



**BAKER COUNTY BOARD OF COMMISSION**  
**AGENDA**  
**SEPTEMBER 18, 2018**

**REGULAR SESSION 5:00 P.M.**

**I. Invocation and Pledge of Allegiance**

**II. Approval of Agenda**

**III. Approval of Consent Agenda Items**

1. Expense Report
2. Minutes- September 4, 2018; Regular Session
3. Minutes- September 4, 2018; Public Hearing: Tentative Millage and Tentative Budget
4. Minutes- September 4, 2018; Public Hearing; FRDAP Grant Applications

**IV. Public Comments**

**V. Constitutional Officers**

**VI. New Business**

- |   |                    |
|---|--------------------|
| 1. County GIS Position; Kennie Downing  | <b>Action Item</b> |
| 2. Sheriff's Office Budget FY 18/19; Jeffrey Cox                                      | <b>Action Item</b> |
| 3. Acceptance of Small County Solid Waste Grant; Kennie Downing                       | <b>Action Item</b> |
| 4. Approval of Annual Contract with District Medical Examiner; Kennie Downing         | <b>Action Item</b> |
| 5. Award RFQ 2018-14 – Engineering for Woodstock Industrial Park Road; Kennie Downing | <b>Action Item</b> |
| 6. Approval of Fall Rural 911 Grant Application; Chris Volz                           | <b>Action Item</b> |

**VII. Old Business**

1. Pending Business; Kennie Downing

**VIII. County Manager**

- |  |                    |
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| 1. Selection of Comprehensive Plan Liaison | <b>Action Item</b> |
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**IX. County Attorney**

**X. Commissioner Comments**

**XI. Adjourn**

**PUBLIC HEARING 6:00 P.M.**

1. Resolution 2018- 41: Final Millage
2. Resolution 2018- 42: Final Budget

If any member of the public desires to appeal a decision made at these hearings, he or she will need a record of the proceedings and for that purpose he or she may need to ensure that a verbatim record of the proceedings is transcribed, which record would include the testimony and evidence upon which the appeal is to be based. In accordance with the American with Disabilities Act, persons needing a special accommodation of an interpreter to participate in these proceedings should contact the County Commissioners Office at (904) 259-3613, at least 48 hours prior to the time of the hearing.

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SELECTION CRITERIA: transact.trans\_date>'20180829 00:00:00.000'  
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FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83674	09/04/18	22	AMERICAN FIDELITY A	001	218006	AM FIDELITY JUL18	0.00	1,417.36
104000	83674	09/04/18	22	AMERICAN FIDELITY A	001	218006	AM FIDELITY AUG18	0.00	1,384.16
TOTAL CHECK									2,801.52
104000	83675	09/04/18	2139	AMERICAN FIDELITY/F	001	218006	AM FIDELITY FLEX AU	0.00	940.82
104000	83676	09/04/18	758	AMY DUGGER, TAX COL	15	59180	TAX COLL-SEPT18	0.00	14,364.33
104000	83679	09/04/18	50	BAKER COUNTY CHAMBE	350	53402	CHMBR.CNTY FUND-SEP	0.00	1,375.00
104000	83680	09/04/18	47	BAKER COUNTY COUNCI	351	58104	COA MONTHLY SEPT18	0.00	9,750.00
104000	83682	09/04/18	67	BENNETT'S FEED FARM	34	54600	POST INSULATOR-ANML	0.00	6.99
104000	83682	09/04/18	67	BENNETT'S FEED FARM	34	54600	HORSE FENCE-ANML	0.00	469.98
104000	83682	09/04/18	67	BENNETT'S FEED FARM	34	54600	FENCE POST 8X-ANML	0.00	135.60
TOTAL CHECK									612.57
104000	83683	09/04/18	72	BLUE CROSS & BLUE S	27	52300	A SMITH EMPLYR COST	0.00	707.16
104000	83683	09/04/18	72	BLUE CROSS & BLUE S	35	52310	BC RETIREE HEALTH J	0.00	2,654.70
104000	83683	09/04/18	72	BLUE CROSS & BLUE S	35	52310	BC RETIREE HEALTH A	0.00	2,123.76
104000	83683	09/04/18	72	BLUE CROSS & BLUE S	35	52310	BC RETIREE HEALTH S	0.00	2,123.76
104000	83683	09/04/18	72	BLUE CROSS & BLUE S	001	218100	BC EMPLOYEE HEALTH	0.00	48,432.82
TOTAL CHECK									56,042.20
104000	83684	09/04/18	470	CATHEDRAL CORP. FOR	11	54200	18TRIM/POSTAGE BAL	0.00	2,147.36
104000	83685	09/04/18	830	COMPUTERS AT WORK!	40	56400	LINKRUNNER AIRCHEC-	0.00	5,853.68
104000	83686	09/04/18	540	CRYSTAL SPRINGS	930	55210	5GAL WATER 2X-JUDGE	0.00	33.09
104000	83686	09/04/18	540	CRYSTAL SPRINGS	930	55210	5GAL WATER 3X-JUDGE	0.00	39.97
TOTAL CHECK									73.06
104000	83689	09/04/18	798	ESUTURES	27	55210	NEEDLE STBLZR KIT-E	0.00	457.00
104000	83690	09/04/18	2013	ETR, L L C	27	54602	AIR HORN RPR 18FO-E	0.00	575.00
104000	83691	09/04/18	212	GLEN CASH STORE INC	33	55210	PLATINO 10G WATER-R	0.00	48.99
104000	83691	09/04/18	212	GLEN CASH STORE INC	21	54600	CONNECTOR/VALVE-MAI	0.00	34.01
104000	83691	09/04/18	212	GLEN CASH STORE INC	34	54600	CAUTION TAPE-ANML	0.00	21.98
TOTAL CHECK									104.98
104000	83692	09/04/18	533	HIGGINBOTHAM BROTHE	25	53100	HIGGINB INSPECT OVE	0.00	7,800.00
104000	83692	09/04/18	533	HIGGINBOTHAM BROTHE	25	53100	HIGGINBOTHAM AUG18	0.00	7,451.67
TOTAL CHECK									15,251.67
104000	83693	09/04/18	2351	KOPELOUSOS, BRADLEY	16	53100	LEGAL SERV AUG18	0.00	4,500.00
104000	83694	09/04/18	750	LAKE AND WETLAND MA	33	53400	LAKE30 VETERANS SEP	0.00	109.00
104000	83695	09/04/18	323	NITA D CRAWFORD	19	56400	SUPER ELECT SEPT18	0.00	34,482.00
104000	83695	09/04/18	323	NITA D CRAWFORD	19	59180	SUPER ELECT-SEPT18	0.00	13.50
TOTAL CHECK									34,495.50

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	33	54400	JONESVILLE PARK	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	33	54400	TAYLOR PARK	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	33	54400	VOLLEYBALL COURTS	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	33	54400	BOY SCOUT LANDING	0.00	90.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	33	54400	CUYLER PARK SITE	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	33	54400	OLUSTEE PARK	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	33	54400	KNABB SPORT CMLPX	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	33	54400	MARGARETTA PARK	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	33	54400	ST MARY RIVER/VETER	0.00	100.00
TOTAL CHECK								0.00	505.00
104000	83697	09/04/18	465	RAULERSONVILLE, LLC	19	54600	SUBMERSIBLE PIPE-SO	0.00	875.00
104000	83699	09/04/18	279	STACIE D. HARVEY, C	12	59180	CLERK-SEPT18	0.00	22,004.50
104000	83701	09/04/18	2314	TRI COUNTY PROBATIO	20	54600	GBB AUG2018	0.00	625.00
104000	83702	09/04/18	1752	UNITED HEALTHCARE I	001	218100	UHC DENTL/VISN AUG1	0.00	2,204.09
104000	83703	09/07/18	1252	AMERICAN ENTERPRISE	001	218500	AM ENTER EMS UNION	0.00	150.00
104000	83704	09/07/18	89	CAPITAL GUARDIAN TR	001	218700	CAPITAL GUARD. 8/31	0.00	250.00
104000	83705	09/07/18	2346	CARPENTERS INDUSTRI	001	218500	CARPENTER RD UNION	0.00	218.76
104000	83706	09/07/18	200	FPL	27	54301	FIRE STA #70 - SAND	0.00	231.00
104000	83706	09/07/18	200	FPL	27	54301	EMERGENCY OP-1190 W	0.00	764.18
104000	83706	09/07/18	200	FPL	291	54301	AG CENTER-US HWY 90	0.00	874.50
104000	83706	09/07/18	200	FPL	291	54301	AG CENTER - FPL	0.00	31.02
104000	83706	09/07/18	200	FPL	291	54301	AG CNTR/OUTDR LGHT	0.00	9.91
104000	83706	09/07/18	200	FPL	27	54301	STORAGE BLDG/EOC	0.00	50.63
104000	83706	09/07/18	200	FPL	33	54300	OLUST PK/2 SEC LIGH	0.00	55.81
104000	83706	09/07/18	200	FPL	331	54300	SANDERSON COMM CTR/	0.00	112.78
TOTAL CHECK								0.00	2,129.83
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	33	54600	CAP SLIP-REC	0.00	1.79
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	33	54600	SANDPAPER-REC	0.00	4.13
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	331	54609	TOILET RPR KIT-SNDR	0.00	36.46
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	21	55210	NAILSETR CUSHION-MA	0.00	11.69
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	21	54600	CAULK-MAINT	0.00	3.22
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	33	55210	FENCE PLIERS-REC	0.00	16.19
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	33	54600	STAPLES/CABLE TIE-R	0.00	20.32
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	291	54600	LED BULBS-AG	0.00	26.97
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	21	55210	PAINT BUCKET-MAINT	0.00	13.64
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	21	54600	PRIMER/PVC CMNT-MAI	0.00	10.06
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	21	55210	SAW BLADE 3X-MAIN	0.00	11.13
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	21	54600	NAIL/COUPLING-MAIN	0.00	17.25
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	21	55210	9V BATTERIES 2X-MAI	0.00	15.46
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	21	54600	CREDIT/NAIIS-MAINT	0.00	-13.66
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	21	55210	WRENCH/BLADE SAW-MA	0.00	65.31
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	21	54600	NAIIS-MAINT	0.00	7.18

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	247.14
104000	83709	09/07/18	588	HENRY SCHEIN INC	26	55210	STRAP-EMS	0.00	66.80
104000	83709	09/07/18	588	HENRY SCHEIN INC	26	55210	KETAMINE/GAUZE-EMS	0.00	146.27
104000	83709	09/07/18	588	HENRY SCHEIN INC	27	55210	ALBUTERL/SOLU MED-E	0.00	138.44
104000	83709	09/07/18	588	HENRY SCHEIN INC	27	55210	FENTANYL/MORPHINE-E	0.00	97.19
TOTAL CHECK								0.00	448.70
104000	83710	09/07/18	244	INTERSTATE SUPPLY I	19	54600	PVC PIPE-SOE	0.00	35.70
104000	83710	09/07/18	244	INTERSTATE SUPPLY I	19	54600	LED BULB-SOE	0.00	187.68
TOTAL CHECK								0.00	223.38
104000	83711	09/07/18	984	JANI KING OF JACKSO	20	53400	CUSTODIAN 9.18-CRTH	0.00	2,500.00
104000	83711	09/07/18	984	JANI KING OF JACKSO	158	53400	CUSTODIAN 9.18-PD	0.00	300.00
TOTAL CHECK								0.00	2,800.00
104000	83712	09/07/18	1105	JIMMY'S AUTOMOTIVE	21	54602	EMER RPR 08CHEVY-MA	0.00	270.13
104000	83713	09/07/18	267	L V HIERS INC	34	55211	19GAL FUEL-ANML	0.00	48.01
104000	83713	09/07/18	267	L V HIERS INC	11	55211	13GAL FUEL-CLINT	0.00	32.59
104000	83713	09/07/18	267	L V HIERS INC	26	55211	17GAL FUEL-TRANSPT	0.00	42.61
104000	83713	09/07/18	267	L V HIERS INC	21	55211	31.40GAL FUEL-MAINT	0.00	78.71
104000	83713	09/07/18	267	L V HIERS INC	34	55211	24GAL FUEL-ANML	0.00	60.16
TOTAL CHECK								0.00	262.08
104000	83714	09/07/18	284	MACCLENNY MOTOR PAR	21	54602	FUEL LINE HOSE-MAIN	0.00	11.83
104000	83715	09/07/18	1334	MACCLENNY MOWER AND	33	54400	CEMENT MIXER RENT-R	0.00	73.78
104000	83715	09/07/18	1334	MACCLENNY MOWER AND	33	54602	LAWNMMOWER BELT-REC	0.00	32.55
104000	83715	09/07/18	1334	MACCLENNY MOWER AND	33	54600	WEEDEATER STRING-RE	0.00	35.99
TOTAL CHECK								0.00	142.32
104000	83717	09/07/18	311	NATIONWIDE RETIREME	001	218700	PEBSCO/NATIONWIDE 8	0.00	228.82
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	11	54100	BOCC LINES/\$325 L.D	0.00	774.95
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	22	54100	CTR CT FAX/REC#328-	0.00	20.28
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	27	54100	RESCUE/HWY90-NEFCOM	0.00	88.12
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	158	54100	PUBLIC DEF - FAX-NE	0.00	20.28
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	20	54100	ELEVATOR-CRTHSE-JUD	0.00	20.28
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	20	54100	ELEVATOR/CRTHSE/JUD	0.00	20.28
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	11	54100	TDD PHONE/ADMINISTR	0.00	40.99
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	930	54100	COUNTY JUDGE'S FAX-	0.00	20.28
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	32	54100	LIBRARY - FAX - NEF	0.00	39.18
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	29	54100	COUNTY EXTENSN SVC-	0.00	128.48
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	18	54100	CLERK'S OFFICE/FAX	0.00	20.28
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	25	54100	BLDG DEPT-INSPEC LI	0.00	61.31
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	32	54100	LIBRARY - NEFCOM	0.00	288.02
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	157	54100	STATE ATTORNEY-NEFC	0.00	25.08
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	34	54100	ANIMAL CONTROL-NEFC	0.00	110.17
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	11	54100	ADMINISTRATION FAX-	0.00	36.74
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	29	54100	CO EXT SVC-DATA LIN	0.00	81.69
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	157	54100	STATE ATTORNEY-FAX-	0.00	20.28

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	21	54100	MAINTENANCE DEPT.-N	0.00	90.42
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	27	54100	EMS-STA70 #63/FIRE-	0.00	81.69
TOTAL CHECK									1,988.80
104000	83720	09/07/18	326	OKEFENOKE REMC	33	54300	RIDING ARENA LIGHTS	0.00	78.10
104000	83720	09/07/18	326	OKEFENOKE REMC	34	54300	NEW BLDG./ANIMAL CT	0.00	195.21
104000	83720	09/07/18	326	OKEFENOKE REMC	27	54301	RESCUE TOWER -OREMC	0.00	177.78
104000	83720	09/07/18	326	OKEFENOKE REMC	33	54300	ARENA CONCESSION FAI	0.00	47.24
104000	83720	09/07/18	326	OKEFENOKE REMC	34	54300	DOG POUND 14564 SCR	0.00	266.16
104000	83720	09/07/18	326	OKEFENOKE REMC	33	54300	RECREATION DEPT -OR	0.00	48.25
TOTAL CHECK									812.74
104000	83724	09/07/18	347	QUADMED INC	27	55210	DISP BLADE 4X-EMS	0.00	160.00
104000	83724	09/07/18	347	QUADMED INC	27	55210	ECG SENSORS-EMS	0.00	142.56
104000	83724	09/07/18	347	QUADMED INC	27	55210	CATHETERS-EMS	0.00	155.00
TOTAL CHECK									457.56
104000	83725	09/07/18	348	QUALITY HARDWARE &	291	54600	METAL DOOR/PREP-AG	0.00	424.55
104000	83725	09/07/18	348	QUALITY HARDWARE &	27	54600	ELECTRIC STRIKE-EMS	0.00	339.60
TOTAL CHECK									764.15
104000	83726	09/07/18	360	RELIASTAR LIFE INSU	001	218700	RELIA LIFE FLETCHER	0.00	26.76
104000	83727	09/07/18	969	SALLY HAYNES	291	53400	AG CUSTODIAN 8.18	0.00	40.00
104000	83728	09/07/18	256	SBH MEDICAL LTD.	27	55210	SALINE 5X CASES-EMS	0.00	335.00
104000	83731	09/07/18	2164	STAPLES ADVANTAGE	32	55210	TOILET PAPER-LIB	0.00	33.42
104000	83731	09/07/18	2164	STAPLES ADVANTAGE	32	55100	GREEN/RED LABELS-LI	0.00	23.46
104000	83731	09/07/18	2164	STAPLES ADVANTAGE	32	55100	ERASERS 3PK-LIB	0.00	3.99
104000	83731	09/07/18	2164	STAPLES ADVANTAGE	25	55100	BALL POINT PENS/BIN	0.00	163.55
104000	83731	09/07/18	2164	STAPLES ADVANTAGE	25	55210	PERFORATED TOWELS/H	0.00	34.67
104000	83731	09/07/18	2164	STAPLES ADVANTAGE	27	55210	TOILET PAPER/PAER T	0.00	73.76
104000	83731	09/07/18	2164	STAPLES ADVANTAGE	29	55210	CHAIR MAT/PRESENTER	0.00	85.44
104000	83731	09/07/18	2164	STAPLES ADVANTAGE	29	55210	15 FT CORD PROT - E	0.00	36.99
104000	83731	09/07/18	2164	STAPLES ADVANTAGE	291	55210	MOP/REFILS-AG	0.00	12.30
104000	83731	09/07/18	2164	STAPLES ADVANTAGE	29	55100	CARDSTOCK/COVER STO	0.00	22.00
TOTAL CHECK									489.58
104000	83733	09/07/18	1774	UNITEDHEALTHCARE LI	001	218005	UHC EMPLOYEE LIFE S	0.00	790.12
104000	83733	09/07/18	1774	UNITEDHEALTHCARE LI	27	52300	A SMITH EMPLYR LIFE	0.00	2.70
104000	83733	09/07/18	1774	UNITEDHEALTHCARE LI	35	52310	UHC RETIREE LIFE SE	0.00	95.40
TOTAL CHECK									888.22
104000	83735	09/07/18	419	VALIC	001	218700	AIG VALIC DEF COMP	0.00	100.00
104000	83736	09/07/18	1710	VERIZON WIRELESS	21	54100	MAINTENANCE VERIZON	0.00	74.71
104000	83736	09/07/18	1710	VERIZON WIRELESS	158	54100	PUB DEF VERIZON 8.1	0.00	18.46
104000	83736	09/07/18	1710	VERIZON WIRELESS	27	54100	EMS VERIZON 8.18	0.00	46.32
104000	83736	09/07/18	1710	VERIZON WIRELESS	29	54100	EXTENSTION VERIZON 8	0.00	18.35
104000	83736	09/07/18	1710	VERIZON WIRELESS	27	54100	CAD ACCESS 3X-EMS	0.00	110.10
104000	83736	09/07/18	1710	VERIZON WIRELESS	930	54100	JUDGE IPAD 8.18	0.00	53.87

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FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83736	09/07/18	1710	VERIZON WIRELESS	34	54100	ANML CTRL VERIZON 8	0.00	138.82
104000	83736	09/07/18	1710	VERIZON WIRELESS	221	54100	GAL VERIZON 8.18	0.00	46.32
104000	83736	09/07/18	1710	VERIZON WIRELESS	930	54100	JDG WILLIAMS VERIZN	0.00	87.98
104000	83736	09/07/18	1710	VERIZON WIRELESS	33	54100	RECREATION VERIZON	0.00	138.82
104000	83736	09/07/18	1710	VERIZON WIRELESS	11	54100	EXTRA LINES X14 8.1	0.00	2.70
104000	83736	09/07/18	1710	VERIZON WIRELESS	11	54100	DOWNING VERIZON 8.1	0.00	18.70
104000	83736	09/07/18	1710	VERIZON WIRELESS	27	54100	WIRELESS SERV 7.18	0.00	21.06
TOTAL CHECK								0.00	776.21
104000	83737	09/07/18	424	VORTECH PHARMACEUTI	34	55210	FATAL PLUS 6X-ANML	0.00	429.06
104000	83739	09/07/18	2367	ZENO OFFICE SOLUTIO	158	54603	COPIER MAINT 8.18-P	0.00	74.34
104000	83741	09/13/18	1252	AMERICAN ENTERPRISE	001	218500	AM ENTER EMS UNION	0.00	120.00
104000	83742	09/13/18	991	AMERICAN INSULATORS	34	56200	SPRAY FOAM INSUL-AN	0.00	2,160.00
104000	83747	09/13/18	89	CAPITAL GUARDIAN TR	001	218700	CAPITAL GUARD. 9/14	0.00	250.00
104000	83748	09/13/18	2346	CARPENTERS INDUSTRI	001	218500	CARPENTER RD UNION	0.00	218.76
104000	83749	09/13/18	1003	DEREK COMBS	001	218200	3%RETIRE RFND D COM	0.00	108.69
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	27	54600	GROUNDING CONN-EMS	0.00	7.19
104000	83752	09/13/18	2182	HIGGINBOTHAM & SON	291	54600	AC VOLT WIRE/FREON-	0.00	490.00
104000	83755	09/13/18	267	L V HIERS INC	33	55211	36GAL FUEL-REC	0.00	90.25
104000	83755	09/13/18	267	L V HIERS INC	33	55211	22GAL FUEL-REC	0.00	55.59
104000	83755	09/13/18	267	L V HIERS INC	21	55211	16.40GAL FUEL-MAINT	0.00	41.11
104000	83755	09/13/18	267	L V HIERS INC	33	55211	23.20GAL FUEL-REC	0.00	58.16
104000	83755	09/13/18	267	L V HIERS INC	33	55211	33GAL FUEL-REC	0.00	84.05
TOTAL CHECK								0.00	329.16
104000	83760	09/13/18	296	MIRACLE AUTOMOTIVE	27	54602	#30 ROTORS/BRAKES-E	0.00	838.72
104000	83760	09/13/18	296	MIRACLE AUTOMOTIVE	27	54602	R33 OIL CHANGE-EMS	0.00	79.48
104000	83760	09/13/18	296	MIRACLE AUTOMOTIVE	27	54602	#31 BATTERY RPLMNT-E	0.00	320.91
TOTAL CHECK								0.00	1,239.11
104000	83762	09/13/18	973	MULTITECH SYSTEMS	26	55210	PHYSIO CONTROL-TRNS	0.00	172.00
104000	83763	09/13/18	311	NATIONWIDE RETIREME	001	218700	PEBSCO/NATIONWIDE 9	0.00	228.82
104000	83764	09/13/18	654	NEXAIR	27	55210	OXYGEN 2X-EMS	0.00	91.42
104000	83765	09/13/18	1352	O'REILLY AUTOMOTIVE	27	54600	TARP STRAP-EMS	0.00	5.98
104000	83766	09/13/18	347	QUADMED INC	27	55210	FILT STRAWS/CATHE-E	0.00	350.72
104000	83767	09/13/18	360	RELIASTAR LIFE INSU	001	218700	RELIA LIFE FLETCHER	0.00	26.76
104000	83773	09/13/18	49	TRACTOR SUPPLY	33	54600	ENAMEL SPRAY-REC	0.00	10.98

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FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83773	09/13/18	49	TRACTOR SUPPLY	21	55210	WASP SPRAY-MAINT	0.00	10.00
104000	83773	09/13/18	49	TRACTOR SUPPLY	33	54600	FARMWORKS 2.5GAL-RE	0.00	109.98
104000	83773	09/13/18	49	TRACTOR SUPPLY	34	54600	STAPLE BARB/WIRE-AN	0.00	41.47
TOTAL CHECK								0.00	172.43
104000	83774	09/13/18	419	VALIC	001	218700	AIG VALIC DEF COMP	0.00	100.00
104000	83775	09/13/18	872	WEBBER TIRE COMPANY	34	54602	F150 TIRE-ANML	0.00	123.95
TOTAL CASH ACCOUNT								0.00	196,427.68
TOTAL FUND								0.00	196,427.68

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FUND - 103 - ROAD & BRIDGE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83706	09/07/18	200	FPL	55	54301	SIGN&TIRE SHOP-R&B/	0.00	213.15
104000	83706	09/07/18	200	FPL	55	54301	ROAD DEPART-US90 OL	0.00	22.89
104000	83706	09/07/18	200	FPL	55	54301	ROAD YARD-8156 CYPR	0.00	149.86
104000	83706	09/07/18	200	FPL	55	54301	ROAD DEPART BARN AD	0.00	121.20
104000	83706	09/07/18	200	FPL	55	54301	ROAD DEPART/TRFF SI	0.00	51.32
104000	83706	09/07/18	200	FPL	55	54301	SR228 #CITY SL'S	0.00	23.30
TOTAL CHECK									581.72
104000	83713	09/07/18	267	L V HIERS INC	55	55211	2354GAL DYE DIESEL-	0.00	5,543.67
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	55	54100	ROAD DEPART- FAX-NE	0.00	81.69
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	55	54100	ROAD DEPARTMNT #49-	0.00	65.09
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	55	54100	ROAD DEPT-ROBERT LI	0.00	41.94
TOTAL CHECK									188.72
104000	83720	09/07/18	326	OKEFENOKE REMC	55	54301	ST LIGHT @ 125 N/25	0.00	13.08
104000	83720	09/07/18	326	OKEFENOKE REMC	55	54301	CAU LIGHT-BOB BURNS	0.00	32.81
104000	83720	09/07/18	326	OKEFENOKE REMC	55	54301	121 N CAUTION LGT-R	0.00	30.91
TOTAL CHECK									76.80
104000	83736	09/07/18	1710	VERIZON WIRELESS	55	54100	ROAD VERIZON 8.18	0.00	138.77
104000	83740	09/13/18	1218	AIRGAS USA, LLC	55	55210	OXYGEN 1CYL/SHOP-RD	0.00	39.49
104000	83750	09/13/18	164	DUVAL ASPHALT	55	55300	18.16TONS COLD MIX-	0.00	2,088.40
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	55	55210	BUSHING HEX GALV-RD	0.00	2.51
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	55	55300	RAINTREE/MORTAR-RD	0.00	25.67
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	55	55210	CUTTING BLADES-RD	0.00	29.78
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	55	55210	SHOVELS/NUTS/BOLTS-	0.00	57.83
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	55	55210	BARB HOSE-RD	0.00	3.59
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	55	55210	RUST STOP AEROSOL-R	0.00	3.50
TOTAL CHECK									122.88
104000	83753	09/13/18	75	ICE CUBE EXPRESS	55	55210	65X 10LB BAGS ICE-R	0.00	52.00
104000	83755	09/13/18	267	L V HIERS INC	55	55211	20 GALS REG GAS-RD	0.00	56.27
104000	83755	09/13/18	267	L V HIERS INC	55	55211	22.2 GALS REG GAS-R	0.00	55.27
104000	83755	09/13/18	267	L V HIERS INC	55	55211	14.20GAL FUEL-RD	0.00	35.35
104000	83755	09/13/18	267	L V HIERS INC	55	55211	13GAL FUEL-RD	0.00	32.37
104000	83755	09/13/18	267	L V HIERS INC	55	55211	21 GALS REG GAS-RD	0.00	52.30
104000	83755	09/13/18	267	L V HIERS INC	55	55211	25.5 GALS REG GAS-R	0.00	63.70
104000	83755	09/13/18	267	L V HIERS INC	55	55211	12GAL FUEL-RD	0.00	29.87
104000	83755	09/13/18	267	L V HIERS INC	55	55211	15.40GAL FUEL-RD	0.00	38.36
104000	83755	09/13/18	267	L V HIERS INC	55	55211	14GAL FUEL-RD	0.00	34.83
104000	83755	09/13/18	267	L V HIERS INC	55	55211	17GAL FUEL-RD	0.00	42.29
104000	83755	09/13/18	267	L V HIERS INC	55	55211	21 GALS REG GAS-RD	0.00	52.30
104000	83755	09/13/18	267	L V HIERS INC	55	55211	29.90GAL REG GAS-RD	0.00	74.46
104000	83755	09/13/18	267	L V HIERS INC	55	55211	23.40 GALS REG GAS-	0.00	58.26
104000	83755	09/13/18	267	L V HIERS INC	55	55211	22.50 GALS REG GAS-	0.00	56.03
104000	83755	09/13/18	267	L V HIERS INC	55	55211	107 GALS REG GAS-RD	0.00	266.43
104000	83755	09/13/18	267	L V HIERS INC	55	55211	27 GALS REG GAS-RD	0.00	67.68



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FUND - 103 - ROAD & BRIDGE FUND

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104000	83755	09/13/18	267	L V HIERS INC	55	55211	700 GALS REG GAS-RD	0.00	1,743.00
104000	83755	09/13/18	267	L V HIERS INC	55	54600	#133 GAS PUMP HOSE-	0.00	65.00
104000	83755	09/13/18	267	L V HIERS INC	55	55211	115GAL DYE DIESEL-R	0.00	682.10
TOTAL CHECK								0.00	3,505.87
104000	83756	09/13/18	284	MACCLENNY MOTOR PAR	55	54602	#815 FUEL LIN/CLNR-	0.00	12.48
104000	83756	09/13/18	284	MACCLENNY MOTOR PAR	55	54602	#760 OIL FILTER-RD	0.00	6.09
104000	83756	09/13/18	284	MACCLENNY MOTOR PAR	55	55210	WELDING WIRE/SHOP-R	0.00	37.99
104000	83756	09/13/18	284	MACCLENNY MOTOR PAR	55	54602	#753 HOSE FIT/ADPT-	0.00	14.05
104000	83756	09/13/18	284	MACCLENNY MOTOR PAR	55	54602	#815 FUEL FILTER-RD	0.00	40.76
104000	83756	09/13/18	284	MACCLENNY MOTOR PAR	55	54602	#133 GAS PUMP BELT-	0.00	7.42
TOTAL CHECK								0.00	118.79
104000	83757	09/13/18	1334	MACCLENNY MOWER AND	55	54602	446 FUEL TNK/BLADE-	0.00	532.17
104000	83758	09/13/18	393	MACC'S GLASS, INC.	55	54602	DOOR GLASS #384-RD	0.00	485.00
104000	83759	09/13/18	1000	MANGO'S TREE SERVIC	55	55300	TREE RMVL 23A BOB K	0.00	700.00
104000	83761	09/13/18	301	MORAN'S MOTOR & WRE	55	54602	#762 BATTERY-RD	0.00	126.54
104000	83768	09/13/18	365	RING POWER CORPORAT	55	54602	AIR FILT 311 MINI H	0.00	55.23
104000	83768	09/13/18	365	RING POWER CORPORAT	55	54602	#385 SENSOR/O RING-	0.00	117.94
104000	83768	09/13/18	365	RING POWER CORPORAT	55	54602	#758 BELT-RD	0.00	14.68
104000	83768	09/13/18	365	RING POWER CORPORAT	55	54602	#804 PM KIT-RD	0.00	200.75
104000	83768	09/13/18	365	RING POWER CORPORAT	55	54602	#758 PM KIT-RD	0.00	91.58
104000	83768	09/13/18	365	RING POWER CORPORAT	55	54602	#185 GRADER PAINT-R	0.00	10.02
104000	83768	09/13/18	365	RING POWER CORPORAT	55	54602	#387 TRNSMN FILTER-	0.00	405.75
TOTAL CHECK								0.00	895.95
104000	83769	09/13/18	2343	STATE OF FL -DEPT O	55	55210	LMTD USE WATER PERM	0.00	115.00
104000	83770	09/13/18	484	TARBOX CONSULTING A	55	53100	PRO SVCS NURSERY BL	0.00	393.00
104000	83771	09/13/18	978	THE STORE	55	55210	FLASHLIGHTS 2X-RD	0.00	46.66
104000	83773	09/13/18	49	TRACTOR SUPPLY	55	55210	TIRE SEALNT W PUMP-	0.00	49.98
TOTAL CASH ACCOUNT								0.00	15,801.41
TOTAL FUND								0.00	15,801.41

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FUND - 104 - FINE & FORFEITURE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83678	09/04/18	1670	BAKER CORRECTIONAL	71	58113	INMATE HOUSING SEPT	0.00	233,333.33
104000	83698	09/04/18	757	SCOTTY RHODEN, SHER	69	59180	LAW ENFORCE-SEPT18	0.00	273,108.00
104000	83698	09/04/18	757	SCOTTY RHODEN, SHER	73	59180	DISPATCH - SEPT18	0.00	35,705.00
104000	83698	09/04/18	757	SCOTTY RHODEN, SHER	90	59180	JUDICIAL SERV-SEPT1	0.00	24,278.00
104000	83698	09/04/18	757	SCOTTY RHODEN, SHER	72	59180	CITY ENFORCE-SEPT18	0.00	24,633.00
TOTAL CHECK								0.00	357,724.00
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	90	54100	FAX - SECURITY-NEFC	0.00	21.08
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	90	54100	HOLDING CELL-NEFCOM	0.00	21.38
TOTAL CHECK								0.00	42.46
104000	83734	09/07/18	114	UNIVERSITY OF FL -	24	53110	ME JULY18	0.00	9,452.88
TOTAL CASH ACCOUNT								0.00	600,552.67
TOTAL FUND								0.00	600,552.67

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FUND - 105 - FIRE DEPARTMENT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83697	09/04/18	465	RAULERSONVILLE, LLC	54	54600	SUBMERS PIPE-FIRE #	0.00	875.00
104000	83706	09/07/18	200	FPL	54	54301	FIRE STA#80 -OLUSTE	0.00	17.21
104000	83716	09/07/18	296	MIRACLE AUTOMOTIVE	54	54602	BF1 WTR PMP/SEAL-FI	0.00	548.58
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	54	54100	FIRE STATION 50 GLE	0.00	80.88
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	54	54100	FIRE/HWY90-NEFCOM	0.00	24.28
TOTAL CHECK								0.00	105.16
104000	83720	09/07/18	326	OKEFENOKE REMC	54	54301	FIRE STA #30-CUYLER	0.00	47.17
104000	83720	09/07/18	326	OKEFENOKE REMC	54	54301	BAXTER FIRE STA #60	0.00	46.41
104000	83720	09/07/18	326	OKEFENOKE REMC	54	54301	FIRE STA #20-N MACC	0.00	128.21
104000	83720	09/07/18	326	OKEFENOKE REMC	54	54301	FIRE STA #40-TAYLOR	0.00	30.51
104000	83720	09/07/18	326	OKEFENOKE REMC	54	54301	FIRE STA 40-SEC LIG	0.00	45.38
TOTAL CHECK								0.00	297.68
104000	83722	09/07/18	1326	PATRICK'S UNIFORMS	54	55210	HONOR GUARD UNIF-FI	0.00	85.97
104000	83722	09/07/18	1326	PATRICK'S UNIFORMS	54	55210	HONOR GUARD UNIF-FI	0.00	457.16
TOTAL CHECK								0.00	543.13
104000	83723	09/07/18	948	PENNWELL CORPORATIO	54	55500	SMOKE TRAIN GUID-FI	0.00	291.55
104000	83736	09/07/18	1710	VERIZON WIRELESS	54	54100	CAD ACCESS 8X-FIRE	0.00	293.60
104000	83736	09/07/18	1710	VERIZON WIRELESS	54	54100	FIRE VERIZON 8.18	0.00	46.32
TOTAL CHECK								0.00	339.92
TOTAL CASH ACCOUNT								0.00	3,018.23
TOTAL FUND								0.00	3,018.23

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FUND - 1055 - NATIONAL FOREST/TITLE III

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83700	09/04/18	1992	TANYA ANDERSON-1099	52	55500	FIREWISE COORD/ANDE	0.00	1,800.00
TOTAL CASH ACCOUNT								0.00	1,800.00
TOTAL FUND								0.00	1,800.00

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FUND - 113 - LEGAL AID TRUST FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83772	09/13/18	407	THREE RIVERS LEGAL	113	208300	LEGL AID/3RIV MAY-A	0.00	2,626.67
TOTAL CASH ACCOUNT								0.00	2,626.67
TOTAL FUND								0.00	2,626.67

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FUND - 116 - SOLID WASTE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83677	09/04/18	1077	AT&T	65	54100	OLUSTEE RECY 8.18	0.00	95.87
104000	83683	09/04/18	72	BLUE CROSS & BLUE S	65	52300	J CORDER EMPLYR COS	0.00	474.03
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	65	54400	GLEN ST MARY DUMP S	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	65	54400	CUYLER DUMP SITE	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	65	54400	228 DUMP SITE	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	65	54400	SANDERSON DUMP SITE	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	65	54400	OLUSTEE DUMP SITE	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	65	54400	YARD,LIMBS SITE/DEB	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	65	54400	BAXTER DUMP SITE	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	65	54400	MUDLAKE DUMP SITE.	0.00	45.00
104000	83696	09/04/18	1743	PITSTOP PORTABLE RE	65	54400	STEEL BRIDGE RD DUM	0.00	45.00
TOTAL CHECK								0.00	405.00
104000	83706	09/07/18	200	FPL	65	54301	SEC LGT @ OLUSTEE R	0.00	20.62
104000	83706	09/07/18	200	FPL	65	54301	HOSS KELLER-SOLID W	0.00	45.55
104000	83706	09/07/18	200	FPL	65	54301	OLUSTEE-SOLID WASTE	0.00	25.13
104000	83706	09/07/18	200	FPL	65	54301	SR 228 - SOLID WAST	0.00	68.71
TOTAL CHECK								0.00	160.01
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	65	54100	MUDLAKE REC SITE-NE	0.00	36.74
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	65	54100	BAXTER RECYCLE SITE	0.00	37.51
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	65	54100	CUYLER RECYCLE SITE	0.00	36.74
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	65	54100	SR228 RECYCLE SITE-	0.00	39.18
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	65	54100	GLEN RECYCLE SITE-N	0.00	37.51
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	65	54100	121 N RECYCLE SITE-	0.00	36.74
104000	83719	09/07/18	445	NORTHEAST FLORIDA T	65	54100	SANDERSON REC SITE-	0.00	36.74
TOTAL CHECK								0.00	261.16
104000	83720	09/07/18	326	OKEFENOKE REMC	65	54301	CUYLER RECY SITE 12	0.00	59.82
104000	83720	09/07/18	326	OKEFENOKE REMC	65	54301	RECYC SITE-STEELBRI	0.00	73.45
104000	83720	09/07/18	326	OKEFENOKE REMC	65	54301	125 N GLEN RECYC SI	0.00	120.52
TOTAL CHECK								0.00	253.79
104000	83730	09/07/18	387	SOUTHEASTERN SERVIC	65	53150	SITE ATTENDANTS 8/1	0.00	7,511.40
104000	83733	09/07/18	1774	UNITEDHEALTHCARE LI	65	52300	J CORDER EMPLYR LIF	0.00	2.70
104000	83738	09/07/18	838	WASTEQUIP MANUFACTO	65	56400	CR125 NEW COMPACTOR	0.00	16,203.29
104000	83743	09/13/18	33	AUS CENTRAL LOCKBOX	65	55210	RD MATS CLND 8/27	0.00	72.24
104000	83743	09/13/18	33	AUS CENTRAL LOCKBOX	65	55210	RD UNIFORMS CLND 8/	0.00	142.62
104000	83743	09/13/18	33	AUS CENTRAL LOCKBOX	65	55210	RD UNIFORMS CLND 9/	0.00	142.26
104000	83743	09/13/18	33	AUS CENTRAL LOCKBOX	65	55210	RD MATS CLND 9/3	0.00	72.24
TOTAL CHECK								0.00	429.36
104000	83746	09/13/18	1784	BALER SERVICES OF F	65	56300	125 COMPACTOR SETU	0.00	400.75
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	65	56300	125 NOZZLE/HOSE-SW	0.00	25.18
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	65	55210	HORNET SPRAY 2X-SW	0.00	3.99
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	65	55210	KEY BLANKS 4X-SW	0.00	7.88

SUNGARD PENTAMATION  
DATE: 09/13/2018  
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BAKER CO BOARD OF COUNTY COMMISSIONERS  
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SELECTION CRITERIA: transact.trans\_date>'20180829 00:00:00.000'  
ACCOUNTING PERIOD: 12/18

FUND - 116 - SOLID WASTE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83751	09/13/18	221	HAGAN ACE HARDWARE	65	56300	CR125 WIRE/NUTS/BO-	0.00	79.26
TOTAL CHECK								0.00	116.31
104000	83753	09/13/18	75	ICE CUBE EXPRESS	65	55210	80X 10LB BAGS ICE-R	0.00	64.00
104000	83753	09/13/18	75	ICE CUBE EXPRESS	65	55210	80X 10LB BAGS ICE-R	0.00	64.00
TOTAL CHECK								0.00	128.00
104000	83756	09/13/18	284	MACCLENNY MOTOR PAR	65	54602	HYDRLC HOSE/2016RO-	0.00	61.31
104000	83758	09/13/18	393	MACC'S GLASS, INC.	65	54602	#447 RPLCD WNDSHLD-	0.00	285.00
TOTAL CASH ACCOUNT								0.00	26,787.98
TOTAL FUND								0.00	26,787.98

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ACCOUNTING PERIOD: 12/18

FUND - 119 - COURT FACILITY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83701	09/04/18	2314	TRI COUNTY PROBATIO	922	54618	GBB AUG2018	0.00	625.00
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	922	54600	CEMENT/COUPLING-CRT	0.00	33.22
TOTAL CASH ACCOUNT								0.00	658.22
TOTAL FUND								0.00	658.22



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ACCOUNTING PERIOD: 12/18

FUND - 120 - DRIVERS ED TRUST FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83745	09/13/18	57	BAKER COUNTY SCHOOL	120	208100	DRIVER ED FINE MAY-	0.00	3,108.73
TOTAL CASH ACCOUNT								0.00	3,108.73
TOTAL FUND								0.00	3,108.73

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ACCOUNTING PERIOD: 12/18

FUND - 122 - SHIP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83681	09/04/18	56	BAKER COUNTY PRESS	109	53400	SHIP REHAB BID8/16,	0.00	66.69
104000	83688	09/04/18	622	DWIGHT S JONES INC	109	53400	COLEMAN SEPTIC-SHIP	0.00	11,300.00
TOTAL CASH ACCOUNT								0.00	11,366.69
TOTAL FUND								0.00	11,366.69

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 ACCOUNTING PERIOD: 12/18

FUND - 123 - SHOALS PARK

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83691	09/04/18	212	GLEN CASH STORE INC	392	54600	PRES SWTCH/BOLT-SHO	0.00	59.98
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	392	54600	CRDIT/PINE RTRN-SHO	0.00	-93.58
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	392	54600	CONCRETE-SHOALS	0.00	182.00
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	392	54600	POLY FILM-SHOALS	0.00	35.09
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	392	54600	PINE/JOIST HANG-SHO	0.00	451.44
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	392	54600	YELLOW PINE-SHOALS	0.00	67.08
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	392	54600	TRETD PINE/FELT-SHO	0.00	162.84
104000	83708	09/07/18	221	HAGAN ACE HARDWARE	392	54600	PINE/NUTS/REBAR-SHO	0.00	183.09
TOTAL CHECK								0.00	987.96
104000	83720	09/07/18	326	OKEFENOKE REMC	392	54300	SHOALS PK BATHRMS #	0.00	74.97
104000	83720	09/07/18	326	OKEFENOKE REMC	392	54300	SHOALS PARK BATHRMS	0.00	28.50
104000	83720	09/07/18	326	OKEFENOKE REMC	392	54300	ODIS YARB RD/SHOALS	0.00	28.21
TOTAL CHECK								0.00	131.68
104000	83729	09/07/18	1245	SHERWIN-WILLIAMS CO	392	54600	5GAL PAINT-SHOAL	0.00	378.83
TOTAL CASH ACCOUNT								0.00	1,558.45
TOTAL FUND								0.00	1,558.45

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FUND - 170 - STATE COURT GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83721	09/07/18	931	O'NEAL ROOFING COMP	70	56000	HIST CRTHS ROOF 8.1	0.00	7,942.00
TOTAL CASH ACCOUNT								0.00	7,942.00
TOTAL FUND								0.00	7,942.00

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ACCOUNTING PERIOD: 12/18

FUND - 180 - IMPACT FEE TRUST FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83744	09/13/18	57	BAKER COUNTY SCHOOL	180	341300	ADM FEE MAY-AUG	0.00	-1,296.00
104000	83744	09/13/18	57	BAKER COUNTY SCHOOL	180	208100	IMPCT FEE TRST MAY-	0.00	64,800.00
TOTAL CHECK								0.00	63,504.00
TOTAL CASH ACCOUNT								0.00	63,504.00
TOTAL FUND								0.00	63,504.00

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ACCOUNTING PERIOD: 12/18

FUND - 600 - ROAD PAVING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT/FUND	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
104000	83732	09/07/18	484	TARBOX CONSULTING A	75	54631	NURSERY BLVD ENGINE	0.00	10,865.12
TOTAL CASH ACCOUNT								0.00	10,865.12
TOTAL FUND								0.00	10,865.12
TOTAL REPORT								0.00	946,188.56

# BAKER COUNTY



**EXPENSES OVER \$3,500 AS OF**

**9/13/2018**

FUND	CHECK NUMBER	CHECK DATE	NAME	DESCRIPTION	AMOUNT
001 - GENERAL FUND	83683	09/04/18	BLUE CROSS & BLUE S	BC EMPLOYEE HEALTH	\$ 48,432.82
001 - GENERAL FUND	83699	09/04/18	STACIE D. HARVEY, C	CLERK-SEPT18	\$ 22,004.50
001 - GENERAL FUND	83695	09/04/18	NITA D CRAWFORD	SUPER ELECT SEPT18	\$ 34,482.00
001 - GENERAL FUND	83676	09/04/18	AMY DUGGER, TAX COL	TAX COLL-SEPT18	\$ 14,364.33
001 - GENERAL FUND	83680	09/04/18	BAKER COUNTY COUNCI	COA MONTHLY SEPT18	\$ 9,750.00
001 - GENERAL FUND	83692	09/04/18	HIGGINBOTHAM BROTHE	HIGGINB INSPECT OVE	\$ 7,800.00
001 - GENERAL FUND	83692	09/04/18	HIGGINBOTHAM BROTHE	HIGGINBOTHAM AUG18	\$ 7,451.67
001 - GENERAL FUND	83685	09/04/18	COMPUTERS AT WORK!	LINKRUNNER AIRCHEC-	\$ 5,853.68
001 - GENERAL FUND	83693	09/04/18	KOPELOUSOS,BRADLEY	LEGAL SERV AUG18	\$ 4,500.00
103 - ROAD & BRIDGE FUND	83713	09/07/18	L V HIERS INC	2354GAL DYE DIESEL-	\$ 5,543.67
104 - FINE & FORFEITURE FUND	83698	09/04/18	SCOTTY RHODEN, SHER	LAW ENFORCE-SEPT18	\$ 273,108.00
104 - FINE & FORFEITURE FUND	83678	09/04/18	BAKER CORRECTIONAL	INMATE HOUSING SEPT	\$ 233,333.33
104 - FINE & FORFEITURE FUND	83698	09/04/18	SCOTTY RHODEN, SHER	DISPATCH - SEPT18	\$ 35,705.00
104 - FINE & FORFEITURE FUND	83698	09/04/18	SCOTTY RHODEN, SHER	CITY ENFORCE-SEPT18	\$ 24,633.00
104 - FINE & FORFEITURE FUND	83698	09/04/18	SCOTTY RHODEN, SHER	JUDICIAL SERV-SEPT1	\$ 24,278.00
104 - FINE & FORFEITURE FUND	83734	09/07/18	UNIVERSITY OF FL -	ME JULY18	\$ 9,452.88
116 - SOLID WASTE	83738	09/07/18	WASTEQUIP MANUFACTO	CR125 NEW COMPACTOR	\$ 16,203.29
116 - SOLID WASTE	83730	09/07/18	SOUTHEASTERN SERVIC	SITE ATTENDANTS 8/1	\$ 7,511.40
122 - SHIP FUND	83688	09/04/18	DWIGHT S JONES INC	COLEMAN SEPTIC-SHIP	\$ 11,300.00
170 - STATE COURT GRANT	83721	09/07/18	O'NEAL ROOFING COMP	HIST CRTHS ROOF 8.1	\$ 7,942.00
180 - IMPACT FEE TRUST FUND	83744	09/13/18	BAKER COUNTY SCHOOL	IMPCT FEE TRST MAY-	\$ 64,800.00
600 - ROAD PAVING FUND	83732	09/07/18	TARBOX CONSULTING A	NURSERY BLVD ENGINE	\$ 10,865.12

## BAKER COUNTY BOARD OF COMMISSIONERS

MINUTES

SEPTEMBER 4, 2018

The Baker County Board of Commissioners met in a scheduled meeting with the following members present:

Chairman, Bobby Steele  
Commissioner, James Croft  
Commissioner, Jimmy Anderson  
Commissioner, James Bennett

Also Present:  
County Manager, Kennie Downing  
County Attorney, Rich Komando  
County Clerk, Stacie D. Harvey

Absent:  
Commissioner, Cathy Rhoden

*Note: These meeting minutes are a summarized version of the actual discussions at the meeting. These are not verbatim transcripts. For a complete audio recording of the discussion please visit [www.bakercountyfl.org/board](http://www.bakercountyfl.org/board) or contact Sara Little at [sara.little@bakercountyfl.org](mailto:sara.little@bakercountyfl.org)*

### **REGULAR SESSION**

Chairman Steele welcomed everyone in attendance and called the meeting to order. Commissioner James Bennett led in the invocation and pledge.

Chairman Steele called for approval of the agenda and requested Tim Sweat and Scotty Rhoden be added to the agenda as Constitutional Officers. Commissioner Jimmy Anderson moved to approve the regular agenda as amended. Commissioner James Croft seconded the motion. The motion carried unanimous.

Chairman Steele requested approval of the consent agenda which consisted of:

1. Expense Report
2. Minutes- August 21, 2018; Regular Session
3. Minutes- August 13, 2018; Special Assessment Public Meeting
4. Minutes- August 14, 2018; Special Assessment Public Meeting
5. Minutes- August 16, 2018; Special Assessment Public Meeting
6. Minutes- August 18, 2018; Special Assessment Public Meeting
7. Minutes- August 20, 2018; Special Assessment Public Meeting
8. Ag Center Rental Fee Waiver Request – Ed Fraser Memorial Hospital

Commissioner Jimmy Anderson moved to approve the consent agenda as presented. Commissioner James Croft seconded the motion. The motion carried unanimous.

Tim Sweat appeared before the Board regarding the County GIS position that was previously discussed by the Board and Sheriff on August 21, 2018. Mr. Sweat stated that he had roughly \$45,000 in his budget currently for a GIS person. The current GIS person for his office has submitted his resignation and his



**Page 2**  
**MINUTES- Regular Session**  
**September 4, 2018**

last day is September 30, 2018. Mr. Sweat offered to use the \$45,000 in his budget to combine the position with County and Sheriff's needs. This new position would handle the needs of 911 address, Property Appraiser and County for roughly \$65,000. By using Mr. Sweats current budgeted funds, it would reduce the cost to the County. Mr. Sweat stated that the position could be reviewed in a year to determine if everyone's needs were being met. If not, the County may consider a part-time person to assist the GIS position. Mr. Sweat offered this idea as a way to help save the County money in the upcoming budget. Sheriff Rhoden agreed with the approach and stated that where the employee was located was not an issue as long as the work can be done. The Board could not make a decision on this item as it was not publicly noticed on the agenda and asked to formally decide on September 4, 2018.

Joe Pietrangelo, County Health Department Director, presented the annual core contract between the County and Florida Department of Health. Mr. Pietrangelo stated that there were no changes to this contract from prior years. Commissioner Jimmy Anderson moved to approve the contract as presented. Commissioner James Bennett seconded the motion. The motion carried unanimous.

Tracy Lamb, County Finance Officer, presented a request to pay The Management Experts for work performed due to FEMA information submittal. Mrs. Lamb explained that The Management Experts were hired under contract by the Sheriffs Office to assist in filing paperwork with FEMA for reimbursement due to Hurricane Irma. Stacie Harvey, stated that until the invoices were submitted she and other Finance staff were unaware of the existing contract the Sheriff initiated and was uncomfortable paying the invoices until the Board made authorization to do so. Mrs. Lamb stated that the total \$15,036 and approximately \$11,277 is reimbursable by FEMA making the true cost \$3,759 from the general fund. Commissioner Jimmy Anderson moved to approve payment of the invoices. Commissioner James Bennett seconded the motion. The motion carried unanimous.

Tracy Lamb presented Resolution 2018-40, amended the budget to pay for The Management Experts invoices as previously discussed. Commissioner Jimmy Anderson moved to approve and read by title. Commissioner James Bennett seconded the motion.

Rich Komando read Resolution 2018-40 by title which states:

**RESOLUTION 2018-40**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BAKER COUNTY, FLORIDA, ADOPTING AN AMENDMENT OF THE BUDGET FOR FISCAL YEAR 2017-2018; PROVIDING FOR AN EFFECTIVE DATE.**

Chairman Steele called for additional comments. Hearing none, the motion carried unanimous.

Kennie Downing presented an offer from Mrs. Katy Moon for surplus property that is landlocked within her parcel. The Board declared seven lots as surplus on July 3, 2018. The property was assessed by the Property Appraiser at \$800 per lot with the following notation: The subject property consists of 7 lots that are part of a platted subdivision that was never developed. The lots are small in size and are landlocked. Although the comparable sales show an estimated price of \$800 per lot, it should be known that these lots are only valuable to the adjoining land owners. These lots would hold a very minimal value to a third party buyer. Mrs. Moon owns the adjoining property and submitted an offer of \$500 per lot, \$300 total for the 7 lots. Commissioner Jimmy Anderson moved to accept the offer submitted by Mrs. Moon. Commissioner James Croft seconded the motion. The motion carried unanimous.

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**MINUTES- Regular Session**  
**September 4, 2018**

Kennie Downing presented a request to approve two task order for North Florida Professional Services for grant applications through FRDAP funding for King Ruise and Jonesville Parks. Mrs. Downing stated the grants would seek funds to purchase new playground equipment and ground cover for each of the parks, not to exceed \$50,000. Mrs. Downing requested authorization to approve the task orders totaling \$7,200 (\$3600 each). Commissioner James Bennett moved to approve the task orders as presented. Commissioner Jimmy Anderson seconded the motion. The motion carried unanimous.

John Blanchard representing the Sheriffs Office requested authorization to apply for full reimbursement for the purchase of bullet proof vests through the Bulletproof Vest Partnership Program. Currently, the Sheriff's Office requests 50% reimbursement. Due to budget constraints, they would like to request 100% reimbursement which is \$6,000. Commissioner Jimmy Anderson moved to approve the request. Commissioner James Bennett seconded the motion. The motion carried unanimous.

Jeffrey Cox, representing the Sheriff's Office appeared before the Board for consideration of additional funding for the Sheriff's Office. Mr. Cox stated that the City of Macclenny reduced funding again for FY 18/19 for City law. This reduction totaled \$116,000 of which, Mr. Cox stated the Sheriff's Office desperately needs. Sheriff Rhoden concurred with Mr. Cox citing a very limited budget and inability to fund necessary function within the funding. A lengthy conversation was held (can be heard on audio) however, a decision could not be made due to this item not being publicly noticed. It was requested that the item be added to the September 4<sup>th</sup> agenda for consideration.

Kennie Downing presented the pending business report as follows:

PENDING BUSINESS ITEM	PRIORITY	STATUS	START DATE	% COMPLETE	COMMENTS
LDR Revisions	High	In Progress	05/06/2014	75%	LPA met 7/26/18. Redirected to begin work on updates to Comp Plan
Bee Keeping at Shoals Park	Low	In Progress	07/05/2016	75%	Staff is drafting policies in companion with draft beekeeping contract.
Jiles Hall Park (Olustee)- electricity, parks equipment	Normal	In Progress	09/23/2016	50%	RAB recommends any improvements be put on hold until donations are available.
Community Development Block Grant Application	Normal	In Progress	02/21/2017	75%	Site location is still under evaluation.
Infrastructure funding for County Roads	Normal	New	07/18/2017	50%	Funding options are discussed at 1/16/18 meeting.
Tax Collector Project	High	In Progress	07/06/2017	90%	Flooring has been installed on the Tax Collector portion behind the counter. Flooring still needs to be installed in the lobby and Property Appraiser side.
Donation Policy -Copy of financials for agencies that receive County funding	Normal	In Progress	10/17/2017	0%	Staff will prepare a draft policy for the Board to review in upcoming weeks.
Courthouse Roof Replacement	Normal	New	12/01/2017	97%	Construction is almost complete. Work approved as change order 3 on 7/17/18 is underway
Reid Stafford Road	Normal	New	03/07/2017	75%	Glen Nursery portion closed for Road Dept. work. Trying to obtain Right of Way from all property owners.
BCDC Member Vacancy	High	New	03/20/2018	0%	New Member is needed due to vacancy on the BCDC Board of Directors.
Historic Jail Renovations	Normal	New	06/05/2018	95%	Work has been completed by grant deadline. Final report is being prepared.
Courthouse Heating Issue	Normal	New	06/05/2018	15%	BOCC approved proposal from Trane, 08/07/20108

Kennie Downing requested direction regarding additional assessments the Board may be considering such as Solid Waste, EMS, gas tax, or impact fees. The Board agreed that no discussion would happen for any increase until after the budget has been approved.

**Page 4**  
**MINUTES- Regular Session**  
**September 4, 2018**

Kennie Downing requested authorization to seek applicants to fill a vacancy on the Animal Advisory Committee. The Board agreed to allow Mrs. Downing to begin the search.

Megan Carter representing North Florida Professional Services updated the Board on the CDBG grant application for the Sanderson Fire Station. Ms. Carter explained that NFPS would begin door-to-door surveys in the service area as part of the grant application. Ms. Carter presented a letter that would be given to residents explaining the process and encouraging them to participate. Information needed would include annual income information for the residents surveyed. This data must show that 51% of the population served meet the low income guidelines as required by CDBG rules. Commissioner Bennett requested that information be added to the letter stating that participation in this survey was voluntary and not required. Commissioner Jimmy Anderson moved to approve the letter with amended changes as requested by Commissioner Bennett. Commissioner James Bennett seconded the motion. The motion carried unanimous.

Meeting adjourned.

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Stacie D. Harvey, Clerk

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Robert L. Steele, Chairman

**BAKER COUNTY BOARD OF COMMISSIONERS**

**MINUTES**

**SEPTEMBER 4, 2018**

The Baker County Board of Commissioners met in a scheduled meeting with the following members present:

- Chairman, Bobby Steele
- Commissioner Jimmy Anderson
- Commissioner, James Croft
- Commissioner James Bennett

Also Present:

- Clerk, Stacie D. Harvey
- County Manager, Kennie Downing
- County Attorney, Rich Komando
- Commissioner, Cathy Rhoden

Absent:

*Note: These meeting minutes are a summarized version of the actual discussions at the meeting. These are not verbatim transcripts. For a complete audio recording of the discussion please visit [www.bakercountyfl.org/board](http://www.bakercountyfl.org/board) or contact Sara Little at [sara.little@bakercountyfl.org](mailto:sara.little@bakercountyfl.org)*

**PUBLIC HEARING**

Chairman Bobby Steele called the meeting to order at 6:00 p.m. Chairman Steele stated this public hearing is to present the TENTATIVE budget of Baker County to the public for comment, questions and review, to make changes if desired by the County. The process for budget adoption is detailed precisely in Florida Statutes and we must comply with those directives. The very first order of business is to discuss the TENTATIVE millage, the rolled-back millage rate, reasons for the increase in ad valorem tax revenues. I will turn this discussion over to our County Manager to make certain we meet all required communications.

Kennie Downing stated the name of the taxing authority is Baker County, Florida. The County Commission’s TENTATIVE budget for FY 2018/2019 reflects a millage rate of 7.2916. That millage can be compared to the current millage rate which is the same at 7.2916, and to the rolled back millage rate which is 7.1472. The rolled back rate is a calculation which brings in the same tax dollars next fiscal year as for this year excluding new construction, additions, deletions, annexations, and improvements. I am required by Statutes (s.200.065(2)(e)1., F.S.) to state the percent increase of the TENTATIVE millage compared to the roll back is a positive number, because it is an increase. The TENTATIVE rate is a 2.02% increase over the rolled back rate, or in other terms, a 2.02% increase. The County’s Overall TENTATIVE Budget is \$36,662,496 and breaks down as follows:

- General Fund - \$10,745,321
- Fine and Forfeiture - \$4,845,737
- Road and Bridge - \$2,671,985
- Road Paving – \$11,133,600
- Corrections - \$2,900,000
- Other Expenses - \$,365,853

This does not represent a millage increase. Property values increased this year by 4.08%. The Commission voted 4-0 to set the max millage rate at 7.2916. This increase would allow the County to better fund the provision of essential services to our citizens. The budget reflects the draft budget reviewed by Commission throughout numerous budget workshops conducted over the past few months and presented the evening of September 4<sup>th</sup>, 2018 at a public hearing and is scheduled for the second hearing and adoption this evening, September 18<sup>th</sup>, 2018.

Chairman Steele called for a motion to read Resolution 2018-36 regarding TENTATIVE millage by title. Commissioner Jimmy Anderson moved to read Resolution 2108-36 by title. Commissioner James Croft seconded the motion.

**MINUTES- Public Hearing: Tentative Millage and Tentative Budget  
September 4, 2018**

Rich Komando read Resolution 2018-36 by title, which states:

**RESOLUTION 2018-36**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF  
BAKER COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF  
AD VALOREM TAXES FOR BAKER COUNTY FOR FISCAL YEAR 2018/2019;  
PROVIDING FOR AN EFFECTIVE DATE.**

Chairman Steele opened the public hearing on the TENTATIVE millage discussion and called for public comments. Hearing no public comments, Chairman Steele closed the public hearing and opened the regular session. Chairman Steele called for any additional comments from the Board. Hearing none, Chairman Steele called for a roll call vote:

Commissioner James Bennett – yes  
Commissioner Jimmy Anderson – yes  
Commissioner James Croft – yes  
Chairman Steele – yes  
The motion carried unanimous 4-0.

Chairman Bobby Steele called for a motion to read Resolution 2018-37 regarding the TENTATIVE budget by title. Commissioner Jimmy Anderson moved to read Resolution 2018-37 by title. Commissioner James Croft seconded the motion.

Rich Komando read Resolution 2018-37 by title, which states:

**RESOLUTION 2018-37**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF  
BAKER COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR  
FISCAL YEAR 2018/2019; PROVIDING FOR AN EFFECTIVE DATE.**

Chairman Steele opened the public hearing on the TENTATIVE budget discussion and called for public comments. Hearing no public comments, Chairman Steele closed the public hearing and opened the regular session. Chairman Steele called for any additional comments from the Board. Commissioner James Bennett recommended that an additional \$30,000 be added to the budget in the Road and Bridge fund to cover project costs for FY 18/19 and requested a friendly amendment to the motion. Commissioner Jimmy Anderson accepted the request and amended his motion. Commissioner James Croft accepted the request and amended his second.

Chairman Steele called for a roll call vote:  
Commissioner James Bennett – yes  
Commissioner Jimmy Anderson – yes  
Commissioner James Croft – yes  
Chairman Steele – yes  
The motion carried unanimous 4-0.

## BAKER COUNTY BOARD OF COMMISSIONERS

### MINUTES

SEPTEMBER 4, 2018

The Baker County Board of Commissioners met in a scheduled meeting with the following members present:

Chairman, Bobby Steele  
Commissioner Jimmy Anderson  
Commissioner, James Croft  
Commissioner James Bennett

Also Present:

Clerk, Stacie D. Harvey  
County Manager, Kennie Downing  
County Attorney, Rich Komando

Absent:

Commissioner, Cathy Rhoden

*Note: These meeting minutes are a summarized version of the actual discussions at the meeting. These are not verbatim transcripts. For a complete audio recording of the discussion please visit [www.bakercountyfl.org/board](http://www.bakercountyfl.org/board) or contact Sara Little at [sara.little@bakercountyfl.org](mailto:sara.little@bakercountyfl.org)*

### **PUBLIC HEARING**

Chairman Steele opened the meeting and welcome everyone in attendance.

Megan Carter, representing the County's grant writer, North Florida Professional Services informed the Board that two Resolutions will be presented tonight regarding FRDAP grant applications. Resolution 2018-38 for King Ruise Park and Resolution 2018-39 for Jonesville Park. Ms. Carter stated that the County wishes to pursue grant funding to install new playground equipment and ground cover at each of the parks.

Chairman Steele closed the regular session and opened the public hearing regarding Resolution 2018-38. Hearing no public comments, Chairman Steele closed the public hearing and opened the regular session.

Commissioner Jimmy Anderson moved to approve Resolution 2018-38 and read by title. Commissioner James Croft seconded the motion.

Rich Komando read Resolution 2018-38 by title, which states:

### **RESOLUTION 2018-38**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS,  
BAKER COUNTY, FLORIDA, AUTHORIZING THE FILING OF A FISCAL  
YEAR 2018/2019 FLORIDA RECREATION DEVELOPMENT ASSISTANCE  
PROGRAM APPLICATION FOR KING RUISE PARK WITH THE  
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION.**

Chairman Steele called for additional comments. Hearing none, the motion carried unanimous.

**MINUTES- Public Hearing: FRDAP Grant Applications  
September 4, 2018**

Chairman Steele closed the regular session and opened the Public Hearing regarding Resolution 2018-39. Hearing no public comments, Chairman Steele closed the public hearing and opened the regular session.

Commissioner Jimmy Anderson moved to approve Resolution 2018-39 and read by title. Commissioner James Bennett seconded the motion.

Rich Komando read Resolution 2018-39 by title, which states:

**RESOLUTION 2018-39**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS,  
BAKER COUNTY, FLORIDA, AUTHORIZING THE FILING OF A  
FISCAL YEAR 2018/2019 FLORIDA RECREATION DEVELOPMENT  
ASSISTANCE PROGRAM APPLICATION FOR JONESVILLE PARK  
WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL  
PROTECTION.**

Chairman Steele called for additional comments. Hearing none, the motion carried unanimous.

Meeting adjourned.

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Stacie D. Harvey, Clerk

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Robert L. Steele, Chairman

**2018-19 INTERLOCAL AGREEMENT  
BAKER COUNTY PROPERTY APPRIASER, BAKER COUNTY SHERIFF’S OFFICE, AND  
THE BAKER COUNTY BOARD OF COUNTY COMMISSIONERS**

This Agreement is entered on October 1, 2018, between the Baker County Property Appraiser, Baker County Sheriff’s Office, and the Baker County Board of County Commissioners collectively, “the Parties”.

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to Section 163.01, Florida Statutes, as amended which permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage, and

WHEREAS, the Parties executing the Agreement desire to share the benefits of exchanging geographic and land information in order to have the most up-to-date and accurate information,

WHEREAS, the purpose of this Agreement is to provide a mechanism to share geographic and land information on an ongoing basis,

WHEREAS, the Parties will develop procedures for the exchange of geographic and land information in an efficient and timely manner,

NOW THEREFORE, the Parties, in consideration of the mutual benefits flowing from each to the other do thereby agree as follows:

**ARTICLE 1 - STATEMENT OF AGREEMENT**

1.1 The Baker County Property Appraiser will provide County geographic data to the Parties. The Parties enters into this Agreement to initiate the exchange of updated geographic and land information on an ongoing basis.

**ARTICLE 2 - TERM OF THE AGREEMENT**

2.1 The period of performance of this Agreement shall commence on date of execution and continue on thereafter, on a year to year basis, under the same terms and conditions herein provided, unless terminated earlier, or replaced with another agreement.



**ARTICLE 3 – COMPENSATION FISCAL YEAR 2018-19**

3.1 The Parties have agreed to place the budgeted salary & benefit amount of \$83,860 for a GIS Specialist in the Baker County Property Appraiser 2018-19 Budget. The Baker County Sheriff's Department and the Baker County Board of County Commissions will reimburse the Baker County Property Appraiser to the agreed upon amounts set forth for Fiscal Year 2018-19:

Baker County Property Appraiser	\$46,894	56%
Baker County Sheriff's Department	\$20,194	20%
Baker County Board of Commissions	\$16,772	24%

IN WITNESS WHEREOF, the Parties or their duly authorized representatives hereby execute this Agreement on the date first written above.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Robert L. Steele, Chairman**  
**Baker County Board of Commissions**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Scotty Rhoden**  
**Baker County Sheriff Department**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Timothy Sweat**  
**Baker County Property Appraiser**

# Memorandum



**To:** Board of County Commissioners  
**From:** Robert Fletcher, Road Superintendent  
**Date:** September 18, 2018  
**Re:** Solid Waste Grant

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Attached is the solid waste grant from FDEP for FY18/19. This grant totals \$90,909 and requires no match from the County. The County receives this grant on an annual basis to help cover the costs of tipping fees from New River Landfill.

All the reporting and reimbursement request are handled by the County Solid Waste Department and Road Superintendent.



8. The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331(a)(1):

Federal Award Identification Number(s) (FAIN):	
Federal Award Date to Department:	
Total Federal Funds Obligated by this Agreement:	
Federal Awarding Agency:	
Award R&D?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

**IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date above or the last date signed below, whichever is later.**

**GRANTEE**

Grantee Name

By \_\_\_\_\_  
(Authorized Signature) Date Signed

Print Name and Title of Person Signing

**State of Florida Department of Environmental Protection**

**DEPARTMENT**

By \_\_\_\_\_  
Secretary or Designee Date Signed

Print Name and Title of Person Signing

Additional signatures attached on separate page.

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
STANDARD TERMS AND CONDITIONS  
APPLICABLE TO GRANT AGREEMENTS**

**ATTACHMENT 1**

**1. Entire Agreement.**

This Grant Agreement, including any Attachments and Exhibits referred to herein and/or attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any terms and conditions included on Grantee's forms or invoices shall be null and void.

**2. Grant Administration.**

- a. Order of Precedence. If there are conflicting provisions among the documents that make up the Agreement, the order of precedence for interpretation the Agreement is as follows:
  - i. Standard Grant Agreement
  - ii. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
  - iii. Attachment 1, Standard Terms and Conditions
  - iv. The Exhibits in the order designated in the Standard Grant Agreement
- b. All approvals, written or verbal, and other written communication among the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. If the notice is delivered in multiple ways, the notice will be considered delivered at the earliest delivery time.
- c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.
- d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following: (1) an increase or decrease in the Agreement funding amount; (2) a change in Grantee's match requirements; (3) a change in the expiration date of the Agreement; and/or (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department. A change order to this Agreement may be used when: (1) task timelines within the current authorized Agreement period change; (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department; and/or (3) fund transfers between budget categories for the purposes of meeting match requirements. This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.
- e. All days in this Agreement are calendar days unless otherwise specified.

**3. Agreement Duration.**

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

**4. Deliverables.**

The Grantee agrees to render the services or other units of deliverables as set forth in Attachment 3, Grant Work Plan. The services or other units of deliverables shall be delivered in accordance with the schedule and at the pricing outlined in the Grant Work Plan. Deliverables may be comprised of activities that must be completed prior to Department making payment on that deliverable. The Grantee agrees to perform in accordance with the terms and conditions set forth in this Agreement and all attachments and exhibits incorporated by the Standard Grant Agreement.

## **5. Performance Measures.**

The Grantee warrants that: (1) the services will be performed by qualified personnel; (2) the services will be of the kind and quality described in the Grant Work Plan; (3) the services will be performed in a professional and workmanlike manner in accordance with industry standards and practices; (4) the services shall not and do not infringe upon the intellectual property rights, or any other proprietary rights, of any third party; and (5) its employees, subcontractors, and/or subgrantees shall comply with any security and safety requirements and processes, if provided by Department, for work done at the Project Location(s). The Department reserves the right to investigate or inspect at any time to determine whether the services or qualifications offered by Grantee meet the Agreement requirements. Notwithstanding any provisions herein to the contrary, written acceptance of a particular deliverable does not foreclose Department's remedies in the event deficiencies in the deliverable cannot be readily measured at the time of delivery.

## **6. Acceptance of Deliverables.**

- a. Acceptance Process. All deliverables must be received and accepted in writing by Department's Grant Manager before payment. The Grantee shall work diligently to correct all deficiencies in the deliverable that remain outstanding, within a reasonable time at Grantee's expense. If Department's Grant Manager does not accept the deliverables within 30 days of receipt, they will be deemed rejected.
- b. Rejection of Deliverables. The Department reserves the right to reject deliverables, as outlined in the Grant Work Plan, as incomplete, inadequate, or unacceptable due, in whole or in part, to Grantee's lack of satisfactory performance under the terms of this Agreement. The Grantee's efforts to correct the rejected deliverables will be at Grantee's sole expense. Failure to fulfill the applicable technical requirements or complete all tasks or activities in accordance with the Grant Work Plan will result in rejection of the deliverable and the associated invoice. Payment for the rejected deliverable will not be issued unless the rejected deliverable is made acceptable to Department in accordance with the Agreement requirements. The Department, at its option, may allow additional time within which Grantee may remedy the objections noted by Department. The Grantee's failure to make adequate or acceptable deliverables after a reasonable opportunity to do so shall constitute an event of default.

## **7. Financial Consequences for Nonperformance.**

- a. Withholding Payment. In addition to the specific consequences explained in the Grant Work Plan and/or Special Terms and Conditions, the State of Florida (State) reserves the right to withhold payment when the Grantee has failed to perform/comply with provisions of this Agreement. None of the financial consequences for nonperformance in this Agreement as more fully described in the Grant Work Plan shall be considered penalties.
- b. Corrective Action Plan. If Grantee fails to correct all the deficiencies in a rejected deliverable within the specified timeframe, Department may, in its sole discretion, request that a proposed Corrective Action Plan (CAP) be submitted by Grantee to Department. The Department request that Grantee specify the outstanding deficiencies in the CAP. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.
  - i. The Grantee shall submit a CAP within ten (10) days of the date of the written request from Department. The CAP shall be sent to Grant Manager for review and approval. Within ten (10) days of receipt of a CAP, Department shall notify Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, Grantee shall have ten (10) days from receipt of Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain Department approval of a CAP as specified above may result in Department's termination of this Agreement for cause as authorized in this Agreement.
  - ii. Upon Department's notice of acceptance of a proposed CAP, Grantee shall have ten (10) days to commence implementation of the accepted plan. Acceptance of the proposed CAP by Department does not relieve Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by Department or steps taken by Grantee shall preclude Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to Department as requested by Department's Grant Manager.
  - iii. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by Department may result in termination of the Agreement.

## 8. Payment.

- a. Payment Process. Subject to the terms and conditions established by the Agreement, the pricing per deliverable established by the Grant Work Plan, and the billing procedures established by Department, Department agrees to pay Grantee for services rendered in accordance with Section 215.422, Florida Statutes (F.S.).
  - b. Taxes. The Department is exempted from payment of State sales, use taxes and Federal excise taxes. The Grantee, however, shall not be exempted from paying any taxes that it is subject to, including State sales and use taxes, or for payment by Grantee to suppliers for taxes on materials used to fulfill its contractual obligations with Department. The Grantee shall not use Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.
  - c. Maximum Amount of Agreement. The maximum amount of compensation under this Agreement, without an amendment, is described in the Standard Grant Agreement. Any additional funds necessary for the completion of this Project are the responsibility of Grantee.
  - d. Reimbursement for Costs. The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, costs must be in compliance with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: [www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/).
  - e. Invoice Detail. All charges for services rendered or for reimbursement of expenses authorized by Department pursuant to the Grant Work Plan shall be submitted to Department in sufficient detail for a proper pre-audit and post-audit to be performed. The Grantee shall only invoice Department for deliverables that are completed in accordance with the Grant Work Plan.
  - f. Interim Payments. Interim payments may be made by Department, at its discretion, if the completion of deliverables to date have first been accepted in writing by Department's Grant Manager.
  - g. Final Payment Request. A final payment request should be submitted to Department no later than sixty (60) days following the expiration date of the Agreement to ensure the availability of funds for payment. However, all work performed pursuant to the Grant Work Plan must be performed on or before the expiration date of the Agreement.
  - h. Annual Appropriation Contingency. The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of Department if the Legislature reduces or eliminates appropriations.
  - i. Interest Rates. All interest rates charged under the Agreement shall be calculated on the prevailing rate used by the State Board of Administration. To obtain the applicable interest rate, please refer to: [www.myfloridacfo.com/Division/AA/Vendors/default.htm](http://www.myfloridacfo.com/Division/AA/Vendors/default.htm).
  - j. Refund of Payments to the Department. Any balance of unobligated funds that have been advanced or paid must be refunded Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to Department.
- 9. Documentation Required for Cost Reimbursement Grant Agreements and Match.**

If Cost Reimbursement or Match is authorized in Attachment 2, Special Terms and Conditions, the following conditions apply. Supporting documentation must be provided to substantiate cost reimbursement or match requirements for the following budget categories:

- a. Salary/Wages. Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.
- b. Overhead/Indirect/General and Administrative Costs. If Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by Grantee exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate.
- c. Contractual Costs (Subcontractors). Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect,

and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing \$1,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in Chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.

- i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price subcontract. The Grantee may request approval from Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, Grantee shall request the advance written approval from Department's Grant Manager of the fixed price negotiated by Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of Department Grant Manager's approval of the fixed-price amount, Grantee may proceed in finalizing the fixed-price subcontract.
  - ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.
- d. Travel. All requests for match or reimbursement of travel expenses shall be in accordance with Section 112.061, F.S.
- e. Direct Purchase Equipment. For the purposes of this Agreement, Equipment is defined as capital outlay costing \$1,000 or more. Match or reimbursement for Grantee's direct purchase of equipment is subject to specific approval of Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Exhibit B, Property Reporting Form.
- f. Rental/Lease of Equipment. Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.
- g. Miscellaneous/Other Expenses. If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of Grantee's contract obligations to its subcontractor, Department shall not reimburse any of the following types of charges: cell phone usage; attorney's fees or court costs; civil or administrative penalties; or handling fees, such as set percent overages associated with purchasing supplies or equipment.
- h. Land Acquisition. Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal Descriptions, Boundary Maps, Acreage Certification, Title Search Reports, Title Insurance, Closing Statements/Documents, Deeds, Leases, Easements, License Agreements, or other legal instrument documenting acquired property interest and/or rights. If land acquisition costs are used to meet match requirements, Grantee agrees that those funds shall not be used as match for any other Agreement supported by State or Federal funds.

#### **10. Status Reports.**

The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on Exhibit A, Progress Report Form, to Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Quarterly status reports are due no later than twenty (20) days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by Grantee within thirty (30) days.



## 11. Retainage.

The following provisions apply if Department withholds retainage under this Agreement:

- a. The Department reserves the right to establish the amount and application of retainage on the work performed under this Agreement up to the maximum percentage described in Attachment 2, Special Terms and Conditions. Retainage may be withheld from each payment to Grantee pending satisfactory completion of work and approval of all deliverables.
- b. If Grantee fails to perform the requested work, or fails to perform the work in a satisfactory manner, Grantee shall forfeit its right to payment of the retainage associated with the work. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed. The Department shall provide written notification to Grantee of the failure to perform that shall result in retainage forfeiture. If the Grantee does not to correct the failure to perform within the timeframe stated in Department's notice, the retainage will be forfeited to Department.
- c. No retainage shall be released or paid for incomplete work while this Agreement is suspended.
- d. Except as otherwise provided above, Grantee shall be paid the retainage associated with the work, provided Grantee has completed the work and submits an invoice for retainage held in accordance with the invoicing procedures under this Agreement.

## 12. Insurance.

- a. Insurance Requirements for Sub-Grantees and/or Subcontractors. The Grantee shall require its sub-grantees and/or subcontractors, if any, to maintain insurance coverage of such types and with such terms and limits as described in this Agreement. The Grantee shall require all its sub-grantees and/or subcontractors, if any, to make compliance with the insurance requirements of this Agreement a condition of all contracts that are related to this Agreement. Sub-grantees and/or subcontractors must provide proof of insurance upon request.
- b. Deductibles. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Grantee providing such insurance.
- c. Proof of Insurance. Upon execution of this Agreement, Grantee shall provide Department documentation demonstrating the existence and amount for each type of applicable insurance coverage *prior to* performance of any work under this Agreement. Upon receipt of written request from Department, Grantee shall furnish Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.
- d. Duty to Maintain Coverage. In the event that any applicable coverage is cancelled by the insurer for any reason, or if Grantee cannot get adequate coverage, Grantee shall immediately notify Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) days after the cancellation of coverage.

## 13. Termination.

- a. Termination for Convenience. When it is in the State's best interest, Department may, at its sole discretion, terminate the Agreement in whole or in part by giving 30 days' written notice to Grantee. The Department shall notify Grantee of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Agreement is to be terminated. The Department must submit all invoices for work to be paid under this Agreement within thirty (30) days of the effective date of termination. The Department shall not pay any invoices received after thirty (30) days of the effective date of termination.
- b. Termination for Cause. The Department may terminate this Agreement if any of the events of default described in the Events of Default provisions below occur or in the event that Grantee fails to fulfill any of its other obligations under this Agreement. If, after termination, it is determined that Grantee was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Department. The rights and remedies of Department in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
- c. Grantee Obligations upon Notice of Termination. After receipt of a notice of termination or partial termination unless as otherwise directed by Department, Grantee shall not furnish any service or deliverable on the date, and to the extent specified, in the notice. However, Grantee shall continue work on any portion of the Agreement not terminated. If the Agreement is terminated before performance is completed, Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated. The Grantee shall not be entitled to recover any cancellation charges or lost profits.
- d. Continuation of Prepaid Services. If Department has paid for any services prior to the expiration, cancellation, or termination of the Agreement, Grantee shall continue to provide Department with those services for which it has already been paid or, at Department's discretion, Grantee shall provide a refund for services that have been

paid for but not rendered.

- e. Transition of Services Upon Termination, Expiration, or Cancellation of the Agreement. If services provided under the Agreement are being transitioned to another provider(s), Grantee shall assist in the smooth transition of Agreement services to the subsequent provider(s). This requirement is at a minimum an affirmative obligation to cooperate with the new provider(s), however additional requirements may be outlined in the Grant Work Plan. The Grantee shall not perform any services after Agreement expiration or termination, except as necessary to complete the transition or continued portion of the Agreement, if any.

#### **14. Notice of Default.**

If Grantee defaults in the performance of any covenant or obligation contained in the Agreement, including, any of the events of default, Department shall provide notice to Grantee and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Grantee fail to perform within the time provided, Grantee will be found in default, and Department may terminate the Agreement effective as of the date of receipt of the default notice.

#### **15. Events of Default.**

Provided such failure is not the fault of Department or outside the reasonable control of Grantee, the following non-exclusive list of events, acts, or omissions, shall constitute events of default:

- a. The commitment of any material breach of this Agreement by Grantee, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Agreement;
- b. The commitment of any material misrepresentation or omission in any materials, or discovery by the Department of such, made by the Grantee in this Agreement or in its application for funding;
- c. Failure to submit any of the reports required by this Agreement or having submitted any report with incorrect, incomplete, or insufficient information;
- d. Failure to honor any term of the Agreement;
- e. Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Grantee by a state or other licensing authority;
- f. Failure to pay any and all entities, individuals, and furnishing labor or materials, or failure to make payment to any other entities as required by this Agreement;
- g. Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
- h. Failure to maintain the insurance required by this Agreement;
- i. One or more of the following circumstances, uncorrected for more than thirty (30) days unless, within the specified 30-day period, Grantee (including its receiver or trustee in bankruptcy) provides to Department adequate assurances, reasonably acceptable to Department, of its continuing ability and willingness to fulfill its obligations under the Agreement:
  - i. Entry of an order for relief under Title 11 of the United States Code;
  - ii. The making by Grantee of a general assignment for the benefit of creditors;
  - iii. The appointment of a general receiver or trustee in bankruptcy of Grantee's business or property; and/or
  - iv. An action by Grantee under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.

#### **16. Suspension of Work.**

The Department may, in its sole discretion, suspend any or all activities under the Agreement, at any time, when it is in the best interest of the State to do so. The Department shall provide Grantee written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, Grantee shall comply with the notice. Within 90 days, or any longer period agreed to by the parties, Department shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume; or (2) terminate the Agreement. If the Agreement is terminated after 30 days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle Grantee to any additional compensation.

#### **17. Force Majeure.**

The Grantee shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of Grantee or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts

of public enemies, strikes, fires, floods, or other similar cause wholly beyond Grantee's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to Grantee. In case of any delay Grantee believes is excusable, Grantee shall notify Department in writing of the delay or potential delay and describe the cause of the delay either (1) within ten days after the cause that creates or will create the delay first arose, if Grantee could reasonably foresee that a delay could occur as a result; or (2) if delay is not reasonably foreseeable, within five days after the date Grantee first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against Department. The Grantee shall not be entitled to an increase in the Agreement price or payment of any kind from Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist Grantee shall perform at no increased cost, unless Department determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to Department, in which case Department may: (1) accept allocated performance or deliveries from Grantee, provided that Grantee grants preferential treatment to Department with respect to products subjected to allocation; (2) contract with other sources (without recourse to and by Grantee for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate Agreement in whole or in part.

#### **18. Indemnification.**

- a. The Grantee shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless Department and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
  - i. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Grantee, its agents, employees, partners, or subcontractors; provided, however, that Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of Department;
  - ii. the Grantee's breach of this Agreement or the negligent acts or omissions of Grantee.
- b. The Grantee's obligations under the preceding paragraph with respect to any legal action are contingent upon Department giving Grantee: (1) written notice of any action or threatened action; (2) the opportunity to take over and settle or defend any such action at Grantee's sole expense; and (3) assistance in defending the action at Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by Department in any legal action without Grantee's prior written consent, which shall not be unreasonably withheld.
- c. Notwithstanding sections a. and b. above, the following is the sole indemnification provision that applies to Grantees that are governmental entities: Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, F.S. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State to be sued by third parties in any matter arising out of any contract or this Agreement.
- d. No provision in this Agreement shall require Department to hold harmless or indemnify Grantee, insure or assume liability for Grantee's negligence, waive Department's sovereign immunity under the laws of Florida, or otherwise impose liability on Department for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

#### **19. Limitation of Liability.**

The Department's liability for any claim arising from this Agreement is limited to compensatory damages in an amount no greater than the sum of the unpaid balance of compensation due for goods or services rendered pursuant to and in compliance with the terms of the Agreement. Such liability is further limited to a cap of \$100,000.

#### **20. Remedies.**

Nothing in this Agreement shall be construed to make Grantee liable for force majeure events. Nothing in this Agreement, including financial consequences for nonperformance, shall limit Department's right to pursue its remedies for other types of damages under the Agreement, at law or in equity. The Department may, in addition to other remedies available to it, at law or in equity and upon notice to Grantee, retain such monies from amounts due Grantee as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

## **21. Waiver.**

The delay or failure by Department to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of Department's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

## **22. Statutory Notices Relating to Unauthorized Employment and Subcontracts.**

- a. The Department shall consider the employment by any Grantee of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.
- b. Pursuant to Sections 287.133 and 287.134, F.S., the following restrictions apply to persons placed on the convicted vendor list or the discriminatory vendor list:
  - i. Public Entity Crime. 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 Grantee, 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 Section 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
  - ii. Discriminatory Vendors. An entity or affiliate 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.
  - iii. Notification. The Grantee shall notify Department if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list or the discriminatory vendor list during the life of the Agreement. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

## **23. Compliance with Federal, State and Local Laws.**

- a. The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement.
- b. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- c. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- d. Any dispute concerning performance of the Agreement shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Agreement will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

## **24. Scrutinized Companies.**

- a. Grantee certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., Department may immediately terminate this Agreement at its sole option if Grantee or its subcontractors are found to have submitted a false certification; or if Grantee, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- b. If this Agreement is for more than one million dollars, the Grantee certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., Department may immediately terminate this Agreement at its

sole option if Grantee, its affiliates, or its subcontractors are found to have submitted a false certification; or if Grantee, its affiliates, or its subcontractors are placed on the Scrutinized Companies that Boycott the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

- c. The Grantee agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.
- d. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

#### **25. Lobbying and Integrity.**

The Grantee agrees that no funds received by it under this Agreement will be expended for the purpose of lobbying the Legislature or a State agency pursuant to Section 216.347, F.S., except that pursuant to the requirements of Section 287.058(6), F.S., during the term of any executed agreement between Grantee and the State, Grantee may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that agreement. The Grantee shall comply with Sections 11.062 and 216.347, F.S.

#### **26. Record Keeping.**

The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event that any work is subcontracted, Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes. Upon request of Department's Inspector General, or other authorized State official, Grantee shall provide any type of information the Inspector General deems relevant to Grantee's integrity or responsibility. Such information may include, but shall not be limited to, Grantee's business or financial records, documents, or files of any type or form that refer to or relate to Agreement. The Grantee shall retain such records for the longer of: (1) three years after the expiration of the Agreement; or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at:

<http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).

#### **27. Audits.**

- a. Inspector General. The Grantee understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its sub-grantees and/or subcontractors issued under this Agreement, if any, impose this requirement, in writing, on its sub-grantees and/or subcontractors, respectively.
- b. Physical Access and Inspection. Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, with reasonable notice and during normal business hours, including by any of the following methods:
  - i. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
  - ii. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and,
  - iii. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.
- c. Special Audit Requirements. The Grantee shall comply with the applicable provisions contained in Attachment 5, Special Audit Requirements. Each amendment that authorizes a funding increase or decrease shall include an updated copy of Exhibit 1, to Attachment 5. If Department fails to provide an updated copy of Exhibit 1 to include in each amendment that authorizes a funding increase or decrease, Grantee shall request one from the Department's Grants Manager. The Grantee shall consider the type of financial assistance (federal and/or state) identified in Attachment 5, Exhibit 1 and determine whether the terms of Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. For federal financial assistance, Grantee shall utilize the guidance provided under 2 CFR §200.330 for determining whether the relationship represents that of a subrecipient or vendor. For State financial assistance, Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website: <https://apps.fldfs.com/fsaa>.

- d. Proof of Transactions. In addition to documentation provided to support cost reimbursement as described herein, Department may periodically request additional proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State and Federal guidelines (including cost allocation guidelines). The Department may also request a cost allocation plan in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). The Grantee must provide the additional proof within thirty (30) days of such request.
- e. No Commingling of Funds. The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
  - i. If Department finds that these funds have been commingled, Department shall have the right to demand a refund, either in whole or in part, of the funds provided to Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from Department shall refund, and shall forthwith pay to Department, the amount of money demanded by Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from Department by Grantee to the date repayment is made by Grantee to Department.
  - ii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by Department, from another source(s), Grantee shall reimburse Department for all recovered funds originally provided under this Agreement and interest shall be charged for those recovered costs as calculated on from the date(s) the payment(s) are recovered by Grantee to the date repayment is made to Department.
  - iii. Notwithstanding the requirements of this section, the above restrictions on commingling funds do not apply to agreements where payments are made purely on a cost reimbursement basis.

#### **28. Conflict of Interest.**

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

#### **29. Independent Contractor.**

The Grantee is an independent contractor and is not an employee or agent of Department.

#### **30. Subcontracting.**

- a. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by Grantee.
- b. The Department may, for cause, require the replacement of any Grantee employee, subcontractor, or agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Department policy or other requirement.
- c. The Department may, for cause, deny access to Department's secure information or any facility by any Grantee employee, subcontractor, or agent.
- d. The Department's actions under paragraphs b. or c. shall not relieve Grantee of its obligation to perform all work in compliance with the Agreement. The Grantee shall be responsible for the payment of all monies due under any subcontract. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract and Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract.
- e. The Department will not deny Grantee's employees, subcontractors, or agents access to meetings within the Department's facilities, unless the basis of Department's denial is safety or security considerations.
- f. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State. A list of minority-owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.
- g. The Grantee shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both Grantee and the subcontractor(s), and without the fault or negligence of either, unless the subcontracted products or services were obtainable from other sources in sufficient time for Grantee to meet the required delivery schedule.

**31. Guarantee of Parent Company.**

If Grantee is a subsidiary of another corporation or other business entity, Grantee asserts that its parent company will guarantee all of the obligations of Grantee for purposes of fulfilling the obligations of Agreement. In the event Grantee is sold during the period the Agreement is in effect, Grantee agrees that it will be a requirement of sale that the new parent company guarantee all of the obligations of Grantee.

**32. Survival.**

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Agreement.

**33. Third Parties.**

The Department shall not be deemed to assume any liability for the acts, failures to act or negligence of Grantee, its agents, servants, and employees, nor shall Grantee disclaim its own negligence to Department or any third party. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Department consents to a subcontract, Grantee will specifically disclose that this Agreement does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Agreement.

**34. Severability.**

If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

**35. Grantee's Employees, Subcontractors and Agents.**

All Grantee employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Grantee shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under Agreement must comply with all security and administrative requirements of Department and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement.

**36. Assignment.**

The Grantee shall not sell, assign, or transfer any of its rights, duties, or obligations under the Agreement, or under any purchase order issued pursuant to the Agreement, without the prior written consent of Department. In the event of any assignment, Grantee remains secondarily liable for performance of the Agreement, unless Department expressly waives such secondary liability. The Department may assign the Agreement with prior written notice to Grantee of its intent to do so.

**37. Execution in Counterparts and Authority to Sign.**

This Agreement, any amendments, and/or change orders related to the Agreement, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Special Terms and Conditions  
AGREEMENT NO. SC901**

**ATTACHMENT 2**

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

**1. Scope of Work.**

The Project funded under this Agreement is Baker County Small County Consolidated Waste Grant. The Project is defined in more detail in Attachment 3, Grant Work Plan.

**2. Duration.**

- a. Reimbursement Period. The reimbursement period for this Agreement is the same as the term of the Agreement.
- b. Extensions. There are no extensions available for this Project.
- c. Service Periods. Additional service periods are not authorized under this Agreement.

**3. Payment Provisions.**

- a. Compensation. This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.
- b. Invoicing. Invoicing will occur as indicated in Attachment 3.
- c. Advance Pay. Advance Pay is not authorized under this Agreement.

**4. Cost Eligible for Reimbursement or Matching Requirements.**

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

<u>Reimbursement</u>	<u>Match</u>	<u>Category</u>
<input type="checkbox"/>	<input type="checkbox"/>	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
<input type="checkbox"/>	<input type="checkbox"/>	a. Fringe Benefits, N/A.
<input type="checkbox"/>	<input type="checkbox"/>	b. Indirect Costs, N/A.
<input type="checkbox"/>	<input type="checkbox"/>	Contractual (Subcontractors)
<input type="checkbox"/>	<input type="checkbox"/>	Travel
<input type="checkbox"/>	<input type="checkbox"/>	Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Rental/Lease of Equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Miscellaneous/Other Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Land Acquisition

**5. Travel.**

Additional compensation for travel is not authorized under this Agreement.

**6. Equipment Purchase.**

No Equipment purchases shall be funded under this Agreement.

**7. Land Acquisition.**

There will be no Land Acquisitions funded under this Agreement.

**8. Match Requirements**

There is no match required on the part of the Grantee under this Agreement.

**9. Insurance Requirements**



**Required Coverage.** At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

a. Commercial General Liability Insurance.

The Grantee shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Agreement. The Department, its employees, and officers shall be named as an additional insured on any general liability policies. The minimum limits shall be \$250,000 for each occurrence and \$500,000 policy aggregate.

b. Commercial Automobile Insurance.

If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The Department, its employees, and officers shall be named as an additional insured on any automobile insurance policy. The minimum limits shall be as follows:

\$200,000/300,000	Automobile Liability for Company-Owned Vehicles, if applicable
\$200,000/300,000	Hired and Non-owned Automobile Liability Coverage

c. Workers' Compensation and Employer's Liability Coverage.

The Grantee shall provide workers' compensation, in accordance with Chapter 440, F.S., and employer's liability insurance with minimum limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policies shall cover all employees engaged in any work under the Agreement.

d. Other Insurance. None.

**10. Quality Assurance Requirements.**

There are no special Quality Assurance requirements under this Agreement.

**11. Retainage.**

No retainage is required under this Agreement.

**12. Subcontracting.**

Subcontracting is not permitted under this Agreement.

**13. State-owned Land.**

The work will not be performed on State-owned land.

**14. Office of Policy and Budget Reporting.**

There are no special Office of Policy and Budget reporting requirements for this Agreement.

**15. Additional Terms.**

## ATTACHMENT 3 GRANT WORK PLAN

**PROJECT TITLE:** Baker County Small County Consolidated Solid Waste Management Grant

**PROJECT AUTHORITY:** Baker County (Grantee) received funding from the Florida Legislature in the amount of \$90,909.00, through Specific Appropriation Line Item No. 1663, Solid Waste Management Trust Fund, Fiscal Year (FY) 2018-19 General Appropriations Act. The Grantee meets the threshold for a small county (population under 110,000) and received this funding under the Small County Consolidated Grants program for the purpose of subsidizing its solid waste management program costs and tipping fees. Authority for this Project is specified in Section 403.7095, Florida Statutes (F.S.), and Chapter 62-716, Florida Administrative Code (F.A.C). Monitoring and auditing guidelines, as related to the Florida Single Audit Act, are specified in the Florida Catalog of State Financial Assistance (CSFA), No. 37.012.

**PROJECT LOCATION:** The household solid waste will be collected from the eight drop-off centers located throughout Baker County and then transported and disposed of in the New River Solid Waste Association in Union County, FL. The drop off locations are as follows: 7790 S.R. 228 Macclenny, FL 32063; 5229 Steel Bridge Rd Macclenny, FL 32063; 1361 N CR 125 Glen St Mary, FL 32940; 9884 Mud Lake Rd Glen St. Mary, FL 32040; 15405 US-90 Sanderson, FL 32087; US-90 Olustee, FL 32072; 27330 CR 127 Baxter, FL 32087 and 19319 N CR 125 Cuyler, FL 32040.

**PROJECT BACKGROUND:** Grantee combined its resources with Bradford County and Union County to create the New River Solid Waste Association in order to share the costs associated with solid waste disposal. The creation of the New River Solid Waste Association resulted in the design and construction of the landfill, Florida's first multi-county regional facility. The landfill is an integrated solid waste management system located in Union County, Florida, and operates disposal facilities for Class I solid wastes, as well as nineteen (19) rural collection and recycling sites through the three (3) member county region. Funds provided through this Agreement allow the Grantee to pay the tipping fees associated with solid waste disposal at the landfill. The Grantee needs this funding to help offset the cost for disposal because of its small population and limited funding resources.

**PROJECT DESCRIPTION:** Household solid waste will be picked up by Grantee employees using Grantee equipment and taken to the landfill for appropriate disposal. There are eight (8) solid waste drop-off centers located throughout Baker County for Baker County residents to dispose of their household solid waste. Collection site locations and hours are posted here: <http://www.bakercountyFL.org/collectionsites.php>. An attendant is on-site at each location to verify residency, enforce posted rules, and provide instructions to residents. Following solid waste collection, the Grantee will transport the waste to the NRRL landfill for disposal.

**Additional Narrative:** The Grantee's solid waste collection and transportation needs occur on an on-going basis year-round, and as such the Grantee's operations are budgeted on an annual basis. The annual budget prepared by the Grantee may exceed the grant award amount, and it is understood that any project costs exceeding the grant funding awarded for allowable costs under this Agreement remain the sole responsibility of the Grantee

### **TASKS and DELIVERABLES:**

#### **Task #1: Solid Waste Disposal Tipping Fees**

**Deliverable:** The Grantee is responsible for the collection of solid waste from its drop-off sites and eligible residents and businesses throughout Baker County. The collected waste is transported to the Grantee's Transfer Station, where it is weighed, handled and sorted. Only acceptable solid waste is then transported, using the Grantee's own trucks and drivers, to the New River Solid Waste Association landfill for proper disposal. Disposal tipping fees will not exceed the established fee of \$28.00 per ton for Baker County. In accordance with Section 403.7095, F.S., local Department regulatory staff will report any findings of concern regarding the proper maintenance of the Grantee's Solid Waste Collection Practices to the Department. Funding under this task only covers a portion of the Grantee's total solid waste disposal tipping fee costs. Any costs exceeding the grant funding are the responsibility of the Grantee.

**Documentation:** The Grantee will submit copies of the paid invoices and checks. The invoices, provided by the landfill, will provide a waste description, and list and summarize the load weights and their cost. Additionally, the Grantee will provide tonnage summaries, using either the **Tonnage Summary Report**, provided by the Department as **Exhibit 1** of this Grant Work Plan or comparable documentation. All deliverables may be submitted electronically.

**Performance Standard:** The Department’s Grant Manager will review all documentation to verify that it meets the specifications above. Upon review and written acceptance by the Department’s Grant Manager of required documentation under this task, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** The Grantee may submit a payment request for cost reimbursement quarterly. Payment requests shall be submitted within thirty (30) calendar days following completion of the quarter. The outlined documentation must have been submitted and accepted in writing by the Department’s Grant Manager prior to payment request submittal.

**Budget:** Allowable costs for this task are not to exceed \$90,909.00 for tipping fees collected on behalf of the Grantee (Miscellaneous expenses).

**PROJECT TIMELINE:** The tasks must be completed by the end of each task timeline and all deliverables must be received by the designated due date.

Task No.	Task Title	Task Start Date	Task End Date	Deliverable Due Date/ Frequency
1	Solid Waste Disposal Tipping Fees	10/1/2018	9/30/2019	Quarterly, within thirty (30) calendar days of the end of each quarter and prior to each payment request.

**BUDGET DETAIL BY TASK:**

Task No.	Budget Category	Budget Amount
1	Miscellaneous/Other Expenses	\$90,909.00
	<b>Total for Task:</b>	<b>\$90,909.00</b>

**PROJECT BUDGET SUMMARY:** Cost reimbursable grant funding must not exceed the category totals for the project as indicated below.

Category Totals	Grant Funding, Not to Exceed, \$
Miscellaneous/Other Expenses Total	\$90,909.00
<b>Total:</b>	<b>\$90,909.00</b>

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**Exhibit 1  
Tonnage Summary Report**

Grantee may submit one (1) report for all disposals completed during the quarter. Complete a claim number for each disposal completed during the quarter. Attach additional pages, if necessary. Include copies of provider invoices and proof of payment for each claim.

Claim No: \_\_\_\_\_ Date of Collection: \_\_\_\_\_

Grantee (County) Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Receipt/Invoice No.: \_\_\_\_\_

<b>MATERIAL</b>	<b>DISPOSED (TONS)</b>	<b>FEE PER TON</b>	<b>TIPPING FEE TOTAL</b>	<b>FACILITY OR VENDOR USED/DESTINATION</b>
Household Solid Waste				
Household Solid Waste				

Claim No: \_\_\_\_\_ Date of Collection: \_\_\_\_\_

Grantee (County) Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Receipt/Invoice No.: \_\_\_\_\_

<b>MATERIAL</b>	<b>DISPOSED (TONS)</b>	<b>FEE PER TON</b>	<b>TIPPING FEE TOTAL</b>	<b>FACILITY OR VENDOR USED/DESTINATION</b>
Household Solid Waste				
Household Solid Waste				

Claim No: \_\_\_\_\_ Date of Collection: \_\_\_\_\_

Grantee (County) Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Receipt/Invoice No.: \_\_\_\_\_

<b>MATERIAL</b>	<b>DISPOSED (TONS)</b>	<b>FEE PER TON</b>	<b>TIPPING FEE TOTAL</b>	<b>FACILITY OR VENDOR USED/DESTINATION</b>
Household Solid Waste				
Household Solid Waste				

I, \_\_\_\_\_, certify that the information in this report is true and accurate, and that the disposal  
(Grantee's Grant Manager)

operations have been completed in accordance with the terms and condition of DEP Agreement No. SC901 and as described in Attachment 3, Grant Work Plan, of the Agreement.

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

Grantee's Grant Manager Signature: \_\_\_\_\_

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Public Records Requirements**

**Attachment 4**

**1. Public Records.**

- a. If the Agreement exceeds \$35,000.00, and if Grantee is acting on behalf of Department in its performance of services under the Agreement, Grantee must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by Grantee in conjunction with the Agreement (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution or section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Agreement if Grantee refuses to allow public access to Public Records as required by law.

**2. Additional Public Records Duties of Section 119.0701, F.S., If Applicable.**

For the purposes of this paragraph, the term “contract” means the “Agreement.” If Grantee is a “contractor” as defined in section 119.0701(1)(a), F.S., the following provisions apply and the contractor shall:

- a. Keep and maintain Public Records required by Department to perform the service.
- b. Upon request, provide Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c. A contractor who fails to provide the Public Records to Department within a reasonable time may be subject to penalties under section 119.10, F.S.
- d. Ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the Public Records to Department.
- e. Upon completion of the contract, transfer, at no cost, to Department all Public Records in possession of the contractor or keep and maintain Public Records required by Department to perform the service. If the contractor transfers all Public Records to Department upon completion of the contract, the contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements. If the contractor keeps and maintains Public Records upon completion of the contract, the contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to Department, upon request from Department’s custodian of Public Records, in a format specified by Department as compatible with the information technology systems of Department. These formatting requirements are satisfied by using the data formats as authorized in the contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the contractor is authorized to access.

**f. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE DEPARTMENT’S CUSTODIAN OF PUBLIC RECORDS AT:**

**Telephone:** (850) 245-2118  
**Email:** [public.services@floridadep.gov](mailto:public.services@floridadep.gov)  
**Mailing Address:** Department of Environmental Protection  
**ATTN: Office of Ombudsman and Public Services**  
**Public Records Request**  
**3900 Commonwealth Boulevard, MS 49**  
**Tallahassee, Florida 32399**

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Special Audit Requirements**

**Attachment 5**

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient (*which may be referred to as the "Recipient", "Grantee" or other name in the agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

**MONITORING**

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, 2 CFR Part 200, Subpart F, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

**AUDITS**

**PART I: FEDERALLY FUNDED**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised (for fiscal year start dates prior to December 26, 2014), or as defined in 2 CFR §200.330 (for fiscal year start dates after December 26, 2014).

1. In the event that the recipient expends \$500,000 (\$750,000 for fiscal year start dates after December 26, 2014) or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F.
3. If the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, is not required. In the event that the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).

4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at [www.cfda.gov](http://www.cfda.gov)

## **PART II: STATE FUNDED**

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(n), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Attachment indicates state financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

## **PART III: OTHER AUDIT REQUIREMENTS**

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

## **PART IV: REPORT SUBMISSION**

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F and required by PART I of this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

**Audit Director**

Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:

[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised, and 2 CFR §200.501(a) (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, and 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised, and 2 CFR §200.512.

2. Pursuant to Section .320(f), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and any management letters issued by the auditor, to the Department of Environmental Protection at one the following addresses:

By Mail:

**Audit Director**

Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:

[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

**Audit Director**

Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000



Electronically:  
[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

B. The Auditor General's Office at the following address:

State of Florida Auditor General  
Room 401, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

**Audit Director**  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:  
[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, as revised and 2 CFR Part 200, Subpart F, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

#### **PART V: RECORD RETENTION**

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

**EXHIBIT – 1**

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

<b>Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:</b>					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:</b>					
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:</b>						
State Program Number	Funding Source	State Fiscal Year	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement SC901	General Appropriations Act (GAA), Line Item 1663, Grants and Aids to Local Governments and Nonstate Entities – Fixed Capital Outlay, Solid Waste Management from Solid Waste Management Trust Fund	2018-19	37.012	Small County Consolidated Waste Grant	90,909.00	1401334

<b>Total Award</b>					\$	90,909.00
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For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [[www.cfda.gov](http://www.cfda.gov)] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>]. The services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
PROGRAM-SPECIFIC REQUIREMENTS  
FOR THE SMALL COUNTY CONSOLIDATED SOLID WASTE (SCCSW) GRANT PROGRAM**

**ATTACHMENT 6**

1. The following requirements supersede paragraph 10 of Attachment 1, Standard Terms and Conditions:

Status Reports. The Grantee shall utilize Exhibit A, Progress Report Form, to describe the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Reports shall be submitted to the Department's Grant Manager no later than thirty (30) calendar days following the completion of the invoice period authorized under Chapter 62-716.310, F.A.C., and described in Attachment 3. It is hereby understood and agreed by the parties that the term "monthly" shall reflect the calendar months, and that the term "quarterly" shall reflect the calendar quarters ending March 31, June 30, September 30 and December 31. The Department's Grant Manager shall have ten (10) calendar days to review the required reports and deliverables submitted by the Grantee.

2. In addition to the allowable cost categories described in Attachment 2, Special Terms and Conditions the following reimbursement provisions shall apply:

Prohibited Costs. Independent of the Grantee's obligation to any subcontractors, the Department shall not reimburse any of these prohibited costs, and if such costs are charged by a Grantee's subcontractor, the Grantee shall be responsible for payment from sources other than the grant funds awarded under this Agreement. The following costs are not eligible for reimbursement under this Agreement:

- a. Indirect, overhead or administrative costs (excluding fringe benefits);
- b. Promotional items such as t-shirts and other items promoting the program;
- c. Cell phone usage;
- d. Attorney's fees or court costs;
- e. Civil or administrative penalties;
- f. Interest in real property;
- g. Handling fees, such as set percent overages associated with purchasing supplies or equipment; and
- h. Vehicles, unless authorized in Attachment 3 of this Agreement.

Travel. Authorized travel expenses are included in the allowable items described in Attachment 3 and no additional travel expenses in excess of those already described in Attachment 3 will be authorized without written approval from the Department. Any requests for reimbursement of authorized travel expenses must be submitted in accordance with Section 112.061, F.S.

Vehicle Purchases. If the Grantee is authorized to purchase a vehicle necessary to complete the work under this Agreement, the cost of such vehicle shall not exceed the total authorized in Attachment 3, for use in performing the services described in Attachment 3. The vehicle type proposed for the purchase being authorized by the Department shall be described in Attachment 3. The Grantee shall purchase the vehicle(s) utilizing the Grantee's procurement procedures. If eligible, the Grantee should consider the Department of Management Services, State Term Contract(s), when purchasing a vehicle.

Upon satisfactory completion of this Agreement, the Grantee may retain ownership of the vehicle purchased under this Agreement. However, the Grantee is required to account for and report on any vehicle purchased under this Agreement in accordance with the Grantee's financial reporting and inventory control requirements. The Grantee will submit Exhibit B, Property Reporting Form, along with the appropriate invoice(s) to the Department's Grant Manager with any applicable requests for reimbursement. Vehicle(s) purchased for the Project are subject to the requirements set forth in Chapters 273 and/or 274, F.S., and Chapter 69I-72 and/or Chapter 69I-73, F.A.C., as applicable, and should be capitalized, when appropriate, in accordance with GAAP and the Grantee's financial reporting requirements. The following terms shall apply:

- a. The Grantee, and its authorized employees, shall have title to and use of vehicle for the authorized purposes of this Agreement as long as the required work is being satisfactorily performed. In the event that this Agreement is terminated for any reason, or the use of the vehicle is no longer needed, title of the vehicle shall be transferred to the Department.
- b. The Grantee is responsible for the implementation of manufacturer required maintenance procedures to keep the vehicle in good operating condition and to keep records of all maintenance performed on the vehicle.
- c. The Grantee shall secure and maintain comprehensive collision and general automobile liability coverage for the vehicle during the term of this Agreement. The Grantee is responsible for any applicable deductibles relating to insurance.
- d. The Grantee is responsible for any loss, damage, or theft of, and any loss, damage, or injury caused by the use of, the vehicle(s) purchased with state funds and held in his possession for use in this Agreement with the Department.
- e. The Grantee is responsible for the purchase of, and shall maintain a current State of Florida tag and registration for all vehicles purchased under this Agreement.



**Exhibit C  
PAYMENT REQUEST SUMMARY FORM**

DEP Agreement No.: SC901 Agreement Effective Dates: 10/1/2018-9/30/2019

Grantee: Baker County Grantee's Grant Manager: \_\_\_\_\_

Mailing Address: 8156 Cypress St. Sanderson, FL 32087

Payment Request No. \_\_\_\_\_ Date of Payment Request: \_\_\_\_\_

Performance Period (Start date – End date): \_\_\_\_\_

Task/Deliverable No(s). \_\_\_\_\_ Task/Deliverable Amount Requested: \$ \_\_\_\_\_

GRANT EXPENDITURES SUMMARY SECTION

CATEGORY OF EXPENDITURE <i>(As authorized)</i>	AMOUNT OF THIS REQUEST	TOTAL CUMULATIVE PAYMENT REQUESTS	MATCHING FUNDS FOR THIS REQUEST	TOTAL CUMULATIVE MATCHING FUNDS
Salaries/Wages	\$ N/A	\$	\$N/A	\$N/A
Fringe Benefits	\$ N/A	\$	\$N/A	\$N/A
Indirect Cost	\$ N/A	\$	\$N/A	\$N/A
Contractual (Subcontractors)	\$	\$	\$N/A	\$N/A
Travel	\$ N/A	\$	\$N/A	\$N/A
Equipment (Direct Purchases)	\$ N/A	\$	\$N/A	\$N/A
Rental/Lease of Equipment	\$ N/A	\$	\$N/A	\$N/A
Miscellaneous/Other Expenses	\$ N/A	\$	\$N/A	\$N/A
Land Acquisition	\$ N/A	\$	\$N/A	\$N/A
<b>TOTAL AMOUNT</b>	\$	\$	\$N/A	\$N/A
<b>TOTAL TASK/DELIVERABLE BUDGET AMOUNT</b>	\$		\$N/A	
<b>Less Total Cumulative Payment Requests of:</b>	\$		\$N/A	
<b>TOTAL REMAINING IN TASK</b>	\$		\$N/A	

**GRANTEE CERTIFICATION**

Complete Grantee's Certification of Payment Request on Page 2 to certify that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

**Grantee's Certification of Payment Request**

I, \_\_\_\_\_, on behalf of

(Print name of Grantee's Grant Manager designated in the Agreement)

\_\_\_\_\_, do hereby certify for

(Print name of Grantee/Recipient)

DEP Agreement No. SC901 and Payment Request No. \_\_\_\_\_ that:

- The disbursement amount requested is for allowable costs for the project described in Attachment A of the Agreement.
- All costs included in the amount requested have been satisfactorily purchased, performed, received, and applied toward completing the project; such costs are documented by invoices or other appropriate documentation as required in the Agreement.
- The Grantee has paid such costs under the terms and provisions of contracts relating directly to the project; and the Grantee is not in default of any terms or provisions of the contracts.

*Check all that apply below:*

- All permits and approvals required for the construction, which is underway, have been obtained.
- Construction up to the point of this disbursement is in compliance with the construction plans and permits.
- The Grantee's Grant Manager relied on certifications from the following professionals that provided services for this project during the time period covered by this Certification of Payment Request, and such certifications are included:

Professional Service Provider (Name / License No.)      Period of Service (mm/dd/yy – mm/dd/yy)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Grantee's Grant Manager Signature

\_\_\_\_\_  
Grantee's Fiscal Agent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number



## INSTRUCTIONS FOR COMPLETING PAYMENT REQUEST SUMMARY FORM

**DEP AGREEMENT NO.:** This is the number on your grant agreement.

**AGREEMENT EFFECTIVE DATES:** Enter agreement execution date through end date.

**GRANTEE:** Enter the name of the grantee's agency.

**GRANTEE'S GRANT MANAGER:** This should be the person identified as grant manager in the grant Agreement.

**MAILING ADDRESS:** Enter the address that you want the state warrant sent.

**PAYMENT REQUEST NO.:** This is the number of your payment request, not the quarter number.

**DATE OF PAYMENT REQUEST:** This is the date you are submitting the request.

**PERFORMANCE PERIOD:** This is the beginning and ending date of the performance period for the task/deliverable that the request is for (this must be within the timeline shown for the task/deliverable in the Agreement).

**TASK/DELIVERABLE NO.:** This is the number of the task/deliverable that you are requesting payment for and/or claiming match for (must agree with the current Grant Work Plan).

**TASK/DELIVERABLE AMOUNT REQUESTED:** This should match the amount on the "*TOTAL TASK/DELIVERABLE BUDGET AMOUNT*" line for the "*AMOUNT OF THIS REQUEST*" column.

### GRANT EXPENDITURES SUMMARY SECTION:

**"AMOUNT OF THIS REQUEST" COLUMN:** Enter the amount that was expended for this task during the period for which you are requesting reimbursement for this task. This must agree with the currently approved budget in the current Grant Work Plan of your grant Agreement. Do not claim expenses in a budget category that does not have an approved budget. Do not claim items that are not specifically identified in the current Grant Work Plan. Enter the column total on the "*TOTAL AMOUNT*" line. Enter the amount of the task on the "*TOTAL TASK BUDGET AMOUNT*" line. Enter the total cumulative amount of this request **and** all previous payments on the "*LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF*" line. Deduct the "*LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF*" from the "*TOTAL TASK BUDGET AMOUNT*" for the amount to enter on the "*TOTAL REMAINING IN TASK*" line.

**"TOTAL CUMULATIVE PAYMENT REQUESTS" COLUMN:** Enter the cumulative amounts that have been requested to date for reimbursement by budget category. The final request should show the total of all requests; first through the final request (this amount cannot exceed the approved budget amount for that budget category for the task you are reporting on). Enter the column total on the "*TOTALS*" line. **Do not enter anything in the shaded areas.**

**"MATCHING FUNDS" COLUMN:** Enter the amount to be claimed as match for the performance period for the task you are reporting on. This needs to be shown under specific budget categories according to the currently approved Grant Work Plan. Enter the total on the "*TOTAL AMOUNT*" line for this column. Enter the match budget amount on the "*TOTAL TASK BUDGET AMOUNT*" line for this column. Enter the total cumulative amount of this and any previous match claimed on the "*LESS TOTAL CUMULATIVE PAYMENTS OF*" line for this column. Deduct the "*LESS TOTAL CUMULATIVE PAYMENTS OF*" from the "*TOTAL TASK BUDGET AMOUNT*" for the amount to enter on the "*TOTAL REMAINING IN TASK*" line.

**"TOTAL CUMULATIVE MATCHING FUNDS" COLUMN:** Enter the cumulative amount you have claimed to date for match by budget category for the task. Put the total of all on the line titled "*TOTALS*." The final report should show the total of all claims, first claim through the final claim, etc. **Do not enter anything in the shaded areas.**

**GRANTEE'S CERTIFICATION:** Check all boxes that apply. Identify any licensed professional service providers that certified work or services completed during the period included in the request for payment. **Must be signed by both the Grantee's Grant Manager as identified in the grant agreement and the Grantee's Fiscal Agent.**

### **NOTES:**

**If claiming reimbursement for travel, you must include copies of receipts and a copy of the travel reimbursement form approved by the Department of Financial Services, Chief Financial Officer.**

**Documentation for match claims must meet the same requirements as those expenditures for reimbursement.**

# Memorandum



**To:** Board of County Commissioners  
**From:** Kennie Downing, County Manager  
**Date:** September 18, 2018  
**Re:** District Medical Examiner Services

---

Attached is the annual three-party agreement between the University of Florida, William F. Hamilton, M.D. and Baker County. This agreement is updated on an annual basis for medical examiner services for Baker County.

This contract stipulates that the County will pay \$33,078.84 for FY 18/19 in twelve equal monthly installments of \$2,756.57. This contract represents a decrease in funding from current year in the amount of \$2,055.72. These figures are determined on prior year actual caseload for Baker County. 2017 saw a reduction in caseload from 2016 resulting in the reduction in cost to the County.

In addition to this base cost, the County will also pay costs related directly to autopsy and other related services. These additional costs will be invoiced to the County on a monthly basis as stipulated in Attachment C to this agreement.

Staff recommends approval of this agreement.

**NINTH AMENDMENT TO  
THREE-PARTY AGREEMENT BETWEEN  
BAKER COUNTY  
AND  
THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES  
AND  
WILLIAM F. HAMILTON, M.D.  
FOR DISTRICT MEDICAL EXAMINER SERVICES,  
UNIVERSITY PHYSICIAN SUPPORT SERVICES,  
UNIVERSITY NON-PHYSICIAN SUPPORT  
SERVICES AND FACILITY USE**

**THE THREE-PARTY AGREEMENT** (“Agreement”), made and entered into the 1<sup>st</sup> day of October, 2009 (“Effective Date”), by and among **BAKER COUNTY**, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the “County”, and **THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES**, hereinafter referred to as “University”, **FOR THE BENEFIT OF THE DEPARTMENT OF PATHOLOGY, IMMUNOLOGY AND LABORATORY MEDICINE, COLLEGE OF MEDICINE, UNIVERSITY OF FLORIDA**, and **WILLIAM F. HAMILTON, M.D.**, hereinafter referred to as the "District Medical Examiner", is hereby amended effective the 1<sup>st</sup> day of October, 2018 by this **Ninth Amendment**, and the parties heretofore named agree as follows:

1. **Section 3** of the Agreement is hereby deleted in its entirety and replaced with a new **Section 3** to read:

3. Term of Agreement. This Agreement shall commence on the Effective Date and remain in full force and effect through September 30, 2019, unless first terminated or amended by the parties as provided herein.

2. **Section 8** of the Agreement is hereby deleted in its entirety and replaced with a new **Section 8** to read:

8. Annual Budget. No later than July 1, 2019, the District Medical Examiner, with the assistance of UNIVERSITY, shall submit to the Board of County Commissioners of County an annual budget for the next ensuing fiscal year October 1, through September 30. The District Medical Examiner's budget for Fiscal Year 2018/2019 as submitted to County is attached to this Agreement as Attachment A and is incorporated herein by this reference.

3. **Section 10** of the Agreement is hereby deleted in its entirety and a new **Section 10** is established to read as follows:

10. Compensation by County. **THE DISTRICT MEDICAL EXAMINER EXPRESSLY RECOGNIZES THAT ALL FEES AND COMPENSATION PAID TO UNIVERSITY PURSUANT TO THIS SECTION CONSTITUTE THE ENTIRE OBLIGATION OF THE COUNTY, AND FURTHER, NEITHER THE DISTRICT MEDICAL EXAMINER, NOR ANY MEMBER OF HIS STAFF, WILL RECEIVE COMPENSATION DIRECTLY FROM THE COUNTY FOR SERVICES PURSUANT TO THIS AGREEMENT.** As compensation for the District Medical Examiner’s services and UNIVERSITY’s Faculty Physician support services, non-physician support personnel services and for facility usage, the County shall pay UNIVERSITY an annual amount equal to Thirty-

Three Thousand, Seventy-Eighty Dollars and Eighty-Four Cents (\$33,078.84). Payment shall be made to UNIVERSITY in twelve (12) equal monthly installments of the sum of Two Thousand Seven Hundred Fifty-Six Dollars and Fifty-Seven Cents (\$2,756.57), the first of which shall be paid forty-five (45) days after the commencement of the term of this Agreement. In addition, the County shall separately pay UNIVERSITY for autopsy and related services in accordance with the fee schedule attached hereto as **Attachment C**. UNIVERSITY shall provide County with a detailed monthly invoice indicating all autopsies performed up to the date of the invoice. A copy of the death certificate for each autopsy will be provided with the invoice. After review, and if properly supported, County shall pay invoiced fees within forty-five (45) days of receipt of the invoice. All invoices shall be sent directly to:

**Baker County Commission  
Attn: Finance Department  
55 North 3ed Street  
Macclenny, FL 32063**

4. **Attachment A** to the Agreement is hereby deleted and replaced with the revised version of **Attachment A** that is attached to this **Ninth Amendment** and is hereby incorporated into the Agreement by reference.
5. **Attachment C** to the Agreement is hereby deleted and replaced with the revised version of **Attachment C** that is attached to this **Ninth Amendment** and is hereby incorporated into the Agreement by reference.
6. In the event of a conflict between the terms of the Agreement and this **Ninth Amendment**, the terms of this **Ninth Amendment** shall control.

**IN WITNESS WHEREOF**, the parties have caused this **Ninth Amendment** to be executed for the uses and purposes therein expressed on the day and year first above-written.

**BAKER COUNTY, FLORIDA**

**THE UNIVERSITY OF FLORIDA BOARD  
OF TRUSTEES, FOR THE BENEFIT OF  
THE DEPARTMENT OF PATHOLOGY,  
IMMUNOLOGY AND LABORATORY  
MEDICINE, COLLEGE OF MEDICINE,  
UNIVERSITY OF FLORIDA**

By: \_\_\_\_\_  
Name: \_\_\_\_\_ Date \_\_\_\_\_  
Chair  
Board of County Commissioners

By: \_\_\_\_\_  
Adrian Tyndall, M.D. Date \_\_\_\_\_  
Interim Dean, College of Medicine  
University of Florida

**DISTRICT MEDICAL EXAMINER**

By: \_\_\_\_\_  
William F. Hamilton, M.D. Date \_\_\_\_\_

**Attachment "A"**  
**MEDICAL EXAMINER District 8 Budget**  
**Effective October 1, 2018 - September 30, 2019**

<b>Operating Cost Fixed Expenses FY 18-19</b>				Total	
Salaries and Benefits <sup>1</sup>				\$	638,270
Salary offset <sup>2</sup> (Pro Fees reimbursed to UF for Salaries)				\$	(266,738)
Contractual Services Facilities				\$	13,912
Repairs and Maintenance (equipment and facilities)				\$	5,340
Data Processing (Internet and back up)				\$	9,552
Operating Supplies (Autopsy and Office)				\$	66,600
Rent (Building plus Records Storage at Iron Mountain)				\$	305,140
Printing & Reproduction				\$	1,500
Insurance, Liability and Auto				\$	8,500
Telephone, Postage, & Freight				\$	8,100
Travel/Meetings (Work Related/CME/CEU Requirements)				\$	21,840
Dues, Subscriptions, Library				\$	500
Miscellaneous (Utilities)				\$	72,000
Administration Fee (5%) <sup>3</sup>				\$	88,391
Capital Expenses				\$	-
<b>Net Operating Cost Expense</b>				<b>\$</b>	<b>972,907</b>
Entity	2017 Year Actual	% of Caseload	Annual Assessment	Monthly Assessment	
Alachua	435	58.2%	\$ 566,231.88	\$ 47,185.99	
Baker	25	3.4%	\$ 33,078.84	\$ 2,756.57	
Bradford	24	3.2%	\$ 31,133.04	\$ 2,594.42	
Dixie	29	3.9%	\$ 37,943.40	\$ 3,161.95	
Gilchrist	20	2.7%	\$ 26,268.48	\$ 2,189.04	
Levy	69	9.2%	\$ 89,507.40	\$ 7,458.95	
Union	6	0.8%	\$ 7,783.20	\$ 648.60	
Dept of Corrections <sup>4</sup>	139	18.6%	\$ 180,960.72	\$ 15,080.06	
<b>Total</b>	<b>747</b>	<b>100.00%</b>	<b>\$ 972,906.96</b>	<b>\$ 81,075.58</b>	
<i>Rounding Adjustment</i>			\$ 0.04		
Operating Cost Total Validation Check			<b>\$ 972,907.00</b>	<b>\$ 81,075.58</b>	
Non-Corrections case average per month:				51	
Avg. Operating Cost Per Case:				\$ 1,302.54	
DOC ALL	124	100.00%	\$ 180,960.72	\$ 15,080.06	
<b>Total</b>	<b>124</b>	<b>100.00%</b>	<b>\$ 180,960.72</b>	<b>\$ 15,080.06</b>	
<i>Rounding Adjustment</i>			\$ -		
DOC Assessment Total Validation Check			<b>\$ 180,960.72</b>		
Corrections case average per month:				10	
Avg. Operating Cost Per Case:				\$ 1,459.36	

<b>Expense Total Budget Estimator</b>				FY 18-19	
<b>District 8 Operating Cost Assessment Total</b>				<b>\$</b>	<b>972,907</b>
<b>Professional Services</b>		Cases Estimate			
<b>(Variable per case)</b>	Fee <sup>5</sup>		Total	<b>\$</b>	<b>883,305</b>
Autopsy	\$ 775	552	\$ 427,800	To UF for Drs	
External Examination	\$ 225	170	\$ 38,250	To UF for Drs	
Investigative Report	\$ 150	6	\$ 900	To UF for Drs	
Investigation (All Cases)	\$ 150	728	\$ 109,200	To UF for Drs	
Tech Autopsy Fee	\$ 100	552	\$ 55,200	To UF for On-Call	
Toxicology	\$ 165	552	\$ 91,080	To UF/DRL	
Histology	\$ 175	552	\$ 96,600	To UF/DRL	
Cremation Approval	\$ 25	2,571	\$ 64,275	To UF for Processing	
<b>Total Budget</b>				<b>\$</b>	<b>1,856,212</b>
<b>Typical Total Cost per case</b>				<b>\$</b>	<b>2,550</b>

Note 1 UF approved raises January 2018

Note 2 Autopsy, Exam, Invest, Tech & Cremation fees are reimbursed for cases by UF staff pathologists

Note 3 Administration Fee of 5% includes Human Resources, Purchasing and Financial Services

Note 4 DOC operating expense portion included in new fixed fee per case contract

Note 5 Professional fees are itemized in Attachment "C"



**ATTACHMENT "C"**  
**FY 18-19**

**Variable Expense Fee List**

**Professional Fees:**

Complete Autopsy	\$ 775.00
External Examination Only	\$ 225.00
Medical Examiner Report of Investigation	\$ 150.00
Expert Witness Fee per Hour (see note 1)	\$ 300.00

**Technical Fees** (see note 2):

Autopsy Technical Fee	\$ 100.00
Tissue Preparation for Microscopic exam (routine case)	\$ 175.00
Toxicology Laboratory (routine testing)	\$ 165.00
Cremation Fee	\$ 25.00
Body Transport by ATS or Investigators for Homicide/Suspicious Death	\$ 200.00

**Notes:**

(1) No charges will incur for pre-trial consultation on criminal cases in 8th Judicial Circuit

(2) Costs for transportation of human remains, special lab tests, special toxicology followup testing, radiology, odontology, anthropology, and specialized consultations uncommonly required will be billed per case as charges are received and paid by the Medical Examiner Office.

# Memorandum



**To:** Board of County Commissioners

**From:** Kennie Downing, County Manager

**Date:** September 18, 2018

**Re:** Authorization to Negotiate with North Florida Professional Services, for RFQ #2018-14 - Engineering Services New Access Road Woodstock Industrial Park

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As the County has received funding from Florida Department of Economic Opportunity for design and construction of a new road leading into the Woodstock Industrial Park, professional design and engineering services are required to prepare the project for bidding. On July 26, 2018, the County issued a Request For Qualifications for professional engineering, design, surveying and permitting services for New Access Road For Woodstock Industrial Park in compliance with Florida Statutes 287.055

The RFQ was advertised in the Baker County Press and our on-line bid advertisement service, Demandstar. Seven proposals were received and opened on August 20, 2018 at 3:00pm. Proposals were received from (listed in alphabetical order):

Baker Design Build, Jacksonville  
Eisman & Russo, Jacksonville  
England, Thims & Miller, Jacksonville  
North Florida Professional Services, Lake City  
Matthews Design Group, St. Augustine  
Stone Engineering Group, Jacksonville  
TOCOI Engineering, Green Cove Springs

The proposals were reviewed and ranked by the Road Superintendent, Asst Road Superintendent, and the County Manager, the results are listed on the attachment which resulted in a short list of three (3) companies:

North Florida Professional Services - Total average point score = 93

Eisman & Russo – Total average point score = 90

England Thims & Miller - Total average point score = 89

It is recommended to enter into negotiations with the highest ranked consultant, North Florida Professional Services for this project. The negotiated contract will be brought before the Board for award and final approval.



BAKER COUNTY, FL

**RFQ/RFP COMBINED SCORE SHEET**

**RFQ #2018-14**

**Engineering Services new road Woodstock Industrial Park**

<b>Raters</b>	NFPS	Eisman & Russo	England Thims & Miller	Stone Engineering Group	TOCOI Engineering	Matthews Design Group	Baker Design Build
	Lake City	Jacksonville	Jacksonville	Jacksonville	Green Cove Springs	St. Augustine	Jacksonville
Kennie Downing, County Manager	97	92	88	78	74	70	65
Robert Fletcher, Road Superintendent	91	89	89	87	88	86	86
William Stewart (Jessie), Asst. Road Supt.	91	89	89	87	87	87	86
<b>Total Score</b>	<b>279</b>	<b>270</b>	<b>266</b>	<b>252</b>	<b>249</b>	<b>243</b>	<b>237</b>
<b>Average Score</b>	<b>93</b>	<b>90</b>	<b>89</b>	<b>84</b>	<b>83</b>	<b>81</b>	<b>79</b>

Top 3 short-listed

APPLICATION

# E911 RURAL COUNTY GRANT PROGRAM

**W Form 1A, incorporated by reference in Rule 60FF1-5.002, Florida  
Administrative Code, Rural County Grants  
E911 Rural County Grant Program Application,  
Revised 02/17/16**

1.0 Purpose

County Baker

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

Total Amount Requested: \$52,932.97

Project Title: 911 System Maintenance

1. Board of County Commissioners Chair: Chairman Robert L. Steele

Mailing Address: 55 N. 3<sup>Rd</sup> St

City: Macclenny

State: FL Zip: 32063 -

Phone: ( 904 ) 259-3613 Fax: 904-259-7610

Email Address: [bobby.steele@bakercountyfl.org](mailto:bobby.steele@bakercountyfl.org) & [bakerfinance@bakercountyfl.org](mailto:bakerfinance@bakercountyfl.org)

2. County 911 Coordinator: Capt. Chris Volz

Mailing Address: 1 Sheriffs Office Dr

City: Macclenny

State: FL Zip: 32063 -

Phone: ( 904 ) 259-0230 Fax: 904-259-6114

Email Address: [Chris.volz@bakerso.com](mailto:Chris.volz@bakerso.com)

3. Federal Tax ID Number: 59-6018702

County BAKER

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

4. County Fact Information

A. County Baker

B. Population 27,000

C. Total Number of Incoming Nonwireless Trunks 14

D. Total Number of Incoming Wireless Trunks 23

E. Number of PSAP's 1

F. Number of Call-taking Positions per PSAP 6

G. Total Volume of 911 Calls 13,816

H. What equipment is needed to maintain the Enhanced 911 system?  
None

I. What equipment is requested in this grant application?  
None

J. Financial Information:

1.) What are the current annual costs for your E911 system (circuits, customer records hardware and software, etc.) not including maintenance?  
\$45,699.47

2.) What are the current annual costs for maintenance of items included in 1.)?  
\$60,298.97

3.) Total amount of E911 fee revenue received in the preceding year?  
\$98,676.98

4.) Total amount of county carry forward funding retained in the preceding year?  
0.00

5.) Current total amount of county carry forward funding?  
0.00

6.) Two year maximum calculated amount for applied carry forward funding  
Calculation (current year carry forward  
funding amount based on General  
Condition 5.13 multiplied by two) 0.00

7.) Minimum calculated amount for Applied Carry Forward Funding  
Calculation (amount in J.5. subtracted by  
amount in J.6.)  
Insert in Item 12. Budget Expenditure Report 0.00

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

Baker County's existing system is a Phase I and Phase II compliant type 5, 6 position PSAP utilizing the Solacom Guardian installed 1/19/2016 together with ECaTs MIS. installed 1/1/2016. Baker County uses an Exacom Logging Recorder that was installed 5/08/2016, a 911 Datamaster dbms, which was installed 9/02/2005, and the GeoComm Geolynx map, which was installed 10/01/2011.

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

AK Associates provides the first tier support to the PSAP for the Solacom, Geocomm, and Datamaster software/equipment. Should technical support be needed from equipment vendor, the AK technician will act as the point of contact and agent for the customer. With the increase risk of a cyber attack, Baker County is adding a managed services suite to the Solacom support. The Datamaster dbms support increased due to Baker was being charged for ALI steering for the life of the contract and not for full database management system. In comparing with other county's that are of equal size, the new amount is in line with what others are being charged.

The project is as follows:

AK Elite Premier Maintenance (1/01/19-12/31/19) , Solacom second tier support(1/19/19 – 1/18/20), ECaTs(1/01/19-12/31/19), and 911 Datamaster dbms second tier support (4/13/19 – 4/12/20).

Preventive maintenance and emergency repair shall be provided for the E911 system and its components including:

AK Elite Premier Maintenance

- Includes (labor only) maintenance service for the 9-1-1 system.
- Response time for major (2hours) and minor outages is within (4) hours. All other non-critical maintenance issues will have a next business day response.
- Remote diagnostics will be done immediately upon receipt of service problem.
- Provides daily remote diagnostics during normal business days. If corrective action is needed it will be performed remotely or by an on-site visit.
- Provides a weekly on-site preventive maintenance program during regular business hours 1 day a week, 8 hours per day.

Manufacturer Support includes

- Software patches, fixes, upgrades and Tier II maintenance support on Solacom and 911 Datamaster software.
- Managed Services Suite includes:

Virus Protection Management - takes all new definitions and updates and tests them in a lab to ensure compatibility and stability before pushing the definitions and updates to the workstations and servers. Patch Management - Patch Management is for all Windows (OS) patches and updates. Monitoring and Response - This service monitors all Solacom provided devices on the network

The maintenance support will be monitored and reviewed monthly with the vendor to assure the level of service is provided and the system is being maintained in operable working conditions.

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

Without AK Associates trained technicians that maintain the system, monitor it, respond in case of outage, and apply software upgrades, to the E-911 system and its components, Baker County would not be able to effectively maintain the County's E-911 system.

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

Baker County is a Rural County with a small subscriber base and the limited E911 fee revenues which are insufficient for the maintenance, and support this equipment. Additional funding is not available through general revenues. Currently, maintenance isn't an eligible carry forward fundable item and there are no other County funds available for this project

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

Baker County currently has enhanced 911 with wireless Phase I and Phase II services as defined in the State E911 Plan. The project is in concurrence with Section 5.2 of the State E911 Plan, maintaining equipment maintenance agreements currently in place. It is our goal to continue to provide reliable, uninterrupted E911 service to all of the residents, businesses and visitors of Baker County by renewing our AK Associates maintenance agreement.

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

Baker County currently contracts with AK Associates for E-911 system service and maintenance. We will renew the AK Elite Premier Maintenance (1/01/19 – 12/31/19) , Solacom second tier support(1/19/19 – 1/18/20), ECaTs(1/01/19-12/31/19), 911 Datamaster dbms second tier support (4/13/19 – 4/12/20). Receipt of these funds will allow continuance of our current maintenance contracts without interruption or lapse in maintenance coverage.

11. Sole source justification (if applicable).

This will be a sole source procurement to avoid voiding maintenance and warranty agreements.

12. Budget/Expenditure Report

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

County:	<b>Baker</b>	Grant Number:		Report Date:	
---------	--------------	---------------	--	--------------	--

For Grant Period Ending:	<input type="checkbox"/> March 31	<input type="checkbox"/> June 30	<input type="checkbox"/> September 30	<input type="checkbox"/> December 31	Year:		FINAL	<input type="checkbox"/>
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Proposed Budget				USE FOR QUARTERLY REPORTS	
Line Item	Unit Price (\$)	Quantity	Total Cost (\$)	Revised Budget	Total Cumulative Expenditures (\$)
A. Systems (Hardware, Software, Equipment & Labor)					
Total System Items					
B. Services (Training, Maintenance and Warranty Items)					
AK Elite Maintenance	\$29,290.42	1	\$29,290.42		
Solacom 2 <sup>nd</sup> tier Software Support(Managed Service)	\$13,290.39	1	\$13,290.39		
911 Datamaster Support	\$6,708.00	1	\$6,708.00		
ECaTs Support	\$3,644.16	1	\$3,644.16		
Total Service Items			\$52,932.97		
Less any Applied County Carry Forward or other Funding (if applicable)			0.00		
Grant Request Total			\$52,932.97		









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

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





# Pending Business

PENDING BUSINESS ITEM	PRIORITY	STATUS	START DATE	% COMPLETE	COMMENTS
LDR Revisions	High	In Progress	05/06/2014	 75%	LPA met 7/26/18. Redirected to begin work on updates to Comp Plan. 9/18/18 request for Comp Plan Liaison from the County Commission.
Bee Keeping at Shoals Park	Low	In Progress	07/05/2016	 75%	Staff is drafting policies in companion with draft beekeeping contract.
Jiles Hall Park (Olustee)- electricity, parks equipment	Normal	In Progress	09/23/2016	 50%	RAB approved a social media fundraiser to earn funds for new park equipment.
Community Development Block Grant Application	Normal	In Progress	02/21/2017	 75%	Resident letter has been completed. NFPS Staff will begin door-to-door surveys on 9/17/18
Infrastructure funding for County Roads	Normal	New	07/18/2017	 50%	Funding options are discussed at 1/16/18 meeting.
Tax Collector Project	High	In Progress	07/06/2017	 100%	Flooring project is complete. Will be removed from pending business after 09/18/18 BOCC meeting.
Donation Policy -Copy of financials for agencies that receive County funding	Normal	In Progress	10/17/2017	0%	Staff will prepare a draft policy for the Board to review in upcoming weeks.
Reid Stafford Road	Normal	New	03/07/2017	 75%	Glen Nursery portion closed for Road Dept. work. Trying to obtain Right of Way from all property owners. Commissioner Bennett is meeting with Property Owners to discuss the land/swap negotiations for ROW.
BCDC Member Vacancy	High	New	03/20/2018	0%	New Member is needed due to vacancy on the BCDC Board of Directors.
Courthouse Heating Issue	Normal	New	06/05/2018	 45%	Trane Engineers have performed site evaluations and are working to prepare the proposal.

# Memorandum



**To:** Board of County Commissioners  
**From:** Kennie Downing, County Manager  
**Date:** September 18, 2018  
**Re:** Comprehensive Plan Liaison

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In preparation of the update to the County’s Comprehensive Plan, Susan Fraser, acting Community Development Director, and myself have been brainstorming ideas to better assist the County with this update. After discussing the process for the update and our strategy over the next few months, both Susan and I feel it would be best to have a “Comprehensive Plan Liaison.”

This person would serve as a contact between the BOCC, the Local Planning Agency, County Administration and Community Development Staff. The liaison would help ensure that the information included in the update best represents the desire of the County Commission and the future direction of the County.

Staff recommends a County Commissioner serve this position and look forward to hearing nominations from the Board.

**RESOLUTION 2018-41**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BAKER COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR BAKER COUNTY FOR FISCAL YEAR 2018/2019; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners of Baker County, Florida, on September 18, 2017, adopted Fiscal Year 2018/2019 FINAL Millage Rate following a public hearing as required by Florida Statute 200.065.

**WHEREAS**, the Board of County Commissioners of Baker County, Florida, held a public hearing as required by Florida Statute 200.065; and

**WHEREAS**, the gross taxable value for operating purposes not exempt from taxation within Baker County has been certified by the County Property Appraiser to the Board of County Commissioners as \$874,502,861.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Baker County, Florida, that:

1. The Fiscal Year 2018/2019 FINAL operating millage rate is 7.2916 mills, which is 2.02% greater than the rolled-back rate of 7.1472 mills.
2. This resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** at a public hearing this the 18<sup>th</sup> day of September, 2018.

**BOARD OF COUNTY COMMISSIONERS  
OF BAKER COUNTY, FLORIDA**

\_\_\_\_\_  
Robert L. Steele, Vice Chairman

Attest: \_\_\_\_\_  
Stacie D. Harvey, Clerk to the Board

**RESOLUTION 2018-42**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BAKER COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2018/2019; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners of Baker County, Florida, on September 18, 2018, held a public hearing as required by Florida Statute 200.065; and

**WHEREAS**, the Board of County Commissioners of Baker County, Florida, set forth the appropriations and revenue estimate for the FINAL budget for Fiscal Year 2018/2019 in the amount of \$37,033,360, of which 0.0083 mills, or \$53,046, is sent directly to the Baker County Health Department, making the FINAL Operating Budget for the County to be \$36,980,314.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Baker County, Florida, that:

1. The Fiscal Year 2018/2019 FINAL Budget be adopted.
2. This resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** at a public hearing held the 18<sup>th</sup> day of September, 2018.

**BOARD OF COUNTY COMMISSIONERS  
OF BAKER COUNTY, FLORIDA**

\_\_\_\_\_  
Robert L. Steele, Vice Chairman

Attest: \_\_\_\_\_

Stacie D. Harvey, Clerk to the Board