicle. You will be responsible for paying for your own insurance deductible in the event of an auto accident.

If you drive your personal vehicle for County business on a regular basis, then you should notify your auto insurance carrier of this practice. You could be held personally liable for a negligent/"at-fault" accident, so the County recommends you carry at minimum \$300,000 worth of PIP (*Garcia v. Hollywood*). You must provide a copy of your current auto insurance card to your supervisor at the beginning of each insurance policy renewal cycle (i.e. every time you receive a new insurance card).

**Acknowledgement - By signing this form, I acknowledge and understand the following:**

1. It is my responsibility to make sure my driver's license is current and valid.
2. If my driver's license is not current and valid I will communicate this to my Supervisor and will immediately stop driving ANY vehicle for ANY County business.
3. I must maintain adequate automobile insurance if I drive a *personal vehicle* for County business and I am responsible for paying my own personal insurance deductible in the event of an auto accident.

---

Signature

Date

Print your name

**RESPONSIBLE DEPARTMENT**

---

Human Resources / Risk Management

---



14

## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**

The Board to Discuss Reorganization of Certain Library Positions Due to Changes Based upon the County's Membership in Three Rivers Regional Library System, as Agendaed by Marcella Bridier, Director of Human Resources.

**MEETING DATE REQUESTED:**

February 3, 2014

**Statement of Issue:**

The County joined the Three Rivers Library System in 2011. Our participation in this pooled library system allows the members to collectively share and employ one Library Director, whose qualifications are governed by State Statute. The County should realign two job descriptions as a result.

**Recommended Action:**

Approve two new job descriptions – Library Manager and Library Technician

**Fiscal Impact:**

There is no fiscal impact with these clarifications.

**Budgeted Expense:**

Yes

**Submitted By:**

Marcella Bridier, Director of Human Resources

**Contact:**

Marcella Bridier, Director of Human Resources

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** Taylor County joined the Three Rivers Library System in 2011. In addition to many benefits, this eliminated our requirement that Taylor County employ a Library Director with the credentials of Masters Degree in Library Science. (The current Library Manager holds the temporary title of Interim Library Director.) The new Library Manager job description attached best describes the qualifications and responsibilities of the current Manager.

Also attached is a new Library Technician job description, which essentially replaces the Paraprofessional Librarian position and allows us to fill this full time equivalent (FTE) with administrative support staff. Employing a Library Technician is a more efficient use of the current budgeted position.

The Paraprofessional Librarian position will be filled using State Aid funds with a seasonal employee employed only during June, July and August. This seasonal employee will execute the Summer Youth Program.



**Options:**

**Attachments:**

**Library Manager job description**  
**Library Technician job description**

**Taylor County Board of County Commissioners**  
**JOB TITLE: Library Manager**

---

EXEMPT (Y/N):	Yes	UNION (Y/N):	No
SALARY LEVEL:	Pay Grade 17 - \$15.16 per hour		
LOCATION:	Public Library	DEPARTMENT:	Library
DATE:	11/13/09		
APPROVED BY:	Board of County Commissioners and Three Rivers Regional Library		
DATE:	January 2014		

---

**SUMMARY:**

This is a high visibility position responsible for the administration and management of the Library. The Library Manager actively supports and upholds the stated mission and values of the Three Rivers Regional System Board and the Taylor County Board of County Commissioners. The Manager oversees the day to day operations of the Library. This position is responsible for the training, supervision and evaluation of all Library employees. This position reports directly to the County Administrator.

**ESSENTIAL/SPECIFIC DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervises the work of library department employees.
- Interviews, selects, trains and evaluates departmental staff.
- Responsible for the collection of statistical data for state and local use.
- Maintains a current collection through selection from reviews, replacement of damaged materials and de-selection of outdated materials.
- Administers policies as set forth by the Regional Library Board and the Board of County Commissioners.
- Prepares and submits an annual budget.
- Monitors and approves expenditures.
- Proactively engages the community regarding library services.
- Prepare and present library activities to the Board of County Commissioners, as needed.
- Complete and submit annual grant applications for State Aid funding.

**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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of professional library principles, methods, practices, tools and materials.
- Considerable knowledge of personnel principles and practices are required.
- The ability to train, motivate, schedule and discipline staff.
- The ability to delegate, evaluate work, redistribute workloads, contend with personnel dynamics of the workplace and prioritize work of subordinates.
- Thorough knowledge of the use of computers, Microsoft Office, Excel, PowerPoint, Word, Outlook and all other internet based software is required.

**EDUCATION AND/OR EXPERIENCE:**

Position requires a high school diploma or GED and 5 years of professional, high level administrative experience in payroll, purchasing, planning, personnel and marketing. Must have a strong command of the English language in both written and verbal forms. Prior administrative library experience is preferred.

**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.

**Taylor County Board of County Commissioners**  
**JOB TITLE: Library Manager**

- Required to stand, walk, sit, reach, stoop, kneel and frequently use hands and fingers.
- Must be able to talk, hear, speak, and understand.
- Must be able to sit for extended periods.
- Must be able to drive an automobile.
- Must be able to manipulate computers, books, and office equipment.

**WORK ENVIRONMENT:**

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

- Noise levels are usually quiet.
- Job requires working in an office environment.
- May be exposed to risk of eyestrain.
- Meet and greet visitors and members of the community on a daily basis.



**Taylor County Board of County Commissioners**  
**JOB TITLE: Library Technician**

---

EXEMPT (Y/N):	Yes	UNION (Y/N):	No
SALARY LEVEL:	Pay Grade 9 - \$9.31 per hour		
LOCATION:	Public Library	DEPARTMENT:	Library
APPROVED BY:	Board of County Commissioners		
DATE:	January 2014		

---

**SUMMARY:**

Work is performed under the general supervision of the Library Manager. Employee assists with the coordination of administrative activities in the department.

**ESSENTIAL/SPECIFIC DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs normal office operations and procedures such as typing, bookkeeping, preparation of payrolls, correspondence, filing, requisition of supplies and other clerical activities for the approval of Library Manager.
- Assists with the systematic retention, protection, retrieval, transfer and disposal of public records.
- Supports Library Manager in all administrative, payroll and personnel functions.
- Assists with summer program planning, employee work schedules, community outreach and internal work flow.

**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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of administrative office procedures.
- Working knowledge of the use of computers, Microsoft Office, Excel, PowerPoint, Word, Outlook and all other internet based software is required.
- Ability to type 45 words per minute.
- Polished customer service skills and receptionist qualities are essential.
- Ability to effectively multitask in a customer service capacity while maintaining accuracy and politeness.

**EDUCATION AND/OR EXPERIENCE:**

Position requires a high school diploma or GED and 5 years of clerical experience in an office setting. Prior administrative library experience is preferred.

**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.

- Required to stand, walk, sit, reach, stoop, kneel and frequently use hands and fingers.
- Must be able to talk, hear, speak, and understand.
- Must be able to sit for extended periods.
- Must be able to drive an automobile.
- Must be able to manipulate computers, books, and office equipment.

# **Taylor County Board of County Commissioners**

## **JOB TITLE: Library Technician**

### **WORK ENVIRONMENT:**

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

- Noise levels are usually quiet.
- Job requires working in an office environment.
- May be exposed to risk of eyestrain.
- Meet and greet visitors and members of the community on a daily basis.



## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**

The Board to Discuss Policy Establishing in Writing Procedures for Responding to Public Records Requests, as Agendaed by Marcella Bridier, Director of Human Resources

**MEETING DATE REQUESTED:**

February 3, 2014

**Statement of Issue:**

Given the nature of public records requests and the fact that they may be used in litigation we want to formalize in writing how we handle such requests to ensure consistency and compliance. It is critical that we comply with all State, Federal and Local requirements for the management of Florida Public Records Law, and respond to public records requests in a professional and timely manner.

**Recommended Action:**

Adopt Policy 2.05 Responding to Public Records Requests

**Fiscal Impact:**

None

**Budgeted Expense:**

None

**Submitted By:**

Marcella Bridier, Director of Human Resources

**Contact:**

Marcella Bridier, Director of Human Resources

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** Florida's records management program promotes the efficient, effective, and economical management of public records. Proper records management ensures that information is available when and where it is needed, in an organized and efficient manner, and in an appropriate environment.

Records management is more than retention, storage, and disposition of records; it entails all record-keeping requirements and practices that allow an organization to establish and maintain control over information flow and administrative operations.

Florida's record management program includes:

1. The State of Florida General Records Schedule GS1-SL for State and Local Government Agencies, as Amended,
2. The State of Florida Basics of Records Management Handbook, as Amended,
3. Florida Statute 257, as Amended,



4. Florida Statute 119, as Amended,
5. Florida Administrative Code Rule 1B-24, Public Records Scheduling and Disposition, as Amended,
6. Florida Administrative Code Rule 1B-26.0021 Records Management Standards and Requirements, as Amended,
7. Florida Administrative Code Rule 1B-26.003 Records Management Electronic Recordkeeping, as Amended,
8. Florida Administrative Code Rule 1B-31 Real Property Electronic Recording, as Amended.

This policy will outline clear time frames, responsibilities and documentation procedures for responding to public records requests.

**Options:**

**Attachments:**

**Responding to Public Records Requests**  
**Public Records Request form**  
**Acknowledgement letter**  
**Invoice**  
**Certification letter**  
**Confidential/Exempt Records**



# **Taylor County**

## **Board of County Commissioners'**

### **Policy Manual**

Policy #:	Title:	Effective Date:
<b>2.05</b>	<b>Responding to Public Records Requests</b>	<b>02/03/2014</b>

#### **PURPOSE**

---

The purpose of this policy is to provide Taylor County Board of County Commissioners employees with the information and procedures necessary to understand and carry out their responsibilities under the Florida Public Records Law, including:

- a. The requirements for responding to Taylor County Board of County Commissioners public records requests, and
- b. The manner in which public records requests are to be processed to ensure that responses to the requests are organized, inclusive, and in compliance with applicable statutes and rules.

#### **REFERENCE**

---

- a. Sections 257.36(5)(b) and (6), 119.07, 119.011(11), and 119.021, *Florida Statutes*.
- b. Rules 1-2.0031, 1B-24, 1B-26.003, and 1B-26.0021, *Florida Administrative Code*.

#### **POLICY**

---

##### **Introduction**

The records that Florida's state and local government agencies keep in the course of carrying out their duties and responsibilities are public records. Public records are different from records of businesses and private organizations because Florida law requires public records to be readily accessible and available to the public upon request. All employees must ensure that public records in their custody are maintained and accessible as required by Florida law. Employees and agencies do not have the authority to withhold records deemed "sensitive." The only records that can be withheld from public disclosure are those specifically designated by the Florida Statutes as confidential or exempt. This policy will provide employees with the information necessary to understand and carry out their public records responsibilities.



## Scope

This policy applies to all Taylor County Board of County Commissioners employees, as well as publicly created advisory boards and private organizations (such as Dependent Agencies), that have been delegated the authority to perform some governmental function. This policy applies to all public records of the Taylor County Board of County Commissioners, regardless of the medium in which they exist (i.e., paper, electronic, or other).

It is the policy of Taylor County Board of County Commissioners to ensure that public records in the County's custody are maintained and managed as required by the Florida Public Records Law. This law provides that all materials made or received by Florida's state and local government agencies in connection with their official business are public records.

