

SUGGESTED AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
PERRY, FLORIDA
REGULAR BOARD MEETING
MONDAY, OCTOBER 5, 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 HOLD THE SECOND OF TWO (2) PUBLIC HEARINGS, SET FOR THIS DATE AT 6:00 P.M., OR AS SOON THEREAFTER AS POSSIBLE, TO DISCUSS AND RECEIVE PUBLIC INPUT FOR THE POSSIBLE GRANT SUBMISSION TO THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT'S RIVER GRANT PROGRAM, AS AGENDAED BY MELODY COX, GRANTS DIRECTOR.
5. THE BOARD TO RECEIVE BIDS FOR ENDOSCOPY EQUIPMENT FOR DOCTORS' MEMORIAL HOSPITAL (DMH), SET FOR THIS DATE AT 6:05 P.M. OR AS SOON THEREAFTER AS POSSIBLE.
6. THE BOARD TO RECEIVE BIDS FOR LAPAROSCOPY/ARTHROSCOPY VIDEO SYSTEMS FOR DMH, SET FOR THIS DATE AT 6:10 P.M., OR AS SOON THEREAFTER AS POSSIBLE.

7. THE BOARD TO HOLD A PUBLIC HEARING, SET FOR THIS DATE AT 6:15 P.M., OR AS SOON THEREAFTER AS POSSIBLE, FOR THE IRON HORSE MUD RANCH MUD BOG SPECIAL EVENT PERMIT APPLICATION.

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

CONSENT ITEMS:

8. APPROVAL OF MINUTES OF SEPTEMBER 8 AND 14, 2015.
9. EXAMINATION AND APPROVAL OF INVOICES.
10. THE BOARD TO APPROVE A CONTRACT WITH CONRAD C. BISHOP, JR., BISHOP LAW FIRM, P.A., FOR LEGAL SERVICES, AS AGENDAED BY DUSTIN HINKEL, COUNTY ADMINISTRATOR.
11. THE BOARD TO RATIFY THE COUNTY ADMINISTRATOR'S SIGNATURE ON LEASE AMENDMENTS P00008 AND P00009 AND LEASE VA248-13-L-0077 WITH THE UNITED STATES VETERANS' ADMINISTRATION FOR THE RURAL HEALTH CARE CLINIC (VA CLINIC) AT 1224 NORTH PEACOCK AVE, PERRY, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
12. THE BOARD TO APPROVE THE T-HANGAR LEASE AGREEMENT AT PERRY FOLEY AIRPORT FOR LANDEN SONNICHSEN FOR A PERIOD OF SIX (6) MONTHS FROM OCTOBER 1, 2015, TO MARCH 31, 2016, AS AGENDAED BY MELODY COX, GRANTS DIRECTOR.
13. THE BOARD TO APPROVE AND ADOPT POLICY 11.010 "EMERGENCY SIREN ALERTING AND MAINTENANCE," AS AGENDED BY THE COUNTY ADMINISTRATOR.
- 13-A. THE BOARD TO CONSIDER ADOPTION OF RESOLUTION TO REFLECT A (SHORTFALL) OF MONIES IN THE GENERAL FUND, AS AGENDAED BY COUNTY FINANCE.

PUBLIC REQUESTS:

14. PADRAIC JUAREZ, INTERIM ADMINISTRATOR, TAYLOR COUNTY HEALTH DEPARTMENT, TO APPEAR TO REQUEST APPROVAL OF THE ANNUAL CORE CONTRACT BETWEEN THE FLORIDA DEPARTMENT OF HEALTH IN TAYLOR COUNTY AND THE TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS.

15. JACK SMITH AND JIM FLEMING, FLORIDA FOREST SERVICE, TO APPEAR TO PRESENT THE ANNUAL FLORIDA FOREST SERVICE REPORT.

ADVISORY COMMITTEE REPORTS:

16. THE BOARD TO REVIEW AND CONSIDER RECOMMENDATIONS FROM THE AIRPORT ADVISORY COMMITTEE FOR CHANGES TO THE BYLAWS AND TO CONSIDER A RECOMMENDATION FOR A CHANGE IN THE NAME OF THE AIRPORT, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
17. THE BOARD TO REVIEW AND APPROVE THE OPERATING BYLAWS FOR THE TAYLOR COUNTY RECREATION ADVISORY BOARD (TCRAB), AS AGENDAED BY THE COUNTY ADMINISTRATOR.

GENERAL BUSINESS:

18. THE BOARD TO DISCUSS A PROPOSED CHANGE IN THE DISTRIBUTION OF ROAD PAVING FUNDS IN FUTURE BUDGETS, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
19. THE BOARD TO SET A PUBLIC HEARING FOR AN INCREASE IN THE FEE FOR AN ANNUAL BOAT RAMP PERMIT STICKER, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

COUNTY STAFF ITEMS:

20. THE BOARD TO REVIEW AND APPROVE THE REQUEST FOR PROPOSALS (RFP) AND REQUIRED SUPPORT DOCUMENTS TO ADVERTISE FOR THE TAYLOR COUNTY COMMUNITY TRANSPORTATION COORDINATOR (CTC) AS PER THE REQUIREMENTS OF THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, AS AGENDAED BY THE GRANTS DIRECTOR.
21. THE BOARD TO REVIEW AND APPROVE THE PROPOSED AMENDED STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR STATE FISCAL YEARS 2015-2016, 2016-2017, AND 2017-2018 AND RESOLUTION REQUIRED FOR THE LHAP AMENDMENT, AS AGENDAED BY THE GRANTS DIRECTOR.

22. THE BOARD TO APPROVE PROPOSED SHIP RECIPIENTS, WORK WRITE UPS/BID FORMS, AND INVITATION TO BID FOR THE REHABILITATION OF TWO HOMES THROUGH THE SHIP PROGRAM, AS AGENDAED BY THE GRANTS DIRECTOR.

COUNTY ADMINISTRATOR ITEMS:

23. THE COUNTY ADMINISTRATOR TO DISCUSS A REQUEST BY THE SCHOOL BOARD TO CHANGE THE POSTED SPEED LIMIT IN THE SCHOOL ZONE IN STEINHATCHEE AND SET A DATE FOR A PUBLIC HEARING.
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
- 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.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to hold the second of two public hearings at 6:00 p.m. to discuss and receive public input for the possible grant submission to the Suwannee River Water Management District RIVER grant program.

MEETING DATE REQUESTED:

October 5, 2015

Statement of Issue: Board to hold the second of two public hearings to discuss and receive public input on the possible grant submission to the SRWMD RIVER grant program. Grants staff is recommending submitting application for the restoration of Stephens Springs in Steinhatchee.

Recommended Action: Board approve submitting grant application to the SRWMD RIVER grant program requesting funding assistance for the restoration of Stephens Springs.

Fiscal Impact: Not applicable at this time.

Budgeted Expense: Y/N Not applicable. The match will be provided through "in kind" services and funding provided by the citizens of Steinhatchee. No funding is being requested from the Board.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The RIVER grant funding cycle is open and applications must be submitted to SRWMD by October 30, 2015. The first public hearing was held September 21, 2015 at 6:00 p.m. Staff and Stan Ridgeway who is spearheading the project has met with SRWMD in reference to the proposed restoration. Neil Aikenhead, P.E. of Steinhatchee is providing the engineering services for the project at no cost to the County.

The County was awarded a grant in the amount of \$55,200 through this program in 2014 which provided funding assistance for the connection of to the City of Perry sewer

**system and the decommissioning of the existing septic
system at Forest Capital Hall.**

Attachments: Stephens Springs Information

FOR IMMEDIATE RELEASE

CONTACT: Abby Johnson, Office of Communications
Suwannee River Water Management District
386.362.1001 or 800.226.1066 (FL)
www.mysuwanneeriver.com



RIVER grant applications for local cooperators available

LIVE OAK, FLA, July 22, 2015 — For the third consecutive year, the Suwannee River Water Management District (District) is hosting a local government cooperative funding program, Regional Initiative Valuing Environmental Resources (RIVER), aimed at protecting water supply, improving water quality, restoring natural systems, and providing flood protection. Pending adoption of the Fiscal Year 2016 budget by the District Governing Board, \$1.5 million dollars will be available for next year's program. The submittal deadline is 4pm on October 30, 2015.

The RIVER cost-share program is available to county governments, municipalities, water supply authorities, and other interested government entities. Applicants with projects that are aligned with the District's core mission are encouraged to apply.

For technical assistance interested cooperators have three days to meet with District staff by appointment, August 26, September 2 and 9, 2015. Please call Vanessa Fultz at 386.362.1001 or by email at VJF@srwmd.org to schedule an appointment if interested.

For additional information about RIVER projects contact Patrick Webster at 386.362.1001 or 1.800.226.1066 (FL Toll Free) or via email at PJW@srwmd.org. Please visit our website for upcoming information.

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Stephens Springs

Steinhatchee Florida







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TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO RECEIVE BIDS, SET FOR THIS DATE AT 6:05 P.M. OR AS SOON THEREAFTER AS PRACTICAL, FOR ENDOSCOPY EQUIPMENT FOR DOCTORS' MEMORIAL HOSPITAL.

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue: This was re-bid because the hospital opted to purchase less equipment than what was specified in the original bid.

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 RECEIVE BIDS, SET FOR THIS DATE AT 6:10 P.M., OR AS SOON THEREAFTER AS PRACTICAL, FOR LAPAROSCOPY/ARTHROSCOPY VIDEO SYSTEMS FOR DOCTORS' MEMORIAL HOSPITAL.

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue: This was re-bid because the hospital opted to purchase less equipment than what was specified in the original bid.

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:



Public Hearing for Iron Horse Mud Ranch Mud Bog Special Event

MEETING DATE REQUESTED:

October 5, 2015

Statement of Issue: Board to hold public hearing to consider approval of a Mud Bog Special Event application.

Recommendation: Hold public hearing

Fiscal Impact: Increase in tourism

Budgeted Expense: Yes ☐ No ☐ N/A ☒

Submitted By: Danny Griner

Contact: building.director@taylorcountygov.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Planning Staff received an application from the Iron Horse Mud Ranch to hold a Mud Bog Special Event on October 22-25, 2015. The event is scheduled to take place at the Iron Horse Mud Ranch site located at 8999 S. US 19. Section 10-65 of the Code of Ordinances requires that special events with attendance greater than 1,000 must be approved by the County Commission at a public hearing. The application reflects that attendance is anticipated to meet the public hearing criteria.

Options:

1. Approve the application.
2. Deny the application.

Attachments:

1. Copy of application and associated documents.
2. Copy of public hearing legal notice.

MUD BOG CHECKLIST

EVENT NAME: IRON HORSE MUD RANCH

1.	APPLICANTS NAME	X
2.	PHYSICAL LOCATION	X
3.	LEGAL DESCRIPTION	X
4.	WAIVER FROM ADJOINING PROPERTY OWNERS	X
5.	DATE & HOURS OF EVENT	X
6.	MAXIMUM ATTENDANCE	X
7.	SECURITY STATEMENT	X
8.	AMBULANCE STATEMENT (DMH-EMS with hospital CEO signature)	X
9.	MAP OF PROPERTY	X
10.	PROPERTY WITHIN 660 FEET OF EVENT	X
11.	LOCATION OF PARKING	X
12.	LIST OF OWNERS WITHIN 660 FEET	X
13.	OWNER STATEMENT	X
14.	HOLD HARMLESS & ENTRY CONSENT STATEMENT	X
15.	WASTE HAULER STATEMENT	X
16.	INSURANCE STATEMENT – Will supply before event.	
17.	SANITARY FACILITY PROVIDER STATEMENT	X

COMPLETED BY:



William D. (Danny) Griner

DATE:

9.28.15

**NOTICE OF PUBLIC HEARING
PURSUANT TO SECTION 10-65, TAYLOR COUNTY CODE OF ORDINANCES
(ORDINANCE NO. 2001-12)**

Notice is hereby given that the Taylor County Board of County Commissioners will hold a public hearing on Monday, October 5, 2015 at 6:15 p.m., or as soon thereafter as possible, in the Taylor County Administrative Complex, 201 East Green Street, Perry, Florida 32347, to hear an application for a SPECIAL EVENTS PERMIT (MUD-BOG) to be held on October 22-25, 2015 from 7:00 a.m. to 7:00 p.m. The event will be held at the Iron Horse Mud Ranch site located at 8999 S. US 19, Perry, Florida.

The application is available to the public and may be inspected at the Taylor County Planning Department, located at the Administrative Complex (Old Post Office), 201 E. Green Street, Perry, Florida 32347.

Notice is further given, pursuant to Florida Statutes 286.0105, that any persons deciding to appeal any matter considered at this hearing will need a record of the hearing and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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

LEGALS



THE TAYLOR COUNTY ADMINISTRATIVE COMPLEX BOARD OF COMMISSIONERS MEETING ROOM LOCATED AT 201 E. GREEN STREET, PERRY, FLORIDA 32347. ALL PERSONS INTERESTED IN THIS MATTER SHOULD BE GOVERNED BY THIS PUBLIC NOTICE. ADDITIONAL INFORMATION MAY BE OBTAINED FROM:
Melody Cox, Grants Director
(850) 438-3553 or at
melody.cox@taylorcounty.gov
on
DATED THIS 9TH DAY OF SEPTEMBER 2015
BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA
9/25

NOTICE OF PUBLIC HEARING
PURSUANT TO SECTION 110-65,
TAYLOR COUNTY CODE OF
ORDINANCES
(ORDINANCE NO. 2001-12)
Notice is hereby given that the
Taylor County Board of County
Commissioners will hold a public
hearing on Monday, October 5,
2015 at 6:15 p.m., or as soon
thereafter as possible in the
Taylor County Administrative
Complex, 201 East Green Street,
Perry, Florida 32347, to hear an
application for a SPECIAL EVENTS
PERMIT (MUD-BOG) to be held on
October 22-25, 2015 from 7:00
a.m. to 7:00 p.m. The event will
be held at the Iron Horse Mud
Ranch site located at 8999 S. US
17, Perry, Florida.
The application is available to
the public and may be
inspected at the Taylor County
Planning Department, located at

LEGALS



the Administrative Complex (Old
Post Office) 201 E. Green Street,
Perry, Florida 32347.
Notice is further given, pursuant
to Florida Statutes 286.0105, that
any persons deciding to appeal
any matter considered at this
hearing will need a record of the
hearing and may need to ensure
that a verbatim record of the
proceedings is made, which
record includes the testimony
and evidence upon which the
appeal is to be based.
BY ORDER OF THE BOARD OF
COUNTY COMMISSIONERS, Taylor
County, Florida
9/25

IN THE CIRCUIT COURT OF THE
THIRD JUDICIAL CIRCUIT, IN AND
FOR TAYLOR COUNTY, FLORIDA
JUVENILE DIVISION IN THE
INTEREST OF:
CASE NO. 2014-05-DP
A.M.S.
MINOR CHILDREN
NOTICE OF ACTION
TO: Derek Eugene Shepherd
LAST KNOWN ADDRESS: Unknown
YOU ARE HEREBY NOTIFIED that a
petition under oath has been
filed in the above styled court for
the termination of parental rights
and the permanent
commitment of A.M.S., a male
child born on October 25, 2005 in
Leon County, Florida to the State
of Florida for subsequent
adoption and you are hereby to
be and appear in the above
court at the Taylor County
Courthouse 108 N. Jefferson St.,
Perry, Florida 32347 on October
6, 2015 at 9:30 AM for a
Termination of Parental Rights
Advisory Hearing and to show



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

September 25, 2015

Dear Sir or Madam:

The purpose of this letter is to notify you of a public hearing concerning a parcel of land in the vicinity of your property in Taylor County. The Parcel in question is located at 8999 S. US 19, Perry, Florida and is the site of the Iron Horse Mud Ranch.

The application is for a permit to hold a Mud-bogging event on October 22-25, 2015. The applicants expect the attendance for the events to be in excess of 1,000. Section 10-65 of the Taylor County Code of Ordinances requires a public hearing for events with attendance in excess of 1,000.

The application will be considered at a public hearing before the Taylor County Board of County Commissioners, at the Administrative Complex, 201 East Green Street, Perry, Florida 32347. The meeting will begin at 6:00 P. M. and the public hearing is scheduled to begin at 6:15 p.m., or as soon thereafter as possible. The meeting date is as follows:

BOARD	DATE
County Commission	October 5, 2015

The application may be viewed at the Planning Department within the Administrative Complex, Monday through Friday, between the hours of 8:00 to 5:00.

If you have any questions, please contact the Planning Department at (850) 838-3500.

Respectfully,

William D. (Danny) Griner
Building Official

MALCOLM PAGE District 1	MARK WIGGINS District 2	LONNIE HOUCK District 3	PAM FEAGLE District 4	PATRICIA PATTERSON District 5
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TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk
P. O. Box 620, Perry, FL 32348-
(850) 838-3506 Phone-
(850) 838-3549 Fax

JACK BROWN, County Administrator
201 E. Green Street, Perry, FL 32347
(850) 838-3500, extension 6 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR. County Attorney
P.O. Box 167, Perry, FL 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

APPLICATION FOR SPECIAL EVENT PERMIT

FEE: **\$250.00**

PERMIT TYPE: MUD BOG DATE: 05/25/15

APPLICANT NAME: Wells Mud Ranch DBA Iron Horse Mud Ranch

MAILING ADDRESS: P.O. Box 203 Rush, Kentucky 41168

PROPERTY OWNER: Rt. 207 Properties, LLC

PROPERTY ADDRESS: 8999 US 19 South, Perry, FL 32348

PHONE#: 813-909-3288 PARCEL #: 8744-50-8743-060

PROPERTY OWNERS WITHIN 660 FEET OF ACTIVITY

- | | |
|------------------------------|--------------------------|
| 1. <u>Rt. 207 Properties</u> | 2. <u>Andyland, LLC</u> |
| 3. <u>Sandra Laura Lee</u> | 4. <u>Jack Fernandez</u> |
| 5. <u>Martin Ellison</u> | 6. _____ |
| 7. _____ | 8. _____ |

EVENT DATE(S): 10/22-10/25 START: Thursday END: Sunday

EVENT DATE(S): _____ START: _____ END: _____

EVENT DATE(S): _____ START: _____ END: _____

EVENT DATE(S): _____ START: _____ END: _____

HOURS OF OPERATION: START: 7:00 a.m. END: 7:00 p.m.

EXPECTED ATTENDANCE: 1000+ MAXIMUM ATTENDANCE: No way to Determine

SECURITY PROVIDER: SHERIFFS OFFICE * PRIVATE SECURITY _____
(Attach statement from provider)

SANITARY FACILITIES PROVIDER: Murray's Septic 850-672-0103

ATTACH THE FOLLOWING

1. Exact location, legal description, area and shape of all lands used for parking or other incidental uses.
2. Exact location, legal description, area and shape of the land on which the event will take place.
3. Sworn statement from security provided, if other than Taylor County Sheriff's Department.
4. Statement as to what medical / ambulance services will be provided. (Agreement with DMH-EMS must contain signature of hospital CEO).
5. Copy of, or Statement of intent to issue, \$1,000,000.00 Insurance Policy.
6. Copy of Contract for Solid Waste Disposal.
7. Copy of Contract for Sanitary Waste Disposal.
8. Written consent allowing entry at any time during the event by any County or State Officer in the performance of his or her duties.
9. Four copies of a map drawn to scale of at least 1" = 400', showing:
 - a. Property location;
 - b. Location of highways, roads, lots and lands within 660 feet activity;
 - c. Location of parking area and all incidental uses;
 - d. All interior access ways;
 - e. Access to the property;
 - f. Location of toilet, medical, and drinking facilities.
10. Proof of ownership of the property, or an agreement signed by the property owner permitting such use of the property.
11. Signed waiver from all property owners within 660 feet of the activity.

SEC TWP RGE SUBD BLK LOT
03-06-08-08743-000

LEGAL: LEG 0040.00 ACRES
SE 1/4 OF NW 1/4
OR 665-912
SUBJ TO & TOGETHER WITH ESMTS IN
OR 233-683 & 665-880 & 665-897

NAME:RT 207 PROPERTIES LLC
ADD :
ADD :1932 CARTER AVENUE
ADD :
CSZ :ASHLAND KY 41101
911 :
911 CITY:

LAND : \$51,000
AGR-VAL : \$6,600
EX-FEAT : \$
BUILDING : \$
TOT-MKT-->: \$6,600

TD :CO DOR : 5600 ZONE : 015092

LAND	LAND UNITS	COND
5600-ACRE	40.00	100
9900-ACRE	40.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info
F1-LOC F2-AUTO F3-RCD F4-FLD F5-FMT F6-DUP F7-OVS F8-COR F9-HELP F10-RE

SEC TWP RGE SUBD BLK LOT
03-06-08-08743-060

NAME:RT 207 PROPERTIES LLC

ADD :

ADD :1932 CARTER AVENUE

ADD :

CSZ :ASHLAND

KY 41101

911 :

911 CITY:

LAND : \$38,250

AGR-VAL : \$3,390

EX-FEAT : \$

BUILDING : \$

TOT-MKT-->: \$3,390

LEGAL: LEG 0030.00 ACRES
NW 1/4 OF SW 1/4 OF NW 1/4 &
S 1/2 OF SW 1/4 OF NW 1/4
OR 665-912
SUBJ TO & TOGETHER WITH ESMTS IN
OR 233-683 & 665-880

TD :CO DOR : 5700 ZONE : 015094

LAND	LAND UNITS	COND
5700-ACRE	30.00	100
9900-ACRE	30.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info

F1-LOC F2-AUTO F3-RCD F4-FLD F5-FMT F6-DUP F7-OVS F8-COR

F9-HELP F10-RE

SEC TWP RGE SUBD BLK LOT
03-06-08-08743-100

LEGAL: LEG 0040.00 ACRES
SE 1/4 OF SW 1/4
OR 665-912
SUBJ TO & TOGETHER WITH ESMTS IN
OR 233-683 & 665-880

NAME:RT 207 PROPERTIES LLC

ADD :

ADD :1932 CARTER AVENUE

ADD :

CSZ :ASHLAND

KY 41101

911 :

911 CITY:

LAND : \$51,000

AGR-VAL : \$4,520

EX-FEAT : \$

BUILDING : \$

TOT-MKT-->: \$4,520

TD :CO DOR : 5700 ZONE : 015095

LAND	LAND UNITS	COND
5700-ACRE	40.00	100
9900-ACRE	40.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info

F1-LOC F2-AUTO F3-RCD F4-FLD

F5-FMT F6-DUP F7-OVS F8-COR

F9-HELP F10-RE

SEC TWP RGE SUBD BLK LOT
03-06-08-08743-150

LEGAL: LEG 0040.00 ACRES
NW 1/4 OF NW 1/4
OR 665-912
SUBJ TO & TOGETHER WITH ESMTS IN
OR 233-683 & 665-880

NAME:RT 207 PROPERTIES LLC
ADD :
ADD :1932 CARTER AVENUE
ADD :
CSZ :ASHLAND KY 41101
911 : 8999 US 19 S
911 CITY:
LAND : \$93,500
AGR-VAL : \$9,835
EX-FEAT : \$5,115
BUILDING : \$37,056

TOT-MKT-->: \$52,006

TD :CO DOR : 5002 ZONE : 015096

LAND	LAND UNITS	COND
9910-ACRE	1.00	100
5600-ACRE	39.00	100
9900-ACRE	20.00	100
9900-ACRE	20.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info
F1-LOC F2-AUTO F3-RCD F4-FLD F5-FMT F6-DUP F7-OVS F8-COR F9-HELP F10-RE

SEC TWP RGE SUBD BLK LOT
03-06-08-08743-200

LEGAL: LEG 0040.00 ACRES
NE 1/4 OF SW 1/4
OR 665-912
SUBJ TO & TOGETHER WITH ESMTS IN
OR 233-683 & 665-880 & 665-897

NAME:RT 207 PROPERTIES LLC

ADD :

ADD :1932 CARTER AVENUE

ADD :

CSZ :ASHLAND

KY 41101

911 :

911 CITY:

LAND : \$136,000

AGR-VAL : \$6,600

EX-FEAT : \$

BUILDING : \$

" -----

TOT-MKT-->: \$6,600

TD :CO DOR : 5600 ZONE : 015097

LAND	LAND UNITS	COND
5600-ACRE	40.00	100
9900-ACRE	40.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info

F1-LOC F2-AUTO F3-RCD F4-FLD

F5-FMT F6-DUP F7-OVS F8-COR

F9-HELP F10-RE

SEC TWP RGE SUBD BLK LOT
03-06-08-08743-220

LEGAL: LEG 0080.00 ACRES
W 1/2 OF SW 1/4
OR 665-908
SUBJ TO & TOGETHER WITH ESMTS

NAME:RT 207 PROPERTIES LLC
ADD :
ADD :1932 CARTER AVENUE
ADD :
CSZ :ASHLAND KY 41101
911 :
911 CITY:

LAND : \$272,000
AGR-VAL : \$13,200
EX-FEAT : \$
BUILDING : \$
TOT-MKT-->: \$13,200

TD :CO DOR : 5600 ZONE : 015098

LAND	LAND UNITS	COND
5600-ACRE	80.00	100
9900-ACRE	80.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info
F1-LOC F2-AUTO F3-RCD F4-FLD F5-FMT F6-DUP F7-OVS F8-COR F9-HELP F10-REI

SEC TWP RGE SUBD BLK LOT
04-06-08-08744-050

NAME:RT 207 PROPERTIES LLC

ADD :

ADD :1932 CARTER AVENUE

ADD :

CSZ :ASHLAND

KY 41101

911 :

911 CITY:

LAND : \$136,000

AGR-VAL : \$6,600

EX-FEAT : \$

BUILDING : \$

TOT-MKT-->: -----
\$6,600

LEGAL: LEG 0040.00 ACRES

SE 1/4 OF NE 1/4

OR 665-912

SUBJ TO & TOGETHER WITH ESMTS IN

OR 233-683 & 665-880

TD :CO DOR : 5600 ZONE : 015102

LAND	LAND UNITS	COND
5600-ACRE	40.00	100
9900-ACRE	40.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info

F1-LOC F2-AUTO F3-RCD F4-FLD

F5-FMT F6-DUP F7-OVS F8-COR

F9-HELP F10-RE

SEC TWP RGE SUBD BLK LOT
03-06-08-08743-250

NAME:RT 207 PROPERTIES LLC

ADD :

ADD :1932 CARTER AVENUE

ADD :

CSZ :ASHLAND

KY 41101

911 :

911 CITY:

LAND : \$40,000

AGR-VAL : \$6,600

EX-FEAT : \$

BUILDING : \$

TOT-MKT-->: \$6,600

LEGAL: LEG 0040.00 ACRES

NE 1/4 OF NW 1/4

OR 665-926

SUBJ TO & TOGETHER WITH ESMTS IN

OR 234-388 & 665-880 & 665-890 &

665-897

TD :CO DOR : 5600 ZONE : 015099

LAND	LAND UNITS	COND
5600-ACRE	40.00	100
9900-ACRE	40.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info

F1-LOC F2-AUTO F3-RCD F4-FLD F5-FMT F6-DUP F7-OVS F8-COR

F9-HELP F10-REI

SEC TWP RGE SUBD BLK LOT
04-06-08-08744-050

LEGAL: LEG 0040.00 ACRES
SE 1/4 OF NE 1/4
OR 665-912
SUBJ TO & TOGETHER WITH ESMTS IN
OR 233-683 & 665-880

NAME:RT 207 PROPERTIES LLC

ADD :

ADD :1932 CARTER AVENUE

ADD :

CSZ :ASHLAND

KY 41101

911 :

911 CITY:

LAND : \$136,000

AGR-VAL : \$6,600

EX-FEAT : \$

BUILDING : \$

TOT-MKT-->: \$6,600

TD :CO DOR : 5600 ZONE : 015102

LAND	LAND UNITS	COND
5600-ACRE	40.00	100
9900-ACRE	40.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info

F1-LOC F2-AUTO F3-RCD F4-FLD F5-FMT F6-DUP F7-OVS F8-COR F9-HELP F10-RE!

SEC TWP RGE SUBD BLK LOT
04-06-08-08744-200

LEGAL: LEG 0120.00 ACRES
N 1/2 OF SE 1/4 & SW 1/4 OF SE 1
OR 665-908
SUBJ TO & TOGETHER WITH ESMTS

NAME:RT 207 PROPERTIES LLC

ADD :

ADD :1932 CARTER AVENUE

ADD :

CSZ :ASHLAND

KY 41101

911 :

911 CITY:

LAND : \$408,000

AGR-VAL : \$19,800

EX-FEAT : \$

BUILDING : \$

TOT-MKT-->: \$19,800

TD :CO DOR : 5600 ZONE : 015105

LAND	LAND UNITS	COND
5600-ACRE	120.00	100
9900-ACRE	120.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info

F1-LOC F2-AUTO F3-RCD F4-FLD

F5-FMT F6-DUP F7-OVS F8-COR

F9-HELP F10-RE

SEC TWP RGE SUBD BLK LOT
04-06-08-08744-350

LEGAL: LEG 0040.00 ACRES
NE 1/4 OF NE 1/4
OR 665-912
SUBJ TO & TOGETHER WITH ESMTS IN
OR 233-683 & 665-880

NAME:RT 207 PROPERTIES LLC
ADD :
ADD :1932 CARTER AVENUE
ADD :
CSZ :ASHLAND KY 41101
911 :

911 CITY:
LAND : \$51,000
AGR-VAL : \$6,600
EX-FEAT : \$
BUILDING : \$

TOT-MKT-->: \$6,600

TD :CO DOR : 5700 ZONE : 015108

LAND	LAND UNITS	COND
5600-ACRE	40.00	100
9900-ACRE	40.00	100

** 0-Nxt, 1-Prv, 3-Rekey, 4-Menu, 5-Building Info
F1-LOC F2-AUTO F3-RCD F4-FLD F5-FMT F6-DUP F7-OVS F8-COR F9-HELP F10-REI

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

AT 207 PROPERTIES

Print Name

M. W. B.

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

SANDRA LAURA LEE

Print Name

S. Laura Lee

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: 8-10-11

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Jack Fernandez
Print Name

Jack Fernandez
Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

ATTENTION GARY WELLS

SPECIAL EVENT WAIVER
DATE: 3/9/2011 Event must be a mini.
of 450 feet. (Four hundred fifty feet) away
from my property.

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.
Andrew KOTSAFIS
Andy Landy, LC
Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name Signature

606 9280093³

SPECIAL EVENT WAIVER

DATE: 9/20/11

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

J. M. ELLISON

Print Name

J M Ellison

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

SPECIAL EVENT WAIVER

DATE: _____

I give my consent to have a Special Event (Mudd Bogg) within 660 feet of my property.

Print Name

Signature

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

September 17, 2015

To Whom It May Concern:

The Taylor County Sheriff's Office will provide security on October 21-25, 2015 as requested by Trey Howard for the Iron Horse Mud Ranch Mud Bog.

Thank You,

A handwritten signature in black ink, appearing to read "L.E. Bummy Williams". The signature is written over a horizontal line.

L.E. "Bummy" Williams, Sheriff
Taylor County Sheriff's Office

3-28 2011

Re: Wells Mud Ranch LLC; D.B.A. Iron horse Mud Ranch

Letter of consent for county or state officer

This letter is to provide written consent that Iron Horse mud Ranch will allow entrance to any county or state officer to the Iron horse mud ranch to perform his or her Duties.

Iron horse mud Ranch

Shannon Wells

AS MM OF ~~REPORT~~ 207 prop

RLW



A partnership with Tallahassee Memorial HealthCare



Date: 7/7/2015

Ref: Iron Horse Mud Ranch Mud Bogs

Mr. Wells,

This letter is to verify that Doctor's Memorial Hospital EMS will provide Advanced Life Support ambulance coverage to Iron Horse Mud Ranch Mud Bogs on the following dates:

October 22nd

October 23rd

October 24th

October 25th

This coverage will include a dedicated unit for the duration of each event.

Please feel free to contact me for more information.

