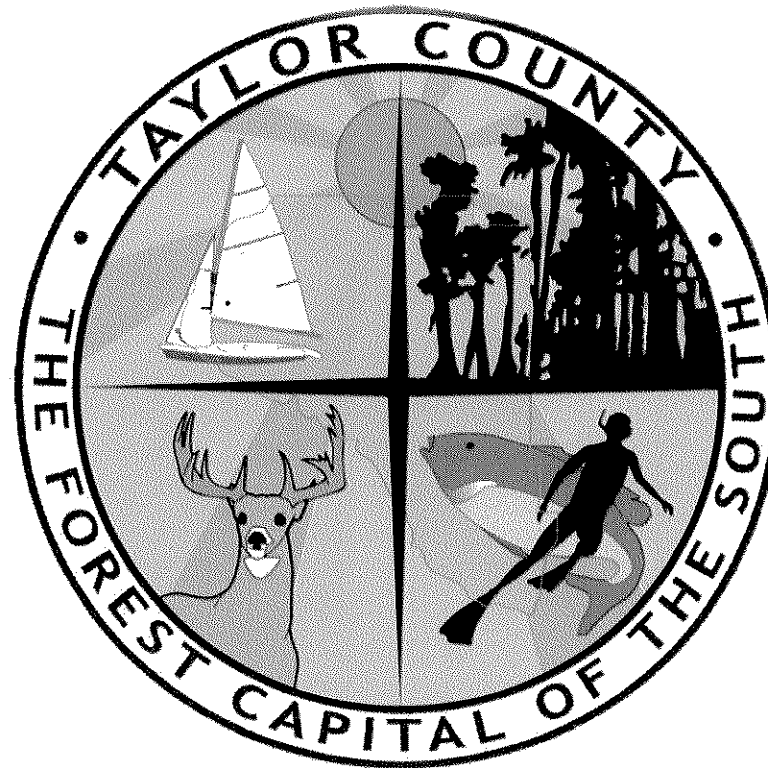




# BOARD WORKSHOP

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**MAY 27, 2014**  
**6:00 PM**



# BOARD WORKSHOP

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Prayer

Pledge of Allegiance



# BOARD WORKSHOP

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## Agenda

1. DAVID ELLION TO PRESENT TO THE BOARD INFORMATION ON THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION'S PETROLEUM RESTORATION PROGRAM AND ELIGIBLE PROJECTS.



**FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION**

BOB MARTINEZ CENTER  
2600 BLAIR STONE ROAD  
TALLAHASSEE, FLORIDA 32399-2400

RICK SCOTT  
GOVERNOR

HERSCHEL T. VINYARD JR.  
SECRETARY

**PETROLEUM RESTORATION PROGRAM**

**LOW-SCORED SITE INITIATIVE CONTRACTOR SELECTION SHEET**

The Low-Scored Site Initiative (LSSI) Applicant responsible for the eligible petroleum discharge(s) shall use this sheet to select a qualified Contractor to implement a LSSI assessment in the Petroleum Restoration Program (PRP) at the site referenced below, provided the Department determines that such an assessment is appropriate. If the applicant is not the real property owner (Owner), a copy of the responsible party agreement or other documentation demonstrating the Applicant's responsible party status must be submitted with this sheet. It is the Applicant's responsibility to ensure that the LSSI site closure end point is acceptable to all affected parties.

Site Name: \_\_\_\_\_ FDEP Facility ID# \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel ID# \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Representative (Rep.) Name & Title: \_\_\_\_\_

Applicant Rep. Phone # & E-mail: \_\_\_\_\_

Owner Name(s) [other than Applicant]: \_\_\_\_\_

Owner Rep. Name & Title: \_\_\_\_\_

Owner Rep. Phone # & E-mail: \_\_\_\_\_

**Select only one of the contractor options listed below:**

☐ A PRP Agency Term Contractor: Co. Name: (not available at this time) DEP Contractor ID #: \_\_\_\_\_

☒ A qualified PRP Contractor, provided that pricing levels & conditions can be negotiated on the best terms to the DEP:  
Co. Name: WES Environmental, LLC DEP Contractor ID#: 1366  
Rep. Name & Title: David Ellion President  
Rep. Phone # & E-mail: (229) 869-2322 dellion@wes-environmental.com

☐ A qualified PRP Contractor selected through an informal request for quote process in accordance with Rule 60A-1.002, F.A.C.

I/We have read and understand the site closure end points and contractor selection options available under the LSSI and that the contractor option chosen above cannot be changed once this LSSI Contractor Selection Sheet has been approved by the Department unless poor performance by the contractor can be demonstrated. Multiple signature blocks are provided where there is more than one real property owner.

Applicant Rep. Name & Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Real Property Owner #1 Rep. Name & Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Real Property Owner #2 Rep. Name & Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed forms should be sent to the letterhead address, Mail Station 4575, Attention: Contractor Selection Coordinator. Questions about LSSI may be referred to Graham Witt at 850-222-6446, Ext. # 260 or at [GWitt@wrscompass.com](mailto:GWitt@wrscompass.com).



# Florida Department of Environmental Protection

Bob Martinez Center  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

Charlie Crist  
Governor

Jeff Kottkamp  
Lt. Governor

Mimi A. Drew  
Secretary

December 9, 2010

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

Re: Ideal Marina & Hotel  
114 Riverside Dr. SE  
Steinhatchee, Taylor County  
PCPP Facility # 629501574  
PCPP Eligible Discharge Date: April 6, 1995  
Priority Score: 7  
Cost Share Percentage: 25%  
State Funding Cap: \$400,000

Dear Mr. Brown:

This is written in response to your December 9, 2010 request for information about the Florida Petroleum Cleanup Participation Program (PCPP) and preapproval program. Below is general information about PCPP, please see Chapter 376, Florida Statutes for more information about this eligibility program and preapproval. The order of eligibility is attached, please see the appropriate Department site file for more information about each property. This letter does not address non-petroleum contamination.

PCPP discharges are eligible for funding under the Inland Protection Trust Fund (IPTF). The IPTF pays for the cleanup of the petroleum contamination, including restoring the property as near as practicable to the conditions that existed prior to the remediation activities, on the eligible source property. This eligibility remains with the discharge even if title to the source property is later transferred. The IPTF will also pay for the cost of cleanup if the eligible petroleum contamination has migrated onto any nearby properties.

Discharges eligible for the PCPP are eligible for up to \$400,000 of state funds, subject to the submission of a Limited Contamination Assessment Report (LCAR), a co-payment and entering into a PCPP agreement to clean up the petroleum contamination that is associated with the PCPP eligibility order. The LCAR and co-payment requirements may be reduced or waived for all responsible parties based upon the financial capabilities of each responsible party. See Section 376.3071(13), F.S. Any discharges not listed on the PCPP Order and any non-petroleum contamination are not covered by the PCPP eligibility determination and, therefore, are not subject to the same protections afforded by subsection 376.308(5), F.S.

Once funding becomes available to clean up a PCPP discharge, the source property owner will be notified and will be required to provide access to the property. Additionally, any other responsible parties will also be contacted and, in order to receive State funding, will be required to enter into a PCPP agreement. Clean up will continue until a Site Rehabilitation Completion order (SRCO) (with or without conditions) is issued for the discharge. At that point the State's

Mr. Jack Brown  
December 9, 2010  
Page two

obligation to clean up the eligible petroleum contamination ends unless, as indicated in the Order, it is later discovered that the 'old' eligible petroleum contamination still exists. If the eligible contamination remains at levels that exceed the requirements contained in the petroleum clean up rule and there are funds available to clean up that discharge the State will resume clean up pursuant to the provisions of the PCPP. Additionally, if the remediation is not completed under the \$400,000 cap, then the responsible parties are obligated to complete the remediation at their own expense pursuant to Rule 62-770, F.A.C.

Many responsible parties do not want the cost of clean up to exceed the State-funding cap. There are no guarantees that the assessment and remediation activities can be completed under the State-funding cap. However, the Department has found that certain approaches to clean up usually reduce the cost of the clean up. First, a Pay for Performance (PFP) agreement entered into after the assessment has been conducted, has been shown to reduce overall costs of clean up. See for general information about PFP the Preapproval Standard Operating Procedures Manual located at [www.dep.state.fl.us/waste/categories/pcp](http://www.dep.state.fl.us/waste/categories/pcp). Secondly, when the State solicits bids under its bid project, the work is typically completed at less cost than those under the standard preapproval process (this option requires that the responsible party give up the ability to select a contractor in exchange for the responsible party or the State bidding the project, however the contractor selected must still be a qualified preapproval contractor). See Section 376.30711(2), F.S. Lastly, there are two possible end points in the petroleum cleanup program as indicated in Rule 62-770 and Section 376.3071(5), F.S. At the first end point, the discharge receives a Site Rehabilitation Completion Order that states that it appears that the discharge meets the clean up target levels in Chapter 62-777, F.A.C., and there are no restrictions on the use of the property. This unconditional closure is almost always the more expensive closure option. At the second end point, the discharge receives a Site Rehabilitation Completion Order with Conditions that states that it appears that the discharge meets the clean up target levels set for industrial sites and that as long as certain restrictions on the use of the property are met, additional remediation does not have to be conducted. Such restrictions on use typically include a prohibition on the use of the groundwater (when the remaining contamination is restricted to the groundwater) and/or the maintenance of an impervious cap such as a parking lot or building (when the remaining contamination is restricted to the soil).

Contractors conducting work in the State's pre-approval program must follow, among other rules, the insurance and contracting requirements of Subsection 376.30711(2) and (5), F.S. For a list of contractors qualified to participate in the IPTF pre-approval program check the Department's web site at: [www.dep.state.fl.us/dwm/programs/pcp](http://www.dep.state.fl.us/dwm/programs/pcp). Alternatively, the Department can select a contractor to conduct the work.

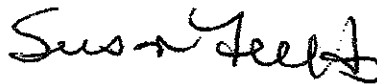
To facilitate clean up, if the real property ownership changes the Department should be notified in writing of the name and mailing address of the new property owner(s). Please send such notification to the Department of Environmental Protection, Bureau of Petroleum Storage Systems, 2600 Blair Stone Road, MS 4525, Tallahassee, Florida 32399-2400.

Because eligible petroleum contamination may remain on the property for some time before it is cleaned up, owners and operators are encouraged to coordinate any construction activities that require digging in the contaminated area with the appropriate Department District Office as well as the remediation contractor who may be working on the property. If construction activities are planned for this property prior to the completion of the remediation, such activities must not cause further spreading of and/or exacerbate the contamination or interfere with the

remediation system. If any contaminated soil, groundwater or other media are removed as a result of such construction activities, it must be properly treated and/or disposed of in accordance with Department rules. An owner/operator who exacerbates the existing contamination or does not properly dispose of any excavated contaminated media may become liable for some portion of the contamination pursuant to the provisions in section 376.308, F.S. For your information there are OSHA regulations regarding worker safety on contaminated construction sites.

I hope this answers your questions. Please contact Michael Bland at 850/245-8912 if you have further questions regarding PCPP or you may contact me regarding this letter at 850/245-8828.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Fields", with a stylized flourish at the end.

Susan Fields  
Environmental Engineer  
Petroleum Cleanup Section 2  
Bureau of Petroleum Storage Systems  
susan.fields@dep.state.fl.us

Enclosure(s): Copy of DEP Order(s) of Eligibility

cc: BPSS Site File

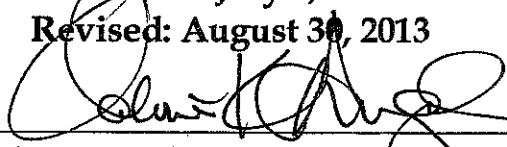
**Florida Department of Environmental Protection  
Petroleum Restoration Program**

**Procedural and Technical Guidance for the Low-Scored Site Initiative**

**Effective: February 21, 2011**

**Revised: July 1, 2012**

**Revised: August 30, 2013**

  
\_\_\_\_\_  
Valerie K. Huegel, Program Administrator  
Petroleum Restoration Program

**Executive Summary**

The Florida Department of Environmental Protection (DEP) Petroleum Restoration Program (PRP) presents this procedural and technical guidance for the Low-Scored Site Initiative (LSSI) as required in Section 376.3071(11)(b)<sup>1</sup>, Florida Statutes (FS). The Florida Legislature has authorized the DEP to establish procedures for sites with a priority ranking score of 29 points or less to be issued a LSSI No Further Action Administrative Order (LSSI NFA)<sup>2</sup> or Site Rehabilitation Completion Order with Conditions (SRCOC) pursuant to Section 376.3071(11)(b). Alternatively, the DEP may issue a Site Rehabilitation Completion Order (SRCO) or a SRCOC if the requirements of Rule 62-780.680, Florida Administrative Code (FAC) are met. This initiative is strictly voluntary, and under certain conditions, limited funding for assessment is available for sites that are eligible for state restoration assistance.

**Governing Procedures for Sites Not Receiving State Funds**

Although portions of this guidance document may be applicable to sites that are not using state funding assistance, this guidance is intended for use at sites that are eligible for and receiving state funding through the PRP. Persons responsible for petroleum discharges that are not receiving state funding assistance but meet the criteria specified

<sup>1</sup> DEP's authorization for LSSI is also contained in Chapter 2012-205, Laws of Florida

<sup>2</sup> The NFA category listed in Rule 62-780.680, Florida Administrative Code (FAC), is not to be interpreted as the same NFA term referred to in section 376.3071(11)(b), FS. This NFA term as listed in the statute was inserted so as to differentiate between a SRCO or SRCOC as prescribed by rule and a NFA order that meets the criteria listed in the amended section 376.3071(11)(b), FS. Under the LSSI, the Department will issue either a SRCO or SRCOC as prescribed by Ch. 62-780, FAC or a LSSI NFA as prescribed by section 376.3071(11)(b), FS. The phrase "LSSI NFA" will be used throughout this document to differentiate a NFA issued pursuant to section 376.3071(11)(b), FS from a NFA issued pursuant to Rule 62-780.680, FAC.



in Section 376.3071(11)(b), FS may request a LSSI NFA evaluation through the appropriate regional DEP District office or Local Program (County).

### **Governing Procedures for State Funded Sites**

The DEP is authorized pursuant to Section 376.3071(11)(b), FS, to provide funding for the LSSI, a voluntary program intended to assign a SRCO, LSSI NFA, or SRCOC status to certain low-scored sites. A total of \$10,000,000 of annual funding may be used from the DEP's PRP appropriation for this activity for state funded eligible discharges. Funding for any one site is limited to no more than \$30,000. Additionally, funding is limited to a maximum of 10 sites in each fiscal year for each responsible party or property owner (RP), (meaning the person with legal responsibility for site rehabilitation pursuant to Chapters 376 or 403, which may include a facility owner or facility operator). State funded assessment activities shall be completed no later than six months after the DEP issues its approval [the My Florida Market Place Purchase Order (PO) issuance date], and, when appropriate, may be followed by groundwater monitoring.

All work performed within the LSSI shall be performed under DEP Quality Assurance Program SOP 001/01, Chapter 62-780, FAC, Section 376.3071, FS, procedural and technical criteria associated with the DEP all applicable County, Water Management District, and state regulations, and any other applicable procedures that relate to the work being performed. In addition, the following statutory provisions are specific to the LSSI:

1. The LSSI statute allows a limited amount of state funds to be directed to state funded eligible discharges scored 29 points or less.
2. The LSSI statute prohibits the use of state funds for engineering controls when required, an expense which may be authorized under other state funded petroleum cleanups.
3. The issuance of a LSSI NFA when contamination exists at a site as long as the criteria established in section 376.3071(11)(b) are met.
4. The requirement for an RP to complete a Limited Contamination Assessment Report (LCAR) and pay the Petroleum Cleanup Participation Program (PCPP) co-payment (typically 25 percent) is waived for participation under the LSSI. If a closure is not achieved under the LSSI, a complete LCAR and applicable PCPP co-payment will be required when a site's score is at or above the preapproval program's priority score funding threshold.

5. Florida Petroleum Liability and Restoration Insurance Program (FPLIRP) and the Abandoned Tank Restoration Program (ATRP), including the Innocent Victim Petroleum Storage System Restoration Program (IVP) deductibles do not apply to expenditures under the LSSI. If a closure is not achieved under the LSSI, these deductibles will be required to be paid by the RP when a site's score is at or above the preapproval program's priority score funding threshold.

### **Consent Orders, Site Rehabilitation Funding Allocation and Settlement Agreements**

Funding under the LSSI is limited to sites with discharges eligible for an Inland Protection Trust Fund petroleum cleanup program (EDI, ATRP, IVP, FPLRIP, PCPP). Discharges addressed in consent orders, settlement agreements or Site Rehabilitation Funding Allocation (SRFA) agreements will be handled on a case-by-case basis and will be subject to the terms of the respective document. If a PO is issued for a site with an existing SRFA agreement due to an ineligible discharge or a SRFA is under negotiation, the terms and conditions (including any cost share) specified in the agreement, shall be applied.

### **Closure Endpoints**

There are three closure endpoints possible through the LSSI:

1. If it is demonstrated that no petroleum contamination exists as a result of the applicable discharge(s), the DEP may issue a SRCO pursuant to Rule 62-780.680(1), FAC. (Risk Management Options Level I).
2. If it is demonstrated that minimal contamination exists as a result of the applicable discharge(s) and soil in the top two feet do not exceed appropriate soil cleanup target levels, a LSSI NFA Order acknowledging such conditions shall be issued pursuant to Section 376.3071(11)(b), FS. Refer to the LSSI Closure Requirements section for more information.
3. If soil in the top two feet exceed appropriate soil cleanup target levels and the requirements of Section 376.3071(11) are met for the applicable discharge(s), a SRCOC acknowledging such conditions shall be issued by DEP pursuant to Section 376.3071(11)(b), FS. Refer to the SRCOC Requirements section for more information.

Before an SRCO, LSSI NFA, or SRCOC can be issued, monitoring wells must be properly abandoned pursuant to Water Management District, local, or PRP rules and guidelines, as applicable.

## **LSSI Closure Requirements**

To qualify for a LSSI NFA, the RP must demonstrate that the following conditions are met:

- a. Upon reassessment pursuant to DEP rule, the site retains a priority ranking score of 29 points or less.
- b. No excessively contaminated soil, as defined by Subsection 62-780.200(15), FAC, exists onsite as a result of a release of petroleum products. In most cases, soil samples will also be collected for laboratory analysis to verify the field screening data reported during the soil assessment to allow the SRCO closure endpoint when appropriate.
- c. A minimum of six months of groundwater monitoring indicates that the plume is shrinking or stable.
- d. The release of petroleum products at the site does not adversely affect adjacent surface waters, including their effects on human health and the environment.
- e. The area of groundwater containing the petroleum products' chemicals of concern is less than one-quarter acre and is confined to the source property boundaries of the real property on which the discharge originated.

In addition to paragraphs a-e above, to qualify for an LSSI NFA, the top two feet of soil must meet applicable soil cleanup target levels. If not, paragraph f. below must be satisfied in order to qualify for the SRCOC:

- f. Soils onsite that are subject to human exposure found between land surface and two feet below land surface meet the soil cleanup target levels established by DEP rule or human exposure is limited by institutional controls and, if appropriate, engineering controls.

## **SRCOC Requirements**

Under the LSSI, the DEP will not pay for costs associated with the establishment of institutional and engineering controls, if required and if there are any costs associated with establishment of such controls. If a site would only qualify for an SRCOC with such controls, such controls would have to be put in place before an SRCOC would be issued. If the appropriate controls are not put in place, the site would not qualify for an SRCOC and the site would await cleanup based on its priority score. Within six months of the DEP notifying the RP that the discharge qualifies for a SRCOC the RP shall submit appropriate institutional control paperwork and, if applicable, the engineering

control documentation, to the DEP, if the necessary institutional control is not already in place. Alternatively, within the same six month timeframe the RP may submit documentation that it will pursue remediation at its own expense in lieu of accepting institutional controls. Failure of a RP to prepare and submit a timely and sufficient institutional control package (including title work) to the DEP within six months from the date of the DEP's provisional no further action with conditions approval letter may result in the DEP denying all LSSI applications from this RP. Please see Institutional Control Procedures Guidance document located at [http://www.dep.state.fl.us/waste/quick\\_topics/publications/wc/csf/icpg.pdf](http://www.dep.state.fl.us/waste/quick_topics/publications/wc/csf/icpg.pdf).

## **LSSI Procedures**

### **STEP 1: Contractor Selection**

For state funded eligible discharges, before commencing any work under the LSSI, the LSSI Contractor Selection Sheet will need to be completed and submitted by the current RP. The RP will indicate its choice of contractor procurement method.

For an RP to participate in the LSSI program, an RP may:

- a. Select a qualified contractor provided that pricing levels and conditions of the proposal can be negotiated on best terms to the DEP; or
- b. Agree to informal quote process (using a request for written or electronic quote) administered by the DEP; or
- c. Select an agency term contractor (when available)

If a. above is selected, and the DEP determines that the pricing and costs associated with the proposal are not the best terms, the DEP may request additional proposal(s) or negotiate the pricing and costs. More than one facility may be included, or bundled, into one single bid package and may be based on proximity to one another.

If the RP has a pre-existing CDF in place before July 1, 2013, the DEP will notify the RP of the requirement to complete the LSSI Contractor Selection Sheet. To avoid delay and unnecessary expenditure, once an LSSI PO has been issued the RP cannot change the contractor unless the RP can demonstrate poor performance by the selected contractor. Until the LSSI Contractor Selection Sheet is accepted by the DEP, proposals to conduct an LSSI assessment will not be considered.

The DEP will reassess that the site retains a priority ranking score of 29 points or less as part of the LSSI validation process. If the reevaluation of the site score demonstrates that the site score remains less than or equal to 29 points, then LSSI work may proceed at the site, assuming all other qualifications are met. If the reevaluation of the site score

demonstrates that the site score should be raised to higher than 29 points, no work under LSSI funding will be allowed and the RP will be notified.

## **STEP 2: Proposal**

The DEP will not routinely request proposals for work to be completed under the LSSI. This procedural change is a result of the DEP receiving numerous proposals for sites that do not qualify for the LSSI based on pre-existing data which suggests a closure cannot be achieved, or for sites where the \$30,000 LSSI funding cap is insufficient to perform the assessment required to reach closure. Proposals should be submitted after a RP has submitted a LSSI Contractor Selection Sheet. The DEP will verify that the LSSI Contractor Selection Sheet has been received and is valid prior to distribution of a proposal to a DEP Site Manager. If a valid LSSI Contractor Selection Sheet is not available at the time of proposal receipt, the DEP will notify the consultant via telephone or email that the proposal will be taken out of first-come, first-served order until a valid one is received.

The DEP will continue to compensate consultants for proposal preparation in cases where the potential for achieving closure under the LSSI funding exists. However, proposal compensation will not be provided in cases where there is sufficient data available to demonstrate that site conditions would not meet the minimum requirements for issuance of a SRCO, LSSI NFA or SRCOC or in cases where the assessment required cannot be completed within the funding constraints of the LSSI. If after review of all existing data, the ability to achieve closure is uncertain or when it is questionable as to whether the required assessment activities can be completed within the funding limits of the LSSI, it is suggested that the consultant request a meeting or conference call with the DEP to discuss the site and proposed scope of work prior to submittal of a formal cost proposal.

The proposal shall include a review of all available information about the site that may be used to evaluate whether a SRCO, LSSI NFA, or SRCOC determination will be appropriate. In cases where limited information is available on a particular site, it may be necessary to evaluate data collected at nearby sites in order to develop a proposed scope of work for the assessment and/or evaluate whether the site being considered is a viable candidate for the LSSI. Numerous on-line sources of information exist to query this information. Common resources include, but are not limited to, the DEP Contamination Locator Map, OCULUS, DEP STCM/PCT Reports, Google Earth (and other mapping tools) and Florida Department of Transportation aerial photographs. In addition, it has been the DEP's experience that the RP often possesses relevant documentation to aid in the site evaluation process.