It is also the policy of the Taylor County Board of County Commissioners to ensure that all public records in its custody that are not exempt or confidential are open for inspection and copying by any person, for any reason, at any reasonable time, under reasonable conditions, as required by the Florida Public Records Law. Requested public records may not be withheld for any reason, except if the record or a portion of the record is specifically designated under law as confidential or exempt from public disclosure.

The Taylor County Board of County Commissioners places a high priority on efficient, effective, and economical management of public records to ensure that information is available when and where it is needed, in an organized and efficient manner, and in an appropriate environment.

## Definitions

- a. "Confidential" means public records that have been identified in the *Florida Statutes* as confidential. The information in these records is not subject to inspection by the public and may be released only to the persons and entities designated in the statute.
- b. "Exempt" means public records that have been identified in Chapter 119 or other applicable Florida Statutes as exempt from public disclosure.
- c. "GS1-SL" means the *General Records Schedule GS1-SL for State and Local Government Agencies*, which is available at [http://dlis.dos.state.fl.us/recordsmgmt/gen\\_records\\_schedules.cfm](http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm).
- d. "Inactive Records" means records which have lost some of their value or have been superseded by new records, but have not reached their specified retention. Records that are referenced less than once per month are usually considered inactive.
- e. "Public record" as defined by section 119.011(11), *Florida Statutes*, means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."
- f. "Records Management Liaison Officer" is the Board of County Commissioner's designated primary point of contact between the Board and the Records Management Program.
- g. "Record (Master) Copy" as defined in Rule 1B-24.001(3)(i), *Florida Administrative Code*, means the public records specifically designated by the custodian as the official record.
- h. "Record Series" as defined in Rule 1B-24.001(3)(k), *Florida Administrative Code*, means a group of related documents arranged under a single filing arrangement or kept together as a unit because they consist of the same form, relate to the same subject, result from the same activity, or have certain common characteristics.



## Procedures

- a. Records Management: Records management entails retention, storage, disposition, and all other record-keeping requirements and practices that support Department programs, activities, operations, and accomplishments in order to best serve the public.
  - i. Organization and Maintenance:
    1. Public records shall be organized, arranged, and maintained using a filing or record-keeping system that:
      - is appropriate to the nature, purpose, and use of the records,
      - can be easily understood by all users, and
      - facilitates the location of and access to those records by all users, when and where it is needed.
    2. All records shall be stored on an appropriate media format to ensure their preservation for the entire length of their required retention.
    3. Inactive records can be boxed until the applicable retention period has been met. Records shall be boxed according to the applicable records series to facilitate disposal of the records in a timely manner.
  - ii. Inventory: Each division or office in the Department must maintain a current inventory of all record series in their custody or control. The inventory can be in any format at the discretion of each division or office, including, but not limited to, one of the following methods:
    1. Document each record series the office maintains in a Microsoft Word document or Excel spreadsheet.
    2. Highlight each applicable records series in the GS1-SL and the individual records schedules.
  - iii. Records Retention Schedules: All records created and maintained by the County must use a records retention schedule approved by the State Library and Archives of Florida, Information Resources Management Section. Many of the County's public records are covered by the *General Records Schedule GS1-SL for State and Local Government Agencies*.
    - Any records not covered by general records schedules must have an individual records retention schedule. To establish an individual records retention schedule, contact the department Records Management Liaison Officer for assistance.
  - iv. Disposition: Each division or office in the Department must systematically dispose of public records that have met their retention requirements and are no longer needed.
    1. The record holder or custodian must properly document disposition of these records. A records disposition document form is available from the State Library and Archives of Florida's Web site at [http://dlis.dos.state.fl.us/index\\_RecordsManagers.cfm](http://dlis.dos.state.fl.us/index_RecordsManagers.cfm). The Records Management Liaison Officer must permanently retain the completed disposition forms.
    2. Records with retention of "retain until obsolete, superseded, or administrative value is lost" (OSA) do not have to be documented when disposed, except for records that have been microfilmed or scanned where the microfilm or electronic version will serve as the record copy.



b. Public Records Requests:

i. Initial requests:

1. A public records request is a request to either inspect or copy, or both, public records pursuant to Chapter 119, *Florida Statutes*.
2. There is no requirement that the request be made in person or in writing, or be in any particular form.
3. The person making the request is not required to identify himself/herself, or to provide information about the reason for the request or how the records will be used.
4. The request must be clear enough to enable the agency to conduct a meaningful search. The agency may ask questions about the request in order to respond to the request fully and in a timely manner.
5. All public records requests that pertain to or should involve the Constitutional Officers must be forwarded directly to their Agency within 2 days of the original request.
6. The PUBLIC RECORDS REQUEST FORM can be filled out by the person requesting the public records OR by the individual Department receiving the request (see Attachment A to policy 2.05).
7. If you can not immediately respond to the public records request with ease, the PUBLIC RECORDS REQUEST FORM should be directed to **Records Management Liaison Officer (RMLO), who is also the Human Resources Director**.

ii. Documentation

1. For those requests that can't be responded to with ease within 2 days of the initial request, an acknowledgment letter will be necessary. The Department shall send the PUBLIC RECORDS REQUEST FORM to the RMLO. The RMLO shall send an acknowledgment of receipt letter to the requestor via e-mail, fax or regular postal service within two full business days of the original request (see Attachment B to policy 2.05).
2. The applicable Department shall compile the records in a reasonable time, taking into account the extent and nature of the request. Within five business days of receipt of the request, the Department must take one of the following actions:
  - Ask the Records Management Liaison Officer to type an invoice outlining the fees as calculated by section b.iii, "Fees," and the total amount due. Ask the Records Management Liaison Officer to notify the requestor of estimated costs and request payment in advance if the nature or volume of the requested records will require extensive use of information technology resources, extensive clerical or supervisory assistance, or both, in addition to the actual cost of duplication or production (see Attachment C to policy 2.05).
  - Ask the Records Management Liaison Officer to inform the requestor that the Department is working on their request; give them an estimated time of completion and advise them about any specific circumstances affecting completion of the request.
  - Ask the Records Management Liaison Officer to inform the requestor that the requested materials do not exist or are not in the custody of the Board of County Commissioners (see Attachment B to policy 2.05).
3. Once the Department has produced the records, the final copy will be given to the Records Management Liaison Officer for either mailing the invoice or providing the copy to the Clerk of Court's office for physical pickup. Under no circumstances will the public record request be produced without first receiving payment.
4. Upon receipt of a receipt generated by the Taylor County Clerk of Court, the Records Management Liaison Officer shall provide the requested materials. If for any reason the materials cannot be provided within five business days, the Department shall contact the requestor with an estimated time of completion.



5. Certified Copies of Public Records:

- Certification Statement: When certified copies are requested, a certification statement may be used, instead of certifying each page. In this statement, which is a cover page for the group of documents, the custodian certifies that the copies provided are true and correct copies of the originals (see Attachment D to policy 2.05).

6. The Department may not delay production of records. Records must be produced within the time reasonably required to identify, collect, and copy them for the requesting party. The Department must make a good faith effort to satisfy the request promptly, consistent with available resources and other priorities.

7. The Public Records Law does not require the Department to generate or create records not already in the Department's custody in response to a public records request. Records that are responsive to the public records request that are available as of the date the request is fulfilled must be provided, even if such records did not exist as of the date the request was received.

8. Confidential or exempt records:

- If the requested records are confidential or exempt from public disclosure by statute, the records may not be disclosed. The RMLO must inform the requestor that the records are exempt from disclosure and cite the applicable statute establishing the exemption (see Attachment E to policy 2.05).
- If only part of the record is confidential or exempt, the RMLO must redact that information and provide the remaining record to the requestor. The most efficient method should be used to redact information. One method of redacting is to black out the exempt information on a copy of the original, photocopying the marked copy, and providing the final photocopy to the requestor. The marked copy may be destroyed. Other methods are acceptable and may be used as long as the confidential or exempt information is not released to the requestor.

9. The Department responsible for compiling the records shall maintain the final compiled request, acknowledgment, response, invoice, materials produced, and/or a record of what was produced; any related correspondence; and receipt of payment.

10. The Department shall not dispose of requested records for a period of 30 days after the date on which a request for the records was made. This requirement is in addition to, and does not lessen, the obligation of the Department to retain records pursuant to the otherwise required records retention schedules.

iii.

Fees

Fees may be paid by cash, check, or money order made payable to the Taylor County Board of County Commissioners.

1. Copies or certified copies of records shall be furnished upon payment of the fee prescribed by Section 119.07(4), *Florida Statutes*:

- Up to 15 cents may be charged per one-sided copy of not more than 14 inches by 8 1/2 inches.
- No more than an additional five cents may be charged for each two-sided copy.
- For all other copies, the actual cost of duplication may be charged.



2. Certified copies of public records shall be furnished upon payment of the fees listed below:
  - Per page certification. A charge of \$1 per page shall be assessed for each individually certified page. (Section 119.07(4), *Florida Statutes*)
  - Certification statement. Charge of \$5 for the certification statement plus any fees for copies calculated under section 2.
3. The cost of mailing or shipping the requested material may also be added if the requestor asks that the material be delivered (instead of the requestor picking up the material in person).
4. If the nature or volume of the public records requested to be inspected or copied is such that it requires extensive use of information technology resources or extensive clerical or supervisory assistance by personnel, or both, in addition to the actual cost of duplication, a special service charge may be assessed. This charge shall be reasonable and shall be based on the actual cost incurred for information technology resources and/or the labor cost of the clerical and supervisory personnel providing the service. (Section 119.07(4)(d), *Florida Statutes*)

Rule 1-2.0031, *Florida Administrative Code, Public Records Requests: Special Service Charge*, provides:

"(1) When a public records request is of the nature described in Section 119.07(4)(d), F.S., the following will apply:

(a) The term "extensive" means more than 15 minutes expended by personnel to complete all tasks defined in paragraphs (b) and (c) below.

(b) The term "clerical or supervisory assistance" includes searching for and or locating the requested record, reviewing for statutorily exempt information, deletion of statutorily exempt information, and preparing, copying and re-filing of the requested record.

(c) The term "use of information technology resources" includes the setup and implementation of information technology defined in Section 282.0041(10), F.S.

(2) (a) The Department will determine which personnel are appropriate to provide assistance in fulfilling the request. The special service charge will be computed to the nearest quarter of an hour exceeding 15 minutes based on the cost of wages and benefits of the lowest paid personnel who, in the discretion of the Department, has the necessary skill and training to perform the request. The special service charge shall be in addition to the duplication charge as provided in Sections 119.07(4)(a) and (b), F.S., and will be assessed regardless of the number of individual copies made. Payment for special services shall also be imposed where extensive use of personnel or information technology is necessary to determine whether the public record exists or is exempt from public disclosure.

(b) The requestor shall be required to pay any estimated special service charges, as determined by the Department, prior to personnel rendering such services. The Department will refund to the requestor any monies deposited with the Department in excess of the actual costs incurred to fulfill a request, or, in the alternative, the requestor shall be required to remit additional monies to pay for any costs in excess of the deposit. In the event the requestor fails to remit additional monies to cover costs in excess of the monies deposited, the Department shall withhold releasing any public records identified pursuant to that request until those amounts are paid in full."