Sincerely,


Albert "Mac" Leggett
EMS Director
Doctors Memorial Hospital

(850) 584-2227

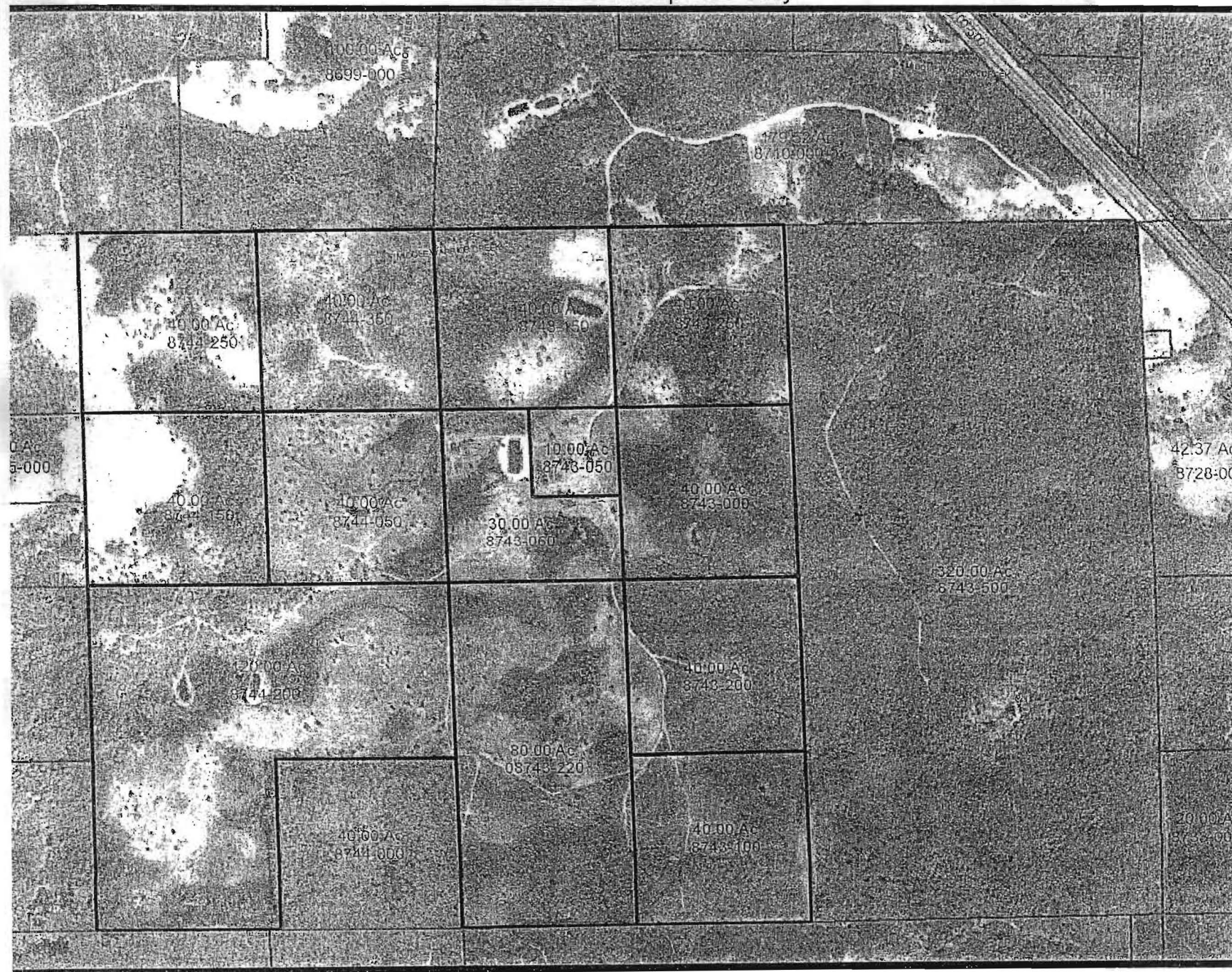


Bruce A. Ratliff
Taylor County Property Appraiser
For Assessment Purposes Only



Legend

- COUNTY BOUNDARY
- CITY LIMIT
- PARCEL LINES
- ▭ PARCELS
- ▭ LOT LINES



NOTE: This product has been compiled from the most accurate source data from Taylor County. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Taylor County and the Taylor County Property Appraiser assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

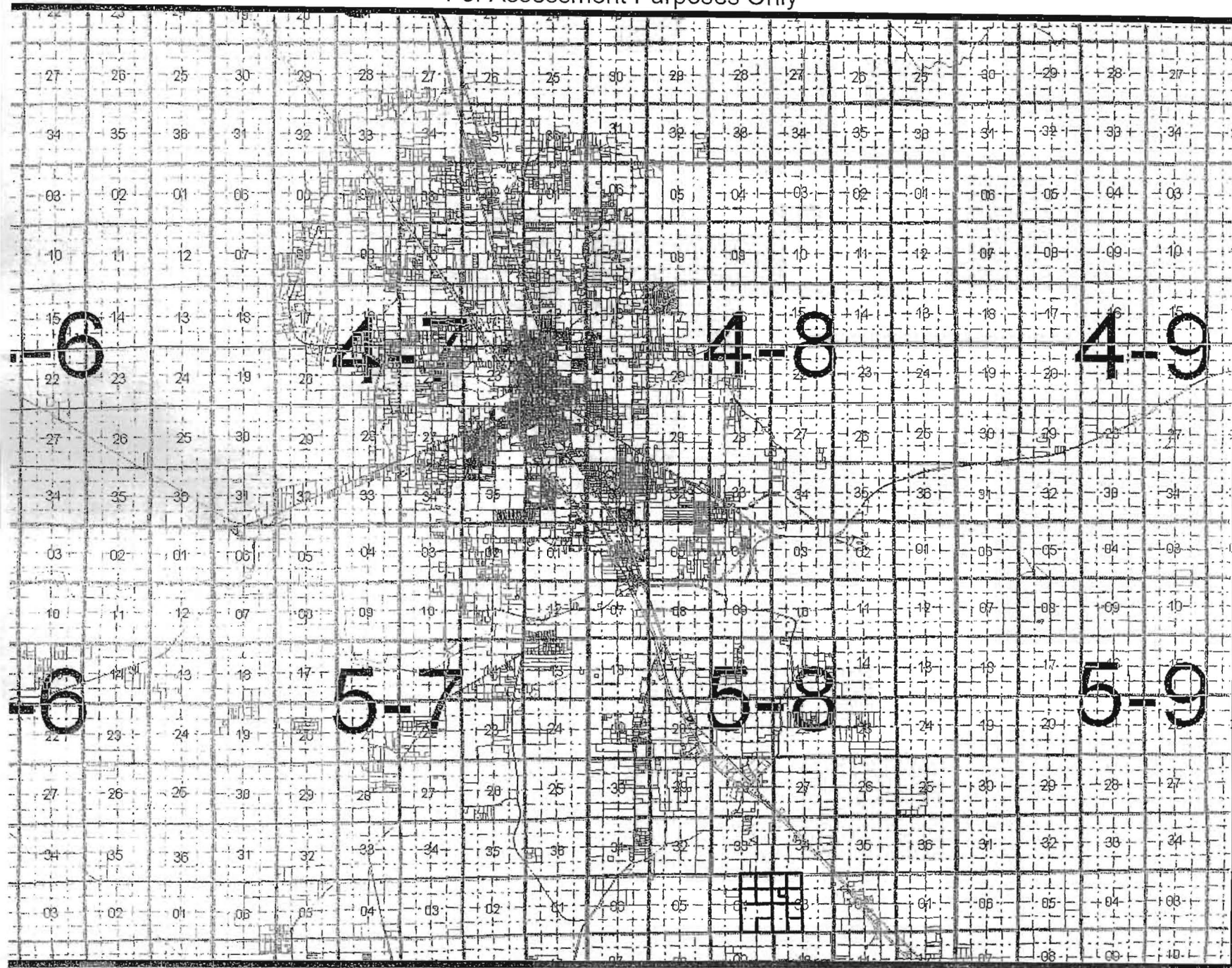


Bruce A. Ratliff
Taylor County Property Appraiser
For Assessment Purposes Only

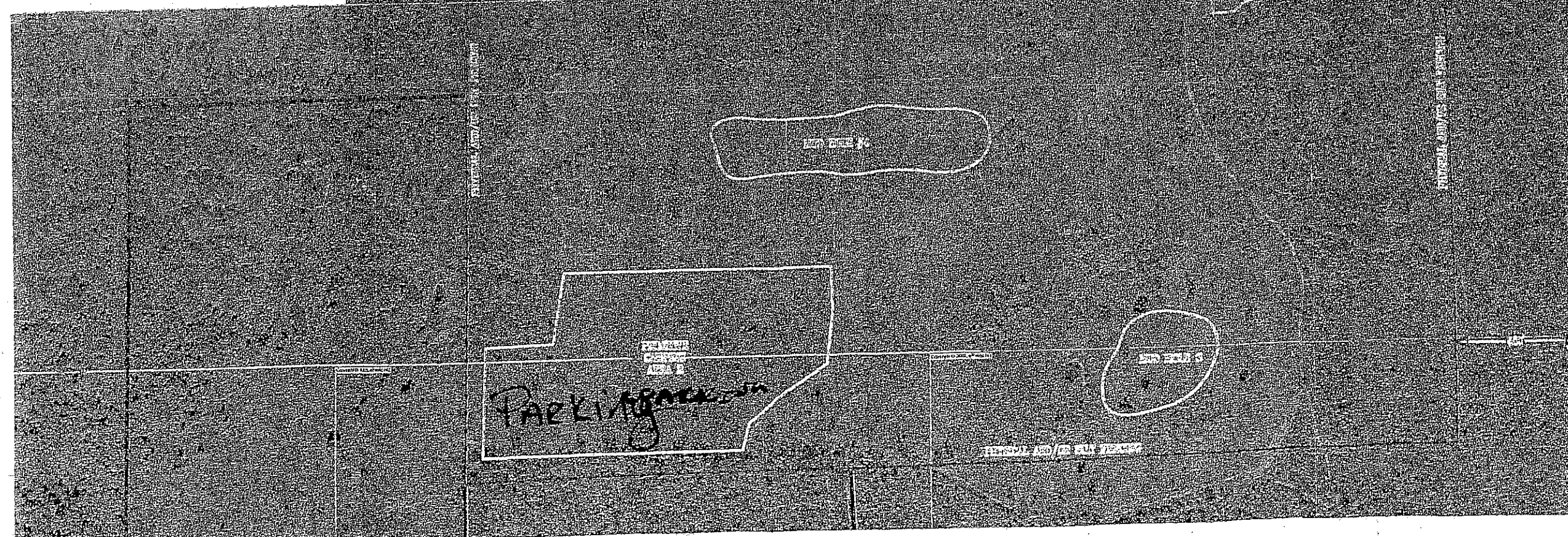
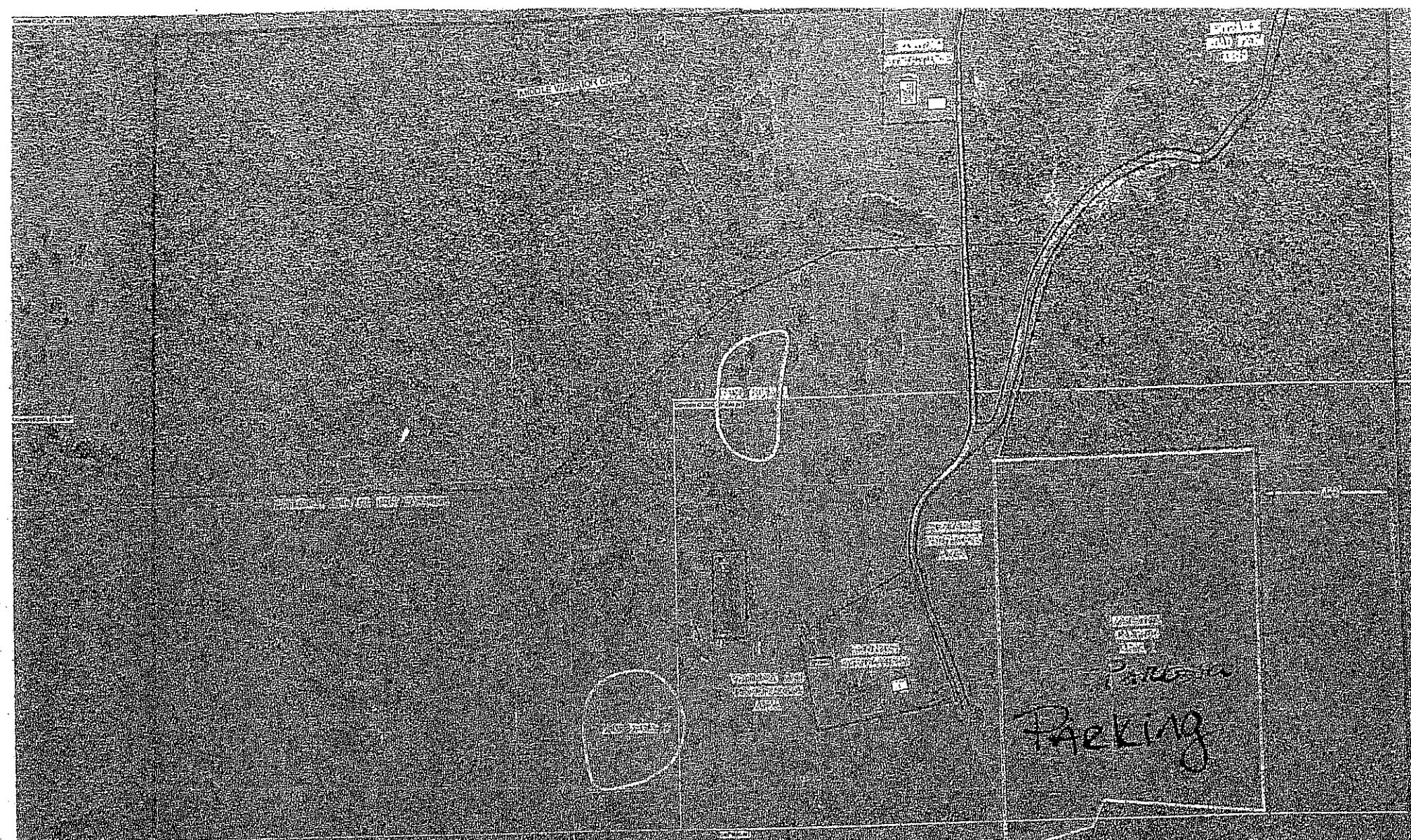
Feet
0 5,500 11,000 22,000

Legend

- COUNTY BOUNDARY
- CITY LIMIT
- PARCELS
- PLSS LINES
- TYPE
 - FORTY
 - QUARTER
 - SECTION
 - TWRNG



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NAME	ADDRESS	CITY
ANDYLAND LLC	13001 BOCA CIEGA AVE	MEDIERA BEACH, FLORIDA 33708
RT 207 PROPERTIES LLC	1932 CARTER AVENUE	ASHLAND, KY 41101
JACK J. & LINDA L. FERNANDEZ	3643 GREATWOOD CT	LAND O LAKES, FLORIDA 34639
JAMES MARTIN ELLISON	7230 PRETTY POND LN	PERRY, FLORIDA 32348
SANDRA LAURA TYLER	8849 S US 19	PERRY, FLORIDA 32348

ADJOINING PROPERTY PROTECTION AGREEMENT

I, Shannon Wells, as managing member of Rt. 207 Properties, owner of the property described as follows:

Address: 8999 US HWY 19 South, Perry, FL 32347

Section: 3 Township: 6S Range: 8E Parcel#: 8744-350, 8744-200, 8744-050, 8743-200

I agree to reimburse all owners and occupants of property adjoining the subject premises for all damages of any kind to such owners or occupants or to their property caused by the applicant/owner of the subject premises, or by any person attending the event with knowledge of the applicant, which damage would not have occurred had the event on the 22-25th day of October, 2015, not been held.

The owner of the property and the applicant for the event must sign this agreement, and by signing same I warrant ownership of said property.

DATED this 7th day of July, 2015

Nancy Griffith
WITNESS

Shannon Wells
OWNERS NAME

Jan Jenkins
WITNESS

Shannon Wells
APPLICANT'S NAME

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgement, personally appeared Shannon Wells, to me known the person described in and who executed the foregoing instrument and acknowledge before me that he/she executed the same.

WITNESS my hand and official seal in the County of and State last aforesaid this 7th day of July, 2015.



Tonya Armstrong
NOTARY PUBLIC
My Commission Expires: 4/16/17

RELEASE AND HOLD HARMLESS AGREEMENT

I, Shannon Wells, as Managing Member of Rt. 207 Properties, owner of the property described as follows:

Address: 8999 US HWY 19 South, Perry, FL 32348

Section: 3 Township: 6S Range: 8E Parcel#: 8744-350, 8744-200, 8744-050, 8743-200

Agree to hold harmless and indemnify Taylor County and the Sheriff, as well as the Board of County Commissioners, all County employees, agents, appointees, and designees from any and all manner action or actions, cause and causes of action, suits, damages, judgments, and claims of any kind whatsoever, which may result from or be in any way connected or related to the event on the 22-25th day of October, 2015.

This right of ingress and hold harmless must be signed by the owner(s) of the property and by signing same I warrant ownership of said property.

DATED this 7th day of July, 2015

Nancy Mufson
WITNESS

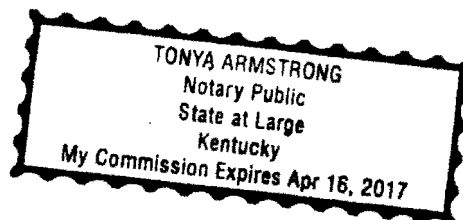
Shannon Wells
Shannon Wells, as managing member of Rt.
207 Properties

Jami Jenkins
WITNESS

Shannon Wells
OWNERS NAME

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgement, personally appeared Shannon Wells, to me known the person described in and who executed the foregoing instrument and acknowledge before me that he/she executed the same.

WITNESS my hand and official seal in the County of and State last aforesaid this 7th day of July, 2015.



Tonya Armstrong
NOTARY PUBLIC
My Commission Expires: 4/16/17

PLACE BUSINESS CARD HERE



Franchised
area

Service Agreement

A. CUSTOMER SITE INFORMATION

Site Name: <u>Iron Horse Mud Ranch</u>	Customer Class: <u>FL</u>	Effective Date: <u>4/25/2011</u>	Account #: <u>026290</u>
Service Address: <u>8999 US Hwy 19 S</u>		Service Area: <u>Taylor</u>	Salesperson:
City/State: <u>Perry FL</u>	Zip Code: <u>32348</u>	Contact Name: <u>Busty</u>	
Email:	Telephone: <u>813 943 9811</u>	Fax:	Mobile:

B. BILLING INFORMATION

Billing Name:	P.O.# Required? <u>Y / N</u>		
Billing Address: <u>PO Box 203</u>	Billing Cycle: <u>FL</u>	Customer Deposit:	
City/State: <u>Gresh KY</u>	Zip Code: <u>41168</u>	Contact Name:	
Email:	Telephone:	Fax:	Mobile:

C. EQUIPMENT / SERVICE SPECIFICATIONS

Qty	Service Type	Material	Size	Freq.	Compact Y/N	Locks	Wheels	Gates	Rate	Schedule
1	FL	SW	4	1x				Yes	96.90	Month Haul S M <u>T</u> W T F S
										Month Haul S M T W T F S
										Month Haul S M T W T F S
										Month Haul S M T W T F S

D. ADDITIONAL FEES

Delivery: <u>50</u>	Removal:	Locks/Casters:
Container Rental:		Franchise Fee:
Disposal:		Fuel/Environmental:
Extra Pickup: <u>55.00</u>	*A fuel surcharge and environmental compliance cost recovery charge, calculated as a percentage of the Charge(s), will be included on your invoice.	
Special Services:		

Other Instructions: _____

Special Service: _____

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF THE CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, ON THE REVERSE SIDE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER.

Customer Signature

Date

Waste Pro Representative

Date

Print Name

TERMS & CONDITIONS ON THE REVERSE

WASTE PRO ~~TEMPORARY~~ ROLL OFF SERVICE AGREEMENT

P.O. Box 380
Midway, FL 32343
www.wasteprousa.com

Phone # 850-561-0800
Fax # 850-531-0800

Company <u>Waste Pro 110</u>	Service Area <u>Taylor</u>	Terms <u>30 days</u>
Salesperson <u>Laanchard</u>	Effective Date <u>9/14/2011</u>	P.O. # _____
Class <u>Roll off</u>	Bill Cycle _____	Acct # <u>026298</u>

CUSTOMER INFORMATION

Site Name <u>Iron Horse Mud Ranch</u>	Billing Name _____
Contact <u>Rusty</u>	Contact _____
email _____	email _____
Address <u>8999 US Hwy 19 S</u>	Address <u>P.O. Box 203</u>
Address 2 _____	Address 2 _____
City, Zip <u>Cherry FL 32348</u>	City, Zip <u>Rush KY 41168</u>
Phone # <u>813 943 7811</u>	Phone # _____
Fax # _____	Fax # _____
Mobile # _____	Mobile # _____

CUSTOMER ORDER, INFORMATION & CHARGES

Quantity <u>1</u>	Delivery Charge _____	C.O.D./Charge _____
Size <u>20</u>	Haul Charge <u>230.00</u>	Maintenance Charge _____
Material <u>SW</u>	Disposal Charge <u>58.95/TON</u>	Deodorizing Charge _____
Est. # Loads _____	Flat haul Charge _____	Fuel Surcharge _____
Length of Job _____	Trip Charge _____	Inactivity Fee <u>\$100 PER 30 DAYS NON USE</u>
Closest intersection or landmark: _____		
Other Instructions: _____		

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF THE CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, ON THE REVERSE SIDE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER

Authorized Signature

Date

Representative Signature

Date

Name (Print or Type)

Contractor Approval

F.W. MURRAY'S SEPTIC
P.O. BOX 1328
PERRY, FLORIDA 32348
850-672-0103
October 14, 2014

TO WHOM IT MAY CONCERN:

We propose to provide any and all sanitation needs for Iron Horse Mud Ranch, located on South Highway 19 during the following events October 22-25, 2015. This will include any and all portable toilets and service that is required.

If you have any questions, feel free to contact me directly.

Sincerely,
F.W. Murray
Owner

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO APPROVE A CONTRACT WITH CONRAD C. BISHOP, JR. OF THE BISHOP LAW FIRM, P.A., FOR LEGAL SERVICES, AS AGENDAED BY THE COUNTY ADMINISTRATOR

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue: IN THE BUDGET PROCESS FOR FY 2015-16, THE BOARD APPROVED AN INCREASE IN LEGAL FEES. THIS NEW CONTRACT REFLECTS THE INCREASE.

Recommended Action: APPROVE THE CONTRACT

Fiscal Impact: \$6,000

Budgeted Expense: YES

Submitted By: COUNTY ADMINISTRATOR 838-3500 X 7

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

Attachments:

AGREEMENT FOR LEGAL SERVICES

AGREEMENT made and entered into this ____ day of _____, 2015, by and between THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA, hereinafter referred to as the "client" and CONRAD C. BISHOP, JR., of THE BISHOP LAW FIRM, P.A., hereinafter referred to as the firm and/or attorney.

RECITALS

The client is engaged in the business of governing TAYLOR COUNTY, FLORIDA, a Political Subdivision of the State of Florida and desires the advice and consultation of a firm and/or attorney from time to time in the conduct of its business.

The attorney and the firm are duly licensed to practice law in the State of Florida and desires to render professional services for the client as provided in this agreement.

THEREFORE, the client engages the services of the firm, and in consideration of the mutual promises contained in this agreement, the parties agree as follows:

SERVICES OF ATTORNEY

1. The firm and/or attorney shall advise the client and the client's staff in the regular conduct of the client's business by telephone and in office conferences and provide the following additional services:

- a. Attendance at all regularly scheduled meetings or specially called meetings of the Board and workshops at which the attorney needs to attend.
- b. Providing legal counsel for issues and matters considered by the Board at said meetings.
- c. Preparing, presenting, reviewing or revising legal documents, contracts, agreements, resolutions, ordinances or other correspondence considered at said meetings.

COMPENSATION

2. For the services described in Paragraph 1, the client agrees to pay the attorney the sum of \$18,000.00 per year, payable in advance, and due on the first day of each month. In addition, the attorney shall be reimbursed for all reasonable and necessary out-of-pocket expenses incurred in connection with the above services, payable on presentation of a statement of the amount of these expenses to the client.

SERVICES NOT INCLUDED

3. This agreement and the compensation stated in Paragraph 2, does not cover the following items which may be performed at the attorney's hourly rate of \$100.00. Those items are as follows:

- a. Legal work in County Courts and Circuit Courts
- b. Appellate work in State and Federal Courts
- c. Legal work in Federal Courts
- d. Legal work with Federal and State Agencies
- e. Administrative Hearings and Administrative work
- f. Workshops
- g. Union negotiations
- h. Consultations with other Constitutional Officers
- i. Travel on behalf of the Board
- j. Consultation and work with County staff
- k. Correspondence in behalf of the Board
- l. Any other matters authorized by the Board that include but are not limited to assistance of the county and its staff

The firm shall on at least a monthly basis, submit to the client statements showing the work undertaken and the hours expended for the client's approval or disapproval. The statement shall also include an itemization of expenses.

DEVOTION OF TIME

4. The firm and/or attorney shall be available for consultation with the client at reasonable times at the client's request. Should the client require additional services not included in this agreement, the attorney shall make a reasonable effort to perform such additional services

without otherwise decreasing the effectiveness of the services under this agreement. If the firm and/or attorney is unable to undertake the additional services requested, the attorney shall recommend to the client another person who may provide such services. In the event that the attorney is unable to attend meetings of the client, he shall provide at his own expense competent counsel to provide temporary legal services to the client unless the client should determine that it does not need legal representation at such meeting or meetings.

TERM

5. This agreement shall be effective on October 1, 2015, and shall continue in effect for one year thereafter. It may be renewed each year. It may be terminated by either party by giving 50 days' prior written notice to the other party. Any such notice shall be sent to the attorney's office located at Perry, Florida, or to the client at Perry, Florida, unless a different address has been selected subsequent to the execution of this agreement and has been duly communicated to the party giving notice. Recognized means of communication such as regular mail, certified mail, telegram, or personal delivery are acceptable methods of giving notice under this agreement.

ATTORNEY'S FEES

6. If any action at law or in equity is brought to enforce or interpret the provisions of this agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief available.

GOVERNING LAW

7. The validity of this agreement any of any of its terms or provisions, as well as the rights and duties of the contracting parties, shall be governed by the laws of the State of Florida and venue of any litigation shall be Taylor County, Florida.

CONTRACT AS INCLUDING ENTIRE AGREEMENT

8. This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this contract shall supersede all previous communications, representations or agreements, either verbal or written, between the parties.

SUNSHINE LAW

9. The client and firm and/or attorney acknowledge that any discussions between the client (Board) and the attorney except for those pertaining to union negotiations shall be subject to the "Florida Sunshine Law" excepting the new exclusions on law suits recently passed by the legislature and the parties shall abide by the Florida law pertaining to "open meetings".

EXECUTED at Perry, Taylor County, Florida, on the date first above written.

BOARD OF COUNTY COMMISSIONERS
OF TAYLOR COUNTY, FLORIDA
(CLIENT)

BY: _____
Chairperson

CONRAD C. BISHOP, JR. of
THE BISHOP LAW FIRM, P.A.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO RATIFY THE COUNTY ADMINISTRATOR'S SIGNATURE ON LEASE AMENDMENTS P00008 AND P00009 AND LEASE VA248-13-L-0077 WITH THE UNITED STATES VETERANS' ADMINISTRATION FOR THE RURAL HEALTH CARE CLINIC (VA CLINIC) AT 1224 NORTH PEACOCK AVE, PERRY, FL, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue:

Recommended Action:

Fiscal Impact:

Budgeted Expense:

Submitted By:

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

Attachments:

U.S. GOVERNMENT
LEASE FOR REAL PROPERTY

DATE OF LEASE

UPDATED – SEPTEMBER 21, 2015

LEASE NO.

VA248-13-L-0077

THIS LEASE, made and entered into this date by and between: **TAYLOR, COUNTY OF**
Whose address is **201 East Green Street**
Perry, FL 32348-0620

And whose interest in the property hereinafter described is that of owner, Hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WITNESSETH: The parties hereto for the consideration hereinafter mentioned, covenant and agree as follows:

1. The Lessor hereby leases to the Government the following described premises:

The space located at 1224 North Peacock Avenue, Perry, Florida 32347, which encompasses 1,586 net useable square feet of continous medical office space to be used as a Rural Health Care Clinic. The term of the lease is 10 years, five years firm, with five one-year option periods.

2. TO HAVE AND TO HOLD the said premises with their appurtenances for the term beginning on:

Base Year: 09/10/2015 thru 9/30/2015 @ \$35.22 per day times 20 days = \$704.40 one time payment
10/1/2015 thru 9/30/2016 @ \$1,071.18 per month = \$12,854.28 per year

Year 2 Term: 10/1/2016 thru 9/30/2017

Year 3 Term: 10/1/2017 thru 9/30/2018

Year 4 Term: 10/1/2018 thru 9/30/2019

Year 5 Term: 10/1/2019 thru 9/30/2020

Year 6 Term: 10/1/2020 thru 9/30/2021

Year 7 Term: 10/1/2021 thru 9/30/2022

Year 8 Term: 10/1/2022 thru 9/30/2023

Year 9 Term: 10/1/2023 thru 9/30/2024

Year 10 Term: 10/1/2024 thru 9/30/2025

3. The Government shall pay the Lessor an annual amount of \$12,854.28 , which includes garbage disposal and maintenance of the flag polel, for a shell rate of \$8.10 per Net Usable Square Feet (NUSF). Rent for a lesser period shall be prorated. Rent checks shall be made payable to: Taylor County at Citizens State Bank, 200 South Brron Butler Parkway, Perry, Florida 32348.

4. The Government may terminate the Lease at any time after the initial 5 year firm term, by giving at least **90** days notice in writing to the Lessor and no rental shall accrue after the effective date of termination. Said notice shall be computed commencing with the day after the date of mailing.

5. This lease may be renewed at the option of the Government, for the following terms:

Where the funds are available, the VA has the option to renew this lease for five one- year periods. The Shell rental rate for Years 6 through 10 shall remain the same at \$12,854.28. However, no lease option shall be exercised nor legal liability on the part of the Govt. arise for the payment of any money until and unless an authorized agent of the VA so directs. Provided notice be given in writing to the Lessor at least **90** days before the end of the original lease term or any renewal term; all other terms and conditions of this lease shall remain the same during any renewal term. Said notice shall be computed commencing with the day after the date of mailing.

INITIALS:


LESSOR

&

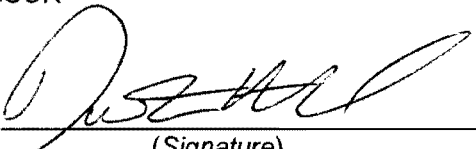
GOVERNMENT

- 6 The Lessor shall furnish to the Government, as part of the rental consideration, the following:
- a. Space and specified services as set forth in the Request for Lease Proposal (RLP) No. VA248-13-R-0199.
 - b. Lessor is responsible for all utility bills (see subsection h below).
 - c. Lessor is responsible for all taxes and insurance (see subsection j).
 - d. Lessor will completely build out space to meet needs of the Government in accordance with the Solicitation for Offer.
 - e. The term of this lease shall commence on the next business day (excluding Saturday, Sunday, and Federal Holidays) following acceptance of the space by the Contracting Officer as ready to occupy, certificate of occupancy has been received.
 - f. The firm term of this lease shall end five (5) years after commencing, subject to termination and/or renewal rights as set forth in the lease.
 - g. The rate of \$8.10 per square foot shall be provided to the Lessor to maintain the building shell.
 - h. The **Lessor/Owner** shall be responsible for electric, water and sewer.
 - i. **Operating expenses such as Landscaping, cable services, alarm monitoring, pest control services, janitorial services, and hazardous waste disposal will be the responsibility of the Government.**
 - j. The Lessor will be responsible for all Real estate taxes and Insurance.

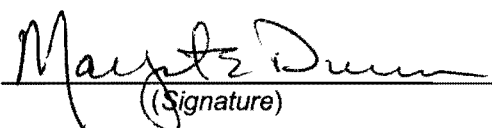
7. The following changes were made in this lease prior to its execution:

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

LESSOR

BY  _____ (Signature) _____ (Signature)

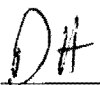
IN PRESENCE OF:

 _____ (Signature) _____ (Address)

UNITED STATES OF AMERICA GENERAL SERVICES ADMINISTRATION

BY _____ Contracting Officer
(Signature) (Official title)

STANDARD FORM 2
FEBRUARY 1965 EDITION

INITIALS:  & _____
LESSOR GOVERNMENT

ADDITIONAL PROVISIONS TO LEASE NO. VA248-13-L-0077

9. The total rental consideration for this Lease is \$8.10 per net useable square feet (nsf) to allow the Lessor to maintain the Building Shell of 1,586 NUSF. This equates to an annual cost **\$12,854.28**. All Operating Costs associated with the lease, **with the exception of utilities, solid waste disposal and flag maintenance**, is the responsibility of the Government as this space was provided by the Taylor County Government requiring no responsibility by the County other than maintaining the Building Shell. The total cost of the construction buildout is \$107,190, plus 10% Overhead of \$10,719 and 10% Profit of \$11,791, for a total buildout of **\$129,699** and will be paid to the lessor in a lump sum payment within 30 days after the construction is completed and accepted by the Contracting Officer.

10. Rental payments are subject to the Availability of Funds and Government appropriations.

INITIALS: LESSOR DH GOVERNMENT _____

**GENERAL SERVICES ADMINISTRATION
PUBLIC BUILDINGS SERVICE**

LEASE AMENDMENT NO. P00009

TO LEASE NO. VA248-13-L-0077

PDN Number:

LEASE AMENDMENT

ADDRESS OF PREMISES PERRY VA CLINIC
1224 NORTH PEACOCK AVENUE

PERRY, FLORIDA 32347

THIS AMENDMENT is made and entered into between
TAYLOR, COUNTY OF

201 E GREEN ST

PERRY FL 323472737

hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective 09-10-2015 as follows:

The purpose of this Supplemental Lease Agreement (SLA) is to set aside the official occupancy date and to provide for an updated Standard Form 2, which sets out revised pricing and lease terms.

The date on the Certificate of Occupancy is September 10, 2015; however, the clinic still has several outstanding Punch list items to resolve. As the clinic is only partially functioning, the Government will reimburse the Lessor for the term of 9/10/2015 thru 9/30/2015, 20 days, for the total amount of \$704.40.

Funds for this action are covered under Obligation Number 573-C-52483.

This Lease Amendment contains _____ pages.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

Signature: _____

Name: _____

Title: _____

Entity Name: _____

Date: _____

FOR THE GOVERNMENT:

Signature: _____

Name: _____

Title: Lease Contracting Officer

Department of Veterans Affairs

Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____

Name: _____

Title: _____

Date: _____

**GENERAL SERVICES ADMINISTRATION
PUBLIC BUILDINGS SERVICE**

LEASE AMENDMENT NO. P00008

TO LEASE NO. VA248-13-L-0077

PDN Number:

LEASE AMENDMENT

ADDRESS OF PREMISES **PERRY VA CLINIC**
1224 NORTH PEACOCK AVENUE

PERRY, FLORIDA 23247

THIS AMENDMENT is made and entered into between
TAYLOR, COUNTY OF

201 E GREEN ST

PERRY FL 323472737

hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:
WHEREAS, the parties hereto desire to amend the above Lease.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective 08-03-2015 as follows:

The purpose of this Supplemental Lease Agreement (SLA) is to change the total amount currently allocated for Build-out costs for the installation of insulation and a dry wall ceiling in the lobby and to purchase and install plumbing fixtures for the Clinic.

Therefore, the total amount of the Build-out costs has changed from \$126,934.24 to \$129,699, for an increase of \$2,764.76. The total amount of the Lease Agreement has changed from \$138,613.48 to \$141,378.24, for an increase of \$2,764.76

All other terms and conditions of the Lease Agreement, to include the annual shell rental amount of \$11,679.24, remain unchanged.

Funds for this action are covered under Obligation Number 573-C-43048, Modification #0005.

This Lease Amendment contains _____ pages.
All other terms and conditions of the lease shall remain in force and effect.
IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

Signature: [Signature]
Name: Dustin Hinkel
Title: County Administrator
Entity Name: Taylor County
Date: 9/21/15

FOR THE GOVERNMENT:

Signature: _____
Name: RACHEL GRINER
Title: Lease Contracting Officer
Department of Veterans Affairs
Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: [Signature]
Name: Margaret E Dunn
Title: Asst County Administrator
Date: 9/21/15

CONSTRUCTION PROJECT - ESTIMATE WORKSHEET

Date 8/3/2015, Rev. 8

Sheet 1 of 1

LOCATION					Project Name: TAYLOR COUNTY VA CLINIC				Type of Estimate	
Perry VA Clinic Perry, Florida					New Lease: YES				<input checked="" type="checkbox"/> No Design	
					Tenant Improvements				<input checked="" type="checkbox"/> Preliminary	
Alt New Index			Building No.		Drawing No.				<input type="checkbox"/> Final	
VA248-13-L-0077					None				<input type="checkbox"/> Other	
TENANT IMPROVEMENTS			LABOR		MATERIALS				SYSTEM	
			QTY	UNIT	\$/UNIT	TOTAL	QTY	UNIT	\$/UNIT	TOTAL
Supervisor			40	day	\$213	\$8,533				\$0
Mobilization			1	EA	\$4,423	\$4,423		EA		\$0
Demobilization			1	EA	\$4,423	\$4,423		EA		\$0
						0				
Tenant Improvements						0				
3.10 Exterior Signs							1	EA	\$1,000	\$1,000
H.D.A. Hand rail								EA	\$0	\$0
3.17 Accessibility						\$0	5	YARDS	\$95	\$475
3.18 Ceilings						\$0	1	JOB		\$3,117
3.19 Exterior and Common Area Doors and Hardware							1	JOB	\$5,980	\$5,980
3.21 and 5.08 Partitions							1	JOB	\$1,544	\$1,544
Exterior Entrance Door										\$0
3.23 Painting							10	GAL	\$36	\$360
3.24 Floors							47	BOX	\$47	\$2,209
Floor Glue - Product							4	GAL	\$65	\$260
3.25 Floor Covering and perimeters/glue							550	FEET	\$6	\$3,300
3.27 Electrical							1	JOB	\$1,653	\$1,653
3.29 Plumbing - hot & cold water risers and domestic waste and vent risers							2	EA	\$50	\$100
3.30 Drinking Fountain							1	LS	\$799	\$799
3.31 Restrooms (relocate 2 waterclosets, install 2 new lavatories, install 5 additional sinks, stall mirror at each sink, toilet paper dispensers in each restroom, coat hook in each restroom, sanitary napkin dispenser in each women's restroom and grab bars)						0	1	JOB	\$10,854	\$10,854
3.32 Plumbing fixtures						0	5	EA	\$330	\$1,650
3.33 Heating, ventilation and A/C - any ductwork that shall be reused or remain in place shall be cleaned.							2	EA	\$1,441	\$2,882
3.34 Telecommunications: Room Construction							1	EA	\$5,000	\$5,000
3.36 and 5.18 Lighting: Interior and Parking						\$0	1	JB	\$3,348	\$3,348
5.03 Window Covering						\$0	1	JOB	\$260	\$260
5.05 Interior Doors							2	JOB	\$2,776	\$5,552

CO estimated this cost element Stanley to install handrails

3/26/2015

CO Increased unit price - \$1 too low

3/36/2015

Taylor Co. could not price this prope
3/36/2015

Added another door for the IT room

5.06 Doors: Hardware					1	job	\$2,120	\$2,120	\$2,120
5.07 Doors: Identification					16	EA	\$25	\$400	\$400
5.08 Drywall Finish - Contracted out					1	JOB	\$2,507	\$2,507	\$2,507
5.09 Wall Finishes					40	EA	\$13	\$502	\$502
5.10 Painting					24	GAL	\$36	\$864	\$864
5.11 Floor					1	JOB	\$3,540	\$3,540	\$3,540
5.12 Heating and Air Conditioning					1	JOB	\$6,218	\$6,218	\$6,218
5.13 Electrical: Distribution - EXCEPT TELEPHONE AND DATA OUTLETS					1	JOB	\$2,000	\$2,000	\$2,000
5.14 Canopy - Front Entrance					1	JOB	\$5,000	\$5,000	\$5,000
5.17 Casework for Lab, Room 105, and Reception Window, 103					1	JOB	\$6,077	\$6,077	\$6,077
5.17(a) Eye Wash Station for Lab					1	JOB	\$350	\$350	\$350
*****CHANGE ORDER #0006 (6/18/2015)*****									
Concrete Pad under spigot at the rear of the building needed for Janitorial Contractor					1	JOB	\$253	\$253	\$253
*****CHANGE ORDER #0007 (7/24/2015)*****									
To provide Contractor to provide/install acoustal ceiling					1	JOB	\$800	\$800	\$800
*****CHANGE ORDER #0008 (8/3/2015)*****									
To furnish and install insulation in space between rafters in vaulted ceiling of the lobby and install 1/2 inch, gypsum wallboard to complete the ceiling					1	JOB	\$602	\$602	\$602
To provide for the installation of all plumbing fixtures at the Perry VA Clinic by Contractor, in lieu of inmate labor.					1	JOB	\$1,500	\$1,500	\$1,500
*****CHANGE ORDER #0001 (1/6/2015)*****									
Sidewalk from parking lot: this figure could double if water/sewer services need to be routed					1	JOB	\$2,000	\$2,000	\$2,000
10' X 12' Shed with floor anchored to existing concrete slab					1	JOB	\$2,200	\$2,200	\$2,200
Flag Pole installation					1	JOB	\$2,200	\$2,200	\$2,200
Flag Pole light with sensor					1	JOB	\$334	\$334	\$334
SUB-TOTAL									\$107,190
OVERHEAD	10%								\$ 10,719
SUB-TOTAL									\$ 117,909
PROFIT	10%								\$ 11,791
TOTAL									\$ 129,699

5/12/2015

3/26/2015

CO estimated this cost element

3/26/2015

6/18/2015

7/24/2015

8/3/2015

8/3/2015

1/6/2015

rly

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Approval of t-hangar lease agreement at Perry Foley Airport for Landen Sonnichsen for a period of six (6) months from October 1, 2015 to March 31, 2016.



MEETING DATE REQUESTED:

October 5, 2015

Statement of Issue: Board to approve t-hangar lease agreement at Perry Foley Airport for Landen Sonnichsen for a period of six months. Lease agreements are normally for one (1) year, however Mr. Sonnichsen is from Alaska and will only be in the area for six (6) months.

Recommended Action: Board to approve t-hangar lease agreement for Landen Sonnichsen.

Budgeted Expense: T-hangars lease for \$160.00 per month plus tax.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Mr. Sonnichsen has provided Airport staff copies of required insurance documentation.

Attachments: Lease Agreement for Landen Sonnichsen



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 HINKLE, County Administrator
201 East Green Street
Perry, Florida 32347
(850) 838-3500, Extension 107 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

Perry-Foley Airport Hangar Lease Agreement

This **HANGAR LEASE AGREEMENT** (the "Agreement") entered into as of this 21st day of Sept, 2015 by and between **Board of County Commissioners of Taylor County, Florida** ("Lessor") and Landon Somichsen ("Lessee") in Consideration of the mutual covenants and agreements herein mentioned to be performed by the respective parties, and in consideration of the rental herein after designated to be paid, Lessor hereby leases, rents, lets and demises unto Lessee, its successors, grantees and assigns, and Lessee does hereby hire and rent the below described property:

1. Lease of the Hangar:

Lessor hereby leases to Lessee Hangar# (the "Hangar") located at Perry-Foley Airport, 517 Industrial Drive Perry, Florida 32348 the Hangar shall be used and occupied by Lessee solely for the storage of the following described aircraft:

Make/Model/Color: Cessna 310 White/Grey/Red

Registration No. N347DL (the "Aircraft"), or any other similar aircraft owned or leased by Lessee (the "Substitute Aircraft"), provided Lessee has obtained the written consent of Lessor to store the substitute Aircraft in the Hangar, all provision of this Agreement applicable to the Aircraft shall also be applicable to the Substitute Aircraft.

2. Term:

The term of this agreement shall commence on the 20th day of Oct, 2015, and shall continue in effect from month to month, being automatically renewed each month, unless terminated under the terms of this Agreement. However, the Lessor shall have the unilateral, right to reevaluate the lease agreement every ninety days (90) to assess the Lessee's compliance with the lease. The period of the Hangar Lease Agreement is one (1) year.

3. **Rent:**

For the use of the Hangar, Lessee shall pay the Lessor the amount of \$160.00 lease and \$11.20 tax for a total of \$171.20 per month, payable in advance before the first day of each month. This rate shall be reviewed annually by the Airport Manager, and the Airport Advisory Committee the rental rates shall be re-determined based on the charge in the Consumer Price Index, all products as published by the United States Department of Commerce. Subsequent to such review, the monthly rental rate may be charged upon thirty days (30) notice to the Lessee. If the Lessee makes any monthly payments more than ten days (10) after the payment is due and owing, the Airport Manager reserves the right to assess one and one-half percent (1 ½%) charge per month (annualized rate of 18%) beginning with the eleventh (11th) day after payment is due. All rate changes will be approved by the Taylor County Board of Commissioners. In the event that the termination of the term with respect to any of the particular premises, facilities, rights, licenses, services or privileges as herein provided falls on any date other than the first day or last day of a calendar month, the applicable rentals, fees and charges for that month shall be paid for said month on a pro rata basis according to the number of days in that month during which the particular premises, facilities, rights, licenses, services or privileges were enjoyed. Checks shall be made payable to: Taylor County Board of Commissioners and mailed or delivered to 401 Industrial Park Drive, Perry, Florida 32348.

4. **Service Provided:**

Aircraft T-Hangar defined.

- a. A Group III Aircraft T-Hangar cluster of limited size, in which light aircraft are stored in separate areas, and in which limited, non-hazardous, preventative maintenance operations [see Florida Fire Code, NFPA 409, Appendix A] may be performed,
- b. For Group III Aircraft T-Hangars, partitions separating aircraft storage areas from other areas shall have at least a 2-hour fire resistance rating for every 3,000 square feet with openings between single fire areas protected by listed fire doors having a fire resistance rating of at least 1 ½ hours.
- c. Limited preventative maintenance operations [see Florida Fire Code, NFPA 409, Appendix A] may be performed in Group III Aircraft T-Hangars. Since hazardous operations are not allowed, Group III Aircraft T-Hangars shall be provided fire protection with portable fire extinguishers as specified in Florida Fire Code, NFPA 409 and paragraph 5-9.2.

- d. Exit and access requirement for Group III Aircraft T-Hangars shall comply with Florida Fire Code, NFPA 409, Appendix A, and paragraph 5-8.

Lessor Requirements. Lessor will maintain the structural components of the Hangar, including doors and door mechanisms, and Lessor will provide lights, water, electricity and normal building maintenance without additional cost to Lessee, provided, however, that Lessor reserves the right to assess and additional fee for consumption of utilities by Lessee beyond normal requirements as determined by Lessor.

5. Obligations of the Lessee:

- a. Storage: The Hangar shall be used only for storage of the above-identified Aircraft or owners vehicle while aircraft is in use.
- b. Building Maintenance and Repair: The Lessee shall maintain the Hangar in a neat and orderly condition, and shall keep the Hangar floor clean of oil, grease, and other toxic chemicals. No corrosive, explosive, or flammable materials will be stored within or about the Hangar. No boxes, crates, rubbish, paper or other litter that could cause or support combustion shall be permitted within or about the Hangar. No installation of equipment or alterations of structure except as authorized by the Airport Manager. The Lessee shall be responsible for all damage to the leased premises caused by the Lessee's negligence or abuse. The Lessee shall also be responsible for all damage to property, real or personal, located on or about the leased premises damaged as a result of the Lessee's negligence or abuse. In the event the Lessee does not promptly repair any damaged premises, or property, for which the Lessee is responsible, the Lessor reserves the right to make such repairs, at the Lessee's expense, which shall become due and payable as part of the Lessee's rent on the next monthly billing cycle. All repairs, maintenance, or improvements shall be accomplished in accordance with Building/Fire Codes. Lessee shall make no structural, electrical, or other modifications to the premises without first obtaining written Lessor's permission and obtaining a permit, if required.
- c. Use of Hangar: T-Hangars are for storage of aircraft only, and they are not to be used as workshops, repair shops or maintenance shops. Painting and major aircraft repairs therein are prohibited. Storage of boats, campers, or other non-aviation items may be only allowed with the permission of the Airport Manager and/or the County Administrator or their designed representative. Lessee shall be permitted to perform in their leased Hangar, only the work is

specifically authorized under **Federal Aviation Regulations, Part 43, Appendix A, Paragraph C, Preventative Maintenance**, as modified and included herein as Attachment A to this lease, or as otherwise provided by Federal Aviation Regulations, subject to approval by the County's Fire Official.

- d. Commercial Activity: Lessee shall conduct no commercial activity of any kind whatsoever in, from or around the Hangar. No maintenance on the Aircraft shall be performed in the Hangar without the prior written approval of Lessor, except such maintenance as would normally be performed by an aircraft owner without the benefit of a Licensed A. & P. aircraft mechanic. Upon notification of the Airport Manager and in accordance with F.A.A. and T.S.A. regulations, the Lessee shall be allowed to invite an A. & P. or I.A. mechanic to perform commercial maintenance on the Lessees' personal aircraft. Lessee shall take such steps so as to ensure that the performance of such maintenance work shall not damage the Hangar. Lessee shall control the conduct and demeanor of its employees and invitees, and of those doing business with it, in and around the Hangar, and shall take all steps necessary to remove persons whom Lessor may, for good and sufficient cause, deem objectionable. In utilizing the Hangar during the term of this Agreement, Lessee agrees to and shall comply with all applicable ordinances, rules and regulations established by Federal, State or Local government agency or by the Lessor.

e. Environmental Laws:

1. Notwithstanding any other provision of this Agreement, and in addition to any and all other Agreement requirements, and any other covenants and warranties of Lessee, Lessee hereby expressly warrants, guarantees, and represents to Lessor, upon which Lessor expressly relies, that Lessee is aware of Federal, State, regional, and local governmental laws, ordinances, regulations, orders and rules, without limitation, which govern or which apply to the direct or indirect results and impacts to the environment and natural resources due to, or in any way resulting from, the conduct by Lessee of its operations pursuant to or upon the Premises. Lessee expressly represents, covenants, warrants, guarantees, and agrees that they shall comply with all applicable Federal, State, regional and local laws, regulations, and ordinances protecting the environment and natural resources including, but not limited to the Federal Clean Water Act, Safe Drinking Water Act, Clean Air Act, Resource Conservation Recovery Act, Comprehensive

Environmental Response, Compensation and Liability Act of 1980 ("Superfund"), and all rules and regulations promulgated or adopted there under as same may from time to time be amended. Lessees agree to keep themselves informed of future changes in the existing environmental laws.

2. Lessee hereby expressly agrees to indemnify and hold Lessor harmless from and against any and all liability for fines and physical damage to property or injury or deaths to persons, including reasonable expense and attorney's fees, arising from or resulting out of, or in anyway caused by, Lessee's failure to comply with any and all applicable Federal, State, and local laws, ordinances, regulations, rulings, orders and standards, now or hereafter, promulgated for the purpose of protecting the environment. Lessee agrees to cooperate with any investigation or inquiry by any governmental agency regarding possible violation of any environmental law or regulation.

f. Fire and Building Codes/Extinguisher:

Other applicable guidance is contained in NFPA 409 and the Florida Building Codes which can be viewed in the office of the Airport Manager, and Taylor County Building and Planning Office. The Lessee shall maintain at all times, in the Hangar, an approved ten pound dry chemical fire extinguisher suitable for use on Type "A", "B", and "C" fires with current inspection certificate from an approved fire equipment company or local Fire Inspector affixed at all times.

g. Access:

The Lessee shall be given a Hangar key from the Airport Manager or their designate representative with one (1) key and the master key to be retained by the Lessor. The Lessor, local fire official, or on-site Facility Manager, designated by the Lessor reserves the right at any time to enter the hangar for security, fire, or other inspections. If any deficiency in compliance with this Agreement is found, including any fire or hazard which could cause an accident hazard, Lessee shall be so informed, and shall within five (5) days of notice rectify the hazard.

h. Termination:

On the termination of this Agreement, by expiration or otherwise, Lessee shall immediately surrender possession of the Hangar and shall remove the Aircraft and all other property there from, leaving the Hangar in the same condition as when received, ordinary wear and tear

expected. Lessee shall be liable for any and all damage to the Hangar caused by Lessee's use, including but not limited to bent, stained or corroded, interior walls, damage to unsealed floors due to fuel oil spillage, or doors damaged due to Lessee's improper or negligent operation.

i. **Regulatory Review:**

Copies of the regulations outlined in Section 5 Obligations of the Lessee can be viewed at the Airport Manager's office.

6. **Sublease/Assignments:**

Lessee agrees not to sublease the Hangar to or assign this Agreement without prior written approval of Lessor. The parking of aircraft not owned or leased by Lessee in the Hangar shall constitute a sublease.

7. **Condition of Premises:**

Lessee shall accept the Hangar in its present condition without any liability or obligation on the part of Lessor to make any alterations, improvements or repairs of any kind on or about said Hangar.

8. **Alterations:**

Lessee covenants and agrees not install any fixtures or make any alterations, additions, or improvements to the Hangar without the prior written approval of Lessor. All fixtures installed or improvements made in the Hangar shall become Lessor's property and shall remain in the Hangar at the termination of this Agreement, however terminated, without compensation or payment to Lessee.

9. **Insurance:**

Lessee agrees to maintain, at its own expense, for the benefit of itself and Lessor as so-insured, insurance of such types and in such amounts as may be approved by Lessor, insuring against liability for damage or loss to the aircraft or other property, and against liability for personal injury or death, arising from acts or omissions of Lessee, its agents and employees. Such policy or policies shall contain a provision whereby Lessee's insurer waives any rights of subrogation against Lessor, its agents and employees and providing that Lessor, its agents and employees must receive at least ten days (10) prior written notice of any cancellation of Lessee's insurance coverage. Prior to the commencement of the Agreement, Lessee shall deliver to Lessor certificates or binders evidencing the existence of the insurance showing Taylor County Board of County Commissioners as a named insured on the liability policy. The Lessee shall also be responsible for providing proof of insurance at the beginning of the renewal period of his/her insurance policy and the insurance policy has remained

in force. If the Lessee fails to provide or is unable to provide proof of the insurance at any time, the Lessor shall have the authority to terminate the Lease Agreement. Every aircraft owned or operated by any Lessee and/or user of a T-Hangar shall have insurance coverage in amounts not less than the following:

- a. Bodily Injury - \$50,000 and
- b. Property Damage - \$500,000 per accident.
- c. Claims payable by occurrence.

10. Casualty:

In the event the Hangar or the means of access thereto, shall be damaged by fire or any other cause, the rent payable hereunder shall not abate provided that the Hangar is not rendered un-leaseable by such damage. If the Hangar is rendered un-leaseable and Lessor elects to repair the Hangar, the rent shall abate for the period during which such repairs are being made, provided the damage was not caused by the acts of omissions of Lessee, its employees, agents or invitees, in which case the rent shall not abate. If the Hangar is rendered un-leaseable and Lessor elects not to repair the Hangar, this Agreement shall terminate.

11. Indemnity-Force Majeure:

Lessee agrees to release, indemnify and hold Lessor, its officers and employees harmless from and against any and all liabilities, damages, business interruptions, delays, losses, claims, judgments of any kind whatsoever, including all cost. The Lessor shall, at its option, and without further notice, have the right to terminate the Agreement and to remove the Aircraft and any other property of Lessee from the hangar using such force as may be necessary, without being deemed guilty of trespass, breach of peace or forcible entry, Lessee expressly waives the service of any notice, attorneys' fees, and expenses incidental thereto, which may be suffered by, or charges to, Lessor by reason of any loss of or damage to any property or injury to or death of any persons arising out of or by reason of any breach, violation or non-performance by Lessee or its servants, employees or agents or any covenant or condition of the Agreement or by any act or failure to act of those persons. Lessor shall not be liable for its failure to perform this Agreement or for any loss, injury, damage or delay of any nature whatsoever resulting there from caused by any Act of God, fire, flood, accident, strike, labor dispute, riot, insurrection, war or any other cause beyond Lessor's control. Lessor may suspend hangar operation, as necessary in support of emergency operations requiring airport participation.

12. **Disclaimer of Liability:**

Lessor hereby disclaims, and Lessee hereby releases Lessor from, any and all liability, whether in contract or tort (including strict liability and negligence) for any loss, damage or injury of any nature whatsoever sustained by Lessee, its employees, agents or invitees during the term of this Agreement, including but not limited to loss, damage or injury to the aircraft or other property of Lessee that may be located or stored in the Hangar, unless such loss, damage or injury is caused by Lessor's gross negligence. The parties hereby agree that under no circumstances shall Lessor be liable for indirect, consequential, special or exemplary damages, whether in contract or tort (including strict liability and negligence), such as but not limited to, loss of revenue of anticipated profits or other damage related to the leasing of the Hangar under this Agreement. Changes or amendments to this Disclaimer shall be requested in writing and submitted to the Perry-Foley Airport Advisory Committee for approval or disapproval. A change or amendment to this Disclaimer that is approved by the Perry-Foley Airport Advisory Committee will be submitted to the Taylor County Board of County Commissioners for legal counsel review and subsequent approval or disapproval by the Taylor County Board of County Commissioners.

13. **Default:**

This Agreement shall be breached if:

1. Lessee shall default in the payment of any rental payment hereunder.
2. Lessee shall default in the performance of any other covenant herein and such default shall continue for five (5) days after receipt by Lessor or notice thereof from Lessor.
3. A petition is filed by or against Lessee under the Bankruptcy Act or any amendment thereto (including a petition for reorganization or any agreement);
4. Lessee against his/her property for the benefit of their creditors; or
5. Lessor determines after a reevaluation the Lessee is not compliance with the terms of the Lease on a routine/consistent basis.

In the event of any breach of this Agreement of Lessee, Lessor shall, at its option, and without further notice, have the right to terminate this Agreement and to remove the aircraft and any other property of Lessee from the Hangar using such force as may be necessary, without being deemed guilty of trespass, breach of peace or forcible entry and detainer, and Lessee expressly waives the service of any notice. Exercise by Lessor of either or both of the rights specified above shall not prejudice

Lessor's right to pursue any other legal remedy available to Lessor in law or equity including, but not limited to, court costs and attorneys' fees for bringing legal action against the Lessee.

14. Thirty (30) Day Termination:

Either party to this Agreement shall have the right, with or without cause, to terminate this Agreement by giving thirty days (30) prior written notice to the other party except as otherwise provided in this Agreement.

Governing Law:

This Agreement shall be construed in accordance with the laws of Florida.

15. Relationship of Parties:

The relationship between Lessor and Lessee shall always and only be that of Lessor and Lessee.

Lessee shall never at any time during the term of this Agreement become the agent of Lessor, and

Lessor shall not be responsible for the acts or omissions of Lessee or its agents.

16. Appurtenant Privileges:

a. Use of Airport Facilities:

Lessee shall be entitled, in common with others so authorized, to use all of the facilities and improvements of a public nature which now are or may hereafter be connected with the Airport, including use of landing areas, runways, taxiways, navigational aids, terminal facilities, and aircraft parking areas designated by the Lessor.

b. Maintenance of Airport Facilities:

Lessor shall maintain all public and common or joint use areas of the Airport, including Air Operations Area, in good repair, and shall make such repairs, replacements or additions thereof as are required and necessary for the safe and efficient operation of the Airport.

c. Airspace and Approaches: Lessor reserves the right to take any action it considers necessary to protect the airspace and approaches of the Airport against obstruction, together with the right to prevent Lessee from erecting; or permitting to be erected, or locating any building, object, or structure on leased premises or adjacent to the Airport, which in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.

17. Nonexclusive Rights:

Notwithstanding anything herein contained that may be, or appear to be, to the contrary, it is expressly understood and agreed that the rights granted under this Agreement are nonexclusive and

the Lessor herein reserves the right to grant similar privileges to another Lessee or other Lessees on other parts of the Airport.

18. **Remedies Cumulative:**

The rights and remedies with respect to any of the terms and conditions of this Agreement shall be cumulative and not exclusive, and shall be in addition to all other rights and remedies.

19. **Notice:**

Any notice given by one party to another in connection with this Agreement shall be in writing and shall be sent by certified or registered mail, return receipt requested:

1. If to Lessor Representative, address to:

PERRY – FOLEY AIRPORT

401 INDUSTRIAL PARK DR.

PERRY, FL. 32348

ATTN: MELODY COX

2. If to Lessee, address to:

Landen Sennichsen

P O Box 825

Delta Junction, AK 99757-0825

Notices shall be deemed to have been received on the date of receipt as shown on the return receipt.

20. **Integration:**

This Agreement constitutes the entire Agreement between parties, and as of its effective date supersedes all prior independent agreements between parties related to the leasing of the Hangar.

Any change or modification hereof must be in writing signed by both parties.

21. **Waiver:**

The waiver by either party of any covenant or condition of this Agreement shall not thereafter preclude such party from demanding performance in accordance with the terms hereof.

22. **Entire Agreement:**

This Agreement constitutes the entire understanding between the parties, and as of its effective date; supersedes all prior or independent agreements between parties covering the subject matter hereof.

Any change or modification must be in writing, signed by both parties.

23. **Severability:**

If a provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Agreement shall not be void, but the remaining provision shall continue in effect as nearly as possible in accordance with the original intent of the parties.

24. **Successors Bound:**

This Agreement shall be binding on and shall insure to the benefit of the heirs, legal representatives, and successors of the parties hereto.

25. **Venue:** Venue of any litigation as a result of this lease shall be exclusively in Taylor County, Florida.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Lessor: **Taylor County Board of County Commissioners, Florida**

By: [Signature]

Title: **Airport Director or Airport Manager**

Lessee: LANDE SPUNICHSEN

By: [Signature]

Title: OWNER (907) 803-8888

By: _____
Attested by: Annie Mae Murphy- Clerk of Court

By: _____
County Administrator or
Chairman of the Board of Commissioners

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO APPROVE AND ADOPT POLICY 11.010
"EMERGENCY SIREN ALERTING AND MAINTENANCE," AS
AGENDAED BY THE COUNTY ADMINISTRATOR.

MEETING DATE REQUESTED:

OCTOBER 5, 2014

Statement of Issue:

**THIS POLICY WAS PRESENTED AND DISCUSSED AT THE
WORKSHOP ON 9-29-15.**

Recommended Action:

Fiscal Impact:

Budgeted Expense:

Submitted By:

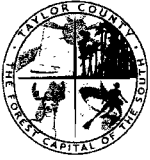
Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

Attachments:



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
11.010	Emergency Siren Alerting and Maintenance	10/05/15

PURPOSE

Chapter 252.38, Florida Statutes, recognizes that safeguarding the life and property of its citizens is an innate responsibility of the governing body of each political subdivision of the state. The statute mandates the creation of an emergency management office for the purpose of carrying out the emergency management functions required by law, policy, and plan necessary to safeguard life and property. Emergency notification of the general public is one of these critical functions. The purpose of this policy is to provide written guidelines for activating and maintaining the County's emergency siren system.

REFERENCE

Taylor County Comprehensive Emergency Management Plan; Taylor County Flood and Sudden Coastal Surge Warning and Evacuation Plan; Taylor County Standard Operating Guideline: Emergency Notification and Warning; Chapter 252.38, Florida Statutes

POLICY

Siren Activation

To alleviate unnecessary and unsafe confusion, the County's sirens will only be activated should the hazard or event pose an immediate threat to the coastal area, satisfying one of the listed criteria. Generally, the sirens must only be used to alert residents to seek immediate shelter indoors. The sirens should not be used for any other purpose. The intent is not to notify individuals to evacuate the coast. Sirens will not be alerted at night unless one of the following criteria is met. Siren warning alerts may be combined with other warning message applications.

1. Tornado Warning issued for the coastal area of Taylor County protected by sirens.
(ALERT 2 MINUTES FOR EVERY 20 MINUTES THROUGHOUT THE LIFE OF THE NWS WARNING)
2. A tropical cyclone affecting Taylor County with sustained winds exceeding tropical storm force (>39 MPH).
(ALERT ONCE FOR 2 MINUTES)
3. A tropical cyclone affecting Taylor County with sustained winds exceeding hurricane force (>74 MPH).
(ALERT ONCE FOR 2 MINUTES)
4. A Flash Flood or Tsunami is imminent to coastal areas.
(ALERT 2 MINUTES FOR EVERY 20 MINUTES THROUGHOUT THE LIFE OF THE NWS WARNING)
5. Any other hazard requiring coastal residents to seek immediate shelter indoors.
(2 MINUTES)
6. The second Thursday of every month between 1000 and 1100 for live maintenance.
(ONE 30 SECOND ALERT PER SIREN)

Responsibility for Siren Activation

As the only agency charged with the 24-hour daily monitoring and warning of County first responders and hazards, the County Warning Point shall have the primary responsibility for activating the sirens should events or hazards satisfy the criteria listed above. The County Warning Point may seek and receive input from Emergency Management to validate the need for an emergency alert after hours. Emergency Management shall assist in siren activation during normal business hours and when staff is available to perform the task. Emergency Management will also conduct the routine testing of the system.

Siren Activation Procedure

There are four (4) coastal sirens within the Taylor County alert system. Each siren has a number identifier address that is associated within the system, which upon selection will send a command to that particular siren to operate. The system also has the ability to operate as a Public Address (PA) and allows the operator to give verbal instructions over the siren. The siren activation signal is transmitted via the Taylor County Public Works VHF south repeater system. Therefore the VHF radio that is connected to the siren controller must be set to the Public Works south repeater channel. All PA messages can be made over the radio microphone when the siren has been activated by the Whelen E747 controller.

Siren Addresses:

- 1 - Steinhatchee behind Sunset Cove
- 2 - Steinhatchee behind School
- 3 - Dekle Beach
- 4 - Keaton Beach Hodges Park
- ALL - Alerts all sirens at once

WARNING SIREN ACTIVATION PROCESS

Ensure that VHF radio is set to Public Works South frequency

Turn on E747 Controller then follow these steps;

1. Select the WAIL warning tone,
2. Enter the siren address you want to activate, or press ALL for all sirens,
3. Press SEND to activate warning, pushing the SEND button for 2 full seconds and when released listen for the radio channel to squelch indicating the repeater activated

WARNING SIREN CANCEL PROCESS

1. Select the CANCEL warning tone,
2. The siren to cancel should already be blinking
3. Press SEND to cancel warning (pushing SEND button for 2 full seconds)

SIREN SILENT TEST PROCEDURE

1. Select the SILENT TEST warning tone
2. Enter the siren address you want to activate, or press ALL for all sirens
3. Press SEND to activate warning, (pushing SEND button for 2 full seconds)

You should hear a DTMF tone come over the VHF radio. This reveals that the siren did receive the silent message from the repeater and talked back to it. If you do not hear the DTMF tone try SEND button again. Hearing the DTMF tone is a successful Silent Test. Cancel the test by following the Cancel Process.

Siren Maintenance

The Emergency Management Department shall be responsible for the maintenance of the siren system. The Emergency Management Department will:

Conduct one monthly live test of the system on the second Thursday of each month. During this live test the sirens will be alerted for one -30 second - alert. The live test will only be conducted during good weather conditions. If thunderstorms or other weather hazards are in the vicinity during the live test, then the test will be canceled and a silent test will be performed for that month.

Prior to testing, Emergency Management will notify the County Warning Point and Taylor County Fire Rescue that a scheduled test is to be conducted. Approximately 30 seconds before the live test an announcement over the siren public address system will be made stating, "The following siren alarm is a test of the Taylor

County Emergency Warning System. This is only a test." Upon completion of the siren test a public address will follow notifying the public again that "This was a test of the Taylor County Emergency Warning System. This was only a test."

Conduct weekly silent tests on or around every Thursday at 1000.

Replace defective parts as needed to ensure optimum and reliable operation.

RESPONSIBLE DEPARTMENT

Emergency Management

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

13-A

R E S O L U T I O N

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect a (shortfall) of monies for a particular purpose which caused the **GENERAL FUND** for the fiscal period ending September 30, 2016 to be less than the advertised budget.

BE IT RESOLVED that the listed appropriations be transferred from the **GENERAL FUND** budget for the fiscal year ending September 30, 2016.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$(50,000)	001-3899010	General Fund-Cash Brought Forward
\$(50,000)	9001-59916	General Fund Reserves- Reserve for Economic Development

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 5th day of October, 2015 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2016 with a motion by Commissioner _____, seconded by Commissioner _____, and carried unanimously.

Annie Mae Murphy, Clerk-Auditor

Chairman

(To adjust the 2016 FY budget, for the unanticipated disbursement of incentive funding which was recorded in the 2015 FY)

**DETAIL BUDGET REQUEST
2015/2016 FISCAL YEAR**

359

DEPARTMENT: GENERAL FUND RESERVES
DEPARTMENT #: #9001

PREPARED BY: *[Signature]* 7/9/15
Tammy Taylor, Finance Director

Account # Description

59900 **RESERVE FOR CONTINGENCY** \$1,200,000

59910 **RESERVE - CASH BALANCE N** \$2,000,000

59915 **RESERVE - CAPITAL PROJECT** \$2,200,000
(estimated @ 7/9/15 - this figure is

59916 **RESERVE - ECONOMIC DEVELOPMENT** \$223,250

*This represents the BALANCE of funds previously designated by the BCC
in the 2014/2015 budget as RESERVES for economic development.*

*Note: The TCDA is actually requesting \$137,500 in the "reserve" account -
However, the TCDA is requesting \$132,500 increases in other accounts which
represent recurring expenditures.*

The requested operational (departmental) increases are NOT included in the initial
budget request. The BCC is requested to consider/identify
funding. (The requested amount from TCDA is 7/9/15)

59917 **RESERVE - CAPITAL / COUNTY JAIL** \$119,924

*Represents the accumulated balance of jail
rental revenue in excess of that budgeted 2014/2015. The funds are
accumulated for future capital improvements/repairs to the
County Jail facility. (All transfers from this account for
expenditures require BCC approval.)*

59918 **RESERVE - COMPENSATED ABSENCES LIABILITY** \$75,000

*This represents the short-term portion of the BCC
Compensated absences liability for the General Fund, as calculated
and included in the audited financial statements.*

*Amended
7/25/15
173,250*

*Reduce Cash CF
GF \$50,000
Revenue Reserve & Def.
\$50,000*

*at 10/1/15 → amend 2015/2016 FY
Budget \$50,000 (unanticipated revenue)
paid at FYE 2015.*

SUNGARD PENTAMATION, INC.
DATE: 09/30/2015
TIME: 10:27:05

TAYLOR COUNTY BOARD OF COMMISSIONERS
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
AUDIT21

SELECTION CRITERIA: expledgr.key_orgn='9001' and expledgr.account='59916'
ACCOUNTING PERIODS: 1/15 THRU 12/15

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 - 9001 - GENERAL FUND RESERVES

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
001-580-590-9001-9001 - GENERAL FUND RESERVES									
59916		RSRV-ECONOMIC DEVELOPMENT			.00	.00	.00	BEGINNING BALANCE	
10/01/14	11-1				223,250.00			POSTED FROM BUDGET SYSTEM	
09/23/15	25-12		503		-50,000.00			RES ECON DEV	
TOTAL		RSRV-ECONOMIC DEVELOPMENT			173,250.00	.00	.00		173,250.00
TOTAL TOTL/DEPT - GENERAL FUND RESERVES					173,250.00	.00	.00		173,250.00
TOTAL FUND - GENERAL FUND					173,250.00	.00	.00		173,250.00
TOTAL REPORT					173,250.00	.00	.00		173,250.00

2014/2015
FY

9/23/15 - Transferred \$50,000
from the reserve acct. for
disbursement
to TRDA
2015 FY

This s/b the
Remaining Balance, Budgeted for the 2015/16 FY.
Jof

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

10-5-15 Budget Resolution

Tammy Taylor

From: Tammy Taylor <ttaylor@taylorclerk.com>
Sent: Wednesday, September 23, 2015 10:49 AM
To: 'Dustin Hinkel'
Cc: 'Margaret Dunn'
Subject: RE: Invoice 23 from Taylor County Development Authority

Importance: High

Thanks!

FYI....On 10/5/15, I will have a resolution for the BCC to approve, reducing the 2015/2016 budget by this \$50,000, as it has already been projected in the "cash carryforward" and "reserve for economic development" budget for 2016 FY.

Thanks!!
Tammy

From: Dustin Hinkel [mailto:dustin.hinkel@taylorcountygov.com]
Sent: Wednesday, September 23, 2015 10:43 AM
To: Tammy Taylor <ttaylor@taylorclerk.com>
Cc: Margaret Dunn <margaret.dunn@taylorcountygov.com>
Subject: Re: Invoice 23 from Taylor County Development Authority

Yes


Dustin Hinkel

County Administrator
Taylor County Board of County Commissioners

On Sep 23, 2015, at 10:28, Tammy Taylor <ttaylor@taylorclerk.com> wrote:

Dustin-
\$50,000 is included in the current (FY 2014/15) budget as "economic development incentive" (0340-59914). Did the BCC approve the remainder (\$50,000) to be paid from "reserve for economic development" (9001-59916)?
Thanks!!!
Tammy

From: Lavonne Taylor [mailto:lavonne.taylor@fairpoint.net]
Sent: Wednesday, September 23, 2015 9:55 AM
To: 'Tammy Taylor' <ttaylor@taylorclerk.com>; margaret.dunn@taylorcountygov.com
Cc: Dustin Hinkel <dustin.hinkel@taylorcountygov.com>
Subject: Invoice 23 from Taylor County Development Authority



2014/15 FY



Taylor County Development Authority

103 E. Ellis St.
Perry, FL 32347

Invoice

Date	Invoice #
9/23/2015	25

Bill To
Taylor County Bd. of County Commissioners P.O. Box 620 Perry, Florida 32348

PAID

COPY

P.O. No	Terms	Project

Description	Qty	Rate	Amount
Release of \$100,000 in incentive funds for Perry Natural Technologies		(100,000.00)	(100,000.00)
<div>APPROVED TAYLOR COUNTY BCC SEP 21 2015 9:315</div> <div>0340-59914 (County Development - Economic Development Incentive)</div>			
R 100,000		Total	\$100,000.00
		Payments/Credits	\$0.00
		Balance Due	\$100,000.00

(Needs \$50,000 transfer from
900-59914 to 900-60000 2014/15 FY)
Note:

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



PADRAIC JUAREZ, INTERIM ADMINISTRATOR, TO REQUEST APPROVAL OF THE ANNUAL CORE CONTRACT BETWEEN THE FLORIDA DEPARTMENT OF HEALTH IN TAYLOR COUNTY AND THE TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS.

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue:

THIS AGENDA ITEM REQUESTS THE BOARD'S APPROVAL OF THE ANNUAL CORE CONTRACT WITH THE FLORIDA DEPARTMENT OF HEALTH IN TAYLOR COUNTY (DOH-TAYLOR) AND RE-APPROVE THE AUTHORIZED CLINICAL FEE SCHEDULE WITH NO CHANGES.

Recommended Action:

Approve the annual core contract and re-approve the fee schedule.

Fiscal Impact:

None

Budgeted Expense:

Yes

Submitted By:

PADRAIC JUAREZ/CHARLOTTE SORRELL 850-584-5087

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Florida Statutes require annual approval of a core contract between the Board of County Commissioners and the County Health Department. The contract outlines the fiscal and service duties that both the County and the County Health Department will perform.

Options:

Attachments:

Core contract with attachments

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

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

Meeting Date:

October 5, 2015

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

Recommendation: approval of contract and fee schedule amendment

Fiscal Impact: \$ 0 **Budgeted Expense:** Yes ☒ No ☐ N/A ☐

Submitted By: Charlotte Sorrell for Padraic Juarez

Contact: Charlotte Sorrell (850) 584-5087 ext. 131 or Padraic Juarez x 142

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

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

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

Options:

1. _____
2. Core Contract with attachments

Attachments:

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

**CONTRACT BETWEEN
TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
AND
STATE OF FLORIDA DEPARTMENT OF HEALTH
FOR OPERATION OF THE
TAYLOR COUNTY HEALTH DEPARTMENT
CONTRACT YEAR 2015-2016**

This contract is made and entered into between the State of Florida, Department of Health ("State") and the Taylor County Board of County Commissioners ("County"), through their undersigned authorities, effective October 1, 2015.

RECITALS

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

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

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

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

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

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

2. TERM. The parties mutually agree that this contract shall be effective from October 1, 2015, through September 30, 2016, or until a written contract replacing this contract is entered into between the parties, whichever is later, unless this contract is otherwise terminated pursuant to the termination provisions set forth in paragraph 8. below.

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

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

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

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

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

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

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

- i. The State's appropriated responsibility (*direct contribution excluding any state fees, Medicaid contributions or any other funds not listed on the Schedule C*) as provided in Attachment II, Part II is an amount not to exceed \$ 1,113,478 (*State General Revenue, State Funds, Other State Funds and Federal Funds listed on the Schedule C*). The State's obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.
- ii. The County's appropriated responsibility (*direct contribution excluding any fees, other cash or local contributions*) as provided in Attachment II, Part II is an amount not to exceed \$ 50,000 (*amount listed under the "Board of County Commissioners Annual Appropriations section of the revenue attachment*).

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

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

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

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

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

County Health Department Trust Fund
Taylor County
1215 N Peacock Ave.
Perry, FL 32347

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

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

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

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

compliance shall be documented. Such justification and compliance documentation shall be maintained by the CHD in accordance with the terms of this contract. State procedures must be followed for all leases on facilities not enumerated in Attachment IV.

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

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

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

e. That any surplus/deficit funds, including fees or accrued interest, remaining in the County Health Department Trust Fund account at the end of the contract year shall be credited/debited to the State or County, as appropriate, based on the funds contributed by each and the expenditures incurred by each. Expenditures will be charged to the program accounts by State and County based on the ratio of planned expenditures in this contract and funding from all sources is credited to the program accounts by State and County. The equity share of any surplus/deficit funds accruing to the State and County is determined each month and at contract year-end. Surplus funds may be applied toward the funding requirements of each participating governmental entity in the following year. However, in each such case, all surplus funds, including fees and accrued interest, shall remain in the trust fund until accounted for in a manner which clearly illustrates the amount which has been credited to each participating governmental entity. The planned use of surplus funds shall be

reflected in Attachment II, Part I of this contract, with special capital projects explained in Attachment V.

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

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

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

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

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

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

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

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

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

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

- i. The DE385L1 Contract Management Variance Report and the DE580L1 Analysis of Fund Equities Report;
- ii. A written explanation to the County of service variances reflected in the DE385L1 report if the variance exceeds or falls below 25 percent of the planned expenditure amount. However, if the amount of the service specific variance between actual and planned expenditures does not exceed three percent of the total planned expenditures for the level of service in which the type of service is included, a variance explanation is not required. A copy of the written explanation shall be sent to the Department of Health, Office of Budget and Revenue Management.

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

- i. March 1, 2016 for the report period October 1, 2015 through December 31, 2015;
- ii. June 1, 2016 for the report period October 1, 2015 through March 31, 2016;
- iii. September 1, 2016 for the report period October 1, 2015 through June 30, 2016; and
- iv. December 1, 2016 for the report period October 1, 2015 through September 30, 2016.

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

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

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

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

8. TERMINATION.

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

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

c. Termination for Breach. This contract may be terminated by one party, upon no less than thirty (30) days notice, because of the other party's failure to perform an obligation hereunder. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract.

9. MISCELLANEOUS. The parties further agree:

a. Availability of Funds. If this Agreement, any renewal hereof, or any term, performance or payment hereunder, extends beyond the fiscal year beginning July 1, 2015, it is agreed that the performance and payment under this Agreement are contingent upon an annual appropriation by the Legislature, in accordance with section 287.0582, Florida Statutes.

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

For the State:

Padraic Juarez
Name
Administrator
Title

For the County:

Dustin Hinkel
Name
County Administrator
Title

1215 N Peacock Ave

Perry, Fl. 32347

Address

(850) 528-5902

Telephone

201 East Green Street

Perry, Fl. 32347

Address

(850) 838-3500

Telephone

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

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

In WITNESS THEREOF, the parties hereto have caused this 8 page contract, with its attachments as referenced, including Attachment I (two pages), Attachment II (six pages), Attachment III (one page), Attachment IV (one page), and Attachment V (one page), to be executed by their undersigned officials as duly authorized effective the 1st day of October, 2015.

**BOARD OF COUNTY COMMISSIONERS
FOR TAYLOR COUNTY**

**STATE OF FLORIDA
DEPARTMENT OF HEALTH**

SIGNED BY: _____

NAME: Patricia Patterson

TITLE: Chair for the Taylor County Board
of County Commissioners

DATE: _____

SIGNED BY: _____

NAME: John H. Armstrong, MD

TITLE: Surgeon General/Secretary of Health

DATE: _____

ATTESTED TO:

SIGNED BY: _____

NAME: Annie Mae Murphy

TITLE: Taylor County Clerk of Court

DATE: _____

SIGNED BY: _____

NAME: Padraic Juarez

TITLE: CHD Administrator

DATE: _____

ATTACHMENT I
TAYLOR COUNTY HEALTH DEPARTMENT
PROGRAM SPECIFIC REPORTING REQUIREMENTS AND PROGRAMS REQUIRING
COMPLIANCE WITH THE PROVISIONS OF SPECIFIC MANUALS

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

<u>Service</u>	<u>Requirement</u>
1. Sexually Transmitted Disease Program	Requirements as specified in F.A.C. 64D-3, F.S. 381 and F.S. 384.
2. Dental Health	Periodic financial and programmatic reports as specified by the program office.
3. Special Supplemental Nutrition Program for Women, Infants and Children (including the WIC Breastfeeding Peer Counseling Program)	Service documentation and monthly financial reports as specified in DHM 150-24* and all federal, state and county requirements detailed in program manuals and published procedures.
4. Healthy Start/ Improved Pregnancy Outcome	Requirements as specified in the 2007 Healthy Start Standards and Guidelines and as specified by the Healthy Start Coalitions in contract with each county health department.
5. Family Planning	Requirements as specified in Public Law 91-572, 42 U.S.C. 300, et seq., 42 CFR part 59, subpart A, 45 CFR parts 74 & 92, 2 CFR 215 (OMB Circular A-110) OMB Circular A-102, F.S. 381.0051, F.A.C. 64F-7, F.A.C. 64F-16, and F.A.C. 64F-19. Requirements and Guidance as specified in the Program Requirements for Title X Funded Family Planning Projects (Title X Requirements)(2014) and the Providing Quality Family Planning Services (QFP); Recommendations of CDC and the U.S. Office of Population Affairs published on the Office of Population Affairs website. Programmatic annual reports as specified by the program office as specified in the annual programmatic Scope of Work for Family Planning and Maternal Child Health Services, including the Family Planning Annual Report (FPAR), and other minimum guidelines as specified by the Policy Web Technical Assistance Guidelines.
6. Immunization	Periodic reports as specified by the department pertaining to immunization levels in kindergarten and/or seventh grade pursuant to Instructions contained in the Immunization Guidelines-Florida Schools, Childcare Facilities and Family Daycare Homes (DH Form 150-615) and Rule 64D-3.046, F.A.C. In addition, periodic reports as specified by the department pertaining to the surveillance/investigation of reportable vaccine-preventable diseases, adverse events, vaccine accountability, and assessment of immunization

- levels as documented in Florida SHOTS and supported by CHD Guidebook policies and technical assistance guidance.
7. **Environmental Health**
Requirements as specified in Environmental Health Programs Manual 150-4* and DHP 50-21*
 8. **HIV/AIDS Program**
Requirements as specified in F.S. 384.25 and F.A.C. 64D-3.030 and 64D-3.031. Case reporting should be on Adult HIV/AIDS Confidential Case Report CDC Form DH2139 and Pediatric HIV/AIDS Confidential Case Report CDC Form DH2140.

Requirements as specified in F.A.C. 64D-2 and 64D-3, F.S. 381 and F.S. 384. Socio-demographic and risk data on persons tested for HIV in CHD clinics should be reported on Lab Request DH Form 1628 in accordance with the Forms Instruction Guide. Requirements for the HIV/AIDS Patient Care programs are found in the Patient Care Contract Administrative Guidelines.
 9. **School Health Services**
Requirements as specified in the Florida School Health Administrative Guidelines (May 2012). Requirements as specified in F.S. 381.0056, F.S. 381.0057, F.S. 402.3026 and F.A.C. 64F-6.
 10. **Tuberculosis**
Tuberculosis Program Requirements as specified in F.A.C. 64D-3 and F.S. 392.
 11. **General Communicable Disease Control**
Carry out surveillance for reportable communicable and other acute diseases, detect outbreaks, respond to individual cases of reportable diseases, investigate outbreaks, and carry out communication and quality assurance functions, as specified in F.A.C. 64D-3, F.S. 381, F.S. 384 and the CHD Epidemiology Guide to Surveillance and Investigations.
 12. **Refugee Health Program**
Programmatic and financial requirements as specified by the program office.

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

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

	Estimated State Share of CHD Trust Fund Balance	Estimated County Share of CHD Trust Fund Balance	Total
1. CHD Trust Fund Ending Balance 09/30/15			
	344854	28554	373408
2. Drawdown for Contract Year October 1, 2015 to September 30, 2016			
	-91482	-6167	-97649
3. Special Capital Project use for Contract Year October 1, 2015 to September 30, 2016			
	0	0	0
4. Balance Reserved for Contingency Fund October 1, 2015 to September 30, 2016			
	253372	22387	275759

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

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT

Part II. Sources of Contributions to County Health Department

October 1, 2015 to September 30, 2016

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
1. GENERAL REVENUE - STATE					
015040 CHD - TB COMMUNITY PROGRAM	4,510	0	4,510	0	4,510
015040 DENTAL SPECIAL INITIATIVE PROJECTS	4,977	0	4,977	0	4,977
015040 FAMILY PLANNING GENERAL REVENUE	27,727	0	27,727	0	27,727
015040 PRIMARY CARE PROGRAM	112,960	0	112,960	0	112,960
015040 SCHOOL HEALTH SERVICES - GENERAL REVENUE	72,514	0	72,514	0	72,514
015050 CHD GENERAL REVENUE NON-CATEGORICAL	392,631	0	392,631	0	392,631
GENERAL REVENUE TOTAL	615,319	0	615,319	0	615,319
2. NON GENERAL REVENUE - STATE					
015010 ENVIRONMENTAL BIOMEDICAL WASTE PROGRAM	1,986	0	1,986	0	1,986
015010 TOBACCO STATE AND COMMUNITY INTERVENTIONS	136,482	0	136,482	0	136,482
NON GENERAL REVENUE TOTAL	138,468	0	138,468	0	138,468
3. FEDERAL FUNDS - STATE					
007000 AIDS DRUG ASSISTANCE PROGRAM ADMIN	10,179	0	10,179	0	10,179
007000 AIDS DRUG ASSISTANCE PROGRAM ADMIN HQ	3,392	0	3,392	0	3,392
007000 COMPREHENSIVE COMMUNITY CARDIO - PHBG	15,000	0	15,000	0	15,000
007000 FAMILY PLANNING TITLE X - GRANT	48,809	0	48,809	0	48,809
007000 IMMUNIZATION ACTION PLAN	2,368	0	2,368	0	2,368
007000 MCH SPECIAL PROJECT PRAMS	13,621	0	13,621	0	13,621
007000 PHP PUBLIC HEALTH PREPAREDNESS BASE ALLOC	46,000	0	46,000	0	46,000
015075 SUPPLEMENTAL SCHOOL HEALTH	213,245	0	213,245	0	213,245
FEDERAL FUNDS TOTAL	352,614	0	352,614	0	352,614
4. FEES ASSESSED BY STATE OR FEDERAL RULES - STATE					
001020 CHD STATEWIDE ENVIRONMENTAL FEES	13,798	0	13,798	0	13,798
001092 CHD STATEWIDE ENVIRONMENTAL FEES	41,222	0	41,222	0	41,222
001206 ON SITE SEWAGE DISPOSAL PERMIT FEES	3,263	0	3,263	0	3,263
001206 SANITATION CERTIFICATES (FOOD INSPECTION)	426	0	426	0	426
001206 SEPTIC TANK RESEARCH SURCHARGE	335	0	335	0	335
001206 PUBLIC SWIMMING POOL PERMIT FEES-10% HQ TRANSFER	250	0	250	0	250
001206 DRINKING WATER PROGRAM OPERATIONS	108	0	108	0	108
001206 REGULATION OF BODY PIERCING SALONS	15	0	15	0	15
001206 TANNING FACILITIES	63	0	63	0	63
001206 ONSITE SEWAGE TRAINING CENTER	185	0	185	0	185
001206 TATTO PROGRAM ENVIRONMENTAL HEALTH	26	0	26	0	26
001206 MOBILE HOME & RV PARK FEES	142	0	142	0	142
FEES ASSESSED BY STATE OR FEDERAL RULES TOTAL	59,833	0	59,833	0	59,833
5. OTHER CASH CONTRIBUTIONS - STATE:					
	0	0	0	0	0
090001 DRAW DOWN FROM PUBLIC HEALTH UNIT	91,482	0	91,482	0	91,482
OTHER CASH CONTRIBUTION TOTAL	91,482	0	91,482	0	91,482

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT

Part II, Sources of Contributions to County Health Department

October 1, 2015 to September 30, 2016

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
6. MEDICAID - STATE/COUNTY:					
001057 CHD CLINIC FEES	0	35,000	35,000	0	35,000
001148 CHD CLINIC FEES	0	316,500	316,500	0	316,500
MEDICAID TOTAL	0	351,500	351,500	0	351,500
7. ALLOCABLE REVENUE - STATE:					
	0	0	0	0	0
ALLOCABLE REVENUE TOTAL	0	0	0	0	0
8. OTHER STATE CONTRIBUTIONS NOT IN CHD TRUST FUND - STATE					
ADAP	0	0	0	29,055	29,055
PHARMACY DRUG PROGRAM	0	0	0	34,327	34,327
WIC PROGRAM	0	0	0	487,342	487,342
BUREAU OF PUBLIC HEALTH LABORATORIES	0	0	0	3,515	3,515
IMMUNIZATIONS	0	0	0	22,236	22,236
OTHER STATE CONTRIBUTIONS TOTAL	0	0	0	576,475	576,475
9. DIRECT LOCAL CONTRIBUTIONS - BCC/TAX DISTRICT					
	0	0	0	0	0
DIRECT COUNTY CONTRIBUTIONS TOTAL	0	0	0	0	0
10. FEES AUTHORIZED BY COUNTY ORDINANCE OR RESOLUTION - COUNTY					
001077 CHD CLINIC FEES	0	14,180	14,180	0	14,180
001094 CHD LOCAL ENVIRONMENTAL FEES	0	3,840	3,840	0	3,840
001110 VITAL STATISTICS CERTIFIED RECORDS	0	25,584	25,584	0	25,584
FEES AUTHORIZED BY COUNTY TOTAL	0	43,604	43,604	0	43,604
11. OTHER CASH AND LOCAL CONTRIBUTIONS - COUNTY					
001029 CHD CLINIC FEES	0	73,000	73,000	0	73,000
001090 CHD CLINIC FEES	0	5,000	5,000	0	5,000
008050 SCHOOL HEALTH CLINICS FUNDED BY SCHOOL BOARD	0	47,600	47,600	0	47,600
011001 CHD HEALTHY START COALITION CONTRACT	0	113,307	113,307	0	113,307
011001 HEALTHY START MEDIPASS WAIVER - COALITION TO CHD	0	42,095	42,095	0	42,095
090002 DRAW DOWN FROM PUBLIC HEALTH UNIT	0	6,167	6,167	0	6,167
OTHER CASH AND LOCAL CONTRIBUTIONS TOTAL	0	287,169	287,169	0	287,169
12. ALLOCABLE REVENUE - COUNTY					
	0	0	0	0	0
COUNTY ALLOCABLE REVENUE TOTAL	0	0	0	0	0
13. BUILDINGS - COUNTY					
ANNUAL RENTAL EQUIVALENT VALUE	0	0	0	0	0
OTHER (Specify)	0	0	0	0	0
UTILITIES	0	0	0	0	0
BUILDING MAINTENANCE	0	0	0	0	0
GROUNDS MAINTENANCE	0	0	0	0	0
INSURANCE	0	0	0	0	0

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT

Part II. Sources of Contributions to County Health Department

October 1, 2015 to September 30, 2016

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
OTHER (Specify)	0	0	0	0	0
OTHER (Specify)	0	0	0	0	0
BUILDINGS TOTAL	0	0	0	0	0
14. OTHER COUNTY CONTRIBUTIONS NOT IN CHD TRUST FUND - COUNTY					
EQUIPMENT / VEHICLE PURCHASES	0	0	0	0	0
VEHICLE INSURANCE	0	0	0	0	0
VEHICLE MAINTENANCE	0	0	0	0	0
OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
OTHER COUNTY CONTRIBUTIONS TOTAL	0	0	0	0	0
GRAND TOTAL CHD PROGRAM	1,257,716	682,273	1,939,989	576,475	2,516,464

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT

Part III, Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service
October 1, 2015 to September 30, 2016

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd (Whole dollars only)	3rd	4th			
A. COMMUNICABLE DISEASE CONTROL:										
IMMUNIZATION (101)	0.45	400	430	8,232	8,602	8,232	9,602	30,668	5,000	35,668
SEXUALLY TRANS. DIS. (102)	0.34	129	174	3,540	4,129	3,540	4,129	13,038	2,300	15,338
HIV/AIDS PREVENTION (03A1)	0.00	0	0	89	104	89	104	386	0	386
HIV/AIDS SURVEILLANCE (03A2)	0.00	0	0	0	0	0	0	0	0	0
HIV/AIDS PATIENT CARE (03A3)	0.00	0	0	82	95	82	95	354	0	354
ADAP (03A4)	0.07	8	21	771	899	771	900	3,341	0	3,341
TUBERCULOSIS (104)	0.09	115	225	1,206	1,407	1,206	1,408	3,922	1,305	5,227
COMM. DIS. SURV. (106)	0.16	0	1	2,754	3,212	2,754	3,211	11,931	0	11,931
HEPATITIS (109)	0.00	0	0	15	18	15	19	67	0	67
PREPAREDNESS AND RESPONSE (116)	0.02	0	0	10,605	12,370	10,605	12,370	45,950	0	45,950
REFUGEE HEALTH (118)	0.00	0	0	0	0	0	0	0	0	0
VITAL RECORDS (180)	0.52	1,400	2,600	5,992	6,989	5,992	6,990	379	25,584	25,963
COMMUNICABLE DISEASE SUBTOTAL	1.65	2,052	3,451	33,236	38,825	33,236	38,828	110,036	34,189	144,225
B. PRIMARY CARE:										
CHRONIC DISEASE PREVENTION PRO (210)	0.42	40	3	8,329	7,381	8,329	7,381	27,420	0	27,420
WIC (21W1)	0.00	0	0	0	0	0	0	0	0	0
TOBACCO USE INTERVENTION (212)	2.66	0	0	39,229	45,756	39,229	45,756	169,970	0	169,970
WIC BREASTFEEDING PEER COUNSELING (21W2)	0.00	0	0	0	0	0	0	0	0	0
FAMILY PLANNING (223)	3.76	565	1,100	45,964	53,811	45,964	53,612	163,651	35,600	199,151
IMPROVED PREGNANCY OUTCOME (225)	1.23	79	560	14,243	16,613	14,243	16,612	43,511	18,200	61,711
HEALTHY START PRENATAL (227)	1.98	116	1,850	28,311	33,021	28,311	33,022	0	122,665	122,666
COMPREHENSIVE CHILD HEALTH (229)	0.01	20	4	181	211	181	211	784	0	784
HEALTHY START CHILD (231)	1.47	115	1,640	17,731	20,681	17,731	20,680	76,823	0	76,823
SCHOOL HEALTH (234)	9.79	0	63,000	111,537	130,095	111,537	130,095	430,664	52,600	483,264
COMPREHENSIVE ADULT HEALTH (237)	0.68	180	150	8,913	10,397	8,913	10,397	36,941	2,679	38,620
COMMUNITY HEALTH DEVELOPMENT (238)	1.27	0	0	22,846	26,648	22,846	26,648	98,988	0	98,988
DENTAL HEALTH (240)	5.47	1,700	3,800	101,660	118,575	101,660	118,575	27,870	412,600	440,470
PRIMARY CARE SUBTOTAL	28.64	2,785	72,097	396,944	462,989	396,944	462,989	1,075,622	544,244	1,719,866
C. ENVIRONMENTAL HEALTH:										
Water and Onsite Sewage Programs										
COSTAL BEACH MONITORING (347)	0.00	0	0	12	14	12	15	53	0	53
LIMITED USE PUBLIC WATER SYSTEMS (357)	0.05	12	30	857	1,000	857	1,000	3,354	360	3,714
PUBLIC WATER SYSTEM (358)	0.00	0	0	29	34	29	34	36	90	126
PRIVATE WATER SYSTEM (359)	0.03	0	2	670	781	670	780	2,421	480	2,901
ONSITE SEWAGE TREATMENT & DISPOSAL (361)	0.66	165	300	11,219	13,085	11,219	13,085	45,698	2,910	48,608
Group Total	0.74	177	332	12,787	14,914	12,787	14,914	51,562	3,840	55,402
Facility Programs										
TATTOO FACILITY SERVICES (344)	0.00	0	0	30	34	30	34	128	0	128
FOOD HYGIENE (348)	0.07	16	60	1,474	1,719	1,474	1,719	6,386	0	6,386

ATTACHMENT II

TAYLOR COUNTY HEALTH DEPARTMENT

Part III, Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service
October 1, 2015 to September 30, 2016

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd	3rd	4th			
				(Whole dollars only)						
BODY PIERCING FACILITIES SERVICES (349)	0.00	0	0	1	1	1	0	3	0	3
GROUP CARE FACILITY (351)	0.00	0	0	94	110	94	109	407	0	407
MIGRANT LABOR CAMP (352)	0.00	0	0	0	0	0	0	0	0	0
HOUSING & PUB. BLDG. (353)	0.00	0	0	0	0	0	0	0	0	0
MOBILE HOME AND PARK (354)	0.02	14	27	303	353	303	354	1,313	0	1,313
POOLS/BATHING PLACES (360)	0.05	19	38	940	1,096	940	1,095	4,071	0	4,071
BIOMEDICAL WASTE SERVICES (364)	0.00	0	0	196	229	196	229	850	0	850
TANNING FACILITY SERVICES (369)	0.00	0	0	13	16	13	16	58	0	58
Group Total	0.14	49	125	3,051	3,556	3,051	3,556	13,216	0	13,216
Groundwater Contamination										
STORAGE TANK COMPLIANCE SERVICES (355)	0.00	0	0	0	0	0	0	0	0	0
SUPER ACT SERVICES (356)	0.00	0	0	0	0	0	0	0	0	0
Group Total	0.00	0	0	0	0	0	0	0	0	0
Community Hygiene										
COMMUNITY ENVIR. HEALTH (345)	0.00	0	0	0	0	0	0	0	0	0
INJURY PREVENTION (346)	0.00	0	0	0	0	0	0	0	0	0
LEAD MONITORING SERVICES (350)	0.00	0	0	0	0	0	0	0	0	0
PUBLIC SEWAGE (362)	0.00	0	0	0	0	0	0	0	0	0
SOLID WASTE DISPOSAL SERVICE (363)	0.00	0	0	0	0	0	0	0	0	0
SANITARY NUISANCE (365)	0.03	22	54	533	622	533	621	2,309	0	2,309
RABIES SURVEILLANCE (366)	0.00	0	0	36	43	36	43	158	0	158
ARBOVIRUS SURVEIL. (387)	0.00	0	0	0	0	0	0	0	0	0
RODENT/ARTHROPOD CONTROL (368)	0.00	0	0	0	0	0	0	0	0	0
WATER POLLUTION (370)	0.00	0	0	0	0	0	0	0	0	0
INDOOR AIR (371)	0.00	0	0	0	0	0	0	0	0	0
RADIOLOGICAL HEALTH (372)	0.00	0	0	0	0	0	0	0	0	0
TOXIC SUBSTANCES (373)	0.00	0	0	0	0	0	0	0	0	0
Group Total	0.03	22	54	569	665	569	664	2,467	0	2,467
ENVIRONMENTAL HEALTH SUBTOTAL	0.91	248	511	16,407	19,137	16,407	19,134	67,245	3,840	71,085
D. NON-OPERATIONAL COSTS:										
NON-OPERATIONAL COSTS (399)	0.00	0	0	0	0	0	0	0	0	0
ENVIRONMENTAL HEALTH SURCHARGE (399)	0.00	0	0	1,111	1,296	1,111	1,295	4,813	0	4,813
MEDICAID BUYBACK (611)	0.00	0	0	0	0	0	0	0	0	0
NON-OPERATIONAL COSTS SUBTOTAL	0.00	0	0	1,111	1,296	1,111	1,295	4,813	0	4,813
TOTAL CONTRACT	31.20	5,065	76,059	447,748	522,247	447,748	522,246	1,267,716	682,273	1,939,989

ATTACHMENT III
TAYLOR COUNTY HEALTH DEPARTMENT
CIVIL RIGHTS CERTIFICATE

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

The applicant assures that it will comply with:

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

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

<u>Facility Description</u>	<u>Location</u>	<u>Owned By</u>
TAYLOR COUNTY HEALTH DEPARTMENT - Main Site	1215 N Peacock Ave, Perry, FL 32347	Taylor County Board of County Commissioners
Perry Primary Clinic	400 North Clark Street, Perry, FL 32347	Taylor County School Board
Taylor County Elementary School Clinic	1600 East Green Street, Perry, FL 32347	Taylor County School Board
Taylor County Middle School Clinic	610 East Lafayette Street, Perry, FL 32347	Taylor County School Board
Taylor County High School Clinic	900 Johnson Stripling Road, Perry, FL 32347	Taylor County School Board
Steinhaatchee School Clinic	1208 1st Avenue South, Steinhatchee, FL 32359	Taylor County School Board

**ATTACHMENT V
TAYLOR COUNTY HEALTH DEPARTMENT
SPECIAL PROJECTS SAVINGS PLAN**

CASH RESERVED OR ANTICIPATED TO BE RESERVED FOR PROJECTS

<u>CONTRACT YEAR</u>	<u>STATE</u>	<u>COUNTY</u>	<u>TOTAL</u>
2014-2015*	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
2015-2016**	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
2016-2017***	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
2017-2018****	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
PROJECT TOTAL	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

SPECIAL PROJECTS CONSTRUCTION/RENOVATION PLAN

PROJECT NUMBER:

No Projects Planned

PROJECT NAME:

LOCATION/ADDRESS:

PROJECT TYPE:

NEW BUILDING	<u> </u>	ROOFING	<u> </u>
RENOVATION	<u> </u>	PLANNING STUDY	<u> </u>
NEW ADDITION	<u> </u>	OTHER	<u> </u>

SQUARE FOOTAGE: 0

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

**ATTACHMENT V
TAYLOR COUNTY HEALTH DEPARTMENT
SPECIAL PROJECTS SAVINGS PLAN**

CASH RESERVED OR ANTICIPATED TO BE RESERVED FOR PROJECTS

<u>CONTRACT YEAR</u>	<u>STATE</u>	<u>COUNTY</u>	<u>TOTAL</u>
2014-2015*	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
2015-2016**	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
2016-2017***	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
2017-2018***	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
PROJECT TOTAL	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

SPECIAL PROJECTS CONSTRUCTION/RENOVATION PLAN

PROJECT NUMBER: No Projects Planned

PROJECT NAME: _____

LOCATION/ADDRESS: _____

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

SQUARE FOOTAGE: 0

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

**2014-2015 FEE SCHEDULE
DEPARTMENT OF HEALTH IN TAYLOR COUNTY**

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

CLASSES & OTHER MISCELLANEOUS ITEMS	FEE
Car Seat Ticket Class	\$10.00
Parenting Classes (Non-Healthy Start Clients)	Maximum \$50 Per Person
Smoking Cessation Classes	Maximum \$50 Per Person
General Health Education Classes (Materials + Per Person Fee)	Maximum \$50 Per Person
Domestic Violence Education Classes	Maximum \$50 Per Person
Healthy Workplace Education Classes	Maximum \$50 Per Person
Health Education Classes	Maximum \$50 Per Person
Other Classes Developed Based on Individual Requests and/or Needs	Maximum \$50 Per Person
Implanon or Other IUD Rod Removal/Insertion	Current CBR*
Copy of Medical Records for Entities as Described in FAC64B8-10.003	\$1.00 for 1st 25 pages; additional pages \$0.25 each
Notary Fee	\$5.00
Patient Copy of Medical Records/Immunization Records	\$1.00 Per Page

CLINIC SERVICES BASED ON SLIDING FEE SCALE	OFFICE CODE	FEE
Established Brief/ Limited Office Visit		NEW PATIENT ESTABLISHED PATIENT
New Problem/Established Problem Visit	99211	\$25.00 \$25.00
New-Expanded Problem/Established Expanded Problem Visit	99202/99212	\$74.00 \$43.00
New-Detailed Problem/Established Detailed Problem Visit	99203/99213	Current CBR* \$80.00
Family Planning-Initial/Annual Exam	99204/99214	Current CBR* \$108.00
Family Planning Problem Focused	(99XXX), (58300)	Current CBR* Current CBR*
Family Planning Supply Visit	99212	N/A \$43.00
Family Planning Counseling Visit	99211	\$25.00 \$25.00
Child & Adult Physical Exam	99403	Current CBR* Current CBR*
Laboratory Tests		Cost + \$15 admin fee \$35.00
Athletic Physicals/School Physicals		Cost + \$15 admin fee \$35.00

IMMUNIZATIONS	FEE
All childhood immunizations ages 0-18	No Charge
Hepatitis A Vaccine (per injection) - Adult	\$97.00
Hepatitis B Vaccine (per injection)- Adult	\$89.00
Influenza High Dose for Population 65 Years of Age or Older (Flu shot)	\$50.00
Influenza Low Dose for Population under 65 Years of Age (Flu shot)	\$30.00
MMR vaccine - Adult	\$79.00
Pneumonia vaccine	\$86.00
Rabies Vaccine	Cost + Limited Office Visit (99211)
TDAP	\$49.00
Tetanus/TD - Adult	\$39.00
Other Non-VFC client requested vaccines	Cost + \$15.00 Admin

VITAL STATISTICS	FEE
Certified copy of death certificates, each	\$13.00
Certified copy of birth certificates, first copy	\$13.00

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

*Current CBR- Current Medicaid Cost Based Reimbursement Rate

Chairman's Signature _____

Approved _____

Date _____

Margaret Dunn

From: Sorrell, Charlotte X <Charlotte.Sorrell@flhealth.gov>
Sent: Friday, September 25, 2015 6:27 PM
To: Margaret Dunn
Subject: RE: 2015-2016 Health Department Core Contract and Fee Schedule
Attachments: Taylor-2015-2016 Core Contract and Fee Schedule.pdf

Margaret,
Here is an electronic copy of the contract.
I will bring by 3 copies for signature.
There were no changes to the fee schedule this year.
Please let me know if you have any questions.

Thank you,

Charlotte Sorrell
Business Manager
Florida Department of Health in Taylor County and Wakulla County
Phone: 850-584-5087, #131
Phone: 850-926-0400
Cell: 850-728-0199
Fax: 850-926-1938
Charlotte.Sorrell@flhealth.gov

Mission: To protect, promote, and improve the health of all people in Florida through integrated state, county, and community efforts.

Vision: To be the **Healthiest State** in the Nation

Values: (ICARE)

I nnovation: We search for creative solutions and manage resources wisely.

C ollaboration: We use teamwork to achieve common goals & solve problems.

A ccountability: We perform with integrity & respect.

R esponsiveness: We achieve our mission by serving our customers & engaging our partners.

E xcellence: We promote quality outcomes through learning & continuous performance improvement.

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

From: Margaret Dunn [mailto:margaret.dunn@taylorcountygov.com]
Sent: Wednesday, September 16, 2015 8:29 AM
To: Sorrell, Charlotte X

Cc: Dustin Hinkel

Subject: RE: 2015-2016 Health Department Core Contract and Fee Schedule

October 5 would be the next meeting and my deadline for having your item and all documents would be Tuesday, September 29. Let me know if I can help in any way.

From: Sorrell, Charlotte X [<mailto:Charlotte.Sorrell@flhealth.gov>]

Sent: Tuesday, September 15, 2015 9:37 PM

To: Margaret Dunn <margaret.dunn@taylorcountygov.com>

Subject: 2015-2016 Health Department Core Contract and Fee Schedule

Good Moring Ms. Dunn,

Could you please add us to the agenda for the next meeting for the 2015-2016 Core Contract and Fee Schedule.

I will have to contract and attachments to you next week.

Once we are scheduled I will bring over the 3 copies for signature, so it will be a smooth process.

Please, if you have any questions, please feel free to contact us and thank you again.

Thank you,

Charlotte Sorrell

Business Manager

Florida Department of Health in Taylor County and Wakulla County

Phone: 850-584-5087, #131

Phone: 850-926-0400

Cell: 850-728-0199

Fax: 850-926-1938

Charlotte.Sorrell@flhealth.gov

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TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO REVIEW AND CONSIDER RECOMMENDATIONS FROM THE AIRPORT ADVISORY COMMITTEE FOR CHANGES TO THE BYLAWS AND TO CONSIDER A RECOMMENDATION FOR A CHANGE IN THE NAME OF THE AIRPORT, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue:

THE AIRPORT ADVISORY COMMITTEE HAS MADE RECOMMENDATIONS FOR CHANGES AND THOSE RECOMMENDATIONS ARE REFLECTED IN THE MINUTES OF THE AUGUST 26, 2015, MEETING (ATTACHED).

Recommended Action:

Fiscal Impact:

UNDETERMINED

Budgeted Expense:

Submitted By:

THE COUNTY ADMINISTRATOR ON BEHALF OF THE COMMITTEE

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: THE RECOMMENDED CHANGES INCLUDE A CHANGE IN THE NUMBER OF VOTING COMMITTEE MEMBERS, A CHANGE IN THE STATUS OF THE TCDA AND CHAMBER OF COMMERCE REPRESENTATIVES, A CHANGE IN THE FREQUENCY OF COMMITTEE MEETINGS, AND A CHANGE OF NAME FOR THE AIRPORT.

Options:

Attachments:



Perry-Foley Airport Advisory Committee

511 Industrial Park Drive
Perry, Florida 32348

Minutes For Meeting of **August 26, 2015**

Welcome and Call to Order

Chair noted a quorum present. The meeting was called to order at 12:07 PM

Members - in attendance

Richard Day
Ken Arnold
Jack Tedder
Richard Day
Scott Fredrick
Dawn Taylor

Absent

Gene Carter
Ward Ketrang

Staff - in attendance

Bill Roberts (AP Mgr)
Daniel Simpson (for Melody)

Absent

Jim Moody (BOCC)
Margaret Dunn (TC Admin)
Dustin Hinkel (TC Admin)

Guests in attendance

Walt Godwin, Scientist (Retired from St Johns River District)

A. New Business

- 1. Review and approve Secretary's notes of March 2015.** Approved
Review and approve Minutes of April 2015. Approved
Review Chairman's notes of May 2015. Approved
Review Notes of July 2015. Approved

- 2. Discuss Member Attendance and required Action.**

The Advisory Committee moves to advise the County Commission to remove Mr. Ketrang from the committee due to conflict of interest (currently employed by County) and appoint a replacement member to complete Mr. Ketrang's term. MOTION WAS TABLED FOR LACK OF CONSENTING VOTE.

The Advisory Committee recommends the County Commission consider a change to the Advisory Committee's By-Laws to reduce the committee to 5 members removing the TCDA representative and the County Chamber of Commerce member as voting members. This will improve the opportunity for the committee to have quorum representation at its regular meetings and allow the full members to meet with the TCDA and Chamber members outside of regular meetings.

MOTION CARRIED

The Advisory Committee recommends the County Commission consider appointing the TCDA representative and the County Chamber of Commerce member as Ex-Officio members of the Advisory Committee.

MOTION CARRIES

Advisory Committee moves to recommend a name change for the Perry-Foley Airport suggesting "Nature Coast Regional Airport". Committee further moves to recommend AVCON validate, affirm and provide process for affecting the proposed name change. Name should be coordinated with the local marketing efforts of the City and County.

MOTION CARRIES.

The Advisory Committee recommends the County Commission consider an amendment to the committee by-laws to provide for regular meetings of the committee every other month.

MOTIONS CARRIES

B. Old Business

The Chair requests that all members review the ACC Action Items List for the purpose of amending and re-prioritizing.

C. Other Reports/Comments

1. County Administrator
No comment

2. Comments from Advisory Committee Members
No comment

3. Comments from Airport Consultants
No comment

4. Comments from guests
No comment

D. Next Meeting

1. Next scheduled meeting is September 23, 2015 at 12:00 noon

E. Adjournment

There being no further business, the meeting was adjourned at 1:10 PM

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
BY-LAWS OF THE PERRY-FOLEY AIRPORT ADVISORY COMMITTEE

ARTICLE I—NAME AND AUTHORIZATION

- A. **NAME:** The name of the Committee shall be the *Perry-Foley Airport Advisory Committee* herein referred to as the "Committee" or "AAC".
- B. **AUTHORIZATION:** The Committee exists by the authority of the Taylor County Board of County Commissioners, herein referred to as the BOCC. Under no circumstances shall the Committee or an individual Committee member act independently of the BOCC, County Staff, or outside of guidelines set forth and approved by these agencies or the Committee. This includes, but is not limited to, representing the Airport in an official capacity in news releases or solicitations. All requests for such representation shall be reviewed by the Committee or appropriate County Staff, and, when necessary, the BOCC.

ARTICLE II—PURPOSE AND FUNCTION

- A. **PURPOSE:** This Committee serves in an advisory capacity to the BOCC and staff on issues related to the operation, development, and promotion of Perry-Foley Airport including economic development opportunities and other activities prompted by its presence and functions.
- B. **FUNCTION:** The Committee may:
 - 1. Assist in formulating and implementing guidelines for the operation, promotion, and capital development of the Perry-Foley Airport and its facilities.
 - 2. Offer assistance to staff to develop leasing and concession policies that provide a fair financial return to the Airport, assure maximum customer service for Airport users, streamline the approval process for new agreements and renewal of existing agreements, and encourage sound management of Airport assets.
 - 3. Review and/or participate in the development of the strategic vision for the Perry-Foley Airport, its facilities, budget and functions, and needed updates.
 - 4. Review the Airport Rules, Regulations, and Minimum Standards for Aeronautical Activities, and make recommendations as appropriate to ensure the Airport is in compliance, and policies adequately protect the safety, health, and welfare of the public, the financial stability of the Airport, and, as much as possible, are "user friendly".
 - 5. Offer advice to the BOCC and the County Staff on any other Airport or economic development issues presented to the Committee.
 - 6. Make recommendations regarding Airport sales, services, and property associated with deeds, regulations, agreements, or other legal impositions upon which Airport management, care, custody, and control exists.
 - 7. When approved by the BOCC or County Staff, represent the Airport for public relations and educational purposes.

ARTICLE III—MEMBERSHIP

- A. **APPOINTED MEMBERS:** The *Airport Advisory Committee* shall be comprised of FIVE (5) members appointed by the BOCC. Prospective appointees will be selected based on their qualifications, willingness to serve, and ability to serve.
- B. **PERMANENT "EX-OFFICIO" NON-VOTING MEMBERS**
 - 1. **The County Administrator** or his/her designee shall function as a non-voting Committee Member to provide liaison for the Committee with the BOCC and its appointed officials.
 - 2. **The President of the City of Perry/Taylor County Chamber of Commerce**, or a designee, shall function as a non-voting advisor to provide guidance and assistance to the AAC in developing and/or coordinating plans, projects, or other activities designed to promote the airport and Taylor County.
 - 3. **The President of the Taylor County Economic Development Authority (TCDA)**, or a designee, shall function as a non-voting advisor to provide guidance and assistance to the AAC in developing and/or coordinating plans, projects, or activities designed to promote the airport and Taylor County.
- C. **ELIGIBILITY:**
 - 1. All members of the Committee shall be residents of Taylor County.
 - 2. Members shall have a business, professional, or aviation background that will contribute to the work of the Committee and the improvement and development of Perry-Foley Airport

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
BY-LAWS OF THE PERRY-FOLEY AIRPORT ADVISORY COMMITTEE

Article III, cont.

D. APPOINTMENTS and TERMS:

1. At least two appointed members, whenever possible, should be current or experienced pilots with at least a private, sport pilot, or higher certification as defined by Federal Aviation Administration (FAA) Regulations or other equivalent government authority such as the Military or NASA.
2. All appointed Committee members shall serve a consecutive three-year term. The appointed members shall not serve more than two consecutive full terms unless no other qualified persons apply. To enhance continuity of Committee operations, terms should be staggered as much as possible.
3. New member appointments, other than interim appointments required to fill unexpected vacancies, will become effective in March on the date of the regular scheduled Airport Advisory Committee meeting. Expiring terms will end in February effective with the adjournment of the regular scheduled meeting. Interim appointees will serve until the end of the replaced member's term and will be eligible at that time for appointment to a full term. Interim appointment of more than one year shall be considered full terms. Interim appointments of less than one year shall not be considered "full terms" and the appointee will remain eligible to serve two consecutive full terms following the expiration of the interim term.
4. Appointment Process: In accordance with the BOCC Rules of Procedure, the County Administrator will submit a list of qualified persons to the BOCC. Prospective new members and members seeking reappointment must submit an application letter or form outlining their qualifications.
5. Consistent with the limitations set down in Items 1 and 2 of this section, members shall, as much as possible, represent a cross-section of County residents and experience.

E. VACANCIES and ABSENCES: A Committee member's appointment shall become vacant:

1. If the Committee member no longer meets eligibility requirements as set forth in Section III B above.
2. If the Committee member's term expires
3. The Committee member resigns.
4. If the member is absent from one-third of the regular scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused; and the Committee, under the provisions of Section E of this Article, recommends removal of the member; and the BOCC concurs with the recommendation.

All absences will be recorded in the meeting minutes. Absences from emergency or special meetings are not to be counted as missed regular meetings. By majority decision, Committee members may make special exceptions for absences when the absences are due to health or time-limited extenuating circumstances, and the absences do not significantly affect the ability of the committee to function.

When removal is recommended, or an exemption is approved by the Committee, the Chair will submit a detailed written report to the County Administrator including the name of the member and the reason(s) for the decision.

F. REMOVAL OF MEMBERS FOR CAUSE: When a member has not properly performed the duties of membership, or has not adhered to the guidelines and limitations set down in these By-Laws, the Committee may, by majority vote of **all** Committee members, pass a resolution requesting the BOCC to remove the member for cause. The resolution must include all pertinent details related to the request. The vote shall be conducted during a regular scheduled monthly AAC meeting. **For the purposes of this Section, the member in question is not a voting member.**

ARTICLE IV—ORGANIZATION

A. OFFICERS

1. Each year, at the regular March meeting, The Committee shall elect from its members a Chairman, Vice-Chairman, and, at the discretion of the Committee, a Secretary.
2. Elected Officers shall serve for a term of one year and shall assume office beginning immediately following the election. If the Chair becomes ineligible to serve, or otherwise fails to serve, the Vice-Chair shall assume the Chair's office and a new Vice-Chair shall be elected at the next regular meeting. Both shall serve until the election of new Officers at the March meeting.

B. QUORUM: At least Three (3) members must be present at a regular monthly meeting to conduct "official" Committee business. Lack of a quorum does not preclude discussion of Agenda items or other issues related to Committee operations, including issues that require a vote.

C. VOTING RIGHTS: Each member shall be entitled to one vote and shall cast that vote on each item submitted for consideration. Proxy votes and absentee ballots are not permitted. Committee members shall abstain from a vote only when a valid conflict of interest exists (see Article V, Section A., No. 2).

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
BY-LAWS OF THE PERRY-FOLEY AIRPORT ADVISORY COMMITTEE

ARTICLE V—OFFICERS AND DUTIES

A. COMMITTEE CHAIR

1. The Chair shall conduct all regular monthly meetings. Except for the situations described in Article III, Section E, and Article V, Section D., the Chair is a voting member for the conduct of Committee business.
2. The Chair is responsible for insuring compliance with the AAC By-Laws. The Chair will notify members when removal from the Committee for non-compliance is under review. Specific questions concerning conflicts of interest shall be referred to the County Attorney for resolution.
3. The Chair shall appoint Chairs of all Standing and Special subcommittees.
4. The Chair shall have the authority to appoint and/or suspend all Standing and Special subcommittees.
5. The Chair shall notify County Staff of any pending Committee vacancies, including normal and interim, and, if requested, submit a list of recommend replacement candidates.

B. COMMITTEE VICE-CHAIR: In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair as described in Section A, Item 1, of this Article.

C. CHAIR PRO TEMPORE: If a quorum is present, and the Chair and Vice-chair are not in attendance, an Acting Chair will be selected from among the attendees. The Acting Chair shall perform the duties of the Chair as described in Section A, Item 1, of this Article.

D. REMOVAL OF OFFICERS: When an officer has been absent or has not performed the duties of the office for three consecutive meetings, that officer may be removed from office by majority vote of **all** Committee members. The vote must be conducted during a regular monthly AAC meeting. **For purposes of this section, the member in question is not a voting member.** The Chair or Vice-Chair, as appropriate, will submit a written report of the removal and circumstances to the County Administrator.

ARTICLE VI—COMMITTEE OPERATIONS

- A. The Committee has no supervisory authority over Airport operations or staff.
- B. The Committee shall have no other authority than that stipulated in these By-Laws or specifically approved by the BOCC.
- C. The Committee will meet regularly based upon a formally adopted and published schedule. The schedule will be provided to the County Administrator for publication. When unusual circumstances require it, the Chair may cancel or change regularly scheduled meeting dates or times, provided adequate advance notification is made to Committee members, appropriate County Staff, and the public. Notification must be made using all methods necessary to comply with BOCC rules and the Florida Sunshine Law.
- D. Committee meetings shall be conducted in accordance with BOCC Rules of Procedure unless special circumstances require a temporary suspension of those rules. If the rules are suspended, the action must be recorded in the meeting minutes.
- E. No Airport Advisory Committee meeting, Standing Subcommittee meeting, Special Subcommittee meeting, or “Informal Gatherings”, including e-mail, telephone, or any other forms of communication, **with more than one (1) Airport Advisory Committee member involved or present**, shall convene for the purpose of discussing or conducting AAC business without adequate and appropriate public notice. Agendas, schedules, and locations will be provided to County Staff and be included in such notice. All “Meetings” and “Informal Gatherings” shall be open to the public and held in a facility able to accommodate expected public participation. Standing Subcommittee meetings, when required, shall normally be held as an addendum to and immediately following the regular monthly Airport Advisory Committee meeting. Special Subcommittee meetings can be scheduled when necessary, but must be publicized in a manner consistent with the BOCC rules and the Florida Sunshine Law.
- F. All “Meetings and “Informal Gatherings” shall be conducted in accordance with BOCC rules, normal “best practices”, and in a manner consistent with Florida State Sunshine Law and other applicable statutes. Unpublicized discussion of AAC business in any form between two or more Committee members, whether direct or implied, may be perceived as a violation of the Sunshine Law. If a breach of the Law occurs or is suspected, the County Administrator or Staff Representative shall be notified as soon as possible and all records of the meeting/gathering/discussion shall be collected and retained for review.
- G. Minutes or other appropriate written accounts shall be recorded at all “Meetings” and “Informal Gatherings”. All Minutes and other written accounts shall be retained as part of the public record.

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
BY-LAWS OF THE PERRY-FOLEY AIRPORT ADVISORY COMMITTEE

ARTICLE VII—STAFF SERVICES

In support of the Committee, the County will:

- A. Provide a recording secretary
- B. Provide administrative assistance such as printing services and necessary public announcements
- C. Provide a regular meeting venue
- D. At least annually for active Advisory Committee members and staff, as soon as practical for new appointees, and at other times when requested by the Chair, provide training regarding laws, regulations, practices, and policies pertaining to AAC functions and expectations. Training sessions involving more than one AAC Member and not included in the agenda of a scheduled AAC or other published meeting, shall be considered “meetings” or “informal gatherings” and subject to the rules set out in Article VI, Section E, above.
Training shall include issues associated with the legal liability and accountability of AAC members and staff with special attention directed to the Florida State Sunshine Law and its application to Committee and personal conduct. New AAC appointees and staff shall be directed by the Chair to complete a personal review of the Sunshine Law. Completion of the personal review and other training shall be reported to the Chair and recorded by inclusion in appropriate Meeting Minutes or by separate documentation provided to the Chair for sessions conducted during published “meetings” or “informal gatherings”. All documentation shall be retained as part of the public record.
- E. Provide legal counsel and guidance as necessary to the Airport Advisory Committee, Subcommittees, and members.
- F. Ensure that legal defenses, including legal liability insurance coverage and legal counsel equal to protections afforded to County personnel by blanket or special liability insurance endorsement, apply to AAC Members.

ARTICLE VIII—SUNSET PROVISION—

The activities and accomplishments of the Committee will be reviewed by the County Administrator using an “on-going” process. The review will determine if the AAC operates effectively to meet its established goals and remains within the guidelines set by AAC By-laws and rules established by the BOCC. Following an unsatisfactory review, the BOCC may elect to reeducate, reorganize, suspend, or terminate the Committee.

ARTICLE IX—BY-LAWS—CHANGES, EFFECTIVE DATE, RECORDING and DISTRIBUTION—

Changes to these By-Laws proposed by the Committee, must receive no less than THREE (3) member votes in favor. The votes must be cast during a regular monthly meeting. Approved changes shall be forwarded via Staff to the BOCC and become effective upon adoption by the BOCC.

These By-laws are part of the public record. Copies will remain on file with the BOCC, the County Administrator, the Airport Manager, and the Committee Chair. Copies will be provided to all AAC members and appropriate Staff. Copies will be made available to the public in a manner consistent with BOCC Rules and Procedures.

PERRY-FOLEY AIRPORT ADVISORY COMMITTEE

From: Chairman--Perry-Foley Airport Advisory Committee

To: Taylor County Administrator

Subject: Replacement of Current Committee Member

During the September Advisory Committee meeting a Motion recommending the replacement of Committee member Ward Ketring was approved by Committee members.

On behalf of the Committee I hereby request that the recommendation be presented to the Taylor County Board of County Commissioners for consideration.

Respectfully

Richard S. Day

Richard S. Day, Jr.

Margaret Dunn

From: Dustin Hinkel
Sent: Tuesday, September 29, 2015 10:29 AM
To: Jim Moody; Jody Devane; Malcolm Page; Pam Feagle; Pat Patterson
Cc: Richard Day; Margaret Dunn; Board Item (52281_50976.tl431737@tasks.teamwork.com)
Subject: FW: AAC By-laws changes, membership
Attachments: AAC Minutes August, 2015.PDF; AAC By-Laws Proposed REVISION 1-A.docx; Request to D Hinkel re AAC member replacement.docx

Good morning Commissioners,

For your review I send to you the minutes and action items from the Airport Advisory Committee. We will place the action items on your next regular board meeting.

Thanks!

Dustin Hinkel

County Administrator
Taylor County Board of County Commissioners

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

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850-672-0830 Cell

dustin.hinkel@taylorcountygov.com
<http://www.taylorcountygov.com>

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

From: Richard Day [mailto:rsdayjr@fairpoint.net]
Sent: Sunday, September 27, 2015 5:59 PM
To: Dustin Hinkel <dustin.hinkel@taylorcountygov.com>
Subject: AAC By-laws changes, membership

Dustin,

Per your request, see the attached.

- 1) A draft of proposed changes to the AAC By-laws
- 2) A copy of the August, 2015, AAC Minutes
- 3) Your requested letter re Ward Ketring

Re the change in the AAC meeting schedule, I will visit the newspaper offices Monday, 9/28, and request a change to the published Notice. I have also prepared a Notice to post at the airport.

Richard Day
Chairman, Airport Advisory Committee

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO REVIEW AND APPROVE THE OPERATING BYLAWS FOR THE TAYLOR COUNTY RECREATION ADVISORY BOARD (TCRAB), AS AGENDAED BY THE COUNTY ADMINISTRATOR.

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue:

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 HEAR A PRESENTATION OF THE ANNUAL
FLORIDA FOREST SERVICE REPORT BY JACK SMITH AND JIM
FLEMING OF THE FLORIDA FOREST SERVICE

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue:

Recommended Action:

Fiscal Impact:

Budgeted Expense:

Submitted By: JACK SMITH 850-838-5037

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

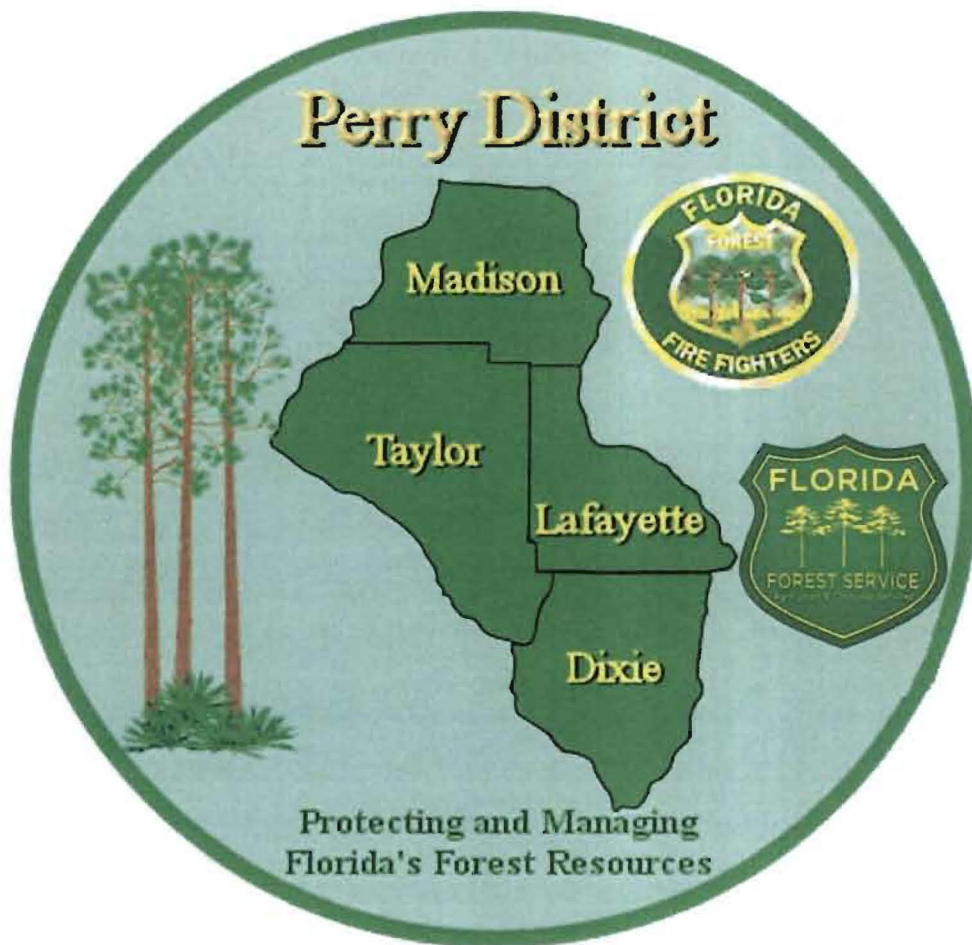
Attachments:

(15)

FLORIDA FOREST SERVICE ANNUAL REPORT

COOPERATIVE FORESTRY ASSISTANCE AND FOREST PROTECTION PROGRAMS

TAYLOR COUNTY, FLORIDA



In accordance with the Cooperative Agreement between the Taylor County Board of County Commissioners and the Florida Forest Service, we are pleased to submit this report covering the activities of the Cooperative Forestry Assistance Program and Forest Protection Program for the 2014-2015 fiscal year, covering the period of July 1, 2014 to June 30, 2015.

Introduction

The mission of the Florida Forest Service is to protect Florida and its people from the dangers of wildland fire and manage the forest resources through a stewardship ethic to assure they are available for future generations.

Our vision is to accomplish this mission with the key value of earning the public trust through serving people. The Florida Forest Service envisions a leadership role to ensure that natural resources will be managed in a way that perpetuates their special character and meets the changing social and economic needs of the people who live and visit here. It will assume a strong advocacy role for public safety to meet the challenges of wildland fires facing Florida. The strategies employed to accomplish this mission are as follows:

- Provide leadership to protect forests, wildlands, and the public from the destructive effects of wildfire.
- Promote sound forest management practices, which maintain the integrity of the environment and provide for Florida's future natural resource needs.
- Educate the public about the importance of Florida's forests and promote the renewal and protection of these resources.
- Manage public lands for their unique character and to provide multiple public benefits.
- Encourage Florida's communities to establish and perpetuate their urban forests.
- Encourage family forest owners to attain their forestland management goals with guidance and technical assistance that promotes good land stewardship principles.
- Improve the quality of service through the training and development of our people – our single greatest resource. This leadership will encourage innovation, excellence and freedom for personal growth.



Forest Protection Program

The Florida Forest Service provides wildland fire protection in Taylor County through a cooperative agreement with the county. This agreement ensures a complete understanding of the commitment between Taylor County and the Florida Forest Service for emergency response. The county operating plan is a working document that outlines the capabilities and responsibilities of each cooperating agency including timber cooperators. The public benefits when all agencies establish coordinated efforts to handle the same emergency. Additionally, we look for support from emergency service organizations to implement wildland/urban interface mitigation programs throughout the entire year. With the help of the county commission, we will ensure that the citizens have the protection they need from wildland fires.

The Florida Forest Service maintains four Type-2 tractor-plow units, two Type-1 tractors, a 300 gallon brush truck, a 1,000 gallon brush truck, a 5,000 gallon water trailer and a 750 gallon all-terrain vehicle to scout and suppress wildland fires within the county. In addition, the Florida Forest Service Rural Community Fire Protection Program continues to provide equipment to fire departments at little or no cost to them to help them meet their emergency needs.

Wildfire Activity

During the past fiscal year, Florida Forest Service personnel responded to a total of 36 wildfires in Taylor County. These fires burned approximately 91 acres. These numbers represent a slight decrease from the previous year when 39 wildfires burned a total of 115 acres. This decrease can be attributed to continued fire prevention efforts and adequate rainfall. In addition, the support given to the FFS by the Taylor County Commission, Taylor County Fire-Rescue, local volunteer fire departments and cooperators was, once again, very instrumental in helping to limit the impact of wildfires on Taylor County residents.

WILDFIRES BY CAUSE - TAYLOR COUNTY		
JULY 1, 2014-JUNE 30, 2015		
CAUSES	FIRES	ACRES
Lightning	21	75.4
Campfires	0	0
Smoking	1	1
Debris Burning	21	29.3
Incendiary	18	35.9
Equipment	4	12.7
Railroad	0	0
Children	2	0.9
Unknown	2	0.7
Miscellaneous	1	.3
TOTAL	70	156.2

Open Burning Program

Through the administration of the State's open burning program, the Florida Forest Service issues burning authorizations for agricultural, silvicultural and rural land clearing purposes to the residents of Taylor County. Through this authorization process, the FFS is better able to regulate and ensure proper and safe outdoor burning. The FFS believes that compliance with open burning laws through a comprehensive burning authorization process as well as aggressive pre-suppression and prescribed burning programs are all essential components of a strong forest protection program.

Over the past fiscal year, a total of 583 burn authorizations were issued in Taylor County. These authorizations included 14,136 acres and 923 authorized piles. In addition, FFS personnel provided landowner assistance for 5 pre-suppression fireline plowing request and broadcast burning assistance on 608 acres. FFS personnel also completed 9 wildfire mitigation projects on 485 acres of land that reduced the threat of wildfire damage.

BURN AUTHORIZATIONS - TAYLOR COUNTY			
July 1, 2014 – June 30, 2015			
TYPE	AUTHORIZED FIRES	AUTHORIZED ACRES	AUTHORIZED PILES
Agricultural	109	2,517	11
Silvicultural	150	11,422	249
Land Clearing	324	197	663
TOTAL	583	14,136	923

On-site inspections are conducted by FFS personnel prior to burn authorizations being issued to landowners who are requesting an authorization for the first time and for authorizations being requested in smoke sensitive areas. These on-site inspections ensure that distance setbacks, adequate equipment and proper control measures are being taken prior to burn authorizations being issued. Last fiscal year, a total of 45 on site inspections were performed in Taylor County. In addition, compliance checks are often performed to ensure compliance with safe burning practices and legal requirements.

Fire Prevention

Central to the Florida Forest Service's fire prevention efforts is its relationship with local citizens through schools, businesses, civic organizations, volunteer fire departments and local governments to help reduce the number of wildfires.



Last fiscal year, the Florida Forest Service participated in a total of 41 different programs in Taylor County. These events included the Florida Forest Festival, Special Olympics Torch Run, Relay for Life, Fiddler Crab Festival and the Taylor County High School Homecoming Parade.

Numerous Smokey programs were also conducted at the local elementary schools and day care facilities. Through all of these efforts, it is estimated that the FFS message of fire prevention was delivered to 25,545 people in Taylor County.



Rural Community Fire Protection

The Rural Community Fire Protection Program is a partnership in which the Florida Forest Service provides local volunteer fire departments with surplus equipment for the purpose of supporting the wildland firefighting efforts. Taylor County is an outstanding example of what can be accomplished through this program. With the support of the Taylor County Commission, local volunteer fire departments have been able to effectively use this equipment to protect the citizens of Taylor County. During this fiscal year, Taylor County was approved for \$8,379.50 under a Title IV grant that was administered by the FFS to purchase radios and PPE for Taylor County Volunteer Fire Departments.

San Pedro Bay Landowners Association

The San Pedro Bay Landowners Association (SPBLA) consists of landowners, land managers, state agencies, county governments and other interested parties working together as a unified team in forest resource protection. SPBLA members share a common interest in managing, protecting and promoting forest resources in and around the San Pedro Bay area with a stewardship ethic to ensure that these resources will be available for future generations. The role of the Florida Forest Service is to provide technical assistance to the members of the SPBLA. During the past fiscal year, the annual SPBLA meeting was held on April 10th at the Mayo Community Center.

Cooperative Forestry Assistance Program

The services provided by the county forester range from simple tree species identification and insect/tree disease diagnosis to the preparation of complex, comprehensive, multiple-use forest management plans for private, non-industrial forest landowners of Taylor County. Some of the more commonly-provided services include:

- landowner assistance
- presentation of public information and education
- administration of federal cost-share programs
- assistance with state lands management
- wildfire suppression assistance

Landowner Assistance

During the 2014-2015 fiscal year, the county forester made 100 assists to the residents of Taylor County involving approximately 7,513 acres of land. This work included:

- forest management plan development
- insect and disease detection and treatment
- cost-share programs application
- tree planting equipment rental
- information dissemination regarding:
 - site preparation
 - reforestation,
 - seedling sources and availability
 - existing timber stand management
 - forest products marketing
 - fire lane and boundary line establishment and maintenance
 - prescribed burning assistance
 - forest certification
 - Florida's Best Management Practices
 - and, timber taxation.

The county forester also assisted in writing one comprehensive Forest Stewardship/Tree Farm plan for one 115 acre property in Taylor County.

Forest Information and Education

Last fiscal year, the county forester was actively involved in several forestry and environmental education activities. These activities included:

- the FFA State Forestry Contest which is held annually in Perry at the Taylor County IFAS Extension Complex and Forest Capital Museum State Park



- the FFA District 3 Contest at Gateway College in Lake City
- the FFA Forestry Summer Camp at O'Leno State Park

- a workshop, in partnership with the Taylor County School District and IFAS Extension, on fire ecology, forest management, plantation thinning, and national and state forests



- participation in the Taylor Technical Institute Job Fair

- participation in local festivals and events, including the Florida Forest Festival, Fiddler Crab Festival, and Main Street, Perry to provide outreach and information



- submission of several news articles to local newspapers to keep Taylor County residents informed on various forestry related topics.

Federal Assistance Programs

The **Forest Stewardship Program** encourages forest landowners to practice multiple-use resource management. This program provides a wide array of technical assistance and management advice through a comprehensive Forest Stewardship Plan which is available to landowners at no cost or obligation. New enrollment in this voluntary program this past fiscal year totaled one landowner with 115 acres. There are currently

sixty-seven Taylor County landowners enrolled in the program with total ownership of over 16,000 acres.

The **Southern Pine Beetle Prevention and Assistance Program** focuses on reducing risks of southern pine beetle outbreaks by encouraging proactive forest management. It provides funds for thinning operations, underbrush removal, prescribed burning and planting of longleaf and slash pine. Longleaf pine planting is specified due to the species' natural resistance to southern pine beetle. Of the eight applications received in Taylor County for this assistance funding during this period, three were approved. One contract was completed (though using assets from another source), and another requires an extension of time (due to the continuing unusually wet weather the county experienced earlier in the year); the third will likely not be completed due to changes in landowner planning.

The **Environmental Quality Incentives Program (EQIP)** is administered by the Natural Resources Conservation Service. The **Conservation Reserve Program (CRP)** is administered by the Farm Service Agency. Each of these programs provides opportunities for technical advice and cost-sharing assistance to forest landowners in Taylor County. EQIP funds a host of forestry-related practices including wildlife management enhancement practices formerly offered through WHIP (which was incorporated into EQIP by the 2014 Farm Bill). As a result of the 2014 Farm Bill, opportunities exist for cost-sharing expenses for woodland management practices through both the EQIP and CRP programs. Through a Memorandum of Agreement, the county forester provides technical advice on forestry practices under both the EQIP and CRP programs. No EQIP or CRP activity requiring the services of the county forester were requested this period.

Forest Health

As in previous years, an annual aerial survey of the county was conducted in order to identify any major bark beetle infestations. Once again, there were no detected or reported incidents of southern pine beetle in Taylor County this year. Continuing occurrences of the less aggressive species of bark beetles - including the *Ips spp.* engraver beetles and black turpentine beetles - were reported and contained with little loss to forest resources.

In addition, the county forester performed eight forest health inspections concerning pine bark beetles and hazard trees in Taylor County during the past fiscal year.

Urban Forestry

For the 23rd consecutive year, the City of Perry earned the Tree City, USA designation. The Tree City, USA program recognizes cities for their efforts in maintaining a healthy urban forest. The county forester worked

closely with the City of Perry Tree Board and administration, providing urban forestry advice and assistance when needed.



In addition, Arbor Day was celebrated with tree-planting ceremonies at Perry Elementary School and Perry's Farmer's Market complex and a tree give-away program in partnership with the Taylor County Master Gardeners.



State Lands Management

The Florida Forest Service is not the lead managing agency on any state-owned land within Taylor County. However, forestry assistance is extended to other state agencies such as the Florida Fish and Wildlife Conservation Commission, Department of Corrections, and the Suwannee River Water Management District. The county forester is available to assist with timber management activities, such as insect and disease identification and control, timber sale and regeneration information, and prescribed burning recommendations on these properties.

Training

To further serve the residents of Taylor County, the county forester attended a Health Care Provider/CPR refresher training course during the past fiscal year.

In addition, the county forester attended the agency's annual Cooperative Forestry Assistance workshop where the following topics were discussed:

- forest health - Insecticide Management
- Forest Stewardship reporting and mapping
- Forest Stewardship reporting (SMART)
- Prescribed Fire Assistance Team - activities, availability, and accomplishments
- EQIP and CRP program updates and projections
- Tree Farm program updates
- Champion Tree program
- an overview of CFA program offerings

In total, more than 50 hours of training were completed with the aim of providing better service to the residents of Taylor County.

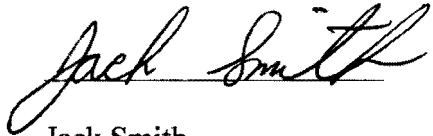
Conclusion

The primary goal of the CFA project in Taylor County for the new fiscal year remains unchanged. Through the office of the county forester, the Florida Forest Service will continue to increase the visibility of the services which are provided to the citizens of Taylor County. Through this exposure, more people will be made aware of the value and importance of timber production and natural resource management.

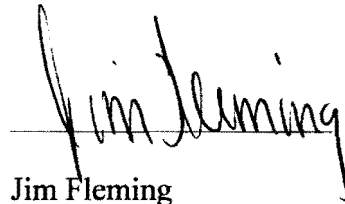
The Florida Forest Service is proud of the investment it has made in the natural resources of Taylor County and its ability to assist the residents of the county. Fire prevention and suppression will continue to be a major focus of this agency due to an ever increasing population. Through the Cooperative Forestry Agreement, the Florida Forest Service will continue to provide sound forest management advice to both the citizens and local governments of Taylor County.

It is our policy to maintain an effective level of service and make any necessary improvements as needs are identified to serve the citizens of Taylor County. For that reason, the Board of County Commissioners of Taylor County is requested to provide comments or suggestions to assist the Florida Forest Service in providing the best service possible.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jack Smith".

Jack Smith
Forest Area Supervisor
Florida Forest Service
618 Plantation Road
Perry, FL 32348
850/838-2292

A handwritten signature in cursive script, reading "Jim Fleming".

Jim Fleming
Senior Forester
Florida Forest Service
618 Plantation Road
Perry, FL 32348
850/838-2286

10/5

Margaret Dunn

From: Dustin Hinkel
Sent: Tuesday, September 22, 2015 9:37 AM
To: Patrick Dew; Yancie Brannen (yancie.tcrab@ymail.com)
Cc: Margaret Dunn; Board Item (52281_50976.tl431737@tasks.teamwork.com)
Subject: TCRA_BYLAWS
Attachments: TCRA_BYLAWS.doc

Pat,

Please print out the attached bylaws and have Yancie sign them. We will then put them on the 10/5 agenda for signature by the Chair.

Thanks!

Dustin Hinkel

County Administrator
Taylor County Board of County Commissioners

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

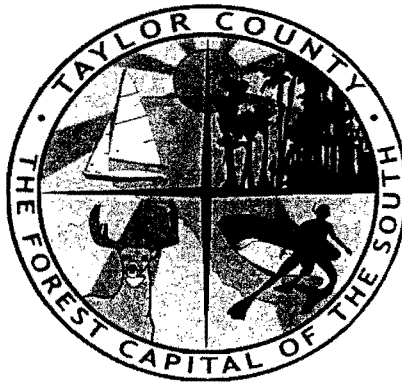
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<http://www.taylorcountygov.com>

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

TAYLOR COUNTY RECREATION ADVISORY BOARD (TCRAB)

OPERATING BYLAWS



TAYLOR COUNTY RECREATION ADVISORY BOARD (TCRAB)

Operating Bylaws

Section 1 - Purpose

The purpose of the TCRAB is to develop a guiding philosophy regarding recreation which will promote inclusiveness, enrichment, consistency, fairness, and sportsmanship.

Section 2 - Duties

The TCRAB shall have the following duties:

- (1) Advise the county administrator and/or his/her designee on all Sports Complex activities.
- (2) The TCRAB shall assist in the development of policies and procedures related to programming and facility use of the county's recreation facilities.
- (3) Provide input for the county administrator's consideration in preparing a budget request for consideration by the board of county commissioners.
- (4) Determine the scheduling priorities for all community use of the facilities while protecting and providing for scheduled maintenance, and improvements. Facilities are available for community use after recreational league usage is scheduled. Conflicting league play should be avoided.
- (5) Funding, ownership and maintenance of the Sports Complex will remain the board of county commissioners and their designee. The TCRAB shall make an annual report of its activities to the board of county commissioners.

Section 3 - Membership

The TCRAB shall consist of seven members, each of whom shall be a registered voter of Taylor County as well as being a current resident of the county. The members of the TCRAB may not hold any elective office. Positions shall be advertised and applications received by the board of county commissioners. The commission shall appoint the members to the TCRAB in a regularly scheduled commission meeting. Appointees are to be representative of all sports played at the County Sports Complex including but not limited to soccer, football, baseball, softball, basketball, tennis, users of the trail.

Members shall serve three-year terms and may be re-appointed, upon application to the Board of County Commissioners. Any vacancy of the TCRAB shall be filled for the un-expired term in the same manner as required for a regular appointment.

Section 4 - Fiscal Year

The fiscal year of the TCRAB shall commence on October 1, and end as of September 30 of the succeeding year.

Section 5 - Officers

At the first regularly scheduled meeting in January of each year, the TCRAB shall elect from its members a chair and a vice-chair. The vice-chair shall act in the absence or disability of the chair. In case the chair or vice-chair vacates their appointment, the board shall immediately select a replacement. A designee appointed by the county administrator shall serve as the secretary to the TCRAB.

Duties of the Chair

The Presiding Officer (the Chair) presides at all meetings of the Board. In addition to the powers conferred upon her/him as Chair, s/he continues to have all the rights, privileges and immunities of a member of the Board. The Chair's responsibilities include:

- (a) Call the meeting to order, having ascertained that a quorum is present;
- (b) Recognize all members who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by her/him, and s/he declares all votes;
- (c) Preserve order and call to order any member who violates any of these procedures; and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal;
- (d) Expedite business in every way compatible with the rights of members;
- (e) Remain objective while enjoying the same rights in debate as any other member; but the impartiality required of the Chair in an assembly precludes exercising these rights while presiding. The Chair should have nothing to say on the merits of pending questions until the members and citizens have fully debated the question. On certain occasions which should be extremely rare the Chair may believe that a crucial factor relating to such a question has been overlooked and that his/her obligation as a member to call attention to the point outweighs the duty to preside at that time. If the Chair wishes to place a motion, the gavel must be relinquished.

Based upon these Rules of Procedure, the gavel will be relinquished in the following order:

- (1) Vice Chair;
- (2) Other members based upon seniority;
- (3) Another member who has remained impartial;
- (4) Board Secretary;

The presiding officer who relinquished the chair should not return to it until the pending main question has been disposed of, since s/he has expressed partisanship as far as that particular matter is concerned.

- (f) Declare the meeting adjourned when the Board so votes, or at any time in the event of an emergency affecting the safety of those present;
- (h) Assign member's seats in the commission chambers.
- (k) As the Presiding Officer, the Chair will sign all documents on behalf of the Board.

Duties of the Vice Chair

The Vice Chair shall perform the duties and exercise the power of the Chair, in the absence or disability of the Chair, and shall perform such other duties as the Board may prescribe.

Duties of the Secretary

The Secretary shall attend meetings of the Board and ensure that minutes of all proceedings are kept. He/she shall perform such other duties as may be prescribed by the Board.

Section 6 - Terms of Office

Terms of office for the Chair, Vice-Chair and Secretary shall be approximately one year commencing on the first of the month following the month in which elections are held and concluding on the first of the month following the meeting at which elections occur the following year. No person shall serve in any one officer position for more than two consecutive terms.

Section 7 - Committees

Committees may be established as needed to work in areas of primary interest to the members of the Board.

The Chair may appoint any committee during the year which he/she thinks desirable, specifying their functions and duties.

Section 8 - County Liaisons

The County Administrator shall designate a staff representative to serve as a liaison to the Board. The Board of County Commissioners shall designate a commissioner to serve as a liaison to the Board. Liaisons will attend and participate in all meetings and report on activities of the Board.

Section 9 - Meetings

The TCRAB shall establish its regular meeting time and location, which shall not be less often than once every month. The TCRAB is to comply with the Florida Sunshine Law for Advisory Boards. Training on the Florida Sunshine Law will be provided by the county administrator or county attorney at the January meeting annually.

Regular, as well as Special meetings of the Board will be conducted in a publicly owned or controlled building. All meetings will be held in a building that is open to the public. All persons with disabilities shall be provided the assistance that is necessary to enable them to effectively participate in Commission meetings.

Section 9.1 – Meeting Rules of Procedure

The TCRAB shall follow the Rules of Procedure as adopted and amended by the Taylor County Board of County Commissioners.

Section 10 - Quorum

Four members of the TCRAB shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the members of the TCRAB present shall be required to authorize any action or formulate a position of the TCRAB.

Section 11 - Voting Procedures

Each appointed member shall have one vote. An affirmative vote of a majority of the members of the TCRAB present shall be required to authorize any action or formulate a position of the TCRAB.

Section 12 - Removal of Officers and Filling Vacancies

The Officers of the Board shall hold office until their successors are chosen and qualify in their stead. Any Officer elected by the Board may be removed at any time by the Board. If the office of any Officer becomes vacant for any reason, the vacancy shall be filled by the Board. Individuals elected to fill a vacancy shall take office upon election and serve the remainder of the term until a meeting is held at which elections are held for the next year.

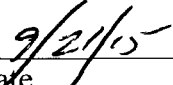
Section 13 - Amendments

The TCRAB shall adopt by-laws and rules of procedure to govern its operation. No by-law or rule of procedure shall be effective until approved by the board of county commissioners. The by-laws and rules to procedure may be amended at anytime by the TCRAB with the approval of the board of county commissioners.

Approved:



TCRAB Chairman



Date

Approved:

Patricia Patterson, Chair

Date

Sec. 54-22. - Taylor County Recreation Advisory Board (TCRAB).

- (a) *Created.* There is hereby created by the board of county commissioners a county recreation advisory board, to be known as the Taylor County Recreation Advisory Board (TCRAB).
- (b) *Definition.* The TCRAB advises the county administrator and/or his designee on the Taylor County Sports Complex.
- (c) *Composition.* The TCRAB shall consist of seven members, each of whom shall be a registered voter of Taylor County as well as being a current resident of the county. Positions shall be advertised and applications received by the board of county commissioners. The commission shall appoint the members to the TCRAB in a regularly scheduled commission meeting. Appointees are to be representative of all sports played at the County Sports Complex including but not limited to soccer, football, baseball, softball, basketball, tennis, users of the trail.
- (d) *Appointment Process.* Initially, the board of county commissioners shall appoint four members for a term of three years, three members to a term of two years. Thereafter, members shall serve three-year terms. Members may be re-appointed. Any vacancy of the TCRAB shall be filled for the unexpired term in the same manner as required for a regular appointment. Four members of the TCRAB shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the members of the TCRAB present shall be required to authorize any action or formulate a position of the TCRAB.
- (e) *Members may not hold an elective office.* The members of the TCRAB may not hold any elective office.
- (f) *Officers.* At the first regularly scheduled meeting in January of each year, the TCRAB shall elect from its members a chair and a vice-chair. The vice-chair shall act in the absence or disability of the chair. In case the chair or vice-chair vacates their appointment, the board shall immediately select a replacement. A designee appointed by the county administrator shall serve as the secretary to the TCRAB.
- (g) *Meetings.* The TCRAB shall establish its regular meeting time and location, which shall not be less often than once every month. The TCRAB is to comply with the Florida Sunshine Law for Advisory Boards. Training on the Florida Sunshine Law will be provided by the county administrator or county attorney at the January meeting annually.
- (h) *By-Laws.* The TCRAB shall adopt by-laws and rules of procedure to govern its operation. No by-law or rule of procedure shall be effective until approved by the board of county commissioners. The by-laws and rules to procedure may be amended at anytime by the TCRAB with the approval of the board of county commissioners.
- (i) *Recreational philosophy.* The TCRAB will have the responsibility and authority to develop a guiding philosophy regarding recreation which will promote inclusiveness, enrichment, consistency, fairness, and sportsmanship.
- (j) *Scheduling prioritization.* The TCRAB will have the authority to determine the scheduling priorities for all community use of the facilities while protecting and providing for scheduled maintenance, and improvements. Facilities are available for community use after recreational league usage is scheduled. Conflicting league play should be avoided.
- (k) *Duties.* In addition to those duties set out in other sections of this code, the TCRAB shall have the following duties:

- (1) Advise the county administrator and/or his/her designee on all Sports Complex activities.
- (2) The TCRAB shall assist in the development of policies and procedures related to programming and facility use of the county's recreation facilities.
- (3) Provide input for the county administrator's consideration in preparing a budget request for consideration by the board of county commissioners.
- (4) Funding, ownership and maintenance of the Sports Complex will remain the board of county commissioners and their designee. The TCRAB shall make an annual report of its activities to the board of county commissioners.

(Ord. No. 2011-01, 1-3-2011)

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO DISCUSS A CHANGE IN THE DISTRIBUTION OF ROAD PAVING FUNDS IN FUTURE BUDGETS, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue:

CURRENTLY A CERTAIN AMOUNT OF ROAD PAVING FUNDS ARE DISTRIBUTED EQUALLY AMONG THE FIVE COUNTY COMMISSION DISTRICTS. THIS CHANGE WOULD PLACE ALL FUTURE ROAD PAVING FUNDS INTO A COMMON ACCOUNT.

Recommended Action:

Fiscal Impact:

Budgeted Expense:

Submitted By:

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: THIS WAS DISCUSSED AT THE WORKSHOP ON 9-29-15 AND INCLUDED A DISCUSSION ON HOW PAVING OF LOCAL ROADS WOULD BE PRIORITIZED.

Options:

Attachments:

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO SET A PUBLIC HEARING FOR AN INCREASE IN THE FEE FOR AN ANNUAL BOAT RAMP PERMIT STICKER, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue:

THIS ACTION WAS DISCUSSED AT THE WORKSHOP ON 9-29-15.

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:



Board to review and approve the Request For Proposals (RFP) and required support documents to advertise for the Taylor County Community Transportation Coordinator (CTC) as per the requirements of the Florida Commission for the Transportation Disadvantaged.

MEETING DATE REQUESTED:

October 5, 2015

Statement of Issue: The Memorandum of Agreement (MOA) between the Florida Commission for the Transportation Disadvantaged and Big Bend Transit, the current CTC expires in January 2016. As the Planning Agency, the County is required to advertise, receive RFP's, and select a CTC and make the recommendation to the TD Commission. County staff will be required to make a presentation to the TD Commission at their January 21, 2016 meeting, and if approved the TD Commission will execute a MOA with the selected firm to provide transportation services for the local transportation disadvantaged program.

Recommended Action: Approve Request For Proposal and required documents.

Budgeted Expense: This is a requirement of the Planning Grant Agreement and to receive transportation disadvantaged trust fund transportation monies.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Big Bend Transit, Inc. currently serves as the Taylor County CTC. The Memorandum of Agreement (MOA) between the Florida Commission for the Transportation Disadvantaged and Big Bend Transit, Inc. is set to expire in January 2016. The County is required by the TD Commission to go through this process every three years.

Attachments: Request For Proposal and required support documents.

**REQUEST FOR PROPOSALS
TAYLOR COUNTY COMMUNITY TRANSPORTATION COORDINATOR
FOR THE TRANSPORTATION DISADVANTAGED PROGRAM**

Taylor County Board of Commissioners will receive sealed Requests for Proposals (RFP) from qualified firms for the provision of providing coordinated, effective, and cost efficient transportation services to the Transportation Disadvantaged citizens of Taylor County. The firm selected through this RFP process will enter into a Memorandum of Agreement (MOA) with the State of Florida Commission for the Transportation Disadvantaged for the services described. The selected Proposer will be required to meet all requirements to serve as the Community Transportation Coordinator as per Chapter 427, Florida Statutes and more fully described in Rule 41-2 of the Florida Administrative Code. The response to this Request will be in one of two ways.

1. As a Community Transportation Coordinator only (a broker which does not itself provide transportation services); or
2. As a Community Transportation Coordinator, which will provide some/most of the transportation but may broker some transportation services through the utilization of other transportation operators.

PROPOSERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL.

SEALED Request for Proposals are to be submitted on or before November 13, 2015 at 4:00 PM to Annie Mae Murphy, Clerk of Court (850) 838-3506. Proposal envelopes are to be clearly marked as Taylor County Community Transportation Coordinator Request for Proposal and display the Proposer's company name and address. Proposals received late will be rejected and returned unopened to the Proposer. Proposals received in envelopes not clearly marked will be rejected and not opened. Each proposal should consist of one (1) original and three (3) copies. The original must be clearly marked "original". Within the sealed Proposal must be a second sealed envelope which contains one (1) original and three (3) copies of the Annual Budget, Cost Proposals, and Fare Proposals. This envelope will not be opened until proposals are ranked according to the evaluation criteria outlined in the Request for Proposals. And as evaluated by the evaluation team.

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

Mail Delivery: Annie Mae Murphy
 Clerk of the Court
 P.O. Box 620
 Perry, FL 32347-0620

A Public Opening of the Proposals is scheduled for November 16, 2015 at 6:05 PM at 201 East Green Street, Perry, Florida, 32347. Proposals will be opened during a regularly scheduled Board of County Commissioners meeting. FAXED OR ELECTRONICALLY MAILED PROPOSALS WILL NOT BE ACCEPTED.

The Proposer shall be familiar with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the Florida Commission for the Transportation Disadvantaged Coordinated System. Lack of knowledge or understanding on the part of the Proposer will in no way relieve him/her from responsibility for compliance with all said laws, ordinances, rules, and regulations.

In accordance with Section 287.133, Florida Statutes, no person or affiliate on the Convicted Vendors List may, for a period up to 36 months after being placed on the list:

- Submit a bid on a contract or Request for Proposals.
- Be awarded or perform work as a contractor, supplier, subcontractor or consultant.

The Taylor County Board of Commissioners reserves the right to accept or reject any and/or all proposals in the best interest of Taylor County, it's citizens, and the State of Florida. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceeding under Chapter 120, Florida Statutes.

A complete copy of all requirements for the Request for Proposals can be obtained by contacting Melody Cox, Taylor County Transportation Disadvantaged Planning Grant Manager at 850-838-3553 or at melody.cox@taylorcountygov.com. A copy of all Proposal requirements can also be found at www.taylorcountygov.com.

**Request for Proposals
Taylor County Community Transportation Coordinator
For the Transportation Disadvantaged Program**

SECTION ONE

In 1989, the Florida Legislator passed the amended Chapter 427, Florida Statutes, creating the Florida Commission for the Transportation Disadvantaged and improving the coordination of transportation services for transportation disadvantaged persons. Following approval of the legislation, the Commission developed and adopted Rule 41-2, Florida Administrative Code, implementing the revised statutes.

The goal of the legislation and agency rule is to effectively coordinate funds and activities for providing transportation for transportation disadvantaged persons. This is to be accomplished by a designated Community Transportation Coordinator, who may provide the transportation on their own or broker transportation to qualified transportation operators.

This Request for Proposals will lead to the designation of the most qualified company as the Community Transportation Coordinator. The response to this Request will be in one of two ways.

1. As a Community Transportation Coordinator only (a broker which does not itself provide transportation services); or
2. As a Community Transportation Coordinator, which will provide some/most of the transportation but may broker some transportation services through the utilization of other transportation operators.

GENERAL INFORMATION

1. Competitive Sealed proposals differ from competitive sealed bidding in several areas.
 - A. No proposal information will be made public until the planning agency provides notice of a decision or intention pursuant to S.120.54(5)(b), the Model Rules of Procedure, or within ten (10) days after bid or proposal opening, whichever is earlier.
 - B. All criteria for evaluation of proposals will be set forth in this Request for Proposals in order of importance. Only these criteria will be used to determine the best response. Annual Budget, Cost Proposals, and Fare Proposals will not be opened until proposals are ranked according to the evaluation criteria by the Technical Review Committee and will be submitted in a separate sealed envelope with the Technical Proposal.
 - C. Negotiations may take place with responsible company after their responses are opened for purposes of clarification and modification of the contract. The company will be given equal treatment with respect to discussions held and all information requested shall be obtained to yield the best possible offers for the services requested.
 - D. Awards shall be made to the company whose qualifications and response is determined to be the most advantageous to the Taylor County Board of County

**Request for Proposals
Taylor County Community Transportation Coordinator
For the Transportation Disadvantaged Program**

Commissioners, hereinafter called the "Board", the State of Florida and the transportation disadvantaged population of Taylor County.

- E. Inquiries about this RFP, shall be in writing and must be received by the Agency no later than October 20, 2015. All inquiries are to be made only with the contact person listed in the RFP.
 - F. All proposals must be signed by an authorized corporate officer, principal, or partner (as applicable).
 - G. The proposer must submit one (1) original and three (3) copies of the complete proposal at the date and time specified in the legal notice including one (1) original and three (3) copies of the Annual Budget, Cost Proposal, and Fare Proposal.
3. The issuance of the Request for Proposals constitutes an invitation to present proposals from qualified and experienced companies. The Board reserves the right to determine, in its sole discretion, whether any aspect of the statement of proposal satisfactorily meets the criteria established in this Request for Proposals, the right to seek clarification from any company or companies submitting a response, and the right to reject any or all responses with or without cause. The Board also reserves the right to modify the scope to be considered for this project. In the event that this Request for Proposals is withdrawn by the Board, or that the Board does not proceed for any reason including but not limited to the failure to occur of any of those findings or events set forth herein, the Board shall have no liability to any company for any costs or expenses incurred in connection with the preparation and submittal of this Request for Proposal or otherwise. Any exceptions to the Scope of Work (Section 2) or any requirement of the RFP must be identified on the Affidavit of Compliance Form. Failure to do so may result in the disqualification of the proposal.
4. Governing Law. The Community Transportation Coordinator (CTC) shall be bound by the provisions of Florida law relating to the transportation disadvantaged programs. The provision of Florida laws existing at the time of execution of Memorandum of Agreement (MOA) between the CTC and the Commission for the Transportation Disadvantaged shall prevail over the terms of the contract unless informed otherwise by the Commission. The CTC specifically agrees without hesitation to be bound by the provision of Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code, as they may be changed from time to time, provided, however, the CTC may request relief if changes in said law materially alter the costs of providing services.
5. No Lobbying Provision. All companies are hereby placed on formal notice that neither the Board of Commissioners, nor any members of the Taylor County Transportation Disadvantaged Coordinating Board, nor any employees from the Board of Commissioners, nor any members of the Technical Review Committee, nor any commissioners or staff of the Commission for the Transportation Disadvantaged, are to be lobbied either individually or collectively concerning

**Request for Proposals
Taylor County Community Transportation Coordinator
For the Transportation Disadvantaged Program**

this project. Companies and their agents who intend to submit a proposal for these services are hereby placed on formal notices that they are not to contact members of the Board of Commissioners, nor staff members other than the contact person, outside of regular Board meetings for such purposes as holding meetings of introductions, meetings related to the selection process, outside of those specifically scheduled by the Board for negotiations. Failure to comply with this requirement shall result in the immediate disqualification of such company by the Board from further consideration of the project.

6. Lack of knowledge of conditions or difficulties that may exist prior to the Proposal opening or of conditions or difficulties that may be encountered in the execution of the work pursuant to this proposal package as a result of failure to make the necessary examinations and investigations, shall not excuse the performance, or lack thereof by the successful company, and the successful company shall fulfill in every detail, all of the requirements of the proposal package documents and attachments thereof. Likewise, lack of knowledge of preexisting conditions or difficulties, or conditions or difficulties encountered in the execution of the work pursuant to this proposal package, shall not support any claims whatsoever for extra compensation or for any extension of time.
7. The successful company shall maintain suitable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods. The Commission for the Transportation Disadvantaged reserves the right to determine the record keeping methods required in the event of nonconformity. These records shall be maintained for five years after completion of the project and shall be readily available to the Board and Commission personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.
8. Indemnity. The successful company awarded the designation of Community Transportation Coordinator (CTC) shall indemnify and hold harmless the Taylor County Board of County Commissioners, and their agents and employees from and against all claims, demands, actions or suites for injury, sickness, disease or death to CTC employees or other persons, or damage to property, including loss of use thereof, including attorney's fees, arising out of or resulting from the performance of the CTC's obligations under this contract award. The CTC is an independent contractor. The CTC agrees to defend, on behalf of the Board any suits brought jointly against the CTC and the Board or against the Board together or separately, arising out of any aforesaid causes, and to reimburse the Board for attorney's fees, settlements, costs, judgments, satisfactions, or other expenses incurred by the Board in any manner connected with any suits or claims. For ten dollars (\$10.00) and other specific valuable consideration the receipt and sufficiency of which is hereby acknowledged, the CTC agrees that its obligation to the Board extends to and includes liability for the sole, contributory, or

**Request for Proposals
Taylor County Community Transportation Coordinator
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concurrent negligence of the Board, its employees or agents. This responsibility shall include but not be limited to, liability for damages resulting from injury or damage to any employee of the CTC, regardless of whether the CTC has paid the employee under the provisions of any workmen's compensation laws or similar legislation.

9. **Public Entity Crimes.** As required by Florida Statute 287.113(2)(a), a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or a public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in S287.017 for Category Two (\$15,000) for a period of thirty six (36) months from the date of being placed on the convicted vendor list. Any person must notify the Board with thirty (30) days after a conviction of a public entity crime applicable to that person or to an affiliate of the person.
10. **Venue.** In the event of any legal action, the venue will be Taylor County, Florida. The laws of the State of Florida shall govern in connection with the formation, performance, and the legal enforcement of any resulting contracts.
11. Taylor County reserves the right to visit proposer's site at any time.
12. No proposer may submit multiple bids. Only one (1) submittal will be accepted per individual owner(s)/partners.
13. All materials submitted as response to this Request for Proposals shall become the property of Taylor County.
14. The County reserves the right to use any and all information presented in any response to the Request for Proposals. Acceptance or rejection of the proposal does not affect this right.
15. The names of the organizations submitting the proposals will be recorded at the time of opening.

**Request for Proposals
Taylor County Community Transportation Coordinator
For the Transportation Disadvantaged Program**

SECTION TWO

SCOPE OF WORK

The performance standards and scope of work that are the responsibility of the designated Community Transportation Coordinator (CTC) are partly described below. The following is a summary of the responsibilities that the CTC will be expected to perform.

1. In cooperation with, and approved by, the Taylor County Transportation Disadvantaged Coordinating Board, the CTC shall develop, negotiate, and implement a Memorandum of Agreement (MOA) including a service plan for submittal to the Commission for the Transportation Disadvantaged. The Transportation Disadvantaged Service Plan must be completed no later than 120 days after the Commission for the Transportation Disadvantaged officially designates the CTC.

The MOA will be a three (3) year contract and shall be subject to annual review and evaluation. The MOA shall be negotiated and signed prior to initiation of transportation services by the designated Community Transportation Coordinator (CTC).

2. The CTC shall maintain an accounting system in accordance with accounting procedures adopted by the Commission of the Transportation Disadvantaged, "Rural Transportation Accounting A Model Uniform Accounting System for Rural and Specialized Transportation Providers."
3. The CTC shall collect annual operating data and submit an Annual Operating Report to the Commission for the Transportation Disadvantaged by September 15th of each year with a copy provided to the Board for the Taylor County Transportation Disadvantaged Coordinating Board. The CTC must submit this report to the Taylor County Transportation Disadvantaged Coordinating Board for review prior to submitting it to the Commission for the Transportation Disadvantaged.
4. The CTC shall comply with the Commission for the Transportation Disadvantaged service standards.
5. The CTC will be required to undertake a competitive procurement process to identify eligible transportation service providers for the delivery of transportation services if the CTC is not the direct provider of transportation services. The CTC shall review all transportation operators' contracts annually.
6. The CTC, with guidance from the Taylor County Transportation Disadvantaged Coordinating Board, shall develop Purchase of Service Contracts and Coordination Contracts, as needed.

Request for Proposals
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7. The CTC shall undergo an annual evaluation conducted by the Taylor County Transportation Disadvantaged Coordinating Board in order to review and determine the CTC's performance in general and relative to the standards established by the Commission for the Transportation Disadvantaged and the Transportation Disadvantaged Coordinating Board. The evaluation tools used by the Transportation Disadvantaged Coordinating Board to assess the CTC's performance include modules from the "*Evaluation Workbook for Community Transportation Coordinators and Providers in Florida*" developed by the Commission; user surveys; and a review of the success of the CTC in fulfilling the goals and objectives adopted by the Transportation Disadvantaged Coordinating Board in the Transportation Disadvantaged Service Plan.
8. The CTC will be responsible for monitoring the system to ensure that service to the clients is provided in a safe, reliable, efficient manner. The CTC will be responsible for investigating any problems and issues that arise and providing customer service (information, complaints, and commendations).
9. The CTC shall assure compliance with applicable drug and alcohol testing, Equal Employment Opportunity, Section 504 Federal Regulations, Americans with Disabilities Act, Title VI, Disadvantaged Business Enterprise, safety, and insurance requirements which are federal, state or local law, or adopted policies of the Commission for the Transportation Disadvantaged.
10. The CTC shall attend all Taylor County Transportation Disadvantaged Coordinating Board meetings and subcommittee meetings to provide quarterly reports, service information, answer questions, and respond to individual or agency concerns about service.
11. The CTC shall identify, record and report to the Taylor County Transportation Disadvantaged Coordinating Board on a quarterly basis at a minimum: complaints (number and type for all trips); non-sponsored grants summary (including trip and monthly expenditure); trip purpose for non-sponsored program; and trip summary by agency. The Taylor County Transportation Disadvantaged Coordinating Board or the Board of Commissioners may request additional data as needed. The CTC will notify the Taylor County Coordinating Board immediately in the event of emergency, critical, or applicable significant events.
12. The CTC shall maintain a manager in the service area who is authorized to make all day-to-day decisions on operations. The CTC shall maintain sufficient office staff to perform all required administrative activities. The CTC shall ensure that the facility meets all local, state and federal requirements and standards.
13. The CTC shall integrate the use of school buses and public transit, where possible and cost-effective, into the Transportation Disadvantaged Service Plan.

**Request for Proposals
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14. The CTC shall, in cooperation with the Taylor County Transportation Disadvantaged Coordinating Board, review all applications for local, state and federal government transportation disadvantaged funds, and develops cost-effective coordination strategies.
15. The CTC shall, in cooperation with the Taylor County Transportation Disadvantaged Coordinating Board and pursuant criteria developed by the Commission, establish rider eligibility and trip priorities of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys.
16. The CTC will be responsible for screening applicants for the Transportation Disadvantaged Program, according to the Transportation Disadvantaged Coordinating Board's eligibility criteria policy. The CTC will undertake a complete re-certification of all the clients in the Transportation Disadvantaged Program.
17. The CTC shall have full responsibility for the coordination and delivery of transportation services for the transportation disadvantaged as outlined in 427.015(2), Florida Statutes, resulting in the best service at optimal cost.
18. The CTC shall be responsible for assigning trips to the contracted operators. The CTC shall pay the contracted operators for all authorized and completed trips.
19. The CTC shall incorporate the Transportation Disadvantaged Coordinating Board's grievance and complaint procedures into its administrative procedures. The CTC shall be responsible for the monitoring and reporting of complaints, grievances and commendations. The CTC shall ensure the Taylor County Coordinating Board and appropriate staff are made aware of all complaints which are not resolved or formal grievances in a timely manner.

**Request for Proposals
Taylor County Community Transportation Coordinator
For the Transportation Disadvantaged Program**

SECTION THREE

GUIDELINES

1. Each company shall be responsible for reading and completely understanding the requirements and specifications contained herein. **The deadline for submission of proposals will be strictly adhered to.** Late proposals will be returned unopened with the notations, "This proposal is not being considered because it was received after the delivery date and/or time designated for receipt in the legal notice."
2. It is the responsibility of the company to prepare the proposal as clearly as possible to avoid any misinterpretation of the information presented. Proposals will be reviewed and evaluated solely on the basis of the information contained therein. **Modifications or changes cannot be made to the proposals after they are opened.**
3. Proposals must be prepared and submitted in the order they are requested.
4. Inquiries about this Request for Proposals shall be in writing and must be received by the Taylor County Director of Administrative Services no later than October 20, 2015. All inquiries are to be made with the contact person listed.
5. If any requested information is not applicable to the company, the company must so state in the appropriate sections(s) of the proposal. A justification / explanation as to why the requested information is not appropriate must be included.
6. Companies responding to this request shall bear all costs and expenses associated with its preparation. No claims shall be submitted to the Taylor County Board of County Commissioners for preparation or presentation of proposals.
7. An authorized corporate officer, principal or partner (as applicable) must sign all proposals.
8. The criteria for evaluation of proposals are provided. **Only these criteria will be used to determine the best response.** Annual Budget, Cost Proposals, and Fare Proposals will **not** be reviewed by the Technical Evaluation Committee until the Technical Proposals are assigned points according to the evaluation criteria.
9. Awards shall be made to the company whose qualifications and response shall be determined to be most advantageous to the Taylor County Board of County Commissioners, the State of Florida, and the Taylor County transportation disadvantaged population.

**Request for Proposals
Taylor County Community Transportation Coordinator
For the Transportation Disadvantaged Program**

10. All questions concerning the specifications of the Request for Proposals must be directed through Melody Cox, Transportation Disadvantaged Program Coordinator, Taylor County Administrative Complex, 401 Industrial Park Drive, Perry, Florida 32348; or telephone number (850) 838-3553, or at melody.cox@taylorcountygov.com. All telephone conversations are to be considered unofficial responses and will not be binding. Questions verifying the Request for Proposal content, if appropriate, will be responded to in writing. The written response will be Taylor County Board of County Commissioners' official response and will be mailed to all companies that requested the Request for Proposals.

All proposals must be received at the Taylor County Board of County Commissioners, at the address below, no later than 4:00 pm, Eastern Time, November 13, 2015. **Late proposals will be rejected.** Failure to comply with this or any other paragraph of the Request for Proposals shall be sufficient reason for rejection of the proposal. Proposals will be opened November 16, 2015 at 6:05 pm Eastern Time at a regular scheduled Board of Commissioners meeting.

Address the Outside Mailing Envelope as Follows:

Taylor County Board of County Commissioners
Attn: Taylor County Clerk of the Court
Post Office Box 620, Perry, Florida 32348

The envelopes must be clearly marked "Taylor County Transportation Coordinator Technical Proposal" and contain one (1) original clearly marked as "original" and three (3) copies of the Technical Proposal

In the same envelope of the Technical Proposal(s) must be a second sealed envelope that contains one (1) original and three (3) copies of the Annual Budget, Cost Proposal and Fare Rate. This envelope will not be opened until the review and ranking process is completed by the Technical Review Committee.

The proposals must be submitted on 8 ½" X 11" paper, numbered, typewritten with headings, sections, and sub-sections identified appropriately.

**Request for Proposals
Taylor County Community Transportation Coordinator
For the Transportation Disadvantaged Program**

Proposals shall remain in effect for one hundred eighty (180) calendar days from date of submission. The Taylor County Board of County Commissioners reserves the exclusive rights to:

1. Waive any informality of the selection process.
2. Accept or reject any and/or all proposals in part or in whole, with or without cause.
3. Request additional information, if appropriate.
4. Limit and determine the actual contractual services to be included in a final proposed contract, and
5. Reject all submittals if found by the Board not to be in the best interest of this jurisdiction.

PROPOSAL CONTENTS

The Technical Proposal contents are predicated on requirements of the designated Community Transportation Coordinator described in Rule 41-2, Florida Administrative Code. The Technical Proposal must be prepared to address the following areas in the order that they are presented. Where required, provide resumes, examples of reports, and specifications or other relevant material to support the proposal. Consecutively number all pages of the Technical Proposal.

**Request for Proposals
Taylor County Community Transportation Coordinator
For the Transportation Disadvantaged Program**

Technical Proposal

1. Coordination Plan.

Provide a plan describing how coordination of transportation for the disadvantaged will be implemented to provide coordination and delivery of coordinated transportation services to meet the transportation disadvantaged needs in the specified service area. This plan shall address the needs identified in the Transportation Disadvantaged Service Plan. The plan must address, at a minimum, the following issues.

- a. The number and types of vehicles that are needed to meet the stated needs. State who will provide the vehicles that will be used in the service area. Describe the process used to acquire vehicles used in the service area. Estimate the amount of time required in order to provide the vehicles used in the service area. Describe how the vehicles are to be equipped with seating, wheelchair lifts, and/or stretcher tie-downs.
- b. The method of coordination to be used in scheduling trips. Describe the procedure used from the time a call requesting a trip is received by the CTC through tabulation and to a mailing a bill to the sponsoring agency. This shall include, but not limited to: handling of call, establishing driver routing sheets, recording actual trips provided by the agency, and preparation of agency invoice. Indicate the compute software that will be used to perform these tasks and provide examples of manifests, invoices, etc.
- c. The method the CTC would use to place trips with transportation operators.
- d. Experience of the company proposing to be the CTC and at least three (3) names, address, and phone numbers of references that can verify experience.
- e. Ability to monitor activities of the transportation operators, in accordance with Chapter 14-90, Florida Administrative Code, for:
 - Driver screening, selection, and training;
 - Sensitivity and first aid training for employees;
 - Vehicle safety inspection and maintenance training; and
 - Comprehensive transportation coordination techniques.

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2. Management Resources

Provide the company organizational structure, name of local manager (proposed), and relevant experience of manager and key office personnel. Include resumes. State the number of persons and the general job descriptions needed to coordinate the transportation disadvantaged services.

If serving as a transportation operator in addition to Coordinator, provide the following information for each driver:

- Special training.
- Driving history including accident history, and
- Length of time with the company.

If serving as a Coordinator/Operator (brokerage or partial brokerage system), provide information on how the company will monitor subcontractor's drivers such as:

- Special training.
- Driving history including accident history, and
- Length of time with the company.

3. Corporate Experience.

- a. Describe the company's experience with the coordination of transportation systems for transportation-disadvantage persons. List up to three (3) service program references that can verify the agency's experience. Provide contact reference person's names, addresses, and phone numbers.
- b. Describe the company's experience with developing and implementing a phased multi-year Transportation Disadvantaged Service Plan.
- c. Describe how the company has and will continue to satisfy provisions of Section 504 of the Rehabilitation Act, the American with Disabilities Act, and other applicable federal, state, and local requirements governing handicapped accessibility.
- d. If currently or previously under contract with a Coordinator in another county, include name of Coordinator, contact person's name, address and telephone number. This information will be used to contact the Coordinator in order to obtain information about current or prior performance.

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4. Financial Capacity to Undertake Project

- a. Provide a description of company assets, financial and capital, and include the latest financial audit of the company prepared by a Certified Public Accountant. Include a statement concerning the company's ability to acquire additional capital equipment that may be required for this service.
- b. Describe the company's accounting, invoicing, and reporting procedures that are to be used to meet the reporting requirements of the Annual Operating Report to the Commission, and monthly operating and invoicing required by the Coordinating Board and the Board of County Commissioners.
- c. Submit an alternative proposal on how the CTC's revenue is to be generated, providing that no federal, state, or local government funds are available for this service.
- d. Discuss how the company will provide the local match for non-sponsored trips funded by the Commission's Trust Fund.
- e. Because of the payment schedule to the purchasing agencies, the CTC must have the ability to have a 45-day cash reserve based on the estimated proposed annual budget. Show documents that the reserve is available and will be utilized for the Taylor County coordinated system.
- f. Discuss the company's equipment resources other than vehicles.

5. Demonstration of Transportation Coordination Ability

- a. Identify agencies or governmental entities in the community that the company has worked with to provide transportation services.
- b. Describe the company's experience in coordinating multi-agency transportation needs, documentation of reduced per trip cost resulting from coordination, ability to apply for transportation grants and contracts and efficiently manage the contracts, and accounting procedures to document individual trip and agency costs.
- c. Describe experience coordinating multi-agency resources, including ability to negotiate school bus use, ability to coordinate with public transit systems, ability to subcontract with private sector operators, ability to execute coordination contracts with agencies providing their own transportation, and ability to work with governmental agencies to maximize the use of agency resources and improve coordinated transportation for the transportation disadvantaged.

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- d. Describe the company's procedure for providing customer service. Describe how the following will be monitored and reported:
 - Complaints / commendations
 - No-shows
 - Cancellations
 - Trip denials
 - Unmet demand
- e. The CTC will be required to obtain input from the users of the system either through a rider committee, survey's or other techniques suggested by the Transportation Disadvantaged Coordinating Board. Describe your plan how this can best be achieved.

6. Demonstration of Transportation Operational Ability

- a. Discuss how the company's method of transportation service provision (as CTC only or as CTC/Operator) will insure the best possible service at the lowest possible cost.
- b. In accordance with Rule 41-2.006(1), Florida Administrative Code, provide proof of compliance with the minimum liability insurance requirement of \$100,000 per person and \$200,000 per incident.
- c. Demonstrate experience in the transportation of wheelchairs and non-emergency medical transfers that may involve stretcher transport.
- d. Demonstrate the ability to comply with the vehicle operational safety requirements of Section 341.061, Florida Statutes.
- e. If company is current Transportation Operator, provide a statement of current system mileage and number of chargeable accidents in the last (2) years.
- f. Provide a statement of how your company will comply with federal and state laws, and Commission for the Transportation Disadvantaged policies relating to alcohol and drug testing and drug education to maintain a drug-free workplace.
- g. Describe the criteria and processes used to evaluate employees' performance including employment procedures, and agency termination policies.
- h. Describe the company training policies and experience relating to sensitivity training in transportation of elderly individuals, persons with disabilities, and other disadvantaged persons.

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- i. Describe vehicle maintenance schedules for the daily, weekly, and monthly checks and scheduled preventative maintenance schedules. Demonstrate adherence to schedules. Describe maintenance-training procedures.
- j. In the event of vehicle breakdown or no-show of a driver, describe the procedure used to operate transportation for procurement and the method of trip assignment.
- k. Describe the process for contracting with operators to provide the delivery of service. Include the process for procurement and the method of trip assignment.
- l. Describe the company's ability to monitor activities of coordinated transportation operators for comprehensive transportation coordination techniques.

7. Understanding of the Request for Proposals

- a. Provide other appropriate information concerning the service required in this Request for Proposals.
- b. Provide a Transition Plan describing the process that is needed to ensure a smooth changeover. Indicate the time required for initiating the start-up of services and the continuation of current transportation disadvantaged services.
- c. Identify any obstacles that would prevent the company from performing their responsibilities in the most cost-efficient and effective manner.

8. Exhibits

The following items must be included in the Technical Proposal. Any proposal that does **not** include these items will be rejected without further consideration.

- A. Letter of Transmittal of Proposals (Exhibit A) **Must be Returned with Proposal.**
- B. Proposer Identification & Qualification Information (Exhibit B) **Must be Returned with Proposal.**
- C. Standard Assurances (Exhibit C) **Must be Returned with Proposal.**
- D. Certificate of Drug Free Workplace (Exhibit D) **Must be Returned with Proposal.**
- E. Public Entity Crimes Statement (Exhibit E) **Must be Returned with Proposal.**

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- F. Affidavit of Compliance (Exhibit F) **Must be Returned with Proposal.**
- G. Minimum Security Standards (Exhibit G) Not to be returned.
- H. Request for Proposals Schedule (Exhibit H) Not to be returned.

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9. Annual Budget, Cost Proposal, and Fare Rates

**This item(s) shall be enclosed in a separate sealed envelope marked
“ANNUAL BUDGET, COST PROPOSAL, AND FARE RATE PROPOSAL”**

Provide a detailed finance plan for the service specified including a detailed proposed annual budget showing expected revenue by source and expenditures. The finance plan shall be sufficiently detailed so a fully allocated cost can be determined and shall indemnify fees to be charged per trip for management.

The finance plan shall identify fees to be charged per trip for management services. The finance plan shall be sufficiently detailed so a fully allocated cost can be determined. The company's fully allocated costs should reflect all anticipated expenses.

Fare Rate Proposal

1. If responding as a transportation operator, provide a fare rate proposal and fare structure based on fully allocated operating costs and describe the methodology used for developing this fare rate proposal.

If responding as a transportation operator, the company's fares should reflect all anticipated expenses provided in the proposed Annual Budget and Cost Proposal discussed above.

2. If responding as a broker or partial broker, the company's fares should reflect separately the administrative costs associated with the coordinating transportation services.
3. Fare rate proposals should include, but not be limited to, the following:
 - a. Cost per passenger trip.
 - b. Cost per vehicle hour.
 - c. Cost per revenue mile.
 - d. Cost per vehicle mile.
 - e. Fares according to the type of service. For example:
 - Demand response service
 - Subscription service
 - Fixed route/fixed schedule service
 - Stretcher transport
 - Wheelchair transport (charged to purchasing agencies not to individual)

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- f. Fares based on days and hours of service. For example, weekday service, after-hour service, weekend service, etc.
- g. Minimum charges, for example, for trips less than five (5) miles.
- h. Charges based on trips occurring in or out of the service area.
- i. Charges for attendants or special assistance.

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SECTION FOUR

SELECTION PROCESS

A Technical Review Committee will be composed of county staff and members of the local coordinating board who are familiar with the guidelines of the transportation disadvantaged programs or who have experience with the bidding process. This committee will be overseen by the County Administrator. Each committee member will assign a numerical ranking for each company in each of the evaluation criteria. After scores are totaled for each Technical Proposal, the committee will then review copies of the Annual Budget, Costs Proposals, and Fare Rate Proposals, **submitted in a separate and sealed envelope**. Committee members will assure that each proposal has been rated fairly, impartially and comprehensively. The company is bound by information set forth in the proposal, which is considered accurate and will be relied upon by the Taylor County Board of Commissioners in making the selection.

Upon approval of the top three proposals, the committee will invite each of these companies to make oral presentations to the Taylor County Board of Commissioners. The Board will hear presentations and have full access to all materials submitted by candidates. The Board will rank candidates based on presentations and materials submitted by candidates. Negotiations will commence with the top-ranked company. If the negotiations fail, the second and third companies will enter into negotiations in their respective turn. The Taylor County Board of Commissioners' recommendation will be officially forwarded to the Florida Commission for the Transportation Disadvantaged for approval.

No designation for the Community Transportation Coordinator (CTC) will be final until approved by the Florida Commission for the Transportation Disadvantaged. Upon approval by the Commission for the Transportation Disadvantage, the CTC will operate under a three (3) year contract period. At the end of each year, the CTC will undergo an evaluation by the Taylor County Transportation Disadvantaged Coordinating Board, using the Commission for the Transportation Disadvantaged CTC evaluation guidelines. After three (3) years total, the Taylor County Board of County Commissioners will initiate a Request for Proposals to be in compliances with the Florida Commission for the Transportation Disadvantaged Guidelines.

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All proposals will be evaluated and ranked in accordance with the below listed evaluation criteria. Recommendation will be based on a review of all information provided by the proposer, plus a review of references submitted, and certain objective and subjective considerations.

EVALUATION CRITERIA/PROPOSAL RATING SHEET

The following items must be included in the submitted proposal. Any proposal with a "no" response on any of the following questions will be rejected without further consideration.

Proposal Contents

- | | | |
|--|----|-------------------------|
| 1. Coordination Plan | | |
| Total Possible Points | 20 | Total Points Given_____ |
| 2. Management Resources | | |
| Total Possible Points | 20 | Total Points Given_____ |
| 3. Corporate Experience | | |
| Total Possible Points | 10 | Total Points Given_____ |
| 4. Financial Capacity to Undertake Project | | |
| Total Points Possible | 15 | Total Points Given_____ |
| 5. Demonstration of Transportation Coordinator Ability | | |
| Total Points Possible | 15 | Total Points Given_____ |
| 6. Demonstration of Transportation Operational Ability | | |
| Total Points Possible | 15 | Total Points Given_____ |
| 7. Understanding of the Request for Proposal | | |
| Total Points Possible | 5 | Total Points Given_____ |

Total Points Possible: _____

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APPEALS PROCEDURE

The appeals procedures will be conducted as provided for in Chapter 120.569 and 120.57(3), Florida Statutes and Rule 28-110, Florida Administrative Code. Failure to file a protest within the time prescribed in law or rule, or to follow the procedures, shall constitute a waiver of proceedings.

1. Any person adversely affected by a request for proposal solicitation shall file a notice of protest in writing within 72 hours of the receipt of the request for proposal and shall file a formal written protest within ten (10) days after filing the notice of protest. The formal written protest shall state with clarity the facts and law upon which the protest is based.
2. At the time the Taylor County Board of Commissioners forwards its recommendations to the Commission for Transportation Disadvantaged, the Board will notify each person or entity submitting a proposal by certified United States Mail or express delivery, of its recommendation.
3. On the first business day following the Commission making the final decision for selecting the Coordinator, staff of the Commission will notify each person or entity submitting a proposal, by certified United States Mail, or express delivery, of the Commissions selection of the Coordinator.
4. Any person adversely affected by the intended decision to award a contract or to reject all bids shall file a notice of protest, in writing within 72 hours after receipt of the notice of intended decision if notice is given by certified mail or express delivery.
5. Thereafter, any person or entity that has filed a notice of protest to the final decision of the Commission shall file a formal written protest and a bond within ten (10) days after filing the notice of protest. The formal written protest must be in a form substantially similar to the form set out in Section 28-110.004(2) and must state with clarity the facts and law upon which the protest to the final decision is based. A bond must be substantially the same form set out in Section 28-110.005(2).
6. All notices of protest and formal protests shall be filed with the Executive Director, Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street, Mail Station 49, Tallahassee, Florida 32399. Filing is completed upon delivery and receipt by the above named. A protest is not timely filed unless both the notice of protest and the formal protest are received within the required time limits. Failure to file a protest within the time prescribed in Section 120.47(3), Florida Statutes or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

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7. A written notice of protest which is filed by 4:00pm local time on the date in which the 72 hours expired shall be timely.

In computing the time in which to file a notice of protest or formal protest, the day of the event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday, or a holiday. When the period of time prescribed is less than seven (7) days, intermediate Saturdays, Sundays, and holidays when the Commission for the Transportation Disadvantaged offices are closed shall be excluded from computation.

RIGHTS OF REJECTION

The Taylor County Board of County Commissioners reserves the right to waive any informality in any proposal, to reject any or all proposals in whole or in part, with or without cause, and /or to accept the proposal that in its judgment will be in the best interest of the Board of County Commissioners, the State of Florida, and the transportation disadvantaged citizens of Taylor County.

EXHIBIT A

LETTER OF TRANSMITTAL

(Date)

Patricia Patterson, Chairman
Taylor County Board of Commissioners
PO Box 620
Perry, FL 32348

RE: Proposal for Community Transportation Coordinator for Taylor County

Dear Chairman Patterson:

Enclosed are one (1) original and three (3) copies of a completed and signed Proposal for (Proposer's name) to be designated the CTC for Taylor County. We have also included in the additional sealed envelope, which has one (1) original and three (3) copies of the Annual Budget, Cost Proposal, and Fare Proposal.

(In body of letter, ensure that Letter of Transmittal includes all requested information from the RFP.)

The (agency/firm) understands the responsibilities and requirements of Chapter 427, Florida Statutes, Rule 41-2 of the Florida Administrative Code and shall comply with all appropriate federal, state and local regulations in this matter.

We look forward to serving the needs of transportation disadvantaged citizens of Taylor County. Thank you for your consideration of this proposal.

Sincerely,

(Officer submitting proposal)

EXHIBIT B

PROPOSERS IDENTIFICATION AND QUALIFICATION INFORMATION

1. Identification of Respondent:

Name of Organization:

Business Address:

Telephone Number: ()

Years in Business at this Location:

2. Name and Title of Individual to Contact for Further Information:

3. Legal Status of Organization: (check one)

☐ For-Profit Corporation or Joint Venture Corporation

☐ For-Profit Partnership or Sole Proprietorship

☐ Non-Profit Corporation

☐ Public Agency

☐ Other (Explain):

4. Description of Organization:

Provide a brief statement of the major business functions, history and organizational structure of responding agency/firm. Attach hereto and label as

"4. Description of Respondent Organization."

5. State the Proposer's proposed method of transportation service provision:

☐ CTC only - agency/firm acts as a total brokerage system that does not operate vehicles

☐ CTC/Transportation Operator - agency/firm provides all or part of the needed transportation services by operating vehicles

6. Credit References:

Attach names and addresses, phone numbers and relation to respondent of at least three (3) credit references, including organization's bank. Attach hereto and label as

"6. Credit Reference."

7. Has Respondent or any Officer or Partner of Respondent failed to complete a contract? If yes, explain.

8. Location of central office that will provide overall administration and management of the project:

9. Person who will directly manage this project as the local manager:

Name:

Title:

Phone No.: ()

10. Names, addresses and phone numbers of any proposed subcontractors and their role in this project:

11. List names and addresses of partners and individuals having an interest in respondent's agency/firm:

12. Disadvantaged Business Enterprise Status.

"Disadvantaged" Business is defined as a business having at least 51 percent owned, operated and controlled by "disadvantaged" group members. Disadvantaged group members are defined as Blacks, Hispanics, Asian Americans, American Indians, Alaskan Natives or women regardless of race or nationality."

Is the individual respondent agency/firm a certified disadvantaged or minority business enterprise?

(circle one) YES NO

Attach current certification documents to substantiate claim.

13. Key Staff

Attach resumes of key staff to be assigned to this contract. Include, at a minimum, resumes of the on-site manager, contract manager and any consulting staff.

14. Is any litigation pending against respondent or any officer or partner of respondent?

(circle one) YES NO

If yes, explain.

EXHIBIT C

STANDARD ASSURANCES

Name of Proposer:

At this time, we understand all requirements and state that as a serious proposer we will comply with all the stipulations included in the proposal package.

The above-named Proposer affirms and declares:

1. That the Proposer is of lawful age and that no other person, agency, firm or corporation has any interest in this Proposal or in the Contract that may result from this Proposal; other than as described in Item 11, Exhibit B.
2. That this Proposal is made without any understanding, agreement or connection with any other person, agency, firm or corporation making a Proposal for the same project and is in all respects fair and without collusion or fraud.
3. That the Proposer has carefully examined the site of the work and that from his/her investigations has been satisfied as to the nature and location of the work, the kind and extent of the equipment and other facilities needed for the performance of the work, the general and local conditions, all difficulties to be encountered and all other items which in any way affect the work or its performance.
4. That the Proposer is in full compliance with all federal, state and local laws and regulations and intends to fully comply with same during the entire term of the contract.

In witness whereof, this Proposal is hereby signed by the duly authorized representative of the Proposer and sealed as of the date indicated.

ATTEST:

PROPOSER:

(Seal)

Witness Signature

By:

Date

Typed Name and Title

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, (print or type name of firm)

-
- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
 - Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
 - Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
 - Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
 - Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
 - Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Authorized Signature

Date Signed

State of: _____

County of: _____

Sworn to and subscribed before me this _____ day of _____, 20__

Personally known _____ or Produced Identification _____
(Specify Type of Identification)

Signature of Notary

My Commission Expires _____

EXHIBIT E

CERTIFICATION OF PROPOSER

REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The Proposer _____ certifies to the best of its knowledge and belief that it and its principals:

1. Are not generally debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal or state department or agency;
2. Have not, within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application or proposal had one or more public transactions (federal, state or local) terminated for cause or default.

(If the Proposer for CTC is unable to certify to any of the statements in this certification, the agency/firm shall attach an explanation to this certification.)

THE PROPOSER, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISION OF 31 U.S.C. SECTIONS 3801 ET.SEQ. ARE APPLICABLE HERETO.

Signature and Title of Authorized Official

The undersigned chief legal counsel for the (agency/firm) hereby certifies that the (agency/firm) has authority under state and local law to comply with the subject assurances and that the certification above has been legally made.

Signature of Agency/Firm Attorney

Date

Exhibit F
Request for Proposal
Taylor County Community Transportation Coordinator
Affidavit of Compliance

To be submitted with vendor's response

_____ We **DO NOT** take exception to the Proposal Documents/Specifications.

_____ We **TAKE** exception to the Proposal Documents/Specifications as follows:

Company Name _____ ADDENDA

By _____ Proposer acknowledges receipt of the following
(Authorized Person's Signature) addenda:

Addendum No. ____ Date _____

Addendum No. ____ Date _____

(Print or type name and title of signer)

Addendum No. ____ Date _____

Company Address _____

Addendum No. ____ Date _____

Telephone Number _____ Toll Free Number _____

FAX: _____ Date _____

EXHIBIT G

MINIMUM SERVICE STANDARDS FOR COMMUNITY TRANSPORTATION COORDINATORS

DRUG AND ALCOHOL POLICY

Rule 41-2.006 (4) (a), F.A.C. Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

TRANSPORT OF ESCORTS AND DEPENDENT CHILDREN

Rule 41-2.006 (4) (b), F.A.C. An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.

USE, RESPONSIBILITY AND COST OF CHILD RESTRAINT DEVICES

Rule 41-2.006 (4) (c), F.A.C. Use of child restraint devices shall be determined locally as to their responsibility, and cost of such device in the local Service Plan.

PASSENGER PROPERTY

Rule 41-2.006 (4) (d), F.A.C. Passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

VEHICLE TRANSFER POINTS

Rule 41-2.006 (4) (e), F.A.C. Vehicle transfer points shall provide shelter and/or pick up location that can provide shelter, security and safety of passengers.

LOCAL TOLL FREE PHONE NUMBER

Rule 41-2.006 (4) (f), F.A.C. A local toll free phone number for complaints or grievances shall be posted inside the transport vehicle. The local complaint process shall be outlined as a section in the local Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local coordinating board.

OUT-OF-SERVICE AREA TRIPS

Rule 41-2.006 (4) (g), F.A.C. Out of service area trips shall be provided when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.

VEHICLE CLEANLINESS

Rule 41-2.006 (4) (h), F.A.C. Interior of all vehicles shall be free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.

BILLING REQUIREMENTS

Rule 41-2.006 (4) (i), F.A.C. Billing requirements of the CTC to subcontractors shall be determined by the local Coordinating Board and provided in the local Service Plan. All bills shall be paid within 15 calendar days to subcontractors, after receipt of said payment by the CTC, except in instances where the CTC is a non-governmental agency.

PASSENGER/TRIP DATABASE

Rule 41-2.006 (4) (j), F.A.C. Passenger/trip data base must be maintained or accessible by the CTC on each rider being transported within the system.

ADEQUATE SEATING

Rule 41-2.006 (4) (k), F.A.C. Adequate seating for paratransit services shall be provided to each rider and escort, child or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.

DRIVER IDENTIFICATION

Rule 41-2.006 (4) (l), F.A.C. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with specific passengers, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis.

Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable.

PASSENGER ASSISTANCE

Rule 41-2.006 (4) (m), F.A.C. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and closing the door. Assisted access must be in a dignified manner. Drivers may not assist wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

SMOKING, EATING, AND DRINKING

Rule 41-2.006 (4) (n) Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Service Plan.

PASSENGER NO-SHOWS

Rule 41-2.006 (4) (o), F.A.C. The CTC and the local Coordinating Board shall jointly develop a policy on passenger no shows. Assessing fines to passengers for no shows is acceptable but such policy and process shall be identified in the local Service Plan.

Non-Emergency Transportation No-Show Policy - Trips should be canceled in enough time to inform the driver before leaving to pick up the client (i.e., a minimum of two hours notice). Cancellations at the door will be considered a no-show, and if frequent, may result in temporary suspension from the program. Same-day cancellations should be called to the CTC or through the operator's office during regular business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Cancellations for future dates must be called to the CTC's office.

If a client fails to notify the appropriate entity, and an expense is incurred due to a vehicle being dispatched for that client, and that client is not available or has decided not to go, then the client is classified as a no-show. If the client responds to any no show notification and provides acceptable, verifiable evidence that the no-show was due to unforeseen and unavoidable circumstances, the missed trip will not be counted as a no-show.

On the first no-show, the driver will leave a no-show notice on the client's door. On the second no-show occurrence, a letter of warning will be sent from the CTC. If a third infraction occurs within 60 days, the CTC will send a letter notifying the client that they have been suspended from service for a 30 day period. When the client is again reinstated to the program, and if three (3) infractions occur within 60 days, the suspension will be 45 days. When the client is again reinstated to the program and if three (3) infractions occur within 60 days, the suspension will be 60 days.

Clients may only be removed from suspension by the sponsoring agency. Clients or representatives must be counseled on the policies and responsibilities of using the coordinated system (i.e., canceling trips appropriately, shared ride, cost to CTC, future loss of transportation).

If a client feels that he/she has been unfairly suspended, the client may appeal through the Grievance Procedure of the Local Coordinating Board. For sponsored clients, the sponsoring agency reserves the right to reinstate the client.

TWO-WAY COMMUNICATIONS

Rule 41-2.006 (4) (p), F.A.C. All vehicles ordered or put into service after adoption of this section of the Rule, and providing service within the coordinated system, shall be equipped with two-way communications in good working order and audible to the driver at all times to the base.

AIR CONDITIONING/HEATING

Rule 41-2.006 (4) (q), F.A.C. All vehicles ordered or put into service after adoption of this section of the Rule, and providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

FIRST AID

Rule 41-2.006 (4) (r), F.A.C. First Aid policy shall be determined locally and provided in the local Service Plan.

CPR

Rule 41-2.006 (4) (s), F.A.C. Cardiopulmonary Resuscitation policy shall be determined locally and provided in the local Service Plan.

DRIVER CRIMINAL BACKGROUND SCREENING

The Commission Standards Training Manual states: A policy establishing the minimum driver criminal background screening to be performed should be developed and addressed in the service plan. It should be noted that this standard is not required by Rule 41-2 of the Florida Administrative Code, the Memorandum of Agreement or the Coordinated Transportation Contracting Instructions.

SERVICE EFFECTIVENESS

This is a local service standard to be developed jointly by the local Coordinating Board, Planning Agency and CTC.

PUBLIC TRANSIT RIDERSHIP

This is a local service standard to be developed jointly by the local Coordinating Board, Planning Agency and CTC.

CONTRACT MONITORING

This is a local service standard to be developed jointly by the local Coordinating Board, Planning Agency and CTC.

PICK-UP WINDOW

This is a local service standard to be developed jointly by the local Coordinating Board, Planning Agency and CTC.

ON-TIME PERFORMANCE

This is a local service standard to be developed jointly by the local Coordinating Board, Planning Agency and CTC.

ADVANCE RESERVATION REQUIREMENT

This is a local service standard to be developed jointly by the local Coordinating Board, Planning Agency and CTC.

ACCIDENTS

This is a local service standard to be developed jointly by the local Coordinating Board, Planning Agency and CTC.

ROADCALLS

This is a local service standard to be developed jointly by the local Coordinating Board, Planning Agency and CTC.

CALL HOLD TIME

This is a local service standard to be developed jointly by the local Coordinating Board, Planning Agency and CTC.

COMPLAINTS

This is a local service standard to be developed jointly by the Local Coordinating Board, Planning Agency and CTC. The CTC's complaint process must be in compliance with the local Grievance/Complaint process as approved by the Local Coordinating Board and the Board of Commissioners.

Exhibit H

Taylor County Community Transportation Coordinator (CTC)

REQUESTS FOR PROPOSALS SCHEDULE AND TIMELINES

DATE	ACTIVITY
October 5, 2015	Taylor County Board of Commissioners approves RFP
October 6, 2015	Advertise and post RFP
October 20, 2015	Deadline for questions
November 13, 2015	Deadline for RFP Submission (by 4:00pm to Clerk of Courts)
November 16, 2015	RFP's to be open at Board of Commissioners meeting (6:05 PM)
December 10, 2015	Taylor County LCB to approve CTC selection and MOA
December 15, 2015	Top three scored proposals to make presentation to the Taylor County Board of Commissioners (if necessary). Board to select CTC, approve Resolution, and MOA
January 4, 2016	CTC Recommendation Documents, Resolution, and MOA submitted to CTD Commission
January 21, 2016	Florida CTD Approval

21

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to review and approve the proposed amended State Housing Initiative Partnership (SHIP) Local Housing Assistance Plan (LHAP) for State Fiscal Years 2015-2016, 2016-2017, and 2017-2018 and Resolution required for the LHAP amendment. The only amendment made to the LHAP was LHAP Housing Strategies- Rehabilitation; Item C- Income Categories to be served.

MEETING DATE REQUESTED:

October 5, 2015

Statement of Issue: Requesting Board approval of amending the LHAP to accommodate households who are within \$1,000 of the income categories to be considered low income. This change is being requested as we frequently have applicants who are disqualified for being less than \$1,000 above income limits based on household sizes.

Recommended Action: Approve amended Local Housing Assistance Plan for State Fiscal Years 2015-2016, 2016- 2017, 2017-2018 and Resolution.

Fiscal Impact: The County received \$350,000 FY 2016-2017 for the SHIP Program. No match is required from the County.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Applicants for the SHIP program frequently have to wait several years for housing rehab assistance due to the local need. We periodically have applicants who are disqualified from receiving assistance due to changes in their households or finances during the waiting period for well under \$1,000. The amendment will enable the County to provide assistance to the homeowners if the amount is less than \$1,000. Over the past two years, four homeowners were disqualified for incomes limits being less than \$500 over the current low income limits. SHIP funds are used for housing rehabilitation and first time home buyers down payment assistance. SHIP funds can also be used to repair homes in the event of a declared disaster. The County currently provides a maximum of

\$25,000 for rehabilitation assistance, a maximum of \$75,000 for demolition and new construction of a home in 51% or more disrepair, and a maximum of \$10,000 to qualified First Time Homebuyers. SHIP funds cannot be used to repair or remove mobile homes.

Attachments: Amended SHIP LHAP for State Fiscal Years 2015-2016, 2016-2017, and 2017-2018 and Resolution required for the amended LHAP.

Exhibit E
RESOLUTION NO. _____

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

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

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

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

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

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

WHEREAS, as required by section 420.9075, F.S. It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution

Exhibit E

of up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the Grants Department has prepared a three-year Local Housing Assistance Plan as amended for submission to the Florida Housing Finance Corporation; and

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

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

Section 1: The COMMISSION of TAYLOR COUNTY hereby approves the Local Housing Assistance Plan, as amended and attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2015-2016, 2016-2017 & 2017-2018.

Section 2: The CHAIR, is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, _____.

Patricia Patterson, Chair

ATTEST:

Annie Mae Murphy, Clerk of Courts



Taylor County

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)
PROGRAM
LOCAL HOUSING ASSISTANCE PLAN (LHAP)

STATE FISCAL YEARS COVERED
2015 - 2016, 2016 - 2017, & 2017 - 2018

I. PROGRAM DESCRIPTION:

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

Interlocal: Yes Taylor County No ☒

Name of participating local government(s) in the Interlocal Agreement;

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

B. Purpose of the program:

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

C. Fiscal years covered by the Plan:

2015-2016
2016-2017
2017-2018

D. Governance:

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

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

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

General Description

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

E. Local Housing Partnership

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

F. Leveraging:

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

G. Public Input:

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

H. Advertising and Outreach

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

I. Discrimination:

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

J. Support Services and Counseling:

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

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

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

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

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

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

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

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

K. Purchase Price Limits:

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

✓ Independent Study (copy attached)
U.S. Treasury Department
Local HFA Numbers

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

L. Income Limits, Rent Limits and Affordability:

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

M. Welfare Transition Program:

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

N. Monitoring and First Right of Refusal:

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

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

O. Administrative Budget:

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

Taylor County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. In accordance with Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, a county or an eligible municipality may not exceed the 5 percent

limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

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

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

Administrative funds will also be used for membership in the Florida Housing Coalition and attendance of seminars by Taylor County Affordable Housing staff and representatives of the Local Housing Advisory Council.

Additionally, as is customary with the implementation of many housing programs, reasonable “project delivery” costs will be charged to each project to ensure successful implementation and completion of the various housing activities. Project delivery costs may include the following:

- appraisals required by program regulations
- preparation of work write-ups, work specifications, and cost estimates or review of these items if an owner has had them independently prepared
- project underwriting
- construction inspections and oversight performed by non-county staff

All project delivery costs will be documented in accordance with the SHIP program parameters.

P. PROGRAM ADMINISTRATION:

Administration of the local housing assistance plan is the responsibility of *Taylor County*.

Q. Essential Service Personnel

Define in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3)(a) FS. Essential service personnel are defined as firefighters, police, nurses, nurses' aides and teachers.

R. To incorporate the following “Green” Rehabilitation Standards when funds are available and these items are addressed in the work performed.

1. Any appliances replaced or installed shall be Energy Star if possible.
2. Any door and/or window replaced or installed shall be Energy Star.
3. Any lighting fixture replaced or installed shall be Energy Star.

4. Weatherization of all homes rehabilitated if funds are available.

At a minimum, weatherization shall include attic, and if appropriate, floor insulation as well as sealing all exterior walls. Other weatherization activities are at the local government's option. (New home construction is presumed to meet the minimum insulation and sealing requirements.

5. Any replaced or new (for new home construction) HVAC unit shall have a SEER rating of at least 14.

II LHAP HOUSING STRATEGIES:

A.

Purchase Assistance with Rehab	Code 1
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a. Summary of the Strategy:

The purpose of this strategy is to provide down payment assistance and principal reduction with rehab to eligible home buyers. The County will set aside funds each year to provide funding to qualified applicants who are able to secure financing from a lender for a first mortgage on a home located in the City of Perry or the unincorporated areas of Taylor County.

b. Fiscal Years Covered:

2015-2016, 2016-2017, 2017-2018

c. Income Categories to be served:

Very-low, Low and Moderate Income Levels

d. Maximum award is noted on the Housing Delivery Goals Charts:

The maximum amount of SHIP funds that may be awarded per unit is \$10,000; the maximum is not awarded to all applicants.

e. Terms, Recapture and Default.

Assistance is in the form of a zero percent (0%) interest subordinate mortgage and note, due on sale, transfer, or refinancing, will be made available for down payment, closing cost, and rehabilitation expenses. If the applicant dies, the heir is eligible to assume the mortgage if eligible under SHIP Income Guidelines. The full amount of the loan will be forgiven if the homeowner continuously occupies the dwelling for five (5) years. The loan amount will be forgiven on a prorated basis annually reducing the loan amount by twenty (20%) per year. Only the outstanding balance of the loan must be repaid to the Local Housing Assistance Trust Fund as Program Income.

Applicants are prohibited from receiving additional assistance for the duration of the respective mortgage under the SHIP program. Home Buyer applicants will receive assistance only once under this strategy.

f. Recipient Selection Criteria:

Funds may be used for the down payment, closing costs, and structural rehabilitation (funds can only be used for extreme health or safety defects) of an existing home. The funds for rehabilitation would be deducted from any down payment assistance. The down payment will not exceed ten percent (10%) of the sales price. Very low and low-income households may be awarded up to \$10,000 (\$9,900– assistance & \$100–recording fees). Moderate-income households may be awarded up to \$7,000 (\$6,900– assistance & \$100 – recording fees). Moderate households are not eligible for structural rehabilitation of an existing home. Applicants will be approved on a first-come, first-qualified basis. Applicants may not apply if they have claimed homestead exemption anywhere in the last three years (this excludes mobile homes). This activity will be coordinated with financial institutions and their affordable housing loan programs. The range of acceptable sales price for new or existing homes will be between \$25,000 and \$100,000 for new or \$98,523 for existing, which is within the median area purchase price of \$106,354 for new construction and \$98,523 for existing homes. The average sales price is \$54,264. The monthly housing costs, including taxes and insurance shall not exceed thirty percent (30%) of the applicant's monthly income, unless the first mortgage lender is satisfied that the household can afford mortgage payments in excess of the thirty percent (30%) benchmark. Where SHIP funds are being used, the combined First and Second Mortgage Loan to Value cannot exceed 105% of the appraised value of the home.

g. Sponsor Selection Criteria, if applicable:

h. Additional Information:

Since SHIP funds are distributed on a county-by-county basis, Taylor County SHIP funds shall only be used to provide housing assistance to eligible persons for housing units within Taylor County. DCA-approved modular homes are eligible for assistance with SHIP funds. **Mobile homes and rental properties are not eligible for assistance.** This is a Taylor County policy and not a SHIP policy.

B.

Demolition/New Construction	Code 4
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a. Summary of the Strategy:

The purpose of this strategy is to assist households whose homes are more than fifty-one percent (51%) structurally unsound as determined by a certified Building Inspector. The County will provide up to 42.9% of funding allocation per year.

b. Fiscal Years Covered:

2015-2016, 2016-2017, 2017-2018

c. Income Categories to be served:

Very-low and low income household

d. Maximum award is noted on the Housing Delivery Goals Charts:

The maximum amount of SHIP funds that may be awarded is \$75,000 per unit, of which up to \$10,000 may be used for demolition purposes.

e. Terms, Recapture and Default.

A mortgage and note will be placed on the property for the loan amount. Assistance is in the form of a zero percent (0%) interest deferred loan, due on sale, transfer, or refinancing of the property. The full amount of the loan will be forgiven if the homeowner continuously occupies the dwelling for twenty (20) years. The loan amount will be forgiven on a prorated basis annually reducing the loan amount by five (5%) per year. If the applicant dies, the heir is eligible to assume the mortgage if eligible under SHIP Income Guidelines. Only the outstanding balance of the loan must be repaid to the Local Housing Assistance Trust Fund.

f. Recipient Selection Criteria:

The homeowner may not own another home, must claim homestead exemption on the home being occupied and considered for demo/reconstruction. Funds will be available to very-low and low income households and on a first-come, first-qualified basis.

g. Sponsor Selection Criteria, if applicable:

All non-profit sponsors shall be required to contractually commit to and abide by

the provisions relating to SHIP in the Florida Statutes, Florida Administrative Code Rule 67-37, and the Local Housing Assistance Plan.

h. Additional Information:

All property taxes must be current. Applicants are limited to one-time assistance under the SHIP program. Since SHIP funds are distributed on a county-by-county basis, Taylor County SHIP funds shall only be used to provide housing assistance to eligible persons for housing units within Taylor County. DCA-approved modular homes are eligible for assistance. **Mobile homes and rental properties are not eligible for assistance.** This is a Taylor County policy and not a SHIP policy.

C.

Rehabilitation	Code 3
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a. Summary of the Strategy:

The purpose of this strategy is to provide repairs or improvements needed for safe and sanitary habitation and/or correction of code violations. The County will provide funds each year for the rehabilitation of owner-occupied units to qualified County applicants.

b. Fiscal Years Covered:

2015-2016, 2016-2017, 2017-2018

c. Income Categories to be served:

Very-low and low income households

Moderate households when the following criteria are met: Household income shall not exceed \$1,000 above the upper limit of low income range based on household size. A waiver to rehab a moderate income household must be approved by the County Commission approving the household for rehabilitation.

d. Maximum award is noted on the Housing Delivery Goals Charts:

The maximum amount of SHIP funds that may be awarded per unit is \$25,000; the maximum may not be awarded to all applicants.

e. Terms, Recapture and Default.

A first or second mortgage and note will be placed on the property for the loan amount. Assistance will be in the form of a zero (0%) percent interest deferred loan, due on sale, transfer or refinancing of the property. The full amount of the

loan will be forgiven if the homeowner continuously occupies the dwelling for five (5) years. The loan amount will be forgiven on a prorated basis annually reducing the loan amount by twenty (20%) percent per year. Only the outstanding balance of the loan must be repaid to the Local housing Assistance Trust Fund as Program Income.

f. Recipient Selection Criteria:

CDBG eligible applicant will receive first priority for SHIP assistance to increase match and to improve overall rehabilitation. In the event there are no CDBG funds available, applicants are selected and approved on a first-come, first qualified basis. The homeowner must claim homestead exemption on the home being occupied and considered for rehabilitation. Applicants are prohibited from receiving assistance more than one time under the SHIP program.

g. Sponsor Selection Criteria, if applicable:

All non-profit sponsors shall be required to contractually commit to and abide by the provisions relating to SHIP in the Florida Statutes, Florida Administrative Code Rule 67-37, and the Local Housing Assistance Plan.

h. Additional Information:

All property taxes must be current. Since SHIP funds are distributed on a county-by-county basis, Taylor County SHIP funds shall only be used to provide housing assistance to eligible persons for housing units within Taylor County. DCA-approved modular homes are eligible for assistance. **Mobile homes and rental properties are not eligible for assistance.**

D.

Disaster Mitigation/Recovery	Code 5
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a. Summary of the Strategy:

Taylor County is a coastal community that has in the past been adversely affected by disasters. Residents affected by these disasters have had limited viable resources to assist them with emergency repair of their homes. The purpose of this strategy is to provide temporary assistance to qualified applicants of owner-occupied units. The Disaster Strategy provides assistance to households following a disaster as declared by the President of the United States or Governor

of the State of Florida by way of an Executive Order.

b. Fiscal Years Covered:

2015-2016, 2016-2017, 2017-2018

c. Income Categories to be served:

Very-low and low income levels

d. Maximum award is noted on the Housing Delivery Goals Charts:

The County will, in the event of a disaster, provide funds to assist in paying deductibles, necessary repairs not covered by insurance and necessary repairs for individuals with no home owner insurance up to the maximum amount of \$5,000. The maximum amount may not be awarded to all applicants. These funds are intended as a match for other forms of disaster assistance.

e. Terms, Recapture and Default.

Assistance is awarded in the form of a grant.

f. Recipient Selection Criteria:

The County will not repair damages that are covered by the home owners insurance. The amount of funds to be designated to assist will be decided upon by the SHIP and County Administrator. Applicants are selected and approved on a first come, first qualified basis.

g. Sponsor Selection Criteria, if applicable:

All non-profit sponsors shall be required to contractually commit to and abide by the provisions relating to SHIP in the Florida Statutes, Florida Administrative Code Rule 67-37, and the Local Housing Assistance Plan.

h. Additional Information:

In case of an extreme emergency, the Taylor County Board of County Commissioners may move funds from a housing strategy to the mitigation disaster strategy as long as funds are used for home construction repairs. This excludes any funds that are encumbered toward projects. Since SHIP funds are distributed on a county-by-county basis, Taylor County SHIP funds shall only be used to provide housing assistance to eligible persons for housing units within Taylor County. DCA-approved modular homes are eligible for assistance. **Mobile homes and rental properties are not eligible for assistance.**

III. LHAP INCENTIVE STRATEGIES

A. Name of the Strategy: Expedited Permitting

Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

a. Established policy and procedures: Provide Description:

In the event that the permitting process takes more than a week for qualified applicants for State, Federal, or Local Affordable Housing Programs, applicants shall receive first review priority.

B. Name of the Strategy: Ongoing Review Process

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

a. Established policy and procedures: Provide Description

The establishment of a process by which the County considers before adoption, of procedures and policies that have a significant impact on the cost of housing.

Procedures established for Taylor County: Any changes to procedures and policies that have a significant impact on the cost of housing in Taylor County shall be reviewed by the Taylor County Planning Department for review. The Taylor County Planning Board reviews these procedures and policies for compliance with Taylor County's Comprehensive Plan, these procedures and policies shall be referred to the Taylor County Board of County Commissioners. This referral shall include a determination if the proposed procedures/policies that may pose any significant impact on the cost of housing.

IV. EXHIBITS:

Please note: All Applicable Exhibits are bold

A. Administrative Budget for each fiscal year covered in the Plan. **Exhibit A.**

B. Timeline for Encumbrance and Expenditure:

Chapter 67-37.005(6)(d) and (f) F.A.C. A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.**

Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.

C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan: Completed HDGC for each fiscal year is attached as **Exhibit C.**

D. Certification Page:

Signed Certification is attached as **Exhibit D.**

- E. Adopting Resolution:
Original signed, dated, witnessed or attested adopting resolution is attached as **Exhibit E.**
- F. Program Information Sheet:
Completed program information sheet is attached as **Exhibit F.**
- G. Ordinance:
If changed from the original ordinance, a copy is attached as **Exhibit G.**
- H. Interlocal Agreement:
A copy of the Interlocal Agreement if applicable is attached as **Exhibit H.** **NOT APPLICABLE**

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to approve proposed SHIP recipients, Work Writes Up/Bid Forms, and Invitation To Bid for the rehabilitation of two homes through the SHIP program.

MEETING DATE REQUESTED:

October 5, 2015

Statement of Issue: Board to approve the below listed individuals who are qualified and their homes are eligible to receive rehabilitation assistance through the SHIP Program.

REHABILITATION

Annie Woodfaulk, 100 Joann Street, Perry, FL
Sarah Petty. 378 Myrtle Street, Perry, FL

Recommended Action: Approve proposed SHIP recipients.

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

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The proposed recipients and their home has been qualified for rehabilitation through the SHIP Program. If approved, bids will be received at the November 16, 2015 Board meeting.

Attachments: Proposed recipient Work Write-Up/ Bid Forms, and Invitation To Bid

PUBLIC NOTICE

INVITATION TO BID

Housing Rehabilitation State Housing Initiatives Partnership (SHIP) Program

Taylor County Board of County Commissioners invites interested residential contractors to submit bids for the rehabilitation of two (2) single family homes in Taylor County.

SEALED Bids (Please submit one original and one copy) are to be submitted on or before November 13, 2015 at 4:00 PM to Annie Mae Murphy, Clerk of the Court (850) 838-3506. Bid envelopes are to be identified as SHIP ITB-002.

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

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

A Public Opening of the Bids is scheduled for November 16, 2015 at 6:00 PM at 201 East Green Street, Perry, Florida, 32347. Bids will be opened during a regularly scheduled Board of County Commissioners meeting.

A **MANDATORY** meeting to provide contractor orientation materials and visit the scheduled project will be held on October 29, 2015 at 10:30 am, located at 401 Industrial Drive, Perry, 32348. The meeting will take place in the airport terminal conference room. You must attend this meeting in order to receive the bid documents and attend the review of the project. The visit to the project will immediately follow the orientation meeting.

For contractors that have not been pre-approved, you may obtain a contractor application package by calling Government Services Group, Inc. at (352) 381-1975. Please bring your completed application package to the mandatory meeting on October 29, 2015.

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

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

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
Patricia Patterson, Chairman

**TAYLOR COUNTY
HOUSING REHABILITATION PROGRAM
WORK WRITE-UP/BID FORM**

Owner: Annie Woodfaulk

Address: 100 Joann St. – Perry, FL

Mailing Address: Same

Phone #: 850-584-9180 (Code 1957)

Alternate Phone #:

Parcel # 05142-100

Date: July 31, 2015

The work write-up/bid form is a general outline of the work to be performed. Please refer to the project specification booklet for detailed instructions for each item noted below.

Item #	System	Description of Work	Location	Price
001	Roof	Replace shingles, including all deteriorated roof decking and support members.	Roof	
002	Drywall	Remove popcorn ceiling texture throughout house, retexture ceilings and re-paint.	All	
003	Plumbing	Replace valves and fixtures for shower/tub. Replace bathroom vent fan.	Bathroom	
004	Electrical	Replace panel and service with new 150 amp panel and service. Replace all light fixtures with new fixtures including 3 new ceiling fans. Install GFIC protected receptacles in kitchen and bathroom. Install smoke detectors in each bedroom and hallway, hardwired in sequence including battery back-up. Replace refrigerator.	Various	
005	HVAC	Install new central electric heating and air conditioning system (minimum 15 SEER) with service to all habitable rooms. Include all new ductwork, registers and vents; include all electrical, piping and other items necessary for a complete system.	All	
006	Insulation	Insulate attic to minimum R-30.	Attic	

Owner Signature _____

Co-Owner Signature _____

Contractor's Signature _____

THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

All work to be performed in a workman-like manner, in accordance with the Taylor County Housing Program Specifications, local codes, and manufacturer specifications. The contractor shall be responsible for repairs and/or reinstallations of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein. All items must be cost itemized in the space provided or the bid will be rejected. Signature of contractor required at bottom of each page.

Work must be completed and approved within 60 days of the issuance of the Notice to Proceed.

The house is to be X occupied; _____ vacant for 60 days.

I hereby certify that I am licensed by the State of Florida, Department of Business, and Professional Regulation, and that I am eligible to participate in the housing program. I also agree that change orders above the original contract amount shall only be paid for with housing program funds to correct documented code violations or to meet Section 8 Housing Quality Standards. Change orders must be approved by the homeowner or his representative, the contractor, and local government prior to any initiation of work based on that change order. Change orders must be recommended by the building department.

Company Name _____
Contractor's Name (Print Name) _____
Contractor's Signature _____
Contractor's Address _____
Contractors License # _____
Contractor's Phone Number _____
Contractor's E-Mail Address _____

Owner Signature _____
Co-Owner Signature _____
Contractor's Signature _____

**TAYLOR COUNTY
HOUSING REHABILITATION PROGRAM
WORK WRITE-UP/BID FORM**

Owner: Sarah Petty

Address: 378 Myrtle Street – Perry, FL

Mailing Address: Same

Phone #: 850-584-2259

Alternate Phone #:

Parcel # 07466-000

Date: 8-15-2014

The work write-up/bid form is a general outline of the work to be performed. Please refer to the project specification booklet for detailed instructions for each item noted below.

Item #	System	Description of Work	Location	Price
001	Roof	Replace roof shingles, including all deteriorated roof decking and support members. Install new aluminum soffit and fascia.	Roof	
002	Plumbing	Replace tub with new tile walk in shower with built in seat. Replace kitchen sink.	Various	
003	Electrical	Install GFIC protected receptacles in kitchen, bathrooms, and exterior. Install smoke detectors in hallway and each bedroom, hardwired in sequence with battery backup.	Various	
004	HVAC	Install new central electric heating and air conditioning system (minimum 15 SEER) with service to all habitable rooms (except for den on lower level). Include all new ductwork, registers and vents; include all electrical, piping and other items necessary for a complete system. Provide either new air handler closet or install package system.	All	
005	Insulation	Insulate accessible areas of attic with minimum R-30 insulation.	Attic	
006	Window	Replace the one remaining older wood window to match existing windows.	S. Side	

Owner Signature _____

Co-Owner Signature _____

Contractor's Signature _____

THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

All work to be performed in a workman-like manner, in accordance with the Taylor County Housing Program Specifications, local codes, and manufacturer specifications. The contractor shall be responsible for repairs and/or reinstallations of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein. All items must be cost itemized in the space provided or the bid will be rejected. Signature of contractor required at bottom of each page.

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Company Name _____
Contractor's Name (Print Name) _____
Contractor's Signature _____
Contractor's Address _____
Contractor's License # _____
Contractor's Phone Number _____
Contractor's E-Mail Address _____

Owner Signature _____
Co-Owner Signature _____
Contractor's Signature _____

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE COUNTY ADMINISTRATOR TO DISCUSS A REQUEST BY THE SCHOOL BOARD TO CHANGE THE POSTED SPEED LIMIT IN THE SCHOOL ZONE IN STEINHATCHEE AND SET A DATE FOR A PUBLIC HEARING.

MEETING DATE REQUESTED:

OCTOBER 5, 2015

Statement of Issue:

Recommended Action:

Fiscal Impact:

Budgeted Expense:

Submitted By:

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

Attachments: