

SUGGESTED BOARD WORKSHOP AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

PERRY, FLORIDA

JANUARY 28, 2014 - 6:00 PM

201 E. GREEN STREET

TAYLOR COUNTY ADMINISTRATIVE COMPLEX

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

Prayer

Pledge of Allegiance

1. MR. JULIUS HALAS, DIRECTOR OF THE DIVISION OF STATE FIRE MARSHAL'S OFFICE AND STAFF WILL APPEAR BEFORE THE BOARD TO MAKE A PRESENTATION ON THE INSURANCE SERVICE ORGANIZATION (ISO) RATING SYSTEM AND ALLOCATION OF FIRE RESOURCES, AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR.
2. MS. SUSAN POURCIAU, EXECUTIVE DIRECTOR, OF THE BIG BEND HOMELESS COALITION, INC. TO APPEAR BEFORE THE BOARD TO MAKE A PRESENTATION, AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR.
3. MR. BOBBY PICKELS, REGIONAL REPRESENTATIVE FOR DUKE ENERGY TO APPEAR BEFORE THE BOARD TO DISCUSS RIGHT OF WAY MAINTENANCE OPERATIONS AND DEBRIS CLEANUP, AS AGENDAED BY COMMISSIONER PAM FEAGLE.
4. MARK WIGGINS, TAYLOR COUNTY TAX COLLECTOR TO APPEAR BEFORE THE BOARD TO DISCUSS ISSUES REGARDING SOLID WASTE STICKER SYSTEM, CARDS, ETC..., AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR

5. MR. SCOTT FREDERICK, EXECUTIVE DIRECTOR OF THE TAYLOR COUNTY DEVELOPMENT AUTHORITY (TCDA) TO PROVIDE AN UPDATE ON THE STATUS OF REGIONAL EMPLOYMENT SITES, AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR (NOTE: DUE TO TRAVEL SCHEDULES THIS ITEM MAY BE MOVED FORWARD ON THE AGENDA OR BACK).
6. THE BOARD TO DISCUSS SOLID WASTE ROLL-OFF SITES TO INCLUDE REVISION OF ROLL-OFF SITE POLICY BASED UPON CITIZEN INPUT STRATEGIES FOR IMPROVEMENTS, SERVICING HEAVY ITEMS, PROJECT STATUS, AND GROUND LEVEL DUMPSTERS TO WALK IN ITEMS, AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR.
7. THE BOARD TO DISCUSS DRAFT POLICY ESTABLISHING IN WRITING PROCEDURE FOR RESPONDING TO PUBLIC RECORDS REQUEST, AS AGENDAED BY MARCELLA BRIDIER, DIRECTOR OF HUMAN RESOURCES.
8. THE BOARD TO DISCUSS REORGANIZATION OF CERTAIN LIBRARY POSITIONS DUE TO CHANGES BASED UPON THE COUNTY'S MEMBERSHIP IN THREE RIVERS REGIONAL LIBRARY SYSTEM, AS AGENDAED BY MARCELLA BRIDIER, DIRECTOR OF HUMAN RESOURCES.
9. THE BOARD TO DISCUSS A PROPOSED DRAFT POLICY REGARDING FLORIDA DRIVER'S LICENSE AND PERSONAL AUTO INSURANCE COVERAGE IN REGARD TO COUNTY EMPLOYEES, AS AGENDAED BY MARCELLA BRIDIER, DIRECTOR OF HUMAN RESOURCES.
10. THE BOARD TO DISCUSS THE NEED TO ESTABLISH A SEPARATE BUDGET FOR FOREST CAPITAL HALL GROUNDS, AS AGENDAED BY DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR.
11. THE BOARD TO DISCUSS A PROPOSED REVISION TO THE DECEASED INDIGENT'S POLICY, AS AGENDAED BY DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR.
12. THE BOARD TO RECEIVE AN UPDATE ON THE RECENT ACTIVITIES OF THE TAYLOR COUNTY RESTORE ACT COMMITTEE, AS AGENDAED BY DUSTIN HINKEL, ASSISTANT COUNTY ADMINISTRATOR.

13. THE BOARD TO DISCUSS AN ADDENDUM TO THE LEASE AGREEMENT BETWEEN DMH SO THAT THE EMERGENCY MEDICAL SERVICE (EMS - AMBULANCE) AND SUPPORT FOR THE FIRE DEPARTMENT ARE ONE ALL PART OF ONE DOCUMENT RATHER THAN INDIVIDUAL DOCUMENTS, AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR.
14. THE BOARD TO DISCUSS ORGANIZATIONAL AND OPERATIONAL ISSUES WITHIN THE ROAD DEPARTMENT AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR.
15. THE BOARD TO DISCUSS GOING OUT FOR A CANAL DREDGING FEASIBILITY STUDY AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR.
16. THE BOARD TO DISCUSS AND RECEIVE AN OVERVIEW OF CITIZEN'S ENGAGEMENT PROGRAMS AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR.
17. THE BOARD TO DISCUSS THE POTENTIAL IMPACT OF THE WATER FOUNTAIN AT THE SHADY GROVE PARK BEING TREATED BY FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) AS A TRANSIENT NON-COMMUNITY WATER SYSTEM, AS AGENDAED BY JACK BROWN, COUNTY ADMINISTRATOR.
18. THE BOARD TO DISCUSS A REQUEST BY MR. PETE TUTEN FOR ADDITIONAL IMPROVEMENTS TO THE SHADY GROVE PARK, AS AGENDAED BY COMMISSIONER PAM FEAGLE.
19. THE BOARD TO DISCUSS A CITIZEN'S QUESTION, DID THE COUNTY ADMINISTRATOR AND THE ASSISTANT COUNTY ADMINISTRATOR TAKE VACATION AT THE SAME TIME DURING THE CHRISTMAS HOLIDAY AND SHOULD THERE BE A POLICY PERTAINING TO BOTH BEING ON VACATION AT THE SAME TIME, AS AGENDAED BY COMMISSIONER PAM FEAGLE.
20. THE BOARD TO DISCUSS THE NEED FOR A WRITTEN POLICY AND PROCEDURE FOR PROJECT TIMELINES AND SCHEDULES, AS AGENDAED BY COMMISSIONER PAM FEAGLE.
21. THE BOARD TO DISCUSS MEETING TIME FOR FUTURE WORKSHOPS, AS AGENDAED BY COMMISSIONER PAT PATTERSON.

INFORMATIONAL ITEMS:

MEETING ADJOURNED

www.taylorcountygov.com

IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT DUSTIN HINKEL, 201 E. GREEN STREET, PERRY, FLORIDA, 850-838-3500, EXT. 7, WITHIN TWO (2) WORKING DAYS OF THIS PROCEEDING.

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

Mr. Julius Halas, Director of the Division of State Fire Marshal's Office and Staff Will Appear Before the Board to Make a Presentation on the Insurance Service Organization (ISO) Rating System and Allocation of Fire Resources, as Agendaed by Jack Brown, County Administrator.

MEETING DATE REQUESTED:

January 28, 2014

Statement of Issue: The Board has received numerous questions from citizens concerned about ISO ratings and the impact on the home owners insurance.

Recommended Action: Informational Item at this point as staff explores options.

Fiscal Impact: Unknown **Budgeted Item:** Unknown

Submitted By: Jack R. Brown, County Administrator

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The intent of this presentation is to provide information to the Board and the staff regarding ISO ratings in regard to fire insurance and to discuss how given our limited resources and fiscal constraints how we can best meet the needs of the public.

Options: Listen / Comment -

Attachments: As stated above

Taylor County Fire Rescue

Station Needs Assessment



Current Status

- 7 Fire Stations in service
 - (2 career staffed fire stations)
- ISO class 6/9 (excluding St. 7)
 - Rating can alter insurance rates from 3-8% for every level.
 - Percentage varies based on company and home values.

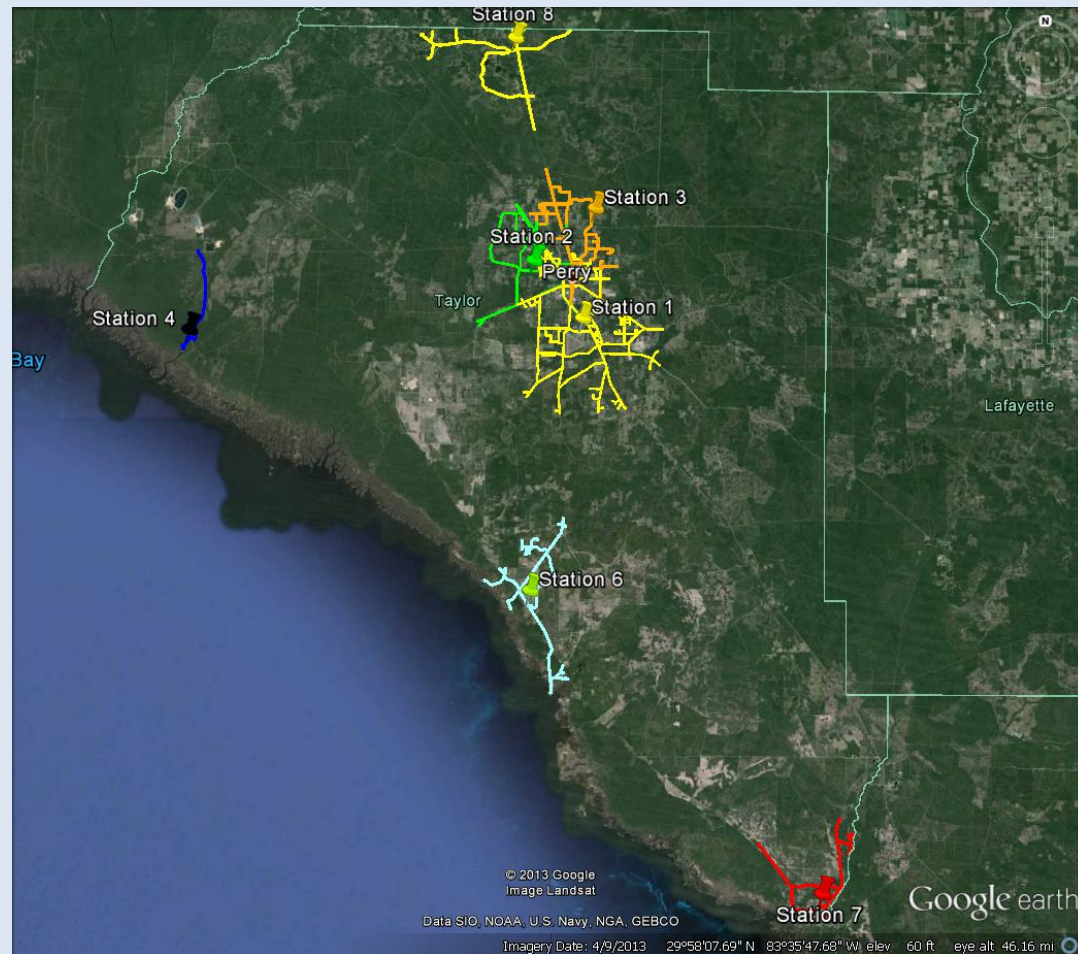
ISO

- Minimum 4 fire fighters per station
 - 4 Career (on shift) or 4 Volunteer
 - Combination (Ex. 2 Career and 2 Volunteer)
 - Min. 4 fire fighter on every structure fire
 - Min. 6 in the future
- Minimum Truck Requirements
 - Class 9 250gpm & 300 gallon tank
 - Squad Type (more equipment)
 - Class 6+ 750gpm & 300 gallon tank
 - Class A Pumper
- Class 6+ Home must be within 5 drive miles of a station and 1000 feet from a hydrant
- Station must have a thermostat heated, Insulated bay and be securable.

ISO

- Split Classifications
 - When ISO develops a single Public Protection Classification (PPC™) for a community, all of the community's properties receive that classification. However, in many communities, ISO develops a split classification, for example, 5/9. Generally, the first class (Class 5 in this example) applies to properties within 5 road miles of a fire station and within 1,000 feet of a fire hydrant. The second class (Class 9 in the example) applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a hydrant. ISO generally assigns Class 10 to properties beyond 5 road miles.
- <http://www.isomitigation.com/ppc/0000/ppc0012.htm>
|

Current ISO Coverage



Station 1

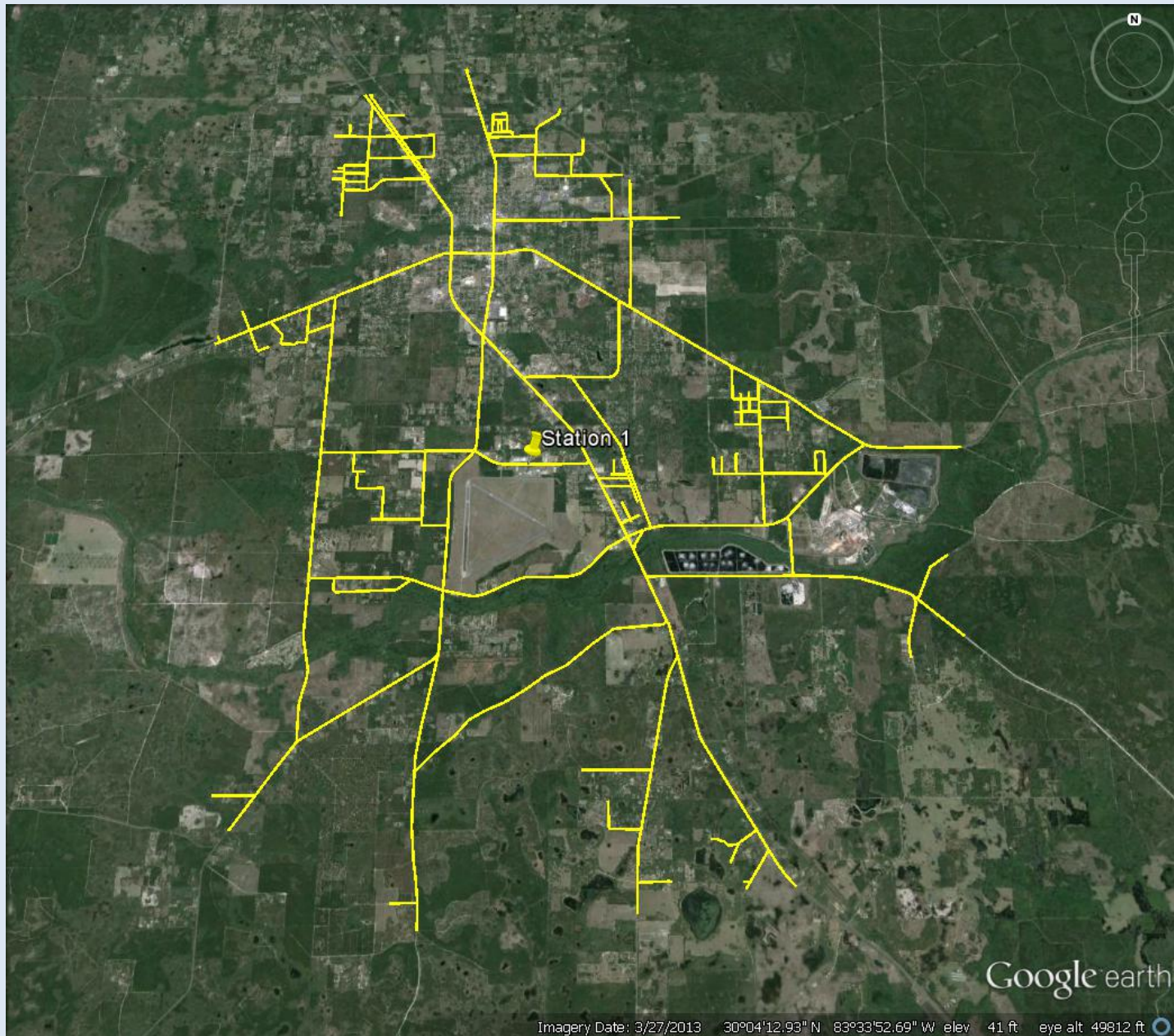
501 Industrial Park Drive

- Built in 1960
 - Land and building owned by Taylor County
 - Area around current site is county owned.
- Staffing Level
 - 3 career, 1 volunteer
- Bay heated (no thermostat)
- Apparatus
 - 1 Engine 1250 GPM, 1000 gal. tank
 - 2 Tankers 750gpm, 3000gal. tank & 1250gpm, 2500 gal. tank
 - 1 Squad 250gpm , 400gal. tank
- Generator Equipped

Station 1



St. 1 Coverage Area





Current bay designs
poses risk
entrapping all
apparatus in the
event of a door
failure



- Manual operation natural gas heaters
- Heaters are aging and only 2 of 5 are operational.
- Current heaters do not operate efficiently and pose increased operational costs.



