

SUGGESTED AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS  
PERRY, FLORIDA

TUESDAY, MARCH 17, 2015  
6:00 P.M.

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

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

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

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

BIDS/PUBLIC HEARINGS:

4. THE BOARD TO RECEIVE BIDS FOR ARTIFICIAL REEF CONSTRUCTION SERVICES, SET FOR THIS DATE AT 6:00 P.M., OR AS SOON THEREAFTER AS POSSIBLE.
5. THE BOARD TO RECEIVE BIDS FOR DMH MEDICAL/SURGICAL BEDS, SET FOR THIS DATE AT 6:05 P.M., OR AS SOON THEREAFTER AS POSSIBLE.
6. THE BOARD TO RECEIVE BIDS FOR DMH EMERGENCY ROOM STRETCHERS, SET FOR THIS DATE AT 6:10 P.M., OR AS SOON THEREAFTER AS POSSIBLE.

7. THE BOARD TO RECEIVE BIDS FOR DMH  
LAPAROSCOPY/ARTHROSCOPY VIDEO SYSTEMS, SET FOR THIS  
DATE AT 6:15 P.M., OR AS SOON THEREAFTER AS POSSIBLE.

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

CONSENT ITEMS:

8. APPROVAL OF MINUTES OF FEBRUARY 24 AND MARCH 2, 2015.  
(COPIES PROVIDED BY E-MAIL)
9. EXAMINATION AND APPROVAL OF INVOICES.
10. THE BOARD TO APPROVE A BUDGET AMENDMENT SHOWING CARRY-  
FORWARD FUNDS FOR STATE GRANT FUNDING AS AGENDAED BY  
GARY WAMBOLT, ENVIRONMENTAL SERVICES DIRECTOR.
11. THE BOARD TO APPROVE A BUDGET AMENDMENT INDICATING A  
BUDGET ADJUSTMENT FOR STATE GRANT FUNDING, AS AGENDAED  
BY GARY WAMBOLT, ENVIRONMENTAL SERVICES DIRECTOR.
12. THE BOARD TO REVIEW AND APPROVE 2015 GRIEVANCE  
PROCEDURES UPDATE FOR THE LOCAL COORDINATING BOARD  
(LCB) FOR THE TRANSPORTATION DISADVANTAGED, AS  
AGENDAED BY THE GRANTS COORDINATOR.
13. THE BOARD TO REVIEW AND APPROVE THE UNSPECIFIED SITE  
STRATEGY FOR HOUSING RELATED ACTIVITIES REPORT AS  
REQUIRED BY THE FLORIDA DEPARTMENT OF ECONOMIC  
DEVELOPMENT, SMALL CITIES COMMUNITY DEVELOPMENT BLOCK  
GRANT PROGRAM (CDBG), AS AGENDAED BY THE GRANTS  
DIRECTOR.
14. THE BOARD TO REVIEW AND APPROVE A GRANT APPLICATION  
FOR THE E911 RURAL COUNTY GRANT PROGRAM SPRING  
SCHEDULE AS AGENDAED BY LT CHRIS FOLSOM, 911  
COORDINATOR.
15. THE BOARD TO APPROVE THE EMERGENCY RESPONSE BY  
EMPLOYEES POLICY 4.07
16. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF A BID  
SOLICITATION DOCUMENT FOR DOCTORS' MEMORIAL HOSPITAL  
FOR THE PURCHASE OF TELEMETRY MONITORING EQUIPMENT, AS  
AGENDAED BY THE COUNTY ADMINISTRATOR.

PUBLIC REQUESTS:

17. JORDAN L. GREEN, RURAL TRANSPORTATION DEVELOPMENT ENGINEER, FLORIDA DEPARTMENT OF TRANSPORTATION, TO APPEAR TO PRESENT AN UPDATE ON A TAYLOR COUNTY BRIDGE, AS AGENDAED BY AMY TUCKER-BAULDREE. (TABLED FROM MARCH 2, 2015)

CONSTITUTIONAL OFFICERS/OTHER GOVERNMENTAL UNITS:

18. THE BOARD TO REVIEW AND ACCEPT THE 2014 AUDITED FINANCIAL REPORT FOR TAYLOR COASTAL WATER AND SEWER DISTRICT, AS AGENDED BY LYNETTE SENTER, ASSISTANT OFFICE MANAGER.
19. THE CLERK TO DISCUSS COUNTY CERTIFICATES SEVEN (7) YEARS OLD, WHICH WILL EXPIRE IN MAY, 2015. (NO CERTIFICATE VALUE EXCEEDS \$5000)
20. THE BOARD TO CONSIDER A REQUEST FROM THE SHERIFF FOR FUNDS FROM THE SPECIAL LAW ENFORCEMENT TRUST FUND, AS AGENDAED BY SHERIFF L.E. "BUMMY" WILLIAMS.
21. THE BOARD TO CONSIDER APPOINTING A COMMISSIONER TO THE NORTH FLORIDA ECONOMIC DEVELOPMENT PARTNERSHIP (NFEDP) BOARD OF DIRECTORS, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

COUNTY STAFF ITEMS:

22. THE BOARD TO APPROVE THE RESOLUTION AND COVER LETTER REQUIRED FOR THE FLORIDA BOATING IMPROVEMENT PROGRAM (FBIP) GRANT APPLICATION BEING SUBMITTED REQUESTING FUNDING ASSISTANCE FOR THE CONSTRUCTION OF RESTROOMS AT STEINHATCHEE BOAT RAMP, AS AGENDAED BY THE GRANTS DIRECTOR.

GENERAL BUSINESS:

23. THE BOARD TO SELECT A REPRESENTATIVE TO NEGOTIATE A CONTRACT RENEWAL WITH THE COUNTY ADMINISTRATOR, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

COUNTY ADMINISTRATOR ITEMS:

24. THE COUNTY ADMINISTRATOR TO DISCUSS INFORMATIONAL ITEMS.

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

BOARD INFORMATIONAL ITEMS:

Motion to Adjourn


FOR YOUR INFORMATION:

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

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

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



<b>TAYLOR COUNTY BOARD OF COMMISSIONERS</b>	
<b>County Commission Agenda Item</b>	
 The seal of Taylor County, Texas, featuring a central figure holding a torch and a plow, surrounded by the text "TAYLOR COUNTY TEXAS" and "THE FOREST CAPITAL OF THE SOUTH".	<b>SUBJECT/TITLE:</b> THE BOARD TO APPROVE A BUDGET AMENDMENT SHOWING CARRY-FORWARD FUNDS FOR STATE GRANT FUNDING AS AGENDAED BY GARY WAMBOLT, ENVIRONMENTAL SERVICES DIRECTOR.
<b>MEETING DATE REQUESTED:</b>	MARCH 17, 2015

**Statement of Issue:**

**Recommended Action:** APPROVE

**Fiscal Impact:** \$639.00 REDUCTION IN CARRY-FORWARD FUNDS

**Budgeted Expense:** N/A

**Submitted By:** GARY WAMBOLT, ES DIRECTOR

**Contact:** 838-3533

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** STATE FUNDING FOR MOSQUITO CONTROL REQUIRES BUDGET AMENDMENT IS SUBMITTED TO REFLECT CARRY-FORWARD FUNDS AND TRANSFER OF FUNDS. FY 2014-15 PROJECTED \$1100.00 IN CARRY-FORWARD FUNDS, BUT ONLY \$460.94 REMAINED, REQUIRING A REDUCTION OF \$639. IN ADDITION, A TRANSFER WAS MADE FOR TRAINING.

**Options:**

**Attachments:** BUDGET AMENDMENT NO 1 FOR MOSQUITO CONTROL STATE FUNDS.



Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

**ARTHROPOD CONTROL BUDGET AMENDMENT**

ADAM H. PUTNAM  
COMMISSIONER

Section 388.361, F.S. and 5E-13.027, F.A.C.  
Telephone (850) 617-7995 Fax (850) 617-7969

Submit to:  
Mosquito Control Program  
3125 Conner Blvd, Bldg 6  
Tallahassee, FL 32399-1650

A STATEMENT EXPLAINING AND JUSTIFYING THE PROPOSED CHANGES SHOULD ACCOMPANY EACH APPLICATION FOR BUDGET AMENDMENT. USE PAGE TWO FOR THIS PURPOSE.

Amendment No. 1

Fiscal Year: 2013-2014

Date: 3/6/2015

Amending: Local Funds \_\_\_ State Funds X (Check appropriate fund account to be amended. Use a separate form for each fund). The

Board of Commissioners for Taylor

District hereby submits to the Department of Agriculture and Consumer Services,

for its consideration and approval, the following amendment for the current fiscal year as follows:

**ESTIMATED RECEIPTS**

NOTE: The budget cannot be amended to show an increase in receipts over the amount budgeted unless authorized.

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 32,640.00	\$ -	\$ 32,640.00	\$ 90.00	\$ 729.00	\$ 32,001.00

NAME SOURCE OF INCREASE: (Explain Decrease)

Carry Forward Funds Difference and Transfer of Funds

**BUDGETED RECEIPTS**

ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ -	\$ -	\$ -	\$ -
334.1	State Grant	\$ 31,540.00	\$ -	\$ -	\$ 31,540.00
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ -	\$ -	\$ -	\$ -
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		\$ 31,540.00	\$ -	\$ -	\$ 31,540.00
Beginning Fund Balance		\$ 1,100.00	\$ -	\$ 639.00	\$ 461.00
<b>Total Budgetary Receipts &amp; Balances</b>		\$ 32,640.00	\$ -	\$ 639.00	\$ 32,001.00

**BUDGETED EXPENDITURES**

NOTE: Total increase must equal total decrease, unless the total "Present Budget" is revised.


ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 19,994.00	\$ -	\$ -	\$ 19,994.00
20	Personal Services Benefits	\$ 8,763.00	\$ -	\$ -	\$ 8,763.00
30	Operating Expense	\$ -	\$ -	\$ -	\$ -
40	Travel & Per Diem	\$ 587.00	\$ -	\$ 90.00	\$ 497.00
41	Communication Services	\$ -	\$ -	\$ -	\$ -
42	Freight Services	\$ -	\$ -	\$ -	\$ -
43	Utility Service	\$ -	\$ -	\$ -	\$ -
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ -	\$ -	\$ -	\$ -
46	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ 88.00	\$ -	\$ -	\$ 88.00
51	Office Supplies	\$ -	\$ -	\$ -	\$ -
52.1	Gasoline/Oil/Lube	\$ -	\$ -	\$ -	\$ -
52.2	Chemicals	\$ 3,208.00	\$ -	\$ 639.00	\$ 2,569.00
52.3	Protective Clothing	\$ -	\$ -	\$ -	\$ -
52.4	Misc. Supplies	\$ -	\$ -	\$ -	\$ -
52.5	Tools & Implements	\$ -	\$ -	\$ -	\$ -
54	Publications & Dues	\$ -	\$ 90.00	\$ -	\$ 90.00
55	Training	\$ -	\$ -	\$ -	\$ -
60	Capital Outlay	\$ -	\$ -	\$ -	\$ -
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		\$ 32,640.00	\$ 90.00	\$ 729.00	\$ 32,001.00
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RESERVES</b>		\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b>		\$ 32,640.00	\$ 90.00	\$ 729.00	\$ 32,001.00
<b>ENDING FUND BALANCE</b>		\$ -	\$ (90.00)	\$ (90.00)	\$ -

APPROVED: \_\_\_\_\_  
Chairman of the Board, or Clerk of Circuit Court

DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Mosquito Control Program

DATE \_\_\_\_\_

<b>TAYLOR COUNTY BOARD OF COMMISSIONERS</b>	
<b><i>County Commission Agenda Item</i></b>	
<b>SUBJECT/TITLE:</b> 	THE BOARD TO APPROVE A BUDGET AMENDMENT INDICATING A BUDGET ADJUSTMENT FOR STATE GRANT FUNDING, AS AGENDAED BY GARY WAMBOLT, ENVIRONMENTAL SERVICES DIRECTOR.
<b>MEETING DATE REQUESTED:</b>	MARCH 17, 2015

**Statement of Issue:**

**Recommended Action:** APPROVE

**Fiscal Impact:** NONE

**Budgeted Expense:**

**Submitted By:** GARY WAMBOLT, ES DIRECTOR

**Contact:** 838-3533

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** STATE FUNDING FOR MOSQUITO CONTROL REQUIRES A BUDGET AMENDMENT BE SUBMITTED TO REFLECT ADJUSTMENT OF FUNDS. AN ADJUSTMENT WAS MADE WHEN TRAINING COST WAS NOT CHARGED.

**Options:**

**Attachments:** BUDGET AMENDMENT NO 2 FOR MOSQUITO CONTROL STATE FUNDS



Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

ARTHROPOD CONTROL BUDGET AMENDMENT

ADAM H. PUTNAM  
COMMISSIONER

Section 388.361, F.S. and 5E-13.027, F.A.C.  
Telephone (850) 617-7995 Fax (850) 617-7969

Submit to:  
Mosquito Control Program  
3125 Conner Blvd, Bldg 6  
Tallahassee, FL 32309-4850

A STATEMENT EXPLAINING AND JUSTIFYING THE PROPOSED CHANGES SHOULD ACCOMPANY EACH APPLICATION FOR BUDGET AMENDMENT USE PAGE TWO FOR THIS PURPOSE.

Amendment No. 2

Fiscal Year: 2013-2014

Date: 3/6/2015

Amending: Local Funds \_\_\_ State Funds X (Check appropriate fund account to be amended. Use a separate form for each fund). The

Board of Commissioners for Taylor

District hereby submits to the Department of Agriculture and Consumer Services,

for its consideration and approval, the following amendment for the current fiscal year as follows:

ESTIMATED RECEIPTS

NOTE: The budget cannot be amended to show an increase in receipts over the amount budgeted unless authorized.

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 32,001.00	\$ -	\$ 32,001.00	\$ -	\$ 90.00	\$ 31,911.00

NAME SOURCE OF INCREASE: (Explain Decrease)

Account Not Charged

BUDGETED RECEIPTS					
ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ -	\$ -	\$ -	\$ -
334.1	State Grant	\$ 31,540.00	\$ -	\$ -	\$ 31,540.00
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ -	\$ -	\$ -	\$ -
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		\$ 31,540.00	\$ -	\$ -	\$ 31,540.00
Beginning Fund Balance		\$ 461.00	\$ -	\$ -	\$ 461.00
<b>Total Budgetary Receipts &amp; Balances</b>		\$ 32,001.00	\$ -	\$ -	\$ 32,001.00

BUDGETED EXPENDITURES

NOTE: Total increase must equal total decrease, unless the total "Present Budget" is revised.

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 18,994.00	\$ -	\$ -	\$ 18,994.00
20	Personal Services Benefits	\$ 8,763.00	\$ -	\$ -	\$ 8,763.00
30	Operating Expense	\$ -	\$ -	\$ -	\$ -
40	Travel & Per Diem	\$ 497.00	\$ -	\$ -	\$ 497.00
41	Communication Services	\$ -	\$ -	\$ -	\$ -
42	Freight Services	\$ -	\$ -	\$ -	\$ -
43	Utility Service	\$ -	\$ -	\$ -	\$ -
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ -	\$ -	\$ -	\$ -
46	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ 88.00	\$ -	\$ -	\$ 88.00
51	Office Supplies	\$ -	\$ -	\$ -	\$ -
52.1	Gasoline/Oil/Lube	\$ -	\$ -	\$ -	\$ -
52.2	Chemicals	\$ 2,569.00	\$ -	\$ -	\$ 2,569.00
52.3	Protective Clothing	\$ -	\$ -	\$ -	\$ -
52.4	Misc. Supplies	\$ -	\$ -	\$ -	\$ -
52.5	Tools & Implements	\$ -	\$ -	\$ -	\$ -
54	Publications & Dues	\$ 90.00	\$ -	\$ 90.00	\$ -
55	Training	\$ -	\$ -	\$ -	\$ -
60	Capital Outlay	\$ -	\$ -	\$ -	\$ -
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		\$ 32,001.00	\$ -	\$ 90.00	\$ 31,911.00
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RESERVES</b>		\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b>		\$ 32,001.00	\$ -	\$ 90.00	\$ 31,911.00
<b>ENDING FUND BALANCE</b>		\$ -	\$ -	\$ (90.00)	\$ 90.00

APPROVED: \_\_\_\_\_  
Chairman of the Board, or Clerk of Circuit Court

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

APPROVED: \_\_\_\_\_  
Mosquito Control Program

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

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**

Board to review and approve Grievance Procedures for 2015 for the Local Coordinating Board for the Transportation Disadvantaged.



**MEETING DATE REQUESTED:**

March 17, 2015

**Statement of Issue:** Board to review and approve the Grievance Procedures for 2015 for the Local Coordinating Board (LCB) for the Transportation Disadvantaged .

**Recommended Action:** Approve the 2015 Grievance Procedures for the County Transportation Disadvantaged Program

**Budgeted Expense:** Not Applicable.

**Submitted By:** Melody Cox

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The terms of the Transportation Disadvantaged Planning Grant require the Local Coordinating Board for the Transportation Disadvantaged to maintain grievance procedures and update them on a annual basis. The 2015 procedures do not have any changes to policies or procedures as per the currently approved grievance plan. There have been no grievances filed with the Local Coordinating Board or with the Florida Commission for the Transportation Disadvantaged against Taylor County in the past eleven years.

**Attachments:** Grievance Procedures 2015

**GRIEVANCE PROCEDURES 2014 – 2015  
TAYLOR COUNTY LOCAL COORDINATING BOARD  
FOR THE TRANSPORTATION DISADVANTAGED**

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The Taylor County Local Coordinating Board (LCB) for the Transportation Disadvantaged appointed by the Taylor County Board of Commissioners has established formal complaint/grievance procedures for the local transportation disadvantaged program. The County is required to have formal complaint/grievance procedures as specified by the Commission for the Transportation Disadvantaged pursuant to Chapter 427, Florida Statute and Rule 41-2.012, Florida Administrative Code. The following rules and procedures shall constitute the grievance process to be used by the Coordinated Community Transportation Disadvantaged system in Taylor County.

**SECTION 1. DEFINITIONS**

As used in these rules and procedures the following words and terms shall have the meanings assigned therein. Additional program definitions can be found in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.

1.1 Community Transportation Coordinator (CTC): means a transportation coordinator recommended by an appropriate designated official planning agency or a Metropolitan Planning Organization, if so applicable, as provided for in Section 427.015(1), Florida Statutes in an area outside the purview of a Metropolitan Planning Organization and approved by the Commission, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. (The CTC for Taylor County is Big Bend Transit, Inc.)

1.2 Designated Official Planning Agency (DOPA): means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization and approved by the Commission, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. (Taylor County Board of Commissioners is the DOPA for Taylor County.)

1.3 Transportation Disadvantaged (TD) (User): means "Those persons who because of physical or mental disability, income status, age, or who for other reasons are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to employment, health care, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high risk or at-risk" as defined in Section 411.202, Florida Statutes.

1.4 Agency: means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state, or of a city, town, municipality, county, or other local governing body or a private nonprofit entity providing transportation services as all or part of its charter.

1.5 Transportation Operator: means one or more public, private for profit or private nonprofit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a Transportation Disadvantaged Service Plan (TDSP)

1.6 Service Complaint: means incidents that may occur on a daily basis and are reported to the driver or the dispatcher or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the CTC, or transportation operations to meet local service standards established by the CTC, LCB, and the Taylor County Board of Commissioners. All service complaints should be recorded and reported by the CTC to the LCB.

1.7 Formal Grievance: A written complaint to document any concerns or an unresolved service complaint regarding the operation or administration of TD services by the CTC, DOPA, or LCB.

1.8 Administrative Hearing Process: Chapter 120, Florida Statutes.

1.9 Ombudsman Program: A toll-free telephone number established and administered by the Commission for the Transportation Disadvantaged to enable persons to access information and/or file complaints/grievances regarding transportation services provided under the coordinated effort of the Community Transportation Coordinator.

## SECTION 2. OBJECTIVES

2.1 The objective of the grievance process shall be to investigate process and make recommendations, in a timely manner on formal written complaints/grievances that are not resolved between the CTC and/or individual agencies contracted by the CTC and the customer. It is not the objective of the grievance process to “adjudicate” or have “determinative” powers.

2.2 The CTC, and its service operation and other subcontractors must post the contact person’s name and telephone number in each vehicle regarding the reporting of complaints.

2.3 All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.

2.4 A written copy of the grievance procedure shall be available to anyone upon request.

2.5 Apart from this grievance process, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes Administrative Hearing Process or the judicial court system.

### SECTION 3. COMPOSITION OF GRIEVANCE COMMITTEE AND TERMS

- 3.1 The Taylor County Local Coordinating Board shall appoint at least five (5) of its voting members to the Grievance Committee.
- 3.2 Members shall be appointed by the Chairperson of the LCB.
- 3.3 The Grievance Committee shall include one representative of users/clients.
- 3.4 The Chairperson of the LCB reserves the right to make reappointments should any conflict of interest arise.
- 3.5 The Planning Grant Manager or his/her designee shall also serve on the Grievance Committee.
- 3.6 Members of the Grievance Committee shall be appointed for a two (2) year term. Term limits of the grievance committee shall coincide with term limits of the Local Coordinating Board.
- 3.7 A member of the Grievance Committee may be removed for cause and/or conflict of interest by the LCB Chairperson who appointed him/her. Vacancies on the committee shall be filled in the same manner as the original appointment. The appointment to fill a vacancy shall only be for the remainder of the unexpired term being filled.
- 3.8 The Grievance Committee shall elect a Chairperson and Vice Chairperson. The Chair and Vice Chair shall serve for a one (1) year term but may serve consecutive terms.
- 3.9 A quorum of three (3) voting members shall be required for official action by the grievance committee. Meetings shall be held at such times as the necessitated by formally filed grievances.

### SECTION 4: GRIEVANCE PROCESS

- 4.1 Grievance procedures will be those as specified by the Local Coordinating Board, developed from guidelines of the Commission for the Transportation Disadvantaged, and approved by the LCB as set forth below. The grievance procedures are for the purpose of fact-finding and not exercising adjudicative powers. It should be understood that these procedures are for the purpose of "hearing", "advising" and "making recommendations" on issues related to service delivery and administration of the transportation disadvantaged program in the Taylor County service area.
- 4.2 Apart from the grievance procedures outlined below, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes Administrative Hearing Process, the judicial court system, or the Commission for the Transportation Disadvantaged.



4.3 Service Complaints. All service complaints should be recorded and reported by the Community Transportation Coordinator (CTC) to the Local Coordinating Board. The CTC should also include statistics on service complaints. Service complaints may include but not be limited to:

- a. Late trips (late pick up or drop off)
- b. No show by transportation operation
- c. No show by client/rider
- d. Client/rider behavior
- e. Driver behavior
- f. Passenger comfort/discomfort
- g. Service refusal (refusing service to rider without an explanation as to why)
- h. Unsafe driving
- i. Others as deemed appropriate by the Local Coordinating Board

4.4 Formal Grievance. The client/rider, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, and potential users, private for-profit operators, private non-profit operators, the Community Transportation Coordinator, the Designated Official Planning Agency, elected officials and drivers. Formal grievances may include but are not limited to:

- a. Recurring or unresolved service complaints
- b. Violations of specific laws governing the provisions of the TD Services (i.e., Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law and ADA)
- c. Denial of service
- d. Suspension of service
- e. Unresolved safety issues
- f. Contract disputes
- g. Coordination of disputes
- h. Bidding disputes
- i. Agency compliance
- j. Conflicts of interest
- k. Misuse of funds
- l. Billing and/or account procedures
- m. Others as deemed appropriate by the Local Coordinating Board

4.5 All formal grievances filed must be written and contain the following:

- a. Name and address of the client/rider
- b. A statement of the grounds for the grievance and supporting documentation, made in a clear and concise manner. This shall include efforts made by the client taken to resolve the issue.
- c. An explanation of the relief desired by the client.

If the client does not supply the above information to substantiate the grievance, no further action shall be taken.

4.6 The following steps shall be taken after a formal grievance has been filed:

**Step One:** The customer shall first contact the Community Transportation Coordinator (CTC) or the entity which they have a complaint. The customer may also contact the Commission for the Transportation Disadvantaged Ombudsman representative at 1-800-983-2435. The CTC will attempt to mediate and resolve the grievance.

**Step Two:** If mediation with the CTC and/or the applicable entity is not successful, the CTC or the client may file an official complaint with the Planning Grant Manager or their designee of the Designated Official Planning Agency. (Taylor County Board of Commissioners is the DOPA)

**Step Three:** The Planning Grant Manager or their designee on behalf of the DOPA will make every effort to resolve the grievance by arranging a meeting between the involved parties in an attempt to assist them in reaching an amicable resolution. The meeting shall take place within seven (7) working days of receipt of all evidence regarding the grievance. The representative of the DOPA shall prepare a report regarding the meeting outcome. The report shall be sent to the client and the Chair of the Grievance Committee within seven (7) working days of the meeting.

**Step Four:** If the representative of the DOPA is unsuccessful at resolving the grievance through the process outlined in Step Three, the customer may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within seven (7) working days of receipt of the report prepared as a result of the mediation meeting under Step Three and sent to the DOPA represented by the Local Coordinating Board (LCB) Chairman.

**Step Five:** Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the LCB Chairman shall have fifteen (15) working days to contact Grievance Committee members and set up a grievance hearing date and location. The client and all parties involved shall be notified of the hearing date and location at least seven (7) working days prior to the hearing date by certified mail, return receipt requested.

**Step Six:** Upon conclusion of the hearing, the Grievance Committee must submit a written report of the hearing proceedings to the LCB Chairperson within ten (10) working days. The report must outline the grievance and the Grievance Committee's findings and recommendations. If the grievance is resolved through the hearing process in the above outlined steps, the grievance process will end. The final report will be forwarded to the members of the LCB.

**Step Seven:** If the grievance has not been resolved as outlined in the above steps, the client may request, in writing, that their grievance be heard by the full LCB. This request must be made in writing and sent to the LCB Chairman within five (5) working days of receipt of the

Grievance Committee Hearing report. The client may make their request for a hearing before the LCB immediately following the Grievance Committee hearing, however until the final report is prepared from that meeting; the time frames established for notification of meeting herein apply.

**Step Eight:** The DOPA/ LCB Chairman shall have fifteen (15) working days to set a meeting date. LCB members shall have at least ten (10) working days notice of such meeting. The meeting shall be advertised as so appropriate in the news media and/or other mandated publications. The Grievance Committee's report must be received by the DOPA/ LCB Chairman within seven (7) working days of the hearing. The report shall then be forwarded to the client, members of the Grievance Committee, members of the Local Coordinating Board and all other persons/agencies directly involved in the grievance process.

**Step Nine:** The result/recommendations of the Local Coordinating Board hearing shall be outlined in a final report to be completed within seven (7) working days of the hearing. The report shall then be forwarded to the customer, members of the Local Coordinating Board, and all other persons/agencies directly involved in the grievance process.

If the grievance has not been resolved as outlined in these grievance procedures, the client/rider may exercise their adjudicative rights, use the Administrative Hearing Process outlined in Chapter 120, Florida Statutes, or request their grievance be heard by the Commission for the Transportation Disadvantaged through the Ombudsman Program established herein and the Commissions Grievance Process outlined in Section 5.

## SECTION 5: COMMISSION FOR THE TRANSPORTATION DISADVANTAGED GRIEVANCE PROCESS

- 5.1 If the Local Coordinating Board does not resolve the grievance, the client will be informed of his/her right to file a formal grievance with the Commission for the Transportation Disadvantaged. The client may begin this process by contacting the Commission through the established Helpline at 1-800-984-2435 or 850-488-6036 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at [www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd). For hearing or speech impaired clients they may call, 711 (Florida only) Florida Relay System or 850-410-5708 for TTY. Upon request of the client, the Commission will provide the client with an accessible copy of the Commission's Grievance Procedures.
- 5.2 If the Commission is unable to resolve the grievance, the client will be referred to the Office Of Administrative Appeals or other legal venues appropriate to the specific nature of the Grievance.

All of the steps outlined in Section 4 and Section 5 (1) and (2) must be attempted in the listed order before a grievance will move to the next step. The client should be sure to try and have as many details as possible when filing a complaint, such as dates, times, names, vehicle numbers, etc.

The Ombudsman Program, provided by the Commission for the Transportation Disadvantaged, is available to anyone who requests assistance in resolving complaints/grievances. The Ombudsman Program may be reached through the toll free Helpline at 1-800-983-2435 or by email at [www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd). By requesting assistance of the Ombudsman Program in resolving complaints, the complaint will still follow, in order, all of the established steps listed in Steps 4 and 5 above. The Ombudsman will document each complaint and upon the request of the client, file the complaint with the local Coordinator on the client's behalf, to begin the local complaint process. If the client has already filed the grievance locally, and remains unsatisfied, the Ombudsman will assist the customer with the next step in the complaint or grievance process.

The client has the right to file a formal grievance with the Office of Administrative Appeals or other venues appropriate to the specific nature of the complaint.

## SECTION 6: MEDICAID GRIEVANCES/COMPLAINT PROCESS

Please Note: The Medicaid Grievance/ Complaint Process will be amended as so needed to accommodate changes to the Florida Commission for the Transportation Disadvantaged role with Medicaid Non – Emergency Transportation (NET) providers beginning March 1, 2015. The NEMT contract between the Agency for Health Care Administration (AHCA) and the Commission for the Transportation Disadvantaged will end February 28, 2015, as does the contracts between the Commission and the CTC/ STP's.

### 6.1 Definitions

- a. Complaint Process- The complaint process is the Commission's and the Subcontractor Transportation Provider's (STP) procedure for addressing Medicaid Beneficiary Complaints, which are expressions of dissatisfaction about any matter other than Action(s) that are resolved at the Point of Contact rather than through filing a formal Grievance.
- b. Grievance Process- The Grievance process is the Commission's and the STP's procedure for addressing Medicaid Beneficiary Grievances, which are expressions of dissatisfaction about any matter other than an Action.
- c. Appeal Process- The Appeal process is the Commission's and the STP's procedure for addressing Medicaid Beneficiary Appeals which are requests for review of an Action.
- d. Medicaid Fair Hearing Process- The Medicaid Fair Hearing process is the administrative process which allows a Medicaid Beneficiary to request the State to reconsider an adverse decision made by the Commission or the STP.

### 6.2 General Requirements

As set forth herein, the following process constitutes Big Bend Transit Inc./ Taylor County, Subcontractor Transportation Provider (STP) Medicaid Grievance/Complaint Process.

1. Big Bend Transit, Inc., herein referred to as the STP, must attain written approval of the Medicaid Grievance/Complaint Process prior to implementation.