Information gained from the historical review shall be discussed in the proposal and incorporated into the recommended scope of work for the LSSI assessment and/or

monitoring activities. Key items to consider in order to provide a viable scope of work include, but are not limited to:

1. What closure endpoint is being sought under the LSSI? If the site does not qualify for an SRCO or LSSI NFA will the RP commit to putting or accepting any appropriate engineering or institutional controls in place if the DEP allows additional funding to assess its appropriateness? The answer to this question will play a significant part in determining the appropriate steps taken during the assessment and is also critical to ensuring a cost effective approach employed to accomplish the closure goal.
2. Has the site layout changed since the original discharge was reported? If so, are all eligible source areas (past and present) accessible?
3. Is there pre-existing data that suggests a closure will likely not be achieved under the LSSI?
4. Are there sufficient LSSI funds to adequately assess both soil and groundwater at each eligible source area?
5. Are previously installed monitoring wells still present and if so, are the wells in a condition to allow sampling to be performed?
6. Is there historical data demonstrating offsite contamination originating from the source property?
7. Are there offsite sources that may be contributing to or commingling with contaminant plumes originating from the subject property? If so, can the contamination from these offsite sources be differentiated within the LSSI funding limit?
8. Are there ineligible discharges on the source property that may impact the assessment process and/or inhibit the ability for the eligible discharge to obtain a closure?
9. What is the depth-to-water in the area of the site and will this depth limit the number of borings or wells that can be installed and sampled within the LSSI funding limit?

If the historical review reveals information that demonstrates that the site would qualify for the SRCO, LSSI NFA, or SRCOC without the need for additional assessment, then no additional assessment work shall be performed other than submittal of the LSSI Report that documents the findings. In these cases, the proposal should briefly summarize the review findings and request compensation for submittal of a LSSI Report to further elaborate on the data and formerly recommend the applicable closure endpoint.

At a minimum, the following components will be required in the proposal in order to obtain approval of the LSSI project:

1. A description of previous assessment and/or remediation work, including applicable figures and tables.
2. A description of any changes to a site's land use and layout since the discharge was reported. Figures showing the former and current property layouts must also be provided which illustrate the former and current sources areas (and any obstructions which may prevent access to source areas related to the LSSI assessment), as well as proposed soil and/or groundwater sampling locations. Aerial images may be used in place of or in support of historical figures or site sketches.
3. Expected itemized breakdown for the costs (not to exceed \$30,000) to perform the LSSI Assessment including, but not limited to:
  - i. An estimated number of baseline and conditional soil and/or groundwater sample locations, laboratory samples and associated costs must be provided. The scope of work must be designed to make sufficient use of each field event to foster the most cost effective use of funding.
  - ii. At least three competitive quotes must be submitted for each of the subcontractor costs.

### **Typical Office Activities Allowed Under LSSI**

In order to maximize funds available to conduct field work and achieve site closure, the following office related activities are typically authorized in LSSI POs:

1. Proposal Preparation – Allowed pursuant to Step 2 instructions above.
2. Site Health & Safety Plan
3. General/Site Assessment Reports – LSSI assessment only
4. Quarterly Monitoring Report – Groundwater monitoring only
5. Initial Map & Table Generation – See additional details below

The allowance of the Initial Map and Table Generation (IM&TG) Office Activity is contingent on the existence of historical data that are relevant to the assessment of the eligible discharge(s) being investigated under the LSSI. In addition, payment for this activity requires that all relevant historical data (e.g., Organic Vapor Analyzer screening, soil analytical, groundwater elevation and groundwater analytical) is included as part of the cumulative data tables presented in the LSSI Site Assessment Report (LSSI SAR). Payment of the IM&TG activity also requires generation of a scaled site map which includes relevant historical data and sample locations as discussed in Step 5 of this document.

If relevant historical data does not exist, eliminating the allowance of the IM&TG activity, an 'LSSI Map Generation' allowance may be authorized to provide compensation for the preparation of scaled site maps (prepared via CAD or similar format) illustrating site features, groundwater elevations and flow direction, and the extent of soil and groundwater plumes. Digital copies of all tables (Microsoft Excel) and maps (CAD) as well as a digital copy of the entire LSSI SAR (PDF) must be submitted as part of the LSSI SAR.

A completed project proposal to conduct an LSSI must be sent to:

Attention: LSSI  
DEP-PRP Team 5  
Mail Station 4585, 2600 Blair Stone Road  
Tallahassee, FL 32399-2400

### **STEP 3: Assessment**

Assessment of the discharge(s) eligible for state funding should be completed using the Streamlined Assessment approach (see the link at [http://www.dep.state.fl.us/waste/quick\\_topics/publications/pss/pcp/StA-Guidance.pdf](http://www.dep.state.fl.us/waste/quick_topics/publications/pss/pcp/StA-Guidance.pdf)). The assessment should start at the known or suspected source of the discharge with baseline borings and/or wells, unless historical data demonstrates the need for a different approach. After completion of baseline work, contingency borings/wells may need to be performed if the data is needed to support a decision as to whether the discharge qualifies for SRCO, LSSI NFA, or SRCOC. The vast majority of LSSI POs include specific language regarding the need to communicate the information gathered in the field and to obtain preapproval from the DEP prior to performing contingent work. This language has been included to ensure that both the consultant and the DEP are in agreement with the data collected prior to demobilizing from a site to prevent additional mobilizations.

### **Use of Direct Push Technology and Other Mechanical Drilling/Sampling Methods**

The use of Direct Push Technology (DPT) and other mechanical drilling methods have proven to be valuable tools in the collection of required field data under the LSSI. However, the cost of using these methods can be significantly higher than performing similar work via hand auger, particularly for depths to groundwater of less than 10 feet below land surface. Therefore, if mechanical drilling and sampling methods are proposed to be used during an LSSI assessment, the scope of work should be designed to maximize the collection of soil *and* groundwater samples as well as groundwater elevation in one mobilization. Since the inception of the LSSI, the DEP has reviewed numerous proposals which include the use of mechanical drilling tools at sites where



the depth to groundwater is relatively shallow (<10 feet below land surface) and these proposals often include one or two days of DPT during which only soil data is proposed. In these cases, the Department may reject the proposal and require that it includes groundwater elevation and/or analytical data during the same mobilization. With the exception of certain areas of the state where limestone is present immediately below the subsurface, scopes of work at sites with similar characteristics to those described above should not be limited to the assessment of only soil when a mechanical drilling tool is requested to be used.

### Field Sampling

Most POs issued under the LSSI will include the collection of soil samples for laboratory analysis in order to confirm that Soil Cleanup Target Levels (CTL) are met during an assessment. Contingent analysis of these samples via Synthetic Precipitation Leaching Procedure (SPLP) and Total Recoverable Petroleum Hydrocarbons (TRPH) speciation may also be necessary to further evaluate soil conditions once baseline soil laboratory data is provided. Since many LSSI assessments are proposed with little to no pre-existing data and the fact that many of the tasks specified in an LSSI PO are contingent, it is often necessary to collect additional data while in the field after initial observations are made. Therefore, it is critical that field staff deployed to LSSI sites possess the ability to adapt to changes in logistics or site conditions, discuss field observations and identify data gaps that can be filled while onsite, as well as communicate with their DEP Site Manager on a regular basis.

### **STEP 4: Evaluation of Data**

Data collected for LSSI assessments should be evaluated as it becomes available and recommendations to perform supplemental assessment activities should be relayed to the DEP Site Manager prior to submittal of the final deliverable. Early communication of data and recommendations for supplemental work allows for timely execution of Change Orders which increases the likelihood of completing a LSSI PO within the 6 month Period of Service specified in Section 376.3071(11)(b), FS.

- a. If the samples collected and analyzed near the source area indicate that issuance of an SRCO, LSSI NFA, or SRCOC is reasonably expected, but additional assessment work is required to confirm this determination, then contingency work or additional assessment work may be authorized if funding is still available and as long as the \$30,000 cap has not been expended.
- b. If the data indicate that a SRCO, LSSI NFA, or SRCOC is reasonably expected without active remediation, the LSSI Report shall be submitted documenting these findings. If necessary to satisfy LSSI NFA requirements, a request shall be

made for a minimum of six months of monitoring, to be performed under a separate PO (as long as the \$30,000 funding cap has not been expended).

- c. If pre-existing data indicate that a SRCO, LSSI NFA, or SRCOC is appropriate without additional assessment or monitoring, the LSSI Report shall be submitted documenting these findings.
- d. If at any time data indicate that the criteria for closure will not be met, resulting in the inability to issue a SRCO, LSSI NFA, or SRCOC, assessment activities will be terminated (until funding becomes available based on the site priority score) and a LSSI Report shall be submitted documenting the findings.

If it is determined at any point that a closure cannot be accomplished within the \$30,000 funding limit (and the RP is unwilling to contribute funds to the assessment work), the DEP will discontinue LSSI funding.

#### **STEP 5: LSSI Report Requirements**

In most cases, the final deliverable for LSSI projects shall be a LSSI Site Assessment Report (LSSI SAR). The report must be completed and received by the DEP on or before the due date specified in the PO. Time extensions for LSSI deliverables may be authorized on a case-by-cases basis if supported by a valid reason for the extension request. However, no Period of Service extensions will be allowed. The LSSI SAR will be used to provide written documentation and backup information to support the findings and applicability of a SRCO, LSSI NFA, or SRCOC, and as backup documentation for invoicing for program eligible discharges. The report should include:

- 1. A summary of the circumstances surrounding each discharge (both eligible and ineligible) and any historical data reported in response to those discharges.
- 2. A discussion of the assessment and/or monitoring work performed (if any) under the LSSI as well as a summary of the results of any field or laboratory data collection.
- 3. Scaled site maps as appropriate, including but not limited to:
  - a. Site location map
  - b. Site features (layout) and laboratory data
  - c. Soil and groundwater plume maps indicating OVA and/or laboratory analysis trends as well as interpretations of chemical concentrations with contour lines
  - d. Groundwater elevation and flow direction map(s)

- e. Relevant historical data and sample locations
- 4. Tables as appropriate, including, but not limited to:
  - a. Comprehensive soil and groundwater tables (including relevant historical data) summarizing both field collected and laboratory data
  - b. Water table elevation tables
  - c. Monitoring well construction tables
- 5. All field notes, boring logs, sampling logs and calibration logs as required per DEP and PC guidance documents.
- 6. Summary, conclusions, and a recommended course of action, which must include a discussion of the applicability of the closure endpoint for the site. The report must be signed/sealed by the appropriate professional. If a closure with engineering and/or institutional controls will be recommended, a list of suggested restrictions and, if applicable, engineering controls, must be included. For examples of restrictions, engineering controls and a sample restrictive covenant, please refer to the Institutional Control Procedures Guidance Document, on the DEP Division of Waste Management (DWM) website, [http://www.dep.state.fl.us/waste/quick\\_topics/publications/wc/csf/icpg.pdf](http://www.dep.state.fl.us/waste/quick_topics/publications/wc/csf/icpg.pdf).
- 7. Applicable portions of the Site Characterization Screening (SCS) Information worksheet (see additional details below)

Due to similarities between the LSSI and the SCS project, information collected during a LSSI assessment that is relevant to the SCS data collection process must be incorporated into all LSSI SARs. Although not all components of the SCS may be able to be satisfied through a LSSI assessment, portions of the SCS Information worksheet that can be populated as a result of performing the LSSI assessment must be completed and a copy of the SCS Information worksheet (both a digital and hard copy) must be included as an attachment to the LSSI SAR.

#### **STEP 6: Criteria Required to Qualify for Monitoring Following LSSI Assessment**

In order to qualify for continued funding for monitoring (as long as there are still sufficient funds remaining from the \$30,000 cap), the conclusions of the LSSI Site Assessment Report must demonstrate that either:

- a. The groundwater and soil concentrations are below applicable CTLs such that the site will qualify for a SRCO by confirmatory groundwater monitoring, if appropriate, or,

- b. The site meets the criteria of subparagraph 376.3071 (11)(b), FS such that the site will (or has already based on pre-existing data) qualify for a LSSI NFA by performing confirmatory monitoring to verify a plume is stable or shrinking, if appropriate, or,
- c. The site meets all other criteria for a SRCOC.

If no contamination is found or documented, then monitoring may not need to be performed. Data from monitoring performed prior to the LSSI work can be included in the evaluation.

### **Project Approval Order (First-come, first-served)**

First-come, first-served order will be determined based on the date that a completed proposal is received by the DEP for request of funding under the LSSI. For completed proposals received on the same date, first-come, first-served order will be determined based on the program eligibility date (from oldest eligibility date to most recent). In the case where availability of funds for a certain fiscal year is exhausted, applicants who are not able to receive approval for their LSSI project in that year will be notified in writing by the DEP.

### **Constraints on Purchase Orders and Change Orders (COs)**

Upon approval of the project, the applicant shall have **six months** from the PO issuance date to **complete the LSSI assessment and submit the final deliverable** to the DEP. The final deliverable for a PO shall be the LSSI Report. After approval of the LSSI assessment, monitoring may be funded with a separate PO.

COs that set project costs above \$30,000 shall not be issued. Likewise, the statute does not provide authorization for the DEP to grant a Period of Service extension. In the case where the \$10,000,000 funding limit is reached for any fiscal year, no POs or COs shall be issued obligating funds beyond \$10,000,000 for that fiscal year. In the case where there are funds remaining for any fiscal year, those funds will not transfer to the following fiscal year. POs shall be executed within the active fiscal year and shall not be obligated to future fiscal years.

Furthermore, Section 376.3071 (11)(b) limits LSSI funding to ten sites per RP per fiscal year. Once POs for ten sites for a particular RP have been executed, additional sites for that RP will be addressed in the subsequent fiscal year.

### **Invoicing**

The final invoice for a PO must be submitted to the DEP within 30 days after the date of written approval of the final deliverable by the DEP. As stipulated in the PO terms and conditions, failure to submit the final invoice within this timeframe may result in the forfeiture of the unpaid balance of the PO. Interim invoices to provide compensation for completed field work may be submitted as authorized in the PO. Interim invoices shall be paid based on the payment schedules of the PO and the actual work performed as supported by adequate documentation (field notes, boring/well/sampling logs, chains of custody, etc.).

### **LSSI Contact Information**

For more information on the LSSI, please contact:

Graham Witt  
(850) 222-6446, extension 260  
[gwitt@wrscompass.com](mailto:gwitt@wrscompass.com)

Michelle Roberts  
(850) 222-6446, extension 265  
[michelle.roberts@dep.state.fl.us](mailto:michelle.roberts@dep.state.fl.us)

Florida Department of Environmental Protection  
Petroleum Restoration Program  
Petroleum Restoration Section Five  
Bob Martinez Center, MS 4585  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

/ddp/gw/mcr

## Standard Operating Procedures

OGC and the *PAC Coordinator*. In the event that the funding under the PAC contract is exhausted, if the cleanup is not complete and funding remains available under the program cap (e.g., PLRIP), then the responsible party may renegotiate the PAC contract, reapply to PAC, or wait until cleanup is resumed under Preapproval.

### 1.2.4.5.4. The Co-Pay Percentage

The percentage of the cleanup that the FDEP is paying must be entered on the first event of the Template workbook in the section marked "FDEP Cost Share" when generating the *Work Order* for a PAC site. The workbook will then calculate the owner's/responsible party's cost share and adjust the worksheet totals accordingly. Note that if you use the backup spreadsheet of the workbook, you do not enter the cost share percentage on the spreadsheet. The Template workbook will properly adjust the spreadsheet total when the *Work Order* totals are calculated. The regular *Work Order* form is used but the *Work Order* is only written for the amount of the FDEP's cost share, not for the full cost of the *Work Order*.

### 1.2.4.6. Consent Order (CO)

Consent Orders (sometimes referred to as "Hardship" or "Indigent") are not truly a cleanup program, but are a very special case of funding assistance. These are cases in which the FDEP (usually at the District level) has a signed agreement with a responsible party to coordinate the cleanup of the site. It is imperative that you carefully read the entire Consent Order before you begin work on one of these sites. These agreements will contain specific details on who will pay how much towards the cost of cleanup. You need to determine whether any payment commitment made by parties to the Consent Order have been received by the FDEP. Please be aware that the FDEP is not always obligated to clean up such sites to SRC status and the responsible party is typically not permitted to select a Contractor. If a copy of the Consent Order is not in the file, then you can obtain one from either the OGC Tanks Enforcement or from the appropriate FDEP District Office. If the name on the Consent Order does not match the name of the current property owner, then it is very likely that IPTF funds should not be spent on that facility, but only the OGC can confirm this. If you have any questions you should contact the Tanks Enforcement attorney in the OGC.

If a site is not eligible for *State funded cleanup* through one of the eligibility programs and the property owner/responsible party has qualified as indigent through our ability to pay analysis, the property owner/responsible party will not be allowed to select the cleanup Contractor. These sites will be assigned to a *State Cleanup Contractor*, all of which are managed by the *State Cleanup Contractor Manager*. Please remember that a *Qualified* Preapproval Contractor is not the same as our *State Cleanup Contractors*. Our *State Cleanup Contractors* have direct, competitively awarded contracts with the FDEP for cleanup work. The *Qualified* Preapproval Contractors do not have such contracts. Also see *Appendix D.2: Selection of Contractor When Owner/RP is Unable to Pay*.

### 1.2.4.7. Site Rehabilitation Funding Allocation Agreements

The 1999 Legislature created Section 376.30714, F.S., to authorize the FDEP to enter into Site Rehabilitation Funding Allocation Agreements (SRFA's) with responsible parties for sites with existing contamination eligible for *State Cleanup* funding at which a new non-eligible discharge occurred after December 31, 1998. This section requires an applicant to submit an LCAR with the application for the Agreement. Note that the LCAR for these Agreements differs slightly

## Standard Operating Procedures

from that required for PCPP and PAC (see *Appendix C.9.4: SRFA LCAR Guidance*). The SRFA application and LCAR must be submitted to the FDEP within 120 days of discovery of the new discharge. The effective date of the law was June 17, 1999, but it is retroactive to January 1, 1999, so that sites where a new discharge was discovered after December 31, 1998, but before June 17, 1999, had 120 days from June 17, 1999 (or until October 15, 1999) to submit their application and LCAR. Copies of the *SRFA Information Sheet*, *SRFA Application* standard *SRFA Agreement*, and *Rehabilitation Funding Allocation Agreement Review Form* (for use with SRFA Agreements that pay a lump sum to the owner/RP) are included in *Appendix C.9: Site Rehabilitation Funding Allocation (SRFA) Agreements*. There are several options available under a SRFA that may affect the site's default priority status including Preapproval or a lumps sum payment out of priority order.

### 1.2.5. Resolving Questions About Discharges and Eligibilities

#### 1.2.5.1. Facilities with Multiple Eligibilities

Many petroleum contaminated facilities are eligible for more than one funding assistance program. It is incumbent upon the *Site Manager* to be familiar with all of the reported discharges at a facility and what, if any; program eligibility applies to each of those discharges. The basic eligibility information can be found on the STCM/PCT screen entitled "Discharge Information." The *Site Manager* must compare the file information, and assessment information as it is collected, to attempt to apportion the eligibilities to their respective discharges. At times, the contamination plumes may be co-mingled and there will not be sufficient information to accurately apportion the specific contribution of each discharge to the combined plume. In such cases, all individual discharges would be assumed to have equal contributions and their respective funding caps and deductibles combined (if applicable). However, should there be sufficient information to accurately apportion the costs, each discharge would be subject to its specific eligibility limitations and unused funding for one would not be available to cover another. The simplest examples being separate and distinct plumes or where one discharge is almost fully rehabilitated before the next occurs. Once the *Site Manager* generates a recommendation on apportionment the *Section Leader* should review and approve that apportionment. This is especially important when the different discharges have different funding caps (e.g., PLRIP and PCPP) or a cost share is involved (e.g., PAC, PCPP, SRFA and some Consent Orders).

#### 1.2.5.2. Combined Discharges

Many discharges recorded in STCM/PCT have been combined with a previous discharge for cleanup. This is indicated by a date in the "Combined with" field on the STCM/PCT "Discharge Information" screen. Combined cleanup means that the contamination plumes from multiple discharges at the same facility have been demonstrated to be partially or entirely co-mingled and cannot be addressed for cleanup independently for technical reasons. This combined status is for technical cleanup purposes only and does not automatically apply *State Cleanup* program funding eligibility from one discharge to another or eliminate the financial responsibility that may exist for any particular discharge.

In some cases, the later reported discharge can be determined to be a re-report of the discharge with which it is combined. In those cases, the *Eligibility Coordinator* will delete the most recent discharge date, if there is no eligibility order for that discharge and a request is made in writing

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accompanied by supporting documentation (if the later discharge does have an eligibility order, a cleanup not required status will be entered in lieu of deleting. In other cases, the discharges were combined for cleanup even though they may represent two separate events. In every case, *Site Managers* will need to review the site file to determine, if possible, why the discharges were combined and take corrective action if needed. On occasion, two eligible discharges will be combined for cleanup, in which case their respective caps would be combined and all required deductibles would be cumulative. In some rare cases, it may appear that an error was made in combining the discharges. These situations will be reviewed on a case-by-case basis, as it may be in the property owner's/responsible party's best interest to have separate eligibilities for the two reports. Your *Section Leader* should deal with these cases. Also, see sections 1.2.5.3, 1.2.5.4, and 1.2.5.5.

### 1.2.5.3. Facilities with Eligible and Ineligible Discharges

In some cases, the eligible discharge may coexist with an ineligible discharge. In these cases, the *Site Manager* must help determine the relative contribution of each discharge to the contaminant plume so that the proportional share for the cost of the cleanup can be established. If a new discharge is discovered at an active funded cleanup site, a DRF should be filed by the property owner or responsible party with the applicable FDEP District Office in accordance with Chapter 62-761 or 62-762, F.A.C. This procedure will create an official record and preserve our ability to pursue enforcement action for cleanup if necessary. The Site Rehabilitation Funding Allocation Agreement (see section 1.2.4.7 – *Site Rehabilitation Funding Allocation Agreements*) can be used to establish payment responsibility for a new discharge at a facility with an eligible discharge. All cost share agreements should be coordinated with the Bureau's *Cost Share Agreement Coordinator*. See section **Error! Reference source not found. – Error! Reference source not found.** for information regarding the transfer of responsibility to the current property owner for maintenance and future abandonment of existing monitoring wells for use with an open non-program discharge that may remain after cleanup of the program eligible discharge is complete.

The FDEP has initiated a procedure for special forensic technical analysis under a State-Lead Contractor in cases where existing documentation is insufficient to establish a reasonable basis for the allocation of contamination between multiple discharges. Justification and approval for forensic technical analysis shall be handled on a case-by-case basis. FDEP and contracted local program staff should direct a written request for forensic technical analysis together with supporting justification through their supervisor and *Section Leader* to the following first point of contact within the BPSS:

- 1) The *BPSS SRFA Cost Share Agreement Coordinator* for sites involved in SRFA negotiations;
- 2) The *BPSS Chief Geologist* for sites involved in a request to rescind a previously issued NFA or SRC Order;
- 3) The *BPSS Assistant Chief Engineer* for sites at which a new discharge is suspected but not confirmed.

If the first point of contact concurs with the justification, the request for forensic technical analysis will be referred to the *State Forensics Contract Manager* for assignment and



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implementation. Upon completion, a report will be provided to the original requestor who should discuss the results with the *Section Geologist* and the first point of contact reviewer.

When a new discharge is discovered or suspected that is not presumed to be part of the original eligible discharge pursuant to Section 376.30716, F.S. (see section 1.2.5.8 – *Discharges Presumed to be Part of a Prior Eligible Discharge*) and the cleanup is not being satisfactorily addressed by the responsible party, then the case should be referred to the applicable FDEP District Office for enforcement of requirements of Chapter 62-770, F.A.C. Refer to *Appendix C.10.3: Referring Cleanup Cases Involving Suspected New Discharges for Enforcement* for guidance on the minimum amount of information required by the Districts to open an enforcement case.