Station 2

130 South McKinnely Maddox Road

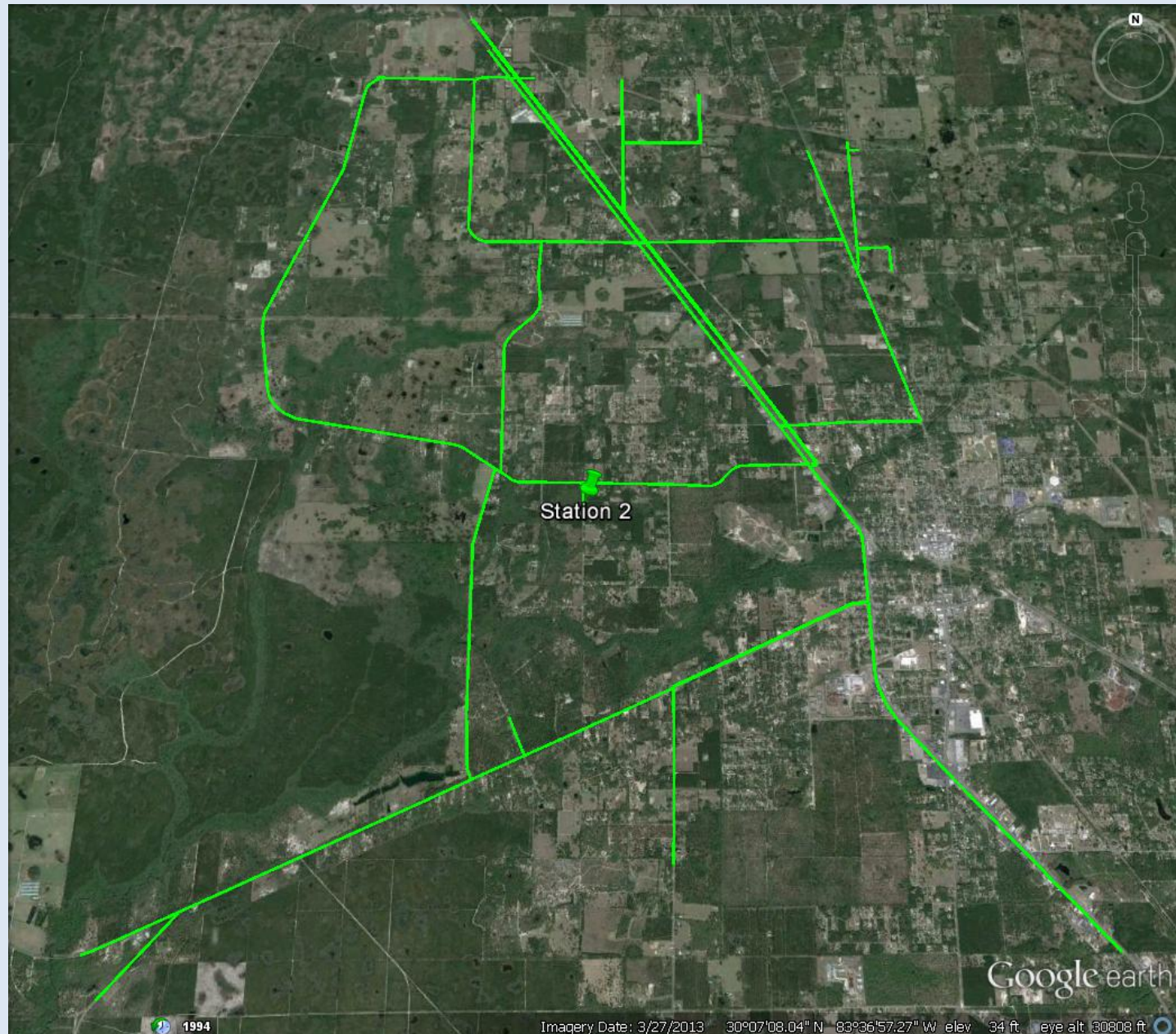
- Wooden Pole Barn
 - Land owned by Reagan Fox
 - Dirt floor and no insulation
 - Wall mount heater
 - Not Secured
 - Damage to building
- Staffing Level
 - 5 volunteers
- Apparatus
 - 1 Engine 1250 GPM, 1000 gal. tank
- Not generator equipped

Station 2

130 South McKinnely Maddox Road



St.2 Coverage Area







Station 2

130 South McKinnely Maddox Road



- Squad 2 stored in a volunteers private pole barn

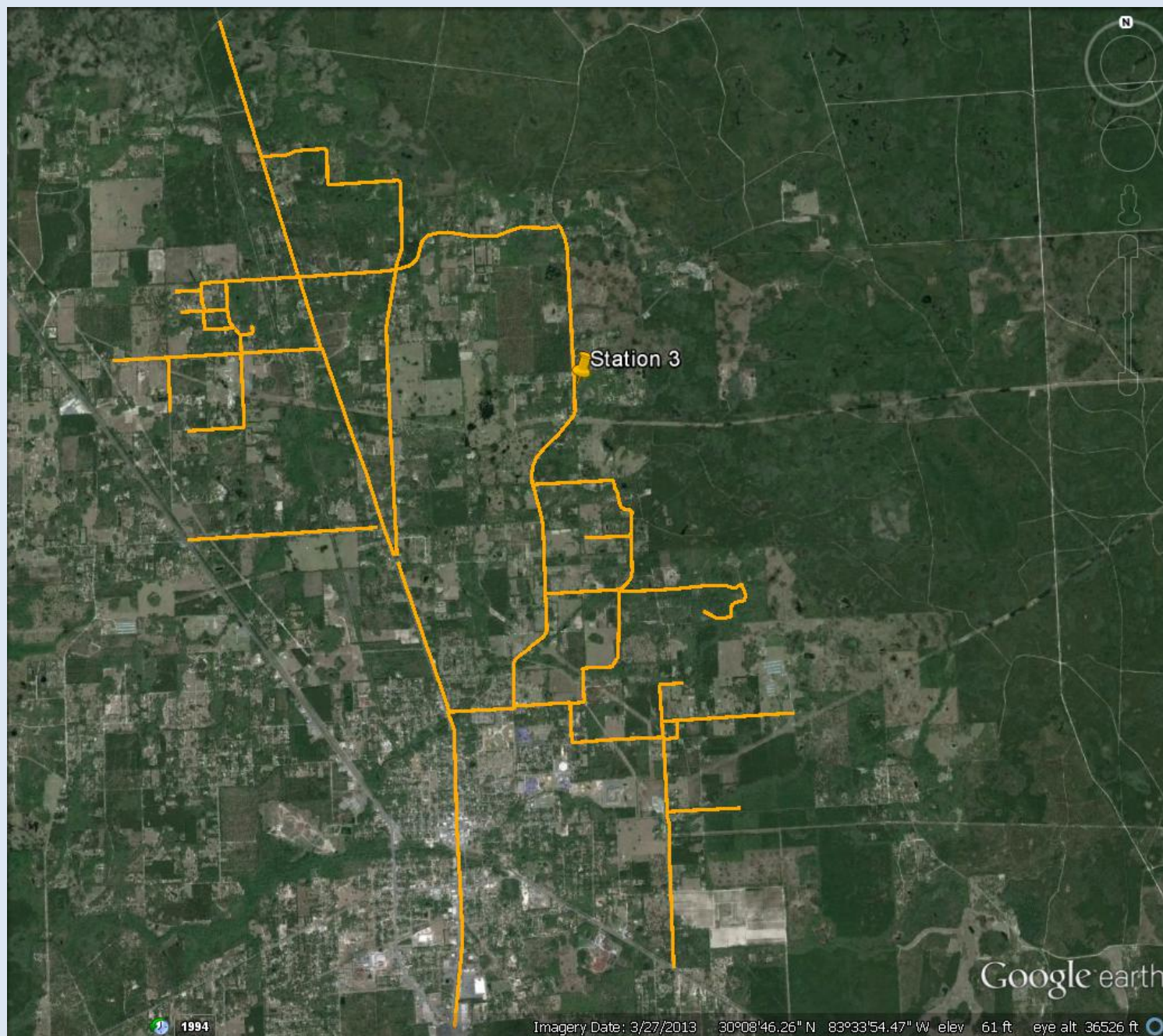


Station 3

3160 Johnson Stripling Road

- 2 Bays limited by depth
- Concrete block structure with a wood frame roof
- Land and building owned by Taylor County Supervisor of Elections
 - 1.11 Acres
 - Land size supports expansion & possible staffing.
 - Restroom facility
- Staffing Level
 - 5 volunteer s
- Bay thermostatically heated and insulated
- Apparatus
 - 1 Engine 1250 GPM, 1000 gal. tank
 - 1 Squad 750gpm , 500gal. tank
- Not generator equipped







Station 4

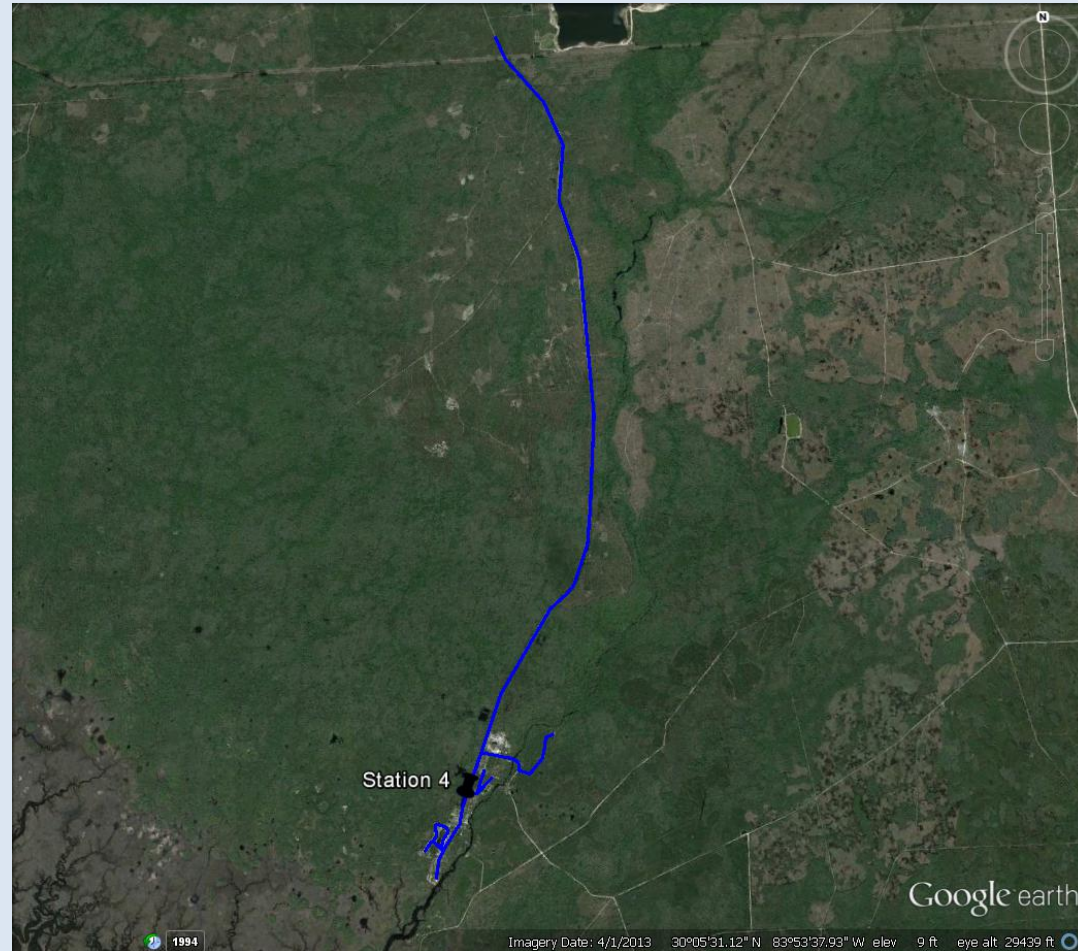
4395 Econfina River Road

- 2 front bays and 1 rear all limited by depth
- Concrete block structure with a wood frame roof
- Land and building owned by Taylor County
 - .09 Acres
- Staffing Level
 - 4 volunteer s
- Apparatus
 - 1 Engine 1250 GPM, 1000 gal. tank
 - 11 Squad 250gpm , 400gal. tank
- Not generator equipped



Station 4

4395 Econfina River Road







Station 6

16725 Beach Road

- 3 Bays front and 1 rear all limited by depth
- Concrete block structure with a wood frame roof
- Land and building owned by Taylor County
 - 1.04 Acres
- Staffing Level
 - 4 volunteers
- Apparatus
 - 1 Engine 1250 GPM, 1000 gal. tank
 - 1 Squad 250gpm , 400gal. tank
- Not generator equipped

