

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
COURTHOUSE ANNEX – COMMISSION MEETING ROOM
FEBRUARY 6, 2018
9:00 AM
AGENDA**

The Board of County Commissioners asks that all cell phones are turned off or placed on silent (vibrate) mode. If you would like to comment on any matter, when recognized by the Chairman, state your name, sign the speaker log, and please adhere to the 3-minute time limit. If you plan on distributing any handouts (information) to the Commission, please provide a copy to the Clerk for the official records.

- 9:00 AM** **Call to Order**
Prayer and Pledge
Approval of Minutes
Payment of County Bills
- 9:10 AM** **Department Directors Report**
Howard Nabors – Superintendent of Public Works
Fonda Davis – Solid Waste Director
Pam Brownell – Emergency Management Director
Erik Lovestrand – Extension Office Director
- 9:20 AM** **Public Comments (3-minute time limit)**
- 9:30 AM** **Request for Bids/Proposals/Qualifications Opening**
-St. George Island Bathroom Renovation Project
-CR 65 (Bayshore Drive) Sidewalk Improvement Project CEI Services
-Removal of Derelict Vessels
- 9:45 AM** **Joe Crozier – ARPC – Discussion**
- 10:00 AM** **Public Hearing – Cabo Select Properties – Land Use & Rezoning Request**
- 10:15 AM** **Chris Langston – Langston & Associates – Request**
- 10:30 AM** **Marcia M. Johnson – Clerk of Courts – Report**
- 10:45 AM** **Alan Pierce – RESTORE Coordinator – Report**
- 11:00 AM** **Public Hearing – Local Planning Agency – St. George Island Overlay District**
AN ORDINANCE OF FRANKLIN COUNTY, FLORIDA, CREATING THE ST. GEORGE ISLAND CORRIDOR OVERLAY DISTRICT FOR PROPERTY LOCATED WITHIN A 2,100-FOOT RADIUS OF THE CENTER POINT OF THE INTERSECTION OF FRANKLIN BOULEVARD AND GULF BEACH DRIVE, ON ST. GEORGE ISLAND, FLORIDA, AS DESCRIBED IN PLAT BOOK 2, PAGE 7, FRANKLIN COUNTY, FLORIDA, EXCLUDING THE AREA EAST OF THE EAST BOUNDARY OF THIRD STREET EAST AND WEST OF THE WEST BOUNDARY OF THIRD STREET WEST; PROVIDING FOR EXEMPTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. THIS IS THE FIRST (1ST) OF TWO PUBLIC HEARINGS. THERE WILL BE NO ACTION (VOTE) AT THE FIRST PUBLIC HEARING. A VOTE WILL BE TAKEN AT THE SECOND PUBLIC HEARING TO BE SCHEDULED AT A FUTURE DATE.
- 11:10 AM** **Public Hearing – Board of County Commissioners – St. George Island Overlay District**
Same description as above
- 11:15 AM** **Michael Morón – County Coordinator – Report**
- 11:45 AM** **Michael Shuler – County Attorney – Report**
- 12:00 PM** **Commissioners’ Comments**

continued on back

12:15 PM Adjournment

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
COURTHOUSE ANNEX – COMMISSION MEETING ROOM
JANUARY 16, 2018
9:00 AM
MINUTES**

Commissioners Present: Joseph Parrish – Chairman, Noah Lockley-Vice-Chairman, Cheryl Sanders, William Massey, Ricky Jones

Others Present: Marcia M. Johnson-Clerk of Court, Michael Moron-County Coordinator, Alan Pierce-RESTORE Coordinator, Michael Shuler – County Attorney, Lori P. Hines-Deputy Clerk to the Board.

Call to Order

Chairman Parrish called the meeting to Order.

Prayer and Pledge

There was a prayer followed by the Pledge of Allegiance.

Approval of Minutes

On motion by Commissioner Massey, seconded by Commissioner Lockley, and by unanimous vote of the Board present, it was agreed to approve the minutes from the meetings held on December 19, 2017 and January 2, 2018.

Payment of County Bills

On motion by Commissioner Lockley, seconded by Commissioner Jones, and by unanimous vote of the Board present, it was agreed to approve payment of the County's bills.

Department Directors Report

Howard Nabors – Superintendent of Public Works

Mr. Nabors said the dump trucks will be ready around the middle of March. Mr. Nabors reported Mr. Ricky Rickards has been hired in the Inmate Supervisor position. Commissioner Sanders asked if he is coming in at the starting pay. Mr. Nabors answered yes, \$25,500.

Commissioner Lockley asked if the dump trucks will be leased. Mr. Nabors answered yes, and said they will try the leasing program. He stated other counties use this program and like how it works. Commissioner Lockley asked how many trucks will be leased. Mr. Nabors answered two.

Fonda Davis – Solid Waste Director

Mr. Davis informed the Board there was some vandalism last night at the Eastpoint Ball Field. He explained they took some items from the concession stand and cut the nets around the concession stand that were put up to catch foul balls. Commissioner Jones reported he met last night with Mr. Davis at the ball field and he would like to look into whether it is feasible to add game cameras at all three ball fields, especially around the concession stand. **Commissioner Jones made a motion to look at the idea if it is feasible to add at least one game camera at each ball field near the concession stand.** He commented if some teenagers vandalized the area he is not interested in sending them to jail but they could be required to do some community service to try and stop this going forward. **Commissioner Lockley seconded the motion. Motion carried; 5-0.**

Commissioner Lockley asked Mr. Davis if his equipment at the Solid Waste Department is okay. Mr. Davis stated the two knuckle boom trucks are in the shop with leaking cylinders. He reported it would be nice to have a lease program for this type of equipment but he has not found anyone that offers this type of program.

Pam Brownell – Emergency Management Director

Mrs. Brownell appeared before the Board and presented her action items, as follows:

Action Items:

1. Requesting the Board reject all RFQ's for the Emergency Planning Disaster Recovery and Hazard Mitigation Grant Program Services. After speaking with FEMA's procurement Agent, we are not completely in compliance with the CFR 200. Also, our new EMPA grant states we need to send all solicitation and contracts to the State for prior approval.

Chairman Parrish asked if the county will not get the grant or must go back and complete some items and reapply. Mrs. Brownell explained the grant is for contractual services for a person to help with Project Worksheets (PW's). She explained she has attended several CFR classes and when they ask questions they are given different answers each time. She reported she has stressed to them that the County cannot afford to lose any money for not being in compliance with the CFR200. She said she is going to include in the RFQ a requirement that the contractor knows everything about the CFR200 so they can help with other RFQ's and contracts. Chairman Parrish asked if the county can re-apply. Mrs. Brownell answered yes. Mrs. Brownell asked the Board to reject the RFQ's and then she will send the solicitation to the state for review.

Commissioner Sanders made a motion to reject all RFQ's for the Emergency Planning Disaster Recovery and Hazard Mitigation Grant Program Services. Commissioner Lockley seconded the motion. Motion carried; 5-0.

2. Requesting approval to go out for RFQ's with documented quote for the Hurricane Loss Mitigation Program.

Commissioner Sanders made a motion to go out for RFQ's with documented quotes for the Hurricane Loss Mitigation Program. Commissioner Lockley seconded the motion.

Commissioner Lockley questioned if this is for the county. Mrs. Brownell answered yes, and said the City of Apalachicola has already advertised. She stated the houses selected by the county have been sent to the state for the cost benefit analysis to be done. Commissioner Lockley inquired if the county is only doing work outside the city limits since the city also received these funds. Mrs. Brownell agreed the county is not doing work in the city limits.

Motion carried; 5-0.

Commissioner Lockley asked if the County is in the cone for snow. Mrs. Brownell said there will probably be a webinar today. She stated if the county is in the cone then she will find out from DOT what will be done. Mr. Pierce reported it will be down in the low 20's Wednesday morning. Mrs. Brownell stated she will find out what the plans are and they will go out and check on the homeless that they are aware of. Commissioner Sanders reported everyone has to see about their pets also.

Information Items:

1. Franklin County EOC Staff continue to promote our Re-Entry Tag program and encourage all residents to apply for their Re-Entry Tag.
2. EOC Staff is updating our Special Needs Database to verify current information of our Special Needs Residents.
3. EOC Staff continue to promote the Alert Franklin System and encourage residents to sign up to receive updates and information from Emergency Management.
4. EOC Staff will be conducting a CPR Class on January 25.
5. EOC Staff will be participating in Career Day at Franklin County Schools on January 31.
6. EOC Staff will be attending the FEPA 2018 Annual Meeting and Workshop in St. Augustine from 02/04 – 02/09/18.

Erik Lovstrand – Extension Office Director

Mr. Lovstrand informed the Board he put together the Extension Highlights from 2017 and distributed it to the Board.

County Extension Activities January 3, 2018 – January 16, 2018

General Extension Activities:

- Extension Director attended two-day County Extension Director In-service training in Gainesville.
- End of year reporting completed for UF Plan of Work and Work Load information.
- Met with ACF Stakeholders Apalachicola Caucus group to discuss ACF issues.
- Completed 2017 Annual Extension Highlights report for the Board (copies provided under separate cover).

Sea Grant Extension:

- Participated in planning call with FWC and Sea Grant Faculty regarding bay scallop restoration project in Florida Panhandle.
- Executed change order to extend timeframe for Dark Skies sea turtle lighting work across Franklin, Gulf and Bay Counties.
- Extension Director participated in the weekly planning calls for the Dark Skies turtle lighting project.

4-H Youth Development:

- Coordinating planning for Tropicana Public Speaking contest at school, county, and district levels. School competitions will take place on January 24, County competition will be March 15, and District competition in Leon County will take place on May 10.

Family Consumer Sciences:

- New Family Nutrition Program Assistant has begun classroom programming in local schools.

Lisa Lance – Library Director

Mrs. Lance presented her report, as follows:

- Libraries will be closed, Monday Jan 15, MLK day, Libraries will also be closed Monday, Feb 6 for Staff Development Day – Topic: Patron engagement plus more
- No Storytime programs at Carrabelle during January
- **Free Family Friday Movie Night** in Carrabelle, Jan 12 at 6:00, *The Odd Life of Timothy Green*, Rated-PG, Children must be accompanied by an adult
- FCPL is partnering with the Extension Office to be a host site for the **Franklin County Master Gardeners** program. The program will be offered beginning January 19, 2018 for the 15 weekly classes. There are additional requirements for the program and a \$75 cost for materials. **Deadline to register is Jan 16.** Contact either library for more information. We need a few more to want to join the program, as 10 participants are needed to qualify FC for the program. The program has been completed in Gulf and Wakulla County.
- **Monthly Adult Gardening Programs** scheduled to start in February, Topic: At Home Hydroponic Production (on the cheap)

- Feb 13 at 1:30, Carrabelle
- Feb 20 at 1:30, Eastpoint
- **Instructional Yoga** classes now offered on Monday's at Carrabelle, 4:00 – 5:30 pm, starting Jan 22.
- The Basics of Better Living, monthly classes provided by the Wakulla (UF/IFAS) Extension office: Eastpoint, Friday Jan 26 at 1:30 - Topic is, Creating a Budget that Works
 - Feb 2 at 1:30, Carrabelle, Topic, Green Cleaners: Save Money & Reduce Hazardous Chemicals in Your Home
 - Feb 16, Eastpoint, 1:30 pm
- **Computer Classes:** Weekly on Tuesdays at 10:00 am, Feb 6 – 27, Windows 10 and Excel (free, open to the public, no registration); also 'Book a Geek', an hour, one-on-one scheduled with instructor – Pam Tullous, Certified Microsoft Trainer, no registration necessary, free and open to the public. More information and schedule available at the Eastpoint Branch
- **AARP Tax Aide:** Begins Feb 1 – Apr 12, Carrabelle Thurs. Feb 1: 10:00-3:00, Eastpoint Thurs. Feb 8: 10:00–3:00, registration is required and list of necessary items to bring available at the library
- Diabetes Workshop is held the 2nd Monday of each month at the Eastpoint Branch – next session, Feb 12 at 4:30 – 5:30 pm, Class four: Taking Medication. Consulting Nutritionist & Diabetes Educator Suzanne Laws facilitating the program.
- Tutoring sessions available at Carrabelle – contact the Library Director for more information
- Friends of the Library had new Library sign installed at Gillespie and Hwy 98 in Eastpoint
- Eastpoint Branch donated old book return to the Margaret Key Library
- New Volunteer for Carrabelle; Jaye Cotter, here until April

2017 Year End, December

- The Polar Express Parties: Carrabelle, Dec 15 with Sondra Furbee reading, 10 attended; Eastpoint, Dec 22 with Judi Ring reading, 4 attended
- Animal Tales: Dec 22, Carrabelle 24 attended, Eastpoint 35 attended: Animals: Yellow-footed Tortoise, Egyptian Fruit Bat, Brazilian Rainbow Snake, Prairie Dog, Paraguayan Screaming hairy Armadillo, African Pygmy Hedgehog, Von der Decken's Hornbill

General Monthly Calendar of Events:

- Eastpoint and Carrabelle: Monthly Book Chats, Book Socials, Yoga (4 sessions, Mon-Wed, Fri. in Carrabelle), Yoga (Tuesday's, 1st & 3rd Friday's - Eastpoint – check calendar for schedule of events
- Eastpoint: Steam 2 (ages 5-7), Monday's at 10:30 am, Steam (ages 8-12), Thursday's at 3:30; Storytime (ages 1-4) Wednesday's at 10:30
- Carrabelle: MakerSpace Club (ages 5-13), Thursdays at 4:00, Storytime (ages 1-4) Friday's at 10:30 (No Storytime in January, schedule conflicts)
- Carrabelle: Free Friday Movie Nights, 1 -2 Friday's per month, movie at 6:00

Mrs. Lance stated the Friends of the Library are hosting the first annual fundraiser for 2018. She reported Saturday, February 3rd at the Eastpoint Library they are having their annual Soup, Bread & Book sale. She said the book sale begins at 10:00 a.m. and the soup sale begins at 11:00 a.m. She said this event will also be held in Carrabelle on February 24th.

Mrs. Lance reported the library has many other activities and she encouraged the public to come by the library, check the website and check Facebook. Commissioner Jones said he reviewed the Library website and it is very good. Mrs. Lance stated it is under construction. Commissioner Jones suggested a change to the dropdown menu.

Commissioner Jones stated he received an email from one of the Library staff concerning the library. He reported he did not like this and it was not the proper way to handle it. Mrs. Lance reported she was unaware of the email but Mr. Moron informed her and she has discussed it with staff. She stated the staff understands the chain of command but thought she did not understand how the county works with the library.

Commissioner Lockley inquired about a telephone number for the tax program. Mrs. Lance reported individuals must come to the library and sign up because there are forms to be picked up and filled out before the appointment. She explained individuals can call to make an appointment but they must come in early enough to pick up the forms and fill them out before the appointment. Commissioner Lockley asked about the hours for these appointments. Mrs. Lance answered 10:00 a.m. until 3:00 p.m. through April 12th. She said the library hours are 9:00 a.m. until 5:30 p.m. at the Eastpoint Library and 9:00 a.m. until 6:00 p.m. at the Carrabelle Library.

Jason Puckett – Airport Manager

Mr. Puckett reported this Resolution will change the project name from Airfield Rehabilitation and Improvements to Security Fence Upgrade. He said this is because some clarification is needed by Department of Transportation (DOT). Mr. Puckett stated the Joint Participation Agreement (JPA) for the Commercial Access Road needs to be extended and they have coordinated it with DOT. He explained the reason for the extension is wetland permitting. Commissioner Sanders reported several years ago the Board renamed the airport the Franklin County/Apalachicola Airport and it needs to be corrected in this Resolution. Mr. Puckett agreed to make this correction. Chairman Parrish questioned the change in the name of the grant and if they are getting away from doing the stormwater and drainage or just re-naming the grant. Mr. Puckett said it is just to rename the grant. He stated stormwater work is being completed now. He explained there is some money left over and they want to rename the grant to Security Fence Improvements. **Commissioner Lockley made a motion to adopt the Resolution. Commissioner Sanders seconded the motion with the condition that Mr. Puckett's comments are included about Chairman Parrish's questions and that it is okay to do this and it does not take away from the stormwater and drainage projects.** Commissioner Lockley asked how long this project will take. Mr. Puckett said the grant should be issued next month and then it will go out to bid so it should happen in a couple of months. **Motion carried; 5-0.** Mr. Puckett explained they are asking to extend the JPA for the Commercial Access Road because they had some wetlands delineation and wetlands permitting that have taken longer than expected and they do not want the grant to expire. **Commissioner Lockley made a motion to approve the extension of the JPA for the Commercial Access Road. Commissioner Jones seconded the**

motion. Commissioner Lockley asked how long it will take for this project to start. Mr. Puckett said hopefully it will be completed by the first of summer. He explained the longest part of the project will be the permitting and planning. He said once construction starts, it will go very quickly. Commissioner Jones pointed out the JPA has the same wording problem. Mr. Puckett agreed to correct this item. **Motion carried; 5-0.**

Mr. Puckett stated all the original work has been completed for the Lighting Upgrade and there was money left over so a regulator is being added for Runway 6/24. He explained the regulator should be completed by March.

Mr. Puckett reported all the pipe work has been completed for the drainage improvements and they are finishing concrete replacement this month. He stated all the original work should be completed by the end of January and replacement of another pipe section is being added because the project came in under budget and they have some extra funds.

Mr. Puckett stated the permitting agencies were hard to get in contact with over the holidays about the Access Road Project and that is the reason for the JPA extension.

Mr. Puckett said hopefully Ms. Beth Kirkland, BRPH, should have the final deliverable on the Economic Development Plan to the Board by February.

Mr. Puckett reported their tractors have been inoperable for a while and Mr. Nabors and the Road Department have been helping keep them up and running.

Mr. Puckett stated Centric Aviation is doing a good job as the Fixed Base Operator (FBO). He explained they have used their own resources and finances to remodel and rehabilitate the FBO building and he appreciates it. Chairman Parrish asked if this has been a seamless transition. Mr. Puckett reported it has been as good as possible and they have done a tremendous job. He introduced Ms. Tara Maugham and Mr. Andrew Hartman with Centric Aviation. Ms. Maugham announced as part of their commitment to community outreach, they are setting up a new scholarship called Centric Aviation Soar to New Heights. She stated they will be awarding three (3) \$1,000 flight training scholarships to Franklin County students. She explained this will give the students an opportunity to start their initial flight training to work towards a private pilot's license. Ms. Maugham said they hope to inspire the youth of Franklin County to explore aviation related careers. Ms. Maugham stated they hope to present these scholarships at Aviation Day in the spring. She invited the Board to be a part of the ceremony. Chairman Parrish asked Ms. Maugham to keep staff informed about the ceremony and they will send a representative. Mr. Pierce reported the State of Florida has targeted aviation as an industry they promote and prefer and he thanked Centric Aviation for their leadership in getting local students involved in this industry. He went on to say aviation is a growing industry in Florida and the County hopes to expand it here. Commissioner Lockley questioned how students will apply for the scholarships. Ms. Maugham stated it is listed on their website and she is working

with Mrs. Traci Moses, Superintendent of Schools, to also add it to the Franklin County School website as there is a separate page for scholarships.

Public Comments (3-minute time limit)

Ms. Alma Pugh, Department of Health, appeared before the Board concerning the Closing the Gap Program. She explained the program promotes and coordinates efforts to reduce and ultimately eliminate racial and ethnic health disparities. She reported this grant is funded through the Leon County Office of Minority Health Equity. She stated they are encouraging everyone to participate in a Health Nutritional Challenge as part of this program. Ms. Pugh said they are partnering with Mr. Van Johnson, Mayor for the City of Apalachicola, and kicking this Challenge off today at The Matchbox in Apalachicola from 12:00 p.m. until 2:00 p.m. She reported there will be other agencies there taking blood pressure and glucose readings and talking about heart disease. She invited everyone in the community to come out and participate in the Nutritional Challenge.

Ms. Nicole Sandoval, Department of Health, encouraged everyone to get their flu shot. She stated they are seeing a rapid increase in the flu and the flu vaccine is available at local providers and the Health Department. She explained the flu vaccine is recommended for infants 6 months of age or older and pregnant women. She reminded everyone to use good hygiene to prevent the spread of the flu. She recommended people that are sick stay home until they are fever free for 24 hours without the use of fever reducing medicine. She stated it is not too late to get the flu vaccination.

Bid Opening – Bayshore Drive (C.R. 65) Sidewalk Improvements

Mr. Pierce reported these bids are for a Local Area Program (LAP) project with funding coming from DOT. He explained the Franklin County Commission is the only LAP certified form of government in Franklin County. He said a LAP project is also being done in Carrabelle for the City of Carrabelle. He said the bids are for a sidewalk improvement project along South Bayshore Drive. Mr. Moron explained the project starts at North Bayshore Drive, goes to South Bayshore Drive and connects to Island Drive. Mr. Moron and Mr. Pierce opened the bids, as follows:

<u>COMPANY</u>	<u>LOCATION</u>	<u>BID AMOUNT</u>
M of Tallahassee, Inc.	Tallahassee, FL	\$391,805.70
Roberts & Roberts, Inc.	Panama City, FL	\$450,854.95
North Florida Construction, Inc.	Clarksville, FL	\$625,228.35
BCL Civil Contractors, Inc.	Panama City, FL	\$497,173.66

Mr. Pierce announced that each company has a bid bond. Mr. Pierce recommended the Board turn the bids over to the engineering firm Preble-Rish/Dewberry for review and a recommendation. **Commissioner Sanders made a motion to turn the bids over to the engineer for review and a recommendation. Commissioner Lockley seconded the motion.** Commissioner Lockley said one of the bids is too high. Mr. Pierce explained one of the first things they do during the review is make sure the bid is consistent with the advertisement. **Motion carried; 5-0.** Mr. Moron said he is glad they received four bids because if it was less than three, DOT would reject the bids and the County would be required to start over. Mr. Pierce reported there are more requirements for the LAP program and it is harder to stay in compliance so it may become a burden for the county. Mr. Pierce stated the project on Alan Drive is a state project with a state grant for a bike path. He reported the County has no control over this project.

Curt Blair – TDC – Report

Mr. Blair provided his report to the Board:

Numbers : (Attached)

- Collections – I reported to you last month that over all for 2016-17 our collections maintained a 4% increase over the previous year. For the first month of the 2017-18 year you will notice that we were down a little under 10% in October. October in the past has been a growing month. This year doesn't reflect that growth but we are still optimistic that over all the year will do fine.

Mr. Blair reminded the Board that from month to month the numbers change depending on how some of the lodging companies report. He stated airBNB are also now paying the state but on a different basis.

Visit Florida:

The TDC Board approved renewing our partnership with Visit Florida. We have been working closely with the State's visitor marketing arm over the last few months. In fact, we conducted a joint meeting with Visit Florida and our local lodging companies last Thursday to discuss joint marketing possibilities with local lodging companies.

Grants:

Our Grants Committee will begin meeting this month to conduct a review of the Sustaining Grant Program. I have attached a schedule of their proposed work in your packet.

Mr. Blair reported this schedule was not included and will be sent later today.

The TDC Board approved two requests for assistance last week. One was a joint effort between H'Cola and the Ilesie Newell program to bring the Boys Choir of Tallahassee to Apalachicola for a concert in February. The second was for funds to help promote the Bring Me a Book organization.

Visitors:

Ginger Coulter – Sheriff’s Department – Request

Mr. Moron reported Mrs. Coulter has the flu and will not be present so he will place her on the next agenda.

Grayson Shepard – Artificial Reefs – Discussion

Mr. Shepard said he is an offshore charter captain and has lived here for 19 years. He discussed the disparity in federal and state fishing regulations concerning grouper and red snapper. He said the state owns the property out to 9 miles and beyond that are federal waters. Mr. Shepard reported if a charter captain wants to fish in federal waters then they must purchase a license for \$20,000. He stated a lot of the charter boat captains in Franklin County do not have this license and are limited to fishing 9 miles out. He explained between East Pass and Indian Pass there are only two artificial reefs in state waters. Mr. Shepard stated one is the Franklin Reef which is the old St. George Island Bridge remains that were placed there in 1988 and the other is the L Buoy which is a pile of concrete culvert pipes that were placed there in 1965. Mr. Shepard reported this limits what can be done to catch fish so he looked into this matter at the Florida Fish & Wildlife Commission (FWC) Artificial Reef Office. He reported there is a long list of items to be completed and one is a permit application. He explained a permit application must be submitted to FWC and once it meets their requirements, it goes to the Department of Environmental Protection (DEP), U.S. Coast Guard and the Corps of Engineers (COE). Mr. Shepard reported the materials that are placed on the reef are highly regulated. He stated he talked with FWC and looked for areas that would benefit from having a reef. He explained the City of Carrabelle has been pro-active and has already formed an artificial reef association. He reported their association has been putting things out in front of Dog Island for years and are working with the Organization for Artificial Reefs (OAR) out of Tallahassee. He explained he started the process, identified some locations and met with FWC. Mr. Shepard said about a year ago he met with shrimp boat captains from Buddy Ward & Sons Seafood and picked out some areas that would not impact the shrimping fleet. He said these areas were taken back to FWC and they sent a boat with a site scan sonar to check out the areas and the areas passed their review. He stated FWC sent divers down in November and they checked out 12 spots within this area that they decided were okay. He reported the location that was selected is 8.5 miles straight south of Bob Sikes Cut and is in 40 feet of water. He said the area is 1 mile by 1 mile square and consists of 640 acres so there is room to place all kinds of items. He discussed concrete reef modules and said these structures last and attract fish. Mr. Shepard stated he needs Franklin County to agree to be the entity to sign the permit. He explained the applicant has to be a municipality or a government body that will assume responsibility for the area. He explained there is not much liability as approved contractors place the materials on site. Mr. Shepard reported Walker Marine is the contractor who normally does work in this area. He explained FWC goes with the contractor to make sure the items are placed correctly. Mr. Shepard stated the contractor will have liability insurance just like any other kind of project. He said the only entities that could file this application are Franklin County or the City of Apalachicola. He said the permit application is \$700 and covers the entire 1 mile by 1 mile area.

He explained once the permit gets approved then the County would apply for smaller areas to place the reefs. He said when they name the area then it will be placed on the navigational charts and the process starts. Mr. Shepard reported there are many grants available and FWC has a \$50,000 grant that Franklin County is guaranteed when the permit is approved. Mr. Shepard stated they will form a non-profit association such as the Franklin County Reef Association and try to get grants. He explained once the permit application is completed, he will bring it here for the Board to sign. He reported in the future they would like another site that is deeper because the proposed site is only 40 ft. deep and limits what kind of reef can be put in. He explained there needs to be a 30 ft. clearance so large boats do not have any chance of hitting the reef and there are no liability issues. He stated there are grants to get ships and barges for reefs and there are people looking for places to put them. Mr. Shepard said Franklin County is at the bottom of the list for having artificial reefs in their waters. He said all the other coastal counties in the state have reefs of this kind and Franklin County is way behind in placing artificial reefs and he would like to help get started. Mr. Shepard brought into discussion the name for the reef and said the Apalachicola Reef, Franklin County Reef, the St. George Island Reef, the Alligator Point Reef and the Carrabelle Reef are already in existence. He reported Buddy Ward & Sons Seafood has helped with this project and assisted with the Oyster Cook Off and he would like to name this area the Buddy Ward Memorial Reef. He reported the State does not have a preference on what the reef is called. He explained individual reefs can have names and by doing the non-profit association people can purchase a memorial reef and add the person's ashes or a plate with their name. He stated the memorial reef balls are \$2,000 a piece delivered and deployed. Mr. Shepard said he needs the minutes to reflect that he presented this matter and the Board agreed to be the entity to sign for the permit for the reef project. He stated the permit application will be ready in a month or two and later they would like to have additional reefs in deeper water. Commissioner Lockley asked who will pay the \$700 application fee. Mr. Shepard reported either the county can pay for it or he will get a group of people together to pay it. Commissioner Lockley asked if this site is only for commercial fishing. Mr. Shepard answered no, and described the location of the proposed site. Mr. Shepard reported the Franklin Reef is 14 miles out and the proposed reef will only be 8.5 miles out. Commissioner Massey asked about the location for the deeper reef. Mr. Shepard said the location will depend on the state. He explained the state looks at what is already out there and then tries to fill in gaps. He stated there is a gap between the sea tower and the Empire Mika area. He said one of the keys is contacting the shrimpers so they have input and so everyone will know about the plans. Chairman Parrish stated Mr. Shepard talked to him about this a year and half ago and he advised them not to put a reef anywhere that would impact shrimping so Mr. Shepard has talked with the shrimpers and the proposed areas will not impact the shrimping industry. He reported people fishing in this area will provide an economic impact to the area. He stated he does not have any problem with the reef as long as it does not impact other industries. Chairman Parrish reported a lot of BP money has been spent building artificial reefs along the coast but Franklin County has not done anything like this so he would like to see this project move forward. He said the Board does not have to pay the application fee as the money can be raised and he will contribute. **Commissioner Massey made a motion to move forward with this project and agree to sign the permit and future**

permits. Commissioner Sanders asked if Mr. Shepard contacted OAR. **Commissioner Lockley seconded the motion.** Mr. Shepard answered they contacted him and they are supportive of the project. Commissioner Sanders stated OAR has a large following and sits well with the State of Florida and they may be able to help with this project. Mr. Shepard said OAR is thrilled because they are doing projects in Carrabelle and off of Alligator Point and no one has started a project in Apalachicola. Chairman Parrish reported it was because of the shrimping in this area but they have worked that out. Attorney Shuler stated he would like to review the permit before the Board signs off on it. He said it sounds like they want concept approval moving forward but that would have to be subject to the attorney's review of the permit and what level of responsibility they are expecting from the people of Franklin County. Commissioner Lockley said this is going to attract people so TDC could pay the \$700. **Commissioner Massey amended his motion to include Franklin County paying the \$700 permit application fee. Commissioner Lockley amended his second. Motion carried; 5-0.** Mr. Shepard stated he will be on the agenda in a month or so with a permit for the Board to sign.

The meeting recessed at 10:00 a.m.

The meeting reconvened at 10:10 a.m.

Amy Ham – Planning & Zoning – Report

Mrs. Hamm presented the Planning & Zoning Report, as follows:

RE-ZONING & LANDUSE APPLICATION:

- 1- **MOTION TO NOT RECOMMEND: (Unanimous)** Consideration of a request for a Land Use Change from Residential and Commercial to a PUD Mixed Use Commercial. Re-Zoning from R-2 Single Family Mobile Home and C-2 a 57.08 acre parcel lying in Section 36, Township 8 South, Range 7 West, 105 Island Drive, Eastpoint, Franklin County, Florida. The PUD will consist of 180 RV Slips, 85 Dwelling Units, and a Restaurant/Bar Lounge, with liquor sales and including indoor and outdoor seating capacity of 200. Request submitted by Craig R. Dermody, authorized agent for Max Cross, applicant.

Mrs. Kelly reported the RV slips were reduced to 150 and there are 75 dwellings. She stated an email was received asking the Board to table this item so the applicants can revise the plan and come back at a later date but that is at the pleasure of the Board. Mr. Pierce explained the applicants made a presentation to the Planning & Zoning Commission and they talked about their concerns. He stated the Planning & Zoning Commission suggested they may want to withdraw their application as it was not ready for consideration but the applicants wanted a vote and the Planning & Zoning Commission voted and recommended denial. He explained now after the vote; a letter comes to the Board asking to table the matter. He said this letter is late and the Planning & Zoning Commission has already acted. Chairman Parrish read the following from the Planning & Zoning Report:

Franklin County Planning & Zoning Recommendation Agenda **Tuesday, January 16, 2018**

PLEASE NOTE: PLANNING AND ZONING COMMISSION MAKES RECOMMENDATIONS TO THE FRANKLIN COUNTY BOARD OF COMMISSIONERS REGARDING YOUR APPLICATION. ALL APPLICANT'S ARE NOTIFIED THAT IF YOUR APPLICATION IS DENIED, IT MAY NOT BE RESUBMITTED FOR ONE YEAR. ALSO, ANY PERSON WISHING TO APPEAL THE RECOMMENDATION OF THE PLANNING AND ZONING COMMISSION OR THE DECISION OF THE FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONER BOARD ARE RESPONSIBLE TO ENSURE THAT A VERBATIM TRANSCRIPT OF THE PRCEEDINGS IS MADE.

Chairman Parrish asked Attorney Shuler to comment since he was present at the Planning & Zoning Commission meeting. Attorney Shuler stated he was at the meeting for other reasons but was present. He said he found out before the meeting that this item was on the agenda and talked with Mrs. Kelly about the request. He reported he participated in the hearing and made sure everyone had their due process opportunities to speak and be heard. He said they had a chance to ask questions and cross examine staff. Attorney Shuler said he reminded the applicant of that several times during the hearing. Attorney Shuler stated he suggested they request tabling the application since they asked a question that made him think they wanted to table the request and not move forward. He reported he asked a clarifying question and they said no they did not want to table but wanted to move forward and wanted a decision from the Planning & Zoning Commission. Chairman Parrish explained he served on the Planning & Zoning Commission for 6 years before he was elected as a Commissioner and sometimes people would withdraw an application when they saw opposition or the plan was not going where they wanted it to. He explained if the Planning & Zoning Commission moved forward with a vote and it crossed that threshold, then it goes to the Board for a further decision. He stated the request is not allowed to be tabled once it goes through the Planning & Zoning Commission process. He reported the email the Board received asking to table is not appropriate. Chairman Parrish stated the policy reads if the item is denied then it cannot go back to the Planning & Zoning Commission for one year. He explained the entity that submitted the application was aware of this when they asked the Planning & Zoning Commission for a vote. He went on to say if this Board denies the request then it cannot be presented to the Planning & Zoning Commission for one year. Commissioner Lockley asked what the reason was for the denial. Mrs. Kelly reported there was opposition and areas of concern for egress and ingress for RV's. She explained there was prohibited access off of South Bayshore Drive on the plan for the RV's. She reported there was a questionable area where a new cut will be made just shy of Alan Drive and South Bayshore Drive. Mrs. Kelley said there were concerns about traffic and there were historical reasons. Mr. Pierce asked if the applicants made any representations that there was adequate water and sewer available. Mrs. Kelley answered yes, they said the Eastpoint Water & Sewer District had capacity and they were in charge of all the infrastructure attached to the sewer and water and they would have to put it all in place themselves. Chairman Parrish stated there was no letter from the Eastpoint Water & Sewer District stating there were taps or they had the ability to get taps from what he was told. Mrs. Kelley said they had the numbers.

Commissioner Sanders said she also served on the Planning & Zoning Commission and once a decision is made you cannot stop it. She stated the County has a gifted Planning & Zoning Commission and their desire is to follow suit when they vote unless there is an issue.

Commissioner Sanders made a motion to uphold the decision of the Planning & Zoning Commission and deny this request. Commissioner Jones seconded the motion.

Commissioner Jones reminded the Board this is the same section of road on South Bayshore that they have discussed having a traffic study on because of speeding on this road. He reported at one time the speed was changed, some tickets were given and then the speed limit was bumped back up. He stated on both ends of South Bayshore there are signs saying "No Thru Trucks" so it has been designated that way by the state and that is what needs to happen. He said this is an area of concern and part of the Board's job is to provide for the safety and well being of the residents. Commissioner Lockley asked if this request met the zoning. Mrs. Kelley answered the current plan does not but they had asked for a Planned Unit Development (PUD). She explained the PUD is a development where they do a land use change and a rezoning change which would provide an overlay of a PUD where there is a section of residential, business and RV. She reported there would be three different kinds of zoning within one large parcel of land. Chairman Parrish reported the signs for "No Thru Trucks" need to be placed on Highway 98 before the trucks turn onto South Bayshore because the trucks do not know when they turn and then have to find a place to turn around. He asked the County staff to look at this area and see if the signs can be moved to Highway 98 and Island Drive.

Motion carried; 5-0.

Marcia M. Johnson – Clerk of Courts – Report

Clerk Johnson did not have a report at this time. Commissioner Sanders thanked the Clerk for attending the meetings. She said the Clerk does not have a duty to attend the Commission meetings but Clerk Johnson does attend the meetings. She explained in smaller counties some of the Clerks attend the meetings but in larger counties the Clerks do not attend the meetings. Commissioner Jones pointed out not every county in the state has the presiding President of the Clerk's Association as their Clerk. Commissioner Sanders agreed they are proud of Clerk Johnson for being the President of the Clerk's Association.

Alan Pierce – RESTORE Coordinator – Report

Mr. Pierce read his report, as follows:

1- Inform the Board that the county finally did receive a letter from the Governor's Office verifying the size of the waiver for Hurricane Hermine. We received a partial waiver. We are responsible for 6.25% of the costs associated with any of the Hermine PWs. The normal local match is 12.5%, so we received a 50% reduction in our obligations. That still puts a large strain on the Bald Point Trust Fund. If the current expected costs for reconstructing the Alligator Point Road of \$3.5M are realized, the amount of money coming out of the Trust Fund will be over \$200K, and this is with the waiver factored in. The Trust Fund currently has \$500K in it, so it

will be cut almost in half with no foreseeable way of ever getting money back into it. A copy of the letter is attached.

The next time a storm hits, there may not be enough money in the Trust Fund to cover the county's local match for repairs on Alligator Point, especially if the county does not receive another waiver. If there is not enough money, the county would have to take funds out of general revenue.

Mr. Pierce stressed the county received a half waiver not a full waiver so half of the Bald Point Trust Fund will go away. He stated this will put the county in a precarious situation the next time a storm comes thru. Commissioner Sanders explained the Bald Point Trust Fund has been the "cushion" for many years for matches and when it is all gone then the money will be taken out of general revenue and it will really be a problem. Chairman Parrish stated this will be especially bad if the matter is not budgeted for. Mr. Pierce expressed concern about the future of the road at Alligator Point. He said in February he will discuss what other protective action the Board may need to look into. He explained the county is currently going through the Environmental Assessment (EA) for the reconstruction of Alligator Point Road. He said hopefully the EA will be finished in February and they will get some recommendation from FEMA on what needs to be done. Mr. Pierce stated they will get an assessment from FEMA on what they recommend the County does about the road. He reported he is concerned about this road and how the county is going to pay for it. Commissioner Sanders stated the county will need to focus on this road and do a long range plan. She explained this would have been fine if the people had voted for beach renourishment but the Board stands by their vote and they did not vote for it. Mr. Pierce stated even if the road is built, there will still be another section that will be exposed and vulnerable to erosion for the next storm. He reported this problem will not even be solved by spending \$3.5 million on this road.

2- Inform the Board that it received a letter from Mr. Kal Knickerbocker in response to the letter the Board sent to Agriculture Secretary Adam Putnam. A copy of the letter is attached, but the summary is this. If legislation passes this session, then the City of Apalachicola will be issuing oyster licenses.

Mr. Pierce said the proposed Legislation has not been retracted so if it passes the City of Apalachicola will issue the licenses. He state DACS is supporting this Legislation. Commissioner Lockley reported the State is not going to do anything in the future and the county should take them to court. He stated they do nothing for the bay but are supporting the City of Apalachicola for the licensing. He said they want the county to take care of the bay. Mr. Pierce read a portion of the letter addressing the items that can be done with proceeds from the sale of the licenses. He reported there are not enough proceeds to provide any of the items listed in the letter. Commissioner Sanders explained there is only \$88,000 generated from the license sales. Commissioner Lockley reported their actions are disrespectful to the County and they want the county to use BP money for the bay. Commissioner Sanders reported DACS is saying they are supporting the City of Apalachicola but she feels like there is someone bigger backing this change than DAC's Secretary Putnam. She said the County has informed the Legislative Delegation of this change and they have not done anything. Commissioner Massey said there is

not enough money to use in the bay so what are they going to do with the money. Chairman Parrish stated they said they will start a shell recycling program and he read the other uses for the funds. He stated DACS used to run the barge and tug that planted shells in the bay but now they do not reshell the bay. He questioned where the money is going to come from to reshell the bay. He reported if there is no money to reshell the bay then it will not survive. He said it is a major issue when the state agency shuts down shelling the bay after 50-75 years and now they are even getting out of issuing the oyster licenses. He reported the Commissioner of DACS knows what is going on and all the programs that supported the bay are going away to the detriment of Apalachicola Bay. He explained the oysters are important due to water quality issues and if they lose the oysters then they will lose all the other things like shrimp, fish and crabs. He reported the public needs to be aware it is not the Board of County Commissioners causing this problem but a state agency that is supposed to be supporting the water quality and the ecosystem. Commissioner Massey reported they did not plant shells to the west at all. Chairman Parrish answered no. Mr. Pierce stated without a change in the fresh water there is no use placing shell to the west because the water is too salty to grow oysters. Commissioner Lockley said that is not true but it is their opinion. Chairman Parrish agreed and said if they do not place shells in the bay then the bay has no ability to come back. He explained these things are occurring at the state level and the county is not in control of the bay. He reported the state agencies that are in control of the bay are no longer supporting the industry and he thinks it will result in a total collapse of the bay. Chairman Parrish stated the people here have protected the environment but without the oysters it will be hard to maintain. Commissioner Sanders said this Board has not been bringing things down but has supported the serenity and the environment because everyone has a vested interest in preserving and protecting it. She reported the Board has said no to certain developments so they can keep the area the way they found it and not leave any handprints or footprints. She stated it is a shame when state government cannot take care of their resources and force the burden on local government. Commissioner Sanders reported the Board can see the resource going down and they cannot do anything about it. She stated the County does not have the money to protect the bay. She stated the county is going to find someone to listen and understand at some point but it may be too little, too late. She reported the bay as everyone knew it is gone. Commissioner Sanders stated she is supportive of oyster shells being placed in the bay. She explained the Board has objected for many years to placing other products they do not need in the bay. She stated the Board has written letters for years and have done what they could to protect the bay. Commissioner Sanders reported now they are being told the State does not want the responsibility and wants the County to address it when RESTORE funds are available. She stated the county cannot spend money before they get it. Commissioner Sanders said it is sad the state has let this happen. Commissioner Lockley commented the funds will be going to the City of Apalachicola to help them make their budget. He said the state is wrong and has bypassed the county. He reported the salt in the bay is the same as it was in 1985. He reported the state does not want to close the bay because they do not want to pay money out to take care of the oystermen. Commissioner Lockley said people are taking small oysters before they get to 3" and the state should be regulating this matter. Mr. Pierce reported the state wants the City of Apalachicola for self enforcement. Commissioner Lockley said no one is regulating

the bay and this will not work and in about two years it will kill the bay. Commissioner Sanders asked who sponsored the Legislation. Mr. Pierce answered it was in the DACS budget. Commissioner Jones explained the state has done the shell collection before but he does not think they could collect enough shells to make a difference now when all the oysters are leaving the county still in their shell. He said this was tried before and it failed. He stated it will take more money to collect the shells than the amount of shells that will be collected. Mr. Pierce agreed the oysters used to be shucked here but now they are transported out in their shells. Commissioner Sanders reported barges used to come in with shells and for years DEP stockpiled the shells but that is not happening now. She said the old ways were good ways and it sustained the bay for many days. She reported there was a water supply shortage then but it is more now. She stated the County knows what the problem is but no one respects the county enough to listen to their opinion. Commissioner Lockley said all the oystermen will appear before the County Commission blaming them but it is the state and the City of Apalachicola that are responsible.

3- Provide Board with copy of draft State Expenditure Plan (SEP). The public comment period has begun. All the counties are getting the same amount of money- \$12.6M, but the availability of funds is staggered as BP makes payments according to the court settlement. After the public comment ends in February, the SEP will go to the Governor, who will then submit it to the Gulf Council for approval. The Consortium consultants are hoping that the Gulf Council will approve the SEP by May, although there is no statutory timeline that the Council must follow. Embedded in the 470 page plan is a proposed schedule for projects. This proposed schedule is only valid if the Governor submits it as proposed. At this time, funding for planning and design of all our projects would start in the first year, which should be 2019. Construction funds for dredging the Eastpoint Channel and building a new EOC could start in 2020, but it would take until 2021 for all funds to be available for both projects. Because the Two Mile Channel does not have its dredging permit yet from the state, the Two Mile Channel will be dredged after the Eastpoint Channel.

The county's third project- an Apalachicola Bay oyster recovery project is phased so that it could start in 2022 or 2023, but these timelines are all subject to funds being available.

The Board needs to understand that the SEP is a draft plan, and it is unknown at this time how the Governor or the Gulf Council will react to it. If there is considerable negative public comment on the draft plan, then all the timelines mentioned could be delayed.

Mr. Pierce said the county thought there would be a joint shelling project with the state and they would have \$10-\$15 million. He reported the County is putting \$5 million into the project and he proposed to DACS matching the amount but it never happened. He stated no one except the County is planning to put money into the bay and that is not how it has been managed for the last 50 years. He explained public comment on the SEP starts today and goes on for a month.

Mr. Pierce reported the deeds for Island View Campground have been received electronically from St. Joe Company and a copy was sent to Attorney Shuler and the Clerk's Office. He explained he met last week with St. Joe Company to talk about relocating the road. He stated

in the settlement the County got the land immediately for the park and they will get the land for the road if they get DOT to re-align the road. Mr. Pierce said maybe by the next meeting they can report that the deed was recorded.

Commissioner Sanders said on February 8th the Gulf Consortium will meet in Tallahassee and look at the SEP. She stated she has a meeting in west Florida and cannot attend so Mr. Moron who is the alternate will need to attend or at least be on the telephone to ask questions. Mr. Pierce reminded the Board the Triumph Board will meet here on January 29th at 1:00 p.m. in this room.

Michael Morón – County Coordinator – Report

Mr. Moron offered his report, as follows:

1. Inform the Board that Weems was able to pay \$326,000 towards accounts payable and the January 10th payroll from their operation account last week leaving a balance of \$165,889 in that account. The Money Market account, as of Friday, January 12, had a balance of \$502,824.

Mr. Moron stated this was done without accessing the Health Care Trust Fund (HCTF). He explained the Hospital has not yet received their DISH funds but accomplished this by using the LIP funds, accounts receivables and cost report refunds.

2. Inform the Board that on January 5th Mr. David Dominique, Community Hospital Corporation's (CHC) Senior Vice President, stated that as of February 2nd Mr. Jim Coleman will no longer serve as their Senior Vice President of Southeastern Hospital Operations. Mr. Coleman has taken a position with Alliant Management Services as their CEO/President. Mr. Dominique says he is in the final stages of vetting a candidate that will assume Mr. Coleman's responsibilities and will appear at one of you February meetings to introduce this person to the Board, but until then he will serve as our main contact.

Commissioner Sanders reported at the last meeting the Board voted unanimously for staff to contact Capital Regional Medical Center and see what they will offer Franklin County. **On motion by Commissioner Sanders, seconded by Commissioner Lockley, and by unanimous vote of the Board present, it was agreed to contact Sacred Heart Hospital in Port St. Joe and have staff meet with them and see what they may offer Franklin County.**

3. Inform the Board that FWC has approximately \$488,000 available to award another derelict vessel removal grant. The application deadline is February 21st. Mr. Curenton stated that there are three vessels on the Franklin County derelict vessels list that are good candidates. The first is a sailboat in the Carrabelle River beneath the power line, the second is a shrimp boat in Tucker Creek off the St. Marks River (just upstream of the railroad trestle), and the third is a shrimp boat sunk on the west bank of the Apalachicola River, which actually places it in Gulf County. Franklin County could remove this vessel

with Gulf County's approval. Staff was not aware of this grant cycle sooner because of a problem with FWC's website. In order to apply for the grant, the County will need a bid from a contractor to remove each vessel. However, there isn't enough time to place a solicitation for bids in the newspaper, receive and open these bids, then award the contract. If the Board would like to apply for this grant, I recommend Board action to direct staff to write the grant application, contact parties that have expressed interest in derelict vessel removal in that past to solicit bids, and add a solicitation to receive bids on the County's website. **Board action.**

Commissioner Lockley made a motion to direct staff to write the grant application, contact the parties that have expressed an interest in derelict vessel removal in the past to solicit bids and add a solicitation to receive bids on the county's website. Commissioner Sanders seconded the motion. Mr. Moron questioned if the Board needs to declare an emergency for this item. Attorney Shuler inquired why it is an emergency to apply for a grant. Mr. Moron explained FWC had an issue on their website and they were not aware of the funding and the deadline is the 21st. Mr. Moron said there is no way to advertise and receive bids by the deadline. Attorney Shuler asked if the bids must to be awarded by February 21st. Mr. Pierce said the bids have to be in hand and submitted with the grant application. Attorney Shuler explained the local bid policy does not require bids for services. He went on to say the local bid policy is only mandatory for the purchase of tangibles or personal property. He said there is a motion and second not to require bids and move forward. Chairman Parrish directed county staff to contact Mr. Don Butler in Gulf County to get the approval of their Board about this one boat. He stated he added this boat and described the location of the boat. He said this boat is a navigational and environmental hazard for both counties but because of the way the line runs it is actually in Gulf County. He felt like Gulf County would have no objection to the removal of the boat. Chairman Parrish stated the gas tanks have separated from the boat in Tucker Creek and now the whole creek is blocked. Commissioner Jones asked how boats get on this list for removal. Mr. Moron explained Mr. Curenton looks at the boats and then contacts FWC and the Coast Guard. He reported the vessel must be a certain amount of feet from the dock or shore. Chairman Massey said the vessel must be 25 ft. away from the dock or shore. Mr. Pierce reported if the owner can be located then the boats cannot get on the derelict vessel list. Chairman Parrish said the FWC will also go by the boat and make sure of the location. He stated the County removed several boats last year and there is money available so he would like to see this project move forward. **Motion carried; 5-0.**

4. **Board action** to authorize the Chairman's signature on a Professional Architectural and Engineering Fee Proposal with Barnett, Fronczak, Barlowe, & Shuler (BFBS) for the St. George Island Restrooms Facility Building renovation project. The total cost for this proposal is \$9000 and includes the cost for Construction Documents, Bidding Phase, and Construction Administration.