### 1.2.5.4. Eligible Discharges that are Determined not to be New Discharges

Occasionally a discharge that has been made eligible for funding from the IPTF is later found to be a re-report of a previous eligible discharge. In some of these cases, the property owner or responsible party may want to rescind the discharge report and associated eligibility. The FDEP will not rescind an eligibility order once it has become final. If a file review verifies that the discharge is simply a re-report of the eligible discharge, a Site Rehabilitation Completion Order will be issued. For more information see May 30, 2001 memo: “No Further Action (NFA) Orders for Discharges with IPTF Eligibility That are Determined Not to Be an Actual New Discharge.” in *Appendix C.10*.

### 1.2.5.5. Rescission of a Discharge Report with no Program Eligibility

Some discharge reports in STCM/PCT represent re-reports of existing contamination or a data entry error. Upon discovery that a discharge listed in STCM/PCT meets one of these criteria and therefore should be removed from the database, the *Site Manager* must send a memo to the *Eligibility Coordinator* with the details of why the discharge should be removed from STCM/PCT. See the “Rescission of a Discharge Report for Discharges With No Program Eligibility Indicated” memo dated May 30, 2001, in *Appendix C.11*, for more information and details on routing the memo.

### 1.2.5.6. Emergency Response for New Discharges

The Bureau of Emergency Response (BER), within the FDEP, is charged with responding to emergency incidents throughout the State. Such emergencies also include road side spills of petroleum contamination. In order to facilitate response and cleanup of these releases, the BPSS has a memorandum with the BER that describes each Bureau’s responsibilities in these situations. Please refer to the “Bureau of Emergency Response, Chapter 62-770, FAC, Implementation Guidance Memorandum” (dated January 4, 1999) in *Appendix C.12* and the “Implementation Guidance for Immediate Responses to Petroleum Product Releases” in *Appendix C.12.1* for more information.

### 1.2.5.7. Discharges with Cleanup Not Required Status

Cleanup Not Required status in STCM/PCT means that for one or more of the reasons listed below, further actions to perform a comprehensive contamination assessment or cleanup associated with a particular discharge are not required to be implemented in accordance with Chapter 62-770, F.A.C, based on the information available at that time. This status is applied

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outside of the requirements of Chapter 62-770, F.A.C., and is not considered to be the equivalent of Site Rehabilitation Completion status granted by that rule.

- 1) No documentation of actual contamination in the environment exists;
- 2) Contamination initially reported as a new discharge and was issued an eligibility order, has been deemed to be a re-report of contamination from a prior discharge that has not yet been cleaned up;
- 3) Though prior documentation of contamination exists, no evidence of contamination was discovered during closure of the petroleum storage system; and
- 4) Though prior documentation of contamination exists, limited remedial action and confirmation sampling have resulted in no remaining evidence of contamination. Typically performed during closure of the petroleum storage system.

### 1.2.5.8. Discharges Presumed to be Part of a Prior Eligible Discharge

There is a special provision in Section 376.30716, F.S., that addresses the difficulty in distinguishing between a discharge that is eligible for State-funded cleanup and a subsequently discovered discharge (after 7/1/06) at sites that have not yet completed the secondary containment upgrade of their underground storage tanks by the deadline specified in Rule 761.510, F.A.C., Table UST by establishing a presumption that such discharges are part of the original discharge that qualifies for State funding, subject to several limitations. See *Appendix C.10.2: Guidance for the Determination of Subsequently Discovered Discharges at Sites with Preexisting Eligible Petroleum Discharges Pursuant to Section 376.30716, F.S.* Pursuant to Section 2 of Chapter 210-278, L.O.F., facilities that have orders issued by the DEP before July 1, 2010, granting an extension to the UST secondary containment upgrade deadline shall have their deadlines extended to September 30, 2011, provided they are in compliance with all other state and federal regulation pertaining to petroleum storage systems.

### 1.2.6. Failure to Meet or Adhere to Eligibility Requirements

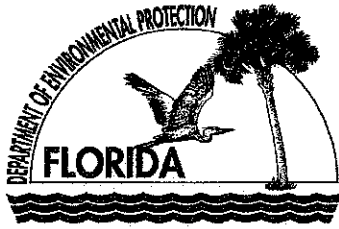
State funding assistance for cleanup is not always completely free for the property owner or responsible party. Several of the eligibility programs have additional requirements that must be honored. These requirements can include deductible payments and LCAR preparation. See section 1.3.1.3 – *Deductible Collection* for procedures for requesting deductibles and what to do if there is no response from the property owner or responsible party. Access to the site to perform the cleanup is a statutory requirement for all of the funding assistance programs. Note that the mandatory site access requirement applies only to the facility at which the discharge was reported and made eligible. Access to off-site properties must be obtained independently and the OGC can provide assistance in obtaining off-site access (see section 7.9 and *Appendix G.7* for additional off-site access information). Owners/responsible parties who fail to adhere to the program requirements, for example, by declining to pay the deductible, declining to prepare the LCAR, or by denying access to the property, risk losing or delaying State funding. The consequences of failing to adhere to the eligibility requirements may subject the property owner/responsible party to enforcement by the FDEP, a local government, or a third party to compel cleanup of the site. This enforcement can include requiring the property owner/responsible party to perform the cleanup at their own expense and court action to compel site access. In some cases, the State may go forward with the cleanup and then pursue cost recovery or place a lien on the property to cover the cost of cleanup. The exact consequences will depend on the

## **Standard Operating Procedures**

circumstances. *Site Managers* should discuss recalcitrant owners/responsible parties with their *Section Leader*, who may then refer the issue to the OGC for guidance and any legal action that may be appropriate.

In addition, property owners, operators and responsible parties are expected to operate their petroleum storage facilities in compliance with all applicable regulations as a condition of cleanup eligibility. Consequences for significant and recurring non-compliance may include those outlined above. Another tool that may be used only with the concurrence of the OGC and the Bureau Chief is the owner or responsible party's loss of their right to select the Preapproval Contractor, see *Appendix D.1.7: Notification of Transfer to State Cleanup Because of NOV Letter*.

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# Florida Department of Environmental Protection

Bob Martinez Center  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

## PETROLEUM CLEANUP PARTICIPATION PROGRAM (PCPP) INFORMATION SHEET

Subsection 376.3071(13), Florida Statutes

The Florida Department of Environmental Protection's (Department) records indicate that your property may be eligible for this program. This information sheet explains what the PCPP is and how to participate. Attached is an affidavit that can be completed and returned to the Department if you want to participate in PCPP.

### What is PCPP?

PCPP is a cost-sharing clean-up program providing rehabilitation funding assistance for property currently contaminated by discharges of petroleum or petroleum products from a petroleum storage system occurring before **January 1, 1995**.

The Department scores and ranks PCPP eligible discharges based on human health and safety risks. When Department funds become available to clean up the PCPP eligible discharge based on that priority ranking the Department will notify the current property owner in writing. The property owner, operator or person otherwise responsible for site rehabilitation (owner/RP) must then prepare and provide the Department a limited contamination assessment report (LCAR) sufficient to determine the extent of the contamination and cleanup. After selecting a qualified petroleum rehabilitation contractor to clean up the PCPP eligible discharge, the owner/RP must enter into a preapproved site rehabilitation agreement with the Department. The owner/RP must pay for the LCAR and the 25% copayment unless the owners/RPs can demonstrate to the Department that they are financially unable to pay for the LCAR or copayment.

### Who May Participate?

The Department shall accept any discharge reporting form (DRF) received prior to January 1, 1995, as an application for this program, and the facility owner/RP need not reapply. **However, either the affidavit or some form of notification of intent to participate in PCPP is requested. Sites reported to the Department after December 31, 1998 are not eligible for this program.** Owners/RPs of property contaminated by petroleum or petroleum products from a petroleum storage system who are **not** already eligible under another IPTF program (Abandoned Tank Restoration Program - ATRP, Early Detection Incentive Program - EDI, Petroleum Liability Restoration Insurance Program - PLRIP), or which has **not** already completed site cleanup may participate. Additionally, property owned by the Federal government when the discharge occurred or identified by the U.S. EPA to be on, or qualify for listing on the National Priorities List under Superfund are not eligible to participate.

### Where Do I Send My Affidavit or Whom Do I Contact For More Information?

Storage Tank Regulation Section  
Bureau of Petroleum Storage Systems  
Florida Department of Environmental Protection  
2600 Blair Stone Road, Mail Station 4525  
Tallahassee, Florida 32399 - 2400  
(850) 245-8839

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**Table 1-1. Program Eligibility Summary**

Program	Full Name	Statute	Begin	End	Deductible	Cap	Co-Pay	Reference
EDI	Early Detection Incentive Program	376.3071(9)	7/1/86	12/31/88	No	No	No	1.2.4.1
PLRIP	Petroleum Liability and Restoration Insurance Program	376.3072 (2)	1/1/89	12/31/98	\$500 - \$10,000 <sup>1</sup>	\$300,000 - \$1,200,000 <sup>1</sup>	No	1.2.4.2
ATRP	Abandoned Tank Restoration Program	376.305(6) [376.305(7) from 92-96]	7/1/90	6/30/96 <sup>2</sup>	\$500 <sup>3</sup>	No	No	1.2.4.3
IVPSSRP	Innocent Victim Petroleum Storage System Restoration Program	376.30715	7/1/05	n/a <sup>2</sup>	\$500 <sup>3</sup>	No	No	1.2.4.3.3
PCPP	Petroleum Cleanup Participation Program	376.3071(13)	7/1/96 <sup>4</sup>	12/31/98 <sup>5</sup>	No	\$400,000 <sup>6</sup>	25% Max	1.2.4.4
Consent Order	AKA "Hardship" or "Indigent"	376.3071(7)(c) & elsewhere	1986	n/a	<sup>7</sup>	Depends <sup>8</sup>	Varies <sup>7</sup>	1.2.4.6
PAC	Preapproved Advanced Cleanup <sup>9</sup>	376.30713	7/1/96	n/a	Varies <sup>10</sup>	Varies <sup>10</sup>	25% Min	1.2.4.5

<sup>1</sup> PLRIP deductible and cap vary considerably and are specifically set forth in the order of eligibility. Penalties can increase the deductible substantially. Consult PCT for details and see *Appendix C.5: Summary of Florida Restoration Coverage and Deductibles for ATRP, IVPSSRP, PLRIP and PCPP Sites*.

<sup>2</sup> ATRP remains open only to those owners or responsible parties unable to pay for tank closure or which qualify for the IVPSSRP.

<sup>3</sup> Indigent ATRP does not have a deductible. The regular ATRP deductible may only be waived if the party responsible for payment applies for and receives a waiver pursuant to section 120.542, F.S.

<sup>4</sup> Created by the 1996 Legislature but discharges must have occurred prior to 1/1/95.

<sup>5</sup> Discharge must have been reported to FDEP by this date, but these discharges can still be assigned eligibility after this date.

<sup>6</sup> This is the maximum amount of State assistance available.

<sup>7</sup> Terms for payment will be included in the Consent Order, you must obtain a copy if there is not already one in the file.

<sup>8</sup> Consent Order sites do not have a mandated cap, however, the FDEP has complete discretion, unless the order says otherwise, to determine how extensive a cleanup to conduct.

<sup>9</sup> PAC is not a separate eligibility program but a mechanism for obtaining funding assistance for already eligible sites in advance of the site's priority score.

<sup>10</sup> Only sites eligible for EDI, ATRP or PLRIP, and PCPP if the 25% co-payment has not been reduced or eliminated, can participate in PAC. Any and all deductibles and caps from those programs still apply.

# SUMMARY OF FLORIDA RESTORATION COVERAGE AND REQUIREMENTS FOR ATRP, IVPSSRP, PLRIP AND PCPP SITES

Reference Sections 376.305, 376.3071, 376.30715 and 376.3072, F.S.  
and EPA Financial Responsibility Regulations (40 CFR)

Program Eligibility	Date Incident Reported	Maximum Program Coverage Per Incident	EPA Coverage Required Per Incident/Annual Aggregate	Program Deductible/Cost Share Per Incident	Excess Coverage Required to Meet EPA Requirements (at time of incident)
ATRP	pre 7/1/92	not applicable	not applicable	\$500	not applicable
IVPSSRP	not applicable	not applicable	not applicable	\$500	not applicable
PLRIP	pre 7/1/92	\$1.2 million	\$1 million/\$2 million	\$500	not applicable
PLRIP	7/1/92 to 6/30/93	\$1.2 million	\$1 million/\$2 million	\$1,000 *	not applicable
PLRIP	7/1/93 to 12/31/93	\$1.2 million	\$1 million/\$2 million	\$5,000 *	not applicable
PLRIP	1/1/94 to 12/31/96	\$400,000	\$1 million/\$2 million	\$10,000 *	\$700,000 per incident ** \$200,000 per incident ***
PLRIP	1/1/97 to 12/31/98	\$300,000	\$1 million/\$2 million	\$10,000	\$850,000 per incident ** \$350,000 per incident ***
PCPP	Pre 1/1/95	\$400,000	not applicable	25%	not applicable

- \* If excess restoration coverage in the amount of \$700,000 is obtained prior to the date an incident is reported and in effect by September 1, 1993, the deductible shall be reduced to \$500 for a period of one year from the effective date of the policy or other form of financial responsibility. For example, if a petroleum marketer purchased a policy for excess restoration financial responsibility coverage prior to discovery and reporting of an incident of petroleum contamination and the policy is in effect by September 1, 1993, that marketer may receive the benefit of a reduced deductible in the amount of \$500 for subsequent eligible incidents discovered and reported within one year (latest possible date would be August 31, 1994). Such incidents would otherwise have a deductible of \$1,000, \$5,000 or \$10,000 depending on the actual date reported.
- \*\* Petroleum marketers and non-marketers with more than 10,000 gallons monthly throughput are required by the EPA to have coverage in the amount of \$1 million per incident and \$1 million aggregate coverage if they have 100 or fewer tanks or \$2 million aggregate coverage if they have more than 100 tanks.
- \*\*\* Petroleum non-marketers with 10,000 gallons or less monthly throughput are required by the EPA to have coverage in the amount of \$500,000 per incident and \$1 million aggregate coverage if they have 100 or fewer tanks or \$2 million aggregate coverage if they have more than 100 tanks.

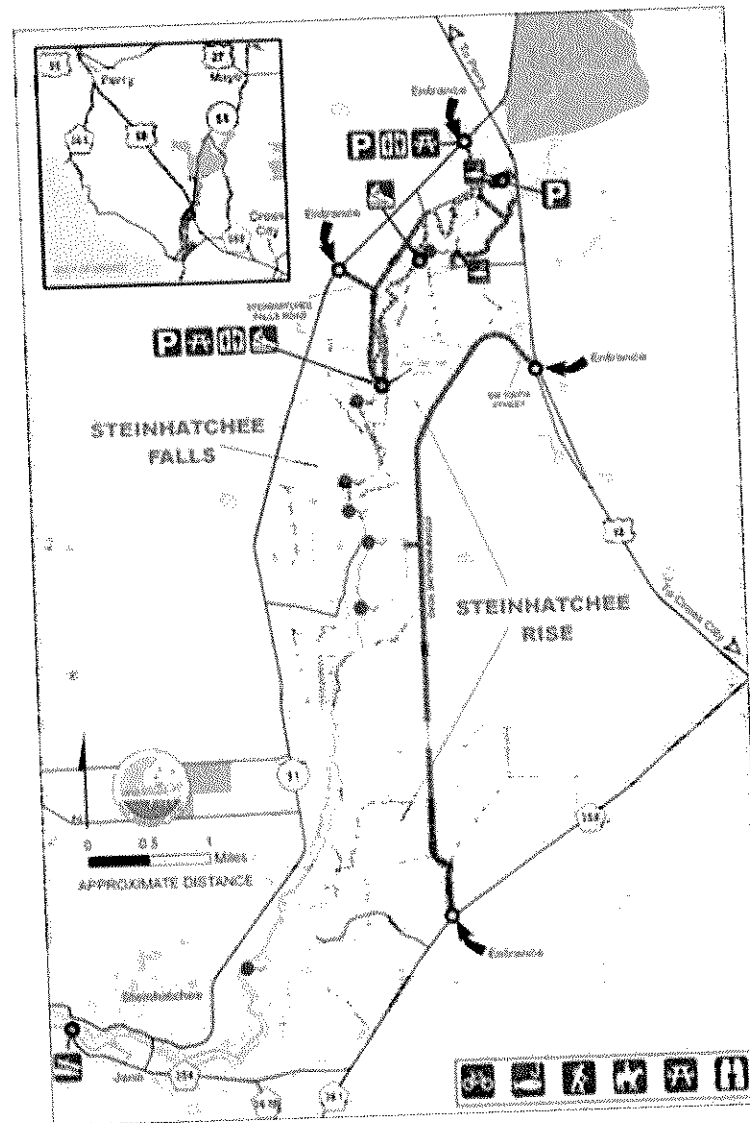
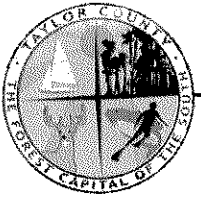


# BOARD WORKSHOP

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## Agenda

2. MEG INFIORATI TO PRESENT TO THE BOARD INFORMATION ON THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION'S OFFICE OF GREENWAYS AND TRAILS DESIGNATION OF THE STEINHATCHEE RIVER PADDLING TRAIL.





**MANAGEMENT CERTIFICATE**  
FOR DESIGNATION OF LANDS OR WATERWAYS AS PART OF THE  
FLORIDA GREENWAYS AND TRAILS SYSTEM

Florida Greenways and Trails Program  
Management Certificate  
Page 1 of 2 Pages

The undersigned Managing Entity hereby ratifies and confirms:

- (1) That it is willing to manage the Project following its designation by the Department of Environmental Protection as part of the Florida Greenways and Trails System;
- (2) That management of the project will be based on and proceed in accordance with the terms and conditions of the following:
  - (a) Existing leases, subleases, management plans, licenses, easements or other agreements or encumbrances previously executed and currently in effect for any portion of the lands or waterways located within the Project; and
  - (b) A designation agreement to be negotiated among and executed by the undersigned Managing Entity, the Owner(s) of the lands or waterways proposed for designation and the Secretary of the Department of Environmental Protection, which designation agreement shall be subordinate to any existing leases, agreements or other encumbrances described in paragraph (a) above.
- (3) That in the event the undersigned ceases to be the Managing Entity of the Project or if the aforementioned designation agreement is amended, rescinded or otherwise terminated for any reason, the undersigned will notify the Department's Office of Greenways and Trails within five (5) business days following the occurrence of any such event.

IN WITNESS WHEREOF, the undersigned has caused this instrument to be signed as of the date set forth below.

MANAGING ENTITY

Dixie County Board of County Commissioners (Co-Managers)

[Print Name of Managing Entity]

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

Print Name: Dustin Hinkle

Title: County Administrator-Taylor

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

## Dustin Hinkel

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**From:** meg infiorati <megifl@yahoo.com>  
**Sent:** Friday, May 16, 2014 9:05 AM  
**To:** Dustin Hinkel  
**Subject:** Documents for the Workshop on Paddling Trail  
**Attachments:** MEMORANDUM OF UNDERSTANDING.docx; Designation Management Certificate in fillable format Taylor.pdf; map.jpg

Hi Dustin,

Thank you SOOO much for calling me back.

Attached are several documents.

1) The Form that would be signed requesting designation of the Steinhatchee River as a Florida Paddling Trail under the DEP.

2) A copy of the Memorandum of Understanding regarding maintenance of the river. This would be signed by both Taylor County and Dixie County. Mike Cassidy has already planned to have this in the Dixie Board's hands in June and they are ready to sign at their county meeting.

3) map of the area to be designated from the upper falls to channel marker 1 which will then connect to the Big Bend Saltwater Paddling Trail that runs along the coast.

As we are hosting the Hidden Coast Paddling Festival in October, we are trying to get the river designation asap as this will be a great marketing tool for the event and of course for all future marketing of the river.

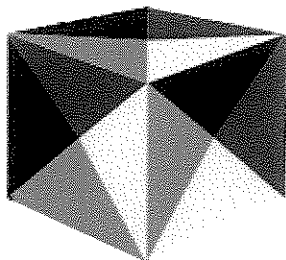
Additionally the goal will be to give the businesses both along the river as well as hotels a short distance from the river a new capability to market and designate themselves as businesses serving the Steinhatchee Paddling Trail which is only as limited as they make it... or as expansive as they can imagine!

I will have a more complete presentation available for the June meeting if I can get on the calendar.

Please take a quick look, pop open the website, Office of Greenways and Trails, <http://www.dep.state.fl.us/gwt/paddling/saltwater.htm>. This is where we would also obtain additional marketing boosts as visitors to FL investigate water options for vacations in Florida.

Thanks very much...

Meg E. Infiorati, Ph.D.  
Organizational Psychology  
Organizational Management  
1-850-371-1702  
[megifl@yahoo.com](mailto:megifl@yahoo.com)  
[info@bigbendsolution.com](mailto:info@bigbendsolution.com)  
<http://www.bigbendsolution.com/>



**Big Bend Solutions, LLC**

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## MEMORANDUM OF UNDERSTANDING (MOU)

### BIG BEND SALTWATER PADDLING TRAIL EXTENSION

#### STEINHATCHEE RIVER, STEINHACHEE, FL

#### PARTIES TO THIS MOU:

The Parties to this Memorandum Of Understanding (MOU) are identified as (a) Taylor County Board of County Commissioners and (b) Dixie County Board of County Commissioners, hereinafter referred to as "Parties".

#### INTERESTED PARTY:

Florida Office of Greenways & Trails (OGT) under the Florida Department of Environmental Protection provides leadership to expand the Florida Greenways and Trails System. To fulfill its mission under the Florida Greenways and Trails Act (Chapter 260, F. S) OGT disseminates information about the many benefits that greenways and trails provide to Florida residents and visitors. OGT provides information to residents and visitors about greenways and trails recreational opportunities through publications, e-newsletters, [FloridaGreenwaysAndTrails.com](http://FloridaGreenwaysAndTrails.com) and [VisitFlorida.com/trails](http://VisitFlorida.com/trails).

#### PURPOSE:

The purpose of this MOU is to outline the responsibilities and roles associated with the maintenance of the Big Bend Saltwater Paddling Trail Extension, Steinhatchee River. This MOU obligates the Parties maintain navigable waters along the Steinhatchee River, from the Upper Steinhatchee River Falls to the Steinhatchee River Bridge designated as CR358/10th St bridge which runs between Dixie County (Jena, FL) and Taylor counties (Steinhatchee, FL). Applying for and complying with this MOU provides Taylor County and Dixie County the special designation of Big Bend Saltwater Paddling Trail Extension, Steinhatchee River, along with inclusion in the marketing and mapping products produced by OGT, as well as signage for both the Dixie and Taylor County sides of the river for visitor notification.

Being designated a part of the Big Bend Saltwater Paddling Trail supports Taylor County's and Dixie County's desire for expanded tourism opportunities. Complying with the MOU provides one new approach to attracting a new type of visitor, kayak/canoe enthusiasts.

#### COMPLIANCE

Compliance includes performing maintenance of the Steinhatchee River. Maintenance will be performed on the following schedule:

- 1) One time per year between January 1 and March 30 of each year, volunteers coordinated by the county managers for both Dixie and Taylor will travel the river in small boats or canoes or kayaks and identify any obstructions using GPS markings if

possible and photos. This information will then be forwarded to both county managers at their respective email addresses.

2) The two county managers will then coordinate a team of county maintenance staff to plan and perform the appropriate maintenance within 30 days of receipt of the volunteer report.

3) In the event of a major storm, the counties will repeat the above items 1) within 90 days of the storm and 2) within 30 days of the receipt of the volunteer report.

#### NON-COMPLIANCE

The consequences for non-compliance within 180 days after notification from the Office of Greenways and Trails, is the removal of the designation from future marketing and map materials available to visitors to the State of Florida.