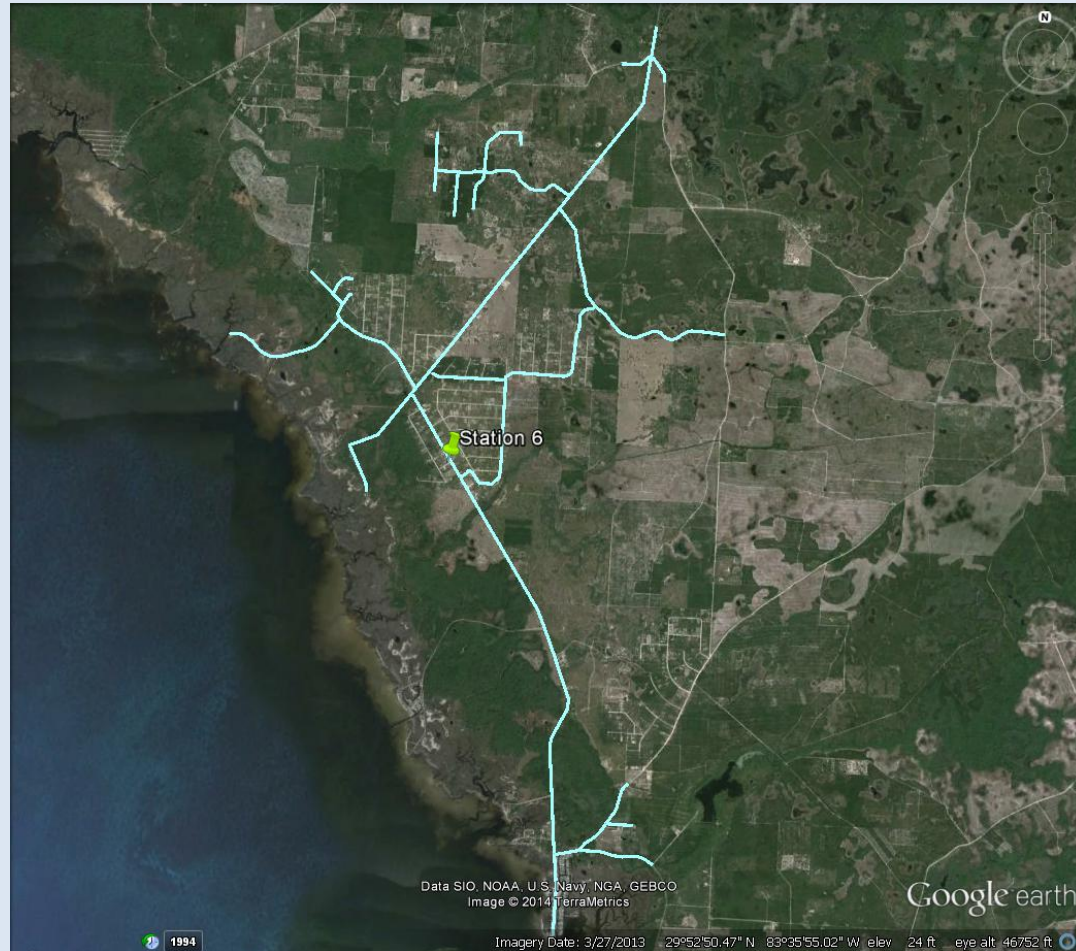
Station 6

16725 Beach Road



Station 6

16725 Beach Road



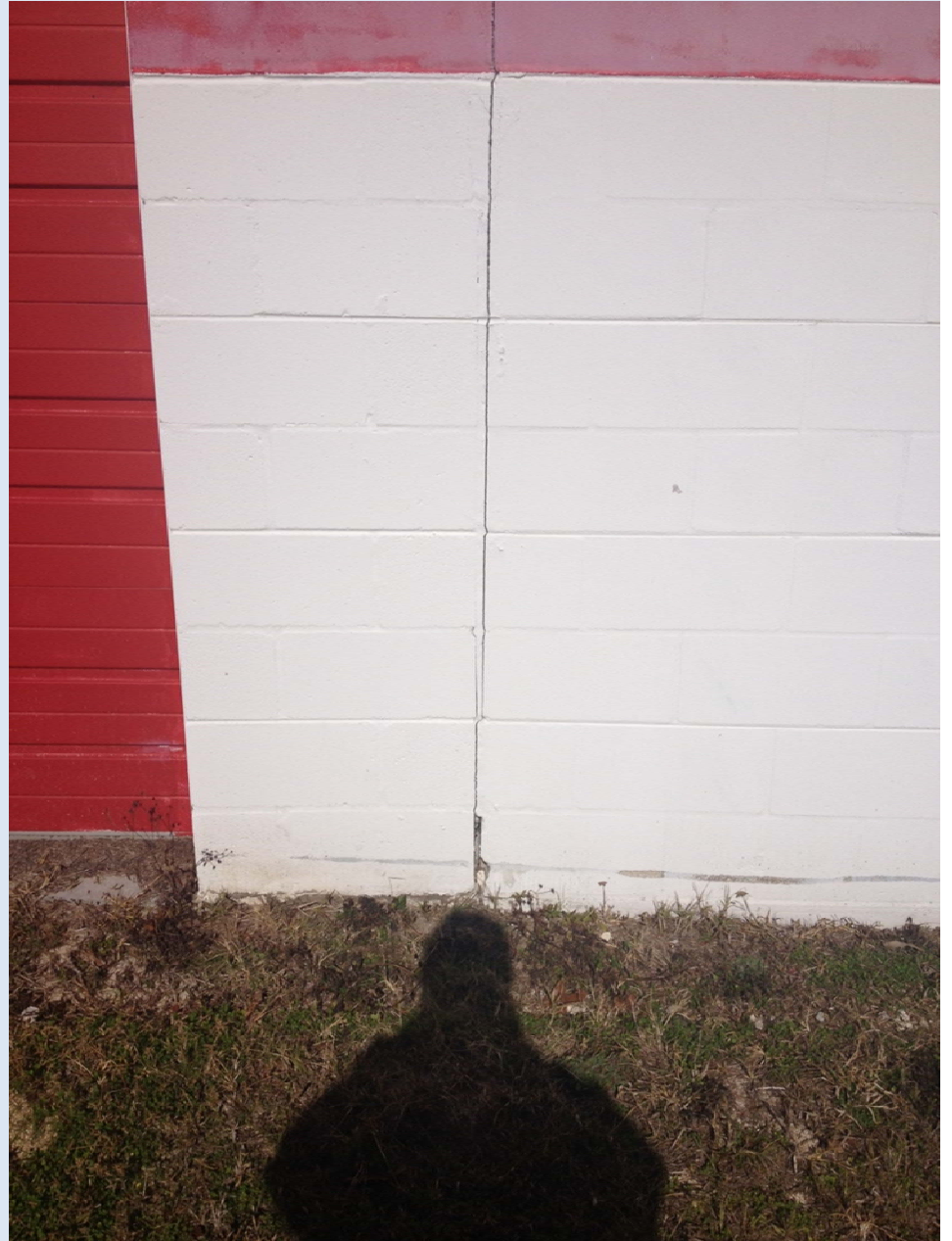
Station 6

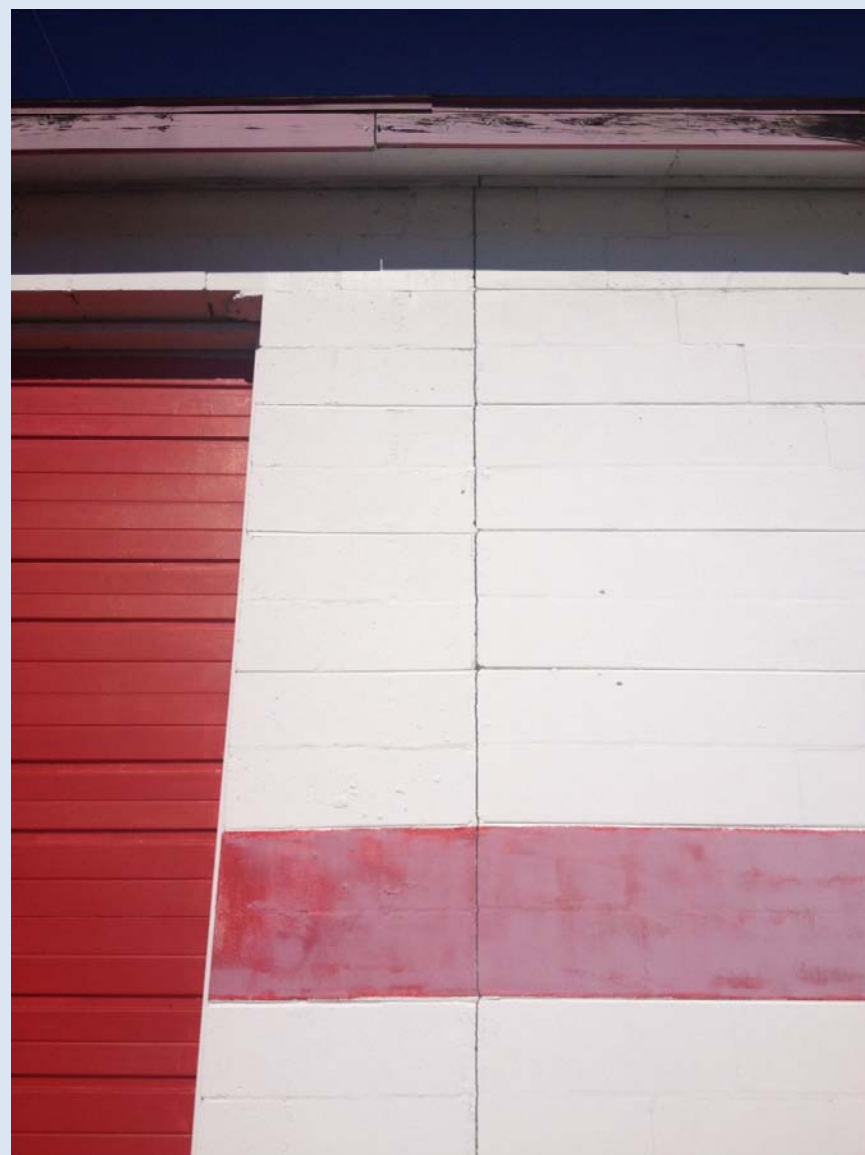
16725 Beach Road



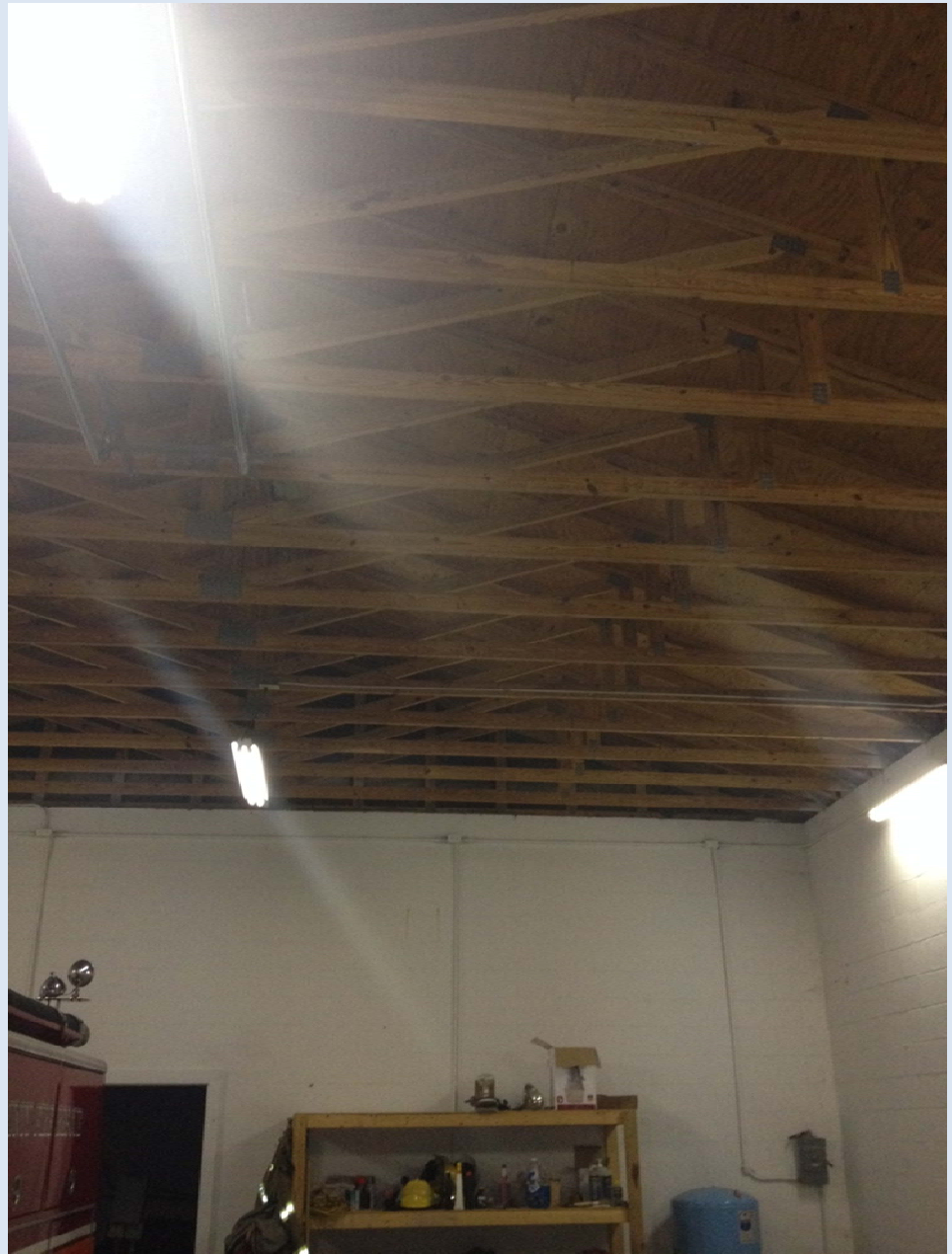


Walls of additions are separating from original building.





Non Insulated Bay without heat



Station 7

1 12th Street N.E.

- Bay – Metal building
 - Land owned by Taylor County
 - Bay not heated
 - Not Secured
 - Damage to building
- Living Quarters
 - Modular Building
 - Shared with DMH EMS
- .46 Acres
- Staffing Level
 - 1 career fire fighter
 - Not recognized by ISO due to staffing (Class 10)
- Apparatus
 - 1 Engine 1250 GPM, 1000 gal. tank
- Not generator equipped
- Not recognized by ISO due to staffing





Station 7

1 12th Street N.E.



- Roof damage from debris falling from trees and age.
- Damaged door and wall result in inability to close the bay door during freezing conditions and inclement weather.





Station 8

3950 Alton Wentworth Road

- Land and building owned by Taylor County
- .18 Acres
- Staffing Level
 - 5 volunteers
- Bay thermostatically heated
- Apparatus
 - 1 Engine 1250 GPM, 1000 gal. tank
 - 1 Tankers 100gpm, 2500gal. tank
 - 1 Squad 250gpm , 400gal. tank
- Not generator equipped
- No restroom facilities

Station 8

3950 Alton Wentworth Road



Station 8

3950 Alton Wentworth Road



Station 8

3950 Alton Wentworth Road

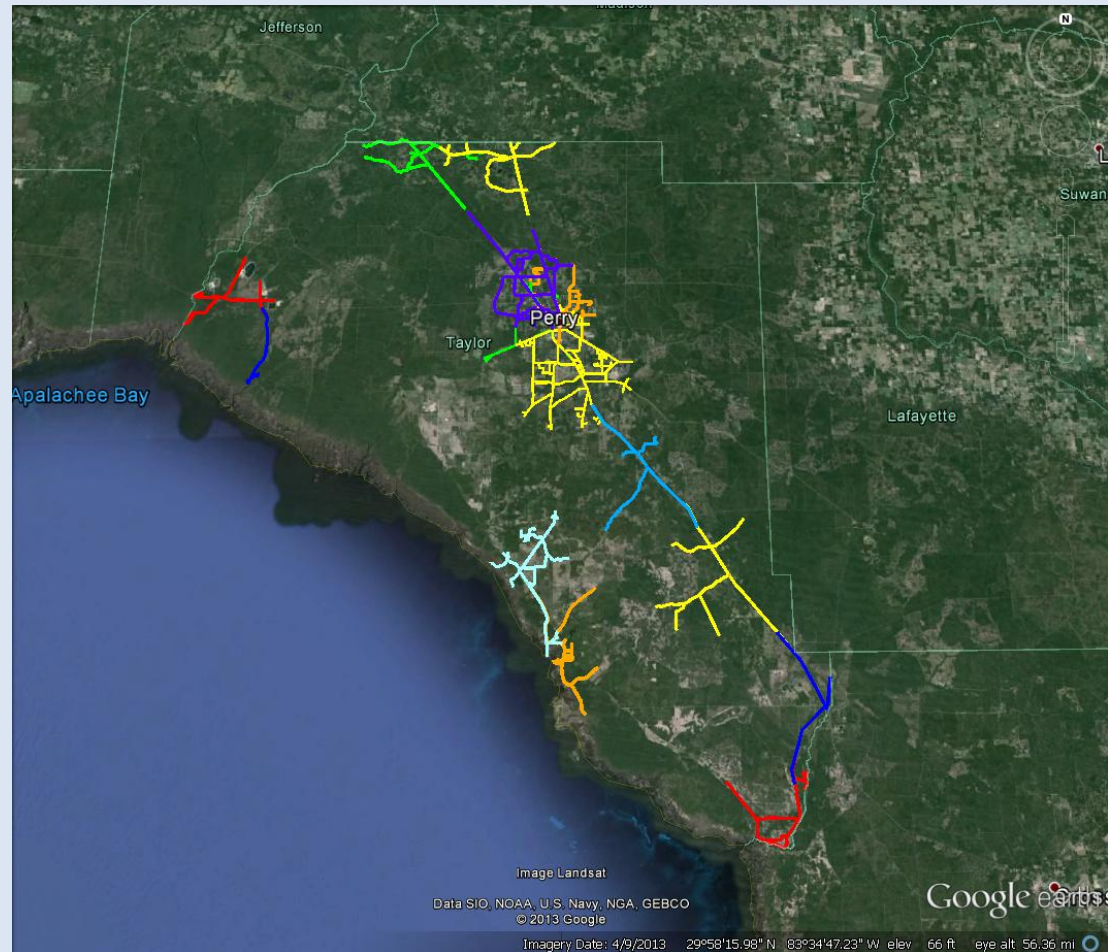


Station 8

3950 Alton Wentworth Road



Coverage Vision Plan



Future Proposed Areas

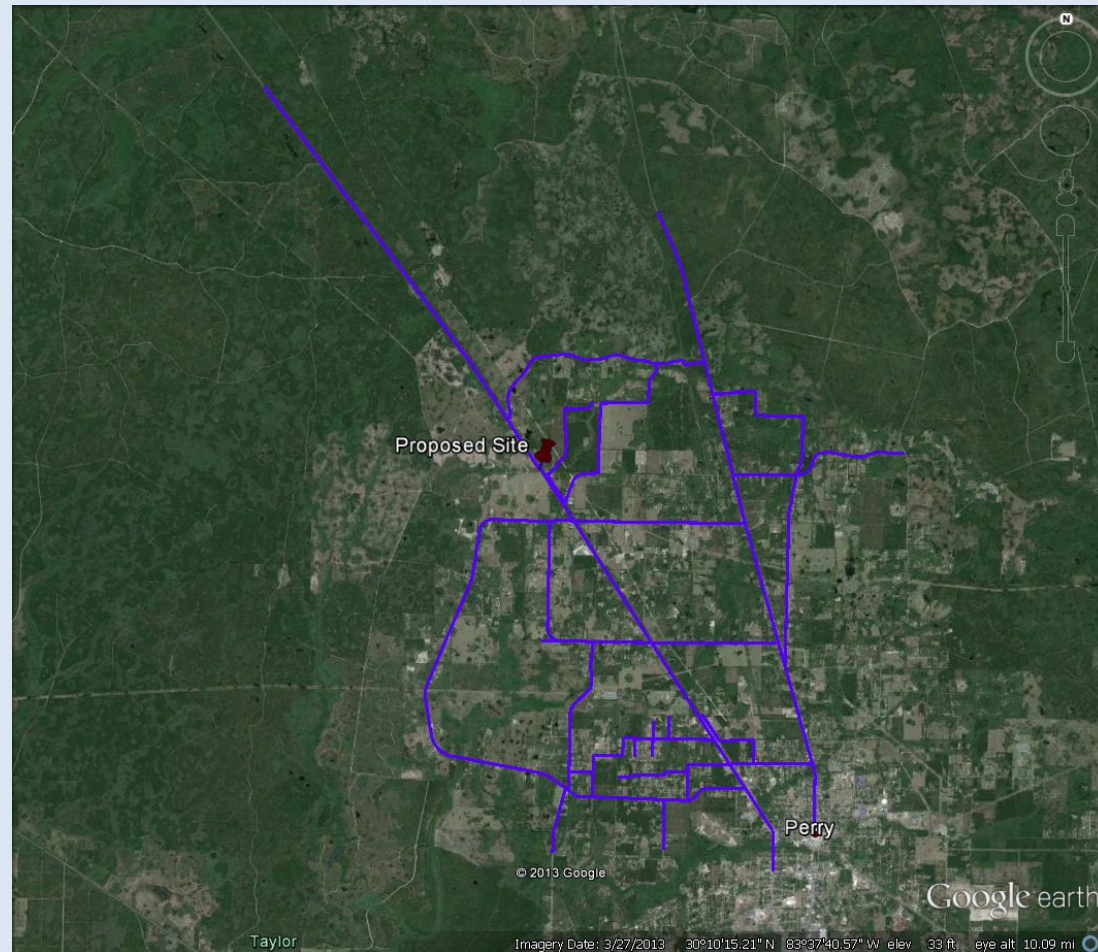
- Eddie Page Rd. & Hwy 19N
- Athena
- Salem
- Tennille
- Blue Springs
- Mandalay / Nutall Rise

Proposed Site

Eddie Page Rd. & Hwy 19N

- Listed with Shamrock Realty
- List price \$75,000
- 5 Acres
- Coverage area includes AMTEC
- Proposed Staffed Station
 - Reduce current response times

Eddie Page Rd. & Hwy 19N Coverage Area




Eddie Page Road & Hwy 19



TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE: 	Susan Pourciau, Executive Director of the Big Bend Homeless Coalition to appear before the Board to provide an overview of the Big Bend Homeless Coalition and to request the Board to consider appointing a County Commissioner to serve on the Big Bend Continuum of Care Board as agendaed by Jack Brown, County Administrator.
MEETING DATE REQUESTED:	January 28, 2014

Statement of Issue: Com. Page received the attached correspondence from Ms. Pourciau in mid-December 2013 requesting that the Board appoint a County Commissioner to serve on the Big Bend Continuum of Care Board.

Recommended Action: Listen to the presentation and the request consider the pros and cons of appointing a Commissioner to serve on the Board. Decide if you want the item agendaed for consideration at a Board Meeting in February.

Fiscal Impact: Unknown **Budgeted Item:** No

Submitted By: Jack R. Brown, County Administrator

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: As stated above

Options: Receive / Comment

Attachments: As stated above



2729 West Pensacola Street
Tallahassee, FL 32304
www.bigbendhc.org
850-576-5566
850-577-0586 fax

December 8, 2013

Commissioner Malcolm Page, Chair
Taylor County Board of County Commissioners
P.O. Box 539
Taylor, FL 32341

Dear Commissioner Page:

We are in an exciting time of change as citizens of the Big Bend work together to reduce homelessness and reduce the length of time people are homeless in our communities. The progress that has been made is a great start to revolutionizing the way our communities and our systems respond to homelessness. Now it is time for us to strengthen, formalize, collaborate, and organize around the mission to work toward ending homelessness.

On behalf of the Continuum of Care (CoC) Facilitating Group, I invite you to play a key role in this work by serving on the Big Bend Continuum of Care Board to lead the way in reducing homelessness locally. The CoC Board is a formal community-based leadership and governance structure with private-public-nonprofit membership.

The Board, which is being established pursuant to the federal HEARTH Act, will serve as the planning and oversight body for the homeless response system in the eight-county region of the Big Bend of Florida. The purpose of the CoC is to develop and implement strategies to end homelessness in the Big Bend through planning, needs analysis, coordination, standard-setting, and education. In addition to being the right thing to do, the existence and effectiveness of the CoC Board is necessary for continued federal HUD funding exceeding \$1,000,000 that helps address homelessness in the Big Bend.