- i. The wage expense portion of public records special service charges shall be calculated based on the following formulas

Public Records Special Service Charge = (Hourly Base Rate of Pay + Hourly Value of Benefits) X Number of Hours Worked<sup>1</sup>

Hourly Base Rate of Pay = [Annual Base Rate of Pay (or Monthly Base Rate x 12 Biweekly Base Rate X 26)] / 2080 Hours (# work hours per year)<sup>2</sup>

Hourly Value of Benefits for Career Service and Select Exempt = Hourly Base Rate of Pay X Benefit Factor<sup>3</sup>

5. Upon receipt of payment, fees should be processed according to the revenue receipt procedures of the division or forwarded to the Support Services Administrator in the Office of Support Services.
6. Notwithstanding what is stated herein, no charges will be assessed against the requestor if the cost of production is less than \$5.00.

**Records Management Liaison Officer**

The Taylor County Records Management Liaison Officer (RMLO) is designated by the County Administrator and serves as the Board of County Commissioner's contact for records management. Address all questions, issues, or concerns relating to records in the Department to the RMLO.

**RESPONSIBLE DEPARTMENT**

---

All Departments of the Board of County Commissioners.

---

1 This charge is authorized by Section 119.07(4)(d), *Florida Statutes*, and Taylor County Board of County Commissioners Rule 1-2.0031(2)(a), *Florida Administrative Code*, which is entitled "Public Records Requests: Special Service Charge."

2 The first two formulas (for calculation of hourly rates of pay) are derived from DMS Rule 60L-32.002, *Florida Administrative Code*, which is entitled "Computation of Hourly Rate."

3 The benefit factor (in the third formula) is based on expenditures in the Department's Salary and Benefits appropriation category, and is calculated by dividing the salary expenditures by the benefit expenditures. This factor may be obtained from the Department's Bureau of Planning, Budget and Financial Services.





## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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

JACK R. BROWN, County Administrator  
201 East Green Street  
Perry, Florida 32347  
(850) 838-3500, extension 7 Phone  
(850) 838-3501 Fax

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

### PUBLIC RECORDS REQUEST FORM

SUBJECT OR NAME OF FILE(S) OR RECORD(S) BEING REQUESTED (please be specific!)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

TIME PERIOD: FROM \_\_\_\_\_ (MONTH, DAY, YEAR) TO \_\_\_\_\_ (MONTH, DAY, YEAR)

DO YOU WANT TO COME ON-SITE AND INSPECT THE FILES? YES \_\_\_ NO \_\_\_

DO YOU WANT PHYSICAL COPIES? (we will estimate the cost ASAP) YES \_\_\_ NO \_\_\_

DO YOU WANT TO PICK UP THE COPIES WHEN THEY ARE READY? YES \_\_\_ NO \_\_\_

DO YOU WANT THE COPIES MAILED TO YOU? YES \_\_\_ NO \_\_\_

IF THE FILES ALREADY EXIST IN ELECTRONIC FORMAT,

DO YOU WANT TO RECEIVE THE FILES ELECTRONICALLY? (via EMAIL) YES \_\_\_ NO \_\_\_

### Your contact information below is NOT required

But if you wish to be contacted when the copies or records are ready for your inspection, ready for pickup at the Courthouse or if you want the copies mailed to you, please include the appropriate information:

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If you choose not to complete this request form, the County employee completes the form to the extent possible based on information known or offered by you, the requestor.

You can fax this form to 850.838.3501

You can phone your request to 850.838.3500 x 113

You can email this form and/or your request to [human.resources@taylorcountygov.com](mailto:human.resources@taylorcountygov.com)

You can mail this form to

Records Management Liaison Officer

Taylor County Board of County Commissioners

PO Box 620

Perry, FL 32348

FOR COUNTY USE ONLY:

Print name

Department

Date





## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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

JACK R. BROWN, County Administrator  
201 East Green Street  
Perry, Florida 32347  
(850) 838-3500, extension 7 Phone  
(850) 838-3501 Fax

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

DATE 2014

Name if Known  
Email if Known  
or available for pickup

### RE: Acknowledgement of Public Records Request

Dear Requestor:

We received your public records request dated DATE HERE.

Only the following checked items below apply to this request:

- Your request will be processed in accordance with the Florida Public Records Law.
- You will be advised as soon as possible regarding estimated costs. Payment will be due in advance by cash, check, or money order made payable to the Taylor County Board of County Commissioners.
- No such records currently exist.
- Please provide additional information or another public records request to broaden your request. For your convenience, I have enclosed a form for you to use to broaden your request.
- Other :

If you have any questions, you may contact me at 850.838.3500 x 113 or by e-mail at [human.resources@taylorcountygov.com](mailto:human.resources@taylorcountygov.com).

Sincerely,

Marcella F. Bridier, MBA, RMPE  
Human Resources Director  
Records Management Liaison Officer



## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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

JACK R. BROWN, County Administrator  
201 East Green Street  
Perry, Florida 32347  
(850) 838-3500, extension 7 Phone  
(850) 838-3501 Fax

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

### Public Records Request INVOICE

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
No. of pages		\$0.15 cents	\$
SUBTOTAL			
SHIPPING & HANDLING			
TOTAL AMOUNT DUE			

Make checks or money orders payable to the Taylor County Board of County Commissioners.

Deposit fees into General Fund Revenue Account  
0001-3699012 Misc Copies



## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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

JACK R. BROWN, County Administrator  
201 East Green Street  
Perry, Florida 32347  
(850) 838-3500, extension 7 Phone  
(850) 838-3501 Fax

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

## PUBLIC RECORDS CERTIFICATION STATEMENT

I Marcella Bridier, Human Resources Director and Records Management Liaison Officer for the Taylor County Board of County Commissioners, hereby certify that the attached are true and correct copies of the TITLE HERE, XXX pages, and that I am the official custodian of the records.

CERTIFIED this \_\_\_\_\_ date of \_\_\_\_\_, 2014.

BY: Marcella Bridier, MBA, RMPE  
Human Resources Director  
Records Management Liaison Officer  
Taylor County Board of County Commissioners





## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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

**JACK R. BROWN, County Administrator**  
201 East Green Street  
Perry, Florida 32347  
(850) 838-3500, extension 7 Phone  
(850) 838-3501 Fax

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

DATE 2014

Name if Known

Email if Known

### RE: Public Records Request – Confidential/Exempt Records

Dear Requestor:

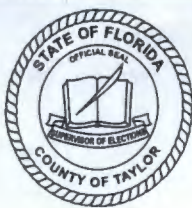
Please find enclosed the materials related to your request for public records.

Some of the material contains information that is confidential or exempt from public disclosure in accordance with Florida Statutes. (Provide the reason and statutory authority for all redactions HERE, e.g., all social security numbers have been redacted per Section 119.071(5)(a)3, Florida Statutes, or Drug Test Results are exempt from public disclosure per FS 112.0455(11) .

If you have any questions, you may contact me at 850.838.3500 x 113 or by e-mail at [human.resources@taylorcountygov.com](mailto:human.resources@taylorcountygov.com).

Sincerely,

Marcella F. Bridier, MBA, RMPE  
Human Resources Director  
Records Management Liaison Officer



# *Dana Southerland*

SUPERVISOR OF ELECTIONS

19

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

taylorelections@gtcom.net

---

**January 8, 2014**

**Board of County Commissioners  
Attn: Malcolm V Page, Chair  
201 E Green St  
Perry, Florida 32347**

**Re: License and Hold Harmless Agreements – Polling Places**

**Dear Board of County Commissioners,**

**Please find enclosed License and Hold Harmless Agreements for the following precincts:**

**Precinct 1 – First United Methodist Church  
Precinct 2 – Taylor Technical Institute  
Precinct 3 – Blue Creek Baptist Church  
Precinct 4 – Salem Baptist Church  
Precinct 5 – Steinhatchee Community Center  
Precinct 6 – Shady Grove Adult Literacy Center  
Precinct 7 – Johnson Stripling Road Voting House  
Precinct 8 – United Steel Workers Union  
Precinct 9 – Forest Capitol Armory  
Precinct 10 – Lakeside Baptist Church Education Building  
Precinct 11 – Kelly Grade Voting House  
Precinct 12 – Perry Shrine Club  
Precinct 13 – Jerkins Building  
Precinct 14 – Taylor County Sports Complex**

**If these agreements meet the Boards approval, please execute the original set so that they may be forwarded to the Licensor for signature.**

**Sincerely,**

**Dana Southerland  
Supervisor of Elections  
Taylor County**



LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT 1

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

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

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

**First United Methodist Church**

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

**PRIMARY ELECTION – AUGUST 26, 2014**

**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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



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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney

LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT 2

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

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

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

**Taylor Technical Institute**  
**Commons Area**

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

**PRIMARY ELECTION – AUGUST 26, 2014**  
**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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



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

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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney



LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT 3

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

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

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

**Blue Creek Baptist Church, Church Fellowship Hall**

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

**PRIMARY ELECTION – AUGUST 26, 2014**

**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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

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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney



LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT **4**

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

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

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

**Salem Baptist Church**

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

**PRIMARY ELECTION – AUGUST 26, 2014**  
**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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



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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney

LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT **5**

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

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

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

**Steinhatchee Community Center**

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

**PRIMARY ELECTION – AUGUST 26, 2014**  
**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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



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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney



LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT 6

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and **Taylor County District School Board – Shady Grove Adult Literacy Center**, the LICENSOR, whose address is **4225 Alton Wentworth Rd, Shady Grove, Florida 32357.**

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

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

**Shady Grove Adult Literacy Center**

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

**PRIMARY ELECTION – AUGUST 26, 2014  
GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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

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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney



LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT 7

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

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

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

**Johnson Stripling Road Voting House**

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

**PRIMARY ELECTION – AUGUST 26, 2014**  
**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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



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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney

LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT **8**

THIS AGREEMENT is made by TAYLOR COUNTY, a political subdivision of the State of Florida, the LICENSEE, and **UNITED STEEL WORKERS UNION, LOCAL 1192**, the LICENSOR, whose address is **1878 S Old Dixie Hwy, Perry, Florida 32348**.

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

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

**United Steel Workers Union, Local 1192**  
**formally known as PACE Workers Union**

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

**PRIMARY ELECTION – AUGUST 26, 2014**  
**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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



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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney



LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT **9**

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

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

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

**Forest Capitol Armory – Educational Room**

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

**PRIMARY ELECTION – AUGUST 26, 2014**

**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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

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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney



LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT 10

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

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

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

**Lakeside Baptist Church – Fellowship Hall**

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

**PRIMARY ELECTION – AUGUST 26, 2014**

**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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



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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney

LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT 11

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

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

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

**Kelly Grade Voting House**

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

**PRIMARY ELECTION – AUGUST 26, 2014**  
**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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



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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney



LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT **12**

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

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

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

**Perry Shrine Club Building**

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

**PRIMARY ELECTION – AUGUST 26, 2014**  
**GENERAL ELECTION – NOVEMBER 4, 2014**

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

3. **PAYMENT.** For the license granted by this Agreement, the LICENSEE will pay the LICENSOR \$ **125.00** for each election the premises are used. No payment shall be due and owing until after each election and if the premises are not used for a particular election, no payment shall be made.