#### TERM:

This MOU will remain in effect continuously until any of the three parties individually chooses to notify the others of its desire to end its' participation.

#### Signatures:

Taylor County

Dixie County

\_\_\_\_\_  
Signature – County Commissioner

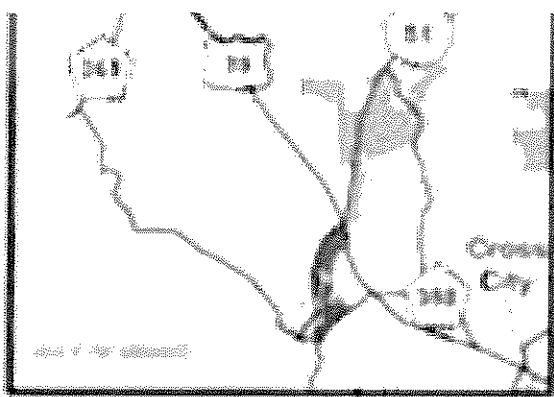
\_\_\_\_\_  
Signature – County Commissioner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# STEINHATCHEE FALLS



STEINHATCHEE FALLS ROAD

Entrance

P

P

Entrance

See map on page 10

# STEINHATCHEE RISE

To Green City



0 0.5 1 Miles

APPROXIMATE DISTANCE

99

140

Entrance

Steinhatchee



# BOARD WORKSHOP

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## Agenda

3. THE BOARD TO DISCUSS THE PROVISION OF A UNIFORMED DEPUTY AT HODGES PARK ON THE WEEKENDS.





# BOARD WORKSHOP

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## Agenda

4. THE BOARD TO CONTINUE ITS DISCUSSION REGARDING AMENDMENTS TO ITS ANIMAL CONTROL ORDINANCES.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE WHICH AMENDS CHAPTER 14 OF THE CODE OF ORDINANCES OF TAYLOR COUNTY, TO AMEND SECTION 14-1 DEFINITIONS, TO AMEND SECTION 14-6 FEMALE ANIMALS IN HEAT PROHIBITED AT LARGE, AMENDING SECTION 14-9 DAMAGING, KILLING, POISONING ANIMAL OF ANOTHER, ADDING SECTION 14-10 AUTHORITY TO IMPOUND LIVESTOCK RUNNING AT LARGE OR STRAYS, ADDING SECTION 14-11 DISPOSITION OF IMPOUNDED LIVESTOCK, AMENDING SECTION 14-42 RIGHT OF ENTRY, AMENDING SECTION 14-70 REGISTRY; NOTICE TO OWNERS, AMENDING SECTION 14-72 DISPOSAL OF UNREDEEMED ANIMALS, AMENDING SECTION 14-96 GENERALLY, AMENDING SECTION 14-97 SCHEDULE OF FINES, AMENDING SECTION 14-98 PROCEDURE UPON CITATION, AMENDING SECTION 14-100 FAILURE TO PAY OR APPEAR, AMENDING SECTION 14-131 INOCULATION REQUIRES; EXEMPTION; CERTIFICATION; REFUSAL TO SHOW PROOF OF VACCINATION; AMENDING SECTION 14-132 INOCULATION RECEIPT, TAG AND RECORDS, AMENDING SECTION 14-136 QUARANTINE BY PROCLAMATION; RABIES QUARANTINE, AMENDING SECTION 14-173 PROCEDURE FOR PETITION FOR CLASSIFICATION, DELETING SECTION 14-174 ACTION UPON CLASSIFICATION; AMENDING SECTION 14-175 CONFINEMENT; SIGN, AMENDING SECTION 14-177 PERMIT AND TAG REQUIRED, AMENDING SECTION 14-180 TATOO OR MICROCHIP REQUIRED, AMENDING SECTION 14-216 CRUELTY, DELETING SECTION 14-217 RESPONSIBILITY OF OWNER, AMENDING SECTION 14-218 CROPPING OF DOG'S EARS AND TAIL, ADDING SECTION 14-221 REMOVAL OF FERAL CAT COLONIES, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, the Board of County Commissioners of Taylor County, Florida has determined that to better serve the needs of the citizens of Taylor County, Florida, it is necessary to amend Section 14 of the Taylor County Code of Ordinances.

**NOW THEREFORE BE IT ORDAINED** by the Board of County

Commissioners of Taylor County, Florida that:

Section 1. Section 14-1 DEFINITIONS is amended as follows:

*Aggressive Dog* – shall mean any dog that has been declared aggressive as a result of an investigation and determination from animal control because the dog:

- (1) Has severely injured or killed a domestic animal, fowl, or livestock while off the owner's property.
- (2) Has, when unprovoked, chased or approached a person upon the streets, sidewalks, or any public grounds in a menacing fashion or apparent attitude of attack, provided that such actions are attested to in a sworn statement by one or more persons and dutifully investigated by animal control.

*Dangerous Dog*: - shall mean any dog that has been declared dangerous as a result of an investigation and determination from animal control because the dog:

- (1) Has aggressively bitten, attacked, or endangered or has inflicted severe injury on a human being or caused death of a human being on public or private property; or
- (2) Has more than once severely injured or killed a companion animal while off of the owners property; or
- (3) Has been used primarily or in part for the purpose of dog fighting or is a dog trained for dog fighting.

*Direct control* means immediate, continuous physical control of an animal at all times such as by means of a leash, cord, secure fence or chain of such strength to restrain the animal and controlled by a person capable of restraining the animal, or safe and secure restraint within a vehicle. If the controlling person is at all times fully and clearly within unobstructed sight and hearing of the animal, and the animal will respond to signals or commands given by the owner that will prevent the animal from straying or in any manner running at large in or upon any public street, right-of-way, or any other public or private property, voice control shall be considered direct control. Direct control shall not be required of dogs actually participating in a legal sport in an authorized area or to dogs used by law enforcement.

*Feral Cat* – shall mean a CAT that: (i) has an uncared for condition, such as rough hair coat, underweight, or poor general health; (ii) cannot be handled without injury to the CAT or PERSON; (iii) displays violent or aggressive behavior; (iv) has no observable indication of ownership or identification, such as a tag, ear tag, microchip, or tattoo.

*Humane Euthanasia* – shall mean an injection that causes immediate and painless death, as mandated by Florida Statutes and the Board of Veterinary Medicine.

*Proper enclosure for an aggressive dog* shall mean secure confinement indoors or securely confined in an enclosed structure, approved by Animal Control Staff, that prevents the entry of young children and prevents the aggressive dog from escaping and provides protection from the elements. Such structure shall have sides and a bottom (if appropriate, as determined by Animal Control Staff) to prevent the dog from escaping over, under, or through it. The enclosure shall be kept locked at all times to prevent unintentional opening of the enclosure.

*Shelter* – shall mean, provision of and access to a three dimensional structure having a roof and at least 3 walls which is dry, sanitary, clean, and weatherproof and made of durable material. At a minimum, the structure must: (i) be sufficient in size to allow each sheltered animal to stand up, turn around, lie down, and stretch comfortably; (ii) be designed to protect the sheltered animal from the adverse effects of the elements and provide access to shade from direct sunlight and regress from exposure to inclement weather conditions; (iii) be free of standing water, accumulated waste and debris and protect the sheltered animal from injury; (iv) be properly lighted to provide a regular lighting cycle of either natural or artificial light. Structures with wire, grid or slat floors which permit the animals feet to pass through the openings, sag under the animals weight or which otherwise do not protect the animals feet or toes from injury are prohibited except for birds where perches are provided.

*Sustenance* – shall mean access to and the provision of palatable nourishment appropriate for the type of animal which is to eat it, free from contamination and provided in a clean and sanitary manner. Food shall be of sufficient nutritional value to maintain the animal of good health and shall be provided at suitable intervals for the species, age, and condition of the animal but not less than once daily except as otherwise prescribed by a veterinarian.

Section 2. Section 14-6 FEMALE ANIMLAS IN HEAT PROHIBITED AT LARGE is amended as follows:

(a) An owner shall humanely and securely confine a domestic animal in heat (estrus) indoors or in an enclosed structure which prevents the entry of a male domestic animal and prevents the female from escaping. Confinement solely by a leash, tether or other similar restraint, or within a non-secure fence, open kennel, open cage or run, is NOT presumed to be in compliance with this section.

(b) If a female domestic animal is to be released for an acceptable reason from the secured enclosure, then the owner of the female domestic animal in heat shall have physical control over the domestic animal at a distance of six feet or less, and be able to physically restrain the animal from coming into contact with a male domestic animal. Acceptable reasons for release from confinement are limited to excretion and veterinary visits.

(c) A person intentionally breeding a female domestic animal in a controlled environment, with the consent of the owner of the male domestic animal, is exempt from this section during breeding.

Section 3. Section 14-9 DAMAGING, KILLING, POISONING ANIMAL OF ANOTHER is amended as follows:

Any person injuring an animal shall immediately notify the owner of the animal, if the owner is known, or shall notify the animal control department or the Taylor County Sheriff's Department,

Section 4. Section 14-10 AUTHORITY TO IMPOUND LIVESTOCK RUNNING AT LARGE OR STRAYS is added:

It shall be the duty of the sheriff or her or his deputies or designees, or any other law enforcement officer of the county, or state highway patrol officers, where livestock is found to be running at large or straying, to take up, confine, hold, and impound any such livestock, to be disposed of as hereinafter provided.

**State law reference** – Authority to impound livestock running at large or strays, F.S. § 588.16

Section 5. Section 14-11 DISPOSITION OF IMPOUNDED LIVESTOCK is added:

The Sheriff shall dispose of impounded livestock under F.S.588.17 – 588.25

Section 6. Section 14-42 RIGHT OF ENTRY is amended as follows:

(a) Pursuant to F.S. §828.073, 828.27 and 125.01, animal control officers shall have authority to enter fenced private property, exclusive of buildings, when:

(1) The owner of the animal which has bitten or otherwise possibly exposed a human or domestic animal to rabies refuses to surrender such animal for rabies quarantine.

(2) The animal being sought was at large immediately prior to animal control receiving a complaint that the animal was at large chasing people or domestic animals or was causing the destruction or loss of personal property, but subsequently returned to its owner's fenced private property, provided however that the animal has the capability to leave the fenced property by climbing, jumping, or crawling under the fence and provided that an attempt to contact the owner, if known, was unsuccessful.

(3) Animal Control is taking possession of any animal found neglected or cruelly treated pursuant to F.S. §828.27 and 125.01.

Sec. 14-70 REGISTRY; NOTICE TO OWNER is amended as follows:

An Officer or Staff member shall immediately upon receiving any animal at such shelter, make a complete registry thereof, entering the breed, color, and sex of such animal. He/she shall enter the name and address of the owner, if known, and the number of the rabies tag, if known, and then the animal shall be impounded; and an officer or staff member, shall give notice in person, by mail, by phone, or by written notice left in a

conspicuous area at the residence, informing such owner of the impounding of such animal.

Sec. 14-71 REDEMPTION shall be amended as follows:

- (b) No animal which has been classified as dangerous/aggressive or which has been...

Sec. 14-72 DISPOSAL OF UNREDEEMED ANIMALS shall be amended as follows:

The Animal Control Coordinator or his/her designee, may transfer ownership or custody to a humane agency, determine suitability for adoption or destroy in a humane manner any animal impounded pursuant to this article where:

- (1) An owner cannot be identified:
  - (a) Any dog or cat not exhibiting any form of identification shall be held for a minimum of five (5) business days (with the exception of feral cats) excluding the day of impoundment.
    - i. In the case of feral cats, as described in Sec. 14-1, any cat deemed feral shall be held a minimum of three (3) business days excluding the day of impoundment.
  - (b) An owner relinquishes ownership of an animal.
  - (c) An owner is identified, but cannot be contacted
    - (i) When a potential owner has been identified, animal control staff shall make a minimum of three (3) documented telephone attempts or one (1) written notice by certified mail, return receipt requested, informing the owner of the impoundment of an animal. Notice by mail shall be completed with 24 hours of impoundment, excluding weekends or county holidays. An animal whose alleged owner has been mailed a certified letter will be held for ten (10) business days following the date the letter was mailed OR three (3) days after receiving certified receipt that the letter was delivered. Attempts to give an owner notice by documented physical contact, or veterinarian contact, shall qualify as attempted contact.
  - (d) In the event that any untagged animal is found in a state of apparent pain or suffering, or becomes so during confinement, animal control may euthanize such animal in a humane manner without complying with the five (5) day waiting period.

Sec. 14-96 GENERALLY shall be amended as follows:

In addition to or in lieu of impounding an animal observed in violation of this chapter, an animal control officer, upon observing a violation of this chapter, or who has probable cause to believe that a violation of this chapter occurred, may do one of the following:

- (a) Issue a courtesy/warning notice of violation to the owner of the animal, provided the notice states the date and time of issuance, the name and address of the person accused, the nature of the offense, a description of the animal involved and a demand that the offense be abated with 24 hours. Such notice may be issued to any adult residing in the residence.
- (b) Issue a citation to the owner of the animal, provided that the citation states the time and date of issuance, name and address of the person accused, date and time of violation, name of the issuing officer, the ordinance violated, facts constituting probable cause, deadline to pay penalties and fines or to request a hearing to contest the citation, penalties and fines; or
- c) As written.

Sec. 14-97 SCHEDULE OF FINES shall be amended as follows:

- (a) Any person to whom a citation for violation of this chapter is issued shall pay the fine at the designated place, by the designated date as indicated on the citation or appear in county court at the date, time and location indicated on the citation.
- (b) Civil penalties for infractions shall be progressive for any dog or cat residing on the property.
- (c) Civil penalties for infractions are as follows:

		After 30 days from Receipt of citation
(1) First infraction	\$25.00	\$ 50.00
(2) Second infraction	\$50.00	\$ 75.00
(3) Third & subsequent Infractions.	\$0.00	\$ 0.00 mandatory court appearance
(4) Or set by the court not to exceed	\$500.00	

- (d) Any person who willfully refuses to accept and sign the citation, fails to pay civil penalty within 90 days or fails to appear in court to contest the citation shall be deemed to have waived his right to contest the citation and judgment may be entered for the maximum civil penalty of \$500.00 in addition to the fine and/or imprisonment penalties of F.S. 828.27
- (e) A mandatory court appearance may be required for any of the following:
  - (1) Violations of this chapter that result in the destruction or loss of personal property;
  - (2) Violations of this chapter which result in the unprovoked biting, wounding, attacking, injuring or killing of a person or domestic animal; or
  - (3) Any violation of section 14-4.  
(Ord No. 98-6, 5 (b), 5-4-1998)

Sec. 14-98 PROCEDURE UPON CITATION is amended as follows:

- (a) Any person cited for a violation of this chapter shall be deemed to be charged with a civil infraction.

- (b) Any person cited for an infraction under this chapter must sign and accept a citation indicating a promise to pay the applicable civil penalty within 30 days of issuance of such citation or appear in county court as indicated on the citation.
- (c) Any person who willfully refuses to accept and sign the citation shall be in violation of this chapter, and shall be subject to the penalties as described in this division. (F.S. 828.27)
- (c) If the person cited pays the applicable civil penalty in lieu of appearing in county court, he shall be deemed to have admitted the infraction and to have waived the right to a hearing on the issue of commission of the infraction. (Ord No. 98-6,5(c),5-4-1998)

Sec. 14-99 SURCHARGE is amended as follows:

A surcharge of up to \$5.00 shall be added to each civil penalty imposed for violation of this chapter. The proceeds from such surcharge shall be restricted to the use for provisions of minimum standard training for animal control officers as set forth in F.S. 828.27(2)(b) (Ord No. 98-6,5(d),5-4-1998) **State law reference-** Surcharge authorized, F.S 828.27

Sec. 14-100 FAILURE TO APPEAR is amended as follows:

If a person fails to pay the civil penalty, fails to appear in court to contest the citation, or fails to appear in court as required by this chapter, the court may issue an order to show cause. This order shall require such person to appear before the court to explain why action on the citation has not been taken. If any person who is issued such order fails to appear in response to the court's directive, that person may be held in contempt of court pursuant to the provision of F.S. 828.27 (Ord No. 98-6,5(e), 5-4-1998)

Sec. 14-131 INOCULTION REQUIRED; EXEMPTION; CERTIFICATION; REFUSAL TO SHOW PROOF OF VACCINATION is amended as follows:

- (a) The owner or person in charge of any cat, dog, or ferret, 4 months of age or older shall have the animal vaccinated against rabies each year, or every three (3) years depending on the vaccine administered, by a veterinarian licensed to practice veterinary medicine under the laws of the state.
- (b) Every such mature animal shall currently be vaccinated against rabies with a U.S. government approved rabies vaccine. Vaccination is excused only if a licensed veterinarian certifies, in writing, that the vaccination would be injurious to the animal's health. In such case, the animal shall be confined to an enclosed building or kennel until the animal can be safely vaccinated.
- (c) Evidence of vaccination shall consist of a certificate signed by the veterinarian administering the vaccine and containing pertinent data for identification of the animal. The rabies vaccination tag shall be displayed around the animal's neck at all times.



- (d) It is unlawful for the owner of the animal to refuse to show proof of current vaccination of such animal within 3 business days of request for such information by an animal control officer or his representative.

Sec. 14-132 INOCULATION RECEIPT, TAG AND RECORDS is amended as follows:

- (a) Upon vaccination against rabies, the licensed veterinarian shall provide the animals owner with a rabies vaccination certificate which must contain at least the following information:
- (1) The license number of the administering veterinarian.
  - (2) The name, address, and phone number of the veterinarian AND owner.
  - (3) The date of vaccine.
  - (4) The expiration date of the vaccination.
  - (5) The species, age, sex, color, breed, weight, and name of the animal vaccinated.
  - (6) The rabies vaccination manufacturer.
  - (7) The vaccine lot number and expiration date.
  - (8) The signature or signature stamp of the licensed veterinarian.
- A copy of the certificate shall also be provided monthly, or at request, to the animal control office.
- (b) All inoculation collar tags shall be numbered, shall bear the veterinarian's name, county and/or city, and the date of the current year and shall be of such size and shape as to be easily recognizable and distinguishable as to the year of issuance by members of law enforcement or an animal control officer, as a lawful tag. (Ord No. 98-6,6-2,5-4-1998)
- (c) Any business selling rabies vaccine in Taylor County shall prominently display a sign, no smaller than eight inches by ten inches, with letter no smaller than 0.25 inches, that states:

FLORIDA STATUTES §828.30(1) STATES IN PART: "ALL DOGS, CATS, AND FERRETS FOUR MONTHS OF AGE OR OLDER MUST BE VACCINATED BY A LICENSED VETERINARIAN AGAINST RABIES WITH A UNITED STATES GOVERNMENT APPROVED VACCINE. RABIES VACCINE ADMINISTERED BY ANYONE OTHER THAN A LICENSED VETERINARIAN **IS NOT RECOGNIZED** IN FLORIDA.

Sec. 14-136 QUARANTINE BY PROCLAMATION; RABIES QUARANTINE is amended as follows:

The county governments when appraised of the danger of existence or spread of rabies, is authorized and shall cooperate with county health officer to issue and publish a proclamation requiring all animals subject to rabies on private premises to be quarantined in such manner that such animals cannot contact any other animal or person. Such

proclamation shall become effective 24 hours after issuance of the proclamation and a copy of the proclamation shall be published in a newspaper of general circulation published in the county in the next available issue of such newspaper. (Ord No. 98-6, 6-7,5-4-1998)

Any non-domestic animal that has bitten a human will immediately be confiscated, euthanized, and tested for rabies. The Animal Control Department will cooperate with the county public health unit in all matters concerning rabies issues.

Any domestic animal that has bitten a human shall be quarantined for 10 days at either the animal shelter, a veterinarian facility, or at the owner's residence.

- (a) An unvaccinated animal **MUST** be quarantined at the animal shelter or at a veterinarian facility.
- (b) An animal current on its rabies vaccination **MAY** be quarantined at the owners residence IF warranted by the investigating animal control officer. In order for a home quarantine to be granted the animal must meet the following criteria:
  - a. Proof of current rabies vaccination
  - b. An enclosed quarantine area
  - c. At least 2 pictures of the animal on file
  - d. The bite must not have involved a severe injury (death, disfiguration, broken bones, etc)
  - e. A dangerous dog petition is not being filed (within 24 hours of the initial investigation)
  - f. Home quarantine agreement must be completed and signed
- (c) At the request of the animal owner, the animal may be transported to a local veterinarian of choice for the 10 day quarantine. A veterinary quarantine must be completed and signed by both the animal owner and the veterinarian.

Unless other circumstances have arisen during the course of the investigation, on the morning of the eleventh (11) day the animal may be reclaimed by its owner. All fees must be paid in full and a rabies vaccination, at the expense of the owner, must be administered prior to release.

Se. 14-173 PROCEDURE FOR PETITION FOR CLASSIFICATION shall be amended as follows:

- (a) The Animal Control Department or any adult may request under oath that a dog be classified as dangerous/aggressive as defined in section 14-1 by submitting a petition for classification of a dangerous animal, hereinafter designated the "petition" to the department.
- (b) If during a preliminary investigation, a dangerous/aggressive dog petition is requested, the animal in question shall be impounded for safekeeping until a final disposition can be made. The victim shall have 24 business hours in which to complete the petition and return it to the Animal Control Department. If the petition is not received within the 24 hour time period, the animal shall be returned to the owner with no further stipulations. If

the petition is turned in after the initial 24 hours, the dog in question must be housed in an enclosure suitable for a dangerous/aggressive dog (Sec 14-175) at the owner's residence until the investigation is complete and a final disposition is attained. Documentation and pictures of the dog and the enclosure must be on file at the animal control office. If no suitable shelter is available the dog must be impounded and housed at the animal shelter.

- (c) Upon receipt of such petition, the Animal Control Department shall notify the owner of the animal that a petition has been filed and that an investigation as set forth in the petition shall be conducted. Criteria considered in such investigation shall include, but not limited to, aggressive history of the animal, site and circumstances of the incident and testimony from interested parties, etc. If the animal is deemed dangerous or aggressive by the Animal Control Department, notice of the declaration as dangerous or aggressive shall be delivered in writing, by certified mail or hand delivery, to the owner of the animal at the owners last known address.
- (d) On or before the seventh calendar day after receipt of the written notice, the owner of a dog that has been classified as dangerous or aggressive may file a written request for a hearing to appeal the classification. The written request for a hearing shall be sent to the county administrator. The county administrator or the designee shall conduct the hearing on or after the fifth day and on or before the twenty-first day after receipt of the request. An owner's failure to request a hearing within seven calendar days from the date of receipt of the notification of the initial determination will result in the finding becoming the final determination, and the dog will be classified as dangerous or aggressive.
- (e) The nature of the hearing is informal in form and is an opportunity for the owner to be heard. A person requesting a hearing shall be afforded the following rights:
  - (1) Present his or her case by oral or documentary evidence; and
  - (2) Be accomplished, represented, and advised by counsel; and
  - (3) Offer testimony of witnesses.
- (f) Following the hearing, Animal Control Department or his/her designee shall prepare a written final decision and provide a copy of the decision to the owner by registered mail or certified hand delivery.
- (g) On or before the tenth day after receipt of a final decision, the owner may petition the judge of the county court, under oath, for an order for the Animal Control Department to show cause why the animal should be classified as dangerous or aggressive. The court shall direct the notice setting forth a time and place for a hearing on the petition to be served on the Animal Control Department and the owner of the animal. During this time, the animal must be confined in an enclosure suitable for a dangerous/aggressive dog pending a resolution of the appeal. If a suitable

enclosure is not available, the animal must be impounded and housed at the Animal Control Shelter at the owner's expense.

(h) If a petition for an order to show cause is not filed with the county court within ten business days following receipt by the owner or keeper of such classification, the owner or keeper shall be deemed to have waved his right to protest such classification or order to permanently confine or to destroy the animal. In such case, the animal control department shall proceed with the disposition of the animal.