As you will see on page 3 of the attached CoC Governance Charter, a representative of the Taylor County Board of County Commissioners is a required member of the CoC Board. Taylor County's presence on the CoC Board is integral to the CoC Board's regional impact. In the past,

*Our mission is to end homelessness in the Big Bend through leadership,
education, advocacy, and the provision of quality services.*



homelessness in areas outside of Tallahassee has not been addressed adequately with resources that may be brought to bear in Taylor County. To that end, representation from all eight counties of the Big Bend CoC has been identified as a necessary member of our eight county CoC Board. The collaboration between service agencies, local governments, and the CoC Board will improve the quality of life for citizens who are homeless or at risk of homelessness in Taylor County.

Enclosed you will find materials that help explain the structure of the CoC Board and the federal regulations codifying the role of the CoC and its Board. As you will see, the CoC Board will be responsible for restructuring our homeless service system into an effective and rapid crisis response system that plans for a full range of housing options supplemented with support services.

Please take some time to review and consider the enclosed materials, as well as the important opportunity and charge before you. We would like to hear from you by Friday, December 20th regarding Taylor County's representative's membership on the Big Bend Continuum of Care Board. Please contact us regarding the next steps regarding the Commission agenda and appointment of the Taylor County Commission representative.

Thank you for your leadership and for all you do. We stand ready to help provide any additional information that you may need as you consider this invitation to join the Big Bend Continuum of Care Board.

Sincerely,



Susan Pourciau

Executive Director of the Big Bend Homeless Coalition
on behalf of the Big Bend Continuum of Care Facilitating Group

copy: Jack Brown, County Coordinator

*Our mission is to end homelessness in the Big Bend through leadership,
education, advocacy, and the provision of quality services.*





The Big Bend Homeless Coalition has launched its newest program, *Advocates for Veteran Housing* (AVH) dedicated to ending homelessness among veterans of the Big Bend. AVH offers supportive services designed to serve homeless Veterans and Veterans at risk of homelessness. As a supportive services program, our goal to serve **250** Veteran households, with special emphasis on reaching literally homeless Veterans, Veteran families in rural communities, and providing homelessness prevention to Veteran Families who are <30% of the Area Median Income.

AVH serves:

- Very low income Veterans
- Veterans experiencing chronic homelessness
- Veterans currently living in their home and at risk for eviction
- Veterans currently homeless
- Veteran households living in the eight counties of the Big Bend (Leon, Gadsden, Liberty, Wakulla, Franklin, Jefferson, Madison, and Taylor)

Outreach Services

- Identify very-low income Veterans moving from homelessness to permanent housing
- Identify very-low income Veterans living in their homes and at risk of eviction
- Screen Veterans to determine eligibility for supportive services
- Develop relationships with community-based organizations serving low-income, at-risk, and homeless Veterans

Case Management and Housing Placement

- Assistance to obtain VA and public benefits
- Referrals to community agencies
- Coordination of needed supportive services
- Assistance obtaining affordable and appropriate stable housing
- Follow-up with Veterans after exiting from program

Limited Financial Assistance

- Based on financial need
- Assistance available for rent, utilities and/or deposits, child care, auto repairs, moving and storage costs, bus passes
- Emergency supplies
- Budget counseling
- Housing search and placement

Serving Those Who Served: Ending Veteran Homelessness

For more information contact the AVH team at (850) 597-5395 or email veteran@bigbendhc.org

BIG BEND CoC GOVERNANCE CHARTER

The name of this Continuum of Care (CoC) shall be the **Big Bend Continuum of Care** and the name of this CoC board shall be the **Big Bend Continuum of Care Board**, herein referred to, respectively, as “the CoC” and “the Board.”

I. PURPOSE OF THE CoC AND CoC BOARD

The CoC is a membership planning and oversight body for the eight-county region of the Big Bend of Florida. The eight counties comprising the Big Bend CoC region are: Leon, Jefferson, Franklin, Gadsden, Liberty, Madison, Taylor, and Wakulla. The purpose of the CoC is to develop and implement strategies to help end homelessness in the Big Bend. The CoC coordinates the community’s policies, strategies, and activities toward ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, identifying and bridging gaps in housing and services, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring CoC performance.

The CoC Board, as constituted in Article III of this charter, provides ongoing leadership, administrative oversight, and implementation responsibility for fulfilling the purposes of the Big Bend CoC, including the responsibilities set forth in Article II of this charter.

II. RESPONSIBILITIES OF THE CoC BOARD

The responsibilities of the CoC Board include:

A. OPERATING A CoC

- Develop, follow, and update annually this governance charter, which will include all procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the CoC Board, its chair(s), and any person acting on behalf of the CoC Board.
- In consultation with recipients of Emergency Solutions Grant (ESG) funds within the CoC’s geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- In consultation with recipients of ESG funds within the CoC, establish and consistently follow written standards for providing CoC assistance.
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type.
- Educate the community on homeless issues.
- Monitor performance of CoC and ESG recipients and subrecipients.
- Evaluate the outcomes of projects funded under ESG and CoC programs.
- Provide technical assistance and support to underperforming projects.
- Take action against ESG and CoC projects that perform poorly.
- Report the outcomes of ESG and CoC projects to HUD annually.

B. CoC PLANNING

- Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of individuals and families experiencing homelessness. At a minimum, such a system encompasses the following:
 - Outreach, engagement, and assessment.
 - Shelter, housing, and supportive services (supportive service include, but are not limited to mental health, substance abuse, medical services).
 - Prevention strategies (preventing an episode of homelessness).
- Develop strategies to end homelessness locally, based on the consideration of documented best practices, local needs and gaps, innovations in programs and service delivery, and available and potential resources.
- Plan for and conduct an annual point-in-time count of persons experiencing homelessness within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for persons who are homeless, in general, and persons who are chronically homeless and veterans experiencing homelessness, specifically, as HUD requires.
- Conduct an annual gaps analysis of the needs of people experiencing homelessness, as compared to available housing and services within the CoC geographic area.
- Provide information required to complete the Consolidated Plan(s) within the CoC geographic area.
- Engage and inform each county in the CoC.
- Consult with State and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

C. DESIGNATING AND OPERATING A HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

- Designate a single HMIS for the CoC's geography, and an eligible applicant to serve as the CoC's HMIS lead agency.
- Review, revise and approve a CoC HMIS data privacy plan, data security plan, and data quality plan.
- Ensure that the HMIS is administered in compliance with HUD requirements.
- Ensure consistent participation by CoC and ESG recipients and subrecipients in the HMIS.

D. PREPARING AN APPLICATION FOR CoC FUNDS

- Establish the local process for applying, reviewing and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition.
- Establish priorities that align with local and federal policies for recommending projects for HUD Homeless Assistance CoC Grant funding.
- Designate an eligible collaborative applicant to collect and combine the required application information from all applicants.
- Determine whether to select the collaborative applicant to apply for Unified Funding Agency designation from HUD.
- Approve the final submission of applications in response to the CoC Notice of Funding Availability.

III. MEMBERSHIP OF THE CoC BOARD

The CoC Board shall be broadly based with representation from all sectors of the community, including but not limited to: individuals experiencing homelessness, homeless service providers, business community, funders, and representatives of government. The CoC Board must be representative of the relevant organizations and projects serving homeless subpopulations, and must be representative of the geographic area served by the CoC. The CoC Board shall be a thirty-six (36) member body.

Sixteen (16) members will be appointed, as follows:

- One person appointed by the Tallahassee City Commission;
- Eight persons representing Counties, with one person appointed by each of the County Commissions within the CoC, or her/his appointee;
- One person appointed by the Veterans Administration;
- Chamber of Commerce CEO or her/his appointee;
- Tallahassee Housing Authority Executive Director or her/his appointee;
- United Way of the Big Bend CEO or her/his appointee;
- Center for Independent Living Executive Director or her/his appointee;
- State-certified domestic/sexual violence provider Executive Director or her/his appointee;
- CoC lead agency Executive Director or her/his appointee, serving in a nonvoting ex officio capacity.

Seven (7) members, described below, will be designated by a majority vote of the CoC Board:

- One person who is currently experiencing homelessness or one person who has been homeless;
- One representative of the healthcare industry;
- One representative of local law enforcement;
- One representative of the mental health services field;
- One representative of the substance abuse services field;
- One representative from higher education;
- One representative of the employment services field.

Thirteen (13) members will be elected to the Board following a nominating process by the full membership of the Continuum of Care. These members shall include the following:

- One emergency shelter provider;
- One transitional housing provider;
- One homelessness prevention provider (i.e. an organization offering emergency financial services for rent, and/or utilities, and/or mortgage to prevent a household from becoming homeless);
- One permanent supportive housing provider;
- One representative from the public school systems;

- One representative of the faith community;
- One representative from the private philanthropic sector;
- One representative from the private business sector;
- Two (2) additional persons who are currently experiencing homelessness or have experienced homelessness in the past;
- Three (3) “at-large” representatives selected from the following categories, with no more than one person representing a single category:
 - Researcher/data specialist;
 - HIV/AIDS service organization;
 - Criminal Justice/Legal Aid services (e.g., Public Defenders Office, Legal Services of North Florida);
 - Nonprofit housing organization;
 - Children's services provider;
 - Indigent health care provider;
 - Federal Emergency Assistance Act (FEMA) Board;
 - An ESG recipient agency;
 - A provider of housing and/or services to unaccompanied homeless youth; and
 - Policy or planning specialist.

Additional Membership Conditions: No organization may have more than two (2) staff or Board representatives seated on the CoC Board at any time, regardless of which seats they occupy. Every effort shall be made to ensure that the Board is representative of CoC stakeholder groups, all counties in the CoC geographic area, and homeless services areas are represented on the Board.

Individuals who are appointed to the Board by an appointing entity serve at the pleasure of the appointing entity. Individuals appointed or elected as representatives of agencies or populations serve in those capacities, and may no longer serve in those capacities if their representative status changes. Individuals elected or appointed in representative capacities should have the authority to represent their respective agencies or bodies.

IV. LEADERSHIP OF THE CoC BOARD (EXECUTIVE COMMITTEE)

The members of the CoC Board’s Executive Committee shall consist of: one (1) Chair, one (1) Vice Chair, one (1) Secretary, one (1) Treasurer, and four (4) additional At Large Executive Committee members elected by and from the full CoC Board. The outgoing Chair shall serve on the Executive Committee as Immediate Past Chair for one year following the expiration of his/her term as Chair.

The Executive Committee is empowered to act on behalf of the full CoC Board between meetings of the full Board, in cases of emergency or as directed by the Board. A quorum for Executive Committee action is 6 persons. Executive Committee action is subject to review by the full Board at its next regular meeting. Actions of the Executive Committee may be overturned by a 2/3rd vote of the Board members present at the next regular Board meeting.

The CoC Board shall elect the Chair, Vice Chair, Secretary, Treasurer, and At Large members of the Executive Committee annually following the election of the Board.

A member of the CoC Executive Committee may serve no more than two consecutive terms in a given office. No organization may have more than one (1) staff or Board representative on the CoC Board Executive Committee at any time, regardless of which seats they occupy.

V. TERMS OF CoC BOARD OFFICE

Members of the CoC Board will serve two-year terms. An elected member may serve no more than three (3) sequential terms of office. Appointed members may serve more than three sequential terms at the discretion of the appointing authority, but must be reappointed every two years. Elected members must be reelected to serve at the end of each term. Terms will be staggered to ensure continuity of CoC governance. In the first year, the Board will establish policy to ensure staggering of terms.

Persons (appointed or elected) to serve the unexpired term of a member who has resigned or been removed will serve out the remainder of that person's term. This person will be eligible for appointment or election to three subsequent sequential terms.

VI. CoC BOARD MEMBER QUALIFICATIONS AND RESPONSIBILITIES

All members of the CoC Board shall affirm a professional interest in, or personal commitment to, addressing and alleviating the impacts of homelessness on the people of the community.

Each Board Member must also:

- Be a CoC member in good standing.
- Sign a conflict of interest disclosure statement.
- Collaborate with other members to work toward the CoC mission.
- Abide by the CoC Charter, policies, and procedures.
- Actively serve on at least one committee per year.
- If representing a certain sector of homeless services or prevention, solicit input from others in that sector who are not on the Board to ensure their voices are represented.
- Attend and participate actively in meetings.
- Participate in the activities of the CoC Board, including the Point-in-Time count, HMIS oversight, strategic planning, advocacy and public education efforts, project and system performance reviews, and the application processes for CoC Homeless Assistance Grants and other funding proposals.

VII. CoC BOARD PROCESS

SELECTION

As described in Section III, sixteen Board members are appointed by specific bodies or designated by the Board. The remaining Board members are elected at an annual meeting of the

CoC membership. To be elected to the Board, a CoC member must obtain a majority vote of the CoC members in attendance.

REMOVAL

If a CoC Board Member is absent from more than 25% of the regular CoC Board meetings in a calendar year, that person will be administratively removed from the CoC Board.

A Board Member may also be removed for cause from the Board upon a 2/3 vote of the remaining Board members. If a Board member wishes to resign, the Board member shall submit a letter of resignation to the Chair.

CONFLICT OF INTEREST

Any individual participating in or influencing decisions must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. A financial conflict of interest is broadly defined to include a conflict by any Board Member with any other Director(s), professional employment and groups, funding sources, and vendors, and with members of their immediate family or significant others. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issues. Individuals with a conflict of interest shall abstain from both discussion and voting on any issues in which they may have a conflict. An individual with a conflict who is the Board chair shall yield that position during discussion and abstain from voting on the item. Decisions by the Board must be justifiable as being in the best interests of the CoC. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval.

DECISION MAKING, QUORUM, AND PROCEEDINGS AT MEETINGS

CoC full membership meetings shall be held quarterly, with one meeting specified as the annual meeting at which Board elections are held. The CoC Board is expected to meet more frequently, as needed.

CoC Board Meetings and CoC meetings shall be open to any interested party. Meetings will be noticed in advance through the CoC membership list. Such notice will include the date, time, and location of the meeting. Meeting agendas shall be posted online at a specified location and/or emailed to members. In addition, for the annual CoC meeting at which Board members are elected, public notice shall be provided through publication in local newspaper. Should the requirements of the State of Florida Sunshine Law be relevant to any meeting, the CoC and Board will comply with the requirements of the Sunshine Law.

A quorum for Board meetings is defined as 1/3 of Board membership. Conduct of Board and CoC meetings shall be vested in the Chair. Meetings will ordinarily be conducted in an informal matter, but may be conducted according to Robert's Rules of Order, revised edition, as deemed appropriate by the Chair. The Board will refer to Roberts Rules of Order whenever a process is needed to conduct business. Meeting procedures for Board meetings must provide an opportunity for all Board members present to be heard and for the efficient conduct of business. Meeting procedures for CoC meetings must provide an opportunity for all present to be heard and for the efficient conduct of business.

Actions of the Board will be by majority vote of the Directors present. Decisions at CoC meetings will be final upon a majority vote of members present.

Minutes of meetings shall be taken by the Secretary or his/her designee and shall be made available to interested parties.

COMMITTEES AND WORKGROUPS

The CoC Board will appoint committees, subcommittees, or workgroups to fulfill the work of the CoC. Much of the CoC's work is conducted at committee and workgroup meetings.

Standing committees will include:

- HUD CoC Funding Application,
- Coordinated Intake and Assessment System,
- HMIS/Data/Performance,
- Needs Assessment,
- Quality of Services, and
- Planning.

The CoC Board may also create time-limited ad-hoc committees to develop recommended solutions to the specific issue for which they were created.

Committees and work groups will be open to CoC members, in addition to the CoC Board. Committees and work groups will submit their findings and recommendations to the CoC Board further action.

VIII. CoC MEMBERSHIP

RELATIONSHIP BETWEEN BIG BEND CoC BOARD AND FULL CoC MEMBERSHIP

CoC Board meetings will be open to the full CoC membership, and the minutes of the CoC Board meetings will be public and easily accessible to CoC members. The CoC Board will keep the full membership involved by involving CoC members in workgroups and committees and sharing information via email lists and any other means appropriate.

As described in Section III, thirteen (13) members of the CoC Board are elected by the full CoC membership. Each CoC member in good standing who is present at the CoC annual meeting is entitled to one vote. To be a member in good standing, the individual or organization must have completed an application for membership and paid dues in full for the year. Membership dues are determined annually by the Board. Dues will be waived for persons experiencing homelessness.

RECRUITMENT AND OUTREACH

The CoC will publish and appropriately disseminate an open invitation at least annually for persons within the CoC area to join as new CoC members. Recruitment efforts will be documented by the CoC.

The CoC will identify and address membership gaps in essential sectors, from key providers or other vital stakeholders. The CoC will recruit members to ensure that it meets all membership requirements set forth in its governance charter, including representation of certain populations

and certain organizations. Specifically, outreach will be conducted to obtain membership from the following groups as they exist within the Big Bend CoC geographic area and are available to participate in the CoC:


- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Individuals who are, or have been, homeless
- Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.)

IX. AMENDMENT AND REVIEW

The Big Bend CoC will review, update, and approve this governance charter at least annually. Amendment of the Charter requires a majority vote of the CoC at a regularly scheduled meeting of the vote of the CoC, provided that notice of the scheduled vote on the charter amendment was provided at least two weeks prior to that CoC meeting.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE: 	Mr. Bobby Pickels, Regional Representative for Duke Energy to Appear Before the Board to Discuss Right of Way Maintenance Operations and Debris Cleanup, as Agendaed by Commissioner Pam Feagle.
MEETING DATE REQUESTED:	January 28, 2014

Statement of Issue: The Board as a whole has expressed concern with the most recent trimming and debris removal by Duke Energy. Com. Feagle specifically requested that Bobby Pickels, regional representative for Duke be contacted and asked to appear before the Board in order to help resolve issues.

Recommended Action: Listen to the presentation and provide guidance

Fiscal Impact: N/A **Budgeted Item:** N/A

Submitted By: Jack R. Brown, County Administrator

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: As stated above

Options: Receive / Comment

Attachments: As stated above

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

Mark Wiggins, Taylor County Tax Collector to Appear Before the Board to Discuss Issues Regarding Solid Waste Sticker Systems, cards, etc...., as Agendaed by Jack Brown, County Administrator.