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

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

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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney



LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT 13

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

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

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

**Jerkins Building – Conference Room**

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

**PRIMARY ELECTION – AUGUST 26, 2014**

**GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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



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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney

LICENSE AND HOLD HARMLESS AGREEMENT FOR POLLING PLACE

PRECINCT 14

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

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

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

**Sports Complex Office Building**

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

**PRIMARY ELECTION – AUGUST 26, 2014  
GENERAL ELECTION – NOVEMBER 4, 2014**

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

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

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

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



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

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

LICENSOR:

WITNESS:

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print or type name here)  
Title: \_\_\_\_\_

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

LICENSEE:

ATTEST:

By: \_\_\_\_\_  
Chairman, Board of County Comm.

ANNIE MAE MURPHY  
Clerk of Circuit Court

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

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

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
County Attorney

20

## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**



THE BOARD TO CONSIDER APPROVAL OF A REQUEST TO TRANSFER \$5,000 FROM THE GENERAL FUND FOR CONTINGENCY TO PAY FOR INSURANCE DEDUCTIBLE INVOICES FOR TWO RECENT CLAIMS, AS AGENDAED BY DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR

**MEETING DATE REQUESTED:**

FEBRUARY 3, 2014

**Statement of Issue:** BOARD TO CONSIDER REQUEST TO TRANSFER FUNDS FROM RESERVE

**Recommended Action:** APPROVE

**Fiscal Impact:** \$5,000

**Budgeted Expense:** NO

**Submitted By:** DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR

**Contact:** 838-3500x7

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** STAFF HAS RECEIVED AN INVOICE IN THE AMOUNT OF \$2,305 TO PAY TOWARDS THE COUNTY'S DEDUCTIBLE FOR TWO RECENT CLAIMS PROCESSED BY THE FLORIDA ASSOCIATION OF COUNTIES TRUST. STAFF IS REQUESTING THE ALLOCATION OF \$5,000, WHICH IS THE COUNTY'S DEDUCTIBLE, TO ENSURE EFFICIENT PROCESSING OF FUTURE INVOICES.

**Options:** APPROVE/NOT APPROVE

**Attachments:** TRANSFER FORM  
INVOICE



**TAYLOR COUNTY  
BOARD OF COUNTY COMMISSIONERS  
REQUEST FOR BUDGET TRANSFER**

DEPARTMENT: 0106 – Board Finances

DEPARTMENT HEAD: DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR

8/5/13

	AMOUNT		ACCOUNT NO.	ACCOUNT NAME
\$	5000.00	FROM	9001-59900	Reserve for Contingency
		TO	0106-54501	Insurance-Settlement

REASON: To pay for insurance deductible charges

	AMOUNT		ACCOUNT NO.	ACCOUNT NAME
\$	750	FROM		
		TO		

REASON: \_\_\_\_\_

	AMOUNT		ACCOUNT NO.	ACCOUNT NAME
\$		FROM		
		TO		

REASON: \_\_\_\_\_

	AMOUNT		ACCOUNT NO.	ACCOUNT NAME
\$		FROM		
		TO		

REASON: \_\_\_\_\_

	AMOUNT		ACCOUNT NO.	ACCOUNT NAME
\$		FROM		
		TO		

REASON: \_\_\_\_\_

	AMOUNT		ACCOUNT NO.	ACCOUNT NAME
\$		FROM		
		TO		

REASON: \_\_\_\_\_

	AMOUNT		ACCOUNT NO.	ACCOUNT NAME
\$		FROM		
		TO		

REASON: \_\_\_\_\_

COUNTY COMMISSION CHAIR: \_\_\_\_\_

Malcolm Page

DATE: 2/3/14



FLORIDA ASSOCIATION OF COUNTIES TRUST

DEDUCTIBLE INVOICE

TO: Ms. Tammy Taylor  
Taylor County Board of County Commissioners  
FACT # 10081040  
PO Box 620  
Perry, FL 32348

FROM: Valerie Morrison  
Finance  
407-387-1818

Date: January 24, 2014

RE: Deductible Invoice

Below is the amount due on your Deductibles as of 12/31/2013

Total Amount Due \$2,305.00

Payment Due by: 2/23/2014

\*\*\* Detailed Breakdown Attached

Please make check payable to:  
Florida Association of Counties Trust  
P.O. Box 1757  
Tallahassee, FL 32302-1757

RECEIVED

JAN 27 2014

ANTHONY MURPHY  
CLERK OF COURT  
TAYLOR COUNTY, FLORIDA



## FLORIDA ASSOCIATION OF COUNTIES TRUST - GENERAL LIABILITY

## DEDUCTIBLE INVOICE DETAILS

10/01/2010 - 09/30/2011 as of 12/31/2013

FACT #: 10081040

COUNTY OF TAYLOR

File Number	Type	Claimant Name	Description	Date of Loss	Deductible	Amount Recov to Date	Amount Due
<b>Monies Due</b>							
FAC2418ML-1-1	GL	Brooks, Timothy		05/12/2011	\$5,000	0.00	1,805.00
<b>Totals</b>						<b>0.00</b>	<b>1,805.00</b>

## FLORIDA ASSOCIATION OF COUNTIES TRUST - GENERAL LIABILITY

## DEDUCTIBLE INVOICE DETAILS

10/01/2012 - 09/30/2013 as of 12/31/2013

FACT #: 9018

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

File Number	Type	Claimant Name	Description	Date of Loss	Deductible	Amount Paid to Date	Amount Recov to Date	Amount Due
<b>Paid Claims</b>								
Claims Total	GL				\$5,000	8,900.91	5,200.00	0.00
<b>Monies Due</b>								
GC2013000130-F	GL	ENOCH SMITH	VEHICLE DAMAGE BY BUMPER BLOCK	5/13/2013	\$5,000	500.00	0.00	500.00
<b>Totals</b>						<b>9,400.91</b>	<b>5,200.00</b>	<b>500.00</b>



## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**

Board to discuss the upcoming funding cycle for the Florida Boating Improvement Program (FBIP).

**MEETING DATE REQUESTED:**

February 3, 2014

**Statement of Issue:** The 2014 funding cycle for the FBIP grant program is currently open. Board to discuss if the County wishes to pursue a grant, and if so set dates for two public hearings.

**Recommended Action:** Not applicable

**Fiscal Impact:** Not applicable at this time. A cash match of a minimum of 25% of the project cost would be required for the application to be competitive.

**Budgeted Expense:** Y/N Not applicable at this time.

**Submitted By:** Melody Cox

**Contact:** Melody Cox

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** The 2014 funding cycle is now open for the FBIP grant program. Eligible use of grant funds include: Boat ramps, piers, docks, recreational channel markers, derelict vessel removal, boating education, and other boating-related activities that enhance boating access for recreational boating.

It is important to note these grant funds can only be used for recreational boating enhancements and improvements not commercial activities and use.

The County was awarded a grant FY 2013 for improvements to the Williams Fish Camp Landing (Mandalay) boat ramp and is currently waiting for the contract to move forward with the project. The County recently closed out the FBIP grant and has received

**reimbursement for the Keaton Beach Coastal Park/Keaton  
Beach Boat Ramp parking facility.**

**Attachments: Information on the FBIP Program**





Ask FWC About Contact News Calendar Get Involved Home

Search

## Florida Fish and Wildlife Conservation Commission

Sign up for updates

Fishing Boating Hunting Licenses & Permits Wildlife Viewing Wildlife & Habitats Research Education Conservation

Home : Boating : Boating Grant Programs : FBIP

## Florida Boating Improvement Program (FBIP)

Boating Regulations  
Safety & Education  
Anchoring & Mooring  
Waterway Management  
Boat Ramps & Access  
Boating Grant Programs  
FBIP  
Funded Projects  
BigP  
Derelict Vessels  
Safety & Education  
Advisory Council

### Application Period

February 3 through April 3, 2014

### Related Documents

- Program Guidelines
- Annual Report
- Funded Projects

### Application Forms

- Application Form A: Recreational Channel Markers
- Application Form B: Boat Access Facilities
- Application Form C: Derelict Vessel Removal
- Application Form D: Boater Education
- Application Form E: Economic Development Initiatives and Other Local Boating-Related Activities

The Florida Boating Improvement Program provides funding through competitive grants for boating access projects and other boating-related activities on coastal and/or inland waters of Florida. Eligible program participants include county governments, municipalities and other governmental entities of the state of Florida

Eligible uses of program funds include:

- Boat ramps; lifts and hoists; marine railways; and other public launching facilities
- Piers, docks and other mooring facilities
- Recreational channel marking and other uniform waterway markers
- Derelict vessel removal
- Boating education
- Economic development initiatives that promote boating
- Other local boating-related activities that enhance boating access for recreational boaters

If you have any questions, send email to [FBIP@MyFWC.com](mailto:FBIP@MyFWC.com) or call 850-488-5600.

### FWC Facts:

Documented vessels without a valid state registration must obtain a Florida registration and display the decal on the port side of the vessel when using Florida waters.

Learn More at AskFWC



Get FWC News Feeds

Florida Fish and Wildlife Conservation Commission • Farris Bryant Building  
620 S. Meridian St. • Tallahassee, FL  
32399-1600 • (850) 488-4676



Copyright © 1999-2014 State of Florida  
• Technical Help • EEO/AA/ADA • Privacy Statement • Advertising Statement & Disclaimer • Site Map • IMPP

Employee Resources (Password required)  
SharePoint | Outlook E-Mail | Retiree Info  
Disaster Information for FWC Employees

22

## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**

THE BOARD TO CONSIDER AND APPROVE CLOSURE OF THE  
TAYLOR COUNTY PUBLIC LIBRARY ON FRIDAY, MARCH 7, 2014.

**Meeting Date:**

February 3, 2014

**Statement of Issue:** Library to close for staff to attend the annual Three Rivers Regional Library System staff meeting on March 7, 2014, at the Lafayette County Public Library in Mayo, FL.

**Recommendation:** Approve

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

**Submitted By:** Linda Hawkins, Library Manager

**Contact:** 838-3512

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** Annual event for Three Rivers Regional Library System staff to be able to share knowledge, solutions to problems that affect all member libraries, and to boost morale.

Fridays are our slowest traffic days, so closing on this day will have the least impact on the services we offer the public.

**Options:** Approve / Not Approve



## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**

THE BOARD TO CONSIDER A REQUEST TO APPOINTMENT A REPRESENTATIVE TO THE BIG BEND HOMELESS COALITION, AS AGENDAED BY THE ASSISTANT ADMINISTRATOR.

**MEETING DATE REQUESTED:**

FEBRUARY 3, 2014

**Statement of Issue:** BOARD TO CONSIDER AN APPOINTMENT

**Recommended Action:** DISCUSSION/APPOINT

**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:** AT ITS JANUARY WORKSHOP THE BOARD RECEIVED A PRESENTATION FROM MS. SUSAN POURCIAU, EXECUTIVE DIRECTOR OF THE BIG BEND HOMELESS COALITION. MS. POURCIAU ASKED THE BOARD TO APPOINT A REPRESENTATIVE TO ITS BOARD. THE REPRESENTATIVE DOES NOT HAVE TO BE A COMMISSIONER. MEETING DATES AND MEMBERSHIP DUES HAVE NOT BEEN ESTABLISHED

**Options:** APPOINTMENT/NOT APPOINT

**Attachments:** JANUARY WORKSHOP MATERIAL



**TAYLOR COUNTY BOARD OF COMMISSIONERS*****County Commission Agenda Item*****SUBJECT/TITLE:**

Susan Pourciau, Executive Director of the Big Bend Homeless Coalition to appear before the Board to provide an overview of the Big Bend Homeless Coalition and to request the Board to consider appointing a County Commissioner to serve on the Big Bend Continuum of Care Board as agendaed by Jack Brown, County Administrator.