2. The STP will refer all Medicaid Beneficiaries who are dissatisfied with the STP or its actions to the STP's Grievance/Appeal Coordinator for processing and documentation in accordance with the Medicaid contract and established policies and procedures.
3. The STP shall provide reasonable assistance to Medicaid Beneficiaries in completing forms and other procedural steps, including but not limited to providing interpreter services and toll free numbers with TTY/TDD and interpreter capability.
4. The STP shall acknowledge, in writing, the receipt of a Grievance or request for an Appeal, unless the Medicaid Beneficiary requests an expedited resolution.
5. The STP shall not allow any of the decision makers on a Grievance or Appeal if they were involved in any of the previous levels of review or decision-making when deciding any of the following:
  - a. An appeal or denial that is based on lack of medical necessity; and,
  - b. A Grievance regarding the denial of an expedited resolution of an Appeal.
6. The Medicaid Beneficiary, and/or Medicaid Beneficiary's representative, shall be allowed an opportunity to examine the Medicaid Beneficiary's case file before and during the Grievance or Appeal process, including all medical records and any other documents and records held by the STP.
7. The Medicaid Beneficiary and/or the Medicaid Beneficiary's representative or the representative of a deceased Medicaid Beneficiary's estate shall be considered as parties to the Grievance/Appeal.
8. The STP shall maintain, and review a record of all Complaints, Grievances, and Appeals in accordance with the terms of the Medicaid contract in order to fulfill the requirements as set forth in this process.
9. The STP shall work with the Commission's Grievance/Appeals Coordinator to resolve all grievance related issues.
  - a. The STP shall notify the Medicaid Beneficiary, in writing, using language at or below a fourth (4<sup>th</sup>) grade reading level, of any action taken by the STP to deny a Transportation Service request, or limit transportation services in an amount, duration, or scope that is less than requested.
  - b. The STP shall provide notice to the Medicaid Beneficiary as set forth below:
    - (1) The Action the Recipient has taken or intends to take;
    - (2) The reasons for the Action, customized for the circumstances of the Medicaid Beneficiary;
    - (3) The Medicaid Beneficiary's or the Health Care Professional's (with written permission of the Medicaid Beneficiary) right to file an Appeal;
    - (4) The procedures for filing an appeal;
    - (5) The circumstances under which expedited resolution is available and how to request it; and,
    - (6) The Medicaid Beneficiary's rights to request that transportation services continue pending the resolution of the appeal, how to request the

continuation of transportation services, and the circumstances under which the Medicaid Beneficiary may be required to pay the costs of these services.

c. The STP must provide the notice of action within the following time frames:

- (1) At least ten (10) calendar days before the date of the action or fifteen (15) calendar days if the notice is sent by surface mail. Five (5) calendar days if the recipient suspects fraud on the part of the Medicaid Beneficiary).
- (2) For denial of the trip request, at the time of any action affecting the trip request.
- (3) For standard service authorization decisions that deny or limit transportation services, as quickly as the Medicaid Beneficiary's health condition requires, but no later than fourteen (14) calendar days following receipt of the request for service.

d. If the STP extends the time frame for notification, it must:

- (1) Give the Medicaid Beneficiary written notice of the reason for the extension and inform the Medicaid Beneficiary of the right to file a grievance if the Medicaid Beneficiary disagrees with the recipient's decision to extend the time frame; and,
- (2) Carry out its determination as quickly as the Medicaid Beneficiary's health condition requires, but in no case later than the date upon which the fourteen (14) calendar day extension period expires.

e. If the STP fails to reach a decision within the time frame described above, the Medicaid Beneficiary can consider such failure on the part of the STP a denial therefore, an action adverse to the Medicaid Beneficiary.

f. For expedited Service Authorization decisions, within three (3) business days (with the possibility of a fourteen (14) calendar day extension).

### 6.3 The Complaint Process

- (1) A Medicaid Beneficiary may file a Complaint, or a representative of the Medicaid Beneficiary, acting on behalf of the Medicaid Beneficiary and with the Medicaid Beneficiary's written consent, may file a complaint.

#### (2) General Duties

a. The STP must:

- (1) Resolve each complaint within fifteen (15) business days from the day the STP received the initial complaint, be it oral or in writing.

- (a) The STP may extend the complaint resolution time frame by up to ten (10) business days if the Medicaid Beneficiary request an extension, or the Recipient/Subcontractor documents that there is a need for additional information and that the delay is in the Medicaid Beneficiary's best interest.
  - (b) If the STP requests the extension, the Recipient/Subcontractor must give the Medicaid Beneficiary written notice for the delay.
- (2) Notify the Medicaid Beneficiary, in writing within five (5) business days of the resolution of the complaint if the Medicaid Beneficiary is not satisfied with the STP's resolution. The notice of disposition shall include the results and date of the resolution of the complaint, and shall include:
  - (a) A notice of the right to request a grievance or appeal, whichever is the most appropriate to the nature of the objection; and,
  - (b) Information necessary to allow the Medicaid Beneficiary to request a Medicaid Fair Hearing, of appropriate; including the contact information necessary to pursue a Medicaid Fair Hearing (see Medicaid Fair Hearing System Section).
- (3) The STP shall provide the Commission with a report detailing the total number of complaints received, pursuant to reporting requirements of the contract with the Commission.
- (4) The STP nor any other transportation providers shall take any punitive action against a physician or other health care provider who files a complaint on behalf of a Medicaid Beneficiary, or supports a Medicaid Beneficiary's complaint.

**b. Filing Requirements**

- (1) The Medicaid Beneficiary or a representative of the Medicaid Beneficiary, acting on behalf of the Medicaid Beneficiary and with the Medicaid Beneficiary's written consent, must file a complaint within fifteen (15) calendar days after the date of occurrence that initiated the complaint.
- (2) The Medicaid Beneficiary or his/her representative may file a complaint either orally or in writing. The Medicaid Beneficiary or his/her representative may follow up an oral request with a written request; however the timeframe for resolution begins the date the STP receives an oral request.

## 6.4 The Grievance Process

1. The Medicaid Beneficiary may file a grievance, or a representative of the Medicaid Beneficiary, acting on behalf of the Medicaid Beneficiary and with the Medicaid Beneficiary's written consent, may file a grievance.

### 2. General Duties

#### a. The STP must:

- (1) Resolve each grievance within ninety (90) calendar days from the day the STP received the initial grievance request, be it oral or in writing;
- (2) Notify the Medicaid Beneficiary, in writing, within thirty (30) calendar days of the resolution of the grievance. The notice of disposition shall include the results and date of the resolution of the grievance, and for decisions not wholly in the Medicaid beneficiary's favor, the notice of disposition shall include:
  - (a) Notice of the right to request a Medicaid Fair Hearing, if applicable; and,
  - (b) Information necessary to allow the Medicaid Beneficiary to request a Medicaid Fair Hearing, including the contact information necessary to pursue a Medicaid Fair Hearing (see Medicaid Fair Hearing System Section below):
- (3) Provide the Commission with a copy of the written notice of disposition upon request;
- (4) The STP nor any other transportation provider shall take punitive action against a physician or other health care provider who files a grievance on behalf of a Medicaid Beneficiary, or supports a Medicaid Beneficiary's grievance; and,
- (5) Provide the Commission with a report detailing the total number of Grievances received, pursuant to the Reporting Requirements Section of these procedures.

- #### b. The STP may extend the Grievance resolution time frame by up to fourteen (14) calendar days if the Medicaid Beneficiary requests an extension, or the STP documents that there is a need for additional information and that the delay is in the Medicaid Beneficiary's best interest.

1. If the STP requests the extension, the STP must give the Medicaid Beneficiary written notice of the reason for the delay.



## Filing Requirements

- (6) The Medicaid Beneficiary or provider must file a grievance within one (1) year after the date of occurrence that initiated the grievance.
- (7) The Medicaid Beneficiary or provider may file a grievance either orally or in writing. The Medicaid Beneficiary may follow up an oral request with a written request, however, the time frame for resolution begins the date the STP receives the oral request.

### 6.5 The Appeal Process

- 1. A Medicaid Beneficiary may file an appeal, or a representative of the Medicaid Beneficiary acting on behalf of the Medicaid Beneficiary and with the Medicaid Beneficiary's written consent, may file an appeal.

- 2. General Duties

- a. The STP shall:

- (1) Confirm in writing all oral inquiries seeking an appeal, unless the Medicaid Beneficiary or provider request an expedited resolution;
    - (2) If the resolution is in favor of the Medicaid Beneficiary, provide the services as quickly as the Medicaid Beneficiary's health condition requires;
    - (3) Provide the Medicaid Beneficiary or provider with a reasonable opportunity to present evidence and allegations of fact or law, in person and/or in writing;
    - (4) Allow the Medicaid Beneficiary, and/or the Medicaid Beneficiary's representative, an opportunity, before and during the appeal process, to examine the Medicaid Beneficiary's case file, including all documents and records;
    - (5) Consider the Medicaid Beneficiary, the Medicaid Beneficiary's representative or the representative of a deceased Medicaid Beneficiary's estate as parties to the appeal;
    - (6) Continue the Medicaid Beneficiary's transportation services if:

- (a) The Medicaid Beneficiary files the appeal in a timely manner, meaning on or before the later of the following:

- (i) Within ten (10) business days of the date on the notice of action (add five (5) business days if the notice is sent via surface mail); or,
        - (ii) The intended effective date of the STP's proposed action.

- (b) The appeal involves the termination, suspension, or reduction of a previously authorized transportation service;
        - (c) The transportation was for a Medicaid compensable service ordered;
        - (d) The authorization period has not expired; and/or
        - (e) The Medicaid Beneficiary requests extension of transportation services

- (7) Provide written notice of the resolution of the appeal, including the results and date of the resolution within two (2) business days after the resolution. For decision not wholly in the Medicaid Beneficiary's favor, the notice of resolution shall include:
    - (a) Notice of the right to request a Medicaid Fair Hearing;
    - (b) Information about how to request a Medicaid Fair Hearing, including the Department of Children and Family Services (DCF) address necessary for pursuing a Medicaid Fair Hearing, as set forth in the Medicaid Fair Hearing Section, below;
    - (c) Notice of the right to continue to receive transportation services pending a Medicaid Fair Hearing;
    - (d) Information about how to request the continuation of transportation services; and
    - (e) Notice that if the STP's action is upheld in a Medicaid Fair Hearing, the Medicaid Beneficiary may be liable for the cost of any continued transportation services
  - (8) Provide the Commission with a copy of the written notice of disposition upon request;
  - (9) The STP nor any other transportation providers shall take any punitive action against a physician or other health care provider who files an appeal on behalf of a Medicaid Beneficiary or supports a Medicaid Beneficiary's appeal; and,
  - (10) Provide the Commission with a report detailing the total number of appeals received, pursuant to reporting requirements of this process.
- b. If the STP continues or reinstates the Medicaid Beneficiary's transportation services while the appeal is pending, the STP must continue providing the transportation services until one (1) of the following occurs:
- (1) The Medicaid Beneficiary withdraws the appeal;
  - (2) Ten (10) business days pass from the date of the STP's notice of resolution of the appeal if the resolution is adverse to the Medicaid Beneficiary and if the Medicaid Beneficiary has not requested a Medicaid Fair Hearing with continuation of transportation services until a Medicaid Fair Hearing decision is reached;
  - (3) The Medicaid Fair Hearing panel's decision is adverse to the Medicaid Beneficiary; or,
  - (4) The authorization to provide services expires, or the Medicaid Beneficiary meets the authorized service limits.

- c. If the final resolution of the appeal is adverse to the Medicaid Beneficiary, the STP may recover the cost of the services furnished from the Medicaid Beneficiary while the appeal was pending, to the extent that the STP furnished the services solely because of the requirements of the section.
- d. If the STP did not furnish services while the appeal was pending and the appeal panel reverses the STP's decision to deny, limit or delay services, the STP must pay for disputed services in accordance with State policy and regulations.
- e. If the STP furnished services while the appeal was pending and the appeal panel reverses the STP's decision to deny, limit or delay services, the STP must pay for disputed services in accordance with State policy and regulations.

## 6.6 Filing Requirements

- a. The Medicaid Beneficiary or his/her representative must file an appeal within thirty (30) calendar days of receipt of the notice of the STP's action.
- b. The Medicaid Beneficiary may file an appeal either orally or in writing. If the filing is oral, the Medicaid Beneficiary must also file a written, signed appeal within thirty (30) calendar days of the oral filing. The STP shall notify the requesting party that it must file the written request within ten (10) business days after receipt of the oral request. For oral filings, time frames for resolution of the appeal begin on the date the STP receives the oral filing.
- c. The STP shall resolve each appeal within State-established time frames not to exceed forty-five (45) calendar days from the day the STP received the initial appeal request, whether oral or in writing.
- d. If the resolution is in favor of the Medicaid Beneficiary, the STP shall provide the services as quickly as the Medicaid Beneficiary's health condition requires.
- e. The STP may extend the resolution time frames by up to fourteen (14) calendar days if the Medicaid Beneficiary requests an extension, or the STP documents that there is a need for additional information and that the delay is in the Medicaid Beneficiary's best interest.
  - (1) If the STP requests the extension, the STP must give the Medicaid Beneficiary written notice of reason for the delay.
  - (2) The STP must provide written notice of the extension to the Medicaid Beneficiary within five (5) business days of determining the need for an extension.

## 6.7 Expedited Process

- a. The STP shall establish and maintain an expedited review process for appeals when the STP determines, the Medicaid Beneficiary requests or the provider indicates (in making the request on the Medicaid Beneficiary's behalf or supporting the Medicaid Beneficiary's request) that taking the time for a standard resolution could seriously jeopardize the Medicaid Beneficiary's life, health or ability to attain, maintain or regain maximum function.
- b. The Medicaid Beneficiary may file an expedited appeal either orally or in writing. No additional written follow-up in the part if the Medicaid Beneficiary is required for an oral request for and expedited appeal.
- c. The STP must:
  - (1) Inform the Medicaid Beneficiary of the limited time available for the Medicaid Beneficiary to present evidence and allegation of act or law, in person and in writing;
  - (2) Resolve each expedited appeal and provide notice to the Medicaid Beneficiary, as quickly as the Medicaid Beneficiary's health condition requires, within State established time frames not to exceed seventy-two (72) hours after the Recipient/Subcontractor receives the appeal request, whether the appeal was made orally or in writing;
  - (3) Provide written notice of the resolution in accordance with the appeal process section, of the expedited appeal to the Medicaid Beneficiary;
  - (4) Make reasonable efforts to provide oral notice of disposition to the Medicaid Beneficiary immediately after the appeal panel renders a decision; and,
  - (5) The STP nor any transportation provider shall take any punitive action against a physician or other health care provider who request and expedited resolution on the Medicaid Beneficiary's behalf or supports a Medicaid Beneficiary's request for expedited resolution of an appeal.
    - a. If the STP denies a request for an expedited resolution of appeal, the STP must:
      - (1) Transfer the appeal to the standard time frame of no longer than forty-five (45) calendar days from the day the recipient/subcontractor received the request for appeal (with a possible fourteen (14) day extension);

- (2) Make all reasonable efforts to provide immediate oral notification of the recipients/subcontractor's denial for expedited resolution of the appeal;
- (3) Provide written notice of the denial of the expedited appeal within two (2) days; and,
- (4) Fulfill all requirements set forth in the appeal process section above.

#### 6.8 Medicaid Fair Hearing Process

- (1) As set forth in Rule 65-2.042, FAC, the Recipient's/Subcontractor's grievance procedure and appeal and grievance process shall state that the Medicaid Beneficiary has the right to request a Medicaid Fair Hearing, in addition to, and at the same time as, pursuing resolution through the Recipient's/Subcontractor's grievance and appeal process.
  - a. A physician or other healthcare provider must have a Medicaid Beneficiary's written consent before requesting a Medicaid Fair Hearing on behalf of a Medicaid Beneficiary.
  - b. The parties to a Medicaid Fair Hearing include the STP, as well as the Medicaid, his/her representative or the representative of a deceased Medicaid Beneficiary's estate.

#### (2) Filing Requirements

- a. The Medicaid Beneficiary may request a Medicaid Fair Hearing within ninety (90) days of the date of the notice of the STP's resolution of the Medicaid Beneficiary's grievance/appeal by contacting Florida Department of Children and Family Services (DCF) at:

The Office of Public Assistance Appeal Hearings  
1317 Winewood Boulevard  
Tallahassee, Florida 32399-0700  
850-488-1429

### (3) General Duties

#### a. The STP must:

- 1) Continue the Medicaid beneficiary's transportation services the Medicaid Fair Hearing is pending if;
  - a. The Medicaid Beneficiary filed for the Medicaid Fair Hearing in a timely manner, meaning on or before the later of the following;
    - (i) Within ten (10) business days of the date on the notice of action (add five (5) business days if the notice is sent via surface mail);
    - (ii) The intended effective date of the STP's proposed action.
  - b. The Medicaid Fair Hearing involves the termination, suspension, or reduction of a previously authorized course of treatment;
  - c. The authorization period has not expired; and/or,
  - d. The Medicaid Beneficiary requests extension of transportation services.
- 2) Neither the STP nor any Transportation Provider shall take any punitive action against a physician, Transportation Provider, or other health care provider who requests a Medicaid Fair Hearing on a Medicaid Beneficiary's request for a Medicaid Fair Hearing.
  - a. If the STP continues or reinstates Medicaid Beneficiary Transportation Services while the Medicaid Fair Hearing is pending, the STP must continue said Transportation Services until one (1) of the following occurs:
    - (1) The Medicaid Beneficiary withdraws the request for a Medicaid Fair Hearing;
    - (2) Ten (10) business Days pass from the date of the STP's notice of resolution of the Appeal if the resolution is adverse to the Medicaid Beneficiary and the Medicaid

Beneficiary has not requested a Medicaid Fair Hearing with continuation of Transportation Services until a Medicaid Fair Hearing decision is reached (add five (5) business days if the Recipient/Subcontractor sends the notice of Action by surface Mail);

- (3) The Medicaid Fair Hearing officer renders a decision that is adverse to the Medicaid Beneficiary; and/or,
- (4) The Medicaid Beneficiary's authorization expires or the Medicaid Beneficiary reaches his/her authorized service limits.
- (5) If the final resolution of the Medicaid Fair Hearing is adverse to the Medicaid Beneficiary, the STP may recover the costs of the services furnished while the Medicaid Fair Hearing was pending, to the extent that the STP furnished said services solely because of the requirements of this Section.
- (6) If the STP did not furnish services while the Medicaid Fair Hearing was pending, and the Medicaid Fair Hearing resolution reverses the STP's decision to deny, limit or delay services, the STP must pay for the disputed services in accordance with State policy and regulations.

### Grievance Procedures Process Chart

<b>Type</b>	<b>Time Frame to File</b>	<b>Provide Transportation Services During Review</b>	<b>Time Frame to Resolve</b>	<b>Extension Time Frame</b>	<b>Time Frame to Send Notification of Resolution</b>	<b>Next Step (if any)</b>
Complaint	Ninety (90) days from the date of the incident that precipitated the complaint.	Yes	Fifteen (15) business days.	Ten (10) business days.	Five (5) business days from the date of the complaint.	File a grievance.
Grievance	Ninety (90) calendar days from the date of the action that precipitated.	Yes	Ninety (90) calendar days.	Fourteen (14) calendar Days.	Thirty (30) calendar days from the date of the resolution of the grievance.	Medicaid Fair Hearing.



LIST OF NAMES AND ADDRESSES OF PERSONS/ENTITIES REFERENCED IN  
GRIEVANCE PROCEDURES

Big Bend Transit, Inc.  
P.O. Box 1721  
Tallahassee, Florida 32302  
Contact: Shawn Mitchell- Transportation Manager  
Phone: 850-574-6266  
[smitchell@bigbendtransit.org](mailto:smitchell@bigbendtransit.org)

Taylor County Board of Commissioners  
201 East Green St.  
Perry, Florida 32347  
Contact: Dustin Hinkel County Administrator  
Phone: 850-838-3500 ext. 107  
[dustin.hinkel@taylorcountygov.com](mailto:dustin.hinkel@taylorcountygov.com)

Taylor County Local Coordinating Board Chairperson:  
LCB Chairman: Patricia Patterson  
Taylor County Board of Commissioners  
201 East Green St.  
Perry, Florida 32347  
Phone: 850-838-3500 ext 107

Taylor County Planning Grant Manager  
201 East Green St.  
Perry, Florida 32347  
Contact: Melody Cox  
Phone: 850-838-3553  
[melody.cox@taylorcountygov.com](mailto:melody.cox@taylorcountygov.com)

Commission for the Transportation Disadvantaged Helpline 800-983-2435

For Hearing and Speech impaired call 711 (Florida only) Florida Relay System or 850-410-5708  
for TTY

Americans with Disabilities Act (ADA) 800-514-0301

Disability Rights Florida 800-342-0823

## CERTIFICATION

The undersigned hereby certifies that she is the Chairperson of the Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance/Complaint Rules and Procedures of this Board as reviewed and adopted on the \_\_\_\_\_ day of March, 2015

\_\_\_\_\_  
Patricia Patterson, Chairperson  
Taylor County Board of Commissioners  
Local Coordinating Board for the Transportation Disadvantaged

APPROVED BY THE TAYLOR COUNTY BOARD OF COMMISSIONERS, THE OFFICIAL  
DESIGNATED PLANNING AGENCY

\_\_\_\_\_  
Patricia Patterson, Chairman  
Taylor County Board of Commissioners

March 19, 2015  
Date

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## **TAYLOR COUNTY BOARD OF COMMISSIONERS**

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

**SUBJECT/TITLE:**

Board to review and approve the Unspecified Site Strategy for Housing Related Activities Report as required by the Florida Department of Economic Development, Small Cities Community Development Block Grant Program (CDBG)

**MEETING DATE REQUESTED:**

March 17, 2015

**Statement of Issue:** Board to review and approve the Unspecified Site Strategy for Housing Related Activities Report for the current CDBG grant.

**Recommended Action:** Approve Report

**Fiscal Impact:** The County received a grant in the in the amount of \$750,000 which will be used to provide housing rehabilitation assistance to qualified homeowners who live outside the city limits of Perry.

**Budgeted Expense:** Y/N

**Submitted By:** Melody Cox

**Contact:** Melody Cox

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

**History, Facts & Issues:** The Report is a requirement of the CDBG grant contract. The report indicates the following:

1. The County does not intend to rehabilitate any properties on the National Register of Historic Places with the grant funds and if the County should decide to do so, they will go through the state compliance process.
2. The County will not expend the CDBG grant funds on projects that will have a negative impact on Floodplain Management, Wetland Protection, Coastal Zone Management, or put a Sole Source Aquifer at risk.
3. The County will not expend the CDBG grant funds on projects that have a negative impact on the environment or endangered habitats.

**Attachments:** Sections of the Unspecified Site Strategy for Housing Related Activities Report which requires Board approval



## 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

DUSTIN HINKEL, 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

March 17, 2015

James "Geoff" Amison  
Operations Management Consultant 1  
Bureau of Community Revitalization  
Division of Community Development  
Florida Department of Economic Opportunity  
107 E. Madison Street, MSC 400  
Tallahassee, Florida 32399-6508

Re: Request for the Release of Funds and Removal of Environmental Conditions  
Taylor County – DEO Contract #15DB-OJ-03-72-01-H18

Dear Mr. Amison:

Enclosed, please find Taylor County's Environmental Review Record (ERR) prepared for Contract #15DB-OJ-03-72-01-H18. Based on the information contained within the ERR, the County has determined the proposed activities are considered Categorical Excluded per 24 CFR 58.35(a). Following this determination, a Notice of Intent to Request the Release of Funds was published.

Upon your review and acceptance of the enclosed ERR, we respectfully request the issuance of the release of funds and removal of environmental conditions.

Should you have questions or require any additional information, please contact Mr. Ronald M. Vanzant, Jordan & Associates at (904) 264-6203.

Sincerely,

Patricia Patterson, Chair  
Taylor County Board of County Commissioners

PP/klb

Enclosures

cc: Ronald Vanzant, President, Jordan & Associates

**Step 1**  
**Unspecified Site Strategy**  
**Project Description**

1. Describe the Service Area and/or Geographic Area. Include maps, if necessary.

The Service Area consists of the unincorporated areas of Taylor County. A Jurisdiction Map has been included.

2. List housing-related activities.

21A Administration  
14A Housing Rehab/Demo/Replacement  
08 Temporary Relocation

3. List funding sources and projected dollar amount for the project period.

FFY 2013 Small Cities CDBG Program- \$750,000  
Taylor County, State Housing Partnership Funds - \$125,000

4. List number of years this strategy covers.

This strategy shall cover a maximum of five (5) years starting January 1, 2015 through January 1, 2020, specifically to include the activities completed by the Taylor County Board of County Commissioners through CDBG Contract #15DB-OJ-03-72-01-H18 and related funding.



Title	Chair
-------	-------



**Step 3**  
**Unspecified Site Strategy Process**  
**"Broad Review" using the Statutory Worksheet**

**STATUTORY WORKSHEET**  
**24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS**

**Suggested Format for Categorically Excluded Projects subject to §58.5.**

**NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**PROJECT NAME and DESCRIPTION** - Include all contemplated actions that logically are either geographically or functionally part of the project: Taylor County's- CDBG Contract #15DB-OJ-03-72-01-H 18 will apply \$750,000 in Small Cities CDBG funding to provide CDBG Housing Rehabilitation assistance to Low-to-Moderate Income (LMI) residents. In addition, the County has committed \$125,000.00 of local funds from the State Housing Initiatives Partnership. The proposed activities shall include rehabilitation of existing homes, demolition and 1-for-1 replacement of existing homes (where necessary) and temporary relocation for a minimum of ten (10) LMI housing units. All housing units will be addressed in accordance with the current Florida Residential Building Code, relevant local housing codes (whichever is more stringent for each code-related item) and the County's adopted Housing Assistance Plan.

This proposal is determined to be Categorically Excluded according to: **(Cite Section(s))** 24 CFR Part 58.35(a)(3)

**Compliance Factors:**

<b>STATUTES, EXECUTIVE ORDERS AND REGULATIONS LISTED AT 24 CFR §58.5</b>	<b>A/B</b>	<b>COMPLIANCE DETERMINATION AND DOCUMENTATION</b>
<b>HISTORIC PRESERVATION 36 CFR PART 800</b>	B	<p>Based upon the known historical properties listed on the National Register of Historic Places, the County does not anticipate affecting any historical properties through this project.</p> <p>However, as the County has not identified the housing units to be assisted, each unit will be evaluated separately as a component of the Site Specific Review to determine if the proposed project triggers formal consultation compliance procedures or mitigation.</p> <p>See Step 4, "The Written Strategy" and Exhibit I.</p>



<p><b>FLOODPLAIN MANAGEMENT</b>  <b>24 CFR §55 &amp; EXECUTIVE ORDER</b>  <b>11988</b></p>	<p>B</p>	<p>Although Special Flood Hazard Areas (SFHA's) exist within the County's jurisdiction, the County does not anticipate significantly impacting or encroaching upon a flood hazard area as the proposed project will neither result in a density increase in a wetland or floodplain, nor will it involve a conversion from non-residential to residential land use or significantly increase the footprint of the structure and paved areas.</p> <p>Further, per the County's adopted Housing Assistance Plan, applicants' located within a Special Flood Hazard Area (SFHA) will not be ranked. As such, it is unlikely the County will provide assistance to residents located within a SFHA.</p> <p>However, as the County has not identified the housing units to be assisted, each unit will be evaluated separately as a component of the Site Specific Review. See Step 4, "The Written Strategy".</p>
<p><b>WETLAND PROTECTION</b>  <b>EXECUTIVE ORDER 11990</b></p>	<p>B</p>	<p>Although Wetland Areas exist within the County's jurisdiction, the County does not anticipate significantly impacting a Wetland Area, as the County's proposed project will neither result in a density increase in a wetland or floodplain, nor will it involve a conversion from non-residential to residential land use or significantly increase the footprint of the structure and paved areas.</p> <p>However, as the County has not identified the housing units to be assisted, each unit will be evaluated separately as a component of the Site Specific Review. See Step 4, "The Written Strategy".</p>
<p><b>COASTAL ZONE MANAGEMENT</b>  <b>ACT</b>  <b>SECTIONS 307(c) &amp; (d)</b></p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>Ms. Lauren Milligan of the Florida State Clearinghouse was contacted on January 13, 2015 to discuss the proposed project (850) 245-2170. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP).</p>
<p><b>SOLE SOURCE AQUIFERS</b>  <b>40 CFR 149</b></p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health.</p> <p>See Exhibit II for support documentation associated with this compliance factor.</p>



<p><b>ENDANGERED SPECIES ACT</b> <b>50 CFR 402</b></p>	<p>B</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation under ESA, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project, and the footprint of the project falls within a lot or parcel which is void of any vegetation other than grass or other low growing herbaceous ground cover.</p> <p>In addition, Jay B. Herrington, issued a formal response indicating this project is not likely to adversely affect any Federally-listed species protected under Section 7 of the Endangered Species Act of 1973, as amended.</p> <p>See Exhibit IV for support documentation associated with this compliance factor.</p> <p>As the County has not identified the housing units to be assisted, each unit will be evaluated separately as a component of the Site Specific Review to determine if the proposed project triggers formal consultation compliance procedures or mitigation under the Bald &amp; Gold Eagle Act.</p> <p>See Step 4, "The Written Strategy" and Exhibit IV.</p>
<p><b>WILD AND SCENIC RIVERS ACT</b> <b>SECTIONS 7(b) &amp; (c)</b></p>	<p>A</p>	<p>Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river.</p> <p>See Exhibit V for support documentation associated with this compliance factor.</p>
<p><b>CLEAN AIR ACT</b> <b>SECTIONS 176(c)(d) &amp; 40 CFR</b> <b>6, 51, 93</b></p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is located within an area in attainment for all criteria pollutants.</p> <p>See Exhibit VI for support documentation associated with this compliance factor.</p>
<p><b>FARMLAND PROTECTION</b> <b>POLICY ACT</b> <b>7 CFR 658</b></p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in the conversion of farmland to nonagricultural uses and as prime and other important farmlands do not exist in Taylor County.</p> <p>See Exhibit VII for support documentation associated with this compliance factor.</p>



<b>ENVIRONMENTAL JUSTICE EXECUTIVE ORDER 12898</b>	A	The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.
<b>NOISE ABATEMENT &amp; CONTROL 24 CFR §51B</b>	B	<p>As indicated in the Jurisdiction Map, portions of this project could potentially be located within 1,000 feet of a busy road or highway, 3,000 feet of railroad, or 15 miles of a civil airport or military airfield.</p> <p>As the County has not identified the housing units to be assisted, each unit will be evaluated separately as a component of the Site Specific Review to determine if the proposed project triggers formal consultation compliance procedures or mitigation.</p> <p>See Step 4, "The Written Strategy".</p>
<b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS 24 CFR §51C</b>	B	<p>As the County has not identified the housing units to be assisted, each unit will be evaluated separately as a component of the Site Specific Review to determine if persons are being exposed to explosive and/or flammable operations.</p> <p>See Step 4, "The Written Strategy".</p>
<b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES 24 CFR 58.5(i)(2)</b>	B	<p>As the County has not identified the housing units to be assisted, each unit will be evaluated separately as a component of the Site Specific Review to determine the existence of hazardous, toxic or radioactive materials and/or substance on site or neighboring parcels.</p> <p>See Step 4, "The Written Strategy".</p>
<b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES 24 CFR 51D</b>	B	<p>As the County has not identified the housing units to be assisted, each unit will be evaluated separately as a component of the Site Specific Review to determine if the proposed site is located within an airport clear zone or an accident potential zone.</p> <p>See Step 4, "The Written Strategy".</p>

OTHER COMPLIANCE FACTORS	A/B	SOURCE OR DOCUMENTATION
<b>FLOOD DISASTER PROTECTION ACT FLOOD INSURANCE §58.6(a)</b>	B	<p>Although Special Flood Hazard Areas (SFHAs) exist within the County, the County participates and is in good standing with the Regular Program of the NFIP. Any work completed within a SFHA will require the purchase and maintenance of Flood Insurance by the individual homeowner.</p> <p>See Step 4, "The Written Strategy" for Floodplain Management.</p>
<b>COASTAL BARRIER RESOURCE ACT COASTAL BARRIER IMPROVEMENT ACT §58.6(c)</b>	A	<p>Although a portion of Taylor County's jurisdictional boundaries intersect with the Gulf of Mexico, the proposed project does not trigger formal consultation compliance procedures or mitigation, as Coastal Barrier Resources Act (CBRA) zones are present within Taylor County.</p> <p>As such, there is no potential for work to be completed within 500 feet of a CBRA zone.</p> <p>See Exhibit VIII for support documentation associated with this compliance factor.</p>
<b>AIRPORT RUNWAY CLEAR ZONE OR CLEAR ZONE DISCLOSURE §58.6(d)</b>	B	<p>As the County has not identified the housing units to be assisted, each unit will be evaluated separately as a component of the Site Specific Review to determine if the proposed site is located within an airport clear zone or an accident potential zone.</p> <p>See Step 4, "The Written Strategy".</p>



**Determination:**

- ☐ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; **or**
- ☒ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation / mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; **or**
- ☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

  
PREPARER SIGNATURE

Ronald M. Vanzant, President  
PREPARER NAME & TITLE

DATE

2/11/2015

RESPONSIBLE ENTITY AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chair  
NAME & TITLE:

DATE

2-11-2015

**Step 4**  
**Unspecified Site Strategy Process**  
**"The Written Strategy"**

1. Historic Preservation & Protection of Culturally Significant Artifacts

Upon the selection of housing units to be assisted through the project, the County will identify all structures greater than fifty (50) years of age and coordinate with the State Historic Preservation Officer, prior to construction in accordance with the County's Housing Assistance Plan (HAP).