MEETING DATE REQUESTED:

January 28, 2014

Statement of Issue:

The Board has asked that the County Administrator coordinate with the Tax Collector regarding the use of window stickers, cards, etc..., to identify those that had paid their Solid Waste Special Assessment and those that have not.

Recommended Action:

Listen to the presentation and provide guidance

Fiscal Impact:

Yes – Amount TBD based upon guidance for specific method to be used.

Budgeted Item:

No

Submitted By:

Jack R. Brown, County Administrator

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: As stated above

Options: Receive / Comment

Attachments: As stated above

January 28, 2014

Solid Waste Sticker (analysis)

Objective: To only allow those paying SW to be able to dump in county roll off sites.

Concerns: What is the cost? Estimated to be \$15,000.00 (based on sending out 10,000 stickers)

What about residents that are exempt but have the right to dump?

What if resident has more than (2) automobiles?

What about rental properties?

Commissioner's will receive more phone calls for "why can't I dump".

Cost of sending out stickers may be greater than the savings?


Positives: Only people with sticker can dump. (Control)

May make taxpayers pay their SW and/or Taxes on time.

We currently have 7,035 parcels that have a SW assessment or multiple assessments on them, from dwelling (140.00) to hunting camp; active power pole, RV, and/or RV hook-up (46.67). Of those 7,035 parcels with SW assessment, 9,126 SW assessments are being charged. 1,999 are at the discounted rate (i.e. hunting camp/RV, etc.) In 2012 the SW assessment brought in 1,057,799.76.

We estimate the assessment to bring in m/l 1,057,053.33 for 2013. Of course you will have corrections as we get closer to taxes being due.(March 31st)

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item***

SUBJECT/TITLE: 	Mr. Scott Frederick, Executive Director of the Taylor County Development Authority (TCDA) to Provide an Update of the Status of Regional Employment Sites, as Agendaed by Jack Brown, County Administrator (Note: Due to Travel Schedule, This Item May be Moved Forward on the Agenda or Back).
MEETING DATE REQUESTED:	January 28, 2014

Statement of Issue: Status update

Recommended Action: Listen to the presentation and provide guidance

Fiscal Impact: Unknown

Budgeted Item: Unknown

Submitted By: Jack R. Brown, County Administrator

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: As stated above

Options: Receive / Comment

Attachments: As stated above

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

The Board to Discuss Solid Waste Roll-Off Sites to Include Revision of Roll-Off Site Policy Based Upon Citizen Input, Strategies for Improvements, Servicing, Heavy Items, Project Status, and Ground Level Dumpsters to Walk in Items, As agendaed by Jack Brown, County Administrator.

MEETING DATE REQUESTED:

January 28, 2014

Statement of Issue: Status update / changes being implemented

Recommended Action: Listen to the presentation and provide guidance

Fiscal Impact: Unknown

Budgeted Item: Unknown

Submitted By: Jack R. Brown, County Administrator

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: As stated above

Options: Receive / Comment

Attachments: As stated above

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

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

MEETING DATE REQUESTED:

January 28, 2014 Workshop

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

Recommended Action: Adopt Policy 2.05 Responding to Public Records Requests

Fiscal Impact: None

Budgeted Expense: None

Submitted By: Marcella Bridier, Director of Human Resources

Contact: Marcella Bridier, Director of Human Resources

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

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

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

Florida's record management program includes:

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

3. Florida Statute 257, as Amended,
4. Florida Statute 119, as Amended,
5. Florida Administrative Code Rule 1B-24, Public Records Scheduling and Disposition, as Amended,
6. Florida Administrative Code Rule 1B-26.0021 Records Management Standards and Requirements, as Amended,
7. Florida Administrative Code Rule 1B-26.003 Records Management Electronic Recordkeeping, as Amended,
8. Florida Administrative Code Rule 1B-31 Real Property Electronic Recording, as Amended.

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

Options:

Attachments:

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



Taylor County

Board of County Commissioners'

Policy Manual

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

PURPOSE

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

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

REFERENCE

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

POLICY

Introduction

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

Scope

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

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

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

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

Definitions

a. "Confidential" means public records that have been identified in the *Florida Statutes* as confidential. The information in these records is not subject to inspection by the public and may be released only to the persons and entities designated in the statute.

b. "Exempt" means public records that have been identified in Chapter 119 or other applicable Florida Statutes as exempt from public disclosure.

c. "GS1-SL" means the *General Records Schedule GS1-SL for State and Local Government Agencies*, which is available at http://dliis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm.

d. "Inactive Records" means records which have lost some of their value or have been superseded by new records, but have not reached their specified retention. Records that are referenced less than once per month are usually considered inactive.

e. "Public record" as defined by section 119.011(11), *Florida Statutes*, means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."

f. "Records Management Liaison Officer" is the Board of County Commissioner's designated primary point of contact between the Board and the Records Management Program.

g. "Record (Master) Copy" as defined in Rule 1B-24.001(3)(i), *Florida Administrative Code*, means the public records specifically designated by the custodian as the official record.

h. "Record Series" as defined in Rule 1B-24.001(3)(k), *Florida Administrative Code*, means a group of related documents arranged under a single filing arrangement or kept together as a unit because they consist of the same form, relate to the same subject, result from the same activity, or have certain common characteristics.

Procedures

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

b. Public Records Requests:

i. Initial requests:

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

ii. Documentation

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

5. Certified Copies of Public Records:

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

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

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

8. Confidential or exempt records:

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

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

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

iii. Fees

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

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

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

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

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

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

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

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

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

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

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

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

Public Records Special Service Charge = (Hourly Base Rate of Pay + Hourly Value of Benefits) X Number of Hours Worked¹

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

Hourly Value of Benefits for Career Service and Select Exempt = Hourly Base Rate of Pay X Benefit Factor³

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

Records Management Liaison Officer

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

RESPONSIBLE DEPARTMENT

Human Resources

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

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

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



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

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

PUBLIC RECORDS REQUEST FORM

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

1. _____
2. _____
3. _____
4. _____

TIME PERIOD: FROM _____ (MONTH, DAY, YEAR) TO _____ (MONTH, DAY, YEAR)

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

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

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

DO YOU WANT THE COPIES MAILED TO YOU? YES ___ NO ___

IF THE FILES ALREADY EXIST IN ELECTRONIC FORMAT,

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

Your contact information below is NOT required

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

NAME: _____ SIGNATURE: _____
ADDRESS: _____ CITY: _____
STATE: _____ ZIP CODE: _____
PHONE: _____ EMAIL: _____

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

You can **fax** this form to 850.838.3501

You can **phone** your request to 850.838.3500 x 113

You can **email** this form and/or your request to human.resources@taylorcountygov.com

You can **mail** this form to

Records Management Liaison Officer

Taylor County Board of County Commissioners

PO Box 620

Perry, FL 32348

FOR COUNTY USE ONLY:

Print name

Department

Date



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(850) 584-2433 Fax

DATE 2014

Name if Known
Email if Known
or available for pickup

RE: Acknowledgement of Public Records Request

Dear Requestor:

We received your public records request dated DATE HERE.

Only the following checked items below apply to this request:

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

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

Sincerely,

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



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(850) 584-2433 Fax

Public Records Request INVOICE

DATE: _____

TO: _____

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

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

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



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PUBLIC RECORDS CERTIFICATION STATEMENT

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

CERTIFIED this _____ date of _____, 2014.

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



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Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

DATE 2014

Name if Known

Email if Known

RE: Public Records Request – Confidential/Exempt Records

Dear Requestor:

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

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

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

Sincerely,

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

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:


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

MEETING DATE REQUESTED:

January 28, 2014 Workshop

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

Recommended Action: Approve two new job descriptions – Library Manager and Library Technician

Fiscal Impact: None - There is no fiscal impact with these clarifications.

Budgeted Expense: Yes

Submitted By: Marcella Bridier, Director of Human Resources

Contact: Marcella Bridier, Director of Human Resources

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

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

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

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

Options:

Attachments: Library Manager job description
Library Technician job description

Taylor County Board of County Commissioners
JOB TITLE: Library Manager

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

SUMMARY:

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

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

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

QUALIFICATION REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

EDUCATION AND/OR EXPERIENCE:

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

PHYSICAL DEMANDS:

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

- Required to stand, walk, sit, reach, stoop, kneel and frequently use hands and fingers.
- Must be able to talk, hear, speak, and understand.

Taylor County Board of County Commissioners

JOB TITLE: Library Manager

- Must be able to sit for extended periods.
- Must be able to drive an automobile.
- Must be able to manipulate computers, books, and office equipment.

WORK ENVIRONMENT:

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

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

Taylor County Board of County Commissioners

JOB TITLE: Library Technician

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

SUMMARY:

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

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

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

QUALIFICATION REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

EDUCATION AND/OR EXPERIENCE:

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

PHYSICAL DEMANDS:

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

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

Taylor County Board of County Commissioners

JOB TITLE: Library Technician

WORK ENVIRONMENT:

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

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

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:


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

MEETING DATE REQUESTED:

Tuesday, Jan 28, 2014

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

Recommended Action: Listen / Comment

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

Budgeted Expense: N/A

Submitted By: Marcella Bridier, Director of Human Resources

Contact: Marcella Bridier, Director of Human Resources

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

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

Options: N/A

Attachments: Draft Policy 4.07



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
4.07	Florida Drivers License Personal Auto Insurance Coverage	2/3/14

PURPOSE

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

REFERENCE

Florida Highway Safety and Motor Vehicles

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

POLICY

Driver's License and Driver Record Checks

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

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

Personal Vehicle Use in the Course and Scope of Employment

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

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

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

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

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

Signature

Date

Print your name

RESPONSIBLE DEPARTMENT

Human Resources / Risk Management

Sunset Date: 00/00/00 (Use this format)

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:


The Board to Discuss the Need to Establish a Separate Budget for Forest Capital Hall Grounds, as Agendaeed by Dustin Hinkel, Assistant County Administrator.

MEETING DATE REQUESTED:

January 28, 2014 (Workshop)

Statement of Issue: The Board to discuss the establishment of a maintenance budget

Recommended Action: Discussion

Fiscal Impact: \$2,000

Budgeted Expense: NO

Submitted By: Dustin Hinkel, Assistant County Administrator

Contact: 838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

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

Options: Discussion

Attachments: Proposed Annual Budget

DETAIL BUDGET REQUEST
2013/2014 FISCAL YEAR

DEPARTMENT: FOREST CAPITAL PARK OPERATIONS
DEPARTMENT #: TBA

PREPARED BY:

(Department head signature & date)

2013-2014 BUDGET

FOREST CAPITAL PARK OPERATIONS (DEPT. #TBA)

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

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

The Board to Discuss a Proposed Revision to the Deceased Indigent's Policy, as Agendaed by Dustin Hinkel, Assistant County Administrator.

**MEETING DATE REQUESTED:**

January 28, 2014 (Workshop)

Statement of Issue: The Board to discuss policy revisions

Recommended Action: Discussion

Fiscal Impact: N/A

Budgeted Expense: YES

Submitted By: Dustin Hinkel, Assistant County Administrator

Contact: 838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

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

Options: Discussion

Attachments: Proposed Policy



Taylor County

Board of County Commissioners'

Policy Manual

2.02

Policy #:

Title:

Effective Date:

2008-16

Deceased Indigents Policy

2/3/14

PURPOSE

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

REFERENCE

Florida Statute 406

POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PROCEDURE

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

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

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

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

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

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

RESPONSIBLE DEPARTMENT

Office of the County Administrator

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

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

The Board to Receive an Update on the Recent Activities of the Taylor County Restore Act Committee, as Agendaed by Dustin Hinkel, Assistant County Administrator.

MEETING DATE REQUESTED:

January 28, 2014 (Workshop)

Statement of Issue: The Board to receive an update

Recommended Action: Discussion

Fiscal Impact: N/A

Budgeted Expense: N/A

Submitted By: Dustin Hinkel, Assistant County Administrator

Contact: 838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Board's RESTORE Act Advisory Committee recently restarted its monthly meetings in January after taking the months of November and December to study project pre-proposal documents and observe developments in the implementation of the legislation. Taylor County joined the Gulf Coast Consortium in submitting comments to implementation rules drafted by the US Department of Treasury. The RESTORE Act Committee met on Thursday, January 16 to discuss and rank proposed projects. The Committee decided to set aside the four projects that received unanimous approval and asked staff to arrange for presentations for all other proposals beginning with the projects that received the next highest amount of approving votes. The purpose of the presentations is to clarify issues and concerns the committee has regarding the pre-proposal. Staff has been asked to limit presentations to 5 per meeting. The next meeting is scheduled for Thursday, February 13 at 5:30 PM in the Boardroom.

Options: Discussion

Attachments: Pre-proposal voting results

Taylor County RESTORE Act - Pre-Proposal Application Project List		Meets Criteria Yes or No	Individual Ranking	Committee Final Ranking	Red Votes	Green Votes	Project Approval Percentage
Name of Project							
24	Taylor County Bird Racks				0	7	100.00%
25	Taylor County Deep Water Artificial Reefs				0	7	100.00%
27	Taylor County Scallop Monitoring and Enhancement Program				0	7	100.00%
28	Taylor County Shallow Water Artificial Reefs				0	7	100.00%
12	Keaton Beach Canal System Dredging Project				0	5	71.43%
17	Spring Warrior Creek Gulf Public Access				2	5	71.43%
31	Tourism Promotion - Taylor County				1	4	57.14%
20	Steinhatchee Walking Trail				3	4	57.14%
3	Commercial Boat Ramp & Pier				3	3	42.86%
18	Steinhatchee Fishing Pier				2	2	28.57%
30	Taylor County Tourism Impact Study				2	2	28.57%
1	BBWA Sewer System Improvements				3	2	28.57%
21	Stevens Springs				3	2	28.57%
22	Taylor Coastal Water & Sewer District Infrastructure Restoration				3	2	28.57%
5	Environmental Education Through Exploration Project				4	2	28.57%
4	Deadman Bay Cycling Route				4	1	14.29%
6	Festival Park				4	1	14.29%
29	Taylor County STEM Program				4	1	14.29%
32	Yates Creek Park				4	1	14.29%
14	Moore House & Dock at Steinhatchee Parkgrounds				5	1	14.29%
16	Riverfront Property next to County Pier across from Park				5	1	14.29%
19	Steinhatchee Scallop Shell and Festival Grounds				5	1	14.29%
13	Keaton Beach Coastal Park				2	0	0.00%
11	Hodges Park Boardwalk and Parking Project				3	0	0.00%
7	Florida Forest Festival "World's Largest Free Fish Fry"				4	0	0.00%
8	Forest Capital Park Cook Shed Rehab Project				4	0	0.00%
26	Taylor County Festivals Support				4	0	0.00%
2	Cat 5 Hurricane Shelter with Heli-pad				6	0	0.00%
10	Forest Festival Hall Addition				6	0	0.00%
15	Project Readiness				6	0	0.00%
9	Forest Capital State Park Addition				7	0	0.00%
23	Taylor County American Flag Project				7	0	0.00%

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

The Board to Discuss an Addendum to the Lease Agreement Between DMH so That the Emergency Medical Service (EMS – Ambulance) and Support for the Fire Department are All Part of One Agreement Rather than Individual Documents, as Agendaed by Jack Brown, County Administrator.

MEETING DATE REQUESTED:

January 28, 2014 Workshop

Statement of Issue: The Board to Discuss an Addendum to the Lease Agreement Between DMH so That the Emergency Medical Service (EMS – Ambulance) and Support for the Fire Department Are All Part of One Agreement Rather than Individual Documents

Recommended Action: Listen and Comment

Fiscal Impact: None

Budgeted Expense: N/A

Submitted By: Jack Brown, County Administrator

Contact: Jack Brown, County Administrator

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The intent is as stated above.

EMERGENCY MEDICAL SERVICES AGREEMENT – ADDENDUM 1 TO THE HOSPITAL LEASE AGREEMENT BETWEEN TAYLOR COUNTY / DMH INC.

This Emergency Medical Services Agreement ("Agreement") is entered into effective the 18th Day of February, 2014, at 0001 hours ("Effective Date") by and between the Taylor County Board of Commissioners, Taylor County, Florida ("County") and Doctors' Memorial Hospital, Incorporated ("DMH" or "Hospital"), a Florida not-for-profit corporation. County and Hospital may be collectively referred to as the "Parties".

NOW, THEREFORE, for and in consideration of the premises and agreements herein contained and other good and valuable consideration, including the award of exclusive market rights, the receipt and adequacy of which are hereby forever acknowledged and confessed, the Parties agree as follows:

ARTICLE 1 Definitions

The following definitions shall apply to terms as used throughout this agreement:

County Administrator means the representative of the county or his other designee who is responsible for furnishing staff support and clerical services to the county.

Agreement Service Area means Taylor County, Florida.

Ambulance means a motor vehicle that is specially constructed and equipped and is intended to be used for the emergency transportation of patients.

Ambulance Base Station-Perry means that Ambulance Base Station Facility located in Perry, Florida.

Ambulance Base Station - Steinhatchee means that Ambulance Base Station Facility located in Steinhatchee, Florida.

Ambulance Patient means a person who, as a result of illness or injury, needs immediate medical attention and/or transport, whose physical or mental condition is such that he may be in danger of loss of life or health impairment, or who may be incapacitated or helpless as a result of a physical or mental condition, or a person who requires medical attention during transport from one health area facility to another.

Ambulance Service Contractor means DMH.

Emergency Medical Services means the Ambulance Service operated by Doctors Memorial Hospital, Incorporated, first responder services and other emergency transport services.

Emergency Medical Services Medical Director or Medical Control Physician means the physician providing immediate and concurrent clinical guidance to Emergency Medical Services personnel regarding the pre-hospital management of a patient.

Mutual Aid means the paramedic ambulance service provided within the Agreement Service Area by neighboring providers, other than the Emergency Medical Services offered by the hospital, at the request of the hospital pursuant to an agreement governing the exchange of service assistance when requested.

Rural Remote Taylor County means the areas of Taylor County not within the city of Perry, Florida.