**MEETING DATE REQUESTED:**

January 28, 2014

**Statement of Issue:**

Com. Page received the attached correspondence from Ms. Pourciau in mid-December 2013 requesting that the Board appoint a County Commissioner to serve on the Big Bend Continuum of Care Board.

**Recommended Action:**

Listen to the presentation and the request consider the pros and cons of appointing a Commissioner to serve on the Board. Decide if you want the item agendaed for consideration at a Board Meeting in February.

**Fiscal Impact:**

Unknown

**Budgeted Item:**

No

**Submitted By:**

Jack R. Brown, County Administrator

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** As stated above

**Options:** Receive / Comment

**Attachments:** As stated above





2729 West Pensacola Street  
Tallahassee, FL 32304  
[www.bigbendhc.org](http://www.bigbendhc.org)  
850-576-5566  
850-577-0586 fax

---

December 8, 2013

Commissioner Malcolm Page, Chair  
Taylor County Board of County Commissioners  
P.O. Box 539  
Taylor, FL 32341

Dear Commissioner Page:

We are in an exciting time of change as citizens of the Big Bend work together to reduce homelessness and reduce the length of time people are homeless in our communities. The progress that has been made is a great start to revolutionizing the way our communities and our systems respond to homelessness. Now it is time for us to strengthen, formalize, collaborate, and organize around the mission to work toward ending homelessness.

On behalf of the Continuum of Care (CoC) Facilitating Group, I invite you to play a key role in this work by serving on the Big Bend Continuum of Care Board to lead the way in reducing homelessness locally. The CoC Board is a formal community-based leadership and governance structure with private-public-nonprofit membership.

The Board, which is being established pursuant to the federal HEARTH Act, will serve as the planning and oversight body for the homeless response system in the eight-county region of the Big Bend of Florida. The purpose of the CoC is to develop and implement strategies to end homelessness in the Big Bend through planning, needs analysis, coordination, standard-setting, and education. In addition to being the right thing to do, the existence and effectiveness of the CoC Board is necessary for continued federal HUD funding exceeding \$1,000,000 that helps address homelessness in the Big Bend.

As you will see on page 3 of the attached CoC Governance Charter, a representative of the Taylor County Board of County Commissioners is a required member of the CoC Board. Taylor County's presence on the CoC Board is integral to the CoC Board's regional impact. In the past,

*Our mission is to end homelessness in the Big Bend through leadership,  
education, advocacy, and the provision of quality services.*



homelessness in areas outside of Tallahassee has not been addressed adequately with resources that may be brought to bear in Taylor County. To that end, representation from all eight counties of the Big Bend CoC has been identified as a necessary member of our eight county CoC Board. The collaboration between service agencies, local governments, and the CoC Board will improve the quality of life for citizens who are homeless or at risk of homelessness in Taylor County.

Enclosed you will find materials that help explain the structure of the CoC Board and the federal regulations codifying the role of the CoC and its Board. As you will see, the CoC Board will be responsible for restructuring our homeless service system into an effective and rapid crisis response system that plans for a full range of housing options supplemented with support services.

Please take some time to review and consider the enclosed materials, as well as the important opportunity and charge before you. We would like to hear from you by Friday, December 20<sup>th</sup> regarding Taylor County's representative's membership on the Big Bend Continuum of Care Board. Please contact us regarding the next steps regarding the Commission agenda and appointment of the Taylor County Commission representative.

Thank you for your leadership and for all you do. We stand ready to help provide any additional information that you may need as you consider this invitation to join the Big Bend Continuum of Care Board.

Sincerely,

*Susan Pourciau*

Susan Pourciau

Executive Director of the Big Bend Homeless Coalition  
on behalf of the Big Bend Continuum of Care Facilitating Group

copy: Jack Brown, County Coordinator

*Our mission is to end homelessness in the Big Bend through leadership,  
education, advocacy, and the provision of quality services.*







The Big Bend Homeless Coalition has launched its newest program, *Advocates for Veteran Housing* (AVH) dedicated to ending homelessness among veterans of the Big Bend. AVH offers supportive services designed to serve homeless Veterans and Veterans at risk of homelessness. As a supportive services program, our goal to serve **250** Veteran households, with special emphasis on reaching literally homeless Veterans, Veteran families in rural communities, and providing homelessness prevention to Veteran Families who are <30% of the Area Median Income.

**AVH serves:**

- Very low income Veterans
- Veterans experiencing chronic homelessness
- Veterans currently living in their home and at risk for eviction
- Veterans currently homeless
- Veteran households living in the eight counties of the Big Bend (Leon, Gadsden, Liberty, Wakulla, Franklin, Jefferson, Madison, and Taylor)

**Outreach Services**

- Identify very-low income Veterans moving from homelessness to permanent housing
- Identify very-low income Veterans living in their homes and at risk of eviction
- Screen Veterans to determine eligibility for supportive services
- Develop relationships with community-based organizations serving low-income, at-risk, and homeless Veterans

**Case Management and Housing Placement**

- Assistance to obtain VA and public benefits
- Referrals to community agencies
- Coordination of needed supportive services
- Assistance obtaining affordable and appropriate stable housing
- Follow-up with Veterans after exiting from program

**Limited Financial Assistance**

- Based on financial need
- Assistance available for rent, utilities and/or deposits, child care, auto repairs, moving and storage costs, bus passes
- Emergency supplies
- Budget counseling
- Housing search and placement

***Serving Those Who Served: Ending Veteran Homelessness***

For more information contact the AVH team at **(850) 597-5395** or email **[veteran@bigbendhc.org](mailto:veteran@bigbendhc.org)**

## **BIG BEND CoC GOVERNANCE CHARTER**

The name of this Continuum of Care (CoC) shall be the **Big Bend Continuum of Care** and the name of this CoC board shall be the **Big Bend Continuum of Care Board**, herein referred to, respectively, as “the CoC” and “the Board.”

### **I. PURPOSE OF THE CoC AND CoC BOARD**

The CoC is a membership planning and oversight body for the eight-county region of the Big Bend of Florida. The eight counties comprising the Big Bend CoC region are: Leon, Jefferson, Franklin, Gadsden, Liberty, Madison, Taylor, and Wakulla. The purpose of the CoC is to develop and implement strategies to help end homelessness in the Big Bend. The CoC coordinates the community’s policies, strategies, and activities toward ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, identifying and bridging gaps in housing and services, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring CoC performance.

The CoC Board, as constituted in Article III of this charter, provides ongoing leadership, administrative oversight, and implementation responsibility for fulfilling the purposes of the Big Bend CoC, including the responsibilities set forth in Article II of this charter.

### **II. RESPONSIBILITIES OF THE CoC BOARD**

The responsibilities of the CoC Board include:

#### **A. OPERATING A CoC**

- Develop, follow, and update annually this governance charter, which will include all procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the CoC Board, its chair(s), and any person acting on behalf of the CoC Board.
- In consultation with recipients of Emergency Solutions Grant (ESG) funds within the CoC’s geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- In consultation with recipients of ESG funds within the CoC, establish and consistently follow written standards for providing CoC assistance.
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type.
- Educate the community on homeless issues.
- Monitor performance of CoC and ESG recipients and subrecipients.
- Evaluate the outcomes of projects funded under ESG and CoC programs.
- Provide technical assistance and support to underperforming projects.
- Take action against ESG and CoC projects that perform poorly.
- Report the outcomes of ESG and CoC projects to HUD annually.



## **B. CoC PLANNING**

- Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of individuals and families experiencing homelessness. At a minimum, such a system encompasses the following:
  - Outreach, engagement, and assessment.
  - Shelter, housing, and supportive services (supportive services include, but are not limited to mental health, substance abuse, medical services).
  - Prevention strategies (preventing an episode of homelessness).
- Develop strategies to end homelessness locally, based on the consideration of documented best practices, local needs and gaps, innovations in programs and service delivery, and available and potential resources.
- Plan for and conduct an annual point-in-time count of persons experiencing homelessness within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for persons who are homeless, in general, and persons who are chronically homeless and veterans experiencing homelessness, specifically, as HUD requires.
- Conduct an annual gaps analysis of the needs of people experiencing homelessness, as compared to available housing and services within the CoC geographic area.
- Provide information required to complete the Consolidated Plan(s) within the CoC geographic area.
- Engage and inform each county in the CoC.
- Consult with State and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

## **C. DESIGNATING AND OPERATING A HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**

- Designate a single HMIS for the CoC's geography, and an eligible applicant to serve as the CoC's HMIS lead agency.
- Review, revise and approve a CoC HMIS data privacy plan, data security plan, and data quality plan.
- Ensure that the HMIS is administered in compliance with HUD requirements.
- Ensure consistent participation by CoC and ESG recipients and subrecipients in the HMIS.

## **D. PREPARING AN APPLICATION FOR CoC FUNDS**

- Establish the local process for applying, reviewing and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition.
- Establish priorities that align with local and federal policies for recommending projects for HUD Homeless Assistance CoC Grant funding.
- Designate an eligible collaborative applicant to collect and combine the required application information from all applicants.
- Determine whether to select the collaborative applicant to apply for Unified Funding Agency designation from HUD.
- Approve the final submission of applications in response to the CoC Notice of Funding Availability.

### **III. MEMBERSHIP OF THE CoC BOARD**

The CoC Board shall be broadly based with representation from all sectors of the community, including but not limited to: individuals experiencing homelessness, homeless service providers, business community, funders, and representatives of government. The CoC Board must be representative of the relevant organizations and projects serving homeless subpopulations, and must be representative of the geographic area served by the CoC. The CoC Board shall be a thirty-six (36) member body.

Sixteen (16) members will be appointed, as follows:

- One person appointed by the Tallahassee City Commission;
- Eight persons representing Counties, with one person appointed by each of the County Commissions within the CoC, or her/his appointee;
- One person appointed by the Veterans Administration;
- Chamber of Commerce CEO or her/his appointee;
- Tallahassee Housing Authority Executive Director or her/his appointee;
- United Way of the Big Bend CEO or her/his appointee;
- Center for Independent Living Executive Director or her/his appointee;
- State-certified domestic/sexual violence provider Executive Director or her/his appointee;
- CoC lead agency Executive Director or her/his appointee, serving in a nonvoting ex officio capacity.

Seven (7) members, described below, will be designated by a majority vote of the CoC Board:

- One person who is currently experiencing homelessness or one person who has been homeless;
- One representative of the healthcare industry;
- One representative of local law enforcement;
- One representative of the mental health services field;
- One representative of the substance abuse services field;
- One representative from higher education;
- One representative of the employment services field.