(i) If the court finds that the animal is not dangerous/aggressive, the animal shall be released to the owner or keeper who shall claim the animal no later than 72 hours from the time of the entry of the order finding the animal not dangerous/aggressive. If the court finds the animal not to be dangerous/aggressive the petitioner shall bear any costs incurred by the County. (Ord No. 98-6,3.1(d)-(f),5-4-1998).

(j)

Sec. 14-174 ACTION UPON CLASSIFICATION shall be deleted.

Sec. 14-175 CONFINEMENT; SIGN shall be amended as follows:

1. For animals deemed dangerous

(a) All dangerous animals that are not humanely destroyed shall be confined in a proper enclosure for dangerous animals.

(1) It shall be unlawful for any owner or keeper of a dangerous animal to maintain such animal upon any premises which does not have a proper enclosure in which to confine the animal.

(2) The proper enclosure shall include suitable shelter and protection from the elements and shall provide adequate exercise room, light, ventilation, sanitation and enclosed sides, top and bottom.

(3) It shall be unlawful for any owner or keeper to allow any dangerous animal to be outside of the proper enclosure unless it is necessary for the animal to receive veterinary care or exercise. In such case, the animal shall wear a properly fitted restraining device to prevent it from biting humans or other animals. Such restraining device shall not interfere with the animal's breathing or vision.

(4) Whenever the dangerous animal is outside of the enclosure, it shall be restrained by an adult capable of controlling the animal and shall be on a chain of sufficient tensile strength which shall not be more than three feet in length.

(b) The owner or keeper of such dangerous animal shall display warning signs stating "Bad Dog" on the premises that are clearly visible from all entry points and inform both children and adults of the presence of a dangerous dog. In addition, at least two signs shall be posted on the enclosure in which the dangerous dog is housed.

2. For animals deemed aggressive:

(a) All aggressive animals that are not humanly destroyed shall be confined in a proper enclosure for aggressive animals.

(1) It shall be unlawful for any owner or keeper of an aggressive animal to maintain such animal upon any premises which do not have a proper enclosure in which to confine the animal.

(2) The proper enclosure shall include suitable shelter and protection from the elements and shall provide adequate exercise room, light, ventilation, sanitation, enclosed sides, and bottom, if required.

(3) Whenever the aggressive animal is outside of the enclosure; it shall be restrained by an adult capable of controlling the animal and shall be on a leash of sufficient tensile strength which shall not be more than three (3) feet.

(b) The owner or keeper of such aggressive animal shall display warning signs stating "Bad Dog" that are clearly visible from all entry points and inform both children and adults of the presence of an aggressive dog. In addition, at least two signs shall be posted on the enclosure in which the aggressive dog is housed.

Sec. 14-177 PERMIT AND TAG REQUIRED shall be amended as follows:

1. For animals deemed dangerous:

(a) The owner or keeper of a dangerous animal shall, within 72 business hours of receipt of notice of classification of the animal as dangerous or prior to acquisition of such animal, obtain an annual permit from the county to harbor such animal.

(b) The fee for such permit shall be \$150.00 and as may be amended from time to time by resolution.

(c) At the time the permit is issued, an easily recognizable tag shall be issued to the owner or the keeper of a dangerous animal. Such tag shall be worn at all times by the animal to clearly and easily identify it as a dangerous animal.

(d) The permit for maintaining a dangerous animal shall be presented to any officer upon request.

(e) Two color photos of the dog in two different poses showing the color and size of the animal are required prior to release.

2. For animals deemed aggressive:

(a) The owner or keeper of an aggressive animal shall, within 72 business hours of receipt of notice of classification of the animal as aggressive or prior to acquisition of such animal, obtain an annual permit from the animal control department to harbor such animal.

(b) The fee for such permit shall be \$75.00 and as may be amended from time to time by resolution.

(c) The permit for maintaining an aggressive animal shall be presented to any officer upon request.

- (d) Two color photos of the dog in two different poses showing the color and size of the animal are required prior to release.

Sec. 14-178 NOTIFICATION IF AT LARGE, ETC; CHANGE OF INFORMATION ON FILE; NEW OWNER shall be amended as follows:

- (c) The owner of a dangerous/aggressive dog shall immediately notify animal control if the owner believes the dangerous/aggressive dog has been stolen. A police report documenting the circumstances shall be required
- (d) An owner of a dangerous/aggressive dog shall not use the dog for hunting purposes.
- (e) The provisions of this chapter relating to dangerous/aggressive dogs do not apply to dogs used by law enforcement officials for law enforcement work.

Sec. 14-179 BREEDING; SPAYING OR NEUTERING shall be amended as follows:

Any animal classified as dangerous/aggressive shall not be used for breeding. Animals classified as dangerous/aggressive shall be spayed or neutered prior to release from the animal shelter unless a veterinarian certifies in writing:

- (1) The animal is incapable of reproduction; or
- (2) Spaying or neutering the animal would be injurious to the animal's health; provided, however, that if the health condition of the animal is of temporary nature, then the animal shall be spayed or neutered immediately after the health condition has been corrected. (Ord No. 98-6,3.1 (k), 5-4-1998)

Sec. 14-180 TATTOO REQUIRED shall be amended as follows:

**Sec 14-180 Tattoo or Microchip required**

- (a) Any animal classified as dangerous shall be micro chipped by a licensed veterinarian or tattooed by a licensed veterinarian or a trained tattooist at the expense of the owner or keeper of the animal.
  - (1) The tattoo shall be placed on the inside of a rear thigh of such animal with a number corresponding to the number of the permit issued to the owner or keeper of such animal's classification as dangerous. The tattoo shall be of such a size as to be clearly visible.
- (b) The microchip or tattoo shall be placed in/on the animal prior to its release from the custody of the animal shelter.

Sec. 14-182 SERVE INJURY BY AN ANIMAL NOT PREVIOUSLY CLASSIFIED AS DANGEROUS shall be amended as follows:

**Sec 14-182. Severe injury by an animal not previously classified as dangerous/aggressive.**

An officer shall impound any animal, for which a petition has previously been filed and investigated, that has not been declared dangerous/aggressive under this article that aggressively attacks and causes severe injury to or death of any human or animal. The animal shall be placed in quarantine, if necessary, for the proper length of time, or impounded and held for ten business days, and then destroyed in an expeditious and humane manner. The ten-day time period shall allow the owner to apply to a court of competent jurisdiction for remedies that may be available. The owner shall be responsible for payment of all boarding costs and other fees as may be required to humanely and safely keep the animal during any legal proceeding. (Ord No. 98-6, 3.1(o), 5-4-1998)

Sec. 14-216 CRUELTY is amended as follows:

Any person who fails to provide an animal with reasonable food, water, medical attention, shelter and protection from the weather shall be guilty of a violation of this chapter.

- (a) Adequate food means food which is of sufficient quality and nutritive value to maintain each animal in good health. The owner shall ensure that adequate food is accessible to each animal, is prepared so as to permit ease of consumption for the age species, condition, size, and type of animal, is provided in a clean and sanitary manner, is placed so as to minimize contamination by excrement and pests, and is provided at suitable intervals for the species, age, and condition of the animal, which is at least once daily except as prescribed by a veterinarian.
- (b) Adequate water means, clean, fresh, potable water of a drinkable temperature. The owner shall ensure that adequate water is provided in a suitable manner, in sufficient volume, and at suitable intervals, at all times to maintain normal hydration for the age, species, condition, size, and type of each animal, except as prescribed by a veterinarian. The water must be provided in a clean, durable receptacle, which is accessible to each animal and is placed so as to prevent contamination of the water from excrement and pests.
- (c) Adequate shelter means provision of and access to a three dimensional structure having a roof and at least 3 walls which is dry, sanitary, clean, and weatherproof and made of a durable material. At a minimum, the structure must:
  - (1) Be sufficient in size to allow each sheltered animal to stand up, turn around, lie down, and stretch comfortably.
  - (2) Be designed to protect the sheltered animal from the adverse effects of the elements and provide access to shade from direct sunlight and regress from exposure to inclement weather condition.
  - (3) Be free of standing water, accumulated waste and debris and protect the sheltered animal from injury.

- (4) Be properly lighted to provide a regular lighting cycle of with natural or artificial light.

Structures with wire, grid, or slat floors which permit the animals feet to pass through the openings, sag under the animals weight or which otherwise do not protect the animals feet or toes from injury are prohibited except for birds where perches are provided.

- (d) Medical attention may include humane euthanasia if the animal is beyond the ability of veterinary medicine to treat or cure and the animal is suffering.

If an animal is maintained on a tether, then the owner shall use a tether that weighs less than 1/8 of the total weight of the animal and that is at least three (3) times the body length of the animal from the nose to the end of the body excluding tail.

Sec. 14-217 RESPONSIBILITY OF OWNER is deleted.

Sec. 14-218 CROPPING OF DOG'S EARS AND TAIL is amended as follows:

- (a) A person shall not crop the ears or dock the tail of any dog, unless the person employs a veterinarian to perform the cropping and docking. If a person possesses a dog with an ear or ears cut off or cropped, or tail docked, and with the unhealed wound, then that possession is prima facie evidence of a violation of this section, unless the cropping or docking was performed by a licensed veterinarian and satisfactory proof can be provided.
- (b) A person shall not castrate a dog or cat, unless that person employs a veterinarian to perform the castration.

Sec. 14-220 ANIMALS IN MOTOR VEHICLES is amended as follows:

- (b) It shall be unlawful for an animal to ride on top of a box or in/on on a motor vehicle upon paved roads without being properly secured.

A new Section 14-221 is created as follows:

**Sec 14-221(?) Removal of feral cat colonies.**

Animal Control has the right to impound a feral cat colony **if:**

- (a) The colony or its members create a public health or safety concern (including rabies and other zoonotic diseases and certain animal-to-animal disease)
- (b) The cats create a public nuisance.

**Severability**



If any word, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**Effective Date**

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

**PASSED and ADOPTED** in regular session by the Board of County Commissioners of Taylor County, Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

BOARD OF COUNTY COMMISSIONERS  
TAYLOR COUNTY, FLORIDA

BY: \_\_\_\_\_  
LONNIE A. HOUCK, JR, Chairperson

ATTEST:

\_\_\_\_\_  
ANNIE MAE MURPHY, Clerk



# BOARD WORKSHOP

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## Agenda

### 5. THE BOARD TO DISCUSS ROAD DEPARTMENT OPERATIONS.

SUNGARD PENTAMATION, INC.  
DATE: 05/23/2014  
TIME: 15:46:52

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTAIL

SELECTION CRITERIA: expldqr.key\_orgn='0301'  
ACCOUNTING PERIOD: 8/14

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

FUND-105 ROAD & BRIDGE FUND									
FUNCTION-540 TRANSPORTATION									
ACTIVITY-541 ROAD & STREET FACILITIES									
TOTL/DEPT-0301 COUNTY ROAD DEPARTMENT									
ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD		
51200	REGULAR SALARIES & WAGES	702,951.00	45,955.32	.00	408,943.94	294,007.06	58.18		
51400	OVERTIME	22,202.00	3,500.33	.00	5,658.60	16,543.40	25.49		
52110	FICA/MEDICARE TAXES	55,858.00	3,878.81	.00	30,526.37	25,331.63	54.65		
52200	RETIREMENT CONTRIBUTIONS	49,405.00	3,615.87	.00	27,016.83	22,388.17	54.68		
52300	HEALTH INSURANCE	256,862.00	19,670.71	.00	157,365.68	99,496.32	61.26		
52320	LIFE INSURANCE	1,400.00	105.30	.00	842.40	557.60	60.17		
52400	WORKERS' COMPENSATION	60,354.00	.00	.00	27,650.10	32,703.90	45.81		
52500	UNEMPLOYMENT COMPENSATIO	2,000.00	.00	.00	.00	2,000.00	.00		
53401	CONTRACTUAL SERVICES	75,000.00	.00	.00	43,354.41	31,645.59	57.81		
54000	TRAVEL & PER DIEM	500.00	.00	.00	2.23	497.77	.45		
54100	COMMUNICATIONS	10,000.00	514.63	.00	3,853.91	6,146.09	38.54		
54115	POSTAGE	150.00	.00	.00	19.00	131.00	12.67		
54300	UTILITY SERVICES	22,000.00	1,486.00	.00	11,014.66	10,985.34	50.07		
54402	RENT/LEASE-EQUIPMENT	2,500.00	.00	.00	1,438.06	1,061.94	57.52		
54500	INSURANCE	23,000.00	.00	.00	16,966.49	6,033.51	73.77		
54610	R&M BUILDINGS & GROUNDS	1,500.00	80.00	.00	1,201.09	283.66	81.09		
54614	EXTERMINATION/PEST CONTR	250.00	20.00	.00	160.00	90.00	64.00		
54620	R&M EQUIPMENT	65,000.00	5,818.79	.00	49,366.93	9,857.94	84.83		
54630	R&M OFFICE MACHINES/EQUI	500.00	.00	.00	.00	500.00	.00		
54640	R&M AUTOMOBILE	50,000.00	3,658.80	2,247.22	42,390.30	5,362.48	89.28		
54902	LEGAL ADVERTISING	200.00	.00	.00	.00	200.00	.00		
54907	LICENSE/PERMIT/REGISTRAT	400.00	.00	.00	.00	400.00	.00		
54909	SBA ADMIN./WIRE FEES	100.00	.00	.00	.00	100.00	.00		
54910	DRUG TESTING	100.00	.00	.00	.00	100.00	.00		
54960	TIPPING FEES-CLASS 1/GAR	3,000.00	.00	.00	.00	3,000.00	.00		
55101	OFFICE SUPPLIES	750.00	281.38	43.98	436.13	269.89	64.01		
55102	OFFC.EQUIP/FURN.<\$1,000	1,000.00	.00	.00	270.00	730.00	27.00		
55103	EQUIPMENT < \$1,000	2,500.00	.00	.00	.00	2,500.00	.00		
55110	OFFICE COPIER EXPENSE	250.00	.00	.00	27.30	222.70	10.92		
55201	GEN. OPERATING SUPPLIES	6,000.00	19.49	.00	4,316.95	1,683.05	71.95		
55202	SAFETY PRODUCTS/SUPPLIES	3,000.00	1,125.00	.00	2,587.51	329.09	89.03		
55210	PETROLEUM PRODUCTS	180,000.00	.00	.00	102,497.06	77,502.94	56.94		
55221	TOOLS & IMPLEMENTS - ROA	2,500.00	.00	.00	453.32	2,046.68	18.13		
55222	TOOLS & IMPLEMENTS - SHO	2,500.00	48.65	100.00	1,742.69	657.31	73.71		
55240	TRAFFIC/SAFETY MARKING	3,000.00	.00	.00	1,500.35	1,499.65	50.01		
55245	SIGNS/MATERIALS	20,000.00	.00	.00	5,198.73	14,801.27	25.99		
55250	UNIFORMS	17,500.00	1,251.87	.00	13,320.17	4,179.83	76.12		
55300	ROAD MATERIALS & SUPPLIE	209,000.00	17,316.92	.00	118,468.87	90,531.13	56.68		
55401	BOOK/PUBL/SUB/MEMB/TRAIN	300.00	.00	.00	143.00	157.00	47.67		
56400	CAPITAL OUTLAY-EQUIPMENT	215,000.00	.00	.00	206,114.00	8,886.00	95.87		
TOTAL COUNTY ROAD DEPARTMENT		2,068,532.00	108,347.87	8,264.98	1,284,847.08	775,419.94	62.51		
TOTAL ROAD & BRIDGE FUND		2,068,532.00	108,347.87	8,264.98	1,284,847.08	775,419.94	62.51		

SUNGARD PENTAMATION, INC.  
DATE: 05/23/2014  
TIME: 15:46:52

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXESTAL1

SELECTION CRITERIA: expldedgr,key\_orgn='0301'  
ACCOUNTING PERIOD: 8/14

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

FUND-105 ROAD & BRIDGE FUND  
FUNCTION-340 TRANSPORTATION  
ACTIVITY-541 ROAD & STREET FACILITIES  
TOTL/DEPT-0301 COUNTY ROAD DEPARTMENT

ACCOUNT - - - - TITLE - - - -

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL REPORT	2,068,532.00	108,347.87	8,264.98	1,284,847.08	775,419.94	62.51

## All active tasks

Sort By

Project

Date

Anytime

Who

Andy McLeod

Filter

Assigned by anyone

Export



## County Recreation Department

Taylor County Board of County

Commissioners



Andy M.

Change all Sports Complex hours of operation signs to read "The Sports Complex opens at sunrise and closes at sunset"

## District 1 - Com. Malcolm Page

Taylor County Board of County

Commissioners



You + 4 others

Repair Ed Page turnoff onto Powell Hammock Rd



(Start: 4 days ago)

(Due: in 8 days, Sat May 31st)



You + 4 others

Repair and Grade Cabbage Grove Road (Start: 6 days ago)



(Due: in 9 days, Sun Jun 1st)

## District 3 - Com. Jody DeVane

Taylor County Board of County

Commissioners



You + 3 others

James Cruse (584-5508) 8/1 @ 0917 RE: Requests something be done to discourage speeding on Bryant Russell Rd. Asking for speed bumps or speed limit reduction has safety concerns for his blind daughter



You + 5 others

7185 S. Red Padgett Road Drainage Issue



You + 5 others

Repair Turnoff onto Beach Road just beyond Ma Dixon Road turnoff heading south



You + 5 others

Grambling Lane - Need to Grade and Lime Rock End of Grambling Lane



You + 5 others

Request to mow Dekle Beach



## Road and around the Bridge

### District 3 - Projects Board Issues/Projects

Brenda B. + ... Trim trees at Steinhatchee  
Community Center



### District 4 - Com. Pam Feagle

Taylor County Board of County

### District 4 - Road Issues

You + 6 others Aucilla Landing Road Drainage  
issue - Jim Jacobsen, 2365  
Aucilla Landing Rd - 850 223-22446 or 850 508-  
4560 Cell

Andy M. Shady Grove Park - Request for  
street light from Com. Feagle  
(Start: 4 months ago)



Andy M. Blue Bar Road - Tony Russell -  
Grade and Crown Blue Bar Road



You + 5 others Sumerall - Glennis Cruce  
Road/Johnson Stripling Road  
Intersection in need of ditch repair and culvert clean  
out

You + 4 others Request to Mow Shiloh  
Cemetery Rd and Azalea Acres



### District 4 - Resident Requests

You + 5 others Forest Capital Hall - A/C Drain  
Hole



Completed Tasks

Generated for Dustin Hinkel at 15:52 05/23/2014 [ Start Date:11/01/2013, End Date:04/30/2014]

## Board Meeting Agenda and Follow Up - Taylor County Board of County Commissioners

Portal for uploading agenda requests and supporting documents

### March Workshop Agenda and Follow Up








Name	Start Date	Date Due	Priority	Assigned To	Date Created	Completed By	Date Completed	Time	Billable	Estimated
Culvert Clean out Request - Just beyond turnoff from County Road 14 at Aucilla River Estates Road - Discussion of Private Culvert within County ROW Clean Out Policy	No date	No date		Andy M.	02/04/2014	Dustin H.	03/25/2014	0	0	0




### April Workshop Agenda and Follow Up

Name	Start Date	Date Due	Priority	Assigned To	Date Created	Completed By	Date Completed	Time	Billable	Estimated
Change language on proposed "No Maintenance" signs to "County does not own or maintain road"	No date	No date		Andy M.	04/24/2013	Dustin H.	12/02/2013	0	0	0

## District 1 - Com. Malcolm Page - Taylor County Board of County Commissioners




### District 1 - Road Issues

Name	Start Date	Date Due	Priority	Assigned To	Date Created	Completed By	Date Completed	Time	Billable	Estimated
 Trim back branches at stop sign on CR14 near Alton Wentworth see description	No date	No date		Andy M.	06/10/2013	Andy M.	02/12/2014	0	0	0
 Com. Page Request - Woods Creek Road Culvert/Limerock turnoffs at 5375 Woods Creek Road and Big Danny's Turnoff north of Bill Carlton Road Intersection	No date	No date		Andy M.	07/26/2013	Andy M.	12/05/2013	0	0	0
 Com. Page Request A. Young Be Mowed.	No date	No date		Andy M.	10/18/2013	Andy M.	11/20/2013	0	0	0
 Investigate and limerock turnoffs in need on Woods Creek Rd	No date	No date		Andy M.	10/23/2013	Andy M.	11/07/2013	0	0	0
 Trim Bushes along Page Road	No date	No date		Andy M.	11/05/2013	Andy M.	11/07/2013	0	0	0
 Mow A. Young Road	11/06/2013	No date		Andy M.	11/06/2013	Andy M.	11/20/2013	0	0	0
 Andrew Reams Road - Limerock turnoff between Andrew Reams Road and Taylor Drive and place reflectors to restrict wide turns onto private property on the corner of Andrew Reams and Taylor Drive	No date	No date		Andy M.	03/24/2014	Andy M.	04/10/2014	0	0	0

	Fix Culvert Erosion Problem - Vera Vaughn, 3383 - Harrison Blue Road	No date	No date		Andy M.	04/03/2014	Andy M.	04/09/2014	0	0	0
	Lime Rock Turn-offs on Harrison Blue Road	04/03/2014	No date		Andy M.	04/03/2014	Andy M.	04/09/2014	0	0	0
	1542 Holt Road - Drainage Issue - Hump in ditch restricting flow	No date	No date		Andy M.	04/08/2014	Andy M.	04/10/2014	0	0	0










## District 2 - Com. Jim Moody - Taylor County Board of County Commissioners

### District 2 - Road Issues















	Name	Start Date	Date Due	Priority	Assigned To	Date Created	Completed By	Date Completed	Time	Billable	Estimated
	Landry Road - Grading and Routine Maintenance	No date	No date		Andy M.	09/25/2013	Andy M.	11/04/2013	0	0	0
	Carlton Rd - Patch pot holes	No date	No date		Andy M.	10/09/2013	Andy M.	11/20/2013	0	0	0
	Clean out/inspect culverts on Olan Murphy Road	No date	No date		Andy M.	04/08/2014	Andy M.	04/24/2014	0	0	0

## District 3 - Com. Jody DeVane - Taylor County Board of County Commissioners


### District 3 - Road Issues

	Name	Start Date	Date Due	Priority	Assigned To	Date Created	Completed By	Date Completed	Time	Billable	Estimated
	Sign Dark Island Board Ramp	No date	No date		Andy M.	09/10/2013	Andy M.	11/07/2013	0	0	0
	Clean out ditches in front of Blue Creek Baptist Church	No date	No date		Andy M.	09/30/2013	Andy M.	01/29/2014	0	0	0
	Investigate and clean out ditches along 3rd Street NW and back alley	No date	No date		Andy M.	10/24/2013	Andy M.	02/04/2014	0	0	0
	Request to Evaluate and Repair North Culvert / Concrete at the First Presbyterian Church if Appropriate	No date	No date		Andy M.	10/24/2013	Andy M.	11/14/2013	0	0	0
	signs on right of way Keaton	No date	No date		Andy M.	10/28/2013	Andy M.	11/07/2013	0	0	0
	Sign Request - Please Put Up Several Signs at the Keaton Beach Boat Ramp and the Steinhatchee Boat Ramp on the Boat Ramp Side Parking Lot "Parking is Restricted to Vehicles with Boat Trailers Only"	No date	No date		Andy M.	10/28/2013	Andy M.	11/21/2013	0	0	0
	Com. DeVane request you fix the hole in the curve on Mixon Road and smooth it out.	No date	No date		Andy M.	10/31/2013	Andy M.	04/21/2014	0	0	0
	Off site sign at Keaton Beach	No date	No date		Andy M.	12/16/2013	Dustin H.	12/18/2013	0	0	0
	Old Dixie Highway Washouts	No date	No date		Andy M.	01/13/2014	Andy M.	03/24/2014	0	0	0