In addition, the County will coordinate with recognized tribal nations to ensure culturally significant artifacts are protected, prior to construction.

2. Floodplain Management

Upon selection of housing units to be assisted through the project, the County will identify all structures located within a Special Flood Hazard Area (SFHA). All structures that are identified as being located within a SFHA will be subject to the procedures for making determinations on floodplain management in accordance with 24 CFR, §55.20. The County will address all units to be assisted in accordance with the aforementioned procedures, the County's adopted HAP and local/state building code.

For structures located within the SFHA and whose proposed project cost exceeds 50% of the value of the structure, the County will require the homeowner provide evidence of and maintain flood insurance in accordance with the Florida Disaster Protection Act.

3. Wetland Management

Upon the selection of housing units to be assisted through the project, the County will identify all structures located within a Wetland Area. All structures identified as being located within a Wetland Area will be subject to the procedures for making determinations on wetland protection in accordance with 24 CFR, §55.20. The County will address all units to be assisted in accordance with the aforementioned procedures, the County's adopted HAP and local/state building code.

4. Bald & Golden Eagle Protection Act

Upon the selection of housing units to be assisted through the project, the County will identify recorded and unrecorded eagle nests located within 660 ft of the proposed project. If a proposed project is located within the 660ft boundary of an eagle nest, the County will coordinate with the United States Fish and Wildlife Service, Southeast Migratory Bird Field Office to determine if a permit or mitigation is required.



**Step 4**  
**Unspecified Site Strategy Process**  
**"The Written Strategy"**  
*continued*

5. Hazardous Operations

a) Noise Abatement & Control

Based upon the determination provided within the Statutory Worksheet under the Noise Abatement & Control compliance factor, the County will identify all structures located within 1,000 feet of a busy road or highway, 3,000 feet of a railroad, or 15 miles of a civil airport or military airfield. All structures identified as being within 1,000 feet of a busy road or highway, 3,000 feet of a railroad, or 15 miles of a civil airport or military airfield shall incorporate attenuation measures, set forth under 24 CFR 51, in any construction activities. The County will address all units to be assisted in accordance with the aforementioned procedures, the County's adopted HAP and local/state building code.

b) Explosive & Flammable Operations

For New Construction projects or rehabilitation projects where the persons residing in the household will increase as a result of the project, the County will determine the acceptable separation distance set forth under 24 CFR 51. For projects located at a distance less than the acceptable separation distance from explosive and/or flammable operations, the County will first attempt to mitigate the hazard and, if mitigation is not reasonable, will reject the project.

c) Hazardous, Toxic or Radioactive Materials or Substances

Upon the selection of housing units to be assisted through the project, the County will identify previous as well current uses of the site and surrounding parcels to determine the presence of hazardous, toxic or radioactive contaminants. For projects where hazardous, toxic or radioactive contaminants are found, the County will first attempt to mitigate the hazard and, if mitigation is not reasonable, will reject the project.

6. Airport Clear Zones & Accident Potential Zones

Upon selection of housing units to be assisted through the project, the County will identify all structures located within an Airport Clear Zone and/or Accident Potential Zones. All structures which are identified as being located within 3,000 ft of Runway Clear Zones and/or Clear Zones of a civil airport will be subject to the compliance factors set forth in 24 CFR § 51.303(a). For structures which are identified as being located within 2.5 miles of Clear Zones and/or Accident Potential Zones of a military airfield will be subject to the compliance factors set forth in 24 CFR § 51.303(a) and (b). All rehabilitation projects which will occur in designated Airport Clear Zones or Accident Potential Zones shall be approved by the applicable persons described in 24 CFR § 51.304.



**Step 5**  
**Site Specific Review Checklist**

Address of Site: \_\_\_\_\_  
Signature of Person Who Inspected Site: \_\_\_\_\_  
Final Signature: \_\_\_\_\_  
Date of Completed Review: \_\_\_\_\_

If there are more than 4 new construction units together, this form cannot be used. Refer to 24 CFR Part 58.35 (a)(4).

Develop the Site Specific Review checklist which contains only the items that could not document compliance on the Broad Review.

What is the estimated cost of rehabilitation or renovation? \_\_\_\_\_

Indicate the estimated value of the improvement(s)

- ☐ 0 to 39.9% of the market value of the structure
- ☐ 40 to 49.9% of the market value of the structure
- ☐ 50 to 74.9% of the market value of the structure \*
- ☐ 75%+ (and above) of the market value of the structure \*

Please note that when the rehab costs meet or exceed 50% of the market value of the structure, a Statutory Worksheet (with supporting documentation) must be completed for each unit.

1. Historic Preservation

Age of the Structure: \_\_\_\_\_

- A. Is the structure on the project site greater than 50 years old? ☐ Yes ☐ No
- B. Is the project site located within an historic district? ☐ Yes ☐ No
- C. If the proposed scope of work will disturb the soil, does the project site have potential to contain archeological properties? ☐ Yes ☐ No
- If "Yes" was selected for any of the above, consultation with the State Historic Preservation Office (SHPO) and applicable Tribal Historic Preservation Office(s) (THPO) will be required, prior to proceeding with rehabilitation.

2. Floodplain Management

Reference the appropriate FEMA Flood Insurance Rate Map (FIRM) for this section.

- A. Is the project site located within a Special Flood Hazard Area (SFHA)? ☐ Yes ☐ No
- If "Yes" was selected, and the proposed scope of work involves new construction or major rehabilitation, the eight-step decision-making process will be required, as described in 24 CFR Part 55.20 and the purchase of flood insurance in accordance with the Flood Disaster Protection Act will be required.
- If "No" was selected, a copy of the portion of the FIRM must be maintained in the project file, indicating the project site is not located within a SFHA.

**Step 5**  
**Site Specific Review Checklist**  
**Page 2**

3. Wetland Protection

Reference the appropriate USFWS Wetland Map for this section.

- A. Is the project site located within a Wetland Area? ☐ Yes ☐ No
- If "Yes" was selected, and the proposed scope of work involves new construction or major rehabilitation, the eight-step decision-making process will be required, as described in 24 CFR Part 55.20.
  - If "No" was selected, a copy of the portion of the Wetland Map must be maintained in the project file, indicating the project site is not located within a wetland area.

4. Bald and Golden Eagle Protection Act

Reference the Florida Fish and Wildlife Conservation Commission Bald Eagle Nest Locator and visit the site.

- A. Is the project site located within 660ft of a recorded Eagle Nest? ☐ Yes ☐ No
- B. Is the project site within 660ft of an unrecorded Eagle Nest? ☐ Yes ☐ No
- If "Yes" was selected, contact the United States Fish and Wildlife Service, Southeast Migratory Bird Field Office to determine if a permit or mitigation is required.
  - If "No" was selected, proceed with the project.

5. Hazardous Operations

a. Noise Abatement & Control

**For rehabilitation**, consideration of noise is all that is required.

**For new construction:**

- A. Is there a Rail Road within 3,000 feet? ☐ Yes ☐ No
- B. Is there is Highway within 1,000 feet? ☐ Yes ☐ No
- C. Is there an Airport within 15 miles? ☐ Yes ☐ No
- If "Yes" was selected, conduct a Noise assessment according to the HUD Noise Guidebook. If the noise exceeds acceptable levels, reject the site or mitigate to achieve acceptable Noise levels.
  - If "No" was selected, proceed with the project.



**Step 5**  
**Site Specific Review Checklist**  
**Page 3**

5. Hazardous Operations (continued)

b. Explosive & Flammable Operations

**For rehabilitation**, determine the acceptable separation distance ONLY if increasing the number of individuals subjected to potential hazard.

**For new construction**, continue below:

A. Are above ground storage tanks, 100 or more gallons, located within 1 mile of the site that contains explosive or flammable liquids? ☐ Yes ☐ No

- If "Yes" was selected, refer to page 51 and 52 of HUD Hazard Guidebook. Collect relevant information to determine acceptable separation distance (ASD). If distance is less than ASD, reject or mitigate.
- If "No" was selected or the distance is greater than the ASD, proceed with the project.

c. Toxics

Observe the site for any evidence that a toxic material could be present on the site such as: distressed vegetation, vent or fill pipes, storage tanks, pits, ponds or lagoons, stained soil or pavement, pungent, foul or noxious odors, or past uses of the site.

A. Is there evidence toxic material was or has been located on site? ☐ Yes ☐ No

- If "Yes" was selected, reject any site that has a presence of Toxics or require cleanup prior to purchasing the site.
- If "No" was selected, proceed with the project.

6. Airport Clear Zones & Accident Potential Zones

Reference the appropriate FAA Airport information for this section to determine if the proposed site is located within .

A. Is the project site located within an Accident Potential and/or Clear Zone? ☐ Yes ☐ No

- If "Yes" was selected, the applicant and other interested parties must be informed pursuant to the procedures set forth in 24 CFR § 51.303 and 24 CFR § 51.304.
- If "No" was selected, no further mitigation measures are required.



## FLORIDA DEPARTMENT of STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

Ronald Vanzant  
Jordan and Associates  
769 Blanding Boulevard, Suite 5  
Orange Park, Florida 32065

January 20, 2015

RE: DHR Project File No.: 2015-0153, Received by DHR: January 14, 2015  
Project: *Taylor County - Florida Community Development Block Grant Program*

Dear Mr. Vanzant:

This office reviewed the referenced project for possible effects on historic properties listed, or eligible for listing, on the *National Register of Historic Places*. The review was conducted in accordance with Section 106 of the *National Historic Preservation Act of 1966*, as amended, and its implementing regulations in *36 CFR Part 800: Protection of Historic Properties*.

We note that the buildings to receive funding have not been selected at this time. If buildings 50 years old or older are selected, this office must be contacted for further review and comment, and additional information should be provided. This information includes, but is not limited to:

- Contact the Florida Master Site File Office (FMSF) to see if the building(s) has been previously recorded. If so, then provide this office with the FMSF site number. The FMSF Office may be reached at 850.245.6440.
- If the building has not been recorded in the FMSF-please include a copy of the FMSF search results and submit the following information:
  - 1) Original photographs of all buildings or structures 50 years of age or older located in proposed project areas. Such photographs must be keyed to a project location map (i.e., a city street map, USGS quadrangle map and/or site plan), and identified by street address or view location.
  - 2) The estimated construction date for each building or structure (property appraiser records).
  - 3) Information on historical events or individuals known to be associated with any of the identified buildings or structures.
  - 4) Information on the immediate surroundings should also be included to indicate if the project is located next to a potential historic district. This may be accomplished by providing photographs of the surrounding lots or buildings.



Division of Historical Resources  
R.A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399  
850.245.6300 • 850.245.6436 (Fax) [flheritage.com](http://flheritage.com)  
*Promoting Florida's History and Culture* [VivaFlorida.org](http://VivaFlorida.org)





Mr. Vanzant  
DHR Project File No.: 2015-0153  
January 20, 2015  
Page 2

5) A detailed description of the proposed rehabilitation activities (especially proposed changes in materials or features).

If you have any questions, please contact Jason Aldridge, Historic Sites Specialist, by email at [Jason.Aldridge@dos.myflorida.com](mailto:Jason.Aldridge@dos.myflorida.com), or by telephone at 850.245.6333 or 800.847.7278.

Sincerely

A handwritten signature in blue ink, appearing to read "Robert F. Bendus", with a stylized flourish at the end.

Robert F. Bendus, Director  
Division of Historical Resources  
& State Historic Preservation Officer



Jacksonville Regulatory, FW4 &lt;jaxregs@fws.gov&gt;

2015-I-0084

**Taylor County - Project Review Request - CDBG Contract # 15DB-OJ-03-72-01-H 18**

1 message

rvanzant@jordangrants.com &lt;rvanzant@jordangrants.com&gt;

Thu, Dec 4, 2014 at 9:24 AM

To: jaxregs@fws.gov

Cc: melody.cox@taylorcountygov.com, Patrick Howard &lt;Patrick.Howard@deo.myflorida.com&gt;

Fish &amp; Wildlife Staff of the Jacksonville Field Office:

Taylor County's Board of County Commissioners has been awarded \$750,000.00 through the Florida Community Development Block Grant Program (CDBG) under CDBG Contract # 15DB-OJ-03-72-01-H 18. The proposed project includes rehabilitation of existing residential structures, demolition with one-for-one replacement (where necessary) and temporary relocation for a minimum of 10 LMI housing units. All housing units will be addressed in accordance with the current Florida Residential Building Code, relevant local housing codes (whichever is more stringent for each code-related item) and the County's adopted Housing Assistance Plan. The estimated cost of construction is budgeted at \$634,500 for rehabilitation and/or demolition/replacement with \$3,000 available for temporary relocation and \$112,500 available for administration. In addition, the Board of County Commissioners has committed \$125,000.00 of State Housing Initiative Partnership funds as leverage towards the project. All proposed activities will be completed within the unincorporated boundaries of Taylor County, FL on privately owned residential parcels.

We are respectfully requesting your assistance in reviewing the project for potential effects on species protected and conserved under Section 7 of the Endangered Species Act of 1973, the Bald and Golden Eagle Protection Act and the Migratory Bird Treaty Act.

To assist with your review, we have attached the following documents:

Flood Map.pdf

Jurisdiction Map.pdf

Your time and assistance are greatly appreciated. Should you have any questions or concerns regarding this request, please do not hesitate to contact our office.

Sincerely,

Ronald M. Vanzant  
President

Jordan and Associates

Phone: 904-264-6203

Facsimile: 904-264-2190

Cell: (352) 745-6032

email: rvanzant@jordangrants.com



FWS Log No. 2015-I-0084

The Proposed action is not likely to adversely affect resources protected by the Endangered Species Act of 1973, as amended (16 U.S.C. 1531 et seq.) This finding fulfills the requirements of the Act.

Jay B. Herrington  
Field Supervisor

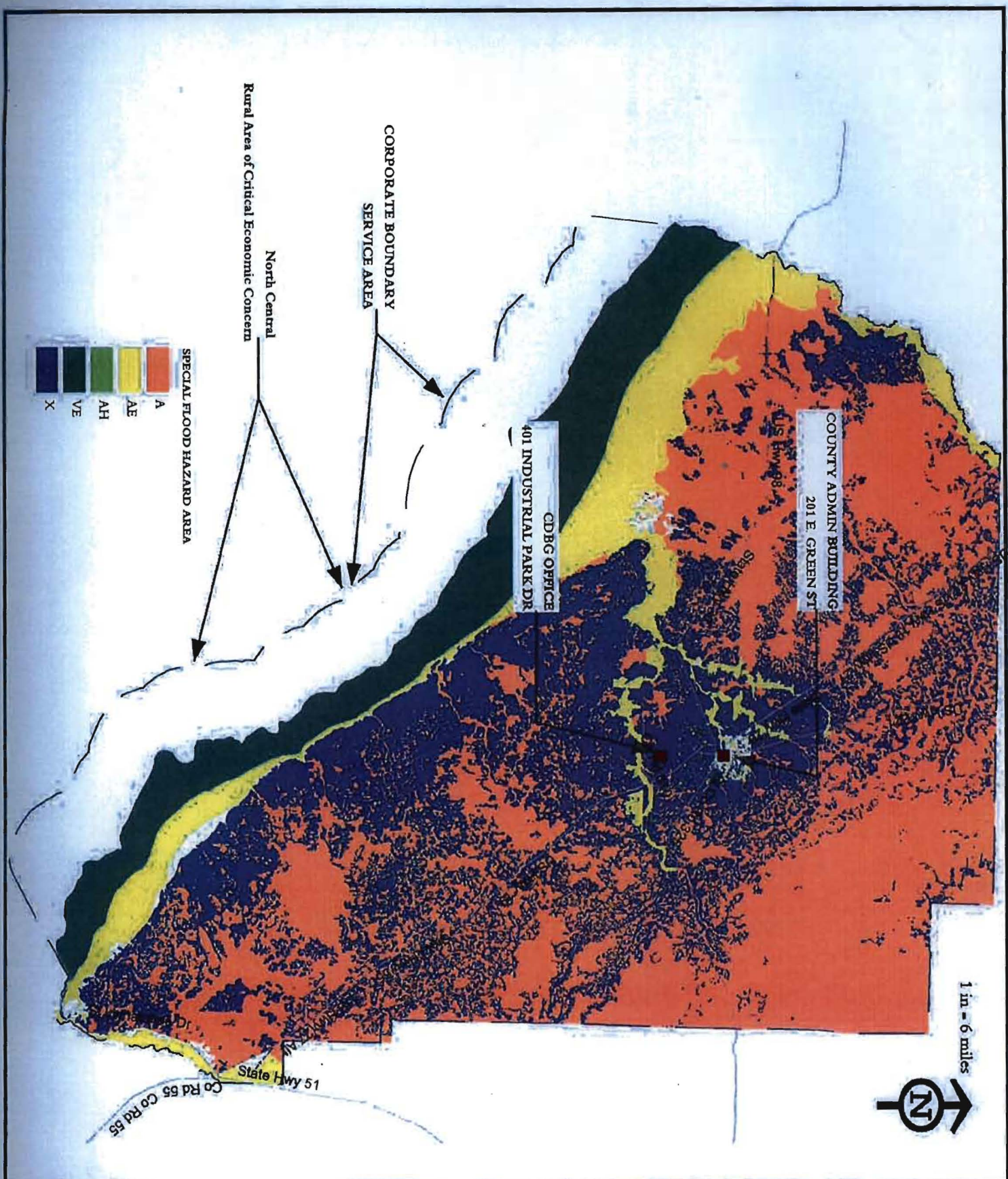
12/16/14

Date

2 attachments

 Flood Map.pdf  
2356K





100 YEAR FLOOD  
MAP

TAYLOR COUNTY  
BOARD OF COUNTY COMMISSIONERS  
FY 2013 CDBG-HR APPLICATION



JORDAN & ASSOCIATES  
769 BLANDING BLVD., SUITE 5  
ORANGE PARK, FL 32065  
P. (904) 264-6203  
F. (904) 264-2190



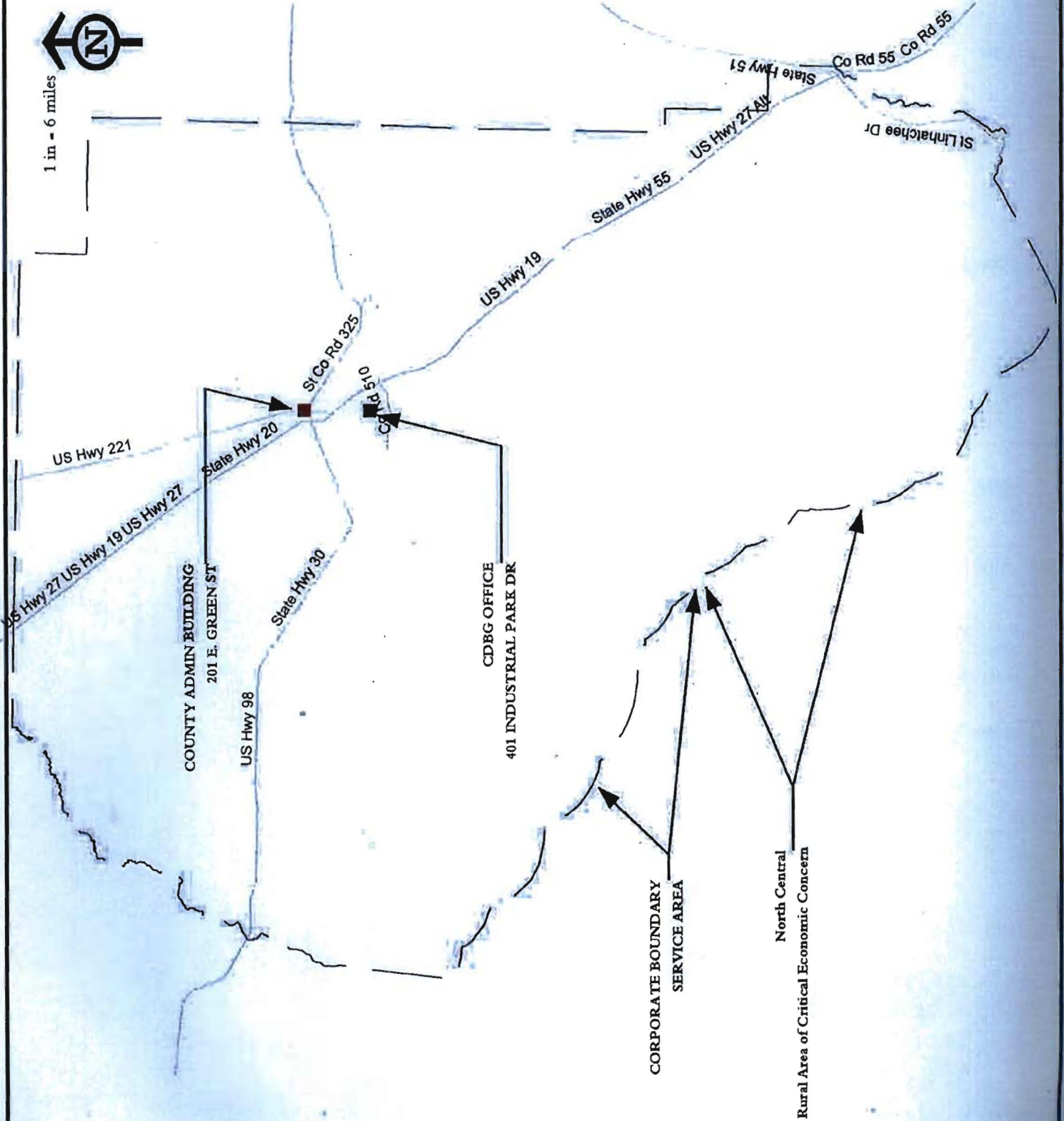
JURISDICTION  
MAP

TAYLOR COUNTY  
BOARD OF COUNTY COMMISSIONERS  
FY 2013 CDBG-HR APPLICATION

JORDAN & ASSOCIATES  
769 BLANDING BLVD., SUITE 5  
ORANGE PARK, FL 32065  
P. (904) 264-6203  
F. (904) 264-2190



Jordan & Associates  
Professional Consultants  
Capital Professional Services



**PERRY NEWS-HERALD/TACO TIMES**

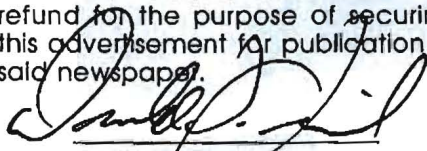
Published Weekly in the City of Perry  
County of Taylor, State of Florida

**AFFIDAVIT OF PUBLICATION**

Before me, the undersigned authority personally appeared DONALD D. LINCOLN, who on oath says that he is the PUBLISHER of the Perry News-Herald/ Taco Times, both weekly newspapers published in Perry, Taylor County, Florida, that the attached copy of advertisement in re: *Unspecified Srte Strategy*  
*NOTICE OF INTENT To Reg.*  
*Release of Funds*

was published in said newspaper in the issues of: *February 11, 2015*

Affiant says further that the said, newspapers published at Perry in said Taylor County, Florida, each week; has been entered as second class mail matter at the Post Office in Perry, Florida, in said Taylor County, Florida for a period of one year next proceeding the first publication of the attached copy of notice to appear: and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

  
Donald D. Lincoln, Publisher

Sworn to and subscribed  
*1<sup>st</sup>* before me this  
day of *February* 20 *15*

  
Notary Public





# UNSPECIFIED SITE STRATEGY NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS

February 12, 2015  
 201 E Green Street  
 Perry, FL 32347

## REQUEST FOR RELEASE OF FUNDS

On or about February 25, 2015, Taylor County Board of County Commissioners (BOCC) will submit a request to the Florida Department of Economic Opportunity (DEO) for the release of Community Development Block Grant funds under title I of the Housing and Community Development (HCD) Act of 1974, as amended, to provide CDBG Housing Rehabilitation assistance to low/moderate income (LMI) residents. The project includes rehabilitation, demolition/replacement (where necessary) and temporary relocation for a minimum of 10 LMI housing units. All housing units will be addressed in accordance with the current Florida Residential Building Code, relevant local housing codes (whichever is more stringent for each code-related item) and the County's adopted Housing Assistance Plan. All activities will be completed within the unincorporated boundaries within Taylor County, FL. The estimated cost of construction is budgeted at \$634,500 for rehabilitation and/or demolition/replacement with \$1,000 available for temporary relocation and \$12,500 available for administration. In addition, the Board of County Commissioners has committed \$125,000.00 of State Housing Initiative Partnership funds as leverage towards the project.

The Taylor County BOCC has determined that the activities proposed in the Unspecified Site Strategy are categorically excluded under HUD regulations at 24 CFR Part 58 from the National Environmental Policy Act of 1969 (NEPA) requirements. As eligible sites are located, a site specific checklist will be completed prior to the commitment of funds for each unit. Additional project information is contained in the Environmental Review Record (ERR) on file at 401 Industrial Park Drive, Perry, FL 32347.

## PUBLIC COMMENTS

Any individual, group, or agency may submit written comments on the Environmental Review Record (ERR) to Melody Cox file at 401 Industrial Park Drive, Perry, FL 32347. Additional project information is contained in the ERR on file at 401 Industrial Park Drive, Perry, FL 32347, and may be examined or copied weekdays 9 a.m. to 4 p.m. All comments must be received by February 23, 2015. Comments will be considered prior to the Taylor County BOCC requesting a release of funds.

## RELEASE OF FUNDS

The Taylor County BOCC certifies to the Florida Department of Economic Opportunity and HUD that the Honorable Patricia Patterson in her capacity as Chairman consents to accept the jurisdiction of the Federal Courts if an action is brought to enforce responsibilities in relation to the environmental review process and that these responsibilities have been satisfied. The State's approval of the certification assures its responsibility under NEPA and related laws and authorizes and allows the Taylor County BOCC to use the CDBG funds.

## OBJECTIONS TO RELEASE OF FUNDS

DEO will accept objections to its release of funds and the Taylor County Board of County Commissioners (BOCC) certification for a period of fifteen days following the anticipated submission date or its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the certifying officer of the Taylor County BOCC; (b) the Taylor County BOCC has not made a decision or made a decision or finding required by HUD regulations at 24 CFR Part 58; (c) the grant recipient has committed funds or incurred costs not authorized by 24 CFR Part 58 before approval of a release of funds by the State; or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. Objections must be prepared and submitted in accordance with the required procedures at 24 CFR Part 58, Sec. 58.76 and shall be addressed to the Florida Department of Economic Opportunity, CDBG Program, 107 East Madison Street, MSC 400, Tallahassee, Florida 32399-8508. Potential objections should contact the Taylor County BOCC to verify the actual last day of the objection period.

Honorable Patricia Patterson, Chairman  
 Taylor County Board of County Commissioners

Taylor - 2 Hds the ps  
 2-11-15



# Request for Release of Funds and Certification

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

OMB No. 2506-0087  
(exp. 07/31/2017)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

## Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) <b>Florida Small Cities CDBG Program</b>	2. HUD/State Identification Number <b>FL200608102691</b>	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s) <b>2506-0087</b>	5. Name and address of responsible entity <b>Taylor County Board of County Commissioners 201 E. Green St., Perry FL 32347</b>	
6. For information about this request, contact (name & phone number) <b>Melody Cox (850) 838-3553</b>		
8. HUD or State Agency and office unit to receive request <b>State of Florida Department of Economic Opportunity</b>	7. Name and address of recipient (if different than responsible entity)	

**The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following**

9. Program Activity(ies)/Project Name(s) <b>Taylor County BOCC, FY 2013 CDBG Program (Housing Rehabilitation)</b>	10. Location (Street address, city, county, State) <b>Within the unincorporated boundaries of Taylor County, FL</b>
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### 11. Program Activity/Project Description

The Taylor County Board of County COMmissioners through Contract #15DB-OJ-03-72-01-H 18 will use \$750,000 in Small Cities Community Development Block Grant funding to provide CDBG Housing Rehabilitation assistance to Low-to-Moderate Income (LMI) residents. In addition, the County has committed \$125,000.00 of local funds from the State Housing Initiatives Partnership. The proposed activities shall include rehabilitation of existing homes, demolition and 1-for-1 replacement of existing homes (where necessary) and temporary relocation for a minimum of ten (10) LMI housing units. All housing units will be addressed in accordance with the current Florida Residential Building Code, relevant local housing codes (whichever is more stringent for each code-related item) and the County's adopted Housing Assistance Plan.