Thirteen (13) members will be elected to the Board following a nominating process by the full membership of the Continuum of Care. These members shall include the following:

- One emergency shelter provider;
- One transitional housing provider;
- One homelessness prevention provider (i.e. an organization offering emergency financial services for rent, and/or utilities, and/or mortgage to prevent a household from becoming homeless);
- One permanent supportive housing provider;
- One representative from the public school systems;



- One representative of the faith community;
- One representative from the private philanthropic sector;
- One representative from the private business sector;
- Two (2) additional persons who are currently experiencing homelessness or have experienced homelessness in the past;
- Three (3) “at-large” representatives selected from the following categories, with no more than one person representing a single category:
  - Researcher/data specialist;
  - HIV/AIDS service organization;
  - Criminal Justice/Legal Aid services (e.g., Public Defenders Office, Legal Services of North Florida);
  - Nonprofit housing organization;
  - Children's services provider;
  - Indigent health care provider;
  - Federal Emergency Assistance Act (FEMA) Board;
  - An ESG recipient agency;
  - A provider of housing and/or services to unaccompanied homeless youth; and
  - Policy or planning specialist.

Additional Membership Conditions: No organization may have more than two (2) staff or Board representatives seated on the CoC Board at any time, regardless of which seats they occupy. Every effort shall be made to ensure that the Board is representative of CoC stakeholder groups, all counties in the CoC geographic area, and homeless services areas are represented on the Board.

Individuals who are appointed to the Board by an appointing entity serve at the pleasure of the appointing entity. Individuals appointed or elected as representatives of agencies or populations serve in those capacities, and may no longer serve in those capacities if their representative status changes. Individuals elected or appointed in representative capacities should have the authority to represent their respective agencies or bodies.

#### **IV. LEADERSHIP OF THE CoC BOARD (EXECUTIVE COMMITTEE)**

The members of the CoC Board’s Executive Committee shall consist of: one (1) Chair, one (1) Vice Chair, one (1) Secretary, one (1) Treasurer, and four (4) additional At Large Executive Committee members elected by and from the full CoC Board. The outgoing Chair shall serve on the Executive Committee as Immediate Past Chair for one year following the expiration of his/her term as Chair.

The Executive Committee is empowered to act on behalf of the full CoC Board between meetings of the full Board, in cases of emergency or as directed by the Board. A quorum for Executive Committee action is 6 persons. Executive Committee action is subject to review by the full Board at its next regular meeting. Actions of the Executive Committee may be overturned by a 2/3<sup>rd</sup> vote of the Board members present at the next regular Board meeting.

The CoC Board shall elect the Chair, Vice Chair, Secretary, Treasurer, and At Large members of the Executive Committee annually following the election of the Board.

A member of the CoC Executive Committee may serve no more than two consecutive terms in a given office. No organization may have more than one (1) staff or Board representative on the CoC Board Executive Committee at any time, regardless of which seats they occupy.

## **V. TERMS OF CoC BOARD OFFICE**

Members of the CoC Board will serve two-year terms. An elected member may serve no more than three (3) sequential terms of office. Appointed members may serve more than three sequential terms at the discretion of the appointing authority, but must be reappointed every two years. Elected members must be reelected to serve at the end of each term. Terms will be staggered to ensure continuity of CoC governance. In the first year, the Board will establish policy to ensure staggering of terms.

Persons (appointed or elected) to serve the unexpired term of a member who has resigned or been removed will serve out the remainder of that person's term. This person will be eligible for appointment or election to three subsequent sequential terms.

## **VI. CoC BOARD MEMBER QUALIFICATIONS AND RESPONSIBILITIES**

All members of the CoC Board shall affirm a professional interest in, or personal commitment to, addressing and alleviating the impacts of homelessness on the people of the community.

Each Board Member must also:

- Be a CoC member in good standing.
- Sign a conflict of interest disclosure statement.
- Collaborate with other members to work toward the CoC mission.
- Abide by the CoC Charter, policies, and procedures.
- Actively serve on at least one committee per year.
- If representing a certain sector of homeless services or prevention, solicit input from others in that sector who are not on the Board to ensure their voices are represented.
- Attend and participate actively in meetings.
- Participate in the activities of the CoC Board, including the Point-in-Time count, HMIS oversight, strategic planning, advocacy and public education efforts, project and system performance reviews, and the application processes for CoC Homeless Assistance Grants and other funding proposals.

## **VII. CoC BOARD PROCESS**

### **SELECTION**

As described in Section III, sixteen Board members are appointed by specific bodies or designated by the Board. The remaining Board members are elected at an annual meeting of the



CoC membership. To be elected to the Board, a CoC member must obtain a majority vote of the CoC members in attendance.

#### **REMOVAL**

If a CoC Board Member is absent from more than 25% of the regular CoC Board meetings in a calendar year, that person will be administratively removed from the CoC Board.

A Board Member may also be removed for cause from the Board upon a 2/3 vote of the remaining Board members. If a Board member wishes to resign, the Board member shall submit a letter of resignation to the Chair.

#### **CONFLICT OF INTEREST**

Any individual participating in or influencing decisions must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. A financial conflict of interest is broadly defined to include a conflict by any Board Member with any other Director(s), professional employment and groups, funding sources, and vendors, and with members of their immediate family or significant others. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issues. Individuals with a conflict of interest shall abstain from both discussion and voting on any issues in which they may have a conflict. An individual with a conflict who is the Board chair shall yield that position during discussion and abstain from voting on the item. Decisions by the Board must be justifiable as being in the best interests of the CoC. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval.

#### **DECISION MAKING, QUORUM, AND PROCEEDINGS AT MEETINGS**

CoC full membership meetings shall be held quarterly, with one meeting specified as the annual meeting at which Board elections are held. The CoC Board is expected to meet more frequently, as needed.

CoC Board Meetings and CoC meetings shall be open to any interested party. Meetings will be noticed in advance through the CoC membership list. Such notice will include the date, time, and location of the meeting. Meeting agendas shall be posted online at a specified location and/or emailed to members. In addition, for the annual CoC meeting at which Board members are elected, public notice shall be provided through publication in local newspaper. Should the requirements of the State of Florida Sunshine Law be relevant to any meeting, the CoC and Board will comply with the requirements of the Sunshine Law.

A quorum for Board meetings is defined as 1/3 of Board membership. Conduct of Board and CoC meetings shall be vested in the Chair. Meetings will ordinarily be conducted in an informal matter, but may be conducted according to Robert's Rules of Order, revised edition, as deemed appropriate by the Chair. The Board will refer to Roberts Rules of Order whenever a process is needed to conduct business. Meeting procedures for Board meetings must provide an opportunity for all Board members present to be heard and for the efficient conduct of business. Meeting procedures for CoC meetings must provide an opportunity for all present to be heard and for the efficient conduct of business.

Actions of the Board will be by majority vote of the Directors present. Decisions at CoC meetings will be final upon a majority vote of members present.

Minutes of meetings shall be taken by the Secretary or his/her designee and shall be made available to interested parties.

#### **COMMITTEES AND WORKGROUPS**

The CoC Board will appoint committees, subcommittees, or workgroups to fulfill the work of the CoC. Much of the CoC's work is conducted at committee and workgroup meetings.

Standing committees will include:

- HUD CoC Funding Application,
- Coordinated Intake and Assessment System,
- HMIS/Data/Performance,
- Needs Assessment,
- Quality of Services, and
- Planning.

The CoC Board may also create time-limited ad-hoc committees to develop recommended solutions to the specific issue for which they were created.

Committees and work groups will be open to CoC members, in addition to the CoC Board. Committees and work groups will submit their findings and recommendations to the CoC Board further action.

### **VIII. CoC MEMBERSHIP**

#### **RELATIONSHIP BETWEEN BIG BEND CoC BOARD AND FULL CoC MEMBERSHIP**

CoC Board meetings will be open to the full CoC membership, and the minutes of the CoC Board meetings will be public and easily accessible to CoC members. The CoC Board will keep the full membership involved by involving CoC members in workgroups and committees and sharing information via email lists and any other means appropriate.

As described in Section III, thirteen (13) members of the CoC Board are elected by the full CoC membership. Each CoC member in good standing who is present at the CoC annual meeting is entitled to one vote. To be a member in good standing, the individual or organization must have completed an application for membership and paid dues in full for the year. Membership dues are determined annually by the Board. Dues will be waived for persons experiencing homelessness.

#### **RECRUITMENT AND OUTREACH**

The CoC will publish and appropriately disseminate an open invitation at least annually for persons within the CoC area to join as new CoC members. Recruitment efforts will be documented by the CoC.

The CoC will identify and address membership gaps in essential sectors, from key providers or other vital stakeholders. The CoC will recruit members to ensure that it meets all membership requirements set forth in its governance charter, including representation of certain populations



and certain organizations. Specifically, outreach will be conducted to obtain membership from the following groups as they exist within the Big Bend CoC geographic area and are available to participate in the CoC:

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Individuals who are, or have been, homeless
- Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.)

#### **IX. AMENDMENT AND REVIEW**

The Big Bend CoC will review, update, and approve this governance charter at least annually. Amendment of the Charter requires a majority vote of the CoC at a regularly scheduled meeting of the vote of the CoC, provided that notice of the scheduled vote on the charter amendment was provided at least two weeks prior to that CoC meeting.

24

## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**

THE BOARD TO DISCUSS AND CONSIDER APPROVAL OF  
CHANGING THE DATE AND TIME OF ITS MONTHLY  
WORKSHOP

**MEETING DATE REQUESTED:**

FEBRUARY 3, 2014

**Statement of Issue:** BOARD TO DISCUSS MEETING TIMES

**Recommended Action:** DISCUSSION/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:** AT ITS JANUARY WORKSHOP THE BOARD DISCUSSED MOVING ITS MONTHLY WORKSHOP DATE AND TIME FROM THE FOURTH TUESDAY AT 6 PM TO A FRIDAY BEGINNING AT EITHER 9AM OR 1PM. THE BOARD CITED THE VOLUME AND COMPLEXITY OF ISSUES REQUIRING DISCUSSION AS FACTORS IN MOVING THE DATE AND TIME TO ALLOW FOR MORE DETAILED ANALYSIS AND DEBATE.

**Options:** AMEND/DO NOT AMEND

**Attachments:**



25

## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**

THE BOARD TO DISCUSS AN ADDENDUM TO THE LEASE AGREEMENT BETWEEN DMH AND THE COUNTY TO INCLUDE THE EMERGENCY MEDICAL SERVICE (EMS - AMBULANCE) AGREEMENT, AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR.

**MEETING DATE REQUESTED:**

February 3, 2014 Board Meeting

**Statement of Issue:** The Board to Discuss an Addendum to the Lease Agreement Between DMH so That the Emergency Medical Service (EMS - Ambulance)

**Recommended Action:** Approve

**Fiscal Impact:** None

**Budgeted Expense:** N/A

**Submitted By:** Jack Brown, County Administrator

**Contact:** Jack Brown, County Administrator

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** Addendum to DMH Lease Agreement - Emergency Medical Services (EMS) attached.

7

**EMERGENCY MEDICAL SERVICES AGREEMENT – ADDENDUM 1 TO THE HOSPITAL  
LEASE AGREEMENT BETWEEN TAYLOR COUNTY / DMH INC.**

This Emergency Medical Services Agreement ("Agreement") is entered into effective the 3<sup>rd</sup> Day of February, 2014, at 0001 hours ("Effective Date") by and between the Taylor County Board of Commissioners, Taylor County, Florida ("County") and Doctors' Memorial Hospital, Incorporated ("DMH" or "Hospital"), a Florida not-for-profit corporation. County and Hospital may be collectively referred to as the "Parties".