	Repair Turnoff at Dulin Lane and Beach Road	No date	No date		Andy M.	01/13/2014	Andy M.	01/29/2014	0	0	0
	Clean up garbage along Bryant Russell Road	No date	No date		Andy M.	01/23/2014	Andy M.	02/11/2014	0	0	0
	Fix Potholes on Buckeye Nursery Road	No date	No date		Andy M.	02/10/2014	Andy M.	02/11/2014	0	0	0
	Taylor County; Traffic Signal: US 19 @ CR 30	No date	No date		Andy M.	02/25/2014	Andy M.	03/24/2014	0	0	0
	Repair holes left in Connell Road between US 27 and San Pedro Road	No date	No date		Andy M.	02/27/2014	Andy M.	03/24/2014	0	0	0
	Jody Morgan Grade Culvert - Big Hole!	03/06/2014	No date	High	Andy M.	03/06/2014	Andy M.	03/11/2014	0	0	0
	Public Works Department Work Request - Culvert Repair Calvin Morgan Grade	No date	No date		Andy M.	03/07/2014	Andy M.	04/02/2014	0	0	0
	Commissioner DeVane Requests the pot holes on Kingfisher Road be fixed and the road graded.	03/18/2014	No date		Andy M.	03/18/2014	Andy M.	03/19/2014	0	0	0
	Jody Morgan Grade - Patrica Wilson 850.728.964 called regarding Jody Morgan Grade 1/8 mile off of Hwy 19 being flooded and is messing up their cars and it is making it hard to go up and down that road from the damage that has been done to the road	03/20/2014	No date		Andy M.	03/20/2014	Andy M.	03/24/2014	0	0	0
	Steinhatchee - John "Bear" Berg (352) 356-7271 - 204 NE 4th Ave., Steinhatchee Request for Limerock on his Turn-Off	04/03/2014	No date		Andy M.	04/03/2014	Andy M.	04/07/2014	0	0	0
	Ross rd. Need to be graded at that time	No date	No date		Andy M.	04/16/2014	Andy M.	04/28/2014	0	0	0
	4059 San Pedro Road (223-2186) Contact and investigate driveway turnoff issue	No date	No date		Andy M.	04/22/2014	Andy M.	04/22/2014	0	0	0
	Marty Brock (843-0356) 6052 H. P. Padgett Road - Fix Road Lime Rock Turn Off	No date	No date	High	Andy M.	04/22/2014	Jack B.	04/28/2014	0	0	0
	Request to relocate stop sign at Charles Hendry Road - Paul Miller 838-5336	No date	No date		Andy M.	04/24/2014	Andy M.	04/25/2014	0	0	0

### District 3 - Steinhatchee Boat Ramp



	Name	Start Date	Date Due	Priority	Assigned To	Date Created	Completed By	Date Completed	Time	Billable	Estimated
	Coordination with Boat Ramp Attendant - Steinhatchee Boat Ramp	No date	No date		Andy M.	07/08/2013	Andy M.	11/21/2013	0	0	0












### District 4 - Com. Pam Feagle - Taylor County Board of County Commissioners

Taskings / Projects requested through the County Administrator


### District 4 - Road Issues

	Name	Start Date	Date Due	Priority	Assigned To	Date Created	Completed By	Date Completed	Time	Billable	Estimated
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	Com. Feagle (Pat Rowell Request) The sign on Ira Smith Rd (14A) has a very small "A" and would like a sign with the A larger	No date	No date		Andy M.	07/05/2013	Andy M.	11/07/2013	0	0	0
	Shiloh CEm Road	No date	No date		Andy M.	08/22/2013	Jack B.	01/24/2014	0	0	0
	Mandalay Road Neil Lindsey 843-3123, Trim bushes at 90 degree curve	09/17/2013	No date		Andy M.	09/17/2013	Andy M.	12/05/2013	0	0	0
	Debris and Limerock at 370 Al Suber Rd (838-6038; Doug Cruce)	No date	No date		Andy M.	11/12/2013	Dustin H.	01/10/2014	0	0	0
	Is Waddell Foskey Road being maintained by inmates?	No date	No date		Andy M.	01/03/2014	Dustin H.	01/03/2014	0	0	0
	Jim Padgett - Walker Bridge Erosion Issue	No date	No date		Andy M.	01/03/2014	Dustin H.	01/10/2014	0	0	0
	Coretha Smith - Cut down bush overgrowth at James Smith Rd and Johnson Stripling Rd	No date	No date		Andy M.	01/03/2014	Andy M.	01/16/2014	0	0	0
	Com. Feagle Request on behalf of Tracey Touchton (584-3534) - Lime Rock at the beginning of his road as it turns off of US19 to be packed to make it smoother and less rough	No date	No date		Andy M.	01/08/2014	Jack B.	01/24/2014	0	0	0
	Buddy Johnson - Investigate Tree on Bernard Johnson (584-2016)	No date	No date		Andy M.	01/13/2014	Andy M.	02/11/2014	0	0	0
	Helen Street (County - Pharo Morgan Road)	No date	No date		Andy M.	01/13/2014	Andy M.	02/05/2014	0	0	0
	Request for limerock and "No Parking" signs on ROW at turn off a the Methodist Church on CR 14 (Shady Grove)	No date	No date		Andy M.	01/14/2014	Andy M.	02/04/2014	0	0	0
	Request for limerock on Morris Steen Rd between US 221 and paved section	No date	No date		Andy M.	01/14/2014	Andy M.	01/16/2014	0	0	0
	Com. Feagle - Mt. Gilead Rd - Pot Holes be Fixed on road that remain even after the recent grading	No date	No date		Andy M.	01/21/2014	Jack B.	01/24/2014	0	0	0
	Com. Feagle Request the holes and Cracks be Patched on Morgan Whiddon	No date	No date		Andy M.	01/21/2014	Jack B.	04/04/2014	0	0	0
	Culvert Clean out Request - Just beyond turnoff from County Road 14 at Aucilla River Estates Road	No date	No date		Andy M.	01/24/2014	Andy M.	02/12/2014	0	0	0
	Limerock turnoff Request for turnoff from County Road 14 onto Aucilla River Estates Road	No date	No date		Andy M.	01/24/2014	Andy M.	02/12/2014	0	0	0
	Replace guard post at Joel Aman and Roberts Aman Road	No date	No date		Andy M.	01/27/2014	Andy M.	01/29/2014	0	0	0
	McMullen - Mandalay Road - Request to scrape shoulders to allow puddling water to draining	No date	No date		Andy M.	01/27/2014	Andy M.	02/25/2014	0	0	0
	Request to fill in holes remaining from grading of Mandalay Rd	No date	No date		Andy M.	01/27/2014	Andy M.	02/04/2014	0	0	0
	Blue Bar Road - Tony Russell - Sign for Blue Bar Road	No date	No date		Andy M.	02/20/2014	Andy M.	03/24/2014	0	0	0
	Blue Bar Road - Tony Russell - Request Installation of Culverts on Blue Bar Road	No date	No date		Andy M.	02/20/2014	Andy M.	03/19/2014	0	0	0

	Jim Jacobson - Grade Aucilla Landing Road	No date	No date		Andy M.	03/14/2014	Andy M.	04/10/2014	0	0	0
	Resident requests repairs to be made to storm damage on Wash Davis Road	No date	No date		Andy M.	03/21/2014	Andy M.	04/02/2014	0	0	0
	Bernard Johnson Road Culvert - Inspect and repair	No date	No date		Andy M.	03/24/2014	Andy M.	03/26/2014	0	0	0
	Bernard Johnson Rd Culvert Repair - Request to place "Bumpy Road Ahead" Signs	No date	No date		Andy M.	04/02/2014	Andy M.	04/09/2014	0	0	0
	5729 Alton Wentworth Rd - Request Limerock on turnoff	No date	No date		Andy M.	04/03/2014	Andy M.	04/10/2014	0	0	0
	Danny Cruce - 1st Mobile Home on the left on Bernard Johnson - Request Culvert clean out	No date	No date		Andy M.	04/14/2014	Andy M.	04/16/2014	0	0	0
	Contact Shone English at 843-6556 and inform him approximately when his road will come up in the cycle (879 Glennis Cruce Rd)	No date	No date		Andy M.	04/14/2014	Andy M.	04/16/2014	0	0	0
	Open Culvert - Across from 2875 Johnson Stripling Road- The Culvert South of Bobby Counce's Driveway (2894 Johnson Stripling Road)	No date	No date		Andy M.	04/17/2014	Andy M.	04/21/2014	0	0	0
	Repair hole on Shiloh Cemetery Rd turnoff of US 221	No date	No date		Andy M.	04/17/2014	Andy M.	04/21/2014	0	0	0
	Repair washout on Azalea Drive turnoff	No date	No date		Andy M.	04/17/2014	Andy M.	04/21/2014	0	0	0
	First Driveway on left past Glennis Cruce Rd requests limerock on turnoff	No date	No date		Andy M.	04/21/2014	Andy M.	04/22/2014	0	0	0



## District 4 - Boat Ramps

	Name	Start Date	Date Due	Priority	Assigned To	Date Created	Completed By	Date Completed	Time	Billable	Estimated
	Service Aucilla Landing Boat Ramp Porta Potty ASAP	No date	No date	High	Andy M.	01/27/2014	Andy M.	02/04/2014	0	0	0

## District 5 - Com. Pat Patterson - Taylor County Board of County Commissioners

Tasks / Projects from Com. Patterson through the County Administrator

## District 5 - Road Issues

	Name	Start Date	Date Due	Priority	Assigned To	Date Created	Completed By	Date Completed	Time	Billable	Estimated
	4371 PUCKETT RD - Repair hole in turnoff onto Puckett Road	No date	No date		Andy M.	02/20/2014	Andy M.	04/22/2014	0	0	0
	Request repair of pot holes at the intersections of Houck and Holt and Golf Course and Holt Roads	No date	No date		Andy M.	04/24/2014	Andy M.	04/25/2014	0	0	0



Request to Cut Tree Hanging Over Road

11/22/2013

11/26/2013

Andy M.

11/22/2013

Andy M.

11/26/2013

0

15

0



# BOARD WORKSHOP

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## Agenda

6. THE BOARD TO DISCUSS THE  
MAINTENANCE OF CATTLE GAPS.



# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
0.000	Private Cattlegaps in the County Roadways (Public Works)	00/00/00

#### PURPOSE

To establish a policy in regards to the existing private cattlegaps within the County roadways.

#### REFERENCE

Chapter 80-616, House Bill No. 645 – Special Act

An act relating to Taylor County; authorizing the board of County Commissioners to maintain and construct cattle-gaps on any County graded road; providing an effective date. Be it Enacted by the Legislature of the State of Florida:

Section 1. The Board of County Commissioners of Taylor County shall have the power, at its discretion, to maintain and construct cattle gaps on and upon any County graded road located in Taylor County.

Section 2. This act shall take effect upon becoming a law (it became law without the Governor's approval. Filed in Office of the Secretary of State June 4, 1980).

Taylor County BOCC Policy 06-04-85

Anyone who desires to have a cattlegap installed on a County unpaved road, as authorized by the State of Florida Special Act 80-616 must make application in writing on a form provided by the County Road Department. The Road Director will review the request to determine if the location of the gap is consistent with good road operations. The request must then be approved by the County Commissioner in whose District the gap is to be installed.

Upon approval, the applicant must pay \$775.00 in advance to reimburse the County for the cost of the cattlegap and installation. No cattlegap will be allowed on County paved roads and the County will only install cattlegaps on County unpaved roads. The work will be performed at the convenience of the road department as the work schedule will allow.

## **POLICY**

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Anyone who desires to have a cattle-gap installed on a County unpaved road, as authorized by the State of Florida Special Act 80-616 must make application in writing on a form provided by Public Works (Road Department). The Director of Public Works will review the request to determine if the location of the gap is consistent with good road operations. The request must then be approved by the Board of County Commissioners.

Upon approval, the applicant must pay \$775.00 in advance to reimburse the County for the cost of the cattle-gap and installation. No cattle-gap will be allowed on county paved roads and the county will on install cattle-gaps on County unpaved roads.

The work will be performed at the convenience of the road department as the work schedule will allow.

## **RESPONSIBLE DEPARTMENT**

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Public Works

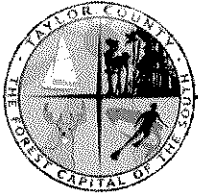
## **DATE ISSUED/SUNSET DATE**

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**Issue Date: 11/3/08** (Use this format)

**Sunset Date: 11/3/12** (Use this format)

Last Updated: 09/05/08



# BOARD WORKSHOP

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## Agenda

7. THE BOARD TO RECEIVE AN UPDATE ON FLOODING OPERATIONS AND PLANNING AND DISCUSS PROPOSED DRAINAGE ENHANCEMENT PROJECTS.



## Dustin Hinkel

---

**From:** Andy McLeod  
**Sent:** Thursday, May 22, 2014 2:21 PM  
**To:** Dustin Hinkel  
**Subject:** RE: Survey Request

A John Deere 210 is \$5346.00/mo. or \$1782.00/wk. If we're going to do more than one ditch, we should rent it by the month.

Andy

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

**From:** Dustin Hinkel  
**Sent:** Thursday, May 22, 2014 12:05 PM  
**To:** Andy McLeod  
**Subject:** RE: Survey Request

Andy, does this include renting an excavator?

Thanks!

Dustin Hinkel

County Administrator  
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 Perry, FL 32347  
850-838-3500 ext 7 Office  
850-838-3501 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.

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

**From:** Andy McLeod  
**Sent:** Wednesday, May 21, 2014 1:44 PM  
**To:** Dustin Hinkel  
**Subject:** RE: Survey Request

Dustin,

My total cost including pipes, equipment, trucks and labor would be about: \$12,140.00. It will take about a week because of all the pipes required.

Andy

TAYLOR COUNTY	<b>Emergency Operations Center</b>	Page 1 of 5
<b>SOP: OPS 002</b>	Standard Operating Procedure	Date Issued: 05-22-2014
Revision: 02-22-2014		Next Review: TBD
Prepared By: <b>Steve Spradley</b>	Approved By:	
Revised By:	Approval Date:	

**SUBJECT:** Flooded Road Repair Procedures

**PURPOSE:** To provide guidance to Staff on processing requests for emergency road repairs during a declared State of Local Emergency.

**BACKGROUND:** Should the Board of County Commissioners declare a State of Local Emergency because of extreme weather conditions causing flooding; the County is authorized to expend funds to ensure that required emergency vehicles can access all roads in unincorporated Taylor County. The program can also address floodwater drainage problems and certain floodwater protective measures such as sandbags and sand. Taylor County Emergency Management and Taylor County Public Works /PW are responsible for implementing this program in conjunction with Taylor County Fire and Rescue and the Suwannee River Water Management District and the Department of Army, Corps of Engineers may also provide assistance with floodwater drainage problems.

**SPECIAL SAFETY CONSIDERATIONS:** Life Safety is the primary concern of this program. All personnel checking the accessibility of roads should be especially attentive to dangerous road and weather conditions. In addition, personnel checking roads must always have the capability to communicate with the Emergency Operations Center (EOC) in case of an emergency. Checking of flooded roads will be conducted during daylight hours to prevent injury or damage to the vehicle making the inspection. The staff person making the survey should wear safety clothing such as boots, safety vest, etc... Before leaving the EOC, the staff person should inform the front desk on the destination and estimated time of return. Should the staff person not return within a responsible amount of time, the front desk should attempt to make contact by cell phone and if not contact is made; the program manager should be notified

**TERMS and DEFINITIONS:**

PW – Public Works Department

ESAT Response Team – Public Safety staff members designated to receive and process request for assistance

EOC – Emergency Operations Center

FRD – Fire Rescue Department

IAP – Incident Action Plan

RFA – Request for Action (PW system for requesting support by telephone or email)

SRWMD – Suwannee River Water Management District

SOLE – State of Local Emergency (Declared in writing by the Board of County Commissioners)

## **PROCEDURES:**

1. The Emergency Management Director is responsible for forming a team of individuals designated to receive and process all requests for assistance. The Emergency Management Director will coordinate on preparation of the Incident Action Plan (IAP) daily or as required.
2. Requests for assistance may be received in the following ways:
  - a. Phone call from a private citizen to the EOC.
  - b. Phone call from another county agency.
  - c. Email or phone call from a County Commissioner.
  - d. Email from PW as a part of the RFA process.
3. Receiving and Processing Requests for Assistance:
  - a. Regardless of who, at the EOC, receives a telephone call or email concerning a road problem, this information must be passed to the EOC response team for action.
  - b. A Flooded Road Evaluation Form (attachment) will be completed on each request for assistance by the EOC response team. Upon receipt of a call for assistance, the EOC response team will complete the top portion of the form with the caller's information. The form will then be faxed or emailed to Fire Rescue Department for a physical evaluation of the road. The EOC should also call the FR to let them know that a Faxed or emailed request is being sent.
  - c. The FR will inspect the road to make a judgment on the accessibility of the road for emergency vehicles and/or significant increase in response time due to current road conditions. The FR will either email or FAX the form back to the EOC or call in the results of their inspection. If the information is called to the EOC, the EOC response team will complete the associated form with the inspection results indicated. Any related notes or comments concerning a particular road will be attached to and filed with the form.
  - d. If the evaluated road is inaccessible or poses an extremely slow response time for emergency vehicles, PW will be asked to repair the road. The EOC representative will prepare an email message to [publicworks.director@taylorcountygov.com](mailto:publicworks.director@taylorcountygov.com). The message should include the caller and location information recorded in the top section of the Flooded Road Evaluation Form and the nature of the repair requested.
  - e. If the initial request for road inspection is received from PW, always provide the inspection result back to PW through the Teamwork PM system. Do not relay information directly to a PW representative unless after hours requiring flooded road signs or other immediate needs.

4. Emergency Management Staff Inspections: Following the initial check by the local Fire Department depending on report, the EOC may dispatch a staff person to inspect a road or a second opinion is needed, a Public Safety staff member will be dispatched to inspect the road using a county 4X4 vehicle.
5. Agency Referrals: EOC staff will not refer callers to other agencies. If another agency needs to be involved to address a problem, EOC staff will convey the request. Avoid giving out phone numbers of other agencies to the public. Likewise, PW, FRD or other county agencies should have access to the forms and fill out the contact information on the form and forward to the EOC.
6. Other Services Coordinated by the EOC: EOC staff will coordinate shelter openings with the American Red Cross for residents who request to be evacuated due to their roads being inaccessible to emergency vehicles. Public shelter will also be offered to others who wish to evacuate because of extreme weather conditions that prohibit emergency services or citizens requiring medical treatment. The FR or EMS may be requested to transport those who are unable to negotiate the roads or those who face life safety situations. In any case, the FR will be asked to verify the severity of the situation.
7. Authorized Road Repairs: If the roadway in question requires emergency repairs and falls within an issued BOCC Declaration, PW will manage the emergency repairs needed to allow access by emergency vehicles... If the county is not under a State of Local Emergency, the problem will be forwarded to Suwannee River Water Management District or Army Corps of Engineers for possible mitigation programs to resolve the problem.

Should the county not be under a State of Local Declaration, a summary report should be directed to the County Manager to authorize any other actions as deemed necessary?

8. Record Keeping:
  - a. The EOC will prepare records for each flooding event and will maintain the records after the event.
  - b. Files will be established for each reported road containing the Flooded Road Evaluation Form. Important notes or comments should be attached to the appropriate form.
  - c. ~~A spreadsheet will also be maintained on flip chart paper indicating the Road, Fire District, Date/Time Inspected and the Status or results of the inspection. Some roads may require multiple inspections during an event. A separate evaluation form and chart entry will be maintained for each inspection.~~
  - d. PW will be asked to provide a report of labor and materials used during an event along with a map of roads repaired. This information will be maintained with the event files.
9. After-Action Review: If deemed necessary, an after-action review may be held with all agencies involved to refine response procedures.

10. Taylor County Department of Public Works Protocol For Handling Flooded Roads and Drainage Complaints:

1. Receive Request for Action. **E-mail – publicworks.director@taylorcountygov.com**
2. Determine whether or not it is a valid complaint and if it is an emergency.
  - ◆ If it is an emergency dispatch immediately to inspector or supervisors to investigate.  
Example: Water in the house, health hazard, road underwater etc.  
Non-response: Nuisance water in the swale 6" or less or water that drains away in 3 days or less.
3. Log Request in TeamworkPM tracking system  
If it is an emergency PW will respond within 8 hours, depending on severity.  
Other priority calls- within 2 days and other calls - within 10 working days.
4. Research responsibility
  - **CORE LEVEL OF SERVICE:** If it is county jurisdiction, county maintained. If yes, send inspector out to inspect. If it is county jurisdiction, but not maintained by PW, refer to other County department.
  - **NON-CORE LEVEL:** If it is county jurisdiction, but not county-maintained we must evaluate the budget constraints, may need additional funding. If funding is available, and the work is deemed necessary, repairs should be implemented. If funding is not available refer to BOCC and/or EOC for funding.
  - **NON-COUNTY:** Non-county jurisdiction- BOCC must declare State of Emergency and authorize funding. If not State of Emergency refer to Natural Resources for tracking of problem areas and possible incorporation as NIP project. EOC must concur with need for repairs.  
EOC to fund.
5. May need to refer to Non-County Agency (ie. SRWMD), another County department (ie. Codes), or private citizen problem especially if it involves new developments.
6. Send RFA out for inspection, then assign to supervisor for scheduling for next available crew.
7. Job completed, close RFA.

**SERVICES PROVIDED BY PUBLIC WORKS**

Flush & repair pipes, inlets

Monitor rainfalls & water levels

Excavate ditches

Dead tree removal

Control County Weirs – open/close gates

Road Underwater Signs

Mowing & trimming as needed to maintain hydraulic function of flow ways

**ISSUES NOT ADDRESSED:**

Nuisance water in the swales, 6" or less or water that drains off in 3 days or less

Pumping of any sort

Mowing, trimming & tree removal for aesthetic purposes

### **FLOODED ROAD EVALUATION FORM**

#### **Site Information**

**Road Name:** \_\_\_\_\_

**Caller Name and Address:** \_\_\_\_\_

**Caller Telephone Number:** \_\_\_\_\_ **Fire District:** \_\_\_\_\_

**Description of Problem:** \_\_\_\_\_  
\_\_\_\_\_

#### **Road Evaluation (Emergency Vehicle Road Access and Response Time)**

##### **Road Access:**

##### **Brush Truck or 4 WD Rescue Vehicles:**

**Accessible:** ☐ Yes ☐ No

**Comment:** \_\_\_\_\_

##### **Fire Engine:**

**Accessible:** ☐ Yes ☐ No

**Comments:** \_\_\_\_\_

##### **Response Time:**

If road is accessible, is **NORMAL RESPONSE TIME** critically delayed by **CURRENT ROAD CONDITIONS** for both of the above vehicles: ☐ Yes ☐ No

If yes, estimate extent of delay or other circumstances: \_\_\_\_\_

##### **Action Taken By Emergency Management**

**Recommend Road Repair:** ☐ Yes ☐ No

If YES, email Request for Action (RFA) to [publicworks.director@taylorcountygov.com](mailto:publicworks.director@taylorcountygov.com), or call PW Operations 838-3529.

(If available, Attach Photos of road to RFA request)

**Road Repair Evaluation:** \_\_\_\_\_

**Cost Estimate:** \_\_\_\_\_

**Action Taken By PW:** \_\_\_\_\_

Enter road repair information in TeamworkPM. RFA# \_\_\_\_\_, Date \_\_\_\_\_



# BOARD WORKSHOP

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## Agenda

8. THE BOARD TO DISCUSS POLICIES  
AND PROCEDURES GOVERNING THE  
ACCRUAL OF PAID TIME OFF.

Sexual harassment is conduct based on gender, whether directed towards a person of the opposite or same sex, and includes unwelcome sexual advances, requests for sexual favors and any other physical, verbal or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment or continued employment; or
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting an employee, such as promotion, demotion, or evaluation; or
- The conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to unwelcome sexual propositions; sexual innuendos, sexually suggestive remarks, vulgar or sexually explicit comments, gestures or conduct, sexually oriented kidding, teasing or practical jokes, physical contact such as brushing against another's body, pinching, or patting, the publication to anyone, of documents (including pictures and text) in the workplace that contain any material that is of a sexual nature and using the computer to access any website, newsgroup, CD, floppy disk, or any other resource that contains material that is of a sexual nature.