On motion by Commissioner Jones, seconded by Commissioner Sanders, and by unanimous vote of the Board present, it was agreed to approve a Professional Architectural and

Engineering fee proposal with Barnett, Fronczak, Barlow and Shuler in the amount of \$9,000 for the St. George Island Restrooms Facility Building Renovation Project.

5. Mr. Doug Shuler, of BFBS, assured me that the necessary documentation to advertise the St. George Island Restrooms Facility Building renovation project will be ready later this week. Since the next regular meeting is three weeks from today and it is the Board's desire to start this project as soon as possible, is the Board willing today to authorize advertising this project? I will circulate the documentation to each of you before sending it to the newspapers. **Board action.**

Mr. Moron said he received the documentation yesterday. He explained Mr. Curenton and Mr. Shuler have been working on the documentation and it will be ready for the Board to review this afternoon. He requested the Board approve advertising the project. **On motion by Commissioner Jones, seconded by Commissioner Lockley, and by unanimous vote of the Board present, it was agreed to authorize advertising for the St. George Island Restrooms Facility Building Renovation Project.**

6. Inform the Board that I have received the Franklin County Jail 2017 Jail and Medical Inspection reports. Based on the summary page it appears that the Jail faired very well throughout the entire inspection. Let me know if you would like an electronic or paper copy of this report.

Public Hearing – Local Planning Agency – Metal Structures & Pole Barns

AN ORDINANCE OF FRANKLIN COUNTY, FLORIDA, CREATING DEVELOPMENT STANDARDS AND RESTRICTIONS FOR THE USE OF METAL STRUCTURES AND POLE BARN AS A SINGLE FAMILY DETACHED DWELLING WITHIN FRANKLIN COUNTY; PROVIDING FOR DEFINITIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. THIS IS THE FIRST (1ST) OF TWO PUBLIC HEARINGS. THERE WILL BE NO ACTION (VOTE) AT THE FIRST PUBLIC HEARING. A VOTE WILL BE TAKEN AT THE SECOND PUBLIC HEARING TO BE SCHEDULED AT A FUTURE DATE.

Chairman Parrish recessed the Board meeting and reconvened as the Local Planning Agency (LPA). Attorney Shuler read the forward of the Ordinance. He explained the Board is meeting as the LPA and will not vote but will take public comment. At this time he asked for public comment. Mr. Gerard Shannon, a resident of South Bayshore Drive, requested the Board include an item in Section 3 to address a specific inclusion for windows and doors. He explained in the past it has been stated that the provision is covered under the Florida Residential Development Standards but it did not prevent the 4,000 square foot building on South Bayshore Drive referenced under Prohibitions. He explained the building has one door and two small windows and does not look like a house but a commercial building. Attorney Shuler reported when this was presented to the Planning & Zoning Commission the need for

windows was brought up by the public and he has an intention to add a requirement for windows before the final public hearing. He explained he will meet with the Planning & Zoning Department to get guidance on this issue. Chairman Parrish asked for Commissioner's comments. There were no Commissioner's comments. Mr. Moron stated there was an email provided to the Board from Mr. George Coon who was against this Ordinance. Attorney Shuler said this is the first of two public hearings and the Board will be voting at the February 20th meeting but there will not be a vote today from the LPA or the Board. He read the definitions in the ordinance. Attorney Shuler read Section 3 General Development Standards. Attorney Shuler stated he added a new paragraph E which will have a provision that the Florida Building Code and specifically as to windows will be addressed in the future version of the ordinance. He asked the Board to comment if they have any suggestions to the ordinance. Attorney Shuler read Prohibition #3 and discussed the 2,000 maximum square footage for a single family dwelling constructed out of metal structure or a pole barn. He reported the Board can determine if they want this limitation and what maximum square footage they would prefer. He explained other than making sure a structure meets the setbacks, the County does not have any limitations on the maximum square footage of a house. Attorney Shuler read Prohibition #5. He explained one of the members of the Planning & Zoning Commission wanted to clarify this prohibition does not apply to mobile homes but he does not think this language needs to be included. Chairman Parrish asked if the Southern Building Code addresses the water, sewer, etc. Attorney Shuler said there are other provisions in the building code that will address these issues and he did not want to duplicate these provisions. He explained this ordinance has a single purpose which is to create development regulations, standards and prohibitions on metal buildings and pole barns used as residential structures. Mr. Pierce agreed if someone wants to permit a house the zoning code addresses all these other items. Attorney Shuler said this ordinance will not regulate storage buildings in residential areas. He stated he has received one complaint about someone who has a large metal storage building but the building did not exceed the height restriction and he presumes it met the setbacks. He informed the Board this ordinance will not prevent a 4,000 square foot storage space if the person has the property. He stated all it will regulate is that the structure cannot be used as a residential dwelling. He pointed out this ordinance will only address the use of metal buildings and pole barns as residential structures. Commissioner Jones stated the Board wants to clarify that it does not want to try and regulate the kind of home constructed but they do need to regulate a commercial structure in the middle of an R-1 district. He explained that is what happened and they are trying to stop the replication of it. Attorney Shuler agreed the public policy is to protect everyone's property values in the area. Attorney Shuler said if there are no further public comments then he recommended closing the LPA meeting and reconvening as the Board of County Commissioner to take public comments. Chairman Parrish closed the meeting of the LPA.

Public Hearing – Board of County Commissioners – Metal Structures & Pole Barns
Same description as above

Chairman Parrish reconvened the Board meeting. He asked for public comment. Mr. Alan Feifer, Concerned Citizens of Franklin County, referenced the exterior skin of the building and said nothing was mentioned about gable ends. He said they may also need to require residential type windows in these structures rather than commercial or store fronts. Commissioner Jones stated the comment earlier was about windows and doors. Chairman Parrish agreed that is what was said. Attorney Shuler requested the Board make a motion authorizing him to schedule the second public hearing at a time before 5:00 p.m. and during the regular Board meeting on February 20th. **On motion by Commissioner Lockley, seconded by Commissioner Jones, and by unanimous vote of the Board present, it was agreed to authorize Attorney Shuler to schedule the second public hearing at a time before 5:00 p.m. during the regular Board meeting on February 20th.** Chairman Parrish said this concludes the public hearing of the County Commissioners.

The meeting recessed at 11:15 a.m.

The meeting reconvened at 11:25 a.m.

Public Hearing – Local Planning Agency – St. George Island Overlay District

AN ORDINANCE OF FRANKLIN COUNTY, FLORIDA, CREATING THE ST. GEORGE ISLAND CORRIDOR OVERLAY DISTRICT FOR PROPERTY LOCATED WITHIN A 2,100-FOOT RADIUS OF THE CENTER POINT OF THE INTERSECTION OF FRANKLIN BOULEVARD AND GULF BEACH DRIVE, ON ST. GEORGE ISLAND, FLORIDA, AS DESCRIBED IN PLAT BOOK 2, PAGE 7, FRANKLIN COUNTY, FLORIDA, EXCLUDING THE AREA EAST OF THE EAST BOUNDARY OF THIRD STREET EAST AND WEST OF THE WEST BOUNDARY OF THIRD STREET WEST; PROVIDING FOR EXEMPTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. THIS IS THE FIRST (1ST) OF TWO PUBLIC HEARINGS. THERE WILL BE NO ACTION (VOTE) AT THE FIRST PUBLIC HEARING. A VOTE WILL BE TAKEN AT THE SECOND PUBLIC HEARING TO BE SCHEDULED AT A FUTURE DATE.

Chairman Parrish recessed the Board meeting and reconvened the meeting of the LPA. Mr. David Theriaque, Theriaque & Spain, highlighted the draft ordinance establishing the St. George Island Overlay District. He explained Page 3, Section 3 creates the overlay district. He said it is not a new zoning category as the zoning currently on the Island remains but the overlay is an additional layer of regulations for the area subject to the ordinance. Mr. Theriaque reported the intent is to promote St. George Island as a unique, attractive, vibrant and economically prosperous community and to further regulate commercial development for property located within the St. George Island Corridor Overlay District. He discussed the principal uses and said the current uses remain unless certain uses have been prohibited. Mr. Theriaque presented the list of Prohibited Uses and said these are the uses that are not allowed under the current

zoning. He said there are another 9 items that are banned uses in the commercial district portion that is subject to the ordinance. He explained the opportunity for a special exception. Mr. Theriaque presented the section titled General Development Standards and said it clarifies that the development standards for the underlying zoning district continue to apply and the overlay district provides additional standards and in the event of a conflict the overlay district regulations will control the matter. He highlighted the Overlay Development Standards section. He reported the Planning & Zoning Commission comments were provided to him by Attorney Shuler. He said under #5 Lighting they would like the Board to look at the darkskies.com standards and provided a link to the standards. He explained they would like to clarify #7 to address directions on buildings that say enter or exit. He stated there was a misunderstanding because these signs are allowed unless they are illuminated. He said there is no prohibition on the number of signs on a building only the number that can be illuminated. He stated the Planning & Zoning Commission also requested the Board consider whether they want to make C-4 a true mixed use requiring both commercial and residential. He explained his understanding is some people are using C-4 as residential. He stated there was also a request to ban bouncy houses, zip lines, and amusement. Mr. Theriaque reported they wanted to give the Board a template and then hear suggestions and comments from the public. Chairman Parrish asked for public comments at this time. Mr. Olivier Monod, a business owner on St. George Island, said what the Board is working on is excellent and will be a strong base for the benefit of St. George Island and the County. He brought into discussion the prohibition of grade alteration. He explained most of the commercial district would have to have elevated commercial buildings which would probably create a hindrance for people with mobility issues. He said this may involve adding fill dirt so the first floor would be at ground level which would be a benefit. He stated they also need to address who will maintain and water the landscaping around the buildings. Attorney Shuler reported concerning the prohibition for alteration of the natural grade the Planning & Zoning Commission and staff had some suggestions after this draft was sent to the Clerk's Office, the Commissioners and before the public meeting. He stated their suggestion was to strike this language and go with the current flood ordinance. He explained the current flood ordinance would allow for a limited amount of grade to be brought in. He reported they will strike the current language and default to what is currently in the flood control ordinance. Attorney Shuler stated maintaining the landscaping is the property owner's responsibility not the county's responsibility. Chairman Parrish suggested planting the landscaping in boxes. Attorney Shuler said there is not a limitation in the ordinance as long as it complies with the landscaping provision. Chairman Parrish reported only native plants will survive in the sand. Attorney Shuler said that is why the landscaping provision is only for native plants. Mrs. Joyce Estes, a business owner on St. George Island, agreed and said she hopes they do require native plants that will not require much water and maintenance. Attorney Shuler read the landscaping provision. Chairman Parrish said a lot of the elevation and alteration of lots has to do with the FEMA regulations and on a barrier island they are going to have to elevate and there have been recent changes and it is going to be addressed. Mr. Pierce agreed with striking #9 and going with the flood ordinance. He suggested deleting #8 and not getting into the building materials. He discussed #3 and said if a developer was trying to maximize use of your property and not break the height restriction, they might want a flat roof. Mr. Pierce

pointed out the Board wanted to prohibit fish camps and questioned if the Board also wanted to prohibit boat storage which is an accessory use. Attorney Shuler said if the Board is interested in adding this prohibition then it would go in as a new #11. Mr. Pierce clarified it could be boat storage with or without a building. He discussed the big box building that is usually associated with boat storage. Chairman Parrish said he is not opposed to someone storing their boat on their property but he is opposed to the big box storage. Commissioner Jones suggested if they are going to address this item, it should cover both a big box building or a commercial lot with a fence and boats just parked on it. Commissioner Sanders agreed. Mr. Theriaque agreed these suggestions are excellent and said they did not think of boat storage. He said the last issue they struggled with was when to apply these regulations. He stated #4 the General Development Standards says the new regulations will apply to new development or an expansion or modification of an existing structure. Mr. Theriaque said there are certain items in the ordinance that the Board might want to apply today such as the outdoor storage of unfinished products and where they put the recycling containers. He explained these items do not add costs but would start the process of implementing the ordinance rather than waiting to only apply it to new development or an expansion. He questioned if the Board would like to select some items to apply now. Attorney Shuler said the Board will also need to consider sidewalks. He explained the proposed ordinance has a requirement where lots would have to construct sidewalks so they connect to provide a sidewalk for the traveling public. He said the Board may want to require businesses to comply with this section and the list Mr. Theriaque presented now as opposed to when a new building is constructed or an existing business is modified. Mr. Pierce was concerned that the only big recycling container belongs to the county and is not enclosed. He stated enclosing the container may defeat the purpose of the public being able to use it. Attorney Shuler stated there is an exception for county recycling. Mr. Theriaque discussed the placement of trash collection bins and said this could be applied uniformly versus someone with a new structure doing it one way and someone with an existing structure doing it another way. Commissioner Jones explained he is not opposed to sidewalks but there is a problem with flooding on roads. He explained a sidewalk was done as part of a state project and it caused flooding on Gulf Beach Drive. He said he does not want a flooding issue because sidewalks were placed in the area. Commissioner Jones stated he is not sure how this issue will be addressed but he is concerned. Chairman Parrish stated he shares this concern with the sidewalks. He asked where the sidewalks will be placed on the 25 ft. lots in the commercial district because most of the parking is in front of the building. He was concerned people would have to back across the sidewalk to access the parking. He discussed the potential liability for pedestrians using the sidewalks along with the flooding issue. He questioned if the sidewalk would be in the county right of way or on their property. Mrs. Estes reported they already have some sidewalks. Chairman Parrish said the requirement is for every business. Mrs. Estes stated they would have to drive over the sidewalks to park. Chairman Parrish said maybe the attorneys and staff can look at this to determine how this can be addressed. He discussed #5 Development Standards Lighting. He reported FWC has a problem with light pollution coming from the commercial district. He suggested the height of the lights be reduced to 15 ft. instead of 20 ft. or look at the dark skies. Chairman Parrish said in the City of Apalachicola they have a true C-4 that requires the building downstairs to be commercial and

the upstairs to be residential. He reported you can do that with the county C-4 or you can have just commercial or just residential. He reported it is a way of trying to use these 25 ft. lots because they cannot really develop a business on a 25 ft. lot. Mr. Pierce agreed you need more than one 25 ft. lot to develop a business. Chairman Parrish stated there is a lot of opposition to putting residential in commercial areas and it is controversial because there is only so much commercial space on St. George Island. He explained if they allow residences to intrude then there will not be enough commercial development going on. Mr. Pierce commented they had a surge of residential development years ago and it has calmed down now. He explained the market place balances this out so they are getting a fairly active commercial district. He reported some of the land zoned C-4 is vacant and right now no more skinny minis are being placed there. He stated they may need some more C-4 zoning in the future. Commissioner Jones said when they started this process he commented that the Island business district never had a plan and it is only ever going to be a certain size. He stated he would prefer using a true C-4 where residents can build a residence on top if they would like to but it would have a commercial building on the bottom. He said he is more in favor of true C-4 than continuing to allow residential uses in the business district. Commissioner Jones reported he thinks this is one of the things a judge ruled in favor of years ago that allowed the skinny minis to begin with was the fact that the C-4 does allow for residential buildings in that zoning. He said he would like to see it be commercial. Mr. Theriaque said they would like to make the suggested changes and set this item on the February 20th agenda. He reported the Board will not vote today but they will take the Board's comments and make some revisions. Chairman Parrish recessed the LPA meeting.

Public Hearing – Board of County Commissioners – St. George Island Overlay District

Same description as above

Chairman Parrish reconvened the meeting of the Board of County Commissioners. He asked for Commissioner's comments. There were no Commissioner's comments. He asked for public comment. There was no public comment. **On motion by Commissioner Sanders, seconded by Commissioner Jones, and by unanimous vote of the Board present, it was agreed to authorize advertising the second public hearing at a time before 5:00 p.m. during the regular Board meeting on February 20th.**

T. Michael Shuler – County Attorney – Report

Attorney Shuler requested the Board approve the invoice and lighting plan for Abercrombie Boat Landing. He said the cost of installing 4 poles and 8 lights is \$3,930.60 and the estimated monthly rental is \$75.65. He explained this has been a year long process of trying to obtain right of ways from the nearest light pole at no cost to the county. He said this allows them to cut across 3 private lots instead of going 7/10 of a mile down the public road to the boat landing. He requested Board authorization to have this work completed. **Commissioner Lockley made a motion to authorize this work to be completed in the amount of \$3,930.60 for Abercrombie Boat Ramp. Commissioner Sanders seconded the motion.** Chairman Parrish said

this is cheaper than \$10,000 for a solar light so it is advantageous for the taxpayers and the people using the boat ramp and he would like to see this project move forward. Commissioner Lockley asked if the solar light can be sold. Chairman Parrish reported he is thinking about using the solar lights near the floating dock so the lights will be utilized. **Motion carried; 5-0.**

Attorney Shuler reported he sent out an email to the Board and included in that email was a request for a floating dock at Bloody Bluff Boat Ramp. He explained this boat ramp is in Commissioner Massey's district and he has discussed it with him and he is in favor of the dock. Commissioner Massey said he has received several calls from individuals needing to get out to their boats and he would like to see this project move forward. Attorney Shuler recommended the Board make a motion directing staff to seek grant funding for a floating dock at the Bloody Bluff Boat Ramp. Commissioner Jones asked if this will fall under the FWC. Mr. Pierce asked if there is a boat ramp there already. Chairman Parrish said there is a concrete boat ramp but there is no place to park your boat to go and get your truck. Mr. Pierce reported FWC would be the funding source. Commissioner Massey stated there is money available now. **On motion by Commissioner Jones, seconded by Commissioner Sanders, and by unanimous vote of the Board present, it was agreed to direct staff to seek grant funding for a floating dock at Bloody Bluff Boat Ramp.**

Attorney Shuler informed the Board he received notice from Carson & Atkins that Mr. Stephen Meck, outside counsel on labor law matters, is going to become up counsel to the firm and focus on personal interests. He said the firm will still be available to assist the county but he thinks with this retirement he will probably, unless there are concerns, be more active in the area of labor law for the Board as opposed to using Mr. Carson as much as they have in the past. Commissioner Sanders said she always thought Attorney Shuler should handle these items. Chairman Parrish stated this is the second retirement in a year. Attorney Shuler reported there have been three retirements in a short time. He said he respected the structure of the outside counsel because that is how it was when he became the County Attorney. He explained if he runs into anything he cannot handle then he will contact Mr. Carson. Chairman Parrish asked if the Board needs to make a motion. Attorney Shuler answered no, he just wanted the Board to be aware if they had any comments.

Commissioners Comments

Commissioner Jones said he is only asking this question as he is the only one that voted no originally when they talked about doing away with the contract with Tallahassee Memorial Hospital (TMH). He asked about the status of the contract and when the deadline will fall. Attorney Shuler said he believes the deadline is the middle of March. He stated he has been in contact with Mr. Mike Cooper, Weems Memorial Hospital, and Mr. Mark O'Bryant and TMH are not holding that deadline and will continue to work with the County. He reported the Board may need to extend the deadline due to the motion today, the motion to talk with TMH and the fact that Mr. Coleman has left CHC. Attorney Shuler explained they are adjusting to the changes at CHC and ongoing negotiations are progressing somewhat favorably but there are

still some questions. He said they may need to extend the deadline to work through some issues. He estimated it may take a couple of months to figure out who the players are and who the best fit is for the county.

Commissioner Lockley asked if Transfield picks up trash on the highway. Commissioner Sanders was not sure if it is Broad Spectrum or they have contracted it out. Mr. Pierce reported unless the City of Apalachicola has made an independent agreement, the County does the 2 Mile Area but beyond 2 Mile Broad Spectrum collects.

Commissioner Sanders reported she has been doing a lot of praying and thinking about things and this is an election year and she will be up for re-election. She stated she will not seek re-election again. She explained she has been here for 20 years and has been elected, reelected and unopposed 5 different times and the people have given her the opportunity and the honor to serve them but she will not seek re-election and will not be endorsing anyone for the office.

Adjourn

There being no further business to come before the Board, the meeting was adjourned at 12:07 p.m.

Joseph A. Parrish - Chairman

Attest:

Marcia M. Johnson - Clerk of Courts

Report Selection:

RUN GROUP... 020618 COMMENT... BCC DISBURSEMENTS 020618

DATA-JE-ID	DATA COMMENT

D-02062018-277	BCC DISBURSEMENTS 020618

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01			Y	S	6	066	10			

VENDOR	CHECK#	DATE	AMOUNT
CHECK ACCOUNT			
APCO, INC.	67476	02/06/18	1,495.00
ADVANCED BUSINESS SYSTEM	67477	02/06/18	115.92
-PRO	67478	02/06/18	728.47
AMERICAN EXPRESS	67479	02/06/18	300.00
AMERIS BANK	67480	02/06/18	6,333.35
ALACHICOLA ACE HARDWAR	67481	02/06/18	1,044.49
AMARK	67482	02/06/18	625.50
ARNOLD/HARRY	67483	02/06/18	2,000.00
ARTEZIA WATER	67484	02/06/18	150.25
ARONATION FORD PANAMA C	67485	02/06/18	55.92
ARCON INC	67486	02/06/18	4,355.00
ARBY MEDIA SERVICES	67487	02/06/18	2,000.00
ARROW ROAD AND BRIDGE FUND	67488	02/06/18	6,707.50
ARROW WEEMS HOSPITAL	67489	02/06/18	63,595.36
ARROW EQUIPMENT COMPANY	67490	02/06/18	1,541.44
ARROW INC	67491	02/06/18	179,720.89
ARROW CROSS BLUE SHIELD O	67492	02/06/18	410.76
ARROW BARRICADES INC	67493	02/06/18	9,424.00
ARROW GORDON JOHNSTON	67494	02/06/18	5,000.00
ARROW HEALTH PLAN	67495	02/06/18	119,773.58
ARROW HYDRAULICS	67496	02/06/18	2,676.36
ARROW TRUCK, INC.	67497	02/06/18	164.74
ARROW DAVID'S LAWN	67498	02/06/18	600.00
ARROW CAROLINA SOFTWARE	67499	02/06/18	300.00
ARROW CARRABELLE HISTORY MUSEU	67500	02/06/18	5,000.00
ARROW CARRABELLE LIGHTHOUSE	67501	02/06/18	5,000.00
ARROW ENTERPRISES INC	67502	02/06/18	10,740.60
ARROW CENTENNIAL BANK	67503	02/06/18	3,760.00
ARROW CENTURION TECHNOLOGIES	67504	02/06/18	280.00
ARROW CHARLES SORENSEN	67505	02/06/18	525.00
ARROW CHILDREN'S HOME SOCIETY	67506	02/06/18	500.00
ARROW CITY OF CARRABELLE	67507	02/06/18	885.54
ARROW MARK-MUNROE TRACTOR CO	67508	02/06/18	1,941.12
ARROW MERK OPERATIONAL ACCOUN	67509	02/06/18	216.70
ARROW MASTAL E SOLUTIONS LLC	67510	02/06/18	2,833.33
ARROW COMMUNITY HOSPITAL CONSU	67511	02/06/18	719.60
ARROW INDEPENDENT BUSINESS SERVIC	67512	02/06/18	2,670.00
ARROW WELLS FARGO LANDEN FINANCIAL	67513	02/06/18	285.47
ARROW WELLS BERRY ENGINEERS INC	67514	02/06/18	8,568.07
ARROW WELLS ENERGY	67515	02/06/18	3,930.60
ARROW WELLS ENERGY	67516	02/06/18	16,876.65
ARROW WESTPOINT WATER & SEWER	67517	02/06/18	3,889.95
ARROW WELLS LIOTT/CHARLES B	67518	02/06/18	192.83
ARROW WELLS, DBA	67519	02/06/18	2,838.00
ARROW EXECUTIVE OFFICE SUPPLY,	67520	02/06/18	323.28
ARROW WELLS DO FRIENDLY MAGAZINE	67521	02/06/18	1,500.00
ARROW WELLS FIRST CALL TRUCK PARTS I	67522	02/06/18	523.13
ARROW WELLS FLORIDA BLUE	67523	02/06/18	378.20

PAYOR	CHECK#	DATE	AMOUNT
UNK ACCOUNT			
FLORIDA MUNICIPAL INSURA	67524	02/06/18	19,428.00
FLORIDA PEST CONTROL	67525	02/06/18	2,807.00
ARGOTTEN COAST TV	67526	02/06/18	1,950.00
RIENDS OF FRANKLIN COUN	67527	02/06/18	2,000.00
NDER AUTO PARTS INC	67528	02/06/18	1,316.58
BSON INN	67529	02/06/18	405.00
LF COAST AUTO PARTS	67530	02/06/18	938.97
SERVICE	67531	02/06/18	6,985.00
RRIS BUSINESS MACHINES	67532	02/06/18	204.45
RRIS CORPORATION	67533	02/06/18	1,386.00
LLEY, INC.	67534	02/06/18	1,470.83
GRAM LIBRARY SERVICES	67535	02/06/18	674.69
TACT PARTNERS INC	67536	02/06/18	812.00
CKSON-COOK	67537	02/06/18	389.53
SON WHITE CONSTRUCTION	67538	02/06/18	9,500.00
HNSON/MARCIA M.	67539	02/06/18	23,089.50
NES/RICKY	67540	02/06/18	130.92
C SYSTEMS	67541	02/06/18	850.00
MBALL MIDWEST	67542	02/06/18	675.05
NG'S PLUMBING, INC	67543	02/06/18	350.00
NICA MINOLTA BUSINESS	67544	02/06/18	2.47
BOR LAW CENTER INC	67545	02/06/18	299.50
NE/JEAN	67546	02/06/18	322.95
CKLEY JR/NOAH	67547	02/06/18	151.89
SSEY/WILLIAM H	67548	02/06/18	93.92
TTS SMALL ENGINE REPAI	67549	02/06/18	242.59
EZE PLUMBING SERVICES A	67550	02/06/18	232.00
ECE TIRE & AUTO SERVIC	67551	02/06/18	670.00
FICE DEPOT	67552	02/06/18	988.55
FICE OF THE STATE ATTO	67553	02/06/18	37.79
CAR WALLACE MEDLEY JR	67554	02/06/18	40.00
ENDINE CONSTRUCTION SV	67555	02/06/18	13,249.10
NAMA ALTERNATOR	67556	02/06/18	173.50
TNEY BOWES	67557	02/06/18	8.90
ANTATION PROPANE	67558	02/06/18	814.78
EMIUM LINEN SERVICE LL	67559	02/06/18	149.38
ILL-#C5047164 PBL LIBR	67560	02/06/18	184.81
ILL-C6447989 P&Z ACCT	67561	02/06/18	170.87
W THOMAS CONSTRUCTION	67562	02/06/18	1,350.00
DDY ICE-ALBANY	67563	02/06/18	80.40
CHARDS/DARLENE	67564	02/06/18	900.00
CK WATSON	67565	02/06/18	48,974.72
LLEY/HEATHER	67566	02/06/18	23,265.14
NG POWER CORPORATION	67567	02/06/18	788.73
BERSON & ASSOCIATES PA	67568	02/06/18	15,000.00
NDERS/CHERYL	67569	02/06/18	190.54
ULER/THOMAS M.	67570	02/06/18	10,387.27
GN DE-SIGN	67571	02/06/18	170.00

ENDOR	CHECK#	DATE	AMOUNT
UNK ACCOUNT			
BLVER PRODUCTION	67572	02/06/18	1,300.00
ITH/AJ	67573	02/06/18	446,631.76
ANDARD INSURANCE COMPA	67574	02/06/18	6,800.28
APLES ADVANTAGE	67575	02/06/18	680.60
ONE/MELANIE R	67576	02/06/18	375.00
BURBAN PROPANE 1784	67577	02/06/18	563.16
WANNEE RIVER SUPPLY, I	67578	02/06/18	135.58
ITZER/LORI	67579	02/06/18	2,625.00
NOVIA SOLUTIONS	67580	02/06/18	319.00
E MAINTENANCE CONNECTI	67581	02/06/18	1,218.14
E TRUST FOR PUBLIC LAN	67582	02/06/18	164,135.00
ERIAQUE & SPAIN	67583	02/06/18	6,458.88
IFIRST CORPORATION	67584	02/06/18	462.78
IVERSITY OF FLA BD TRU	67585	02/06/18	4,933.00
A OIL LLC	67586	02/06/18	200.00
RIZON	67587	02/06/18	36.07
RIZON WIRELESS	67588	02/06/18	1,459.01
RD INTERNATIONAL TRUCK	67589	02/06/18	2,760.31
STE MANAGEMENT OF SPRI	67590	02/06/18	353.77
STE PRO - TALLAHASSEE	67591	02/06/18	42.65
TER MANAGEMENT SERVICE	67592	02/06/18	295.06
TTSOUND CAR AUDIO	67593	02/06/18	552.73
NSUPPLY OF EASTPOINT I	67594	02/06/18	152.53
LF CREEK LUMBER	67595	02/06/18	1,976.20
STAR COLLISION CENTRE	67596	02/06/18	2,541.40
4 - FAIRPOINT COMMUNIC	67597	02/06/18	317.90
UNK ACCOUNT			1,325,125.73

CIAL SYSTEM
56:52

Check Register

GL540R-V08

PNDOR	CHECK#	DATE	AMOUNT
S:			1,325,125.73

RECORDS PRINTED - 000430

ON

DISBURSEMENTS

UND	447,257.14
FORFEITURE	497,213.09
CO LOC SALES SURTAX	64,314.96
DEVELOPMENT FUND	35,404.63
CO PUBLIC LIBRARY	7,209.08
T TRUST FUND	9,424.00
BRIDGE	20,361.72
CONTROL	6,373.39
OD REVITALIZTN CDBG	13,249.10
911 FUND	15,212.54
UND	184,536.71
USING ASSIST TRUST	3,975.00
UTLAY	9,500.00
TIPPING FEE FUND	11,094.37
	1,325,125.73

DISBURSEMENTS

BANK ACCOUNT	1,325,125.73
	1,325,125.73

February 6, 2018
Franklin County Road Department
Detail of Work Performed and Material Hauled by District
Detail from 1/11/2018 - 1/31/2018

District 1

Work Performed:

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Weed Eat & Cut Grass around signs & Culverts, Cut grass along shoulders of road on county right of way, Litter Pickup	1/11/2018	N Bay Shore Drive
Litter Pickup	1/16/2018	Otterslide Road
Litter Pickup	1/16/2018	US HWY 98 (Eastpoint, Ricky Jones)
Flagged	1/16/2018	N Bay Shore Drive
Pot hole Repair (Fill)	1/16/2018	N Bay Shore Drive
Box drag	1/17/2018	Patton Street
Box drag	1/17/2018	Bradford Street
Box drag	1/17/2018	Brown Street
Box drag	1/17/2018	W Pine Avenue
Box drag	1/17/2018	W 4th Street
Box drag	1/17/2018	W 5th Street
Box drag	1/17/2018	W 3rd Street
Box drag	1/17/2018	McCloud Street
Box drag	1/17/2018	Wing Street
Box drag	1/17/2018	Bledsoe Street
Box drag	1/17/2018	Quinn Street
Box drag	1/17/2018	W Sawyer Street
Box drag	1/17/2018	Howell Street
Box drag	1/17/2018	E 1st Street
Box drag	1/17/2018	Land Street
Box drag	1/17/2018	Buck Street, St. George Island
Box drag	1/17/2018	Gibson Street
Box drag	1/17/2018	W 9th Street
Box drag	1/17/2018	Marks Street
Box drag	1/17/2018	Akel Street
Box drag	1/17/2018	W Bay Shore Drive
Box drag	1/17/2018	E 10th Street
Checked county roads for safety of traveling for public	1/17/2018	County Roads, St. George Island
Checked county roads for safety of traveling for public	1/17/2018	County Roads, St. George Island
Box drag	1/17/2018	W Bay Shore Drive
Box drag	1/17/2018	Cook Street
Box drag	1/17/2018	Porter Street
Box drag	1/17/2018	W 10th Street
Travel	1/17/2018	E 11th Street
Box drag	1/17/2018	E 11th Street
Box drag	1/17/2018	W 12th Street
Box drag	1/17/2018	E Pine Avenue
Box drag	1/17/2018	Nedley Street
Box drag	1/17/2018	E 9th Street
Box drag	1/17/2018	E 8th Street
Box drag	1/17/2018	Baine Street
Box drag	1/17/2018	E 5th Street
Box drag	1/17/2018	E 4th Street

District 1**Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Box drag	1/17/2018	W 8th Street
Box drag	1/17/2018	Gunn Street
Box drag	1/17/2018	W Pine Avenue
Box drag	1/17/2018	Brinkley Street
Box drag	1/17/2018	Randolph Street
Litter Pickup	1/22/2018	Twin Lakes Road
Sign Maintenance	1/22/2018	Eastpoint Library
Sign Maintenance	1/22/2018	C. A. Gillespie
Sign Maintenance	1/22/2018	N Bay Shore Drive
Litter Pickup	1/22/2018	Otterslide Road
Litter Pickup	1/22/2018	Daisey Drive
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/24/2018	Bull Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/24/2018	Segree Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/24/2018	Shuler Avenue
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/24/2018	Barber Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/25/2018	Washington Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/25/2018	Tallahassee Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/25/2018	Gilbert Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/25/2018	Adams Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/25/2018	Jefferson Street
Litter Pickup	1/29/2018	Bay View Drive
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/29/2018	Old Ferry Dock Road
Litter Pickup	1/29/2018	Otterslide Road
Litter Pickup	1/29/2018	Patton Drive
Litter Pickup	1/29/2018	3rd Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/29/2018	Jefferson Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/29/2018	Daisey Drive
Sign Maintenance	1/30/2018	W 10th Street
Sign Maintenance	1/30/2018	W 11th Street
Sign Maintenance	1/30/2018	W Gorrie Drive
Sign Maintenance	1/30/2018	W Gulf Beach Drive
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/30/2018	Boatwright Drive
Sign Maintenance	1/30/2018	W Sawyer Street
Sign Maintenance	1/30/2018	W 8th Street
Sign Maintenance	1/30/2018	Palm Street
Cut bushes back	1/30/2018	W Bay Shore Drive
Sign Maintenance	1/30/2018	W 7th Street
Sign Maintenance	1/30/2018	Begonia Street
Road Repair	1/30/2018	W 11th Street
Road Repair	1/30/2018	Daisey Drive
Litter Pickup	1/30/2018	Avenue A

District 1**Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Litter Pickup	1/30/2018	3rd Street
Litter Pickup	1/30/2018	2nd Street
Litter Pickup	1/30/2018	Begonia Street
Sign Maintenance	1/30/2018	Carroll Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/30/2018	1st Street
Sign Maintenance	1/30/2018	Apple Way
Road Repair	1/30/2018	W 10th Street
Cut bushes back	1/30/2018	E Sawyer Street
Sign Maintenance	1/30/2018	C. A. Gillespie
Sign Maintenance	1/30/2018	Dunlap Road
Sign Maintenance	1/30/2018	N Franklin Street
Sign Maintenance	1/30/2018	W 7th Street
Litter Pickup	1/30/2018	School Road
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/31/2018	3rd Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/31/2018	2nd Street
Box drag	1/31/2018	Cook Street
Box drag	1/31/2018	Quinn Street
Box drag	1/31/2018	McCloud Street
Box drag	1/31/2018	Bledsoe Street
Box drag	1/31/2018	Wing Street
Box drag	1/31/2018	Howell Street
Box drag	1/31/2018	Patton Street
Box drag	1/31/2018	Buck Street, St. George Island
Box drag	1/31/2018	Land Street
Box drag	1/31/2018	W Pine Avenue
Box drag	1/31/2018	W Bay Shore Drive
Box drag	1/31/2018	W 12th Street
Box drag	1/31/2018	Marks Street
Road Repair, Pot hole Repair (Fill)	1/31/2018	Shuler Avenue
Box drag	1/31/2018	Porter Street
Box drag	1/31/2018	Bradford Street
Box drag	1/31/2018	W Sawyer Street
Box drag	1/31/2018	Nedley Street
Box drag	1/31/2018	W 10th Street
Box drag	1/31/2018	W 9th Street
Box drag	1/31/2018	W 8th Street
Box drag	1/31/2018	W 6th Street
Box drag	1/31/2018	W 5th Street
Box drag	1/31/2018	W 4th Street
Box drag	1/31/2018	W 3rd Street
Box drag	1/31/2018	Akel Street
Box drag	1/31/2018	Brown Street

0

Material HAUL From:

<u>Material HAUL From:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Litter	1/11/2018	N Bay Shore Drive	1	0
Litter	1/29/2018	3rd Street	1	0

District 1**Material HAUL From:**

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Litter	1/29/2018	Otterslide Road	1	0
Litter	1/29/2018	Patton Drive	1	0
Litter	1/29/2018	3rd Street	1	0
Litter	1/29/2018	Otterslide Road	1	0
Litter	1/29/2018	Patton Drive	1	0

Litter		TOTAL	7	0
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Material HAUL To:

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Black Dirt	1/16/2018	N Bay Shore Drive	18	0
Black Dirt	1/16/2018	N Bay Shore Drive	9	0

Black Dirt		TOTAL	27	0
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Milled Asphalt	1/30/2018	W 11th Street	1	0
Milled Asphalt	1/30/2018	Daisey Drive	1	0
Milled Asphalt	1/30/2018	W 10th Street	1	0
Milled Asphalt	1/31/2018	Shuler Avenue	0.200000003	0

Milled Asphalt		TOTAL	3.200000003	0
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Sand	1/31/2018	Gibson Street	18	0
Sand	1/31/2018	Gunn Street	18	0

Sand		TOTAL	36	0
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District 2**Work Performed:**

	<u>Date</u>	<u>Road</u>
Culvert installation	1/11/2018	Hinton Street
Culvert installation	1/11/2018	Hinton Street
Litter Pickup	1/11/2018	Lake Morality Road
Litter Pickup	1/11/2018	CR67
Litter Pickup	1/16/2018	CR67
Litter Pickup	1/16/2018	Lake Morality Road
Graded Road(s)	1/17/2018	Jeff Sanders Road
Checked county roads for safety of traveling for public	1/17/2018	Jeff Sanders Road
Litter Pickup	1/17/2018	CR67
Litter Pickup	1/17/2018	CR67
Litter Pickup	1/18/2018	CR67
Flagged, Removed Broken Asphalt from Beach	1/22/2018	Alligator Drive
Removed Broken Asphalt from Beach	1/22/2018	Alligator Drive
Removed Broken Asphalt from Beach	1/22/2018	Alligator Drive
Litter Pickup	1/22/2018	Lake Morality Road
Litter Pickup	1/22/2018	CR67
Litter Pickup	1/25/2018	Florida Avenue
Litter Pickup	1/25/2018	Hinton Street
Litter Pickup	1/25/2018	Elder Street
Litter Pickup	1/25/2018	Oleader Terrace
Litter Pickup	1/25/2018	Palmetto Street
Litter Pickup	1/25/2018	Heffernan Drive
Litter Pickup	1/25/2018	Oak Street
Litter Pickup	1/25/2018	Lake Morality Road
Litter Pickup	1/25/2018	CR67
Litter Pickup	1/25/2018	Putnal Street
Litter Pickup	1/25/2018	Franklin Street

District 2**Work Performed:**

	<u>Date</u>	<u>Road</u>
Litter Pickup	1/29/2018	CR67
Litter Pickup	1/29/2018	Lake Morality Road
Shoulder Work, Pot hole Repair (Fill)	1/29/2018	Jeff Sanders Road
Shoulder Work, Pot hole Repair (Fill)	1/29/2018	CR67
Flagged	1/29/2018	CR67
Flagged	1/29/2018	CR67
Checked county roads for safety of traveling for public	1/29/2018	Duvall Road
Checked county roads for safety of traveling for public	1/29/2018	Crooked River Road
Swept, Removed Sand from the road	1/30/2018	Collins Avenue
Pot hole Repair (Fill)	1/30/2018	Lake Morality Road
Pot hole Repair (Fill)	1/30/2018	Carlton Millender Road
Pot hole Repair (Fill)	1/30/2018	Baywood Drive
Swept, Removed Sand from the road	1/30/2018	Oak Street
Pot hole Repair (Fill)	1/30/2018	Rio Vista Drive
Graded Road(s)	1/31/2018	West Drive
Shoulder Work, Pot hole Repair (Fill)	1/31/2018	Miller Street
Graded Road(s)	1/31/2018	Jeff Sanders Road

0

Material HAUL From:

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Broken Asphalt	1/22/2018	Alligator Drive	18	0
Broken Asphalt	1/22/2018	Alligator Drive	18	0
Broken Asphalt	1/22/2018	Alligator Drive	18	0

Broken Asphalt**TOTAL****54****0**

Litter	1/16/2018	CR67	3	0
Litter	1/18/2018	CR67	3	0
Litter	1/22/2018	CR67	3	0
Litter	1/22/2018	Lake Morality Road	2	0
Litter	1/25/2018	Franklin Street	0.100000001	0
Litter	1/25/2018	Oleader Terrace	0.100000001	0
Litter	1/25/2018	Florida Avenue	0.100000001	0
Litter	1/25/2018	Hinton Street	0.100000001	0
Litter	1/25/2018	Putnal Street	0.100000001	0
Litter	1/25/2018	Heffernan Drive	0.100000001	0
Litter	1/25/2018	CR67	0.100000001	0
Litter	1/25/2018	Lake Morality Road	0.100000001	0
Litter	1/25/2018	Elder Street	0.100000001	0
Litter	1/25/2018	Oak Street	0.100000001	0

Litter**TOTAL****12.00000001****0****Material HAUL To:**

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Black Dirt	1/11/2018	Hinton Street	36	0

Black Dirt**TOTAL****36****0**

Dirty 89 Lime Rock	1/11/2018	Hinton Street	18	0
Dirty 89 Lime Rock	1/25/2018	Carrabelle City Hall	18	0
Dirty 89 Lime Rock	1/29/2018	CR67	9	0
Dirty 89 Lime Rock	1/31/2018	Jeff Sanders Road	36	0
Dirty 89 Lime Rock	1/31/2018	Jeff Sanders Road	36	0

District 2**Material HAUL To:**

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Dirty 89 Lime Rock		TOTAL	117	0
Milled Asphalt	1/30/2018	Baywood Drive	0.100000001	0
Milled Asphalt	1/30/2018	Carlton Millender Road	0.100000001	0
Milled Asphalt	1/30/2018	Lake Morality Road	0.100000001	0
Milled Asphalt	1/30/2018	Rio Vista Drive	0.100000001	0
Milled Asphalt	1/31/2018	Miller Street	3	0

Milled Asphalt

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Milled Asphalt		TOTAL	3.400000006	0
Sand	1/22/2018	Alligator Drive	18	0
Sand	1/22/2018	Stock Pile, CR 370 - Alligator Drive - Alligator	18	0

Sand

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Sand		TOTAL	36	0

District 3**Work Performed:**

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Checked county roads for safety of traveling for public	1/18/2018	County Roads Apalachicola, Noah Lockley		
Checked county roads for safety of traveling for public	1/18/2018	County Roads Apalachicola, Noah Lockley		
Checked county roads for safety of traveling for public	1/18/2018	County Roads Apalachicola, Noah Lockley		
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/23/2018	Deer Patch Road		
			0	

Material HAUL To:

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Black Dirt		TOTAL	18	0
Black Dirt	1/11/2018	Timberwood Court	18	0

District 4**Work Performed:**

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Driveway repair	1/11/2018	Squire Road		
Cut grass along shoulders of road on county right of way	1/11/2018	Apalachicola Air Port		
Litter Pickup	1/11/2018	Squire Road		
Litter Pickup	1/11/2018	Bluff Road		
Litter Pickup	1/11/2018	Pal Rivers Road		
Litter Pickup	1/11/2018	Brownsville Road		
Litter Pickup	1/11/2018	26th Avenue		
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/11/2018	Bluff Road		
Litter Pickup	1/16/2018	Highland Park Road		
Litter Pickup	1/16/2018	Gibson Road		
Litter Pickup	1/16/2018	2nd St		
Litter Pickup	1/16/2018	26th Avenue		
Litter Pickup	1/16/2018	Cypress Street		
Litter Pickup	1/16/2018	Tilton Road		
Litter Pickup	1/16/2018	Moses Road		
Litter Pickup	1/16/2018	CR30A		
Litter Pickup	1/16/2018	10 Mile		
Litter Pickup	1/16/2018	Connector Road		
Litter Pickup	1/16/2018	Pal Rivers Road		
Litter Pickup	1/16/2018	Pinewood Street		
Checked county roads for safety of traveling for public	1/18/2018	County Roads, Apalachicola Smokey Parrish		
Checked county roads for safety of traveling for public	1/18/2018	County Roads, Apalachicola Smokey Parrish		
Checked county roads for safety of traveling for public	1/18/2018	County Roads, Apalachicola Smokey Parrish		

District 4**Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Litter Pickup	1/22/2018	Brownsville Road
Litter Pickup	1/22/2018	Rosemont Street
Litter Pickup	1/22/2018	Connector Road
Litter Pickup	1/22/2018	Pinewood Street
Litter Pickup	1/22/2018	26th Avenue
Cut grass along shoulders of road on county right of way	1/22/2018	Apalachicola Air Port
Litter Pickup	1/22/2018	Highland Park Road
Litter Pickup	1/22/2018	Bluff Road
Litter Pickup	1/22/2018	Pal Rivers Road
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/23/2018	Highland Park Road
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/23/2018	Melanie Lane
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/23/2018	Bluff Road
Litter Pickup	1/25/2018	Apalachee Street
Litter Pickup	1/29/2018	Oak Drive
Litter Pickup	1/29/2018	Kevin Road
Litter Pickup	1/29/2018	26th Avenue
Litter Pickup	1/29/2018	Brownsville Road
Litter Pickup	1/29/2018	Jakie Whitehurst Street
Litter Pickup	1/29/2018	Pine Drive
Litter Pickup	1/29/2018	Oyster Road
Litter Pickup	1/29/2018	Pine Log Road
Road Repair, Pot hole Repair (Fill)	1/31/2018	Highland Park Road
Cut bushes back, Cut Trees down and removed, Trim Trees	1/31/2018	Highland Park Road
Cut Trees down and removed	1/31/2018	Highland Park Road
Road Repair, Pot hole Repair (Fill)	1/31/2018	Linden Road
Road Repair, Pot hole Repair (Fill)	1/31/2018	Gibson Road

0

Material HAUL From:

<u>Material HAUL From:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Litter	1/16/2018	9 mile	1	0
Litter	1/16/2018	10 Mile	1	0
Litter	1/16/2018	Tilton Road	1	0
Litter	1/16/2018	CR30A	1	0
Litter	1/16/2018	Moses Road	1	0
Litter	1/25/2018	Apalachee Street	0.100000001	0
Litter	1/29/2018	Kevin Road	1	0
Litter	1/29/2018	Oyster Road	1	0
Litter	1/29/2018	Pine Drive	1	0
Litter	1/29/2018	Brownsville Road	1	0
Litter	1/29/2018	26th Avenue	1	0
Litter	1/29/2018	Pine Log Road	1	0
Litter	1/29/2018	Bayview Drive	1	0
Litter	1/29/2018	Jakie Whitehurst Street	1	0
Litter	1/29/2018	Oak Drive	1	0

Litter **TOTAL** **14.10000000** **0**

Trees	1/31/2018	Highland Park Road	45	0
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District 4

Material HAUL From:	Date	Road	Cubic Yards	Tons
Trees		TOTAL	45	0
Material HAUL To:	Date	Road	Cubic Yards	Tons
Milled Asphalt	1/31/2018	Gibson Road	0.200000003	0
Milled Asphalt	1/31/2018	Linden Road	0.200000003	0
Milled Asphalt	1/31/2018	Highland Park Road	0.200000003	0
Milled Asphalt		TOTAL	0.600000009	0

District 5

Work Performed:	Date	Road
Driveway repair	1/11/2018	CC Land
Culvert installation	1/11/2018	Longwood Court
Culvert installation	1/11/2018	Longwood Court
Road Repair	1/11/2018	Avenue K N
Driveway repair	1/11/2018	CC Land
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/11/2018	Waddell Road
Road Repair	1/11/2018	5th Street E
Pot hole Repair (Fill)	1/16/2018	Plum Street
Litter Pickup	1/16/2018	US HWY 98 (Eastpoint, William Massey)
Flagged	1/16/2018	Wilderness Road
Flagged	1/16/2018	E Bay Drive
Flagged	1/16/2018	Ridge Road
Driveway repair, Rake, Leveled ground	1/16/2018	Wilderness Road
Litter Pickup	1/16/2018	4th Street
Pot hole Repair (Fill)	1/16/2018	E Bay Drive
Pot hole Repair (Fill)	1/16/2018	Ridge Road
Culvert installation	1/16/2018	Wilderness Road
Checked county roads for safety of traveling for public	1/17/2018	Mill Road
Box drag	1/17/2018	E Bay Drive
Sign Maintenance	1/17/2018	Herndon Road
Checked county roads for safety of traveling for public	1/17/2018	Brick Yard Road
Checked county roads for safety of traveling for public	1/17/2018	Bloody Bluff Road
Sign Maintenance	1/18/2018	Lighthouse Road
Sign Maintenance	1/18/2018	Lighthouse Road
Graded Road(s)	1/18/2018	Lighthouse Road
Litter Pickup	1/22/2018	CC Land
Litter Pickup	1/22/2018	4th Street
Sign Maintenance	1/22/2018	Herndon Road
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/23/2018	Waddell Road
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/24/2018	State Street
Culvert repair	1/25/2018	CC Land
Build new road, Cut bushes back	1/29/2018	10th Street E
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/29/2018	4th Street
Culvert repair	1/29/2018	CC Land
Build new road	1/29/2018	10th Street E
Driveway repair	1/30/2018	Varnes Street
Build new road	1/30/2018	10th Street E

District 5**Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Litter Pickup	1/30/2018	Lucius Crum Road
Build new road	1/30/2018	10th Street E
Road Repair	1/30/2018	Power Line Drive
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/30/2018	Odom Road
Sign Maintenance	1/30/2018	Smith Street
Build new road	1/30/2018	10th Street E
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/31/2018	5th Street
Road Repair, Pot hole Repair (Fill)	1/31/2018	Bear Creek Rd
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/31/2018	CC Land
Shoulder Work, Pot hole Repair (Fill)	1/31/2018	Timber Island Road
Box drag	1/31/2018	Bruce Avenue
Graded Road(s)	1/31/2018	I Avenue NE
Road Repair, Pot hole Repair (Fill)	1/31/2018	State Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/31/2018	9th Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/31/2018	6th Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/31/2018	10th Street
Graded Road(s)	1/31/2018	5th Street E
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/31/2018	7th Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	1/31/2018	8th Street

0

Material HAUL From:

<u>Material HAUL From:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Debris	1/11/2018	Avenue K N	4	0

Debris **TOTAL****4** **0**

Litter 1/25/2018 Palmetto Drive

0.100000001 0

Litter **TOTAL****0.100000001** **0****Material HAUL To:**

<u>Material HAUL To:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Black Dirt	1/16/2018	Plum Street	18	0
Black Dirt	1/16/2018	Wilderness Road	18	0
Black Dirt	1/16/2018	Wilderness Road	18	0
Black Dirt	1/16/2018	E Bay Drive	9	0
Black Dirt	1/25/2018	CC Land	4	0

Black Dirt **TOTAL****67** **0**

Dirty 89 Lime Rock	1/11/2018	Longwood Court	18	0
Dirty 89 Lime Rock	1/11/2018	CC Land	9	0
Dirty 89 Lime Rock	1/16/2018	Wilderness Road	18	0
Dirty 89 Lime Rock	1/18/2018	Lighthouse Road	36	0
Dirty 89 Lime Rock	1/18/2018	Island Drive	18	0
Dirty 89 Lime Rock	1/18/2018	Island Drive	36	0
Dirty 89 Lime Rock	1/25/2018	CC Land	5	0
Dirty 89 Lime Rock	1/30/2018	10th Street E	108	0
Dirty 89 Lime Rock	1/30/2018	10th Street E	108	0
Dirty 89 Lime Rock	1/30/2018	Varnes Street	9	0

District 5**Material HAUL To:**

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Dirty 89 Lime Rock	1/30/2018	10th Street E	90	0
Dirty 89 Lime Rock	1/31/2018	Timber Island Road	3	0
Dirty 89 Lime Rock		TOTAL	458	0
Milled Asphalt	1/30/2018	Power Line Drive	1	0
Milled Asphalt	1/31/2018	Bear Creek Rd	0.200000003	0
Milled Asphalt	1/31/2018	State Street	0.200000003	0
Milled Asphalt		TOTAL	1.400000006	0
Rip Rap	1/25/2018	CC Land	7	0
Rip Rap	1/29/2018	CC Land	7	0
Rip Rap		TOTAL	14	0
Sand	1/18/2018	Island Drive	18	0
Sand		TOTAL	18	0



FRANKLIN COUNTY DEPARTMENT OF

Solid Waste & Recycling ❖ Animal Control ❖ Parks & Recreation
210 State Road 65
Eastpoint, Florida 32328
Tel.: 850-670-8167
Fax: 850-670-5716
Email: fcswd@fairpoint.net

DIRECTOR'S REPORT

FOR: The Franklin County Board of County Commissioners

DATE: February 6, 2018

TIME: 9:00 A.M.