**Part 2. Environmental Certification** (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did ☐ did not ☒ require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity

Title of Certifying Officer

Chair

Date signed

2-24-2015

X

Address of Certifying Officer

**Part 3. To be completed when the Recipient is not the Responsible Entity**

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient

Title of Authorized Officer

Date signed

X

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



Taylor County E911 Spring Maintenance Grant

**Meeting Date:**

March 17, 2015

**Statement of Issue:** This grant is to cover maintenance expenses associated with  
Taylor County's E911 system.

**Recommendation:** Approve grant application

**Fiscal Impact:** \$ 26,097.10 **Budgeted Expense:** Yes ☒ No ☐ N/A ☐

**Submitted By:** Lt. Chris Folsom

**Contact:** 850-838-1104, 850-584-2429

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** This grant will help cover maintenance expenses associated  
with the E911 system. There is no match requirement for this grant as it is 100% funded by  
the state E911 board.

**Options:** 1. \_\_\_\_\_  
2. \_\_\_\_\_

**Attachments:** 1. Grant Application  
2. \_\_\_\_\_

**APPLICATION**

**E911 RURAL COUNTY GRANT  
PROGRAM**

**W Form 1A, incorporated by reference in Rule 60FF1-5.002, Florida  
Administrative Code, Rural County Grants  
E911 Rural County Grant Application, effective 1/1/2015**

## 1.0 Purpose

The E911 Rural County Grant Program is to assist rural counties with the installation and maintenance of an Enhanced 911 (E911) system and to provide "seamless" E911 throughout the State of Florida.

## 2.0 Eligibility

The Board of County Commissioners in any county in the State of Florida with a population of less than 75,000 as per the most recent published data from the Florida Association of Counties' directory is eligible to apply for this grant program. Funding priorities are established in Addendum I.

## 3.0 Definitions

- A. Enhanced 911 (E911): As defined by subsection 365.172(3)(h), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.
- B. E911 Maintenance: Means the preventative, routine and emergency maintenance required by the State E911 Plan, in order to maintain the E911 System in operable working condition.
- C. E911 System: Means the Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping and call answering communications equipment.
- D. Next Generation 911 (NG-911): Means the designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service and, in addition, directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the request originated, or as otherwise provided in the State E911 Plan under Section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.
- E. Public Safety Answering Point (PSAP): As defined by paragraph 365.172(3)(y), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

## 4.0 E911 Rural County Grant Program Calendar

	Spring Schedule	Fall Schedule
Counties submit Application	by April 1	by October 1
E911 Board Members evaluate applications	April – May	October – November
E911 Board votes on applications to fund at regularly scheduled meeting	April – June	October – December
E911 Board sends notification of awards approved for funding to the counties.	before June 30	before December 30
Implementation period	One year from the award notification letter date.	One year from the award notification letter date.
Expiration of the right to incur costs, request payment and/or final reimbursement of funding.	Two years from the award notification letter date	Two years from award notification letter date.

## **5.0 General Conditions**

- 5.1 Applications must be delivered to the following address:  
State of Florida E911 Board  
ATTN: E911 Board Administrative Staff  
4030 Esplanade Way, Suite 135  
Tallahassee, Florida 32399-0950
- 5.2 The applicant must provide one original of the pages for Application Form items 1 through 14 and the associated quotes. The grant application package must be postmarked or delivered on or before April 1 or October 1 of each year, dependent on the spring or fall application period. Failure to provide these documents will result in automatic rejection of the grant application. One scanned copy of the entire submitted package should also be provided on a CD-ROM, to ensure quality of the documents to be reviewed.
- 5.3 The E911 Board will consider remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning E911 or NG-911 services. Warranty and maintenance costs shall be calculated to account for only the first year warranty and maintenance costs and shall not include upfront maintenance costs to reduce the yearly service amount.
- 5.4 All grant applications shall be accompanied by at least one complete quote for equipment or services. Grant applications totaling \$35,000.00 or more must be accompanied by at least three written substantiated competitive complete quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables. The E911 Board will compare the three quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain at least three competitive quotes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.
- 5.5 If the grant application does not exceed the threshold amount of \$195,000, the county can initiate a request for approval for sole source funding. These will be considered on a case-by-case basis. Justification for sole source funding shall be provided with the application. Sole source will be approved if provided in accordance with Chapter 287, Florida Statutes, or with provision of a letter from the county's purchasing department that the project is a sole source procurement based on the county's purchasing requirements, which shall be provided with this grant application.
- 5.6 Rather than submitting multiple application requests for maintenance, all eligible maintenance requests should be combined into a single application request and include a breakdown of the individual components of the E911 system maintenance costs that are requested for funding assistance in the application. Grant applications for maintenance, where the county obtained a grant or utilized county funds to purchase equipment and obtained three competitive quotes for the first year of maintenance, or met the requirements of General Conditions items 5.4 or 5.5, are not required to provide three written quotes with an application for an additional year of maintenance.
- 5.7 All maintenance requests should include on the vendor's quote for service the beginning and ending term for each maintenance request. Grant awards will be limited to maintenance contracts beginning prior to or within the maintenance cycle of the grant program. Spring cycle maintenance



requests should be submitted for maintenance beginning May through October. Fall cycle maintenance requests should be submitted for maintenance beginning November through April. Complete quote shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables.

- 5.8 Applicants requesting items from different funding priorities should complete a separate application for each priority. See Addendum I - Funding Priorities for the E911 Rural County Grant Program for a listing of funding priorities. Items from the same funding priorities should be combined in the same application and shall comply with General Condition items 5.4 and 5.5.
- 5.9 Should two or more rural counties jointly apply for a grant, each county will be required to complete and submit a grant application detailing the funds requested and the county responsible for the funds. In addition one combined grant application detailing the entire project and a memorandum of understanding of all counties involved shall be submitted. The combined grant application shall comply with General Condition items 5.4 and 5.5.
- 5.10 Procurement shall be based on the county's purchasing requirements and the applicable State purchasing requirements, including Section 112.061, Florida Statutes. All travel and associated per diem costs proposed shall be in compliance with General Conditions item 6.3.5.
- 5.11 Funding application requests must include a scope of work that clearly establishes the tasks to be performed. The applications shall include all tasks that are required for successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and accepted in writing by the county before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
- 5.12 Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county grant application request or grant award be less than the projected cost of the equipment or service, the county should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon "yet to be" determined fees for products and services by the proposer or any other third party required for implementation.
- 5.13 The county shall provide information on the county's preceding year E911 fee revenue amount, the preceding year carry forward funding amount and the total carry forward balance amount in the county E911 fund. The amount of grant funding award, for allowable carry forward expenditures, is limited based on the total amount of carry forward funding in the county E911 fund in excess of an amount calculated based on the allowable 30 percent carry forward amount for a two year basis. The county shall include the amount of their county carry forward funding being utilized for this grant in the Applied County Carry Forward or other Funding (if applicable) line in the Application Form item #12. Budget/Expenditure Report.
- 5.14 Detailed information is required for any grant application requesting funding for systems that require immediate system replacement for provisioning of enhanced 911 in the county. Include detailed justification and explanation for any E911 system with an expected remaining life of less than 1 year.
- 5.15 Funding requests contingent upon "beta testing" or for products and services not in general production and installation will not be funded.

## **6.0 Limitation on Use of Funds**

6.1 Only eligible expenses for E911 service listed in subsection 365.172(10), Florida Statutes, (Appendix I) that are not specifically excluded in this application will be funded.

6.2 Specifically excluded E911 expenses:

6.2.1 Salaries and associated expenses for 911 coordinators and call takers or other 911 personnel will not be funded.

6.2.2 Wireline database costs from the local exchange carrier, vehicle expenses, outside plant fiber or copper cabling systems, consoles, workstation furniture and aerial photography expenses will not be funded.

6.3 Funding limitations are specified on the following items:

6.3.1 Grant funding shall be limited to eligible equipment maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.

6.3.2 Grant funding shall be limited to eligible mapping maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.

6.3.3 Grant funding for customer premises equipment shall be limited (per grant cycle) to eligible expenditures for a primary PSAP only.

6.3.4 Training cost funding is limited to new system & equipment training.

6.3.5 The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures. Allowable costs for daily per diem shall not exceed \$186.00.

## **7.0 Approval and Award**

7.1 The E911 Board will review each application for compliance with the requirements of terms and conditions.

7.2 Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout of previous rural county grant awards.

7.3 Applications will be awarded based upon the priorities set by the E911 Board as listed in Addendum I - Funding Priorities for the E911 Rural County Grant Program.

7.4 The E911 Board will adjust the amount awarded to a county based upon the availability of funds, eligibility of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in the State E911 Plan, or documented factors provided in the grant application submission.

7.5 Any county that requires Board of County Commissioner approval of the grant program funding, prior to commencement of the project, shall notify the E911 Board in Application Form item #10. Grant funds for approved grant applications will be held until the county provides written



notification to the E911 Board of the Board of County Commissioners approval of the project prior to the funds being disbursed from the E911 Trust Fund.

- 7.6 Any conditional hold, for documentation submittal referenced in 7.2 and 7.5, is limited to the last regularly scheduled E911 Board meeting application vote established in the grant program calendar.

## **8.0 Financial and Administrative Requirements**

- 8.1 Grant funds shall be provided on a cost reimbursement basis. Grant funds shall be deposited in an interest bearing account maintained by the grantee, and each grant shall be tracked using a unique accounting code designator for deposits, disbursements and expenditures assigned by the county. All grant funds in the account maintained by the grantee shall be accounted for separately from all other funds. Any interest generated shall be returned to the E911 Board.
- 8.2 Each grantee may submit reimbursement claims to the E911 Board as needed; however claims are limited to one request per month. Receipt of reimbursement funds from the E911 Board is contingent on the timely and accurate submittal of funding requests. Requests for reimbursement of expenditures must be submitted on the approved Appendix IV Financial Reimbursement of Expenditures Reporting Form. Incomplete claims forms or claims not submitted on the correct form cannot be processed and will be returned for corrections. Submit only for the amounts in each budget categories in which you have incurred expenditures.
- 8.3 Upon written request and accompanying documentation justifying the need, a county may receive a payment of funding with a completed Expenditures Reporting Form, with the vendor invoice, and county certification that the specific grant items including all tasks and deliverables included in the funding request are complete. Within 45 days of transfer of funding or the check date, the grantee shall submit verification of payment to the vendor.
- 8.4 Reimbursement claims shall include only expenditures claimed against the specific grant number awarded and include copies of purchase orders and paid vouchers, invoices, copies of check processing, journal transfers. To assure prompt processing, complete reimbursement claims should be e-mailed to:  
[E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com)
- 8.5 Grant funds, can only be used between the beginning and ending dates of the grant term, unless the E911 Board authorizes an extension. The right to incur costs under this grant expires two years from receipt of award and funds. The grantee may not incur costs and request payment or final reimbursement of funding past the expiration date.
- 8.6 Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the E911 Board.
- 8.7 Responsibility for property and equipment obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned to the E911 Board on a pro rata basis.

8.8 The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained for a minimum of five years or thereafter until the effective replacement date of the system.

8.9 If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:

Temporarily withhold grant payments pending grantee correction of the deficiency,  
Disapprove all or part of the cost of the activity or action not in compliance,  
Suspend or terminate the current award for the grantee's project,  
Suspend or deny future grant awards.

The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statute or regulation applicable to the action involved.

8.10 Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.

8.11 Grant funds provided in excess of the amount to which the actual cost incurred to meet the terms and conditions of the grant agreement must be refunded to the E911 Board and sent to the Florida E911 Board's Post Office Box address:

Florida E911 Board  
Post Office Box 7117  
Tallahassee, Florida 32314

The refund shall include transmittal information detailing the amount of returned funds that are excess grant funding and/or returned interest and shall include the number of the associated grant.

## **9.0 Grant Reporting Procedures**

9.1 Grantees will be required to submit quarterly reports summarizing cumulative expenditures and status of the grant project. Quarterly reports shall include an updated Application Form item #12 Budget/Expenditure Report and a completed Appendix III Quarterly Report Form.

9.1.1 Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.

9.1.2 Earned interest shall be reported cumulatively and included with each quarterly report.

9.1.3 Updated reports and associated information should be e-mailed to  
[E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com).

9.2 At project completion, a final report shall be submitted based on the same reporting requirements described in grant reporting item 9.1. The county shall determine the final completion date based on the final payment date, or the initiation date of the warranty period. Final documentation

including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.

- 9.3 Change requests shall be submitted prior to deviation from any awarded grant applications. No changes or departures from the original request are authorized unless approved in writing by the E911 Board. Such requests shall be submitted using the form attached in Appendix II, Request for Change Form. Any unauthorized change shall require the return of grant funds, plus any interest accrued.
- 9.3.1 Time extension requests will not be granted unless the county has executed a contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract within twelve months of award. Good cause documentation shall include a new project timeline schedule.
- 9.3.2 Time extensions shall be limited to a maximum of one additional year when approved by the E911 Board.
- 9.3.3 Request for Change forms and associated information should be e-mailed to [E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com).
- 9.4 The Appendix III Quarterly Report Form shall inform the E911 Board of significant impacts to grant supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions which will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- 9.5 The county's Board of County Commission chairperson shall be notified when overdue quarterly reports or final reports are not received before the next E911 Board meeting following the month after the end of the quarter in which they are due.
- 9.6 Funding continuance will be based on timely submission of quarterly reports.
- 9.7 Final document submission and close-out of a grant does not affect the E911 Board's right to disallow costs and recover funds on the basis of an audit or financial review. The county shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.

County Taylor

STATE OF FLORIDA E911 BOARD  
**E911 RURAL COUNTY GRANT PROGRAM APPLICATION FORM**

Total Amount Requested: \$26,097.10

Project Title: 2015 Taylor County Spring Maintenance Grant

1. Board of County Commissioners Chair: Malcolm Page  
Mailing Address: Post Office Box 620  
City: Perry  
State: FL Zip: 32348 -  
Phone: ( 850 ) 838-3500 Fax: 850-838-3501  
Email Address: mpage@taylorcountygov.com
2. County 911 Coordinator: Lt. Chris Folsom  
Mailing Address: 591 Hwy 27 E  
City: Perry  
State: FL Zip: 32347 -  
Phone: ( 850 ) 838-1104 Fax: 850-584-2035  
Email Address: Taylor911@fairpoint.net
3. Federal Tax ID Number: 59-6000879

County Taylor

**COUNTY INFORMATION**  
**USE 12 POINT FONT OR LEGIBLE HAND PRINTING**

4. County Fact Information

A. County	<u>Taylor</u>
B. Population	<u>22,744</u>
C. Total Number of Incoming Nonwireless Trunks	<u>6/4 MFN</u>
D. Total Number of Incoming Wireless Trunks	<u>17</u>
E. Number of PSAP's	<u>1</u>
F. Number of Call-taking Positions per PSAP	<u>3</u>
G. Total Volume of 911 Calls	<u>12,104</u>
H. What equipment is needed to maintain the Enhanced 911 system?	<u>n/a</u>
I. What equipment is requested in this grant application?	<u>n/a</u>
J. Financial Information:	
1.) What are the current annual costs for your E911 system (circuits, customer records hardware and software, etc.) not including maintenance?	<u>\$100,598.43</u>
2.) What are the current annual costs for maintenance of items included in 1.)?	<u>\$64,315.41</u>
3.) Total amount of E911 fee revenue received in the preceding year?	<u>\$79,706.60</u>
4.) Total amount of county carry forward funding retained in the preceding year?	<u>\$(15,891.59)</u>
5.) Current total amount of county carry forward funding?	<u>\$69,175.05</u>
6.) Two year maximum calculated amount for Applied Carry Forward Funding Calculation (multiply amount in J.3.) by 30 percent and then multiply by two))	<u>\$47,823.96</u>
7.) Minimum calculated amount for Applied Carry Forward Funding Calculation (amount in J.5.) subtracted by amount in J.6.))	<u>\$21,351.09</u>
Insert in Item 12. Budget Expenditure Report	

SUNGARD PENTAMATION, INC.  
 DATE: 02/26/2015  
 TIME: 10:54:22

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1  
 AUDIT21

SELECTION CRITERIA: expdgr.key orgn='0227'  
 ACCOUNTING PERIODS: 1/14 THRU 13/14

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

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
 FD/DEPT - 0227 - E911 SYSTEM

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
001-520-525-0227-0227 - E911 SYSTEM										
56400						.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				8,836.00			POSTED FROM BUDGET SYSTEM	
TOTAL						8,836.00	.00	.00		8,836.00
59105						.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				35,348.00			POSTED FROM BUDGET SYSTEM	
	01/21/14	21-4		48312	003331 L.E. "BUMMY" WIL		11,629.56	.00	OCT-DEC'13REIMB911SAL	
	05/20/14	21-8		49020	003331 L.E. "BUMMY" WIL		13,207.62	.00	JAN-MAR'14REIMB911SAL	
	09/16/14	21-12		49784	003331 L.E. "BUMMY" WIL		2,864.76	.00	APR-JUNE'14/911-CHRIS	
	09/16/14	21-12		49784	003331 L.E. "BUMMY" WIL		5,346.68	.00	APR-JUNE'14/911-RENA	
	10/30/14	25-13		28		13,315.00			911 FINAL QTR BILLING	
	10/30/14	19-13		20140592			15,614.16		'14FYE A/P 4THQTR 911	
TOTAL						48,663.00	48,662.78	.00		.22
59922						.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				48,992.00			POSTED FROM BUDGET SYSTEM	
	02/18/14	13-5				8,197.00			CF'13FYE FDS-AMEND 2014	
	10/30/14	25-13		28		-13,315.00			911 FINAL QTR BILLING	
TOTAL						43,874.00	.00	.00		43,874.00
TOTAL TOTL/DEPT - E911 SYSTEM						101,373.00	48,662.78	.00		52,710.22
TOTAL FUND - GENERAL FUND						101,373.00	48,662.78	.00		52,710.22
TOTAL REPORT						101,373.00	48,662.78	.00		52,710.22

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION, INC.  
DATE: 02/26/2015  
TIME: 10:55:24

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1  
AUDIT21

SELECTION CRITERIA: expledgr.key\_orgn='0239'  
ACCOUNTING PERIODS: 1/14 THRU 13/14

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

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
FD/DEPT - 0239 - 911 WIRELESS (STATE)

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
001-520-525-0239-0239 - 911 WIRELESS (STATE)										
54000	TRAVEL & PER DIEM					.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				1,000.00			POSTED FROM BUDGET SYSTEM	
	10/22/13	21-1		47834	6792 HILTON TAMPA DOW		186.00	.00	SARAH WEIRICK10/29-30	
	11/19/13	21-2		48003	6801 LORIE R. STEWAR		55.00	.00	REIMB.T&A EXP10/30-31	
	11/19/13	21-2		47972	6800 BOBBIE BURNS		55.00	.00	REIMB.T&A EXP10/30-31	
	11/19/13	21-2		48021	6802 SARAH LOUISE WEI		168.90	.00	REIMB.T&A EXP10/29-31	
TOTAL	TRAVEL & PER DIEM					1,000.00	464.90	.00		535.10
54100	COMMUNICATIONS					.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				32,500.00			POSTED FROM BUDGET SYSTEM	
	10/16/13	21-1		47757	000112 660 - FAIRPOINT		1,477.65	.00	COUNTY E911 SYSTEM	
	10/16/13	21-1		47761	6281 VERIZON WIRELESS		68.06	.00	911 WIRELESS (STATE)	
	11/04/13	21-2		47884	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	11/12/13	21-2		47941	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	11/19/13	21-2		47983	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	12/10/13	21-3		48063	6281 VERIZON WIRELESS		62.66	.00	911 WIRELESS (STATE)	
	12/10/13	21-3		48049	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	12/10/13	21-3		48047	000112 660 - FAIRPOINT		2,265.92	.00	COUNTY E911 SYSTEM	
	12/10/13	21-3		48055	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	12/10/13	21-3		48062	6281 VERIZON WIRELESS		69.53	.00	911 WIRELESS (STATE)	
	01/13/14	21-4		48258	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	01/13/14	21-4		48253	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	01/13/14	21-4		059-3572 NOV	000112 660 - FAIRPOINT		1,480.58	.00	COUNTY E911 SYSTEM	
	01/13/14	21-4		48251	000112 660 - FAIRPOINT		1,900.20	.00	COUNTY 911 SYSTEM	
	01/13/14	21-4		059-3572 NOV	000112 660 - FAIRPOINT		-1,480.58	.00	COUNTY E911 SYSTEM	
	01/13/14	21-4		48251	000112 660 - FAIRPOINT		1,480.58	.00	COUNTY E911 SYSTEM	
	01/21/14	21-4		48343	6281 VERIZON WIRELESS		68.09	.00	911 WIRELESS (STATE)	
	01/21/14	21-4		48268	000112 660 - FAIRPOINT		4,721.01	.00	911 WIRELESS (STATE)	
	02/03/14	21-5		48377	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	02/03/14	21-5		48400	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	02/10/14	21-5		48458	000112 660 - FAIRPOINT		1,206.25	.00	911 WIRELESS (STATE)	
	02/10/14	21-5		48458	000112 660 - FAIRPOINT		1,894.59	.00	COUNTY E911 SYSTEM	
	02/18/14	21-5		48518	6281 VERIZON WIRELESS		61.87	.00	911 WIRELESS (STATE)	
	03/10/14	21-6		48606	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	03/10/14	21-6		48605	000112 660 - FAIRPOINT		1,308.64	.00	911 WIRELESS (STATE)	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION



SUNGARD PENTAMATION, INC.  
 DATE: 02/26/2015  
 TIME: 10:55:24

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 2  
 AUDIT21

SELECTION CRITERIA: expledgr.key orgn='0239'  
 ACCOUNTING PERIODS: 1/14 THRU 13/14

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

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 001 - GENERAL FUND  
 FD/DEPT - 0239 - 911 WIRELESS (STATE)

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
54100	COMMUNICATIONS			(cont'd)						
	04/07/14	21-7		48715	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	04/07/14	21-7		48784	6281 VERIZON WIRELESS		206.81	.00	911 WIRELESS (STATE)	
	04/10/14	21-7		48791	000112 660 - FAIRPOINT		1,186.53	.00	911 WIRELESS (STATE)	
	04/10/14	21-7		48791	000112 660 - FAIRPOINT		1,193.45	.00	911 WIRELESS/BALANCE	
	04/22/14	21-7		48829	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	04/22/14	21-7		48874	6281 VERIZON WIRELESS		52.76	.00	911 WIRELESS (STATE)	
	06/10/14	21-9		49143	6281 VERIZON WIRELESS		42.70	.00	911 WIRELESS (STATE)	
	06/10/14	21-9		49130	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	06/10/14	21-9		49135	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	06/10/14	21-9		49135	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	06/16/14	21-9		49148	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	06/16/14	21-9		059-2145 MAY	001851 AT&T - ATLANTA		1,432.44	.00	911 WIRELESS (STATE)	
	06/16/14	21-9		49146	000112 660 - FAIRPOINT		1,401.54	.00	911 WIRELESS (STATE)	
	06/16/14	21-9		059-2145 MAY	001851 AT&T - ATLANTA		-1,432.44	.00	911 WIRELESS (STATE)	
	06/16/14	21-9		059-2145 MAY	001851 AT&T - ATLANTA		.00	.00	911 WIRELESS (STATE)	
	06/16/14	21-9		49146	000112 660 - FAIRPOINT		1,432.44	.00	911 WIRELESS (STATE)	
	07/07/14	21-10		49299	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	07/15/14	21-10		49366	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	07/15/14	21-10		49365	000112 660 - FAIRPOINT		1,422.81	.00	911 WIRELESS (STATE)	
	07/15/14	21-10		49371	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	07/16/14	25-10		20140309		4,000.00			E911 COMMUNICATIONS	
	07/22/14	21-10		49435	6281 VERIZON WIRELESS		42.96	.00	911 WIRELESS (STATE)	
	08/04/14	21-11		49473	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	08/13/14	21-11		49546	000112 660 - FAIRPOINT		1,527.54	.00	911 WIRELESS (STATE)	
	09/09/14	25-12		20140412		5,000.00			OVER BUDGET COVERAGE	
	09/16/14	21-12		49743	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	09/16/14	21-12		49743	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	09/16/14	21-12		49758	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	09/16/14	21-12		49820	6281 VERIZON WIRELESS		43.30	.00	911 WIRELESS (STATE)	
	09/16/14	21-12		49821	6281 VERIZON WIRELESS		42.70	.00	911 WIRELESS (STATE)	
	09/16/14	21-12		49822	6281 VERIZON WIRELESS		121.24	.00	911 WIRELESS (STATE)	
	10/06/14	21-13		49910	002300 DEPARTMENT OF MA		568.26	.00	F10XX48/911 WIRELESS	
	10/06/14	21-13		49891	001851 AT&T - ATLANTA		615.00	.00	911 WIRELESS (STATE)	
	10/13/14	21-13		50004	000112 660 - FAIRPOINT		1,401.54	.00	911 WIRELESS (STATE)	
TOTAL	COMMUNICATIONS					41,500.00	41,470.75	.00		29.25
54630	R&M OFFICE MACHINES/EQUIP					.00	.00	.00	BEGINNING BALANCE	
	10/01/13	11-1				1,298.00			POSTED FROM BUDGET SYSTEM	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

TAYLOR COUNTY BOARD OF COMMISSIONERS  
EXPENDITURE AUDIT TRAIL

SELECTION CRITERIA: expledgr.key\_orgn='0239'  
ACCOUNTING PERIODS: 1/14 THRU 13/14

FUND - 001 - GENERAL FUND  
FD/DEPT - 0239 - 911 WIRELESS (STATE)

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

5. Describe your county's existing E911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed.

Taylor County currently has a 3 position PSAP utilizing Frequentis. Taylor County is Phase II compliant, using a map building and display package for the map data. Taylor County is a type 5 with an onsite database. Project completion date was June 2013.

6. Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

Taylor County is requesting funds for 911 equipment maintenance. The goal of this request is to keep the 911 equipment in peak operational status, with qualified technicians overseeing it and all software update applications applied in a timely manner.

-1 Year Intrado Mapping Second Tier Support (6/1/2015-05/31/2016)  
MapSAG Support includes Updates, Support, Documentation and Maintenance

MapSAG LT Support includes Updates, Support, Documentation and Maintenance

MapFLEX Support includes Updates, Support, Documentation and Maintenance

MapFLEX Listener includes Updates, Support, Documentation and Maintenance

AK Associates provides the first line of 24/7 support to the customer through the established call out procedure. Should technical support be needed from the equipment vendor, the AK technician will act as the point of contact and agent of the customer and will establish vendor contact and work with the vendor's representative to resolution.

-1 Year Frequentis Support 7/1/15-6/30/2016  
Frequentis Protect Support includes 24x7 helpdesk support, system engineering helpdesk, software updates (hotfixes, error resolution, software releases)

Headset Audio Hardware Support

-1 Year UPS Flex Service and Maintenance  
From Eaton for Model 9390-IT includes After hours 7x24 parts, labor, and travel for UPS electronic repairs.

Continued Question 6:

8 hr response time

1x per term: UPS preventive maintenance, after hours 7x24

1x per term: Sealed battery preventive maintenance, Any time

7. Justification of the need for the proposed project. Provide detailed information on the existing system's condition including a detailed justification for any system with an expected remaining life of less than 1 year.

The E911 system is dependent upon the equipment the calls come in on. Call taking, recording, mapping, and other critical elements encompass the system that citizens rely upon when dialing 911 in an emergency. Only if all elements of this system are properly maintained will the system operate as citizens deserve, expect, and have paid for. Properly trained technicians that maintain the system, monitor it, respond in case of outage and apply software upgrades are required to keep the equipment in peak operational status.

8. Describe why your county will not be able to complete this project without this grant funding.

Taylor County is a rural county with a population under 23,000. Due to Taylor County's rural nature and small population base, revenue is not generated that would provide for all costs associated with maintaining a wireless phase II system. Taylor County is one of the state REDI counties and also one designated "critical economic concern". Therefore, Taylor County is requesting this grant, as without it wireless phase II operability would be severely curtailed.

9. Briefly describe how this grant project would be in concurrence with the State E911 Plan.

Taylor County currently has enhanced 911 with wireless phase I and phase II services as defined by the State 911 plan. In section 4.4 of the state E911 plan, coordinators are required to develop and maintain a plan to limit the impact of system failures and expedite restoration of E911 service. Our comprehensive equipment maintenance agreement currently in place addresses this requirement. It is our goal to continue reliable, uninterrupted 9-1-1 service to all of the residents, businesses and visitors of Taylor County.

10. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.

Taylor County contracts with AK Associates for 911 equipment maintenance. Receipt of these funds will allow continuance of our current maintenance without interruption or lapse so technicians will continue maintaining, monitoring, responding to and updating our equipment to keep it in peak condition. We intend to also engage in a 1 yr contractual service agreement with Eaton for maintenance on our UPS with an annual payment to carrying us through on coverage for this mission critical piece of equipment to 12/11/2015.

11. Sole source justification (if applicable).

## 12. Budget/Expenditure Report

Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions (if any) in appropriate columns. If there is insufficient space, please include details in an attachment. **Budget costs should match requested vendor quote.**

County:		Grant Number:		Report Date:	
---------	--	---------------	--	--------------	--

For Grant Period Ending:	<input type="checkbox"/>	March 31	<input type="checkbox"/>	June 30	<input type="checkbox"/>	September 30	<input type="checkbox"/>	December 31	Year:		FINAL	<input type="checkbox"/>
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Proposed Budget				USE FOR QUARTERLY REPORTS		
Line Item	Unit Price (\$)	Quantity	Total Cost (\$)		Revised Budget	Total Cumulative Expenditures (\$)
A. Systems (Hardware, Software, Equipment & Labor)						
	<b>Total System Items</b>					
B. Services (Training, Maintenance and Warranty Items)						
Frequentis Protect Support	2,138.82	5	10,699.10			
Headset Audio Adapter Hardware Support	2,755.00	1	2,755.00			
Intrado Mapping Second Tier Support	8,844.00		8,844.00			
Eaton Service/Maint Contract 1yr	3,799.00		3,799.00			
	<b>Total Service Items</b>		<b>26,097.10</b>			
<b>Less any Applied County Carry Forward or other Funding (if applicable)</b>						
<b>Grant Request Total</b>			<b>26,097.10</b>			

USE FOR ALL REPORTS	
Total Amount of Grant Awarded	
Total Interest for Grant Period	
Final Completion Date	

Signature, County 911 Coordinator



County Taylor

13. Assurances

**ACCEPTANCE OF TERMS AND CONDITIONS:** The grantee accepts all grant terms and conditions. Grantee understands that grants are contingent upon the availability of funds.

**DISCLAIMER:** The grantee certifies that the facts and information contained in this application and any attached documents are true and correct. A violation of this requirement may result in revocation of the grant and return of all grant funds and interest accrued (if any), pursuant to the E911 Board authority and any other remedy provided by law.

**NOTIFICATION OF AWARDS:** The grantee understands and accepts that the notice of award will be advertised on the Florida E911 website.

**MAINTENANCE OF IMPROVEMENT AND EXPANSION:** The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained. No substantial changes or departures from the original proposal shall be permitted unless the E911 Board gives prior written authorization. Any unauthorized change will necessitate the return of grant funds, and accrued interest (if any) to the E911 Board.

Failure to utilize grant funds as represented may jeopardize eligibility to be considered for future funding.

14. Authority

I hereby affirm my authority and responsibility for the use of funds requested.

\_\_\_\_\_  
SIGNATURE – CHAIR, BOARD OF COUNTY COMMISSIONERS      DATE

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

\_\_\_\_\_  
WITNESS      DATE

## **Appendix I**

**NO requests for funding will be acknowledged for any items not specified in subsection 365.172 (10), Florida Statutes (shown below).**

### **AUTHORIZED EXPENDITURES OF E911 FEE.—**

(a) For purposes of this section, E911 service includes the functions of database management, call taking, location verification, and call transfer. Department of Health certification and recertification and training costs for 911 public safety telecommunications, including dispatching, are functions of 911 services.

(b) All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the fee authorized by subsections (8) and (9). These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the providers' published schedules or the acquisition, installation, and maintenance of other E911 equipment, including circuits; call answering equipment; call transfer equipment; ANI or ALI controllers; ANI or ALI displays; station instruments; E911 telecommunications systems; visual call information and storage devices; recording equipment; telephone devices and other equipment for the hearing impaired used in the E911 system; PSAP backup power systems; consoles; automatic call distributors, and interfaces, including hardware and software, for computer-aided dispatch (CAD) systems; integrated CAD systems for that portion of the systems used for E911 call taking; GIS system and software equipment and information displays; network clocks; salary and associated expenses for E911 call takers for that portion of their time spent taking and transferring E911 calls, salary, and associated expenses for a county to employ a full-time equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position, and technical system maintenance, database, and administration personnel for the portion of their time spent administering the E911 system; emergency medical, fire, and law enforcement prearrival instruction software; charts and training costs; training costs for PSAP call takers, supervisors, and managers in the proper methods and techniques used in taking and transferring E911 calls, costs to train and educate PSAP employees regarding E911 service or E911 equipment, including fees collected by the Department of Health for the certification and recertification of 911 public safety telecommunications as required under s. 401.465; and expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function. Moneys derived from the fee may also be used for next-generation E911 network services, next-generation E911 database services, next-generation E911 equipment, and wireless E911 routing systems.

(c) The moneys may not be used to pay for any item not listed in this subsection, including, but not limited to, any capital or operational costs for emergency responses which occur after the call transfer to the responding public safety entity and the costs for constructing, leasing, maintaining, or renovating buildings, except for those building modifications necessary to maintain the security and environmental integrity of the PSAP and E911 equipment rooms.

**Appendix II**

**Request for Change**

**Name of County:** \_\_\_\_\_

BUDGET LINE ITEM	CHANGE FROM	CHANGE TO
<b>TOTAL</b>	\$	\$

**Justification For Change:**

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

For E911 Board use only.

Approved: Yes ☐ No ☐

\_\_\_\_\_  
E911 Board's Authorized Representative

\_\_\_\_\_  
Date

**Appendix III**

**Quarterly Report**

County: \_\_\_\_\_

Grant Number: \_\_\_\_\_

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

**Project Status Update:**

**Problems/Delays:**

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

#### Appendix IV Financial Reimbursement of Expenditures Reporting Form

Prepare an itemized request for reimbursement expenditures in each budget categories for each deliverable. Attach copies of purchase orders and paid vouchers, invoices, copies of checks, journal transfers, required for expenditure justifications. If there is insufficient space, please include details in an attachment.

County:		Grant Number:		Request Number:		Request Date:	
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Budget Categories					
Deliverable Items	Unit Price (\$)	Quantity	Total Amount (\$)	Previous Request Amount (\$)	Current Request Amount (\$)
A. Systems (Hardware, Software, Equipment & Labor)					
B. Services (Training, Maintenance and Warranty Items)					
Grant Request Total					

<b>Request payment of funding (if applicable)</b>	<input type="checkbox"/>
Justification of payment funding need:	

\_\_\_\_\_  
Signature, County 911 Coordinator

## **Addendum I**

### **Funding Priorities for the E911 Rural County Grant Program**

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program will be made on a priority basis. There will be six priorities as identified below:

**PRIORITY 1:** Rural counties with E911 Phase II Primary PSAP systems that require immediate system replacement to maintain enhanced 911 status or when the expected remaining life of the system is less than 1 year.

**PRIORITY 2:** Rural counties with E911 Phase II systems that require maintenance or warranty agreements for maintaining enhanced 911 status. This may include the following, listed in order of funding priority a through b:

- a: E911 System Maintenance (pertaining exclusively to items listed in Priorities 3a-h only)
- b: Hosted E911 System Service for subsequent years, after the first year.
- c: E911 Map Maintenance (pertaining exclusively to items listed in Priority 5a only)

**PRIORITY 3:** Rural counties with E911 Phase II Primary PSAP systems that require new or replacement of critical or necessary hardware or software for maintaining E911 Phase II status. This may include the following, listed in order of funding priority a through h:

- a: Hardware and software for Customer Premise Equipment
- b: Lightning Protection Equipment
- c: Uninterruptible Power Supply Equipment
- d: E911 Voice Recording Equipment
- e: County E911 Standalone ALI Database Equipment
- f: E911 Map Display Equipment
- g: New additional 911 Call Taker Position Equipment
- h: Net clock

**PRIORITY 4:** Rural counties with E911 Phase II Systems requesting consolidation of E911 PSAPs, which decreases the number of Primary or Secondary PSAPs in the county by a minimum of one.

**PRIORITY 5:** Rural counties with E911 Phase II Systems that require mapping services necessary for maintaining E911 Phase II Geographic Information Systems (GIS). This may include the following, listed in order of funding priority a through b:

- a: E911 Map System Equipment - E911 map generation hardware and software licensing is limited to components for two stations
- b: GIS Centerline, point generation and map accuracy services

**PRIORITY 6:** Rural counties with E911 Phase II systems that require allowable E911 expense items that are not defined in Priorities 1, 2, 3, 4, and 5 to maintain a complete E911 system.

Regional E911 system project requests related to systems, equipment and maintenance will be considered the highest priority within each priority category.

Grants awards will be funded in order of priority assigned. Total funding for any priority may be adjusted based on the remaining funds available, the number of applications and the anticipated requests in the next funding cycle. The acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program for any E911 expense items not expressly provided for in Priorities above shall be determined at the discretion of the E911 Board pursuant to its authority under sections 365.172 and 365.173, Florida Statutes.





Quote Number: AK011515-309

Site (name/#): Taylor County, FL

Contact: Chris Folsom

Email: [cfolsom@tcsoli.org](mailto:cfolsom@tcsoli.org)

Reference:

Date Issued: January 15, 2015

Scope of Work: Intrado Mapping Second Tier Support (6/1/15-5/31/16)

---

**Includes:**

MapSAG Support

Updates, Support, Documentation and Maintenance

MapSAG LT Support

Updates, Support, Documentation and Maintenance

MapFlex Support

Updates, Support, Documentation and Maintenance

MapFlex Listener

Updates, Support, Documentation and Maintenance

*AK Associates provides the first line of 24/7 support to the customer through the established call out procedure. Should technical support be needed from the equipment vendor, the AK technician will act as the point of contact and agent of the customer, and will establish vendor contact and work with the vendor's representative to resolution.*

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Disclaimers: This quote is provided for the contact listed above and is not to be shared or disseminated without written consent by AK Associates. This quote null and voids any previous version. Quote is valid for 120 days.



Powering Business Worldwide

**Eaton UPS Service Contract Quote 33403**

**Cart Date:** 02/20/15  
(Effective until 06/26/2015)

**Doug McAllister, Eaton Authorized Representative**  
**Florida Critical Power, LLC**  
**3016 Third Street, Suite 202**  
**Jacksonville Beach, FL 32250**  
**813-968-7013**

**Email:** DougMcAllister@FloridaCriticalPower.com

**Prepared For:**

**Billing Contact:** Lorien Hershberger, Asst. Dispatch  
Supervisor/911 Coordinator  
**Billing Company:** Taylor Co. Sheriff's Office - Emergency Mgt.  
591 E Highway 27  
Perry, FL 32347  
850-838-1104 (O) / 850-672-1976 (Cell)  
**Email:** LHershberger@TCSOff.org

**For Covered Equipment at Site:**

**Site Contact:** Lorien Hershberger, Asst. Dispatch Supervisor/911  
Coordinator  
**Site Company:** Taylor Co. Sheriff's Office - Emergency Mgt.  
591 E Highway 27  
Perry, FL 32347  
850-838-1104 (O) / 850-672-1976 (Cell)  
**Email:** LHershberger@TCSOff.org

**Contract Contact:** Chris Folsom, Lieutenant

We are pleased to provide the following services proposal for your power quality equipment. Please refer to the Scopes of Work (SOW) for descriptions of service coverage and exclusions. Eaton Corporation terms and conditions (Eaton Corp. Service Agreement T-0 attachment) govern this proposal, and any purchase order submitted to Eaton pursuant thereto. Additional or different terms proposed by Buyer, whether in its purchase order or otherwise, shall not be binding upon Eaton Corporation and are hereby rejected unless expressly agreed to in writing by Eaton Corporation.

Serial Number	New/Renewal	Model Description	Battery Type, Quantity	Coverage Type
EF342CAB03	N	9390-IT (40)	VRLA Sealed, Internal Only	Flexible

**Quantity 1, Eaton 9390-IT (40), Flex Service Contract, 1-year**

**Coverage Start Date:** 12/12/2014 **Coverage End Date:** 12/11/2015 **Term:** 1 Year

**Flex: 8 Hr Rsp, 7x24 Flex Corrective Maintenance Contract (FL87NXXX-0050)**

- After Hours (7x24) includes Parts, Labor, and Travel for UPS electronics repairs.
- 8 HR Response Time
- 1x per term: UPS Preventive Maintenance, After Hours (7x24) (0005NXXX-0050)
- 1x per term: Sealed Battery Preventive Maintenance, Any Time (0005NSXXINT)

**Supporting Documents:** T-0, X-1, R-2, R-5, R-30, R-10

Site Location	Model	Serial Number	Quantity
Taylor Co. Sheriff's Office - Emergency Mgt.	9390-IT (40)	EF342CAB03	1

**Subtotal:** 1

**Grand Total Price:** \$3,799.00

- **Contract Payment Terms:** Net 30 days, Billing Cycle: Payment Upfront
- **Important Tax Notice:** Tax is not included in the above purchase price. All orders will be subject to all applicable sales tax unless a current tax exemption certificate is on file covering the state shown in the ship-to address or service equipment location.
- **Pre-Existing Conditions** are not covered by this contract.
- All Covered Equipment that has experienced a lapse in Service coverage with the Contractor (or factory warranty coverage) or has had no service history with Contractor within the previous ninety (90) days, is subject to a PCS inspection by Contractor prior to eligibility for any Service under this Agreement. Customer is subject to charges for a PCS inspection at Contractor's then current

Eaton Corp. Support Agreement :  
Rep: Doug McAllister, Eaton Authorized Representative

1 of 3  
2/20/2015

UPSS\_SERVICE\_QUOTE-10

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**

THE BOARD TO APPROVE THE EMERGENCY RESPONSE BY  
EMPLOYEES POLICY 4.07



**MEETING DATE REQUESTED:**

MARCH 17, 2015

**Statement of Issue:**

**EMPLOYEES ARE RESPONSIBLE FOR ASSISTING THE COUNTY IN PROTECTING THE PUBLIC'S HEALTH AND SAFETY DURING EMERGENCIES. AS SUCH, ALL EMPLOYEES ARE EXPECTED TO PARTICIPATE AS ASSIGNED DURING THE EMERGENCY PERIOD AND ACCEPT DUTY ASSIGNMENTS IN ORDER TO PREPARE AND/OR RESPOND TO EMERGENCY SITUATIONS.**

**Recommended Action:** APPROVE THE POLICY

**Fiscal Impact:** NONE

**Budgeted Expense:** NORMAL PAYROLL EXPENSES

**Submitted By:** COUNTY ADMINISTRATOR

**Contact:** 838-3500 X 7

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** ALL EMPLOYEES ARE ESSENTIAL TO THE ORGANIZATION. ALL EMPLOYEES ARE EXPECTED TO PARTICIPATE AS ASSIGNED AND ACCEPT DUTY ASSIGNMENTS IN ORDER TO PREPARE AND/OR RESPOND TO EMERGENCY SITUATIONS. THIS POLICY CLEARLY STATES THIS EXPECTATION, PLACES APPROPRIATE LANGUAGE IN EACH JOB DESCRIPTION AND REAFFIRMS THE FAIR LABOR STANDARDS ACT WILL BE FOLLOWED WHEN PAYING OVERTIME RATES, REGARDLESS OF A DECLARED STATE OF EMERGENCY.

**Options:**

**Attachments:**



# **Taylor County**

## **Board of County Commissioners'**

### **Policy Manual**

<b>Policy #:</b>	<b>Title:</b>	<b>Effective Date:</b>
<b>4.07</b>	<b>Emergency Response by Employees</b>	<b>02/02/2015</b>

#### **PURPOSE**

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Employees are responsible for assisting the County in protecting the public's health and safety during emergencies. As such, all employees are expected to participate as assigned during the emergency period and accept duty assignments in order to prepare and/or respond to the emergency situation. The general nature of these responsibilities will be based on the emergency roles or temporary emergency assignments assigned to County departments and in the Taylor County Emergency Management Plan or by the County Administrator as needed. Assignments are likely to vary during the emergency, and employees could be asked to work in areas or positions other than those to which they are normally assigned.

#### **REFERENCE**

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Personnel Policies adopted effective October 1, 2014  
Comprehensive Emergency Management Plan January 2012

#### **POLICY**

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County Department Directors shall ensure the availability of employees to protect, secure and recover County property, equipment and services from the effects of a disaster and make ready all available resources to respond to the event as requested by an Incident Commander or the County Emergency Operations Center.

County employees who are not assigned either an emergency support function responsibility, or needed to close down a County office or facility within their division, will be identified by their department as available for an emergency duty assignment. That reassignment may include assisting other departments and/or the Emergency Operations Center in carrying out emergency assignments or missions.

If the County is closed during a locally declared emergency, employees who have not been given emergency duty assignments, or are excused from disaster duty, are subject to recall at a later time in support of the emergency. During the period when Taylor County remains closed for normal business operations, these employees must call in or report to work to the designated department representative in accordance with departmental plans no later than four (4) hours after the occurrence of the



incident/emergency. If not assigned at that time, the employee must continue to call in each twenty-four-hour period to see if their services are required. Employees must provide a telephone number(s) where they can be reached each twenty-four-hour period during the locally declared emergency. Failure to comply with this requirement may subject the employee to disciplinary action, up to and including termination of employment.

Provisions will be made to give employees sufficient time to prepare their families and protect personal property from hurricane forces and/or flooding conditions. Directors and Supervisors will coordinate work schedules to make reasonable accommodations for family protection.

Department Directors shall submit an internal disaster response plan that compliments the County's Emergency Management Plan to the Emergency Management Department as directed by Emergency Management. These plans will include provisions for employee communications and other matters addressed in the Plan. Job descriptions clearly designate that all positions are essential.

During the period following a locally declared emergency, emergency pay provisions will apply until clean up or recovery is completed as determined by the County Administrator or until the Local State of Emergency expires.

All full-time and part-time employees will be paid per Personnel Policy Section IV – Compensation Plan, OVERTIME WORK AND PAY and the Fair Labor Standards Act and this policy hereby supersedes, replaces and strikes the bulleted section “Non-exempt employees that are eligible for overtime and are required to work.”

**RESPONSIBLE DEPARTMENT**

\_\_\_\_\_

All Departments

\_\_\_\_\_

**Sunset Date: none**

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



THE BOARD TO REVIEW AND APPROVE A BID SOLICITATION DOCUMENT FOR DOCTOR'S MEMORIAL HOSPITAL FOR THE PURCHASE OF TELEMTRY MONITORING EQUIPMENT, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

**MEETING DATE REQUESTED:**

MARCH 17, 2015

**Statement of Issue:** THIS PURCHASE IS FOR DOCTORS' MEMORIAL HOSPITAL AND IS A SALES TAX PURCHASE.

**Recommended Action:** APPROVE THE BID SOLICITATION DOCUMENT

**Fiscal Impact:** TBD

**Budgeted Expense:** YES

**Submitted By:** COUNTY ADMINISTRATOR

**Contact:**

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:**

**Options:**

**Attachments:**

**BID DOCUMENTS**

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**Telemetry Monitoring Equipment  
Doctor's Memorial Hospital  
Taylor County, Florida**

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March 2015

Prepared for:

**Taylor County Board of County Commissioners  
108 N. Jefferson St.  
Perry, Florida 32347**

Prepared by:

**Taylor County Administrative Department  
201 East Green Street  
Perry, FL 32347  
850.838.3500**

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**Invitation to Bid**  
**Instructions to Bidders**  
**Bid Forms**  
**Public Entity Crimes Statement**  
**Non-Collusion Affidavit**

### **PART 2 – EQUIPMENT SPECIFICATIONS**

**DMH Ambulatory Telemetry Monitors – DMH Director of Nursing**  
**DMH Director of Emergency Room and DMH Director of Surgery.**



**PART 1 – BIDDING REQUIREMENTS**



## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk  
Post Office Box 528  
Perry, Florida 32347  
(850) 838-3505 Phone  
(850) 838-3549 Fax

DUSTIN HINKEL, County Administrator  
201 East Green Street  
Perry, Florida 32347  
(850) 838-3506 extension 7 Phone  
(850) 838-2501 Fax

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

### INVITATION TO BID

The Taylor County Board of County Commissioners is soliciting sealed bids for **DMH Telemetry Monitoring Equipment**.

Qualified firms or individuals desiring to provide the required products must submit five (5) packages in a sealed envelope or similar package marked "**Sealed Bid for DMH Telemetry Monitoring Equipment**" to the Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347, to arrive no later than 4:00 P.M., local time, on Friday, April 17, 2015. **All Proposals MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted.** Proposals will be opened and respondents announced at 6:00 P.M. local time, or as soon thereafter as practical, on Tuesday, April 21, 2015, in the Taylor County Administrative Complex, 201 East Green Street, Perry, Florida 32347.

Bid information may be obtained on-line at <http://www.taylorcountygov.com/Bids/Index.htm>.

The County reserves the right, in its sole and absolute discretion, to reject any or all Bids, to cancel or withdraw this solicitation at any time and waive any irregularities in the Solicitation process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract(s) based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the proposal deemed to be in the County's best interest. **No faxed Proposals will be accepted.**

Additional information may be obtained from:

Taylor County Administrative Department  
201 East Green Street  
Perry, FL 32347  
(850) 838-3500

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor County, Florida

## INSTRUCTIONS TO BIDDERS

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### ARTICLE 1 - DEFINED TERMS

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1.01 Terms used in these Instructions to Bidders have the meanings indicated in the General Conditions and Supplementary Conditions. Additional terms used in these Instructions to Bidders have the meanings indicated below:

- A. *Issuing Office*--The office from which the Bidding Documents are to be issued and where the bidding procedures are to be administered. The issuing office for this solicitation will be the *Taylor County Clerk of Courts located at 1<sup>st</sup> Floor Courthouse, 108 N. Jefferson St., Suite 102, Perry, FL*. Bidding procedures will be administered at the *Taylor County Administrative Complex located at 201 East Green St., Perry, FL*.
- B. *Bidder*-- One who submits a Bid directly to Owner as distinct from a sub-bidder, who submits a bid to Bidder.
- C. *Owner* -- Taylor County Board of County Commissioners
- D. *Solicitation Manager* -- The person responsible for managing the solicitation process, documents and questions. The Solicitation Manager will be the Taylor County Administrative Department.
- E. *Successful Bidder*- The lowest, responsible and responsive Bidder to whom Owner (on the basis of Owner's evaluation as hereinafter provided) makes an award.

### ARTICLE 2 - COPIES OF BIDDING DOCUMENTS

---

2.01 Complete sets of the Bidding Documents in the number and for the deposit sum, if any, stated in the Advertisement or Invitation to Bid may be obtained from the Issuing Office.

2.02 Complete sets of Bidding Documents shall be used in preparing Bids; neither Solicitation Manager assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

2.03 Solicitation Manager, in making copies of Bidding Documents available on the above terms, do so only for the purpose of obtaining Bids for the Work and do not confer a license or grant for any other use.

### **ARTICLE 3 - QUALIFICATIONS OF BIDDERS**

---

3.01 To demonstrate Bidder's qualifications to perform the Work, Bidder shall submit written evidence such as financial data, previous experience, present commitments, and such other data as may be called for below:

[A. Valid Business Licensing/Registration Information]

### **ARTICLE 4 - EXAMINATION OF BIDDING DOCUMENTS, OTHER RELATED DATA, AND SITE**

---

4.01 It is the responsibility of each Bidder before submitting a Bid to:

A. examine and carefully study the Bidding Documents, the other related data identified in the Bidding Documents, and any Addenda;

B. visit the Site and become familiar with and satisfy Bidder as to the general, local, and Site conditions that may affect cost, progress, and performance of the equipment/products/supplies;

C. become familiar with and satisfy Bidder as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the equipment/products/supplies;

D. determine that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the requested equipment/products/supplies.

### **ARTICLE 5 - SITE AND OTHER AREAS**

---

5.01 The Site is identified as Doctor's Memorial Hospital Facility located in Perry, Florida.

### **ARTICLE 6 - INTERPRETATIONS AND ADDENDA**

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6.01 All questions about the meaning or intent of the Bidding Documents are to be submitted to the Solicitation Manager in writing. Interpretations or clarifications considered necessary by the Solicitation Manager in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by Solicitation Manager as having received the Bidding Documents. Questions received less than ten (10) days prior to the date for opening of Bids may not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

6.02 Addenda may be issued to clarify, correct, or change the Bidding Documents as deemed advisable by Solicitation Manager.

## ARTICLE 7 - SUBSTITUTE AND "OR-EQUAL" ITEMS

---

7.01 The award will be on the basis of materials and equipment specified or described in the Bidding Documents without consideration of possible substitute or "or-equal" items. Whenever it is specified or described in the Bidding Documents that a substitute or "or-equal" item of material or equipment may be furnished or used by Bidder if acceptable to Owner, application for such acceptance will not be considered by Owner until after the Bid award.

## ARTICLE 8 - PREPARATION OF BID

---

8.01 The Bid Form is included with the Bidding Documents. Additional copies may be obtained on-line or from the Issuing Office.

8.02 All blanks on the Bid Form shall be completed by printing in ink or by typewriter and the Bid signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Form. A Bid price shall be indicated for each [section, Bid item, alternative, adjustment unit price item, and unit price item] listed therein, or the words "No Bid," "No Change," or "Not Applicable" entered.

8.03 A Bid by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

8.04 A Bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown below the signature.

8.05 A Bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown below the signature.

8.06 A Bid by an individual shall show the Bidder's name and official address.

8.07 A Bid by a joint venture shall be executed by each joint venturer in the manner indicated on the Bid Form. The official address of the joint venture shall be shown below the signature.

8.08 All names shall be typed or printed in ink below the signatures.

8.09 The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid Form.

8.10 The address and telephone number for communications regarding the Bid shall be shown.

8.11 The Bid shall contain evidence of Bidder's authority and qualification to do business in the state of the Solicitation or covenant to obtain such qualification prior to award of the Bid.



## ARTICLE 9 - BASIS OF BID; COMPARISON OF BIDS

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### 9.01 *Lump Sum*

A. Bidders shall submit a Bid on a lump sum basis for the base Bid and include a separate price for each alternate described in the Bidding Documents as provided for in the Bid Form. The price for each alternate will be the amount [added to] *for* [deleted from] the base Bid if Owner selects the alternate. In the comparison of Bids, alternates will be applied in the same order as listed in the Bid form.

B. The Taylor County Board of County Commissioners is procuring the requested equipment/products/supplies on behalf of the Doctor's Memorial Hospital Facility. Doctor's Memorial Hospital is a current member of MedAssets. Bids should reflect such membership discounts when available but will not be required for consideration.

## ARTICLE 10 - SUBMITTAL OF BID

---

10.01 An unbound copy of the Bid Form is to be completed and submitted with the following data:

- [A. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a) ]
- [B. Non-Collusion Affidavit]
- [C. Valid Business Licensing/Registration Information

10.02 A Bid shall be submitted no later than the date and time prescribed and at the place indicated in the Advertisement or Invitation to Bid and shall be enclosed in an opaque sealed envelope plainly marked with the Solicitation title (and, if applicable, the designated portion of the Solicitation for which the Bid is submitted), the name and address of Bidder, and shall be accompanied by the Bid security (when required) and other required documents. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate envelope plainly marked on the outside with the notation "*Scaled Bid for DMH Telemetry Monitoring Equipment*." Hand deliveries and mailed Bids shall be addressed to Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347. Bids submitted by Overnight delivery shall also be delivered to the physical address of the Clerk of Court: Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347.

10.03 The Taylor County Board of County Commissioners **DOES NOT ACCEPT FAXED PROPOSALS.**

10.04 Proposals that are not delivered to the place indicated in the Advertisement or Invitation to Bid prior to the date and time prescribed shall not be considered and will be returned to the responder unopened.

10.05 Incomplete Bid proposals that do not provide the required information and/or the required number of copies, may be deemed incomplete by the Board of County Commissioners and not considered during the Bid Evaluation.

## ARTICLE 11 - MODIFICATION AND WITHDRAWAL OF BID

---

11.01 A Bid may be modified or withdrawn by an appropriate document duly executed in the manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids.

11.02 Once opened, no Bid may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.

## **ARTICLE 12 - OPENING OF BIDS**

---

12.01 Bids will be opened at the time and place indicated in the Advertisement or Invitation to Bid and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base Bids and inajor alternates, if any, will be made available to Bidders after the opening of Bids.

## **ARTICLE 13 - BIDS TO REMAIN SUBJECT TO ACCEPTANCE**

---

13.01 All Bids will remain subject to acceptance for the period of time stated in the Bid Form, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to the end of this period.

## **ARTICLE 14 – EVALUATION OF BIDS AND AWARD OF CONTRACT**

---

14.01 Owner reserves the right, in its sole and absolute discretion, to reject any or all Bids, to cancel or withdraw this bid solicitation at any time and waive any irregularities in the Bid process. Owner reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, Owner is not bound to award any contract based on the lowest quoted price. Owner, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the bid deemed to be in the County's best interest.

14.02 Owner, in its sole and absolute discretion, also reserves the right to assign a local business preference in a maximum amount of five (5) percent of the bid price pursuant to Taylor County Ordinance No. 2003-12.

14.03 More than one Bid for the same products from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.

14.04 In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.

14.05 In evaluating Bidders, Owner will consider the qualifications of Bidders and may consider the qualifications and experience of Suppliers, Equipment manufacturers and other individuals included as part of the bid package.

14.06 If the Contract is to be awarded, Owner will award the Contract to the Bidder whose Bid is in the best interests of the Solicitation.

14.07 In evaluating Bids, Owner reserves the right to ask for additional information up to and including an in-person, on-site demonstration of the equipment.

14.08 In evaluating Bids, Owner reserves the right to consider the response time for any service request that might be placed for the equipment.

## ARTICLE 15 - SALES AND USE TAXES

---

15.01 Owner is exempt from Florida state sales and use taxes on all Direct Purchased materials and equipment to be incorporated in the Work. Said taxes for such items shall not be included in the Bid. Refer to Paragraph SC-6.10 of the Supplementary Conditions for additional information.

15.02 Owner is exempt from payment of sales and compensating use taxes of the State of Florida and of cities and counties thereof on all materials to be incorporated into the Work which are Direct Purchased by Owner. Contractor purchases are not eligible for this exemption and such costs shall be accounted for within the Bid.

1. Owner will furnish the required certificates of tax exemption to Contractor for use in the purchase of Direct Purchased supplies and materials to be incorporated into the Work.
2. Owner's exemption does not apply to supplies, materials, or construction tools, machinery, equipment, or other property purchased by or leased by Contractor, or to supplies or materials not incorporated into the Work.

BID FORM

DMH Telemetry Monitoring Equipment

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ARTICLE 1 – BID RECIPIENT

- 1.01 This Bid is submitted to:
- Taylor County Board of County Commissioners  
Clerk of Court  
1<sup>st</sup> Floor Courthouse, Suite 102  
108 North Jefferson St.  
Perry, Florida 32347*
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to provide products/equipment/supplies that fully meet all specifications outlined in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

- 2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 30 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

- 3.01 In submitting this Bid, Bidder represents that:
- A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____

- B. Bidder has visited or is familiar with the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the equipment/products/supplies.
- D. Bidder has given solicitation Manager written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Solicitation Manager is acceptable to Bidder.
- E. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the equipment/products/supplies for which this Bid is submitted.
- F. Bidder will submit written evidence of its authority and qualification to do business in the state of the Solicitation or covenant to obtain such qualification prior to award of the Bid.

#### **ARTICLE 4 – FURTHER REPRESENTATIONS**

**4.01** Bidder further represents that:

- A. this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.



ARTICLE 5 – BASIS OF BID

5.01 Bidder will provide the requested equipment/products/supplies in accordance with the Contract Documents for the following price(s):

Total Lump Sum Bid Price for  
all -- 12 Transmitters and 35  
Monitors and Warranty

_____	\$_____
(words)	(numerals)
_____	\$_____
(words)	(numerals)
_____	\$_____
(words)	(numerals)
_____	\$_____
(words)	(numerals)
_____	\$_____
(words)	(numerals)
_____	\$_____
(words)	(numerals)
_____	\$_____
(words)	(numerals)

Bidder also acknowledges that the award of this solicitation or any portion thereof will be contingent upon the availability of funds. If funding is not available to award the solicitation in its entirety, the Board of County Commissioners reserves the right to award portions thereof so as to remain within available funding. Such partial award will not relieve the Bidder from complying with the full requirements of the awarded portions.

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the equipment/products/supplies will be delivered and ready for final payment on or before the dates or within the number of calendar days indicated in the Bid.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are attached to and made a condition of this Bid:
- A. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a), F.S.
  - B. Non-Collusion Affidavit
  - C. Valid Business Licensing/Registration Information

DMH Telemetry Monitoring Equipment

**ARTICLE 8 – DEFINED TERMS**

**8.01** The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders.

**ARTICLE 9 – BID SUBMITTAL**

**9.01** This Bid submitted by:

If Bidder is:

An Individual

Name (typed or printed): \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
*(Individual's signature)*

Doing business as: \_\_\_\_\_

A Partnership

Partnership Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_  
*(Signature of general partner -- attach evidence of authority to sign)*

Name (typed or printed): \_\_\_\_\_

A Corporation

Corporation Name: \_\_\_\_\_ (SEAL)

State of Incorporation: \_\_\_\_\_

Type (General Business, Professional, Service, Limited Liability): \_\_\_\_\_

By: \_\_\_\_\_  
*(Signature -- attach evidence of authority to sign)*

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_ (CORPORATE SEAL)

Attest \_\_\_\_\_

Date of Authorization to do business in FLORIDA is \_\_\_\_/\_\_\_\_/\_\_\_\_.

A Joint Venture

Name of Joint Venture: \_\_\_\_\_

First Joint Venturer Name: \_\_\_\_\_ (SEAL)

DMH Telemetry Monitoring Equipment

By: \_\_\_\_\_  
(Signature of first joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Second Joint Venturer Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_  
(Signature of second joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

SUBMITTED on \_\_\_\_\_, 20\_\_\_\_.

State Contractor License No. \_\_\_\_\_ (If applicable)

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER  
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. \_\_\_\_\_  
for \_\_\_\_\_
2. This sworn statement is submitted by \_\_\_\_\_  
(Name of entity submitting sworn statement)

Whose business address is \_\_\_\_\_  
\_\_\_\_\_ and

(if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn  
statement: \_\_\_\_\_)

3. My name is \_\_\_\_\_ and my relationship to the entity  
name above is \_\_\_\_\_
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287-133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an ann's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(g)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

DMH Telemetry Monitoring Equipment

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

☐ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

☐ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order).

☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_,  
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day  
of \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_



DMH Telemetry Monitoring Equipment

**NON-COLLUSION AFFIDAVIT**

(STATE OF FLORIDA, COUNTY OF TAYLOR)

\_\_\_\_\_ being first duly sworn, deposes and says that:

- (1) He/She/They is/are the \_\_\_\_\_ of  
(Owner, Partner, Officer, Representative or Agent)  
\_\_\_\_\_, the Bidder that has submitted the attached Bid;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from Bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix any overhead, profit, or cost elements of the Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid Price or the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name and Title

STATE OF FLORIDA, (COUNTY OF TAYLOR)

On this the \_\_\_\_\_ day of \_\_\_\_\_, before me, the undersigned Notary Public of the State of Florida, personally \_\_\_\_\_ appeared \_\_\_\_\_ (Name(s)) of \_\_\_\_\_ individual(s) who appeared before notary) \_\_\_\_\_ and whose name(s) is/are subscribed to the within Affidavit of Non-Collusion, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public, State of Florida

NOTARY PUBLIC:

SEAL OF OFFICE:

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp or type as commissioned)

\_\_\_\_ Personally known to me, or

\_\_\_\_ Did take an oath, or

\_\_\_\_ Personal identification:

\_\_\_\_ Did Not take an oath

\_\_\_\_\_  
Type of Identification Produced

## **PART 2— EQUIPMENT SPECIFICATIONS**

## DMH Telemetry Monitoring Equipment Specs

### Ambulatory Telemetry Monitors (Devices)

- (12) Transmitters with screen for ECG/SPO2 capability
- Central Station – 16 Wave form capability to view patients in other departments.
- Print to network printer
- Electrode Leads per transmitter
- Antenna/wireless coverage

### Emergency Room

- (10) 12” monitors with 6 waveforms mounted on roll stands with capability for ECG, Temp, SPO2 and NIBP. Must measure ST Segments, Advanced Arrhythmias, Apnea and Respirations.
- (2) Trauma Room 12” monitors with 6 waveforms mounted on head wall with capability for ECG, Temp, SPO2 and NIBP. Must measure ST Segments, Advanced Arrhythmias, Apnea and Respirations.
- All ER monitors need to be able to measure ETCO2 either in the monitor or by separate module(s) included in quote.
- Central Station – 16 Wave form capability to view patients in other departments.
- Antenna/wireless coverage
- Monitors with built in printer

### ICU

- (6) 12” monitors with 6 waveforms mounted on wall. Each monitor will need to have ECG, Temp, SPO2 and NIBP. Must measure ST Segments, Advanced Arrhythmias, Apnea and Respirations.
- All ICU monitors need to be able to measure ETCO2 either in the monitor or by separate module(s) included in quote.
- Central Station – 16 Wave form capability to view patients in other departments.
- Monitors with built in printer
- Antenna/wireless coverage

### Anesthesia

- (4) 15” or higher monitors with 8 waveforms. Include pricing for mounts to anesthesia machines. Each monitor will need to have ECG, Temp, SPO2, NIBP and Invasive Pressures. Must include Multi-gas monitoring on monitor on monitor.
- Antenna/wireless coverage
- Monitors with built in printer

### Recovery

- (3) Trauma Room 12" monitors with 6 waveforms mounted on roll stand. Each monitor will need to have ECG, Temp, SPO2, NIBP and Invasive Pressures. Must measure ST segments, Advanced Arrhythmias, Apnea and Respirations.
- All Recovery monitors need to be able to measure ETCO2 either in the monitor or by separate module(s) included in quote
- Antenna/wireless coverage
- Monitors with built in printer

### OPSU

- (8) 12" monitors with 4 waveforms mounted on roll stand. Each monitor will need to have ECG, Temp, SPO2, NIBP. Must measure ST segments, Advanced Arrhythmias, Apnea and Respirations.
- All OPSU monitors need to be able to measure ETCO2 either in the monitor or by separate module(s) included in quote
- Antenna/wireless coverage
- Monitors with built in printer

### Transports

- (4) 12" monitors with 4 waveforms mounted on roll stand. Each monitor will need to have ECG, Temp, SPO2, NIBP. Must measure ST segments, Advanced Arrhythmias, Apnea and Respirations.
- All OPSU monitors need to be able to measure ETCO2 either in the monitor or by separate module(s) included in quote
- Antenna/wireless coverage
- Monitors with built in printer

Please include pricing for the following for all monitors:

- HL7 and ADT interface to CPSI (Computer Program & System Incorporated) for all monitors
- Remote Full Disclosure – Required to have minimum of 50 licenses
- All monitors must be able to print to network printer
- List a minimum of 3 references for a HL7 interface with CPSI (Computer Program & System Incorporated)
- Warranty – 5 years, service agreement
- Where is the closest field service representative?
- Equipment down time & replacement

- Explain how patient data transfers from one locations to the next. For example, a transfer of a patient from ER to ICU
- Patient interface with alarm management.
- Time line for installation, Education, implementation and ongoing Education support
- List unique capabilities of your monitors how that would be beneficial to DMH?



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## **TAYLOR COUNTY BOARD OF COMMISSIONERS**

### **County Commission Agenda Item**

**SUBJECT/TITLE:**

THE BOARD TO RECEIVE AN UPDATE ON A TAYLOR COUNTY BRIDGE BY JORDAN L. GREEN, P.E., RURAL TRANSPORTATION DEVELOPMENT ENGINEER, FLORIDA DEPARTMENT OF TRANSPORTATION, AS AGENDAED BY AMY TUCKER-BAULDREE.

**MEETING DATE REQUESTED:**

MARCH 17, 2015

**Statement of Issue:**

MR. GREEN HAS ASKED TO ADDRESS THE BOARD OF COUNTY COMMISSIONERS. HE WAS ON THE AGENDA FOR MARCH 2, 2015, BUT HAD TO POSTPONE.

**Recommended Action:****Fiscal Impact:****Budgeted Expense:****Submitted By:****Contact:**

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

**History, Facts & Issues:****Options:****Attachments:**

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



**THE BOARD TO REVIEW AND APPROVE THE 2014 AUDITED FINANCIAL REPORT FOR TAYLOR COASTAL WATER AND SEWER DISTRICT, AS AGENDED BY LYNETTE SENTER, ASSISTANT OFFICE MANAGER.**

**MEETING DATE REQUESTED:**

**MARCH 17, 2015**

**Statement of Issue:**      **THE ANNUAL FINANCIAL REPORT FOR FY ENDED 9/30/14 HAS BEEN COMPLETED AND IS OFFERED FOR REVIEW.**

**Recommended Action:**    **APPROVE THE AUDIT**

**Fiscal Impact:**

**Budgeted Expense:**

**Submitted By:**            **LYNETTE SENTER, ASSISTANT OFFICE MANAGER FOR TAYLOR COASTAL WATER AND SEWER DISTRICT**

**Contact:**                    **TCWSD@FAIRPOINT.NET**

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:**

**Options:**

**Attachments:**            **AUDIT**

**TAYLOR COASTAL WATER  
AND SEWER DISTRICT**

**ANNUAL FINANCIAL REPORT**

**For the Fiscal Year Ended September 30, 2014**

**TAYLOR COASTAL WATER  
AND SEWER DISTRICT**

**ANNUAL FINANCIAL REPORT**

**For the Fiscal Year Ended September 30, 2014**

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## **INTRODUCTORY SECTION**



**TAYLOR COASTAL WATER  
AND SEWER DISTRICT**

**LIST OF PRINCIPAL OFFICIALS**

**September 30, 2014**

**CHAIRMAN**

**Lynn Aibejeris**

**VICE CHAIRMAN**

**Gennie Malone**

**SECRETARY**

**Diane Carlton**

**COMMISSIONERS**

**Joel Singletary  
Troy Thompson  
Shawna Beach  
Jim Poppell  
Steve Brown**

**DISTRICT ATTORNEY**

**Mike Smith**

## FINANCIAL SECTION



**Powell & Jones**  
Certified Public Accountants

Richard C. Powell, Jr., CPA  
Marian Jones Powell, CPA

1359 S.W. Main Blvd.  
Lake City, Florida 32025  
386 / 755-4200  
Fax: 386 / 719-5504  
admin@powellandjonescpa.com

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Commissioners  
Taylor Coastal Water and Sewer District  
Perry, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities of Taylor Coastal Water and Sewer District (the District), as of and for the year ended September 30, 2014, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Taylor Coastal Water and Sewer District, as of September 30, 2014, and the respective changes in financial position, and cash flows thereof for the

year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Other Matters**

##### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

##### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Taylor Coastal Water and Sewer District's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis and is also not a required part of the basic financial statements.

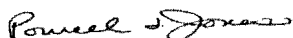
The schedule of expenditures of federal awards is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated February 9, 2015, on our consideration of the Taylor Coastal Water and Sewer District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Taylor Coastal Water and Sewer District's internal control over financial reporting and compliance.

#### **Report on Summarized Comparative Information**

We have previously audited Taylor Coastal Water and Sewer District's 2013 financial statements, and our report dated January 17, 2014, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2013, is consistent, in all material respects, with the audited financial statements from which it has been derived.



**POWELL & JONES**  
Certified Public Accounts  
February 9, 2015

## **TAYLOR COASTAL WATER AND SEWER DISTRICT**

### **Management's Discussion and Analysis**

**September 30, 2014**

The management of the Taylor Coastal Water and Sewer District (the District) offers readers of our financial statements the following narrative overview and analysis of our financial activities for the year ended September 30, 2014.

#### **Basic Financial Statements**

Our basic financial statements are prepared using proprietary fund (enterprise fund) accounting principles which is the same basis of accounting as private-sector business enterprises. The District is operated under one enterprise fund. Under this method of accounting, an economic resources measurement focus and the accrual basis of accounting is used.

Revenue is recorded when earned and expenses are recorded when incurred. The basic financial statements include a statement of net position, a statement of revenues, expenses and changes in net position, and a statement of cash flows. These are followed by notes to the financial statements.

The statement of net position presents information on the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of revenues, expenses and changes in net position reports the operating revenues and expenses and nonoperating revenues and expenses of the District for the fiscal year with the difference - the net income or loss - being combined with any capital grants to determine the net change in assets for the fiscal year. That change combined with the net position at the end of the previous year total to the net position at the end of the current fiscal year.

The statement of cash flows reports cash and cash equivalent activities for the fiscal year resulting from operating activities, capital and related financing activities, noncapital and related financing activities and investing activities. The net result of these activities added to the beginning of the year cash balance total to the cash and cash equivalent balance at the end of the current fiscal year.

#### **Condensed Financial Information**

Condensed financial information from the statements of net position at September 30, 2014 and 2013, and revenues, expenses and changes in net position for the years then ended, follows:

	September 30,	
	2014	2013
<b>Net position</b>		
Current and other assets	\$ 559,511	\$ 468,448
Capital assets, net	5,464,092	5,629,777
Total assets	6,023,603	6,098,225
Current liabilities	67,330	80,387
Long-term liabilities	1,364,707	1,387,641
Total liabilities	1,432,037	1,468,028
<b>Net position:</b>		
Invested in capital assets, net of related debt	4,107,885	4,253,232
Restricted	115,135	106,187
Unrestricted	368,546	270,778
Total net position	\$ 4,591,566	\$ 4,630,197

	For the Fiscal Year Ended September 30,	
	2014	2013
<b>Change in net position</b>		
Operating revenue:		
Revenue from water and sewer services	\$ 395,986	\$ 379,881
Total operating revenues	395,986	379,881
Operating expenses:		
Personnel services	120,656	142,936
Operating expenses	186,698	131,673
Total operating expenses, excluding depreciation	307,354	274,609
Depreciation	283,252	277,577
Total operating expenses, including depreciation	590,606	552,186
Operating loss	(194,620)	(172,305)
Net nonoperating revenue (expense)	(57,769)	(60,130)
Loss before capital contributions	(252,389)	(232,435)
Customer grinder pump contributions	83,598	20,844
EPA grant revenue	9,431	125,745
USDA-RD grant revenue	40,039	288,586
Change in net position	(119,321)	202,740
Beginning of year net position	4,630,197	4,427,457
Prior period adjustment	80,690	-
End of year net position	\$ 4,591,566	\$ 4,630,197

During the year ended September 30, 2014, net position decreased by \$119,321, primarily due to the capital grants coming to an end and the increase in depreciation.



## **Capital Assets and Debt Administration**

### **Capital Assets**

At September 30, 2014, the District had \$5.4 million invested in capital assets, consisting primarily of its water supply system and sewer system.

#### **Capital Assets at September 30, 2014 and 2013**

	<u>2014</u>	<u>2013</u>
Land	\$ 279,337	\$ 279,337
Construction in progress	-	2,001,280
Buildings and improvements	7,942,439	5,850,802
Equipment	46,562	19,352
	<u>8,268,338</u>	<u>8,150,771</u>
Accumulated depreciation	(2,804,246)	(2,520,994)
Capital assets, net	<u>\$ 5,464,092</u>	<u>\$ 5,629,777</u>

### **Debt Outstanding**

At year-end, the District had \$1,356,207 in revenue bonds outstanding versus \$1,376,545 last year. The decrease of \$20,338 is due to the District making scheduled payments on the revenue bonds.

### **Financial Contact**

The District's financial statements are designed to present users (citizens, taxpayers, customers, and creditors) with a general overview of the District's finances and to demonstrate the District's accountability. If you have questions about the report or need additional financial information, please contact the District's Office Manager at 18820 Beach Road, Perry, Florida 32348.

## **BASIC FINANCIAL STATEMENTS**

# TAYLOR COASTAL WATER AND SEWER DISTRICT

## STATEMENT OF NET POSITION

September 30, 2014

	2014	2013
<b>ASSETS</b>		
Current Assets		
Cash	\$ 403,625	\$ 373,986
Inventory of supplies	116,352	30,459
Accounts receivable, net	33,937	34,694
Due from other governments	-	29,126
Prepaid expenses	5,597	183
Total current assets	<u>559,511</u>	<u>468,448</u>
Capital Assets		
Land	279,337	279,337
Construction in progress	-	2,001,280
Buildings	66,241	66,241
Water system	931,499	954,579
Sewer system	6,944,699	4,829,982
Machinery and equipment	46,562	19,352
	<u>8,268,338</u>	<u>8,150,771</u>
Accumulated depreciation	(2,804,246)	(2,520,994)
Total capital assets, net of accumulated depreciation	<u>5,464,092</u>	<u>5,629,777</u>
Total assets	<u><u>\$ 6,023,603</u></u>	<u><u>\$ 6,098,225</u></u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable	\$ 10,403	\$ 42,372
Accrued liabilities	12,805	12,849
Accrued interest payable	4,459	4,688
Deferred revenue	18,989	-
Current portion of long-term debt	20,674	20,478
Total current liabilities	<u>67,330</u>	<u>80,387</u>
Long-term Liabilities		
Retirement payable	13,174	15,574
Contract payable	16,000	16,000
2005A Revenue Bonds payable	351,975	357,835
2005B Revenue Bonds payable	596,000	606,000
2011A Revenue Bonds payable	387,558	392,232
Total long-term liabilities	<u>1,364,707</u>	<u>1,387,641</u>
Total liabilities	<u>1,432,037</u>	<u>1,468,028</u>
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	4,107,885	4,253,232
Restricted for debt service	77,135	68,187
Restricted for system expansion	38,000	38,000
Unrestricted	368,546	270,778
Total net position	<u><u>\$ 4,591,566</u></u>	<u><u>\$ 4,630,197</u></u>

See notes to financial statements.

# TAYLOR COASTAL WATER AND SEWER DISTRICT

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

For the Fiscal Year Ended September 30, 2014

(With Summarized Financial Information for the Fiscal Year Ended September 30, 2013)

	2014	2013
<b>OPERATING REVENUES</b>		
Water services	\$ 173,002	\$ 169,926
Sewer services	212,919	203,619
Connection fees	6,000	3,250
Penalties	3,829	2,020
Miscellaneous	236	1,066
Total operating revenues	<u>395,986</u>	<u>379,881</u>
<b>OPERATING EXPENSES</b>		
Personnel services	120,656	142,936
Operating expenses	186,698	131,673
Depreciation	283,252	277,577
Total operating expenses	<u>590,606</u>	<u>552,186</u>
Operating loss	<u>(194,620)</u>	<u>(172,305)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>		
Interest revenue	1,001	1,395
Interest expense	(58,770)	(61,525)
Total nonoperating revenues (expenses)	<u>(57,769)</u>	<u>(60,130)</u>
Loss before capital contributions	<u>(252,389)</u>	<u>(232,435)</u>
<b>CAPITAL CONTRIBUTIONS</b>		
Grinder pump contributions	83,598	20,844
EPA grant revenue	9,431	125,745
USDA - RD grant revenue	40,039	288,586
Total capital contributions	<u>133,068</u>	<u>435,175</u>
Change in net position	(119,321)	202,740
Net position at beginning of year	4,630,197	4,427,457
Prior period adjustment	80,690	-
Net position at end of year	<u>\$ 4,591,566</u>	<u>\$ 4,630,197</u>

See notes to financial statements.

**TAYLOR COASTAL WATER AND SEWER DISTRICT**

**STATEMENT OF CASH FLOWS**

**For the Fiscal Year Ended September 30, 2014**

**(With Summarized Financial Information for the Fiscal Year Ended September 30, 2013)**

	<u>2014</u>	<u>2013</u>
<b>Cash flows from operating activities:</b>		
Cash received from customers	\$ 386,524	\$ 376,511
Miscellaneous receipts	236	1,066
Cash payments to suppliers for goods and services	(219,301)	(73,260)
Cash payments for employee services	(120,700)	(142,936)
<b>Net cash provided by operating activities</b>	<u>46,759</u>	<u>161,381</u>
<b>Cash flows from capital and related financing activities:</b>		
Additions to capital assets	(33,969)	(415,525)
Capital grants	97,585	385,205
Principal paid on debt	(22,738)	(22,310)
Interest paid on debt	(58,999)	(61,525)
<b>Net cash used for capital and related financing activities</b>	<u>(18,121)</u>	<u>(114,155)</u>
<b>Cash flows from investing activities:</b>		
Investment proceeds	1,001	1,395
<b>Net cash provided by investing activities</b>	<u>1,001</u>	<u>1,395</u>
<b>Net increase in cash and cash equivalents</b>	29,639	48,621
<b>Cash and cash equivalents, beginning of year</b>	373,986	325,365
<b>Cash and cash equivalents, end of year</b>	<u>\$ 403,625</u>	<u>\$ 373,986</u>
<b>Reconciliation of operating loss to net cash provided by operating activities:</b>		
Operating loss	\$ (194,620)	\$ (172,305)
<b>Adjustments to reconcile operating loss to net cash provided by operating activities:</b>		
Depreciation	283,252	277,577
(Increase) decrease in current assets:		
Customer receivables	(9,226)	(2,304)
Inventories	(5,203)	18,924
Prepaid expenses	(5,414)	5,101
Increase (decrease) in current liabilities:		
Accounts payable	(21,986)	33,706
Accrued liabilities	(44)	682
<b>Net cash provided by operating activities</b>	<u>\$ 46,759</u>	<u>\$ 161,381</u>

See notes to financial statements.

**TAYLOR COASTAL WATER  
AND SEWER DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

September 30, 2014

**NOTE 1        DESCRIPTION OF ENTITY**

**Description of Operations**

The Taylor Coastal Water and Sewer District (the District) is a special district unit of government created by Ordinance 2000-10 on October 2, 2000, by the Board of County Commissioners of Taylor County, Florida. The purpose of the District is to acquire, construct, operate and maintain a water and sewer system to serve unincorporated areas of Taylor County and other customers and users as the District may determine. The initial Commissioners of the District were the governing board of Taylor Coastal Utilities, Inc. a not-for-profit entity located in Taylor County, Florida. The initial water and sewer system was operated and maintained by Taylor Coastal Utilities, Inc. The District is involved in a large sewer project to include areas of unincorporated Taylor County, Florida. On July 3, 2003, the entire existing water system operated and maintained by Taylor Coastal Utilities, Inc. was transferred by bill of sale, warranty deed and assignment of easements to the District for a sum of \$10. The District currently serves approximately 439 water customers, 361 of which also receive sewer service.

**Reporting Entity**

In evaluating how to define the District, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority. The designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Based upon the application of these criteria, management determined that no potential component units existed which should be included within the reporting entity.

The District is a component unit of Taylor County, Florida. It is legally separate from other Taylor County agencies, but its governing body is appointed by the Taylor County Board of County Commissioners.



## **NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **a. Basis of Presentation and Accounting**

The District's basic financial statements are presented on the accrual basis of accounting and conform to accounting principles generally accepted in the United States of America. The District has elected under GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Activities That Use Proprietary Fund Accounting*, to apply all applicable GASB pronouncements as well as any applicable pronouncements of the Financial Accounting Standards Board, or any Accounting Research Bulletins issued on or before November 30, 1989, unless these pronouncements conflict with or contradict GASB pronouncements.

The accounts of the District are organized on the basis of a proprietary fund type, specifically an enterprise fund. The activities of this fund are accounted for with a separate set of self-balancing accounts that comprise the District's assets, liabilities, net position, revenues and expenses. Enterprise funds account for activities (i) that are financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; or (ii) that are required by laws or regulations that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues; or (iii) that the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).

The accounting and financial reporting treatment applied to the District is determined by its measurement focus. The transactions of the District are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operations are included on the statements of net position. Net position (i.e., total assets net of total liabilities) are segregated into invested in capital assets, net of related debt; restricted for debt service; and unrestricted components.

Management of the District has made certain estimates and assumptions relating to the reporting of assets and liabilities and revenues and expenses to prepare these financial statements in conformity with generally accepted accounting principles. Actual results may differ from those estimates.

### **b. Cash Equivalents and Investments**

The District considers all highly liquid investments (including restricted cash and investments) with maturities of three months or less when purchased to be cash equivalents. This includes bank certificates of deposit.

Investments are presented at fair value. Short-term investments generally mature or are otherwise available for withdrawal in less than one year. Restricted investments, which consist primarily of U.S. government securities designated for specific projects and required to be segregated pursuant to debt covenants, and restricted cash, which consists of a money market account, and is presented as restricted cash.

### **c. Material and Supplies**

Materials and supplies inventory consists principally of spare parts that are recorded and expensed when purchased. Year end inventory is recorded at weighted average cost.

**d. Capital Assets**

The cost of additions to the utility plant and major replacements of retired units of property is capitalized. The District defines capital assets as assets with an initial, individual cost of more than \$500 and an estimated useful life in excess of two years. Cost includes direct labor, outside services, materials and transportation, employee fringe benefits, overhead, and interest on funds borrowed to finance construction. The District did not capitalize interest during the current fiscal year. As applicable in a fiscal year, the cost and accumulated depreciation of property sold or retired is deducted from capital assets, and any profit or loss resulting from the disposal is credited or charged in the nonoperating section of the statements of revenues, expenses and changes in net position. The cost of current repairs, maintenance, and minor replacements is charged to expense. Construction in progress primarily relates to the construction of the first phase of a sewer which was completed during the current year.

Depreciation has been provided over estimated useful lives of the assets using the straight-line method. The estimated useful lives are as follows:

Structures, pumps and other improvements	20 – 30 years
Office furniture, fixture and equipment	7 years

**e. Long-Term Debt and Issuance Costs**

Long-term debt is reported at face value, net of applicable discounts and deferred loss on refunding. Costs related to the issuance of debt are deferred and amortized over the lives of the various debt issues. Losses occurring from advance refundings of debt are deferred and amortized as interest expense over the remaining life of the old bonds, or the life of the new bonds, whichever is shorter.

**f. Operating Revenues and Expenses**

Operating revenues and expenses consist of those revenues that result from the ongoing principal operations of the District. Operating revenues consist primarily of charges for services. Nonoperating revenues and expenses consist of those revenues and expenses that are related to financing and investing type of activities and result from nonexchange transactions or ancillary activities. When an expense is incurred for purposes for which there are both restricted and unrestricted net position available, it is the District's policy to apply those expenses to restricted net position to the extent such are available and then to unrestricted net position.

**g. Net Position**

Net position comprises the various net earnings from operating income, nonoperating revenues and expenses, and capital contributions. Net position is classified in the following three components:

*Invested in capital assets, net of related debt* - This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other liabilities that are attributable to the acquisition, construction or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

**Restricted** - This component of net position consists of constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

**Unrestricted net position** - This component of net position consists of net position that does not meet the definition of "restricted" or "invested" in capital assets, net of related debt."

**NOTE 3. CASH**

**a. Cash**

Cash is presented on the accompanying statements of net position as of September 30, 2014, as follows:

Cash and cash equivalents	\$ 403,625
Total cash and equivalents	<u>\$ 403,625</u>

**b. Deposits**

The financial institution in which the District's monies are deposited is certified as a "Qualified Public Depository," as required under the Florida Security for Public Deposits Act. This law requires every qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of an amount to be determined by the State Treasurer. Therefore, the District's total deposits are insured by the Florida Depository Insurance Corporation and the Bureau of Collateral Securities, Division of Treasury, State Department of Insurance. The law requires the State Treasurer to ensure that funds are entirely collateralized throughout the fiscal year.

Section 218.415, *Florida Statutes*, authorizes the District to invest in the Local Government Surplus Funds Trust, direct obligations of the United States Government, obligations unconditionally guaranteed by the United States, time deposits and savings accounts of Florida Qualified Depositories, and Securities and Exchange Commission restricted money market funds with the highest credit quality rating from a nationally recognized rating agency. At year end, the District's invested funds were in a certificate of deposit at the "Qualified Public Depository" described above.

For financial reporting purposes, investments are categorized to give an indication of the level of custodial credit risk assumed by the District at year-end. Category 1 includes investments that are insured or registered, or for which the securities are held by the District or its agent in the District's name. At year end the District's investments was classified as Category 1.

**NOTE 4. CUSTOMER AND OTHER ACCOUNTS RECEIVABLE**

Customer and other accounts receivables were as follows:

Utility services accounts	\$ 33,937
Allowance for doubtful accounts	-
Net	<u>\$ 33,937</u>

Based upon collection history, the District has determined an allowance for doubtful accounts is not required for these receivables.

**NOTE 5. CAPITAL ASSETS**

Capital asset activity for the fiscal year ended September 30, 2014, follows:

	Balance Sept. 30, 2013	Reclassification Increases	Reclassification Decreases	Balance Sept. 30, 2014
Capital assets, not being depreciated:				
Land	\$ 279,337	\$ -	\$ -	\$ 279,337
Construction in progress	2,001,280	-	(2,001,280)	-
Total capital assets not being depreciated:	2,280,617	-	(2,001,280)	279,337
Capital assets, being depreciated:				
Water system	954,579	-	(23,080)	931,499
Sewer system	4,829,982	2,114,717	-	6,944,699
District building	66,241	-	-	66,241
Equipment	19,352	27,279	(69)	46,562
	5,870,154	2,141,996	(23,149)	7,989,001
Less: accumulated depreciation	(2,520,994)	(283,252)	-	(2,804,246)
Total capital assets being depreciated	3,349,160	1,858,744	(23,149)	5,184,755
Total capital assets	\$ 5,629,777	\$ 1,858,744	\$ (2,024,429)	\$ 5,464,092

Depreciation for the year was \$283,252.

On June 22, 2012, the District was granted approximately twelve acres of land from the Suwannee River Water Management District. The deed of conveyances requires the property to be exclusively used as a wellfield and to house the District's offices, and contains a reverter clause if those uses are not maintained.

The District has completed a major construction project as of September 30, 2014. The project principally consists of a sewer collection system which was put into service at year end.

**NOTE 6. ACCOUNTS PAYABLE AND ACCRUED EXPENSES**

Accounts payable and accrued expenses were as follows:

Contractors and vendors	\$ 10,403
Accrued payroll liabilities	12,805
Accrued interest	4,459
Total	<u>\$ 27,667</u>

## **NOTE 7. DEFERRED REVENUE**

The District records deferred revenues in its statement of net position. Deferred revenues arise when resources are received by the District before it has fully earned them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, or when the District has fully earned the revenue, the liability for deferred revenue is removed from the statement of net position and the revenue is recognized. As of September 30, 2014 the District had deferred revenue as follows:

Deferred grant revenue	\$ 3,045
Customer prepayments	15,944
	<u>\$ 18,989</u>

## **NOTE 8. LONG-TERM DEBT**

**Revenue Bonds** - The District has issued bonds where the income derived from the acquired constructed assets is pledged to pay debt service. The following revenue bonds were outstanding at September 30, 2014:

Water and Sewer System Revenue Bonds, Series 2005A - The District issued the 2005A Series Bonds to refinance debt previously owed to USDA Rural Development by the Taylor Coastal Utilities, Inc. Revenues derived from the operation of the water and sewer system are pledged to service this debt. The outstanding balance at September 30, 2014, was \$357,975. The Bond Certificates mature annually from September 1, 2008 through September 1, 2044. The interest rate on the certificates is 4.25%.

Water and Sewer System Revenue Bonds, Series 2005B - The District issued the 2005B Series Bonds to pay off the interim financing notes issued July 18, 2003. Revenues derived from the operation of the water and sewer system are pledged to service this debt. The outstanding balance at September 30, 2014, was \$606,000. The Bond Certificates will mature annually from September 1, 2008 through September 1, 2044. The interest on the certificates is 4.25%.

Water and Sewer System Revenue Bonds, Series 2011A - The District issued the 2011A Series Bonds to refinance debt previously owed to Capital City Bank by the Taylor Coastal Water and Sewer District. Revenues derived from the operation of the water and sewer system are pledged to service this debt. The outstanding balance at September 30, 2014 was \$392,232. The Bond certificates mature annually from September 1, 2011 through September 1, 2050. The interest rate on the certificates is 4.375%.

Reserve Account - A reserve account is required by the two bond issues to accumulate sufficient funds to be used for: (a) repair and replacement of the water and sewer systems due to catastrophe, (b) construction of improvements to increase net revenues, and (c) payment of any principal and interest if the funds of the debt service account are insufficient. A yearly set aside amount of \$5,826 is to be made until a maximum reserve amount of \$58,259 is accumulated for the Revenue Bonds. At September 30, 2014, \$60,171 had been set aside in this reserve.

Revenue bond debt service requirements to maturity, including \$1,153,169 of interest, are as follows:

Fiscal Year Ending September 30	Series 2005A	Series 2005B	Series 2011A	Total
2015	\$ 21,212	\$ 35,755	\$ 21,834	\$ 78,801
2016	20,957	36,330	21,834	79,121
2017	21,702	35,863	21,834	79,399
2018	21,404	36,395	21,834	79,633
2019	21,107	35,885	21,834	78,826
2020-2024	116,603	196,223	109,169	421,995
2025-2029	108,999	184,244	109,169	402,412
2030-2034	109,311	185,439	109,169	403,919
2035-2039	109,862	186,001	109,169	405,032
2040-2044	88,072	151,996	109,169	349,237
2045-2049	-	-	109,169	109,169
2050	-	-	21,832	21,832
	639,229	1,084,131	786,016	2,509,376
Interest amount	(281,254)	(478,131)	(393,784)	(1,153,169)
Total	<u>\$ 357,975</u>	<u>\$ 606,000</u>	<u>\$ 392,232</u>	<u>\$ 1,356,207</u>

A schedule of changes in long-term debt follows:

	Balance October 1, 2013	Increase	Decrease	Balance September 30, 2014	Due Within One Year
Series 2005A	\$ 363,835	\$ -	\$ (5,860)	\$ 357,975	\$ 6,000
Series 2005B	616,000	-	(10,000)	606,000	10,000
Series 2011A	396,710	-	(4,478)	392,232	4,674
	<u>\$ 1,376,545</u>	<u>\$ -</u>	<u>\$ (20,338)</u>	<u>\$ 1,356,207</u>	<u>\$ 20,674</u>

#### NOTE 9. LONG-TERM CONTRACT PAYABLE

On July 5, 2002, Taylor Coastal Utilities, the predecessor entity, entered into a contract with a developer whereby the District would reimburse the developer \$500 per water connection fee as vacant lots were sold. As of September 30, 2014, the District's liabilities to the developer were \$16,000, representing 32 unsold lots with water service.

#### NOTE 10. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions; and natural disasters for which the District carries commercial insurance. Insurance against losses are provided for the following types of risk:

- Workers' Compensation and Employer's Liability
- General and Automobile Liability
- Real and Personal Property Damage
- Public Officials' Liability



#### **NOTE 11. CONTINGENT LIABILITIES**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the State and Federal governments. Any disallowed claims, include amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the District expects such amounts, if any, to be immaterial.

#### **NOTE 12. COMPARATIVE DATA**

Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the District's financial position and operations. However, comparative data and related disclosures have not been presented in all statements because their inclusion would make certain statements unduly complex and difficult to understand. Certain elements of the prior year data have been reclassified for comparability purposes.

#### **NOTE 13. PENSION PLAN**

**Plan Description** – The District contributes to the Florida Retirement System (System), a cost-sharing multiple-employer defined benefit plan administered by the State of Florida, Department of Administration, Division of Retirement. The System provides retirement, disability or death benefits to retirees or their designated beneficiaries. Chapter 121, *Florida Statutes*, establishes the authority for benefit provisions. Changes to the law can only occur through an act of the Florida Legislature. The District issues a publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Florida Retirement System, 2639 North Monroe Street, Tallahassee, Florida, or by calling (850) 488-5706.

**Funding Policy** – The System is employee noncontributory. The District is required to contribute at an actuarially determined rate. The rates at September 30, 2014 were as follows: Regular Employees 7.37%. All plan members, as of July 1, 2011, are required to contribute a designated rate of 3%. The District's contributions to the System for the fiscal year ended September 30, 2014 were \$7,345, equal to the required contributions. The contribution requirements of plan members and the District are established and may be amended by the Florida Legislature.

The System also provides a defined contribution type plan, which is not utilized by any District employees.

The District enrolled in the System effective October 1, 2007. At that time, it was determined that the effective date for participation was January, 2005, due to the District's status as a dependent special district of Taylor County. This determination resulted in a balance due the System of \$27,574 which was paid by the Taylor County Board of County Commissioners. The District has recorded this balance as a long-term liability and has begun repayment to the County effective October, 2008 at \$200 per month. The outstanding balance as of September 30, 2014 is \$13,174.

#### **NOTE 14. PRIOR PERIOD ADJUSTMENT**

The District has recorded a prior period adjustment of \$80,690, increasing net position and inventory. This is a result of a physical assessment of inventory with an accurate count of actual inventory on hand at year end. In prior years, inventory had been underreported.

## **COMPLIANCE SECTION**

**TAYLOR COASTAL WATER AND SEWER DISTRICT**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
For the Fiscal Year Ended September 30, 2014

<u>Grantor/Program Title</u>	<u>CFDA #</u>	<u>Contract Number</u>	<u>Award Amount</u>	<u>Reported in Prior Years</u>	<u>Revenue Recognized</u>	<u>Expenditures</u>
<b>FEDERAL AWARDS</b>						
<b>NON MAJOR PROGRAMS</b>						
U.S. Department of Agriculture						
Rural Development						
Water and Waste Disposal						
Grant	10.770	20214	\$ 1,202,980	\$ 586,505	\$ 40,039	\$ 40,039
Loan			401,000	401,000	-	-
			<u>1,603,980</u>	<u>987,505</u>	<u>40,039</u>	<u>40,039</u>
U.S. Department of Environmental						
Protection						
Southeastern U.S. Regional Targeted						
Watershed Initiative	66.127	XP-95419411-0	2,466,800	573,023	9,431	9,431
Total federal awards			<u>\$ 4,070,780</u>	<u>\$ 1,560,528</u>	<u>\$ 49,470</u>	<u>\$ 49,470</u>

See notes to the schedule of expenditures of federal awards.

## **TAYLOR COASTAL WATER AND SEWER DISTRICT**

### **Notes to Schedule of Expenditures of Federal Awards**

**For the Fiscal Year Ended September 30, 2014**

#### **NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies and presentation of the Schedule of Expenditures of Federal Awards of the Taylor Coastal Water and Sewer District (the "District") have been designed to conform to generally accepted accounting principles as applicable to governmental units, including the reporting and compliance requirements of the Audits of States, Local Governments, and Non-Profit Organizations and Office of Management and Budget Circular A-133.

##### **A. Reporting Entity**

This reporting entity consists of the Taylor Coastal Water and Sewer District. The District includes a Schedule of Expenditures of Federal Awards in the compliance Section for the purpose of additional analysis.

##### **B. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus.

The accrual basis of accounting is followed in the Schedule of Expenditures of Federal Awards. Under the modified accrual basis, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days after the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Commissioners  
Taylor Coastal Water and Sewer District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of Taylor Coastal Water and Sewer District, as of and for the year ended September 30, 2014, and the related notes to the financial statements, which collectively comprise Taylor Coastal Water and Sewer District's basic financial statements, and have issued our report thereon dated February 9, 2015.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Taylor Coastal Water and Sewer District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Taylor Coastal Water and Sewer District's internal control. Accordingly, we do not express an opinion on the effectiveness of Taylor Coastal Water and Sewer District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, we identified the following deficiency in internal control over financial reporting that we consider to be a significant deficiency in internal control over financial reporting.

**Finding 2010-1  
Financial Statement Preparation**

A system of internal control over financial reporting includes controls over financial statement preparation, including footnote disclosures. While your auditor can assist with the preparation of your financial statements and related footnotes, the financial statements are the responsibility of management. A deficiency in internal control exists when the government does not have the

expertise necessary to prevent, detect, and correct misstatements. A deficiency in internal control exists in instances where Taylor Coastal Water and Sewer District is not capable of drafting the financial statements and all required footnote disclosures in accordance with generally accepted accounting principles. Possessing suitable skill, knowledge, or experience to oversee services an auditor provides in assisting with financial statement presentation requires a lower level of technical knowledge than the competence required to prepare the financial statements and disclosures.

#### **MANAGEMENT'S RESPONSE**

*We agree with this finding. We are a very small government and have used our available resources to employ a competent bookkeeper who maintains excellent accounting records and provides accurate monthly financial reports prepared generally on the cash basis. We likewise have confidence in our audit firm to utilize these records and prepare annual financial statements in the required formats and with all associated note disclosures. Both staff and the Board of Commissioners review the annual financial reports and have the opportunity to ask the auditor any questions regarding the report prior to its formal presentation. The report is formally presented by the auditor at a scheduled meeting of the Board of Commissioners.*

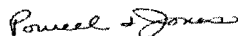
*At this time, we do not believe it would be a justifiable expense to employ another accountant on either a part-time or full-time basis to prepare the annual financial statements. We thus accept this required disclosure finding and will continue to monitor this situation in the future.*

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Taylor Coastal Water and Sewer District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**POWELL & JONES**  
Certified Public Accountants  
February 9, 2015



**MANAGEMENT LETTER REQUIRED BY  
CHAPTER 10.550, RULES OF THE AUDITOR GENERAL**

To the Board of Commissioners  
Taylor Coastal Water and  
Sewer District

We have audited the basic financial statements of Taylor Coastal Water and Sewer District (District) as of and for the year ended September 30, 2014, and have issued our report thereon dated February 9, 2015

We have issued our Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated February 9, 2015. Disclosures in that report, should be considered in conjunction with this management letter.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and *Government Auditing Standards* issued by the Comptroller General of the United States. Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, *Rules of the Auditor General*, which govern the conduct of local governmental entity audits performed in the State of Florida and require that the following be addressed in this letter:

**PRIOR YEAR FINDINGS** – There were no reportable findings during the prior year.

**CURRENT YEAR FINDINGS** – There were no reportable findings during the current year.

**FINANCIAL COMPLIANCE MATTERS**

Annual Local Government Financial Report - The Financial Report filed with the Department of Financial Services pursuant to Section 218.32(1)(a), *Florida Statutes*, is in agreement with the accompanying financial statements of the District, for the fiscal year ended September 30, 2014.

Investment of Public Funds - The District complied with Section 218.415, *Florida Statutes*, regarding the investment of public funds during the fiscal year ended September 30, 2014.

Financial Emergency Status - Nothing came to our attention that caused us to believe that the District had met any of the conditions described in Section 218.503(1), *Florida Statutes*, that might result in a financial emergency.

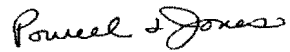
Financial Condition Assessment Procedures – As required by the *Rules of the Auditor General*, (Sections 10.554(1)(i)7.c and 10.556(7), we applied financial condition assessment procedures to the District's financial statements. It is management's responsibility to monitor the entity's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information they provided.

We noted no deteriorating financial conditions as defined by Rule 10.544(2)(f).

Our audit did not disclose any further items that would be required to be reported under the *Rules of the Auditor General*, Chapter 10.550.

## **CONCLUSION**

We very much enjoyed the challenge and experiences with our audit of the District. We appreciate the helpful assistance of District staff in completing our audit and also the generally high quality of the District's financial records and internal controls.

A handwritten signature in cursive script, appearing to read "Powell & Jones".

**POWELL & JONES**

Certified Public Accountants

February 9, 2015

## **Communication with Those Charged with Governance**

**To the Board of Commissioners  
Taylor Coastal Water and Sewer District**

We have audited the financial statements of Taylor Coastal Water and Sewer District for the year ended September 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Taylor Coastal Water and Sewer District are described Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no sensitive estimates affecting Taylor Coastal Water and Sewer District's financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There are no sensitive disclosures affecting the financial statements.

#### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no such misstatements identified during our audit.

### ***Disagreements with Management***

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated February 9, 2015.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

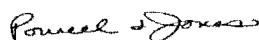
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Other Information in Documents Containing Audited Financial Statements**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of County Commissioners and management of Taylor Coastal Water and Sewer District, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



**POWELL & JONES**  
Certified Public Accountants  
February 9, 2015

(19)

**MARK WIGGINS, TAX COLLECTOR**  
**OFFICE OF THE TAX COLLECTOR**

Taylor County • Post Office Box 30  
Perry, Florida 32348-0030

**Property Tax Office**  
Taylor County Courthouse

January 6, 2015

Phone 850-838-3580  
Fax 850-838-3543

Board of County Commission  
Taylor County Courthouse  
Perry, Florida 32347  
Attn: Honorable, Pat Patterson Chairman

Dear Mrs. Patterson,

Pursuant to Chapter 197.492, Florida Statutes, the expiration of a delinquent tax certificate is seven (7) years from the date of issuance, unless tax deed application or other administrative or legal proceedings have begun on the property covered by the certificate.


Please be advised the attached list of County held tax certificates that were issued in May, 2008, will expire in May, 2015, unless the County exercises its option and begin the tax deed application proceedings. Attached you will find a listing of those certificates.

We have already mailed letters to the property owners advising them the tax deed process may begin if payment is not made by February 5, 2015. To begin the tax deed process for each certificate we will need the \$110.00 title search fee and an application fee of \$75.00. We will also need an application signed by you.

Of the 91 unpaid tax certificates held by the County from the 2008 certificate sale 49 cover Oil, Gas and Mineral Rights and two the County applied for tax deed on July 5, 2012, is on the List of Lands Available for Sale. If the County plans to begin this process please let me know as soon as possible, so that we can complete this work on a timely manner.

As always, if additional information is required, please do not hesitate to let us know.

Respectfully yours,

  
Mark Wiggins, Tax Collector

MW/be

Attachments



*Forest Capital of the South*



Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
<b>0099999 COUNTY HELD CERTIFICATE</b>					
<b>PERRY FL 32347</b>					
R01307-100	2008 24.000	1,440	\$58.82	18.000	
260405-01307100	2007 100859.0000		136.54		
Owner Info: HENDERSON S W JR					
P O BOX 1365					
LUFKIN TX 75902					
064000 ACRES 640 ACRES MINERAL					
RIGHTS 3/8 INT IN OGM RGTS IN					
SECTION LB R-18 OR 116-672					
R01308-100	2008 25.000	1,440	\$58.82	18.000	
270405-01308100	2007 100865.0000		136.54		
HENDERSON S W JR					
P O BOX 1365					
LUFKIN TX 75902					
064000 ACRES 640 ACRES MINERAL					
RIGHTS 3/8 INT IN OGM RGTS IN					
SECTION LB R-18 OR 116-672					
R01309-100	2008 26.000	1,440	\$58.82	18.000	
280405-01309100	2007 100871.0000		136.54		
HENDERSON S W JR					
P O BOX 1365					
LUFKIN TX 75902					
064000 ACRES 640 ACRES MINERAL					
RIGHTS 3/8 INT IN OGM RGTS IN					
SECTION LB R-18 OR 116-672					
R01310-100	2008 27.000	1,440	\$58.82	18.000	
290405-01310100	2007 100877.0000		136.54		
HENDERSON S W JR					
P O BOX 1365					
LUFKIN TX 75902					
064000 ACRES 640 ACRES MINERAL					
RIGHTS 3/8 INT IN OGM RGTS IN					
SECTION LB R-18 OR 116-672					
R01311-200	2008 28.000	1,170	\$54.07	18.000	
300405-01311200	2007 100885.0000		126.02		
HENDERSON S W JR					
P O BOX 1365					
LUFKIN TX 75902					
052000 ACRES 520 ACRES MINERAL					
RIGHTS 3/8 INT IN OGM RGTS IN N					
1/2 SW 1/4 & NW 1/4 OF SE 1/4 LB					
R-18 OR 116-672					
R01320-100	2008 29.000	720	\$46.16	18.000	
030505-01320100	2007 100904.0000		108.49		
HENDERSON S W JR					



Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	P O BOX 1365				
	LUFKIN TX 75902				
	032000 ACRES 320 ACRES MINERAL				
	RIGHTS 3/8 INT IN OGM RGTS IN S				
	1/2 LB R-18 OR 116-672				
R01333-100	2008 30.000	720	\$46.16	18.000	
150505-01333100	2007 100925.0000		108.49		
	HENDERSON S W JR				
	P O BOX 1365				
	LUFKIN TX 75902				
	064000 ACRES 640 ACRES MINERAL				
	RIGHTS 3/8 INT IN OGM RGTS IN				
	SECTION LB R-18 OR 116-672				
R01590-100	2008 41.000	1,440	\$58.82	18.000	
060506-01590100	2007 101393.0000		136.54		
	HENDERSON S W JR				
	P O BOX 1365				
	LUFKIN TX 75902				
	064000 ACRES 640 ACRES MINERAL				
	RIGHTS 3/8 INT IN OGM RGTS IN				
	SECTION LB R-18 OR 116-672				
R01601-200	2008 43.000	1,350	\$57.24	18.000	
110506-01601200	2007 101423.0000		133.04		
	HENDERSON S W JR				
	P O BOX 1365				
	LUFKIN TX 75902				
	060000 ACRES 600 ACRES MINERAL				
	RIGHTS 3/8 INT IN OGM RGTS IN				
	SECTION LESS NW 1/4 OF NW 1/4 LB				
	R-18 OR 116-672				
R01601-400	2008 44.000	1,800	\$65.17	18.000	
110506-01601400	2007 101425.0000		150.60		
	SNOW ANNE ETAL.				
	1255 STONEWALL.				
	NEW BRAUNFELS TX 78130				
	060000 ACRES MINERAL RIGHTS				
	UNDIVIDED 1/2 INT IN OGM RGTS IN				
	ALL SECTION LESS NW 1/4 OF NW 1/				
	4				
R01605-200	2008 45.000	1,440	\$58.82	18.000	
120506-01605200	2007 101429.0000		136.54		
	HENDERSON S W JR				
	P O BOX 1365				
	LUFKIN TX 75902				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	064000 ACRES 640 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672				
R01605-400	2008 46.000	1,920	\$67.28	18.000	
120506-01605400	2007 101431.0000		155.28		
	SNOW ANNE ETAL 1255 STONEWALL NEW BRAUNFELS TX 78130 064000 ACRES MINERAL RIGHTS UNDIVIDED 1/2 INT IN OGM RGTS IN ALL SECTION				
R01606-100	2008 47.000	1,080	\$52.52	18.000	
130506-01606100	2007 101433.0000		122.58		
	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 048000 ACRES 480 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LESS SW 1/4 LB R-18 OR 116-672				
R01613-200	2008 48.000	864	\$48.69	18.000	
140506-01613200	2007 101446.0000		114.10		
	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 038400 ACRES 384 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN N 1/2 LESS 16 AC IN NE 1/4 & LESS W 1/2 OF NW 1/4 OF NW 1/4 N 1/2 OF SW 1/4 & N 1/2 OF SW 1/4 OF SE 1/4 OR 116-672				
R01613-400	2008 49.000	732	\$46.36	18.000	
140506-01613400	2007 101448.0000		108.94		
	SNOW ANNE ETAL 1255 STONEWALL NEW BRAUNFELS TX 78130 024400 ACRES MINERAL RIGHTS UNDIVIDED 1/2 INT IN OGM RGTS IN N 1/2 LESS 9 AC IN SW COR SE 1/4 OF NE 1/4 & LESS 7 AC IN SE COR OF SW 1/4 OF NE 1/4 & LESS W 1/2 OF NW 1/4 OF NW 1/4 & LESS SW 1/ 4 OF NW 1/4				
R01624-200	2008 52.000	652	\$44.98	18.000	
150506-01624200	2007 101510.0000		105.88		
	HENDERSON S W JR				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	P O BOX 1365				
	LUFKIN TX 75902				
	029000 ACRES 290 ACRES MINERAL				
	RIGHTS 3/8 INT IN OGM RGTS IN S				
	1/2 OF NE 1/4 N 1/2 OF NE 1/4 OF				
	NW 1/4 SE 1/4 OF SW 1/4 & SE 1/4				
	LB R-18 OR 116-672				
R01624-400	2008	53.000	810	\$47.76	18.000
150506-01624400	2007	101512.0000		112.04	
	SNOW ANNE ETAL				
	1255 STONEWALL				
	NEW BRAUNFELS TX 78130				
	027000 ACRES MINERAL RIGHTS				
	UNDIVIDED 1/2 INT IN OGM RGTS IN				
	N 1/2 OF N 1/2 OF NE 1/4 OF NW				
	1/4 S 1/2 OF NE 1/4 N 1/2 OF SE				
	1/4 SE 1/4 OF SE 1/4 SE 1/4 OF				
	SW 1/4 S 1/2 OF SW 1/4 OF SE 1/4				
R01626-100	2008	54.000	315	\$39.03	18.000
160506-01626100	2007	101519.0000		92.70	
	HENDERSON S W JR				
	P O BOX 1365				
	LUFKIN TX 75902				
	014000 ACRES 140 ACRES MINERAL				
	RIGHTS 3/8 INT IN OGM RGTS IN S				
	1/2 OF NE 1/4 LESS SE 1/4 OF SW				
	1/4 OF NE 1/4 & LESS SW 1/4 OF SE				
	1/4 OF NE 1/4 N 1/2 OF SE 1/4				
	LESS NW 1/4 OF NE 1/4 OF SE 1/4 &				
	LESS NE 1/4 OF NW 1/4 OF SE 1/4				
	& N 1/2 OF SW 1/4 OF SE 1/4 LB				
	R-18 OR 116-672				
R01630-100	2008	55.000	1,440	\$58.82	18.000
180506-01630100	2007	101528.0000		136.54	
	HENDERSON S W JR				
	P O BOX 1365				
	LUFKIN TX 75902				
	064000 ACRES 640 ACRES MINERAL				
	RIGHTS 3/8 INT IN OGM RGTS IN				
	SECTION LB R-18 OR 116-672				
R01646-100	2008	57.000	1,440	\$58.82	18.000
220506-01646100	2007	101565.0000		136.54	
	HENDERSON S W JR ET UX &				
	P O BOX 1365				
	LUFKIN TX 75902				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	048000 ACRES 480 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN N 1/2 & S 1/2 OF S 1/2 DB 57-109 OR 116-678				
R01647-100	2008 58.000	840	\$48.27	18.000	
230506-01647100	2007 101568.0000		113.17		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 028000 ACRES 280 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN N 1/2 OF N 1/2 S 1/2 OF SW 1/4 & SW 1/4 OF SE 1/4 DB 57-109 OR 116-678				
R01654-100	2008 59.000	480	\$41.93	18.000	
240506-01654100	2007 101576.0000		99.12		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 016000 ACRES 160 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN W 1/2 OF E 1/2 DB 57-109 OR 116- 678				
R01658-100	2008 60.000	360	\$39.84	18.000	
250506-01658100	2007 101580.0000		94.50		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 012000 ACRES 120 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN SW 1/4 OF NW1/4 & W 1/2 OF SW 1/4 DB 57-109 OR 116-678				
R01662-100	2008 61.000	840	\$48.27	18.000	
260506-01662100	2007 101584.0000		113.17		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 028000 ACRES 280 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN SE 1/4 OF NE1/4 N 1/2 OF NW 1/4 SE 1/4 OF SW 1/4 SW 1/4 OF SE 1/4 & E 1/2 OF SE 1/4 DB 57-109 OR 116-678				
R01663-100	2008 62.000	1,320	\$56.72	18.000	
270506-01663100	2007 101586.0000		131.88		
	HENDERSON S W JR ET UX &				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	P O BOX 1365				
	LUFKIN TX 75902				
	044000 ACRES 440 ACRES MINERAL				
	RIGHTS 1/2 INT IN OGM RGTS IN E				
	1/2 OF NE 1/4 NW 1/4 OF NE 1/4 E				
	1/2 OF NW 1/4 NW 1/4 OF NW 1/4 S				
	1/2 OF SW 1/4 W/2 OF SE/4 & SE/4				
	OF SE/4 116-678				
R01677-100	2008 64.000	1,440	\$58.82	18.000	
320506-01677100	2007 101610.0000		136.54		
	HENDERSON S W JR				
	P O BOX 1365				
	LUFKIN TX 75902				
	064000 ACRES 640 ACRES MINERAL				
	RIGHTS 3/8 INT IN OGM RGTS IN				
	SECTION LB R-18 OR 116-672				
R01678-100	2008 65.000	1,440	\$58.82	18.000	
330506-01678100	2007 101616.0000		136.54		
	HENDERSON S W JR				
	P O BOX 1365				
	LUFKIN TX 75902				
	064000 ACRES 640 ACRES MINERAL				
	RIGHTS 3/8 INT IN OGM RGTS IN				
	SECTION LB R-18 OR 116-672				
R01680-000	2008 66.000	960	\$50.38	18.000	
340506-01680000	2007 101623.0000		117.84		
	HENDERSON S W JR ET UX &				
	P O BOX 1365				
	LUFKIN TX 75902				
	032000 ACRES 320 ACRES MINERAL				
	RIGHTS 1/2 INT IN OGM RGTS IN NE				
	1/4 OF NE 1/4 W 1/2 OF NE 1/4 E				
	1/2 OF NW 1/4 E 1/2 OF SE 1/4 &				
	NW 1/4 OF SE 1/4 DB 57-109 OR				
	116-678				
R01681-100	2008 67.000	1,560	\$60.94	18.000	
350506-01681100	2007 101625.0000		141.23		
	HENDERSON S W JR ET UX &				
	P O BOX 1365				
	LUFKIN TX 75902				
	052000 ACRES 520 ACRES MINERAL				
	RIGHTS 1/2 INT IN OGM RGTS IN NE				
	1/4 E 1/2 OF NW 1/4 SW 1/4 E 1/2				
	OF SE 1/4 & SW 1/4 OF SE 1/4 DB				
	57-109 OR 116-679				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
<b>0099999</b>	<b>COUNTY HELD CERTIFICATE</b>				
R01682-100	2008 68.000	480	\$41.93	18.000	
360506-01682100	2007 101629.0000		99.12		
Owner Info:	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 016000 ACRES 160 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN W 1/2 OF W 1/2 DB 57-109 OR 116-678				
R01683-100	2008 69.000	840	\$48.27	18.000	
010606-01683100	2007 101631.0000		113.17		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 028000 ACRES 280 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN NW 1/4 OF NE1/4 S 1/2 OF NE 1/4 & NW 1/4 DB 57-109 OR 116-678				
R01687-000	2008 70.000	517	\$42.60	18.000	
020606-01687000	2007 101636.0000		100.61		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 017250 ACRES 172.5 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN N/2 OF NE/4 LESS W/2 OF SW/4 OF NW/4 OF NE/4 N/2 OF NW/4 LESS SE/4 OF NE/4 OF NE/4 OF NW/4 W/2 OF SE/4 OF NW/4 116-678				
R02452-010	2008 248.000	750	\$46.69	18.000	
130407-02452010	2007 103479.0000		109.67		
	BIRD H F C/O ROBIN COLLINS P O BOX 882 PERRY FL 32348 .25 ACRE COM SE COR OF SW 1/4 OF NW 1/4 RUN N 150 FT SW 212.1 FT E 150 FT TO POB DB 33-375				
R03181-000	2008 330.000	1,212	\$58.72	18.000	
230407-03181000	2007 104657.0000		136.31		
	BROWN W N 1251 FERDINAND ST DETROIT MI 48209 WEST BROOKLYN SUB LT 13 BLK 49				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
<b>0099999</b>	<b>COUNTY HELD CERTIFICATE</b>				
R03190-000	2008 331.000	1,700	\$68.85	18.000	
230407-03190000	2007 104669.0000		158.75		
Owner Info:	HALL ROSALIND 1511 S ROBERSON ST PERRY FL 32348 SPRING CREEK SUB LOT 10 BLK 50 OR 403-737				
R03209-000	2008 335.000	1,446	\$63.58	18.000	
230407-03209000	2007 104689.0000		147.08		
	JAY MALCOM CHAS P O BOX 724 PERRY FL 32348 WEST BROOKLYN SUB W 50 FT OF LOT 6 BLK 51 DESC AS: COM SW COR BLK 55 J C CURLS S TH W 130.5 FT FOR POB TH W 50 FT N 115.5 FT E 50 FT S 115.5 FT TO POB OR 151- 536				
R03624-000	2008 367.000	1,569	\$66.14	18.000	
240407-03624000	2007 105117.0000		152.75		
	HIGHTOWER WILLIE J 907 W UNION ST PERRY FL 32348 J C CURLS S COM SW COR LOT 11 OF SUNNYSIDE ADD TH N 190 FT TO POB TH E 115.5 FT TO PT 30 FT N OF NE COR LOT 11 TH N 220 FT M/L TO S BK SPRING CRK TH NW ALG SD BK 115.5 FT TO E R/W ALSTON ST TH S ALG R/W 210 FT TO POB OR 309-873 SUBJ TO LIFE ESTATE IN OR 312-359 DC 424-66				
R03698-000	2008 377.000	1,000	\$54.30	18.000	
240407-03698000	2007 105191.0000		126.52		
	DAVIS PAMPY UNKNOWN PERRY FL 32347 .13 ACRE COM SE COR OF NE 1/4 OF NW 1/4 RUN N 160 YDS W 140 YDS N 35 YDS FOR POB TH N 55 FT TO S RW RICHMOND ST TH E 105 FT S 55 FT W 105 FT TO POB DB Y-268				
R03699-000	2008 378.000	1,000	\$54.30	18.000	
240407-03699000	2007 105192.0000		126.52		
	LUSTER WILL & ELLA UNKNOWN				



Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	PERRY FL 32347				
	.13 ACRE COM 160 YDS N & 140				
	YDS W OF SE COR OF NE 1/4 OF NW				
	1/4 RUN N 35 YDS FOR POB TH N 56				
	FT TO S RW RICHMOND ST TH E ALG				
	RICHMOND ST 105 FT TH S 55 FT TH				
	W TO POB DB 2-342				
R03700-000	2008	379.000	1,000	\$54.30	18.000
240407-03700000	2007	105193.0000	126.52		
	MCRAE WILL				
	UNKNOWN				
	PERRY FL 32347				
	.05 ACRE COM SE COR OF NE 1/4				
	OF NW 1/4 RUN N 16 YDS W 175 YDS				
	N 38 1/3 YDS FOR POB TH W 105 FT				
	N 45 FT E 105 FT S 45 FT TO POB				
	LESS RW				
R03701-000	2008	380.000	2,520	\$85.92	18.000
240407-03701000	2007	105194.0000	196.56		
	WALLACE BERTHA				
	UNKNOWN				
	PERRY FL 32347				
	.13 ACRE COM SE COR OF NE 1/4				
	OF NW 1/4 RUN N 160 YDS W 175				
	YDS FOR POB TH N 35 YDS W 35 YDS				
	S 35 YDS E 35 YDS TO POB LESS RW				
R03808-500	2008	389.000	2,000	\$75.09	18.000
240407-03808500	2007	105284.0000	172.57		
	UNKNOWN				
	PERRY FL 32347				
	.08 ACRE COM SE COR BLK 2 S H				
	PEACOCK ADD FOR POB RUN E 29 FT				
	TO W BD LN OF ARENA AVE TH N ALG				
	RW 90 FT TO S BD LN OF MAIN ST				
	TH W 29 FT TO NE COR BLK 2 TH S				
	90 FT TO POB				
R03832-000	2008	391.000	2,735	\$90.40	18.000
240407-03832000	2007	105308.0000	206.49		
	GLINN SANDRA L SCALES				
	9011 RIDGELAND DR				
	MIAMI FL 33157				
	ORIG TOWN CM 70FT W OF SE CR				
	BLK 1 N 80.5FT W 25FT S 80.5FT E				
	25FT TO POB ALSO CMSE CR LT 24				
	BLK 1 W 62.3FT TO POB N 25.7FT E				
	1.98FT N 26.8FT W 9.68FT S 52.5FT				
	E 7.70FT TO POB OR 548-894				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
<b>0099999</b>	<b>COUNTY HELD CERTIFICATE</b>				
R04145-000	2008 416.000	1,302	\$60.58	18.000	
240407-04145000	2007 105620.0000		140.43		
Owner Info:	SMITH ANNIE LEE EST 23104 L LIZANA RD SAUCIER MS 39574 BLAIR & HINELY ADD LOT 12 BLK 12				
R04187-000	2008 419.000	1,294	\$60.42	18.000	
240407-04187000	2007 105667.0000		140.08		
	KINNEY MISS MARIE UNKNOWN 53 E 136TH ST RIVERDALE IL 60827 FAIR LAWN LOT 1 BLK 4				
R04897-000	2008 466.000	400	\$41.82	18.000	
260407-04897000	2007 106340.0000		98.88		
	VEREEN JAMES 2902 REDDING RD NE ATLANTA GA 30319 WEST BROOKLYN SUB LOT 4 BLK 55 OR 329-498				
R04898-110	2008 467.000	1,454	\$63.75	18.000	
260407-04898110	2007 106342.0000		147.46		
	BROWN SUSIE B C/O TIMOTHY BROWN 1001 36TH STREET APT A11R WEST PALM BEACH FL 33407 WEST BROOKLYN SUB LOT 1 BLK 56				
R04901-500	2008 468.000	600	\$45.97	18.000	
260407-04901500	2007 106347.0000		108.07		
	BROWN ANNIE MAE UNKNOWN ADDRESS PERRY FL 32348 WEST BROOKLYN SUB E 1/2 OF LOT 5 BLK 56				
R04907-000	2008 469.000	1,363	\$61.86	18.000	
260407-04907000	2007 106353.0000		143.27		
	BRYANT LOLA UNKNOWN ADDRESS NJ 08322 WEST BROOKLYN SUB LTS 12 & 13 BLK 56				
R04923-000	2008 471.000	1,248	\$59.48	18.000	
260407-04923000	2007 106372.0000		138.00		

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
<b>0099999</b>	<b>COUNTY HELD CERTIFICATE</b>				
Owner Info:	SWIFT DORA SMITH ESTATE				
	907 SHORT ST				
	PERRY FL 32347				
	WEST BROOKLYN SUB LOT 20 BLK 57				
	OR 139-63				
R04931-000	2008	473.000	1,200	\$58.46	18.000
260407-04931000	2007	106383.0000		135.74	
	GANT CHRISTINA L				
	708 W HAMPTON SPRINGS AVE				
	PERRY FL 32347				
	WEST BROOKLYN SUB LOT 3 BLK 58				
	OR 442-253				
R04958-000	2008	485.000	1,158	\$57.58	18.000
260407-04958000	2007	106468.0000		133.79	
	WILLIAMS LORENE				
	C/O LESSIE M WASHINGTON				
	1155 PINECREST ST				
	PERRY FL 32347				
	A B MCRAE ADD LOT 17 BLK 14				
R05046-002	2008	508.000	7,850	\$196.79	18.000
260407-05046002	2007	106583.0000		1,510.35	
	N.R.L.L. EAST LLC				
	C/O AMINA ELLAMS				
	11218 101ST AVE FL 3				
	S RICHMOND HILL NV 11419				
	.31 ACRE COM SW COR OF SE				
	1/4				
	OF SW 1/4 OF SW 1/4 TH N 313				
	FT				
	E 140 FT FOR POB TH E 140 FT				
	S				
	125 FT W 61 FT N 47 FT W 79				
	FT N				
	78 FT TO POB OR 587-805				
R05060-000	2008	509.000	885	\$51.91	18.000
260407-05060000	2007	106606.0000		121.23	
	STEADMAN JEROME E				
	UNKNOWN				
	222 SWEETWATER CIRCLE				
	APT T4				
	MABLETON	GA 30126			

List of Lands

\*\*\* APPLICATION INFO \*\*\*  
 APPL TYPE: APPLIED  
 DATE APPLIED: 07.05.2012  
 RECEIPT: 1112105.0019  
 AMOUNT: \$185.00  
 APPLICANT: 0099999

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	COM AT NE COR OF SW 1/4 OF NE 1/4 RUN S 20 FT W 770 FT S 120 FT FOR POB RUN W 50 FT S 90 FT E 50 FT N 90 FT OR 388-55				
R05152-000	2008 523.000	1,638	\$67.57	18.000	
260407-05152000	2007 106738.0000		155.92		
	SPERR CONNIE C 1855 SW 87TH PL OCALA FL 34476 SPRING LAKE HGTS LOT2 LESS A TRIANGLE IN SE COR & OR 363-27				
R05173-000	2008 531.000	1,005	\$54.40	18.000	
260407-05173000	2007 106786.0000		126.75		
	WILLIAMS WILLIE L UNKNOWN 54 TACOMA ST ROCHESTER NY 14613 B V D ADD LOT 1 BLK 1 OR 244- 904				
R05173-100	2008 532.000	1,005	\$54.40	18.000	
260407-05173100	2007 106787.0000		126.75		
	WILLIAMS WILLIE LEE UNKNOWN 54 TACOMA ST ROCHESTER NY 14613 B V D ADD LOT 2 BLK 1				
R05175-000	2008 534.000	914	\$52.52	18.000	
260407-05175000	2007 106789.0000		122.58		
	MOYD CHARLIE C/O BENJAMIN MOYD 100 5TH ST PERRY FL 32348 B V D ADD LOT 4 BLK 1				
R05247-000	2008 541.000	1,564	\$66.03	18.000	
260407-05247000	2007 106870.0000		152.51		
	FLETCHER WILLIAM C 238 1/2 FRONT ST PERRY FL 32348 N L SMITH COM SW CR LOT 5 BLK A TH NLY 100 FT FOR POB TH CONT NLY 170 FT N 68D 36M E 210 FT S 20 FT S 68D 36M W 105 FT SLY 150 FT S 68D 36M W 105 FT TO POB PART OF LOTS 4 & 5 BLK A				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
<b>0099999</b>	<b>COUNTY HELD CERTIFICATE</b>				
R05312-050	2008	556.000	1,336	\$61.29	18.000
260407-05312050	2007	106951.0000		142.01	
Owner Info:	TAYLOR JO ANN C/O MARYANN E TAYLOR 4626 FREDRICK BURL AVE JACKSONVILLE FL 32208 000015 ACRES .15 ACRES COM NW COR SE 1/4 OF SW 1/4 TH N 03D W 305.8FT TO S R/W SOUTHERN RR THIN 69D13M E 780FT TO POB TH S 03D E 115FT N 69D13M E 60FT N 03D W 115FTS 69D13M W 60FT TO POB OR 125-571				
R05387-000	2008	571.000	25,453	\$562.93	18.000
260407-05387000	2007	107035.0000		2,955.49	
	HENDERSON ESSIE MAE  C/O ALYCE WATKINS 106 BLALOCK ST PERRY FL 32348 JERKINS HGTS LOT 14 BLK 1 OR 142-39				
R05487-010	2008	579.000	500	\$43.91	18.000
260407-05487010	2007	107148.0000		103.51	
	JACKSON IRIS C/O SHAN JACKSON 5812 WINDHAM DR MILTON FL 32570 J H PARKER SUB W 15 FT OF N 84. 5 FT OF LOT 3 BLK 5 DB 72-238				
R05510-000	2008	581.000	1,272	\$59.95	18.000
260407-05510000	2007	107174.0000		139.04	
	WILLIAMS MAYOLA C/O EDDIE L WILLIAMS 5909 MILLSTONE LANE PFAFF TOWN NC 27040 J H PARKER LOT 4 BLK 9				
R05615-100	2008	591.000	691	\$45.66	18.000
280407-05615100	2007	107319.0000		107.39	
	ANDERSON ROY T TRUSTEE 302 FAIR FOUNDATION BLDG				

List of Lands

\*\*\* APPLICATION INFO\*\*\*  
 APPL TYPE: APPLIED  
 DATE APPLIED: 07.05.2012  
 RECEIPT: 1112105.0002  
 AMOUNT: \$185.00  
 APPLICANT: 0099999

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	TYLER TX 75702 200.00 ACRES MINERAL RIGHTS 57. 66 % INT IN OGM RGTS IN NW 1/4 OF NE 1/4 & E 1/2 OF W 1/2 OR 197-791				
R05635-100	2008	592.000	759	\$46.85	18.000
310407-05635100	2007	107369.0000		110.02	
	PINE ISLAND INC P O BOX 1365 LUFKIN TX 75901 048000 ACRES 480 ACRES MINERAL RIGHTS 19/72 INT IN OGM RGTS IN W 1/2 & NE 1/4 OR 126-411 & 412				
R05644-200	2008	595.000	823	\$47.97	18.000
320407-05644200	2007	107393.0000		112.50	
	HENDERSON S W JR ET UX P O BOX 1365 LUFKIN TX 75902 052000 ACRES 520 ACRES MINERAL RIGHTS 19/72 INT IN OGM RGTS IN E 1/2 & NW 1/4 & SE 1/4 OF SW 1/ 4 DB 52-197 OR 117-221 W 1/2 OR 106-598 123-745				
R05720-200	2008	622.000	2,508	\$85.66	18.000
350407-05720200	2007	107589.0000		195.99	
	BLASKE LOUIS E SR 802 GRAY AVE APT 1 CARRABELLE FL 32322 BELAIR HEIGHTS SUB URS LOT 508 DESC AS: COM NW COR SECT RUN S ALG SECT LN 25 FT TH ELY PAR TO N SECT LN 546 FT SLY PAR TO W SECT LN 100 FT TO POB TH ELY PAR TO N SECT LN 76 FT SLY PAR TO W SECT LN 100 FT WLY PAR TO N SECT LN 76 FT NLY PAR TO W SECT LN 100 FT TO POB OR 545-868				
R05787-000	2008	639.000	2,900	\$93.82	18.000
360407-05787000	2007	107851.0000		214.06	?
	PARKER L E & H F MITCHELL 206 CLAIRE DR PERRY FL 32348				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	.29 ACRE COM SW COR OF SW 1/4 OF NW 1/4 RUN N 00D 37M 04S E 739.81 FT S 88D 40M 53S E 480.19 FT FOR POB TH S 88D 40 M 53S E 109.43 FT S 400 FT N 88D 40 M 54S W 25 FT N 380 FT W 84.43 FT N 30 FT TO POB				
R06113-200	2008	669.000	480	\$41.93	18.000
180507-06113200	2007	108600.0000		99.12	
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 016000 ACRES 160 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN W 1/2 OF NW 1/4 NW 1/4 OF SW 1/4 SE 1/4 OF SE 1/4 DB 57-109 OR 116-678				
R06120-100	2008	671.000	840	\$48.27	18.000
190507-06120100	2007	108614.0000		113.17	
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 028000 ACRES 280 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN S 1/2 OF NE 1/4 SE 1/4 OF NW 1/4 & N 1/2 OF S 1/2 DB 57-109 OR 116- 678				
R06122-100	2008	673.000	720	\$46.16	18.000
200507-06122100	2007	108626.0000		108.49	
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 024000 ACRES 240 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN E 3/4 OF S 1/2 DB 57-109 OR 116- 678				
R06177-200	2008	683.000	720	\$46.16	18.000
270507-06177200	2007	108751.0000		108.49	
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 024000 ACRES 240 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN SE 1/4 OF NE 1/4 NW 1/4 OF NE 1/4 NW 1/4 OF NW 1/4 S 1/2 OF NW 1/4 & NW 1/4 OF SW 1/4 DB 57-109 OR 116-679				



Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
<b>0099999</b>	<b>COUNTY HELD CERTIFICATE</b>				
R06193-100	2008 684.000	720	\$46.16	18.000	
280507-06193100	2007 108785.0000		108.49		
Owner Info:	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 024000 ACRES 240 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN SW 1/4 OF NW1/4 NE 1/4 OF SW 1/4 & SE 1/4 DB 57-109 OR 116-678 E 1329.54 FT N 952.25 FT				
R06197-000	2008 685.000	1,080	\$52.52	18.000	
290507-06197000	2007 108789.0000		122.58		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 036000 ACRES 360 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN E 1/2 OF NE 1/4 NW 1/4 OF NE 1/4 N 1/2 OF NW 1/4 & S 1/2 OF S 1/2 DB 57-109 OR 116-678				
R06200-100	2008 686.000	1,200	\$54.61	18.000	
300507-06200100	2007 108791.0000		127.21		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 040000 ACRES 400 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN E 1/2 OF NE 1/4 NW 1/4 OF NE 1/4 NE 1/4 OF NW 1/4 S 1/2 OF NW 1/4 N 1/2 OF SW 1/4 & S 1/2 OF SE 1/4 DB 57-109 116-678				
R06201-100	2008 687.000	1,080	\$52.52	18.000	
310507-06201100	2007 108793.0000		122.58		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 036000 ACRES 360 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN NE 1/4 SW 1/4 & NE 1/4 OF SE 1/4 DB 57-109 OR 116-678				
R06202-100	2008 688.000	1,560	\$60.94	18.000	
320507-06202100	2007 108795.0000		141.23		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	052000 ACRES 520 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN NE 1/4 W 1/2 OF NW 1/4 & S 1/2 LESS SW 1/4 OF SW 1/4 DB 57-109 OR 116-678				
R06206-000	2008	689.000	960	\$50.38	18.000
330507-06206000	2007	108802.0000	117.84		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 032000 ACRES 320 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN E 1/2 OF NE 1/4 SW 1/4 OF NE 1/4 NW 1/4 OF NW 1/4 & SE 1/4 DB 57- 109 OR 116-678				
R06209-000	2008	690.000	720	\$46.16	18.000
340507-06209000	2007	108806.0000	108.49		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 024000 ACRES 240 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN S 1/2 OF NW 1/4 & SW 1/4 DB 57-109 OR 116-679				
R06230-100	2008	694.000	480	\$41.93	18.000
050607-06230100	2007	108836.0000	99.12		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 016000 ACRES 160 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN W 1/2 OF NW 1/4 & SE 1/4 OF NW 1/4 DB 55-376 OR 116-675				
R06234-100	2008	695.000	480	\$41.93	18.000
050607-06234100	2007	108841.0000	99.12		
	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 016000 ACRES 160 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN N 1/2 OF NE 1/4 SW 1/4 OF NE 1/4 & NE 1/4 OF NW 1/4 DB 57-109 OR 116-678				
R06241-100	2008	698.000	840	\$48.27	18.000
060607-06241100	2007	108860.0000	113.17		
	HENDERSON S W JR ET UX &				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
0099999	<b>COUNTY HELD CERTIFICATE</b>				
	P O BOX 1365				
	LUFKIN TX 75902				
	028000 ACRES 280 ACRES MINERAL				
	RIGHTS 1/2 INT IN OGM RGTS IN N				
	1/2 OF NE 1/4 SW 1/4 OF NE 1/4 &				
	NW 1/4 DB 57-109 OR 116-678				
R07807-100	2008	907.000	500	\$43.91	18.000
310408-07807100	2007	113396.0000		103.51	
	FAULKNER JOHNNIE				
	UNKNOWN				
	PERRY FL 32347				
	.10 ACRE COM SW COR OF SW 1/4				
	OF SW 1/4 RUN N 7 FT TH E 578.5				
	FT TO W RW US 19 TH SELY TO S LN				
	SECT TH W TO POB OR 43-50				
R07934-000	2008	923.000	440	\$41.23	18.000
320408-07934000	2007	113626.0000		97.57	
	JOHNSON HERALD D &				
	JONES CECIL				
	2062 TYSON RD				
	MONTICELLO FL 32344				
	.11 ACRES COM NW COR OF NW 1/4				
	OF NW 1/4 RUN N 714.16 FT FOR				
	POB CONT N 85.84 FT E 109.71 FT				
	SW 148.5 FT TO POB OR 132-900				
R08143-000	2008	949.000	2,843	\$83.50	18.000
040508-08143000	2007	113917.0000		191.20	
	PARKER ADRANA				
	c/o WILLIE CHARLES WILLIAMS				
	105 N BEVERLY ST				
	PERRY FL 32348				
	BOHANAN SUB LOT 16 BLK A OR				
	221-265				
R08151-000	2008	951.000	1,049	\$51.95	18.000
040508-08151000	2007	113925.0000		121.32	
	JONES THOMAS EST				
	C/O MILDRED BROWN				
	111 SUSAN ST				
	PERRY FL 32348				
	BOHANAN SUB LOT 24 BLK A				
R08155-000	2008	953.000	1,049	\$203.36	18.000
040508-08155000	2007	113929.0000		456.69	
	FRANKLIN DEBRA				
	3762 BOHANAN CIR				
	PERRY FL 32348				

Account/Geo No.	Cert/Folio No.	Value	Face/Due Amt	Bid %	Payment Information
<b>0099999</b>	<b>COUNTY HELD CERTIFICATE</b>				
	BOHANAN SUB LOT 28 BLK A OR 284-659				
R08178-000	2008 959.000	905	\$49.41	18.000	
040508-08178000	2007 113951.0000		115.69		
	PARKER CHARLES C/O COLLEEN PARKER 107 E JANE ST PERRY FL 32347 BOHANAN SUB LOT 20 BLK B OR 402-262				
R08180-000	2008 960.000	1,155	\$53.81	18.000	
040508-08180000	2007 113953.0000		125.44		
	STEADMAN JEROME E UNKNOWN 222 SWEETWATER CIRCLE APT T4 MABLETON GA 30126 BOHANAN SUB LOT 22 BLK B OR 388-49				
R09121-000	2008 1083.000	943	\$50.08	18.000	
280409-09121000	2007 115704.0000		117.18		
	DZUREC PAUL 472 MINOLA DR MIAMI SPRINGS FL 33166 .34 ACRES ALL THAT PART OF SE 1/4 OF NW 1/4 & SW 1/4 OF NE 1/4 LYING S OF US 27 LESS LAND SOLD LESS 9/32 & 1/64 INT IN OGM RGTS OR 93-215 & 191-685				
R10295-100	2008 1296.000	500	\$42.30	18.000	
190910-10295100	2007 119108.0000		99.94		
	SOLOMON GRETA & H F ADDRESS UNKNOWN XXXXXXXXXXXX XX XXXXX RIVERSIDE SUB S 10 FT OF E 332 FT OF LOT 1 & N 10 FT OF E 332 FT OF LOT 2 BLK 5 SUBJ TO ESMT IN OR 193-878				
<b>Bidder Totals</b>					
<b>0099999</b>	<b>91</b>		<b>5,800.13</b>		

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

THE BOARD TO CONSIDER A REQUEST FROM THE SHERIFF FOR FUNDS FROM THE SPECIAL LAW ENFORCEMENT TRUST FUND, AS AGENDAED BY SHERIFF L. E. "BUMMY" WILLIAMS.

**MEETING DATE REQUESTED:**

MARCH 17, 2015

**Statement of Issue:**

IN 2014 THE COUNTY PURCHASED A PROPERTY FOR THE SHERIFF'S INVESTIGATIONS DIVISION. THE SHERIFF IS REQUESTING \$5000 TO COVER A BUILDING PROJECT FOR SHEDS ON THE PROPERTY TO HOUSE EQUIPMENT.

**Recommended Action:**

APPROVE THE EXPENDITURE

**Fiscal Impact:**

NOT TO THE BCC

**Budgeted Expense:**

N/A

**Submitted By:**

SHERIFF WILLIAMS

**Contact:****SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS****History, Facts & Issues:****Options:****Attachments:**

# Sheriff



L. E. "BUMMY" WILLIAMS – TAYLOR COUNTY

108 N. Jefferson St, Suite 103 • Perry, Florida 32347

850-584-4225 • 1-800-800-4740

Dispatch 1-800-669-7123

February 27, 2015

Board of County Commissioners  
Perry, FL 32348

Re: Special Law Enforcement Trust Fund

Dear Chairman:

In 2014, the County purchased property at 2762 Pisgah Road and our Investigations Division moved to this location.

As this property houses our Investigations Division, we are requesting \$5,000 out of the Special Law Enforcement Trust Fund to cover incidentals for a building project. This building project is for sheds to be built so that outside equipment may be protected.

Your assistance in this matter is greatly appreciated. If you have any questions please feel free to contact Captain Rice ([rrice@tcsofl.org](mailto:rrice@tcsofl.org)) or myself at any time.

Sincerely, ~

A handwritten signature in black ink that reads "L.E. 'Bummy' Williams". The signature is written in a cursive, flowing style.

L.E. "Bummy" Williams, Sheriff  
Taylor County, FL

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## **TAYLOR COUNTY BOARD OF COMMISSIONERS**

### **County Commission Agenda Item**

**SUBJECT/TITLE:**



THE BOARD TO CONSIDER APPOINTING A COMMISSIONER TO THE NORTH FLORIDA ECONOMIC DEVELOPMENT PARTNERSHIP (NFEDP) BOARD OF DIRECTORS, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

**MEETING DATE REQUESTED:**

MARCH 17, 2015

**Statement of Issue:** THE BOARD TO MAKE AN APPOINTMENT

**Recommended Action:** APPOINT A COMMISSIONER

**Fiscal Impact:** N/A

**Budgeted Expense:** N/A

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

**Contact:** 838-3500

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

**History, Facts & Issues:** THE BOARD HAS BEEN REQUESTED BY THE NFEDP TO NAME AN APPOINTEE TO THE BOARD OF DIRECTORS. THE COUNTY IS ALLOCATED 2 APPOINTMENTS TO SERVE A 2 YEAR TERM. A COMMISSIONER AND AN ECONOMIC DEVELOPMENT PROFESSIONAL ARE RECOMMENDED TO FILL THESE ROLES. STAFF RECOMMENDS NAMING SCOTT FREDERICK AND A COMMISSIONER TO THE BOARD OF DIRECTORS.

**Options:** SELECT A REPRESENTATIVE

**Attachments:**



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## **TAYLOR COUNTY BOARD OF COMMISSIONERS**

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

**SUBJECT/TITLE:**

Board to approve Resolution and Cover Letter required for the Florida Boating Improvement Program (FBIP) grant application being submitted requesting funding assistance for the construction of restrooms at Steinhatchee Boat Ramp.

**MEETING DATE REQUESTED:**

March 17, 2015

**Statement of Issue:** A Resolution and Cover Letter stating the Board will abide by FBIP guidelines and policies are a requirement of the FBIP Grant application the County is submitting requesting funding assistance for the construction of restrooms at the Steinhatchee Boat Ramp.

**Recommended Action:** Approve Resolution and Cover Letter

**Fiscal Impact:** Engineering has estimated the restrooms to have a cost of approximately \$75,000. A match of 50% of the total project cost would be required for the application to be competitive. "In Kind" services can be used for a portion of the match. The match would be required FY 2015-2016. Staff is recommending a portion of the donation received for Steinhatchee in December 2014 be used for the match.

**Budgeted Expense:** Y/N Not applicable at this time.

**Submitted By:** Melody Cox

**Contact:** Melody Cox

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

**History, Facts & Issues:** The County held two public hearings (February 2 and 17, 2015) to discuss and receive public input for the possible grant submission to the FBIP2015 funding cycle. February 17, 2015, the Board approved moving forward with the submission of a grant application requesting funding assistance for the construction of restroom facilities with showers at the Steinhatchee Boat Ramp.

**Attachments:** Resolution and Cover Letter



## 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

DUSTIN HINKEL, 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

Upon motion of Commissioner \_\_\_\_\_ with second by Commissioner \_\_\_\_\_ and vote of \_\_\_\_\_ The Board of Taylor County Board of County Commissioners, adopt the following resolution:

### RESOLUTION

**Whereas**, the State of Florida Fish and Wildlife Conservation Commission established the Florida Boating Improvement Program, and

**Whereas**, The Board of County Commissioners, Taylor County, Florida is eligible to receive a grant awarded under this program to improve the County's boating areas for it's citizens, and

**Whereas**, The Board authorizes Patricia Patterson, Chairperson or Dustin Hinkel, County Administrator to file and execute any contracts or documents and apply for and administer a grant on behalf of the applicant for the Steinhatchee Boat Ramp Restroom Facility Project, and

**Whereas**, The Board of County Commissioners of Taylor County certifies that the Steinhatchee Boat Ramp Restroom Facility Project is included on the Capital Improvements Plan of the Taylor County Comprehensive Plan.

**Therefore, be it resolved by the Board that:**

1. The Taylor County Board of Commissioners is eligible to submit grant application for funding assistance to the Florida Boating Improvement Program for improvements to and the rehabilitation of recreational boating facilities at Steinhatchee Boat Ramp.
2. The Taylor County Board of County Commissioners support grant application to the Florida Boating Improvement Program for improvements to and the rehabilitation of recreational boating facilities at Steinhatchee Boat Ramp.

**Done and Ordered** in regular session at Perry, Florida this 17<sup>th</sup> day of March, 2015, A.D.

**Board of County Commissioners  
Taylor County, Florida**

**Attest:** \_\_\_\_\_  
Annie Mae Murphy, Clerk

**By:** \_\_\_\_\_  
Patricia Patterson, Chairperson

**Forest Capital of the South**



## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk  
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Perry, Florida 32348  
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(850) 584-2433 Fax

March 17, 2015

Florida Fish & Wildlife Conservation Commission  
Florida Boating Improvement Program  
620 S. Meridian Street  
Tallahassee, Florida 32399

Attn: Florida Boating Improvement Program Coordinator

Re: Steinhatchee Boat Ramp Restroom Facility Project  
2015 Grant Application Boating Access Facilities

Dear Mr. Woody,

Taylor County Board of Commissioners respectfully submits grant application for the 2015 Florida Boating Improvement Program (FBIP) grant funding cycle. We are submitting one grant requesting funding assistance for the construction of a restroom facility with showers at Steinhatchee Boating area. Steinhatchee is the No. 1 tourism location in the County and the boat ramp is heavily used year round. The boat ramp currently has no restrooms and the critical need for restrooms has been expressed by the many visitors who use the boat ramp and the residents of Steinhatchee, particularly business owners. The restrooms with showers will promote tourism and economic development by providing boaters the facilities needed to "freshen up" after a day of fishing and recreation on the Gulf and stay over to enjoy the local restaurants and retail shops.

Taylor County agrees to abide by all guidelines and policies set forth by the Florida Boating Improvement Program. The project contact will be Melody Cox. Miss Cox can be reached at 850-838-3553, or at [melody.cox@taylorcountygov.com](mailto:melody.cox@taylorcountygov.com). We will be pleased to provide you with any additional information you may need. Thank you for your consideration of our application.

Sincerely,

Patricia Patterson  
Chairperson  
Taylor County Board of Commissioners

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

THE BOARD TO SELECT A REPRESENTATIVE TO NEGOTIATE A  
CONTRACT RENEWAL WITH THE COUNTY  
ADMINISTRATOR

**MEETING DATE REQUESTED:**

MARCH 17, 2015

**Statement of Issue:** THE CONTRACT FOR THE COUNTY ADMINISTRATOR  
WILL EXPIRE MAY 14.

**Recommended Action:** SELECT A REPRESENTATIVE

**Fiscal Impact:** N/A

**Budgeted Expense:** N/A

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

**Contact:** 838-3500

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** ON APRIL 22, 2014, THE BOARD ENTERED INTO AN ONE  
YEAR CONTRACT WITH THE CURRENT COUNTY ADMINISTRATOR EFFECTIVE  
MAY 15, 2014. THE CONTRACT WILL EXPIRE ON MAY 14, 2015.

**Options:** SELECT A REPRESENTATIVE

**Attachments:**