Sexual harassment may occur when the intended target of the conduct is not offended, but others reasonably find the conduct to be intimidating, hostile or abusive.

#### iii. Reporting Discrimination or Harassment

All employees are responsible for maintaining a workplace that is free of harassment and intimidation. If any employee experiences or witnesses harassment in the workplace, they have an affirmative obligation to report such conduct to his/her supervisor, department head, or the County Administrator. This is true whether the alleged offending party is an employee, supervisor or non-employee with whom the County does business. If, after an investigation is conducted, it is determined that the harassment has occurred, and it is determined that any employee(s) failed to fulfill their affirmative obligation to report such conduct, such a failure may be grounds for discipline. Employees are not required to report harassment to the person they believe is harassing them. No employee will be punished for bringing a report of harassment or discrimination to the County's attention or for cooperating in an investigation.

#### iv. County's Responsibility

Once your report has been received, the County will:

- Conduct a prompt and thorough investigation,
- Discuss the results with the complaining employee and, where appropriate, the action to be taken,



- Keep the investigation and results as confidential as possible, and
- If the complaint is verified, take appropriate corrective action, up through and including termination.

### **3. HIRING AND EMPLOYMENT ACTIONS**

#### **A. General Policy 4.01.17**

The County will recruit, select and promote employees on the basis of their knowledge, abilities, skills and qualifications. It is the Board's intent to select the best suited applicant from among the most qualified to fill vacancies. The County will attempt to hire internally when possible, however, it does not waive the right to simultaneously conduct an external search. The minimum age for employment with Taylor County is eighteen (18) years old unless otherwise specified in the job description, vacancy announcement or position advertisement.

#### **ii. Vacant Positions**

The Board will select the best suited applicant to fill vacant positions. Employees who meet the minimum requirements and who submit applications may be considered by the interview committee.

Recruitment for candidates for County service will generally be announced publicly through job postings. Announcements or vacancies may also be furnished to community organizations. Applicants will be recruited on the basis of experience, education, suitability and potential pertinent to the position.

#### **C. Applications 4.01.18**

#### **i. Process**

All applications for employment with the County must be submitted to Employment Connections, during the time period specified in the vacancy announcement. All applications must be submitted on a standard application form and must include any other required documentation. Applications must be completely filled out and signed. Applications for specific positions will remain active for six (6) months.

Applications not meeting the above criteria may be rejected by the County. The County may also reject applicants who are not eligible for rehire, who have made false statements on the application and/or during the hiring process or for any other legitimate, non-discriminatory reason.

ii. Veterans Preference

Veterans will be given preference in accordance with Chapter 295, Florida Statutes.

iii. Qualifications and Examinations

The County may require evidence of a satisfactory degree of training, experience, certificates of competency or licenses as required by law or by the job description. Employees may be required to take skills tests or other examinations as part of the selection or promotion process.

iv. Reference Checks

The County will conduct reference checks on applicants and employees. Applicants and employees who fail to disclose criminal convictions or make false statements on the application or during the hiring process will be rejected or terminated.

D. Promotions, Demotions and Transfers 4.01.19

i. Promotions

A promotion occurs when an employee is moved from one position to another one with a higher salary. When possible, vacancies may be filled internally. All promoted employees will serve a promotional trial period of 180 calendar days. The promotional trial period may be extended at the discretion of the department head. If an employee's performance is unsatisfactory due the promotional trial period, he or she may be returned to his or her former position if it is available.

ii. Transfers

The County Administrator has the discretion to transfer employees from one department to another in the best interest of the County.

iii. Demotions

The County may demote employees as needed. Employees who request voluntary demotions may not bid on positions in that department for eighteen (18) months. Employees will serve an introductory period of at least 180 calendar days in their new position.

E. Separation from Employment 4.01.20

i. Types of Separations

The employee or the County may end the employment relationship at any time with or without cause. The following classification may be used to determine eligibility for benefits and rehire.

(1) Resignation

Resignation is a separation of an employee by his or her voluntary act. An employee must give at least ten (10) days written notice prior to his or her resignation. Department heads, supervisors, managers, chiefs and superintendents must give thirty (30) days written notice.

(2) Layoff or Reduction in Force

An employee may be laid off whenever it is necessary due to insufficient funds, elimination or reduction of the level of functioning, abolishment of the position or any other nondiscriminatory reason.

(3) Termination

Employees may be terminated by the County for any reason not prohibited by law. Examples of offenses warranting termination include but are not limited to, misconduct, insubordination, refusal to meet standards, violation of departmental policies, etc.

(4) Retirement

Employees separating in accordance with the provisions of the Florida Retirement System are deemed to have retired.

ii. Pay Upon Termination

Receipt of a final paycheck is subject to the following requirements. Employees must return all keys, cellular phones, computers, handbooks, credit cards and any other County property upon separation of employment. Employees must also satisfy all financial obligations upon termination. Accrued annual leave pay upon termination will not include any holiday pay. Employees will normally receive their final paycheck on the next regularly scheduled payday following their last day of employment.

#### **4. CLASSIFICATION AND PAY PLAN**

##### **A. Classification Plan 4.01.21**

###### **i. Job Titles and Position Descriptions**

The job titles of each class of positions are used for administrative purposes such as payroll, budget, personnel forms, etc. Positions may be reclassified as needed.

Position descriptions are intended to be representative of the positions in the class and provide illustrations of the work performed and do not necessarily include all of the duties performed. Particular phrases or examples of typical duties are not to be singled out and used solely for determining the position class. The use of absence of a particular illustration of duties shall not be held to exclude the supervisor from assigning other duties to employees in any class. Position descriptions are subject to change at any time.

###### **ii. Qualification Statements**

Qualification statements establish desirable minimum requirements. The County may consider alternative combinations of training, education, experience and other qualifications.

##### **B. Pay Plan 4.01.22**

###### **i. Regular Pay**

Compensation (wages) will be rounded-off to the nearest quarter-hour. For example, an employee scheduled to work for an hour beginning on the hour will be compensated for .75 of an hour if beginning or reporting for work eight minutes after the hour and working until the following hour.

###### **ii. Overtime Pay**

Employees will be required to work overtime as needed. Any overtime must be authorized by a department head, the County Administrator or authorized person acting in this capacity prior to an employee working beyond his or her normal hours. In determining whether an employee is eligible for overtime, only actual hours worked will be used in the calculation of hours.

###### **(1) Non-Exempt Employees**

Non-exempt employees may not take compensatory time in lieu of overtime without prior approval. Employees must complete a request form. All time worked in excess of forty (40) hours per week for those regularly scheduled to work forty (40) hours per week will be paid at the rate of one and one-half times the employee's regular hourly rate in accordance with the Fair Labor Standards Act (FLSA). Firefighters regular work week is 53 hours. Only hours actually worked shall be considered in determining when overtime rates shall apply.

## (2) Exempt Employees

Exempt employees may be allowed discretionary time, when approved by the County Administrator, on an hour for hour basis for other than daily routine work. Exempt employees are not eligible for overtime pay, unless specifically authorized by the County Administrator or authorized representative. Such authorization will be granted only in cases of extreme emergency.

### iii. Call-In Pay

"Call-in" is defined as when an employee is contacted after leaving work (contacted at other than duty hours) and given instructions to report to work prior to his or her next scheduled work time. A minimum of 4 hours pay will be given. Only one "call in" can be claimed within a 4 hour period. "Call in early" is defined as 4 hours or less prior to the normal scheduled start time. "Call in early" preceding a shift will be paid only on time worked.

### iv. Scheduled-In Pay

"Scheduled-in" is when an employee is notified prior to leaving work that he or she is to report to work at a time other than his or her regularly scheduled work time. In such instances, pay will be for the time worked only.

### v. Annual Leave Pay

Employees who resign after giving the County written notice of at least ten (10) working days, thirty (30) calendar days for department heads, managers and superintendents, prior to the effective date of his or her resignation or who are laid off by the County for lack of work, may be entitled to receive vacation pay pro rata to the portion of the year in which he or she was eligible for vacation, plus any accrued vacation time from the previous year. Vacation time accrued in excess of 480 hours must be used during the calendar year or be forfeited on December 31st of each year. Employees may sell up to 500 accumulated vacation hours at the time they join FRS DROP program pursuant to Section 121.091(13), Florida Statutes.

### vi. Sick Leave Pay

Employees who resign after giving the County written notice of at least ten (10) working days, department heads, managers, and superintendents who give at least thirty days (30) calendar days written notice prior to requested effective date of their resignation, or employees who are laid off by the County for lack of work, will only be paid for sick leave accrued prior to January 1, 1999 (up to 720 hours) based on the following percentages at their 1999 rate of pay. (Excludes University of Florida funded positions):

0 - 2 years of service	25%
3 - 5 years of service	50%
6 - 10 years of service	75%
11+ years of service	100%

Sick leave hours accrued after January 1, 1999 will not be paid out for any employee.

vii. Holiday Pay

The Board observes the paid holidays, as defined on page 22, for its regular, full time employees provided that the employee has completed the introductory period and the employee works the scheduled work day immediately preceding the holiday and the scheduled work day immediately after the holiday, unless on excused absence such as sick or annual leave. The County Administrator will determine when any department or operation will be closed in observance of a holiday.

Employees who are scheduled to work on any holiday and do not perform said duty will not be paid for the holiday. Employees who are required to work on a paid holiday (exception: Fire/Rescue personnel and part time employees) will be paid at one and one half times their basic hourly rate, in addition to regular pay.

Fire/rescue personnel working the holidays listed in the IAFF Contract shall be entitled to the holiday pay. Fire Administrative personnel will be paid the same as other standard 40-hour per week employees.

viii. Discretionary Emergency Pay

An emergency is defined as a highly volatile, dangerous situation requiring immediate remedial action. Examples of an emergency situation include hurricanes, floods, tornadoes, etc. The Board will declare a local state of emergency when possible. If the Board cannot make the declaration, the County Administrator or designee will initiate the emergency preparedness functions as needed.

Some employees may be considered essential with respect to disaster preparedness or recovery. Nonessential personnel may be relieved of duty and may be required to delay their return until their normal work duties are needed. Essential personnel may be required to report to work as normally scheduled or required.

Exempt and nonexempt personnel who are instructed by their department head, his or her designee or the County Administrator to work during an impending or declared emergency or disaster, may be eligible for emergency pay.

At the discretion of the County Administrator, Employees that are scheduled to work on the day(s) of the event but are told not to come to work will be given that day(s) off with paid administrative leave. Employees that are scheduled to work on the day(s) of the event and are told to report to work will be given one (1) day of administrative leave for each day they are required to work. Employees that are scheduled to be off but are called in to work will be paid time and one half. Administrative leave granted under this policy must be taken prior to March 31st of the following year that it was earned.

ix. Military Pay

Employees eligible for military pay will be paid in accordance with Chapter 115, Florida Statutes.

x. Travel Pay and Expenses

(1) Wages

While engaged in travel for County business or duties, pay will be calculated on the basis of the employee's normal wages during a standard workday.

(2) Authorization

All employees must receive prior approval for their department head or authorized designee for travel. The County Administrator may approve or disapprove any travel. County employees will receive per diem reimbursements for travel-related meals and/or accommodations at the rate recognized by the State of Florida.

(3) Travel Considerations

The most efficient and/or economical method of travel shall be chosen. Considerations will include the nature of the business, number of persons making the trip, and the most efficient means of travel reasonably available. When two or more persons are traveling to the same general location, the least possible number of County vehicles, as practical, will be used. If an employee wants to utilize his or her privately owned vehicle for personal convenience/necessity, then such use requires authorization by the County Administrator. Use of privately owned vehicles may be authorized, on a case-by-case basis, at no additional expense to the County.

(4) Mileage

The County Administrator will decide if mileage is to be paid for personally owned vehicle use. Employees who must use their personal vehicles on County business will be reimbursed for work-related mileage at the State of Florida authorized rate in effect at the time of the trip. Reimbursement documentation, authorized expenditures and allowable amounts will be as provided in Section 112.061, Florida Statutes. Mileage payments will be based on the most direct route as published in the State of Florida Department of Transportation Official Highway Mileage Chart. Mileage or transportation expense reimbursement shall not be authorized to any employee if she or he is transported by another person.

(5) Vouchers

All vouchers for reimbursement must be submitted to the employee's department head within ten (10) days after the return date of the trip.

xi. Pay Day/Direct Deposit

Pay checks are distributed every other Friday. All employees are encouraged to sign up for direct deposit.

## **5. LEAVE AND BENEFIT PROGRAMS**

### **A. Leave Programs 4.01.23**

#### **i. Holidays**

The Board observes the following paid holidays for its regular, full time employees. Department heads may also receive paid holidays during the introductory period. The Board reserves the right to modify this list at any time. Generally, the following holidays will be recognized:

New Years Day	January 1
Martin Luther King Jr. Day	3rd Monday in January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Personal Day	Employee's request & supervisor's approval (must be taken as an entire day, cannot be broken up)

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on Sunday will be observed on the following Monday. Occasionally, the Board will decide to observe a holiday on a different day. For those employees whose normal work schedule does not include standard weekend days off (Saturday & Sunday) or standard 8-hour days off (i.e. roll-off attendants), the employee will observe the holiday(s) on the day preceding and/or the day succeeding his/her normal day off and the holiday pay will be determined according to the hours the employee is scheduled for that particular day. Should scheduling problems occur, it will be at the discretion of the department head or supervisor to reschedule the days off.

#### **ii. Annual Leave**

The Board recognizes the importance of providing employees with the opportunity for rest, relaxation and personal activities. The Board grants annual leave to regular full time employees after they have been employed by the County for one (1) year. Part time, temporary, seasonal, contractual or similar non-regular employees shall not be entitled to annual leave benefits. Annual leave will be charged in half hour increments.



The amount annual leave an employee may be eligible for depends on the employee's position:

Annual Leave Accrual for 40 Hour per Week Employees

1 to 2 years	40 hours
3 to 7 years	80 hours
8 to 12 years	120 hours
13 to 19 years	160 hours
20+ years	200 hours

Annual Leave Accrual for 56 Hour per Week Employee

1 to 2 years	2.5	(24 hr. shifts)
3 to 7 years	5	(24 hr. shifts)
8 to 12 years	7	(24 hr. shifts)
13 to 19 years	9.5	(24 hr. shifts)
20+ years	12	(24 hr. shifts)

Annual Leave Accrual for Department Heads and Superintendents

1 to 2 years	80 hours
3 to 7 years	120 hours
8 to 12 years	160 hours
13+ years	200 hours

Annual leave may be taken as earned subject to the approval of the department head or supervisor. The employee's wishes as to a time of taking annual leave will be considered, but in the event of a conflict among employees that would result in interference with operations and/or services, the supervisor shall schedule the annual leave giving preference on the basis of department seniority. Annual leave time accrued in excess of 480 hours must be used during the calendar year or they shall be forfeited on December 31st of each year.

iii. Sick Leave

(1) Eligibility and Use

The Board grants sick leave to regular full time employee after they have completed the fourth month of their introductory period. Sick leave may be used for the employee or employee's immediate family member's personal illness, injury or exposure to a

contagious disease, which would endanger others and the employee's personal appointments with a doctor, dentist, or other recognized practitioner. Sick leave will be charged in one half hour increments. Employees must notify their supervisor prior to the commencement of the work day of their absence. Employees must complete a leave request upon their return to work. Employees may use annual leave for illness if they have exhausted their sick leave. For serious medical conditions requiring long term absences, please refer to the Family and Medical Leave Act Policy.

#### (2) Accrual

Forty (40) hour per week employees will, at the end of the fourth month of employment, have accumulated eight (8) hours of sick leave and will accrue eight (8) hours at the conclusion of each month thereafter. An employee not completing a month will not accrue sick leave for that month. A completed month is a month where all scheduled work days were either worked or paid leave. (i.e., approved annual leave, sick leave, or personal day) Any unpaid leave will result in forfeiture of that month's sick leave accrual. Fifty-six (56) hours per week employees will be granted 10.5.

Effective January 1, 1999, employees may carry forward only 480 hours into their next year of service. If sick leave time is accrued in excess of 480 hours during a year, this excess shall be forfeited on December 31st of each year. Employees employed prior to this date may carry forward their existing accrued sick leave (up to 720 hours) that was accrued prior to January 1, 1999, until it has been utilized under the old policy based upon their status as of December 31, 1998. Once these sick leave hours have been used, the new hours accumulated will not be paid out when an employee retires, resigns or is laid-off by the County for lack of work.

#### (3) Certification by Physician

Employees out on sick leave for three or more consecutive work days shall be required to present a physician's certificate of fitness for duty in order to return to work. Employees may be required to submit a medical certification signed by a licensed physician to substantiate usage of personal family sick leave benefits. Such certification may be required if absence from duty for illness purposes occurs frequently or habitually, or in such a manner as to suggest a pattern of misuse.

#### (4) Forfeiture of Sick Leave

Employees will forfeit all rights to sick leave benefits, regardless of length of service, if, prior to retirement, termination, or death, they are found guilty in a court of competent jurisdiction of committing, aiding or abetting any embezzlement, theft, or bribery in connection with County employment or have admitted to committing, aiding, or abetting any embezzlement, theft, or bribery in connection with County government.

#### iv. Administrative Leave

(1) Jury Duty

All regular full time employees will be placed on paid administrative leave for jury duty. All other employees will be placed on unpaid administrative leave and may keep any fees paid by the court. All employees must return to work upon release by the court.

(2) Personal Litigation/Expert Witness

The County will not grant paid administrative leave for a court appearance when an employee is engaged in personal litigation or service as a paid expert witness; however, an employee may be granted annual leave or unpaid leave if approved by the department head. The employee should retain any fees paid by the court.

(3) Litigation Involving the County

An employee subpoenaed in the line of duty to represent the County as a witness or party is not considered to be on administrative leave, but on working time and any witness fees received should be returned to the County. The employee will receive his or her regular rate of pay.

(4) Death and Funeral Leave

The Board may grant regular full time employees up to two days paid administrative leave for the death of an immediate family member.

v. Leave of Absence

A leave of absence without pay, for not more than thirty (30) days, may be granted by the County Administrator for extenuating and/or extraordinary personal reasons. Employees must exhaust all paid leave before requesting a leave of absence.

(A) Seniority and Benefits

An employee's seniority is not affected during a leave of absence. Seniority does not accrue during a leave of absence. An employee may return at the end of the leave period to the same position or to another position in the same class, with substantially the same working conditions in the same department in which he/she was employed when the leave of absence was granted. During an approved leave of absence, other than a medical leave of absence, the employee shall pay for the period covered for his/her group health insurance.

vi. Family and Medical Leave

Employees of the County, who have worked for the County for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the leave, may

be entitled to a total of 12 work weeks of unpaid leave during a twelve month period when leave is taken for one or more of the following circumstances:

1. The birth of a son or daughter of an employee and to care for the child;
2. The placement of a son or daughter with an employee for adoption or foster care;
3. To care for the spouse, son, daughter, or parent of an employee, if the family member has a serious health condition; or
4. The employee is unable to perform the functions of the position because of the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job.

This unpaid leave is referred to as "FMLA" leave. The twelve month period is measured backward from the date an employee's first FMLA leave begins. This is the rolling method for determining the twelve (12) month period and will be applied consistently and uniformly to all employees.

In the case of the birth or placement of a child for adoption or foster care, the employee's entitlement to leave expires at the end of the 12-month period beginning on the date of the birth or placement.

When medically necessary, intermittent or reduced schedule leave can be taken in cases of a serious health condition, either an employee's own or that of a parent, child, or spouse. Intermittent or reduced leave schedule is not available for the birth or placement of a son or daughter.

Employees seeking intermittent or reduced schedule leave based on planned medical treatment are required to produce medical certification outlining the dates on which treatment is expected and the duration of the treatment. Employees are expected to make a reasonable effort, subject to the health care provider's approval, to schedule treatment so as to not unduly disrupt office operations. Employees are also required to give the County, through Human Resources, thirty (30) days notice or as much notice as is practicable of their intentions.

In the event an employee requests intermittent or reduced schedule leave due to a parent's, child's, spouse's or the employee's own serious health condition, the

employee may be transferred by the County to a temporary alternative job for which the employee is qualified and which better accommodates the County's needs and that of the employee.

A minimum of thirty (30) days advance notice of an employee's intent to take leave is required when it is foreseeable because of:

1. The expected birth of a baby;
2. The expected placement of a child for adoption or foster care;
3. Planned medical treatment for a son, daughter, spouse or parent with a serious health condition; or
4. Planned medical treatment in case of the employee's own serious health condition.

If leave has to begin in less than thirty (30) days as a result of one of the above-referenced circumstances, the employee still must provide the County, through its Human Resources, with advance notice as is practicable.

Notice must be in writing to Human Resources. When notice is not given in these circumstances, the employee will be considered to have taken "unauthorized leave" and subject to appropriate disciplinary action.

When leave is requested based on a parent's, child's, spouse's or employee's own serious health condition, the employee must provide, in writing, a medical certification of the condition and the need for leave from the employee's health care provider no later than fifteen calendar days after it is requested on a form provided by the corporation. This certification must contain:

1. The date the serious health condition began;
2. The probable duration of the condition;
3. The appropriate medical facts regarding the condition which are within the knowledge of the health care provider;
4. Where leave is based on care of a spouse, child or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that the need will continue;
5. Where leave is based on the employee's own serious health condition, a statement that the employee is unable to perform the functions of his or her job; and

6. Where intermittent or reduced leave is sought for planned medical treatment, a declaration from the health care provider stating that this kind of leave is medically necessary, the dates that treatment is expected to be given and the duration of the treatment.

This certification will be treated as a confidential medical record and information will be disclosed only on a strictly need-to-know basis. Failure to provide this certification within the time specific may result in disciplinary action up to and including termination of employment.

Accrued paid sick, annual leave and personal day must be taken contemporaneously with FMLA leave.

Time off for short term and/or long term disability leaves and workers' compensation leaves if due to the employee's serious health condition will count towards the employee's 12-week family and medical leave entitlement.

An employee who has taken leave because of a serious health condition or that of a family member is required by the County to obtain subsequent written recertification of the medical condition every five (5) weeks during the duration of the condition. The County also requires employees on leave under this provision to report periodically, in writing, at least every two (2) weeks on his or her status and the intention of the employee to return to work. Failure of the employee on leave to report periodically on his or her status may subject the employee to discipline for unexcused absences.

Eligible employees who comply with all provisions of this Policy and who return from family and medical leave have the right to return to the job position that they held when they went on leave, or they may be placed, at the discretion of the County Administrator, in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. While on leave, eligible employees will retain all accrued benefits. Restored employees, eligible employees returning from family and medical leave, are not entitled to accrue seniority or employment benefits during any period of unpaid leave. Restored employees are not entitled to any right, benefit or position of employment other than any to which they would have been entitled had they not taken the leave.

As a condition to restoring an employee whose leave was based on the employee's own serious health condition, each returning employee is required to provide, in writing, to Human Resources a certification from the employee's health provider stating that the employee is able to resume work.

The County will maintain group health plan coverage for employees on family and medical leave for the duration of the eligible employee's leave. Coverage will be provided on the same level and under the same conditions that coverage would have been provided if no leave had been taken.

In the event an employee fails to return to work after the period of leave expires, the County may recover any premiums the office paid for coverage during the leave period, provided the employee fails to return for reasons other than the continuation, recurrence or onset of a serious health condition, or due to other circumstances beyond the employee's control. Such recovery can be taken from any benefits or wages owed by the County to the employee.