**NOW, THEREFORE**, for and in consideration of the premises and agreements herein contained and other good and valuable consideration, including the award of exclusive market rights, the receipt and adequacy of which are hereby forever acknowledged and confessed, the Parties agree as follows:

**ARTICLE 1  
Definitions**

The following definitions shall apply to terms as used throughout this agreement:

**County Administrator** means the representative of the county or his other designee who is responsible for furnishing staff support and clerical services to the county.

**Agreement Service Area** means Taylor County, Florida.

**Ambulance** means a motor vehicle that is specially constructed and equipped and is intended to be used for the emergency transportation of patients.

**Ambulance Base Station-Perry** means that Ambulance Base Station Facility located in Perry, Florida.

**Ambulance Base Station - Steinhatchee** means that Ambulance Base Station Facility located in Steinhatchee, Florida.

**Ambulance Patient** means a person who, as a result of illness or injury, needs immediate medical attention and/or transport, whose physical or mental condition is such that he may be in danger of loss of life or health impairment, or who may be incapacitated or helpless as a result of a physical or mental condition, or a person who requires medical attention during transport from one health area facility to another.



**Ambulance Service Contractor** means DMH.

**Emergency Medical Services** means the Ambulance Service operated by Doctors Memorial Hospital, Incorporated, first responder services and other emergency transport services.

**Emergency Medical Services Medical Director or Medical Control Physician** means the physician providing immediate and concurrent clinical guidance to Emergency Medical Services personnel regarding the pre-hospital management of a patient.

**Mutual Aid** means the paramedic ambulance service provided within the Agreement Service Area by neighboring providers, other than the Emergency Medical Services offered by the hospital, at the request of the hospital pursuant to an agreement governing the exchange of service assistance when requested.

**Rural Remote Taylor County** means the areas of Taylor County not within the city of Perry, Florida.

## **ARTICLE 2**

### **Mutual Responsibilities and Understandings**

- 2.1 INTEGRATED SYSTEM.** The system of delivering Emergency Medical Services is an integrated system with overlapping interest between the Hospital and the County. The county shall not contract with any provider of Emergency Medical Services, other than Hospital during the term of this agreement.
- 2.2 BILLING FOR EMERGENCY MEDICAL SERVICES.** As permitted by applicable laws, rules and regulations, DMH will be solely responsible for all billing and collections for the Emergency Medical Services.
- 2.3 ALL AMBULANCE SERVICES.** All ambulances rendering services pursuant to this Agreement shall be staffed and equipped to render the levels of care for which the Hospital is licensed by the State of Florida. Hospital shall maintain th Advanced Life Saving (ALS) Ambulances with not less than one ALS unit available to respond within the county at all times, with the sole exception being when a disaster is declared pursuant to paragraph 3.6 of this agreement.
- 2.4 ANNUAL SUBSIDY.** County agrees to pay Hospital an annual subsidy in the amount of Three Hundred Thousand dollars (\$450,000.00) paid out in equal monthly installments of \$37,500.

- 2.5 OWNERSHIP AND RESPONSIBILITIES REGARDING FIXED ASSETS.** Hospital shall be responsible for the purchase of any additional assets after the effective date of this agreement. County agrees that if purchase discount programs are available through the County, County will provide assistance to Hospital in the acquisition of such assets, provided Hospital agrees to reimburse the County for any costs incurred in making such discounts available.
- 2.5.1 AVAILABILITY OF GRANT FUNDS AND OTHER SOURCES OF SUPPORT.** As the provider of Emergency Medical Services, Hospital shall have sole discretion over the utilization of funds made available through state or federal grant programs or other mechanisms of funding intended to support Emergency Medical Services, Paramedic programs or other life-saving techniques. Hospital agrees to diligently pursue additional funding for capital and operational needs as resources become available through grant and other programs. Hospital agrees to include County in any proposal where there is opportunity to include other County services in Hospital's application for support. County agrees to provide reasonable and necessary support to the Hospital in the event such applications are made to the state or federal authorities
- 2.6 PROFESSIONAL CONDUCT/STANDARDS OF SERVICE.** Hospital will develop quality measurement criteria, such as response times and other indicators of customer satisfaction for the purpose of benchmarking quality of service. Patient satisfaction surveys will be conducted annually to gauge public perceptions of timeliness, attitude of staff, educational opportunities for staff and other indicators standard with the Emergency Response Industry. The results of such patient satisfaction surveys will be reported to the County annually. Hospital agrees to provide EMS services with response times that shall not exceed, on the average, the response times available to the County prior to the execution of this agreement. The survey shall be presented to the County each May 1.
- 2.7 EXCLUSIVITY.** The County shall not contract with any other provider or manager of ambulance services and Hospital is awarded exclusive rights and responsibilities for operation of all ambulance services, including special events coverage, originating with the Agreement Service Area.
- 2.8 SELECTION OF AMBULANCE PATIENT DESTINATION.** Medical Protocols approved by the Medical Director of Emergency Medical Services shall establish selection of the patient destination. Such protocols shall be strictly followed by EMS personnel and on-line Medical Control Physicians, except when a departure from protocol is justified on the basis of special considerations of patient care or practical barriers to implementation (e.g., blocked roads, hospital divert status, etc.).



**ARTICLE 3**  
**Additional Responsibilities of Hospital**

- 3.1 DIRECTOR OF EMERGENCY MEDICAL SERVICES/MEDICAL DIRECTOR.** In accordance with Florida statutes, Hospital shall select a qualified, full time Director of Emergency Medical Services and shall select a qualified physician to serve as Medical Director of Emergency Medical Services.
- 3.2 AMBULANCE STAFF.** Hospital shall staff each Ambulance on duty with one paramedic and one Emergency Medical Technician ("EMT").
- 3.3 COMMUNITY EDUCATION PROGRAMS.** Hospital shall develop and implement community education programs such as CPR, first aid and health education. Hospital shall, if requested, endeavor in good faith to enter into an agreement with the Taylor Technical Institute or any other educational institution, for the purpose of participating in clinical rotations and other educational opportunities with the Emergency Medical Service.
- 3.4 DISPATCH OF AMBULANCES TO STRUCTURAL FIRE.** In the event of a structural fire in Taylor County, Hospital agrees to dispatch an Ambulance to said structural fire at no charge to the County. Hospital may charge appropriate fees related to the treatment and/or transport of any injured party involved in the fire. It is understood by County that if multiple calls are made for EMS service while ambulance is dispatched to a structural fire scene, EMS will respond to the most critical need first, as determined by and within the responding Paramedic's sole discretion acting within the scope of the established protocols.
- 3.5 PROVISION OF SERVICES TO STEINHATCHEE.** Hospital agrees to provide one ALS ambulance and qualified ALS crew in Steinhatchee. The Hospital will ensure the ALS crew meets competency requirements as similarly required by other employees. The services provided to the residents of Steinhatchee will be supervised by the Director of EMS and the Medical Director.
- 3.6 DISASTER ASSISTANCE.** During a declared disaster, locally or in a neighboring jurisdiction, the normal course of business under this Agreement shall be interrupted from the moment the disaster occurs. Immediately upon such notification, Hospital shall commit such resources as are necessary and appropriate, given the nature of the disaster, and shall assist in accordance with disaster plans and protocols applicable in the locality where the disaster occurred. The disaster-related provisions of this Agreement are:

- a. During such periods, EMS personnel shall perform in accordance with local disaster protocols established by that community.
- b. When disaster assistance has been terminated, Hospital shall resume normal operations as rapidly as practical considering availability of properly rested personnel, need for restocking and other relevant considerations.
- c. During the course of the disaster, Hospital shall use best efforts to provide emergency coverage throughout the Agreement Service Area and shall suspend non-emergency transport as necessary, informing persons requesting such non-emergency service of the reason for the temporary suspension.

3.7 Doctors Memorial Hospital will maintain all necessary licenses to operate ambulance service.

#### **ARTICLE 4**

##### **Additional Responsibilities of County**

**4.1 EMERGENCY MEDICAL SYSTEMS COMMUNICATIONS PROGRAM.** The County shall continue to operate the County's Emergency Medical Systems Communications program and shall cooperate with Hospital as necessary to ensure that EMS is fully integrated into the County's Emergency systems.

#### **ARTICLE 5**

##### **insurance and Indemnification**

**5.1 INSURANCE REQUIREMENTS.** At all times during the term of this Agreement, Hospital shall obtain and pay all premiums for, and make available for County's review, a certificate of Insurance for insurance or self insurance as specified below.

- a. Workers' Compensation
- b. **General Liability.** General liability insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence combined single limits for all claims resulting from bodily injury (including death) and/or property damage arising out of the operation of the ambulance service authorized hereunder.
- c. **Malpractice.** Malpractice insurance in an amount not less than One Million Dollars (\$1,000,000) for each claim.



- 5.2 INDEMNIFICATION.** Each party (the "Indemnifying Party") covenants and agrees that it will indemnify and hold harmless the other party (the "Indemnified Party"), and its officers and employees, from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Indemnifying Party during the performance of this Agreement, except that neither the Indemnifying Party, its subcontractors or assignees will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the negligence of the Indemnified Party, or any of its officers, agents, representatives or employees.

## **ARTICLE 6**

### **Terms, Termination and Renewal**

- 6.1 TERM.** The initial term of this agreement is from February 18, 2014 to February 22, 2024.
- 6.2 TERMINATION.** Either party may terminate this agreement in the event of a material breach of this Agreement by the other party. If an alleged material breach occurs, the party claiming breach must notify the other party in writing, through certified mail, describing the alleged breach and requested remedy. The parties must attempt, in good faith, to resolve any dispute arising out of the alleged breach. If the parties are unable to resolve the dispute after a period of one hundred and twenty (120) days, the dispute shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction thereof. The Arbitrator, in the award, shall designate which party or parties, if any, are entitled to recover their costs and attorney's fees reasonably incurred in the arbitration procedures. In the event the arbitrator finds that a party has committed a material breach of the agreement, the other party may opt to terminate the Agreement within one hundred and twenty (120) days written notice through certified mail in addition to any other relief provided in the arbitration award.
- 6.2.1 DISPOSITION OF FIXED ASSETS.** In the event this contract is terminated for any reason, the ownership of all assets and liabilities of the EMS will be transferred by Hospital to County or to County's designee.

## **ARTICLE 7 General Provisions**

**ASSIGNMENT.** Neither party may assign this Agreement without the prior written consent of the other party.

**ATTORNEY FEES.** If either the County or Hospital institutes litigation against the other party to secure its rights pursuant to this Agreement, the prevailing party shall be entitled to the actual and reasonable costs of litigation and reasonable attorney's fees in addition to any other relief which such party might be entitled.



**NON-DISCRIMINATION.** Hospital will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, age or disability as defined in the Americans with Disability Act.

**COMPLIANCE WITH LAWS.** The services furnished by Hospital under this Agreement shall be rendered in substantially full compliance with applicable federal, state and local laws, rules and regulations. Each Party shall be responsible for determining which laws, rules and regulations apply to each Party's respective obligations under this Agreement and to maintain compliance with those applicable standards at all times.

**SEVERABILITY.** In the event any provision hereunder is determined to be illegal, invalid or unenforceable under applicable law, said provision shall be deemed deleted from this Agreement as if never contained herein and the remainder of this Agreement shall remain in full force and effect.

**HEADINGS.** The paragraph headings, articles, sections and captions contained in, this Agreement are solely for the convenience of the Parties and shall in no manner be construed as part of this Agreement.