ARTICLE 2

Mutual Responsibilities and Understandings

- 2.1 INTEGRATED SYSTEM.** The system of delivering Emergency Medical Services is an integrated system with overlapping interest between the Hospital and the County. The county shall not contract with any provider of Emergency Medical Services, other than Hospital during the term of this agreement.
- 2.2 BILLING FOR EMERGENCY MEDICAL SERVICES.** As permitted by applicable laws, rules and regulations, DMH will be solely responsible for all billing and collections for the Emergency Medical Services.
- 2.3 ALL AMBULANCE SERVICES.** All ambulances rendering services pursuant to this Agreement shall be staffed and equipped to render the levels of care for which the Hospital is licensed by the State of Florida. Hospital shall maintain th Advanced Life Saving (ALS) Ambulances with not less than one ALS unit available to respond within the county at all times, with the sole exception being when a disaster is declared pursuant to paragraph 3.6 of this agreement.
- 2.4 ANNUAL SUBSIDY.** County agrees to pay Hospital an annual subsidy in the amount of Three Hundred Thousand dollars (\$450,000.00) paid out in equal monthly installments of \$37,500.

- 2.5 OWNERSHIP AND RESPONSIBILITIES REGARDING FIXED ASSETS.** Hospital shall be responsible for the purchase of any additional assets after the effective date of this agreement. County agrees that if purchase discount programs are available through the County, County will provide assistance to Hospital in the acquisition of such assets, provided Hospital agrees to reimburse the County for any costs incurred in making such discounts available.
- 2.5.1 AVAILABILITY OF GRANT FUNDS AND OTHER SOURCES OF SUPPORT.** As the provider of Emergency Medical Services, Hospital shall have sole discretion over the utilization of funds made available through state or federal grant programs or other mechanisms of funding intended to support Emergency Medical Services, Paramedic programs or other life-saving techniques. Hospital agrees to diligently pursue additional funding for capital and operational needs as resources become available through grant and other programs. Hospital agrees to include County in any proposal where there is opportunity to include other County services in Hospital's application for support. County agrees to provide reasonable and necessary support to the Hospital in the event such applications are made to the state or federal authorities
- 2.6 PROFESSIONAL CONDUCT/STANDARDS OF SERVICE.** Hospital will develop quality measurement criteria, such as response times and other indicators of customer satisfaction for the purpose of benchmarking quality of service. Patient satisfaction surveys will be conducted annually to gauge public perceptions of timeliness, attitude of staff, educational opportunities for staff and other indicators standard with the Emergency Response Industry. The results of such patient satisfaction surveys will be reported to the County annually. Hospital agrees to provide EMS services with response times that shall not exceed, on the average, the response times available to the County prior to the execution of this agreement. The survey shall be presented to the County each May 1.
- 2.7 EXCLUSIVITY.** The County shall not contract with any other provider or manager of ambulance services and Hospital is awarded exclusive rights and responsibilities for operation of all ambulance services, including special events coverage, originating with the Agreement Service Area.
- 2.8 SELECTION OF AMBULANCE PATIENT DESTINATION.** Medical Protocols approved by the Medical Director of Emergency Medical Services shall establish selection of the patient destination. Such protocols shall be strictly followed by EMS personnel and on-line Medical Control Physicians, except when a departure from protocol is justified on the basis of special considerations of patient care or practical barriers to implementation (e.g., blocked roads, hospital divert status, etc.).

ARTICLE 3
Additional Responsibilities of Hospital

- 3.1 DIRECTOR OF EMERGENCY MEDICAL SERVICES/MEDICAL DIRECTOR.** In accordance with Florida statutes, Hospital shall select a qualified, full time Director of Emergency Medical Services and shall select a qualified physician to serve as Medical Director of Emergency Medical Services.
- 3.2 AMBULANCE STAFF.** Hospital shall staff each Ambulance on duty with one paramedic and one Emergency Medical Technician ("EMT").
- 3.3 COMMUNITY EDUCATION PROGRAMS.** Hospital shall develop and implement community education programs such as CPR, first aid and health education. Hospital shall, if requested, endeavor in good faith to enter into an agreement with the Taylor Technical Institute or any other educational institution, for the purpose of participating in clinical rotations and other educational opportunities with the Emergency Medical Service.
- 3.4 DISPATCH OF AMBULANCES TO STRUCTURAL FIRE.** In the event of a structural fire in Taylor County, Hospital agrees to dispatch an Ambulance to said structural fire at no charge to the County. Hospital may charge appropriate fees related to the treatment and/or transport of any injured party involved in the fire. It is understood by County that if multiple calls are made for EMS service while ambulance is dispatched to a structural fire scene, EMS will respond to the most critical need first, as determined by and within the responding Paramedic's sole discretion acting within the scope of the established protocols.
- 3.5 PROVISION OF SERVICES TO STEINHATCHEE.** Hospital agrees to provide one ALS ambulance and qualified ALS crew in Steinhatchee. The Hospital will ensure the ALS crew meets competency requirements as similarly required by other employees. The services provided to the residents of Steinhatchee will be supervised by the Director of EMS and the Medical Director.
- 3.6 DISASTER ASSISTANCE.** During a declared disaster, locally or in a neighboring jurisdiction, the normal course of business under this Agreement shall be interrupted from the moment the disaster occurs. Immediately upon such notification, Hospital shall commit such resources as are necessary and appropriate, given the nature of the disaster, and shall assist in accordance with disaster plans and protocols applicable in the locality where the disaster occurred. The disaster-related provisions of this Agreement are:

- a. During such periods, EMS personnel shall perform in accordance with local disaster protocols established by that community.
- b. When disaster assistance has been terminated, Hospital shall resume normal operations as rapidly as practical considering availability of properly rested personnel, need for restocking and other relevant considerations.
- c. During the course of the disaster, Hospital shall use best efforts to provide emergency coverage throughout the Agreement Service Area and shall suspend non-emergency transport as necessary, informing persons requesting such non-emergency service of the reason for the temporary suspension.

3.7 Doctors Memorial Hospital will maintain all necessary licenses to operate ambulance service.

ARTICLE 4

Additional Responsibilities of County

4.1 EMERGENCY MEDICAL SYSTEMS COMMUNICATIONS PROGRAM. The County shall continue to operate the County's Emergency Medical Systems Communications program and shall cooperate with Hospital as necessary to ensure that EMS is fully integrated into the County's Emergency systems.

ARTICLE 5

insurance and Indemnification

5.1 INSURANCE REQUIREMENTS. At all times during the term of this Agreement, Hospital shall obtain and pay all premiums for, and make available for County's review, a certificate of Insurance for insurance or self insurance as specified below.

- a. Workers' Compensation
- b. **General Liability.** General liability insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence combined single limits for all claims resulting from bodily injury (including death) and/or property damage arising out of the operation of the ambulance service authorized hereunder.
- c. **Malpractice.** Malpractice insurance in an amount not less than One Million Dollars (\$1,000,000) for each claim.

- 5.2 INDEMNIFICATION.** Each party (the "Indemnifying Party") covenants and agrees that it will indemnify and hold harmless the other party (the "Indemnified Party"), and its officers and employees, from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Indemnifying Party during the performance of this Agreement, except that neither the Indemnifying Party, its subcontractors or assignees will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the negligence of the Indemnified Party, or any of its officers, agents, representatives or employees.

ARTICLE 6

Terms, Termination and Renewal

- 6.1 TERM.** The initial term of this agreement is from February 18, 2014 to February 22, 2017.
- 6.2 TERMINATION.** Either party may terminate this agreement in the event of a material breach of this Agreement by the other party. If an alleged material breach occurs, the party claiming breach must notify the other party in writing, through certified mail, describing the alleged breach and requested remedy. The parties must attempt, in good faith, to resolve any dispute arising out of the alleged breach. If the parties are unable to resolve the dispute after a period of one hundred and twenty (120) days, the dispute shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction thereof,. The Arbitrator, in the award, shall designate which party or parties, if any, are entitled to recover their costs and attorney's fees reasonably incurred in the arbitration procedures. In the event the arbitrator finds that a party has committed a material breach of the agreement, the other party may opt to terminate the Agreement with in one hundred and twenty (120) days written notice through certified mail in addition to any other relief provided in the arbitration award.
- 6.2.1 DISPOSITION OF FIXED ASSETS.** In the event this contract is terminated for any reason, the ownership of all assets and liabilities of the EMS will be transferred by Hospital to County or to County's designee.

ARTICLE 7 General Provisions

ASSIGNMENT. Neither party may assign this Agreement without the prior written consent of the other party.

ATTORNEY FEES. If either the County or Hospital institutes litigation against the other party to secure its rights pursuant to this Agreement, the prevailing party shall be entitled to the actual and reasonable costs of litigation and reasonable attorney's fees in addition to any other relief which such party might be entitled.

NON-DISCRIMINATION. Hospital will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, age or disability as defined in the Americans with Disability Act.

COMPLIANCE WITH LAWS. The services furnished by Hospital under this Agreement shall be rendered in substantially full compliance with applicable federal, state and local laws, rules and regulations. Each Party shall be responsible for determining which laws, rules and regulations apply to each Party's respective obligations under this Agreement and to maintain compliance with those applicable standards at all times.

SEVERABILITY. In the event any provision hereunder is determined to be illegal, invalid or unenforceable under applicable law, said provision shall be deemed deleted from this Agreement as if never contained herein and the remainder of this Agreement shall remain in full force and effect.

HEADINGS. The paragraph headings, articles, sections and captions contained in, this Agreement are solely for the convenience of the Parties and shall in no manner be construed as part of this Agreement.

CHOICE OF LAW. This Agreement shall be governed by the laws of the state of Florida, and in the event of litigation with respect to this Agreement or any of its terms, venue shall rest in Taylor County, Florida.

ENTIRE AGREEMENT. This Agreement supersedes any and all other Agreements, whether oral or in writing, between the Parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise relating to the subject matter of this Agreement that is not contained herein shall be valid or binding unless in writing signed by all Parties.

7.9 AMENDMENT. This Agreement may be amended in writing upon the agreement of both Parties.

7.10 NO WAIVER. The failure of either party to insist at any time upon the strict observance of performance of any provision of this Agreement or to exercise any right or remedy as provided in this Agreement shall not impair any right or remedy of such party or be construed as a waiver or relinquishment thereof with respect to subsequent defaults or breaches. Every right and remedy given by this Agreement to the Parties hereto may be exercised from time to time and as often as may be deemed expedient by the appropriate Party.

7.11 CORRESPONDENCE. All notices hereunder by either Party to the other shall be in writing, delivered personally, by certified or registered mail (postage prepaid), return receipt requested, or by overnight courier services (charges prepaid), and shall be deemed to have been duly given when delivered personally, when deposited in the United States mail, or delivered to the overnight courier, addressed as follows:

If to Hospital: Administrator Doctors' Memorial Hospital
333 N. Byron Butler Parkway
Perry, Florida 32347

With a copy to: Hospital Attorney

If to County: Board of Commissioners
201 East Green Street
Perry, Florida 32347

With a copy to: County Attorney

Or to such other persons or places as either Party may, from time to time, designate by written notice to the other.

7.12 INDEPENDENT CONTRACTOR. In performing this Agreement, Hospital is acting as an independent contractor with respect to the County, and neither Hospital nor Hospital staff shall be considered employees of the County. It is agreed and acknowledged by the Parties that, as an independent contractor, Hospital retains the right to contract with and provide or manage Ambulance services to entities and individuals other than County. Nothing herein shall authorize either Party to act as agent for the other, except to the extent herein provided. Neither Hospital nor any Hospital staff shall be subject to any County policies solely applicable to County's employees or be eligible for any employee benefit plan offered by County.

7.13 FORCE MAJEURE. Neither party shall be liable to deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service deemed to result, directly or indirectly, from the acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, strikes or other work interruptions by either Party's employees, or any other similar cause beyond reasonable control of either Party.

- 7.14 ACCESS TO RECORDS.** As an independent contractor of County, Hospital shall, in accordance with 42 U.S.C., §1395x(v)(I)(I)(Social Security Act § 1861 (v)(I)(I) and 42 C.F.R., Part 420, Subpart D, § 420.300 et seq., until the expiration of four (4) years after the furnishing of Medicare reimbursable services pursuant to this Agreement, upon proper written request, allow the Comptroller General of the United States, the Department of Health and human Services and their duly authorized representatives access to this Agreement and to Hospital's books, documents and records (as such terms are defined in 42 C.F.R., § 420.301) necessary to verify the nature and extent of costs of Medicare reimbursable services provided under this Agreement. In accordance with such laws and regulations, if Medicare or Medicaid reimbursable services provided by Hospital under this Agreement are carried out by the means of a subcontract with an organization related to Hospital, and such related organization provides the services at a value or cost of \$10,000 or more over a twelve (12) month period, the subcontract between Hospital and the related organization shall contain a clause comparable to the clause specified in the preceding sentence. No attorney- client, account-client or other legal privilege will be deemed to have been waived by Hospital or County by virtue of this Agreement.
- 7.15 CHANGE IN LAW.** Notwithstanding any other provision of this Agreement, if the governmental agencies (or their representatives) which administer Medicare, any other payor, or any other federal, state or local government or agency passes, issues or promulgates any law, rules, regulation, standard or interpretation, or any court of competent jurisdiction renders any decision or issues any order, at any time while this Agreement is in effect, which prohibits, restricts, limits or in any way substantially changes the method or amount of reimbursement or payment for Ambulance services rendered under this Agreement, or which otherwise significantly affects either Party's right or obligations hereunder, either Party may give the other notice of intent to amend this Agreement to the satisfaction of both Parties, to compensate for such prohibition, restriction, limitation or change. If this Agreement is not so amended in writing within ten (10) days after said notice was given, either party may terminate this Agreement with sixty (60) days written notice upon proper notification to the other Party. Hospital agrees to work with the County in the orderly transition of operation of Emergency Medical Services to the County in the event of termination pursuant to this section.
- 7.16 CONSENTS, APPROVALS, AND EXERCISE OF DISCRETION.** Except as may be herein specifically provided to the contrary, whenever this Agreement requires any consent or approval to be given by either Party, or either Party must or may exercise discretion, the Parties agree that such consent or approval shall not be unreasonably withheld or delayed, and such discretion shall be reasonably exercised in good faith.
- 7.17 THIRD PARTIES.** None of the provisions of this Agreement shall be for the benefit of third parties or enforceable by any third party.

Witness the following signatures and seals:

COUNTY

Board of County Commissioners
Taylor County, Florida

By: _____

Title: _____

Date: _____

ATTEST:

ANNIE MAE MURPHY, Clerk

HOSPITAL

Doctors' Memorial Hospital
d/b/a Doctors Memorial Hospital

By: _____

Title: _____

Date: _____

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:


The Board to Discuss Organizational and Operational Issues Within the Road Department as Agendaed by Jack Brown, County Administrator.

MEETING DATE REQUESTED:

January 28, 2014 Workshop

Statement of Issue: The Board to Discuss Organizational and Operational Issues Within the Road Department as Agendaed by Jack Brown, County Administrator.

Recommended Action: Listen and Comment

Fiscal Impact: None

Budgeted Expense: N/A

Submitted By: Jack Brown, County Administrator

Contact: Jack Brown, County Administrator

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The intent is as stated above.

County - Baker

Population –27,086 (as of 2012)

Square Miles – approx 586

Number of Employees in the Road Department - 26

Number of Dirt or Clay County Road Miles maintained – approx 260 miles

Number of Paved County Road Miles Maintained – approx 170 miles

Road Maintenance Tech Salary range - N/A

Heavy Equipment Operator I Salary Range \$9.25 - \$12.34 per hour

Heavy Equipment Operator II Salary Range \$10.18 - \$18.05 per hour

Director Salary – N/A

Office Manager Salary - \$11.06 per hour

Road Superintendent Salary \$27.08 per hour

County DeSoto

Population 34,862 +/-

Square Miles 639.5

Number of Employees in the Road Department 34

Number of Dirt or Clay County Road Miles maintained 1.11 unpaved

Number of Paved County Road Miles Maintained 360.11 paved

Crew Leader Salary Range 31,262 – 43,347 (\$15.03 - \$20.84)

Public Worker IV Salary Range 28,433 – 39,353 (\$13.67 - \$18.92)

Public Worker III Salary Range 24,710 – 34,195 (\$11.88 - \$16.44)

Public Worker II Salary Range 22,485 – 31,117 (\$10.81 - \$14.96)

Director Salary Range Negotiated

Office Manager Salary Range 31,262 – 43,347

County- Hardee

Population- 27,500 +/-

Square Miles - 638

Number of Employees in the Road Department - 44

Number of Dirt or Clay County Road Miles maintained - 168

Number of Paved County Road Miles Maintained. - 332

Road Maintenance Tech Salary range: Maintenance Worker or Truck Driver - \$10.30 to \$14.21/ hr

Heavy Equipment Operator I Salary Range : Equipment Operator - \$10.76 to \$14.83/ hr

Heavy Equipment Operator II Salary Range: Heavy Equipment Operator - \$12.50 to \$17.23/ hr

Director Salary: P.W. Director \$70,252 to \$96,843/yr

Office Manager Salary: P.W. Accounting Specialist- \$14.36 to \$19.79/hr

Road Superintendent Salary: \$40,165 to \$58,125/yr

County HAMILTON

Population 14,799

Square Miles 519

Number of Employees in the Road Department 28 (inmate crews 4-8 daily)

Number of Dirt or Clay County Road Miles maintained 349

Number of Paved County Road Miles Maintained 181

Road Maintenance Tech Salary range \$11.20 to 13.00/hr

Heavy Equipment Operator I Salary Range \$13.50

Heavy Equipment Operator II Salary Range \$16.81 to 19.50/hr

Director Salary N/A

Office Manager Salary \$13.16/hr

Road Superintendent Salary \$52,500/annual

County Madison

Population 19,224

Square Miles 715

Number of Employees in the Road Department 29, includes Director Dept Supt and 3 admins

Number of Dirt or Clay County Road Miles maintained 453

Number of Paved County Road Miles Maintained. 245

Road Maintenance Tech Salary range na

Heavy Equipment Operator I Salary Range na

Heavy Equipment Operator II Salary Range 11.37-15.19

Director Salary \$53,387

Engineer Salary Contracted

Office Manager Salary \$19.16/hr

Road Superintendent Salary na

County	Taylor
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Population FAC 2012	22,750
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Square Miles	1,232
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Number of Employees in the Road Department 23

Number of Dirt or Clay County Road Miles maintained 263.5

Number of Paved County Road Miles Maintained. 278.3

Road Maintenance Tech Salary range \$8.04 - \$11.13

Heavy Equipment Operator I Salary Range \$9.31 - \$15.66

Heavy Equipment Operator II Salary Range \$9.77 - \$16.44

Director Salary Public Works Director \$51,061.92

Office Manager Salary \$34,195.20

Road Superintendent Salary (Foreman) - \$33,508.80

County	Okeechobee
Population FAC 2012	39,996
Square Miles	891.57
Number of Employees in the Road Department	21
Number of Dirt or Clay County Road Miles maintained	12.30
Number of Paved County Road Miles Maintained.	352.62
Road Maintenance Tech Salary range	\$25,550 (new position – no range)
Heavy Equipment Operator I Salary Range	\$23,341 - \$35,010 (\$11,22 - \$16,83)
Heavy Equipment Operator II Salary Range - CDL “B” required :	\$25,521 - \$37,128 (\$12.27 - \$17.85)
Equipment Operator III - CDL “A” required:	\$27,872 - \$39,491 (\$13.40 - \$18.99)
Director Salary Public Works Director (over three departments – Roads, Airport ,Solid Waste)	\$80,000
Office Manager Salary	\$ 46,529
Road Superintendent Salary (Foreman) -	\$41,683

County Walton	
Population 55,043	
Square Miles 1037.63	
Number of Employees in the Road Department	132
Number of Dirt or Clay County Road Miles maintained	389
Number of Paved County Road Miles Maintained.	647
Road Maintenance Tech Salary range	\$9.12 - \$17.35
Heavy Equipment Operator I Salary Range	\$10.52 – \$19.45
Heavy Equipment Operator II Salary Range	\$10.82 - \$20.64
Director Salary Range	\$74,247 – \$123,234
Office Manager Salary	N/A
Road Superintendent Salary Range	\$44,459 – \$68,921

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

The Board to Discuss to Discuss Going Out for a Canal Dredging Feasibility Study as Agendaed by Jack Brown, County Administrator

**MEETING DATE REQUESTED:**

January 28, 2014 (Workshop)

Statement of Issue:

The Board and the County Staff have been working dredging issues in regards to citizens' request and the RESTORE Act. The County Administrator recommended getting an estimate on what a canal dredging feasibility study to understand the ramifications.