In the event, however, that the employee fails to return to work due to the continuation, recurrence or onset of a serious health condition of a family member or that would otherwise entitle the employee to take leave, or due to other circumstances beyond the control of the employee, the County will not attempt to recover such premiums. In this circumstance, the employee is required to provide, in writing to Human Resources, a certification from the employee's health care provider to that effect.

vii. Military Leave

The County provides military leave as required by state and federal laws. It is the employee's responsibility to notify his or her supervisor as far in advance as possible so that arrangements can be made for the employee's absence.

viii. Domestic Violence Leave

Some employees may be eligible to take up to three (3) working days of unpaid leave for domestic violence under this policy.

"Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member, who is or was residing in the same single dwelling unit.

For purposes of this policy, "family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Employees seeking leave under this policy, must have been employed by the County for three or more months. Before receiving this leave, the employee must exhaust all annual leave, personal leave, and sick leave, if applicable, unless the County waives this requirement.

Employees may use this leave to:

1. Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
2. Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
4. Make your home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.

Except in cases of imminent danger to the health or safety of the employee's family or household member, the employee must provide "appropriate advance notice" to the County of his or her intent to take domestic violence leave when the leave is foreseeable, and provide sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, police reports, orders to appear in court, etc.

Information relating to an employee's leave under this section will be kept confidential by the County.

## B. Benefits Programs

### 4.01.24

The County is proud of the benefits we provide to our employees. Benefits are defined in plan documents, and should questions arise, the plan documents will govern and not the wording of this Handbook. Eligible Employees may participate in any benefit program at their discretion. All benefits are subject to change at any time. Employees





# BOARD WORKSHOP

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## Agenda

9. THE BOARD TO RECEIVE AN UPDATE ON PLANNING FOR THE BABE RUTH/CAL RIPKEN LEAGUE DISTRICT BASEBALL TOURNAMENT TO BE HOSTED AT THE SPORTS COMPLEX ON JUNE 26 TO 29 AND RECREATION LEAGUES.

9AM

3 game map per field

00

# District Tournament Host Requirements

## Expenses

Game Balls CR/BR certified Rawlings RCAL six per game Tournament Balls  
 Scorebooks/Line-up Sheets # of games  
 First Aid Kits & couple more AED 2x  
 Trophies Brackets 14 trophies  
 Umpire lodging 10 room block Dawn Taylor  
 District Commissioner lodging  
 At least 2 golf carts → Jeff Terrell  
 PA System/Announcer microphone  
 Umpires (NUA certified) 2 per game /3 on championship games CR-\$35/BR-\$40 per game → Brackets Ask Jimmy  
~~Scoreboard Operators~~  
 Field Maintenance Crew 6 crew High School team YES  
 Meeting Room/Umpire lounge window units (2 SOF? have window  
 Paramedic/Trainer - EMS on site Hospital or too Units?  
 Police patrol/Security - Jimmy on site trainer  
 Concession Workers - 2 cooks 3 at window 2 floaters 7 per day  
 Souvenir Area - Fast Corridor 4 vendors  
 Parking Attendant  
 Garbage Service → Gary Wambolt WastePro 2 people  
 Revenue

## Admission fees

## Concessions

## Souvenirs

## Program Advertising

## Photography?

Tournament T-Shirt

48 Score keepers / Score Board Operators

Vendor Adults 8

Area Trainable

2 people

Parking lot = 2 TERABs

Overflow parking signs

[Rick Hearty  
 5366 Hampton Springs Rd.] Mosquito spraying

**FLORIDA CAL RIPKEN/BABE RUTH BASEBALL  
DISTRICT 6 TOURNAMENT**

**Manager's Tournament Information Package**

**June 26<sup>th</sup> through June 29<sup>th</sup>, 2014**

**Taylor County Sports Complex**

**Perry, Florida**

The **Taylor County Recreation** wishes to extend a warm welcome to all players and coaches participating in the 2014 **Florida Cal Ripken/Babe Ruth District 6**. We are honored to be your host for these games.

This information package will provide everything you need to know concerning check-in at the tournament. If a question arises that is not covered in this information package, please do not hesitate to contact the Tournament Director.

**CONTACT INFORMATION**

<u>Position</u>	<u>Name</u>
<u>Tournament Director</u>	Bryant Christman Phone: (850) 584-3029 Email: <a href="mailto:concession@taylorcountygov.com">concession@taylorcountygov.com</a>
<u>District 6 Commissioner</u>	Jim Hudson Phone: (386) 961-1025 Email: <a href="mailto:fbrd6@live.com">fbrd6@live.com</a>
<u>Host Web Site</u>	<a href="http://taylorcountygov.com/ForResidents/tournament_info.htm">http://taylorcountygov.com/ForResidents/tournament_info.htm</a>
<u>Park Address</u>	Taylor County Recreation / Sports Complex 1685 US Hwy 19 N Perry, FL 32347

\*As soon as the District Tournament is complete, the Manager of the winning team **MUST** contact the State Host Contact Person within 24 hours of District Tournament completion. No other person is authorized to contact the Host unless authorized by the Team Manager.

**HOTEL INFORMATION**

Please book your team into one of the following hotels:

<u>Name of Host Hotel</u>	<u>Phone Number</u>	<u>Cost per night</u>
Holiday Inn Express	(850) 584-3200	
Days Inn	(850) 584-5311	

**TOURNAMENT PROGRAM INCLUSION (PLEASE DELETE THIS SECTION IF YOU ARE NOT GOING TO HAVE A TOURNAMENT PROGRAM.)**

As soon as the District tournament is complete, the Manager of the winning team must contact the State Host League Tournament Director with program information. District Champions must EMAIL a complete tournament team roster and team photo (.jpg or .png format at least 927 x 1297 pixels) to the Tournament Director, Sample Name at sample email address within 24 hours of the conclusion of the District tournament. A list of the names of the players, manager and coaches in the photo must be included (e.g. front row, left to right.)

Please note: A roster and picture not received by NOON on **Sample Date** may not be included in the tournament program. Please email as soon as possible.

**ACTION PHOTOS (Include information at this location)**

**PARK RULES.....COOLERS, FOOD, PETS ETC. (Include information at this location)**

**PRE ORDER OF T SHIRTS OR GENERAL T SHIRT/SOUVENIR INFORMATION (Include information here)**

**TOURNAMENT FEE**

A tournament fee of \$300/350(**\$300 for CR \$350 for BR**) will be collected at the Pre-Tournament meeting. Checks should be payable to **Host League**.

**ARRIVAL REQUIREMENTS**

All players, managers, and coaches **MUST** arrive as a team and remain on-site during the tournament. A team member who is not present at the first game will be removed from the roster and will be ineligible to compete during the State Tournament. Any absences or deviation from this must be prearranged, through a waiver from the State Commissioner. An approval will be issued by the State Commissioner (a copy must be placed in the team tournament book). This must be done prior to arrival.

At the pre-tournament meeting, the Tournament Director or assistant will collect and check all credentials and collect the tournament fee. Teams will be able to arrange practice times at the conclusion of this meeting.

**DIRECTIONS**

Please include directions to the park and to the pre-tournament meeting. Directions to host hotel would also be helpful.

**TOURNAMENT TEAM CREDENTIALS BOOK**

All credentials must be in a loose-leaf binder notebook in the order of the Tournament Team Credentials Checklist. The Credentials Checklist must be signed by the District Commissioner for State Tournament Participation.

Note: This tournament is the second level of tournament participation. Your book should have been checked by your District Commissioner before this tournament. Please be aware that no team or player will be allowed to participate in the State Tournament without the proper credentials.

## **PRE-TOURNAMENT MEETING**

A meeting for managers, coaches, umpires and tournament officials has been scheduled for 7pm on June 24<sup>th</sup>, 2014 at **Taylor County Sports Complex (Front Office)**. The State Tournament Director appointed by the State Commissioner will review all playing rules for the tournament and answer any questions. At least ONE member of each team's coaching staff is REQUIRED to attend this meeting.

## **PITCHING AFFIDAVITS**

Procedures for pitching affidavits' will be discussed at the pre-tournament meeting. Managers are reminded to check pitching rules as outlined in the rulebook.

## **TOURNAMENT GAME LOCATION**

Tournament games will be played at     **Taylor County Sports Complex**  
  **1685 US Hwy 19 N**  
  **Perry, FL 32347**

## **GAME SCHEDULES**

Up-to-date tournament schedule will be distributed at the pre-tournament meeting.

The Official Babe Ruth Tournament Bracket has been used to schedule games (and the order in which they are played) however, weather or other conditions may necessitate a bracket being changed up to the start of the tournament and during the tournament. Managers should verify their first games scheduled while attending the pre-tournament meeting.

Be sure to follow your team's schedule at all times. Managers, coaches and players must attend all scheduled tournament events unless excused by the Tournament Director.

Changes to the game schedule due to inclement weather will be made as soon as possible. Managers will be notified by tournament officials via the cell phone numbers provided at the pre-tournament meeting when feasible. Please remember, it is the manager's responsibility to have the team ready to play when scheduled. If in doubt, go to the field and check with the tournament director.

Game results will be posted at the field after each game.

## **UMPIRES**

Three umpires will be scheduled to officiate each game. During all games, the umpires are in control of the playing field.

## **COIN TOSS AND INFIELD PRACTICE**

Since this is a double-elimination tournament, the home team will be decided by the flip of a coin by the tournament director or another designated tournament official at the pre-tournament meeting. Results will be announced or posted following the meeting.

There will be no infield practice prior to the game on the game fields. Infield warm-ups and batting will be done at an alternate site, to be announced at the pre tournament meeting. It is the manager's responsibility to have teams ready to play at the announced time. Check with the tournament director, if you are not sure of scheduled start time. Following the game please ensure you allow teams finishing a game to completely vacate the field and dugouts before your team moves onto the field.

## **PRE-GAME ANNOUNCEMENTS**

Players and umpires will be announced 10 minutes prior to their first game. The visiting team will be announced first, with team members taking their places along the base line nearest their dugout, as announced. The home team will be introduced next, team members taking their places along the base line nearest their dugout. National Anthem will be played prior to the first game of the day and when time permits before the other games of the day.

## **OFFICIAL PRE-GAME MEETING**

The Tournament Director or another tournament official will discuss ground rules with the managers and umpires at the pre-tournament meeting. Umpires will go over these rules at home plate prior to the beginning of each game.

## **LINEUP SHEETS**

Official Babe Ruth lineup sheets (4-part) must be completed with player jersey number, first and last name and position (if starter) and with distribution to the official scorer, chief umpire, opposing team manager. Changes in the lineup are to be made to the plate umpire first and then all other parties if feasible. Please use numbers when reporting changes to the umpire.

## **PLAYING FIELD AND DUGOUTS**

Only manager, coaches, players, tournament officials and tournament approved batboys/batgirls are allowed in the dugout and in the fenced playing area. Under no circumstances will anyone else be allowed inside the playing field during games except when called for by the umpire when time is called. This includes parents, team scorekeepers, and fans.

Unless supplied by the host, teams will be permitted to bring coolers for drinks to the dugout for player use during the game.

## **FIELD RULES**

In addition to the batting team's base coaches, the batter, on-deck batter, base runners and the fielding team's players on the field, the only team members that will be permitted outside of the dugouts (in the designated area) are a warm-up pitcher, catcher and safety monitor.

Throwing or unnecessary abuse of any equipment or baseball property will not be permitted.

Smoking (including smokeless tobacco) is not allowed on the premises; eating and drinking are not permitted on the playing field. Cell phone use on the playing field is prohibited.

Players must remain within the fenced area of the playing field during all games and are not allowed to mingle in the stands or with the spectators.

A player ejected or removed for an infraction of the playing or field rules will remain in the dugout until the game is completed, unless the umpire indicates otherwise. A player/coach ejected from a game may be required to sit out additional time if deemed necessary by the State Tournament Director.

The use of inappropriate language within the playing field is not allowed and will be dealt with accordingly by the umpires assigned to the game.

## **UNIFORMS**

Uniforms must meet the requirements contained in Rule 1.11. In addition, no two players on the same team will wear the same number. Coaches and players numbers can be the same. For consistency, players, managers and coaches must be assigned the same uniform number throughout the tournament regardless of the number of uniforms the team uses during travel. \*The regular Cal Ripken or Babe Ruth baseball shoulder emblem must be securely attached in accordance with the current Babe Ruth Rule Book. If a team elects to wear an Official District Champion patch, it must be securely attached to the right sleeve of the uniform. All players, managers and coaches are to be dressed in accordance with Babe Ruth requirements.

No player, manager, coach will be allowed in the dugout unless properly dressed. Manager and coach's uniforms need to match each other; however they do not need to match the players.

As a team representing your league and your District, you are expected to maintain a neat appearance at all times, on and off the field. When not involved in a tournament game, you may dress informally and comfortably.

\*Teams may wear the new Cal Ripken Baseball, Babe Ruth Baseball logo ball caps in lieu of the shoulder emblems. All players must be the same on a team. No mix and matching.

## **PROTEST COMMITTEE**

All tournament games will be played in the presence of the Tournament Director and a Protest Committee. Any protest must be resolved prior to continuing play. Decisions by the protest committee are final without appeal. The Protest Committee will consist of at least three members designated by the Tournament Director.

## **SCOREKEEPER**

The official scoring records for each game will be maintained by the official scorekeeper designated by tournament officials. This book will serve as the official record of the tournament. Teams may designate their own scorekeeper but in doing so must understand that their book will not be taken into account if issues arise. Team assigned scorekeepers may not be in the dugout or on the playing field for any reason. They are to refrain from interrupting the flow of a game for any reason. Team scorekeepers will report any discrepancies to their manager. At no time are they to confront the official scorekeeper. In the event of scoreboard/PA failure, it is the responsibility of the team manager to check with UIC of the game for game updates, including count, outs and game score.

## **BAT PERSON**

Teams may provide one bat person if they so desire. All batpersons must wear a helmet at all times when out of the dugout and on the field of play. Managers are responsible for the behavior and safety of their bat persons during the game. Uniforms are optional.

## **TEAM POST-GAME MEETING**

Teams are to immediately depart the fields and dugouts upon the conclusion of games. This includes removing all equipment and trash. No team is to conduct a post-game meeting with their players within the fenced playing field area.

## **FAN BEHAVIOR**

The team manager will be held responsible for the behavior of their fans. Fans are not to enter the playing field at any time for any reason and are to display a positive attitude to all teams, players, umpires and

officials. Managers are to immediately handle problem fans if the need arises. Managers are reminded that umpires have the authority to take action against a team due to the actions of their fans.

## **PLAYER EXPECTATIONS**

Our goal is to help all players perform at the peak of their abilities while enjoying the competition, camaraderie and distinction that go along with playing in a State Tournament. At the same time, you have an obligation to everyone involved to be on your best behavior at all times. If you have a problem that can't be resolved by your manager or coaches, please contact tournament officials.

Be smart and avoid trouble. There is always a certain level of tension in competitive sports. We do not want you to lose your competitive edge. The desire to perform at your very best makes the game exciting for everyone. Stay under control, even if another player or fan says something that you find offensive. Keep your cool and do not respond to provocation in any way that could lead to your disqualification. Remember, baseball games are won with hits and runs, not with words.

The State Tournament Director has the authority to remove any player, manager or coach from a tournament game for actions detrimental to Babe Ruth Baseball. Any misbehavior or misconduct on or off the field could disqualify a player, manager, coach or team from the tournament.

# **HAVE A GREAT TOURNAMENT!**



## Bryant Christman

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**From:** Alden Rosner <rec100@windstream.net>  
**Sent:** Wednesday, April 16, 2014 11:31 AM  
**To:** Bryant Christman  
**Cc:** 'Hawkins Photography'  
**Subject:** Tournament Info

Hey Bryant,

We use a photographer by the name of Tommy Hawkins. He is out of Georgia and does a good job taking pictures for us. He is the guy that put me in touch with the snow cone lady. I don't remember the snow cone lady's name but she did a great job at our tournament last year. The snow cones she makes are humongous and the kids go crazy for them. She gave us a percentage of her sales (I don't remember what that percentage was) which was a couple of hundred bucks when it was all said and done. You can reach Tommy via email at [hawkinsphotography@mchsi.com](mailto:hawkinsphotography@mchsi.com) to see about using him as a tournament photographer (if you so desire) and to get the snow cone lady's name.

As for field prep between games, here is a brief checklist of things that need to be done and equipment that you should have on hand:

Water, rake and tamp holes at pitcher's mound and home plate  
Rake base pits (remove bases and put whisker plugs in anchors)  
Drag field  
Chalk foul lines and batter's boxes

Ideally you will have half a dozen rakes, two tamps, two drags (hook one up to the sand rake and the other to a golf cart) several water hoses (watering cans work well too) three sets of whisker plugs, string and nails (to mark foul ball lines before chalking), two batter's box templates and two chalk boxes. It's a bit of a race once games end to get the field prepped quickly between games so we typically send two people out to start tamping the holes while two other people start working the drags. The last person follows behind and strings up the fields and lays down the chalk and puts the bases back in place.

You will want to consider when you are going to mow during the tournament. Depending on the game schedule you will probably want to mow on Friday or Saturday after the last games finish. You may also need to touch up the paint on the foul lines in the outfield as they tend to disappear over the course of the weekend. Trash duty is also a big issue with the number of people that will be at the tournament. You will want someone emptying the dugout cans and cans around the bleachers often. Also make sure to stay on top of the restrooms and make sure they are clean and well stocked. The women's room needs to be checked at least once an hour to make sure there is toilet tissue.

Prior to the tournament, depending on what kind of man power you have at your disposal, you may want to pressure wash sidewalks, touch up any paint, and double check your scoreboards and sound system. Umpires shouldn't be an issue since the District UIC will schedule them based on the game schedules you create, but you will need to provide them with an air conditioned changing facility stocked with snacks and drinks. You may also need to check with Jim Hudson about reserving some hotel rooms for umpires during the tournament.

You may want to make a bracket board for teams to follow during the tournament, but at the least you will need to have a spot where you post the results of each game. Your scorekeepers will need to track all pitching during the tournament to make sure no ineligible pitchers are used. You will be required to purchase tournament baseballs with the Babe Ruth/Cal Ripken stamp on them. I usually plan on using six baseballs a game when I order those (I usually have a bunch leftover but I can always use baseballs).

As for vendors, we try to limit the number of people we have at the park and have people visit our concession stand, but we do have a guy come and sell sunglasses and hats during the tournament (he also sells purses which our Concession Manager goes crazy over).

Jim Hudson will be able to help you out a lot during the tournament as will the District UIC Mike Paphides, both of those guys have tons of tournament experience.

Feel free to contact me with any questions you may have, I am happy to help out any way I can.

Thanks.

Alden Rosner  
Athletics Supervisor  
Suwannee Parks & Recreation  
1201 Silas Drive  
Live Oak, FL 32064  
Phone: (386) 362-3004  
Fax: (386) 208-1580  
[www.suwanneeparks.com](http://www.suwanneeparks.com)

# STATE TOURNAMENT TRAINING AGENDA - 2014

- A. Hotel requirements
- B. Tournament contact person
- C. Local tournament director duties *grounds/concessions/parking*
- D. State tournament director duties
- E. Tournament program (optional) requirements
- F. Photo requirements
- G. T Shirt/Souvenir requirements → *possible Vendor space*
- H. Credentials check/requirements → *possibly 100 people*
- I. Pre-tournament meeting requirements
- J. Scorekeeping/pitchers affidavit requirements *Official Scorekeeper/Scoreboard Operator*
- K. Game schedule/times - *District Commissioner*
- L. Umpire requirements - *2 per w/ Simon # per game*
- M. Announcer requirements - *Not District requirement*
- N. Line up sheets (order from BR online store) -
- O. Between game field preparation requirements
- P. Ground crew availability along with materials necessary to put game back in play after rain delay
- Q. Concession requirements
- R. Contract review
- S. Rules and regulations review
- T. Documents required from teams review
- U. Managers Tournament Information Packet (MTIP) review.
- V. Opening requirements
- W. Closing requirements
- X. Tournament brackets posted at a central park location

*2 regular  
3 championship*

*RCAL Baseball Rawlings \$41 per dz  
1/2 dz per game for guessimation*

## **Bryant Christman**

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**From:** MIKE PAPHIDES <hmkp000@msn.com>  
**Sent:** Sunday, May 11, 2014 7:00 PM  
**To:** Bryant Christman  
**Subject:** Districts

Hello Bryant,

My name is Mike Paphides and I am the UIC for our District. Do you have any local umpires that you would like to recommend to umpire in the District Tournament you will be hosting on June 26- June 29? If so, please send me their contact information so I can talk with them.

How many fields do you do have in your complex for each age group to play on? I would like to get an idea of how many umpires I am going to need.

Look forward to talking with you,  
Mike Paphides  
1-386-397-0895

#10/game  
✓ Umpires  
Score keepers  
4

1 radio  
#10/game  
Score Board Operators  
4

(Volunteers)  
~~radio~~ TCRA3  
Parking

2 AM squad

7.93  
1 radio  
Concessions

7

TCRA3  
T-shirts

2

Public Safety

1 Squad / Fire

1 Deputy

\$100/day each  
radio #2400

Field Maint.

Garbage

Vendor Area

Pictures Vendor  
Sports Vendor

\* T-Shirts

\* DMT Trainer

Walkies

Tuesday

- \* Names to jobs
- \* Balls, chalk & paint
- \* Scorebooks / line up cards
- \* First Aid kits
- \* Room Block 10 rooms
- \* Golf cart commit 4 carts



# BOARD WORKSHOP

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## Agenda

10. THE BOARD TO REVIEW FIRE DEPARTMENT POLICIES AND DISCUSS FIRE SUPPRESSION SYSTEM PLANNING.



# BOARD WORKSHOP

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## Agenda

11. THE BOARD TO RECEIVE AN UPDATE  
ON FY 2015 BUDGET PLANNING AND  
DISCUSS PRIORITIES.



# BOARD WORKSHOP

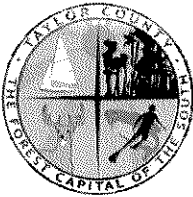
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## Agenda

INFORMATIONAL ITEMS:

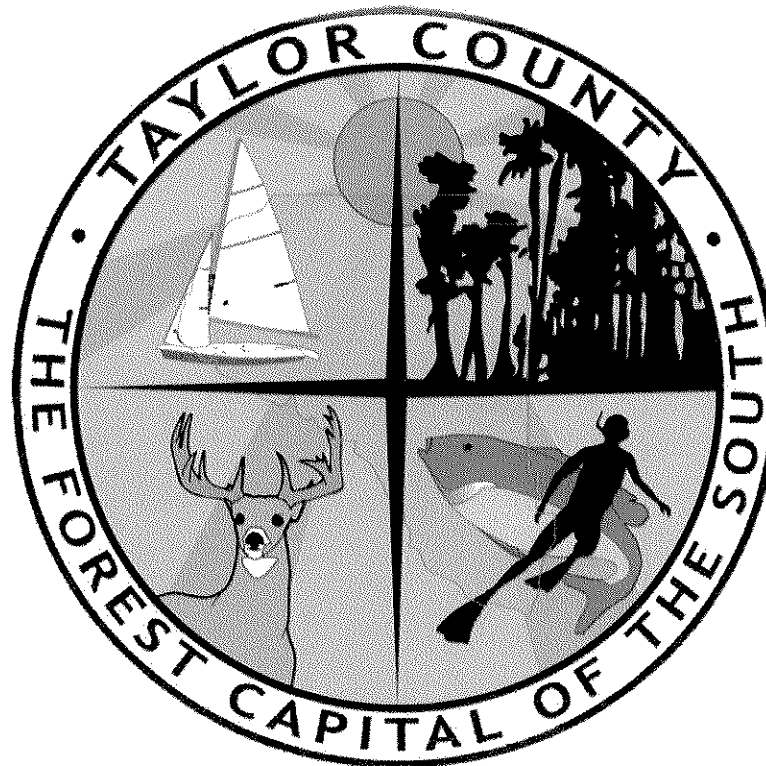
MEETING ADJOURNED





# BOARD WORKSHOP

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**MAY 27, 2014**  
**6:00 PM**