**CHOICE OF LAW.** This Agreement shall be governed by the laws of the state of Florida, and in the event of litigation with respect to this Agreement or any of its terms, venue shall rest in Taylor County, Florida.

**ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements, whether oral or in writing, between the Parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise relating to the subject matter of this Agreement that is not contained herein shall be valid or binding unless in writing signed by all Parties.

**7.9 AMENDMENT.** This Agreement may be amended in writing upon the agreement of both Parties.

**7.10 NO WAIVER.** The failure of either party to insist at any time upon the strict observance of performance of any provision of this Agreement or to exercise any right or remedy as provided in this Agreement shall not impair any right or remedy of such party or be construed as a waiver or relinquishment thereof with respect to subsequent defaults or breaches. Every right and remedy given by this Agreement to the Parties hereto may be exercised from time to time and as often as may be deemed expedient by the appropriate Party.



**7.11 CORRESPONDENCE.** All notices hereunder by either Party to the other shall be in writing, delivered personally, by certified or registered mail (postage prepaid), return receipt requested, or by overnight courier services (charges prepaid), and shall be deemed to have been duly given when delivered personally, when deposited in the United States mail, or delivered to the overnight courier, addressed as follows:

**If to Hospital:** Administrator Doctors' Memorial Hospital

333 N. Byron Butler Parkway

Perry, Florida 32347

**With a copy to:** Hospital Attorney

**If to County:** Board of Commissioners

201 East Green Street

Perry, Florida 32347

**With a copy to:** County Attorney

Or to such other persons or places as either Party may, from time to time, designate by written notice to the other.

**7.12 INDEPENDENT CONTRACTOR.** In performing this Agreement, Hospital is acting as an independent contractor with respect to the County, and neither Hospital nor Hospital staff shall be considered employees of the County. It is agreed and acknowledged by the Parties that, as an independent contractor, Hospital retains the right to contract with and provide or manage Ambulance services to entities and individuals other than County. Nothing herein shall authorize either Party to act as agent for the other, except to the extent herein provided. Neither Hospital nor any Hospital staff shall be subject to any County policies solely applicable to County's employees or be eligible for any employee benefit plan offered by County.

**7.13 FORCE MAJEURE.** Neither party shall be liable to deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service deemed to result, directly or indirectly, from the acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, strikes or other work interruptions by either Party's employees, or any other similar cause beyond reasonable control of either Party.

- 7.14 ACCESS TO RECORDS.** As an independent contractor of County, Hospital shall, in accordance with 42 U.S.C., §1395x(v)(1)(I)(Social Security Act § 1861 (v)(1)(I) and 42 C.F.R., Part 420, Subpart D, § 420.300 et seq., until the expiration of four (4) years after the furnishing of Medicare reimbursable services pursuant to this Agreement, upon proper written request, allow the Comptroller General of the United States, the Department of Health and human Services and their duly authorized representatives access to this Agreement and to Hospital's books, documents and records (as such terms are defined in 42 C.F.R., § 420.301) necessary to verify the nature and extent of costs of Medicare reimbursable services provided under this Agreement. In accordance with such laws and regulations, if Medicare or Medicaid reimbursable services provided by Hospital under this Agreement are carried out by the means of a subcontract with an organization related to Hospital, and such related organization provides the services at a value or cost of \$10,000 or more over a twelve (12) month period, the subcontract between Hospital and the related organization shall contain a clause comparable to the clause specified in the preceding sentence. No attorney- client, account-client or other legal privilege will be deemed to have been waived by Hospital or County by virtue of this Agreement.
- 7.15 CHANGE IN LAW.** Notwithstanding any other provision of this Agreement, if the governmental agencies (or their representatives) which administer Medicare, any other payor, or any other federal, state or local government or agency passes, issues or promulgates any law, rules, regulation, standard or interpretation, or any court of competent jurisdiction renders any decision or issues any order, at any time while this Agreement is in effect, which prohibits, restricts, limits or in any way substantially changes the method or amount of reimbursement or payment for Ambulance services rendered under this Agreement, or which otherwise significantly affects either Party's right or obligations hereunder, either Party may give the other notice of intent to amend this Agreement to the satisfaction of both Parties, to compensate for such prohibition, restriction, limitation or change. If this Agreement is not so amended in writing within ten (10) days after said notice was given, either party may terminate this Agreement with sixty (60) days written notice upon proper notification to the other Party. Hospital agrees to work with the County in the orderly transition of operation of Emergency Medical Services to the County in the event of termination pursuant to this section.
- 7.16 CONSENTS, APPROVALS, AND EXERCISE OF DISCRETION.** Except as may be herein specifically provided to the contrary, whenever this Agreement requires any consent or approval to be given by either Party, or either Party must or may exercise discretion, the Parties agree that such consent or approval shall not be unreasonably withheld or delayed, and such discretion shall be reasonably exercised in good faith.
- 7.17 THIRD PARTIES.** None of the provisions of this Agreement shall be for the benefit of third parties or enforceable by any third party.



Witness the following signatures and seals:

COUNTY

Board of County Commissioners  
Taylor County, Florida

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

Title: \_\_\_\_\_

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

HOSPITAL

Doctors' Memorial Hospital  
d/b/a Doctors Memorial Hospital

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

Title: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
ANNIE MAE MURPHY, Clerk

26

## TAYLOR COUNTY BOARD OF COMMISSIONERS

### County Commission Agenda Item

**SUBJECT/TITLE:**

The Board to consider Addendum 2 to the Lease Agreement Between DMH and the County in order to reflect Article 16.01 through 16.03 which were previously agreed upon but not reflected in the executed lease, as agendaed by Jack Brown, County Administrator.

**MEETING DATE REQUESTED:**

February 3, 2014 Board Meeting

**Statement of Issue:**

Article 16 was reviewed by the Board at the September 17, 2013 Board meeting and moved forward without any changes. However the finalized lease agreement jumps from 16.01 to 16.04 and leaves out important language that needs to be captured.

**Recommended Action:** Approve

**Fiscal Impact:** None

**Budgeted Expense:** N/A

**Submitted By:** Jack Brown, County Administrator

**Contact:** Jack Brown, County Administrator

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** Addendum to DMH Lease Agreement – Jail Medical Services Article 16.

**Attachments:** 1) September 17, 2013 Item #5 excerpt show Article 16  
2) Addendum 2 – Jail Medical Services



## **TAYLOR COUNTY BOARD OF COMMISSIONERS**

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

**SUBJECT/TITLE:** THE BOARD TO REVIEW AND CONSIDER APPROVAL OF DRAFT  
LEASE AGREEMENT WITH DOCTORS' MEMORIAL  
HOSPITAL, AS AGENDAED BY THE COUNTY  
ADMINISTRATOR



**MEETING DATE REQUESTED:** SEPTEMBER 17, 2013

**Statement of Issue:** THE BOARD TO REVIEW AND APPROVE A LEASE  
AGREEMENT

**Recommended Action:** APPROVE

**Fiscal Impact:** N/A

**Budgeted Expense:** N/A

**Submitted By:** JACK BROWN, COUNTY ADMINISTRATOR

**Contact:** 838-3500x7

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

**History, Facts & Issues:** THE CURRENT LEASE AGREEMENT WITH DOCTORS' MEMORIAL HOSPITAL WILL EXPIRE IN NOVEMBER. AN UPDATED AGREEMENT FOR THE HOSPITAL FACILITY, EQUIPMENT, AND SERVICES IS NEEDED.

**Options:** APPROVE/NOT APPROVE

**Attachments:** DRAFT LEASE AGREEMENT

## ARTICLE XVI

### INTERLOCAL AGREEMENT JAIL/FIRE/RESCUE/ AND EMERGENCY MEDICAL SERVICES

#### Jail Medical Services

16.01 The County needs healthcare services for prisoners in the custody of the Taylor

#### County Jail.

- 1) The Hospital will provide a physician to the Taylor County Jail up to two (2) hours a week and on-call Paramedic coverage to the Jail twenty-four (24) hours a day seven (7) days a week.
- 2) The Hospital shall follow the Florida Model Jail Standards as amended.
- 3) The Hospital will not charge the County for these services of the Physician or Paramedics.
- 4) The Physicians and paramedics shall be covered by the malpractice insurance of the Hospital.

16.02 The Hospital shall provide healthcare services to the county for its prisoners at the Hospital at a 40% discount off hospital charges.

16.03 The Hospital will invoice the County Administrator on or about the 5<sup>th</sup> of each month for the services rendered to the county prisoners during the previous calendar month.

Such invoices shall show at a minimum:

- 1) Name and location of the prisoner treated
- 2) Date(s) of care and/or services
- 3) Itemized bill of care/services rendered on such date(s)

OMITTED FROM FINAL BY ACCIDENT



ADDENDUM 2 TO THE HOSPITAL LEASE AGREEMENT BETWEEN TAYLOR

COUNTY / DMH INC.

ARTICLE XVI

INTERLOCAL AGREEMENT JAIL/FIRE/RESCUE/ AND EMERGENCY MEDICAL SERVICES

Jail Medical Services

16.01 The County needs healthcare services for prisoners in the custody of the Taylor County Jail.

- 1) The Hospital will provide a physician to the Taylor County Jail up to two  
(2)  
hours a week and on-call Paramedic coverage to the Jail twenty-four  
(24) hours a day seven (7) days a week,
- 2) The Hospital shall follow the Florida Model Jail Standards as amended,
- 3) The Hospital will not charge the County for these services of the  
Physician or  
Paramedics,
- 4) The Physicians and paramedics shall be covered by the malpractice  
insurance  
of the Hospital.

16.02 The Hospital shall provide healthcare services to the county for its prisoners  
at the Hospital at a 40% discount off hospital charges.

16.03 The Hospital will invoice the County Administrator on or about the 5<sup>th</sup> of each month for the services rendered to the county prisoners during the previous calendar month. Such invoices shall show at a minimum:

- 1) Name and location of the prisoner treated
- 2) Date(s) of care and/or services
- 3) Itemized bill of care/services rendered on such date(s)
- 4) The discount for the services
- 5) Amount to be paid

16.04 The County will use its best efforts to reimburse the Hospital for those services within 45 days receipt of the invoice.

#### Fire Rescue Medical Services

16.05 Interlocal Agreement Fire/Rescue Medical Director and Annual Physicals:

- 1) DMH provides to Taylor County Fire Rescue at no cost to the County the Services of the Medical Director to review protocols and provide guidance and direction to County Fire/Rescue.
- 2) Doctors Memorial Hospital will offer in a group setting to Taylor County Fire Fighters the following services to meet current regulatory annual medical evaluation requirements.
- 3) Regulatory required lab testing, Pulmonary Function Test (PFT), Treadmill Stress Test, Electrocardiogram (EKG), and Physical Examination based on current OSHA guidelines 1910.156, 1910.120 and 1910.134.



- 4) Services to be provided at an annual event will be provided at a bundled rate of \$255.00 per person. Additional services, tests or treatment may be requested at per service charge. Annual evaluations not bundled as a group will be at a rate of \$325.

Physician will sign and provide Taylor County with a Fire Brigade/Respirator Clearance Form verifying each Firefighter is cleared for duty per OSHA and NFPA guidelines.

Witness the following signatures and seals:

COUNTY

HOSPITAL

Board of County Commissioners  
Taylor County, Florida  
Hospital

Doctors' Memorial Hospital  
d/b/a Doctors Memorial

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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