Recommended Action: Discussion

Fiscal Impact: NBA

Budgeted Expense: TBD

Submitted By: Jack Brown, County Administrator

Contact: 838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Attached is an estimate from out environmental engineer, Jones and Edmunds. The Steinhatchee Project isn't included as it wasn't ready to be included at this time and will be prepared separately.

Options: Discussion

Attachments:



January 23, 2014

Jack Brown
County Administrator
Taylor County
201 East Green Street
Perry, Florida 32347

RE: Keaton Beach Canal Dredging; Updated Preliminary Engineering Report
Jones Edmunds Opportunity No: 95153-354-13

Dear Mr. Brown:

Jones Edmunds & Associates, Inc., is pleased to submit this proposal to update our Preliminary Engineering Report (PER) of September 2002 for dredging canals in Keaton Beach. The updated PER will also include the areas of Cedar Island and Dark Island. We understand that Taylor County will be receiving funding from the Resources and Ecosystems Sustainability Tourism Opportunities and Revived Economy of the Gulf Coast Act of 2011 (RESTORE Act) to implement the dredging defined in the 2002 PER.

The coastal communities of Keaton Beach, Cedar Island, and Dark Island each have a series of canals, with approximate lengths of 11,873 LF, 5,000 LF, and 3,500 LF respectively. As the 2002 PER indicates, Keaton Beach canals were last dredged in 1993. At the time of the 2002 PER, boat accessibility to these canals was becoming restricted due to the buildup of sediment and the existence of two large limestone formations in the main canal. We understand that accessibility has become even more restricted and RESTORE Act funding is being made available to remedy the situation.

The following Scope of Services outlines the efforts needed to obtain current survey information, update other data and assumptions defined in the PER, and provide new construction cost estimates for the proposed work.

SCOPE OF SERVICES

Task 1 – Project Kickoff Meeting

Jones Edmunds will coordinate a Project Kick-off meeting with Taylor County. The purpose of the meeting will be to:

- Introduce the Jones Edmunds project team,

- Discuss key issue on the project, and to
- Review the project schedule.

Task 2 – Surveying

Jones Edmunds will use the services of Geomatics Corporation to obtain survey information of the canal bottom as indicated in Exhibit A. A boat-mounted sonar device coupled with an RTK-grade GPS unit linked to an electronic data collector will obtain elevations of the canal bottom surfaces in a linear manner. In general, the linear data collection operations will consist of motoring down one side of a canal as close to docks and moored boats as safely possible, traversing back up the canal in a zig-zag or s-shaped path, and then motoring down the other side of a canal, again as close to docks and moored boats as safely possible. Data will be collected at a near-continuous rate during these operations. The data collector will merge sonar data with the GPS data to provide three-dimensional coordinates over the canal bottoms.

Task 3 – Spoil Quantity Estimate

The survey data of the canal bottoms will be superimposed over aerial imagery to create a composite base map that represents the horizontal canal limits and canal bottom elevations. As in the 2002 PER, a proposed box-cut cross section will be used in conjunction with the base mapping to determine the spoil quantities expected to be generated. The proposed cross section will also use the same wall setbacks and two depth options as in the 2002 PER.

Task 4 – Disposal Site Evaluations

The 2002 PER defined seven potential spoil disposal sites. Some of these sites may no longer be available. Jones Edmunds will review these sites to determine if they are still suitable to receive spoils using the same criteria as in the 2002 PER. This will include reviewing readily available aerial imagery and property appraisal information and visiting the sites to visually confirm site information. Jones Edmunds will not contact property owners (this could inadvertently cause land acquisition costs to increase.) We will also look at new disposal sites that might be viable for consideration. If so, similar investigations will be performed for up to two new sites.

Task 5 – Permitting Requirements

Jones Edmunds will review applicable regulations published by the Suwannee River Water Management District, the Florida Department of Environmental Protection, and the US Army Corps of Engineers to determine how the regulations and permit requirements might affect the dredging operations and related costs.

Task 6 – Funding Source Evaluation

Since RESTORE Act funds are expected to be available for this project, no investigations or evaluations regarding funding will be performed or included in the Updated PER.

Task 7 – Preliminary Estimated Costs

Jones Edmunds will update the preliminary estimated costs in the 2002 PER based on our understanding of current construction costs of similar work.

Task 8 – Updated Preliminary Engineering Report

Jones Edmunds will update the 2002 PER to reflect the new information obtained. The Updated PER will include exhibits and figures that depict the new survey information merged with aerial imagery. This may include canal bottom spot elevations and typical canal cross sections as appropriate to effectively show the work reflected in the preliminary estimated costs.

DELIVERABLES

Jones Edmunds will provide the following deliverables:

1. A list of potential suitable spoil disposal sites for review and approval by the County before updating the PER.
2. Three copies of a draft Updated PER for review and approval by the County.
3. Three copies of the final Updated PER.

FEE

Jones Edmunds will provide these services for the lump-sum fee of \$26,700, of which \$9,350.00 is for the survey.

ATTACHMENTS

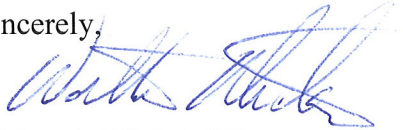
Exhibit A - Canal Dredging Focus Areas

EXCLUSIONS AND CLARIFICATIONS

1. Preparing construction documents is not part of these services but can be provided upon mutual agreement.
2. No permits will be obtained
3. Activities related to Zoning, Comprehensive Plan, Fire Marshal, and Building Permitting approvals through the County are excluded.
4. Wetlands, environmental, animal species and habitat, hazardous materials, archaeological, or historical investigations are excluded.
5. The project site is assumed to be free of soil and groundwater contamination.

We look forward to the opportunity to assist Taylor County in its efforts to help the local economy through the RESTORE Act program. Please do not hesitate to contact me if you need any additional information at (352) 377-5821 or kvogel@jonesedmunds.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "Walter Nickel", written over a faint horizontal line.

Walter A. Nickel, PE
Vice President

Canal Dredging Focus Areas



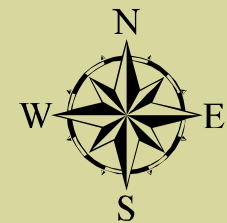
Proposed Quantities

Keaton Beach : 11,837 LF

Cedar Island : 5,000 LF

Dark Island: : 3,500 LF

Cost ~ \$100/LF



1 inch equals 1,500 feet

Canal Dredging Focus Areas



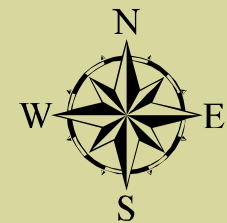
Proposed Quantities

Keaton Beach : 11,837 LF

Cedar Island : 5,000 LF

Dark Island: : 3,500 LF

Cost ~ \$100/LF



1 inch equals 700 feet

Canal Dredging Focus Areas



Proposed Quantities

Keaton Beach : 11,837 LF

Cedar Island : 5,000 LF

Dark Island: : 3,500 LF

Cost ~ \$100/LF



1 inch equals 400 feet

Canal Dredging Focus Areas

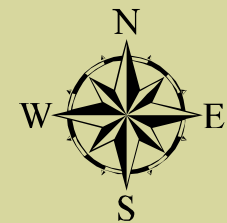
Proposed Quantities

Keaton Beach : 11,837 LF

Cedar Island : 5,000 LF

Dark Island: : 3,500 LF

Cost ~ \$100/LF



1 inch equals 400 feet



TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

The Board to discuss and receive an overview of Citizen's Engagement Programs as agendaed by the County Administrator, Jack Brown.

MEETING DATE REQUESTED:

January 28, 2014

Statement of Issue:

Last year's Chairperson, Com. Feagle requested that the County Administrator put together a Citizen's Engagement program.

Recommended Action:

Listen to the presentation and to give guidance

Fiscal Impact:

None

Budgeted Item:

N/A

Submitted By:

Jack R. Brown, County Administrator

Contact:

(850) 838-3500, Ext 7.

County.admin@taylorcountygov.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS


History, Facts & Issues: The purpose of a citizen's engagement program is to help provide a means for citizens to better understand the role, purpose, and constraints of government, provide greater transparency, and to enhance communication with the public on what the county is doing. Board guidance is needed to what the Board members consider important, the number of presentations desirable, topics, and the length of modules.

Options:

Listen to the overview and provide guidance.

Attachments:

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item***

SUBJECT/TITLE: 	The Board to Discuss the Potential Impact of the Water Fountain Well at Shady Gove Park Being Treated By the Florida Department of Environmental Protection (DEP) as a Transient Non-Community Water System, as agendaed by Jack Brown, County Administrator.
MEETING DATE REQUESTED:	January 28, 2014

Statement of Issue: Recent correspondence between the Taylor County Health Department and the County regarding the well for the water fountain at Shady Grove Park is being treated by the Florida Department of Environmental Protection (DEP) as a Transient Non-Community Water System, if this is their final ruling this could lead to significant unfunded cost to the county to maintain the water fountain.

Recommended Action: Informational Item at this point as staff explores options.

Fiscal Impact: Unknown **Budgeted Item:** Unknown

Submitted By: Jack R. Brown, County Administrator

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The water fountain has been tested on a regular basis without significant issues or cost. The issue is out lined in the attached email. This item is being worked by staff and at this point is being provided as an informational item so that the commission is aware of the situation.

Options: Listen / Comment -

Attachments: As stated above

Jack Brown

From: Kenneth Dudley
Sent: Tuesday, January 14, 2014 10:13 AM
To: Jack Brown
Cc: 'James.Rachal@flhealth.gov'
Subject: FW: shady grove park well
Attachments: CDRP-Req-TWS-NotServingFood.pdf

Jack, please let me know when you will have some time to talk to James and I about this issue.

Kenneth Dudley, P.E.

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

From: James.Rachal@flhealth.gov [mailto:James.Rachal@flhealth.gov]
Sent: Wednesday, December 18, 2013 2:28 PM
To: Kenneth Dudley
Subject: RE: shady grove park well

It looks like it will have to be regulated as a Transient Non-Community Water System. I attached DEP's manual for that type system. Below is the link to DEP's site that shows the requirements for each type system.

<http://www.dep.state.fl.us/water/drinkingwater/info.htm#pws>

All that being said, Kenneth, if *they* come back and say they accept your numbers and give me something in writing where they'll let us take it, I have no objections at all.

James M. Rachal

Environmental Health Director
Florida Department of Health in Taylor County

1215 N. Peacock Ave.
Perry, FL 32347
(850) 584-5087x157
Fax:(850) 584-8653

The Florida Department of Health's mission is to protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.

Vision

To be the Healthiest State in the Nation

Values

Innovation: We search for creative solutions and manage resources wisely.
Collaboration: We use teamwork to achieve common goals & solve problems.
Accountability: We perform with integrity & respect.
Responsiveness: We achieve our mission by serving our customers & engaging our partners.
Excellence: We promote quality outcomes through learning & continuous performance improvement.

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From: Kenneth Dudley [<mailto:county.engineer@taylorcountygov.com>]
Sent: Wednesday, December 18, 2013 2:09 PM
To: Rachal, James M
Subject: RE: shady grove park well

Lovely, what will that mean for us? Additional regulation/permitting/sampling?

Kenneth Dudley, P.E.

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From: James.Rachal@flhealth.gov [<mailto:James.Rachal@flhealth.gov>]
Sent: Wednesday, December 18, 2013 2:08 PM
To: Kenneth Dudley
Subject: RE: shady grove park well

I gave them all that from when you applied, and he said that there's no way to monitor or show how many people are there.

J

James M. Rachal
Environmental Health Director
Florida Department of Health in Taylor County

1215 N. Peacock Ave.
Perry, FL 32347
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From: Kenneth Dudley [<mailto:county.engineer@taylorcountygov.com>]
Sent: Wednesday, December 18, 2013 2:06 PM
To: Rachal, James M
Subject: RE: shady grove park well

We can't use the typical usage numbers from the permit application?

Kenneth Dudley, P.E.

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

From: James.Rachal@flhealth.gov [<mailto:James.Rachal@flhealth.gov>]
Sent: Wednesday, December 18, 2013 2:05 PM
To: Kenneth Dudley
Subject: shady grove park well

Hey Kenneth,

I was audited by the water program in Tallahassee. One of the things they wrote me up for was that we have to send your well to DEP, because there is no way to say how many people are using the water at any given time. I'll wait to hear back from you, but looks like I'm going to have to transfer the system to DEP.

James

James M. Rachal

Environmental Health Director
Florida Department of Health in Taylor County

1215 N. Peacock Ave.
Perry, FL 32347
(850) 584-5087x157
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Florida Department of Environmental Protection

Rick Scott
Governor

Herschel T. Vinyard Jr.
Secretary

Requirements For Transient Non-Community Public Drinking Water Systems Not Serving Food

Contents

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4)	Bacteriological monitoring sampling plans	Page 2
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1) Introduction

You are now responsible for a state-approved Transient Non-Community Public Water System (TWS). This responsibility involves the following duties, as required by Florida Administrative Code (F.A.C.) Rules 62-699, 62-550, 62-555 and 62-560. This document summarizes those requirements that apply to non-community water systems, but it is not intended to substitute for Rules F.A.C. 62-550 and 62-555. Please note that other types of public drinking water systems have different requirements.

Any forms which are referenced below can be obtained from the Department of Environmental Protection Drinking Water Section, M.S. 3520, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400, as well as from the following website:

<http://www.dep.state.fl.us/water/drinkingwater/forms.htm>

Any rules which are referenced below can be obtained from the following website:

<http://www.dep.state.fl.us/legal/Rules/rulelistpro.htm>

The Florida Department of Environmental Protection website can be found at:

<http://www.dep.state.fl.us/>

2) Required levels of chlorine

Suppliers of water shall maintain a minimum free chlorine residual between 0.2 milligram per liter (mg/L) and 4.0 mg/L, or a combined chlorine residual (by using chloramines) between 0.6 mg/L and 4.0 mg/L, or an equivalent chlorine dioxide residual, throughout their drinking water distribution system at all times.

If at any time the residual disinfectant concentration in any portion of a distribution system falls below the required minimum level, the supplier of water shall increase the disinfectant dose as necessary and flush said portion of the distribution system until the residual disinfectant concentration is restored to the required minimum level. [62-555.350(6)]

3) Chemical and bacteriological monitoring schedules

Non-Community public water systems must take nitrite and nitrate chemical samples once per year. Bacteriological sampling is required from the wells and a number of locations in the distribution system. The bacteriological sampling must be done quarterly, unless the population of the system is over 1,000 people – in which case the sampling must be performed monthly. Florida Administrative Code Rule 62-550.300-.335 sets maximum contaminant levels for water in public drinking water systems, and Rule 62-550.510-.540 requires monitoring of these potential contaminants on a routine basis. For future chemical monitoring schedule, please refer to Chapter 62-550, Florida Administrative Code. Also, shortly after a new PWS is cleared for public use by the Department, the Department will issue a monitoring schedule.

4) Bacteriological monitoring sampling plans

Provide a bacteriological sampling plan to the Department prior to conducting required sampling. Public water systems shall collect total coliform samples at sites that are representative of water throughout the distribution system and in accordance with a written sampling plan that addresses location, timing, frequency, and rotation period. Descriptions of sampling locations shall be specific, i.e., numbered street addresses or lot numbers. Pressure tank or plant tap samples are not acceptable for determining compliance. [62-550.518(1)] The number of required bacteriological samples is based upon the population of the system, and is reprinted on the next page.