SUBJECT(S):

ANIMAL CONTROL POSITION:

FOR BOARD ACTION: Animal Control Officer William Key will be retiring on March 1st, leaving a vacant position to be filled. I am requesting the Board to allow me to advertise consecutively in house and publicly to fill this position.

BOARD ACTION REQUESTED: Motion allowing me to advertise and fill the Animal Control position by advertising consecutively in house and publicly.

EMPLOYEE DURL "BUDDY" CHAMBERS: Employee Durl "Buddy" Chambers transferred from Parks & Recreation permanent part time to full time Solid Waste Equipment Operator on November 6, 2017. Policy states an employee must possess a valid Florida Commercial Class A or B driver's license and it shall be obtained within 90 days of hiring. Mr. Chambers has been unable to obtain CDL's within the 90 days, but has asked to be transferred back to permanent part time in the Parks & Recreation's Department.

BOARD ACTION REQUESTED: Motion to move Durl "Buddy" Chambers back to permanent part time for Parks & Recreation or terminate his employment with Solid Waste Department as required by County policy, in addition a motion to hire in house to replace the available Equipment Operator position.

SERVICES CONTRACT FOR HOUSEHOLD SOLID WASTE: Richard's Freight has submitted a contract to haul household solid waste from the Franklin County Central Landfill to Waste Management Springhill Landfill at the rate of \$385.00 per load with a 0.05 cent fuel increase above \$2.79 per gallon. Currently it is being hauled by Aggregate Transportation LLC. For \$397.80 per load with a .09 cent fuel increase above \$2.75 per gallon.

BOARD REQUESTED ACTION: Motion to accept the proposed contract from Richard's Freight or remain with Aggregate Transportation.

Right-of-Way Debris Pickup/Recycle Material Hauled January 11th – January 31st
FOR BOARD INFORMATION:

January 11th – January 31st
RIGHT-OF-WAY DEBRIS PICKUP

Apalachicola	Eastpoint	St George Island	Carrabelle	Lanark	Alligator Point
46.26 TONS	20.89 TONS	34.70 TONS	25.04 TONS	18.82 TONS	26.70 TONS

RECYCLE MATERIAL HAULED

	Apalachicola	Eastpoint	St George Island	Carrabelle	Lanark	Alligator Point	St James
Cardboard	11.09 TONS	9.22 TONS	5.62 TONS	3.73 TONS	-0- TONS	-0- TONS	1.29 TONS
Plastic, Paper, Glass, Aluminum	8.33 TONS	3.34 TONS	9.57 TONS	5.22 TONS	-0- TONS	-0- TONS	2.16 TONS

REQUESTED ACTION: None

To Whom it may Concern: 1-29-18

I've talked with my boss Fonda Davis about me returning to Parks/Recreation. I realize it's only part time, but I'm now raising my granddaughter and can't afford to be without employment.

I like where I'm at now, but I don't feel like I can pass the CDL Test, because I have really bad test anxiety.

I've been employed with the County for 2 yrs as of March 2018, and would like to continue working.

Thank You
Buddy Chambers



28 Airport Road
Apalachicola, Florida 32320
(850) 653-8977, Fax (850) 653-3643
Em3frank@gtcom.net

Report to Board of County Commissioners

Date: February 6, 2018

Action Items:

NONE

Information Items:

1. Franklin County EOC Staff continue to promote our Re-Entry Tag program and encourage all residents to apply for their Re-Entry Tag.
2. EOC Staff is updating our Special Needs Database to verify current information of our Special Needs Residents.
3. EOC Staff continue to promote the Alert Franklin System and encourage residents to sign up to receive updates and information from Emergency Management.
4. EOC Staff is attending FEPA 2018 Annual Meeting & Training from 02/04/18 – 02/09/18.
5. EOC has advertised for RFQ's for the Hurricane Loss Mitigation Program Grant.

Pamela Brownell

Pamela Brownell
Director

County Extension Activities January 17, 2018 – February 6, 2018

General Extension Activities:

- Extension Director attended one-day In-service training in Quincy about new website software and subscription management system to disseminate Extension information.
- End of year reporting completed for UF Plan of Work and Work Load information.
- Participated in conference call with ACF Stakeholders Executive Committee.
- Asking Board for letter supporting the application to the State Board of Trustees for a 20-year sublease of the ANERR former headquarters building in Apalachicola as the office location for the Extension staff and program operations.

Sea Grant Extension:

- Met with Bay and Gulf County Sea Grant Faculty to plan joint Master Naturalist course.
- Extension Director participated in webinar regarding oyster hatchery operations.
- Participated in weekly conference call to coordinate Sea turtle lighting project work.
- Provided an article for the Extension Panhandle Outdoors E-Newsletter.
- Office Manager worked with Sea Grant staff in Gainesville to add UF oyster restoration work project information to the Franklin County Extension website.

4-H Youth Development:

- Tropicana Public Speaking contest classroom and school competitions took place ahead of the planned County competition that will be March 15.
- Registered youth to participate in the 4-H Day at the Capitol that is scheduled for February 22.

Family Consumer Sciences:

- New Family Nutrition Program Assistant continues scheduled classroom programs in local schools.

University of Florida's Institute of Food and Agricultural Sciences

Franklin County Educational Team

Erik Lovestrand, County Extension Director/Sea Grant Regional Specialized Agent

Michelle Huber, Office Manager/Program Assistant, Franklin County

Kayle Mears, Family Nutrition Program Assistant

Samantha Kennedy, Wakulla County Family and Consumer Sciences

Rachel Pienta, Ph.D., Wakulla County 4-H Youth Development

Scott Jackson, Sea Grant/Agriculture/Technology, Regional Specialized Agent Bay County

Melanie G. Taylor, Gulf County 4-H/Family and Consumer Sciences

Ray Bodrey, Gulf County CED/Agriculture/Horticulture/Sea Grant

Heather Kent, 4-H Regional Specialized Agent

Les Harrison, Wakulla County CED/Agriculture/Small Farms/Horticulture

John Wells, Northwest Extension District Information Technology Expert

Pete Vergot III, Ph.D., Northwest District Extension Director

The Foundation for The Gator Nation

An Equal Opportunity Institution

KEVIN BEGOS

Jan. 25, 2018

Commissioner Joseph “Smokey” Parrish
Franklin County Board of County Commissioners
Re: FSU Triumph Grant

Dear Commissioner Parrish,

I know how hard you and all the other commissioners have worked to protect Apalachicola Bay and the people who work in the seafood industry. So many factors beyond your control have led to the current disastrous situation.

However, as the former Director of the Franklin County Oyster & Seafood Task Force, I do respectfully suggest that the County endorsement of the FSU Marine Lab Triumph application may have been rushed. Some have said that it is a project to build an oyster spat hatchery.

It is not. It is a multi-year research project. In other words, more studies on a Bay that has been studied for decades. This is the actual FSU project summary (bold is my emphasis):

*“We propose to develop the Apalachicola Bay System Initiative (ABSI), **a research program** that addresses key questions relevant to the status and recovery of Franklin County oyster populations using the following approaches: (1) **evaluating** the role of oyster populations in the Apalachicola Bay using Earth system-life history models; (2) using **an experimental approach to investigate** the population-level attributes of oyster populations, including their distribution and abundance (current and past), genetic differences among populations, settlement patterns within the bay, and growth and survival of Apalachicola oysters relative to non-local oysters commonly used in aquaculture.”*

The FSU plan has serious flaws. Scientists already know the best salinity ranges for oysters. In plain language the core problem facing the Bay and the industry is lack of freshwater, and no amount of research will fix that.

(continued on reverse)

I'm sure that FSU has the best of intentions, but the pre-application looks as if it will provide millions of dollars of salaries to FSU scientists, and almost no direct help to the men and women of the seafood industry. The \$8.3 million FSU request could also take money away from many other potential county projects, such as the Armory renovations.

I respectfully suggest that the Commission hold a public meeting on the FSU grant, and seek more details on whether this research project would help local people, or oyster populations. And though I am a strong believer in scientific research, I must ask: what have the tens of millions of dollars of previous studies on the Bay really accomplished?

If the industry or the County Commission want to embrace oyster aquaculture that may be a realistic option, given the terrible situation of the Bay. But in that case money should be spent on helping local residents launch aquaculture businesses. It's already being done in Alligator Harbor. There is no need to pay for (and wait for) \$8.3 million of new research.

Sincerely,

Kevin Begos
Apalachicola
850 566 2374

cc: Marsha Johnson
Cheryl Sanders
Ricky Jones
William Massey
Noah Lockley Jr.

Invitation for Bid

The Franklin County Board of County Commissioners will accept sealed bids from Florida Licensed General Contractors for the Renovations to the St. George Island Restrooms, located behind the Cape St. George Lighthouse, Museum & Gift Shop at [2B East Gulf Beach Drive, St. George Island, Florida 32328](#). Bids will be accepted at [33 Market Street, Apalachicola Florida 32320](#) until 4:30 p.m. EST on Monday, 05 February, 2018, to the attention of Franklin County Board of County Commissioners, [33 Market Street, Suite 203, Apalachicola, Florida, 32320](#). Bids can be mailed or hand delivered and must be labeled on the outside of the sealed envelope "Renovations to the St. George Island Restrooms, Sealed Bids". Bids will be opened at the County Commission meeting which begins at 9:00 a.m. EST on Tuesday, 06 February, 2018, in the County Commission Meeting Room, [34 Forbes Street, Apalachicola, Florida](#).

There will be no pre-bid meeting for this project. The restrooms are open from dawn to dusk for the General Contractor to visit and make observations. The last day to ask questions about the project will be until 2:00 p.m. EST on Friday, 02 February, 2018.

Project Summary: The project will consist of the renovation to the men's and women's restrooms to make the facility ADA compliant. All toilet fixtures and toilet partitions will be replaced with new compliant fixtures. New ceramic tile will be added to the walls and floor. The sub-floor will be removed and replaced. New lighting will be added to the interior and exterior of the facility as well as an exterior shower added to the east of the facility.

Digital (PDF) bid documents are available from the office of Barnett Fronczak Barlowe & Shuler Architects (BFBS) located at [225 Adams Street](#) - First Floor, Tallahassee, Florida 32301. A bidders list will be available from the same address. Contractors, subcontractors, suppliers and all other interested parties may obtain plans and specifications by contacting Doug Shuler, Architect/Partner, at dshuler@bfbarchitects.com or [850.224.6301](tel:850.224.6301). Hard copies of the contract documents will be available at a cost of \$50.00.

The person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

The Contractor shall comply in every respect with all applicable laws, regulations, and building and construction codes of the Federal Government, the State of Florida, and Franklin County, Florida and shall obtain all such licenses and permits as shall be prescribed by law.

The Franklin County Board of County Commissioners reserves the right to reject any one or all bids, or any part of any bid, to waive any informalities in any bid, and to award a contract deemed to be in the best interest of the County. Bids may be held by the Board of County Commissioners for a period not to exceed sixty (60) days from the date of the bid opening for the purpose of reviewing the bids and investigating the qualifications of bidders, prior to awarding the contract.

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR PROPOSALS
FDOT FPID NO. 431388-2-68-01**

The Franklin County Board of County Commissioners is seeking civil engineering services relating to the construction engineering and inspection (CEI) of the sidewalk and minor drainage improvements on the CR 65 (Bayshore Drive) Sidewalk Improvements Project. The scope of this project will include the construction of a sidewalk on North and South Bayshore Drive from Island Drive to Hickory Dip in Eastpoint, FL as identified in the County's Local Agency Participation contract with the Florida Department of Transportation (FDOT). Consideration will be given to only those firms that are qualified pursuant to law and that have been prequalified by FDOT to perform the indicated types of work.

Work Types: 10.1 – Roadway Construction Engineering Inspection
Response Deadline: Monday, February 5, 2018 at 4:30 P.M. ET
Opening Date: Tuesday, February 6, 2018 at The County Commission meeting which begins at 9:00 A.M. ET.

This project is federally funded with assistance from the FDOT and the Federal Highway Administration (FHWA). By submitting a letter of response, the Consultant certifies that they are in compliance with FDOT Procedure No. 375-030-006 (Restriction on Consultants Eligibility to Compete for Department Contracts) and that no principle is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

Information regarding the proposal and the complete Request For Proposals package can be obtained from Mark Curenton, County Planner, 850-653-9783 x-160 or markc@franklincountyflorida.com. In order to ensure a fair, competitive, and open process, once a project is advertised for Letters of Qualifications, all communications between interested firms and the County must be directed to Mark Curenton, County Planner, 850653-9783 x-160 or markc@franklincountyflorida.com.

If interested, qualified consultants are required to submit the original and two (2) copies of the letter of response to the Franklin County Clerk's Office, 33 Market Street, Suite 203, Apalachicola, FL 32320 by the response deadline.

Please indicate on the envelope that this is a sealed proposal for the **"RFQ #431388-2-68-01; CR 65 Bayshore Drive Sidewalk Project CEI Services"**.

**DERELICT VESSEL REMOVAL 2018
FRANKLIN COUNTY, FLORIDA**

NOTICE TO RECEIVE SEALED BIDS

The Franklin County Board of County Commissioners will receive sealed bids from any qualified person, company or corporation interested in removing derelict vessels in Franklin County.

More information and the bid documents can be obtained from Mark Curenton, County Planner, 34 Forbes Street, Suite 1, Apalachicola, Florida 32320, phone (850) 653-9783 x-160 or markc@franklincountyflorida.com.

Bids will be received until 4:30 p.m. Eastern time, on Monday, February 5, 2018, at the Franklin County Clerk's Office, Franklin County Courthouse, 33 Market Street, Suite 203, Apalachicola, Florida 32320-2317, and will be opened and read aloud on Tuesday, February 6, 2016 at the County Commission meeting which begins at 9:00 a.m. at 34 Forbes Street, Apalachicola, Florida. The bid should be in a sealed envelope clearly marked "DERELICT VESSEL REMOVAL – SEALED BID".

The Board of County Commissioners reserves the right to waive informalities in any bid, to accept and/or reject any or all bids, and to accept the bid that in their judgment will be in the best interest of Franklin County. All bidders shall comply with all applicable Federal, State and local laws.

NOTICE OF LAND USE CHANGE

The Franklin County Board of County Commissioners proposes to adopt the following by ordinance: An Ordinance changing the Land Use Change to the following parcel of land in Franklin County:

A 2.00 acre parcel lying in Section 13, Township 7 South, Range 5 West, Carrabelle, Franklin County, Florida, as shown on the attached map, be changed from Industrial to Residential.

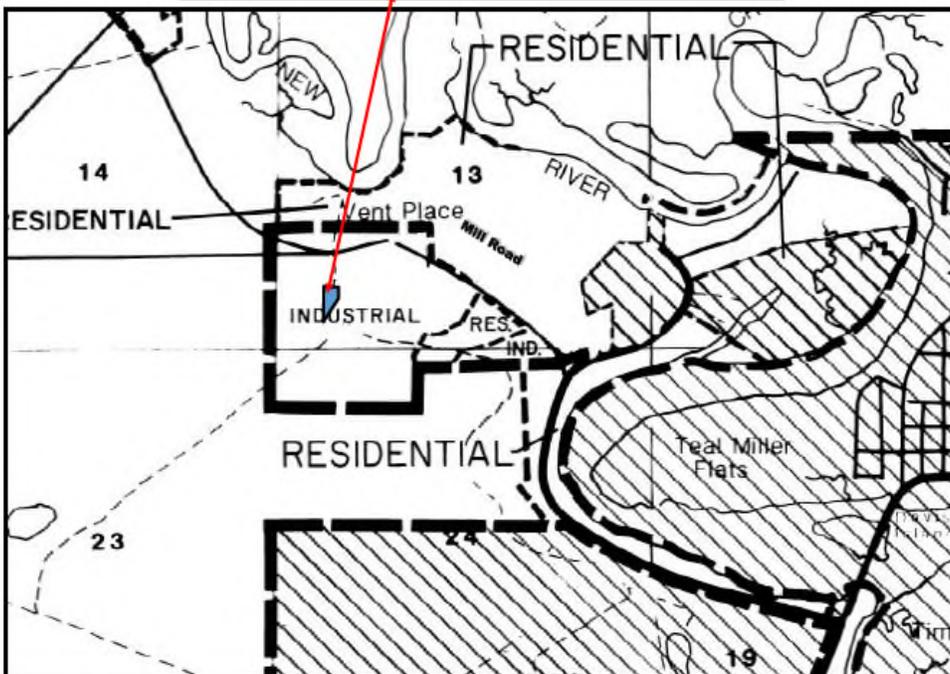
A public hearing on the proposed changes to the Land Use Map series will be held on Tuesday, February 6, 2018 at 10:00 a.m., in Courthouse Annex Board Room, 34 Forbes Street, Apalachicola, Florida. More information can be obtained and the proposed change may be inspected at the Franklin County Planning Department, 34 Forbes Street, Suite 1, Apalachicola, Florida 32320. Contact Amy Ham-Kelly at: 850-653-9783, Ext. 167.

Persons wishing to comment may do so in person at the public hearing or in writing to the Franklin County Board of County Commissioners, 33 Market Street, Suite 203, Apalachicola, Florida 32320. Transactions of this public hearing will not be recorded. Persons who wish to appeal any action resulting from this public hearing should make the necessary arrangements to assure that a verbatim record is made, including testimony and evidence, if any, upon which the appeal is to be based.

PUBLISH DATES: Thursday, January 25, 2018
Thursday, February 1, 2018

CABO SELECT PROPERTIES LAND USE MAP

LANDUSE CHANGE REQUEST FROM INDUSTRIAL TO RESIDENTIAL OF A 2.00 ACRE PARCEL LYING IN SECTION 13 TOWNSHIP 7 SOUTH RANGE 5 WEST, CARRABELLE, FRANKLIN COUNTY, FLORIDA . REQUESTED BY CABO SELECT PROPERTIES.



NOTICE OF ZONING CHANGE

The Franklin County Board of County Commissioners proposes to adopt the following by ordinance:
An Ordinance changing the Zoning to the following parcel of land in Franklin County:

A 2.00 acre parcel lying in Section 13, Township 7 South, Range 5 West, Carrabelle, Franklin County, Florida, as shown on the attached map, be changed from I-1 Industrial to R-2 Single Family Mobile Home.

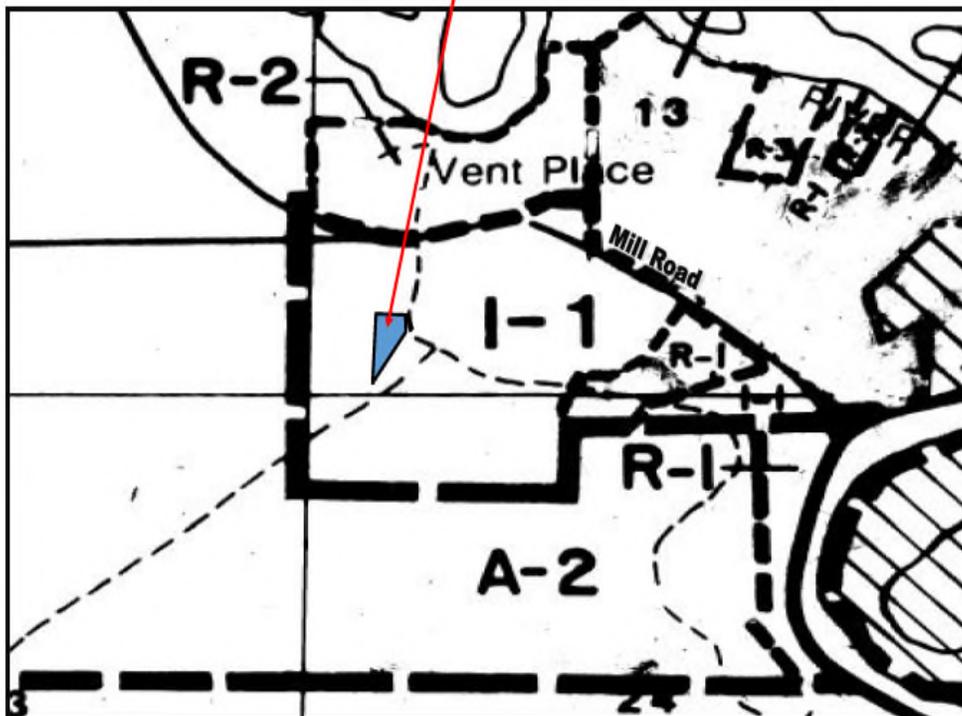
A public hearing on the proposed changes to the Zoning Map series will be held on Tuesday, February 6, 2018 at 10:00 a.m., in Courthouse Annex Board Room, 34 Forbes Street, Apalachicola, Florida. More information can be obtained and the proposed change may be inspected at the Franklin County Planning Department, 34 Forbes Street, Suite 1, Apalachicola, Florida 32320. Contact Amy Ham-Kelly at: 850-653-9783, Ext. 167.

Persons wishing to comment may do so in person at the public hearing or in writing to the Franklin County Board of County Commissioners, 33 Market Street, Suite 203, Apalachicola, Florida 32320. Transactions of this public hearing will not be recorded. Persons who wish to appeal any action resulting from this public hearing should make the necessary arrangements to assure that a verbatim record is made, including testimony and evidence, if any, upon which the appeal is to be based.

PUBLISH DATES: Thursday, January 25, 2018
Thursday, February 1, 2018

CABO SELECT PROPERTIES RE-ZONING MAP

RE-ZONING REQUEST FROM I-1 INDUSTRIAL TO R-2 SINGLE FAMILY RESIDENTIAL MOBILE HOME ON A 2.00 ACRE PARCEL OF LAND LYING IN SECTION 13 TOWNSHIP 7 SOUTH RANGE 5 WEST, CARRABELLE, FRANKLIN COUNTY, FLORIDA. REQUESTED SUBMITTED BY CABO SELECT PROPERTIES,, APPLICANT.



RESTORE Coordinator Report
February 6, 2018

1- Provide Board with building permit review of the last 3 years. I thought it would be beneficial for the Board and the public to know the status of building in the county. In general the county building industry is slowly, but steadily, recovering from the housing collapse. In 2004 through 2006, housing starts reached a peak of about 175 new homes being built each year. With the collapse of the housing market nationwide, housing starts fell dramatically here as well. At the bottom, in 2009, the county issued only 19 permits for new houses. In 2015, the county issued 42 house permits; 2016 it was 55 houses; and then in 2017, 58 new houses were started. In 2017 the county stopped issuing permits in the cities of Carrabelle and Apalachicola, so the total number of new homes built in the county, including the cities, was probably more like 65.

If the estimated value of a new house across the county is \$300,000, and using 65 housing starts as a number, the housing industry in the county added almost \$20M worth of value to the tax base last year.

2- Provide Board with copy of county draft grants manual submitted to the US Treasury in response to the Sept. 26, 2017 Treasury Compliance Review. It could easily be months before we get a response from Treasury on the draft manual, but when we do, and if it is positive, then the county will need to adopt the manual so that we are in compliance with federal RESTORE regulations.

3- Board update on status of relocation of Gulf Shore Blvd. FEMA completed the Environmental Assessment (EA) of Gulf Shore Blvd in August, 2017, which authorized the relocation of the road. The Project Worksheet (PW 591) with the authorizing funds was going to expire in Dec. 2017. (It was originally issued on June 25, 2013.) I knew we could not get the project completed before December so I asked for a time extension until July 31, 2018. The extension was granted in January, 2018. I had been expecting that FEMA would issue a new PW authorizing the relocation after the completion of the EA in August, 2017, but that appears not to be the case.

After reviewing the existing PW 591, and after discussion with FEMA personnel on a conference call last week, I am now satisfied that FEMA is not going to issue a new PW based upon the EA, and that the county needs to utilize the existing PW to complete the relocation. There is \$420K in PW #591. Virginia, the Road Dept secretary, and I submitted \$80K worth of reimbursements yesterday for the work the Road Dept did on clearing and building the base for the relocated road, The last engineer's estimate to complete the road was some \$300K and that did not take in account the county's efforts so there should be enough funds to be some sort of hardened surface on the relocated road.

However, the county still does not have a signed contract with Preble-Rish Dewberry to provide engineering services so the final design for Gulf Shore Blvd has not been done. (The lack of signed contract is also affecting the progress on designing and permitting the rebuilding of Alligator Drive.)

And, to clarify the Board record, the Board voted to approve a contract and Task Orders for Dewberry on Dec. 5, and it was in my Dec. 5 report that I would provide the Board with a copy of the Task Orders, but I have been unable to do so because Dewberry can't generate Task Orders without a signed contract.

I have spoken to Pam Brownell, EM Director, and she believes we have made an adequate effort to comply the FEMA Supercircular, even though she says she can not get confirmation from FEMA. She is redoing the ad for her FEMA consultant because she has time to do it, but regarding the contract for engineering services I am running out of time. I believe that if there are any issues regarding the Dewberry contract they could be resolved if FEMA every reviewed the contract. Board direction on whether it wants to proceed with the Dewberry contract based upon the knowledge that both Pam and I believe we have complied with the FEMA requirements.

4- Provide Board with update of the TRIUMPH meeting held in Apalachicola on January 29. There was an overflow crowd in the Board meeting room last Monday because the TRIUMPH Board announced it was ready to begin the review process of the some 119 pre-applications it has received. The TRIUMPH staff economist, Dr. Rick Harper, made a detailed presentation of what a high scoring application will contain (show a sustainable economic activity resulting from TRIUMPH funding), and what a low scoring application will contain (duplication of existing facilities (no new boat ramps); low level of local match, supplanting existing funds (using TRIUMPH funds instead of other funds to fix existing leaking pipes), and quality of life projects(building better parks).

A good application will also have a specific scope of work with measurable deliverables. TRIUMPH wants to know what it is getting for its money.

The result of Dr. Harper's presentation was a list of some 24 projects that did not meet eligibility requirements. None of the projects submitted for work in Franklin County was on the list, so that means all 10 of the projects submitted by the county, and the two cities, meet the minimum criteria for eligibility. Each applicant will now get a letter from TRIUMPH advising what steps the applicant should take next. The general step will be to submit a full application for the proposed project. In that full application there is a question, "Does the county commission support the project?" It is not a requirement that applicants ask the county commission for support, but the TRIUMPH Board is going to take that into consideration when the full applications are reviewed. As the Board is aware, it has not been asked to make any comments on any of the cities' applications. It is unknown when any one will make a request to the county, but the TRIUMPH staff stated they thought it would take an applicant 45 days to complete a full application, so I expect that in the next 2-3 months the Board will be hearing from applicants. The Board needs to remember that only \$15M of TRIUMPH funds is dedicated to projects in the county, and yet the current list of projects has some \$18M of funds requested (and that includes a request for \$2M for the Armory). Another \$120M of TRIUMPH funds will be distributed competitively throughout the 8 counties. We have no idea whether any of our projects will be competitive with projects outside of Franklin County.

And, the current list of applications is not the only set of applications that county may be presented with. The TRIUMPH Board will continue to accept new applications until all the funds are dedicated, so there may be future projects that are more meritorious

then what is currently in the list. As an example, the Board will be presented with its final economic study of the airport sometime in February/March, and that study may indicate the county should seek TRIUMPH funds for something at the airport.

5- RESTORE update- as the Board is aware, the county has held off developing its list of RESTORE projects. I recommend that the Board continue to hold off developing a list of RESTORE projects until we get a better idea of what is going to be funded by TRIUMPH. RESTORE projects can be environmental, economic development projects or infrastructure projects, so it may be that economic development or infrastructure projects the TRIUMPH Board does not want to fund might be something the county wants to fund through RESTORE. Specifically, if the TRIUMPH Board does not fund the Armory then the county may want to consider putting the Armory project on the RESTORE list. There is no timeline to submit projects for RESTORE, because those funds are dedicated to the county and are reserved until the county commission decides to spend them. Ultimately, in 15 years, the county will have \$23M of RESTORE funds reserved for it in the US Treasury. The TRIUMPH funds are going to be allocated much more quickly so the county might want to wait a bit to see how TRIUMPH goes before developing its RESTORE projects. I say this for the benefit of the county, but this applies to the cities as well.

FRANKLIN COUNTY

REPLY TO:
BOARD OF COUNTY COMMISSIONERS
33 MARKET STREET, SUITE 203
APALACHICOLA, FL 32320
(850) 653-8861, EXT. 100
(850) 653-4795 FAX



REPLY TO:
PLANNING & BUILDING DEPARTMENT
34 FORBES STREET, SUITE 1
APALACHICOLA, FL 32320
(850) 653-9783
(850) 653-9799 FAX

January 25, 2018

Ms. Troyling Harris
Treasury RESTORE Act Compliance
US Dept. of the Treasury
1500 Pennsylvania Avenue NW
Washington, DC 20220

Dear Ms. Harris:

I am pleased to submit the attached draft Franklin County Grants Manual and associated documents in response to Observations 3, 4, and 5 of the Sept. 26, 2017 Franklin County Florida Compliance Review Report. As the Department is aware, responses to Observation 1 and 2 were provided on Nov. 20, 2017.

The draft Grants Manual represents a combined effort between the staff of the Franklin County Board of County Commissioners, and staff of the Franklin County Clerk of the Courts Office. The Clerk's Office is a critical member of the Grants Manual implementation because the Clerk's Office is the financial custodian for all county commission funds, both in seeking financial reimbursements for grants (drawdowns), and for approving payments for work associated with all grant work products. Therefore, included in the county's response are the Clerk's Office Personnel Rules and Regulations.

The county is not charging the planning grant with any indirect costs, nor has it charged indirect costs to other grants in the past so that issue is not addressed in the response.

The county is not charging personnel costs to the planning grant so we have not provided any of the payroll documentation.

The following documents attached to the email are to be considered all part of the county Grants Manual and associated policies:

1. The grants manual cover page and table of contents
2. The grants manual text
3. Internal Controls
4. Grant procurement policy

5. Procurement/management policy checklist
6. BCC personnel policy , 2013
7. BCC travel policy, 2012
8. Clerk personnel policy, 2014
9. Davis-Bacon enforcement

Consistent with an email I received from Mr. Triaou I have not sent a hard copy. If you have any questions about the documents please contact me at my email of alanp@fairpoint.net Or, you may leave a voice mail at my office phone: 850-653-9783, ext. 161.

Sincerely,



Alan C. Pierce,
RESTORE Coordinator

Cc: Erin Griffith, Finance Office
Mark Curenton, Grant Administrator
Franklin County BCC

FRANKLIN COUNTY



MANUAL FOR GRANTS ADMINISTRATION AND ACCOUNTING POLICY AND PROCEDURES

Adopted:

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**FRANKLIN COUNTY
GRANT ADMINISTRATION AND ACCOUNTING
POLICY AND PROCEDURES**

I. SCOPE

This manual contains grant administration and accounting policies, along with the procedures, applicable to all federal and state grants awarded to the Franklin County Board of County Commissioners (Board). Grants awarded to the Board, or directly to a constitutional office and processed directly by other constitutional offices, will be managed as a sub-recipient Section IX of these policies. The procedures are developed for the following six main operational categories:

- 1) Grant Application/Offer
- 2) Grant Award
- 3) Grant Monitoring
- 4) Grant Accounting and Reporting
- 5) Grant Sub-recipient Monitoring
- 6) Non-compliance Procedures

II. PURPOSE

The purpose of this manual is to assist in providing accurate, current, and complete disclosure of the program and financial results of each federal and state grant within the existing budgetary and accounting reporting framework. This manual provides guidelines to ensure the following:

- 1) Federal and state grants are properly authorized by the Board.
- 2) Grants have been properly budgeted by the Clerk of the Court's Finance Department in order to maintain budgetary control.
- 3) Transactions involving federal and state grants are in accordance with the provisions of the federal Office of Management and Budget Circulars and other federal laws and the Laws of Florida.
- 4) Grant transactions are properly identified in the accounting records in order to maintain accounting and reporting controls.
- 5) Grant financial reporting requirements are monitored for compliance.
- 6) Official accounting records required by grant agreements are maintained to the extent possible in a centralized location.

III. GOVERNING LAWS AND REGULATIONS

Federal

- 1) Single Audit Act of 1984 as amended in 1996.
- 2) OMB Circular A-133
- 3) OMB Circular A-133 compliance supplement.
- 4) OMB 2CFR Chapter I, Chapter II part 200, et al. Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards
- 5) Government Auditing Standards issued by the Comptroller General of the United States Government Accountability Office.
- 6) Davis-Bacon Act, as amended.

State

- 1) Florida Statutes, Chapter 125
- 2) Florida Administrative Code
- 3) Rules of the Auditor General, Chapter 10.600, Audits of State Grant and Aid Appropriations
- 4) Florida Single Audit Act, FS Chapter 215.97
- 5) Sections 218.32 and 218.33 FS

IV DELEGATION OF AUTHORITY

Administrative Authority

Responsibility for the programmatic administration of a grant within the County government rests with the department that applied for the grant, although the official recipient under the grant is the Board. All grants awarded to departments under the County and constitutional offices must be included in combined, countywide reports under federal and state reporting guidelines. The Board signs all grant applications, amendments, modifications and agreements. However, the Board may delegate authority to sign grant related documents to the County Coordinator, Finance Department, Grants Manager, constitutional officers, and project manager.

Accounting, Monitoring, and Financial Reporting Authority

The Finance Department is responsible for the official financial records of the Board and in that capacity is responsible for maintaining adequate records to ensure compliance with federal and state accounting and reporting requirements for all grants administered by departments under the County. The constitutional officers are responsible for maintaining adequate financial records to ensure compliance with federal and state accounting and financial reporting requirements for all grants administered by them.

Allowable and unallowable costs will be defined as those allowable and unallowable costs indicated in the Federal Uniform Administrative Requirements, Costs Principles and Audit Requirements Part 200, OMB Circular A-87 and the applicable grant contract. Once identified as allowable, costs will be posted as expenditure to the applicable grant. For costs to be considered allowable to a grant project it must be determined to be reasonable and be given consistent treatment through application of those generally acceptable accounting principles appropriate to the circumstances and conform to any limitations or exclusions set forth in these principles or in the sponsored agreement as to types and amounts of cost items. Any unallowable costs will be charged as appropriate to the department responsible for the administration of the grant involved.

Direct and indirect costs will be determined as those identified in the Federal Administration Register and the applicable grant contract. Direct costs are those costs necessary to perform the project's stated scope of work and will be expensed against the applicable grant. Indirect costs will be assessed to the appropriate department responsible for the administration of the grant involved. Direct costs may include: salaries and fringe benefits of staff and other personnel directly engaged in performing the project's scope of work, and supplies and materials necessary for performing the project's scope of work. In addition, direct costs may include travel, contractual,

printing, long distance telephone and other directly related costs necessary for performing the project within the project's scope of work. If allowable under the grant, capital equipment may be purchased along with any service/maintenance agreements on capital projects.

Administrative costs will be treated as direct costs when they meet certain conditions to demonstrate that they are directly allocable to the grant.

The chart of accounts for the allowable, unallowable, direct, and indirect costs associated with a particular grant is based on the chart of accounts as outlined in the Uniform Accounting System Manual for Local Governments issued by the State of Florida Department of Financial Services Bureau of Financial Reporting. The responsibility of determining whether an expenditure is allowable or unallowable, direct or indirect is delegated to the Grant Manager and is subject to review by the Finance Department and the County Coordinator.

Compensation and benefits will be charged to the grant as administrative costs and treated as direct costs when the expenditures demonstrate they are allocable to the particular grant. Only those compensation and benefits as allowable by the Uniform Administration Requirements and the terms of the applicable grant will be charged to that grant.

Reporting on all grant revenues and expenditures will be in compliance with generally accepted accounting principles (GAAP), the laws of Florida, the laws of the Federal Government, and any reporting required by the specific grant agreement.

The Finance Department will authorize user access to the accounting and financial system. Access will be limited to those personnel who are duly authorized to utilize the system. County personnel who are directly involved in the activities related to the utilization of grant funds are limited to inquiry only access in the accounting system for reporting and management information. All charges and adjustments made to any finance information within the accounting system will be performed by the authorized personnel in the Finance Department.

Safeguards against system destruction have been put into place by the Clerk and the Finance Department. The accounting system server is web based with limited access. Appropriate backup systems are in place both onsite and offsite.

Proper segregation of duties are currently in place to ensure adequate internal controls of accounting procedures to prevent fraud and misappropriation of grant funds. All expenditures will require appropriate documentation and authorization from personnel with approval authority. All expenditures will be reviewed by the Finance Department prior to any disbursements.

External system threats have been alleviated to the extent possible by the installation of antivirus software and the use of firewalls.

Data recovery and the ability to continue business operations is also web based. Business continuity is assured as the accounting system has the ability to be accessed from a remote site utilizing a virtual private network (VPN). In the event of an emergency, accounting functions can be processed remotely.

In the event there is a receipt of excess funds on any Federal grant, the Finance Department will return such excess funds as expeditiously as possible. The funds will be returned in the manner required on the notification of excess funds.

As indicated previously, project accounting will be utilized to track revenues (incomes) and expenditures. Any income received for grant purposes will be recorded to such grant and utilize in accordance with any grant agreement.

Any debts determined to be owed to the Federal Government will be promptly paid in accordance with any debt agreements with the Federal Government or in accordance with instructions provided to the county upon notification of the existence of such debt.

Any cash drawdown process relative to Federal grants will consider the need to coordinate the timing of the drawdown with prior internal approvals so that funds that are required and the cash flow needs of the grant project are matched. Drawdowns will also be submitted and reviewed on the bases of any specific grant agreements. The fiscal activity of the grant will be monitored on a continuous basis. If necessary, careful planning for cash flow in the project will be budgeted and requirements assessed before any drawdowns are requested. Any grant funds received from a drawdown will be utilized to pay grant activities as soon as practical after receiving grant funds.

The Finance Department along with the County Coordinator will perform a self-assessment on an annual basis, at a minimum to evaluate any potential risk of the internal control environment of the county.

Personnel in the Finance Department, the Grant Manager, and the County Coordinator are responsible for staying current on all Federal regulations. The County will engage external independent auditors to perform requisite audits in the preparation of the audited financial statements as required by Florida Statutes, federal regulations, and the Single Audit Act. The county does not have an internal audit department. However, the Finance Department performs a pre-audit on all expense prior to payment to ensure proper coding and compliance with GAAP, relative contracts, budgetary compliance and any grant agreements. This pre-audit and review is performed in an effort to prevent findings by external auditors. Upon receipt of any observations identified in an external audit, the Finance Department in coordination with the County Coordinator will formally respond in writing to the reporting auditors and will either confirm or dispute the findings. If the findings are valid, the Finance Department will indicate the corrective actions to be taken to resolve the deficiencies. The Finance Director will log and monitor any external findings and corrective actions. If corrective actions are not being followed, the Finance Director will notify the Clerk and the County Coordinator of noncompliance and suggest further corrective action.

V. GRANT APPLICATION / OFFER PROCEDURES

The grant application/offer section includes all functions associated with obtaining a grant when a pre-application or an application of any format is required. Most of these are the responsibility of the originating department, and includes locating grant sources, determining the appropriateness of the grant to the county, and presentation of the grant to the Board for approval. This section applies to all grant applications whether they are hard-copy, electronic, or prepared by third party administrators.

Procedures:

- 1) The appropriate county department will coordinate with the County Coordinator to determine the necessity of the application for any grant.
- 2) The County Coordinator or his designee appoints a Grant Manager to assume the responsibilities of monitoring the grant.
- 3) The appropriate county department will prepare the initial draft of the grant application, which includes at a minimum:
 - a) The federal or state agency form which the funds originate.
 - b) The program name and Catalog of Federal Domestic Assistance (CFDA) or Catalog of State Finance Assistance (CFSA) number.
 - c) Any requirements relating the grant that would require additional scrutiny by the Board (i.e., matching requirements, certificate of insurance, special obligations) or reporting requirements and any other special consideration that has to be met to obtain the grant.
- 4) The head of the appropriate county department or departments who will contribute programmatic information will review the draft.
- 5) The draft will be reviewed by the County Attorney for legal compliance issues, if requested by County Coordinator or Board.
- 6) Other appropriate personnel as deemed necessary by the Grant Manager will also review the draft.
- 7) The initiating department will modify the draft from information provided by the County Coordinator, the County Attorney, the Board, and other appropriate personnel.
- 8) The initiating department will submit the grant to the County Coordinator to be included on the Coordinator's report to the Board. The County Coordinator's report on the grant will consist of, but not limited to:
 - a) The grant application in a hard-copy format for the Board file.
 - b) Any supporting documentation relative to the grant application
 - c) Upon approval by the Board, the grant application will be signed by the Chairman of the Board, and an executed copy will be retained for the Board file, and the Finance Department.
- 9) The Grant Manager will identify any/all environmental permitting requirements and document them.
- 10) "EMERGENCY PROCEDURES"

This procedure should be used **ONLY** in the rare cases when time is a critical element for submittal of the grant application. In no circumstances should this procedure be utilized to bypass the normal procedures noted above. However, if time is of a critical nature, then the initiating department, after approval from the County

Coordinator, will then obtain the Chairman's signature and submit to the granting agency. After submittal to the granting agency, the County Coordinator will place the grant application on the next Board report for ratification. If the Board disapproves the grant application, then the Grant Manager will notify the granting agency that the County withdraws its submittal.

VI. GRANT AWARD PROCEDURES

The grant award section includes the initial accounting procedures required when a grant is awarded. Most of these functions will be processed by the Grants Manager, and includes communicating with the funding agencies, establishing revenue accounts and providing the county departments with information related to the grant.

Procedures

1. The grant is awarded by the funding source or by acceptance of the grant offer.
2. The original copy of the fully executed grant award document will be maintained by the Finance Department with a copy going to the Grant Manager and one to the Board files.
3. Initial accounting procedures.
 - a) Upon receipt of the fully executed grant agreement, the Grants Manger shall do the following:
 - i. Ensure that the grant is established in the financial system with the Finance Department. This will include the determination of the appropriate fund and the account numbers for financial entries in accordance with the grant agreement. Unallowable costs and cost overruns, upon identification, will be reclassified to regular expense departments of the County. Each grant will be evaluated to define, track, and report, direct and indirect costs, in accordance with the grant agreement. Administrative and personnel costs will be defined, tracked and reported individually according to current procedures.
 - ii. Prepare and maintain a file for each grant that will be available for inspection by the internal, independent, and any state and federal auditors.
4. The Finance Department updates the Schedule of Expenditures of Federal Awards and State Finance Assistance with information concerning the grant.
5. The Grant Manager enters information about the grant on a master grants schedule to aid in maintaining monitoring and reporting schedules throughout the life of the grant.

VII. GRANT MONITORING PROCEDURES

The grants monitoring section includes the functions relating to the monitoring of the grants activities. The Grants Manager is responsible for the financial accuracy and coordination of the monitoring program. The Grants Manager is responsible for providing the operational function which encompasses compliance with the terms and conditions of the grant.

Procedures

The Grants Manager is responsible for developing a monitoring plan using the general and specific requirements of the grant. The Grants Manager will develop a timetable for internal monitoring and will provide this information to the Finance Department.

- 1) The Grants Manager will review the executed grant documents and notify the Finance Department of the required program or financial reporting task to be performed.
- 2) The Grants Manager will supervise all programmatic (operational) aspects of the grant in accordance with the terms and conditions of the grant. He/she will be responsible for conducting all internal program monitoring and preparation of any program reports. A signed report documenting any findings and corrective actions taken will be kept by the Finance Department in the original grant files. Copies of the report will be given to the County Coordinator and to the Board.
- 3) The Grants Manager is the Liaison with the granting agency regarding program performances, operational requirements and monitoring.
- 4) The Grants Manager will be the coordinator of any monitoring visits by the grant funding agency. The Grants Manager will notify the County Coordinator prior to monitoring visits by granting agencies and provide the County Coordinator with copies of any monitoring reports they may receive. The Grants Manager will notify the Finance Department and the independent auditors of all monitoring visits by a granting agency prior to the visit. This notification shall indicate financial records needed, if any, during the monitoring visit. The grants Manager will provide the Finance Department with reports that are issued as a result of the monitoring visit.
- 5) The Grants Manager will supply the information needed by the external auditors for the annual single audit.
- 6) The Grants Manager will provide each employee involved in a grant with the Anti-Fraud document and signature page. This document will be retained in the grant documentation for review.
- 7) Periodic review of the Federal Grant regulations will be done.

VIII. GRANT ACCOUNTING AND REPORTING PROCEDURES

The grant accounting and reporting section relates to the functions dealing with the monthly, quarterly, yearly accounting and reporting requirements. In order to facilitate the orderly, timely, accurate accounting, reporting, and auditing of federal and state grant transactions, the Finance Department in conjunction with the Grants Manager will strive to ensure the following:

- 1) An effective tracking system is initiated by routing all approved grants (with an original document) to the Finance Department.
- 2) Appropriate budgetary and accounting controls are in place to separately identify grant transactions.
- 3) Appropriate administrative controls are in place to ensure that costs claimed are in compliance with appropriate grant requirements. The Grants Manager is responsible for reviewing all information submitted for financial

accuracy, and will assist the Finance Department in preparing the Schedule of Expenditures of Federal Awards and State Finance Assistance. The Grants Manager, is responsible for authorizing purchases, reporting to Federal agencies of grant awards of purchased property or disposition of property, with grant funds, and preparing reimbursement requests. The Grants Manager or Finance Department will also assemble all quarterly state and federal reports, or other reports as may be required per the grant documents.

Procedures

1. For grants requiring monthly reporting

- A) The Grants Manager, or Finance Department, as appropriate, will provide authorization, documentation, special conditions or language as required for purchases needed to carry out the scope of work of the grant. The Grant Manager, using standards required by the various grants, will make all the purchases.
- B) The Grants Manager, or Finance Department, as appropriate will prepare requests for advances only if required by the granting agency. The Grants Manager, or Finance Department, as appropriate, will maintain record keeping ensuring that the advanced funds are expended within the required timeframe.
- C) The Grants Manager will be responsible for preparing all requests/reports for reimbursement from the funding agency. He/she will assure that the requests/reports, are accurate, complete, and include required supporting documentation. Reports/requests will be forwarded to the Finance Department prior to the due date for review and before submission to the granting agency. This will include the completion and submission of required and necessary reports and forms in accordance with individual grant agreements.

2. Quarterly Procedures

- A) Quarterly reimbursements and reports are prepared using procedures similar to the monthly procedures except the quarterly reports will be based upon the prior three months.

3. Annual Procedures

- A) Any annual reimbursements and reports are prepared using procedures similar to the monthly procedures.
- B) The Finance Department is responsible for maintaining the Schedule of Expenditures of Federal Awards and State Finance Assistance and will provide a copy to the independent county auditors by June 30 of each year. The Finance Department will be the liaison between the external auditors and the departments.
- C) The Finance Department is responsible for ensuring that the copies or notifications of the Annual Financial Report (AFR) are distributed or

available to the appropriate granting agencies in accordance with their required due dates.

4. Grants Close Out Procedures

The Grants Manager with the assistance of the Finance Department is responsible for assembling a “project completion package.” This package will contain the following:

- a) The final federal or state grant report prepared by the Grants Manager.
- b) All grant funding agency monitoring reports from visits occurring during the life of the grant. All records in reference to grants will be retained according to the Florida Statutes for records retention and the Clerk of the Court policies.

IX. GRANT SUBRECIPIENT MONITORING

The Finance Department is responsible for identifying to the sub-recipient the Federal and/or State award information, monitoring the sub-recipient’s ensuring audits are performed and requiring corrective action on audit findings, evaluating risk for non-compliance, and evaluating the impact of sub-recipient activities on the County’s ability to comply with applicable Federal and/or State regulations. The Finance Department will perform the following:

1. The Finance Department will make the sub-recipient aware of the award information and requirements imposed by laws, regulations, and the provisions of contract or grant agreements pertaining to the program. This will include requirements of the Davis-Bacon Act.
2. The Finance Department will monitor the sub-recipient’s use of Federal or State funds and issue a written report summarizing the results and any corrective action needed.
3. The Finance Department will ensure that the County receives annual audited reports from the sub-recipients as required by OMB Circular A-133 and OMB 2CFR Chapter I, Chapter II part 200, et al. Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards. In addition, the Finance Department will ensure that the sub-recipient has performed the corrective actions on deficiencies identified in the audit.

X. NONCOMPLIANCE PROCEDURES

The Grants Manager will notify the Finance Department in writing upon noncompliance with the Grants Administration and Accounting Policy and Procedures. The Finance Department will notify the employee that is monitoring the project to cease all operations until a solution on how to bring the project back into compliance is realized, or a modification to the project terms to bring the project into compliance, has been approved by the granting agency and the Board.

XI. EFFECTIVE DATE

This manual is effective as of _____, 2015.

FRANKLIN COUNTY
INTERNAL CONTROL SYSTEM

Franklin County is a small county with very limited resources for personnel, auditing and information technology. However, the County's record of financial management is good, with few questioned costs and even fewer ineligible costs or incidents of theft, fraud, etc. This can be attributed to the close involvement of the County Commissioners with purchasing, payments, oversight and monitoring, which creates an effective control system. The Clerk of Circuit Court's office works well with the Board and Board staff to further provide financial guidance and oversight of financial matters.

The following figure is copied from "Standard for Internal Control in the Federal Government" publication GAO-14-704G, by the Comptroller General of the United States, United States Government Accountability Office, September 2014. This publication is referred to as "The Green Book", which is the gold standard for developing government internal controls. This Franklin County document generally addresses the components and principles contained in The Green Book.

INTERNAL CONTROLS

The Five Components and 17 Principles of Internal Control

Control Environment

1. The oversight body and management should demonstrate a commitment to integrity and ethical values.
2. The oversight body should oversee the entity's internal control system.
3. Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.
4. Management should demonstrate a commitment to recruit, develop, and retain competent individuals.
5. Management should evaluate performance and hold individuals accountable for their internal control responsibilities.

Risk Assessment

6. Management should define objectives clearly to enable the identification of risks and define risk tolerances.
7. Management should identify, analyze, and respond to risks related to achieving the defined objectives.
8. Management should consider the potential for fraud when identifying, analyzing, and responding to risks.
9. Management should identify, analyze, and respond to significant changes that could impact the internal control system.

Control Activities

10. Management should design control activities to achieve objectives and respond to risks.
11. Management should design the entity's information system and related control activities to achieve objectives and respond to risks.
12. Management should implement control activities through policies.

Information and Communication

13. Management should use quality information to achieve the entity's objectives.
14. Management should internally communicate the necessary quality information to achieve the entity's objectives.
15. Management should externally communicate the necessary quality information to achieve the entity's objectives.

Monitoring

16. Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.
17. Management should remediate identified internal control deficiencies on a timely basis.

Source: GAO. | GAO-14-704G

CONTROL ENVIRONMENT

Franklin County's oversight body is the Board of County Commissioners. Management includes the County Coordinator (sometimes referred to as Director of Administrative Services) and Department Heads. The Franklin County Clerk of Circuit Court also has oversight and management responsibility as Ex-Officio Clerk of the Board of County Commissioners, Auditor, Recorder and Custodian of all county funds (Article VIII, Section 1(d), Florida Constitution).

The Board is a member of the Florida Association of Counties, and commissioners participate in various conferences and training sessions. All current County Commissioners have completed FAC training and are certified commissioners. The Clerk is an active member and 2017-18 President of the Florida Court Clerks & Comptrollers Association, and continues her professional education.

The Board of County Commissioners, and its employees, are governed by Chapter 112, Florida Statutes, Part III Code of Ethics for Public Officers and Employees. Franklin County has adopted a Code of Ethics in its "Procurement Policy and Procedures for Federal and State Grants", and the adopted "Franklin County Board of County Commissioners Personnel Policy and Procedures Manual" includes various relevant standards.

Due to the small size of Franklin County, the County Commissioners and Clerk of Circuit Court are involved in the management of the County's various operations and programs. They are aware of the operational/program performance through reports, and frequent discussions/meetings with the County Coordinator and Department Heads (Finance Director and other staff for the Clerk of Circuit Court). In addition, oversight often includes direct involvement, attendance at events/facilities, and informal discussions with vendors, consumers and citizens. They approve the hiring of management, are informed of each lower level employee hiring action, and personally assess the performance of County Coordinator and Department Heads (the Clerk assesses her staff).

RISK ASSESSMENT

Franklin County recognizes that eliminating all risks of financial loss or liability for damages is impossible. However, the County seeks to minimize risk to levels that are within normal levels for local government operations, especially relating to human safety, provision of basic services, and financial health.

To identify risks, management considers the types of risks that impact the entity. This includes both inherent and residual risk. Inherent risk is the risk to an entity in the absence of management's response to the risk. Residual risk is the risk that remains after management's response to inherent risk. Internal risk factors may include the complex nature of an entity's programs, its organizational structure, or the use of new technology in operational processes. External risk factors may include new or amended laws, regulations, or professional standards; economic instability; or potential natural disasters. Risk identification methods may include qualitative and quantitative ranking activities, forecasting and strategic planning, and consideration of deficiencies identified through audits and other assessments.

Management estimates the significance of a risk by considering the magnitude of impact, likelihood of occurrence, and nature of the risk. Regardless of whether risks are analyzed individually or collectively,

management considers the correlation among different risks or groups of risks when estimating their significance.

Management designs overall risk responses for the analyzed risks based on the significance of the risk and defined risk tolerance. These risk responses may include the following:

- Acceptance - No action is taken to respond to the risk based on the insignificance of the risk. For example, having a second employee continually monitor another employee who collects minor amounts of cash at a public facility/event might be more costly than the potential benefit of collecting the revenue, if the second employee cannot perform other simultaneous duties due to the oversight function. Minor errors in status/beneficiary (non-financial) reporting, especially those that would be caught by a reviewing agency, might be acceptable in lieu of having a second employee review all source documents to verify accuracy.
- Avoidance - Action is taken to stop the activity, operational process or the part of the operational process causing the risk. For example, a Department Head could review the cost of a service and determine that it is more expensive than the Board had anticipated/approved, and recommend that it be suspended.
- Reduction - Action is taken to reduce the likelihood or magnitude of the risk. An example would be reassigning roles to enhance segregation of duties, or requiring approval of a purchase or activity by a supervisor/manager/oversight body.
- Sharing - Action is taken to transfer or share risks across the entity or with external parties, such as insuring against losses. Franklin County shares risk through insurance policies for general liability as well as errors and omissions, civil rights, medical malpractice, employment, and information security and privacy liability. There are also blanket employee dishonesty bonds and public official bonds. As the policies/bonds are renewed, the deductible amounts and policy/bond limits are determined tolerable by the Board.

Management **considers the types of fraud** that can occur within the entity to provide a basis for identifying fraud risks. Types of fraud are as follows:

- Fraudulent financial reporting - Intentional misstatements or omissions of amounts or disclosures in financial statements to deceive financial statement users. This could include intentional alteration of accounting records, misrepresentation of transactions, or intentional misapplication of accounting principles.
- Misappropriation of assets - Theft of an entity's assets. This could include theft of property, embezzlement of receipts, or fraudulent payments.
- Corruption - Bribery and other illegal acts.

In addition to fraud, management considers other forms of misconduct that can occur, such as waste and abuse. Waste is the act of using or expending resources carelessly, extravagantly, or to no purpose. Abuse involves behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary operational practice given the facts and circumstances. This includes the misuse of authority or position for personal gain or for the benefit of

another. Waste and abuse do not necessarily involve fraud or illegal acts. However, they may be an indication of potential fraud or illegal acts and may still impact the achievement of defined objectives.

Fraud risk factors include the following:

- Incentive/pressure - Management or other personnel have an incentive or are under pressure, which provides a motive to commit fraud.
- Opportunity - Circumstances exist, such as the absence of controls, ineffective controls, or the ability of management to override controls, that provide an opportunity to commit fraud.
- Attitude/rationalization - Individuals involved are able to rationalize committing fraud. Some individuals possess an attitude, character, or lack of ethical values that allow them to knowingly and intentionally commit a dishonest act.

Other information provided by internal and external parties can also be used to identify fraud risks. This may include allegations of fraud or suspected fraud reported by auditors, personnel, or external parties (such as vendors or citizens) that interact with the entity.

Significant changes to internal and external conditions that have already occurred or are expected to occur are to be identified in a timely manner. Changes in internal conditions include changes to the entity's programs or activities, oversight structure, organizational structure, personnel, and technology. Changes in external conditions include changes in the governmental, economic, technological, legal, regulatory, and physical environments. Identified significant changes are communicated across the entity through established reporting lines between appropriate personnel and oversight authorities. Risk assessment and response should be updated for such changes.

CONTROL ACTIVITIES

Control activities are the policies, procedures, techniques, and mechanisms that enforce oversight/management's directives to achieve the entity's objectives and address related risks.

- Performance Reviews

The Board, with management reports and assistance, tracks major entity achievements and compares these to the plans, goals, and objectives set by the Board. The Coordinator, Department Heads and Clerk provide information, and analyze the various functions, personnel requirements and performance, other resources and constraints, to identify breaches of adopted policies/procedures or other causes of variations, and appropriate responses. Normally the Board meets twice a month, and the Clerk, Coordinator and Department Heads present reports and have discussions with the Commissioners during the meetings. Commissioners give directives to management during the meetings, and confer with the County Attorney as needed during the meetings.

- Management of Human Capital

The Commissioners, Clerk, and Coordinator are familiar with the **state Code of Ethics**. Both the Board of County Commissioners and the Clerk have adopted personnel policy and procedures manuals that include various ethical/safety/performance standards and procedures for employee evaluations, discipline and suspension/termination. All new employees are given a copy of the manual at the time of

hire, and all employees receive the manual or notifications when significant changes are made to the manual. The Board utilizes the service of labor attorneys in preparing updates to the manual.

In addition to the Board and Clerk reviewing program performance and management/staff performance, Department Heads also review the performance of their staff on an ongoing and annual basis.

Subject to the approval of the County Commission, Department Heads are authorized to establish certain work rules and regulations governing their operations in regard to hours of work, employee conduct, and work procedure, as long as those rules do not conflict with those specified in the adopted Personnel Policy and Procedures Manual. All employees are required to adhere to departmental rules as well as the County Personnel Policy and Procedures Manual. Violation of department rules and regulations may result in disciplinary action.

The County provides opportunities for elected official and employee training. Some of forms of training are required for mandatory certification such as for DOT local projects, or building inspection. Continuing education classes, conferences, and workshops held by state agencies are types training that is frequently utilized by the Board and Clerk and their staff. A good example of staff training is the County Planner's completion of a series of classes for Local Agency Program Certification by the Florida Department of Transportation, including issues such as Equal Opportunity Employment and MBE contracting, Title VI/Section 504/ADA Accessibility, Davis-Bacon and related acts compliance, which are common to most federal grants. FEMA grant training has also been completed by the County Planner and various Emergency Management staff. The Florida Department of Economic Opportunity mandates that staff attend implementation training for the US HUD Small Cities Community Development Block Grant. Department Heads and the County Coordinator are responsible for determining their training needs, and requesting authorization to attend if necessary.

The Board also uses professional consultants and the County Attorney to provide additional guidance to the Board and management. This is more common in large projects, especially when grant-funded.

The independent external auditors provide valuable information to the Board and Clerk, including recommendations on improving management and internal controls. The Board and Clerk adopt the auditors' recommendations when feasible.

- Controls over information processing

All County (BOCC and Clerk) computers are password protected. Management (County Coordinator/Administrator/Department Head, or Clerk) assigns workspaces and computers to employees, authorizes new users to the system, and also deletes user access when employees leave employment or change positions and no longer need access.

When an employee leaves County employment or is demoted or suspended, remaining workers using the same or linked computer systems (Clerk's finance software, for example, or Planning and Grants computers) as the departed employee change their passwords to eliminate the possibility of any unauthorized access by the departed employee.

Regarding financial transactions, the County uses an **online software system designed for government users**, which is *Conduent* as of the date of this document. Court, official records, and finance images are also scanned and recorded in **another online system** utilized through the Florida Court Clerks and

Comptrollers Association. These systems are continuously monitored and maintained for cyber threats by the host companies/agencies. The systems provide offsite, online backup, in addition to the County's own server backups, which allows for rapid recovery and continuity capabilities in the event of system or operation disruption.

Segregation of duties is extremely difficult to achieve in the Finance Department of the Clerk's Office. The Finance Director must have more than one person available to perform tasks such as posting receipts and approving payments, and there are not enough employees to allow duplication with segregation of duties. However, the fact that employees know that others can and will see information they have entered may be a deterrent to fraud, theft or abuse. The Finance Director does random checks of data and reviews reports and general ledgers to provide supervision and internal control of information and finances. These steps are to assure the quality of the data, integrity of the processes, and fraud/theft prevention.

Segregation of IT-related duties and information security for the Board of County Commissioners is achieved by the fact that there are so few employees performing work using linked computers. The Board staff computers are individual personal computers, with each employee having a user name and password. Duties are segregated, and employees do not have access to each other's computers, although the Building Official's staff use an online permitting system that two permitting clerks have access to. The County Planner and the Grants Coordinator share grant files in an online drop box, in order to provide access for file/document review and editing, as well as document storage and backup. The Board maintains a server in the Courthouse Annex/Administration Building for file backup and data recovery capability. The County Coordinator is in charge of reviewing the operating systems and software, monitoring threats, and purchasing/installing appropriate anti-virus, anti-malware programs and firewalls, as well as maintaining the server.

- Physical control over vulnerable assets

Management (County Coordinator/Administrator and Clerk) establishes physical control to secure and safeguard vulnerable assets. Examples include security for and limited access to assets such as cash, securities, inventories, and equipment that might be vulnerable to risk of loss or unauthorized use.

Management periodically counts and compares such assets to control records, and the Finance Department maintains such inventory records.

The Clerk's Personnel Rules and Regulations, Addendum #1, includes procedures for safeguarding cash, making receipts, etc.

The Board of County Commissioners Personnel Policy and Procedures Manual also discusses access to facilities and equipment. Regarding Board employees handling cash, an example is the Planning and Building Department's system: cash and checks are received for permit fees, duplicate receipts are issued (County and payor), payment is logged into the online software system (CodeSolve) which tracks permits, a daily receipt report is run from the software system, money is held in a safe overnight, the next morning the report and money are delivered to the Clerk's Finance Department, where the Finance Clerk compares the report with the cash and checks, then logs the revenue in to the accounting system.

- Controls of financial duties, transactions, records

The Clerk of Court and Clerk's staff are familiar with, and comply with, the *Uniform Accounting System Manual for Florida Local Governments*, issued by the Florida Department of Financial services. This manual includes instructions for the various budget fund classifications, balance sheet accounts, revenue accounts, expenditure/expense accounts, object and sub-object classifications, as well as information about audits and references.

Following are the steps taken in the accounting and financial management process.

1. The County Coordinator/Administrator or Department Heads notify the Assistant Finance Officer (Erin Griffith) or Finance Officer (Linda Phillips) of contracts and purchases authorized by the Board of County Commissioners. The Deputy Clerk to the Board documents the approval in the Board meeting minutes. The Assistant Finance Officer or Finance Officer enters the obligations into the tracking system.
2. Department Heads or the County Coordinator/Administrator approve vendor payment requests, some of which also require approval by another reviewer, such as a project engineer or other consultant. Department Heads review the pay requests and certify that they are valid and will be within the approved budget for the department. Approved invoices are submitted to Finance. Pay requests for grant funds are reviewed and verified by the Assistant Finance Officer and all amounts are reconciled/verified to be within the approved contract/purchase prior to being sent to Finance Clerk A (Andrea Register) for processing.
3. Finance Clerk A reviews payment requests/invoices from the Board and enters them for payment.
4. Finance Clerk A scans the payment requests and enters payables into the financial system.
5. The Assistant Finance Officer reviews payables and initializes the posting of the transactions to the general ledger.
6. Finance Clerk A produces a check register report for the pending payments, and submits it to the Deputy Clerk to the Board to be included in the Board agenda packet. Then Finance Clerk A runs the check production process.
7. The County Commissioners review the check register/payment list.
8. After Board approval, Finance Clerk A releases checks to vendors.
9. Finance Clerk A receives Board deposits, receipts them into the financial system. Another Clerk, who handles Clerk deposits, takes the Board deposits to the bank.
10. Finance Clerk B (Lauren Luberto) does monthly bank statement reconciliation. Finance Clerk B reviews the reconciliation, and notifies the Assistant Finance Officer if there are any corrections needed. Journal entries to correct errors are only done by the Finance Officer or Assistant Finance Officer. Finance clerks do not have the authority to reclassify expenditures or make corrections to the General Ledger (GL). Board bank reconciliations are all confirmed by (2) verifying employees - usually Finance Clerk B and Assistant Finance Officer. The GL is checked to confirm that the reconciled bank balances match with the GL and vice versa.
11. Employees complete time sheets, which are reviewed and approved by their Department Head. The County Coordinator/Administrator will approve Department Head time sheets if a portion of the Head's time will be funded by a grant. Time sheets record all hours worked or charged, including holiday, annual/vacation, sick leave, etc. Employees whose time is tracked by project or funding source will also record the distribution of time between the various projects/funding sources. The need for special tracking of payroll is established when a particular project or grant is set up, in consultation between the County Coordinator, Finance Officer/Assistant Finance Officer, and designated project/grant manager.

12. Finance Clerk B reviews approved time sheets and enters the hours into the payroll system, splitting the charges if applicable. Payroll runs are approved by the Assistant Finance Director prior to release. Charges are reviewed by the Finance Officer on a random basis.
13. Finance Director does random and end of fiscal year reviews of the GL and other documents, reviews the general budget status, reviews processes such as inventory, reviews and responds to audit reports, and supervises staff.
14. Board staff consult with the Assistant Finance Officer or Finance Officer regarding upcoming major purchases, to verify procurement requirements, need for insurance, budget status, etc.
15. External auditors review the financial management process according to federal and state audit requirements. The Clerk and the Board develop a response to any findings or concerns.

- Additional controls and security

The Board utilizes the Sheriff's staff for physical security in the courthouse, courthouse annex, and at certain events.

The Board communicates with Department Heads and the County Coordinator during the twice-monthly Board meetings. Commissioners are very aware of the status of projects, conditions of infrastructure and facilities, and financial issues.

- Communications and Monitoring

When situations arise that require additional policies or policy updates, the Department Head or Coordinator/Administrator discusses the situation with the Board. The Board, often with guidance from the County Attorney, authorize the development and adoption of policies at the County-wide or Department level. Department Heads and the County Coordinator/Administrator may develop or modify procedures to address operations. These procedures, which are written if appropriate, often include controls on quality of service/performance/facilities, security, etc.

The Board delegates the responsibility of disseminating policies and procedures to employees as appropriate. This is performed in a timely manner.

The Board meetings are televised and reported by the newspapers, so public communication of projects, situations, events, policies, etc. is often covered by the reporters. If appropriate, various media notices are prepared by the County Coordinator.

RISK ASSESSMENT FOR GRANT-FUNDED PROJECTS

Because grant-funded projects may represent a change in the operations/functions of the County, a risk assessment will be performed to identify new risks and appropriate responses to the risks. Following are steps and procedures that should be considered either before a grant application is submitted, when a grant award is pending, or soon after the grant award is executed. The County Coordinator and the Project/Grant Manager will confer on the risk assessment, and report to the Board of County Commissioners as appropriate.

General objectives include:

- Achievement of the grant-funded goals, which may be: constructing infrastructure, public facilities, or privately-owned improvements; providing financial assistance to eligible businesses or individuals; providing services or technical assistance, etc.,
- Completing milestones according to the grant award schedule,
- Containing costs to stay within the established project budget,
- Complying with all applicable laws, regulations and award requirements.

Assessment steps typically include:

1. Determine the Change(s) to Operations/Services

Some grant-funded projects are “more of the same”, such as a grant to resurface an existing County road, or continue existing grant-funded activities or programs. Such grants would not represent a new type of operation/function or facility. Other grants would be for one-time or short-term activities, such as providing disaster-recovery assistance to local residents/businesses/organizations, or constructing new facilities. This type of grant could involve a new/additional service/operation.

2. Determine Project Conditions

Are there changes in conditions since the grant application process, or newly recognized conditions? Would these affect the viability of the project, adequacy of the project budget, or timeframe for completion? Examples would include participants no longer available to perform, physical conditions deteriorated so more work is needed, shortfalls in matching or supplemental funding, etc.

3. Determine Regulatory or Grant Requirements

Review the grant award to identify special conditions, obligations, regulations and their implications on liability and risk. What federal, state, local laws, policies, procedures are applicable to guide purchases, obligations? What reference materials are needed?

4. Determine Workload and Staffing Needs

Will the grant result in significant increases in workload to any particular staff? Will additional staff, similar to existing, be required for the increase to existing duties? Will a new staff position(s) be required for new duties, skills, qualifications not within the current available workforce? In order to properly implement the project and assure compliance with grant requirements, will staff training be required? Will consultant expertise be required?

5. Determine New or Increased Liability

Will there be new facilities or operations? New potentials for fraud or theft, such as a beneficiary committing fraud in order to obtain assistance? Need to increase insurance, bonding, reserves for deductibles or self-insurance?

6. Determine Procurement Needs/Risks

What is eligible to fund based on the grant award? Will there be procurement of a construction contractor(s), service provider, goods or equipment, land, etc.? Review award for required language, conditions, allowable and unallowable costs. Are there ineligible costs that must be incurred beyond what is budgeted/planned? Develop clear specifications, scope of work, etc. Obtain legal review of contract documents.

7. Determine Recipient/Subgrantee Risks

Will the activity/construction be carried out by a contracting entity or subgrantee? Does a successful similar existing relationship exist that will be continued/expanded? Will a new entity be involved? What are the entity's capacities: financial, staffing, experience, equipment/facilities, ethical/moral, availability, insurance/bonding, etc.? What level of entity monitoring or cost pre-approval will be appropriate?

Analyze Risks, Determine Risk Tolerance

Are there identified risks that would be unacceptable? Examples of evaluation considerations include:

- impact to agency budget,
- public relations,
- eligibility for future funding,
- continuing obligations for service, maintenance, etc.,
- potential environmental hazards, etc.

How likely are the risks? How serious are the risks? Is backing out of the grant, or modifying the award an option? Are the risks acceptable?

Respond to Risks

Determine what steps to take to minimize, avoid, or share risks, such as:

- Request award modification if appropriate,
- Hire, train or contract for qualified staff to implement the project,
- Establish monitoring/oversight plan,
- Develop implementation plans, such as reporting schedules, inspection process,
- Notify insurer of additional facility/operation to be insured,
- Continuously implement established plans, procedures, policies,
- Communicate with affected parties and the public, regarding expected achievements, changes, problems, solutions.

GRANT RISK IDENTIFICATION AND ASSESSMENT

Minor Change: continue or slight expansion of existing operation

Changes in conditions that would affect project viability, adequacy of the project budget, or timeframe for completion?

Review award for regulations, changes in procedures, etc.

Staff: turnover, increase, new duties? Training for new staff or grant requirements? Consultant needed?

Additional or new insurance needed?

Eligible procurement activities: construction, services, goods, equipment, land, etc. Review language, scope, specifications.

New recipient organization? Additional review or monitoring of recipient to minimize risk to County?

Moderate Change: additional or increased function or operation, similar to previous project or current

All issues related to Minor Change

Need updated policies on operations, continuity, disposition?

Adjust operational procedures for grant implementation?

Major Change: new operation/function different from current or recent experience

All issues related to Minor Change

All issues related to Moderate Change

New types of risk, such as new ongoing or temporary liability, expenses of operation

Franklin County Procurement Policy and Procedures for Federal and State Grants

PURPOSE/APPLICABILITY

This policy will be followed by the Franklin County Board of County Commissioners (hereinafter referred to as "the County") in implementing federal and state grants. It is understood that grant award agreements may contain additional restrictions and requirements pertaining to procurement, allowability of costs, etc., and that those restrictions and requirements are in addition to this policy. Other County policies and procedures, and applicable State statutes and rules, that are not in conflict with this policy shall also be followed, with the more stringent policy/procedure/law/rule taking precedent.

The Board of County Commissioners is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the County of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

The County shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. This is normally performed by Board staff, including Department Heads, under review by the County Coordinator/Administrator and the Board. Significant contracts shall have a contract/project manager assigned for this task.

This policy does not apply to the purchase of real property. In most instances of federally funded land acquisition, the federal Uniform Relocation Assistance and Real Property Acquisition Act governs such acquisitions. Durable equipment purchases are covered under this policy, but individual grant awards may prohibit such purchases with the awarded funds.

PUBLIC RECORD

All procurement, contract and payment records are public records according to Florida law. Federal regulations also require that federal agencies have access to such records.

CODE OF ETHICS

1. No employee, officer, or agent of the County will participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

If such a conflict occurs with a member of the Board of County Commissioners, the Commissioner will abstain from voting and file the appropriate form according to the Florida Ethics Commission requirements. If such a conflict exists with a County employee involved in the grant-funded project, the employee will disclose the conflict in writing, and will not be involved in negotiating, preparing or approving any contract, payment, or other activity of authority over the contract/purchase. **The County**

Coordinator/Administrator will ensure that the proper notification to the funding agency is provided when the conflict is identified, prior to any action on the part of the party with the conflict of interest. The County Coordinator/Administrator will also ensure that all follow up actions required by the funding agency (Florida DEO, US Treasury, Florida DOT, etc.) are taken.

2. The officers, employees, and agents of the County must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value. "Not substantial" or "nominal value" shall be \$25 or less, or the amount set by the County in other general policy, whichever is more. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of the County.

3. The County will not discriminate in procurement based on race, color, religion, sex, national origin, disability, age, or genetics. For federally funded procurements, the County will not knowingly procure any goods or services from a vendor who discriminates based on these protected classifications.

4. The County staff will provide oversight of the vendors' performance/delivery, especially prior to issuing payment(s).

5. Written protests of the procurement process, including contract award, may be made by potential vendors in a timely manner. During the solicitation stage, the protest shall be made as soon as the disputed issue is identified, and prior to the deadline for bids/proposals/quotes to be submitted. During the award stage, the protesting party shall submit the protest prior to the final award. All protests shall identify the specific issue under protest. The County personnel performing the solicitation, evaluation, recommendation of award or actual award shall respond to the protest in writing in a timely manner based on the stage of the procurement, which may require an extension of the solicitation or delay of award. If the protesting party is not satisfied with the response, the party may appeal to the County Coordinator/Director of Administrative Services, or to the Board of County Commissioners, whose decision shall be final. This policy shall not be construed to deprive the protesting party of any legal rights that may exist under applicable regulations and laws.

6. The County is subject to Florida's Government in the Sunshine Law (section 286.011, F.S.) with respect to the meetings of the governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with chapter 119 F.S.

7. If the County (Board, management, staff) identifies any violation of Federal criminal law involving fraud bribery, or gratuity violations potentially affecting a grant award or grant funded project/contract, the apparent violation will be disclosed to the Board and to the funding agency in a timely manner.

COMPETITION

All procurement transactions will be conducted in a manner providing full and open competition.

1. Examples of potential restrictions of competition:

- A. Placing unreasonable requirements on firms in order for them to qualify to do business.
- B. Requiring unnecessary experience and excessive bonding.

- C. Noncompetitive pricing practices between firms or between affiliated companies.
- D. Noncompetitive contracts to consultants that are on retainer contracts.
- E. Organizational conflicts of interest.
- F. Specifying only a "brand name" product instead of allowing "an equal" product to be offered.
- G. Any arbitrary action in the procurement process.

2. Procurements using state or federal funds may not include the use of statutorily or administratively imposed geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes (or state statutes for state funding) expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

3. All prequalified lists of persons, firms, or products which are used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitation period.

4. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

5. Awards will be made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

6. CDBG grant procurements shall not specify a minimum experience requirement. However, a firm's experience can be addressed as an evaluation factor in the ranking for professional services and is a consideration in determining the "responsibility" of a firm when the determining the "low, responsive, responsible bidder" for services procured through bids, as required by 2 CFR 200.319(a).

METHODS OF PROCUREMENT

The County will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of County Commissioners must approve all purchases of \$10,000 or more. If the purchase is funded by a state or federal grant, the funding agency approval process will also be followed, which

may include prior approval steps (for specifications, cost estimates, procurement documents, change orders, etc.) by the funding agency, and specific procurement/contract requirements. The Florida CDBG grant program procurement process shall comply with Florida Administrative Code 73C-23.0051(3).

The County will use one of the following methods of procurement.

1. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the County will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the County considers the price to be reasonable. Department Heads may make such purchases without approval from the Board of County Commissioners when funds are available in the project or grant budget.
2. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that cost more than \$3,000 but less than \$10,000.
 - A. For purchases in excess of \$3,000 but less than \$10,000, written quotes shall be requested from at least three responsible vendors. The Department Head, County Coordinator or Director of Administrative Services may approve purchases in this category, after verifying that funds are available in the budget for the purchase. Some form of written request for a quote or proposal is required, to include identification of the requested product or service, and other relevant factors such as specifications, time for completion, etc.
 - B. All purchases of at least \$10,000, but less than \$25,000, shall be made by obtaining written quotations from at least three responsible vendors. Solicitations may be advertised in the local newspaper, but this is not required.
 - C. If only one quote is received for a purchase of less than \$10,000, or only one or two quotes are received for a purchase in excess of \$10,000, there must be documentation in the file that there is a lack of responsive vendors in the area for such small purchases, with notations of which vendors were solicited and the results of the solicitation (such as "can't meet schedule", or "don't want to comply with federal requirements").
3. Procurement by sealed bids (formal advertising). Bids of \$25,000 or more are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.
 - A. In order for sealed bidding to be feasible, the following conditions will be present:
 - a. A complete, adequate, and realistic specification or purchase description is available;
 - b. Two or more responsible bidders are reasonably expected to be willing and able to compete effectively for the business;
 - c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - B. If sealed bids are used, the following requirements apply:
 - a. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;

- i) The invitation for bids must be published in a newspaper of general circulation in the local County. The invitation may also be published in the newspaper of a nearby Metropolitan Statistical Area (Panama City or Tallahassee).
- ii) Sufficient response time shall include a minimum of 12 days, or more if required by an applicable state or federal regulation or law. Construction bid response times are also regulated by Florida Statute 287.0525: for construction projects expected to cost more than \$200,000 the publication must be a minimum of 21 days prior to the established bid opening and a minimum of 5 days prior to any pre-bid conference, and if the projected cost is more than \$500,000 the advertisement period is increased to 30 days prior to the established bid opening date.
- iii) If the solicitation is advertised in an MSA newspaper, an award may be made with less than three responses; otherwise, three bids must be received unless the funding agency approves the award.
- iv) Other forms of solicitation may be used, in addition to newspaper advertising, such as e-mail notifications and use of bidder notification services.
- v) Minority/woman owned businesses will also be solicited.
- b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- e. Any or all bids may be rejected if there is a sound documented reason.
- C. The County may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the County is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

4. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- A. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. If the expected contract amount will be \$25,000 or more, or if required by Florida Statute 287.055, the request will be advertised in a newspaper of general local circulation in the County.
- B. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- C. Proposals must be solicited from an adequate number of qualified sources, including minority/woman owned businesses (with exceptions for CDBG grants, which do not mandate w/mbe solicitations for grant administration services or engineering);
- D. There will be a written method for conducting technical evaluations of the proposals received and for selecting recipients, consistent with the published evaluation factors, and the evaluation shall be performed by more than 1 person, such as by a committee or by the governing body;

E. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

F. Any Request for Proposals which includes more than one service shall provide that:

- a. Proposals may be submitted for one or more of the services;
- b. Qualifications and proposals shall be separately stated for each service; and,
- c. The evaluation of the proposals shall be separate for each service.

G. Fee/price shall be included in proposals that are not covered under the Florida Consultant's Negotiation Act, Florida Statute 287.055, and shall be considered in the proposal evaluation.

H. Competitive proposal procedures will be used for qualifications-based procurement of architectural, engineering, landscape architecture and land surveying (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort. Such procurements will comply with Florida Statute 287.055, which identifies the steps of evaluating qualifications, negotiating fees, and selecting the vendor.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. Subject to funding agency approval, this type of procurement may be used, only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- d. After solicitation of a number of sources, competition is determined inadequate.

SUSPENSION AND DEBARMENT

The County will review all grant purchases to verify that purchases will not be made against contractors that are on an applicable federal and/or state debarment or suspension list. If a match is found, the procurement will be terminated. Contractor eligibility may also be verified by the funding agency according to the agency contractor approval procedures.

The federal list is available at <https://www.sam.gov/portal/SAM/##11>

Florida's lists are found at

https://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists

All advertisements for procurements anticipated to exceed the Florida purchasing Category Two amount (currently \$35,000) shall include the following language: 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 bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

PROCUREMENT UNDER FEDERAL AWARDS

Procurement of goods and services whose costs are charged to federal awards are subject to all of the specific purchasing policies of the funding organization. The funding agreement will be reviewed to identify any special requirements for the procurement or contract. In addition, procurements associated with Federal awards are subject to the following supplemental policies:

1. Avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase.
2. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
3. Consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services, and using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
4. Consider the use of value engineering on construction projects in excess of \$1,500,000.
5. Make all procurement files available for inspection upon request by a Federal awarding agency, the pass-through agency, and any other state or federal entity or auditor with an interest in such procurement.
6. For all contracts, require the contractor to certify in writing that it has not been suspended or disbarred from doing business with any federal agency.
7. Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (\$150,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the County will make independent estimates before receiving bids or proposals.
8. Take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible and appropriate. Steps shall include:
 - A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
 - B. Assuring that small and minority business, and women's business enterprises are solicited whenever they are potential sources.
 - C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises. This shall not be used to evade advertising requirements.
 - D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises.

E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce, and obtaining information from the Florida Office of Supplier Diversity (and other sources of appropriate) to develop solicitation lists.

F. Requiring the prime contractor, if subcontractors are to be let, to take the affirmative steps listed here, including use of the County's minority/woman-owned businesses solicitation list.

9. Community Development Block Grants and other grants funded by the U. S. Department of Housing and Urban Development through Housing and Urban Development Act of 1968 include **Section 3** requirements. The appropriate Section 3 actions must be taken in soliciting participation by Section 3 contractors/subcontractors where applicable.
10. If applicable, the County and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. This requirement does not apply to private parties who receive federal funds through the County. **The County shall review proposed construction and/or needed supplies/materials to determine whether or not items are contained on the EPA list of designated items, and whether the potential purchase meets the threshold of \$10,000 (current purchase or preceding fiscal year totals). If the threshold is met, purchase/contract specifications shall include the recovered materials requirements.**
11. Profit shall be negotiated as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
12. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
13. A time and materials type contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. A high degree of oversight is required for this type of contract. Time and materials type contract means a contract whose cost to the County is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
14. Costs incurred or cost estimates included in negotiated prices must be allowable for the County to pay under federal Subpart E – Cost Principles, or such other standard that may be approved by the funding agency.
15. For construction contracts in excess of the Simplified Acquisition Threshold as listed in 2 CFR 200.88, contracts shall include the following:

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price; and,
- C. A payment bond on the part of the contractor for 100 percent of the contract price.
- D. A liquidated damages clause establishing a predetermined amount that must be paid if the contractor fails to perform as promised.

PROVISIONS INCLUDED IN ALL FEDERALLY-FUNDED CONTRACTS

The following provisions, as applicable, will be included in all contracts (including small purchases) with contractors and subawards:

1. **Remedies:** All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$150,000) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms.
2. **Termination:** All contracts in excess of \$10,000 shall contain suitable provisions for termination by the County for cause and for convenience, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.
3. **Equal Employment Opportunity:** All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** If included in the federal agency's grant program legislation, all construction contracts of more than \$2,000 awarded by the County and its subrecipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. *(A copy of the current prevailing wage determination issued by the Department of Labor will be included in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The County shall conduct jobsite interviews with an appropriate representative sample of workers, and shall obtain reports from contractors on a weekly basis in order to monitor compliance with the Davis-Bacon Act, and shall report all suspected or reported violations to the appropriate awarding agency.)*
5. **Compliance with Copeland Act Requirements.** Construction contracts shall include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3). The Act provides that each contractor or

subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

6. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333):** [Where applicable] All contracts in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence
7. **Rights to Inventions Made Under a Contract or Agreement:** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government (or state pass-through agency, if applicable) in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
8. **Clean Air Act (42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. 1251 -1387), as amended:** Contracts and subawards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
9. **Debarment and Suspension (E.O.s 12549 and 12689):** For all contracts, the contractor shall provide a certification that neither the contractor nor any of its principal employees are listed on the Excluded Parties List System in SAM.
10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** For all contracts or Subgrants of \$100,000 or more, the County shall obtain from the contractor or sub-grantee a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, the County shall provide such certifications in all situations in which it acts as a sub-recipient of a sub-grant of \$100,000 or more.

11. **Procurement of recovered materials.** Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

PROVISIONS INCLUDED IN ALL STATE-FUNDED CONTRACTS, INCLUDING FEDERAL FUNDS PASSED THROUGH STATE AGENCIES

For state funded purchases, contractors are required to use the federal E-Verify system, and the contract will contain the appropriate clause requiring compliance. Federal contracts may also be subject to this requirement.

The contractor shall certify that neither it nor any subcontractor are on a state debarment list.

Pursuant to section 287.133(2)(a), F.S., a person or affiliate, as defined in section 287.133(1), F.S., who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 thirty-five thousand dollars (\$35,000) for a period of 36 months following the date of being placed on the convicted vendor list. The Recipient warrants that neither it nor any of its affiliates is currently on the convicted vendor list. The Recipient shall disclose if it or any of its affiliates is placed on the convicted vendor list.

Pursuant to section 287.134(2)(a), F.S., an entity or affiliate, as defined in section 287.134(1), who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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. The Recipient warrants that neither it nor any of its affiliates is currently on the discriminatory vendor list. The Recipient shall disclose if it or any of its affiliates is placed on the discriminatory vendor list.

Additional terms and conditions may be required by the funding agreement. The County will also comply with applicable state regulations, including but not limited to those identified in this policy.

COUNTY PASS-THROUGH PROJECTS

In the event that Franklin County determines that it is appropriate to award a subgrant to another non-federal entity, the County will obtain approval of the funding agency regarding the terms and conditions

of such subgrant. The subgrant award process may require a competitive process, in which case the Board of County Commissioners shall delegate the responsibility of developing the solicitation to Management, and shall authorize the solicitation process before it begins. The subgrant will require that the County receive pertinent information and reports relating to the subgrant project/program. Construction contracts (and other contracts) issued through the subgrant may require County approval of the competitive process (plans, specifications, solicitation documents and proposed procedures, contract award), and the contract, as well as review of construction progress prior to disbursing grant funds to the subgrantee. Management, the Board of County Commissioners, the County Attorney and, if applicable, the funding agency must approve the subgrant agreement prior to execution.

This policy is hereby adopted by the Franklin County Board of County Commissioners on the ___ day of _____, 2018.

Attest:

Chairman, Board of County Commissioners

Clerk of Court and Clerk to the Board of County Commissioners

**FRANKLIN COUNTY PROCUREMENT/MANAGEMENT PROCEDURE CHECKLIST
FOR FEDERAL OR STATE GRANT FUNDED GOODS AND SERVICES**

Costs/expenses must be necessary and reasonable for the performance of the grant, and be allocable to the grant in order to be paid by the grant.

_____ **Purchase of Goods:** _____
_____ Lease/rent _____
_____ Purchase of surplus or used in lieu of new _____

_____ **Contract for Services:** _____

_____ **Contract for Construction:** _____

Funding Source(s)

\$ _____ Agency _____ Grant # _____ Federal _____ State _____

\$ _____ Agency _____ Grant # _____ Federal _____ State _____

\$ _____ Agency _____ Grant # _____ Federal _____ State _____

\$ _____ County, FY _____ Budget Line _____

\$ _____ Other _____

Expected Cost: \$ _____ based on _____

_____ Under \$3,000 (Micro-purchase), no competition required

_____ \$3,001 - \$9,999 (Small Purchase), oral or written quotes

_____ \$10,000 - \$24,999 (Small Purchase), written quotes

_____ \$25,000+ Sealed Bids, formal advertising in local newspaper, optional regional newspaper

_____ \$25,000+ Competitive Professionals, formal advertising in local newspaper, optional regional

_____ \$3,001+ Noncompetitive Proposals

Justification _____

Funding agency approval _____

_____ State Contract (document procedure, terms and conditions meet funding agency requirements)

_____ Interagency Contract _____ (document procedure, terms & conditions)

_____ If contract will exceed \$150,000, cost/price estimate required

If construction of \$1,500,000 or more, was value engineering performed? _____

If equipment or capital goods (vehicles, computers, etc.), are they allowed by the grant? What use and disposition requirements are applicable to the grant award? _____

Specifications/Terms/Conditions

_____ Clear statement of item/service/product, including quantity, functions, quality, technical specs, etc.

_____ Delivery/completion deadlines, qualifications, conditions

_____ No unnecessary/unreasonable requirements, restrictions

_____ Mandatory pre-bid meeting? _____

_____ Grant special conditions and forms, such as EEO, Davis Bacon, etc. (see grant agreement and policy)

- _____ Attach list of conditions required by grant agreement
- _____ Attach list of forms required by grant agreement (such as debarment, EEO)
- _____ Insurance requirements, etc.
- _____ Bid/payment/performance bonds for construction \$100,000+ (\$150,000 federal with no state requirement for \$100,000)

Solicitation

- _____ Notification to qualified M/WBE vendors _____
- _____ Oral or written quotes solicited, written record of solicitation, results
- _____ Advertised per policy (solicitation period, content, etc.), proof of publication where applicable
 - _____ Construction projects \$200,000+ timeline per state statute
 - _____ If \$35,000+, include public entity crime statement
- _____ \$3,001- \$24,999 minimum 2 quotes, bids, proposals
- _____ \$25,000+ minimum 3 proposals, bids

Receipt

- _____ Log of quotes/bids/proposals received by deadline _____
- _____ Sealed bids/proposals opened and read publicly as advertised, logged _____
- _____ Late proposals/bids rejected _____

Review

- _____ Conflict of Interest Potential? Verify that staff involved with the project do not have a personal, family or financial interest. _____
- _____ Conflict of Interest Potential? If proposals/bids are opened during a Board meeting, commissioners are to disclose their conflict, abstain from voting or discussing the project, and file the required form with the Florida Ethics Commission
- _____ If mandatory pre-bid meeting, did bidder/proposer attend? _____
- _____ Bid bond included, construction over \$100,000 _____
- _____ Competitive proposals evaluated in writing by committee, using solicitation factors, due diligence
 - _____ Unless prohibited, price is included, reviewed and appears to be reasonable _____
 - _____ Interviews if applicable _____
 - _____ Price negotiation _____
- _____ Bids/quotes reviewed for accuracy, completeness; due diligence review of contractor/vendor
- _____ Documentation of compliance with special conditions in bid, such as W/MBE, forms, or other
 - _____ W/MBE utilization _____
 - _____ Forms submitted _____
 - _____ Other: _____
- _____ Does acceptable proposal/bid exceed limit of purchase category, requiring additional actions/conditions such as bonds, advertising period? _____
- _____ Acceptable proposal/bid within the budget _____
- _____ Vendor not on state convicted, suspended, discriminatory list _____
- _____ Vendor not on federal debarred or suspended list _____

_____ If normally insufficient response, reviewed by Coordinator/Administrator and approved
_____ If normally insufficient response, also approved by funding agency _____
_____ Award to _____ Amount \$ _____
_____ Highest ranked proposer, or low bidder? _____
_____ If not, explain _____
_____ Funding agency approval _____

Award

_____ Sufficient time for execution and performance, based on grant schedule _____
_____ Notify bidders/proposers of intended award, protest option
_____ Under \$10,000 _____ (authorized staff level)
_____ \$10,000 or more, BOCC approval, date _____ minutes _____
_____ Conflict of interest potential? If staff (and consultants) handle the receipt and review of bids/proposals and then make a recommendation for award to the Board, commissioners with a conflict shall declare their conflict, abstain from voting or discussing the project, and file the required form with the Florida Ethics Commission _____
_____ Funding agency approval _____
_____ Protest? _____
_____ Notice of Award _____

Contract Provisions

_____ Bonds, 100% payment & performance bonds received, reviewed

_____ Payment schedule, procedures
_____ Indemnification of County, funding agency, others if applicable
_____ Contractors use E-Verify, state or federal
_____ Records: _____ public _____ retention _____ access
_____ Special conditions required by grant (refer to list in agreement, including references)
_____ Forms required by grant, regulation, or solicitation package
_____ **Federal Requirements for All Contracts (if applicable):**
_____ Remedies
_____ Termination
_____ EEO
_____ Davis-Bacon (construction \$2,000+)
_____ Copeland Act (construction)
_____ Contract Work Hours (\$100,000+)
_____ Rights to Inventions
_____ Clean Air
_____ Debarment and Suspension
_____ Byrd Anti-Lobbying
_____ Procurement of Recovered Materials, if applicable

_____ Other: _____

Execution

____ Signed by all parties
____ Notice to Proceed or order confirmation _____
____ Copy to Finance _____

Performance (Project/Contract Manager takes lead, with supervision)

____ Deadline/completion date(s) _____
____ Contract/Project Manager assigned _____
____ Contract/purchase information (vendor, amount, budget #, description, etc.) to Finance
____ Purchase order or encumbrance issued _____
____ Contract/purchase logged into County tracking system, if applicable
____ Contract/purchase logged into **grantor** tracking system, if applicable. Direct federal award information is reported in FSRS

____ Permits received, reviewed, if applicable

____ Set up monitoring system (progress reviews, performance evaluation, Davis-Bacon interviews & payroll reviews, construction or facility inspections, testing, etc.) except for purchase of goods

____ Conduct weekly, monthly, quarterly, semi-annual, annual monitoring procedures, as applicable

Modify form as applicable _____

____ Davis-Bacon included: weekly payroll reviews, labor interviews, payroll corrections/restitution, etc.

____ Compare vendor invoices/statements to delivery/progress/performance, and to contract specifications and pricing _____

____ Inspections performed _____

____ Partial/progress payment invoice approved, submitted to Finance _____

____ Obtain lien waivers, partial, final from prime _____

____ Partial/progress payment invoice approved **modify form as needed or refer to payment schedule**

____ Obtain lien waivers from subs & suppliers filing Notice to Owner

____ Determine corrective/remedial actions needed, if applicable

____ Determine and report project status to BOCC, funding agency, as applicable _____

____ Obtain warranty, permit closeout, operating instructions, etc. _____

____ Final payment approved, submitted to Finance

____ Construction completion date: _____ **OR**
Non-construction performance completion date: _____

____ Project final completion date: _____

____ Disposition of equipment or durable goods (SF 428 Tangible Personal Property Report for federal grants) _____

____ Disposition of real property (SF 429 Real Property Status Report)

If/when there are no other contracts/projects ongoing:

_____ Close project, submit documents to funding agency

_____ Funding agency closeout response _____

_____ Follow-up action

_____ Funding agency closeout date: _____

Records must be retained until (refer to grant award, minimum 3 years for federal)

Contract closed by _____

FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICY AND PROCEDURES MANUAL

ADOPTED:
October 1, 2013

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INTRODUCTION

These rules and regulations are intended to ensure that County employment is governed by fair, equitable, and predictable rules to promote the efficiency of County services. It is the intent of the Board of County Commissioners that county employment be administered in the interest of the public without unlawful or inappropriate discrimination or favoritism, based on principles of merit and achievement, for the benefit of all the citizens of Franklin County.

These rules and regulations are set out as a general informational guide to cover most personnel actions. They shall not be construed as a contract, implied or otherwise. The County reserves the right to amend, alter, modify, delete, and add to these policies and procedures as it deems appropriate to serve the best interest of the residents, employees, and citizens of Franklin County, Florida. The County also reserves the right to deviate from these policies in emergency situations, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.

OBJECTIVES

To recruit, select and advance employees on the basis of their ability, knowledge, skill and demonstrated performance.

To provide a pay plan and employee benefits package that is fair and competitive.

To train and develop employees to assure successful performance and to provide for personal growth.

To retain and advance employees on the basis of their ability to successfully perform their jobs.

To assure fair treatment of applicants and employees in all aspects of human resources administration without regard to race, color, national origin, sex, age, disability, religion, marital status, genetic information, or political affiliation; and with regard for their privacy and constitutional rights.

To provide employees with a clear understanding of the role of their employment in Franklin County government, the benefits of that employment, and the duties and responsibilities required to ensure a successful employment relationship.

To establish a grievance procedure which will provide for the prompt and appropriate resolution of employee grievances.

I. SCOPE

THESE POLICIES ARE NOT INTENDED TO CREATE AN EMPLOYMENT CONTRACT WITH THE PERSONS TO WHOM THEY MAY BE APPLICABLE.

These policies shall apply to employees under the jurisdiction of the Board of County Commissioners except for the following categories:

- A. Members of the Board
- B. Board Appointees
- C. Persons Employed on a Contractual Basis
- D. Leased employees
- D. Elected Officials, Constitutional Officers, and Employees of those offices

II. DEFINITIONS:

Employment Anniversary Date

The date one year from the full-time or the part-time regular employment date.

At-Will Employment

The State of Florida is an “At-Will” state. This means it is the right of employers to terminate employees for any lawful reason, or for no reason at all. It also gives employees the legal right to quit their jobs at any time for any reason.

The Board

The Franklin County Board of County Commissioners.

Classification Plan

A systematic arrangement and inventory of positions. The plan shall group similar positions into classes which shall be ordered, according to their degree of difficulty and responsibility, into different skill levels for purposes of establishing pay relationships. The Classification Plan shall be based on a thorough job analysis and shall be maintained.

Compensatory Time

Time off with pay granted in lieu of cash overtime payments.

Continuous Service

Continuous service is employment which is uninterrupted except for an authorized leave of absence, suspension or a separation due to a reduction in work force of six months or less

Director of Administrative Services

An employee of the Board of County Commissioners who may also be referred to as the County Administrator with duties determined by the Board of County Commissioners.

Exempt Employees

Those employees in administrative, executive, and professional positions as defined under the Fair Labor Standards Act, who are not subject to the overtime compensation provisions of the Act.

FLSA

The Fair Labor Standards Act. Federal legislation which sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards for covered employment.

Full-Time Employee:

An employee who works on a continuing basis 35 to 40 hours or more per week.

Grievance

A dispute alleging a violation of a published county policy, rule, or procedure. No grievance will be considered unless the alleged violation has resulted from the deprivation of an expressly conferred right.

Insubordination

The refusal to perform work when, and as assigned; failure to obey a direct legal order and/or any other act or acts of disrespect or disregard of supervisory authority.

Non-exempt Employees:

Those employees in positions subject to the overtime compensation provisions of the FLSA.

Overtime

The hours worked in excess of 40 hours during the established workweek.

Part-Time Employee

An employee who works on a continuing basis, but less than 30 hours per week. These employees are hired to provide specified services to the County and do not occupy an authorized full-time position. They serve at the pleasure of the Board.

Pay Range

The range of permissible pay from the “minimum” rate to the “maximum” rate. Such range is established to administer pay for positions in each skill level.

Probationary Employee (Initial)

An employee serving the first six months of their appointment. They must pass this period of observation and evaluation successfully. The initial probationary period will be a six month period based on any continuous employment, whether it is full-time or part-time. Employees in the initial probationary period may be discharged for failure to satisfactorily complete the probationary employment period, and shall not have a right to appeal or enter into the grievance process.

Probationary Period (Promoted, Demoted, or Reclassified)

An employee will be placed in a probationary status of six months, which may be extended at the discretion of the department head, when the employee is promoted, demoted or otherwise reclassified into another title or classification. During this probationary period, the employee's performance will be closely observed and monitored to assure that the employee is successful in the new position.

Probationary Status (Disciplinary Probation)

An employee may be placed on probation as a disciplinary measure. Employees placed on disciplinary probation must fully comply with all County and Department rules and policies, or face more severe disciplinary action, up to immediate termination.

Public Area

Those areas to which the general public has unrestricted access.

Reclassification

An action taken to change an established position in one class in a series to a higher or lower class in the same series; or to a class in a different series, which is the result of a natural change in the duties and responsibilities of the person.

Reduction in Force

Termination of employment due to abolishment of positions necessitated by a shortage of funds, or work, or a material change in the duties or organization of the County. A reduction in force shall be effected only upon prior approval of the Board.

Regular Employee

Satisfactory completion of the probationary period by an employee results in that employee achieving regular status. Regular employees have the right to appeal a dismissal as well as participate in the grievance process. They may be regular full-time or regular part-time.

III. EMPLOYEE CONDUCT:

The Franklin County Commission advocates the concept that the quality of public service can attain maximum efficiency and effectiveness through a personnel management system based on merit principles.

The attitude and deportment of all County employees shall at all times be such as to promote the good will and favorable attitude of the public toward the County and its programs and policies. All employees are required to maintain their personal appearance in a manner which will reflect a proper image to the public; they are encouraged to develop skills and seek formal training that will enhance their personal development and the overall expertise of the organization.

It is the policy of the County to require its employees to comply with all rules and regulations of the County, State Statutes, and Federal regulations in the performance of their duties, as well as to require compliance with all safety rules and standards. Any employee who violates any of these rules and regulations shall be subject to disciplinary action, up to, and including dismissal.

All employees shall be required to take an Oath of Loyalty, as prescribed by Florida Statutes, Chapter 876.05. The Oath must be signed prior to earning any salary or employee benefits, and a copy of the Oath will be filed in the employee's official personnel file.

All employees of the County are representatives of the County, and are required to avoid any conduct, whether on or off duty, that has the following effect

- The activity adversely impacts the reputation of the County
- The conduct makes it likely that the employee is unable to perform their regular work responsibilities or appear at work
- Note that these provisions are particularly important in cases where the employee is reasonably perceived as representing the County at a function, even if the function is something normally considered "off duty."

A. EQUAL EMPLOYMENT OPPORTUNITY

Franklin County is an Equal Opportunity Employer and, as such, states its commitment to providing equal employment opportunities to all persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, discipline, transfer and layoff practices without regard to race, color, religion, national origin, sex, age, marital or family status, disability, genetic information, or Veteran's status (except where age or non-disability are bona-fide occupational qualifications).

NON DISCRIMINATION AND NON HARASSMENT

Franklin County does not tolerate unlawful discrimination or unlawful harassment. All employees of the County have the right to work in an environment free from unlawful discrimination and harassment. In addition, the County does not tolerate any unlawful retaliation against employees who make complaints about alleged discrimination or harassment. Employees who engage in unlawful discrimination, unlawful harassment, or unlawful retaliation will be subject to disciplinary action up to termination.

Any employee who witnesses or learns of any harassment and/or discrimination has an affirmative obligation to immediately report the information to the Director of Administrative Services.

Any employee of Franklin County who believes he/she has been discriminated against should promptly contact the Director of Administrative Services. This person shall, along with the County Attorney, attempt to promptly resolve the problem.

Any Department Director, Supervisor, or manager who is made aware of a potential violation, either by the victim, another employee, or a member of the public is required to advise the Director of Administrative Services so that the matter may be investigated.

Any employee who believes that they have been subjected to any unlawful harassment or retaliation must immediately report this conduct to the Director of Administrative Services.

It shall be prohibited for any person employed by Franklin County to discriminate or take any other retaliatory action against an individual who in good faith has: opposed an alleged unlawful employment practice or has made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing.

B. PROHIBITION OF HARASSMENT

The purpose of this policy is to make all employees of the County aware that it is the policy of the County that unlawful harassment will not be tolerated.

1. Statement of Policy

Unlawful harassment is included among the prohibitions of Title VII of the Civil Rights Act of 1964. Unlawful harassment occurs when an employee is subjected to severe and pervasive unwelcome language or actions based on the employee's race, religion, national origin, age, marital status, disability, or other lawfully protected status. In order to be considered unlawful harassment, the following conditions must exist:

- submission to the unwelcome language or actions must be made a term or condition of employment, or an employment decision is based on an individual's acceptance or rejection of such conduct;
- the conduct unreasonably interferes with the employee's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sex-based nature. Sexual harassment involves not only members of the opposite sex but also of the same sex.

Other forms of harassment in addition to sexual harassment are improper and will not be tolerated. Such harassment involves unwelcome language or actions involving race, religion, national origin, age, marital status or disability. Sexual as well as other illegal or improper harassment of County employees by other employees or by persons who not employed by but do business with the County will not be tolerated.

In addition, the County will not allow any retaliation against any employee who raises a concern about improper or illegal harassment or participates in an investigation involving improper or illegal harassment and tells the truth to the best of his/her knowledge and belief.

2. Examples of Prohibited Sexually Related Conduct

The County considers the following conduct to be examples of conduct that violates its prohibition of sexual harassment:

Unwelcome physical assaults or touching of a sexual nature, including:

- Rape, sexual battery, molestation, or attempts to commit such acts.
- Intentional physical contact which is sexual in nature such as touching, pinching, patting, grabbing, rubbing, hugging, or poking another employee's body.

Unwelcome sexual advances, propositions, and other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of an employee who has indicated in any way that such conduct in his or her presence is unwelcome.

Job actions related to sexual matters such as:

- Preferential treatment for submitting to sexual activity, including soliciting or attempting to solicit an employee to engage in sexual activity for compensation or reward.
- Threatening to, or actually making an employee's job more difficult, or taking away any benefit or privilege to entice an employee to submit sexually.

Display of sexually related material, such as:

- Pictures, posters, calendars, graffiti, objects, promotional material, reading or other material of a sexually suggestive or sexually demeaning nature is not permitted in the workplace.
- Reading or otherwise publicizing in the work environment materials that are sexually revealing, pornographic, or sexually demeaning.

3. Examples of Other Illegal or Improper Harassment

Derogatory, critical, or uncomplimentary jokes, comments, displays, posters, other written materials as well as actions based on age, race, religion, national origin, marital status, or disability are often unwelcome and hurtful to others and can be illegal. Such actions have no place in the work environment at the County and will not be tolerated. The above examples are not to be considered a comprehensive list of prohibited conduct, but set forth examples of the types of conduct which is prohibited.

4. Making Complaints of Sexual or Other Illegal or Improper Harassment or Retaliation

Anyone who has suffered sexual or other illegal or improper harassment or retaliation or who has observed such conduct should report it to his or her Department Manager, or to the Director of Administrative Services. In the event a complaint involves the Director of Administrative Services or any member of the County Commission, the complaint shall be made to the County

Attorney. Any individual who is made aware of a potential violation, either by the victim, another employee, or a member of the public, is required to advise the Director of Administrative Services so that the matter may be investigated.

All complaints will be investigated expeditiously. Upon completion, and a determination that a complaint is valid, the County will take appropriate remedial action, including disciplinary action up to dismissal of employment. If the complaint is found to be without merit, no disciplinary action will be taken against the employee against whom the complaint was made.

5. Bad Faith Claims of Illegal or Improper Harassment

Bad faith claims of sexual or other illegal or improper harassment are claims made when the person making the claims knows the claim is false but makes it anyway. Persons who make bad faith claims under this subsection will be subjected to disciplinary action up to and including dismissal.

C. SAFETY

Franklin County is interested in the safety and well-being of its employees and continuously monitors working conditions and equipment for compliance with safety requirements.

Safety equipment and devices are provided to protect employees in potentially hazardous jobs. All employees are encouraged to act in a safe manner.

Individual Departments may have specific safety programs or requirements based upon the nature of the work performed. Those procedures will be made available to the employee and must be followed explicitly. The following rules must be observed at all times:

- No Alcohol or drugs will be used on the job at any time.
- Report all job accidents in the same day the accident happens.
- Obtain authorization from your supervisor for all non-emergency treatments for accidents.
- Wear seat belts at all times in County vehicles.
- Keep the area where you work neat and clean at all times.
- Do not remove or bypass any guards on any machinery at any time.
- Ask your supervisor when you need additional equipment or instructions to get the job done safely.
- Lift with your legs, not your back, and get assistance with loads over 50 pounds.
- Advise your supervisor of any hazardous conditions.
- Follow all other written and spoken safety rules.

D. VIOLENCE IN THE WORKPLACE

It is the policy of Franklin County to provide a work environment that is reasonably safe, secure, and free from threats, intimidation, abusive behavior, and physical violence. Acts of physical

violence, direct or indirect verbal threats, stalking, aggressive or intimidating behavior, or provocation which could lead to violence will not be tolerated and if confirmed, will result in discipline up to and including termination.

E. ATTENDANCE

1. Hours of Operation

The hours of operation for each Department shall be determined by the Department Head and the County Commission in accordance with the needs of the County. Work schedules may vary according to the needs of the individual department, subject to the approval of the Department Head and the County Commission.

2. Attendance and Leave Records

The Department Heads and the Clerk's Office shall maintain complete and accurate attendance and leave records. Employees are responsible for assuring that their time sheets (or other records related to time worked) are accurate, and will be required to sign or otherwise acknowledge that the time recorded is accurate. Time sheets (or other records) must reflect the actual time worked and the type of leave utilized to bring the total to the regular working hours, whether the leave be sick, annual, leave without pay, administrative leave, unauthorized leave, etc. For example, if the employee worked 30 hours out of a 40 hour week, the remaining 10 hours must be documented and associated with a specific leave type. Falsification of time records or leave records is grounds for immediate termination.

Department Heads have the obligation to monitor attendance, and have the discretion to use tools such as time clocks, computerized timekeeping systems, and other accurate systems for assuring that time worked is accurately recorded.

3. Attendance Standards

In order to ensure the efficiency and productivity of County operations, regular attendance and arriving to work on time are requirements of continued employment

As a general guideline, the absence from work of more than eight (8) hours per month, over a six (6) month period, will be considered excessive absenteeism, except as noted below:

Absences due to disability leave, Family and Medical Leave Act (FMLA) Leave, compensatory leave, administrative leave, or annual leave which has been scheduled and approved in advance shall not be counted towards any excessive absenteeism.

4. Notification of Absenteeism or Tardiness

If an absence or tardiness is unavoidable, employees are required to notify their immediate Supervisor of such absence as soon as possible, and not later than the beginning of their work shift. Department managers may establish procedures for reporting absences and tardiness.

Excessive absenteeism, tardiness, and failure to notify a supervisor of an absence or tardy day are grounds for disciplinary action.

Three (3) successive work days missed without notifying a supervisor shall be considered abandonment of the position and shall be grounds for automatic dismissal.

5. Unauthorized Absence

An absence of an employee from duty, including any absence for a single day or part of a day that is not authorized by a specific grant of leave of absence under the provisions of this policy, shall be deemed an unauthorized absence. Any such absence shall be without pay and may result in disciplinary action up to and including dismissal.

F. POLITICAL ACTIVITIES

Every employee will have the right to express his or her views as a citizen, to cast his or her vote as he or she chooses, to hold membership in and to support a political party, or maintain political neutrality. Employees may also attend political meetings and take an active part in political campaigns during off hours. However, every employee is prohibited from:

- Using his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
- Directly or indirectly coercing, attempting to coerce, commanding, or advising a County employee to pay, lend or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
- Participating in political activities during scheduled work time.
- Participating as a candidate for public elective office in a partisan primary, general, or special election, if they are principally employed in a federally funded program.
- Wearing or displaying political badges, buttons or stickers when on duty. “Political” badges, buttons, or stickers shall include endorsements of issues, causes or candidates.

This section shall be interpreted and applied in a way that is consistent with any applicable First Amendment rights of employees.

G. NEPOTISM

1. Working With Relatives

No individual may be employed in any County department or division where one of his or her relatives is already working.

(a) For purposes of this subsection, “relative” means the employee’s parent, step-parent, grandparent, son, daughter, sister, or brother.

(b) This subsection does not prohibit the continued employment in a single department or division of co-workers who marry while working in the same department or division.

2. Supervision of Relatives

For purposes of this subsection, “relative” means an individual who is related to an employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister. There shall be the following restrictions on the employment of employee these relatives with the County:

(a) A relative of any County employee with supervisory responsibility shall not be eligible for employment in or advancement to any position which reports directly to the supervisory employee.

(b) A County employee shall not be eligible for advancement to any position with direct supervisory responsibility over a position in which a relative is employed.

H. OUTSIDE EMPLOYMENT

Employees who desire to accept outside employment, including self employment, in addition to their regular County position shall inform their respective Department Head in writing of the nature and extent of such outside employment. The Department Head shall thereupon determine whether or not such employment conflicts with the duties and responsibilities of said employee. Employees shall not engage in any employment activity or enterprise which has been or may be determined to be inconsistent, incompatible, or in conflict with the duties, functions, or responsibilities of their County employment. If the employee disagrees with the Department Head’s determination, he/she may request approval by appealing the Department Head’s notification to the Director of Administrative Services within ten (10) days of receipt of the Department Head’s decision by the employee. The Director of Administrative Services shall consider the appeal within then days of receipt. The Director’s decision shall be final.

No employee shall be permitted to accept outside employment of any description while under doctor’s orders not to report for work with the County, unless otherwise permitted by applicable law. Any employee who violates the policies of this section is subject to discipline up to and including termination.

I. SMOKING

At no time will the use of tobacco products be allowed in a Franklin County facility or vehicle. Smoking on county property shall be limited to designated areas.

J. SOLICITATION

No employee or other person may solicit or be solicited during working hours or in work areas, unless approved by the Board.

No employee may distribute literature in his/her work area or during work hours.

No person may distribute literature to an employee in that employee's work area or during working hours.

No outside entity or person may be permitted access to employee work sites except with prior permission from the Director of Administrative Services or the Clerk to the Board. Such access, if granted, shall be limited to communication and implementation of new plans and/or administration of existing group policies and shall not be used for the purpose of unapproved solicitation.

Use of County property (printers, supplies, etc.) for the purpose of generating outside materials for solicitation purposes is strictly prohibited.

K. ACCESS TO COUNTY PROPERTY

Employees shall have access to county property and facilities during their normally scheduled hours of work, and outside their normal hours of work when on County business. However, when not engaged in County business, access shall be limited to public areas.

Employees or other persons, not specifically authorized, shall not be permitted to post materials on bulletin boards which are intended for official County business. Employees shall not be permitted to use County facilities, meeting rooms, or conference rooms, or County equipment for other than County business, unless such facilities or equipment are available in accordance with established policy on a regular basis to the general public, in which instance, the use of such shall be on the same conditions as for the general public.

L. TELEPHONE USE

The County's telephones are to be used for conducting County business only. Local personal calls are permitted to the extent that they are brief and few in number. Long distance personal calls are not allowed; however, if an emergency requires the employee to place a personal long distance call, the employee will be responsible for the charges. This policy covers use of County owned cell phones assigned to employees. Any charges resulting from personal use that increase the normal and regular monthly fee will be paid by the employee. A separate policy on authorization, issuance, and usage of wireless communication devices may be adopted by the County.

M. PUBLIC ACCESS TO E-MAIL

This policy is designed to protect the County, its employees and its resources from the risks associated with use of e-mail and internet. Therefore, e-mail and internet are to be used to facilitate County business and only highly-limited, reasonable personal use is permitted. Employees are permitted to briefly visit other non-sensitive internet sites during non-work time, such as break, lunch, and before or after work hours (with prior permission of his or her supervisor). The County's e-mail or internet access systems may NEVER be used in any of the following ways:

- To harass, intimidate, or threaten another person.
- To access or distribute obscene, abusive, libelous, or defamatory material.
- To distribute copyrighted materials that are not authorized for reproduction/distribution.
- To impersonate another or mislead a recipient about your identity.
- To access another person's e-mail, if not specifically authorized to do so.
- To bypass the system's security mechanisms.
- To distribute chain letters.
- To participate in political or religious debate.
- To automatically forward messages (e.g. with mailbox rules) to Internet e-mail addresses.
- To communicate the County's official position on any matter, unless specifically authorized.
- To make such statements on behalf of the County.
- For any purpose which is illegal, against County policy, or contrary to the County's best interests.
- To pursue an individual's business interests that are unrelated to the County.
- To conduct any type of personal solicitation.
- The County has not forbidden all personal use of e-mail. Acceptable uses of e-mail can be compared to those involving the telephone: the communication must be brief, must not interfere with work, must not subject the County to any additional costs, and must be consistent with the requirements set forth in this internet and e-mail policy.
- There exists no right of privacy in or of any communication on the network including e-mail and internet usage; authorized system administrators may access private correspondence and files if use is believed to be in violation of this policy.

Electronic communications created or received using County equipment or addressed to County e-mail addresses may be considered public records and are subject to the requirements of Florida Statute 119, providing for public access.

N. CONFLICT OF INTEREST

The County's policy in regard to conflict of interest shall be in accordance with the regulations specified in Sections 112.311-43 of the Florida Statutes. The intent of this law is to prohibit any

public official or employee from having interests, from engaging in business activities, and from incurring any obligation “which is in substantial conflict with the proper discharge of his or her duties in the public interest”. The law prohibits the following:

- The solicitation or acceptance by any County employee of any gift, loan, favor, reward, or service that would cause a reasonably prudent person to be influenced in the discharge of official duties, or that is based upon any understanding that the action and/or judgment of the official or employee “would be influenced thereby”.
- A County employee from transacting business on behalf of the County with any agency in which either the employee or a member of the employee’s immediate family has a “material interest”.
- A County employee from accepting compensation to influence any action in his/her official capacity with the County.
- A County employee from using his/her position to secure a special privilege, benefit, or exemption for him/herself or others.
- A County employee from holding any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, Franklin County Government. Employees seeking outside employment shall request approval by submitting such request in writing to the Department Head.
- A County employee from disclosing or using information not available to the general public for his/her personal gain or for the gain of any other person or business entity.

All contractors and suppliers engaging in business transactions with Franklin County Government shall be hereby advised of these prohibitions. This policy shall not be interpreted to prevent an employee from engaging in a bona fide business transaction for goods and services from a firm doing business with the County when no special privilege or benefit is granted or sought by the employee because of his or her status as a County employee. This law also requires that any County employee who is “an officer, director, partner, proprietor, associate, or general agent” of, or who has a material interest in, any business entity regulated by the County or doing business with the County, must file a disclosure of such with the Clerk of the Circuit Court. Other employees may be required to file disclosure statements at the request of the Director of Administrative Services.

O. SUBSTANCE ABUSE

The use, sale, dispensing or possession of illegal drugs, narcotics, and alcoholic beverages are prohibited on County premises or during work time. Appropriate disciplinary action will be taken against employees who are in possession of or under the influence of alcohol or illegal drugs while on County premises up to and including dismissal. The County reserves the right to require employees to submit to drug and alcohol testing, provided such testing is in accordance with applicable law.

P. DRESS CODE

A neat and professional appearance is a requirement at the County. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. These are factors that should be taken into consideration when determining appropriate dress:

- The nature of their work
- Safety considerations, such as necessary precautions when working near machinery or hazardous work areas
- The nature of their public contact, if any, and the normal expectations of outside parties with whom they will work
- The prevailing dress practices of other workers in similar jobs

Shorts shall not be permitted unless an employee's physical condition necessitates such dress or it is a part of an official County uniform.

Q. DEPARTMENT WORK RULES

Subject to the approval of the County Commission, Department Heads are authorized to establish certain work rules and regulations governing their operations in regard to hours of work, employee conduct, and work procedure, as long as those rules do not conflict with those specified in this Personnel Policy. All employees are required to adhere to departmental rules as well as the County Personnel Policy. Violation of department rules and regulations may result in disciplinary action.

R. RIGHT TO KEEP AND BEAR ARMS IN MOTOR VEHICLES ACT OF 2008

The County's policy is to adhere to the "Right to Keep and Bear Arms in Motor Vehicles Act of 2008" as such may be amended from time to time.

This Act became effective July 1, 2008, and prohibits a public employer from prohibiting an employee from possessing any legally owned firearm that is lawfully possessed and locked inside or locked to a motor vehicle in a parking lot. The Act defines an employee as any person who has a valid license to carry a concealed weapon or firearm, and works for salary, wages, or other remuneration, is an independent contractor, or is a volunteer, intern, or other similar individual for an employer. This Act prohibits an employer from searching a private vehicle, or inquiring whether there is a legal firearm stored in such vehicle. In addition, an employer is prohibited from terminating or otherwise discriminating against an employee, as long as the firearm is never exhibited on county property for any reason other than lawful self defensive purposes.

Nothing in this law, or in this policy, should be interpreted to allow employees to carry firearms in a vehicle that is owned, leased, or rented by the County.

IV. RECRUITMENT, SELECTION AND APPOINTMENT

As a goal, the work force of Franklin County should be representational of the population of the County. Franklin County is an Equal Employment Opportunity Employer and applicants shall be evaluated based upon the required knowledge, skills, and abilities required for the position without regard to that person's age, race, color, sex, religious creed, national origin, political opinions or affiliations, marital status, disability or handicap, except when such requirement constitutes a bona fide occupational qualification necessary to perform the task associated with the position.

Qualified current employees should be given an opportunity to apply for any vacancy. Notice of vacancies are provided through oral notifications, postings on County bulletin boards, paid advertisements, the County website, and any other means deemed necessary by the County Commission.

A. Applications

1. Apply in Writing

Any applicant, including employees of the County, must apply in writing using the County approved Franklin County Employment Application form for announced position vacancies. All job applications shall be received by the County Clerk's Office. Promotional or transfer opportunities are encouraged.

2. Receipt of Applications

In order to be eligible for consideration, all applications must be received by 4:30 P.M. on the closing date by the County Clerk's Office.

3. Applying for more than one position

Applicants must complete a separate employment application for each position for which they are applying.

4. Criteria for Consideration

In order to be considered a valid application, the application must:

- Be substantially complete
- Reflect that the applicant possesses the required knowledge, skills, ability, and experience required for the position
- Not be falsified, misleading or misrepresent/omit pertinent facts in any way
- Reflect that the employment of the applicant would not violate the County's nepotism policy
- Reflect that the applicant meets other valid and lawful employment requirements for the position for which they are applying

5. Maintenance of Files

Applications which do not result in position appointment will be placed on active status for a period of one year. Applicants wishing to apply for other positions during that time may update the existing application to indicate changes and appropriate position. After a period of one year,

the applications will be placed in inactive status and will be placed in storage for the minimum amount of time as required by the Florida Records Retention guidelines.

6. Screening Process/ Seniority

The Department Head shall review all applications and shall screen the applications. The Department Head, or designee, will notify job applicants of interview scheduling, as appropriate. Where there is a large number of qualified applicants, the Department Head is not required to interview each and every qualified applicant. Interviews shall be conducted by the Department Head and/or his designee. In the event of promotion or transfer of employees, the interview process may be waived.

In the event that two or more applicants who are currently employed at the County have equal qualifications, the Department Head shall select the most senior of the equally qualified candidates to fill the position. Seniority means the total time spent by an employee in regular full-time County employment, including time spent on approved paid leave but not including time spent on leave without pay (except FMLA Leave). Time spent as a temporary or part-time County employee does not count towards seniority for purposes of this section. If an employee had time and terminated his employment voluntarily and later was re-employed, that time under the prior employment shall not count towards seniority for purposes of this section

7. Hiring Process

The Department Head shall select the applicant to be hired and shall notify the County Commission at its next regular meeting of the name and hiring date of the selected applicant.

The Board of County Commissioners retains the authority to determine the nature, duration, and rate of pay for all positions in County employment, within the limitations of the annual budget. No vacant position may be filled without specific authorization from the Board.

New employees shall report to the County Clerk's Office to receive a copy of the Personnel Policy and any other orientation information to be provided.

B. MEDICAL EXAMINATION

Applicants/employees may be required, prior or subsequent to their employment to undergo a medical examination to determine fitness to perform the duties of the position and to ensure their physical condition will not endanger the health, safety or well-being of other employees or the public. A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the work place); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or (3) if the exam reveals use of alcohol and/or controlled substances.

C. DRUG SCREENING

Applicants/employees will be required, prior to their employment, to undergo Drug Screening/Alcohol tests. Franklin County is a Drug Free Workplace, and adopted a policy

entitled “Franklin County Comprehensive Drug Free Workplace Policy and Alcohol Abuse Policy and Procedures” which shall be followed. An applicant may be disqualified from consideration if he/she refuses to submit to drug screening/alcohol tests or if the examination reveals use of alcohol and/or controlled substances.

D. PROBATIONARY PERIOD

All regular full or part time employees shall serve a probationary period for at least the first six (6) months of employment. The probationary period should be considered the “working test” portion of the evaluation process. It shall be utilized to closely observe the employee’s work, determine suitability for continued employment, and for ensuring the most effective adjustment of an employee to the position. During the probation period, an employee may be dismissed for any or no cause. Employees dismissed during the probationary period will not be entitled to an appeal or grievance process.

At least two weeks before the expiration of an employee’s probationary period, the Department Head shall submit a written notice to the County Clerk’s Office indicating whether or not the employee is recommended for regular status. If the Department Head states that the employee has completed the probationary period in satisfactory fashion, the employee shall achieve permanent status as of the date of the notice. If the Department head states that the employee has failed to complete the probationary period in a satisfactory manner, the employee shall be terminated immediately. However, if the Department Head believes an employee can bring his or her performance up to a standard during an extended probationary period, the employee’s probationary period may be extended for up to six (6) months. No extension shall be allowed which would make the probation longer than twelve (12) months. When the Department Head’s notice is delayed, the employee remains in probationary status until the notice is completed.

Probationary employees are not entitled to take vacation leave, but after ninety (90) days, probationary employees become eligible for paid holidays and sick leave.

E. RECRUITMENT OF TEMPORARY POSITIONS

Temporary positions may be filled either from the pool of applications on file or may be advertised at the direction of the Board.

F. TEMPORARY TO REGULAR EMPLOYMENT

Employees filling temporary (OPS) positions may be considered for transition to permanent positions via the normal application process.

When appointed to a regular position, the employee shall be placed in probationary status. The date of hire as a regular employee shall serve as the anniversary date and beginning of the length of service for purposes of establishing the accrual of leave times.

G. EMERGENCY APPOINTMENT

When an emergency makes it impossible to fill a regular position utilizing normal procedures, the hiring authority may request the appointment of any qualified person to such position. Such a request shall be submitted to the County Commission with justification for the appointment. Upon approval by the County Commission, the appointment shall be made.

Emergency appointments are expected to be temporary. Once the emergency appointment is made, the hiring authority should immediately begin the process to fill the position under the provisions of these policies for a regular or temporary position.

H. AMERICANS WITH DISABILITIES ACT

This Federal Act of 1990 prohibits employment discrimination against qualified individuals with disabilities who can perform the essential function of their position with or without an accommodation. It is the policy of the County to fully comply with all applicable provisions of the Americans with Disabilities Act.

Franklin County sets the following as a guideline to be followed by all departments: Physical standards for employment shall be fair, reasonable, and adapted to the realistic requirements of the job. These standards must reflect actual work conditions, hazards and essential physical requirements of the job. Such standards shall not be used to eliminate disabled persons from consideration. To the extent possible, feasible, reasonable accommodations will be made for the qualified individuals with disabilities.

I. VETERANS PREFERENCE

In order to recognize and reward those who served their country in time of need, Franklin County will give preference to veterans and spouses of veterans as prescribed in Florida Statutes Chapter 295. In order to claim Veterans Preference, the appropriate documentation must be provided at time of application.

VI. HOURS OF WORK AND OVERTIME

A. WORK WEEK AND OVERTIME

1. The established work week is forty (40) hours within a (7) day period, beginning at 12:01 a.m. Sunday and ending at midnight the following Saturday.

2. Time clocks may be utilized and are encouraged to ensure timeliness and accuracy of records.

3. All employees may be required to work overtime when the County determines there is a need for it. Employees are subject being scheduled to work overtime, and to being called call out to return to work. These assignments will be made as fair and equitably as

practical in ensuring that qualified employees are on hand to perform as required. Employees who fail to report for work when scheduled will be subject to disciplinary action for insubordination.

4. Overtime is earned when employees who are subject to the overtime requirements of the Fair Labor Standards Act actually work more than forty (40) hours in a work week. Time spent on any type of paid leave, including workers compensation, sick, annual, Holiday, administrative, etc. is not to be considered as actual hours worked during the week.

5. Overtime is paid at the rate of one and one-half times the employee's regular hourly rate of pay.

6. All overtime work must have prior authorization by Department Head or designee. Not securing this authorization may result in disciplinary action.

7. Compensatory Time Off –

(a) Employees who are eligible to receive overtime compensation may receive compensatory time in lieu of overtime, if approved by the Department Head. If overtime is authorized using compensatory leave only, employees must be notified before the overtime is worked.

(b) Accrual -- Compensatory time is accrued at the rate of one and one-half hour of compensatory time hour that the employee worked over forty (40) hours in the workweek. The maximum accumulation of compensatory leave is 40 hours. Overtime worked after the accumulation of the 40 hours shall be paid directly to the employee and be included in the regular pay check.

(c) Use of Compensatory Time Off -- Compensatory leave shall be requested and scheduled following the County's regular leave request procedure. Every effort will be made by the Department Head to see that this leave is approved in a timely manner. It's recommended that compensatory time be used within a reasonable period, usually ninety (90) days.

8. FLSA Exempt Employees* - Employees in exempt positions, as identified in the U.S. Department of Labor Fair Labor Standards Act (FLSA) shall not generally be eligible to receive overtime pay for hours worked above forty (40) within a seven (7) day period. However, exempt employees will be entitled to additional compensation under the following circumstances:

(a) Exempt employees will be paid for time worked over forty hours in a work week during disasters and other emergencies when they are required to work excess hours by the County, and when such overtime compensation has been approved by the Board. Overtime hours paid under this subsection shall be paid at the rate of one and one-half times the employee's normal hourly rate of pay.

(b) Exempt employees may submit a request for compensatory time to be granted for excess hours accrued during non-emergencies. The Commission may approve such requests by

allowing the employee to take time off at a later time on an hour for hour basis. The maximum amount of time off that can be accrued under this subsection is eighty (80) hours.

- Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet FLSA requirements. At the time that these rules were adopted, the following positions were classified as "exempt": Director of Administrative Services, County Engineer, Library Director, Road Department Director, and Solid Waste Director. The County will review all jobs from time to time to determine which employees are considered exempt.

VII. EMPLOYEE BENEFITS

A. HEALTH INSURANCE COVERAGE

1. Health insurance is available to all eligible full time employees and their eligible family members. Employees not eligible for this benefit include temporary, OPS, and on-call employees. Eligibility for health insurance shall be interpreted and implemented in accordance with the requirements of the Affordable Care Act, and other applicable law.

2. Dependent coverage is not required, but is available at the expense of employees.

3. All participating employees are expected to abide by and comply with the rules and regulations set up by the County's insurance carrier for the County group insurance program.

4. Submission of false information for the purpose of obtaining coverage or the filing of false claims shall be grounds for discharge and may result in notification to appropriate law enforcement authorities.

B. RETIREMENT

Franklin County participates in the State of Florida Retirement System (FRS) by providing a retirement income in addition to the usual Social Security benefits. This program covers all regular full-time, regular part-time, and temporary full-time employees, if temporary employment is six (6) consecutive months or longer. The cost of this program is paid for partially by the County and deductions will be made from employee's pay for retirement.

Enrollment into the Retirement system is effective the first date of employment. An employee may opt for the FRS Investment Plan whereby employees qualify for a benefit after one (1) year of service. It is the responsibility of the employee to educate themselves on the FRS in order to make appropriate choices regarding their personal retirement benefits (visit MyFRS.com).

C. CREDIT UNION

Any Franklin County employee is eligible to join the Tyndall Federal Credit Union. Deposits may be payroll deducted.

D. DIRECT DEPOSIT

Direct Deposit of employees' payroll checks is available and encouraged. Forms are available in the Clerk of Courts Office to sign up for automatic or "direct" deposit of employees' paychecks.

E. PARKING

Parking space in close proximity to the courthouse is available to those employed at the Courthouse. All other County facilities have employee parking available free of charge.

F. HOLIDAYS

1. Holidays shall be designated by the Board of County Commissioners, and those days designated are listed in Section G below. If the date shown in section G falls on a day on which employees ordinarily do not work or on a Saturday or Sunday, the Department Head or Director of Administrative Services must bring it to the County Commission for a determination as to whether or not an alternate day will be observed.

2. A regular employee normally scheduled to work on the designated holiday shall be paid for the number of hours normally worked that day at his or her regular rate of pay. Part-time and temporary employees, and Special Appointment employees are not eligible for holiday leave or pay. Probationary employees become eligible for paid holiday leave after ninety (90) days of continuous full-time employment.

3. If an employee is required to work on a day observed as a paid holiday, he or she shall be allowed at a future time to take two (2) hours of paid holiday leave for every hour worked on the holiday. The date and time for taking this holiday leave is to be determined by the employee with the consent of the Department Head or his/her designee. The holiday leave provided for in this paragraph must be taken within sixty days of the time that the employee worked on a holiday, or the leave is forfeited. If the employee requests to take the leave within that time and the request is denied, then the employer shall either extend the time within which the employee may take the leave for an additional sixty (60) days or pay the employee his or her regular rate of pay for all time worked on the holiday.

G. HOLIDAYS OBSERVED

The following holidays will be observed by the County. These days may be changed from time to time as the Board determines and upon reasonable notice to the employees. Offices may be closed on the days listed without further notice. Any other holidays proclaimed by the Board of County Commissioners will also be observed.

New Year's Day	January 1 st
Martin Luther King, Jr. Day	3 rd Monday in January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veterans Day	November 11 th
Thanksgiving	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
Day after Christmas	December 26 th

H. ANNUAL (VACATION) LEAVE

1. Annual leave is provided for the purpose of rest, recreation, time with family, travel, and other forms of renewal by getting away from the job. It also enables employees to take care of other time-consuming personal matters which may arise from time to time. Annual leave is not intended as a substitute for regular on-time attendance and will not be approved by supervisors to make up for habitual lateness. Regular full-time employees become eligible for paid annual (vacation) leave upon the completion of one (1) full year of continuous regular, full-time employment with the County. Part-time, temporary and special appointment employees are not eligible for paid annual (vacation) leave. Probationary service counts as continuous service for the purpose of determining annual (vacation) leave eligibility. Neither part-time, temporary, nor special appointment employment counts as continuous service for the purpose of determining annual (vacation) leave eligibility. If a temporary, part-time, or special appointment employee is selected for regular full-time employment, his or her annual (vacation) eligibility is calculated from the date of hiring to a regular position.

2. All vacation leave allowed will be credited to the employee as of his or her employment anniversary date. At the end of a regular full-time employees's first year of service, he or she shall be credited with vacation hours equivalent to One (1) week of vacation leave. For example, an employee whose regular work schedule is 35 hours per week, will be credited with 35 hours of vacation leave. Employees who normally work 40 hours per week will be credited with 40 hours of vacation leave. No employee will be credited with more than 40 hours of vacation leave under this provision.

Leave time credited to full-time employees:

<u>Years of Service</u>	<u>Rate @ 35 hours weekly</u>	<u>Rate @40 hours weekly</u>
Completion of 1 st year	35 hours or 1 week	40 hours or 1 week
Beginning of 2 nd year through 7 th year	Accrue at a rate of 70 hours or 2 weeks per yr	Accrue at a rate of 80 hours or 2 weeks per yr
Beginning of 8 th year through 14 th year	Accrue at a rate of 105 hours or 3 weeks per yr	Accrue at a rate of 120 hours or 3 weeks per yr
Beginning of 15 years	Accrue at a rate of 140 hours or 4 weeks per yr	160 hours or 4 weeks per yr

3. Vacation leave may be accumulated up to a maximum of 160 hours. Any vacation leave in excess of 160 hours which remains unused on February 28 of any given year will be forfeited.

4. No vacation leave may be used in advance of its being accrued by an employee.

5. Vacations will be scheduled in accordance with operational requirements, at the discretion of the Department Head or his or her designee. In the event that two (2) or more employees desire to take vacations at the same time and proper staffing will be adversely affected, the vacation leave requests of employee(s) with greatest seniority will be given priority.

6. Vacation leave may be used in increments as small as one (1) hour with the permission of the Department Head or his designee. Vacation leave shall be limited to fourteen (14) consecutive calendar days unless approved in advance by the County Commission or the Director of Administrative Services.

7. Vacation leave approval requests will be made in writing with as much advance notice as is possible, and with a minimum of two (2) weeks notice, except in emergency circumstances.

8. Vacation leave shall be paid at an employee's straight time hourly rate of pay.

9. Upon an employee's voluntary separation from County employment or in the event of a layoff, the affected employee shall receive pay for accumulated but unused vacation leave at the employee's straight time hourly rate of pay on the date of separation, to a maximum of 160 hours. Probationary employees who separate for any reason shall not be paid for any accrued leave.

10. Vacation leave shall not be counted as hours worked for the purposes of determining overtime.

I. SICK LEAVE

1. After ninety (90) days of continuous employment, a probationary regular full-time employee becomes eligible for paid sick leave. Part-time, temporary employees, and special appointment employees are not eligible for paid sick leave. At the end of the first ninety (90) days of continuous employment, a regular employee earns six (6) hours of paid sick leave per calendar month, effective the end of the first full month of employment following completion of ninety (90) days of continuous service.

2. Sick leave may be accumulated up to a maximum of 720 hours, but may not be used in advance of it being earned.

3. Illness, debilitating injury, pregnancy, childbirth, adoption, medical or dental appointments and care for employee's immediate family are valid uses of sick leave. When requesting sick leave for immediate family illness, the person who is ill or injured, as well as the general nature of the illness or injury, must be identified.

4. An employee who is unable to report for work as scheduled due to illness or injury shall notify his or her immediate supervisor as soon as possible concerning the extent of the illness or injury. Failure by an employee to provide prompt notification of the reason for his or her absence may result in denial of approval for paid sick leave and the loss of pay for the day(s) involved. Repeated failures to give notification of absence due to illness or injury will result in disciplinary action.

5. For absences of three (3) days or more, or for absences of any duration when the Department Head or designee has reason to believe the sick leave is being abused, employees may be required to provide appropriate proof of the nature and extent of the illness or injury in the form of a written statement from a physician or other qualified doctor. Failure to provide such a statement and use of sick leave under false pretenses may be grounds for disciplinary actions up to and including dismissal. Any employee who is away from the job due to illness or injury for three (3) or more consecutive working days may be required to submit a release from a physician or other qualified doctor stating the employee is able to perform the duties required of his or her position and is released to return to work.

6. Sick leave is not intended to be used as a substitute for vacation leave. Any attempt to use sick leave by an employee who is not ill or injured shall be deemed an abuse of sick leave and shall subject the employee to appropriate disciplinary action, in accordance with these rules.

7. Employees who leave County employment shall not be compensated for unused sick leave. However, a retiring employee shall be compensated for up to 320 hours unused sick leave if the employee is entitled to vested retirement benefits in the Florida Retirement System.

8. An employee may be granted permission to use sick leave to supplement funeral leave.

9. Donation of Sick Leave. Employees may voluntarily donate accrued sick leave credits to an eligible employee in the same department or another department, subject to the following:

(a) In order to be eligible to receive donated sick leave, all of the following must be met:

1. The employee is eligible for paid sick leave.
2. The employee has depleted all available sick leave, vacation leave, compensatory leave, and any other personal leave credits.
3. The employee has a serious illness or disability that will cause him/her to be away from work for three or more days, and has provided the County with a certification from a health care provider verifying the estimated amount of time the employee will be away from work.
4. The employee must fill out and sign the appropriate donated sick leave time forms, as developed by the County.

(b) In order to be able to donate sick leave, all of the following must be met:

1. The employee must maintain a minimum of 80 hours of accrued sick leave after the voluntary donation is made.
2. The donation must be for a minimum of 8 hours, and in increments of at least one hour in addition to that if more than 8 hours is donated.
3. The employee must fill out and sign the appropriate donated sick leave time forms, as developed by the County.

(c) In addition, the following general rules apply to all donations of sick leave:

1. The payroll clerk or designee will develop forms to use and will develop appropriate procedures to follow to request donations of sick leave. In order to facilitate administration, the payroll clerk or designee may require that new forms be submitted for each pay period for which leave is donated.
2. All forms must be completed and turned in to the payroll clerk before the end of the payroll period for which the donated sick leave credits are to be used.
3. No employee may receive more than 720 hours of donated sick leave time in any consecutive 12 month period.
4. Donations of sick leave are irrevocable. That is, once an amount of sick leave has been transferred from one employee to another in accord with the requirements of this section, it will remain in the account of the employee to whom the leave was donated.
5. Employees will not be paid for donated sick leave credits upon separation from employment.

J. LEAVE PAYMENTS AT DEATH OR DISABILITY

1. Upon the death or total and permanent disability of an employee, the employee (or employee's beneficiary in the case of death) shall be compensated for vacation and sick pay accumulated, which shall be calculated in the same manner as for voluntary retirement.

2. The employer will make forms available to employees to use to designate beneficiaries who will receive compensation for accrued sick leave and vacation leave in the

event of the employee's death. If the employee has made no effective designation, payment shall be made to the personal representative of the deceased employee's estate. If there is no personal representative appointed for the estate of the deceased employee within sixty (60) days of the date of death, the County may pay the sum due to the employee's next of kin, and the County's determination shall be final as to such pay.

K. JURY DUTY OR COURT LEAVE

Upon official summons not involving a personal litigation, the employee will be granted leave with pay (Administrative Leave) to serve on a jury or testify as a witness. Employees shall be required to remit any funds received as a result of Jury Duty or Court Leave back to the County, but shall be permitted to retain mileage fees attributable to such service. Employees shall not be reimbursed by the County for meals, lodging, or travel expenses incurred while serving as a juror or witness. The employee shall be required to submit a copy of the summons or subpoena when requesting this type of leave. If an employee called for jury duty is not selected, or gives testimony which does not require a full working day's court attendance, the employee is expected to report for work duty for the balance of the work day. Failure to report for duty after the early completion of an employee's court business shall be grounds for appropriate disciplinary action.

L. ADMINISTRATIVE LEAVE

In cases of natural disasters such as hurricanes, tornadoes, or floods, bomb threats and loss of electrical power which exceeds 3 hours, the County Commission or the Director of Administrative Services, in conjunction with the Chief Judge's Office, may close County offices and grant Administrative Leave with pay to the affected employees. Affected employees who are required to remain at work to provide essential services shall receive compensatory leave credit for the time that they work when other employees are on paid leave.

M. FUNERAL/BEREAVEMENT LEAVE

1. An employee may, upon request, be granted up to three (3) days of paid administrative leave upon the death of an immediate family member.

2. For purposes of this subsection, immediate family is defined as the employee's mother, mother-in-law, father, father-in-law, brother, sister, child, or spouse.

3. Any leave taken in addition to the allocated time listed above will be charged against sick or annual leave.

4. Documentation may be required as a condition of approval for bereavement leave.

N. MILITARY LEAVE

Long term leave is extended to an employee who is drafted or who volunteers for active military service. This leave begins the day of induction and end ninety (90) days after the date of

separation from service or from hospitalization continuing after discharge. Active military service includes active duty with any branch of the Armed Services.

When an employee is granted military leave for active military service, the employee's position may be filled by another employee. Upon separation from the military service, not more than five (5) years from date of induction, the employee shall be eligible to return to the position held. However, the employee may be placed in another class with duties the employee is able to perform. Application for reinstatement following extended leave must be made within ninety (90) days after completion of military service and within thirty-one (31) days after completion of initial active duty for training of not less than three (3) months.

An employee who is a member of the United State Armed Forces Reserve, including the National Guard, shall, upon presentation of a copy of the employee's official orders, be granted leave with pay for periods during which the employee is ordered to active duty for training. Whether continuous or intermittent, such leave with pay shall not exceed seventeen (17) working days in any one annual period.

O. LEAVE WITHOUT PAY

1. When a permanent employee has exhausted all available paid leave (and unpaid Family and Medical Leave when such leave is available), the employee may apply to the Board of County Commissioners for a leave of absence without pay, not to exceed six (6) months in duration, subject to the following, after first applying to the Department Head who will make a recommendation to the Director of Administrative Services to either approve or deny the request:

- a. When it is in the best interest of the County;
- b. When it will not be detrimental to the Department operations, and;
- c. When the funds required to provide temporary staff and related operating expenses do not exceed the amount that would have been expended if the employee remained on the job.

2. At the expiration of the leave without pay, the employee will be returned to the same position left temporarily vacated if available. The County is not obligated to hold the same or an equivalent position open for an employee on leave without pay. In the event the employee's former position is not available, the employee will be laid off.

3. No annual or sick leave may be accrued during leave without pay. No Holiday pay will be paid during leave without pay.

4. Upon approval of leave without pay for more than twenty (20) days, the employee must decide if they wish their insurance coverage to continue. During the first thirty (30) days of leave without pay, the employee shall continue to be covered by County insurance benefits, provided that the employee pay the employee portion, if any, that they normally pay. After thirty (30) days, the employee may choose to pay the full cost of the insurance premium and maintain coverage.

5. Employees who are eligible for unpaid Family and Medical Leave will be granted leave under the requirements of that law.

P. WORKERS COMPENSATION

An employee who sustains a job-related disability that is compensable under the Workers' Compensation Law may use his or her accrued leave to remain in paid status during the first seven (7) calendar days that he or she is unable to work. The use of leave will be contingent upon written confirmation of inability to work from the attending physician treating the employee.

Q. FAMILY MEDICAL LEAVE ACT (FMLA)

In accordance with the Family and Medical Leave Act of 1993, eligible County employees are entitled to extended leave without pay under specified conditions. Employees shall utilize all accrued annual, compensatory, or sick leave for all or any part of the 12 weeks of leave granted under the Act.

1. Eligibility: An employee who has worked with Franklin County at least twelve (12) months and who has worked at least 1250 hours in the last twelve (12) months prior to the beginning date of leave may be entitled to twelve (12) work weeks of paid/unpaid leave in any rolling twelve (12) month period under the provisions of the FMLA of 1993. A rolling twelve (12) month period will be measured backward from the date an employee uses any FMLA leave.

2. Approved Uses of FMLA: a) to care for a newborn child or for placement of a child with the employee through foster care or adoption; b) to care for a child, parent, or spouse who has a serious or terminal health condition; c) to attend to a personal serious health condition that renders the employee unable to perform the essential functions of their job; and d) as permitted by law for veterans, service members, and their families.

3. Request of FMLA Leave: Employees are requested to provide thirty (30) days notice of intent to take leave for foreseeable events, such as the expected birth of a child or planned medical treatments. Requests should be made in writing, and on forms, if provided. In cases where the need is unexpected, employees are requested to provide as much notice as possible. Documentation qualifying the FMLA leave must be submitted to the Clerk's Finance Office so that approval may be granted. In the case of an employee's own personal illness or injury, physician's certification form must be filled out by the employee's treating physician. Failure to request FMLA or to provide timely notice of the need for FMLA may result in discipline, up to and including termination and/or the denial of FMLA leave.

4. Benefits while on FMLA Leave: Employees will retain all accrued benefits while on FMLA leave. No sick or annual leave will accrue during FMLA leave without pay. Health plan coverage will be maintained by the County to the extent they are provided prior to the FMLA leave. Provisions for the collection of employee contributions to health plan coverage shall be made on an individual basis. Employees may be required to pay the contribution of the health

insurance premium that they were paying prior to commencing FMLA.

5. Restoration: Eligible employees returning from family and medical leave have the right to be returned to the job position that they held when they went on leave, or they may be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

6. Periodic Reporting: Employees will be required to report periodically on their status and plans to return to work.

7. Failure to Return to Work: An employee who fails to return to work on the date specified on the leave request form without receiving an extension in advance is subject to disciplinary action up to and including dismissal.

R. DOMESTIC VIOLENCE LEAVE

In accordance with Florida Statutes, employees may be granted up to 3 days of unpaid leave in any 12 month period if the employee or a family or household member of an employee is the victim of domestic violence. Employees must exhaust the use of annual leave and compensatory leave before going into unpaid leave status.

1. Eligible Employees: To be eligible for domestic violence leave, an employee must have 3 months of service with Franklin County.

2. Reasons for Leave: Eligible employees may request leave for the following activities: a) seeking an injunction for protection against domestic violence or repeat violence, dating violence, or sexual violence; b) obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence; c) obtaining services from victims services organizations such as a domestic violence shelter or rape crisis center; d) making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator; and e) seeking legal assistance to address issues arising from domestic violence or attending or preparing for court related proceedings arising from the act of domestic violence.

3. Notice Requirement: Except in cases of imminent danger to the health and safety of the employee or family member, the employee shall provide advance notice of the need for leave along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, law enforcement reports, orders to appear in Court, certification from attorney, certification from domestic violence service provider, etc; that the employee is being subjected to domestic violence. Any request for use of this leave will be kept confidential; and is exempt from public disclosure until one (1) year after the leave is taken in accordance with Florida law. Employees in need of leave under this provision shall contact the Clerk's Office for any forms provided. Leave shall be reported as Administrative Leave on the employee time-sheet.

VIII. EMPLOYEE PERFORMANCE EVALUATION

The Director of Administrative Services is authorized to establish a performance evaluation system, subject to review and approval by the Board of County Commissioners. Performance evaluations shall not be subject to the grievance process.

IX. STANDARDS FOR DISCIPLINARY ACTION

The purpose of this section of the Personnel Policy Manual is to set forth the rules for disciplinary action. The purpose of these rules is as follows:

*To address the personnel rules of Franklin County employees concerning misconduct and deficiencies in work performance.

*To establish standards for administering disciplinary action to county employees.

*To clearly define the standards of conduct and other policies which are applicable to a given work situation.

*To establish standard ranges of penalties for various types of misconduct and deficient work performance in order to promote reasonable consistency in the disciplining of county employees involved in similar situations.

*To assure quality service to the public.

It is not the purpose of these rules to make the failure of the Department Head to comply with technical requirements contained herein a basis for invalidating any disciplinary action. It is contemplated that such action will be invalidated only where the County's failure to comply with these rules materially affects the ability of an employee to make use of the procedures provided for herein.

A. AUTHORITY

The authority to take disciplinary action as specified below is hereby delegated to the following persons or to those persons who are in a supervisory position to the persons listed below.

Disciplinary Action

Persons Delegated Authority

Oral Reprimand

Department Head, Supervisor, or Director of Administrative Services (and subject to appeal to the Director of Administrative Services)

Written Reprimand

Department Head (and subject to appeal to the Director of Administrative Services)

Suspension (24 hours or less) -	Department Head with Director of Administrative Service's notification(24 hrs) (and subject to appeal to the Director of Administrative Services)
Extended Suspension	Department Head approved by Director of Administrative Services
Demotion	Department Head approved by Director of Administrative Services
Dismissal	Department Head approved by Director of Administrative Services, and subject to appeal to the Board.

Department Heads shall be responsible for assuring that all disciplinary actions taken within their respective departments comply with these rules.

The Director of Administrative Services shall provide guidance with regard to the administration of disciplinary actions and for assuring that such actions are accomplished in accordance with these rules.

Employees may not be disciplined because of race, religion, color, sex, national origin, political affiliations, age, marital status, or handicap.

B. TYPES OF DISCIPLINARY ACTION

The following types of disciplinary actions are provided: Oral Reprimand, Written Reprimand, Suspension, Demotion, and Dismissal. Disciplinary actions shall be submitted to the Clerk's Finance Office and the County Administrator on the Employee Disciplinary Report.

Oral Reprimand - This is the least severe disciplinary action. The purpose of an oral reprimand is to inform the employee of a particular disciplinary problem. Where possible, the oral reprimand should be delivered to the employee in a location that provides privacy from the employee's coworkers. The supervisor shall clearly state that the employee is receiving an oral reprimand, clearly indicate the nature of the improper behavior, and explain precisely what corrective action is expected. In addition, it should be pointed out that future violations may result in more severe disciplinary action. Before concluding the meeting, the employee shall be allowed to make comments and clarify any issues concerning the situation.

A brief written documentation stating that the employee received the oral reprimand, giving the date and time of the reprimand and stating the nature of the problem must be provided to the Clerk's Finance Office for insertion into the employee's personnel file. A copy shall also be provided to the employee.

Written Reprimand - The purpose of a written reprimand is to help an employee who violates a disciplinary standard to recognize the error, to prescribe an action to correct the error and prevent it from recurring, and to document disciplinary action. The content of the report of written reprimand must specifically state that the employee is receiving a written reprimand, describe the

facts giving rise to the disciplinary action, and indicate the corrective action expected. It should include a statement that future violations may result in more severe disciplinary actions up to and including dismissal. The report of written reprimand should be presented to the employee in private. There shall also be a signature line in the report of written reprimand for the employee to acknowledge receipt. In the event the employee refuses to sign the report, the Department Head should note such refusal on the original and a copy of the report. Employees who refuse to sign an acknowledgment receipt may be disciplined, up to and including termination. All reprimands will be forwarded to the Clerk's Finance Office for inclusion into the employee's personnel file, and a copy will be provided to the employee.

Suspension - Suspension up to twenty-four (24) hours is action taken by the Department Head to temporarily relieve the employee of duties and place the employee on leave without pay. This is a severe form of disciplinary action, which may result from the commission of one offense or as a result of cumulative offenses.

Extended Suspension - The extension of a suspension beyond the 24-hour period.

Demotion: If the Department Head determines that demotion is warranted, he shall notify the Director of Administrative Services for approval and then notify the employee. The demotion shall take effect on the first working day of the next work period.

Dismissal - this is action taken upon recommendation of the Department Head and approved by the Director of Administrative Services to separate the employee from County service. This is also a severe form of disciplinary action that may result from the commission of one offense or as a result of cumulative offenses. Employees dismissed for cause shall not be entitled to receive pay for unused vacation leave.

C. PROCEDURE

The affected employee shall be notified of the proposed personnel action, suspension, or dismissal, and the reasons in writing by personal delivery or by United States Mail, at his/her last known address. Such notices can also be delivered electronically. Employees are responsible for notifying the County of their correct address.

Employees who are on probationary status are not afforded the opportunity to appeal any disciplinary action.

D. STANDARDS FOR DISCIPLINARY PROCEDURES

In general, the basic pattern of discipline for regular employees is progressive and cumulative. Specifically, written reprimands are retained on record and can have a cumulative effect leading to progressive discipline up to and including dismissal. Once a written reprimand is issued, it becomes a permanent part of the employee's record. The age of prior disciplinary action(s) will be taken into account in determining appropriate future discipline.

Progressive disciplinary action may also be administered for dissimilar offenses or deficiencies. If the employee has received a second disciplinary action for similar or dissimilar offenses or deficiencies, it may be considered cumulative and will allow the supervisor to progress to a more severe form of discipline when warranted.

E. GUIDELINES FOR DISCIPLINARY ACTION FOR FIRST OFFENSES

Listed below are guidelines for disciplinary action involving first offenses. The list is not intended to be exhaustive nor are the suggested actions for any offense required. The circumstances of each case shall govern the disciplinary action. The listed reasons are not intended to cover every situation which may result in disciplinary action being taken against County employees.

Misconduct normally resulting in an Oral Reprimand for the first offense:

- Excessive Absenteeism
- Excessive Tardiness
- Failure to perform assigned duties properly or in a timely manner

Misconduct normally resulting in a Written Reprimand for the first offense:

- Offensive conduct or abusive language
- Improper use of County equipment
- Unauthorized absence or leaving assigned work station without permission, when responsibility mandates a presence
- Abuse of sick leave

Misconduct normally resulting in suspension for the first offense:

- Flagrant violation of safety rules, resulting in a dangerous situation
- Insubordination
- Sleeping on the Job
- Fighting
- Sexual Harassment
- Discrimination

Misconduct normally resulting in dismissal for the first offense:

- Conviction of a felony
- Abuse or theft of County property
- Willfully making false statements about the County or its employees
- Falsification of records
- Illegal acceptance of gratuities
- Possession or use of intoxicants or controlled substances on the job
- Violence leading to the injury of another or destruction of County property
- Abandonment of job (3 successive work days missed w/o notification to supervisor)
- Threat or use of weapon on the job

X. EMPLOYEE GRIEVANCE POLICY - DISCIPLINARY

The internal grievance procedure is established to provide opportunity to regular full-time and regular part-time employees who have successfully completed their initial probationary period to appeal disciplinary actions more serious than an oral reprimand. The submission of an appeal by an employee in good faith shall in no way adversely affect the employee or his employment with the County.

A. STEP ONE - Appeal to Department Head

The employee may appeal the discipline in writing by filing his appeal with the Department Head within five (5) working days from receipt of Notice of Disciplinary Action.

The appeal shall be in writing, and shall include: the date the grievance arose; the policy, rule, and/or procedure claimed to have been violated; a statement of the facts as seen by the employee; and the relief requested.

The Department Head shall meet with the employee within five (5) working days after receipt of the grievance. The Department Head shall give the employee an opportunity to explain his position and listen to any witnesses the employee brings to the meeting. The Department Head may require other employee witnesses to be present or may conduct further investigation into the matter on his own. The Department Head shall give a written answer to the employee within ten (10) days after the meeting with the employee to discuss the grievance. This time limit may be extended upon written notice given to the employee-

B. STEP TWO - Appeal to Director of Administrative Services

If the employee does not receive timely written response from the Department Head, or the employee is unsatisfied with the decision of the Department Head, the employee may then appeal to the Director of Administrative Services.

The appeal to the Director of Administrative Services shall take place within ten (10) working days of receipt of the decision of the Department Head. If the Department Head does not provide written response within the prescribed time, their lack of response shall be considered a denial of the appeal and the employee should proceed with their appeal to the Director of Administrative Services.

The Director of Administrative Services shall consider the appeal and shall: give both the employee and the Department Head an opportunity to explain their positions; consider the information before him; further investigate the matter if he feels it is necessary. The Director will then issue a decision on the grievance. If the grievance is related to discipline less than termination, the Director's decision shall be the final decision for the County.

C. Dismissal/Termination Appeal

When an employee is subjected to termination from his/her employment, these provisions shall apply to his grievance and appeal.

Hearing Before Director of Administrative Services --A dismissal may be appealed directly to the Director of Administrative Services' office within fifteen (15) days of written notification of the dismissal. Upon receipt of the appeal, the Director of Administrative Services shall schedule a hearing within reasonable time, generally within thirty (30) days of the date that the appeal is received by the Director. The Director will be the hearing officer at the hearing. The Director shall meet with the employee and the Department Head, give them an opportunity to explain their respective positions, listen to any witnesses they wish to present, and call any witnesses either party believes will be helpful in resolving the matter. This will be the employee's opportunity to confront and cross-examine any witnesses against him or her. The employee may be represented by an attorney at the hearing, at his/her own expense. If the employee intends to have an attorney at the hearing, he/she must notify the Director at least five days in advance of the hearing, in order to allow the County to obtain legal representation at the hearing. Following the hearing, the Director will consider all information provided, including testimony and documentary evidence, and will make findings of fact and issue a decision on whether to terminate the employee.

Appeal to County Commission – If the Director of Administrative Services terminates an employee, the employee has the right to appeal the decision by filing a written notice of appeal with the Clerk of the Court within twenty (20) days of the date of the decision to terminate. When an appeal is timely filed, the matter will be placed on the agenda of a specially called Commission hearing (or at a regularly scheduled meeting), within 45 days of the date of the notice of appeal is filed. At the Commission meeting, the employee and the Director of Administrative Services will each be provided sixty minutes to present the reasons why the Commission should either uphold or reverse the decision of the Director. The employee and the Director have the right to be represented by counsel at this hearing. After hearing the information presented, the Commission can either uphold the decision of the Director, reverse the decision, or remand the matter for further consideration.

D. General Procedures

All appeals or grievances must be in written form. Employees may request assistance from the Director of Administrative Services regarding grievance procedures and this guidance may be provided during the employee's regular working time with no loss of pay.

County employees are employed in an at-will capacity and have no property right in their employment, nor does the internal grievance procedure create any property right.

The time limits of this grievance procedure may be extended for reasons considered appropriate by the Director of Administrative Services. Failure of an employee to file a grievance or an appeal in a timely fashion will constitute an automatic abandonment of the grievance unless he has obtained an extension in advance.

XI. EMPLOYEE GRIEVANCE PROCEDURE - NON-DISCIPLINARY

It is the purpose of this grievance procedure to assure regular full and regular part-time employees that their non-disciplinary problems and complaints will be considered fairly, expeditiously and without reprisal. It is expected that the procedures set forth below will encourage employees to discuss with their supervisors matters pertaining to conditions of employment as they affect individual employees. In addition, free discussion between employees and supervisors will lead to better understanding of practices, policies, and procedures which affect employees. This will serve to identify and eliminate conditions which may cause misunderstandings and grievances.

The following will not be considered as grievances under this policy: disciplinary action; sexual harassment (please refer to the sexual harassment policy); layoffs and reductions-in-force; budget appropriations; changes in the workforce due to restructuring and/or re-organization; and changes in County policy.

A. First Step - Immediate Supervisor

An employee shall present his grievance to his immediate supervisor within five (5) working days from the time of occurrence of the problem. The supervisor shall attempt to resolve the problem within five (5) working days after the complaint is made to him.

B. Second Step - Department Head

If the employee has not received an answer from the immediate supervisor within five (5) working days, and if the employee feels the answer received is not satisfactory, he will reduce to writing the facts and circumstances of the problem and present the written statement to his Department Head within five (5) working days after the supervisor's deadline as outlined above. The Department Head will investigate the grievance and meet with the employee to discuss the grievance within five (5) working days. The Department Head will notify the employee of his decision within five (5) days following the meeting date.

C. Third Step - Director of Administrative Services

If the employee has not received an answer from the Department Head within five (5) working days, or if the employee feels the answer received is not satisfactory, he may appeal in writing to the Director of Administrative Services within five (5) working days after the supervisor's deadline as outlined above. The Director of Administrative Services, or his designee, will investigate the grievance and meet with the employee to discuss the grievance within five (5) working days. The Director of Administrative Services, or designee, will notify the employee of the decision within five (5) days following the meeting date. The decision of the Director of Administrative Services, or designee, will be final and binding.

XII. SEPARATION

A. Resignation

To resign in good standing, except in the case of an emergency, an employee should give at least two weeks (14 calendar days) notice in writing to his or her supervisor. In the case of an emergency, the reason should be fully documented in the notice. Regular employees who resign shall receive pay for accumulated but unused vacation leave at the employee's straight time hourly rate of pay on the date of separation, to a maximum of 160 hours.

B. Dismissal

Employees have no expectation of continued employment and their employment may be terminated whenever it is determined that it is in the best interests of the County. Probationary employees have no right to the County's internal grievance procedure. Employees who are involuntarily terminated will not receive payment for any sick or annual leave accrual.

1. Procedure for Dismissal/Termination

Upon decision by the Department Head that a dismissal is in the best interest of the County, the Department Head shall notify the Director of Administrative Services and provide written documentation of the circumstances, a prepared Notice of Dismissal, and a written recommendation requesting approval of the dismissal.

The Director of Administrative Services will review the request and consider the recommendations of the Department Head. The Director of Administrative Services may call a conference with the employee and/or the Department Head or investigate the matter to whatever extent he feels necessary. Upon approval by the Director of Administrative Services, the signed Notice of Dismissal shall be delivered to the employee in person, if possible. A copy shall also be mailed certified-return receipt requested, to the employee's last known address.

The written Notice of Dismissal shall contain the following:

- The employee's name, position title, home address and phone number
- Reason for dismissal
- Any existing documentation considered by the Dept. Head or Director of Administrative Services in considering the dismissal
- A list of any previous disciplinary action taken into account during dismissal consideration
- Notice of the employee's right to appeal following the process outlined in Section XI., Employee Grievance Procedure - Disciplinary Action

C. Work Force Adjustments/ Layoff

In case of a lay-off or other work force adjustment due to lack of work or changes in the work force, affected County employees shall be notified in writing no less than ten (10) working days prior to the effective date of the lay-off or other work force adjustment. In lieu of notice, the County may elect to pay ten (10) days salary to laid off employees.

Regular employees who are filling positions to be abolished may be transferred to vacant positions for which they are qualified. Employees must be notified in writing of the transfer. The letter will include notification to the employee of the reporting date, time, and place. Failure to report to the new position will constitute abandonment of position. Employees who are filling positions to be abolished shall be given priority consideration for vacant positions for which they qualify. No original appointment of a new employee may be made to fill a vacant position until all eligible and interested employees facing layoff have been considered. If the hiring authority does not wish to appoint an affected employee, justification for the action is to be provided to the Director of Administrative Services prior to advertising for recruitment to fill the position.

Employees scheduled for Layoff who cannot be transferred to vacant positions shall be notified in writing of their scheduled Layoff and the effective date.

Employees occupying temporary OPS positions (if any) shall be among the first considered for layoff, followed by probationary employees, then regular employees. Probationary employees are subject to termination or layoff with or without cause and will not be afforded further consideration under this section.

No regular employee in any classification may be laid off while an employee who does not hold regular status in the classification remains in service in the same classification.

Employees in grant funded positions may have the opportunity to transfer only within the scope of the grant.

As provided by the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees, spouses, and dependents of employees who are laid off shall have the right to continue Health Insurance coverage at the group rate by taking responsibility for any premium payments previously covered by the County, as well as any employee portion. The rate may be higher because the employer is not required to pay any portion for the coverage. Written notification must be provided to the employee containing the specific details of continued coverage within fourteen (14) days of the effective date of layoff.

All layoffs will be approved by the Director of Administrative Services.

1. Call Backs -- Within a period of one year when a vacancy occurs, or a new position is established in a class from which an employee was adversely affected, preference for reinstatement will be given to employees in the following order: (1) Regular employees who voluntarily transfer to vacant positions in different classifications, and (2) employees who were

laid off. Recalled employees must notify the County if they desire to return to work within two (2) working days from receipt of the recall notice, and must return to work within ten (10) working days from their receipt of the recall notice. Laid off employees must keep the County informed of their current mailing address if they wish to be recalled. Failure to keep the County so informed shall result in loss of recall rights. Reinstatement may be with permanent status at the discretion of the hiring authority, when the employee had previously completed the probationary period. An employee who refuses an offer of reinstatement forfeits any priority rights to subsequent placement offers. Employees who are reinstated shall have their seniority restored.

D. Retirement

An employee of the County may retire subject to the provisions of the Florida Retirement System. An employee planning to retire shall notify the Clerk's Finance Office at least ninety (90) days prior to the planned date of retirement.

At the time of regular retirement, the employee shall be paid for all accrued vacation and compensatory leave time, up to 160 hours and for accrued sick leave up to 320 hours. No payment will be made on sick leave accrued above 320 hours.

RESOLUTION FOR FRANKLIN COUNTY
BOARD OF COUNTY COMMISSIONERS
TRAVEL AND PER DIEM POLICY

March 20, 2012 Revision

WHEREAS, the Franklin County Board of County Commissioners, in accordance with Florida Statutes 112.061(14)(a) adopts this resolution establishing a revised travel and per diem policy:

WHEREAS, effective April 1, 2012, Franklin County will pay the following per diem, food and mileage allowances for authorized travelers on behalf of Franklin County. Travel claims containing a statement the expenses were incurred as necessary travel expenses in the performance of official duties must be submitted and must be verified by written declaration that the statement is true and correct as to every material matter. Any person who submits a fraudulent claim commits a misdemeanor of the second degree. Additionally, any person who receives a reimbursement based upon a false claim is civilly liable for the amount of the overpayment.

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Board of County Commissioners has determined that Franklin County will pay the following Per Diem:

- Lodging: Actual Cost
- Mileage: Standard Mileage Rate established by the Internal Revenue Service on January 1st of each year.
- Meals: **Breakfast:** When travel begins before 7:00 a.m. and extends beyond 8:00 a.m. - **\$8.00**
Lunch: When travel begins before 12:00 noon and extends beyond 2:00 p.m. - **\$12.00**
Dinner: When travel begins before 5:00 p.m. and extends beyond 7:00 p.m., OR when travel occurs during nighttime hours due to special assignment - **\$26.00**

These reimbursement rates fall within the travel per diem rate guidelines established by the Federal Government.

All travel must be approved by the Franklin County Board of County Commissioners prior to traveling in order to receive the payment/reimbursement.

This Resolution adopted by the Franklin County Board of County Commissioners this 20th day of March, 2012.

THE FRANKLIN COUNTY BOARD OF
COUNTY COMMISSIONERS


PINKI C. JACKEL, CHAIRMAN

ATTEST:


MARCIA M. JOHNSON, CLERK

PREAMBLE

CLERK OF THE CIRCUIT AND COUNTY COURTS

FRANKLIN COUNTY, FLORIDA

PERSONNEL RULES AND REGULATIONS

As a Constitutional Officer, the Clerk of the Circuit and County Courts is responsible for the employment of personnel to adequately conduct the business responsibilities of the office. Employees of the Clerk serve at the pleasure of the Clerk. The employment of any employee of the Clerk can be terminated at any time at the will and discretion of the Clerk, with or without cause or notice.

This document is not a contract of employment between the employees of the Clerk and the Clerk.

All employees of the Clerk are expected to read and to strictly comply with the rules and regulations contained in this document, and any future revisions to the rules and regulations.

Marcia M. Johnson
Franklin County
Clerk of the Circuit & County Courts

Amended 06/04/2014

EQUAL OPPORTUNITY EMPLOYER

Franklin County Clerk's Office is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, handicap, veteran status, family status, or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies.

If any employee has a suggestion, problem, or complaint with regard to equal employment, he/she should contact the Clerk.

ANTI-HARASSMENT POLICY:

A. The Clerk will not tolerate the harassment of any individual on the basis of race, religion, color, sex, age, national origin, disability, veteran status, family status, or any other status or condition protected by applicable state or federal laws. It is the policy of the Clerk that all employees have to right to work in an environment that is free from unlawful discrimination or harassment.

B. Harassment includes any verbal, physical, or visual conduct that belittles or demeans any individual on the basis of race, religion, color, sex, national origin, handicap, veteran status, family status, or any other status or condition protected by applicable state or federal laws.

Sexual harassment includes any unwelcome sexual advances and other verbal or physical conduct of a sexual nature.

The Clerk strictly prohibits all such conduct.

C. Employees who are found to have engaged in harassment based on race, religion, color, sex, age, national origin, disability, veteran status, family status, or any other status or condition protected by applicable state or federal laws will be subject to disciplinary action, up to and including termination of employment.

D. Examples of the types of actions and behavior that are prohibited by this policy include, but are not limited to:

1. Any verbal, physical, or visual conduct that belittles or demeans any individual on the basis of race, religion, color, sex, age, national origin, handicap, veteran status, family status, or any other status or condition protected by applicable state or federal laws. This includes, but is not limited to:

a. Use of language, slang, slurs or other behavior toward members of the public, fellow employees, or other individuals with whom an employee comes into contact at work that is derogatory, belittling, or insulting based on a person's race, religion, color, sex, age, national origin, handicap, veteran status, family status, or any other status or condition protected by applicable state or federal laws.

b. Tell or otherwise disseminating jokes that are derogatory, belittling, or insulting based on a person's race, religion, color, sex, age, national origin, handicap, veteran status, family status, or any other status or condition protected by applicable state or federal laws.

c. Displaying or distributing pictures, greeting cards, articles, books, magazines, photos, drawings, cartoons, caricatures, or similar materials that are derogatory, belittling, or insulting based on a person's race, religion, color, sex, age, national origin, handicap, veteran status or family status, or any other status or condition protected by applicable state or federal laws.

d. Unwelcome sexual advances; requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and other verbal or physical conduct of a sexual nature made to an employee when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions; such conduct has the purpose or effect of substantially interfering with an individual's work performance; or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment. Examples of such conduct include but are not limited to:

1. Lewd or sexually suggestive comments;
2. Off-color language or jokes of a sexual nature;
3. Slurs and other verbal, graphic, or physical conduct relating to an individual's gender or
4. Any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoon.

E. Any employee or individual who believes he or she has been discriminated against and/or harassed in violation of this policy is required to report the problem immediately to the Clerk. Initial interviews with the complainant shall be conducted with another supervisory employee present. Complaints shall be reduced to writing and signed by the employee.

F. The Clerk will promptly investigate all claims of discrimination and/or harassment. In the event that the Clerk determines that an employee acted improperly, the Clerk will take prompt action to resolve the matter.

G. All complaints will be kept as confidential as possible under the applicable law.

H. Retaliation against a complaining party or someone cooperating in an investigation of alleged unlawful discrimination or harassment is prohibited. Any person who retaliates against an employee for making a complaint under this policy, or for cooperating in an investigation of alleged unlawful discrimination or harassment will be subject to severe disciplinary action, up to and including immediate termination.

SECTION 1. PUBLIC SERVICE - COMMITMENT TO EXCELLENCE

1. As public servants, the Clerk's employees much strongly consider the impact of their appearance, attitude, and behavior when dealing with the public. It is an acknowledged fact that first impressions are highly meaningful. How employees present themselves or react to a situation can have a lasting impact on the opinion the public forms of the Clerk's Office as a whole.

a. An employee's first and foremost responsibility is to present an attitude which shows concern and interest in a person's problems or queries concerning civil, criminal, or other matters for

which an employee may be responsible.

b. Employees are expected to demonstrate prompt, courteous, fair, and honest treatment to all citizens and fellow employees.

c. When confronted by a person who is argumentative, employees must use every effort to calmly resolve the situation, and should call the Clerk to assist as required. As a last resort and, dependent on the situation, law enforcement assistance may be required.

2. Employees who have difficulty with a member of the public are required to conduct themselves in a courteous manner at all times, and shall not act in a manner which negatively impacts on their department or the Clerk.

SECTION 2 - EMPLOYEE CONDUCT

1. USE OF CLERK AND/OR COUNTY PROPERTY

A. An employee who has been provided Clerk or County equipment to use in the performance of their duties shall exercise reasonable care in the use and preservation of the equipment.

B. Use of Clerk or County equipment for personal purposes or business is prohibited.

C. Employees who have been provided Clerk or County property to use shall not loan such equipment to other employees without prior approval of the Clerk.

2. CONFLICT OF INTEREST

A. Employees shall not accept, or agree to accept, directly or indirectly, any favor, loan, fee, service, or other item of value in any form whatsoever from an organization or individual if it is intended or gives the appearance of rewarding or influencing employees in carrying out their duly appointed duties.

B. This rule is not intended to prevent an employee from accepting an award or recognition for meritorious or outstanding achievement for community or government service.

C. No employee of the Clerk shall have any financial interest in the profits of any contract, service or work performed by the Clerk or the County. No employee of the Clerk shall personally profit, directly or indirectly, from any contract, purchase, sale or service between the Clerk's Office and/or the County and any person or company. No officer or employee shall accept any free or preferred services, benefits, or concessions from any person or company, which does business, either directly or indirectly, with the Clerk's Office and/or the County.

3. POLITICAL ACTIVITY

A. Each employee of the Clerk's Office retains all rights and obligations of citizenship provided in the Constitution and laws of the State and the United States. However, no employee of the Clerk's Office shall:

1. Hold, or be a candidate for public or political office while in the employment of the Clerk's office with the exception the present Clerk is not seeking reelection. An employee shall not take any active part in a political campaign while on duty or within any period of time during which the employee is expected to perform services for which the employee receives compensation from the Clerk.

2. Use the authority of the employee's position to secure support for, or oppose, any candidate, party issue in a partisan election, or affect the result thereof.

3. No employee of the Clerk's Office shall use any promise of reward or threat of loss to encourage or coerce any employee to support or contribute to any political issue, candidate, or party.

4. No employee or other person shall solicit, orally or by letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party from any employee during his/her office hours of duty, service, or work within the Clerk's Office.

B. Employees filling positions receiving Federal funds are also subject to the provisions of the Federal Hatch Act regarding political activities.

C. All employees are subject to the provisions of the Florida Statutes governing political activities.

D. Nothing herein contained shall be construed to restrict the right of an employee to hold membership in and support a political party; to vote as he/she chooses; to express opinions on all political subjects and candidates; to maintain political neutrality; to attend political meetings after work hours; or to campaign actively during off-duty hours, in all areas of political activity.

4. EMPLOYMENT OF RELATIVES

No relative of any employee will be hired or retained on a permanent or temporary basis.

"Relative" means an individual who is related to an employee as father, mother, son, daughter, brother, sister, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, half-brother, or half-sister.

5. OUTSIDE EMPLOYMENT AND ACTIVITIES

A. Employees may not have outside employment, or engage in an enterprise or other activity, whether paid or unpaid, which interferes with, conflicts with, or is incompatible with their employment with the Clerk.

B. Prior to acceptance of any outside employment, the employee must obtain approval of the Clerk by submitting a written request. The written request shall state the type of employment, the hours of work, the name of the prospective employer, and the place of employment. Any employee desiring to accept outside employment shall understand that employment by the Clerk is considered the primary employment. The employee shall make arrangements with the outside employer to be relieved from his/her outside duties if and when called for emergency service by the Clerk.

C. Upon receipt of a request, the Clerk will determine whether such employment or activity is inconsistent, incompatible or in conflict with the employee's duties and responsibilities. The request will then either be approved or disapproved.

D. Newly hired employees, at time of initial employment, will declare whether they are presently engaged in any type of outside employment or activity.

E. Permission to engage in outside employment or other activities may be denied or withdrawn

at any time when it is determined by the Clerk that such activities interfere or conflict with the employee's employment with the Clerk.

F. Employees sustaining injuries while engaging in outside employment are ineligible to receive benefits under the County workers' compensation program on account of disability resulting from the outside employment.

G. Equipment, facilities, vehicles and/or property of the Clerk and/or the County shall not be used by employees for outside employment.

6. DRESS AND APPEARANCE

Employees of the Clerk shall maintain their dress and appearance in a manner that is neat, clean, in good repair, and in accordance with generally accepted standards for a professional office environment. Slacks made of denim are prohibited unless specifically authorized for certain days or special occasions by the Clerk when worn with Clerk monogrammed shirts. The Clerk shall have the right to decide what is considered proper attire. Sneakers and Croc-style shoes are not allowed.

Employees are expected to practice good personal hygiene and are expected to report to work clean and neat.

7. PROBATIONARY PERIOD

A. Newly hired employees will serve a six-month probationary period. During this period, the employee will determine if he/she is suited to working with the Clerk. The Clerk will review an employee's progress during the probationary period, and will evaluate the employee's ability to perform assigned duties, to understand and carry out instructions and tasks, and to work effectively with co-workers and the public.

B. An employee's employment may be terminated at any time for any reason and without notice. The completion of the probationary period does not create a vested property interest in employment.

C. New employees will not normally be allowed to transfer to another open position until they have successfully completed their probation period.

8. ATTENDING COURT SESSIONS

Employees will not attend court during work hours unless it is for on-the-job training, orientation, or specifically work related. Attendance just to see, for one's own satisfaction or curiosity, trial procedures or what the outcome of a trial will be, is prohibited during work hours. This restriction does not include employees who attend court during their lunch hour.

9. TELEPHONE USE & CONDUCTING PERSONAL BUSINESS WHILE ON OFFICIAL DUTY

A. Personal telephone calls, both those made and received by an employee, should be strictly limited during working hours. Personal telephone calls should not be allowed to interfere in any

way with the performance of an employee's duties and responsibilities. Cell phone use should be strictly limited during working hours, and cell phones should be kept on "manner mode" or "vibrate".

B. Conducting personal business while on official duty should be avoided. Meetings with others for non-work related purposes must be conducted during an employee's break and/or meal periods. Exceptions to this provision will be allowed only in the case of an emergency.

C. Allowing outside agencies or personnel to use the Clerk's telephone system should be kept to a minimum.

10. EXCESSIVE ABSENTEEISM AND/OR LEAVE ABUSE

A. Excessive absenteeism and leave abuse can have an adverse impact on the efficient operation of the Clerk's Office. They can also impact the stability and morale of a department or organization as a whole. Thus, employees must make every effort (within their control) to come to work.

B. Employee absences are monitored by the Clerk. Patterns in absences, such as the failure to work the day before or after weekends or holidays, the failure to call in when unable to come to work; excessive use of leave; and failure to bring a physician's certificate when required, are indications of leave abuse. An employee who engages in excessive absenteeism and/or leave abuse will be subject to disciplinary action, up to and including termination of employment.

11. FOOD AND DRINK CONSUMPTION

Consuming food at one's workstation is limited to snack-style food products. Extreme care should be used such that beverages are not placed near a computer terminal, keyboard, or other equipment susceptible to damage from spilled liquids.

12. USE OF PERSONAL RADIOS

Radios must not be played loudly. They must not interfere with your work or your ability to communicate with the public.

13. PHYSICAL EXAMINATIONS/TESTING PROCEDURES

All of the Clerk's employees are subject to the Franklin County Drug Free Workplace Policy and must comply with its requirements at all times.

Employees may be required to submit to an examination by a physician or other appropriate health care practitioner to determine whether the employee is capable of performing essential functions of the employee's job and/or is otherwise fit for duty.

14. RELEASE OF INFORMATION

A. It is the intent of the Clerk to insure that all official information released is true and accurate. Unless release of official information is a normal part of their duties, employees shall direct such inquiries to the employee responsible for these duties.

B. The unauthorized release of any official information or information obtained from official records in the Clerk's Office may result in termination of employment.

C. Employees are prohibited from reviewing records or other information on file in the Clerk's Office which is not considered a part of their normal work responsibilities or "need to know" aspect of their job.

SECTION 3-WORK SCHEDULE

1. NORMAL WORKDAY AND WORKWEEK

A. Seven and one-half (7 1/2) hours constitute a normal workday and thirty-seven and one-half (37 1/2) hours a normal workweek for all regular full-time employees, unless a different workday or workweek has been approved by the Clerk. Employees are expected to complete their work assignments in a timely manner, and they may be required to work up to forty (40) hours per week if that is necessary to keep their work current.

B. A normal workday shall be construed to mean 8:00 A.M. to 4:30 P.M. or 8:30 A.M. to 5:00 P.M., whichever is approved by the Clerk, with one hour daily for lunch. A normal workweek shall mean Monday through Friday. For the purpose of calculating overtime, a calendar week, Sunday through Saturday, will be used.

C. In the event of an emergency being declared by the County Commission or the Governor, the Clerk's employees will follow the directions of the County Commission or the Chief Judge as it relates to hours of work and workdays.

2. OVERTIME AND CALL-BACK PAY

A. Work in excess of a normal workday or workweek will be kept to a minimum and avoided whenever possible.

B. Overtime pay is due for actual hours worked in excess of 40 for the workweek exclusive of holidays and leave time and shall be paid at the rate of one and one-half times the employee's regular hourly rate. Leave shall not be counted as hours worked for the purposes of determining overtime. The **EXCEPTION** will be when an employee is required to stay for Court proceedings or Board Meetings, and then the employee will be paid at the rate of one and one-half times the employee's regular hourly rate for all hours worked over seven and one-half in that work day. Provided that this exception shall not be interpreted to allow for payment of double overtime in any circumstance. That is, if the employee is already entitled to overtime compensation because he/she has worked more than forty hours in the week, the employee does not receive any additional premium compensation because he/she has worked more than seven and one-half hours that day.

C. There is an exemption from overtime pay for employees employed as bona fide executive, administrative, professional or computer employees. To qualify for exemption, employees must generally meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet the requirements of the Fair Labor Standards Act (FLSA).

D. Overtime sheets need to be submitted to the Payroll Clerk at the start of the next working day after the employee has worked the overtime.

3. MEAL PERIODS

A. Meal Periods will be scheduled in a manner which least impacts office productivity and service to the public. Changes in meal schedule must be approved by the Supervisor or by the Clerk prior to being changed. Employees need to leave on time for your regularly scheduled lunch hour and return at your regularly scheduled time from your lunch hour, unless you are in court, meetings, etc. or assisting a customer.

B. Meal period time cannot be accumulated or waived for the purpose of leaving early from work. The Clerk may occasionally waive this restriction for unusual circumstances, i.e., an

employee is suddenly scheduled for a doctor's appointment to fill a "cancellation".

C. Employees are not to work during their scheduled lunch hour unless prior authorization is obtained from the Clerk. Unauthorized time worked during an employee's scheduled lunch hour shall not count as hours worked and shall not be authorized as overtime.

4. HOLIDAYS

Currently, the following days are official paid holidays:

New Year's Day

Martin Luther King Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day and the Day After

Christmas Eve

Christmas Day and the Day After

All other days specifically authorized by the Clerk of the Courts.

When a holiday falls on Saturday or Sunday, it will be determined by the Clerk whether an alternate day will be observed.

5. ELIGIBILITY FOR PAID HOLIDAYS

A. All full-time employees filling regular positions are eligible to be paid for the designated holidays, except when the employee is on a leave of absence without pay.

NOTE: Part-time employees who work for the Clerk over short periods, i.e., two (2) weeks during Christmas, etc., will not be paid for the holidays that may occur during these periods.

6. LEAVE TIME

A. Beginning October 1, 2008, all full-time employees shall be credited with the following Leave Time each pay period:

<u>Years of Service</u>	<u>Rate of Accrual</u>
Date of Employment through Completion of first year of service:	3.75 hrs. per pay period (12 days per year)
Beginning of second year through the completion of fifth year of service:	6.88 hrs. per pay period (22 days per year)
Beginning of sixth year through the completion of fifteenth year of service:	8.44 hrs. per pay period (27 days per year)
Beginning of sixteenth year of service:	10.00 hrs. per pay period (32 days per year)

B. The designation of the time that an employee's Leave Time may be taken shall be at the discretion of the Clerk. Requests for one week or more annual leave must be submitted at least **TWO (2)** weeks prior to the leave date. Requests for any leave must be submitted at least **TWO (2)** working days in advance, unless otherwise approved by the Clerk.

C. Upon termination of employment with the Clerk's Office, the employee will be paid for unused leave time.

D. Pay in Lieu of Using Leave Time

1. No more than once per fiscal year, any employee who has at least 100 hours of leave time accrued at the time of the request can opt to be paid for One (1) week of Leave Time in lieu of using Leave Time if approved by the Clerk.
2. In addition, employees who would otherwise forfeit leave time because they have accrued more than 260 hours of leave as of September 30th of any year may request to be paid for additional leave time in lieu of using leave time. The maximum amount of time that can be requested under this provision is the amount of leave time that the employee would otherwise forfeit. The request must be made by September 1st of the year in which the employee is about to forfeit leave. Such requests are considered extraordinary, and are subject to approval of the Clerk.

E. Employees are eligible to use leave time for unscheduled absences due to illness, illness in the family, personal business, and other necessary causes for absences from work. The employee is responsible for notifying the Clerk either personally or through a responsible individual of the reason for the absence and the expected duration.

F. Effective September 1, 2008, employees may accumulate up to a maximum of 260 hours of leave time. Any leave time in excess of 260 hours, which remains unused on September 30th of any given year, will be forfeited.

G. Employees are entitled to, in accordance with Florida Statutes 112.061, the following travel and per diem: (Also see Addendum #2 to Personnel Rules & Regulations)

Lodging:	Actual cost
Mileage:	Amount per mile set by Federal Government
Meals:	Breakfast: \$8.00-when traveling before 7:00 A.M. & extends beyond 8:00 A.M. Lunch: \$12.00-when traveling before 12:00 noon and extends beyond 2:00 P.M. Dinner: \$26.00-when traveling before 5:00 P.M. and extends beyond 7:00 P.M. or when travel occurs during nighttime hours due to special assignment

7. BEREAVEMENT LEAVE

A Bereavement Leave is normally granted only when there has been a death in the employee's or his/her spouse's immediate family. Immediate family is defined as spouse, children, step-children, father, mother, step-father, step-mother, brother, sister, step-brother, and step-sister of the employee or the employee's grandparents, grandchild, son-in-law, and daughter-in-law.

B. Up to three (3) days paid Bereavement Leave shall be granted to an employee, upon request.

C. Each employee requesting and receiving paid Bereavement Leave shall provide evidence as to the nature of the emergency leave, and the name and relationship of the immediate family member involved. Such evidence may include a physician's statement, death certificate, newspaper report, etc.

D. Bereavement Leave shall not be accrued, carried over or paid to an employee upon termination.

8. LEAVES OF ABSENCE

A. Since leaves of absence for medical reasons should be handled pursuant to the FMLA policy and have to be handled in accordance with the American With Disabilities Act, this section has

been changed to cover only non-medical leaves of absence. (See Addendum 4 attached for Family & Medical Leave Act Policy). The Clerk may authorize leave without pay to an employee for a period of up to thirty calendar days for other reasons deemed to be in the best interest of the Clerk's Office, which do not adversely affect operations. That original leave period may be extended, with prior approval of the Clerk, but in no case will the total period exceed one calendar year.

B. Jury Leave - An employee must notify the Clerk in advance when he/she is called for jury duty.

C. Court Leave - An employee who is summoned to appear as a witness on behalf of any town, city, county, state or the federal government will be granted leave with pay. Any witness fees or other expenses received for services performed in the line of duty, while the employee is on full pay status, will be turned over to the Clerk.

D. If an employee is called as a witness for situations other than those listed above, the Clerk must be advised so a determination can be made as to whether an employee will be granted leave with pay.

SECTION 4. DISCIPLINARY ACTION

1. INTENT

A. It is the intent of the Clerk that effective supervision and employee relations will reduce or eliminate most circumstances or matters which require formal disciplinary action. However, it is the policy of the Clerk that an employee who engages in misconduct, performs his/her duties unsatisfactorily, or violates any of the policies or standards of conduct of the Clerk shall be subject to disciplinary action.

B. Whether disciplinary action is required and the severity of the discipline imposed in a case shall depend on the facts and circumstances surrounding each individual offense as well as the employee's past disciplinary and employment record. While all discipline will be fair and non-discriminatory, the Clerk has the discretion to weigh the factors of each case and to discipline without setting binding precedent for future discipline. The Clerk may also suspend disciplinary action which may be taken as a result of good conduct for a specified term.

C. The following enumerated offenses shall not be construed as limitations upon the discretion of the Clerk to impose discipline. The listing of offenses is intended to inform employees and to be used as a guide. Depending upon the circumstances, acceptable disciplinary actions may include:

- a. No further action;
- b. Verbal Warning (with written record of verbal warning);
- c. Written Reprimand;
- d. Suspension Without Pay;
- e. Demotion;
- f. Disciplinary Probation; or
- g. Discharge

2. DISCIPLINARY OFFENSES

No list of rules and regulations can be exhaustive. Employees must recognize that violations of

any reasonable standard of conduct will subject the employee to disciplinary action or immediate termination of employment. The following is a listing of offenses which may lead to discipline, up to and including termination of employment. This listing does not include every possible offense and is not intended to be all-inclusive. Further, the disciplinary action selected for a particular offense will be based on the facts of the specific situation, taking into consideration any aggravating or mitigating circumstances.

The severity of the penalty imposed for a disciplinary offense may vary depending upon the seriousness of the employee's conduct, the nature of the offense, and the circumstances surrounding each case.

Such violations include, but are not limited to, the following:

1. Failure or unreasonable delay in carrying out specific instructions given by the Clerk.
2. Assault on or inflicting bodily harm to another employee or member of the public.
3. Threatening, coercing, or intimidating an employee or member of the public on the Clerk's premises or in connection with any job-related matter or activity.
4. Possessing, taking, removing, destroying, or tampering with the Clerk/County's property without proper authorization.
5. Willful or malicious destruction, negligence, or abuse of Clerk/County's property, equipment, or facilities, or damage of same by failing to use proper care and judgment.
6. Falsification or alteration of the Clerk's records or record keeping, e.g., employment applications, attendance records, payroll records, customer receipts, checks, purchasing records, etc. This includes failure to give complete and accurate information in employment application and/or other personnel records.
7. Using alcohol and/or controlled substance or being under the influence of same on the Clerk's premises and /or on working time. Possession or sale of alcohol or controlled substance on the Clerk's premises and/or working time.
8. Being found guilty of or pleading guilty or nolo contendere (even when adjudication of guilt is withheld) to a felony, misdemeanor, or misdemeanor involving moral turpitude. A "crime of moral turpitude" includes a criminal conviction or plea of nolo contendere, where the criminal act or conduct is contrary to justice, honesty, modesty, community morality, or good morals, generally. A crime of moral turpitude thus includes, but is not limited to, any crime which reflects adversely on a person's reputation, integrity, or reliability or any crime which may reasonably be expected to bring discredit or disrepute upon the person who commits the crime or that person's employer.
9. Failure to notify the Clerk that criminal charges have been filed against the employee.
10. Beginning or maintaining an outside personal or business economic relationship which affords present or future financial benefits to the employee and may be considered a conflict of interest or accepting unauthorized gifts or favors, securing advantage of goods, services, or influence due to the position of the employee with the Clerk's Office.
11. Making or publishing false and malicious statements concerning any County employee, supervisor, or the Clerk's Office, or where such statement concerns a job-related matter or

member of the public.

12. Rudeness or acts of disrespect to members of the public and co-workers or supervisors.

13. Failure to follow operating procedures and practices of the Clerk's Office.

14. Excessive absenteeism or tardiness.

15. Unauthorized absence from work or leaving the job during regularly scheduled work time without the approval of the Clerk. Also, failure to timely complete leave slips and sign in/out sheets.

16. Sleeping on duty or other acts of inattention or neglect of duty.

17. Receiving an excessive number of personal phone calls or personal visitors while on working time.

18. Failure to obtain approval from the Clerk to participate, or continue participation in, outside employment. Such approval will normally be granted unless such outside employment could create a conflict of interest or the outside employment otherwise interferes with the employee's ability to perform his/her job with the Clerk's Office in a timely and efficient manner.

19. Personal use of Clerk/County equipment, materials, or supplies without express permission of the Clerk.

20. Promotion of private business for gain within the Clerk's Office and/or on working time.

21. Loss of a required license or certificate (e.g., driver's license) where such license or certificate is necessary for the employee to perform his/her normal job duties.

22. Engaging in pranks or horseplay which could result in physical harm or property damages.

23. Smoking in areas which are not designated smoking areas.

24. Unsatisfactory job performance.

25. Any conduct detrimental to the operation of the Clerk's Office.

26. Reviewing County records or other information on file in the Clerk's office where such review is not considered part of the employee's work responsibilities or a need to know aspect of the employee's job.

27. Allowing someone other than a fellow Clerk's Office employee or someone who normally has access to the Clerk's Office files to work on or handle such files in any manner.

COMMUNICATION POLICY

The purpose of this Communications Policy is to establish procedures for use of communication technology to include office telephones, cellular phones, voice mail systems, answering machines, fax machines, and computers, including, but not limited to, electronic mail systems (e-mail) and the Internet and/or Web.

It is the policy of the Franklin County Clerk's Office to insure communication devices are used for Clerk's Office business. **PERSONAL USE OF THESE DEVICES IS PROHIBITED.**

A. The Clerk's Office prohibits the use of its communication systems to transmit or receive inappropriate messages, to access inappropriate information, or to harass or annoy another party. Inappropriate messages and information include, but are not limited to, those that are for personal benefit and those involving discriminatory, hostile, suggestive, obscene, or otherwise unsuitable language and content.

B. Violations of this policy will be considered grounds for disciplinary action, up to and including termination of employment.

C. Communications through the above-mentioned devices is subject to monitoring by the Clerk's Office for business purposes.

D. While communications equipment is provided for Clerk's Office business only, the Clerk recognizes there might be occasional situations in which an employee needs to use such equipment for brief periods of time for personal reasons. Employees are required to obtain permission before they engage in personal use of any communications equipment. In addition, employees must reimburse the Clerk's Office, when applicable, for any cost of personal use upon department receipt of itemized billing.

E. Information generated on e-mail and by computer is a public record subject to public inspection and is not confidential, unless specifically cited by Florida Statute. Users are responsible for assuring that any public records that are confidential by Florida Statute are safeguarded in a manner consistent with the practices normally provided for public records in a paper format.

F. The State of Florida requires the retention of "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency" (F.S. 119.011 (11)) as it is for all documents, requirements for retention of e-mail for content to determine the length of time and how the message must be retained, just as it does with paper documentation. Methods of retaining e-mail documents include saving messages to files on floppy disk, hard drive, or printing messages and filing in a paper file.

USE OF PERSONAL ELECTRONIC DEVICES DURING WORK TIME

Personal Electronic Devices include but are not limited to personally owned cell phones, tablets, e-readers, laptops, and computers.

While at work, employees are expected to be focused on providing service to the public by promptly and efficiently attending to their job responsibilities. Excessive personal calls, e-mails, text messaging, checking social networking sites, and similar non-work related activities interferes with productivity and can be distracting to others. Employees are generally required to handle personal matters on non-work time, and should limit their use of personal electronic devices to break times and other non-work time. Employees should make family and friends aware of this policy to minimize potential interruptions during work hours.

Management recognizes that employees sometimes need to have brief communications by phone, text, e-mail, or similar methods with family members or friends during the work day. When such communications are infrequent, brief, and do not interfere with the productivity of the employees or others at work, they will not be deemed a violation of this policy.

If an employee becomes aware of a situation that may require him or her to have more than infrequent and brief communications via phone or personal electronic device while at work, the employee should advise the Clerk (or designee), who may authorize limited exceptions for emergencies or in other extraordinary circumstances.

In order to assure compliance with this policy, the Clerk may require an employee who is in violation to turn off cell phones or other personal electronic devices while at work. In addition, employees who violate this policy are subject to disciplinary action.

ADDENDUM #1 TO PERSONNEL RULES AND REGULATIONS

MONEY HANDLING PROCESS GUIDELINES

I. Securing Money

- A. Money and/or Deposits must be placed in fire proof vault overnight in locked cabinet.
- B. Money must be kept in locked desk drawers during working hours.
- C. At the end of the working day, all deposits should be given to designated deputy clerk who is responsible for securing all monies in the bank bag in the locked cabinet in the vault.

II Managing Change Funds

- A. Each deputy clerk managing receipting may maintain \$125 in cash for their drawer.
- B. Each deputy clerk is responsible for determining the denominations needed

III Business Day Receipting

A. Business at the Counter:

1. Determine service being requested by customer
2. Determine if customer is in the correct place for the service requested
3. Determine the charge for service requested & inform customer
4. If payment is cash:
 - * count in plain view of customer
 - * examine currency for counterfeit
 - * enter payment into receipting system including payment type
 - * provide pre-numbered receipt to customer
 - * place currency & coin in their proper place in locked drawer
 - * count any change given to the customer
 - * deposits of \$1,000 or more need to be taken to the bank immediately
5. If payment is check (personal, business, money order, cashier's check, etc):
 - * if check is foreign, must be payable in U.S. dollars
 - * examine for post dating
 - * ensure amount is \geq amount due; if $>$, customer has choice of providing correct amount or waiting till end of month for refund
 - * If refund due, complete proper paperwork that day for finance office
 - * ensure that check is signed
 - * ensure that payor is not flagged for NSF checks in the past; if so, only cash or money order or cashier's check is acceptable
 - * use endorsement stamp on back of check
 - * enter payment into receipting system including payment type
 - * record check on deposit slip & keep secure
6. Receipts should be issued in duplicate; one for the customer and one for office.

B. Business via Mail:

1. Open mail, empty contents
2. If payment is cash, deliver cash to cashier for that division
3. If payment is check (personal, business, etc.): follow above #5 procedure.

C. Manual Receipting:

1. Manual receipting is to be done only when it is impossible to receipt through the computer.
2. The deputy clerk receipting the monies must have the signature of another deputy clerk who can attest to the amount received for cash transactions.
3. The procedures outlined in A & B should be followed as applicable to receipting.
4. A computer receipt must be generated as soon as possible and should be done within the next day in most circumstances. A small explanation shall be written on the manual receipt when this isn't possible.

D. Voiding Receipts:

1. Print copy of receipt to be voided
2. Write reason for void on the printed copy
3. Have finance clerk sign-off on the void
4. If manual receipt voided, follow same procedure

IV. Ending Business Day

A. Procedures

1. Receipting reports are to be printed by those responsible for same daily with the proper report being delivered to the finance clerk.
2. Deposits should be created daily when receipts are present
3. All checks should be listed on the deposit slip as well as total currency & coin
4. Deputy Clerks are responsible for making sure their individual deposit slips equal the amount listed on the daily reports regardless of who creates the report as well as making sure their receipts total the amount of the deposit.
5. Each deputy clerk shall place their initials on their deposit
6. Deposits should be prepared and delivered prior to the end of the business day; however, when this isn't possible, they shall be delivered the next morning before the bank run.
7. All reports and receipts are to be kept in separate binders and filed timely.

RESPONSIBILITY FOR CUSTODY OF MONEY

The purpose of this form is to acknowledge awareness of the Clerk of Court's responsibility for the custody of public money and to list certain responsibilities accepted by employees handling public money (cash, check, or other legal tender), or any other money on behalf of the Clerk of Court in the performance of their job duties.

I, _____, do hereby understand and accept the following responsibilities:

1. All money I handle in the performance of my job duties is public money for which the Clerk of Court is responsible.
2. I will be provided with training on the departmental procedures for the handling and custody of public money before I am assigned such a responsibility. I have been provided same.
3. I will follow established procedures for the proper handling of public money in my custody.
4. I am solely responsible for the proper use and safekeeping of all money received by me. I will not disclose any code and password I have which permits access to automated money-handling systems.
5. I may not borrow from any money I handle.
6. I may not cash my own or anyone else's personal checks from any money I handle.
7. I will assist in the research of any overages or shortages of public money for which I am responsible.
8. Money in my custody is subject to random or unannounced counts by the Clerk's auditors and other authorized persons.
9. Misuse or theft of money will result in termination of my employment.

Employee Signature

Date

Marcia M Johnson

Clerk of Court

Date *6-4-14*

ADDENDUM #2 TO PERSONNEL RULES AND REGULATIONS

FRANKLIN COUNTY CLERK OF THE CIRCUIT AND COUNTY COURTS
TRAVEL AND PER DIEM POLICY

In accordance with 166.021(10)(a) and (b), Florida Statutes

Effective April 1, 2012, to maintain consistency with the County Commission, the Franklin County Clerk of the Circuit and County Court's Office will pay the following per diem, subsistence and mileage allowances for authorized travelers on behalf of the Clerk's Office. Travel claims containing a statement that the expenses were incurred as necessary travel expenses in the performance of official duties must be submitted and must be verified by a written declaration that the statement is true and correct as to every material matter. Any person who submits a fraudulent claim commits a misdemeanor of the second degree. Additionally, any person who receives a reimbursement based upon a false claim is civilly liable in the amount of the overpayment.

Lodging: Actual Cost

Mileage: Amount per mile as set by the Federal Government

Subsistence: Pursuant to 166.021(10)(a) and (b), Florida Statutes, as follows:

Breakfast:	\$8.00	When travel begins before 7:00 a.m. and extends beyond 8:00 a.m.
Lunch:	\$12.00	When travel begins before 12:00 noon and extends beyond 2:00 p.m.
Dinner:	\$26.00	When travel begins before 5:00 p.m. and extends beyond 7:00 p.m., or when travel occurs during nighttime hours due to special assignment

All travel must be approved by the Franklin County Clerk of the Circuit and County Court, or his designee, prior to travel in order to receive the payment/reimbursement.



Marcia M. Johnson, Clerk

ADDENDUM #3 TO PERSONNEL RULES AND REGULATIONS

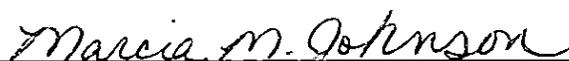
FRANKLIN COUNTY CLERK OF THE CIRCUIT AND COUNTY COURTS
BONUS PAY OR SALARY ADJUSTMENT POLICY

Effective April 1, 2006, the Franklin County Clerk of the Circuit and County Court's Office will adhere to the following eligibility criteria as it pertains to bonus pay or salary adjustment consideration:

- 1-The employee must have been employed prior to July 1st of the fiscal year and have been continuously employed through the date of distribution;
- 2-The employee must not have been on leave without pay consecutively for more than 6 months during the fiscal year;
- 3-The employee must have had no documented, serious disciplinary action during the fiscal year;
- 4-The employee must have demonstrated a commitment to the clerk's office by reducing the burden on those served, continually improving the way business is conducted, producing results and working to improve processes, or
- 5-The employee must have demonstrated initiative to work better, and
- 6- The employee must have exhibited exemplary work habits by displaying values of fairness, cooperation, respect, commitment, honesty, excellence, and teamwork.

Evaluations will be conducted annually. Beginning with the fiscal year 2006-2007, annual evaluations will be utilized to determine eligibility for any bonus or salary adjustment which may be given at the discretion of the Clerk.

Approved April 1, 2006.



Marcia M. Johnson, Clerk

ADDENDUM #4 TO PERSONNEL RULES AND REGULATIONS

FAMILY & MEDICAL LEAVE ACT ACT

- A. A family or medical leave of absence shall be defined as an approved absence available to eligible employees for up to twelve weeks of unpaid leave within a twelve (12) month period under particular circumstances that are critical to the life of the family.
- B. Eligibility: Employees who have been employed at least twelve (12) months by the Clerk and worked at least 1,250 hours during the preceding twelve (12) months, may take up to twelve (12) weeks of unpaid leave in a twelve (12) month period (which shall be based on a rolling year) for the following reasons:
1. For incapacity due to pregnancy, prenatal medical care or child birth;
 2. To care for the employee's child after birth, or placement with the employee of a child for adoption or foster care (entitlement to leave for birth or placement of a child expires 12 months from the date of either the birth or placement);
 3. To care for the employee's spouse, child, or parent who has a serious health condition; or
 4. A serious health condition which renders the employee unable to perform the essential functions of the employee's position.
 5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty in support of a contingency operation).
 6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (Up to 26 weeks of leave per year).
- C. Definitions:
1. "Child" means a biological, adopted, or foster child, a step-child, a legal ward, or a child of a person standing in lieu of a parent who is (a) under 18 years of age or (b) 18 years of age or older and incapable of self-care because of a mental or physical disability.
 2. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either an in-patient care (overnight stay) in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
- D. Conditions of Leave: In the case of unpaid leave for a serious health condition of the employee or the employee's spouse, child, or parent, the leave may be taken intermittently or on a reduced basis only if such leave is medically necessary. If intermittent leave or reduced hours leave is required and the leave is foreseeable based on planned medical treatment or the birth or placement of a child, the Clerk may, in the Clerk's sole discretion, temporarily transfer the employee to another job for which the employee is qualified, that better accommodates that type of leave. The alternative position will have equivalent pay and benefits.

In the case of unpaid medical leave for the birth or placement of a child,

intermittent leave or working a reduced number of hours is not permitted unless agreed to by the Clerk and the employee.

The Clerk will require that an employee's leave to care for the employee's seriously ill spouse, child, or parent, or leave due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position, be supported by a certification issued by the health care provider of the employee or of the employee's ill family member.

Certification should contain the following information where applicable:

1. The date on which the serious health condition began;
2. It's probable duration;
3. The appropriate medical facts regarding the condition;
4. That the employee is needed to care for a child or spouse, with an estimate of the amount of time that the care will require;
5. For the purpose of an employee's own serious health condition, that the employee is unable to perform the essential functions of the job;
6. In the case of intermittent leave for planned medical treatment, the dates on which the treatment is expected to be given and the treatment's duration;
7. In the case of certification for intermittent or reduced schedule leave for an employee's own serious health condition, a statement of the medical necessity for an intermittent or reduced schedule leave; and
8. In the case of certification for intermittent or reduced schedule leave for family members, a statement that this type of leave is necessary for the case of the family member, or will assist in their recovery, and the expected duration and schedule of the intermittent or reduced schedule leave.

If the Clerk has reason to doubt the validity of the certification, the Clerk may require, at the expense of the Clerk's Office, the opinions of additional health care providers. The Clerk may also require subsequent recertification from the employee's health care provider on a reasonable basis, which normally will not be more than every thirty (30) days.

Group health care coverage will continue for employees on leave as if they were still working. Employees who are granted an approved leave of absence under this policy are advised to arrange to pay their share of premiums during the absence. If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure the Clerk/County receives premium payments by the normal payroll dates. If the employee fails to pay their premium, notice of proposed insurance cancellation and an opportunity to pay the premium will be provided prior to cancellation.

If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Clerk/County the portion of the health insurance premium paid by the Clerk/County while the employee was on leave, unless the reason for not returning to employment is because of the presence of a serious health condition which prevents the employee from performing their job, or due to circumstances beyond the control of the employee.

During leave under this policy, the employee will not accrue employment benefits such as vacation pay, leave time, seniority, etc. other than that to which an employee would have been entitled if he or she had not taken leave. Upon return from leave, employees are entitled to any changes in benefit plans not dependent upon seniority or accrual during the leave time. Employees may elect or may be required to substitute without limitation, accrued paid vacation, sick time, or leave time for an equivalent portion of FMLA leave.

With the exception of certain key employees, employees who return to work from family leave of absence within or on the business day following the expiration of the leave, are entitled to return to their job or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. A key employee is a salaried employee who is among the highest paid 10% of those employed by the employer within 75 miles of the facility at which the employee works. Designation of key employee status and whether such status will affect the employee's right to reinstatement will be made at the time the employee requests leave, or at the commencement of leave, whichever is earlier, or as soon as practicable thereafter if such determinations cannot be made at that time.

When the need for leave is foreseeable, such as the birth of a child, the placement for adoption or foster care of a child, or planned medical treatment, the employee must submit a written application for family leave at least thirty (30) days before the leave is to begin and make an effort to schedule leave so that it does not unduly disrupt operations. If thirty (30) days is not practicable, notice must be given as soon as possible.

To the extent allowed by law, in the event an absence is for a reason covered by the FMLA, the Clerk reserves the right to count such absence as family and/or medical leave whether the employee has applied for it or not. When this occurs, the employee will be promptly notified as required by law.

During the leave under this policy, employees must periodically report on their medical status and intent to return to work. Upon taking such leave, the employee will be advised of the reporting requirements. When the employee gives unequivocal notice of their intent not to return to work, the employment relationship will be terminated, and the employee's entitlement to continued leave, maintenance of health benefits, and re-employment under this policy and the FMLA will cease.

All employees of the Clerk whose FMLA leave was taken because of the employee's own serious health condition, must obtain and present certification from the employee's health care provider that the employee is able to resume work before the employee will be allowed to return to work.

If an employee fails to provide any information or certification required by this policy and/or the FMLA, the Clerk may direct the employee to provide the required information or certification, and may delay FMLA leave until the information or certification is provided. Continued refusal or failure to provide required information or certification may subject the employee to discipline, up to and including termination as permitted by law.

CLERK OF CIRCUIT AND COUNTY COURTS
FRANKLIN COUNTY, FLORIDA
PERSONNEL RULES AND REGULATIONS

Acknowledgment of Receipt of Personnel Rules and Regulations

The contents of the Personnel Rules and Regulations booklet are presented for informational purposes to the employees of the Clerk. The Clerk reserves the right to modify, revoke, suspend, terminate, or change any or all such rules, regulations, policies, or procedures, in whole or in part, at any time, with or without notice. The language in this booklet is not intended to create, nor is it to be construed to constitute a contract of employment between the Clerk and any one or all of the Clerk's employees. That is, employment can be terminated at any time at the will of either the employer or employee.

Employee's acknowledgment. I have received a copy of the Personnel Rules and Regulations booklet, and I understand that it is my responsibility to read, understand, and comply with the rules, regulations, policies, and procedures contained in this booklet and any revisions to it. I acknowledge that it is my responsibility to seek an explanation from a supervisor or the Clerk of any rule, regulation, policy, or procedure in this booklet that I do not understand. I also acknowledge that this booklet is not a contract of employment and that either the Clerk or I may terminate my employment at any time with or without cause and with or without notice.

Employee's Signature/Date

**AMENDED NOTICE OF INTENT TO CONSIDER
ADOPTION OF A COUNTY ORDINANCE
THIS IS THE FIRST OF TWO PUBLIC HEARINGS
PURSUANT TO §125.66(4), F.S.**

The proposed Ordinance will be considered at the following public meetings: (1) the Local Planning Agency meeting on Tuesday, February 6, 2018, at 11:00 a.m. (ET); and (2) the Franklin County Board of County Commissioners meeting on Tuesday, February 6, 2018, at 11:10 a.m. (ET), or as soon thereafter as is possible. The meetings will be held at the County Commission Meeting Room at the Courthouse Annex, 34 Forbes Street, Apalachicola, Florida.

No vote shall occur at the public hearings held on February 6, 2018. The proposed Ordinance is entitled:

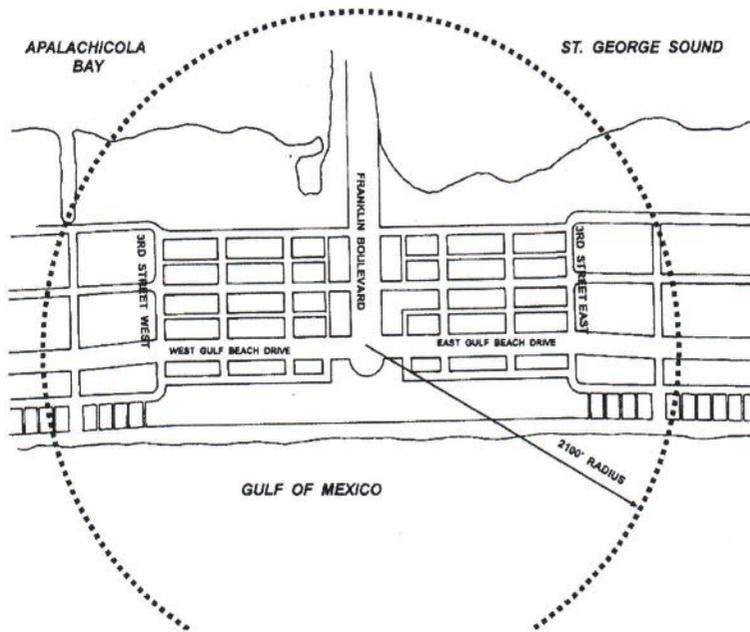
**AN ORDINANCE OF FRANKLIN COUNTY, FLORIDA,
CREATING THE ST. GEORGE ISLAND CORRIDOR OVERLAY
DISTRICT FOR PROPERTY LOCATED WITHIN A 2,100-FOOT
RADIUS OF THE CENTER POINT OF THE INTERSECTION OF
FRANKLIN BOULEVARD AND GULF BEACH DRIVE, ON ST.
GEORGE ISLAND, FLORIDA, AS DESCRIBED IN PLAT BOOK
2, PAGE 7, FRANKLIN COUNTY, FLORIDA, EXCLUDING THE
AREA EAST OF THE EAST BOUNDARY OF THIRD STREET
EAST AND WEST OF THE WEST BOUNDARY OF THIRD
STREET WEST; PROVIDING FOR EXEMPTIONS; PROVIDING
FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE
DATE.**

The public is invited to attend the public hearings. Those persons who desire to speak regarding the adoption of the proposed Ordinance may appear at the hearing and shall be heard.

The proposed Ordinance is on file with, and may be viewed at, the office of the Clerk of Court at the Franklin County Courthouse, which is located at 33 Market Street, Apalachicola, Florida.

The meeting room is handicap accessible; however, those persons who may require special assistance to attend the public meeting must make arrangements in advance by calling deputy clerk Lori Hines at 850-653-8861, x100 at least two business days in advance of the meeting.

Any person who may desire to challenge the outcome of the meeting is responsible for recording a verbatim transcript of the meeting.



INSTRUCTIONS TO PUBLISHER:

Publish as a display ad on January 25, 2018. The ad must be no less than two columns wide by 10 inches long and the headline shall be no smaller than 18 point.

ORDINANCE NO. 2018-_____

AN ORDINANCE OF FRANKLIN COUNTY, FLORIDA, CREATING THE ST. GEORGE ISLAND CORRIDOR OVERLAY DISTRICT FOR PROPERTY LOCATED WITHIN A 2,100-FOOT RADIUS OF THE CENTER POINT OF THE INTERSECTION OF FRANKLIN BOULEVARD AND GULF BEACH DRIVE, ON ST. GEORGE ISLAND, FLORIDA, AS DESCRIBED IN PLAT BOOK 2, PAGE 7, FRANKLIN COUNTY, FLORIDA, EXCLUDING THE AREA EAST OF THE EAST BOUNDARY OF THIRD STREET EAST AND WEST OF THE WEST BOUNDARY OF THIRD STREET WEST; PROVIDING FOR EXEMPTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS, FRANKLIN COUNTY, FLORIDA:

SECTION 1: AUTHORITY.

The authority for the enactment of this Ordinance is Chapter 125, *Florida Statutes*, and Franklin County's Home Rule powers.

SECTION 2: FINDINGS OF FACTS.

WHEREAS, the County Commission of Franklin County, Florida ("County Commission"), is required to protect the public health, safety, and welfare; and

WHEREAS, the County Commission desires to establish on St. George Island, Florida, a St. George Island Corridor Overlay District for the business district which is, in general terms, bounded on the East by 3rd Street East, and on the West by 3rd Street West, with the North boundary being Apalachicola Bay and the South Boundary being the Beach, all as shown on a plat recorded in Plat Book 2, Page 7, Franklin County, Florida, excluding the area east of the east boundary of Third Street East and west of the west boundary of Third Street West, and also excluding all property therein which is publicly owned; and

WHEREAS, the County Commission's intent in establishing the St. George Island Corridor Overlay District is to welcome existing and future residents and visitors to St. George Island, Florida, and to promote the Island as a unique, attractive, vibrant, and economically prosperous community; and

WHEREAS, the County Commission finds that the establishment of the St. George Island Corridor Overlay District is necessary to protect the unique character of the Island and the reasonable development expectations of property owners; and

WHEREAS, the County Commission desires to exempt from the St. George Island Corridor Overlay District all properties that are publicly owned lands; and

WHEREAS, for purposes of this Ordinance, the phrase "publicly owned lands" shall mean all lands the title to which is vested in, or dedicated to, Franklin County, a political subdivision of the state, the State of Florida, or the United States of America; and

WHEREAS, it is the intent of the County Commission to prohibit development and/or uses that are inconsistent with the purpose of the St. George Island Corridor Overlay District, and, thereby, undermine the County's ability to "promote St. George Island, Florida, as a unique, attractive, vibrant, and economically prosperous community"; and

WHEREAS, the County Commission finds that the creation of the St. George Island Corridor Overlay District is appropriate to protect the health, safety, and general welfare of the existing and future residents and visitors to St. George Island, Florida; and

WHEREAS, the County Commission finds that the creation of the St. George Island Corridor Overlay District is consistent with the County's Comprehensive Plan; and

WHEREAS, the County Commission intends that, in the event of a conflict between the terms of the St. George Island Corridor Overlay District and any other provision of the Franklin County Zoning Code, the terms of the St. George Island Corridor Overlay District shall prevail.

NOW, THEREFORE, BE IT ORDAINED by the County Commission of Franklin County, Florida, that the County hereby:

1. Incorporates all of the preamble and findings into this Ordinance.
2. Creates the St. George Island Corridor Overlay District for properties located within the area described as follows:

ALL PROPERTY LOCATED WITHIN A 2,100-FOOT RADIUS OF THE CENTER POINT OF THE INTERSECTION OF FRANKLIN BOULEVARD AND GULF BEACH DRIVE, ON ST. GEORGE ISLAND, FLORIDA, AS DESCRIBED IN PLAT BOOK 2, PAGE 7, FRANKLIN COUNTY, FLORIDA, EXCLUDING THE AREA EAST OF THE EAST BOUNDARY OF THIRD STREET EAST AND WEST OF THE WEST BOUNDARY OF THIRD STREET WEST; AND ALSO EXCLUDING PUBLICLY OWNED LANDS.

SEE THE ATTACHED MAP ILLUSTRATING THIS AREA. IN THE EVENT

OF A CONFLICT, THE LEGAL DESCRIPTION SHALL PREVAIL OVER THE ILLUSTRATION.

SECTION 3: SUPPLEMENTAL REGULATIONS FOR SPECIAL DISTRICT S-6 -- THE ST. GEORGE ISLAND CORRIDOR OVERLAY DISTRICT.

S-6 -- THE ST. GEORGE ISLAND CORRIDOR OVERLAY DISTRICT

DISTRICT INTENT: To promote St. George Island, Florida, as a unique, attractive, vibrant, and economically prosperous community, and to further regulate commercial development for property located within the St. George Island Corridor Overlay District.

PERMITTED USES AND STRUCTURES

PRINCIPAL:

1. All uses permitted or permitted as special uses in any underlying zoning district over which the St. George Island Corridor Overlay District is applied.

ACCESSORY

1. Uses of land customarily incidental and subordinate to one of the permitted principal uses, unless otherwise prohibited.
2. Fire stations.

PROHIBITED USES AND STRUCTURES:

1. All uses not expressly or provisionally permitted herein.
2. Automotive and engine repair within one thousand (1,000) feet of any body of water one (1) acre or larger.
3. Adult Entertainment.
4. Tattoo Parlors.
5. Hookah bar or lounge.
6. Adult sex toy shop.
7. Recreational vehicle parking and camping (limited stay facilities).
8. Fish Camps.
9. Billboards and signs which are larger than ten (10) feet long by five (5) feet high. (size can be amended – for discussion)
10. Telecommunication towers.
11. Commercial boat storage. This includes, but is not necessarily limited to, prohibiting commercial storage of a boat within an enclosed structure (commonly referred to as “dry stack storage”), and storage underneath an open structure with a roof. Commercial boat storage means the storage of boats in exchange for money, fees, rent, membership dues or any other form of payment which is

treated as income subject to taxation by the United States Internal Revenue Code. The prohibition of commercial boat storage shall include, but not necessarily be limited to, the condominium form of ownership of any structure used for boat storage.

12. Storage of boats and boat trailers on unimproved land.
13. Storage of boats on the ground and not on a road ready boat trailer.
14. Businesses which sale or rent inflatable bounce houses, inflatable combos, inflatable water slides, inflatable dry slides, inflatable obstacle course, inflatable ball pits, inflatable basketball games, climbing walls, bowling games, ring toss games, fish bowl games, target shooting games, dart throwing games, and all similar games and inflatables.

SPECIAL EXCEPTIONS: After public notice and hearing, and imposition of appropriate conditions and safeguards, the Board of Adjustment may permit as special exceptions:

1. Hotels, motels, and time-sharing vacation units (high impact over 50 units) subject to review as provided by Section 301.06 of zoning ordinance.
2. Churches and community houses.
3. Public utility uses that fit on a single lot, specifically limited to electrical substations, sewer lift stations, and potable water chlorination stations and pump stations.

GENERAL DEVELOPMENT STANDARDS

1. All development standards established by any underlying zoning district shall also apply if that district is subject to the St. George Island Corridor Overlay District, unless alternative standards are provided herein.
2. Properties within the St. George Island Corridor Overlay District shall also be subject to any additional development standards provided herein.
3. In the event of a conflict between the development standards of any underlying zoning district and the St. George Island Corridor Overlay District, the terms of the St. George Island Corridor Overlay District shall control and apply.
4. The requirements of the St. George Island Corridor Overlay District shall apply only to: (a) new development; and (b) an expansion or modification of an existing structure. [Discuss applying certain requirements to existing structure].

OVERLAY DEVELOPMENT STANDARDS

1. Building Orientation: All primary structures shall face the front of the lot on which they are located. No loading docks, overhead service doors, or trash collection bins may be placed on or adjacent to any façade which faces a public street.
2. Outdoor Storage, Truck Dock, Mechanical Equipment, and Waste Containers: Outdoor storage of unfinished products or supplies shall be prohibited. All outdoor storage of finished products and materials for sale, all trash and recycling containers and materials, all truck docks, and all mechanical equipment shall be completely enclosed on all sides at

ground level by a fence or a wall constructed of similar materials as the primary structure on the lot.

- a. Stored materials, seasonal and other outdoor sales areas, mechanical equipment, and waste containers located on the ground shall be enclosed on all sides at ground level by a fence or wall constructed of similar materials as the primary structure on the lot.
 - i. The enclosure shall not exceed eight (8) feet in height.
 - ii. No stored products or waste containers or material may exceed the height of the enclosure.
 - iii. An opaque wooden gate, painted consistent with the main color of the primary structure on the lot, shall be provided at all access points to the enclosed area.
 - b. Mechanical equipment located on the roof shall be screened by a parapet or other building feature, provided that the top of the parapet shall not exceed the height limitation.
 - c. No area for the storage of waste materials shall be located within twenty (20) feet of any public street, right-of-way, or public sidewalk.
 - d. All truck docks shall be screened from view from all public areas, including parking lots and public streets. The screening enclosure shall consist of a fence or wall constructed of similar materials as the exterior of the primary structure on the lot.
3. Roofs: Gable Roofs and Flat Roofs are allowed. Gable Roofs shall be with slopes between twelve (12) and forty-five (45) degrees, and all roofs shall be constructed of either standing seam metal or dimensional shingles.
 4. Landscaping: Landscaping shall be provided: (a) along the perimeter of all parking areas, which include five (5) or more parking spaces; (b) along the perimeter of the property; and (c) within three (3) feet of the primary structure located on the lot. The landscaping shall be five (5) feet in width and shall provide coverage for at least 70% of the perimeter of the parking lot, the perimeter of the property, and the primary structure on the lot, respectively. Shrubs and hedges shall be a minimum of two (2) feet in height when measured immediately after planting. Such landscaping shall utilize native plants and trees only; the planting of non-native plants and trees shall be prohibited.
 5. Lighting: Lighting shall be designed to reduce light pollution while providing the minimum light necessary for safety and security of pedestrian traffic, vehicular traffic, and customers. Lighting may not exceed fifteen (15) feet in height and shall be shielded downward.
 6. Pedestrian Walkways: Pedestrian walkways shall be provided across the frontage of all lots, and shall connect the lot, the primary structure, and the parking areas to each other and with adjacent properties. Sidewalks shall be provided across the full length of all facades which include a customer entrance and/or are adjacent to a parking area. Sidewalks shall be constructed of concrete and shall be a minimum of five (5) feet wide. (Does the Board want to eliminate or keep the sidewalk provision?)
 7. Signage: Except as permitted by a special use permit issued by the Franklin County Board of County Commissioners, no directory signs may be placed into the right-of-way

of any County road. Animated signs are prohibited. No more than one (1) illuminated sign is allowed on a commercially developed lot which has at least one walled and roofed structure in use and an ongoing lawful business concern. Signs are not allowed on undeveloped commercial lots.

8. Grade: Alteration of the natural grade of the lot shall be governed by the Franklin County Flood Control Ordinance (#2013-04)
9. Boat Storage: A maximum of two boats on road ready boat trailers shall be allowed to be stored on an improved parcel of land which is a lot of record as of February 20, 2018. Regardless of the number of owners of such parcel of land, no more than two boats on road ready boat trailers may be stored, parked or placed on an improved parcel of land which is a lot of record. Future subdivision of a lot of record shall not increase the number of boats which may be stored on an improved parcel of land which is a lot of record. No owner of an improved parcel of land which is a lot of record may store, park or place more than two boats on road ready boat trailers thereon. A lot of record shall be defined as a parcel of land described in a deed recorded in the official records of Franklin County, Florida, as of February 20, 2018.

SECTION 4: SEVERABILITY.

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

SECTION 5: EFFECTIVE DATE.

This Ordinance shall take effect as provided by law.

Passed on Second Reading the ___ day of _____, 2018.

PASSED and ADOPTED, in regular session, with a quorum present and voting, by the County Commission, upon second and final reading this ___ day of _____ 2018.

FRANKLIN COUNTY, a political
subdivision of the State of Florida

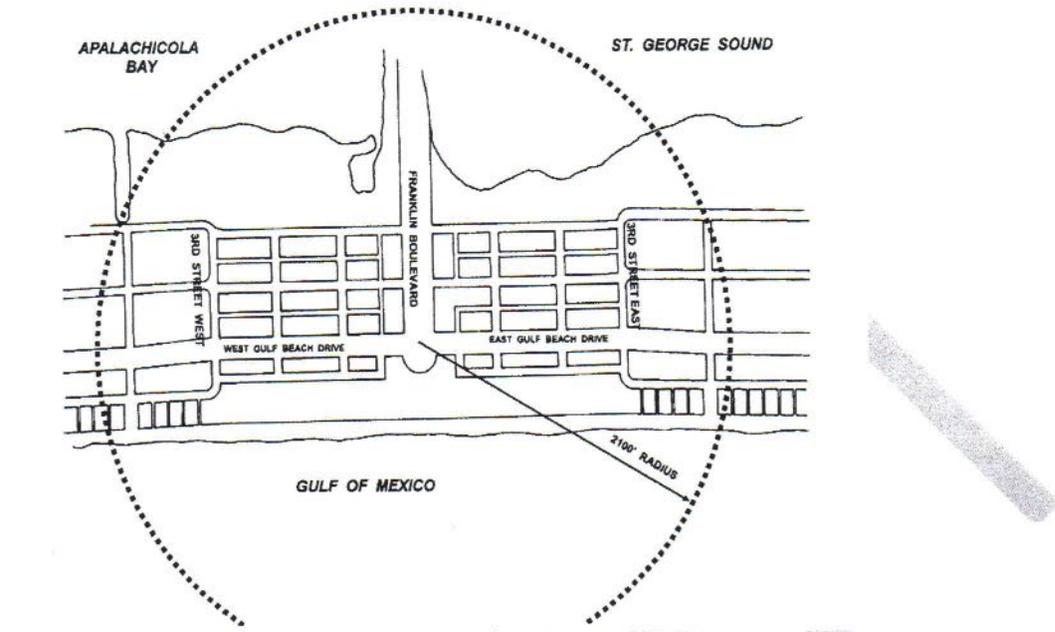
Joseph A. Parrish, Chairman

ATTEST:

APPROVED AS TO FORM

Marcia M. Johnson, Clerk

Thomas M. Shuler, County Attorney



County Coordinator's Report
BOCC Regular Meeting
February 6, 2018

1. Ms. Deborah Belcher, your CDBG Administrator, is here today seeking **Board action** for the following two items. A copy of her full report is included in your packet.
 - a. A bid award of \$4,783 to Oxendine Construction Services, LLC., for the Nichols mobile home rehab at 571 Wilderness Road in Eastpoint.
 - b. Approve a homeowner application for mobile home rehabilitation for James E. and Janice A. Jackson (an elderly couple) located at 122 Squire Road in Apalachicola.

2. Weems Update
 - a. As of Friday February 2nd, the balance in the Operating Account is \$130,000 and the balance in the Money Market Account is \$502,825. However Weems requested a \$150,000 from their Money Market Account to their Operating Account yesterday.
 - b. Included in your packet is the Financial Report presented at the Weems Board of Directors meeting held on Thursday January 25th. At this same meeting Mr. Ben Vance of the County's auditing firm presented and reviewed the hospital's audit. There were other documents presented at the meeting, including but not limited to the 2018 Disaster Plan, the 2018 Hurricane Plan revisions, and the 2018 Organizational Plan. I have included all these documents in a newly created folder in your Dropbox account on your tablets and if you have any questions regarding this information let me know and I will have the appropriate Weems staff member contact you.
 - c. At your November 21, 2017 meeting the Board motioned to terminate the management agreement with Tallahassee Memorial Hospital (TMH) within 90 days. That effective date is approaching, but since the the motion was made, Mr. Jim Coleman Jr. resigned from Community Hospital Corporation, Attorney Shuler and I have met with TMH's CEO, Capital Regional's CEO, and Sacred Heart Port St Joe Chairman and President to discuss their interest in Weems, and these talks are ongoing. Because of this, I recommend a six-month extension of the TMH management contract which would allow staff an opportunity to gather additional information to provide the Board for further discussions and direction. **Board action.**
 - d. I have included a copy of the current make-up of Weems' Board of Directors including their term renewal dates. There were at least three instances in 2017 when regular meetings were cancelled due to a lack of quorum. I would ask that the Board consider filling the vacant seats and replacing or renewing the seats with expired terms. This can be done at the next meeting.

- e. Mr. Cooper informed me that he has submitted a grant application for a new ambulance. If this grant application is approved the County (Weems) will be responsible for a matching amount of approximately \$20,000.
3. At your last regular meeting I informed the Board that FWC had approximately \$488,000 for another derelict vessel removal program. If all went as planned the bids for those vessels should have been opened earlier this morning. As a reminder, one of the vessels is a shrimp boat sunk on the west bank of the Apalachicola River, which places it in Gulf County waters. Mr. Mark Curenton working with Mr. Don Butler, Gulf County's administrator, got the Gulf County Board of County Commissioners to approve a Memorandum of Agreement (MOA) authorizing Franklin County to remove the vessel. **Board action** to authorize the Chairman's signature on the MOA.
4. In addition to the MOA with Gulf County, **Board action** is needed for the Chairman's signature on a Resolution authorizing Franklin County to apply for Florida Fish and Wildlife Conservation Commission grant funding to remove the derelict vessels.
5. County staff has received a complaint that the property owner at 1819 E Gulf Beach Drive has a shed, deck, and dock that has not been permitted by your Building and Permitting Department. **Board action** to authorize Attorney Shuler to work with staff and contact the property owner in an attempt to rectify these violations.
6. Staff was notified on January 17th that FDOT was closing Bridge No. 494096 which is on Mill Road over Trout Creek due to a serious deficiency (damage to truss). It was my opinion that repairing this bridge was of the utmost importance, so I contacted Broadspectrum for a quote. After Broadspectrum was able to locate a replacement truss they quoted a price of \$6,960 to cover material and installation and agreed that the County will not be invoiced until the bridge has been inspected and approved for opening by FDOT. **Board action** to approve the repairs.
7. Mr. Mark Curenton and Mr. Warren Emo, after months of emails and discussions, have a solution to replace the Armory's front door. Mr. Emo is proposing to remove the existing historic "pocket" doors and engage a craftsman to reconfigure the doors while maintaining the unique features and arches of the historic doors. He will also construct a new door jamb / exterior wall assembly to replace the existing aluminum storefront entrance. The historical requirements for the door design and unique features at the door opening are addressed as well as addressing the egress requirements by the State Fire Marshall. The total cost of this project is \$22,135 which is \$6,799 more than the remaining \$15,366 grant balance. If the Boards authorizes this project the County will be responsible for the \$6,799 balance, which could be paid from the Repair and Maintenance budget. **Board action** to approve this project and authorize the Chairman's signature on Change Order #2.

8. At your January 16th regular meeting bids were opened for the construction of the sidewalk on North and South Bayshore Drives. M of Tallahassee, Inc. was the low bidder at \$391,805.70 which was \$32,973.70 higher than the amount allowed in the grant for construction. FDOT informed Mr. Mark Curenton that they have reviewed M of Tallahassee's bid and will provide the additional funds needed for the project. **Board action** to authorize the Chairman's signature on the FDOT supplemental agreement authorizing the additional funds, a Resolution authorizing the project, and the Notice of Award to M of Tallahassee.
9. At your December 19th regular meeting the Board authorized me to purchase a new vehicle for the administrative office and a series of vehicle transfers to the Building Official department and the Maintenance department then sending a vehicle to auction. Staff was able to purchase a vehicle from the Sheriff's Association bid list, so we can send the truck currently assigned to the Maintenance department to auction which would help offset the cost of the new vehicle. **Board action.**
10. Ms. Lori Switzer your SHIP Program Administrator is requesting Board authorization to release FY 2016-17 \$60,000 from the Disaster Funds program. These funds are held in a reserve to assist home owners that qualify with roof repairs in the event of a tornado or other natural disaster. These funds will be disbursed to the Emergency Repairs and Home Rehabilitation programs. The Disaster Funds program will be funded \$60,000 from FY 2017-18 SHIP money the County recently received. **Board action.**
11. The Northwest Florida Water Management District has notified the County of the public hearing date for additions or modifications to their Five-Year Land Acquisition Work Plan. This public Hearing will be held on February 8, 2018 at 1:10 p.m. (CST) at Emerald Coast Utilities Authority, 9255 Sturdevant Street, Pensacola, Florida 32514. A copy of the letter listing the proposed modifications to the 2018 plan is included in your packet.
12. Erik Lovestrand your Extension Office Director is asking for Board approval and the Chairman's signature on a letter to the Florida Department of Environmental Protection Division of State Lands office submitting our application for a sublease of the Robert H. Howell Building. Mr. Lovestrand will complete the application for the sublease. **Board action** to authorize the Chairman's signature on the letter.
13. Inform the Board that I have received the invitation for the Camp Gordon Johnston Days Reunion Parade which will be held on Saturday, March 10, 2018 beginning at 10:45 a.m. Parade lineup starts at 9:45 a.m. I will complete the Parade Entry Form and coordinate parade transportation with Mrs. Pam Brownell.
14. Inform the Board that the Guardian ad Litem Program hosted orientation sessions on Friday January 26th at 12 noon and another at 5:30 p.m. that same day. Based on the volunteers that attended there will be two training sessions here in the Commission meeting room on Saturday February 10th and the other on the 24th.

Roumelis Planning and Development Services, Inc.

5378 Carisbrooke Lane
Tallahassee, FL 32309
Phone (850) 893-0694
Fax (850) 893-3503

9490 SR 78 West
Okeechobee, FL 34974
Phone (863) 467-6600
Fax (863)467-6630

debroumelis@earthlink.net

REPORT ON HOUSING CDBG GRANT February 2, 2018

Activities December 29, 2017 – February 2, 2018

1. Continued taking calls from homeowners and others inquiring about the CDBG housing rehabilitation/replacement program. Continued processing homeowner applications, follow up on inquiries.
2. Oversaw completion of 2 mobile home rehabilitations: Vathis, 109 Long Road, and Rose, 71 SR 65.
3. Processed partial and final payments, prepared the County reimbursement request (RFF#11).
4. Prepared bid package for Nichols, 571 Wilderness Road, advertised in Apalachicola Times and Panama City News Herald, received one bid, from Oxendine Construction Services, LLC. Approved for award, \$4,783 with alternates.
5. Conducted feasibility inspection for Tobin, 17 Garrett Lane, Eastpoint, and telephone questioned Shiver, 588 Wilderness Road. Both declined, don't want CDBG mortgage. Inspected Jackson, 122 Squire Road.
6. Homeowner application review, Jackson. Approved.

Recommendation:

- 1. Approve the award of CDBG funds to Donnie Nichols, 571 Wilderness Road, for the mobile home rehabilitation contract of \$4,783.00 with Oxendine Construction Services, LLC, and associated CDBG loan recording and documentary stamp fees.**
- 2. Approve the CDBG mobile home rehab application for James E. and Janice A. Jackson, 122 Squire Road, Apalachicola, subject to DEO approval.**

Respectfully submitted,
Deborah Belcher
President, RPDS



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Weems Memorial Hospital Financial Statements October 30, 2017

- 1) Year to Date Income Statement**
- 2) Year to Date Balance Sheet**
- 3) Income Statements by Unit**
- 4) Collections Trend Graph**
- 5) Statistical Data**

WEEMS MEMORIAL HOSPITAL
Summary Income Statement
FY 2018

	Nov-17 Actual	Oct-17 Actual	Nov-16 Actual	Nov-17 YTD	Oct-16 YTD	FY Change
Operating Revenues						
InPatient	39,803	103,856	131,522	143,659	245,909	(102,250)
OutPatient	134,539	146,664	107,193	281,203	332,868	(51,665)
Clinics	50,071	53,619	60,476	103,690	133,399	(29,709)
EMS	130,089	102,553	124,951	232,641	224,854	7,787
Emergency Room	476,784	543,699	642,464	1,020,483	1,070,987	(50,504)
Total Patient revenue	831,285	950,391	1,066,606	1,781,676	2,008,017	(226,341)
Deductions from Revenue						
Contractual Allowances & Bad Debts	399,699	483,820	528,382	883,520	926,970	(43,451)
Charity / Indigent	29,966	44,896	25,257	74,862	72,229	2,633
Payer Settlements & Rate Adj	(163,701)	(21,669)		(163,701)	-	
LIP & DSH	(64,919)	(113,770)	(100,000)	(178,689)	(200,000)	21,311
Total Deductions from Revenue	201,045	393,277	597,658	615,991	1,087,237	(471,246)
% Deductions (excl LIP/DSH) & Adj	51.7%	55.6%	65.4%	53.8%	64.1%	
Net Patient Revenue	630,240	557,114	468,948	1,165,685	920,780	244,905
Operating Expenses						
Salaries / Wages	329,314	330,086	342,195	659,400	678,590	(19,190)
Employee Benefits	53,740	75,040	54,684	128,780	127,286	1,495
Professional Fees	65,133	69,415	63,716	134,549	127,043	7,505
Purchased Services	60,010	54,918	54,453	114,929	89,624	25,304
Supplies	41,711	42,141	54,088	83,852	100,325	(16,473)
Lease & Rent	4,978	8,885	6,766	13,862	12,386	1,476
Repairs & Maintenance	33,967	18,155	17,246	52,122	45,656	6,466
Utilities	18,461	18,713	21,038	37,175	42,919	(5,744)
Insurance	11,696	11,618	11,770	23,314	24,630	(1,316)
Minor Equipment	3,278	600	-	3,878	-	3,878
Other	26,509	30,974	19,426	57,483	54,212	3,271
Depreciation	14,907	13,715	18,250	28,622	36,500	(7,878)
Total Operating expenses	663,704	674,261	663,631	1,337,964	1,339,170	(1,206)
Net Income (Loss) from Operations	(33,464)	(117,146)	(194,683)	(172,279)	(418,390)	246,111
Non-Operating Revenue / Expenses						
County Sales Tax Subsidy	95,267	-	73,830	95,267	184,374	(89,107)
EMS Subsidy	63,688	63,688	63,688	127,376	127,376	-
County General Subsidy-Clinics	10,000	10,000	10,000	20,000	20,000	-
Interest Income	83	92	45	175	72	104
Miscellaneous Income	41,083	1,761	43,053	64,512	79,059	(14,547)
Total Non-Operating Items	210,121	75,541	190,616	307,331	410,881	(103,550)
Net Gain (Loss)	176,657	(41,606)	(4,067)	135,052	(7,509)	142,561

WEEMS MEMORIAL HOSPITAL
Fiscal Period Ending: November 30, 2017
Consolidated Balance Sheet

BALANCE SHEET

ASSETS	October 2017	October 2016	Change	Previous Month 2017
Current Assets				
Cash & Cash Equivalents	713,317	513,564	199,753	501,681
Restricted Cash	5,831	5,666	165	7,483
Patient Accounts Receivable	3,954,517	4,921,141	(966,624)	3,882,968
Allowances for Uncoll & Contr Adjs	(2,436,785)	(3,082,322)	645,537	(2,372,711)
Pat Accounts Receivable - Net	1,517,732	1,838,819	(321,087)	1,510,256
Sales Tax Receivable	390,190	183,620	206,570	390,190
Due from Medicare/Medicaid/Others	327,655	300,000	27,655	443,843
Inventory	38,701	-	38,701	23,684
Prepaid Expenses	47,763	30,394	17,369	45,479
Total Current Assets	3,041,189	2,872,063	169,126	2,922,617
Plant, Property, & Equipment				
Land	13,400	13,400	-	13,400
Buildings	2,616,010	2,440,269	175,741	2,553,510
Accumulated Depreciation	(323,239)	(284,952)	(38,287)	(320,530)
Buildings - Net	2,292,771	2,155,317	137,454	2,232,980
Equipment	2,044,364	2,771,370	(727,006)	2,366,095
Accumulated Depreciation	(1,367,990)	(1,813,196)	445,206	(1,864,008)
Equipment - Net	676,374	958,174	(281,800)	502,086
Total Plant, Property, & Equipment	2,982,545	3,126,891	(144,346)	2,748,466
TOTAL ASSETS	6,023,734	5,998,954	24,780	5,671,083
LIABILITIES				
Current Liabilities				
Trade Accounts Payable	576,065	295,439	280,626	497,770
Accrued Ins Withholdings	26,807	29,753	(2,946)	66,635
Accrued Personal & Sick Leave	32,970	28,916	4,054	45,755
Other Accrued Liabilities	59,763	88,733	(28,970)	19,315
Deferred Revenue	63,686	-	63,686	127,374
Due to TMH	686,656	607,112	79,544	476,873
Total Current Liabilities	1,445,948	1,049,953	395,995	1,233,722
Long Term Liabilities				
Payable to HCTF	690,000	890,000	(200,000)	690,000
Compensated Absences	75,000	100,000	(25,000)	75,000
Lease Payable	-	365,556	(365,556)	-
Total Long Term Liabilities	765,000	1,355,556	(590,556)	765,000
TOTAL LIABILITIES	2,210,948	2,405,509	(194,561)	1,998,722
Fund Balance	3,812,786	3,593,445	219,341	3,672,361
TOTAL LIABS & FUND BALANCE	6,023,734	5,998,954	24,780	5,671,083
Days Cash on Hand	16.5	23.3	(6.8)	12.1
Current Ratio	2.1	2.7	(0.6)	2.4

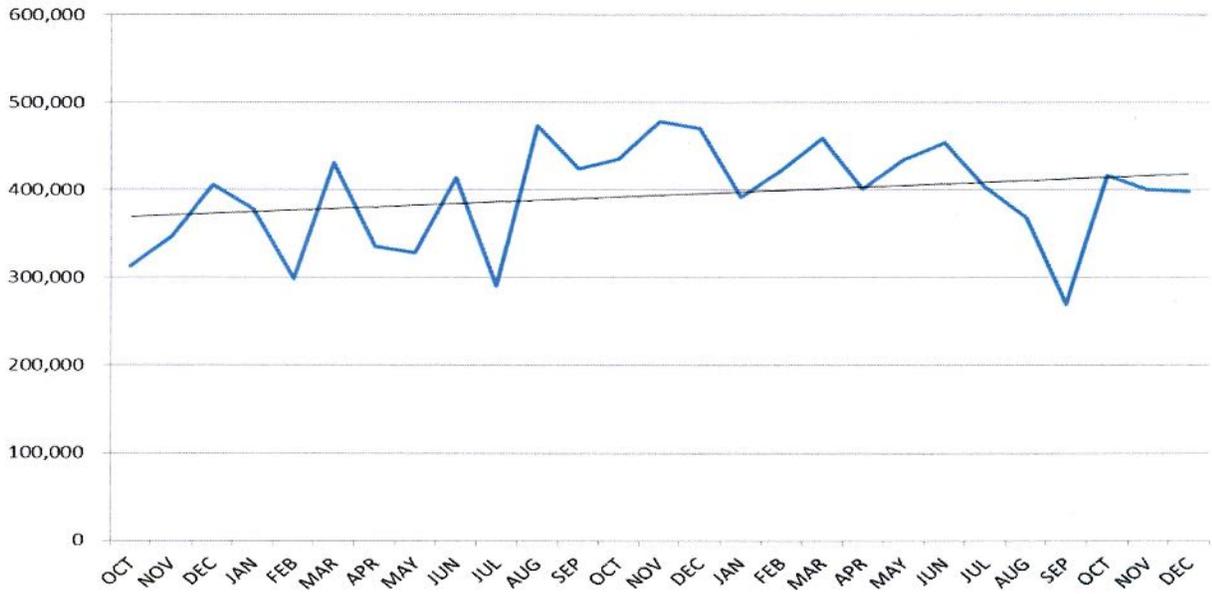
**WEEMS MEMORIAL HOSPITAL
INCOME STATEMENT SUMMARY
BY UNIT**

**FISCAL 2017
2 Month Ending November 30,2017**

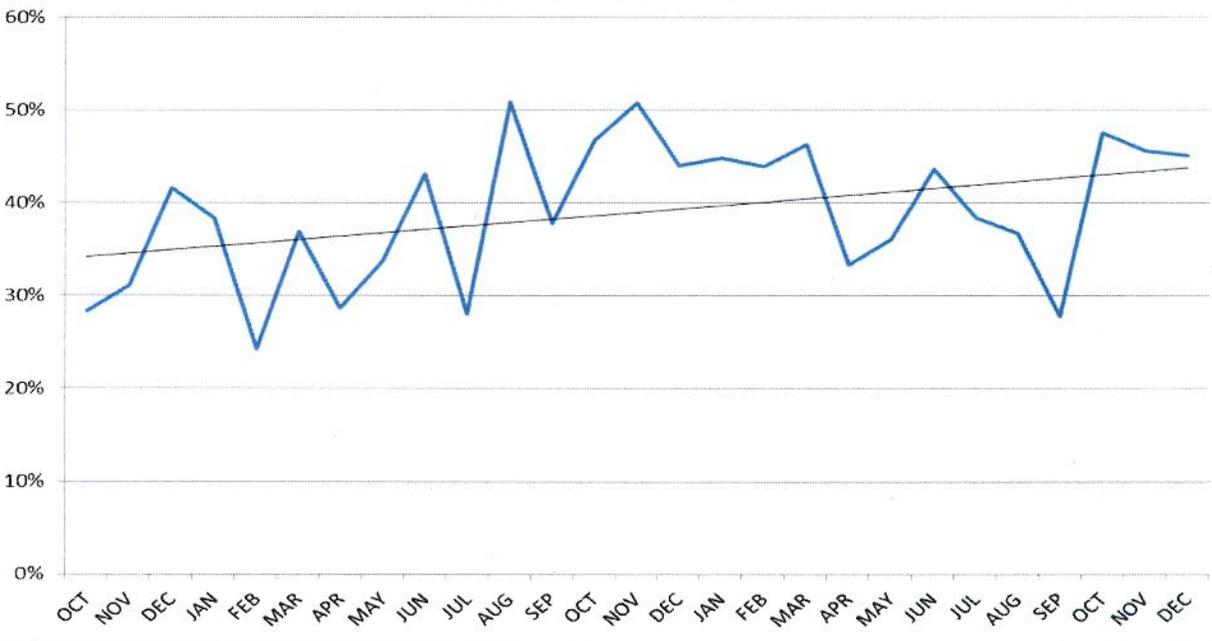
| <i>Month to date</i> |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Hospital | EMS | Weems East | Weems West | Totals |
| 651,126 | 130,089 | 26,016 | 24,055 | 831,285 |
| 295,353 | 43,171 | 14,489 | 11,734 | 364,747 |
| 355,773 | 86,918 | 11,527 | 12,321 | 466,539 |
| 45.4% | 33.2% | 55.7% | 48.8% | 43.9% |
| 215,073 | 79,164 | 15,268 | 19,808 | 329,314 |
| 35,015 | 11,836 | 5,128 | 1,761 | 53,740 |
| 34,538 | 385 | 430 | 11,970 | 47,322 |
| 16,251 | 2,117 | 252 | - | 18,620 |
| 7,140 | 19,341 | 4,038 | 2,842 | 33,362 |
| 308,017 | 112,843 | 25,116 | 36,382 | 482,358 |
| 47,757 | (25,926) | (13,589) | (24,061) | (15,820) |
| 95,267 | 63,688 | 10,000 | - | 168,955 |
23,522	-	-	-	23,522
118,789	63,688	10,000	-	192,477
166,546	37,762	(3,589)	(24,061)	176,657

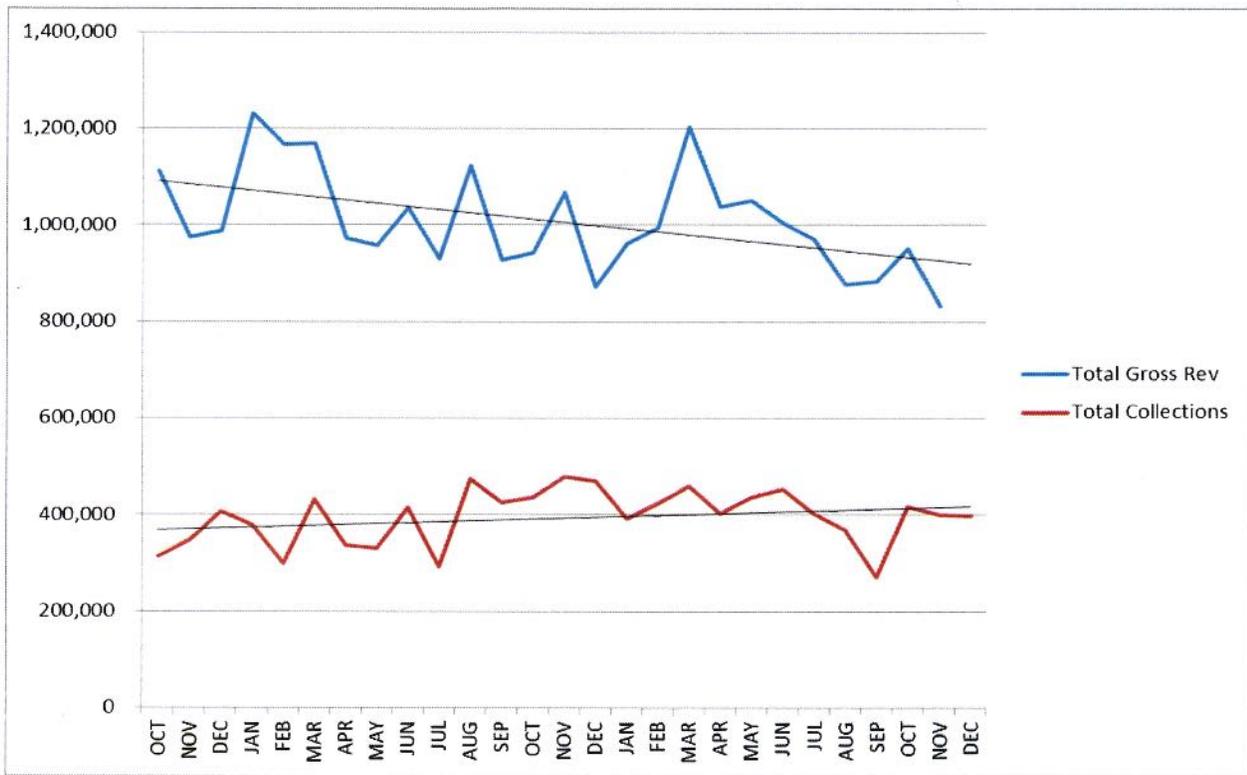
	<i>Year to date</i>				
	Hospital	EMS	Weems East	Weems West	Totals
Gross Revenue	1,445,345	232,641	54,800	48,890	1,781,676
Deductions from Revenue	681,678	88,318	35,118	37,080	842,194
Net Patient Revenue	763,667	144,324	19,682	11,810	939,483
% of Deductions	47.2%	38.0%	64.1%	75.8%	47.3%
Operating Expenses					
Salaries & Wages	432,634	156,292	32,675	37,799	659,400
Employee Benefits	86,926	27,839	8,117	5,898	128,780
Supplies	72,091	1,679	4,194	14,167	92,132
Repairs & Maintenance	15,479	5,535	416	-	21,429
All Other	117,461	34,600	11,854	4,940	168,855
Total Operating Expenses	724,591	225,945	57,256	62,803	1,070,596
Operating Profit (Loss)	39,076	(81,622)	(37,574)	(50,994)	(131,113)
NON Operating Income					
Subsidies	95,267	127,376	20,000	-	242,643
Other Non Operating Income	23,522	-	-	-	23,522
Grant Income	-	-	-	-	-
Total Non Operating Items	118,789	127,376	20,000	-	266,165
Net Profit (Loss)	157,865	45,754	(17,574)	(50,994)	135,052

Total Collections



Total Collection %





Statistical information:	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Inpatient Days	31	34	15	27	17	32	30
Swingbed Days	12	21	16	0	12	7	1
Observation Hours	724	488	655	601	730	450	640
Average Length of Stay - IP	3	2.69	2.11	2.45	2.13	3.2	2
Average Length of Stay - Swing	12	10.5	8	0	12	3.5	0
ER Visits	551	507	531	457	447	478	467
OP Visits	133	121	139	108	131	152	119

From: Heather Huron HHuron@weemsmemorial.com
Subject: RE: Board of Directors
Date: January 26, 2018 at 2:56 PM
To: Michael Moron michael@franklincountyflorida.com



Hi Michael,

Here is the list of Hospital Board members.

District 1 Jones	District 2 Sanders	District 3 Lockley	District 4 Parrish	District 5 Massey	At Large	At Large
Hank Kozlowsky	Anne Wilson	Robert Davis	Jim Bachrach	Doug Creamer	Duffie Harrison	VACANT
Term end: 11.2018	Term end: 12.2016	Term end: 12.2016	Term end: 10.2015	Term end: 10.2017	Term end: 1.2018	Since 9.2016

Heather Huron
Executive Administrative Assistant
George E. Weems Memorial Hospital
Phone (850)653-8853 ext. 101
hhuron@weemsmemorial.com
www.weemsmemorial.com



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From: Michael Moron [mailto:michael@franklincountyflorida.com]
Sent: Thursday, January 25, 2018 4:16 PM
To: Heather Huron
Subject: Board of Directors

Heather,

Would you send me the current active members of the BOD and indicate the vacant seats.

Michael

Michael Morón
County Coordinator
Franklin County
Board of County Commissioners
Phone (850)653-9783 Ext.155
Fax (850) 653-9799
michael@franklincountyflorida.com



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

81 Water Management Drive, Havana, Florida 32333-4712
(U.S. Highway 90, 10 miles west of Tallahassee)

Phone: (850) 539-5999 • Fax: (850) 539-2777

January 23, 2018

Mr. Joseph Parrish, Chairman
Franklin County Board of County Commissioners
33 Market Street, Suite 305
Apalachicola, Florida 32320

Dear Chairman Parrish:

Chapter 373.139(3), F.S. requires the Northwest Florida Water Management District notify each county commission of the public hearing date for additions or modifications to our Five-Year Land Acquisition Work Plan. A public hearing for approval of additions and modifications to the District's 2018 Land Acquisition Work Plan, as outlined below and shown on the attached map, will be held on February 8, 2018 at 1:10 p.m. CST at Emerald Coast Utilities Authority, 9255 Sturdevant Street, Pensacola, Florida 32514. The modifications to the plan do not obligate the District to pursue or purchase any specific property or properties.

The modifications to the 2018 plan include the following:

Addition of Groundwater Contribution Areas (Bay, Calhoun, Gadsden, Holmes, Jackson, Leon, Wakulla, Walton and Washington counties) – these areas are designated by blue dash lines on the **2018 Proposed Land Acquisition Area Map**.

Addition of Basin Management Action Plan (BMAP) Area (Escambia County) – this area is designated by green dash lines on the **2018 Proposed Land Acquisition Area Map**.

Addition of Priority Fee Simple or Less than Fee Simple Acquisition Areas (all counties) – these areas are shown in lavender on the **2018 Proposed Land Acquisition Area Map**. The District is utilizing the 100-year floodplain data layer to designate Priority Fee Simple or Less than Fee Simple Acquisition Areas. This data can be obtained at the following link: <https://msc.fema.gov/portal>

Addition of the Perdido River Buffer Zone – these areas are shown in purple on the **2018 Proposed Land Acquisition Area Map**. The 100-year floodplain is narrow along the Perdido River. As such, the District buffered the river for one-quarter mile to provide additional protection.

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN W. ALTER
Secretary-Treasurer
Malone

GUS ANDREWS
DeFuniak Springs

JON COSTELLO
Tallahassee

MARC DUNBAR
Tallahassee

TED EVERETT
Chipley

NICK PATRONIS
Panama City Beach

BO SPRING
Port St. Joe

Mr. Joseph Parrish, Chairman
January 23, 2018
Page Two

Removal of Priority Fee Simple Acquisitions (Bay, Calhoun, Escambia, Gadsden, Gulf, Holmes, Jackson, Liberty, Okaloosa, Santa Rosa, Walton, and Washington counties) – these lands are designated in orange on the **2017 Proposed Land Acquisition Area Map**. The District is utilizing the 100-year floodplain data layer to designate Priority Fee Simple Acquisitions.

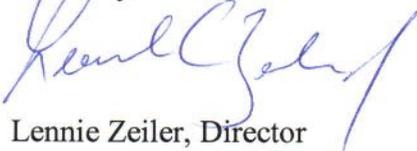
Removal of Priority Less than Fee Simple Acquisitions (Calhoun, Franklin, Gadsden, Gulf, Jackson, Leon, Liberty, Wakulla, and Washington counties) – these lands are designated in pink on the **2017 Proposed Land Acquisition Area Map**. The District is utilizing the 100-year floodplain data layer to designate Priority Less than Fee Simple Acquisitions.

Removal of the Greenways Corridor (Bay and Washington counties) – this area was designated with cross hatching lying between the Econfina Creek WMA and Choctawhatchee River WMA on the **2017 Proposed Land Acquisition Area Map**.

Removal of Priority Fee Simple or Less than Fee Simple Acquisitions (Bay, Jefferson, Leon, Wakulla and Washington counties) – these lands are designated green on the **2017 Proposed Land Acquisition Area Map**. As stated above, the District is utilizing the 100-year floodplain data layer to designate Priority Fee Simple or Less than Fee Simple Acquisition Areas.

If you would like additional information regarding any of these modifications, please contact myself or Carol Bert at (850) 539-5999.

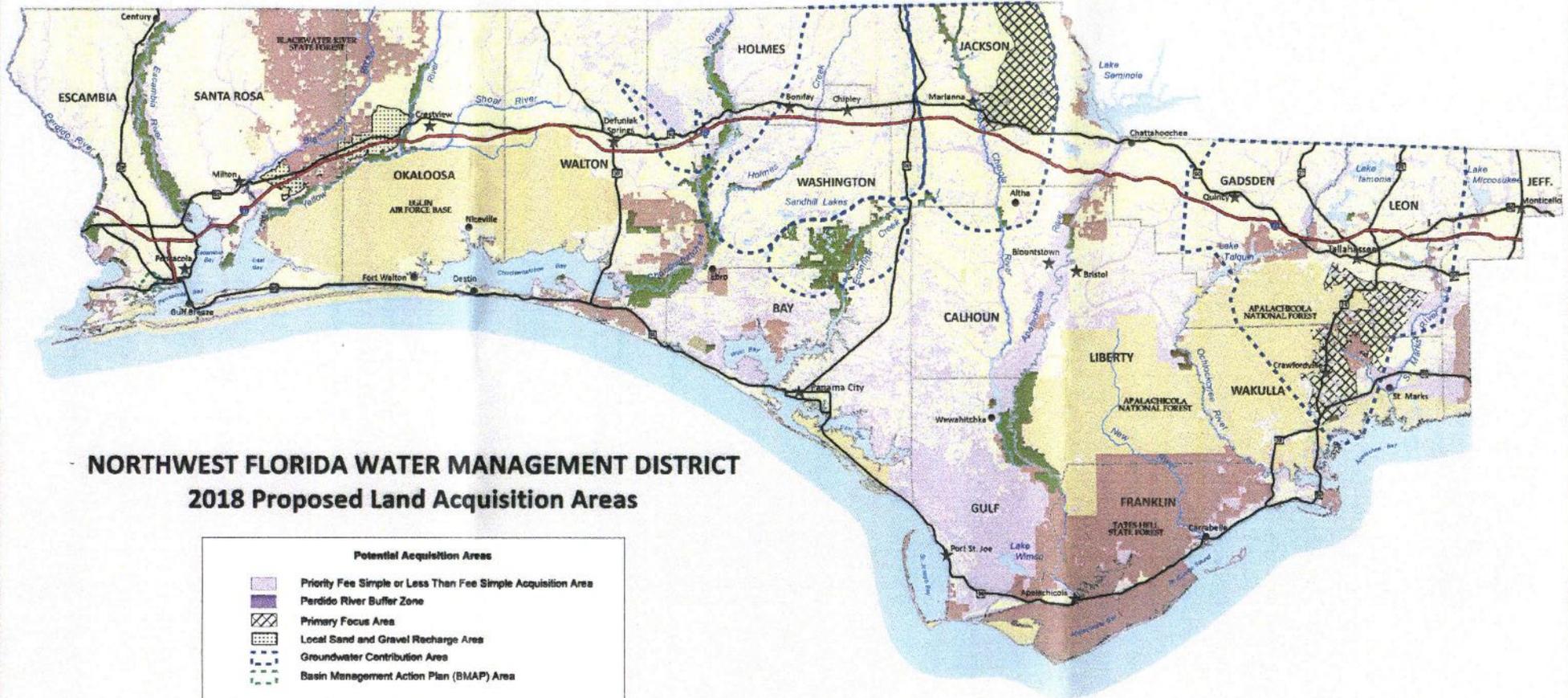
Sincerely,



Lennie Zeiler, Director
Division of Asset Management

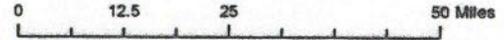
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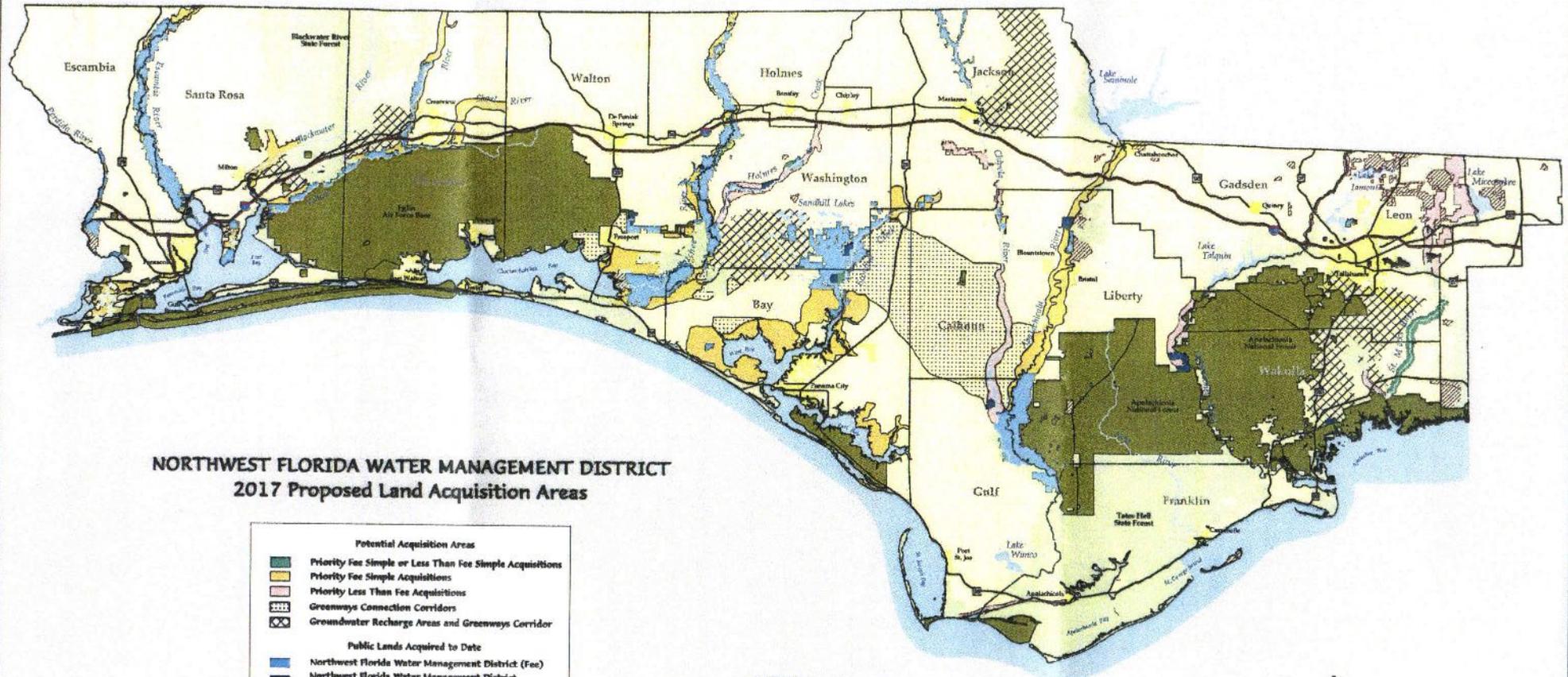
Attachment(s)



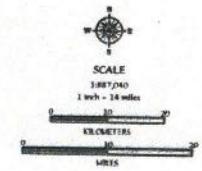
NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT 2018 Proposed Land Acquisition Areas

Potential Acquisition Areas	
	Priority Fee Simple or Less Than Fee Simple Acquisition Area
	Perdido River Buffer Zone
	Primary Focus Area
	Local Sand and Gravel Recharge Area
	Groundwater Contribution Areas
	Basin Management Action Plan (BMAP) Area
Public Lands Acquired to Date	
	Northwest Florida Water Management District (Fee)
	Northwest Florida Water Management District (Conservation Easements)
	Federal Lands
	State of Florida
	Local Government





**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
2017 Proposed Land Acquisition Areas**





Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

81 Water Management Drive, Havana, Florida 32333-4712
(U.S. Highway 90, 10 miles west of Tallahassee)

Phone: (850) 539-5999 • Fax: (850) 539-2777

January 23, 2018

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Franklin County Board of County Commissioners
33 Market Street, Suite 305
Apalachicola, Florida 32320

Dear Chairman Parrish:

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Addition of Priority Fee Simple or Less than Fee Simple Acquisition Areas (all counties) – these areas are shown in lavender on the **2018 Proposed Land Acquisition Area Map**. The District is utilizing the 100-year floodplain data layer to designate Priority Fee Simple or Less than Fee Simple Acquisition Areas. This data can be obtained at the following link: <https://msc.fema.gov/portal>

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Mr. Joseph Parrish, Chairman
January 23, 2018
Page Two

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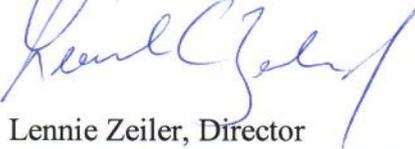
Removal of Priority Less than Fee Simple Acquisitions (Calhoun, Franklin, Gadsden, Gulf, Jackson, Leon, Liberty, Wakulla, and Washington counties) – these lands are designated in pink on the **2017 Proposed Land Acquisition Area Map**. The District is utilizing the 100-year floodplain data layer to designate Priority Less than Fee Simple Acquisitions.

Removal of the Greenways Corridor (Bay and Washington counties) – this area was designated with cross hatching lying between the Econfina Creek WMA and Choctawhatchee River WMA on the **2017 Proposed Land Acquisition Area Map**.

Removal of Priority Fee Simple or Less than Fee Simple Acquisitions (Bay, Jefferson, Leon, Wakulla and Washington counties) – these lands are designated green on the **2017 Proposed Land Acquisition Area Map**. As stated above, the District is utilizing the 100-year floodplain data layer to designate Priority Fee Simple or Less than Fee Simple Acquisition Areas.

If you would like additional information regarding any of these modifications, please contact myself or Carol Bert at (850) 539-5999.

Sincerely,



Lennie Zeiler, Director
Division of Asset Management

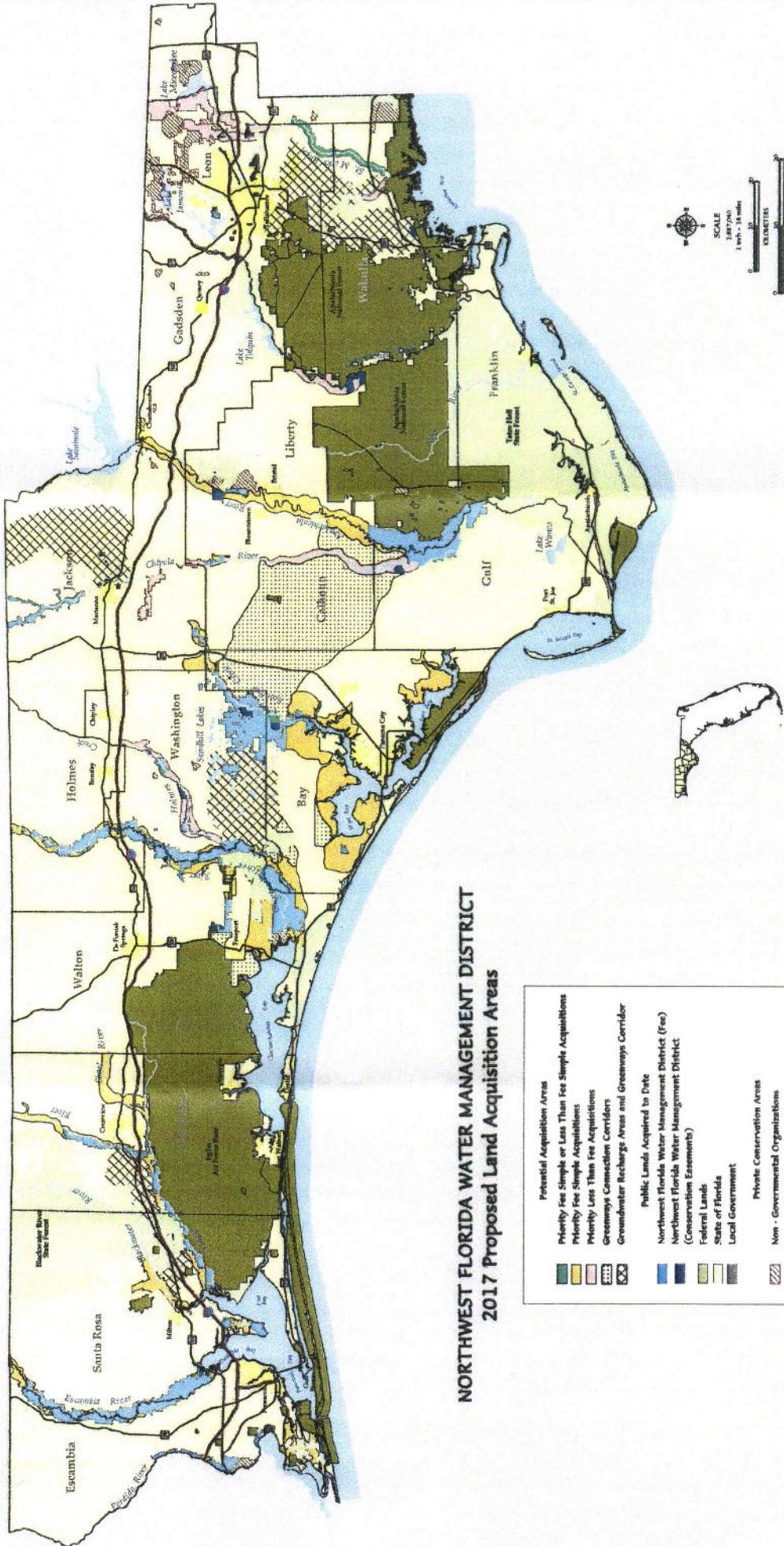
LZ/cb

Attachment(s)



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT 2018 Proposed Land Acquisition Areas

Potential Acquisition Areas	
	Priority Fee Simple or Less Than Fee Simple Acquisition Area
	Paridde River Buffer Zone
	Primary Focus Area
	Local Sand and Gravel Recharge Area
	Groundwater Contribution Area
	Basin Management Action Plan (BMAP) Area
Public Lands Acquired to Date	
	Northwest Florida Water Management District (Fee)
	Northwest Florida Water Management District (Conservation Easements)
	Federal Lands
	State of Florida
	Local Government



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
2017 Proposed Land Acquisition Areas**

	Potential Acquisition Areas
	Priority Fee Simple or Less Than Fee Simple Acquisitions
	Priority Fee Simple Acquisitions
	Priority Less Than Fee Acquisitions
	Greenways Connection Corridors
	Groundwater Recharge Area and Greenways Corridor
	Public Lands Acquired to Date
	Northwest Florida Water Management District (Fee) (Conservation Easements)
	Federal Lands
	State of Florida
	Local Government
	Private Conservation Areas
	Non - Governmental Organizations

Lori Hines

From: Carol Bert [Carol.Bert@nwfwater.com]
Sent: Tuesday, January 30, 2018 5:20 PM
Cc: Carol Bert
Subject: Clarification of Additions or Modifications to the Five-Year Land Acquisition Work Plan
Attachments: 2017_forever_florida_1_30_2018.jpg

Good Afternoon,

On January 23, 2018, you were mailed a letter notifying your office of the date and time of the public hearing for additions or modifications to the District's Five-Year Land Acquisition Work Plan. The following information was inadvertently left out of the January 23 letter.

Removal of the Greenways Connection Corridor (Bay, Calhoun, Gulf, Walton and Washington counties) – this area was designated on the **2017 Proposed Land Acquisition Area Map** with a “black dot” pattern.

These areas are circled in red on the attached map of the 2017 Proposed Land Acquisition Area Map and have been removed from the 2018 Proposed Land Acquisition Area Map.

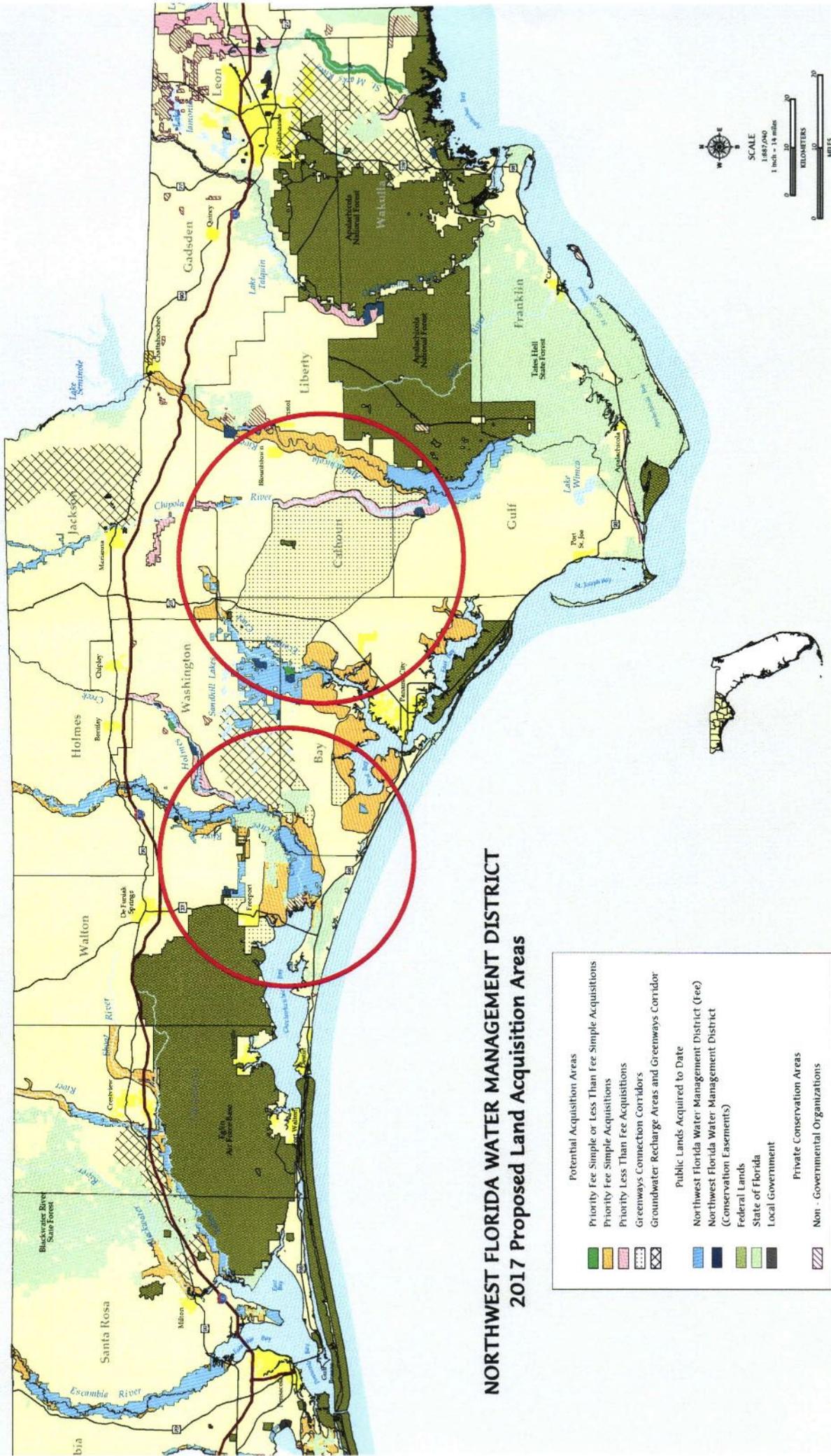
I apologize for any inconvenience this may have caused you or your office.

Please contact me at (850) 539-5999 if you have any questions.

Carol L. Bert

*Asset Management Administrator
Northwest Florida Water Management District
81 Water Management Drive
Havana, Florida 32333
Phone: (850) 539-5999, ext. 303
Fax: (850) 539-2777*

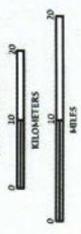




NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT 2017 Proposed Land Acquisition Areas



SCALE
1:887,040
1 inch = 14 miles



DANA GEHRET
2550 N. Meridian Road
Tallahassee, FL 32303

Ms. Akes
Ake's Septic, Inc.
P. O. Box 211
Wewahitchka, FL 32465

Re: 1152 E. Gulf Beach Dr.

Dear Ms. Akes:

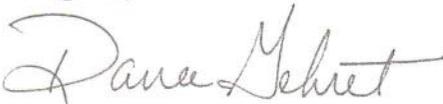
Thank you for your letter of January 16, 2018 indicating the motor on my septic tank was turned off when you recently inspected on January 3, 2018. I have checked with my brother who was staying in the house the first two weeks of January and he acknowledged that the pump was running at that time. Notwithstanding the inaccurate letter of January 16, I sent my Contractor over to the property today and he has advised the pump was on and working just fine.

This is the second time your company has inaccurately reported on this property. You may recall a few months ago your company reported that the drain field was overflowing and not operating. It was necessary for me to hire a waste water engineer to insert a camera probe to prove to the County that the drain field at 1152 E. Gulf Beach Dr. was functioning properly. This event cost me \$2,000 to prove my system was operating properly and almost cost me \$15,000 for an unnecessary septic tank and drain field.

I am concerned that you have my property confused with a similarly named house nearby. My house is M'Ocean Granted. On the next driveway to the west is a house called M'Ocean Carried.

It is for these reasons that going forward I require my representative be present any time your company is on my property. You may schedule a date and time for inspections by contacting the property manager, Linda O'Donnell, at 954-868-4364. If you are unable to reach Linda, you may contact me at 954-682-2644. I do not have voice mail so alternatively you can email to Dana@gulfvacay.com. The courtesy of as much advance notice as possible would be appreciated as I do not live on St. George, and I would need at least one business day notice at a minimum.

Regards,



Dana Gehret

Cc: Mr. Charles B. Addison, Franklin County Environmental Specialist
Mr. Ricky Jones, Frank County Commissioner District 1
Ms. Lori Hines, Deputy Clerk, Franklin County Board of Commissioners ✓
Mr. Michael Moron, Franklin County Coordinator



Monday, January 29, 2018

Mayor Joseph Parish
33 Market St, Suite 203
Apalachicola, FL 32320

Dear Joseph Parish,:

Earlier this month, Mediacom adjusted the Local Broadcast Station Surcharge (LBSS) on customer bills based on our best estimate of how much local broadcast stations like ABC, CBS, FOX and NBC would increase their rates for 2018. Despite our efforts to keep costs down, the local broadcasters we carry increased their year over year rates by an average of 35%. The collective increases these station owners demand to be paid are considerably higher than what we anticipated. As a result, effective on or about March 1, 2018, Mediacom will be making the following adjustments to the LBSS:

Product:	Old Rate:	New Rate:	Net Change:
Local Broadcast Station Surcharge	\$8.34	\$11.18	\$2.84

The fees we pay to retransmit local broadcast stations like ABC, CBS, FOX and NBC are by far our fastest growing programming cost component. The owners of these channels are able to take advantage of outdated federal laws to force excessive rate increases on consumers year after year. For more information about the extent of this growing national problem, please visit www.mediacomonyourside.com or www.americantelevisionalliance.org.

Mediacom appreciates the opportunity to continue to serve your community's telecommunications needs.

Yours sincerely,
Lisa Wagoner
Mediacom, Area Director

January 30, 2018



Dear Franklin County Commissioners:

On April 10 the Franklin-Bay County Solar Co-Ops will open.

The program, which has been successful in dozens of other Florida cities and counties, and several other states, is simple:

Homeowners join together to get free technical advice on rooftop panels from experts at Solar United Neighbors, a national non-profit group with many Florida chapters. Then Solar United oversees a bidding process to bring volume discounts to all members of the co-op.

Solar prices have dropped dramatically since the BCC installed solar. For example, the panels on the meeting room roof cost \$4.00 per kW - a fair price for the time. Now prices are about \$2.50 per kW, and homeowners qualify for an extra 30% federal tax rebate, bringing their final cost to roughly \$1.75 per kW.

In other words, with solar panels people can save significant amounts of money on their electric bill, though of course results vary. Homeowners who join the co-op have no obligation to purchase. In the end, each person has an individual contract with a licensed solar installer.

The group purchasing provides legal, technical, and cost benefits.

The co-op will be open to any Franklin County property owner, and Bay County will open at the same time. The sign-up process will last three months, so we hope installations can begin by the end of summer.

If you have any questions, feel free to call me. More information is at the Solar United Neighbors webpage: <https://www.solarunitedneighbors.org/florida/go-solar-in-florida/>

There will also be public meetings in March and April to explain the process.

Thank you.

Kevin Begos, local volunteer organizer, Apalachicola
850-566-2374

Beth Wright, local committee member, Apalachicola
Martha Murray, local committee member, Carrabelle