Requirements For Non-Community Public Drinking Water Systems Not Serving Food

POPULATION SERVED	MINIMUM NUMBER OF ROUTINE SAMPLES PER MONTH
25 to 2,500	2
2,501 to 3,300	3
3,301 to 4,100	4
4,101 to 4,900	5
4,901 to 5,800	6
5,801 to 6,700	7
6,701 to 7,600	8
7,601 to 8,500	9
8,501 to 12,900	10
12,901 to 17,200	15
17,201 to 21,500	20
21,501 to 25,000	25
25,001 to 33,000	30
33,001 to 41,000	40
41,001 to 50,000	50
50,001 to 59,000	60
59,001 to 70,000	70
70,001 to 83,000	80
83,001 to 96,000	90
96,001 to 130,000	100
130,001 to 220,000	120
220,001 to 320,000	150
320,001 to 450,000	180
450,001 to 600,000	210
600,001 to 780,000	240
780,001 to 970,000	270
970,001 to 1,230,00	300
1,230,001 to 1,520,000	330
1,520,001 to 1,850,000	360
1,850,001 to 2,270,000	390
2,270,001 to 3,020,000	420
3,020,001 to 3,960,000	450
3,960,001 or more	480

5) Annual operating license fees

Florida Administrative Code rule 62-4.053 requires that an annual fee be paid to the Department of Environmental Protection or Approved County Health Department (ACHD), which is applicable for the period from July 1 to June 30 of the following year. The annual fee must be paid no later than 45 days after receipt of an operating license fee invoice from the Department. Non-payment or late payment of an annual operating license fee shall be grounds for enforcement action. While the fees can change in the future, as of 2013 the annual operating license fee for transient, non-community public water systems shall be \$50. Please note water systems in Broward, Dade, Hillsborough, Lee, Palm Beach, Polk, Sarasota, and Volusia Counties

may have additional annual operating license fees required by their local county health departments.

6) Extension of the distribution system and plant modifications

When an entity wishes to extend the distribution system piping, they must obtain from the Department either a permit or a letter exempting the project from permitting. The two types of permits are specific and general, which are applied for using the following forms:

62-555.900(1) “Application for a Specific Permit to Construct PWS Components”, and
62-555.900(7) “Notice of Intent to Use the General Permit for Construction of Water Main Extensions for PWSs”

General permits cannot be used for distribution systems in the following cases:

- construction of water mains conveying raw or partially treated drinking water;
- construction of drinking water treatment, pumping, or storage facilities or conflict manholes;
- construction of water mains in areas contaminated by low-molecular-weight petroleum products or organic solvents;
- construction of an interconnection between previously separate public water systems or construction of water mains that create a "new system" as described under subsection 62-555.525(1), F.A.C.; or
- construction of water mains that will remain dry following completion of construction.

A list of modifications to plants and distribution systems that do not require a permit are listed in 62-555.520(1), and some require notification given to the Department before the work is performed. Permits that have been issued can also be modified in accordance with 62-555.536.

Most applications to modify an existing water treatment plant use the “Application for a Specific Permit to Construct PWS Components” referenced above. One exception is for small or medium sized PWSs, when a project only entails the addition of either Lead or Copper Corrosion Control equipment, or Iron or Manganese Sequestration equipment, which is covered by the application form 62-555.900(18) “Notice of Intent to Use the General Permit for Construction of Lead or Copper Corrosion Control, or Iron or Manganese Sequestration, Treatment Facilities for Small or Medium PWSs”. Processing fees for new plants or modifications to existing plants depend on the size and complexity of the design. Please see the fee schedule in F.A.C. 62-4 for these fees.

If a project changes ownership and there is an active permit which covers work that has yet to be completed, then the permit must be transferred using form 62-555.900(8) “Application for Transfer of a PWS Construction Permit”.

Work covered under an FDEP permit must be cleared for use by the Department before it can be placed into operation for public use. The form to request a clearance is 62-555.900(9) “Certification of Construction Completion and Request for Clearance to Place Permitted PWS Components into Operation”. There is no review fee for the processing of a clearance request.

7) Abnormal occurrences and emergencies

The supplier of water must report any abnormal occurrences immediately as required by Florida Administrative Code Rule 62-555.350(10). Suppliers of water shall notify the State Warning Point (SWP), the appropriate Department of Environmental Protection (DEP) District Office or Approved County Health Department (ACHD), and water customers in accordance with the following procedures in the event of the following circumstances.

A) Suppliers of water shall telephone the SWP at 1-800-320-0519 immediately (i.e., within two hours) after discovery of any actual or suspected sabotage or security breach, or any suspicious incident, involving a public water system.

B) Suppliers of water shall telephone, and speak directly to a person at, the appropriate DEP District Office or ACHD as soon as possible, but never later than noon of the next business day, in the event of any of the following emergency or abnormal operating conditions:

- The occurrence of any abnormal color, odor, or taste in a public water system's raw or finished water;
- The failure of a public water system to comply with applicable disinfection requirements; or
- The breakdown of any water treatment or pumping facilities, or the break of any water main, in a public water system if the breakdown or break is expected to adversely affect finished-water quality, interrupt water service to 150 or more service connections or 350 or more people, interrupt water service to any one service connection for more than eight hours, or necessitate the issuance of a precautionary "boil water" notice in accordance with the Department of Health's "Guidelines for the Issuance of Precautionary Boil Water Notices" as adopted in Rule 62-555.335, F.A.C.

The State Warning Point referenced above is also to be used in the event of emergencies such as natural disasters. At that point the State Warning Point may contact the Emergency Operations Center (EOC) in the appropriate county to assist the public water system.

8) Public notification of planned maintenance or repair work

Suppliers of water shall notify affected water customers in writing or via telephone, newspaper, radio, or television by no later than the previous business day before taking public water system (PWS) components out of operation for planned maintenance or repair work if the work is expected to adversely affect finished-water quality or interrupt water service to any service connection. Additionally, suppliers of water shall telephone, and speak directly to a person at, the appropriate DEP District Office or ACHD by no later than the previous business day before taking PWS components out of operation for planned maintenance or repair work if the work is expected to adversely affect finished-water quality, interrupt water service to 150 or more service connections or 350 or more people, interrupt water service to any one service connection for more than eight hours, or necessitate the issuance of a precautionary "boil water" notice in accordance with the Department of Health's "Guidelines for the Issuance of Precautionary Boil Water Notices" as adopted in Rule 62-555.335, F.A.C. [62-555.350(10)]

9) Boil water notices

In the event of microbiological contamination, zero (or negative) water pressure, interruption of service or flooding of wells, boil water notices must be issued to the affected customers. Boil water notices may also be required in the case of water main breaks and low water pressure. Suppliers of water shall issue precautionary "boil water" notices as required or recommended in the Department of Health's "Guidelines for the Issuance of Precautionary Boil Water Notices" as adopted in Rule 62-555.335, F.A.C. [62-555.350(10),(11)]

10) Operation and maintenance logs

All suppliers of water shall maintain operation and maintenance logs at their drinking water treatment plants. The operation and maintenance logs shall contain the information listed in, and shall be maintained as described in, subsection 62-602.650(4), F.A.C. [62-555.350(12)]

All suppliers of water shall maintain operation and maintenance logs for each plant, on site in a location accessible to 24-hour inspection, protected from weather damage, and current to the last operation and maintenance performed. The logs shall be maintained in hard bound books with consecutive page numbering, and shall contain a minimum of the previous three months of data at all times. [62-602.650(4)] The logs shall contain:

- A) Identification of the plant;
- B) The signature and license number of the operator and the signature of the persons making any entries;
- C) Date and time in and out;
- D) Specific operation and maintenance activities and any repairs made;
- E) Results of tests performed and samples taken, unless documented on a laboratory sheet.
- F) Performance of preventive maintenance and repairs or requests for repair of the equipment.

Suppliers of water shall provide an operation and maintenance manual for each of their drinking water treatment plants and shall update the manual thereafter as necessary to reflect plant alterations and additions. The manual shall contain operation and control procedures, and preventive maintenance and repair procedures, for all plant equipment and shall be made available for reference at the plant or at a convenient location near the plant. Bound and indexed equipment manufacturer manuals shall be considered sufficient to meet the requirements of this subsection. [62-555.350(13)]

11) Good operating condition

Suppliers of water shall keep all necessary public water system components in operation and shall maintain such components in good operating condition so the components function as intended. [62-555.350(2)]

Preventive maintenance on electrical or mechanical equipment -- including exercising of auxiliary power sources, checking the calibration of finished-drinking-water meters at treatment plants, testing of air or pressure relief valves for hydropneumatic tanks, and exercising of isolation valves -- shall be performed in accordance with the equipment manufacturer's recommendations or in accordance with a written preventive maintenance program established by the supplier of water; however, in no case shall auxiliary power sources be run under load less frequently than monthly.

Accumulated sludge and biogrowths shall be cleaned routinely (i.e., at least annually) from all treatment facilities that are in contact with raw, partially treated, or finished drinking water and that are not specifically designed to collect sludge or support a biogrowth; and blistering, chipped, or cracked coatings and linings on treatment or storage facilities in contact with raw, partially treated, or finished drinking water shall be rehabilitated or repaired.

Finished-drinking-water storage tanks, including conventional hydropneumatic tanks with an access manhole but excluding bladder- or diaphragm-type hydropneumatic tanks without an access manhole, shall be checked at least annually to ensure that hatches are closed and screens are in place; shall be cleaned at least once every five years to remove biogrowths, calcium or iron/manganese deposits, and sludge from inside the tanks; and shall be inspected for structural and coating integrity at least once every five years by personnel under the responsible charge of a professional engineer licensed in Florida.

Dead-end water mains conveying finished drinking water shall be flushed quarterly or in accordance with a written flushing program established by the supplier of water; additionally, dead-end or other water mains conveying finished water shall be flushed as necessary whenever legitimate water quality complaints are received.

12) Record of inspections, flushing and valve exercising

All suppliers of water shall keep records documenting that their finished-drinking-water storage tanks, including conventional hydropneumatic tanks with an access manhole but excluding bladder- or diaphragm-type hydropneumatic tanks without an access manhole, have been cleaned and inspected during the past five years in accordance with subsection 62-555.350(2), F.A.C. In addition, all suppliers of water shall keep records documenting that their isolation valves are being exercised, and their water mains conveying finished drinking water are being flushed, in accordance with subsection 62-555.350(2), F.A.C. [62-555.350(12)c]

13) Emergency preparedness/response plan

It is recommended but not required that this public water system develop a written Emergency Preparedness / Response plan in accordance with *Emergency Planning for Water Utilities*, AWWA Manual M19, as adopted in Rule 62-555.335, F.A.C., and update and implement the plan as necessary thereafter. The utility can coordinate with their Local Emergency Planning Committee and their Florida Department of Law Enforcement Regional Security Task Force when developing their emergency plan and can include in their plan all of the information in items A through E below. [62-555.350(15)]

A) A communication chart as described in Chapter 5 of AWWA Manual M19.
B) Written agreements with other agencies, utilities, or response organizations.
C) A disaster-specific preparedness/response plan as described in Chapter 5 of AWWA Manual M19 for each of the following disasters: vandalism or sabotage; a drought; a hurricane; a structure fire; and if applicable, a flood, a forest or brush fire, and a hazardous material release. Each disaster-specific preparedness/response plan shall incorporate the results of a vulnerability assessment; shall include actions and procedures, and identify equipment, that can obviate or lessen the impact of such a disaster; and shall include plans and procedures that can be implemented, and identify equipment that can be utilized, in the event of such a disaster.

D) Details about how the water system meets the standby power requirements under subsection 62-555.320(14), F.A.C., and, if applicable, recommendations regarding the amount of fuel to maintain on site, and the amount of fuel to hold in reserve under contracts with fuel suppliers, for operation of auxiliary power sources.

E) If applicable, recommendations regarding the amount of drinking water treatment chemicals, including chemicals used for regeneration of ion-exchange resins or for onsite generation of disinfectants, to maintain in inventory at treatment plants.

14) Cross-connection control program

If this system uses reclaimed water (regulated under Part III of Chapter 62-610, F.A.C.), then the utility shall establish and implement a routine cross-connection control program to detect and control cross-connections and prevent backflow of contaminants into the water system that create or have the potential to create an imminent and substantial danger to public health. This program shall include a written plan that is developed using recommended practices of the American Water Works Association set forth in *Recommended Practice for Backflow Prevention and Cross-Connection Control*, AWWA Manual M14, 2nd Edition, 1990, as incorporated into Rule 62-555.330, F.A.C. [62-555.360(2)]

Upon discovery of a prohibited cross-connection, public water systems shall either eliminate the cross-connection by installation of an appropriate backflow prevention device acceptable to the Department or shall discontinue service until the contaminant source is eliminated. [62-555.360(3)]

15) Well abandonment

No supplier of water shall alter or replace underground portions of, or abandon, any public water system well without first obtaining a permit from the appropriate water management district or

delegated permitting authority if such a permit is required under Chapter 62-532, F.A.C. In addition, no supplier of water shall introduce a new source of water into any public water system; alter, or discontinue use of, any public water system components other than wells (but including well pumping equipment and appurtenances); or alter the type of chemicals being used to treat drinking water without first obtaining a construction permit or written approval from the Department if such a permit or such approval is required under subsection 62-555.520(1), F.A.C., or first submitting written notification to the Department if such notification is required under subsection 62-555.520(1), F.A.C. [62-555.350(9)]

16) Transfer of ownership

At least 30 days before the proposed sale, or legal transfer of ownership, of a public water system, the current owner of the system and the proposed owner of the system shall jointly notify the Department in writing of the proposed change in ownership of the system. The notification shall be submitted to the appropriate Department of Environmental Protection District Office or ACHD and shall include the following information: the public water system name and identification number; the name of the current owner of the system; the name of the proposed owner of the system and the name, title, mailing address, telephone number, fax number, and e-mail address of a designated responsible official of the proposed owner; and the proposed date for the change in ownership of the system. [62-555.365]

17) Maximum residence time grab sample

Each supplier of water serving less than 3,300 persons shall take at least one grab sample each day the supplier serves water to the public or at least two days per week, whichever is less, at a point in the water supplier's distribution system reflecting maximum residence time after disinfectant addition, shall measure the residual disinfectant concentration, and shall record the residual disinfectant concentration in the operation and maintenance logs and monthly operation reports.

Each supplier of water serving 3,300 or more persons shall take at least one grab sample each day the supplier serves water to the public or at least five days per week, whichever is less, at a point in the water supplier's distribution system reflecting maximum residence time after disinfectant addition, shall measure the residual disinfectant concentration, and shall record the residual disinfectant concentration in the operation and maintenance log.

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

The Board to Discuss a Request by Mr. Pete Tuten for Additional Improvements to the Shady Grove Park, as Agendaed by Commissioner Pam Feagle.

MEETING DATE REQUESTED:

January 28, 2014

Statement of Issue:

Commissioner Feagle received the attached request from Mr. Pete Tuten requesting additional improvements at the Shady Grove Park

Recommended Action:

Listen / Discuss

Fiscal Impact:

Unknown

Budgeted Item:

No

Submitted By:

Jack R. Brown, County Administrator

Contact:

(850) 838-3500, Ext 7.

County.admin@taylorcountygov.com
SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The year we installed a shading system over the playground equipment..

Options:**Attachments:**

Email as stated above

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

From: Pam Feagle
Sent: Thursday, January 02, 2014 11:15 PM
To: Dustin Hinkel
Cc: Jack Brown
Subject: Pete Tuten

1-3-14	Pete Tuten	3232 Loren Henderson Rd	5-7074	On 12-15-13 Mr. Tuten (and several Shady Grove residents) 1. Requested a light from Duke Energy to be installed in the Shady Grove Park on the light pole 2. Lights be installed under the pavilion 3. More capacity for electrical because breaker throws easily when several items used at a time 4. Install sides on playground cover to block the sun because the cover is too high to be effective	1-3-14 Emailed to DH & JB
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TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

The Board to Discuss a Citizen's Question, Did the County Administrator and the Assistant County Administrator Take Vacation at the Same Time During the Christmas Holiday and Should There Be a Policy Pertaining to Both Being on Vacation at the Same Time, as Agendaed by Commissioner Pam Feagle.

MEETING DATE REQUESTED:

January 28, 2014

Statement of Issue:

The Board to Discuss a Citizen's Question, Did the County Administrator and the Assistant County Administrator Take Vacation at the Same Time During the Christmas Holiday and Should There Be a Policy Pertaining to Both Being on Vacation at the Same Time?

Recommended Action: Listen / Discuss

Fiscal Impact: Unknown

Budgeted Item: No

Submitted By: Jack R. Brown, County Administrator

Contact: (850) 838-3500, Ext 7.
County.admin@taylorcountygov.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The answer is yes. The County Administrator did an analysis and coordinated with Danny Griner, Clay Olson, and Marcella Bridier for coverage. Both the County Administrator and the Assistant County Administrator were available by text, email, or phone. Both were within a day's drive.

Options:

Attachments:

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

The Board to Discuss the Need for a Written Policy and Procedure for Project Timelines and Schedules, as Agendaed by Commissioner Pam Feagle.

MEETING DATE REQUESTED:

January 28, 2014

Statement of Issue:

The Board to Discuss the Need for a Written Policy and Procedure for Project Timelines and Schedules, as Agendaed by Commissioner Pam Feagle.

Recommended Action:

Listen / Discuss

Fiscal Impact:

Unknown

Budgeted Item:

No

Submitted By:

Jack R. Brown, County Administrator

Contact:

(850) 838-3500, Ext 7.

County.admin@taylorcountygov.com
SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Requested item.

Options:

Attachments:

TAYLOR COUNTY BOARD OF COMMISSIONERS***County Commission Agenda Item*****SUBJECT/TITLE:**

The Board to Discuss the Meeting Time for Future Workshops, as Agendaed by Commissioner Pat Patterson.

MEETING DATE REQUESTED:

January 28, 2014

Statement of Issue: The Board to Discuss the Meeting Time for Future Workshops, as Agendaed by Commissioner Pat Patterson.

Recommended Action: Listen / Discuss

Fiscal Impact: Unknown

Budgeted Item: No

Submitted By: Jack R. Brown, County Administrator

Contact: (850) 838-3500, Ext 7.
County.admin@taylorcountygov.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Requested item.

Options:

Attachments: